

○ Hiroshima University Regulations for Safety and Health Management

(Regulations No. 113 of April 1, 2004)

Amendment	Regulations No. 8 of February 15, 2005	Regulations No. 77 of April 1, 2005
	Regulations No. 62 of March 31, 2006	Regulations No. 21 of March 13, 2007
	Regulations No. 106 of June 25, 2007	Regulations No. 104 of March 31, 2008
	Regulations No. 148 of April 22, 2008	Regulations No. 163 of August 25, 2008
	Regulations No. 36 of March 31, 2009	Regulations No. 121 of August 3, 2009
	Regulations No. 33 of March 31, 2010	Regulations No. 106 of September 28, 2011
	Regulations No. 20 of March 30, 2012	Regulations No. 45 of March 29, 2013
	Regulations No. 4 of February 20, 2014	Regulations No. 89 of April 1, 2015
	Regulations No. 141 of April 1, 2016	Regulations No. 205 of September 21, 2016
	Regulations No. 101 of March 31, 2017	Regulations No. 96 of April 1, 2018
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Hiroshima University Regulations for Safety and Health Management

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Chapter 1 General Provisions

(Purpose)

Article 1 These Regulations prescribe matters necessary for the handling of safety management and health management (hereinafter, "safety and health management") for employees working for Hiroshima University (hereinafter, the "University"), in accordance with the provisions of Article 28 of the Hiroshima University Policies and Regulations (Regulations No. 1 of April 1, 2004).

(Definition)

Article 2 The term "department, etc." as used in these Regulations means any of the following: Schools, Graduate Schools, Attached Research Institutes, Hospitals, Libraries, the Headquarters for Education, National Joint Usage Facilities, Joint Usage Facilities for National Universities in the Chugoku/Shikoku Area, Joint Education and Research

Facilities on Campus, Joint Usage Facility on Campus, Hiroshima University Kindergarten, the Office of University Strategy, the Office of Global Initiatives, the Office of Funding, the Audit Office, and the Office of Executive Directors.

(Relationship with Laws and Regulations)

Article 3 Matters pertaining to the safety and health of employees that are not prescribed in these Regulations shall be handled in accordance with the Industrial Safety and Health Act (Act No. 57 of 1972; hereinafter, the “Safety and Health Act”), the Order for Enforcement of Industrial Safety and Health Act (Cabinet Order No. 318 of 1972; hereinafter, the “Safety and Health Order”), the Ordinance on Industrial Safety and Health (Ordinance of the Ministry of Labour No. 32 of 1972; hereinafter, the “Safety and Health Ordinance”), and other relevant laws and regulations (hereinafter, the “relevant laws”).

Article 4 Deleted.

(Responsibilities, Etc. of the University)

- Article 5 The University shall establish a system for safety and health management for the University in accordance with these Regulations and the relevant laws, thereby taking measures for maintaining and promoting employees’ health to ensure their safety, to establish comfortable working environments, and to prevent industrial injuries and impairment of employees’ health.
2. The President shall take control of and supervise the matters pertaining to safety and health management at the University as set forth in the preceding paragraph.
 3. The Executive Director (Financial and General Affairs) shall assist the President.
 4. If the Executive Director (Financial and General Affairs) is unable to fulfill his/her duties, the President shall designate a substitute to act on behalf of the Executive Director (Financial and General Affairs).
 5. The Director or Dean of a department, etc. shall take measures for maintaining and promoting the health of employees at the department, etc. so as to ensure their safety, establish a comfortable working environment, and prevent industrial injuries and impairment of employees’ health in accordance with these Regulations and the relevant laws.

(Responsibilities of Employees)

Article 6 Employees shall comply with the requirements that are necessary to prevent industrial injuries and shall act in accordance with the measures taken by the University and other relevant parties for maintaining and promoting their health.

Chapter 2 Safety and Health Management System

Section 1 Overall Safety and Health Controller, Etc.

(Overall Safety and Health Controller, Etc.)

Article 7 The University shall assign an overall safety and health controller to the Higashi-Hiroshima Campus and to the Kasumi Campus, who is to take control of and supervise the matters pertaining to the safety and health management of their employees on the respective campuses, and appoint the individuals prescribed below as such controllers:

- (1) Higashi-Hiroshima Campus: Executive Director (Financial and General Affairs)
 - (2) Kasumi Campus: Executive Director (Medical Affairs) or the Director or Deputy Director designated by the Executive Director (Medical Affairs)
2. The overall safety and health controller for a campus shall give directions to one or more health officers (as applicable) for the said campus prescribed in Article 9 and take control of and supervise the following matters for said campus:
- (1) Matters pertaining to the announcement of a policy on safety and health;
 - (2) Matters pertaining to the formulation, implementation, evaluation and improvement of plans on safety and health;
 - (3) Matters pertaining to measures to prevent endangerment and health impairment of employees;
 - (4) Matters pertaining to the implementation of education of employees on safety and health;
 - (5) Matters pertaining to measures for maintaining and promoting employees' health, including the implementation of medical checkups;

- (6) Matters pertaining to investigation into the causes of industrial accidents and measures to prevent recurrence;
 - (7) Matters pertaining to assessment of factors, such as the potential for harm prescribed in Article 19-2 and measures to be taken based on the results thereof; and
 - (8) Necessary operations for preventing industrial injuries of employees, beyond those set forth in each of the preceding items.
3. If the overall safety and health controller is unable to fulfill his/her duties, the President shall appoint a substitute to carry out his/her duties.

(Safety and Health Controller)

Article 8 The University shall assign a safety and health controller at each workplace, other than the Higashi-Hiroshima Campus and the Kasumi Campus, and appoint the following individuals as such officers:

- (1) Higashi-Senda Campus: Dean of Hiroshima University Law School;
 - (2) Midori Campus: Vice Principal of Hiroshima University Senior High School;
 - (3) Shinonome Campus: Vice Principal of Hiroshima University Junior High School, Shinonome;
 - (4) Mihara Campus: Vice Principal of Hiroshima University Junior High School, Mihara; and
 - (5) Fukuyama Campus: Vice Principal of Hiroshima University Senior High School, Fukuyama.
2. The safety and health controller shall give directions to one or more health officers (as applicable) for the said campus and engage in the operations listed in items (3) through (8) of paragraph 2 of the preceding Article.
 3. If the safety and health controller is unable to fulfill his/her duties, the person designated in advance by the safety and health controller shall act on behalf of the safety and health controller.

(Assistance to Overall Safety and Health Controller, Etc.)

Article 8-2 The Executive Manager of the Department of Academic Affairs and the Executive Manager of the Department of Facilities shall assist the overall safety and health controller and the safety and health controller with respect to the operations pertaining to safety management.

2. The Executive Manager of the Department of Financial and General Affairs shall assist the overall safety and health controller and the safety and health controller with respect to the operations pertaining to health management.

(Health Officer)

Article 9 The campuses shall individually assign at least the numbers of health officers specified below:

- (1) Higashi-Hiroshima Campus: 5
 - (2) Kasumi Campus: 6
 - (3) Higashi-Senda Campus: 1
 - (4) Midori Campus: 1
 - (5) Shinonome Campus: 1
 - (6) Mihara Campus: 1
 - (7) Fukuyama Campus: 1
2. The health officer(s) under the preceding paragraph shall be appointed by the President, based on the recommendations made by the overall safety and health controller or the safety and health controller from among the employees who work for the campus and who fall under Article 7, paragraph (1), item (iii), (b) of the Safety and Health Ordinance (hereinafter, “eligible employees”).
 3. A health officer shall assist the overall safety and health controller or the safety and health controller and engage in the following operations on the campus:

- (1) Operation pertaining to discovering employees with a health abnormality and taking measures to deal with such situations;
- (2) Operation pertaining to investigation for health concerns in the working environment;
- (3) Operation pertaining to improvement of the health aspect of working conditions, facilities, etc.;
- (4) Operation pertaining to inspection and maintenance of occupational health protective equipment, first-aid kits, etc.;
- (5) Operation pertaining to health education, health counseling and other activities concerning the maintenance of health of employees;
- (6) Operation pertaining to formulation of statistics on injuries and diseases of employees as well as deaths, missed workdays and transfers resulting therefrom;
- (7) Operation pertaining to maintenance of duty-related records, such as making daily entries in a health journal; and
- (8) Other operations pertaining to health that are necessary to prevent industrial accidents.

(Full-time Health Officer)

Article 9-2 The University shall engage full-time one of the health officers for the Higashi-Hiroshima Campus and for the Kasumi Campus under the preceding Article in the operations of health management as a full-time health officer for the relevant campus.

2. The office of full-time health officer shall be held by those having a health officer's license on industrial hygiene.
3. The full-time health officer shall engage in the operations listed in paragraph 3 of the preceding Article and the administration of industrial health engineering matters.

(Grant of Authorization to Health Officer)

Article 10 The health officer shall inspect the campus at least once a week and promptly take necessary measures to prevent the impairment of workers' health when there could be a risk of harmful effects due to the working methods or health conditions of such campus.

2. The health officer shall have the authority to take health-related measures.

(Industrial Physician)

Article 11 The University shall assign an industrial physician to each campus to administer matters pertaining to health care for employees.

2. The industrial physician shall be appointed by the President, based on the recommendations made by the overall safety and health controller or the safety and health controller from among those who have a certificate of a medical practitioner's license and who fall under Article 14, paragraph 2 of the Safety and Health Ordinance. The industrial physician for the Higashi-Hiroshima Campus and that for the Kasumi Campus shall be employees who work for the respective campuses.
3. The University shall assign a controlling industrial physician who is responsible for liaison and coordination among industrial physicians and takes overall control of the performance of duties of industrial physicians from a university-wide perspective.
4. The University may assign a deputy controlling industrial physician to assist the controlling industrial physician.
5. The controlling industrial physician shall be appointed by the President from among the industrial physicians of the University.
6. The deputy controlling industrial physician shall be appointed by the controlling industrial physician from among the industrial physicians of the University.

(Duties of Industrial Physician)

Article 12 The industrial physician shall engage in duties requiring specialized knowledge of medicine with respect to the following matters:

- (1) Duties pertaining to the implementation of medical examinations, face-to-face guidance (meaning the undertaking of the necessary guidance in a face-to-face

setting, in accordance with a person's physical and mental condition as assessed through a medical interview or other means; the same applies hereinafter) and advice and guidance on health care, as well as measures to be taken based on their results to maintain employees' health;

- (2) Duties pertaining to the maintenance and control of the working environment;
 - (3) Duties pertaining to control of the work;
 - (4) Duties pertaining to health promoting education, health counseling, and other measures for maintaining and promoting employees' health;
 - (5) Duties pertaining to health education;
 - (6) Duties pertaining to investigation into the causes of the impairment of employees' health and measures for preventing its recurrence; and
 - (7) Any other duties pertaining to health care for employees.
2. The industrial physician may make recommendations to the President, the overall safety and health controller, or the safety and health controller (hereinafter, the "President, Etc.") or give guidance or advice to the health officer(s) and the operations chief prescribed in Article 14 hereof about the matters specified in each item of the preceding paragraph.
 3. When receiving recommendations from the industrial physician, the President, Etc. must respect these recommendations.

(Grant of Authorization to Industrial Physician)

Article 13 The industrial physician shall inspect the campus at least once every two (2) months and promptly take necessary measures to prevent the impairment of workers' health when there could be a risk of harmful effects due to the working methods or health conditions of such campus.

2. The industrial physician shall have the authority to undertake the matters prescribed in paragraph 1 of the preceding Article.

(Operations Chief)

Article 14 At each place, etc. where work involving any of the dangers, etc. prescribed in Article 14 of the Safety and Health Act is carried out, the University shall assign an operations chief as appropriate based on the classification of the said work.

2. The operations chief shall be appointed from among those employees in possession of the license or qualification required for the said work, and such appointment shall be made known to the employees concerned.

(Responsibilities of Operations Chief)

Article 15 The operations chief shall be responsible for and engage in the operations listed below:

- (1) Giving directions to employees engaging in work;
- (2) Operations pertaining to measures taken to prevent industrial accidents; and
- (3) Operations pertaining to the maintenance and control of the working environment;

Section 2 Safety and Health Management Committee, Etc.

(Safety and Health Management Committee)

Article 16 The University shall establish a Hiroshima University Safety and Health Management Committee (hereinafter, the “Management Committee”).

2. The Management Committee shall be organized with the following members:
 - (1) Executive Director (Financial and General Affairs);
 - (2) Overall safety and health controller on Kasumi Campus;
 - (3) Safety and health controller;
 - (4) Full-time health officer;
 - (5) Industrial physician on Higashi-Hiroshima Campus and on Kasumi Campus;

- (6) Executive Manager of the Department of Academic Affairs, Executive Manager of the Department of Facilities, and Executive Manager of the Department of Financial and General Affairs;
 - (7) Head of the Health Service Center; and
 - (8) A few persons appointed by the President from among learned individuals.
3. The members under item (8) of the preceding paragraph shall hold their office for two (2) years and shall customarily be appointed on April 1; provided, however, that if any of these members is appointed on April 2 or thereafter, the term of his/her office shall be until the end of the academic year in which the date when one (1) year will have elapsed from the date of their appointment falls.
4. Notwithstanding the provisions of the preceding paragraph, the term of office of the members under item (8) of paragraph 2 above shall not extend beyond the termination of the term of office of the President.
5. The members under item (8) of paragraph 2 above shall not be precluded from re-appointment.
6. The Management Committee shall investigate and deliberate on the university-wide matters listed below and may submit its opinions to the University:
 - (1) Matters pertaining to the basic issues on the formulation, implementation, evaluation and improvement of plans on safety and health;
 - (2) Matters pertaining to the basic measures for preventing endangerment of employees;
 - (3) Matters pertaining to those causes of industrial accidents and those measures to prevent recurrence that pertain to safety and health;
 - (4) Matters pertaining to the basic measures for preventing health impairment of employees;
 - (5) Matters pertaining to the basic measures for maintaining and improving employees' health;
 - (6) Matters pertaining to the basic policy for safety and health education;

- (7) Matters pertaining to the establishment, amendment and abolition of regulations and rules for safety and health; and
 - (8) Other matters pertaining to important issues pertaining to the prevention of endangerment and health impairment of employees and the maintenance and promotion of employees' health.
7. The Executive Director (Financial and General Affairs) shall serve as the chairperson of the Management Committee.
 8. The chairperson shall convene and preside over meetings of the Management Committee.
 9. If the chairperson is unable to attend his/her duties, a committee member designated in advance by the chairperson shall act on behalf of the chairperson.
 10. The meeting of the Management Committee shall be held four times per year; provided, however, that the Management Committee may meet extraordinarily if deemed necessary by the chairperson.
 11. The Management Committee may not hold a meeting unless a majority of its members are present.
 12. An agenda item of the Management Committee shall be resolved by affirmative votes of a majority of the members present.
 13. If deemed necessary, the Management Committee may request one or more persons outside the Management Committee to be present or seek their opinions.
 14. The Management Committee shall establish a Special Planning Sub-committee to formulate concrete plans and conduct investigation regarding safety and health management.
 15. The chairperson shall prepare minutes of each meeting of the Management Committee and preserve them for a period of three (3) years.
 16. Matters necessary for the operation, etc. of the Management Committee other than those set forth in the items above shall be prescribed by the Management Committee.

(Campus Safety and Health Committee)

Article 17 The University shall establish a Campus Safety and Health Committee (hereinafter, the “Campus Committee”) on each campus.

2. The Campus Committee shall investigate and deliberate on matters pertaining to the campus among those matters listed in paragraph 6 of the preceding Article as well as matters pertaining to safety and health at the University, as necessary.
3. The overall safety and health controller or the safety and health controller for the campus shall serve as the chairperson of the Campus Committee.
4. Matters necessary for the operation, etc. of the Campus Committee other than those set forth in the preceding two paragraphs shall be prescribed by the Executive Director (Financial and General Affairs).

(Department, Etc. Safety and Health Committee)

Article 18 A Department, Etc. Safety and Health Committee (hereinafter, the “Department, Etc. Committee”) shall be established in each of the areas specified by the Executive Director (Financial and General Affairs).

2. The Department, Etc. Committee shall investigate and deliberate on the matters listed below in the area and take measures and other actions, as necessary:
 - (1) Concrete matters pertaining to measures to prevent endangerment of employees;
 - (2) Concrete matters pertaining to those causes of industrial accidents and those recurrent prevention measures that pertain to safety and health;
 - (3) Concrete matters pertaining to measures to prevent health impairment of employees;
 - (4) Matters pertaining to the formulation and implementation of inspection plans;
 - (5) Matters pertaining to the implementation of special education on work involving restriction on employment;

- (6) Matters pertaining to equipment for which understanding of required work operations by the operations chief, submission of notifications, etc. are necessary, and the procedures therefor; and
 - (7) Matters pertaining to the issues referred to by the Management Committee or the Campus Committee.
3. The executive manager of a department, etc. designated by the Executive Director (Financial and General Affairs) shall serve as the chairperson of the Department, Etc. Committee.
 4. Matters necessary for the operation, etc. of the Department, Etc. Committee other than those set forth in the preceding two paragraphs shall be prescribed by the Executive Director (Financial and General Affairs).

(Safety and Health Liaison Board)

Article 18-2 The Executive Director (Financial and General Affairs) shall hold meetings of the Safety and Health Liaison Board as necessary for the purpose of information exchange and communication regarding important matters pertaining to safety and health management at the University.

Chapter 3 Safety Management

(Measures for Preventing Dangers)

Article 19 The University shall take measures for preventing the occurrence of industrial injuries to employees due to the dangers listed below:

- (1) Danger due to machines, instruments and other equipment;
- (2) Danger due to substances of an explosive nature, substances of a combustible nature, substances of an inflammable nature, etc.;
- (3) Danger due to electricity, heat and other energy;
- (4) Danger arising from working methods used in carrying out operations; and
- (5) Danger related to places, etc. from which employees could fall.

2. The University shall take necessary measures for preventing industrial accidents arising from the work actions of employees.

(Investigation of Harm, Etc.)

Article 19-2 The University shall investigate the harm, etc. of substances, including chemicals, preparations containing chemicals and others, which are likely to bring about danger or health impairment to employees, and, based on the results of the said investigations, the University shall take the measures prescribed by laws and regulations and take other measures necessary to prevent health impairment of employees due to such substances.

(Education on Safety and Health)

Article 20 Upon hiring an employee or upon modifying the content of the operation in which an employee is engaged, the University shall provide the employee with education on safety and health that is necessary for the employee to engage in the operation.

2. The said employee shall receive the education provided by the University.
3. When placing an employee in any of the dangerous or harmful operations prescribed by the relevant laws, the University shall provide the employee with special education on safety and/or health concerning the said operation as prescribed by the relevant laws or with an opportunity to receive special education.

(Restriction on Work)

Article 21 When assigning an employee to any of the dangerous operations prescribed by the relevant laws, the University shall not have any employee engage in the said operation if he/she lacks the required knowledge or skills.

(Restriction on Work by Females)

Article 22 The University shall take the measures prescribed by the Ordinance on Labor Standards for Women (Ordinance of Ministry of Labour No. 3 of 1986) for employees during pregnancy or within one (1) year from childbirth (hereinafter, “expectant and nursing mothers”) or female employees who are not expectant and nursing mothers.

Chapter 4 Measures for Maintaining and Promoting Employees’ Health

(Working Environment Measurement)

Article 23 The University shall, as prescribed by the relevant laws, conduct necessary working environment measurement in respect to the workshops in which harmful work operations are performed and which are specified by the relevant laws and keep a record of the results. The University shall endeavor to properly control the working environment.

2. The University shall assess the results of the working environment measurement under the preceding paragraph and keep a record of the assessment results.

(Control of Work)

Article 24 The University shall pay attention to the health of employees and endeavor to properly control the work in which they are engaged.

(Medical Examination)

Article 25 The University shall conduct the medical examinations listed below on employees in order to ensure their health:

- (1) Medical examination upon hiring;
 - (2) Regular medical examination; and
 - (3) Special medical examination.
2. The medical examination under item (1) of the preceding paragraph shall be conducted when hiring a person as an employee.
 3. The medical examination under item (2) of paragraph 1 shall be conducted on all employees regularly, at intervals of once within one (1) year.
 4. The medical examination under item (3) of paragraph 1 shall be conducted on any employee who falls under any of the following items:
 - (1) When the employee engages in an operation that is harmful from a hygiene perspective or an operation that is similar thereto; or

- (2) The employee who has been appointed as an overseas trainee or the like departs Japan planning to live in another country for six months or more, or the employee returns to Japan after living in another country for six months or more.
5. In addition to the medical examinations under paragraph 1 above, the University may conduct medical examinations on all or some of the employees as necessary.
6. Necessary matters pertaining to conducting medical examinations shall be set forth separately.

(Obligation to Receive Medical Examination)

Article 26 Employees shall receive a medical examination on the designated date or during the designated period.

2. If an employee is unable to receive a medical examination due to injury, illness or other unavoidable reason, he/she shall receive one at another medical institution.
3. If so desired, an employee may receive a medical examination at another medical institution rather than the one prescribed in the preceding Article.
4. An employee who has received a medical examination under either of the preceding two paragraphs shall submit a document certifying the results of the medical examination to the industrial physician.

(Hearing of Medical Doctor's Advice on Results of Medical Examination)

Article 27 The University shall hear the opinion of a physician on necessary measures for maintaining the health of the employees based on the results of medical examinations under the provisions of Article 25 (limited to the results of the medical examinations on employees with abnormal findings).

(Determination of Health Care Guidance Category)

Article 28 If, based on the results of a medical examination and face-to-face guidance conducted on an employee, it is found that guidance is necessary for the employee in the aspects of health care, life control and medical care, the University shall determine a guidance category or change the existing one according to the categories listed in the appended table.

2. Notwithstanding the provisions of the preceding paragraph, if an employee falls under either of the following items, the University may determine the guidance category or change the existing one based on the medical certificate for the employee:
 - (1) The employee submits a medical certificate stating that he/she needs medical treatment for a long period due to a disorder categorized under “mental and behavioral disorders” or a disorder of the autonomic nervous system categorized under “disorders of the nervous system” as prescribed in the Basic Classification Table for Statistical Classification of Diseases, Injuries and Causes of Death (MIC Notification No. 176 of March 23, 2009) (hereinafter, a “mental, behavioral or other disorder”) (excluding cases where the employee falls under the following item); or
 - (2) The employee submits a medical certificate stating that he/she needs medical treatment through regular visits due to a long-term chronic disease or the like (including cases where the employee returns to work from a long-term absence for medical treatment of the said disease).
3. When an employee who has been absent for a long period for medical treatment of a mental, behavioral or other disorder returns to work, the University shall make a comprehensive judgment of the recovery status of the employee by taking into consideration the judgment of the attending physician as well as the diagnosis or opinion of the industrial physician or the physician designated by the University with respect to the judgment of the attending physician, and the University shall determine the guidance category or change the existing one according to the categories listed in the appended table.

(Subsequent Measures)

- Article 29 The University shall take appropriate measures for an employee whose guidance category has been determined or changed pursuant to the provision of the preceding Article, according to the guidance category of the employee.
2. In the case where the University has, pursuant to the provisions of paragraph 3 of the preceding Article, assigned an employee the guidance category of B for the life control aspect in the appended table, and if the University chooses to take a measure to reduce the employee’s work hours by way of giving a leave of absence (excluding that whose length is measured in days), the University shall limit the length of the leave of absence to approximately three (3) months.

(Prohibition from Engaging in Work)

Article 30 The University shall prohibit an employee from engaging in work if he/she falls under any the following items; provided, however, that this shall not apply in the case where the employee falls under item (1) and if an infectious disease preventive measure has been taken:

- (1) The employee has contracted an infectious disease, which is liable to communicate infectious agents to other persons;
 - (2) The employee is suffering from such disease as a heart disease, kidney disease or lung disease which is anticipated to worsen the employee's physical condition as a result of engaging in work; or
 - (3) The employee is deemed by the industrial physician to be unfit for engaging in work.
2. The University shall obtain in advance opinions of the industrial physician or other medical specialist when intending to prohibit a person from engaging in work pursuant to the provision of the preceding paragraph.

(Notification of Results of Medical Examination)

Article 31 The University shall, without delay, notify an employee who has received a medical examination of the results of the said medical examination; provided, however, that this shall not apply to those who have received a medical examination at another medical institution.

(Health Guidance)

Article 32 The University shall endeavor to give health guidance for such employees as are specially deemed necessary to strive to maintain their health according to the results of a medical examination under the provisions of Article 25.

2. Employees shall endeavor to maintain their health by making use of the notified results of the health examination under the provisions of the preceding Article and the health guidance under the provisions of the preceding paragraph.

(Management of Health Records)

Article 33 The University shall record, for each employee, the results of medical examinations, the results of face-to-face guidance, the guidance category, the contents of subsequent measures and other matters that are deemed necessary for health care, and the University shall preserve the records for five (5) years.

Chapter 5 Guidance for Improvement, Etc.

(Guidance for Improvement, Etc.)

Article 34 When the President finds that there exists on a campus any fact in violation of the provisions of these Regulations or the relevant laws or deems it necessary for safety and health control purposes, the President shall give guidance necessary for improvement to the overall safety and health controller or the safety and health controller for the campus.

2. When given guidance under the preceding paragraph, the overall safety and health controller or the safety and health controller shall promptly take necessary measures and report the results of such measures to the President.

Chapter 6 Miscellaneous Provisions

(Confidentiality)

Article 35 An employee who is engaging in or has engaged in operations pertaining to the safety and health of employees shall not disclose to any third party the secrets and/or personal information which he/she has become aware of in connection with the said operations.

(Miscellaneous)

Article 36 If it is impossible, or if the President deems it seriously inappropriate, to apply these Regulations due to any special circumstance, the University may deal with such situations differently than prescribed herein.

Supplementary Provisions

1. These Regulations shall come into effect on April 1, 2004.
2. Those who were employees of the University prior to the effective date of these Regulations and who were assigned a guidance category in accordance with the Rules of the National Personnel Authority shall be deemed to have been assigned the said guidance category under these Regulations.

Supplementary Provision (Regulations No. 8 of February 15, 2005)
These Regulations shall come into effect as of March 1, 2005.

Supplementary Provision (Regulations No. 77 of April 1, 2005)
These Regulations shall come into effect as of April 1, 2005.

Supplementary Provision (Regulations No. 62 of March 31, 2006)
These Regulations shall come into effect as of April 1, 2006.

Supplementary Provision (Regulations No. 21 of March 13, 2007)
These Regulations shall come into effect as of April 1, 2007.

- Supplementary Provisions (Provisions No. 106 of June 25, 2007)
1. These Regulations shall come into effect as of July 1, 2007.
 2. The provisions of items of Article 7, paragraph 1 of the Hiroshima University Regulations for Safety and Health Management, as amended under these Regulations, shall apply beginning on May 21, 2007.

Supplementary Provision (Regulations No. 104 of March 31, 2008)
These Regulations shall come into effect as of April 1, 2008.

Supplementary Provision (Regulations No. 148 of April 22, 2008)
These Regulations shall come into effect as of May 1, 2008.

Supplementary Provision (Regulations No. 163 of August 25, 2008)
These Regulations shall come into effect as of August 25, 2008.

Supplementary Provision (Regulations No. 36 of March 31, 2009)
These Regulations shall come into effect as of April 1, 2009.

Supplementary Provision (Regulations No. 121 of August 3, 2009)
These Regulations shall come into effect as of August 3, 2009.

Supplementary Provision (Regulations No. 33 of March 31, 2010)
These Regulations shall come into effect as of April 1, 2010.

Supplementary Provision (Regulations No. 106 of September 28, 2011)

These Regulations shall come into effect as of October 1, 2011, and the provisions of Article 7, paragraph 1 of the Hiroshima University Regulations for Safety and Health Management, as amended under these Regulations, shall apply beginning on April 1, 2011.

Supplementary Provisions (Provisions No. 20 of March 30, 2012)

1. These Regulations shall come into effect as of April 1, 2012.
2. Those who were, as of the effective date of these Regulations, appointed as health officers or industrial physicians in accordance with the Hiroshima University Regulations for Safety and Health Management prior to the amendment under these Regulations shall be deemed to have been appointed in accordance with the provisions of the Hiroshima University Regulations for Safety and Health Management as amended under these Regulations.

Supplementary Provision (Regulations No. 45 of March 29, 2013)

These Regulations shall come into effect as of April 1, 2013.

Supplementary Provision (Regulations No. 4 of February 20, 2014)

These Regulations shall come into effect as of April 1, 2014.

Supplementary Provision (Regulations No. 89 of April 1, 2015)

These Provisions shall come into effect on April 1, 2015.

Supplementary Provision (Regulations No. 141 of April 1, 2016)

These Regulations shall come into effect as of April 1, 2016.

Supplementary Provision (Regulations No. 205 of September 21, 2016)

These Regulations shall come into effect as of September 21, 2016, and the provisions of the Hiroshima University Regulations for Safety and Health Management as amended under these Regulations shall apply beginning on July 26, 2016.

Supplementary Provision (Regulations No. 101 of March 31, 2017)

These Regulations shall come into effect as of April 1, 2017.

Supplementary Provision (Regulations No. 96 of April 1, 2018)

These Regulations shall come into effect as of April 1, 2018.

Supplementary Provision (Regulations No. 83 of April 1, 2019)

These Regulations shall come into effect as of April 1, 2019.

Appended Table (Pertaining to Articles 28 and 29)

Guidance Categories and Criteria for Subsequent Measures

Guidance category		Criteria for subsequent measures	
Category	Description		
Life control aspect	A	Requires to be absent from work	Prohibit the employee from working for the necessary period of time, in order to receive medical treatment, by way of a leave of absence (limited to those whose length is measured in days) or a suspension of employment.
	B	Requires restriction on work	Reduce the employee's work by way of changing the duties, changing the workplace, giving a leave of absence (excluding those whose length is measured in days), etc., and prohibit the employee from working a late-night shift (meaning working during the period from 10:00 p.m. to 5:00 a.m. of the following day; the same applies hereinafter), working overtime (meaning working during a period outside the regular working hours, excluding late-night shifts; the same applies hereinafter) or going on a business trip.
	C	May work almost normally	Restrict the employee from working a late-night shift, working overtime or going on a business trip.
	D	May lead normal life	
Medical care aspect	1	Requires direct medical care by a physician	Have the employee receive proper treatment through mediation of a medical institution.
	2	Requires regular observation and guidance by a physician	Conduct inspection for a follow-up, provide appropriate guidance to prevent the onset or recurrence of a disease, and so on.
	3	Does not require direct or indirect medical care by a physician	