

Safety Management Regulations

Established Feb. 17, 2003
Amended Oct. 21, 2014

Chapter 1 General Provisions

Article 1 (Purpose) These regulations set forth overall matters relating to safety management at Pohang University of Science and Technology (hereinafter referred to as “University”).

Article 2 (Scope) These regulations shall apply to faculty, staff, and students of the University, non-University members who conduct activities at the University, and visitors to the University as well as all facilities and equipment used by them.

Article 3 (Definitions) The terms used in these regulations shall be defined as follows:

1. “Accident” shall refer to an abnormal, inefficient, and unplanned event caused by an unsafe condition or behavior that results in casualties or property damage.
2. “Hazardous material” shall refer to explosive, ignitable, inflammable, combustible, oxidative and corrosive materials that can cause fires or explosions.
3. “Safety management” shall collectively refer to all activities to minimize risk factors, such as activities relating to accident prevention/preparation and emergency responses and includes activities for compliance with relevant laws and the relevant rules and regulations of the University as well as voluntary activities for safety improvement.
4. “Risk factor” shall refer to a condition in which potential root causes of personal injury, property damage and environmental damage coexist, namely, mechanical failures caused by stimulation, system status, and human errors due to physical, chemical, biological, psychological and behavioral factors.
5. “Safety” shall refer to keeping the risk levels of the risk factors within an acceptable level.
6. “Risk evaluation” shall refer to the process whereby hazards/risk factors are identified, the likelihood (frequency) and seriousness (intensity) of injury or disease are estimated/determined, and a plan for their reduction is established and implemented.

Article 4 (Responsibilities and Obligations) Persons appointed as managers, etc., in relation to the safety of the University in various fields must comply with these regulations, faithfully perform their safety management duties, and shall take managerial responsibility for accidents that occur in relation to their duties. In the case of self-financed institutions and research/residential facilities, however, the lessees shall independently employ safety measures for themselves and take responsibility for them.

Article 5 (Safety First) The head of each academic department or administrative division must put safety measures above all other matters to prevent accidents.

Chapter 2 Organization and Duties

Article 6 (Organization) ① To ensure efficient safety management of the University, a department in charge of safety management shall be established in the University’s central administration (Table 1, attached).

② For safety management in different fields, a department responsible for safety management

shall be designated; details regarding this shall be separately determined.

③ The head of each academic department and the director of each administrative division shall oversee safety management affairs in his/her department and professional area and direct and supervise safety officers in each field or the organization of departmental safety management and related work.

Article 7 (Safety Manager) ① The head of each academic department and the director of each administrative division shall oversee safety management affairs in his/her department as safety manager.

② A safety manager shall fulfill his/her responsibility for safety management with respect to the following matters:

1. Compliance with safety-related regulations
2. Operation of each department's safety management organization
3. Accident prevention, actions taken following an accident and accident reports
4. Establishing safety culture and conducting marketing activities
5. Management and supervision of the departmental safety-related personnel
6. Establishing a departmental emergency response plan and conducting emergency training
7. Conducting risk evaluation in each field

Article 8 (Safety Officer in Each Field) A safety officer shall be designated in each safety-related professional field, who shall conduct affairs regarding the following matters:

1. Compliance with safety regulations by safety management entities and safety inspection
2. Education and training for the prevention of safety accidents
3. Accident investigation and reports
4. Establishment and dissemination of emergency response plans
5. Other matters necessary for safety management

Article 9 (Safety Management Committee) ① A University Safety Management Committee (hereinafter referred to as "Committee") shall be established to review matters concerning safety management of the University.

② "Departmental safety management committees" and "professional safety management committees (to handle matters in different fields of safety)" may be established under the Committee.

Article 10 (Composition) ① The Committee shall be composed of a maximum of 11 members, including the Chairman.

② The Provost and Executive Vice President shall serve as the Chairman of the Committee.

③ The Vice President of Planning, Vice President of Academic Affairs, Vice President of Admissions and Student Affairs, Vice President of Business Affairs, and Vice President of Research and Industry Affairs shall serve as ex officio members of the Committee; other members shall be appointed by the President of the University from among those engaged in safety work in each department or professional field.

④ The director of the department in charge of safety management shall serve as Secretary of the Committee.

Article 11 (Term of Office) The terms of office of the Chairman and the ex officio members of the Committee shall be the same as the terms of office of their respective administrative positions; the terms of office of other members shall be the same as their respective periods for performing safety-related work.

Article 12 (Functions) The Committee shall deliberate on the following matters:

1. Establishment/amendment of safety-related rules and regulations
2. Requests from departmental/professional safety management committees
3. Follow-up measures for serious safety accidents

4. Major issues concerning safety policies that call for deliberation such as the closure of a lab
5. Other matters recognized to be necessary for safety management

Article 13 (Convening a Meeting and Passing a Resolutions) A Committee meeting shall be convened by the Chairman of the Committee and shall be held with a quorum of a majority of the registered Committee members; a resolution shall be passed based on the majority vote of the Committee members in attendance.

Chapter 3 General Safety Matters

Article 14 (Safety Education) Faculty, staff and students have an obligation to receive a safety education provided by the University.

Article 15 (Safety Reports) The safety manager must submit a comprehensive safety report to the department in charge during January of each year.

Article 16 (Accident Response) ① In case of a safety accident, the safety manager of each department must respond to it promptly and contact those on the emergency contact list in accordance with the emergency response plan.

② The relevant safety officer shall carry out support functions necessary for accident response at the scene of an accident, and if needed, may request assistance from other departments or external institutions.

③ Other details concerning accident response procedures shall be governed by applicable laws in relevant fields and the relevant rules and regulations of the University.

Article 17 (Accident Investigation and Report) ① The safety manager of each department must have an accident report prepared in the name of the head/director of each department within one week of an accident and submit it to the department in charge of safety management in each field.

② The department in charge of safety management shall review the submitted accident report, carry out an independent investigation into the accident, establish a plan to prevent the recurrence of accidents, and report the results afterwards through the relevant channel.

③ The department in charge of safety management may make public information about accidents inside and outside of the University when it is deemed necessary for accident prevention.

④ Other matters related to accident reports and investigation shall be governed by the relevant rules and regulations of the University and applicable laws.

Article 18 (Duty to Compensate for Damage) ① All persons accessing the University premises, including faculty, staff, students, and visitors shall be obligated to pay compensation for damage if personal or property damage results from their failure to comply with safety rules, whether through intentional acts or by negligence. If a group is found liable for damage or if it is unclear who is liable for damage, the fact may be reflected in a departmental evaluation.

② If damage as specified under Clause 1 occurs, the relevant departmental safety management committee and professional safety management committee must take actions against the person liable for the accident and submit a result report to the department in charge of safety management.

Article 19 (Application) Matters not stipulated in these regulations shall be governed by the relevant rules and regulations of the University and applicable laws.

Article 20 (Detailed Rules) Details necessary for the implementation of these regulations shall be provided for separately.

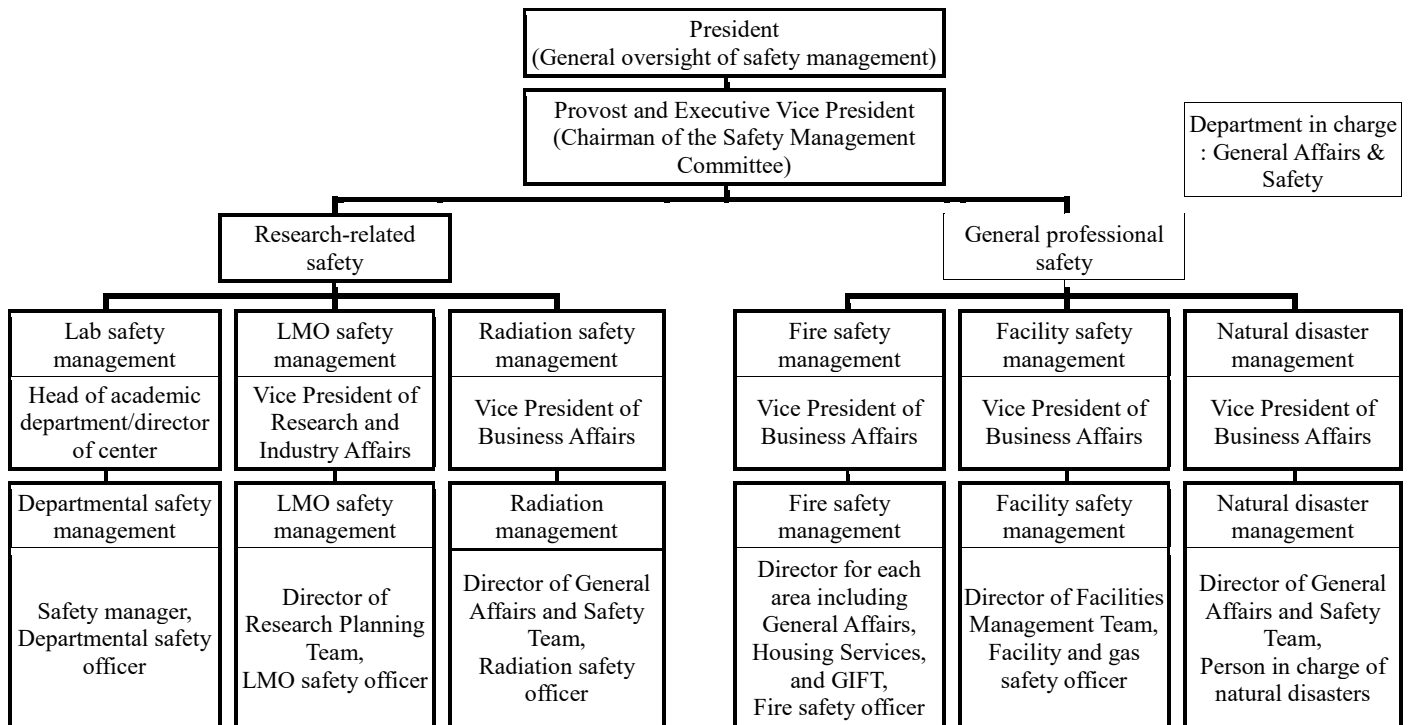
Addendum

These regulations shall be established and take effect on February 17, 2003.

Addendum

These amended regulations shall take effect on October 21, 2014.

(Table 1) Organizational Structure for University Safety Management



- ※ Safety management regulations/organization for labs and different professional fields: to be determined separately
- ※ Safety management organization for each field and departmental/professional committees shall be formed.
- ※ LMO: Living Modified Organism

<h1>Accident Report</h1>		Approval	Staff in charge	Team Director	Head
Date prepared: _____					
Name of accident					
Date and time		20 . . (day of week) around :			
Location		Building number _____ Unit number _____			
Persons Involved	Person liable for the accident	Affiliation			
		Position			
		Name	(☎:)		
	Person who reported the accident	Affiliation			
		Position			
		Name	(☎:)		
Details of accident					
Actions taken (Progress)					
Loss and damage					
Future actions to be taken					

* Attachment: Photos of the scene of the accident and detailed accounts