



Taiwan External Trade Development Council (TAITRA)

Rules Governing Decoration of the Event Venue by the Contractor before Work Begins

Purpose: These rules are drawn up in accordance with Articles 17 and 18 of the Labor Safety and Health Act for hazard prevention and to safeguard labor safety and health. Matters not dealt with herein are subject to relevant regulations. These rules apply to employees of the contractor working on TAITRA premises and persons approved by TAITRA to enter these premises. During the work period, in addition to abiding by contract provisions, workers must abide by labor safety and health regulations and TAITRA's rules governing labor safety and health.

Chapter I: Regulations

1. Article 17: TAITRA should inform lessee of the event venue of its work environment, potential hazards, as well as these rules and steps it must take to conform to safety and health rules. Contractor of lessee of the event venue should inform its subcontractors of the above.
2. Article 18: If employees of lessee of the venue, its contractor and subcontractors work alongside each other, they should take the following hazard prevention measures:
 1. A coordination office should be set up with a person in charge of the work site appointed to direct and coordinate work at the work site.
 2. Communication and adjustment of work
 3. Inspection of the work site
 4. Instruction and assistance in the training in safety and health between contractors
 5. Other necessary hazard prevention measures

If lessee of the venue contracts work to two or more contractors without participating in the work, the lessee must appoint one of the contractors to assume responsibility for the other contractors.

Chapter II: General Provisions

1. The contractor should abide by related labor regulations and TAITRA's rules governing safety and health.
2. Subcontractors have the same responsibilities and obligations as the contractor and shall abide by these rules.
3. Before work begins, the contractor shall take necessary precautions against potential hazards at the work site, and conform to firefighting, safety and health rules.
4. The contractor's employees must be 18 years old or older, and are covered by labor or accident insurance.
5. The contractor should provide employees working at the work site with necessary safety and health training, with records kept for inspection.
6. Before work begins, contractors working alongside each other shall form a safety and health

coordination team and abide by agreements reached and decisions made.

7. Contractor and its subcontractors shall form a safety and health agreement team and act as the person in charge of the work site.
8. Before work begins, the contractor shall draw up an accident prevention plan and prepare a self-management checklist, and take precautions against possible accidents.
9. The occupational hazard prevention plan, self-management checklist, agreements, minutes, and emergency handling plan shall be prepared and kept for inspection upon request.
10. Contractor shall be responsible for work accidents, losses and violation of regulations arising from insufficient occupational accident prevention measures, negligence and lack of training.
11. Before work begins, the contractor shall fill out a form indicating the time frame of the work and begin working after obtaining TAITRA's approval.
12. Before carrying out hazardous operations such as working in enclosed spaces, at high elevations, on scaffolds, using open flame at work, working on live electricity, etc, the contractor shall fill out an application and begin working after obtaining TAITRA's approval.
13. If the contractor's operating facilities or methods are deemed hazardous to personnel safety, TAITRA may order the contractor to stop working until the hazards are eliminated.
14. Depending on the nature of an operation, workers should wear necessary personal safety and health protective gear.
15. Dangerous machinery and equipment must be operated by licensed personnel.
16. Contractor shall provide its employees with training in safety and health and carry out accident prevention drills.
17. Contractor must clean up after work and dispose of waste produced.

Chapter III: Matters Needing Attention during Work

1. Work clothes, safety helmets and work shoes should be worn at the work site. Working without wearing a shirt and wearing sandals are strictly prohibited.
2. Warning signs shall be put up round the work site.
3. Combustibles must be marked and stored separately.
4. Personnel are not allowed to use forklifts or cranes to lift and move machines and tools.
5. Using a forklift as a work platform is strictly forbidden.
6. Hazardous gases and oils must be classified and properly managed.
7. Each day before work begins, protective gear must be inspected and machines and tools checked.
8. No personnel are allowed in an area where an operation that lifts and moves heavy objects is taking place.
9. TAITRA's power supply and machines are not to be switched on without permission.
10. Machinery and equipment must be regularly checked and maintained.
11. Protective gear must be properly used and checked.
12. Electric appliances shall be plugged into designated switch boxes. Use of appliances with

broken insulation is strictly forbidden.

13. Smoking in the work area is strictly forbidden. No drinking is permitted during work hours.

Chapter IV: Other Matters Needing Attention

Rules for the Safety of Working at High Elevations

1. Platforms or scaffolds shall be used for operations at a height of 2m or more.
2. Guard rails shall be put up in high-elevation operations. The strength of ladders and scaffolds must meet national safety standards.
3. The health of persons hired for high-elevation operations should be checked before they are recruited. Persons whose health does not meet the criteria for working at high elevations as set forth in relevant regulations must not be allowed to work at high elevations.
4. Warning signs and fences shall be put up around the area of a high-elevation operation to warn and keep unauthorized personnel from entering.
5. Protective insulation or shields and warning signs shall be put up round high-elevation operations near an overhead circuit to prevent electric shock.
6. Scaffolds shall be set up in accordance with relevant regulations.
7. Guard rails of adequate strength shall be put up with warning signs posted at openings from which personnel might fall.
8. The lengths of safety belts and ropes should take into account the height of the work site and adjusted to adequate lengths. Safety ropes should be firmly fastened to a solid structure higher than the worker's waist. Additional ropes may be made available for the worker to fasten their safety belts to.
9. Each day before work begins, all safety precautions and self-examination procedures must be thoroughly checked.
10. Scaffolds must be examined and approved by licensed personnel before they are used.

Rules for the Prevention of Electric Shock

11. Do not touch the inside of a circuit unless you are certain the power has been cut.
12. Always use a detector to check for electricity in a circuit.
13. Do not use electric wires or other metal wires to replace fuses.
14. Do not hang objects over electric cords.
15. Do not plug too many appliances into an extension cord to prevent overload.
16. Do not use electric appliances and cords with broken insulation.
17. Put out electrical fires with powder fire extinguishers.
18. Use anti-flame protection when welding at high elevations.
19. Welders must be equipped with an anti-electric shock device.
20. Electric cords lying on the ground must be protected with insulation trunkings to avoid electric shock.

Rules for Fall Prevention

21. Persons working at a site 2m or more above the ground should stop working when there are strong winds and/or heavy rains and the weather conditions are such that personnel are running a risk of falling.
22. A facility should be in place to allow workers to safely ascend to/descend from a work site with a height difference of 1.5m or more.
23. Mobile ladders should have a sturdy structure without obvious damage or corrosion.
24. Necessary precautions should be in place to avoid skidding and similar dangers.
25. Stepladders should not stand on one side alone.

Rules for Hazard Prevention in Enclosed Work Spaces

26. Unauthorized personnel shall be prohibited from entering enclosed work spaces. Signs must be clearly visible at the entrance that prohibit people from entering.
27. If there is a likelihood that persons working in an enclosed space may experience a lack of oxygen or be poisoned by hazardous gases, the concentrations of oxygen and the hazardous gases must be continually checked.
28. Qualified personnel shall be appointed to inspect the work site to ensure ventilation.
29. Instruments (portable gas monitors) shall be available to measure the concentration of oxygen and hazardous gases such as hydrogen sulfide.

30. The protective and rescue equipment needed and the method needed to use it.

Rules for the Safe Operation of High-Elevation Work Vehicles and Cranes

31. If there are persons working under the extension arm of a high-elevation work vehicle or crane, safety pillars or blocks shall be used to avoid casualties in the event the extension arm drops by accident.
32. Only licensed personnel are permitted to operate high-elevation work vehicles and cranes.
33. Only cranes with all the required documentation are allowed on the premises.
34. High-elevation work vehicles and cranes must not be used to carry out operations that exceed their capacity.
35. To prevent high-elevation work vehicles and cranes from tipping or turning over and causing injury, their extendable props must be fully extended. Precautions must be taken to prevent the ground from becoming uneven, sinking or collapsing.

Rules for the Handling of Hazardous Materials

36. Workers must be trained to recognize and properly handle hazardous materials.
37. No hazardous materials exceeding statutory quantities may be stored.
38. Measures shall be taken to prevent hazardous materials from catching fire as a result of earthquake or collision.

39. Efforts shall be made to reduce the extent of damage caused by accidents.
40. Fire extinguishers and countermeasures should take into account the nature of hazardous materials.

Chapter V: Notification of Accidents

1. In the event of an accident, lessee of the event venue shall immediately verbally notify the contractor's supervisor, the person in charge of the work site or TAITRA's personnel in charge.
2. The contractor's supervisor or the person in charge of the work site shall immediately notify the first-aid unit and send the wounded to a nearby hospital. Work must be halted with all personnel evacuated to a safe place until the danger is eliminated. Work will resume only after obtaining approval from the Labor Standards Inspection Office (LSIO) and TAITRA.
3. After the accident is dealt with, lessee of the event venue should work with TAITRA to prepare a report on the cause, property damage and injuries to workers.
4. In the event of a major accident, after taking necessary actions, the scene of the accident must be left intact to facilitate assessment and inspection made by the judiciary and the labor inspection office.
5. In the event of a major statutory accident (one person dead or three or more are injured), department head of the venue where the accident takes place must notify TAITRA's labor safety and health office, whose head will instruct someone to submit a report to the local LSIO within 24 hours.
6. After an accident occurs, lessee of the event venue shall report the accident and countermeasures at an engineering coordination meeting.
7. After an accident occurs, lessee of the event venue or its contractor shall use the incident as an example to provide employees with training to prevent similar incidents from reoccurring.

Chapter VI: Training

1. Lessee of the event venue or its contractor shall provide employees with necessary training in occupational safety and health.
2. Workers are obligated to receive training in occupational safety and health.
3. Workers without a particular employer shall attend training sessions provided by organizations approved by the Council of Labor Affairs.
4. Persons carrying out special or highly risky operations must receive training in occupational safety and health adequate for their specific jobs.

Chapter VII: Supplementary Provisions

1. These rules are drawn up by the Labor Safety and Health Management Team. They are hereby announced for all TAITRA units to abide by.

December 25, 2008