

Chung Yuan Christian University Occupational Safety and Health Management Regulations

Approved by the 787th Administrative Meeting on April 10, 2003

Amended per official letter No. 1030000643 on March 5, 2014

Amended per official letter No. 1050002657 on August 25, 2016

Amended by the 1010th Administrative Meeting on April 6, 2023

Article 1 To enhance the management of occupational safety and health and to prevent workplace hazards, Chung Yuan Christian University (hereinafter referred to as "the University") has established these "Occupational Safety and Health Management Regulations" (hereinafter referred to as "the Regulations") in accordance with Article 23 of the Occupational Safety and Health Act, and Articles 12-1 and 89-1 of the Occupational Safety and Health Management Rules.

Article 2 Scope of Application:

1. All workplaces within the University subject to the Occupational Safety and Health Act (including laboratories, experimental factories, research centers, and other relevant facilities, collectively referred to as "applicable locations").
2. Other locations designated by the Ministry of Education or labor authorities.
3. Applicable personnel include University staff (such as faculty and administrative staff) and stakeholders (e.g., visitors, independent contractors, and subcontractors) who must access the locations for work-related purposes.

Article 3 The University shall establish the Environmental Protection and Occupational Safety and Health Committee (hereinafter referred to as "the Committee"). The Committee shall consist of 15 to 21 members. The University President shall serve as the chairperson, and the Director of the Environmental Protection and Occupational Safety and Health Center shall act as the executive secretary and an ex-officio member. Other members shall be appointed by the President.

Article 4 The Committee shall convene every three months, and additional meetings may be called by the executive secretary as necessary. If a member is unable to attend, the chairperson may appoint a delegate.

Article 5 Duties and Responsibilities of the Committee:

1. Formulate the University's safety and health policies.
2. Develop safety and health work protocols and relevant regulations.
3. Plan and implement safety and health education programs.
4. Draft disaster prevention plans.
5. Establish procedures for disaster investigations.
6. Supervise safety and health matters occurring within the University or as assigned by the President.
 - o Records of Committee deliberations shall be maintained.

Article 6 The Environmental Protection and Occupational Safety and Health Center serves as the University's safety and health management unit. Its responsibilities include:

1. Planning and supervising the safety and health management of various academic units.
2. Planning and supervising inspections of safety and health facilities in academic units.
3. Organizing safety and health education and training programs.
4. Drafting annual safety and health work plans for the campus.
5. Preparing campus safety and health self-inspection plans.
6. Coordinating and promoting campus safety and health activities.
7. Supervising campus disaster investigations, processing, and statistical analysis.
8. Providing safety and health management information and recommendations.
9. Reporting accidents immediately to higher authorities, investigating causes, and proposing preventive measures.
10. Managing other campus safety and health matters.

Records of campus safety and health activities and related actions shall be maintained.

Article 7 Responsibilities of College Deans in Safety and Health:

1. Overseeing the safety and health management tasks of their respective colleges.
2. Supervising safety and health tasks within their subordinate units.
3. Coordinating with relevant units to promptly address and resolve operational hazards identified within their colleges.
4. Supervising the implementation of self-inspection plans in laboratory areas.
5. Handling safety and health tasks assigned by the Committee.

Article 8 Responsibilities of Department Heads in Safety and Health:

1. Executing campus safety and health management and disaster prevention tasks.
2. Conducting regular and focused inspections.
3. Supervising laboratory managers in implementing safety and health management tasks.
4. Developing strategies for preventing occupational accidents.
5. Promoting safety and health regulations.
6. Implementing self-inspection plans for laboratory areas.
7. Executing safety and health tasks assigned by the Committee and the Dean.

Article 9 Responsibilities of Laboratory Managers in Safety and Health:

1. Supervising personnel within their areas to comply with safety and health work rules.
2. Developing standard operating procedures (SOPs) for all tasks within the laboratory and improving operational methods according to relevant SOPs.
3. Implementing self-inspection plans.
4. Performing necessary maintenance, storage, and inspection of machinery, instruments, equipment, and chemicals.
5. Analyzing and assessing the safety and health conditions of their environment, machinery, and equipment, maintaining records, and addressing potential safety issues immediately while reporting to superiors.
6. If immediate danger arises, all personnel within the laboratory must stop operations and evacuate to a safe location.

7. Labeling hazardous chemicals in the laboratory, preparing a list of hazardous chemicals, making safety data sheets publicly available, and conducting pre-work safety instructions and analyses.
8. Ensuring operators of hazardous machinery or equipment have received training recognized by labor authorities or possess valid skill certification. When students are involved, qualified instructors or teaching assistants must supervise and provide guidance during operations.

Article 10 Reporting of Accidents:

In the event of an accident in applicable areas, the laboratory manager must report it to the department, college, and the Environmental Protection and Safety and Health Center within eight hours. However, the following incidents must be reported within one hour:

1. Fatal accidents.
2. Accidents involving three or more casualties.
3. Accidents involving one or more hospitalized victims.
4. Leakage of hazardous chemicals such as ammonia, chlorine, hydrogen fluoride, phosgene, hydrogen sulfide, or sulfur dioxide resulting in one or more hospitalizations.
5. Other disasters as designated and announced by central authorities.

In cases of the aforementioned accidents, except for emergency rescue operations, the site must not be disturbed or damaged.

Article 11 These regulations are implemented following approval by the Administrative Meeting and promulgation by the President. Amendments follow the same procedure.