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NATIONAL TAIWAN UNIVERSITY

Regulations for the Management of Environmental Protection and Occupational Safety and Health

August 31, 1998	Passed by the Environmental Protection and Occupational Safety and Health Committee
October 29, 2001	Amended and passed by the Environmental Protection and Occupational Safety and Health Committee
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Chapter I General Provisions

- Article 1 The National Taiwan University (NTU or “the University”) *Regulations for the Management of Environmental Protection and Occupational Safety and Health* (“the Regulations”) are formulated in accordance with the applicable environmental protection and occupational safety and health (EHS) regulations to promote on-campus EHS initiatives.
- Article 2 The term “environmental protection and occupational safety and health” (EHS) as used herein shall refer to matters related to occupational hazard prevention, campus radiation safety, environmental quality and sanitation maintenance, and the fostering of a safe, healthy, and comfortable environment to safeguard the well-being of faculty, staff, and students in accordance with the applicable environmental protection and occupational safety and health regulations.
- Article 3 The duties of the competent EHS managing units are as follows:
1. The EHS Committee shall be responsible for deliberating over, coordinating, and advising on University-wide EHS matters.
 2. The EHS Center shall be responsible for the planning, oversight, and promotion of University-wide EHS initiatives.
 3. The head of each top-level unit, department, division, graduate institute, and subordinate unit shall be responsible for the implementation and

management of EHS initiatives of the unit itself and its subordinate units, and shall appoint an EHS officer to handle related matters. The head of each top-level research unit, department, and graduate institute shall appoint a safety officer to be in charge of safety matters.

Article 4 Each college and subordinate unit of the University shall, based on its actual needs, establish an EHS board to formulate directives pertaining to EHS management, with the dean of the college or head of the subordinate unit serving as convener.

Article 5 Construction projects taking place at the University shall be subject to the provisions of the *Occupational Safety and Health Act*, the *Directives for the Reinforcement of Occupational Safety and Health Management in Public Construction*, and other applicable laws and University regulations.

Chapter II Division of Labor and Duties

Article 6 The duties of the EHS Committee are as follows:

1. Formulation of environmental protection, radiation prevention, and occupational safety and health regulations
2. Evaluation and periodic review and revision of environmental protection, radiation prevention, and occupational safety and health-related measures and plans
3. Formulation of environmental protection, radiation prevention, and occupational safety and health training plans; maintenance of training records
4. Formulation of prevention measures for machinery, equipment, and raw materials/supplies-related hazards; maintenance of records
5. Formulation of countermeasures in response to work environment measurement results; maintenance of records
6. Oversight and handling of environmental protection, radiation prevention, and occupational safety and health incidents that occur on campus; maintenance of records
7. Deliberation of matters related to occupational health management; maintenance of records
8. Deliberation of matters related to environmental protection, radiation prevention, and occupational safety and health assigned by the NTU President
9. Establishment of a disaster risk reduction and management system to minimize losses and damage due to environmental disasters

Article 7 The EHS Center shall handle the following matters in accordance with applicable laws and regulations:

1. Formulation of disaster prevention plans and oversight of their implementation at the college level
2. Planning for and oversight of each unit's management of environmental protection, radiation prevention, and occupational safety and health-related matters

3. Oversight of inventories and inspections of environmental protection, radiation prevention, and occupational safety and health-related facilities
4. Supervision and oversight of each unit's implementation of periodic inspections, focused inspections, and work environment measurements.
5. Planning for and oversight of environmental protection, radiation prevention, and occupational safety and health training
6. Planning for occupational health examinations; implementation of health management
7. Oversight of the investigation and handling of occupational incidents; occupational incident statistics
8. Providing the NTU President with data and advice concerning the management of environmental protection, radiation prevention, and occupational safety and health
9. Other matters concerning environmental protection, radiation prevention, and occupational safety and health management

Article 8 The dean of each college shall be responsible for the following matters concerning environmental protection, radiation prevention, and occupational safety and health:

1. Overall management of environmental protection, radiation prevention, and occupational safety and health matters within the college
2. Instructing subordinate units of the college to implement environmental protection, radiation prevention, and occupational safety and health initiatives; performing regular reviews
3. Instructing the competent units of the college to cooperate matters concerning environmental protection, radiation prevention, and occupational safety and health
4. Instructing the competent units to address occupational hazards identified by each subordinate unit of the college with all due speed
5. Approval and promotion of the college's plans for environmental protection, radiation prevention, and occupational safety and health; evaluation of occupational injury statistics

Article 9 The duties of the head of each subordinate unit of a college are as follows:

1. Implementation of environmental protection, radiation prevention, occupational safety and health management, and occupational hazard prevention initiatives
2. Regular inspections, focused inspections, inventories, and other related oversight duties
3. Regular and unscheduled work environment inspections
4. Oversight of each laboratory's implementation of environmental protection, radiation prevention, and occupational safety and health management
5. Research into occupational hazard prevention strategies
6. Planning for and implementation of environmental protection and occupational safety and health training

7. Management of the unit's occupational hazard surveys and statistics
8. In the event of an incident: Assisting in the handling and investigating of the incident; notification of the managing unit
9. Other matters required by the applicable regulations on environmental protection, radiation prevention, and occupational safety and health
10. Other matters concerning environmental protection, radiation prevention, and occupational safety and health management assigned by the dean of the college

Article 10 The safety officer of each unit shall assist the unit head in all safety matters in accordance with the University's *Directives for the Appointment of Safety Officers*.

Article 11 The representative(s) of each laboratory, venue where experiments may be conducted, workshop, internship factory, or other site where occupational hazards are prone to occur shall undertake the following duties:

1. Implementing matters related to environmental protection, radiation prevention, and occupational safety and health management
2. Analysis and evaluation of all potential risk factors at the site; formulation of safety rules; organization of workshops and training programs on environmental protection, radiation prevention, and occupational safety and health. In addition to coordinating laboratory operations, representatives must also enforce compliance with environmental protection, campus safety, occupational health, and work procedures.
3. Eliminating or addressing potential risks in the work environment in a timely manner and reporting them to the head of the unit
4. Keeping track of materials procured and research activities conducted by each laboratory; ensuring all machinery, instruments, and equipment undergo regular maintenance and inspections
5. Ensuring that all personnel comply with environmental protection, radiation prevention, and occupational safety and health regulations
6. Frequent patrol of worksites; correction, rectification, and prevention of unsafe behavior or actions
7. Provision of appropriate environmental protection, radiation prevention, and occupational safety and health protective equipment; instructing employees on how to wear/use it correctly
8. In the event of an incident: Responding immediately and appropriately and reporting the incident to a competent unit of the University; performing first aid on the injured and calling an ambulance; investigating the cause of the incident and submitting an improvement plan within two weeks; complying with the external reporting requirements stipulated in other applicable regulations
9. Implementation of other environmental protection, radiation prevention, and occupational safety and health matters
10. Granting of permission to use a laboratory (users must obtain the permission from the person in charge before using a laboratory) Authorized persons must operate experimental instruments themselves.

If necessary, they may be accompanied by a researcher, graduate student, or a student worker. The representative shall keep track of each authorized person's use of the laboratory and shall regulate their behavior while in the laboratory.

Article 12 Individuals in charge of a venue shall exercise the due care of a prudent administrator. In the event of a disaster or regulatory violation, such individuals shall be held legally liable while the heads of the department, division, graduate institute, and top-level unit shall be held severally accountable for their oversight and management liabilities. The University may, based on the seriousness of the offense, issue the appropriate disciplinary measures or place the violating venue directly under its custody.

Article 13 The duties and obligations of the University's faculty, staff, and students are as follows:

1. Compliance with regulations on environmental protection, radiation prevention, and occupational safety and health, as well as any venue-specific work rules.
2. Inspecting and modifying the work environment and equipment prior to use and notifying competent faculty members or unit heads in the event of an anomaly
3. Undergoing health examinations and following the recommendations indicated on the results
4. Undergoing environmental protection, radiation prevention, and occupational safety and health training; providing recommendations pertaining to environmental protection, radiation prevention, and occupational safety and health
5. In the event of an incident: Providing immediate response, requesting assistance, and returning the venue to its original state
6. Familiarizing newly-hired personnel with the standard operating procedures for environmental protection, radiation prevention, and occupational safety and health

Chapter III Autonomous Inspections

Article 14 Each unit shall conduct regular inspections of its instruments, equipment, machinery, and vehicles in accordance with Articles 13 through 44 of the *Occupational Safety and Health Management Regulations*.

Article 15 Each unit shall conduct focused inspections of its equipment in accordance with Articles 45 through 49 of the *Occupational Safety and Health Management Regulations*.

Article 16 Each unit shall conduct pre-use inspections of its equipment in accordance with Articles 50 through 78 before any operations are performed by its faculty, staff, and/or students.

Article 17 The individual(s) in charge of each laboratory shall be responsible for conducting regular safety inspections, the scope and contents of which shall be determined by their actual needs. The inspections shall be conducted according to an inspection manual or checklist. They shall also cooperate

when the head of their superordinate unit or EHS specialists conduct autonomous inspections.

Article 18 Each unit shall formulate an autonomous inspection plan for autonomous inspections conducted in accordance with Articles 14 through 17 herein.

Article 19 Each unit shall maintain records of all regular or focused inspections conducted in accordance with Articles 14 through 16 herein. The records shall include the following information and shall be retained for three years, with an additional copy submitted to the superordinate college for approval:

1. Date of the inspection
2. Method of inspection
3. Inspection items
4. Inspection results
5. Name of the inspector
6. Improvement measures

Article 20 All units and personnel shall comply with the provisions related to autonomous inspections under Articles 14 through 17 herein. If any anomaly or potential hazard is identified during an inspection or inventory, the competent unit or personnel shall immediately take the necessary measures to correct the situation and report the anomaly/hazard to a faculty member or the unit head.

Chapter IV Incident Reporting

Article 21 Worksites shall report any of the following occupational incidents to the inspection agency within eight hours of their occurrence.

1. Death
2. An incident with three or more victims
3. An incident with one or more victims requiring hospitalization
4. Other disasters designated by the central supervising authority

Article 22 Altering or despoiling the scene of a major occupational incident, as described in Article 21, is prohibited without the permission of law enforcement or the inspection agency, unless it is done so for first aid and rescue purposes.

Article 23 An NTU Incident Report Form shall be filled out upon the occurrence of an occupational injury. The first stub of the form shall be submitted to the EHS Center within three days. The form shall be completed within two weeks, and the first and second copies of the form shall be submitted to the competent college and the EHS Center respectively.

Article 24 The procedures and regulations for handling incidents in laboratories, classrooms, and other research/work venues shall be formulated separately.

Chapter V Supplementary Provisions

Article 25

1. An accredited laboratory established under the University's *Regulations for the Establishment of Laboratories* which is found to have operated in violation of any regulations or to have caused an incident may be ordered to suspend all operations by the managing unit effective immediately. The University may also take the laboratory (and any affixed equipment) under its custody. Representatives who wish to dispute a penalty may file an appeal with the EHS Committee.
2. Any individual, laboratory chief, or supervisor who violates the provisions herein or who fails to fulfill their supervisory duties as described in the preceding paragraph may, following the resolution of the EHS Committee, receive a public warning, face suspension, have their funding reduced or terminated, receive demerits in their service performance review, be ordered to turn over or shut down their laboratory (in severe cases), or be issued other restrictions or penalties as appropriate.
3. Under the circumstances described in the preceding two paragraphs, a laboratory (including its affixed equipment) may be released from custody/supervision following the execution of the penalty and passage of a re-review in accordance with the provisions herein.

Article 26 Individuals, laboratory representatives, and supervisors who have contributed significantly to environmental protection and occupational safety and health may, following the referral to the EHS Committee for deliberation, be recommended for a public commendation, receive recognition in their service performance review, or be granted other appropriate awards.

Article 27 Matters not addressed herein shall be subject to the University's *Directives Governing Follow-Up Measures for Laboratories and Non-Laboratory Units in Violation of Environmental Protection and Occupational Safety and Health Regulations*.

Article 28 The Regulations shall apply to all venues located within NTU as well as any laboratories leased or borrowed by the University.

Article 29 The Regulations shall be passed by the EHS Committee and the Administrative Meeting and then implemented on the date of promulgation.