

Union Bank of Taiwan Occupational Safety and Health Management Regulations

1. Purpose

To ensure that all levels of supervisors at the Bank understand their responsibilities in implementing occupational safety and health operations, these regulations are formulated in accordance with Article 23 of the Occupational Safety and Health Act and Article 12 of the Occupational Safety and Health Management Rules.

2. Scope

These regulations apply to all employees of the Bank.

3. Responsibilities

3.1 General Manager

- 3.1.1 Ensure that all department heads and occupational safety and health supervisors comply with all relevant laws and regulations.
- 3.1.2 Review and verify the implementation and performance of occupational safety and health programs in branches.

3.2 Occupational Safety and Health Business Supervisors

- 3.2.1 Implement all occupational safety and health tasks within the Bank.
- 3.2.2 Supervise, plan, and promote safety and health operations within their department.
- 3.2.3 Ensure that the department completes safety and health-related tasks.
- 3.2.4 Conduct self-inspections and maintain equipment within the department.
- 3.2.5 Implement safety and health education and training.
- 3.2.6 Eliminate hazardous environmental factors within the department.
- 3.2.7 Approve and implement safety and health execution plans in line with the Bank's policies.
- 3.2.8 Handle other occupational safety and health matters.

3.3 Occupational Safety and Health Management Unit Supervisors

- 3.3.1 Develop occupational safety and health management plans and guide departments to implement them.
- 3.3.2 Plan and supervise occupational safety and health management in each unit.
- 3.3.3 Oversee the inspection and maintenance of safety and health facilities.
- 3.3.4 Direct and supervise personnel to perform patrols, periodic inspections, and environmental measurements.
- 3.3.5 Plan and implement safety and health education and training.
- 3.3.6 Supervise investigations, statistics, and reports on occupational incidents.
- 3.3.7 Provide recommendations and information to improve occupational safety and health.

3.3.8 Handle other occupational safety and health matters.

3.4 Department and Unit Supervisors

- 3.4.1 Execute the occupational safety and health tasks assigned by the employer.
- 3.4.2 Implement self-inspections and regular safety and health checks within their department.
- 3.4.3 Supervise and implement safety and health management measures.
- 3.4.4 Conduct regular and ad hoc safety and health patrols.
- 3.4.5 Ensure employees comply strictly with safety and health work rules.
- 3.4.6 Train employees on hazard prevention, use of safety equipment, and safe operating methods.
- 3.4.7 Propose suggestions for safety and health improvements.
- 3.4.8 Handle and investigate accidents and prepare reports.
- 3.4.9 Conduct periodic patrols to identify and rectify safety and health deficiencies.

3.5 Responsibilities of Business Supervisors

- 3.5.1 Responsible for handling all occupational safety and health matters within their jurisdiction.
- 3.5.2 Supervise subordinates to ensure compliance with occupational safety and health laws, regulations, and the Bank's safety and health policies.
- 3.5.3 Lead subordinates in conducting safety and health inspections, including routine checks of containers, tools, equipment, and periodic automated safety inspections.
- 3.5.4 Supervise subordinates in preventive maintenance of equipment and the cleaning and upkeep of tools and utensils.
- 3.5.5 Eliminate hazards within their jurisdiction or provide recommendations for improving safety and health.
- 3.5.6 Conduct work safety analysis, safety briefings, and safety training.
- 3.5.7 Supervise subordinates to regularly organize work environments and workplaces, ensuring cleanliness and hygiene.
- 3.5.8 Procure appropriate safety protective equipment when necessary and supervise subordinates to use them properly.
- 3.5.9 In the event of an accident, ensure a swift return to normal operations and provide first aid to the injured as needed, including arranging medical treatment.
- 3.5.10 Immediately report any accidents to supervisors and notify occupational safety and health management personnel.
- 3.5.11 Monitor subordinates' work conditions and correct any unsafe or unsanitary actions.
- 3.5.12 Pay close attention to subordinates' health conditions.
- 3.5.13 Ensure safety and health coordination before conducting joint operations with other departments.
- 3.5.14 Perform other tasks related to occupational safety and health.

4. Management Content

4.1 Occupational Safety and Health Management Items:

4.1.1 Occupational safety supervisors shall develop an annual safety and health management plan based on last year's incident statistics, training effectiveness, and risk assessments.

4.1.2 Headquarters department and business unit supervisors shall implement the occupational safety and health management plan and improvement objectives according to the established schedule, with progress monitored by the unit's occupational safety and health business supervisor.

4.2 Execution of Occupational Safety and Health Management

4.2.1 The headquarters' occupational safety and health business supervisor shall collaborate with labor representatives and the headquarters' occupational safety and health management execution unit/personnel to formulate safety and health work guidelines, and instruct workers to comply with and implement them.

4.2.2 Headquarters departments and business unit supervisors shall provide safety incentives to subordinates to encourage their potential for safe operations.

4.3 Regular Inspections, Operational Checks, and Other Supervisory Matters

4.3.1 The headquarters' occupational safety and health management execution unit and the occupational safety and health business supervisor shall formulate self-inspection methods, plans, and forms for automated inspections.

4.3.2 Each unit shall carry out automated inspections in accordance with the self-inspection methods, plans, and forms.

4.4 Regular and Irregular Safety Patrols

Department supervisors shall conduct regular and irregular safety and health patrols. Any deficiencies identified that do not meet safety and health standards shall be corrected immediately.

4.5 Improving Work Methods

Department supervisors shall observe the safety of operational procedures and equipment usage. They shall review and improve work processes, with special emphasis on ergonomics, to ensure a safe and comfortable work environment for employees.

4.6 Health Management

4.6.1 Health check items and frequency shall comply with the provisions of the *Labor Health Protection Rules*.

4.6.2 The costs of health checks shall be borne by the employer.

4.6.3 Records of general and special health (physical) examinations shall be retained in accordance with the *Labor Health Protection Rules*. All health check information shall remain confidential, except when required for medical purposes, job suitability arrangements, or as stipulated by other laws.

4.6.4 For abnormal health check results, health guidance shall be provided. Employees shall be referred for follow-up checks and appropriate corrective measures, with subsequent tracking.

4.6.5 Results of health checks and corrective measures shall be recorded, archived, and statistically analyzed. When necessary, relevant personnel shall be informed to maintain the health and safety of affected employees, and health promotion activities shall be carried out based on the results.

4.7 Infectious Disease Prevention Measures

4.7.1 Prevention Purpose: To prevent discomfort or group infections caused by infectious diseases such as influenza in enclosed office environments, the Bank shall strengthen workplace control of statutory infectious diseases to safeguard employee health and work rights.

4.7.2 Prevention Targets: Infectious diseases announced by the Centers for Disease Control (CDC), including influenza, SARS, dengue fever, tuberculosis, and other statutory infectious diseases.

4.7.3 Preventive Measures:

- Preparatory Actions: Strengthen education on infection prevention and emergency responses through internal websites, emails, or morning meetings during routine operations.
- During Outbreaks: Unit supervisors, occupational safety and health supervisors, or first-aid personnel shall immediately:
 1. Notify the Bank's medical personnel.
 2. Advise employees to seek medical attention and rest at home.
 3. Strengthen environmental disinfection to block transmission pathways.

4.7.4 Notification Procedures: If employees in any unit are diagnosed (or suspected) with infectious diseases, please immediately notify the Bank's nursing hotline: 02-25145367 or 07-9720339. After investigation by the Bank's nursing personnel, the case will be referred to medical institutions for examination and categorized for appropriate treatment. If necessary, the case will be handled in collaboration with health authorities. Employees shall provide a diagnosis certificate for record-keeping.

4.7.5 Follow-Up and Management: The unit's occupational safety and health supervisor, in collaboration with nursing personnel, shall prepare reports, conduct investigations, evaluations, statistical analysis, privacy protection, and documentation of infection incidents.

5. Reference Documents

Occupational Safety and Health Act and related regulations.

6. Supplementary Provisions

6.1 If a supervisor cannot fulfill their duties, an appropriate person shall be designated to act as a proxy and assume related responsibilities.

6.2 Matters not covered in these regulations shall comply with applicable laws and the Bank's safety and health policies.

6.3 These regulations take effect after approval in the Labor-Management Meeting and subsequent announcement.