

Article 1: Purpose

This Guideline presents necessary matters related to work-Safety Data Sheet (hereinafter, “w-SDS”.) activities for the purpose of appropriate management and operation of instruments and/or equipment, or work using them based on the Industrial Safety and Health Act (Act No. 57 of 1972) and related laws and regulations applied thereto, and promotion of establishment of a harm prevention standard and autonomous and continuous endeavor for safety and health activities, based on the safety and health policy of Nagaoka University of Technology (hereinafter, the “University”).

Article 2: Scope of Application

This Guideline covers risk, danger, harm and hazard, and the possibilities thereof because of causes attributable to buildings, equipment, raw materials, gases, steam, particulates, etc. or as a result of operational work or other activities (hereinafter collectively referred to as “danger or harm”) related to duties of employees or study of students, and work that might present the possibility of causing danger or injury to employees or students (hereinafter, “dangerous and injurious work”), resulting from instruments or equipment that the general safety, and health supervisor considers necessary to administer safety and health (hereinafter, “facilities under legal control”) and use thereof.

Article 3: Preparation of w-SDS

Any employee who is in charge of managing facilities under legal control (those who use, maintain or manage said facilities under legal control in laboratories, etc. (except for non-regular employee), hereinafter, “w-SDS manager” in this Guideline.) shall prepare a “work-Safety Data Sheet” (Appended forms 1-1 and 1-2) based on the executed results, etc. set forth in Article 4.

Article 4: Investigation, etc. for Preparation of w-SDS

w-SDS manager shall prepare w-SDS after conducting matters set forth in the following items:

- (i) Identification of danger or harm in facilities under legal control and dangerous and injurious work
- (ii) Survey related to laws and regulations, etc. applied to facilities under legal control, such as the management method of facilities under legal control, necessary qualifications, and checkup based on laws and regulations
- (iii) Estimation of the degree of severity and possibility of occurrence of injury or illness generated by danger or harm provided for in item (i) (hereinafter, “risk”).
- (iv) Examination of contents of priority setting for reducing risk and measures for reducing risk of contents of priority setting for reducing risk and measures for reducing risk (hereinafter, “risk reduction measure”). based on the estimation of the risk prescribed in the preceding item

(v) Risk reduction measures corresponding to the priority prescribed in the preceding item

Article 5: Meeting

w-SDS manager shall, in preparation, checkup, and revision of w-SDS, when conducting items prescribed in the previous article, hold a meeting with other employees or students in charge of facilities under legal control and dangerous and injurious work concerned, under common recognition of those who participate in said meeting. The record of said meeting shall be prepared as per the “w-SDS meeting record” (Appended form 2), and shall be attached in the event of notification of said w-SDS prescribed by Article 16.

Article 6: Procedure to Specify Danger or Harm

w-SDS manager shall, after sorting out work into units necessary to specify danger SDS manager shall, after sorting out work into units necessary to specify danger or harm, identify danger or harm in each work based on instruments, equipment or works etc., or harm identify danger, or harm in each work based on instruments, equipment, or works, etc. in a workplace according to the classification of danger, or harm determined in advance according to the classification of danger or harm determined in advance.

Article 7: Risk Assessment

w-SDS manager shall estimate risk in consideration of the degree of severity and possibility of occurrence of injury or illness generated by danger or harm that might occur by dangerous and injurious work to determine the priority of risk reduction.

Article 8

w-SDS manager shall devote consideration to matters set forth in the following items in the assessment of risk prescribed in the preceding article:

- (i) To predict clearly eligible persons and contents of an anticipated injury or illness.
- (ii) To estimate the severity of the most harmful injury or illness, not which actually occurred in the past, but which might occur in the worst state assumed.
- (iii) To use the number of days of leave, etc. by an injury or illness as a basic measure because it is desirable to estimate the severity of an injury or illness to use a common measure irrespective of the type thereof.
- (iv) Even if no hazardous property has been proved, if there is a certain basis, then based on said basis, to endeavor to estimate said hazardous property assuming its existence.

Article 9

w-SDS manager shall perform the assessment of risk prescribed by Article 7 according to characteristics of instruments, equipment or work in each workplace for each type of injury or illness set forth in the following items:

- (i) An injury or illness by a physical action such as an accident being caught (sandwiched) or falling
- (ii) An injury or illness by the physical effect of chemical substances, such as explosion and a fire
- (iii) An injury or illness by the hazardous properties of chemical substances, such as poisoning

(iv) An injury or illness by the hazardous properties of physical factors, such as damage by vibration. In addition, matters set forth in the following items shall be taken into consideration:

- (a) Reliability and sustainability of the function or measures for installation of a safeguard, an off-limit measure, and other disaster prevention (hereinafter, "safety function, etc.")
- (b) Possibility to disable or disregard safety function, etc.
- (c) Possibility of deviation of work procedure, operation failures, and other foreseeable intentional or unintentional misuse or dangerous behavior

Article 10: Examination and Implementation of Risk Reduction Measures

w-SDS manager shall, if there are matters provided in laws and regulations and conduct said matters without fail. In addition, w-SDS Manager shall examine the contents of risk reduction measures according to the order of priority as provided in the following items and conduct said measures:

- (i) Measures for eliminating or reducing danger or harm from a design or planning stage and thereafter, such as abolition or modification of dangerous and injurious work
- (ii) Engineering countermeasures such as installation of an interlock and local exhaust ventilation
- (iii) Managerial countermeasures such as maintenance of a manual
- (iv) Use of personal protective equipment

Article 11

In cases of examination of Article 10, risk reduction measures of the highest possible order of priority shall be conducted, excluding cases in which the burden required for risk reduction is much heavier than the disaster prevention effects by said risk reduction, and in which remarkable imbalance occurs and measures can be recognized as lacking rationality to undertake.

Article 12

Provisional measures shall be taken immediately if implementation of appropriate risk reduction measures requires time to risk with a possibility of causing death, residual disability, or critical illness.

Article 13

In cases of implementation of risk reduction measures prescribed by Article 10 to Article 12, a budget measure necessary for the related risk reduction measures might be performed when admitted by the general safety and health supervisor.

Article 14: Periodic Self-Inspection

w-SDS manager shall conduct a periodic self-inspection of the prepared w-SDS once per year.

Article 15: Revision of w-SDS

w-SDS manager shall revise w-SDS in the same manner as that prescribed in Article 3 when recognizing that there is a matter to be improved in an existing w-SDS because of the result of periodic self-inspection prescribed in the preceding article or the revision or abolition of laws and regulations.

Article 16: Notification of w-SDS

w-SDS manager shall, when a w-SDS is newly prepared or subject to a periodical checkup, or when an existing w-SDS is revised or abolished, notify the general safety and health supervisor as per the “w-SDS (preparation, checkup, and revision) report” (Appended form 3).

Article 17

The general safety and health supervisor shall, when receiving a w-SDS execution report, report to the safety and health management committee promptly to acquire approval therefrom, provided that the general safety and health manager might, if recognizing that the w-SDS concerning said notification has any inappropriate point, request resubmission from the related w-SDS manager.

Article 18

The general safety and health supervisor may, when recognizing that there is a point to be improved in the w-SDS concerned as a result of deliberation on the safety and health management committee, notify said point to be improved to the w-SDS manager concerned, and ask for improvement thereof.

Article 19: Provision of Information

The general safety and health supervisor shall provide w-SDS manager with materials, etc. set forth in the following items, and have utilize the information:

- (i) w-SDS preparation procedures manual
- (ii) Specifications related to the facilities under legal control, various inspection results, chemicals etc. safety data sheet (SDS), and information related to danger or harm of the same kind of facilities under legal control
- (iii) Disaster cases, disaster statistics, etc. of the same kind of facilities under legal control
- (iv) Other materials, etc. to serve as reference for w-SDS preparation

Article 20: Training

The president shall provide necessary learning and training in implementation of a w-SDS activity.

Article 21: Miscellaneous Provisions

In addition to what is provided for in this Guideline, necessary matters related to w-SDS activities shall be determined by the president after discussion with the safety and health management committee.

Supplementary Provisions

This Guideline will come into effect from April 1, 2011.

Supplementary Provisions

This Guideline will come into effect from June 22, 2011.

Supplementary Provisions (May 22, 2013)

This Guideline will come into effect from May 22, 2013.

Supplementary Provisions (March 26, 2015)

This Guideline will come into effect from April 1, 2015.

Supplementary Provisions (January 12, 2022)

This Guideline will come into effect from April 1, 2022.

研究室名

w-SDS管理者氏名(所属・職)

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【共通事項】

階層別の管理責任				区 分	根 拠	項 目	(確認後は○印を付す)
学 長 総 括 安 全 衛 生 管 理 者	系 長 (安 全 衛 生 管 理 者)	機 器 等 管 理 者 (教 職 員)	機 器 等 使 用 者 (学 生 等)				
A: 全学にかかる規定							
○	○	○		事業者責務	安衛法1	危害防止基準の確立 責任体制 自主促進	
○	○	○		事業者責務	安衛法3	最低基準の遵守 安全と健康の確保 国の施策に協力	
B: 系・学部・課程等の部局にかかる規定							
○	○	○		事業者責務	安衛法20	機械設備・爆発物等による危険の防止措置	
○	○	○		事業者責務	安衛法21	掘削等・墜落等による危険の防止措置	
○	○	○		事業者責務	安衛法22	健康障害防止措置	
○	○	○		事業者責務	安衛法23	通路等の保全、換気、採光等の必要な措置	
○	○	○		事業者責務	安衛法24	作業行動から生ずる災害防止措置	
○	○	○		リスクアセスメント	安衛法28条の2	危険有害性の調査と危険・健康障害防止措置	
○	○	○		リスクアセスメント	H18.3.10危険性又は有害性等の調査等に関する指針公示第1号	危険性又は有害性等の調査等に関する指針	
○	○	○		リスクアセスメント	基発0731001	機械の包括的な安全基準に関する指針	

備考 「安衛法1」とは労働安全衛生法第1条をいい、「基発」とは厚生労働省労働基準局長から各都道府県労働局長宛の通達をいう。

総括安全衛生管理者 受理年月日	総括安全衛生管理者 承認年月日
. .	. .

タイトル _____ のw-SDS

新規作成・改訂・廃止年月日 _____ 年 ____ 月 ____ 日

w-SDS管理者氏名(所属・職)

_____ (.)
研究室名(棟・室名) _____ (.)

【個別事項】

階層別の管理責任				区 分	根 拠	項 目	(確認後は○印を付す)
総括安全衛生管理者	学 長	系長(安全衛生管理者)	機器等管理者(教職員)				
C: 研究室、実験、作業等の個別にかかる規定							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	届出	安衛法88 安衛則86	設置届等(ボイラー、第1種圧力容器、クレーン等)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	教育	安衛法59 安衛則36	就業前教育、特別教育	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	資格	安衛法61 安衛則41	必要な資格・免許・講習等	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	点検・検査	安衛法38, 45	設置時の検査、点検 定期検査、定期自主点検、始業前点検、点検記録等	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	機械等の規制	安衛則27~29	機械等に関する規制	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	安全基準	安衛則101~151	機械による危険の防止	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	安全基準	安衛則151の2~ 151の76	車両系荷役運搬機械等による危険の防止	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	安全基準	安衛則152~171	車両系建設機械等による危険の防止	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	安全基準	安衛則248~317	爆発、火災等の防止	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	安全基準	安衛則329~354	電気による危険の防止	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	安全基準	安衛則518~539	墜落、飛来崩壊等による危険の防止	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	安全基準	安衛則540~ 575の16	通路、足場等	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	保護具	安衛則593~598	危険有害業務作業時の保護具等	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	作業環境測定	安衛法65	危険有害業務・作業等の作業環境測定	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	健康診断	安衛法66 安衛則45	危険有害業務・作業等の健康診断	

備考 本様式は、労働安全衛生法及び労働安全衛生規則に基づく区分により法令根拠等を示したものである。実際にw-SDSを作成する場合は、w-SDS実施例を参考に各機器等に適用される法令根拠等を確認の上、作成すること。

【作業手順と予測される災害事象】

No.	作業手順	予測される災害事象

備考 記載欄が不足する場合は適宜追加すること。

【評価基準】

(1)怪我の可能性		(2)怪我の程度		(3)危険に近づく頻度		リスクポイント	リスクレベル
確実である	6	死亡・就業不能	10	頻繁	4	14～20	V
可能性が高い	4	休業災害	6	時々	2	12～13	IV
可能性がある	2	不休業災害	3	めったに無い	1	9～11	III
可能性はない	1	微傷災害	1			6～8	II
						5以下	I

【リスクの見積り】

No.	予測される事象	怪我の分類	(1)怪我の可能性	(2)怪我の程度	(3)危険に近づく頻度	リスクポイント	リスクレベル	優先順位

備考 記載欄が不足する場合は適宜追加すること。

【妥当性の確認】

No.	予測される事象	対策	(1)怪我の可能性	(2)怪我の程度	(3)危険に近づく頻度	リスクポイント	リスクレベル	妥当性

備考

- 1 記載欄が不足する場合は適宜追加すること。
- 2 優先順位の高いものから実施すること。
- 3 妥当性を確認する際、その対策を人間に委ねる場合(例として、「作業する際は防護服を着用する」といった対策をとった場合、作業服を着用するかどうかはその人間の意思又は過失等によって変わってくる。)は、妥当性の欄に条件付きであることを明示すること。

別紙様式2(第5関係)

Appended form 2 (related to Article 5)

w-SDSミーティング記録書

年 月 日提出

総括安全衛生管理者 殿

w-SDS管理者氏名(所属・職)

(自署) _____ (.)

【日 時】 _____ 年 月 日 () _____ 時 分 ~ _____ 時 分

- 【参加者氏名】 (自署) _____ (所属・職(又は学年))
(自署) _____ (所属・職(又は学年))
(自署) _____ (所属・職(又は学年))
(自署) _____ (所属・職(又は学年))
(自署) _____ (所属・職(又は学年))
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(自署) _____ (所属・職(又は学年))
(自署) _____ (所属・職(又は学年))
(自署) _____ (所属・職(又は学年))

【ミーティングの内容】

備考 記載欄不足の場合は、適宜追加して記載すること。

別紙様式3(第16関係)

Appended form 3 (related to Article 16)

w-SDS(作成・点検・改訂)報告書

年 月 日

総括安全衛生管理者 殿

w-SDS管理者
(所属・職・氏名)

国立大学法人長岡技術科学大学作業のセーフティ・データ・シート活動に関する要項に基づき、w-SDSを(作成・点検・改訂)したので、下記の書類を添えて報告します。

「作業のセーフティ・データ・シート」(別紙様式1-2)

新規に作成したw-SDS _____件

改訂したw-SDS _____件

廃止したw-SDS _____件

「w-SDSミーティング記録書」(別紙様式2)