



Guidelines for the Management of Safety and Health during Decoration of the Event Venue by the Contractor

1. Article 14 of the Labor Safety and Health Act stipulates a contractor's rights and obligations regarding safety and health, which serves as the basis on which TAITRA manages contractors. Matters not dealt with by the guidelines are subject to related regulations.
2. These guidelines are applicable to a contractor's employees working on the premises of TAITRA and persons approved by TAITRA to enter these premises.
3. Contractor hired by the lessee of the event venue shall inform its subcontractors of these guidelines and that they should abide by them if the contractor subcontracts its work.
4. If two or more contractors work alongside each other, they must elect one of them to take charge of the work site and inform TAITRA of their decision in writing.
5. Contractor hired by the lessee of the event venue is responsible for the safety and health of its employees at the work site as stipulated in the Labor Safety and Health Act and so are its subcontractors. Contractor shall inform its subcontractors of the center's working environment, potential hazards, the Labor Safety and Health Act and steps they should take to conform to safety and health regulations.
6. Contractor hired by the lessee of the event venue shall take the necessary measures and provide its employees with the necessary protective equipment as stipulated in the Labor Safety and Health Act to ensure their safety. Lessee of the event venue shall demand that its contractor's employees strictly observe safe operating regulations and shall be responsible for all losses, injuries and criminal liabilities arising from insufficient preventive measures or negligence by the workers. Lessee of the event venue shall be responsible for damage to the properties of TAITRA and any third party.
7. When decorating the event venue, the contractor shall abide by the Air Pollution Control Act, Water Pollution Control Act, Waste Disposal Act, Noise Control Act and related environmental protection regulations.
8. Lessee of the event venue shall inform contractor of labor safety and health regulations, and properly manage safety of the work site. If TAITRA sees an imminent danger or its safety regulations are not observed, it may demand an immediate termination of work on the venue and corrective actions be taken by a specified date. TAITRA may elect to deduct a sum (amount payable by violator of labor safety and health regulations) from the contract amount if its demands are not met. If the violation is deemed serious, TAITRA may elect to terminate or cancel the contract.
9. Depending on the nature of the work, a contractor shall apply for permission to work in enclosed areas or mid-air, use open flame or live electricity, or work under other dangerous conditions. Work shall not begin until permission is granted by TAITRA.
10. Lessee of the event venue or its contractor shall provide its employees with training in safety and health in accordance with the Labor Safety and Health Act and Rules Governing Training in Labor Safety and Health with training records kept for inspection.
11. Decoration of the event venue shall be carried out during normal office hours: 8:00 to 12:00 and 13:00 to 17:00, Monday through Friday, unless otherwise permitted by TAITRA.
12. In the event of work accidents, the TAITRA labor safety department and related personnel shall be notified immediately.
13. These guidelines are drawn up by the Labor Safety and Health Group. All TAITRA units are provided with these guidelines for them to abide by.



List of violations of labor safety and health regulations and corresponding punishments

Description: Fines issued to TAITRA as a result of lessee of the event venue or its contractor violating regulations shall be the violator's sole responsibility.

	Violations	Fine NT (dollars)	Remarks
Category	Fall Prevention		
1	Haphazardly modified crane/lift vehicles (extra buckets or horizontal beams are added) are used to carry out high-elevation operations.	10,000	Per vehicle
2	Suspension cages or similar equipment failing safety tests, not undergoing safety tests or haphazardly modified, or guard rails less than 90cm tall are used. Personnel use no safety belts and helmets.	10,000	Per cage
3	No protection against collapse is in place round an open site where a depth of 1.5m or more is dug. No guard rails and warning signs are put up round a work site.	10,000	Per site
4	No scaffolding meeting safety standards or safety ropes are in place for high-elevation operations. Operating personnel do not properly wear safety belts and helmets.	10,000	Per person, per site
5	Protective facilities such as guard rails, handrails, protective covers etc are not present at work sites with a height difference of 2m or more (including rims and openings).	10,000	Per site
6	Guard rails, footrests, ladders and handrails are not present at work platforms and scaffolds.	10,000	Per site
7	No safety/protective nets meeting safety standards are present at elevated work sites.	10,000	Per site
8	No safety fences and warning signs are present at openings, gaps or work sites.	10,000	Per site
9	Elevated work sites are dim and without lighting and without fall-protective measures.	10,000	Per site
10	No horizontal safety ropes are present at elevated work sites. Poles holding safety ropes are at intervals 3m or longer.	10,000	Per site
11	No ladders and stepladders are allowed on scaffolds.	10,000	Per site

12	Points where two metal tubes join or intersect in a scaffold are not firmly fixed and reinforced with proper sloping materials.	10,000	Per frame
13	Protective covers are not made to prevent them from being slippery, being moved or coming off.	10,000	Per site
14	Tools or materials are placed on scaffolds or elevated structures without being fastened and are likely to fall down.	10,000	Per site
15	Automatic release hooks or scaffolds are not used when using cranes to lift metal components for assembly.	10,000	Per site
16	Equipment allowing workers to safely ascend/descend elevated work sites or scaffolds with a height difference of 1.5m or more is not present.	10,000	Per site
17	No vertical ropes are available for workers to attach their safety belts to when working on a stepladder longer than 2m.	10,000	Per occurrence
18	No preventive measures in place for falling objects in a work site where objects are likely to fall down.	10,000	Per site
Category	Electric Shock Prevention		
19	No protective insulation gear is used by persons working on or near live electricity, or persons work on or near live electricity without supervision.	10,000	Per person
20	Non-electrical personnel are allowed to work on or near live electricity.	10,000	Per person
21	Foremen working at elevated work sites fail to fulfill their direction and supervision responsibilities.	10,000	Per person
22	Persons working in a blackout operation or before a work pole operation fail to check to see whether the electricity has been cut or properly grounded.	10,000	Per site
23	Insufficient protection for persons working on or near live electricity.	10,000	Per site
24	Unlicensed persons work on or near live electricity.	10,000	Per person
25	The power switch is not locked or does not have a warning sign placed next to it during a blackout operation after the electricity has been cut.	10,000	Per site
26	Persons working in a good conductor do not use lighting with voltage under 24V.	10,000	Per occurrence
27	Insulated cables or cables with similar insulation capabilities are not used to pass through good conductors such as metal structures, closed conduits, water and manholes.	10,000	Per site
28	Electricity is transmitted after a blackout operation notice is put up, or work begins before putting up a blackout operation notice.	10,000	Per site

29	Persons work on or near live electricity without supervision.	10,000	Per site
30	Switch yards or boxes, distributors, or both ends of the blackout operation points of a circuit system are not insulated, properly grounded, or notices are not put up next to them, or measures are not taken to prevent reverse power flow.	10,000	Per site
31	When cutting or connecting electric cords on a blackout circuit, both ends of the work point or the point where it forks are not properly grounded, or measures are not taken to prevent reverse power flow.	10,000	Per occurrence
32	No sockets are used when connecting to a temporary power supply, and naked wires are inserted into or hooked over it instead.	10,000	Per occurrence
33	Copper or iron wires are used to replace fuses or electric cords are connected to one side.	10,000	Per occurrence
34	Sheaths of electric cords/cables are damaged or are not wrapped with insulation tapes where they are connected or are wrapped with insulation tape only.	10,000	Per occurrence
35	Persons working in a power plant or substation connect something to the power supply without permission.	10,000	Per site
36	Vehicles are driven into a switch yard or restricted area without permission.	10,000	Per vehicle, per occurrence
37	Persons work in an area other than a designated work area or work without permission.	10,000	Per occurrence
38	Persons operate the center's equipment or hoses/valves without permission.	10,000	Per occurrence
39	Blackout and power transmission notices and warning signs are haphazardly removed or put up.	10,000	Per site
40	Breakers are not present at points of branch power supply (non-operational breakers are deemed non-existent). Welding handles are used at extension points of cables.	10,000	Per site
41	Machinery and equipment are not properly grounded.	10,000	Per occurrence
42	Extra long objects are carried or to be carried through switch yards, electric pressure equipment or restricted areas.	10,000	Per occurrence
43	No protective measures against sparks from flying all over are taken when carrying out electric or gas welding operations.	10,000	Per occurrence
44	Automatic electric shock prevention devices are not present in AC welders (non-operational devices are deemed non-existent) or are not regularly checked.	10,000	Per occurrence

45	Casings of DC welders are not grounded or DC welders are not regularly checked.	10,000	Per occurrence
46	Welders' second ground wires are not attached directly to work materials, causing short circuits and sparks and resulting in equipment damage or loss.	10,000	Per occurrence
47	At least 80cm vertical work spaces are not kept in front of electric equipment with 600V or less.	10,000	Per site
48	The fronts of switch boxes of distributors are not properly marked.	10,000	Per site
49	Naked copper wires of buses inside switch boxes are not insulated. Casings of switch boxes are not grounded.	10,000	Per site
	Fire and Explosion Prevention:		
50	Steps are not taken to prevent sparks produced by electric or gas welding operations from flying all over.	10,000	Per occurrence
51	Flame is used without permission in areas where open flame is strictly forbidden. Fire-resistant materials are not used in protected areas. Flame-resistant materials are not used in carpets, curtains, drapes and billboards.	30,000	Per site
52	Oil-stained cloths, wrapping paper, sawdust, plastic bags and other inflammables are discarded without being properly disposed of.	10,000	Per site
53	Open flame is used in enclosed spaces such as pits, wells, towers, tanks, manholes, tunnels and culverts without permission.	10,000	Per occurrence
54	Leaking oxygen or acetylene cylinders or damaged pressure gauges are used without repairs or are not properly stored in a work site.	10,000	Per site
55	Oxygen, acetylene or other high-pressure gas cylinders are not firmly fastened in an upright position when being used or are exposed to direct sunlight.	10,000	Per site
56	Workers are found smoking in a non-smoking area or while painting.	10,000	Per person
57	Burning objects at a work site.	10,000	Per site
58	Oxygen, acetylene or other high-pressure gas cylinders are lifted and moved with a single rope without using a basket or being firmly fastened.	10,000	Per occurrence
59	Fire extinguishers are arbitrarily moved or not returned to their original position after use.	10,000	Per site
60	Proper safety precautions are not taken after being permitted to use open flame in a work site.	10,000	Per precaution

61	Welders' second ground wires are not firmly fastened and overheat, or their casings are not grounded.	10,000	Per site
62	Empty paint or organic solvent canisters are discarded at will, or improperly stored at the work site without isolation.	10,000	Per site
	Poisoning Prevention:		
63	Concentrations of oxygen, hazardous and harmful substances are not measured (measurements are deemed not taken if no records are kept) before personnel are allowed to work in an enclosed space such as a pit, well, tower, manhole, tunnel or culvert, or said enclosed space is not ventilated or monitored by designated personnel.	10,000	Per site
64	Persons working in a manhole do not properly wear safety belts, ropes, life-saving ropes, anti-fall devices, or wear no breathing apparatus.	10,000	Per person or site
	Prevention of Other Accidents:		
65	Unlicensed hazardous machines or equipment or those that are not regularly checked or lack records are used.	10,000	Per occurrence
66	No dedicated personnel are present to direct cranes lifting objects or crane operators are not adequately licensed.	10,000	Per person or occurrence
67	Personnel climb over cranes, suspension cages, windlasses or hoists or the objects they are lifting.	10,000	Per person
68	Workers use grinders without properly wearing protective mask or goggles.	10,000	Per person
69	No safety goggles and masks are used in operations that produce dust.	10,000	Per person
70	Persons in charge of work site safety fail to attend labor safety meetings and discussions held before work begins.	10,000	Per person
71	Workers operate fire-fighting equipment or any of TAITRA's electrical facilities without permission, or enter non-work areas without permission.	10,000	Per occurrence
72	Workers carry out roadside excavation without applying for a permit or set up a processing or assembly area without permission.	10,000	Per site
73	Workers carry out road construction or other types of construction that affect traffic without putting up traffic and warning signs.	10,000	Per site
74	Hooks of cranes have no anti-skid, anti-off volume devices. Personnel are under the cranes when they are being operated. Lift vehicles or mobile cranes (lift arm vehicles etc) are not properly grounded.	10,000	Per occurrence

75	Workers working at high elevations without carrying a tool bag and toss tools and materials at will.	10,000	Per occurrence
76	Workers enter the work area wearing no safety helmets, improperly wearing safety belts, wearing no clothes on the upper part of their body, wearing no work shoes, or carrying no other necessary protective tools.	10,000	Per person
77	The person in charge of the work site is absent without appointing someone to take his place or the appointed person is not present, or the person in charge of labor safety does not take precautions against work hazards in accordance with established rules.	10,000	Per occurrence
78	Designated personnel fail to attend labor safety violation lectures, discussions or training, or operators are not trained and qualified.	10,000	Per person
79	Changes to the staff are not reported to TAITRA or work badges are carried by workers who do not own them.	10,000	Per person
80	Contractor's workers at work sites are found to not be in the worker roster. Workers are not informed of potential hazards with records kept before work begins.	10,000	Per person
81	Contractor is not working as per the agreed work schedule. Contractor works at nights or on holidays without applying for permission in advance.	10,000	Per occurrence
82	Cranes enter TAITRA premises to work without applying for permission. Documentation for the operator and the crane are not in order.	10,000	Per vehicle
83	Workers remove safety facilities at will or deliberately disable them.	10,000	Per occurrence
84	A major occupational accident that results in deaths or three injured workers during the contract period (10% is deducted from the contract amount for contracts with an amount of NT\$5 million or less).	500,000	Per person or occurrence
85	A non-major work accident that results in disability or fire during the contract period (2% is deducted from the contract amount for contracts with an amount of NT\$5 million or less). Twice the above amounts are deducted from the contract amounts for incidents not reported within three days after they occur.	100,000	Per person or occurrence
86	No persons trained and qualified in labor safety and health are appointed to oversee scaffold assembly, retaining support, formwork support, steel structure assembly, tunnel excavation or lining, oxygen-deficiency operations, organic solvent operations, open-air excavations, etc.	10,000	Per occurrence

87	Persons working on TAITRA premises should present a certificate proving they have received at least 6 hours training in labor safety or present related certificates.	10,000	Per person
88	Contractor fails to cooperate with TAITRA in its inquiry about the contractor's ability to fulfill contract obligations or about its labor safety management capabilities.	80,000	Per occurrence
89	Contractor refuses to cooperate with TAITRA in its second inquiry about the contractor's ability to fulfill contract obligations or about its labor safety management capabilities.	80,000	Per occurrence
90	Contractor fails to implement the safety and health plan presented to and approved by TAITRA.	10,000	Per precaution
91	Welders not inspected and approved by a professional inspection firm enter the work site.	10,000	Per occurrence
92	Cranes not permitted to enter the work site enter the work site.	10,000	Per occurrence
93	Insufficient lighting at the work site forces workers to work under insufficient lighting.	10,000	Per occurrence
94	The work site is not tidied up at the end of a day's work.	10,000	Per occurrence
95	Workers are not protected by labor insurance as stipulated by law.	10,000	Per person
96	The length of the cable between a welder's second welding handle and its wiring terminal exceeds 50m, the sheath of the cable is broken, or the contact of the extension cord is naked and without insulation.	10,000	Per occurrence
97	No regular checks are carried out on welders temporarily not used at the work site or their safety status does not conform to regulations.	10,000	Per occurrence
98	Welders' second ground wires are not directly connected to the work material or bendable cables are not used for grounding purposes.	10,000	Per occurrence
98	Alcoholic beverages are brought into or are drunk at the work site.	10,000	Per person
99	Construction machines such as excavators or forklifts are used to lift and move heavy objects.	10,000	Per occurrence
100	Inspections carried out by the regulatory authority or TAITRA are refused, circumvented or obstructed.	10,000	Per occurrence
101	No actions are taken to correct violations of other safety and health regulations by a date specified by TAITRA.	10,000	Per occurrence
102	Lessee of the event venue and its contractor are responsible for fines imposed on TAITRA or accidents that occur as a result of their violation of regulations.		Per occurrence, per person