

# NATIONAL TAIWAN UNIVERSITY

## Directives for the Appointment of Safety Officers

January 21, 2011 Amended and passed by the Environmental Protection and Occupational Safety and Health Committee  
March 08, 2011 Passed by the 2,660<sup>th</sup> Administrative Meeting

- Article 1 The National Taiwan University (NTU or “the University”) *Directives for the Appointment of Safety Officers* (“the Directives”) are formulated to ensure the wellbeing of faculty members and students at the University, provide a safe environment for education, and minimize safety hazards through the operation of safety organizations within departments, graduate institutes, colleges, and top-level research units.
- Article 2 Each department, graduate institute, college, and top-level research unit shall appoint one faculty member to serve as safety officer to assist the head of their unit in the oversight of safety-related matters. Units that have received special approval may be exempt from the preceding provision. The head of each division of the Environmental Protection and Occupational Safety and Health Center (“the EHS Center”), as well as all distinguished members of the Center, shall serve as University-level safety officers (“University safety officers”).
- Article 3 The safety officer of each college and top-level unit shall provide assistance in the oversight of safety throughout the unit, including in areas such as laboratories, work sites, and public spaces. The duties of safety officers are as follows:
1. Proactive inspection of work sites to identify and correct unsafe behavior (Laboratory representatives shall be notified in advance of an on-site inspection.)
  2. Oversight of autonomous inspections conducted by subordinate units
  3. Review of potential hazards and submission of reports on such hazards, together with any supporting documents, to the unit head and the EHS Center
  4. Promotion of environmental protection and occupational safety and health initiatives
- Article 4 The safety officer of each department, graduate institute, and college shall oversee safety in buildings that are used solely by the that unit. If a building is used by multiple units, all involved units shall co-appoint a building safety officer to oversee public safety inspections at the building to ensure electrical and fire safety. Each safety officer shall appoint a certified fire safety manager and notify the Office of General Affairs accordingly.
- Article 5 The safety officer of each department and graduate institute shall provide assistance in the oversight of safety matters throughout the unit, including in areas such as laboratories, work sites, and public spaces. Their duties are as follows:
1. Proactive inspection of work sites to identify and correct unsafe behavior (Laboratory representatives shall be notified in advance of an on-site inspection.)

2. Ensuring that all personnel within the unit complete the necessary safety training
3. Oversight of autonomous inspections conducted by subordinate units
4. Oversight of the implementation of safety measures at laboratories
5. Oversight of electrical and fire safety within the department/graduate institute
6. Review of potential hazards and submitting reports of such hazards, together with any supporting documents, to the unit head and the college safety officer
7. Promotion of environmental protection and occupational safety and health initiatives

- Article 6 After performing the following safety tasks, safety officers shall prepare a record to be sent to the relevant units for improvement and reference:
1. College and top-level unit safety officers shall perform safety spot checks within their unit at least once every six months. Records for the current inspection and improvement results from the previous inspection shall be forwarded to the office of the superordinate top-level unit for reference. Records of safety anomalies shall be compiled on an annual basis and submitted to the Office of General Affairs and the EHS Center.
  2. Building safety officers shall compile inspection records on a semiannual basis, which shall be forwarded to the relevant unit's office for reference. Records of the current inspection and improvement results from the previous inspection shall be submitted to the Office of General Affairs and the EHS Center.
  3. Department and graduate institute safety officers shall compile inspection records on a semiannual basis, which shall be forwarded to the department office for reference. Records of safety anomalies found in the current inspection and improvement results from the previous inspection shall be submitted to the office of the superordinate college.
  4. University safety officers shall perform safety inspections on a semiannual basis, the records of which shall be forwarded to the EHS Center for reference.

Article 7 The safety officer of each department, graduate institute, college, or top-level research unit shall be appointed by the head of that unit. The safety officer of each building shall be co-appointed from among the safety officers of all units that use the building. They shall serve a two-year term and may serve consecutively if re-appointed. University safety officers shall be appointed by the NTU President. They shall serve a two-year term and may serve consecutively if re-appointed. The EHS Center and the heads of the competent units shall be notified when a safety officer is replaced.

Article 8 The EHS Center may call safety officer meetings or organize safety officer training programs as necessary.

Article 9 The 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.