

**REGULATION Concerning Safety and Health Management of Personnel of the Public  
University Corporation, the University of Aizu**

- Section 1. General Provisions (Articles 1 to 4)
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**Section One  
General Provisions**

**Article One  
(Purpose)**

1.1 This REGULATION, based upon the provisions of the Industrial Safety and Health Law (Law No. 57, 1972; hereinafter referred to as the “LAW”), other laws and Regulations, and the Ruling Concerning Office Regulations for Personnel of the Public University Corporation, The University of Aizu, Article 42, is provided for necessary matters concerning the management of safety and health of personnel.

1.2 Fukushima Prefecture Ruling Concerning Personnel Safety and Health (Directive No. 11, 1983) as well as the management policy, standards, implementation guidelines, etc. of Fukushima Prefecture Ruling Concerning Personnel Safety and Health (hereafter referred to as the “PREFECTURAL RULING, etc.”) shall apply to matters not provided for in this REGULATION.

**Article Two  
(Definitions)**

2.1 For the purpose of this REGULATION, the terms set forth below shall be defined as follows:

- (1) Personnel: All individuals employed by the Public University Corporation, The University of Aizu (hereinafter referred to as the “CORPORATION”), regardless of the type of employment
- (2) Place of business of the University of Aizu: All of the CORPORATION’s premises and facilities located in the Tsuruga district in Ikki-machi, Aizu-Wakamatsu City
- (3) Place of business of the Junior College of Aizu: All of the CORPORATION’s premises and facilities located in the Yahata district in Ikki-machi, Aizu-Wakamatsu City

**Article Three  
(Responsibilities of the Chairperson)**

3.1 The Chairperson of the University (hereinafter referred to as the “CHAIRPERSON”) must make efforts to realize a pleasant working environment, to secure the safety of personnel, and to promote the health of personnel.

#### **Article Four**

(Responsibilities of Personnel)

4.1 Personnel must diligently follow the instruction or guidance regarding safety and health management given by the CHAIRPERSON, the industrial physician provided for in Article 9 of this REGULATION, and other persons responsible for safety and health management.

#### **Section Two**

#### **Safety and Health Management System**

#### **Article Five**

(Health Manager)

5.1 The CHAIRPERSON shall appoint a health manager as provided for in the LAW, Article 12, Paragraph 1, each from among the personnel working at the place of business of the University of Aizu and from among the personnel working at the place of business of the Junior College of Aizu (provided that 50 or more regular personnel are constantly employed at each place of business) based on the standards provided for in the Industrial Safety and Health Rules (Ministry of Labour Ordinance No. 32, 1972; hereinafter referred to as the "RULES"), Article 7, Paragraph 1, Item 4.

#### **Article Six**

(Responsibility of Health Manager)

6.1 The health manager shall be responsible for technical matters related to health as set forth under each item in the LAW, Article 10, Paragraph 1.

#### **Article Seven**

(Person in Charge of Health Promotions)

7.1 The CHAIRPERSON shall appoint a person in charge of health promotions as provided for in the LAW, Article 12-2, from among the personnel working at the place of business of the Junior College of Aizu (provided that 10 to fewer than 50 regular personnel are constantly employed at the place of business).

#### **Article Eight**

(Responsibility of the Health Promotions)

8.1 The person in charge of health promotions shall be responsible for duties related to health as set forth under each item in the LAW, Article 10, Paragraph 1.

#### **Article Nine**

(Physicians in Charge of Health Management)

9.1 Physicians in charge of health management, as provided for in the Law, Article 13, shall be appointed each at the place of business of the University of Aizu and at the place of business of the Junior College of Aizu (provided that 50 or more regular personnel are employed constantly at each place of business).

9.2 The CHAIRPERSON shall select the physicians in charge of health management from among physicians.

## **Article Ten**

(Health Committee)

10.1 A health committee, as provided for in the LAW, Article 18, Paragraph 1, shall be established each at the place of business of the University of Aizu and at the place of business of the Junior College of Aizu (provided that 50 or more regular personnel are constantly employed at each place of business).

10.2 The health committee shall investigate and deliberate on matters provided for in the LAW, Article 18, Paragraph 1.

## **Article Eleven**

(Structure of the Health Committee)

11.1 The health committee shall consist of the following members:

- (1) A member appointed by the CHAIRPERSON from among those who are involved in the management of the University or who have a similar role
- (2) A member appointed by the CHAIRPERSON from among health managers
- (3) Physicians in charge of health management responsible for the CORPORATION
- (4) Three members appointed by the CHAIRPERSON from among personnel with experience in health management

11.2 The member of Paragraph 11.1, Item 1 shall be the chairperson of the committee.

11.3 Half of the members appointed to the committee (excluding the member of the above Paragraph 11.1, Item 1) must have the recommendation of a labor union that represents the majority of personnel at the place of business or, in the absence of such a labor union, of the person representing the majority of personnel at the place of business.

## **Article Twelve**

(Terms of Members of Health Committee)

12.1 Each member of the health committee shall be appointed to a term of one year, with the exception of substitute members, who shall serve the remaining term of their predecessors.

12.2 The members of the health committee can be reappointed.

## **Article Thirteen**

(Operation of Health Committee)

13.1 The CHAIRPERSON of the health committee shall convene the health committee.

13.2 Health committee meetings can not be held unless a majority of the constituent members are present.

13.3 The group responsible for general affairs at each place of business shall deal with the administrative affairs of the health committee.

13.4 Other necessary matters concerning the operation of the health committee shall be provided for separately.

#### **Article Fourteen**

(Hearing of Views from Related Personnel)

14.1 If a health committee is not established at the place of business of the Junior College of Aizu, the CHAIRPERSON must listen to the views of related personnel by organizing a hearing for such purposes as provided for in the RULING, Article 23-2.

#### **Section Three**

#### **Measures for Maintenance and Promotion of Health**

#### **Article Fifteen**

(Maintenance and Management of the Work Environment)

15.1 For a pleasant work environment, the CHAIRPERSON must make efforts to take necessary measures for maintaining ventilation, natural illumination, lighting, heat insulation, moisture control, noise control, and cleanliness that is appropriate for the workplace and for the type of work performed by personnel.

#### **Article Sixteen**

(Measures for Promotion of Health)

16.1 To promote the health of personnel, the CHAIRPERSON must make efforts to take necessary measures to provide convenience for exercise activities, recreation, and other activities.

#### **Article Seventeen**

(Health Examination)

17.1 The CORPORATION shall conduct the following health examinations: periodic examinations, special health examinations, health examinations for the newly employed personnel, gynecologic examinations, comprehensive physical examinations, VDT operators' health examinations, and ad hoc health examinations

17.2 The health examinations described in Paragraph 17.1 shall be performed by a designated physician or medical institution.

17.3 Periodic examinations shall be performed regularly once a year for all personnel (excluding those subject to comprehensive physical examinations).

17.4 Special health examinations shall be performed regularly every year for personnel engaged in duties provided for in the Industrial Safety and Health Law Enforcement Order (Cabinet Order No. 318, 1972; hereinafter referred to as the "ENFORCEMENT ORDER"), Article 22, and other personnel engaged in similar duties.

17.5 Health examinations for newly employed personnel shall be performed when new personnel are employed.

17.6 Gynecologic examinations shall be performed regularly once a year for applicable female personnel (excluding those subject to comprehensive physical examinations).

17.7 Comprehensive physical examinations shall be performed regularly once a year for applicable personnel for the prevention and early detection of life-style related diseases of middle-aged and senior citizens.

17.8 VDT operators' health examinations shall be performed regularly once a year

for personnel engaged in VDT work.

17.9 Ad hoc health examinations shall be performed whenever such examinations are required for personnel health management.

17.10 The PREFECTURAL RULING, ETC. shall apply to the items for examination, standards, etc. of the health examinations described in the above paragraph 17.1.

#### **Article Eighteen**

(Obligation to Undergo Health Examinations)

18.1 The CHAIRPERSON must take necessary steps to allow personnel to undergo the health examination during the prescribed period for examinations.

18.2 Personnel are obligated to undergo health examinations on relevant designated dates or during designated periods, except where the personnel have had corresponding health examinations performed by other physicians or medical institutions and have submitted written certificates of the results from the relevant health examinations to the CHAIRPERSON, or the personnel have special reasons for not undergoing the health examinations on the designated dates or during the designated periods.

#### **Article Nineteen**

(Notification of Results of Health Examinations)

19.1 The CHAIRPERSON shall determine the results of health examinations based on the attached table on health management supervision, and must notify the results of health examinations to personnel who underwent the health examinations.

#### **Article Twenty**

(Individual Health Examination Charts)

20.1 The CHAIRPERSON must prepare and keep individual health examination charts containing the results of the health examinations for personnel of the foregoing article, so that the charts may be used for supervision of health management for personnel.

#### **Article Twenty-One**

(Post-Examination Instruction)

21.1 The CHAIRPERSON must take necessary measures in accordance with the standards of post-examination instructions of the attached table that apply to the results of health examinations obtained in accordance with the provisions of Article 19.

21.2 For the determination of the post-examination instructions of Paragraph 21.1, the CHAIRPERSON shall hear the views of the relevant physicians in charge of health management or industrial physicians who performed the health examinations.

### **Section Four**

#### **Miscellaneous Provisions**

#### **Article Twenty-Two**

(Ensuring of Secrecy)

22.1 Personnel engaged in duties related to personnel health management may not

divulge to others, secrets obtained in the course of their duties.

**Article Twenty-Three**  
(Others)

23.1 The CHAIRPERSON shall separately determine other matters related to the safety and health management of personnel other than provided for in this REGULATION.

**Additional Provisions**

1. This REGULATION shall take effect as of April 1, 2006.

## Appendix

The table related to Articles 19 and 21

### Health Management Supervision Categories and Standards for Post-Examination Instructions

Type of Health Examination	Health Management Supervision		Standards for Post-Examination Instructions	
	Category	Standards for Judgment		
Periodic Examination (Chest X-ray (indirect radiography))	Nothing abnormal detected	Nothing abnormal has been detected		
	Detailed examination required	Detailed examinations must be taken	Must be instructed to take the necessary examination	
Periodic Examination (Chest X-ray (detailed examination))	Nothing abnormal detected	Nothing abnormal has been detected		
	Restriction in everyday life	A. Rest from work required	Rest from work is required	Must be instructed to take leave, etc. for a certain period of time for recuperation
		B. Restriction of work required	Work must be restricted	Work must be reduced through changes in workplace, duties, or working hours, or by leave. At the same time, requirements to do overtime work, work on holidays, night and day watch, and business trips must not be ordered.
		C. Treatment Required	Regular work can be performed	Late-night work, overtime work, work on holidays, and business trips need to be restricted.
		D. No restriction	No restrictions in regard to everyday life	
	Medical care	1. Medical care required	Direct medical intervention by a physician is required	Must be instructed to take necessary medical treatment
2. Observation required		Regular observation and supervision by a physician is required	Must be instructed to take examinations for follow-up observations, or receive supervision for prevention of onset or recurrence of medical conditions.	

		3. Observation not required	Direct medical intervention or supervision by a physician is not required	
Other Examination	Nothing abnormal detected		Nothing abnormal has been detected	
	Treatment Required		Care is required in regard to everyday life	
	Close examination required		Detailed examinations must be taken	Must be instructed to take necessary examinations. The results of the examinations must be discussed with the relevant physicians, and necessary measures must be taken.

**Additional Provisions**

1. This regulation shall be enforced as of May 1, 2011.