

NATIONAL TAIWAN UNIVERSITY
Directives for the Training, Safety, and Health of Laborers
Hired by Small Procurement Project Contractors

March 22, 2011 Passed by the 2,662nd Administrative Meeting

Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Directives for the Training, Safety, and Health of Laborers Hired by Small Procurement Project Contractors* (“the Directives”) to regulate the training, safety, and health of laborers hired by small procurement project contractors so as to prevent occupational hazards and ensure the safety and health of all laborers who provide service at the University. Matters not addressed herein shall be subject to other applicable regulations.

Article 2 For the purposes of the Directives, a “small procurement project” shall refer to a procurement project whose value meets Item 2 of the University’s (and its subordinate units’) Internal Procurement Procedures and where an academic program, college, or administrative unit is authorized to handle the procurement process.

Article 3 Contractors of small procurement projects and the laborers hired by them shall undergo the necessary environmental, safety, and health training, and shall produce proofs of such training in order to enter the University to provide service. Contractors who hold training certificates issued by an external training or educational organization or by the University’s Personnel Office, Environmental Protection and Occupational Safety & Health Center (ESH Center), or Office of General Affairs may apply with the ESH Center to be included on the University’s list of ESH-certified contractors, which is published on the websites of both the ESH Center and the Office of General Affairs.

Those who hold a training certificate described in the preceding paragraph may be exempt from labor safety training as long as the certificate remains valid. A certificate with no express expiry date shall be valid until one year after issuance. Those without a certificate or whose certificate has expired shall actively take part in the necessary training.

Contractors who subcontract a project in part or in whole shall impose the same terms on their subcontractor(s).

Article 4 The Office of General Affairs and the ESH Center shall conduct periodic audits on the quality of contractors’ labor safety and health. Those who are found by the University to have violated the applicable labor safety and health regulations to the extent that it poses a potential danger to the safety and health of the laborers or third parties shall be required to make immediate improvements. Gross violations shall be grounds for project suspension and shall be processed in accordance with the applicable labor safety and health regulations.

During an ESH audit as described in the preceding paragraph, all violations and the offending contractors shall be recorded. First offenders shall be issued a penalty point, undergo further labor safety and health training, and

be restricted from undertaking new projects.

If a University ESH audit finds violations committed by a subcontractor, the violations shall be listed in the records of the original contractor.

- Article 5 Contractors shall comply with the following provisions when entering the University to carry out construction work:
1. Contractors shall provide the necessary safety and health equipment that meets regulatory standards, and shall enforce safety and health management in accordance with the University's *Directives for the Management of Contractor's Environmental Protection and Occupational Safety and Health*, as well as other applicable labor safety and health regulations.
 2. Contractors shall wear identifiable badges when working on campus and shall cooperate with the University's ESH audits.
 3. The University is a designated non-smoking area under the *Tobacco Hazards Prevention Act*. Smoking is strictly prohibited throughout the campus.

- Article 6 The University shall handle contractors who comply with or violate the Directives in accordance with the following provisions:
1. Contractors who can produce certificates of labor safety training issued by the University or an external training organization when undertaking a project may be given priority consideration in future procurement projects.
 2. During an ESH audit on campus, contractors who are written up for a first offense shall be issued a penalty point. Contractors who commit the same offense twice shall be required to undergo three hours of further labor safety training and have their current project(s) put on the watchlist. Contractors who commit the same offense three times or more shall not only be required to undergo the aforementioned further training but be restricted from undertaking further projects at the University.
 3. Records of violations by contractors found during an ESH audit shall be published on the websites of the ESH Center and the Office of General Affairs.

Article 7 Matters not addressed herein shall be subject to the applicable regulations of the competent authority and the University.

Article 8 The Directives shall be reviewed by the Environment Protection and Occupational Safety and Health Committee, submitted to the Administrative Meeting for passage, and then implemented on the date of promulgation.