

Registration of Hazardous Work System Entry Manual

Created March 17, 2014 by Kyoto Industrial Health Association, Information Technology
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Summary

This is a manual for the “Registration of Hazardous Work”.

It explains how to register information on the Registration of Hazardous Work system.

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1. Check the Explanation Email

You will receive a URL, User ID, Password, and Registration period from the System Administrator. Within the registration period, access the URL and begin your registration.

[Example of the content of an email]

Subject: 有害教務従事状況登録システム ご案内・ Hazardous Work Registration
Explanation

Contents:

Dear Kenko Taro,

Registration of Hazardous Work

Website URL: <https://www.kyotokojohokenkai.or.jp/system/kyotokinfor/>

Login ID: 98765542310

Password: qwertyui

Registration Period: 2007/07/01 ~ 2008/07/10

2. Registration of Hazardous Work WEB Login

When you access the URL, the login screen will appear.

Enter the user ID and password from the email, and then press the login button.

Be careful entering the password, it is case sensitive.

The screenshot shows a login form titled "Login" with a blue header. Below the header, it says "Please click the login button after filling in the User ID and password." The form includes a "Display language" section with radio buttons for "日本語" and "English", where "English" is selected. There are two input fields: "UserID" and "Password", both highlighted with red boxes. A "Login" button is located below the password field. At the bottom of the form, it states "This website is using SSL encryption for privacy protection." To the right of the form, there are four callout boxes with arrows pointing to specific elements: the first points to the language selection, the second to the UserID field, the third to the Password field, and the fourth to the Login button.

Choose Display Language
日本語 or English

Enter User ID

Enter password.
Password is sensitive to
upper/lower case and half-/full-
width characters.

After entering the data, click the
【ログイン】 login button.

[Login Screen with English Display Selected]

* Those who have already registered their Hazardous Work will skip to the “Registered Information Confirmation Screen”. See page 13 [“7. Registered Information Confirmation”](#).

3. Basic Information Entry

Questions related to basic information.

Please select your work location (“Company”) and affiliated department (“Section”).

The screenshot shows a web form titled "Registration of hazardous work" with a breadcrumb trail: "Basic information > Hazardous work > Type of work > duration and others > Confirm > Finish". The page instructs the user to "Please input your section. Then click 'Next'".

Two dropdown menus are visible:

- Company:** A dropdown menu with a red border containing the following options: UJI, YOSHIDA, KUMATORI, KATSURA, INUYAMA, OTSU, HOSPITAL. A red box highlights this menu, and an arrow points to it from the callout: "Select your work location ('company')".
- Section:** A dropdown menu with a red border containing various departments. "The Health and Medical Services" is highlighted in blue. A red box highlights this menu, and an arrow points to it from the callout: "Click here to refine your search to this location." Below the list is a small red button labeled "絞り込み表示".

Below the dropdowns is a "Next" button. An arrow points to it from the callout: "After selection, click ('Next')".

4. "Hazardous Work" Selection

Questions involving the type of hazardous work.

Check "USE" for each substance you handle. (Multiple selections possible.)

After selection, click the "Next" button at the bottom right of the page.

Registration of hazardous work

Basic information > **Hazardous work** > Type of work > duration and others > Confirm > Finish

Sort for the material(s) you use.
check 'USE' (you may check more than one item).
click 'Next' when you finished.

Category
 ALL Organic solvent Radiation Dust Specified chemical substance Asbestos Lead
 Tetra-alkyl lead Laser Vibration instruments Trigger-equipped instruments Midnight
work Others

the first letter (of a word)
 ALL A B C D E F G H I L M N O P R S T V
 X

USE	first letter	Category	GROUP	Code	Name	CAS
<input checked="" type="checkbox"/>	B	Specified chemical substance		T311	Butadiene	106-99-0
<input checked="" type="checkbox"/>	T	Specified chemical substance	有機E群	S235	1,1,1-Trichloroethane	71-55-6
<input checked="" type="checkbox"/>	T	Organic solvent	有機C群	S120	1,1,2,2-Tetrachloroethane	79-04-5
<input type="checkbox"/>	D	Specified chemical substance	有機C群	S127	1,2-Dichloroethane	107-06-2
<input type="checkbox"/>	D	Organic solvent	有機C群	S128	1,2-Dichloroethylene	540-59-0

Substance Search Bar:
You can search via category or by the first letter of the name of the substance.

Check the substances you use.

5. "Type of Work" Selection

Questions related to the type of work you do. (Or rather, the type of work environment you are "exposed" to.)

Please check "applicable" for all types of work or environments you are exposed to.

(Multiple selection possible.)

Materials selected on the previous page will automatically check the relevant fields on this page.

Please enter the days and hours of exposure time into items with entry boxes. (Required.)

After entering your information, click "Next" at the bottom-right of the screen.

Round up your exposure times. (Even if it is just a few minutes, please round up to one hour.)

The screenshot shows a web form titled "Registration of hazardous work" with a breadcrumb trail: "Basic information > Hazardous work > Type of work > duration and others > Confirm > Finish". The form asks to "Identify your hazardous work (you may choose more than one) when applicable. Give the duration of work also. Click 'Next' when you finish." It contains a table of work types with checkboxes for "applicable" and input boxes for "Days per year" and "Hours per day".

applicable			Days per year	Hours per day
<input checked="" type="checkbox"/>		VDT work	300	6
<input type="checkbox"/>	(hot environment)	Work in hot environment		
<input type="checkbox"/>	(cold environment)	Work in cold environment		
<input type="checkbox"/>	(radiation)	Work with radiation		
<input type="checkbox"/>	(dust)	Work with dust of soil or animal hair		
<input checked="" type="checkbox"/>	(high or low pressure)	Work with high or low pressure	50	2

Annotations on the form:

- A box on the left side of the table contains the text "Check all that are applicable." with an arrow pointing to the "applicable" checkboxes.
- A box on the right side of the form is titled "Exposure Time" and contains the text: "Enter actual days used and the average time used. Always round-up usage time. (Even a few minutes should be rounded up to one hour.)" with an arrow pointing to the "Days per year" and "Hours per day" input boxes.

6. “Duration and Others” Entry

Questions related to other details of the hazardous work.

Protective measures, safety equipment, duration of substance usage and hazardous work exposure, etc. The items displayed on this screen differ depending on the items selected on the “Hazardous Work” screen. Thus, **all fields are required**.

After entry is finished, select the “Next” button at the bottom-right of the screen.

6-1. Protective measures

Please select the protective measures and protective equipment you use.

Multiple selection can be made for protective equipment.

The screenshot shows a web interface for 'Registration of hazardous work'. The breadcrumb trail is 'Basic information > Hazardous work > Type of work > duration and others > Confirm'. The page title is 'Registration of hazardous work' with language options for Japanese and English. The main heading is 'Protective measures' with the question 'What are the measures taken in your work place to protect you from exposures to hazardous materials?'. There are four radio button options: 'None' (selected), 'Enclosure', 'Local exhaust (Draft chamber)', and 'General ventilation (Fan)'. Below this is the question 'What is the protective equipment you use?' with four checkbox options: 'Dust mask (direct,separate)', 'Gas mask (direct-small,direct,separate)', 'Dust mask with electric fan', and 'Self-supply mask (oxygen respirator,air respirator)'.

6-2. Other

If a selected item from the “hazardous work” screen was categorized as “other”, you must enter the usage time. **Always round-up usage time. (Even a few minutes must be rounded up to one hour.)**

Others					
Actual duration of use					
Code	Name	Actual duration of use			
2	HFRS(Hemorrhagic fever with renal syndrome)	Days per year	9	Hours per day	6
3	HB(hepatitis B) virus	Days per year	7	Hours per day	5

6-3. Organic Solvents

If a selected item from the “hazardous work” screen was categorized as “organic solvents”, you must enter the usage time. **Always round-up usage time. (Even a few minutes must be rounded up to one hour.)**

Duration of work with organic solvents	
Actual duration of use	
Days per year	<input type="text" value="1"/>
Hours per day	<input type="text" value="2"/>

6-4. Radiation

If a selected item from the “hazardous work” screen was categorized as “radiation”, you must enter the usage time, exposure history, use of a film badge, and dose. **Always round-up usage time. (Even a few minutes must be rounded up to one hour.)**

Radiation	
Work Duration	
Days per year	<input type="text" value="1"/>
Hours per day	<input type="text" value="2"/>
Exposure	
Exposure	<input type="radio"/> Yes <input checked="" type="radio"/> No
Use of a film or glass badge	<input checked="" type="radio"/> Yes <input type="radio"/> No
Observation on the badge	<input type="radio"/> Yes <input checked="" type="radio"/> No
Effective dose	<input type="text" value="100"/> msv
Equivalent dose (lens)	<input type="text" value="101"/> msv
Equivalent dose (skin)	<input type="text" value="102"/> msv

6-5. Dust

If a selected item from the “hazardous work” screen was categorized as “dust”, you must enter the work duration, your zip code and address. **Always round-up usage time. (Even a few minutes must be rounded up to one hour.)**

Duration of dust work	
Work Duration	
Days per year	<input type="text" value="4"/>
Hours per day	<input type="text" value="5"/>
Give new home address, if there is a change since the previous examination.	
Postal code	<input type="text" value="999-9999"/>
Address	<input type="text" value="Your address here."/>

6-6. Specified Chemical Substances

If a selected item from the “hazardous work” screen was categorized as “specified chemical substance”, you must enter the duration of use.

Enter usage time for **every** substance. *Always round-up usage time. (Even a few minutes must be rounded up to one hour.)*

Duration of work with specified chemical substances			
Actual duration of use			
Code	Name	Actual duration of use	
T003	4-Aminodiphenyl	Days per year <input type="text" value="1"/>	Hours per day <input type="text" value="1"/>
T230	Benzene	Days per year <input type="text" value="1"/>	Hours per day <input type="text" value="1"/>
T311	Butadiene	Days per year <input type="text" value="1"/>	Hours per day <input type="text" value="1"/>
S235	1,1,1-Trichloroethane	Days per year <input type="text" value="1"/>	Hours per day <input type="text" value="1"/>

6-7. Asbestos

If a selected item from the “hazardous work” screen was categorized as “asbestos”, you must enter the duration of work with asbestos. *Always round-up usage time. (Even a few minutes must be rounded up to one hour.)*

Duration of work with asbestos	
Work Duration	
Days per year <input type="text" value="1"/>	Hours per day <input type="text" value="2"/>

6-8. Lead

If a selected item from the “hazardous work” screen was categorized as “lead”, you must enter the duration of work with lead. *Always round-up usage time. (Even a few minutes must be rounded up to one hour.)*

Duration of work with lead	
Work Duration	
Days per year <input type="text" value="3"/>	Hours per day <input type="text" value="4"/>

6-9. Tetra-Alkyl Lead

If a selected item from the “hazardous work” screen was categorized as “tetra-alkyl lead”, you must enter the duration of work with tetra-alkyl lead. **Always round-up usage time. (Even a few minutes must be rounded up to one hour.)**

Duration of work with tetra-alkyl lead	
Work Duration	
Days per year	<input type="text" value="5"/>
Hours per day	<input type="text" value="6"/>

6-10. Laser

If a selected item from the “hazardous work” screen was categorized as “laser”, you must enter the duration of work with the laser. **Always round-up usage time. (Even a few minutes must be rounded up to one hour.)**

Duration of work with laser	
Work Duration	
Days per year	<input type="text" value="7"/>
Hours per day	<input type="text" value="8"/>

6-11. Vibration

If a selected item from the “hazardous work” screen was categorized as “vibration”, you must enter the duration of work with vibration. **Always round-up usage time. (Even a few minutes must be rounded up to one hour.)**

Duration of work with vibration	
Work Duration	
Days per year	<input type="text" value="9"/>
Hours per day	<input type="text" value="10"/>

6-12. Trigger-Equipped Items

If a selected item from the “hazardous work” screen was categorized as “trigger-equipped instruments”, you must enter the duration of work with trigger-equipped instruments.

Always round-up usage time. (Even a few minutes must be rounded up to one hour.)

Duration of work with trigger-equipped instruments	
Work Duration	
Days per year <input type="text" value="1"/>	Hours per day <input type="text" value="2"/>

6-13. Midnight Work

If a selected item from the “hazardous work” screen was categorized as “midnight work”, you must enter the duration of late-night work. **Always round-up usage time. (Even a few minutes must be rounded up to one hour.)**

Duration of midnight work	
Work Duration	
Days per year <input type="text" value="3"/>	Hours per day <input type="text" value="4"/>

6-14. Comment

You may choose to enter a comment. If you do not have any comments, leave blank.

Limit of 127 characters.

Comments
Please fill it in if there are remarks etc. (Within 127 characters)
<input type="text"/>

6-15. Input Error

If an entry was missed or there was an entry error, an error message like the one below will appear. Correct the entry errors then try clicking the “Next” button again.

If you click the error message, it jumps to the corresponding item.

[Example]

Input error (* Jump to the corresponding item when the error item is clicked.)

- [Please Input Others.](#)
- [Please Input Duration of work with organic solvents.](#)
- [Please Input Radiation.](#)
- [Please Input Duration of dust work.](#)
- [Please Input Duration of work with specified chemical substances \(4-Aminodiphenyl\).](#)
- [Please Input Duration of work with specified chemical substances \(Benzene\).](#)
- [Please Input Duration of work with specified chemical substances \(Butadiene\).](#)

6-16. VDT

If “VDT” was selected on the “Type of Work” screen, this selection screen will appear.

Please select your primary use of VDT.

*VDT: “Visual Display Terminal”, i.g. a computer screen.

VDT work

Choose your primary VDT work in the following list

- General basic office work(copy document:Word Processing,Spreadsheet,Data Entry,Web Browsing)
- General advanced office work(make document:Word Processing,Spreadsheet,Data Entry,Web Browsing)
- Programming, CAD
- Machine Monitoring
- Graphic Design,Using Mobile Devices

7. Confirm

When entry confirmation screen will appears, review your information.

- If you need to change the information, click the “correct” button for the section you need to fix and it will automatically jump to that section.

Basic Information	Correct
Hazardous work	Correct
Type of work	Correct
Protective measures	Correct
VDT work	Correct
Duration and others	Correct

- After confirming the entries, click the “complete” button.

8. Complete

Your hazardous work registration is complete! Please close the browser window.

Registration of hazardous work

Thank you for your registration.

-- END --