

## Safety Office

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TAKAYAMA, Takashi	Technical Associate
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ONITAKE, Naoko	Secretary
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The Safety Office was established in April 2004. The mission of the Office is to play a principal role in the institute to secure the safety and health of the staffs by achieving a comfortable workplace environment, and improvement of the working conditions. In concrete terms, it carries out planning, work instructions, fact-findings, and other services for safety and health in the institute. The Office is comprised of the following staffs: The Director of the Office, Safety-and-Health Administrators, Safety Office Personnel, Operational Chiefs and other staff members appointed by the Director General.

The Safety-and-Health Administrators patrol the labo-

ratories in the institute once every week, and check whether the laboratory condition is kept sufficiently safe and comfortable to conduct researches. The Office also edits the safety manuals and gives safety training courses, for Japanese and foreign researchers.

A management system for chemical substances (mainly for commercial chemicals) was launched in May 2014 and has been steered by the Office. This office acknowledged a task force chaired by Prof. Yamamoto, which has drawn the specifications of the system up.