National Taiwan Normal University
Occupational Accident Investigation and Handling Measures

Approved by the Environmental Protection, Safety and Health Committee meeting on December 9, 2018.

Purpose：

In order to ensure that when occupational accidents occur, workers can follow appropriate handling methods to minimize injuries, investigate and review the causes of accidents and preventive methods, and formulate the "National Taiwan Normal University Occupational Accident Investigation and Handling Measures".

Occupational Accident Definition and Regulations：

According to Article 37 of the "Occupational Safety and Health Law" of the Ministry of Labor：

When an occupational accident occurs in the workplace of a public institution, the employer should immediately take necessary first aid and rescue measures, and cooperate with the labor representative to conduct investigation, analysis and record.

When one of the following occupational accidents occurs in the workplace of a public institution, the employer shall notify the labor inspection agency within eight hours.

1.Death disaster。

2.The number of victims of a disaster is three or more.

3.The number of victims of a disaster is more than one, and hospitalization is required.

4.Other disasters designated and announced by the central competent authority。

When an occupational accident occurs in a public institution, except for necessary first aid and rescue, the employer shall not move or destroy the site without the permission of the judicial authority or the labor inspection agency.

Duty：

EPHC：

1.Formulate occupational accident investigation and handling measures, promote and supervise their operation and implementation.

2.Investigation, processing and statistical analysis of workers' occupational accidents.

Accident unit：Assist in the investigation of occupational accidents and provide reports.

Office of Personnel, Office of General Affairs, Office of Accounting, Accident unit: Assist in matters such as insurance payment for workers in accidents, compensation for occupational accidents, or asking for leave。

Occupational Accident Investigation：

The person who discovered/handled the accident, the person involved or the supervisor of the accident unit should fill in the accident-related information (including person, event, time, place, and object) to the "Occupational Disaster Notification System" of the school's administrative portal.

The Environmental Safety and Health Center will handle the matter in accordance with Article 37 of the "Occupational Safety and Health Law" of the Ministry of Labor after learning about the reported accident.

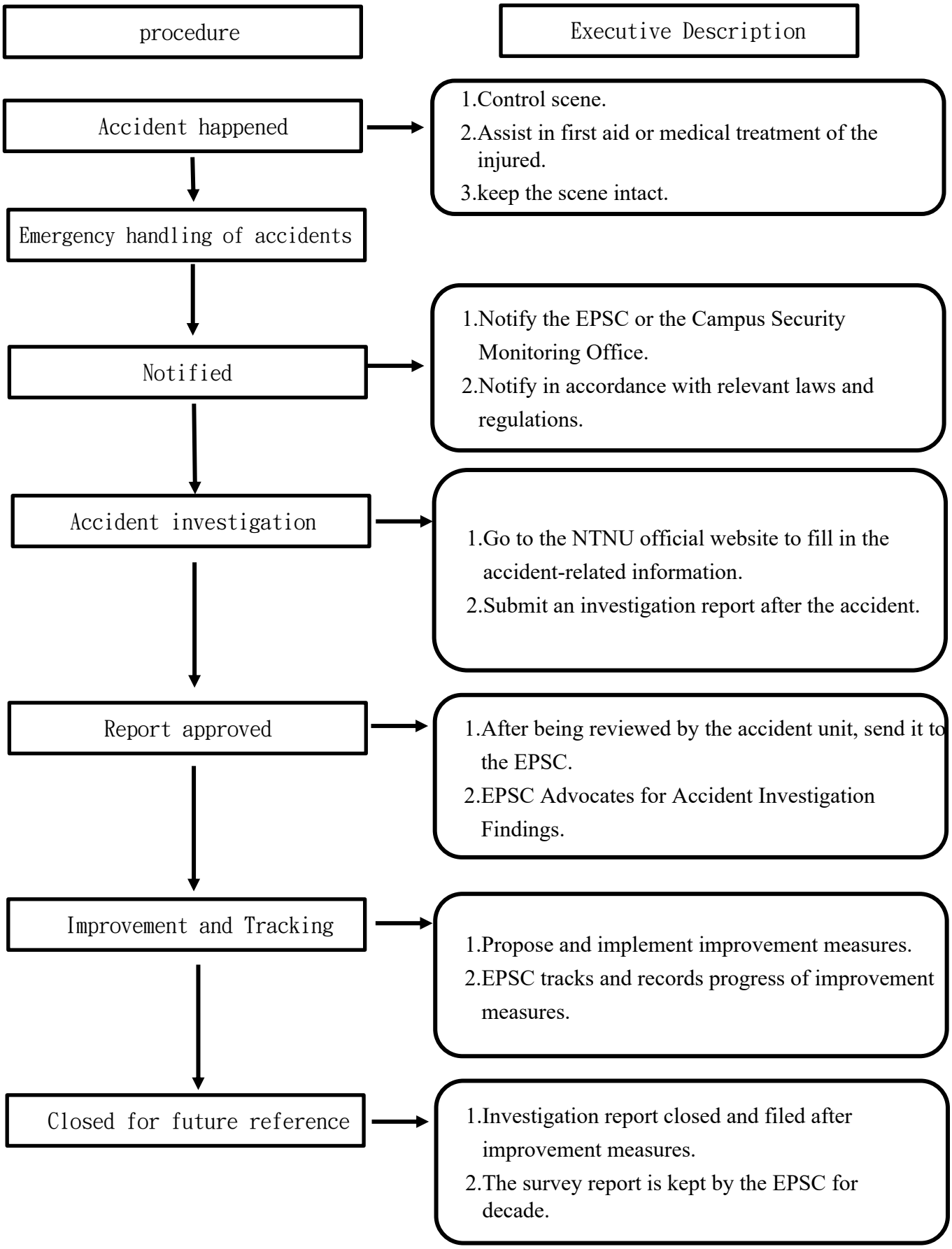
If it is an accident in the experimental (study) site, please propose and implement improvement measures. The Environmental Safety and Health Center will track the improvement situation and report to the "Environmental Protection and Safety and Health Committee" for publicity.

Notify the competent authority：

The Environmental Safety and Sanitation Center or the Campus Safety Monitoring Office shall notify the relevant authorities in accordance with laws and regulations.

Implementation and Amendment：

This plan will be implemented after being reviewed and approved by the "Environmental Protection,Safety and Health Committee" of the school, and the same will be done when it is revised.



Occupational Disaster Incident Story Investigation Flowchart