

# Hazardous Work Registration Form

Please click the following URL to access the Hazardous Work Registration form:

\*Internet Explorer is not supported. Please use another browser.

<https://u.kyoto-u.jp/hwrs-form-ex>

You can also access the form from: the website of the Occupational Welfare Division/Health Care Office → 健康診断 → 職員健診 → Health Checkup for Who are engaged in Hazardous Work → Hazardous Work Registration Form

You are required to register your e-mail address first, and you will then be sent an e-mail with the URL to access the registration form.

Please follow the instructions below to complete and submit the form.

Note: Please do not forget to set the e-mail address “[810hoken@mail2.adm.kyoto-u.ac.jp](mailto:810hoken@mail2.adm.kyoto-u.ac.jp)” as a receivable e-mail address.

## 1. Register your e-mail address on the Web Form page.

Leave the “Subject” field blank.

Enter your e-mail address in the “mail” field, and click the “Submit” button. Please note: the e-mail address must be accessible by the university’s internal system.

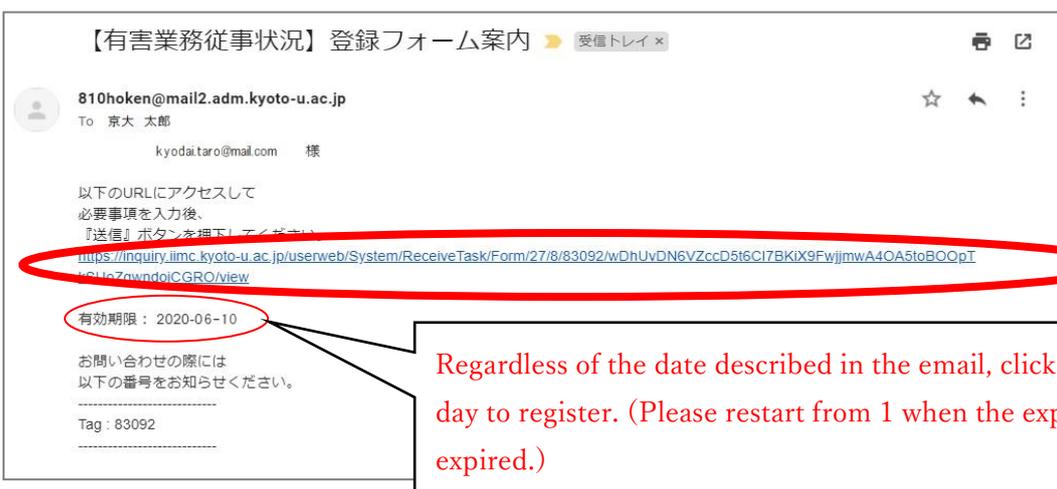


The following page will be displayed:



## 2. Confirm that you have received the confirmation e-mail.

A confirmation e-mail like the one below will be sent to the e-mail address you registered on the Web Form page. Access the URL provided in the e-mail prior to the expiration date. Please note that the URL must be accessed via the university’s internal system.



3. The Registration page will be displayed. Select or enter appropriate information in each field.

申請 \*: 必須

件名

deadline  
2020-06-10 The expiration date provided in the e-mail is displayed here.

mail  
kyodaitaro@mail.com The e-mail address you registered is displayed here.

date\_of\_birth\*   gender\*  Select male or female in the "Gender" field.

name\_kana\*  Enter your birthday (in YYYY-MM-DD format) in the "Date of birth" field.

name  Enter your name in full-width katakana, with a full-width space between first and last names, in the "Name (kana)" field.

job\_title\*  Enter "Temporary" in the "Job title" field. user\_category\*  Select "Temporary staff" in the "User category" field.

department\*  Enter your department in the "Department" field.

work\_area\*  Enter your work area in the "Work area" field.

contents\*  When you click the "contents" field, the "Hazardous Work Registration Form" will be displayed. Please see the following pages for details of how to complete the form.

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The Hazardous Work Registration form will be displayed. The form has four tabs to register the details of hazardous work. Please enter the information in the tabs from left to right (Applicant → Substances → Job → Details).

### 3-1. Please enter the required information in the “Applicant” tab.

The information you entered in the “Registration” page is automatically displayed in the “User Info” fields. Please check the boxes to indicate all measures taken and protection items used in the course of your work (if any) in the “Measures” field.

申請

Save

Language English

Applicant Substances Job Details

User Info

Work area Yoshida / 吉田

Div. 環境安全保健機構 健康管理部門

User category Temporary staff / 派遣職員

Date of birth 1970/10/10

Gender male / 男性

The information entered in the previous page is automatically displayed here.

Measures

How to reduce the risks None / なし

Protection items

- Dust mask / 防じんマスク
- Gas mask / 防毒マスク
- Dust mask with electric fan / 電動ファン付き粉じん用呼吸保護具
- Self-supply mask / 自給式
- Air supply mask / 送気マスク
- Protective cloth / 保護服

Please check the boxes to indicate all measures taken and protection items used in the course of your work (if any)

件名

deadline 2020-05-26

mail kyodaitaro@mail.com

date\_of\_birth\* 1970-10-10

name\_kana\* キョウダイ タロウ

name\* 京大 太郎

job\_title\* 派遣

department\* 環境安全保健機構 安

work\_area\* Yoshida / 吉田

contents\* {"submitted\_values

Clear

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3-2. Please check the checkboxes  of substances handled in the course of your work (multiple selections allowed).

Save

Language English

Applicant **Substances** Job Details

search...

\* Please select all hazardous substances with handling.

organic\_solvent

- 540-59-0 1,2-Dichloroethylene
- 79-34-5 1,1,1,2-Tetrachloroethane
- 79-01-6 Trichloroethylene
- 75-15-0 Carbon disulfide
- 67-64-1 Acetone

You can narrow down the search results by typing a part of the category or name of the substance.

Example: Specified chemical substances

- Dust
- Benzine
- Trichlorethylene

3-3. Select the tasks you will be engaged in and enter the necessary information in the “Tasks” tab.

Based on the substances you selected in the “Substances” tab, the checkboxes of the tasks related to the substances are already checked automatically. Enter the required information in the “Usage days per year” and “Average usage hours per day” fields.

The screenshot displays a web interface for a 'Job' tab. At the top, there is a 'Save' button and a language selector set to 'English'. Below this is a navigation bar with four tabs: 'Applicant', 'Substances', 'Job' (highlighted with a red circle), and 'Details'. The main content area is divided into three sections:

- Information device Work:** Includes a description of info-device work (continuous operation of watching display, repetitive operation of keyboard, etc., constrained work in taking break or changing work posture). It has a checkbox labeled 'Engaged in...' which is checked. A blue arrow points from the text 'Multiple selections are allowed.' to this checkbox.
- pathogens:** Includes a description of work liable to extreme contamination by pathogens. It has a checked 'Engaged in...' checkbox. Below this are two input fields: 'Use days per year' with the value '200' and 'Average use hours per day' with the value '6'. A red circle highlights the '200' and '6' values, with a blue arrow pointing from the text 'Multiple selections are allowed.' to the '200' value.
- heavy\_materials:** Includes a description of work handling of heavy material. It has a checked 'Engaged in...' checkbox. A blue arrow points from the text 'Multiple selections are allowed.' to this checkbox.

3-4. In the “Details” tab, select or enter the detailed information for the substances handled and the tasks you will engage in.

Save

Language English

Applicant Substances Job **Details**

radiation

被ばく歴	<input type="text" value="なし"/>
フィルム	<input type="text" value="なし"/>
フィルム異常	<input type="text" value="なし"/>
ガラスパッチ	<input type="text" value="なし"/>
ガラスパッチ異常	<input type="text" value="いいえ"/>
実効線量	<input type="text" value="1"/>
等価線量_水晶体	<input type="text" value="1"/>
等価線量_皮膚	<input type="text" value="1"/>

specified\_chemical\_substance

Phenol

Use days per year  Average use hours per day

Remarks

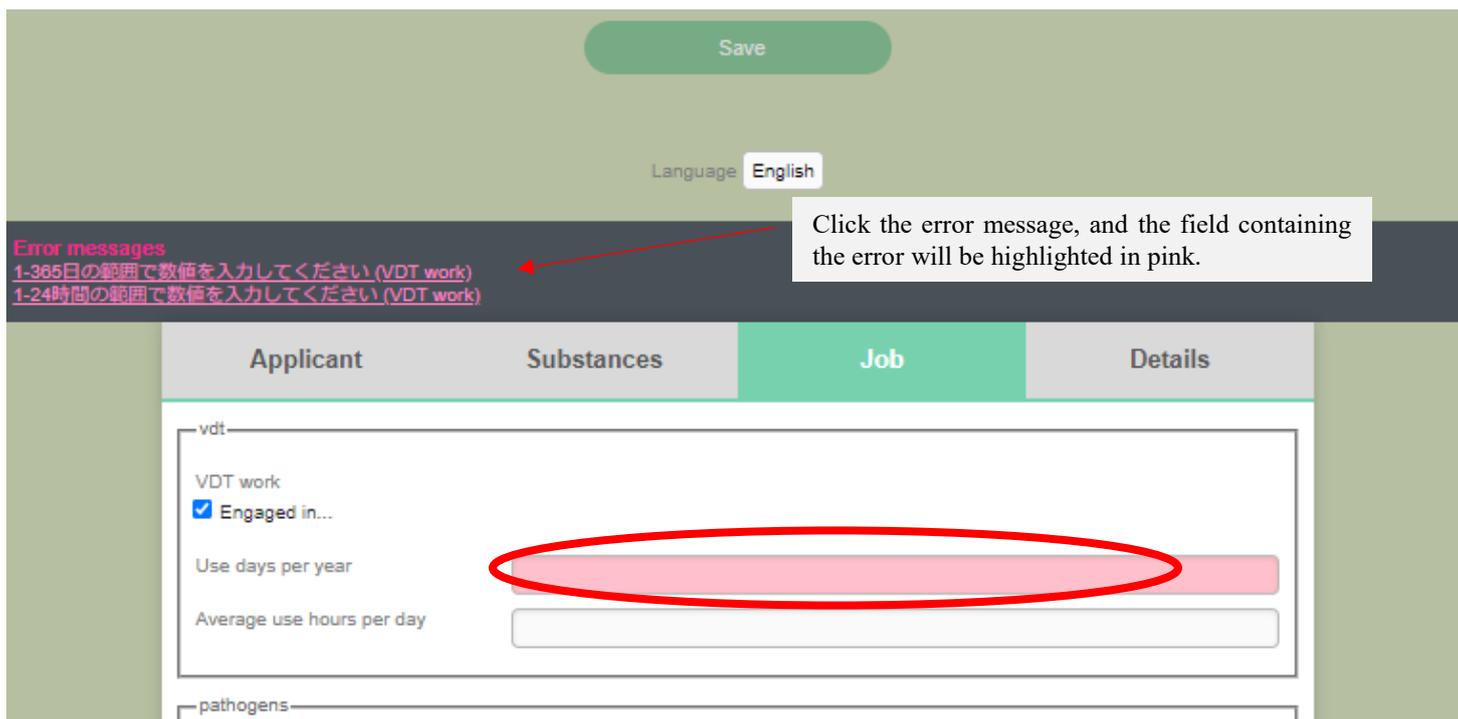
\*備考等があった場合のみ記入

Please complete all of the fields.

3-5. After entering the required information in all four tabs, click the “Save” button.



3-6. If an error message is displayed, click the error message. The field containing the error will be highlighted in pink. Please re-enter the information correctly in the field.



#### 4. Return to the Registration page.

The information registered in the Hazardous Work Registration form is entered in the “Contents” field of the Registration page. (If you wish to confirm the information registered in the Hazardous Work Registration form, click the “Contents” field to open the form again.)

After confirming that the information is entered correctly in all of the fields, click the “Submit” button.

申請

\*: 必須

件名

deadline  
2020-06-10

mail  
shibuya\_kieran\_tomoko@yahoo.co.jp

date\_of\_birth\*  
1970-10-10 Now (GMT+09:00)

gender\*  
male

name\_kana\*  
キョウダイ タロウ

name\*  
京大 太郎

job\_title\*  
派遣

user\_category\*  
Temporary staff / 派遣職員

department\*  
環境安全保健機構 安全管理部門

work\_area\*  
Yoshida / 吉田

contents\*  
{ "submitted\_values": { "user-work\_area": "yoshida", "user-dept\_full\_name": "環境安全保健機構 安全管理部門", "user-user\_category": "temporary\_staff", "user-gender": "1" } }

送信

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#### 5. The Registration form is submitted correctly.

申請

フォームを送信しました。

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If there is an error in the submitted registration form, or if you need to change its content, please redo the registration from the beginning (i.e. from step 1 on page 1). The previous entries will be overwritten with the newly submitted information.