

NATIONAL TAIWAN UNIVERSITY

Directives for the Management of Occupational Safety and Health Training

August 04, 2015 Passed by the 2,869th Administrative Meeting

Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Directives for the Management of Occupational Safety and Health Training* (“the Directives”) to equip on-site workers with the necessary knowledge of environmental hazards and related prevention measures.

Article 2 Definitions of Terms:

1. Workplace, or site: A place set up for work that is used or managed by the University
2. Laboratory, or lab: A laboratory, venue for experiments, workshop, or internship factory
3. Non-laboratory site: A site that is not considered a laboratory
4. Chemical lab: A laboratory where hazardous chemicals are manufactured, handled, or used
5. Radiology lab: A laboratory where radioactive substances are stored, used, or handled, or where equipment that can generate ionizing radiation is installed
6. Biology lab: A laboratory where genetic recombination experiments or experiments involving infectious biological materials are conducted

Article 3 Occupational safety and health training shall comprise general (non-laboratory) workplace safety training and laboratory safety training specific to the nature of each site. General workplace safety training is required for all workers throughout the University, whereas laboratory safety training is required for those who will work in a lab.

Article 4 General workplace safety training shall be organized by individual departments, graduate institutes, centers, colleges, or hiring units. General workplace safety training shall primarily focus on the prevention of work-related hazards. Each new employee shall participate in at least 3 hours of general training, whereas current employees shall participate in 3 hours of general training every 3 years.

Article 5 Laboratory safety training shall be divided into core training and special training, both of which shall, in principle, be organized by the Environmental Protection and Occupational Safety and Health Center (“the EHS Center”) but may be organized by other units with the approval of the EHS Center. All lab workers shall participate in core training, whereas workers in a chemical, radiology, or biology lab shall participate in the corresponding special training.

Regulations pertaining to laboratory safety training are as follows:

1. Core training: All laboratory workers shall participate in Laboratory Safety and Health Management Training (3 hours), which shall include

general safety/health guidelines and first-aid training applicable to laboratories.

2. Special training: Workers in chemical labs shall pass Hazard Identification and Prevention Training; workers in radiology labs shall pass Radiation Safety and Protection Training; and workers in biology labs shall pass Biosafety Training.

The required hours for each type of training are as follows:

- 1) Hazard Identification and Prevention Training (3 hours): General knowledge about common hazards, chemical hazards, the labeling of chemicals, safety data sheets, operations involving toxic chemicals, waste management, etc.
 - 2) Radiation Safety and Protection Training (3 hours): Introduction to ionizing radiation and its usage regulations, radiation prevention planning, radioactive waste management, etc.
 - 3) Biosafety Training (8 hours): Introduction to biology labs, biomaterial-related hazards, good microbiology laboratory practice, biomedical waste management, etc.
3. Certificates for Biosafety Training shall be valid for one year, after which workers shall be required to participate in four hours of additional training each year. Certificates for other types of training shall be valid for three years, after which workers shall be required to participate in three hours of additional training each year.

Article 6 Laboratory representatives shall be held legally liable for any operations conducted by workers who have yet to pass the necessary training, and shall additionally be subject to the University's *Regulations for the Management of Environmental Protection and Occupational Safety and Health*, the *Directives Governing Follow-Up Measures for Laboratories and Non-Laboratory Units in Violation of Environmental Protection and Occupational Safety and Health Regulations*, and other applicable regulations.

Article 7 In accordance with Article 11 of the University's *Regulations for the Management of Environmental Protection and Occupational Safety and Health*, persons needing to enter a laboratory temporarily shall be informed of the possible hazards and the applicable safety regulations, and they must be accompanied by the laboratory chief or an authorized proxy.

Article 8 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.