

# **NSYSU Regulations for Prevention and Protection against Faculty and Staff Ailments Induced by Exceptional Workload**

History of Amendment and Approval:

1st University Administration Council Meeting of 2017-academic year on 07-03-2018

2<sup>nd</sup> Joint Meeting of the Toxic Chemical Management and the Environmental Safety and Health Committee of 2018-academic year on 23-07-2019

7th University Administration Council Meeting of 2019-academic year on 27-11-2019

4th University Administration Council Meeting of 2021-academic year on 30-03-2021

Article 1 In order to enhance the physical and mental health of faculty and staff and to prevent employees from cerebrovascular or cardiovascular illness induced by exceptional workloads such as s working shifts, working at night, and long working hours, and to establish early detection and early treatment, the University hereby stipulates the NSYSU Regulation for Prevention and Protection against Faculty and Staff Illness Due to Abnormal Workload (hereinafter referred to as the Regulation) according to the regulations of the Occupational Safety and Health Act, the Regulations of the Labor Health Protection, and related laws.

Article 2 Scope of application: Employees of the University who work in shifts, work at nights, work long hours, or whose physical (health) examination report data indicate a 10-year cardiovascular disease risk greater than 20%, and who have other exceptional workloads should pay special attention to the prevention of diseases induced by exceptional workloads.

Article 3 The terminologies used in the Regulation are defined as follows:

1. Shift work: Refers to the work whose working hours are irregular and may affect sleep. For example, workers rotate between different shifts including morning shifts, evening shifts, or night shifts.
2. Night work: Work performed between 10 o'clock p.m. and 6 o'clock a.m. as stated by the Labor Standards Act.
3. Long hours: According to the Reference Guidelines for Identifying Occupation Triggered Cerebrovascular and Cardiovascular Diseases (except those Caused by Trauma), long work hours are defined by the amount of overtime work exceeding 40 hours per week. The evaluation of long work hours are highlight as follows:
  - (1) Over 100 hours of overtime work within one month.
  - (2) An average of 80 hours of overtime work per month during spans of two to six months.
  - (3) An average of 45 hours of overtime work per month during spans of one to six months.
4. Other exceptional workloads: Irregular work, work with frequent business trips, exceptional work environment (environment with abnormal temperature, noise, or time difference), and work accompanied by mental stress (Appendix 1) °

Article 4 Measures related to the Regulation are as follows:

1. Identifying and assessing high-risk groups
  - (1) Those who meet one of the following work types shall be notified by the responsible departments to fill in the "Workload Risk Assessment Form"

(Appendix 2) and submit it to the Counseling and Health Service Division of the Office of Student Affairs to conduct a health risk assessment.

- i. For employees whose average overtime hours in 6 months exceed 45 hours or the overtime hours in 1 month exceed 100 hours, the Office of Personnel Services will notify the supervisor of the department to pay attention to their workload, and inform the Counseling and Health Service Division of the Office of Student Affairs to notify the employees to conduct a health risk assessment.
- ii. For employees who work on shifts, work night hours, or have jobs with other exceptional workloads, the department supervisors shall inform the medical crew at the Counseling and Health Service Division of the Office of Student Affairs every month to notify the employees to conduct a health risk assessment.
- iii. Employees whose physical (health) examination report data indicate a 10-year cardiovascular disease risk greater than 20% will be regularly screened by the medical crew at the Counseling and Health Service Division of the Office of Student Affairs and notified to conduct health risk assessments.

2. Physician interview and guidance

(1) Objects of the interviews:

- i. High-risk groups as defined by the Workload Risk Assessment Form.
- ii. Employees aside from those specified in the above paragraph who are concerned about their own health and applied for interviews.

(2) During physician interviews, it is necessary to explain to the employees that the health conditions or other data of the employee are obtained due to the implementation of requirements from the Occupational Safety and Health Act. All regulations of the Personal Data Protection Act will be obeyed.

(3) In cases where the results of the physician interview and guidance (Appendix 3) suggest measures to adjust or shorten working hours and change the work content (Appendix 4), an explanation to the employee and for obtaining understanding and consent shall be conducted before discussing with the department supervisor and providing suggestions.

(4) Supervisors of departments shall take related measures proposed in the results of the physician interview and guidance and keep records.

3. Check, management, and health promotion

(1) Health services shall be conducted based on the Procedures for Prevention of Exceptional Workload for Faculty and Staff (Appendix 5).

(2) The relevant results of exceptional workload prevention are regularly reported to the Environmental Safety and Health Committee, and the report information is presented in an integrated and statistical manner.

(3) The risk assessment, interview guidance, and implementation of relevant measures adopted by the University in accordance with laws and regulations shall be recorded, and relevant documents and records shall be kept for at least three years.

Article 5 The regulations are stipulated in administrative meetings and implemented upon approval by the President. The same procedure applies in cases of amendments.