

### Section 1 Positioning of w-SDS at the University

Safety is important in education and research activities in universities. At this university, we have begun the publication of our “Safety Manual” and made various efforts throughout the university and each laboratory.

Incidentally, laws such as the Industrial Safety and Health Act are stipulated to prevent the recurrence of previously occurred accidents. The content of the law can be considered as a checklist that is prepared by learning from past accidents, which can serve as a reference for universities as well. Therefore, the President of the University has made the following statement (also stated on the back cover of this manual).

Nagaoka University of Technology Safety and Health Policy [Basic policy] excerpt

- **Prepare a work-Safety Data Sheet in order to establish a cross-sectional management method related law and regulations that apply to equipment, facilities, or work that uses such items.**

Meanwhile, (1) it is incredibly difficult for us, who are not legal experts, to know the laws and regulations in such a cross-sectional manner; (2) governmental laws and regulations are made with production factories in mind; thus, there are some cases and situations that cannot be directly applied to universities. Therefore, the work-Safety Data Sheet (w-SDS)<sup>(1)</sup> was developed to ensure the safety and promote education/research by listing laws and regulations for each equipment/facilities, material (substances), work<sup>(2)</sup>, and risk assessments.

Against this backdrop, the University will prepare and submit a w-SDS to all laboratories to improve the safety of educational and research activities. The submitted w-SDS will be returned after approval by the President (general safety manager).

### Section 2 Overview of w-SDS and preparation/submission

As mentioned above, the w-SDS comprises legal and risk assessment components. Correspondingly, the w-SDS is prepared as follows:

Every November, all laboratories are required to prepare or review their w-SDS. This process is divided into the following four steps:

1. Hold a meeting among faculty and other members of the laboratory, bearing in mind the safety of the equipment/facilities and activities in the laboratory.

<sup>(1)</sup>At the University, w-SDS is first prepared by managing equipment and facilities.

<sup>(2)</sup>Developed by Noboru Sugimoto (University of Kitakyushu at the time of development), Isamu Shiota (SHIOTA Safety Plan), and Katsuya Hachiman (University of Occupational and Environmental Health at the time of development).

2. Regarding equipment/facilities that require legal management, check the items that must be managed (e.g., applicable equipment) while referencing the w-SDS. Prepare a w-SDS for the new equipment.
3. Conduct a risk assessment for dangers associated with the use of equipment, and consider countermeasures as needed.
4. Submit the above results together in the “Meeting Record” and “w-SDS”.

Step 4 is conducted by the faculty and staff, but steps 1-3 are to be done by all members of the laboratory, including students. Therefore, a safety meeting is to be held once a year in the laboratory. These meetings should be used as an opportunity to review the safety of our daily education and research activities, and active participation is encouraged in these meetings.

Satisfactory results are achieved by safely conducting research. The occurrence of an accident results in the stopping of the research and no results being produced, as well as the possibility of irreparable physical disabilities occurring. To prevent such situations, it is helpful if all members will think about and be aware of the safety issues.

### **Section 3 Useful information for w-SDS preparation**

- Guideline for work-Safety Data Sheet Activities

[https://www.nagaokaut.ac.jp/gakunai/designated/jinji\\_romu/SDS/w-sdstop.files/w-sds\\_youkou\\_e.pdf](https://www.nagaokaut.ac.jp/gakunai/designated/jinji_romu/SDS/w-sdstop.files/w-sds_youkou_e.pdf)

- Creation guide

[https://www.nagaokaut.ac.jp/annai/jyoho/jyohokoukai/sds/sds\\_top.files/w-sds\\_teiyun\\_open.pdf](https://www.nagaokaut.ac.jp/annai/jyoho/jyohokoukai/sds/sds_top.files/w-sds_teiyun_open.pdf)

- w-SDS template

[https://www.nagaokaut.ac.jp/annai/jyoho/jyohokoukai/sds/w-sds\\_sample.html](https://www.nagaokaut.ac.jp/annai/jyoho/jyohokoukai/sds/w-sds_sample.html)

- w-SDS working group

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