#### NATIONAL TAIWAN UNIVERSITY

### Directives Governing the Management of Environmental Protection and Occupational Safety and Health for Contractors

July 08, 2002 Passed by the Environmental Protection and Occupational Safety and Health
Committee

August 27, 2002 Passed by the 2,256th Administrative Meeting
May 18, 2010 Amended and passed by the 2,623rd Administrative Meeting

March 29, 2016 Passed by the 2,899<sup>th</sup> Administrative Meeting

- Article 1 The National Taiwan University (NTU or "the University") Directives
  Governing the Management of Environmental Protection and Occupational
  Safety and Health for Contractors ("the Directives") are formulated as the
  basis for contractor management in accordance with the Occupational
  Safety and Health Act and the applicable environmental protection
  regulations to delineate contractor's rights and obligations pertaining to
  environmental protection and occupational safety and health (ESH).
- Article 2 The provisions stipulated herein shall apply to contractors who enter any of the University's campuses for the following purposes:
  - 1. Fulfillment of signed construction contracts or orders
  - 2. Fulfillment of signed instrument orders
  - 3. Instrument installation/maintenance
  - 4. Maintenance and trimming of plants on campus
  - 5. Contracted cleaning work
  - 6. Facility repairs and maintenance
  - 7. Emergency construction work
  - 8. Operations or delivery of goods on campus involving open flames, lifting and rigging, working at height or in confined spaces, or other dangerous operations
- Article 3 Contractors shall notify any subcontractors they engage for a contract, whether in part or in full, to comply with the provisions herein.
- Article 4 For contracts fulfilled by two or more contractors, the contractors shall co-appoint a safety officer and notify the University in writing.
- Article 5 Contractors engaged by the University shall assume the applicable ESH responsibilities required of employers under the *Occupational Safety and Health Act*. The same shall apply to subcontractors. Contractors shall inform any subcontractors they engage to perform a contract, whether in part or in full, about the University's work environment, potential hazards, and the measures stipulated by the *Occupational Safety and Health Act* and other applicable safety and health regulations.
- Article 6 Contractors shall put the safety measures stipulated by the *Occupational Safety and Health Act* into place and provide the necessary protective equipment and gear for its personnel to ensure their safety during

construction. Contractors shall require their construction workers to comply with the applicable safety procedures and shall be held solely liable for any damages, injuries, and criminal liabilities resulting from human error or inadequate safety measures. Contractors shall additionally be liable for any financial losses caused to the University or a third party.

- Article 7 During construction, contractors shall comply with the *Air Pollution Control Act*, *Water Pollution Control Act*, *Waste Disposal Act*, *Noise Control Act*, and other applicable environmental protection regulations, and they shall minimize indoor air pollution, noise, and vibration in accordance with the applicable construction regulations. Violations may be grounds for contract termination or rescission under Article 101 of the *Government Procurement Act*.
- Article 8 Contractors shall implement the necessary construction safety management measures in accordance with the *Occupational Safety and Health Act* and shall address any noncompliance with the University's occupational safety regulations that is reported for improvement. Violations may be grounds for contract termination or rescission under Article 101 of the *Government Procurement Act*.
- Article 9 Depending on the nature of the construction work, contractors shall submit an application before any operations involving open flames, lifting and rigging, working at height or in confined spaces, or other dangerous operations.
- Article 10 Contractors shall organize occupational safety and health training for construction workers in accordance with the mandated training hours and contents set forth in the *Occupational Safety and Health Act* and *Occupational Safety and Health Education and Training Rules*. Training records shall be maintained for reference.
- Article 11 Contractors may only undertake construction work during normal business hours, which are 8 a.m. 12 p.m. and 1 p.m. 5 p.m., Monday through Friday. Exemptions may be granted with the approval of the University.
- Article 12 Campus Security and the competent unit's representative must be notified immediately if an incident occurs during construction work.
- Article 13 Matters not addressed herein shall be subject to other applicable government laws and University regulations.
- Article 14 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

#### NATIONAL TAIWAN UNIVERSITY

### Environmental Protection and Occupational Safety and Health Disclosure Form for

#### **Construction Contractors**

- 1. Contractors shall include costs associated with environmental protection and occupational safety and health in their quotes for each procurement project.
- 2. Contractors shall implement disaster prevention plans and occupational safety and health management measures in accordance with the University's *Directives for the Management of Environmental Protection and Occupational Safety and Health* and other applicable labor safety and health regulations.
- 3. Contractors shall submit an application in accordance with the applicable regulations before undertaking any high-risk operations.
- 4. Contractors shall ensure that all personnel have received the necessary training before entering a construction site for work.
- 5. Contractors who violate the preceding regulations and who refuse to make the necessary improvements as required by University personnel may have their procurement contract terminated or rescinded if the violation is severe.
- 6. Contractors shall assume sole liability for occupational disasters or incidents occurring at the construction site which are attributable to themselves or their personnel.

This is the end of the disclosure.	
Disclosing unit:	
Discloser:	
Disclosure date:	

I hereby certify that I am duly informed of the environmental protection and labor safety/health regulations applicable to the construction work to be performed.

#### National Taiwan University

Confirmed by:
Position:
1 obition.
Confirmation date:

# NATIONAL TAIWAN UNIVERSITY Application for Conducting High-Risk Operations in Confined Spaces

	Application date	e:	_/	/	(yyyy/mm/dd)
Name of contractor:					
Site of operations:					
Date of operations:					
<ol> <li>Notes:</li> <li>Before construction chemical pipelines</li> <li>The construction site to construction site to concentrations are</li> <li>All construction we equipment, and a construction si</li> <li>There shall be suff facilities available within the construction</li> <li>Campus Security in</li> </ol>	are switched of upervisor or sate of ensure that Of within permissions orkers shall we qualified spotted te from the out icient protective in case the spotted to site are in the out it is the spotted to site are in the spotted to site ar	ff.  ofety off  off,  sible lever the restall lever  of equipater deter deter dender	icer slow, a vels. necess be appoint and and and and and and and are and and are	hall mand Hand Hand pointe and rand rand in nee	nonitor the 2S rotective ed to monitor escue
Contractor's representa	tive:		_TEL:		
On-site superviso	or:		_TEL:		
Commissioning unit's rep	oresentative:		_TEL:		
Processing clerk: _			_TEL:		
Seal of the approving unit	 				

# NATIONAL TAIWAN UNIVERSITY Application for Conducting High-Risk Operations Involving Lifting and Rigging

	Application date:	/	/	(yyyy/mm/dd)
Name of contractor:				
Site of operations:				
Date of operations:				
<ol> <li>Notes:</li> <li>Construction work operations.</li> <li>Contractors are received the space under the supermaintenance of and Rig operators may in operation.</li> <li>During assembly as strictly restricted from signs may be installed. All rigging operation conditions (such as potential danger.</li> <li>Campus Security restricted from the signs operation.</li> </ol>	quired to ensure rigging system. visor shall be apply adjustments to not leave their pend disassembly, and disassembly, and entering the led if necessary. The shall be suspensively on the suspensively winds or	that all per pointed to the riggin ost while to unrelated area of op ended und heavy rai	ersonno overso g syste the rigg individue indi	el stay clear of ee the em. ging system is luals shall be on. Warning
Contractor's representat	ive:	TEL	<i>:</i>	
On-site supervisor	r:	TEL	<i>:</i> :	
Commissioning unit's repr	resentative:	TEL	·:	
Processing clerk:		TEL	<i>:</i>	

Seal of the approving unit:

# NATIONAL TAIWAN UNIVERSITY Application for Conducting High-Risk Operations at Height

App	plication date:	/	_/ (yyyy/mm/dd)
Name of contractor:			
Site of operations:			
Date of operations:			
Notes:			
<ol> <li>Fall protection measure</li> <li>Construction workers a protective equipment a</li> <li>Campus Security report</li> </ol>	are required to and are prohibi	wear the ted from v	necessary
Contractor's representative:		TEL: _	
On-site supervisor:		TEL: _	
Commissioning unit's represen	ntative:	TEL: _	
Processing clerk:		TEL: _	
Seal of the approving unit:			

### NATIONAL TAIWAN UNIVERSITY Application for Conducting High-Risk Operations Involving Open Flames

	Application date:	//	(yyyy/mm/dd)
Name of contractor:			
Site of operations:			
Date of operations:			
Date of operations:			

#### **Notes:**

- 1. Flammable objects shall be kept away from sources of flames to prevent fires.
- 2. Fire extinguishers shall be available at the construction site, and a spotter shall be stationed to monitor for any sparks.
- 3. Contractors are required to ensure that no pipelines and storage tanks near the construction site pose safety concerns before igniting a flame.
- 4. Gas cylinders shall be placed in the upright position and secured firmly.
- 5. The use of electricity is only permitted if a grounding point has been arranged by Construction and Maintenance Division personnel.
- 6. In a construction site with electrical conductors or wet floors, welding machines shall be equipped with an automatic anti-shock device to avoid leakage.
- 7. Electrical wires shall be fully insulated and may not be tangled, exposed, or placed randomly or where they may obstruct passageways.
- 8. Spark prevention measures shall be in place for operations involving cutting, grinding, welding, and live wires.
- 9. All construction workers shall wear proper protective equipment.
- 10. The processing clerk shall inform the contractor of any abnormal odors, smoke, or dust present in the vicinity of the construction site.
- 11. Smoking is strictly prohibited on all construction sites. Please exit the construction site if you wish to smoke.
- 12.If an operation is likely to trigger a false fire alarm, please ask the processing clerk to temporarily disable the alarm system and to re-enable it upon completion of the operation to prevent any penalties from being incurred.
- 13. Contractors who interrupt research activities by triggering a fire alarm, sounding the alarm bell by mistake, or generating foul odors, or who use open flames without permission, will be subject to the appropriate penalties.
- 14. Campus Security reporting hotline: 3366-9110

Contractor's representative:	TEL:
On-site supervisor:	TEL:
Commissioning unit's representative:	TEL:
Processing clerk:	TEL:
Seal of the approving unit:	

# NATIONAL TAIWAN UNIVERSITY Application for Conducting Miscellaneous High-Risk Operations

	Application date:	/	/	(yyyy/mm/dd)
Name of contractor:				
Type of operation: □ Elect	rical work □ Herbio	cides/Pesticio	les □ Ot	her:
Site of operations:				
Date of operations:				
Contractor's representat	ive:	TEL	<i>:</i> :	
On-site supervisor	r:	TEL	<i>.</i> :	
Commissioning unit's repr	resentative:	TEL	<i>:</i> :	
Processing clerk:		TEL	<i>.</i> :	
Seal of the approving unit:				