

## Machinery/ Metal

# Technical Intern Trainees Safety and Health Measures Manual

Machinery and Metal-related Jobs





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## Introduction

The Technical Intern Training Program requires that technical intern trainees dedicate themselves to technical intern training to learn skills in Japan to transfer these skills to their own country.

Naturally, to achieve this it is vital that the technical intern trainees finish the technical intern training in Japan free of injury and healthy to return to their own country in good health.

Therefore, implementing organizations are required to take sufficient measures to maintain the work safety and health of technical intern trainees to ensure that the technical intern training is conducted in a safe and secure manner based on the technical intern training environment and type of work.

Furthermore, supervising organizations are required to provide guidance and support to implementing organizations so that they can independently establish a safe environment for the purpose of preventing the occurrence of industrial injuries from the perspective of ensuring that technical intern training can be implemented safely as planned by the implementing organizations.

Thus, implementing organizations and supervising organizations are required to make every effort to improve safety and health standards and comply with safety and health related laws during work conducted for technical intern training as parties involved in the Technical Intern Training Program.

This manual describes specific details that implementing organizations and supervising organizations each should implement, specializing in safety and health measures for job categories and operations subject to transfer that correspond to metal and other processing work.

We hope that all implementing organizations use this manual to promote safety and health measures in their daily duties. We also hope that supervising organizations will use this manual to improve safety and health standards and ensure compliance with safety and health related laws at their affiliated implementing organizations.

## Structure of the Technical Intern Training Program for Foreign Trainees

In the Technical Intern Training Program, in addition to 3 years of technical intern training (i) and technical intern training (ii) in which trainees effectively and efficiently learn basic skills, a further 2 years of technical intern training (iii) can be added as a skill application stage of technical intern training for a total of up to 5 years of technical intern training(\*).

- \* Aluminium rolling, extrusion productmanufacturing cannot transition to technical intern training (iii).
  - Enter Japan Status of residence in Japan: "Technical Intern Training (i) item (a), (b)" Lectures Lectures (classroom studies) Technical interr Implemented for 2 months, in principle, at the implementing training (i) organization (only individual-enterprise-type training) or supervising organization (no employment relationship) Training Year 1 Training Implemented at the implementing organization (with employment relationship) Take the trade \*Supervising-organization-type training: on-site guidance skills test (basic and audits by the supervising organization level) or technical • Change or acquire a status of residence in Japan intern training Status of residence in Japan: "Technical Intern evaluation Training (ii) item (a), (b)" examination Target job (elementary level) Jobs for which there are needs in the sending Technical intern training Year 2 country and an official skill assessment system has been established 2)Target group People who have passed a written test and practical Training test for such as the designated trade skills test \*Renew period of stay •Temporarily return to own country (for 1 month or more) \*Within 1 year before or after starting technical intern training (iii) Year 3  $\Xi$ Change or acquire a status of residence in Japan Status of residence in Japan: "Technical Intern Take the trade Training (iii) item (a), (b)' skills test (grade 3) ①Target job or technical intern Same as technical intern training (ii) job subject to transfer training evaluation (excludes occupations for which technical intern examination training (iii) has not been established) ②Target group (specialized level) People who have passed the practical test for the designated trade skills test (grade 3, etc.) Technical intern training (iii) Year 4 ③Supervising organizations and implementing organizations Organizations who meet certain distinct conditions and are recognized as being in good standing Training \*Renew period of stay Year 5 Take the trade Return to own country skills test (grade 2) or technical intern training evaluation examination
- Technical intern training process

(advanced level)

[as of September 30, 2024]

 Job categories and operations subject to transfer corresponding to machinery, metal and other processing work

Currently, 91 job categories and 167 operations (Regulation for Enforcement of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees - Appended Table II) are stipulated as job categories and operations subject to transfer that can transition to technical intern training (ii) within the Technical Intern Training Program.

Among them, 17 job categories and 34 operations are stipulated as shown in the table below for machinery and metal-related jobs. However, in addition to these, this manual also provides explanations about safety and health measures for 18 job categories and 36 operations that include building sheet metal work in construction-related jobs (2 operations in a single job category) as "machinery and metal-related job categories".

Job Categories	Operations	Job Categories	Operations			
	Casting iron and article operation	Machine inspection	Machine inspection work			
Casting	Casting nonferrous metal and article operation	Machine maintenance	Machine maintenance work			
Foreing	Hammer type forging operation	Electronic equipment assembling	Electronic devices assembling work			
Forging	Press type forging operation		Spinning electric machine assembling work			
	Hot chamber die-cast work		Transformer assembling work			
Die casting	Cold chamber die-cast work	Electric equipment assembling	Control panel and distribution panel assembling work			
	Engine lathe operation		Open-close control device assembling work			
Machining	Milling machine operation		Spinning electric cord-reel producing work			
	Numerical control lathe operation	Print wiring board	Print distribution panel design			
	Machining Center operations	manufacturing	Print distribution panel production			
Metal press	Metal press operation	Aluminum rolling,	Drawn processing work			
Iron work	Steel processing operation for structure	extrusion product manufacturing ●∆	Finishing work			
Factory sheet metal work	Machine sheet metal operation		Bulk metal treatment work			
	Electric plating work		Surface heat treatment			
Electroplating	Meltdown zinc plating work	Metal heat treatment	(carbunzing, carbonitriding, nitriding) work			
Aluminum anodizing	Anode oxidation treatment work		Partial heat treatment (induction heat treatment,			
	Melting equipment finishing work		flame heat treatment) work			
Finishing	Metal mold finishing work	*  •: Job categories related to the technical inte				
	Machine assembling finishing work	<ul> <li>training evaluation examination</li> <li>△: Job categories that cannot transition to</li> <li>technical intern training (iii)</li> </ul>				

#### Machinery and metal-related (17 job categories and 34 operations)

#### Construction-related (extracted from among 22 job categories and 33 operations)

Job Categories	Operations
Building sheet	Duct sheet metal operation
metal work	Interior and exterior sheet metal operation

(cases)

### Occurrence of Industrial Injuries in Machinery and Metal-related Jobs (Also includes workers other than technical intern trainees.)

The table below shows the occurrence of industrial injuries in machinery and metal-related jobs when industrial injuries are separated into fatal accidents and accidents resulting in death or injury with 4 or more days of absence from work (hereafter described as "death or injury accidents") and when the industries corresponding to machinery and metal-related jobs are the steel industry, nonferrous metals industry, metal products industry, general machine and equipment industry, electrical machine and equipment industry and the transport machine manufacturing industry (described as "the steel industries" in this section).

Recently, throughout the year of 2023 there were 56 fatal accidents and 9,853 death or injury accidents for industrial injuries in the steel industries. In addition, the change in these figures over the most recent 5 years is shown in the table below.

Industrial injuries in the steel industries	
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	2019	2020	2021	2022	2023
Fatal accidents	57	64	64	49	56
Death or injury accidents	9,838	8,777	9,534	9,771	9,853

Source: "The status of occurrence of industrial injuries" (Japanese version only) from the Ministry of Health, Labour and Welfare website.

https://www.mhlw.go.jp/bunya/roudoukijun/anzeneisei11/rousai-hassei/

\*The number of industrial injuries due to COVID-19 infection is excluded from 2020.

In 2023, when categorizing by type of accident for death or injury accidents that occurred in the steel industries, the most common accident was "caught in or in between" accidents at 2,593 cases and then "falls on the same level" in 2nd place with 1,538 cases.

Combining "caught in or in between" and "falls on the same level" accidents gives 4,131 cases, which accounts for 41.9% of the total. Both implementing organizations and technical intern trainees must be thorough in using measures to prevent accidents while bearing in mind the likelihood of these type of accidents occurring.

#### Occurrence of fatal accidents by type of accident (2023)

(people)

	Fall from a height	Falls on the same level	Crashes	Struck by flying or falling object	Collapse	Crashed by	Caught in or in between	Cuts and scratches	Stepping on nails, splinters and others	Drowning	Contact with high temperature/ low temperature objects	Contact with harmful substances	Electrocution	Explosion	Ruptures	Fire	Traffic accidents (road)	Traffic accidents (other)	Reaction to motion/ improper motion	Others	Unclassifiable	Total
All industries	204	36	7	43	38	47	108	3	0	26	35	9	6	5	1	3	148	5	0	28	3	755
Manufacturing industry	21	5	0	9	10	8	50	0	0	4	7	3	0	3	1	1	9	1	0	5	1	138
Steel industry	1	0	0	0	0	1	5	0	0	0	0	0	0	0	0	1	1	0	0	1	0	10
Iron and steel making	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	4
Foundry industry	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	3
Other steel industries	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	1	0	0	0	0	3
Nonferrous metal industry	0	0	0	0	0	0	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	3
Nonferrous refining and rolling	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2
Nonferrous foundry industry	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Other nonferrous metals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Metal products	2	2	0	2	3	1	7	0	0	0	1	0	0	0	0	0	0	0	0	1	1	20
Tableware and cutlery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manufacture of screws, etc.	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Metal press operations	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2
Plating industry	0	0	0	0	0	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	3
Other metals	2	1	0	2	3	1	4	0	0	0	0	0	0	0	0	0	0	0	0	1	0	14
General machine and equipment	0	0	0	0	0	1	4	0	0	0	1	0	0	0	0	0	1	0	0	0	0	7
Machine and equipment manufacture	0	0	0	0	0	1	4	0	0	0	1	0	0	0	0	0	1	0	0	0	0	7
Measuring and weighing equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Optical machines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchmaking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other precision machines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electrical machine and equipment	1	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
Heavy electrical machinery	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Electrical appliance manufacture	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Electronic and communication equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other electrical machines	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Transport machine manufacture	3	0	0	1	1	0	2	0	0	2	0	1	0	1	0	0	1	1	0	0	0	13
Shipbuilding industry	2	0	0	1	0	0	0	0	0	2	0	0	0	1	0	0	0	0	0	0	0	6
Automobile manufacture	1	0	0	0	1	0	2	0	0	0	0	1	0	0	0	0	1	1	0	0	0	7
Railroad vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other transport machines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Matters that Should be Considered by Implementing Organizations

\*This manual lists the Industrial Safety and Health Act (Act No. 57 of 1972) as the "Industrial Safety and Health Act" and the Ordinance on Industrial Safety and Health (Order of the Ministry of Labour, No. 32 of 1972) as the "Safety and Health Ordinance".

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### Legal Provisions Concerning Safety and Health Measures

Businesses that employ workers are obligated to take measures concerning the various safety and health matters stipulated by safety and health related laws, including the Industrial Safety and Health Act, in order to prevent industrial injuries. Technical intern trainees are applicable as "workers" under the Industrial Safety and Health Act so all implementing organizations must also comply with safety and health related laws.

Therefore, it is necessary to have all implementing organizations confirm what kind of measures must be taken by law based on the type of duties performed by the technical intern trainees. This manual covers the basics matters of this topic.

In addition, if you wish to know more about safety and health measures, please use the "Workplace Safety Website" available on the Ministry of Health, Labour and Welfare website (https://anzeninfo.mhlw.go.jp/yougo/ yougo52 1.html).

Work Necessitating Special Education, Work with Restrictions

### (1) Work necessitating special education (Article 59, paragraph (3) of the Industrial Safety and Health Act)

When technical intern trainees (workers) are assigned certain dangerous or harmful work, special education concerning health or safety about this work must be implemented. Special education is provided by registered training agencies located in each prefecture.

In addition, if a person who has sufficient specialized knowledge and experience in the duties is available in the company, the training can be implemented in-house with this person as the instructor.

Here, we will list items relating to mainly the machinery and metal-related jobs from among the work that requires special education. If you wish to know more, please see the "Information about licenses, qualifications, skill training courses and special education relating to industrial safety and health" section (Japanese version only) on the Ministry of Health, Labour and Welfare website (https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/ roudoukijun/anzeneisei10/qualificaton education.html).

- O Work involving replacement of grinding wheels or their test runs at the time of replacement
- O Work involving welding or cutting of metals by arc welding equipment
- O Work involving fitting, removal, or adjustment of metal dies of a power-driven press machine (power press), or of blades of shearing machines, or of safety devices or safety enclosures of power press or shearing machines





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- by Implementing Organizations

- O Work operating a forklift with a maximum load(\*) of less than 1 ton
- \* The maximum load refers to the maximum weight that can be loaded at the reference load center based on the forklift construction and the materials. Please check the data plate affixed to the forklift to see its maximum load.
- O Work operating a crane with a lifting capacity(\*) from 0.5 tons to less than 5 tons
- \* Lifting capacity refers to the maximum weight that can be lifted by the crane. The weight of the crane hooks and other fixtures are included in this capacity.
- O Work involving the sling work for a crane, mobile crane or derrick with a lifting capacity from 0.5 tons to less than 1 ton
- O Work pertaining to the work at the place of an oxygen-deficient danger
- O Work pertaining to the specified dust operation (asbestos and other substances that may cause harm to human health)
- (2) Work with restrictions (Article 61 of the Industrial Safety and Health Act, Article 20 of the Order for Enforcement of Industrial Safety and Health Act)

When technical intern trainees engage in work with restrictions (work that is stipulated by the Industrial Safety and Health Act as being particularly dangerous or harmful), they must acquire a license and complete skill training courses.

- O Work involving the operation of a floor-operated crane (a crane that operates above the floor with the operator moving as the load is moved) with a lifting capacity of 5 tons or more  $\rightarrow$  Must complete skill training course in the operation of a floor-operated crane
- O Work operating a mobile crane with a lifting capacity from 1 ton to less than 5 tons  $\rightarrow$  Must complete a skill training course in the operation of a small mobile crane
- O Work involving the sling work for a crane, mobile crane or derrick with a lifting capacity of 1 ton or more→ Must complete a skill training course in sling work
- O Work of welding, cutting or heating metals performed using flammable gas and oxygen  $\rightarrow$  Must complete a skill training course in gas welding
- O Work operating a forklift with a maximum load of 1 ton or more
  - → Must complete a skill training course in forklift operation









#### (1) Safety and health education

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Based on the Industrial Safety and Health Act, implementing organizations must provide education concerning the type of work and how to handle machines and raw materials when employing a technical intern trainee or when the trainee's type of work has changed.

Furthermore, when the trainee is asked to perform a dangerous or harmful work as stipulated by Article 36 of the Safety and Health Ordinance, special education must be provided in accordance with the laws (refer to section 2 above).

The information below introduces effective safety and health education for technical intern trainees.

#### 1 Introduce examples

Introducing examples of industrial injuries and examples of near-misses that could have led to an accident is an important method to have technical intern trainees understand the dangers of performing the same type of work as shown in the examples.

For example, technical intern training involving metal processing may require trainees to operate a press machine. However, familiarity or carelessness when operating this type of machine can often lead to a serious accident. If a part of your body becomes trapped or caught during the operation of this type of machine, it has a high probability of causing a fatal accident or the loss of a limb.

To prevent this type of accident, it is considered effective to introduce examples of accidents that actually occurred (such as accidents listed on the "Workplace Safety Website" provided by Ministry of Health, Labour and Welfare) to technical intern trainees and use preventive measures.

#### 2 Wear the correct clothing

It is important that technical intern trainees properly understand the dangers of the machines and materials they are handling, and to have the trainees wear the correct clothing based on the type of hazard.

#### 3 Enforce work procedures

It is necessary to clearly define the work procedures in advance, and to ensure that technical intern trainees sufficiently understand the details of the procedure. It is also important to define work that differs from the usual (non-routine work) such as the work to perform when machine failure has occurred, in addition to the usual work (routine work).

For example, be sure to thoroughly notify technical intern trainees about the following procedure as steps they should consider when they sense that there is something wrong with a machine.

- •Stop the machine.
- •Call the person in charge of inspection.
- •Wait until the person in charge of inspection has arrived.

It is also important that the above type of work procedures are provided in writing in both Japanese and the technical intern trainee's native language, and to systematically establish opportunities for checking the procedure details on a daily basis, in addition to having the technical intern trainees sufficiently understand the procedure details.

#### Onsideration that trainees are foreign nationals

With consideration for the fact that technical intern trainees are foreign nationals, it is important to perform steps 1 to 3 above while using the technical intern trainee's native language whenever possible so that they can understand the situation better.

Also, do not rely solely on language. It is effective to use visual aids to have the trainee understand the situation better through the use of photos and illustration.

In addition, for safety and health education, it is effective to also provide explanations during OJT (on the job training) by showing how to actually apply measures in the workplace, not just classroom studies that use text books, to enable technical intern trainees to see specific images of the details. Therefore, it is necessary to implement safety and health education using OJT while checking the trainee's level of understanding.

Video-based teaching materials for foreign workers have been released on the "Educational material, etc. of Industrial safety and health for foreign workers" section (Japanese version only) of the Ministry of Health, Labour and Welfare website. Please take a look and use these videos.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000186714.html

#### (2) Safety and health activities

This section introduces effective methods for activities to prevent industrial injuries. Be sure to implement them.

#### **1** 5S

5S is a terms created from the first letter of Seiri (Sort), Seiton (Set in order), Seisou (Shine), Seiketsu (Standardize) and Shitsuke (Sustain).

Working hard to achieve all of the 5S on a daily basis is important in preventing industrial injuries.

#### [Seiri (Sort)]

When unnecessary items are scattered about, a person might trip and fall over them. Separate and sort necessary items from unnecessary items.





#### [Seiton (Set in order)]

Organize and place tools and materials used in technical intern training after deciding what items go where. If items are not organized, it is not possible to quickly find items required to do the work, which will cause a drop in work efficiency.

#### [Seisou (Shine)]

Regularly clean the area where technical intern training is performed, and the machines and equipment that are used. For example, leaving the floor dirty may cause a person to slip and fall over, hurting themselves in the process.



#### [Seiketsu (Standardize)]

After ensuring that seiri, seiton and seisou are implemented, devise a management-led scheme to further enable a pleasant work environment.



#### [Shitsuke (Sustain)]

Create work procedures and workplace rules to enforce the 4S (seiri, seiton, seisou and seiketsu), and work together to create an environment where everyone is safe.

#### 2 Risk prediction activities

Risk prediction activities attempt to prevent industrial injuries by having workers talk with each other about potential risks in the workplace and in the work they do as well as industrial injuries that arise from these risks so that the workers can perform their work with a high level of awareness for specific dangers. This type of activity is often referred to as "KY activities" or "KYK", which is formed using the first letter of Kiken Yochi Katsudou (risk prediction activities).

There are a variety of methods used for risk prediction activities. As an example, we introduce a method using procedure a to d shown below so try to practice it together with your technical intern trainees.

a. Understand the current situation

The workers consider what potential dangers there are in the workplace and in their work, then think about any problems. Several workers are free to point out any problems while avoiding criticism from the other workers to identify as many problems as possible without leaving any out.

b. Investigate the true nature of the problem

When most of the problems have been found, the workers work together to examine and organize the cause of the problem and what actions need to be prioritized.

c. Create measures

Have the workers come up with their own improvements and solutions for the organized problems.

d. Set targets

The workers discuss the improvements and solutions that they brought up with each other, then summarize after agreeing on the details.

#### 3 Risk management

Risk management is a method of finding potential "dangers or hazards" in the workplace and prioritizing them based on their extent to either eliminate or reduce such dangers and harm. It is an effective method to prevent industrial injuries from happening as much as possible, and to ensure that a serious accident does not occur should an accident happen. A specific procedure is shown below in a to c.

a. Identify dangers and hazards

Identify any dangers and hazards. It is best to perform this step from the various perspectives of multiple workers.

b. Evaluate the risk

Evaluate items identified as being dangerous and hazardous as risks from the perspective of their probability to occur and their extent.

c. Reduce the risk

Based on the evaluation results, consider reduction measures from major risk items, then implement the measures. After reduction measures have been implemented, evaluate the risks again and consider whether any further measures are necessary.

#### (3) Measures according to the type of accident

#### **1** Caught in or in between

Since the most frequent type of industrial injury is caused by "caught in or in between" accidents in machinery and metal-related jobs, both implementing organizations and technical intern trainees must thoroughly enforce measures to prevent "caught in or in between" accidents.

First, wearing the correct clothing is one measure to prevent this type of accident. For example, when a piece of a trainee's work clothes they are wearing while operating a machine is caught and pulled into the machine, it will probably cause the trainee to be pulled into the machine as well resulting in a serious accident. Therefore, the correct work clothes and protective gear should be worn.

Safety devices should be installed as well to provide measures to prevent accidents. Safety devices can be any of the items shown below. Please ensure that technical intern trainees are educated on not only how to install these devices but also how to check that the safety devices remain effective at all times and are thorough in enforcing the use of these devices.

#### a. Guards

Naturally, installing a guard such as a fence or cover around the machine to maintain the distance between the machine and operator will prevent industrial injuries.

#### [Protective fence]



#### [Protective cover]



#### b. Detection and protection equipment

Installing detection and protection equipment (devices) to stop the machine automatically when sensors detect the presence of a human will also prevent industrial injuries.



c. Two-hand operation control equipment Two-hand operation control equipment allows the machine to operate when pressing switches with both hands because they are set up with two start switches.

This equipment forces the operator to place both their hands at a specific position and not move them, which has the expected effect of preventing the operator's hands or fingers from injury.



#### 2 Falls on the same level

Following "caught in or in between" accidents as the most frequent type of industrial injury in machinery and metal-related jobs, "falls on the same level" is the cause of many industrial injury so it is necessary to provide thorough measures to prevent falling accidents as well.

The main cause of "falls on the same level" are when people slip, stumble or miss their footing.

#### Slipping

People easily slip and fall over if the floor is coated in a material that makes it easy to slip or a spilled liquid such as oil or water is left on the floor.

#### Stumble

There are many examples of people stumbling and falling over when the floor is bumpy or uneven. There are also cases in which people stumble over objects such as baggage or products left lying around.

#### Missing your footing

When it is difficult to see where you are placing your feet such as when holding large items of baggage and descending the stairs, people may lose their footing and fall down.



The following measures a to c are effective in preventing falls.

- a. Thorough enforcement of the 5S
   Introduced in (2)① above, thorough enforcement of the 5S can be used as a measure to prevent "falls on the same level".
- b. Wear appropriate footwear

It is important to wear appropriate footwear based on the type of work, whether you handle heavy objects or handle water and oil, or based on the type of floor where you work such as if it is a painted floor, tiled or carpeted floor.

c. Other

It is important to thoroughly enforce actions inside the factory and similar buildings to stop people from running or walking with their hands in their pockets.

#### 3 Fall from a height

While working in high places of a height 2 meters or more, it is necessary to maintain a working floor (a place to perform the work) by means such as erecting scaffolding, and to install handrail enclosures at the edges and openings of the working floor.

Also, if it considerably difficult to install the working floor and handrails due to the nature of the work or when the work is performed with the handrails temporarily removed, always install a protective net (safety net) and set up equipment to attach safety belts because these safety measures must be used.

#### 4 Cuts and scratches

For example, swarf are often created by processing metal or similar material on a lathe. In particular, stainless steel swarf can be as sharp as a utility knife and may cause deep cuts to the operators hands and fingers if they are careless. To prevent "cuts and scratches" it is important to wear the appropriate type of gloves for the work.

#### **5** Electrocution

Electricity is almost always used when operating machines. Electricity is invisible to the human eye but we must never forget that it is dangerous and can be fatal in certain situations. There is also the danger that electricity can ignite material and cause a fire, in addition to electrocution.

Therefore, it is necessary that technical intern trainees sufficiently understand about how to handle electricity. For example, it is important to establish procedures for the handling of electricity such as never operate a machine with wet hands, be careful of wiring and cables when crossing between aisles in the workplace, and ensure that all switchboard circuit breakers are turned off for non-essential systems.

#### 6 Others

When processing metal, it is of course necessary to perform work to transport the material before it has been processed and to perform work to transport workpieces after they are processed. Vehicles such as forklifts or cranes may be used for this task.

When technical intern trainees operate these types of vehicles on their own or work around these vehicles, measures should be taken to ensure that industrial injuries do not occur.

#### Forklifts

Due to how a forklift is constructed, the operator's view can be obscured when items are loaded on the forks. Due to this fact, there are also times when the operator must drive in reverse, and if a person is behind them it may result in the forklift colliding with the person.

Therefore, when a forklift is being used in the workplace, it is necessary to ensure that everyone knows the routes the forklift may travel in advance, including the people working around the forklift and not just the operator. It is also effective to install safety signs near the travel route.

#### • Cranes and mobile cranes

When using a crane or mobile crane in the workplace, it is necessary to ensure that everyone knows what items will be lifted in advance, including the people working around the crane and not just the operator.

Also, restricted entry areas should be set up to prevent people from being trapped beneath lifted objects or the crane if the lifted object falls down or the crane or mobile crane falls over.

In addition, when performing sling work using wires, it is important to inspect the wires for damage such as broken strands before starting the work to check whether the wire can be used without a problem.

#### (4) Measures for occupational diseases

#### 1 Heatstroke measures

Heatstroke is a condition in which the human body cannot regulate heat properly when remaining for long periods in a high temperature and humidity environment, resulting in heat building up inside the body. To prevent heatstroke, it is best to consider the environment, work and people separately.

First, for factors relating to the environment we have seasons when workers are not accustomed to the heat, high temperature, high humidity, heat caused by infrared rays, no wind and hot winds. In particular, in high humidity environments, it is difficult for sweat to evaporate and sweating increases but this is not effective in regulating the body's temperature, which can easily lead to dehydration. Therefore, it is necessary to devise a way to block infrared rays from the sun and hot objects using a roof or similar structure, and to maintain good ventilation.

Next, for factors relating to the work we have working with high physical loads, working for long hours nonstop with few breaks, and wearing clothing and protective gear with poor air-breathability and moisturepermeability. Therefore, for periods when the weather suddenly becomes hot at the end of the rainy season and just after holidays, be sure to reduce non-stop work as much as possible and increase the number of breaks. Also, during breaks, be sure to rehydrate and take salt to ensure the correct body temperature and prevent dehydration.

The symptoms of heatstroke can depend on the person's physical condition. It takes several days to a full week to become accustomed to the heat. Until you are accustomed to the heat, you need to be very careful because your body cannot sweat very well and it is easy for your body temperature to rise. It is not good to start work the next day when your body temperature has not normalized due to such as sleeping badly. It is also very dangerous to work without drinking enough food and water. Therefore, create an environment that enables technical intern trainees to honestly report their physical condition, and if they are unwell, stop them from working in high temperature and humidity places, and allow them to recover before engaging in the work.

#### 2 Carbon monoxide poisoning measures

When substances that contain carbon are burned in a closed room with no ventilation, carbon monoxide is produced because these substances cannot burn properly due to the lack of oxygen.

Firstly, it is important that everyone in the workplace, including technical intern trainees, check whether the work they do might produce carbon monoxide and to be aware of the properties of carbon monoxide (colorless, odorless) and its toxicity.

Also, if the work is such that it might produce carbon monoxide, take measures to prevent these type of industrial injuries by such as opening windows to discharge exhaust gas outside as well as installing ventilation equipment and detection warning devices for carbon monoxide gas.



#### 3 Dust measures

It is important to have measures for dust produced during the work involved in processing metal. Dust is individual particulate matter suspending in the air, and includes the fumes produced by welding work. Most dust is inhaled into the nose and almost all of it is expelled outside the body during exhalation. However, some dust is deposited in the respiratory tract.

Deposited dust is gradually removed by the body's natural cleaning process, but some dust cannot be removed and continues to remain inside the body. This can cause inflammation and may result in a lung disease called pneumoconiosis in some cases.

Pneumoconiosis is a disease that causes lung tissue to become fibrotic, harden and lose elasticity after inhaling large amounts of mostly dust in the form of small particles of dirt and metal over many years. Current medicine science has no medical cure for pneumoconiosis but treatment is available for the symptoms.

There are laws stipulating measures against pneumoconiosis in the Pneumoconiosis Act and Ordinance on Prevention of Hazards Due to Dust, in addition to the Industrial Safety and Health Act and Safety and Health Ordinance. When workers perform work applicable to "dust work" listed in the Ordinance on Prevention of Hazards Due to Dust, businesses are required to provide special measures.

Therefore, among the work that technical intern trainees are asked to perform, it is necessary to check whether the work is applicable to "dust work" listed in the Ordinance on Prevention of Hazards Due to Dust. In addition, the following a to c can be considered as dust measures.

#### a. Produce as little dust as possible.

To ensure as little dust as possible is produced, switching to a raw material that produces no dust or improving work processes where dust is easily produced can be considered.

b. Avoid dispersing as little of the dust produced as possible.

To ensure as little produced dust is dispersed around the workplace as possible, as an example, locating the source of the dust and either sealing it up or isolating it can be considered. Also, an exhaust system can be used to collect indoor dust.

A measure to prevent dispersed dust from entering the human body indoors is to use a local exhaust ventilation system together with appropriate respiratory protective equipment such as a dust mask.



#### (5) Implementing medical examinations

Businesses are required under the Industrial Safety and Health Act to provide the following medical examinations for their workers.

#### 1 General medical examinations

• Medical examination at the time of employment (Article 43 of the Safety and Health Ordinance) A medical examination at the time of employment is performed for the purpose of appropriately allocating the worker and managing their health. This must also be implemented for technical intern trainees and the following 11 items must be checked during the medical examination.

In addition, because tuberculosis infection has been confirmed in young foreign-born people in previous years, please implement a medical examination at the time of employment while keeping in mind that the trainee may be infected with tuberculosis.

- a. Anamnesis and work history
- b. Subjective and objective symptoms
- c. Height, weight, waist circumference, eyesight and hearing
- d. Thoracic X-ray examination
- e. Blood pressure
- f. Anemia examination (examination of hemoglobin content and erythrocyte count)

- g. Examination of hepatic function (examination of GOT, GPT, γ-GTP)
- h. Examination of blood lipid levels
- i. Examination of blood sugar level
- j. Urine analysis (examination of sugar and protein in the urine)
- k. Electrocardiogram examination

#### <Response for when a tuberculosis outbreak occurs>

Implement a response for tuberculosis based on the Infectious Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Diseases. When a tuberculosis outbreak occurs in a standard workplace, excluding medical institutions, it is essential to conduct an exposed person screening with the main goal of quickly detecting and responding to people who are or may be infected with tuberculosis. The basic response is to act according to instructions received from the public health center. However, the main role of implementing organizations is to identify exposed people, give an explanation to employees, recommend that people who have not taken a periodical medical examination do so, and conduct an exposed person screening.

#### •Periodical medical examination (Article 44 of the Safety and Health Ordinance)

Please implement a periodical medical examination that includes the regular legal requirements for technical intern trainees once a year. The following 11 items must be tested. In addition, c, d, f to i and k can be omitted when a doctor decides they are unnecessary.

- a. Anamnesis and work history
- b. Subjective and objective symptoms
- c. Height, weight, waist circumference, eyesight and hearing
- d. Thoracic X-ray examination and sputum examination
- e. Blood pressure
- f. Anemia examination (examination of hemoglobin content and erythrocyte count)
- g. Examination of hepatic function (examination of GOT, GPT,  $\gamma$ -GTP)
- h. Examination of blood lipid levels
- i. Examination of blood sugar level
- j. Urine analysis (examination of sugar and protein in the urine)
- k. Electrocardiogram examination



 Medical examination for those engaged in specified work (Article 45 of the Safety and Health Ordinance) When workers regularly engage in work in places where harmful gases, vapor or dust are produced that include lead or carbon monoxide, and the work includes working late at night, they must receive a regular medical examination once every 6 months or less in addition to first receiving a medical examination when being reassigned to this type of work.

#### 2 Medical examinations other than those listed above (examples)

• Special health screening

A special health screening must be conducted for workers engaged in harmful work as defined in Article 22 paragraph (1) of the Order for Enforcement of Industrial Safety and Health Act, and workers who were engaged in harmful work as defined in Article 22 paragraph (2).

The type of work that falls under this category are (1) Work in high pressure environments, (2) Radiation work, (3) Decontamination work, (4) Work involving specified chemical substance, (5) Asbestos work, (6) Lead work, (7) Tetra-alkyl lead work and (8) Organic solvent work.

• Pneumoconiosis health screening

A special health screening based on the Pneumoconiosis Act must be conducted for workers engaged in regular dust work and workers who have been engaged in this type of work in the past and meet certain requirements.

#### (6) Implementing stress check

For businesses that regularly use 50 or more workers must have workers undergo an "examination for assessing the degree of psychological burden" (hereafter, described as "stress check") by physician based on the Industrial Safety and Health Act.

Therefore, implementing organizations that use 50 or more workers, including technical intern trainees, must conduct a stress check for technical intern trainees.

#### (1) Procedures to receive workers' compensation

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When an industrial injury occurs during technical intern training, after first taking measures required to aid the trainee, please ensure they receive medical care at the hospital using the procedures for workers' compensation insurance (\*1). Also, please submit a Report of Worker Casualties to the relevant Labour Standards Inspection Office about an industrial injury with 4 or more days absence from work(\*2) with regards to industrial injuries involving technical intern trainees.

- \*1: Please refer to the "Industrial Accident Compensation Insurance Application Guidance for Foreign Workers - Brochure about Industrial Accident Compensation Insurance for foreign workers" on the Ministry of Health, Labour and Welfare website (https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/koyou\_roudou/roudoukijun/ gyousei/rousai/gaikoku-pamphlet.html).
- \*2: For industrial injuries with 1 to 3 days absence from work, please submit a quarterly summary report to the relevant Labor Standards Inspection Office. https://anzeninfo.mhlw.go.jp/yougo/yougo29\_1.html

Health insurance cannot be used for the medical treatment of industrial injuries. If a trainee is involved in an industrial injury and you hide this fact so that the trainee can receive medical treatment using the health insurance, and you do not submit a Report of Worker Casualties, you may be punished for "concealing an industrial injury" so please do not do this.

#### (2) Procedures concerning the suspension of technical intern training

In the unfortunate event of the death of a technical intern trainee due to an industrial injury, or if it is unavoidably difficult to continue the technical intern training due to long-term medical treatment, it is necessary to submit a notification(\*) using the Notification of Difficulty in Conducting Technical Intern Training form.

\* The supervising organization will submit the notification for supervising-organization-type training, and the implementing organization will submit the notification for individual-enterprise-type training. For supervising-organization-type training conducted by implementing organizations, when an industrial injury occurs, please report the situation to the supervising organizations.

This notification is not needed if the medical treatment period for the trainee is short and there is nothing preventing the technical intern training from continuing.

# Matters that Should be Considered by Supervising Organizations

### The Role of Supervising Organizations

In Article 40 of the Act on Proper Technical Intern Training and Protection of Technical Intern Trainees, to ensure that implementing organizations, who conduct supervising-organization-type technical intern training, do not violate the Labor Standards Act, the Industrial Safety and Health Act or any other labor related laws, supervising organizations will provide the necessary guidance under the direction of a supervision manager to prevent violations before they occur, and if violations are discovered, they will provide guidance to rectify the situation under the direction of a supervision manager.

Therefore, it is necessary to provide guidance concerning safety and health to ensure that implementing organizations affiliated with supervising organizations do not violate any relevant laws. Also, after technical intern training has ended with the technical intern trainees in a safe and healthy condition, it is important to provide trainees with support so that they can safely return to their own country.

For all supervising organizations who possess special knowledge to provide planning guidance, the items described below may be fairly basic but please check through them again and be sure to thoroughly enforce them.

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IV

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## When a Technical Intern Trainee has Requested a Consultation

When a technical intern trainee requests a consultation about the work they do each day and says that they feel their job is dangerous and they are scared of being injured in an accident, or they discuss cautions and improvements to the work method to prevent an accident, please report the details of the consultation to the implementing organizations and urge them to improve whatever they can. Do not leave it up to the technical intern trainees or implementing organizations to resolve any problems discussed in the consultation.

Also, when technical intern trainees engage in shift work, since the workers take turns to do the work, it is expected that trainees will experience problems because of insufficient communication. Therefore, it is necessary to provide support to compensate for any areas where communication is lacking.

To ensure that more effective means are used to provide the support mentioned above, it is important to ensure that an adequate daily system is set up by supervising organizations that can quickly respond to any consultations from technical intern trainees as well as a system for trainees to consult the supervising organizations in their native language.

### 3 Providing Information and Supporting Technical Intern Trainees at any Time

Especially since technical intern trainees speak a different language and come from a different culture, it can be difficult for them to obtain information that a Japanese person considers easy to obtain, and they may not fully understand something that a Japanese person considers to be easy to understand.

Even if implementing organizations think they have provided the required amount of guidance and information concerning the work to a technical intern trainee, the trainee may not fully understand the work.

It may also be necessary to provide support and information about daily things in the trainee's life, such as measures against heatstroke, preventing falls on fallen snow or icy road surfaces, preventing food poisoning, and preventing electrocution from severed electrical cables after strong winds.

Supervising organizations and implementing organizations must be considerate of the situation that technical intern trainees have been placed in while these organizations provide support and information to promote understand of dangerous situations to technical intern trainees in a language the trainees can understand so that they can live harmoniously in Japan.

## 4

## Safety and Health Guidance for On-site Guidance and Audits

Supervising organizations should provide the necessary guidance and support to implementing organizations after reading the following examples of opportunities to provide on-site guidance (at least once a month for technical intern training (i)) and regular audits (at least once every three months) for safety and health measures at affiliated implementing organizations.

\* This section describes examples relating to safety and health measures. It is of course necessary to also check the status of paying remuneration (wages), human rights violations against technical intern trainees, and improper storage of residence cards.

#### (1) Examples of matters to check with implementing organizations

- O Are there any problems such as a lack of communication with the technical intern trainees and are they unable to understand what is being said?
- O Has the trainee received the required safety education for technical intern training, and have they obtained the necessary qualifications?

Has the trainee received safety and health education based on their work, and does their work require any qualifications such as for forklift operation? (If yes, have they taken the skill training course or special education course?)

O Does the trainee have the proper work clothes?

Does the trainees wear a "safety helmet", "safety shoes or non-slip boots" etc. for working in dangerous parts of the workplace?

- O Is the place where training is implemented a safe and healthy environment?
- O Is the trainee's accommodation clean and hygienic?
- O Have any work-related accidents occurred (including near-miss incidents)? (If yes, what was the response after the accident and what thorough measures were used to prevent recurrence?)

#### (2) Examples of matters to check at interviews with technical intern trainees

O How is the trainee's daily work, their living environment, and their health? (Are they being overworked?)

O Does the trainee receive education for the work they are engaged in and have they acquired the necessary qualifications?

- O Is the work conducted in a safe manner following correct procedures, and has the trainee ever been injured during the job?
- O Are tools and equipment necessary for the work, and jigs necessary to perform the work safely always available?
- O Does the trainee work while wearing appropriate clothing, and does the clothing ever hinder the trainee to do their work safely?
- O Are there times when the trainee does not understand the instructions or explanations from the technical intern training instructor?

# Industrial Injuries in Machinery and Metal-related Jobs

This section provides examples of industrial injuries that actually occurred for technical intern trainees who perform technical intern training involving machinery and metal-related jobs.

#### Example 1

When a technical intern trainee was installing a metal die onto a press machine, they accidentally pressed the foot switch. This resulted in their left hand being caught and injured in the machine.



Possible reasons	Measures			
According to Article 131 paragraph (2) of the Safety and Health Ordinance, it is required that a safety block be used to prevent the slide from unexpectedly descending on a power press for workers who attach metal dies on power presses but this requirement was not met.	Teach the technical intern trainees to point and confirm that the safety block is enabled when installing metal dies. Also write these details in the work procedures manual and ensure they are thoroughly enforced.			
Work procedures that included instructions not to touch the foot switch when installing the metal die were not thoroughly given to the technical intern trainee.	The work procedures manual should fully descric cautions when installing metal dies, and the			
Since the technical intern trainee was installing metal dies as a routine operation, the trainee became familiar with their work and was not cautious enough.	technical intern trainees.			

#### [Things to consider when using a press machine]

Many of the industrial injuries that occur when using a press machine are "caught in or in between" accidents. Safety devices are installed as the main safety measure to prevent "caught in or in between" accidents. However, there have been cases in which these safety devices did not function because they were mistakenly disabled. Please regularly inspect any installed safety devices to check if they are faulty, and thoroughly ensure that safety devices on press machines are enabled when using this type of machine.

Also, because work involving the installation and removal of metal dies on a power press, which is a press machine, is applicable to dangerous or harmful work as stipulated by Article 36 of the Safety and Health Ordinance, technical intern trainees who perform these duties must undergo special education (refer to page 6).

#### Example 2

After a technical intern trainee had finished cutting a workpiece on a milling machine, the trainee pressed the stop switch to cut power to the machine. Then to repair the blade on the machine, the trainee extended their right hand to remove the pipe but forgot to pull the brake bar, resulting in the trainee's glove being pulled into the rotating blade which continued to spin under inertia and then injuring the fingers of the trainee's right hand.



Possible reasons	Measures
According to Article 108 of the Safety and Health Ordinance, businesses where repairs to machine blades are performed are required to stop operation at the relevant machine. However, this action was not performed and the technical intern trainee moved their hand close to the rotating blade which continued to spin under inertia.	For milling machine operation, create a work procedures manual that includes precautions to ensure trainees check that the rotating blade has completely stopped, and notify all workers about these cautions
The technical intern trainee was not fully informed about the dangers of inertial rotation after pressing the stop switch.	
The technical intern trainee was not fully informed that gloves should not be worn when using a milling machine.	Notify all workers about the correct clothing and posture in a meeting or such before the work starts.

#### [Things to consider when using a milling machine]

Wearing gloves might be considered effective in protecting hands and fingers. However, wearing gloves during machine processing may lead to a dangerous situation in which your gloves are pulled into a blade or the material, resulting in your hand being caught in the machine.

Therefore, it is necessary to accurately communicate whether gloves need to be worn or not to technical intern trainees based on such factors as the type of work and machine being used.

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