

# **JISHA OCCUPATIONAL SAFETY AND HEALTH PROGRAM – 2006**

## **1.0 OBJECTIVES**

The objectives of the Japan International Center for Occupational Safety and Health's (JICOSH) OSH seminars are to acquire practical knowledge and skills to prevent occupational accidents/diseases as well as to improve occupational safety and health management in private sectors through lectures, field visits, discussions and the exchange of experiences and information amongst participants.

## **2.0 PARTICIPANTS**

Participants include any personnel working for a private company and/or an OSH organisation as managers, supervisors, training officers and/or experts in the OSH field. Around 10 participants from Asia-Pacific countries will be invited to each course.

## **3.0 QUALIFICATIONS**

Participants should:

- a. Be working for an OSH organisation (non government) as an OSH (future) lecturer.
- b. Be nominated by the OSH organisation designated by JISHA.
- c. Be a University or College graduate, and/or have equivalent academic background.
- d. Have more than three years of occupational experience in the OSH area relevant to the seminar subject.
- e. Be in good health, both physically and mentally, to go through the seminar (age under 60).

## **4.0 NOMINATION**

Nomination should be submitted with prescribed nomination forms by each of the indicated deadline. Nomination without the submission of all required personal data will be deemed invalid. Nomination will be carefully considered and only appropriate nominees will be selected as trainees by JICOSH.

## **5.0 RESOURCE PERSONS**

Lectures will be given by managers/senior technical staffs of JISHA, experts from relevant OSH organizations, and lecturers with specialized knowledge and experience.

## **6.0 ASSIGNMENT / REPORT**

An assignment of collecting OSH information may be necessary for all participants. All JICOSH trainees are required to complete three types of reports during and after the seminar. These reports are correlated to each other so that participants and JICOSH can evaluate the effectiveness of the training program.

### **No.1 “BASIC RESEARCH on OSH PROBLEMS at WORKPLACE”**

This report requires trainees to identify problems at their workplace. It also gives trainees incentives to tackle identified problems before proceeding with the JICOSH seminar. This should

be submitted on the first day of the seminar. Trainees will make a short presentation based on this report on the first day

## No.2 “PLANNING REPORT”

Trainees are required to make a presentation based on this report in the class on the final day of the seminar. In this report, trainees will create OSH action plans to tackle the problems stated in report No. 1 (Basic Research on OSH problems at workplace) using the knowledge acquired throughout the course. Trainees will be given 10 minutes for the presentation.

## No.3 “ACTION REPORT”

This report is used for the evaluation of report No.2 (Planning Report). It also serves as a confirmation that trainees have really gained effective knowledge through JICOSH training and have applied it successfully in their workplace. This report should be emailed to JICOSH ([jicoshco@jisha.or.jp](mailto:jicoshco@jisha.or.jp)) as well as the National Safety Council of Singapore ([safety@nscs.org.sg](mailto:safety@nscs.org.sg)) titled as “JICOSH Report” with their own format three months after trainees return to their country.

## 7.0 AIRFARE / ACCOMODATION

Payment for international travel expenses and accommodation will be decided based on JISHA’s policy (see following table). In cases where JICOSH supports the trainee’s airfare, flight tickets will be arranged and forwarded to the respective participants through a designated travel agent by JISHA.

Types of Enterprises		Airfare	Accommodation	Others
SME: Small and Medium Enterprise (less than 300 employees)	Countries except the following categorised countries	JICOSH	JICOSH	JICOSH
	Singapore, Hong Kong, Macao, South Korea and Taiwan	Participant	JICOSH	JICOSH
Large Enterprise (more than 300 employees), Occupational Safety and Health Associations Research / Education Institutes, and consultants	Countries except the following categorised countries	Participant	JICOSH	JICOSH
	Singapore, Hong Kong, Macao, South Korea and Taiwan	Participant	Participant	JICOSH
Japanese Companies	Countries except the following categorised countries	JICOSH	JICOSH	JICOSH
	Singapore, Hong Kong, Macao, South Korea and Taiwan	Participant	JICOSH	JICOSH

## **8.0 ACCOMMODATION**

A single room will be reserved for each participant at the following hotel throughout the duration of the seminar, i.e. from the night before the first day through the last night of the seminar. Trainees who pay for accommodation themselves (\*Large Enterprises: more than 300 employees) are requested to pay approximately 10,000 Yen per night directly at hotel's reception.

**Sunshine City Prince Hotel**  
**3-1-5 Higashi-Ikebukuro, Toshima-ku, Tokyo 170-8440**  
**Tel: +81-3-3988-1111 Fax: +81-3-3988-7878**

## **9.0 ALLOWANCES AND EXPENSES**

JISHA provides the following allowances and expenses to all the trainees based on JISHA's rules and regulations apart from airfare and accommodation. They are:

- a. Travel expenses for local transportation.
- b. Outfit allowance ¥ 10,000.
- c. Living allowance ¥ 3,800 per day.
- d. Traveller's insurance (in-kind).

## **10. INSURANCE**

Participants are covered by tourist insurance during their stay in Japan. However, medical expenses related to pre-existing illness (including prescription of drugs), pregnancy and dental treatment are not covered.

## **11. PASSPORT, VISAS AND HEALTH DOCUMENTS**

Participants are required to hold a valid passport and the necessary visa for the duration of the seminar. The cost of passport, airport tax, visas, vaccination or inoculation, health documents and accommodation/travel out of Japan will not be met by JISHA.

## **12. ARRIVAL**

Upon arrival at airport and after completing immigration and customs clearance procedures, participants are advised to buy about 10,000 Japanese Yen at the money exchange for their local transportation and food. Bus fares from Narita or Haneda airport to the designated hotel in Tokyo is approximately ¥3,000. The bus fare will be reimbursed by JICOSH.

## **13. TRAINING VENUE**

The seminar will be conducted mainly at JICOSH while study tours might be organized outside Tokyo during the seminar.

**JICOSH (Japan International Center for Occupational Safety & Health)**  
**1-4-6 Umezono, Kiyose-shi, Tokyo 204-0024**

## **14. JISHA CERTIFICATE**

Participants will be awarded with a certificate from JISHA.

# JISHA Occupational Safety and Health Seminar

## **NOMINATION FORM**

(Typed in Preferable)

Course Name: \_\_\_\_\_

Schedule: \_\_\_\_\_

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### 1. Personal Information of Nominee: (In the same way as it appears in the passport.)

Last Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

First Name: \_\_\_\_\_

1 Passport Size  
Colour Photo

Sex: ( ) Male ( ) Female Nationality: \_\_\_\_\_

Date of Birth (date/month/year): \_\_\_\_\_ Age: \_\_\_\_\_

Home address (full): \_\_\_\_\_  
\_\_\_\_\_

Home tel. (full): \_\_\_\_\_ Private Email: \_\_\_\_\_

Home fax (full): \_\_\_\_\_ Passport No.: \_\_\_\_\_

Issuing Date (date/month/year): \_\_\_\_\_ Place of Issue: \_\_\_\_\_

Expiry Date (date/month/year): \_\_\_\_\_

**2. Occupation of Nominee:** \_\_\_\_\_

**Company/Organization Name:** \_\_\_\_\_

Size/ Type of the Company / Organization (Tick one of the following boxes.)

Company (Less than 300 employees)  
(※In this case, participants themselves pay only airfare)

Company (More than 300 employees)  
(※In this case participants themselves pay hotel accommodation as well as airfare)

OSH Association / Education Institute / Research Institute  
(※In this case participants themselves pay hotel accommodation as well as airfare)

Japanese affiliated enterprises  
(※In this case, participants themselves pay only airfare)

Outline of Business:

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Present Position (Title) / Department:

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Main responsibility at present position (use separate sheet, if necessary):

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How long have you been engaged in OSH fields? \_\_\_\_\_ Years.

Do you work as an OSH trainer/ instructor in any OSH organizations or companies etc? (Yes./ No.)

Organization/Company address:

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Tel (full): \_\_\_\_\_ Fax (full): \_\_\_\_\_ E-mail: \_\_\_\_\_

**3. Academic Background and Professional Attainments (secondary & above):**

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**4. Person to Notify in Case of Emergency:**

Name: \_\_\_\_\_ Relations: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Country: \_\_\_\_\_ E-mail: \_\_\_\_\_

**5. Signature of nominee:**

I declare that the above information is accurate to my best knowledge.

**Signature and Full Name of Nominee:** \_\_\_\_\_

**6. Endorsement by nominating company:**

I certify that Mr./Ms. \_\_\_\_\_ has been nominated for the course  
(Name of the nominee)  
of \_\_\_\_\_ and that he/she accepts the conditions  
(Name of the course)  
governing participation. Date \_\_\_\_\_

Signature of signer: \_\_\_\_\_

Name of signer (please print): \_\_\_\_\_

Title of signer: \_\_\_\_\_

Name of organization: \_\_\_\_\_

**Please return the nomination form after completion by email or fax (6223 7568) as attachment  
to  
National Safety Council of Singapore  
Email: [safety@nscs.org.sg](mailto:safety@nscs.org.sg)**