

# NATIONAL TAIWAN UNIVERSITY

## Directives for Handling Laboratory Incidents

January 19, 2010    Passed by the 2,608<sup>th</sup> Administrative Meeting

- Article 1    In the event of a laboratory incident, Campus Security, the laboratory representative, and the head of the academic program shall be notified immediately so that they may arrive at the site to handle the incident.
- Article 2    Upon confirmation of the occurrence of an incident, a report and request for assistance shall be submitted to the internal or external supervisory authorities in accordance with the Occupational Hazards Reporting and Communication Flow Chart
- Article 3    Warnings of laboratory hazards, including physical, chemical, biological, radioactive, and other hazards, shall be placed at laboratory entrances in accordance with the regulations of the Environmental Protection and Occupational Safety and Health Center (“the EHS Center”) to facilitate the handling of incidents and to ensure the personal safety of rescuers and emergency responders.
- Article 4    Each laboratory shall provide the EHS Center and Campus Security with the telephone contact information of its representative and a copy of the key or access card to the laboratory in case of an incident.
- Article 5    Campus Security personnel and personnel from other competent units may only enter the site of an incident upon confirming their personal safety and the presence of adequate protective equipment. All personnel are required to review the laboratory's emergency hazard response information at the entrance to the laboratory before implementing the relevant response measures.
- Article 6    Campus Security personnel shall take command of the site and may request evacuation or cordon off the site as needed. Once the laboratory representative or head of the academic program arrives at the site, the command shall be transferred to the representative or head with a higher level of authority.
- Article 7    In the event of an incident, Campus Security personnel shall first confirm that there are no safety concerns before entering the incident site to confirm or investigate the cause of the incident and perform any necessary rescue work.
- Article 8    Each academic program shall formulate a set of emergency response procedures, set up a fire safety self-defense team, and perform periodic drills at least once every three years in accordance with the *National Taiwan University Directives for the Implementation of Emergency Response Drills* to familiarize its staff with the applicable emergency response procedures in case of an incident.
- Article 9    Once an incident has been resolved, the laboratory representative shall follow up by investigating the cause of the incident and collating, analyzing, and recording any related information, which shall be reported to the EHS center for reference. The representative shall also review the laboratory's procedures and reinforce its prevention measures in order to prevent the reoccurrence of similar incidents.

*Article 10* The EHS Center may impose punishment on a laboratory or require it to make improvements in accordance with the *National Taiwan University Regulations for the Management of Environmental Protection and Occupational Safety and Health* and *National Taiwan University Directives Governing Follow-Up Measures for Laboratories and Non-Laboratory Units in Violation of Environmental Protection and Occupational Safety and Health Regulations*.

Article 11 These directives shall be passed by the Environmental Protection and Occupational Safety and Health Committee and the Administrative Meeting and then implemented on the date of promulgation.