

# Safety Manual



東京大学大学院新領域創成科学研究科  
Graduate School of Frontier Sciences,  
The University of Tokyo

# 火災・事故 が起きたら / In case of Fire or Accident

Step 1

## 周囲への伝達 / Alert Others

周囲に大声で知らせる, 火災報知器など  
/ Inform others ; Press the fire alarm



Step 2

## すぐに連絡！ / Contact us !

平日の日中 : 新領域 総務係  
Weekday daytime : General Affairs Section, GSFS



**04-7136-4003** Ext.64003



平日の夜間、休日 : 緊急電話 (新領域 副事務長)  
Night or Weekend : Hotline, GSFS



**090-7833-4422**

緊急対応を要しないが一報入れるとき。When emergency response is not required.



**emergency@edu.k.u-tokyo.ac.jp**

Step 3

緊急車両を呼んだら守衛所に部屋の位置を伝えること  
If you call an emergency vehicle, also contact the guard to tell you the location.



**04-7136-3010** Ext.63010,119



## About This Manual

### Content

This manual summarizes the minimum safety protocol that must be followed by members of the Kashiwa Campus community. Detailed safety procedures and requirements are set by each division, so be sure to participate in the safety seminars hosted by your division.

### Purpose

This manual was created to outline the safety practices and responsibilities that need to be discharged by all Kashiwa Campus members—faculty, administrative staff, and students—in order to ensure that all educational and research activities are carried out safely and properly through compliance with the Industrial Safety and Health Act, the Fire Services Act, the Poisonous and Deleterious Substances Control Act, ionizing radiation-related laws, and other pertinent regulations. The aim of this endeavor is to maintain the health and welfare of everyone at the Kashiwa Campus by preventing accidents, fires, and other hazardous situations. Those in supervisory positions are especially urged to familiarize themselves with the information contained herein.

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Back cover About Environment, Health, and Safety Office; EHS Office

Back cover When an emergency occurs...

This manual is based on a guide compiled by Kashiwa Campus Environment, Health and Safety Office, and was modified for use at the Graduate School of Frontier Sciences. Further helpful information on safety management is posted on the office's website, so please periodically check the following page for details:

[http://www.kashiwa.u-tokyo.ac.jp/kyoutsujimu/bunyabetsu/anzen/anzeneisei/anzen\\_anzeneisei.html](http://www.kashiwa.u-tokyo.ac.jp/kyoutsujimu/bunyabetsu/anzen/anzeneisei/anzen_anzeneisei.html)

The following issues are available on on-line manual at the website of above.

- Laboratory Safety: Regulations on Carrying Hazardous Materials on Public Transportation
- Health and Safety When Abroad
- Laboratory Safety: Management of Hazardous Materials
- Confirming Qualifications for Hazardous Operations
- Guideline of Support for Qualification and Training Session
- Confirmation letter for succeeding / Confirmation letter for carry-on

Environment, Health, & Safety Office, GSFS

## Environment and Safety Education

· The purpose of safety education is to enlighten campus members on the hazards inherent in their research work and other activities so that they can take steps to protect themselves and prevent accidents.

· Safety education shall be provided to all campus members (including students) when they join the campus community and when they begin new activities or assignments. The Environment, Health, & Safety Office shall regularly conduct seminars and other forms of training to serve that need.

· Fire drills shall be held at every building, in accordance with the fire response plan. All building residents and members of the building's firefighting team must actively participate in the drills and acquire a full understanding of the actions to be taken during a fire.

· Employees and students who use ionizing radiation (X-rays) or radioactive materials (radioisotopes: RI) must comply with the radiation safety rules of their department and participate in the specified training seminars.

### <Schedule of Safety Education>

Title of Seminars	Time of year
<b>All the students must receive one of these safety educations. ※1</b>	
Safety occupational education organized by Kashiwa campus EHS office	April
Safety education provided during new student orientation	April, October
Safety education(English ver.) provided during foreign student orientation	April, October
Non-laboratory Safety Seminar	May (Hongo)
Laboratory/non-laboratory Safety Seminar	May (Kashiwa)
<b>Seminars mandatory for those engaging in certain tasks</b>	
Environmental Safety Seminar	Several times during year (Hongo)
	November (Hongo, in English)
	May, November (Kashiwa)
Cryogen Safety Seminar	Twice in April, once each in June and October
High-pressure Gas Safety Seminar	Once each in May, July, and November
Training Course for Radiation Handlers (first-time and refresher)	Several times during both semesters (Hongo)
Crane Operation Seminar	Approx. once every three years (Kashiwa)
Special Crane Operation Seminar	
<b>Seminars taken as needed</b>	
Seminars on operation of lasers, centrifuges, autoclaves, and fume hoods	July (Kashiwa, Hongo, etc.)
Chemical & UTCRIS Seminar	June, November (Kashiwa, Hongo, etc.)
Seminars on GMOs, etc.	May, June, November (Hongo), April (Kashiwa)

## **※1 Safety Education**

All faculty members, such as fixed-term part-time staff, temporary staff, shared-use researchers, coordinated research program researchers and students of GSFS and those who participate in the education and research activities of GSFS will be subject to any of the environment and safety education.

### **Safety occupational education organized by Kashiwa campus EHS Office**

It is organized by the Kashiwa campus EHS office every April (in Japanese). The target audience of this education is not only the GSFS members but also all members working at the Kashiwa campus.

It will be announced by a mass e-mail for Kashiwa campus members.

### **Safety education organized by GSFS**

If you cannot attend the safety occupational education organized by Kashiwa campus EHS Office, you need to attend one of the followings.

#### **○Safety education by each department**

This education is held at the time of the new student orientation in April and October (in Japanese) organized by each department. When faculty and staff attend it, please consult an EHS committee member of your department.

#### **○Safety education for international students**

This education is held in English at the time of the guidance for new international students in April and October. It is organized by Student Affairs Section GSFS and International Liaison Office GSFS.

#### **○Safety education organized by each laboratory/section**

It is organized by your laboratory/section, which based on the contents of this safety manual and also added local rules regarding your laboratory/section. It needs to be given by professor, associate professor, lecturer, or assistant professor.

#### **◆Report form of safety education**

Submission of the Report form of safety education to EHS Office GSFS is required at any education mentioned above. The report form needs to be prepared by its organizer and submitted to EHS Office GSFS (Mail box: 002 Bioscience bldg..) in two weeks with signs of all attendances.

### **Tentative step for not-attended person for safety education**

If the one cannot attend any safety education above, it is approved for the academic year by submission of the Commitment form after reading this safety manual (latest ver.) as a tentative step. However, attendance of any safety education in the next year is required.

## ▽ Report form of safety education

安全衛生教育実施報告書(学生用)	
所 属 <input type="checkbox"/> 物質系 <input type="checkbox"/> 先端エネ <input type="checkbox"/> 複雑理工 <input type="checkbox"/> 先端生命 <input type="checkbox"/> メディカル情報生命 <input type="checkbox"/> 自然環境 <input type="checkbox"/> 海洋技術 <input type="checkbox"/> 環境シス <input type="checkbox"/> 人間環境 <input type="checkbox"/> 社会文化 <input type="checkbox"/> 国際協力 <input type="checkbox"/> サステイナ <input type="checkbox"/>	
主 催	<input type="checkbox"/> 新入生ガイダンス <input type="checkbox"/> 研究室 <input type="checkbox"/> その他( )
実施責任者	
実施日時	
開催場所	
使用テキスト	
	学籍番号/Student ID
	署 名/Signature
1	
2	
3	

安全衛生教育実施報告書(教職員用)	
所 属 <input type="checkbox"/> 物質系 <input type="checkbox"/> 先端エネ <input type="checkbox"/> 複雑理工 <input type="checkbox"/> 先端生命 <input type="checkbox"/> メディカル情報生命 <input type="checkbox"/> 自然環境 <input type="checkbox"/> 海洋技術 <input type="checkbox"/> 環境シス <input type="checkbox"/> 人間環境 <input type="checkbox"/> 社会文化 <input type="checkbox"/> 国際協力 <input type="checkbox"/> サステイナ <input type="checkbox"/>	
主 催	<input type="checkbox"/> 新入生ガイダンス <input type="checkbox"/> 研究室 <input type="checkbox"/> その他( )
実施責任者	
実施日時	
開催場所	
使用テキスト	
	身分/Job title
	署 名/Signature
1	
2	
3	

## ▽ Commitment form

(For faculty members, administrative staff, and students)

### Pledge

To Head, Kashiwa Campus Environment, Health, and Safety Office

I had read through the "Safety Manual."

I pledge to carry out my job duty in keeping with the safety principles in the "Safety Manual."

Name of department, graduate school, faculty, institute or center:

\_\_\_\_\_

Job Title \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please write your name in your own hand.



## Safety Card

We distribute Safety cards to all members of GSFS that summarize emergency contacts in case of a disaster. On the Kashiwa campus, the safety card also helps confirm the holder's safety at the time of a disaster such as a large earthquake. For this reason, please be sure to fill in the necessary information on the safety card and carry it with you at all times. If you do not have a safety card, please ask your department's office or EHS office (Extension 63722).

 東京大学大学院新領域創成科学研究科 GRADUATE SCHOOL OF FRONTIER SCIENCES, THE UNIVERSITY OF TOKYO	Name: _____	家族の連絡先/Home phone number: _____
	身分/Affiliation : _____	指導教員,上司 連絡先/Supervisor or Boss: _____
	専攻/Department : _____	守衛所Security Office:04-7136-3010 ext.63010
	研究室,部署 /Lab. or Office : _____	総務係Admin.Office: {平日日中 : 04-7136-4003 ext.64003 夜間休日 : 090-7833-4422}
	Contact number of my lab.or my office: _____	環境安全管理室/EHS Office : 04-7136-3722 ext.63722 消防救急/Fire Engine, Ambulance : 119 血液型/Blood Type : RH( )

## Those who are assigned GSFS


EHS Office individually visits the office of newly assigned professors, associate professors, lecturers, and assistant professors (not researchers) to GSFS to explain environment and safety matters.  
When you are assigned to GSFS, please immediately contact us. (fs-anzen@edu.k.u-tokyo.ac.jp)

### 新領域に着任したらまず連絡を！

§ 新領域創成科学研究科に転入・採用された教員の皆様へ  
着任されたら、まず「環境安全管理室」にご連絡ください。

環境安全管理室員が新領域に着任された教員のお部屋に伺い、  
対面形式で環境安全に関わる内容についてご説明させていただきます。

Mail : fs-anzen@edu.k.u-tokyo.ac.jp  
TEL : 04-7136-3722 (内線 : 63722)  
オフィス : 生命棟 地下1階 B14室  
営業時間 : 平日 9時~17時



# Responding to Emergencies

## Basic Response Flow

IN CASE OF ACCIDENT, FIRE or INJURED

<b>①周囲に知らせる!</b> Alert Others!	<b>②通報する!</b> Call Emergency!	<b>③守衛所へ!</b> Call Security Office!
<p>・火災の場合... (FIRE) 大声で「火事だ!」 Call out loudly "FIRE!"</p> <p>手に負えない火事なら <b>逃げろ!</b> Run for your life if the fire spread uncontrollably!</p> <p>・けがの場合... (INJURED) 人を呼べ! Call for help!</p>	<p>消防署 (Fire Station)</p> <p><b>0-119</b></p> <p>携帯から (For mobile)</p> <p><b>119</b></p>	<p>・守衛所 (Security Office)</p> <p>内線119 内線63010</p> 

## Responding to Earthquakes

### Initial Response

- Ensure personal safety.
  - Extinguish flame sources.
  - Make sure evacuation route is accessible.
- If necessary, cancel classes, experiments, meetings, etc.

### Emergency Response

- Assist injured people.
- Extinguish fires and leaks of hazardous materials.
- Report situation to administrative staff of your department. If necessary, request assistance.

### Evacuation/Confirming Safety

- Move to the local evacuation area.
- Confirm safety of all members of your laboratory.
- Report situation to administrative staff of your department.

## Emergency safety check after earthquake with seismic intensity of 6 or more

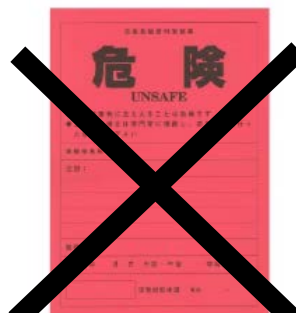
The purpose of this check is to prevent injury or loss of life from a secondary collapse caused by the collapse of buildings and falling objects such as outer walls and glass in the event of an aftershock. An emergency risk judge quickly evaluates the safety of damaged buildings and determines whether a building can or should be entered using three color judgment stickers.



OK  
(Green)



Caution  
(Yellow)



Danger  
(Red)

## Responding to Fires



**KAJI!!**  
**(Fire 火災)**

### Initial Response

- Ensure personal safety.
- When discovering a fire, first loudly alert others nearby.

### Emergency Response

- Press fire alarm button (this will sound the bell and activate the hydrant pump).
- If from 9 a.m. to 5 p.m., call the administrative office of your department.  
After 5 p.m., call Security Office (ext. 63010). If no one answers, directly contact the fire department by dialing 0-119.



### Evacuation/Confirming Safety

- Try to put out fire with a fire extinguisher or hydrant, without exposing yourself to danger.
- Evacuate via safest route.

## Responding to Injuries

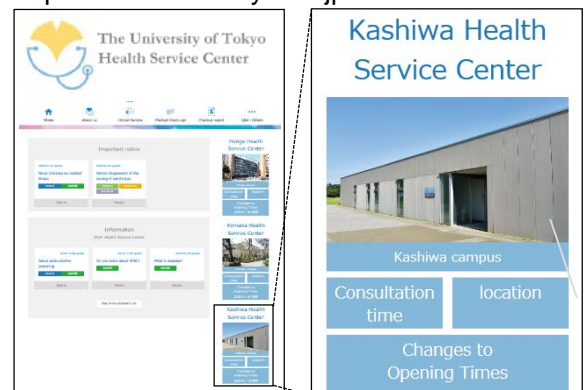
### Initial Response

- Summon help from others nearby.
- Give injured people first aid if possible.

### Emergency Response

- Call emergency services and go to hospital.
  - 【On Campus】**
    - Kashiwa Health Service Center: ext. 63040  
Weekdays 9:00am~5:00pm
  - 【Off Campus】**
    - Kashiwa Kousei General Hospital: 04-7145-1111  
\* Someone needs to go with the injured person to hospital  
If needed, Telephone for a Taxi. Tel. No.        -        -
- If needed, call an ambulance (0-119)
  - ↳ Call Security Office (ext. 63010) to provide location instructions ambulance.

The University of Tokyo Health Service Center  
<http://www.hc.u-tokyo.ac.jp/en/>



## ◆ Emergency Contact

Fire station **119**

Police **110**

Tell WHAT happened

Fire  
"KAJI"  
 Injured  
"KEGA"

Accident  
"JIKO"

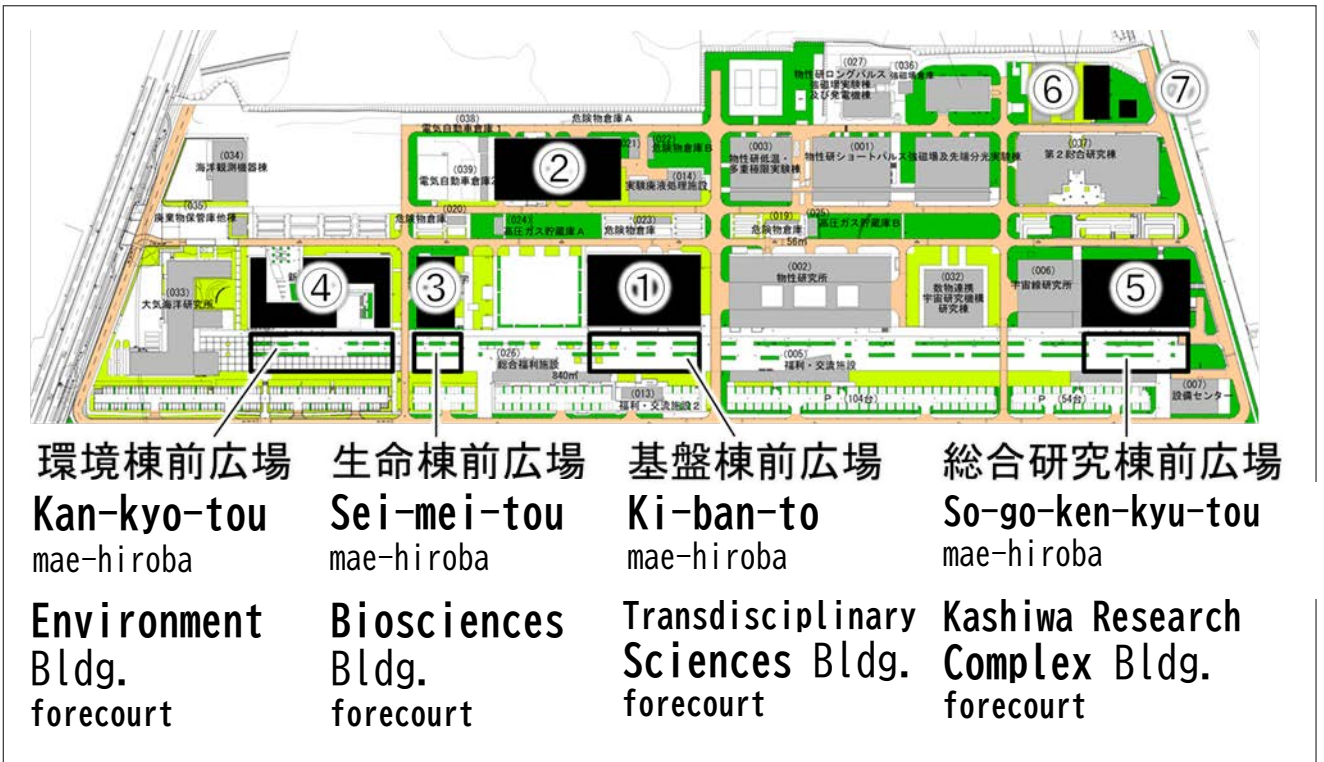
Tell WHERE it happened

The University of Tokyo, Kashiwa campus  
→ TOUDAI, KASHIWA  
XXX Building  
→ XXX-TOU, BUILDING  
Yth Floor  
→ Y-KAI

## Evacuation Area

### 【Temporary Evacuation Assembly Area of each building】

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>① Transdisciplinary Sciences Bldg.</li> <li>② Transdisciplinary Sciences Laboratory</li> </ul>                      | } | : Transdisciplinary Sciences Bldg. Forecourt |
| ③ Bioscience Sciences Bldg. : Bioscience Sciences Bldg. Forecourt  |   |  |
| ④ Environment Bldg. : Environment Bldg. Forecourt  |   |  |
|  |   |  |
| <ul style="list-style-type: none"> <li>⑤ Kashiwa Research Complex</li> <li>⑥ Computational Biology Laboratory</li> <li>⑦ Calorimeter Laboratory</li> </ul> | } | : Kashiwa Research Complex Forecourt         |



【A final evacuation place securely】 KASHIWA-no-HA Park

# Safety Confirmation e-mail

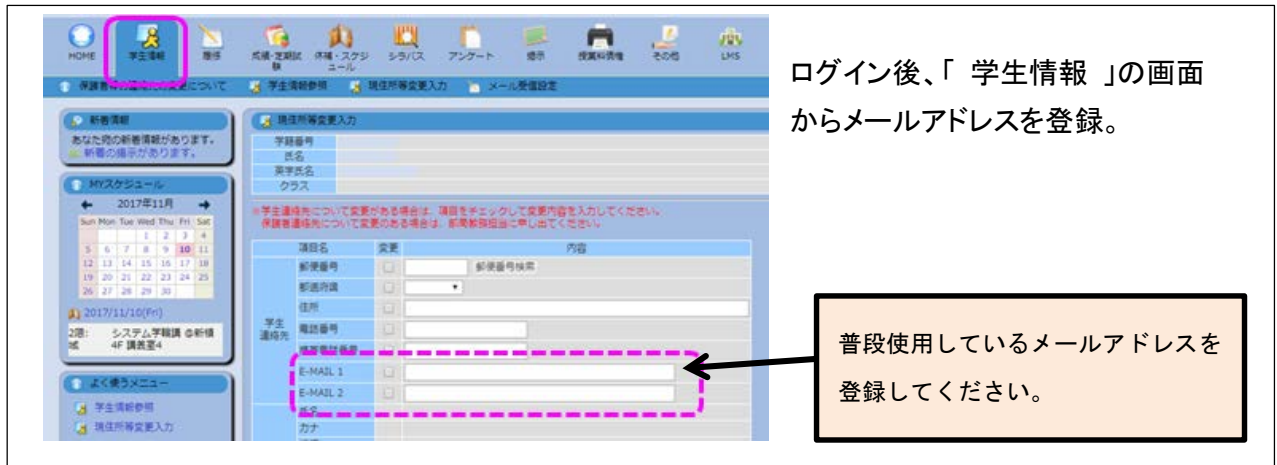
GSFS has introduced the Safety Confirmation Services to confirm safety of all students and staff when a large-scale earthquake occurs. This system will send a safety confirmation e-mail to the addresses registered in advance.

Recipients should reply to the e-mail to report on their own safety status.

## ■How to register your e-mail address(es).

### ① 学生 / For Students

UTAS : <https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do>



ログイン後、「学生情報」の画面からメールアドレスを登録。

普段使用しているメールアドレスを登録してください。

## ● For Research Students and Auditing Students

For Research Students and Auditing Students those who cannot log in to UTAS.

Please let us know your following Information.

- ① 学籍番号 (8桁) / Student ID number (8 digits)
- ② 共通 ID (10桁) / Common ID number (10 digits)
- ③ 専攻名 / Department
- ④ 学生身分 (研究生、聴講生等) / Affiliation (research student or auditing student)
- ⑤ 氏名 / Your Name
- ⑥ 氏名カナ/Name pronunciation (Kana)
- ⑦ メールアドレス 1 / E-mail address 1
- ⑧ メールアドレス 2 / E-mail address 2

E-mail (Environment, Health, and Safety Office) : [fs-anzen@edu.k.u-tokyo.ac.jp](mailto:fs-anzen@edu.k.u-tokyo.ac.jp)

# Safety Confirmation e-mail

## ② For Staff

### 人事情報システム / Personnel information system

1. 人事情報システムにログインする / Log in to the Personnel information system

[東大ポータル / UTokyo Portal] <http://www.ut-portal.u-tokyo.ac.jp/gakunai/>

<東大ポータル / UTokyo Portal 画面>



2. ログイン後、「メニュー選択 → パーソナルメニュー」を表示し、メールアドレス、居室情報を登録してください。

/ Access to “パーソナルメニュー” and register your e-mail addresses



**学内メールアドレス**  
 XXXX@yyy.u-tokyo.ac.jp  
 「u-tokyo.ac.jp」ドメインのメールアドレスを登録してください。

**携帯電話メールアドレス** XXX@gsfs-mail.ne.jp  
**その他メールアドレス** YYY@ehs-mail.ne.jp  
 普段ご利用のメールアドレスを登録してください。(安否で使用するのどちらか一方になります。)

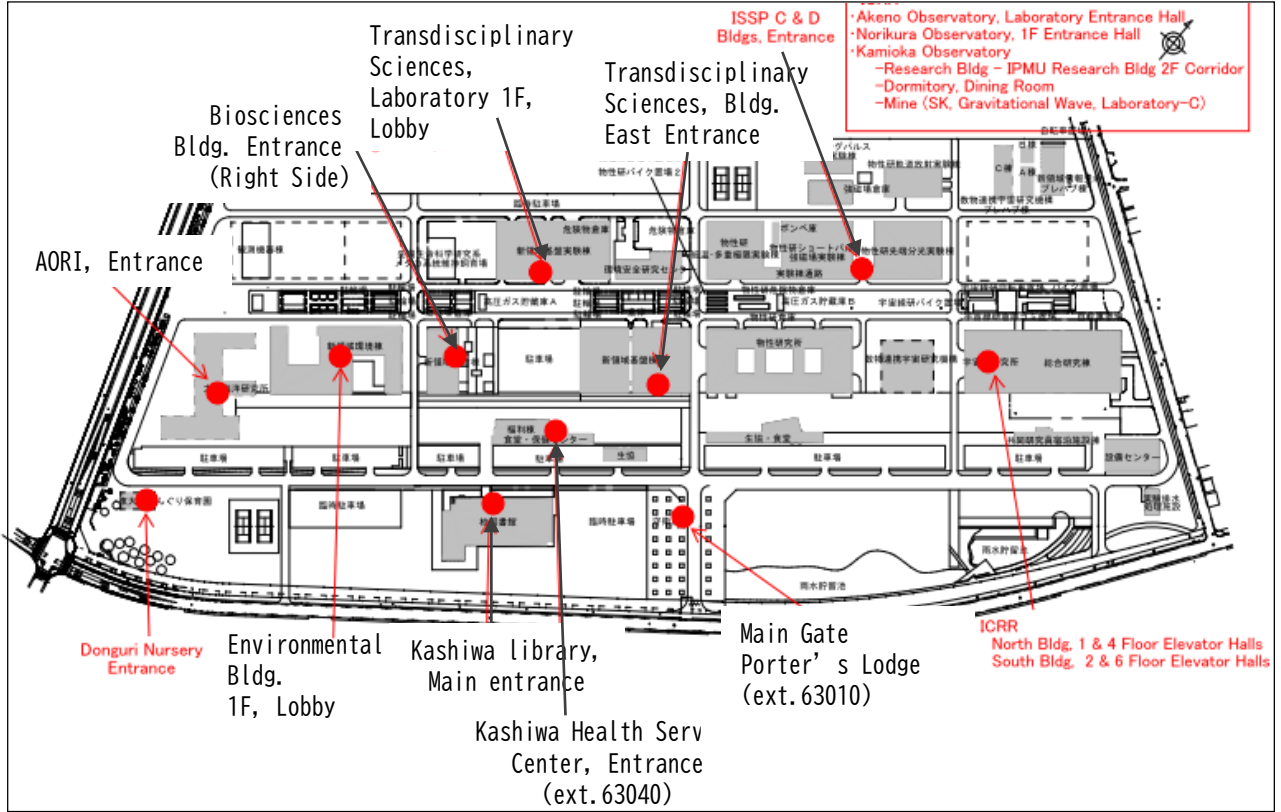
**居室情報**

	施設番号	
1   FMAP   クリ	柏 先端生命科学研究所 6階 6-4	総務管理室-環境安全管理室

一番上に柏キャンパスでの居室情報を登録して下さい。(未登録の場合、東京都の震度で安否メールが送信されます)

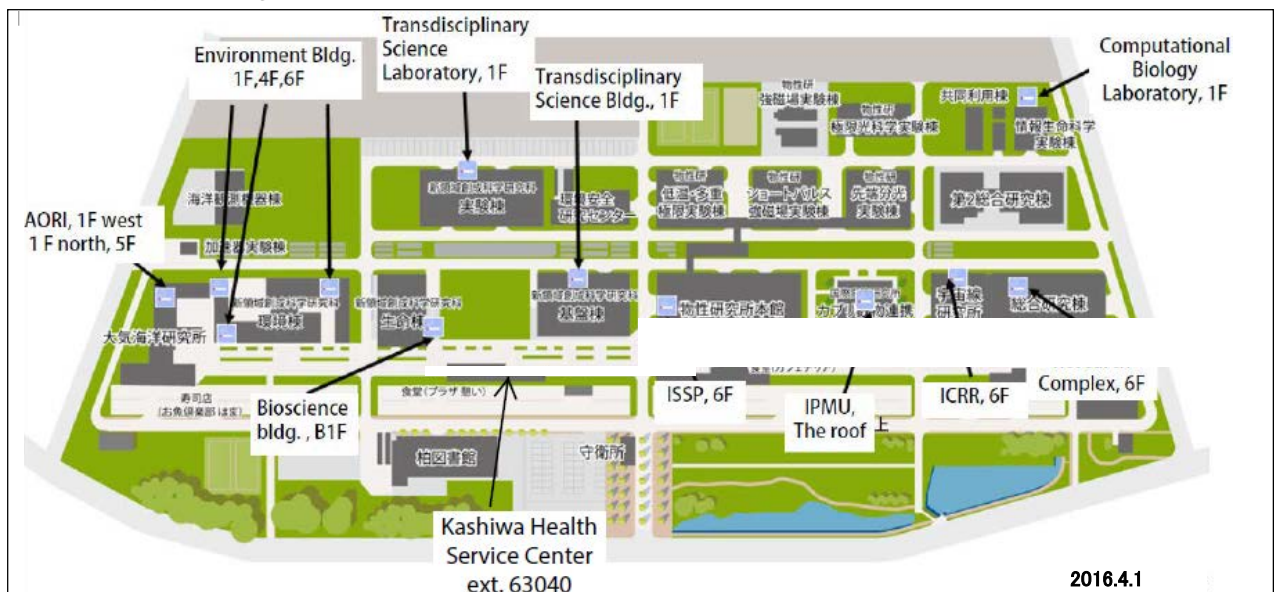
# The location of AED's

AEDs: The location of AEDs (automated external defibrillators) at the security office (ext. 63010), the east entrance of the Frontier Sciences, Transdisciplinary Sciences Building, each department and the Kashiwa Campus Health Service Center.



# Smoking area

Smoke only in designated areas.



2016.4.1

# CPR (Cardio Pulmonary Resuscitation)

## You Could Save a Life! Learn cardiopulmonary resuscitation (CPR)



### 1. Check for consciousness.

Ask the victim "Are you okay?" three times while patting his/her shoulder (in the collar bone area) to try to stimulate a response

### 2. Request an ambulance and AED.

Loudly call for assistance from people in the vicinity. Ask someone to call 119 and to bring an AED (automated external defibrillator).



### 3. Clear the airway and check for breathing.

Tilt the victim's head back and lift the chin to open up the airway. Place your ear near the victim's mouth and nose to check for signs of breathing.

#### Checking for signs of breathing

- (1) Look for chest movement (rising/falling).
- (2) Listen for the sound of breathing.
- (3) Feel for exhalation with your cheek.



### 4. Give two breaths (possible to omit).

Keeping the victim's head tilted back, pinch his/her nose and give two breaths slowly (1 seconds each).



### 5. Perform chest compressions and artificial respiration.

- (1) Loosen the victim's upper clothing and place your hands stacked on the victim's chest, between both nipples.
- (2) Perform 30 chest compressions at a rhythm of 100 per minute. The chest should compress between 4 to 5 centimeters.
- (3) Keeping the victim's head tilted back, pinch his/her nose and give two breaths slowly (1 second each).
- (4) Do 5 sets of this cycle of chest compressions and artificial respiration. (About 2 minutes)



### 6. Start using the AED once it arrives.

- (1) Open the case and turn on the power.
- (2) Attach the electrodes to the victim (below right collar bone and on left side of chest).
- (3) Push the shock button if indicated to do so by the device.



# General Safety Practices

## Important Knowledge

Be prepared for emergencies by familiarizing yourself with the following:

- Contact information: Home phone numbers and other contact information for dealing with sudden illnesses, accidents, and other emergencies.
- Evacuation routes: The location of evacuation routes, emergency exits, and refuge areas.
- Emergency equipment: The location of fire extinguishers, fire alarms, fire hydrants, emergency showers, etc.



Know at least two evacuation routes



AED (automated external defibrillator)



Fire extinguishers are located in hallways and some rooms



Fire alarm (top) and hydrant (bottom)



Emergency showers are located in restrooms marked with this sign



Emergency shower (wall-hanging type) : Pull the chain for a rinse. The shower will stop automatically.

## General Safety Rules

- When leaving laboratories and other rooms unoccupied, conduct a safety check before locking the doors.
- Do not lend your keycard to others. When using your keycard to enter/exit a room or building, do not allow others to pass through the door with you.



- When using several electric devices at the same time, thoroughly consider the amount of power to be used and the capacity of the electrical wires and outlets to prevent overheating and short-circuiting. Refrain from the dangerous habit of plugging too many devices into the same outlet.

**CAUTION**

DO NOT use these electric appliances at the SAME time!!

<b>Maximum wattage: 1500W</b>	
Microwave: 1370W	
Electric kettle: 1250W	
Electric pot: 900W	

- Use only electric heaters which heat source is NOT exposed to air, and do not place them near flammable objects.



- When working on computers or other visual display terminals, do not continuously work for more than one hour. Take a 10- to 15-minute break before resuming work.

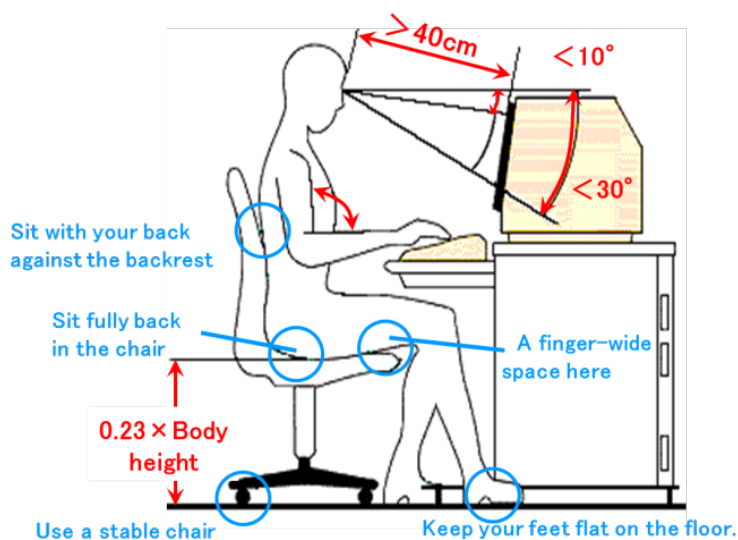


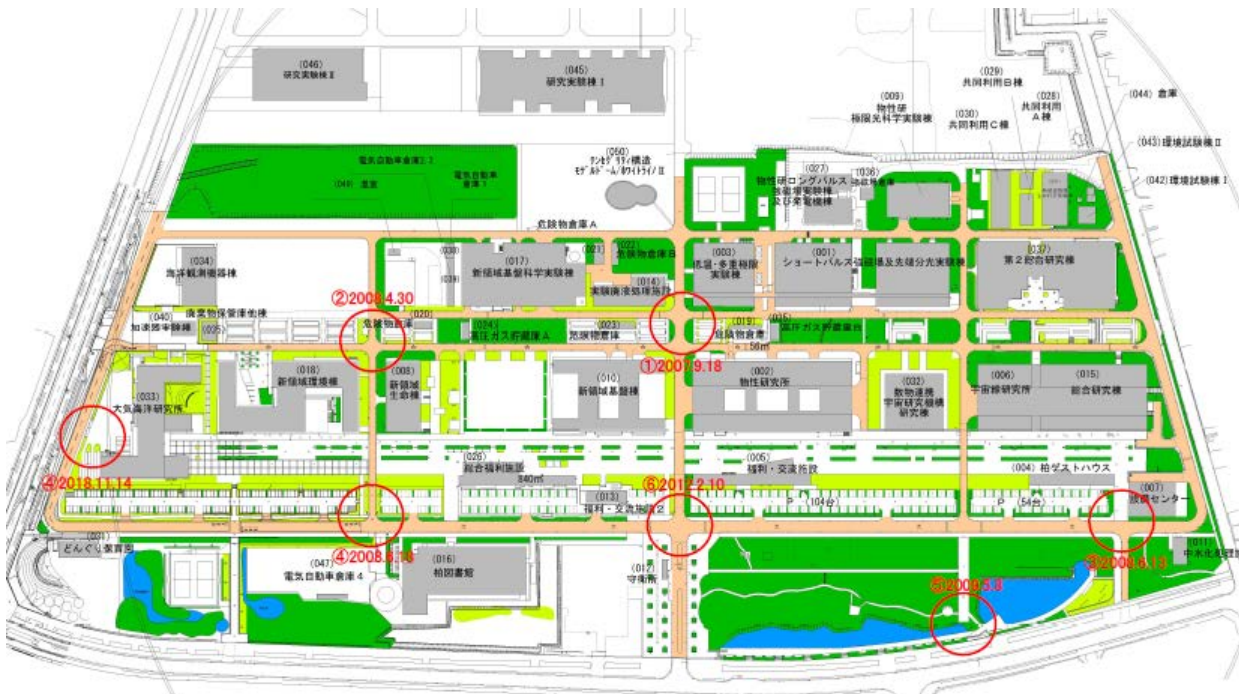
Fig. Correct position for using computer

- Generally, the maximum weight that can be handled by an adult male working alone is 55 kg (for female: 33 kg), or 40% of body weight. When working with a heavy object, stand as close to it as possible and keep your center of weight low. When lifting, first position one foot slightly forward, and bend your knees to lower your hips sufficiently. Next, hold the object tightly and lift by extending your legs



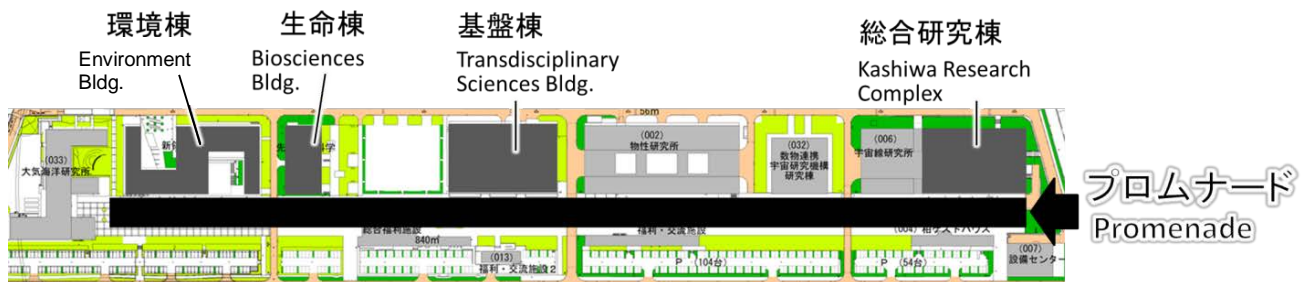
Fig. Correct position for lifting baggage

- The locations high frequency of traffic accident on Kashiwa campus is as below. Crossing the street diagonally and sudden running into streets have occurred throughout the campus. Always be conscious that cars and motorcycles may be unable to make a sudden stop. Especially, driving in a dark requires extra caution.



Promenade : In the black high-lighted areas “Promenade” as below, riding is prohibited.

Bicyclists must walk their bicycles in the Promenade.



※It's dangerous to ride a bicycle with no hands and you must not operate a cell-phone while driving.

守ろうね！自転車に乗るときのルール

# 自転車安全利用五則

Keep the bicyclist's rules!

## THE MAIN RULES FOR SAFE BICYCLE RIDING


**1** 自転車は、車道が原則、歩道は例外\*



●自転車は『(軽)車両』です。車道を通行しましょう。

※ 自転車及び歩行者専用」の標識がある歩道は、自転車で通行することができます。

Keep traffic rules & etiquette on roads as a "vehicle user"



『Bicycles and Pedestrians Only』  
Bicyclists are permitted to travel on the sidewalk.

**2** 車道は左側を通行



●車道の左端を通行し、右後ろからくる車にも注意しましょう。

Keep left on the road



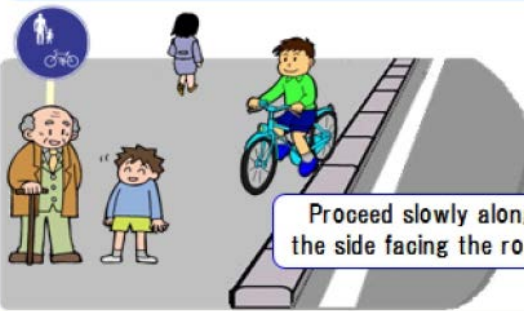
Take special care to look out for vehicles making a left turn.

### 3 歩道は歩行者優先で、車道寄りを徐行



●歩道を通行するときは、歩行者の通行を妨げないようにしましょう。

### Carry the principle of people first



Proceed slowly along the side facing the road.

### 4 安全ルールを守る

○飲酒運転・二人乗り・並進の禁止



○夜間はライトを点灯



●ライトのほか、自転車の側面に反射材をつけましょう。

○交差点での信号遵守と一時停止・安全確認



●交差点では必ず一時停止をし、車両の有無や動きをしっかりと確認しましょう。

### Follow the traffic rules

**NEVER ALLOWED**

Drunk riding



Double ride



Riding abreast



**TURN ON YOUR LIGHT**



At night, inside tunnel, or on foggy days. And use some reflective materials.

**FOLLOW A TRAFFIC RIGHT & "STOP" SIGN**



Stop and check in all directions before crossing.

### 5 子どもはヘルメットを着用



●子どもが自転車に乗るときや、子どもを補助いす等に同乗させるときは、安全確保のために保護者が積極的にヘルメットを着用させましょう。

### Use a bicycle helmet



Especially for a children or infants

# Compensation for Occupational Accidents

## Definitions

- (1) Occupational accidents  
Occupational accidents are work-related accidents that resulted in an employee's injury, illness, disability, or death. To qualify for occupational accident compensation, the accident must have occurred in the course of duties as an employee of the University of Tokyo.
- (2) Compensation  
Various forms of compensation are paid for occupational accidents, such as payment in kind for medical expenses, compensation for lost income, disability compensation, and survivor's compensation.

## Special-circumstance Occupational Accidents

- (1) Accidents occurring during breaks  
These accidents are eligible for compensation if they resulted from a fault in the facility or managerial practices.
- (2) Accidents occurring during business trips  
Since business trips are considered part of an employee's duties, these accidents are generally eligible for compensation, provided that they did not result from the employee's private activities.

## Commuting Accidents

- (1) Commuting accidents are accidents that occurred during commuting to or from work and resulted in the employee's injury, illness, disability, or death. Although technically not considered occupational accidents, they are treated as the same for purposes of accident compensation.
- (2) Accidents that occurred while deviating from the commuting path are not eligible for compensation. However, the following activities are considered exceptions.
  - ① Purchasing of daily necessities, and similar activities
  - ② Attending job training, school courses (such as evening high schools), and other such educational programs
  - ③ Voting in elections, and similar activities
  - ④ Receiving a medical examination or treatment at a hospital or clinic, and similar activities

## Filing for Compensation

Occupational accident insurance claims need to be filed with the local labor standards office by the employee or a family member, along with a certificate of occupational accident issued by the administrative office of the employee's division. In principle, claims must be filed within two years of the accident, or within five years if applying for disability or survivor's compensation.

Where to call: General Affairs Team, GSFS, (1st floor, Transdisciplinary bldg.)

# Insurance for Students Pursuing Education and Research

All UT students are automatically provided with Personal Accident Insurance for Students Pursuing Education and Research. Other optional insurance is available for students as well.

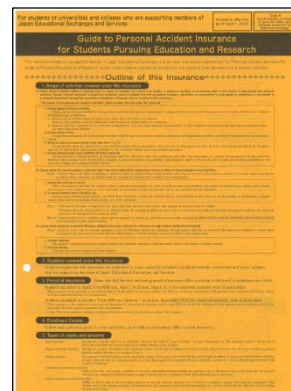
## Automatically Provided Insurance

### ● Personal Accident Insurance for Students Pursuing Education and Research (PAS; “Gakukensai”)

Cases where the insured suffers a physical injury as a result of sudden accident of an external origin in the course of educational and research shall be covered.

UT bears all the expenses for this insurance to improve the students' welfare (Type A: Death benefits coverage of up to 20 million yen, with additional coverage for accidents that occur during community).

This insurance does NOT cover all of damage to third parties, bodily harm or otherwise.

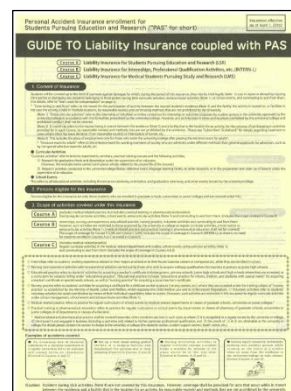


Contact: Student Affairs Section (1st floor, Transdisciplinary bldg.)

## Other Optional Insurances

### ● Liability Insurance coupled with PAS; “Gakukensai”

Students will be covered up to the limit of payment against damages for which, during the period of this insurance, they may be held legally liable to pay in Japan or abroad when injuring third parties or damaging any property belonging to third parties during their curricular activities, or school events, and commuting to and from them.



Course A: Liability Insurance for Students Pursuing Education and Research (LSR)

Course B: Liability Insurance for Internships, Professional Qualification Activities, etc.  
(INTERN-L)

Course C: Liability Insurance for Medical Students Pursuing Study and Research (LMS)

Contact: Student Affairs Section (1st floor, Transdisciplinary bldg.)

東大ポータル(UTokyo Portal)>便利帳(Manuals)>環境安全本部>環境安全本部一覧>1.3 安全衛生管理部  
>事故災害>自転車事故撲滅 WG—Zero Bicycle Accident Working Group—

● Accident insurance of "Futai Gakuso"

"Futai Gakuso" covers 4 categories during daily life, in addition to the "Gakukensai." If you want to insure all 4 of the following categories, you must fill-out the application form and pay the insurance fees because the university does not cover them since "futai gakuso" is a voluntary insurance. Coverage includes:

(1) Personal injury

Cases in which you suffer from after-effects or die because of a sudden, externally caused accident.

(2) Personal illness

Cases in which you are hospitalized or go to the hospital for more than 1 day because you had become ill in Japan, the self-payment (30%) of national health insurance will be covered by "futai gakuso".

"Futai gakuso" is not applicable to the treatment of a dentist.

(3) Compensation responsibility

Cases in which you injure other people through an unexpected accident, or damaged things belonging to other people, the legal compensation is applicable to "futai gakuso." "Futai gakuso" is not applicable to auto or bike accidents.

(4) Relief expense

Cases in which you are hospitalized for 3 or more days and if family or relatives come to help or support you, that expenses of up to 2 people for 14 days will be covered.

Contact: Consulting Desk for Student Life and Insurance (Tel: 0120-811-806)

(Only Japanese spoken)

The screenshot shows the JEES website page for 'Student Education Research Disaster Damage Insurance'. The page is in Japanese and lists seven categories of coverage:

- その1 ケガをしたときの補償** (Compensation when injured): An illustration shows a person falling on a snowboard. Text: 'スノーボードでジャンプの着地に失敗。肩から転倒し、右肩骨折。' (Failed a jump on a snowboard. Fell from the shoulder, broken right shoulder.)
- その2 病気をしたときの補償** (Compensation when sick): An illustration shows a person in bed. Text: '心臓病で10日間入院した。' (Hospitalized for 10 days due to heart disease.)
- その3 法律上の賠償責任を負ったときの補償** (Compensation when liable for legal damages): An illustration shows a person with a shopping bag. Text: 'アルバイト先の店の商品を壊してしまい、店員に訴えられた。' (Broke items at a part-time job store and was sued by the staff.)
- その4 捜索救助費用や入院等で親族等が駆けつけたときの補償** (Compensation when family comes for search/rescue or hospitalization): An illustration shows a person being helped. Text: '課外活動で大学が荒れ、入院が長期になったため、実家から母親が帰省に来た。' (University was vandalized during extracurricular activities, hospitalization was long-term, so mother came home from her hometown.)
- その5 扶養者にもしものことがあったときの資金補償** (Financial compensation when something happens to dependents): An illustration shows a person with a laptop. Text: '<学資費用> 扶養者が事故でなくなり、後期の学費を支払えなかった。' (Scholarship fees: Supporter died, couldn't pay tuition for the second semester.) and '<生活費> 扶養者が事故でなくなり、当分の生活費が必要となった。' (Living expenses: Supporter died, needed living expenses for a while.)
- その6 下宿生・寄宿生用の補償** (Compensation for boarders): An illustration shows a person with a box. Text: '火の火の不始末で下宿から火事を出し、畳・壁などに損傷を与えた。' (Careless with fire, started a fire in the boarding house, damaged tatami and walls.)
- その7 医療関連学部学科生用の補償** (Compensation for students in medical-related departments): An illustration shows a person with a microscope. Text: '実験中、器具を壊っていて、ゴム手袋の上から針を腕部に刺してしまった。' (During an experiment, broke equipment, needle stuck through rubber glove into arm.)

<http://www.jees.or.jp/gakkensai/opt-gakuso.htm>



# Accident Report

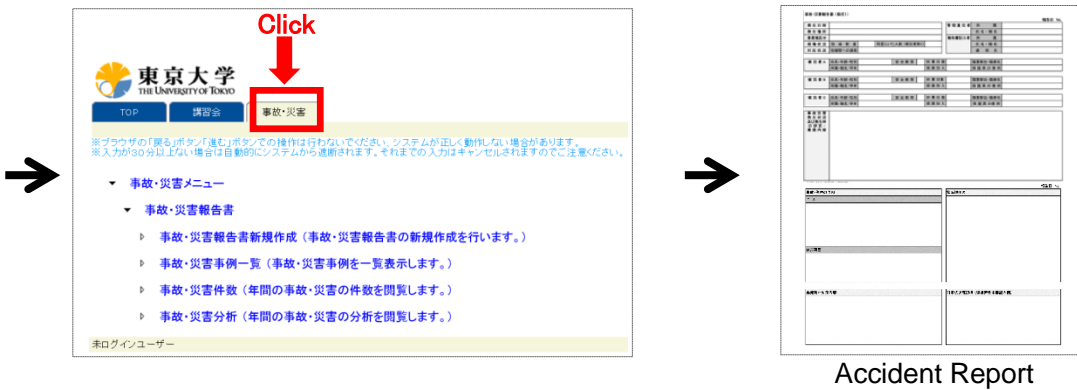
When an accident occurs, be calm down firstly.

- (1) Ensure personal safety
- (2) Call your supervisor

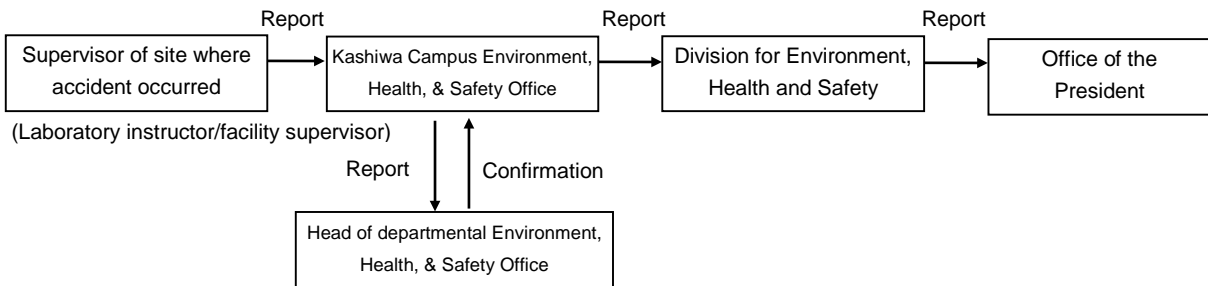
When it settles, fill out the format of Accident Report of UTSMIS and turn it in.

<How to reach UTSMIS>

URL : [http://utsmis.adm.u-tokyo.ac.jp/UT\\_Anei\\_User/Report/Accident/](http://utsmis.adm.u-tokyo.ac.jp/UT_Anei_User/Report/Accident/)



## Flow of Reporting Procedure



# Maintaining Physical and Mental Health

## Health Exams

- (1) As a general rule, employees are expected to look after their health.
- (2) Personnel targeted by university-administered health exams are required to receive those exams. However, they may choose to receive equivalent exams at off-campus medical facilities instead, provided that they report the results to the university.
- (3) In addition to general health exams, the university requires specialized health exams for those involved in hazardous operations.
- (4) Employees are required to attend post-exam health guidance meetings, etc. when requested to do so.

## Mental Health

- (1) Depression is the most common mental health problem associated with work. If you experience any of the following symptoms, promptly seek consultation.
  - ① Insomnia, including frequent waking in the middle of the night or in the early morning
  - ② Not feeling fully rested after waking in the morning
  - ③ General loss of energy or interest
  - ④ Strong aversion to attending work
- (2) Consultation on mental health is offered at the university by the following providers.
  - ① Occupational physician, room #559b, 5th floor, ISSP Main Building, Ext. 63508
  - ② Department of Psychiatry, Kashiwa Campus Health Service Center, Ext. 63040



## Sexual Harassment

The University of Tokyo has established the following guidelines concerning sexual harassment.

- (1) Policy for Sexual Harassment
- (2) Declaration of Sexual Harassment Prevention

## Consultation

Consultation on sexual harassment is offered at the university by the following providers. The privacy of users is strictly protected, and no one is treated disadvantageously for seeking consultation.

- (1) Departmental counselors
- (2) Kashiwa Campus Harassment Counseling Center (room #162, 1st floor, General Research Building, Ext. 64495)
- (3) Kashiwa Campus Health Service Center (next to Plaza Ikoi, Ext. 63040)
- (4) Kashiwa Campus Student Counseling Center (room #117, 1st floor, Frontier Sciences, Environmental Studies Building, Ext. 63714)
- (5) Nandemo-Sodan (One-Stop Resources) Office Kashiwa Branch (room #2B5, 2nd floor, Frontier Sciences, Transdisciplinary Sciences Building, Ext. 64129)
- (6) Occupational physician (room #559b, 5th floor, ISSP Main Building, Ext. 63508)

## Safety Inspection by Occupational Physician and Periodic Safety Inspection

To improve the environment of laboratories and workplaces, every laboratory and workplace, occupational physicians will conduct safety inspection once a year. Periodic inspection at each laboratory and workplace should be conducted to complement the safety inspection by occupational physicians.

### 【Safety Inspection by Occupational Physician】

- Safety Inspection by Occupational Physician  
This inspection includes all rooms (except staff rooms) in our department.
- Ex-post Safety Inspection by health officer  
This inspection is aimed to the rooms where unsafe conditions were identified for correction. Health officers check improved situation.



Safety Inspection by a Occupational Physician

### 【Periodic Safety Inspection】

- Periodic Safety Inspection by each laboratory  
It is responsible for all users of any rooms to conduct this periodic safety inspection for their own rooms once a month.

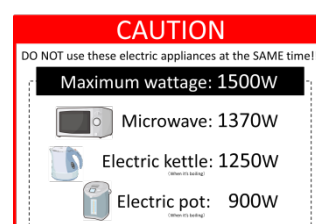
### About 【Safety Inspection by Occupational Physician】

#### <Inspection Flow>

- (1) Settlement schedule  
The witness of the safety inspection should be assigned by inspection.
- (2) Inspection day  
Occupational physicians, health officers, and members of EHS committee attend the inspection.
- (3) Announcement inspection results  
The points identified to be corrected should be fixed will be announced by EHS Office, GSFS by e-mail.
- (4) Responding to points identified to be corrected  
Each laboratory must respond to a report and to e-mail back the situation to the Office.
- (5) After checking by health officer  
Health officer will visit the laboratory which was pointed out during the inspection and check the situation.

#### <Frequently cautionary issues>

- Over wattage  
If the usage wattage exceeds electric capacity (wattage), breaker tripped.  
When you use several electric equipment at the same time, be careful of the exceedance and post a notice.



- Rearrangement of wiring

To avoid tripping over by wiring and shorting out of power connector by water stained, fix a wire cover and power connection on the wall.



- Fix shelf and locker to the wall

Shelf and locker must be fixed to the wall by L-shaped hooks. Silicone mat under the locker is effective as well.



- Fix cylinders

Cylinder holders must be fixed to floor and wall, and cylinders must be fixed against its holder with two points. Fix cylinder holders by gel mat, and of cylinders by belts is recommended.



## About **【Periodic Safety Inspection】**

- Periodic Safety Inspection by each laboratory

### <How to do Voluntary Safety Inspection by each laboratory >

#### (1) Posting the record of Voluntary Safety Inspection by each laboratory

Choose appropriate format of record from two formats of Voluntary Safety Inspection by each laboratory, and post it on the wall inside each room.

You can summarise safety conditions of several laboratories and non-laboratory rooms into one report respectively.

- Non-experimental laboratory/desk work room (「非実験系研究室・事務部門」)
  - ・・・Non-Experimental Laboratory, Office workplace
- Experimental laboratory (「実験系研究室」)・・・・・・・Experimental laboratory

#### (2) Conducting Periodic Safety Inspection

You conduct periodic safety inspection by yourself following items to be checked in the list every month (anytime in a month) and record the results.

#### (3) Report Submission

Each laboratory must submit filled-out reports to the EHS Office GSFS at the end of the academic year. Internal mail to: 002 EHS Office, Bioscience Bldg.

<Checklist for Non-experimental laboratory/desk work room>

新領域・年度 職場自主点検記録(居室等)		部屋入口の内側に掲示して下さい。													
専攻:	研究室:	責任者:	点検者:	部屋名称:							A:対応済 B:要対応 C:該当しない				
項目		4/	5/	6/	7/	8/	9/	10/	11/	12/	1/	2/	3/		
電源の管理	・コンセントの水濡れの危険がない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・電子レンジ、湯沸かしポット、コーヒーマーカー等電気容量の大きい物が同一のコンセントにつながっていない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・床上のコードに耐荷重性のモール(カバー)がかけてある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・床上のコードが整理されている	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
入口内側の掲示	・緊急連絡先を電話口等わかりやすい場所に掲示してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・職場自主巡視記録を掲示し、毎月点検を実施している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
地震火災対策	・棚やキャビネット等が固定されている	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・高所におかれた重量物に転落防止措置をしている	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・廊下に傘立て、靴箱等避難の妨げや、延焼するものを置いていない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・消火栓や消火器の位置を把握している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
その他	・緊急シャワーの位置を把握している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・救急箱を備え付けてある(※)	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・安全マニュアルを備え付けてある(※)	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		


(※) 研究室に1つあればよい。

<Checklist for Experimental laboratory>

新領域・年度 職場自主点検記録(実験系研究室)		実験室入口の内側に掲示して下さい。													
専攻:	研究室:	責任者:	点検者:	部屋名称:							A:対応済 B:要対応 C:該当しない				
項目		4/	5/	6/	7/	8/	9/	10/	11/	12/	1/	2/	3/		
電源の管理	・コンセントの水濡れの危険がない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・床上のコードに耐荷重性のモール(カバー)がかけてある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・床上のコードが整理されている	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
入口外側の掲示	・最新の緊急時室内配置図が掲示してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・該当する薬品関連の掲示(第一種/第二種/第三種有機溶剤)がしてある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・その他該当する掲示が(組換え遺伝子実験、レーザー等)してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・一般的な掲示(飲食禁止、関係者以外立入禁止)がしてある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
入口内側の掲示	・緊急連絡先が掲示してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・職場自主巡視記録を掲示し、毎月点検を実施している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
掲示対象場所への掲示	・必要な保護具を備え付け、保護具着用の掲示がしてある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・実験機器緊急時停止方法が掲示してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・ドラフト本体に「ドラフト管理責任者」が掲示してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
薬品管理	・ドラフト本体に「直近のドラフト定期点検結果」が掲示してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・薬品保管庫が固定してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・薬品瓶の転倒転落防止措置がしてある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
毒物劇物管理	・薬品は分別保管している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・毒物/劇物保管庫に「医薬用外毒物」「医薬用外劇物」の掲示がしてある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・教員が鍵を管理している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・使用後は試薬瓶を速やかに保管庫へもどしている	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
定期点検	・使用記録はその都度UTCRISまたは専用ノートに記録している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・業者または研究室でドラフトチャンバー定期点検を行っている	A B C	(1年を超えない範囲で1回実施する)												
	・業者または研究室でオートクレーブ定期点検を行っている	A B C	(1年を超えない範囲で1回実施する)												
ガスボンベ等の管理	・業者または研究室で遠心機定期点検を行っている	A B C	(1年を超えない範囲で1回実施する)												
	・ボンベラックを固定してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・ボンベをボンベラック等に2点固定してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
水質汚濁防止	・使用中のボンベは管理システムへ登録している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・使用していないボンベは返却されている	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・実験用流し台に穴や割れ、排水管接続部からの水漏れはない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
地震火災対策	・ドラフトチャンパー用流しに穴や割れ、排水管接続部からの水漏れはない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・高所におかれた重量物を固定してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・工作機械を作業台に固定してある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・暗室に蓄電型の保安灯がついている、または懐中電灯を備え付けてある	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
その他	・廊下に傘立て、靴箱等避難の妨げや、延焼するものは置いていない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・消火栓や消火器の位置を把握している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・緊急シャワーの位置を把握している	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
	・実験室に飲食物を持ち込んでいない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		
その他	・実験室で寝泊まりしていない	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C	A B C		

# Lab-member Survey

GSFS conducts a survey of all registered laboratory members once a year (at the beginning of summer). The EHS Office GSFS will announce it to all laboratories, so prepare the list by your laboratory/office and send it back to the office by e-mail.  
So we have your lab/office prepare who stay in Kashiwa campus even one day of a week also should be filled in.

20〇〇年 新領域 構成員調査表 (Name List of your Lab.)										
専攻名	環境安全専攻									作成日: As of 〇/〇/
研究室名	環境安全研究室									
No.	氏名 (Name)	よみがな	共通ID (10桁) Common ID (10 digit) ※身分証の右下に記載の下 10桁の数字です。	身分 (Affiliation)	普段ご利用のEmail (Daily Use Email)	安全教育受講 有無 (Health and Safety Education Attendance)	建物名 (Bldg.)	部屋名 (Room No.)	内 線 (Ext.)	その他 (Other)
1	〇〇 〇〇	XX XX	1111111111	教授	001@k.u-tokyo.ac.jp	有	A棟	BBB	99999	
2	〇〇 〇〇	XX XX	2222222222	准教授	002@edu.k.u-tokyo.ac.jp	有	A棟	CCC	99998	
3	〇〇 〇〇	XX XX	3333333333	講師	003@edu.k.u-tokyo.ac.jp	有	A棟	DDD	99997	
4	〇〇 〇〇	XX XX	4444444444	助教	004@mail.u-tokyo.ac.jp	有	A棟	DDD	99996	
5	〇〇 〇〇	XX XX	5555555555	特任助教	005@edu.k.u-tokyo.ac.jp	有	A棟	DDD	99999	水曜日は白金台2号館
6	〇〇 〇〇	XX XX	6666666666	秘書	006@edu.k.u-tokyo.ac.jp	有	A棟	BBB	99999	月・火・金
7	〇〇 〇〇	XX XX	7777777777	技術職員	007@edu.k.u-tokyo.ac.jp	有	A棟	EEE	99999	
8	〇〇 〇〇	XX XX	8888888888	研究員	008@edu.k.u-tokyo.ac.jp	有	A棟	EEE	99997	XX会社から出向(4-7月末まで)
9	〇〇 〇〇	XX XX	9999999999	研究員	009@edu.k.u-tokyo.ac.jp	有	A棟	EEE	99996	
10	〇〇 〇〇	XX XX	1111111110	D3	010@edu.k.u-tokyo.ac.jp	有	A棟	EEE	99999	
12	〇〇 〇〇	XX XX	1222222221	D2	012@edu.k.u-tokyo.ac.jp	有	A棟	EEE	99999	
13	〇〇 〇〇	XX XX	1333333332	M2	013@edu.k.u-tokyo.ac.jp	有	A棟	EEE	99999	
14	〇〇 〇〇	XX XX	1444444443	M1	014@edu.k.u-tokyo.ac.jp	有	A棟	EEE	99999	
15	〇〇 〇〇	XX XX	1555555554	M1	015@edu.k.u-tokyo.ac.jp	有	A棟	EEE	99999	
16	〇〇 〇〇	XX XX	1666666665	研究生	016@XXX.k.u-tokyo.ac.jp	有	A棟	EEE	99999	
17	〇〇 〇〇	XX XX	1777777776	B4	017@g.ecc.u-tokyo.ac.jp	有	A棟	EEE	99999	工学部YYY工学科所属

# General Rules for Laboratory Safety

## Basic Safety Management

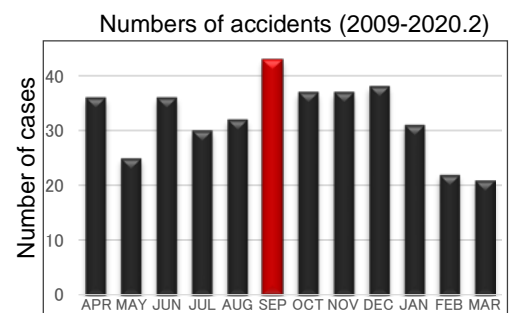
Any equipment and substance can cause accidents in any experiment if you do not handle them safely. Laboratory safety does not mean “Doing experiments without hazards”, but “Doing experiments which avoid accidents”. To realize this situation, you need to know the hazards of substances and equipment, and to check relevant laws.

## Safety Rules for Experiments

(1) Substance and equipment you plan to use may be subject of laws and certifications.



(2) DO NOT plan too hard a schedule for your experiments. Overloaded schedules and sickness can trigger accidents. Until you are familiar with using your laboratory equipment, avoid night time experiment.



(3) In principle, night-time experiments should be avoided. Decreased awareness could impede your response to emergency situations.

(4) When you conduct experiments, consult your supervisor and labmates, and anticipate the accident cases related to your experiment.

(5) Extremely hazardous tasks should be performed in a group, never alone. In principle, such experiments should not be performed on weekends or holidays.

(6) Select protective gear suited for the experiment when you conduct experiments. It is reported that 70% of droplet accidents were caused by other experimentors. Stickers about the need protective gear should be put on the wall in your room.

(7) Whenever equipment must be left operating in an unattended laboratory, post emergency contact information on the room door or in another highly visible location.



(8) Prepare for accidents by familiarizing yourself with the locations of emergency exits; and the locations, types, and operation of fire extinguishers.

Eating and drinking are not allowed in laboratories, and other sexual activities.

# Laser Safety

Those using laser devices must familiarize themselves with the following information on physical hazards and precautions.

## **(1) Physical Hazards**

The main physical hazards posed by laser beams are eye and skin injuries. In some cases, laser radiation can cause major permanent damage, such as blindness from injury of the corneas. Also, laser damage to the front of the eye (cornea and crystalline lens) can result in cataracts and other adverse conditions, and high-power lasers can also burn the skin. In particular, short-wavelength radiation can cause photochemical reactions, so lengthy exposure should be avoided, even when the beam is of low intensity. Below are important precautions for preventing physical harm.

### Eye Hazard Precautions

- (a) When using a laser, always wear protective eyewear suited to the laser's wavelength.
- (b) Never directly look at a laser beam, even if it is of low intensity and you are wearing protective eyewear.
- (c) Before using mirrors or other optical instruments with a laser, make sure that they are firmly secured.
- (d) Do not place highly reflective objects in the vicinity of the laser. Do not wear a watch while using a laser, as the glass face can reflect the laser beam (there have been accidents where blindness resulted from reflected laser radiation).
- (e) Avoid setting the laser beam path at eye level, including the level when walking or working.
- (f) Whenever possible, use the laser in a well-lit place.
- (g) Whenever possible, shield the laser beam path, including the area beyond its terminus, in order to prevent unplanned reflection.
- (h) Post appropriate warning signs on the doorway or safety partition of areas where lasers are used. Never place the laser device so that it is pointed at the doorway.

### Skin Hazard Precautions

- (a) Never expose your body to laser radiation, including parts covered by clothing.
- (b) Minimize the potential for exposure, such as by wearing long-sleeved, fire-resistant clothing.
- (c) Never stand in or beyond the path of a laser beam.
- (d) Never place flammable materials (solvents, oil, paper, etc.) in a laser beam path.
- (e) Always use a purpose-built laser beam stopper or nonflammable shield (bricks, etc.) to provide a safe terminus for the beam.

## **(2) Other Precautions**

- (a) Lasers operate on high voltage, so never remove a laser device's housing at any time, unless absolutely necessary (such as when repairs are needed). Before removing the housing, take precautions to prevent electrical shock.
- (b) Always wear protective eyewear when a laser device's housing is removed, even if a laser beam is not being generated.



- (c) When using a laser, take steps to ensure that unaware personnel can readily take notice that laser work is being performed.

### Laser Classes

The level of hazard posed by lasers rises with the power output of their beams. Under the March 25, 2005 revision of *JIS C 6802: Radiation Safety Standards for Laser Products*, lasers were classified by hazard level as follows.

Class	Description	Output (continuous emission)	Warning Label	Explanatory Label Text
1	Lasers that can be safely viewed by the naked eye, even when the radiation is focused by a lens or other optical instrument.	Up to 0.39 $\mu$ W	Not required	Class 1 laser product
2	Lasers emitting visible wavelengths (400–700 nm); the body's aversion responses (blink reflex, etc.) provide adequate defense against hazardous exposure.	Up to 1 mW	Required	Laser radiation / Do not stare into beam / Class 2 laser product
1M	Lasers emitting wavelengths in the range of 302.5–4,000 nm; beam can be safely viewed with the naked eye at a distance of at least 100 mm from the radiation source, but viewing through a lens may result in injury.	Up to 5 mW	Required	Laser radiation / Do not view directly with optical instruments / Class 1M laser product
2M	Lasers emitting visible wavelengths; the body's aversion responses provide adequate defense against hazardous exposure when viewing with the naked eye at a distance of at least 100 mm from the radiation source, but viewing through a lens may result in injury.	Up to 5 mW	Required	Laser radiation / Do not stare into beam or view directly with optical instruments / Class 2M laser product
3R	Lasers emitting wavelengths in the range of 302.5–4,000 nm; generally safe if not viewed with an optical instrument. Direct viewing of the beam with an optical instrument is hazardous.	Up to 5 mW	Required	Laser radiation / Avoid direct eye exposure / Class 3R laser product
3B	Lasers that pose a hazard of eye injury from exposure to direct or reflected beams, regardless of wavelength and method of viewing (naked eye or through optical instrument).	Up to 0.5 W	Required	Laser radiation / Avoid direct exposure to beam / Class 3B laser product
4	Lasers emitting beams that are hazardous to view, even when looking at scattered/reflected radiation, and that may burn the skin or set objects on fire.	Over 0.5 W	Required	Laser radiation / Avoid eye or skin exposure to direct or scattered radiation / Class 4 laser product

The warning/explanatory labels must be placed at a highly visible position on the laser device or its mounting.

### Required Display for handling

The alert sticker as below need to be displayed on the laser equipments, which is easily visible location.



A warning sign

Reference: University of Tokyo Faculty and Graduate School of Engineering's safety manual

# Personal Protective Gear

## Protective eyewear

### (1) Safety glasses/goggles

Use for grinding, cutting, and other work with exposure to sparks, flying particles/chemicals, etc.

#### <Glasses type>

Shape of them is the same with the daily use glasses, but droplet from its side could be avoided.



Side coverage



Angle adjustable shank



Length adjustable shank



For small size users



Mirroring fabricated



Easy to pain behind one's ear

#### <Over glasses Type>

This type of glasses is affordable to do double glasses.



Angle adjustable shank



Length adjustable shank



Soft rubber adopted at ear

#### <Goggles Type>

This type of glasses is able to cover eyes fully and may shut out vapor and gases.



Rubber band



Antifog function



Rubber could adhere to face

### (2) Light-filtering eyeshields/faceshields

Use for work with exposure to harmful light rays (ultraviolet/infrared rays, intense visible light, laser beams, etc.) You need to check the treatable types of laser, emission wavelength, and filter characteristics.



For unspecified angle of laser

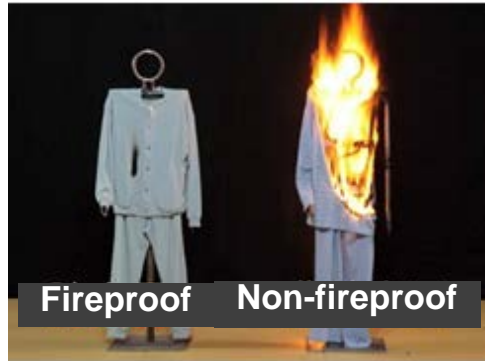


For double glasses



Light and small

- Protective wear



- Protective gloves

Use for work with sharp materials (glass, sheet metal, etc.), cold/hot objects, and other materials that pose a risk of hand injury.



Heat-resistant



For cryogen



Voltage resistance



For operations

- Respiratory devices

- (1) Dust masks

Use for work in which dust, fumes, mist, etc. are produced.



- (2) Respirators

Use for work in areas where harmful substances (organic solvents, other hazardous chemicals, etc.) are used and the local exhaust ventilation system does not provide sufficient ventilation.



- (3) Self-contained breathing apparatuses

Use for work in places with a risk of atmospheric oxygen deficiency (such as rooms where a large amount of liquid nitrogen is used).

- Helmets, hard hats

Use for work involving a risk of falling or being hit by flying/falling objects.



- Ear protectors (earplugs, earmuffs)

Use for work in areas where the sound level exceeds 85 dB(A).

- Safety harnesses

Use for work performed in high places (more than 2 meters above the ground).



- Safety shoes

Use for transport of heavy objects and other work that poses a risk of foot injury (including injury from falling objects).

- Other protective gear

Wear shoes with good traction when working on wet or slippery floors.

Avoid wearing footwear that can easily come off your feet.

Avoid wearing loose clothing that might snag on chemical bottles and laboratory equipment.



# Management of Chemicals

## Chemical Information Management System at the University of Tokyo (UTCIMS)

The University of Tokyo has a university-wide management system for Chemical ; the University of Tokyo, Chemical Registration Information System (UTCIMS). When you buy chemicals, register them immediately.

This system can also be used for management of compressed gas cylinders at the Hongo Campus. At the Kashiwa Campus, however, compressed gas cylinders are comprehensively managed at two local storage facilities, so use the high-pressure gas management system of the Cryogenic Service Laboratory at the Institute for Solid State Physics (see “Cryogenics and High-pressure Gas” below).

【UTCIMS Log-in URL】 <http://www.esc.u-tokyo.ac.jp/utcims-top/>

(Environmental Science Center, The University of Tokyo>UTCIMS)



The University of Tokyo conducts tasks to track the usage amount of specific chemicals by the Industrial Safety and Health Act and Pollutant Release and Transfer Register with using UTCIMS.

## Risk assessment

Risk Assessment sheets (hereinafter referred to as “RA” sheets) are obligated for certain hazardous chemicals (about 700 substances). This aim of the RA is to fully recognize the hazards of the substance and to reduce the risk associated with its use.

For the first time, after purchasing the corresponding reagent, create an RA sheet and implement risk reduction measures. Also, please review and update the RA sheet when you change the handling status of the substances (i.e. improve equipment, change of substance handlers, change of experimental conditions, etc.).

### How to make RA sheets

- ① Check the stock of chemicals in your lab. to identify chemicals requiring RA
- ② Find the Safety Data Sheet (SDS) for each chemical requiring an RA and understand the hazardous nature of the chemical
- ③ Make a list of procedures regarding the use of each chemical
- ④ Consider necessary measures for risk reduction
- ⑤ Implement risk reduction measures
- ⑥ Fill out a RA sheet for each chemical
- ⑦ Inform all laboratory members about the contents of the RA sheets and send a copy to EHS Office, GSFS

東京大学 大学院創造科学研究科 (Grad. School of Frontier Sciences, The University of Tokyo)			
化学物質リスクアセスメント(RA)記録シート /Risk Assessment (RA) Sheet for Chemicals			
<input checked="" type="checkbox"/> 新規作成 / New <input type="checkbox"/> 更新 / Renewal		実施日 / Date 20〇〇年 / 6月 / 13日	
専攻 / Dept. 環境工学専攻		研究室 / Lab. 環境研究室	
研究室 責任者 / PI [氏名 / Name] 衛生 次郎		[職名 / Title] 准教授	
RA実施者 / RA conductor 環境 花子		一使用者は別途記載 / Users need to be written in the next page	
化学物質名 / Name of Chemicals		酢酸エチル	
CAS No. 141-78-6		研究室内通し番号 / SN in your lab. 1	
使用する作業の概要 / Overview of working operations (簡潔書きなどで、具体的に記入してください) / Use bullets to describe operation concretely		1) 触媒反応試験の反応原料として用いる (数日に1回、3時間程度、30mL程度)。 Catalytic reaction test as chemical precursor (once a few days, 3 hours, 30mL) 2) 触媒上への吸着状態を確認するためのプローブとして用いる (数日に1回、5時間程度、5mL程度)。 Chemical precursor for catalytic reaction test (once a few days, 5 hours, 5mL)	
● リスクアセスメントの結果(作業毎に発現する化学物質の危険性) / Results of RA/Hazard of chemicals at an operation			
1) 反応原料としてシリンジポンプに充填し、SUS管を通して反応層に供給する。シリンジポンプ充填時にシリンジ先端から液体が勢いよく押し出される可能性があり、眼に入ると赤身や痛みが出る可能性が高いので対策が必要である。 It is filled in syringe pumps as a reaction raw material and supplied to reactors through SUS pipes. Since liquid is possibly squirted out from the syringe and redness and pain will appear because of the spurling, countermeasures for it are necessary.			
2) 試験管に入れた試薬をSUS管を通して触媒層に接続し、気流全体を減圧することで、飽和蒸気圧に対応する濃度の酢酸エチルを触媒層に供給する。圧力変化を急激に行うと試験管内部で液体が噴霧する可能性があるため換気の良い場所で行う必要がある。 By connecting the contained this reagent in a test tube to the catalyst layer via SUS pipes and depressurizing the entire flow path, this reagent which is corresponding to the saturated vapor pressure is supplied to the catalyst layer. Spurling of liquid in the testing tube is possibly occurred at adnqually pressure change, so this operation is necessary to be performed in a well-ventilated area.			
● 実施したリスク低減措置(措置していない場合はその理由) / Reducing means of the risks (if you do not reduce it, write down its reason)			
・薬品を様々な容器(上の例だと、シリンジポンプ、試験管、分液漏斗)に移す作業はドラフト内で行う。Conduct its pouring operations with syringe pumps, test tubes, and separating funnel in fume hoods. ・実験後、シリンジや漏斗などのガラス器具にひびがないか確認する。Check cracks of glassware such as syringes and funnels after finishing experiments. ・試薬庫内での転倒防止措置を採す。Take measures to prevent falling of chemical substances.			
<small>作成したシートは、新領域 環境安全管理室にご提出ください / Submit this sheet to EHS Office, GSFS            Mail: f-scancer@k.u-tokyo.ac.jp, ☎: 63722, 宇内楼/Box: 生命棟002/ Box 002, Bioscience Bldg</small>			

化学物質使用者 / List of chemical users			
年 / 月 / 日 現在			
No.	職名・学年 / Title・year	氏名 / Name	備考 / Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

作成したシートは、新領域 環境安全管理室にご提出ください / Submit this sheet to EHS Office, GSFS  
 Mail: f-scancer@k.u-tokyo.ac.jp, ☎: 63722, 宇内楼/Box: 生命棟002/ Box 002, Bioscience Bldg

Example of RA sheet

# Handling Chemicals

## About Organic Solvents and Specific Chemicals

When using organic solvents, appropriate stickers (there are three types of solvents as below, 10 × 30 cm) should be displayed external door of laboratory. The stickers; “火気厳禁 (Flammable - Keep Fire Away)” and “飲食・喫煙禁止 (No food/drink, No smoking)” also should be displayed. If you need these stickers, contact EHS Office GSFS.






## About Toxins and Irritants

Toxins and Irritants must be stored separately, Locked at all times, and manage the key by staff. Stickers see below should be displayed on reagent boxes (Big: 10×30 cm, Small: 4×11 cm).



### TOXINS IRRITANTS Important Points for Storage

Non-Medical Toxins	Non-Medical Irritants
<ul style="list-style-type: none"> <li>★ Keep toxins in specially-designed containers</li> <li>★ Faculty responsible for key management</li> <li>★ Return toxins to container every time after use</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep irritants in specially-designed containers</li> <li>★ Faculty responsible for key management</li> <li>★ Return irritants to container promptly after use</li> </ul>
<h4 style="color: #e91e63; margin: 0;">Common Rules</h4> <ul style="list-style-type: none"> <li>- Lock storage/container (freezer and refrigerator also)</li> <li>- Store <b>separately</b> from other chemicals</li> <li>- Indicate presence of toxins/irritants with labels/signs</li> <li>- Prevent containers/cabinets from toppling over/falling</li> <li>- Check inventory records and usage log using UTCIMS</li> <li>- Inventory stock at least once a year</li> <li>- Dispose of unused needless chemicals</li> </ul>	
 <p>Labeled and Locked</p>	 <p>Containers Separated</p>
 <p>Locked and Anchored</p>	
<p style="font-size: small; color: #0056b3;">Toxins* Irritants Stickers available at Kashiwa Environment, Health &amp; Safety Office.      Division for Environment, Health &amp; Safety</p>	

## GHS (Globally Harmonized System of Classification and Labelling of Chemicals)



- ① Flammable gases/aerosols/liquids/solids, Self-reactive/ Self-heating substances, Pyrophoric liquids/solids, Substances which on contact with water, emit flammable gases
- ② Explosives, Self-reactive substances, Organic peroxides
- ③ Gases under pressure
- ④ Acute toxicity
- ⑤ Respiratory sensitizer, Mutagenicity, Toxic to reproduction, Target organ systemic toxicity following single/repeat exposure
- ⑥ Acute toxicity, Skin corrosion /irritation /sensitizer, Serious eye damage / eye irritation
- ⑦ Acute hazards to the aquatic environment, Chronic hazards to the aquatic environment
- ⑧ Corrosive to metals, Skin corrosion/irritation, Serious eye damage /eye irritation
- ⑨ Oxidizing liquids/solids, Organic peroxides

## Types of mercury requiring special handling

According to Mercury Pollution Prevention Act, it is mandatory to thoroughly store and manage spec types of mercury and to report the amount of stored and transferred to the Ministry of Education, Culture, Sports, Science and Technology.

Types of mercury requiring special handling: mercury, mercuric chloride, mercuric oxide, mercuric sulfate, mercuric nitrate, mercuric nitrate hydrate, or a mixture containing 95% or more of either of these.

### Recording management information of assign/receive

Whenever you buy/receive or assign such mercury, you need to record the date of purchase or transfer, the purpose, the amount, and the name and address of the purchaser/receiver and assignee.

### Report to EHS Office GSFS

By the end of May next year, it is necessary to report to EHS Office, GSFS regarding the management of mercury including assignment, stored amount at the beginning of the fiscal year, the amount used during the year and the amount disposed at the end of the fiscal year.

### Display the sign for mercury including equipment

Mercury needs to be stored in a locked storage cabinet, and the cabinet must be labeled with an official seal properly identifying the exact type of mercury containing equipment sign specifying the name of the specified mercury. Equipment containing mercury also needs to have an official seal attached which identifies the exact type of mercury.





## Measurement of Working Environment

Laboratories that use organic solvents are required to conduct measurement of working environment twice a year. Working environment measurement experts conduct this measurement and the report of this must be maintained for three years (designated substances: 30 years).

This measurement are performed on site and on the substances selected by the Office of Environment, Health, and Safety four times a year based on the usage survey of substances under the Industrial Safety and Health Act.



Fig. Measurement of Working Environment

Gas detectors are available for all in GSFS.

Detecting tube depends on the type of gas you would like to detect. If you would like to borrow our detecting set, inform the EHS Office of the gas type. Feel free to contact EHS staff at any time.



# Handling Cryogenics and High-pressure Gas

- (1) Cryogenics (liquid nitrogen, liquid helium, etc.) and high-pressure gas is managed by the Cryogenic Service Laboratory (Institute for Solid State Physics).



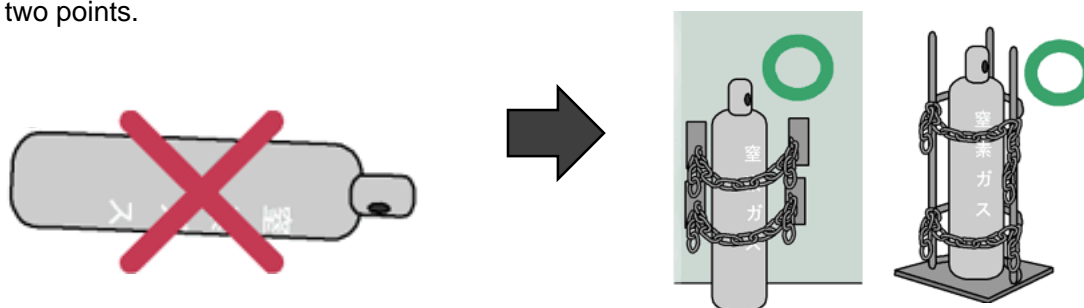
The Cryogenic Service Laboratory (Institute for Solid State Physics) (<http://www.issp.u-tokyo.ac.jp/labs/cryogenic/>)

- (2) Those who wish to use cryogenics or high-pressure gas must first undergo the training seminar held by the Cryogenic Service Laboratory (Institute for Solid State Physics).
- (3) When you produce high-pressure gas or settle equipment for a certain amount of storage, permission or notification of administrative organs are required. When you install them for experiments, contact the Cryogenic Service Laboratory without fail.
- (4) Any gas cylinder should be registered in Gas Cylinder Management System, Kashiwa Campus.



Gas Cylinder Management System, Kashiwa Campus (<http://www.issp.u-tokyo.ac.jp/cryogenic/cylinder/>)

- (5) Gas cylinders should be tied up with bands and chains at two points.



## Caution on carrying cryogenics

### Wearing appropriate protective equipment

To avoid danger such as frostbite, bruises and fractures, wearing gloves or sandals while handling cryogenics is strictly prohibited.



### How to carry

- Containers filled with liquid nitrogen are heavy and, so two or more people are needed to pull and move the container.

### At the elevator

How to carry

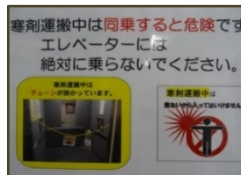
- **Do NOT ride on an elevator with cryogenics**

One person carries the cryogenics into an elevator on the departure floor, and sends it to the destination floor unmanned. A second person waits at the destination floor.

- Pay a special attention when taking a cryogenics container on or off an elevator as the gap may be an even.

Sign in an elevator

- Post a "KEEP OUT" sign on the elevator whenever transporting cryogenics, and notify other elevator users not to get in.



← KEEP OUT sign

- Fixation of container of cryogenics

### Lock casters



(例) 液体ヘリウム容器



(例) 液体窒素容器

### キャスターにロックが無い場合



チェーンで壁に固定

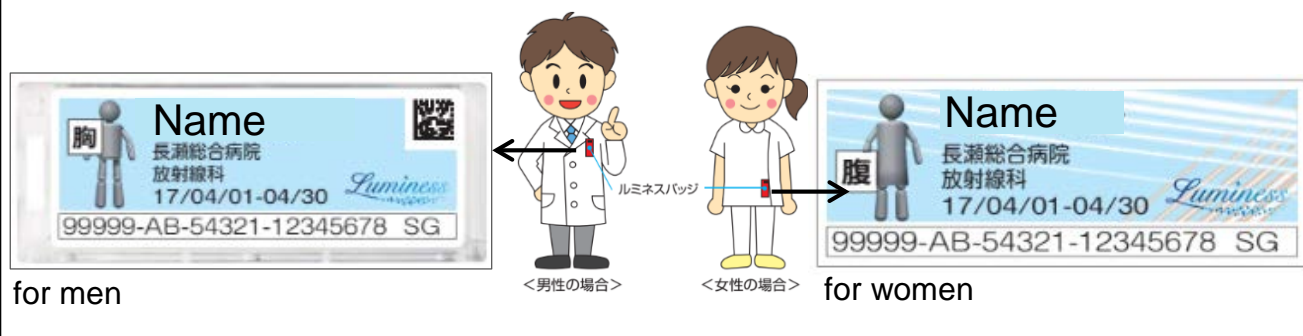


(例) キャスターが転がらないよう器具等を挟む

## Treating Radiation and Radioactive Materials

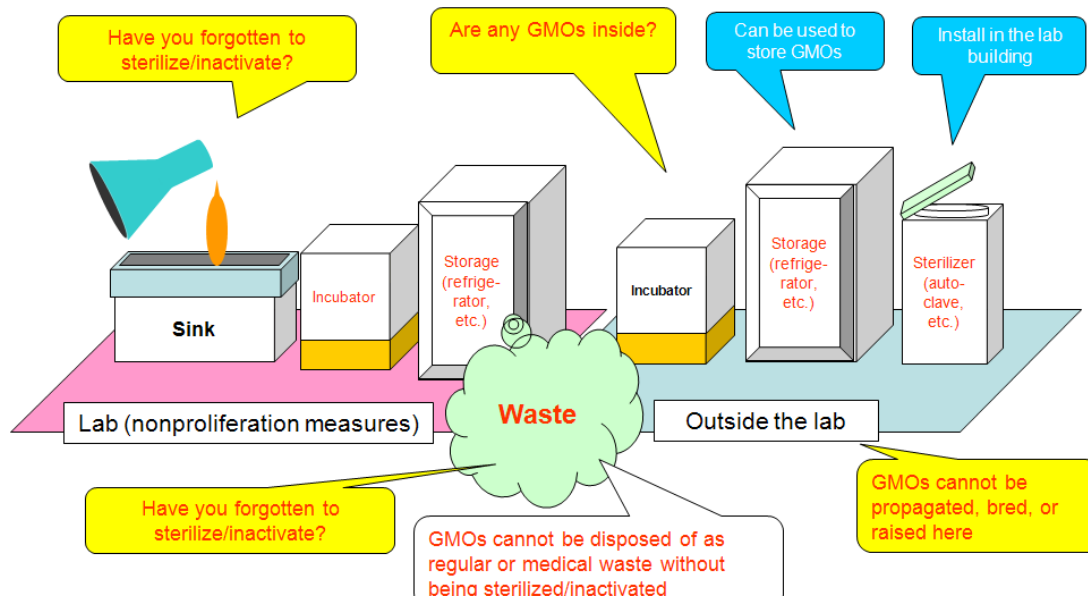
- (1) Radiation and radioactive materials must be handled properly in accordance with the division's radiation safety rules.
- (2) Radiation and radioactive materials must be handled only in authorized radiation-control areas.
- (3) The fundamental principle for using radiation and radioactive materials is that the resulting benefits must outweigh the risks involved.
- (4) Those who wish to handle radiation (X-rays) or radioactive materials must first register in accordance with their division's radiation safety rules, undergo the training seminars held by the university and their division, and receive a specialized medical exam.
- (5) Those planning to use X-ray diffraction equipment or other such devices must complete the necessary X-ray operator procedures and comply with the instructions of the X-ray operation supervisor or the person in charge of the equipment in question (safety management is conducted in accordance with the Ordinance on Prevention of Ionizing Radiation Hazards). Management of synchrotron radiation facilities is regulated under the Radiation Hazard Prevention Act, so those planning to use such facilities need to register as radiation handlers under the same procedures for radioactive material handlers.
- (6) In the event of an emergency, notify the laboratory supervisor and the on-site person in charge, and contact the division's radiation safety manager.
- (7) Those who wish to use radiation facilities in other university divisions will need to present certification of their registration as radiation handlers. To obtain a certificate, contact your division's radiation management office.

### Luminess Badge (Personal dosimeter)



## Important Reminders on Genetic Modification Experiments

### Important reminders on genetic modification experiments



For more info. contact : bioscience.adm@gs.mail.u-tokyo.ac.jp

## For University Members Engaged in Research Using Narcotics, Psychotropics, Stimulant Raw Materials

### Important reminder for university members engaged in research using narcotics, psychotropics, stimulants, stimulant raw materials, Cannabis or Opium

#### **Licensing and registration are required for possession and use**

**Unauthorized possession/use is illegal!**

**Please consult the environment, health, & safety at your department before use!**

#### ○ Narcotics researcher's license

- Required for possession/use of narcotics for scientific research
- Expiration: Dec. 31 of the following year
- Must be obtained by one member of each project (not required for other researchers involved in the same project)

#### ○ Registration of labs that use psychotropics

- Required of all facilities that use psychotropics for scientific research or testing
- The application must be made under the name of the department head

#### ○ Stimulants researcher's license

- Required for possession/use of stimulants for scientific research
- Expiration: Dec. 31 of the following year

#### ○ Stimulant raw materials researcher's license

- Required for possession/use of stimulant raw materials for scientific research
- Expiration: The first Dec. 31 following the elapse of 4 years from the designated starting date

#### ○ Cannabis researcher's license

- Required for growing/possession/use of cannabis for academic research.
- Expiration: Dec. 31 of the year

#### ○ Groups I/II grower's licenses (Opium)

- Group I - Required for growing opium poppy flowers for academic research when opium use is necessary
- Group II - Required for growing opium poppy flowers for academic research when opium use is not necessary
- Expiration: The first Sep. 30 from date of issue.

Division for environment, Health & Safety Ext. 21051  
E-mail : kankyoanzensuishin.adm@gs.mail.u-tokyo.ac.jp

# Unmanned aerial vehicle (Drone)

It is necessary to obtain permission in advance to use an unmanned aerial vehicle on Kashiwa campus.

- ① Applicants need to prepare and submit the required documents to the EHS Office, GSFS at least one month before the expected flight date.
- ② When your application is approved, please ask the administration office for each department to notify all department members regarding the flight date, time, and route.

If you would like to use an unmanned aerial vehicle in Kashiwa II campus, please call the administration bldg. directly by phone to obtain permission without following the procedure described above.

See here:

<http://webpark1987.sakura.ne.jp/kj/wiki1/index.php?anzen-youshiki>

年 月 日	
無人航空機（ドローン）に関する飛行申請書	
柏キャンパス・環境安全管理室長 殿	
所属	
氏名	印
連絡先	
飛行の目的	
飛行の日時	令和 年 月 日 ( : ~ : ) <small>(複数日にまたがる飛行の場合、飛行計画表を提出する)</small>
予備日	令和 年 月 日 ( : ~ : )
飛行機材	製造者 形式 寸法 重量 自動操縦システム
飛行経歴等	飛行時間 日常点検項目
現場体制	現場責任者 操縦者 <span style="float: right;">監視員</span> 安全対策責任者
飛行ルート	別紙「飛行経路図」のとおり
第三者賠償責任保険への加入状況	<input type="checkbox"/> 加入している ( <input type="checkbox"/> 対人 <input type="checkbox"/> 対物 ) 保険会社名： 商 品 名： 補 償 金 額： (対人) <span style="float: right;">(対物)</span> <input type="checkbox"/> 加入していない (加入不要な理由)
※飛行に際しては「柏キャンパス内における無人航空機の飛行の安全に関する取扱い」を遵守し、安全飛行することを誓約いたします。	

# Electrical Facility Safety

A wide variety of electrical equipment is used on campus to enable the smooth, efficient performance of experiments and other research activities. It must be remembered that even little mistakes in the use of that equipment can result in electrical shock, short-circuiting, power outages, and fires. Laboratory work in particular poses a high electrical hazard, as personnel must sometimes repair electrical wiring/devices and perform tasks that place electrical systems under extreme operating conditions. As such, all laboratory personnel are expected to acquire a basic knowledge of electricity and a correct understanding of the rules for safe use of electrical facilities.

## Regulations

Electrical facilities are subject to the Electricity Business Act, technical standards, and various other regulatory controls. Under the Electricity Business Act, the electrical facilities at University of Tokyo campuses are deemed Electric Facilities for Private Use, and each campus is required to have a set of electrical safety rules and voluntarily carry out electrical facility construction work, inspections, operation, safety measures, and other responsibilities for compliance with technical standards. In particular, the act requires the installation of electrical wiring and other such work to be done by a qualified electrician wearing protective gear, using the appropriate materials and methods. In the event that a university member causes an accident through action in violation of such requirements, the relevant supervisor and chief electrical engineer would be held responsible under both the Industrial Safety and Health Act and the Electricity Business Act.

## Electrical Shock

### Physical Effects

Electrical shock occurs when an electrical current from a conductor flows through a person to the ground or another conductor. It results from touching live, uninsulated parts of electrical wiring/devices or moving too close to an electrically charged component. The effects on the human body vary depending on such factors as the type of power source, the current path, and the duration of exposure, but in every case the amount of current is a big part of the equation. The direct effect of amperage varies, but in general, currents at least around 100 mA are considered lethal. However, even currents as low as 20 mA can be fatal—for example, grabbing a live conductor at this amperage would cause muscle spasms and nerve paralysis that could prevent the person from releasing the conductor, and hence lead to death.

### Prevention

- (1) Never touch electrical equipment with wet hands.
- (2) Promptly replace damaged power outlets, plugs, etc.
- (3) Be sure to ground all electrical equipment. This is especially important for equipment that is located near water, uses water, or has metal housing.
- (4) Never place power strips or other such devices on the floor in laboratories where there is potential exposure to water, metal shards, etc.
- (5) Keep power outlets and electrical devices free of dust and grime.
- (6) Capacitors can remain charged even after the power supply is switched off, so never touch a circuit

before completely discharging all capacitors in it.

- (7) The live parts of high-voltage and/or high-amperage laboratory equipment must be insulated to prevent electrical shock, and the area surrounding the equipment must be designated as a danger zone off limits to unauthorized personnel.
- (8) Never work alone when performing an experiment involving high voltages and/or strong currents. Also, post appropriate warning signs around the work area, such as “Danger! High Voltage.”

### **Short-circuiting Accidents**

Over time, electrical insulation can degrade from exposure to heat and other stress, resulting in the risk of short-circuiting. The accumulation of dust or moisture inside electrical equipment often results in short-circuiting, and can thus lead to a fire.

#### Prevention

- (1) Install a ground fault circuit interrupter at power sources with potential exposure to moisture.
- (2) Promptly try to determine the cause of any abnormalities detected in electrical equipment, such as strange sounds or odors.
- (3) Regularly inspect and clean electrical devices to keep them free of dust and grime.

### **Fires from Overheating**

Fires can result from overheating of electrical systems. Sources of overheating include heat-emitting devices, overloaded electrical wiring, and bad electrical contacts.

#### Prevention

- (1) Fires from electrical overheating are often caused by electrical heaters/burners and other heating devices, so exercise caution when using them. In particular, do not allow devices with exposed heating elements to operate unattended.
- (2) In general, heating devices draw a large current and are prone to overheating from bad contacts between their plug and the power outlet. Consequently, it is important to regularly check the electrical cords and outlets for damage or other problems.
- (3) Whenever a high-temperature electric furnace is to be operated unattended for a long time, measures need to be taken to prevent fire hazards, such as by removing flammable objects from the vicinity.
- (4) Power strips overheat when overloaded, so avoid using them to power heating devices, since such devices generally draw large currents.

### **Electric Sparks**

Fires and explosions can result from the release of electric sparks in places where combustible gases or vapors accumulate.

#### Prevention

- (1) Never place flammable/combustible materials near electrical switches, outlets, and other spark sources.
- (2) When planning to use electrical switches and other spark sources in places where combustible gases or vapors accumulate, select only devices with anti-explosion designs.



## **Precautions on Electric Cabling**

Normally, the walls of laboratories and other work rooms have power outlets and, in some cases, a power distribution board. In general, outlets are rated at 15 A, so power will have to be drawn directly from the distribution board in cases where the outlet capacity is insufficient, such as when using equipment that requires a heavy current.

### Precautions

- (1) Consult with the facility supervisor and other relevant managers before carrying out electrical installation work in the laboratory/work room.
- (2) When temporarily running electrical cabling across the floor, use cab-tire cables resistant to compression, and secure them to the floor with duct tape or other appropriate means.
- (3) Whenever possible, avoid cabling layouts that rely on plug strips to power multiple devices. If this is not possible, use plug strips that have a thick cable and can be secured to the wall (not the floor) with magnets, etc.

## **Responding to Electrical Accidents**

### Electrical Shock

First, immediately switch off the power supply. When this is not possible, use an electrically insulated pole, a dry wooden pole, etc. to separate the victim from the electrical shock source. Next, apply first aid to the victim and take other emergency procedures.

### Electrical Fires

First, switch off the power supply and then begin firefighting efforts. When the power cannot be turned off, avoid using water to fight the fire, as it may result in electrical shock and cause the fire to spread. Instead, use a dry chemical extinguisher, a carbon dioxide extinguisher, or other extinguisher designed for electrical fires.

## Reminder Based on Currently Happened Accidents

# Watch out for leakage from gas cylinders!

**In case of a gas leak,**  
close the cylinder valve, notify authorities, ventilate the room, and evacuate!

\* Some gases pose a risk of explosion, poisoning, anoxia, or other serious hazards

Cylinders are pressurized at nearly 150 atm = High risk for massive gas leakage!

- Always cap the valve outlet of cylinders not in use
- When transporting cylinders, be sure to cap the valve outlet and put the protective cover over the valve
- When spindle-key-operated cylinders are not in use, do not leave the spindle key on the valve



Never leave the outlet cap on the handle (may result in failure to cap outlet or other problems)

### ● Wheel-handle valves

Outlet left uncapped



Outlet properly capped



Valve cover in place



### ● Spindle-key valves

Do not leave spindle key on valve when not in use



Division for Environment, Health & Safety

Ever had a liquid nitrogen/helium cylinder nearly tip over when its casters snagged on a bump on the floor?

## Beware of toppling of liquefied gas cylinders during transport!

In a recent accident at Kashiwa Campus, a cylinder filled with liquid nitrogen toppled on a person transporting it, resulting in injury. In order to prevent similar accidents from occurring, please comply with the following precautions for safe transport of liquid nitrogen/helium containers.

- Have **someone assist you with transport.**
- When full, a 100 L liquid nitrogen cylinder is extremely heavy, weighing as much as 150 to 200 kg
  - Serious injury may result if your feet are run over by the casters!
  - Never wear **sandals or other loose footwear** when transporting cylinders!
- Be very careful when crossing bumps!
  - Whenever possible, move cylinders by **pulling** them, not pushing them
  - Pass over bumps slowly, crossing with one caster at a time
  - Cylinders are **prone to tipping when only the handle on top is pushed or pulled**
  - If you have to push a cylinder, place one hand on the middle of the cylinder
- If a cylinder is about to tip over or has already tipped over, do not try to force it back up! Release your grip if necessary to protect yourself
- Do not let yourself get caught under a toppling cylinder. If you do, the cylinder won't be the only thing damaged—you yourself could be severely injured!
- You can repair a broken cylinder, but you can't "repair" bodily injuries so easily.



Movable cryogenic tanks

***Use caution with microwave heating!***  
**Bumping, shattering, and spattering can result in burns or eye injuries!**

Many accidents have occurred from the use of microwave ovens to heat lab materials

### **Past Accidents**

- A flask containing agarose gel solution was stirred after microwave heating. As a result of **bumping**, the solution spewed over and burned the person's hand
- A flask was heated while stoppered. Upon removal from the oven, it **shattered**, causing cuts and burns to the person
- When a paraformaldehyde solution was heated and stirred, bumping caused the solution to **spatter** into the person's eyes



### **Safety Tips for Microwave Heating**

- Stay near the microwave oven and avoid overheating the material
- When heating solutions, do not fill the flask, beaker, test tube, bottle, etc. to more than 1/3 of its capacity
- Never heat containers sealed with a stopper, lid, etc.
- Wear impermeable heat-resistant gloves and protective eyewear

Read the microwave oven user manual to familiarize yourself with proper operation.

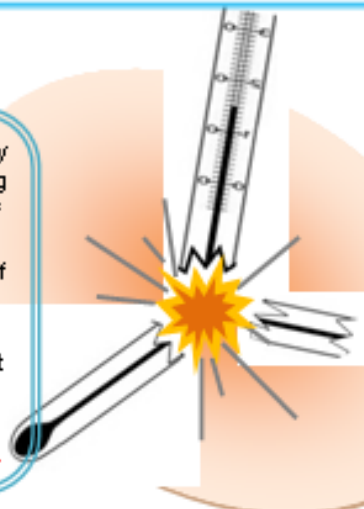
## Beware of bursting mercury thermometers during heating

Accidents involving **bursting** of mercury thermometers occur every year at the University of Tokyo, often resulting in the **spattering of mercury**. In addition to the risk of cuts from broken glass, these accidents can also lead to **health impairment from mercury absorption** and to **environmental contamination**.

### Case 1

In May 2007, a mercury thermometer broke during the mixing and **heating** of chemicals.

Due to the possibility of **mercury absorption**, the student performing the experiment and a student working nearby were required to undergo **examination at a hospital**.



### Case 2

In Nov. 2009, an unattended mercury thermometer cracked after it was **heated above 300°C**.

As a result, the column snapped and the bulb shattered, allowing mercury to **leak out**.

## Precautions



- (1) Check the thermometer's maximum measurable temperature and do not use the thermometer in cases where you cannot keep the temperature from exceeding the maximum.
- (2) Do not use the thermometer for stirring. Minimize the risk of breaking by taking care to keep the thermometer from hitting people or things.
- (3) If the thermometer breaks, the proper emergency response must be made immediately, so promptly contact your department's Health and Safety Management Office (ext. ) so that the necessary response can be made promptly.

Division for Environment, Health & Safety  
Jan. 2010

Please use non-mercury thermometers whenever possible.  
Before disposing of mercury thermometers, please consult with your department's health & safety officer.

# Beware of Anaphylaxis!

**Anaphylaxis:** Acute allergic reaction that can result from animal bites.  
Symptoms may also appear in people normally not predisposed to allergies.

## Preventing bites by lab mice, etc....

- When performing experiments, secure the animal's hind legs
- Shrieking is a sign that the animal is agitated. Return the animal to the cage and allow it to calm down before using it
- Whenever possible, put on protective wear (thick gloves, etc.), use forceps or other utensils, and take other steps to prevent bites

## If bitten...

- Thoroughly rinse or wipe the wound
- Immediately notify nearby colleagues and concerned personnel

Contact: \_\_\_\_\_.

- Monitor yourself for **unusual physical conditions** (rashes, flushing, difficulty breathing, dizziness, elevated heartbeat, nausea, etc.)  
**Symptoms of anaphylaxis generally start to appear within 30 minutes**
  - Symptoms appear quickly in severe cases
  - Symptoms are more severe in people who have experienced similar reactions before

## If you experience unusual physical conditions (especially difficulty breathing), immediately seek medical attention!

- Call an ambulance or rush to a hospital
- Tell the doctor that you **may be suffering from anaphylaxis**

The University of Tokyo

# Experimental Waste

All campus members involved in educational and research activities need to implement safety measures to prevent those activities from having negative effects on the environment within and outside the university.

- (1) Kashiwa Branch, Environmental Science Center collects the experimental waste in Kashiwa campus.

Types of waste	
<ul style="list-style-type: none"><li>• Experimental waste</li><li>• Radiational waste</li><li>• Medical waste</li><li>• General waste</li></ul>	

- (2) Kashiwa Center regularly collects experimental waste. Check its classification rule of waste and procedure for emission. Receiving area of waste is in front of the storage of dangerous substances, and receiving date is 4th Thursday. Solid waste (Type L) must be put in a small bag with a bar-coded sticker. Contact Kashiwa Center for the details.

## 東京大学環境安全研究センター

/ Environmental Science Center, The University of Tokyo

HP: <http://www.esc.u-tokyo.ac.jp/>

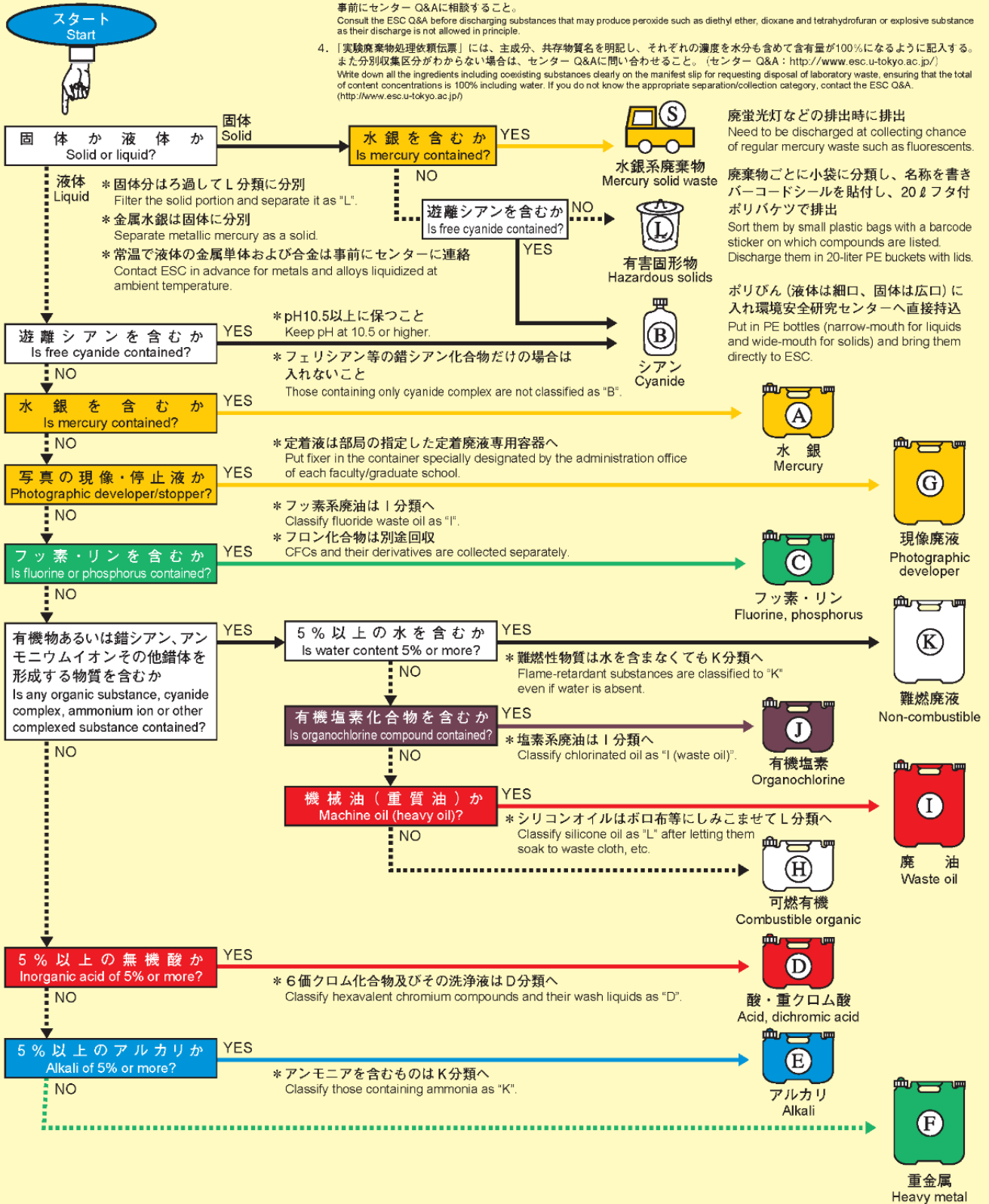


- (3) Chemicals that have lost their labels or otherwise become unidentified pose a threat to safety and entail enormous effort and costs for disposal, so make sure that all chemicals remain readily identifiable. This can be done by properly managing chemical supplies and waste with an inventory control system, promptly disposing of unneeded chemicals, and keeping chemical purchases to the minimum amount necessary. Also, chemicals often become unidentified when kept in sample containers, so be sure to promptly label such containers and dispose of their contents once they become unneeded.

# 化学的有害廃棄物分別収集早見表

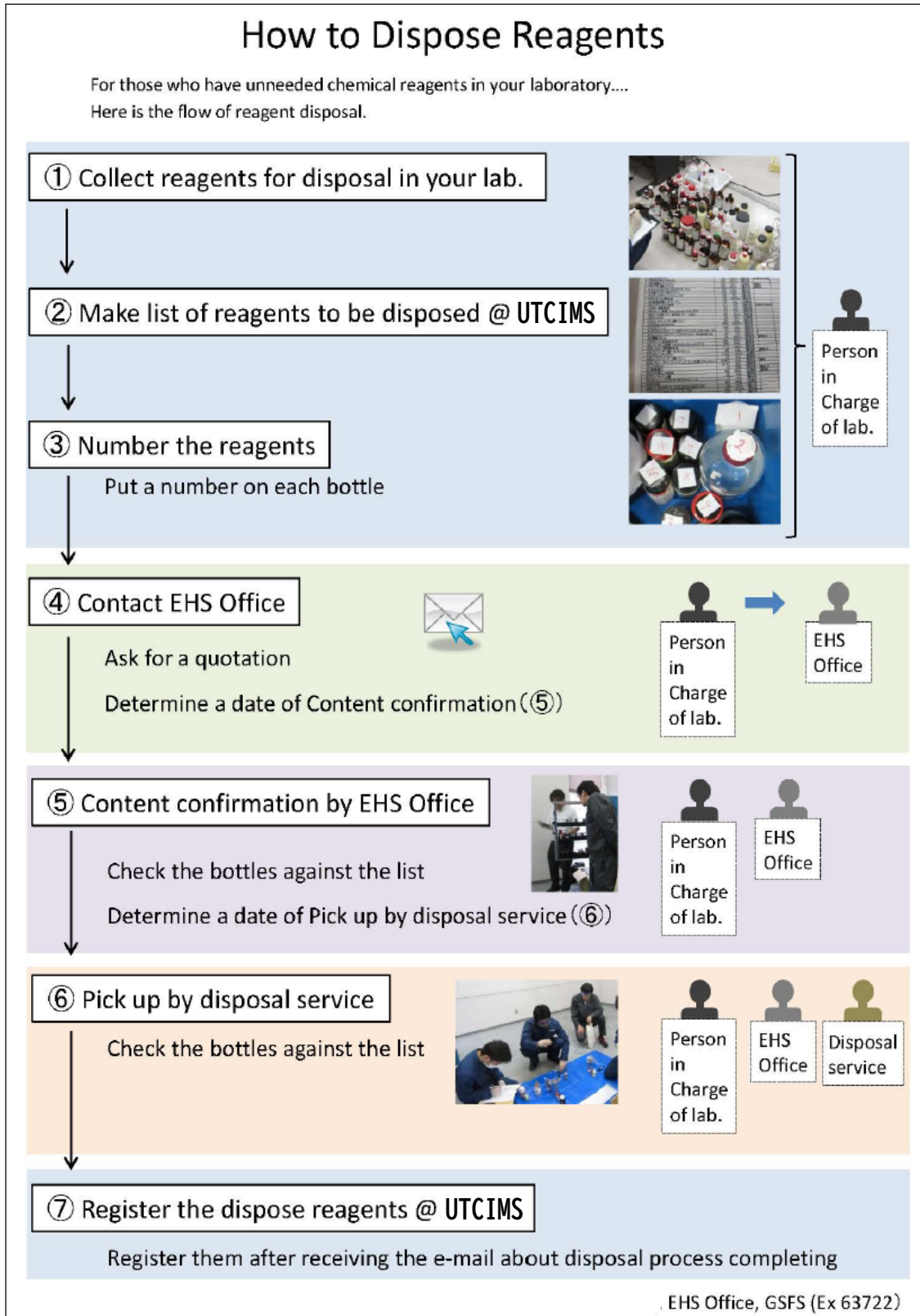
## Classification chart of chemically hazardous waste

- 注 1. オスミウム、タリウム、ベリリウムおよびそれらの化合物は、今のところ処理方法が開発されていないので研究室等で保管すること（但し、タリウム、ベリリウム含有廃棄物等は別途回収する）。  
Osmium, thallium, beryllium, and their compounds should be stored at each laboratory, etc. because methods for treating them have not been developed. (Reagents containing thallium or beryllium are collected in exceptional circumstances.)
2. PCBおよびPCB含有物は処理が禁止されているので、部局ごとに厳重に保管すること。  
PCB and PCB-containing substances should be stored strictly by each faculty/graduate school as their treatment is prohibited.
3. ジエチルエーテル、ジオキサン、テトラヒドロフラン等の過酸化物を生成し易い物質および爆発性物質は原則として排出できないので、事前にセンター Q&Aに相談すること。  
Consult the ESC Q&A before discharging substances that may produce peroxide such as diethyl ether, dioxane and tetrahydrofuran or explosive substance as their discharge is not allowed in principle.
4. 「実験廃棄物処理依頼伝票」には、主成分、共存物質名を明記し、それぞれの濃度を水分も含めて含有量が100%になるように記入する。また分別収集区分がわからない場合は、センター Q&Aに問い合わせること。（センター Q&A：http://www.esc.u-tokyo.ac.jp/）  
Write down all the ingredients including coexisting substances clearly on the manifest slip for requesting disposal of laboratory waste, ensuring that the total of content concentrations is 100% including water. If you do not know the appropriate separation/collecion category, contact the ESC Q&A. (http://www.esc.u-tokyo.ac.jp/)



# Reagent Disposal

Since 2012, GSFS has contracted out reagents disposal to a disposal service (each laboratory shall be responsible for their own costs of reagent disposal). When the schedule of disposal reagent of this year is decided, EHS Office GSFS will announce it.

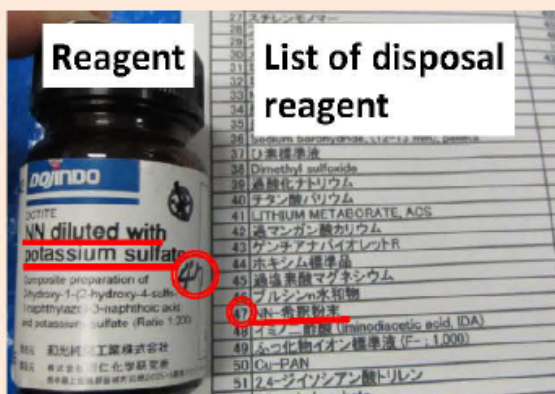




## Tips for Reagent Disposal



The **name** and **number** of each reagent will be used in checking up them all the reagents **one by one**, when “⑤ Contents confirmation by EHS Office” and “⑥ Pick up by disposal services” .



The name should be written **in full**.

The number should be the same with the list, writing down on the **bottle, lid, or package** of reagent.

MSDS (Material Safety Data Sheet) needs to be turned in with the reagent and list.

No.	試薬名	残量	容量	単位	開封
1	ナトリウム	24	25	g	開封
2	ヒ素	80	100	g	開封
3	硝酸マンガン	500	500	g	未
4	ヒドラジン水和物	320	500	mL	開封

Don't forget to fill out the cells of **remaining amount, capacity, unit, and unopened/opened**.

These information would help the process of “⑤ Contents confirmation by EHS Office” and “⑥ Pick up by disposal services” faster.

# Periodical check

Fume hoods, autoclaves, centrifuges must be checked once a year, except for devices that are out of use.

## Periodical check conducted by vendors

EHS Office will combine the applications for GSFS every October. A notification e-mail will be sent to all GSFS members, so please make the application through your laboratory unit.

## Voluntary check

Check and record your devices in each laboratory according to the "Annual Voluntary Check List" specified by The University of Tokyo. An anemometer is available at the EHS Office

## Annual Voluntary Check List Form

### ● Fume hoods

〇〇年度 ドラフトチャンパー、排じん・排ガス処理装置  
年次自主検査表 \_\_\_\_\_ 年 月 日

検査項目	3年間保管	検査日	年 月 日
検査者・部局	東大大学 総合キャンパス	検査者	
研究室名		検査者	
設置場所		判定	良好、要改善

○ 異常なし、× 要修理

検査項目	判定	整備修理等記録、修理日
ドラフトチャンパーの管理に必要な講習や製造業者へ研修等を行っているか	○ ×	
ドラフトチャンパーの管理に必要な女性作業着やデータなどの図面が保管されているか	○ ×	
ドラフトチャンパーの管理に必要な測定器具・工具・保護具を準備、点検、更新しているか	○ ×	
ドラフトチャンパー内に試薬や器具が置いてあるか	○ ×	
速度、定数が正しいか	○ ×	
開口部付近に障壁物が無い	○ ×	
開口部は横断方向に正しく開いているか	○ ×	
排気管の誘導が正しいと見られるか	○ ×	
騒音、定数が正しいか	○ ×	
騒音などの増幅がないか	○ ×	
排気口付近に煙突が無い	○ ×	
ダンパーがスムーズに動作するか	○ ×	
ファンベルトの張り具合が正しいか	○ ×	
ファンのインベーターに設置が正しいか	○ ×	
ファンのケーシングに設置が正しいか	○ ×	
駆動部に油が付着していないか	○ ×	
駆動時に異常な騒音や振動がないか	○ ×	
駆動時に過熱にならないか	○ ×	

排気風速の測定と測定

風速測定器 \_\_\_\_\_ (送査使用する開口範囲内で測定してください)  
測定時の開口部の高さ \_\_\_\_\_ (送査使用する開口範囲内で測定してください)

開口部を以下のように1.6倍とし、それぞれを測定してください

箇所	風速	風速	風速	風速	風速	風速	風速	風速

製薬局が通常使用する開口部の高さについて、排気に対して使用する場合は4mm未満、検査目的の測定に対して使用する場合は10mm未満の場合には、すでに専門業者に点検・修理を依頼してください。点検記録は以下の記載欄にその内容を記載してください。

点検・修理記録 (年 月 日)

---

排じん装置の点検

以下はドラフトチャンパーに排じん装置が付属している場合に記載してください

専門業者の最終点検日 平成 \_\_\_\_\_ 年 月 日  
専門業者が指定した検定期間を過ぎている場合にはすでに専門業者に点検を依頼してください

○ 異常なし、× 要修理

検査項目	判定	整備修理等記録、修理日
騒音、定数が正しいか	○ ×	
騒音などの増幅がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	
内部にゴミや排気物の滞留がないか	○ ×	

排ガス処理装置の点検

以下はドラフトチャンパーに排ガス処理装置が付属している場合に記載してください

専門業者の最終点検日 \_\_\_\_\_ 年 月 日  
専門業者が指定した検定期間を過ぎている場合にはすでに専門業者に点検を依頼してください

○ 異常なし、× 要修理

検査項目	判定	整備修理等記録、修理日
騒音、定数が正しいか	○ ×	
長手はきちんと吐出しているか	○ ×	
薬液タンクの薬液は十分にあるか	○ ×	
薬液タンクの薬液は汚れていないか	○ ×	
ガスホウライがしっかりと捕集されているか	○ ×	
ポンプは正常に動作しているか	○ ×	
ストローパーは汚れていないか	○ ×	
インフレーターは汚れていないか	○ ×	
ポンプ配管からの接続は正しいか	○ ×	

異常がある場合には専門業者に依頼し点検、修理を依頼し、その記録を記載欄に記入してください

この検査表は必ず3年間保管してください

研究責任者 印 (年 月 日)  
部長兼安全衛生管理室長 印 (年 月 日)

### ● Autoclaves

〇〇年度オートクレーン年次自主検査表 \_\_\_\_\_ 年 月 日

検査項目	3年間保管	検査日	年 月 日
検査者・部局	東大大学 総合キャンパス	検査者	
研究室名		検査者	
設置場所		判定	良好、要改善

○ 異常なし、× 要修理

検査項目	判定	整備修理等記録、修理日
オートクレーンの管理に必要な講習や製造業者へ研修等を行っているか	○ ×	
オートクレーンの管理に必要な女性作業着やデータなどの図面が保管されているか	○ ×	
オートクレーンの管理に必要な測定器具・工具・保護具を準備、点検、更新しているか	○ ×	
オートクレーンに試薬や器具が置いてあるか	○ ×	
電力供給が正常に働いているか	○ ×	
加熱の温度について		
①加熱の温度が正確に設定されているか	○ ×	
②温度が安定しているか	○ ×	
③温度の安定性が十分にあるか	○ ×	
④温度の安定性が十分にあるか	○ ×	
⑤温度の安定性が十分にあるか	○ ×	
⑥温度の安定性が十分にあるか	○ ×	
⑦温度の安定性が十分にあるか	○ ×	
⑧温度の安定性が十分にあるか	○ ×	
⑨温度の安定性が十分にあるか	○ ×	
⑩温度の安定性が十分にあるか	○ ×	
⑪温度の安定性が十分にあるか	○ ×	
⑫温度の安定性が十分にあるか	○ ×	
⑬温度の安定性が十分にあるか	○ ×	
⑭温度の安定性が十分にあるか	○ ×	
⑮温度の安定性が十分にあるか	○ ×	
⑯温度の安定性が十分にあるか	○ ×	
⑰温度の安定性が十分にあるか	○ ×	
⑱温度の安定性が十分にあるか	○ ×	
⑲温度の安定性が十分にあるか	○ ×	
⑳温度の安定性が十分にあるか	○ ×	

### ● Centrifuges

〇〇年度動力遠心機械年次自主検査表 \_\_\_\_\_ 年 月 日

検査項目	3年間保管	検査日	年 月 日
検査者・部局	東大大学 総合キャンパス	検査者	
研究室名		検査者	
設置場所		判定	良好、要改善

○ 異常なし、× 要修理

検査項目	判定	整備修理等記録、修理日
遠心機の管理に必要な講習や製造業者へ研修等を行っているか	○ ×	
遠心機の管理に必要な女性作業着やデータなどの図面が保管されているか	○ ×	
遠心機の管理に必要な測定器具・工具・保護具を準備、点検、更新しているか	○ ×	
遠心機に試薬や器具が置いてあるか	○ ×	
遠心機の回転速度について		
①回転速度が正確に設定されているか	○ ×	
②回転速度が安定しているか	○ ×	
③回転速度の安定性が十分にあるか	○ ×	
④回転速度の安定性が十分にあるか	○ ×	
⑤回転速度の安定性が十分にあるか	○ ×	
⑥回転速度の安定性が十分にあるか	○ ×	
⑦回転速度の安定性が十分にあるか	○ ×	
⑧回転速度の安定性が十分にあるか	○ ×	
⑨回転速度の安定性が十分にあるか	○ ×	
⑩回転速度の安定性が十分にあるか	○ ×	
⑪回転速度の安定性が十分にあるか	○ ×	
⑫回転速度の安定性が十分にあるか	○ ×	
⑬回転速度の安定性が十分にあるか	○ ×	
⑭回転速度の安定性が十分にあるか	○ ×	
⑮回転速度の安定性が十分にあるか	○ ×	
⑯回転速度の安定性が十分にあるか	○ ×	
⑰回転速度の安定性が十分にあるか	○ ×	
⑱回転速度の安定性が十分にあるか	○ ×	
⑲回転速度の安定性が十分にあるか	○ ×	
⑳回転速度の安定性が十分にあるか	○ ×	

検査項目	判定	整備修理等記録、修理日
①本体内部の異常の有無	○ ×	
②回転速度が正常にあるか	○ ×	
③回転速度が安定しているか	○ ×	
④回転速度の安定性が十分にあるか	○ ×	
⑤回転速度の安定性が十分にあるか	○ ×	
⑥回転速度の安定性が十分にあるか	○ ×	
⑦回転速度の安定性が十分にあるか	○ ×	
⑧回転速度の安定性が十分にあるか	○ ×	
⑨回転速度の安定性が十分にあるか	○ ×	
⑩回転速度の安定性が十分にあるか	○ ×	
⑪回転速度の安定性が十分にあるか	○ ×	
⑫回転速度の安定性が十分にあるか	○ ×	
⑬回転速度の安定性が十分にあるか	○ ×	
⑭回転速度の安定性が十分にあるか	○ ×	
⑮回転速度の安定性が十分にあるか	○ ×	
⑯回転速度の安定性が十分にあるか	○ ×	
⑰回転速度の安定性が十分にあるか	○ ×	
⑱回転速度の安定性が十分にあるか	○ ×	
⑲回転速度の安定性が十分にあるか	○ ×	
⑳回転速度の安定性が十分にあるか	○ ×	

異常がある場合には専門業者に依頼し点検、修理を依頼し、その記録を記載欄に記入してください

この検査表は必ず3年間保管してください

研究責任者 印 (年 月 日)  
部長兼安全衛生管理室長 印 (年 月 日)

## Required signs

Fume hood: Post the last periodical check report and the name of the person in charge of the equipment

### ● Regular inspection record

定期点検の記録 / Regular Inspection		20th anniversary 2010-2029	
年度	点検✓	メンテナンス✓	メンテナンスの内容
2018	✓	✓	11月活性炭交換済
2019	✓		
2020			
2021			
2022			

### ● Management representative

## ドラフトチャンバー 管理責任者

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連絡先: \_\_\_\_\_

年 月

## ■ Classification of x-ray equipment

**エックス線装置**

### A

完全密閉式

装置名:  
【対応事項】

- ・学内登録
- ・全学一斉教育訓練
- ・部局内講習・研究室教育
- ・エックス線装置責任者の選任

【注意事項】

- ・使用時には使用記録を作成する。
- ・使用前には装置内の状況を確認し、使用後には元に戻す。

◆異常を認めた場合は管理責任者へ通報する。

部署:  
管理責任者名: \_\_\_\_\_ 内線: \_\_\_\_\_

東京大学環境健康安全部

**エックス線装置**

### B

安全機構による  
アクセス制限式

装置名:  
【対応事項】

- ・学内登録
- ・全学一斉教育訓練
- ・部局内講習・研究室教育
- ・エックス線装置責任者の選任

【注意事項】

- ・使用時には使用記録を作成する。
- ・使用前には装置内の状況を確認し、使用後には元に戻す。
- ・シャッターの開閉はエックス線発生の有無を確認してから行う。
- ・線量測定の結果を掲示する。

◆異常を認めた場合は管理責任者へ通報する。

部署:  
管理責任者名: \_\_\_\_\_ 内線: \_\_\_\_\_

東京大学環境健康安全部

**エックス線装置**

### E

未固定・移動式

装置名:  
【対応事項】

- ・個人線量測定(測定器の装着)
- ・作業環境測定
- ・エックス線装置責任者の選任
- ・特殊健康診断
- ・教育(全学・部局・研究室・再教育)

【注意事項】

- ・照射範囲を把握する。
- ・使用時には使用記録を作成する。
- ・使用前には装置内の状況を確認し、使用後には元に戻す。
- ・シャッターの開閉はエックス線発生の有無を確認してから行う。
- ・線量測定の結果を掲示する。

◆異常を認めた場合は管理責任者へ通報する。

部署:  
管理責任者名: \_\_\_\_\_ 内線: \_\_\_\_\_  
(作業主任者)

東京大学環境健康安全部

## Equipment required voluntary check

### ・X-ray equipment for research

All equipment: Periodical leakage check once a year

Equipment fixed in an out of controlled area: Work environment inspection once every 6 months

Un-fixed equipment located in an out of controlled area: Work environment inspection every month

### ・Electronic microscope (Rated acceleration voltage 100 kV or more): Periodical leakage check once a year

Contact: RI Office, GSFS (fs-rad@edu.k.u-tokyo.ac.jp)

## ● Oximeter

The oximeters manufactured by RIKEN will be calibrated by the supplier every 2 years. Calibration for the oximeters manufactured by other companies and voluntary calibration for the RIKEN need to be requested directly from the supplier by yourself.

On every last Saturday in September, a simultaneous blackout is conducted and oximeters will need to be re-calibrated properly after blackout.

### Example of Recalibrating Method (OXYGEN MONITOR)

#### 酸素濃度計（理研計器製 OX-500）のエア校正について

停電復旧後、濃度表示が点滅します。この状態では正しく測定できていませんので、必ず「エア校正」を行ってください。



#### 【注意】 新鮮な空気中で行ってください

- ① 「MODE」スイッチを押し「Air」を表示します。
  - ② 「MAINTEN」スイッチを3秒間押すと現在の酸素ガス濃度が表示され「エア校正」が始まります。
  - ③ 「エア校正」が終了すると終了音が鳴り「測定モード」に戻ります。点滅から点灯になっていることを確認してください。
- ※ 正しくエア校正ができない場合はメーカーに修理を依頼してください。

# Equipment Arrangement

## ① Equipment arrangement

Laboratory equipment arrangement is required to be indicated the door outside for emergencies. Use the following arrangement as a reference. If the equipment arrangement changes, please update in each instance.

新領域創成科学研究科

【重要】火災時の水消火について選択！

<b>水消火 OK</b>			
建物名:	基実生環細棟	B2 階 B14環境安全実験室 空	作成日: ○○年○月○日
専攻	環境専攻	火元責任者	安全一太郎 電話: 99999
研究室	安全研究室	担当者	環境 守 電話: 88888
消防法危険物 有無	<b>有</b>	第3類(禁水性物質)	有・無
		第4類(引火性液体)	有・無
高圧ガス	<b>有</b>	ガス名:	水系、酸素
常時 無人運転装置	<b>有</b>	注意事項:	緊急時は、担当の環境さんに連絡。
その他、注意事項	充電器、コンデンサに高電圧が印加されている可能性あり。高温の電気炉あり。		

注意

クリーンベンチ

電気炉

作業台

卓上フード  
※下に廃液タンク

卓上フード

卓上フード

卓上フード

薬品庫

禁水性

引火性

冷蔵庫

**Entrance**

← 10m先に消火栓



Equipment Arrangement

### Tips for arranging equipment

- ◎ Layout : Handwriting is acceptable
- ◎ Location of cylinders and reagent storage
- ◎ Fire extinguisher / Fire hydrant: Mark a sign of “★”
- ◎ Hazardous materials, and over-night working equipment : Mark a sign of “□”、use “Red”
- ◎ Cylinders: Mark a sign of “○”、use “Red”

## ② Emergency contact information

- 1) Please fill in the contact person's name and phone number at the emergency of nights and weekends,
- 2) The contact person is available to faculties, staff, and students.
- 3) Write the phone number who can contact anytime (Fixed-line phone and cell phone is available)
- 4) Print it as A4 size and put it on the wall with a magnet

### 〇〇棟 〇〇室 夜間・休日緊急時連絡表(記入方法)

20〇〇年 月 日作成

室名 〇〇研究室

順位	氏名	電話番号
1	〇〇 〇〇	080-1234-5678
2	〇〇 〇〇	090-8765-4321 (携帯) 04-1234-5678 (自宅)

- (1) 夜間、休日の緊急時に、確実に連絡が取れる担当者2名の名前、電話番号を優先順に記入。
- (2) 担当者は教職員、学生のいずれでも可。
- (3) 電話番号は携帯電話、固定電話のうち確実に連絡の取れる方を記入(併記可)。
- (4) 掲示方法:印刷したものを封筒等に入れ、部屋入口の内側に貼付(すぐ取り出せるようにしておく)。

## ③ Emergency stop procedure

Put the emergency stop procedure on the equipment which operated unmanned in your laboratory. There is no official form, so please cover the following contents.

- 1) Name of the laboratory
- 2) Users' name and emergency contact of the equipment
- 3) Emergency stop procedure of the equipment
- 4) Cautions if any
- 5) Make it as an A5 size

# Management Plan for Safety and Health during Educational Research Activities in the Field

## Documents to be submitted

- ① Management plan
- ② Name list
- ③ Schedule
- ④ Pre-departure Check list (only activity outside Japan)

【①Management plan】

【②Name list】

【③Schedule】

【④Check list】

## Document Submission

1. First, submit documents to Head of EHS Office, Head of your Department, and environment and Safety committee member of your department by E-mail.
2. Next, submit original documents to EHS Office by mail through the intra-university mail system after being approved by EHS Office Head.
3. Submit documents by one week before your scheduled departure date.  
If there are any changes in your plan(including suspension or cancellation), please contact the EHS Office by E-mail at [fs-anzen@edu.k.u-tokyo.ac.jp]
4. GHS Office will return a copy of the field research activities documents to the Activity Leader after approval by the GSFS Dean. Please maintain those copies for at least one year.

# Guideline of Support for Qualification and Training Session

GSFS has a support system to cover costs for qualifications commonly needed in graduate school laboratory research (such as health officers, dangerous object handlers, and radiation officers).

This system supports those who have need legally required training/qualification for their job.

## Guidelines for this support system

- (1) This system supports costs for required training/qualification only once for each qualification.  
This system does not support qualifications which needed specific to only one research group.  
Also, this system does not support the qualification and trainings held by The University of Tokyo.
- (2) This system supports training sessions required by law for necessary re-qualifications/training.
- (3) Applicants should submit an application to the EHS Office, GSFS. After approval by the EHS Committee, the application will be processed.
- (4) When you get approval, please request payment at the Contract Office. (Copies of acceptance notice/credentials and a receipt is needed.)

年 月 日

労働安全衛生法等にかかる資格取得・講習会受講申請書

環境安全委員会委員長 殿

各直属の上司 印

下記事項について、安全衛生管理の業務上必要と認め申請しますので、承認願います。

記

所 属		職 名		氏 名	
資格・講習会等名					
主 催 者					
開 催 期 日	年 月 日 ～ 年 月 日 ( 日間)				
開 催 場 所					
受 講 理 由					
費 用	受講料		テキスト代		旅費
そ の 他					

※資格・講習会等の関係資料を添付してください。なお、予算の都合上、支出できない場合もありますので、ご了承ください。

受講料等は立替払いとし、所定の用紙に領収書等を添付し、契約係へ提出してください。

資格取得・講習会受講後は、人事記録に記載しますので、人事労務グループ・人事チームへ修了証等の写しを届けてください。

承認  します。	環境安全委員会 委員長	環境安全管理室 室 長				
	(共関) 新領域担当課副課長		契約係長			



# Guideline for chemicals and lab equipment succession

Whenever chemicals are handed-over or brought-in upon retirement or employment of a faculty member, please fill in the following note and return it to EHS Office GSFS.

\*Those who retire or move out: Takeover confirmation form

\*Those who move in: Carry-in confirmation form

(Attention) Even if you do NOT hand over or bring in any chemicals, please submit this document it to EHS Office.

化学物質等引き継ぎ確認書

引き継ぎ依頼員  
所属： \_\_\_\_\_  
職名： \_\_\_\_\_  
氏名： \_\_\_\_\_  
内線： \_\_\_\_\_

化学物質等の引き継ぎの者等  者  系  
※引き継ぎ化学物質等がある場合は以下について記載して下さい。

引き継ぎ化学物質等は、以下のとおりです。(引き継ぎ事由: 退職 学内異動 その他) \_\_\_\_\_

事項	項目	設 備・ 資 格 等	備 考
化学物質 (放射性物質等を除く)	特定毒物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	毒物・劇物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	毒薬・劇薬・指定薬物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	麻薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	向精神薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	覚せい剤・覚せい剤原料	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	製造禁止物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	特定物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	農薬(使用禁止農薬・販売禁止農薬・その他)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	上記以外の化学物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
高圧ガス等	毒性ガス	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	特殊高圧ガス	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
放射性物質等	表示付認証機器	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射線発生装置	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射性同位元素(密封・非密封)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射化物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	核燃料物質・核原料物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	エックス線装置	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	上記以外の放射性物質等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
(微)生物・動物等	遺伝子組換え生物等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	病原体等・特定病原体等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
特殊機器等	実験動物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	レーザー(4.3B.3R.2M.1M)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
その他	労働安全衛生法届出設備等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	実験系廃棄物・不明試薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	法定資格等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	

注)引き継ぎ事項の状況を把握した資料(化学物質等のリスト等)を添付すること。各事項・項目は、影響に係るものを除く。申し送り事項

以上の引き継ぎ化学物質等及び申し送り事項について、現品と照合し、相違ないことを確認しました。また、引き継ぎ依頼員が以上の化学物質等を所有または使用するために必要な設備・資格等を有することを確認しました。

年 月 日

引き継ぎ依頼員  
所属： \_\_\_\_\_  
職名： \_\_\_\_\_  
氏名： \_\_\_\_\_  
内線： \_\_\_\_\_

事後安全等管理室 確認者  
氏名： \_\_\_\_\_

(平成28年3月改訂)

化学物質等持ち込み確認書

持ち込み依頼員  
所属： \_\_\_\_\_  
職名： \_\_\_\_\_  
氏名： \_\_\_\_\_  
内線： \_\_\_\_\_

化学物質等の持ち込みの者等  者  系  
※持ち込む化学物質等がある場合は以下について記載して下さい。

持ち込む化学物質等は、以下のとおりです。

事項	項目	設 備・ 資 格 等	備 考
化学物質 (放射性物質等を除く)	特定毒物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	毒物・劇物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	毒薬・劇薬・指定薬物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	麻薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	向精神薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	覚せい剤・覚せい剤原料	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	製造禁止物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	特定物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	農薬(使用禁止農薬・販売禁止農薬・その他)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	上記以外の化学物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
高圧ガス等	毒性ガス	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	特殊高圧ガス	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
放射性物質等	表示付認証機器	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射線発生装置	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射性同位元素(密封・非密封)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射化物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	核燃料物質・核原料物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	エックス線装置	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	上記以外の放射性物質等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
(微)生物・動物等	遺伝子組換え生物等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	病原体等・特定病原体等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
特殊機器等	実験動物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	レーザー(4.3B.3R.2M.1M)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
その他	労働安全衛生法届出設備等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	実験系廃棄物・不明試薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	法定資格等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	

注)持ち込み事項の状況を把握した資料(化学物質等のリスト等)を添付すること。各事項・項目は、影響に係るものを除く。

以上の持ち込み化学物質等について、現品と照合し、相違ないことを確認しました。また、化学物質等を管理する持ち入れ研究室または依頼員が、以上の化学物質等を所有または使用するために必要な設備・資格等を有することを確認しました。

年 月 日

受け入れ研究室等の依頼員  
所属： \_\_\_\_\_  
職名： \_\_\_\_\_  
氏名： \_\_\_\_\_  
内線： \_\_\_\_\_

安全衛生管理室 確認者  
氏名： \_\_\_\_\_

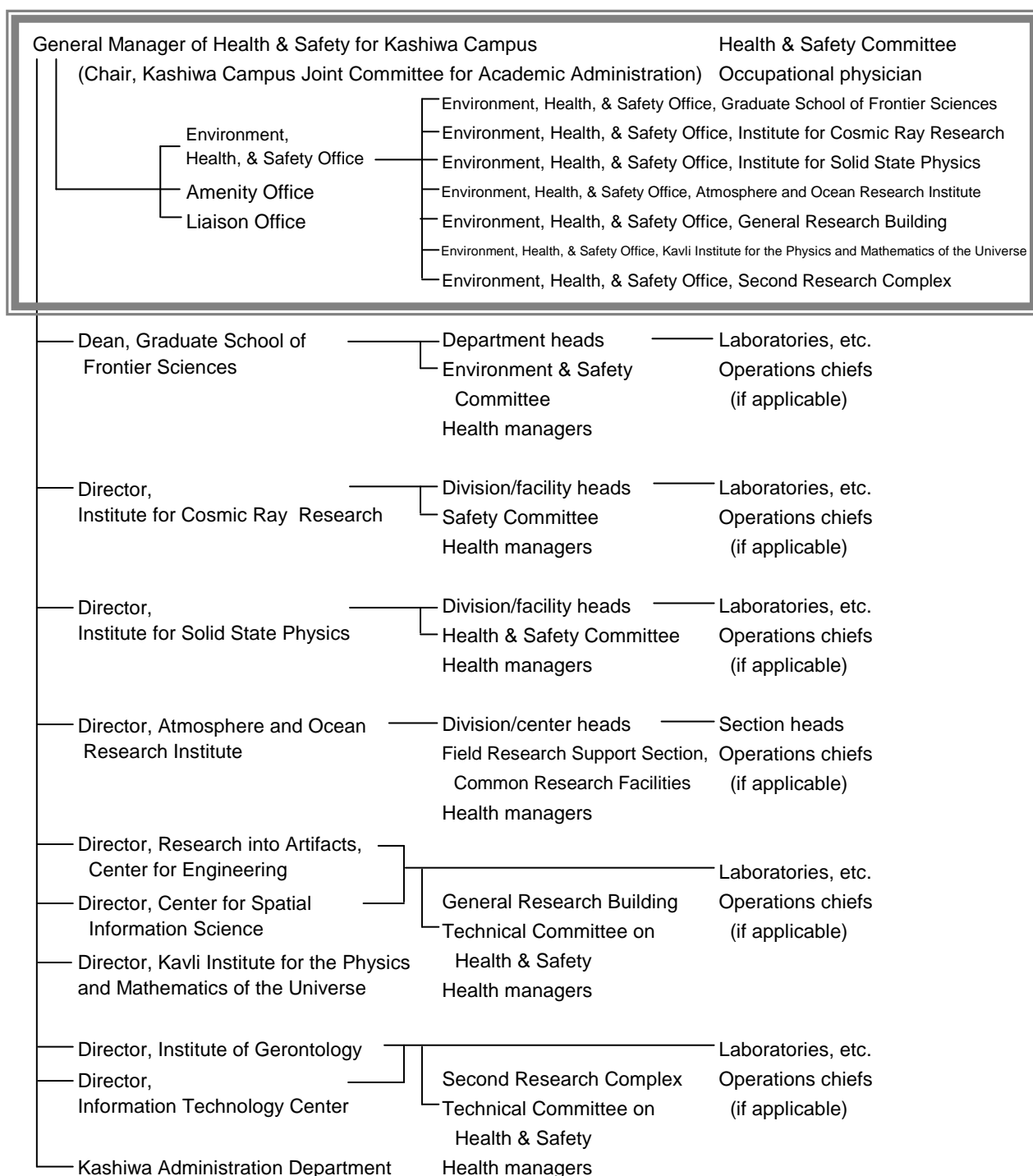
事項	項目	設 備・ 資 格 等	備 考
化学物質 (放射性物質等を除く)	特定毒物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	毒物・劇物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	毒薬・劇薬・指定薬物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	麻薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	向精神薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	覚せい剤・覚せい剤原料	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	製造禁止物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	特定物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	農薬(使用禁止農薬・販売禁止農薬・その他)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	上記以外の化学物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
高圧ガス等	毒性ガス	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	特殊高圧ガス	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
放射性物質等	表示付認証機器	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射線発生装置	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射性同位元素(密封・非密封)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	放射化物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	核燃料物質・核原料物質	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	エックス線装置	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	上記以外の放射性物質等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
(微)生物・動物等	遺伝子組換え生物等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	病原体等・特定病原体等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
特殊機器等	実験動物	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	レーザー(4.3B.3R.2M.1M)	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
その他	労働安全衛生法届出設備等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	実験系廃棄物・不明試薬	<input type="checkbox"/> 有 <input type="checkbox"/> 要	
	法定資格等	<input type="checkbox"/> 有 <input type="checkbox"/> 要	

# Safety Management System

## System Overview

The Kashiwa Campus has established a system for ensuring proper safety management through the following chain of responsibility: school/institute head – department/division/facility heads – laboratory heads. All safety officers must be fully aware of their duties for maintaining safety and health.

## Safety Management Organization



# About Environment, Health, and Safety Office; EHS Office

**The Kashiwa Campus** Environment, Health, & Safety Office oversees environment, health and safety management on campus and provides information to support such management.

●Contact of Health & Safety Team, Kashiwa General Administration Office  
(= Kashiwa Campus Environment, Health, & Safety Office)

Phone: 04-7136-3585, 3586 (Ext. 63585, 63586)

E-mail: [anzen.kj@gs.mail.u-tokyo.ac.jp](mailto:anzen.kj@gs.mail.u-tokyo.ac.jp)

**Environment, Health, and Safety Office, GSFS**

In **GSFS**, EHS Office GSFS provides information and support on Environment, Health, and Safety matters, in collaboration with The Kashiwa Campus Environment, Health, & Safety Office

●Contact of Environment, Health, and Safety Office; EHS Office

- Location Environment, Health, and Safety Office,  
#B14, Bioscience Bldg., 5-1-5 Kashiwa-no-ha, Kashiwa,  
Chiba 277-8562 JAPAN
- E-mail: [fs-anzen@edu.k.u-tokyo.ac.jp](mailto:fs-anzen@edu.k.u-tokyo.ac.jp)
- Phone: 04-7136-3722 (Ext. 63722)
- Fax: 04-7136-3713
- Internal P.O.Box 002  
postal address: Environment, Health, and Safety Office  
Bioscience Bldg.,
- Open: 9:00~17:00 (weekdays)
- URL: <http://ehs.k.u-tokyo.ac.jp/index.html>



## When an Emergency Occurs...

	What to Do	Contacts	Phone Numbers (calling from campus phone)	What to Say
Injury	1. Summon help from others nearby. 2. Perform first aid. Bleeding: Stop with handkerchief. Unconsciousness: Perform CPR. 3. Contact places listed on the right. 4. If injury is minor, take victim to Health Service Center. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*In case of illness*</p> <p>Kashiwa Telephone Service  <b>04-7163-0119</b>              (10 pm to 8 am &amp; Holidays)</p> </div>	(1) <u>Hospital</u> Kashiwa Health Service Center Tsujinaka Hospital Kashiwanoha, Otakanomori Hospital or Kashiwa Kousei General Hospital	04-7136-3040 Ext. 63040  04-7137-3737  04-7141-1117  04-7145-1111	A _____ at the University of Tokyo Kashiwa Campus has suffered a _____ (injury), so we are taking him/her to your hospital.
		(2) <u>Fire Dept.</u> (to call for ambulance)	0-119	A person has been injured at the _____ (school/institute) at the University of Tokyo Kashiwa Campus, so please send an ambulance. The location is Room No. _____ on the _____ floor of the (building name). The address is 5-1-5 Kashiwa-no-ha. My name is _____.
		(3) <u>Admin. offices</u> 9 am-5 pm, weekdays GSFS  After 5 p.m. Security Office	04-7136-4003 Ext. 64003  04-7136-3010 Ext. 63010	A person has been injured in Room No. _____ on the _____ floor of the _____ Building. I have called an ambulance, so please guide it to the building.
Fire	1. Summon help from others nearby. 2. Contact places listed on right. (Relax and take a deep breath) 3. When safely possible, try to extinguish fire. If large fire, evacuate.	(1) Fire Dept.	0-119	A fire has broken out at the _____ (school/institute) at the University of Tokyo Kashiwa Campus, so please send a fire truck. The location is Room No. _____ on the _____ floor of the (building name). The address is 5-1-5 Kashiwa-no-ha. My name is _____.
		(2) Administrative offices 9 am-5 pm, weekdays GSFS  After 5 pm Security Office	04-7136-4003 Ext. 64003  04-7136-3010 Ext. 63010	A fire has broken out in Room No. _____ on the _____ floor of the _____ Building. I have called a fire truck, so please guide it to the building.

Make a copy of this page, fill in the blanks with the appropriate information, and keep the copy near the phone.

Also, make a memo of the necessary information for fighting fires involving hazardous materials, and keep a copy near the phone and posted on the laboratory doorway.



<Address>

**Kashiwa Campus:**  
 5-1-5 Kashiwa-no-ha, Kashiwa-shi

**Tsujinaka Hospital Kashiwanoha:**  
 148-6 Kashiwanoha Campus, 178-2 Wakashiba  
 Kashiwa-shi

**Kashiwa Tanaka Hospital:**  
 Higashi65-1, 70-1, Koata, Kashiwa-shi

**Ootakanomori Hospital:**  
 113 Toyoshiki, Kashiwa-shi

**Kashiwa Kousei General Hospital:**  
 617 Shikoda, Kashiwa-shi