

## **Ordinance on Health Standards in the Office**

Ministry of Labour Ordinance No. 43 of September 30, 1972

Latest Amendments:

Ministry of Labour Ordinance No. 32 of October 1, 1997

[In Japanese](#)

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The Ordinance on Health Standards in the Office has been enacted as follows conforming to and in order to enforce the Industrial Safety and Health Law (Law No. 57 of 1972).

### **Contents**

- [Chapter I.](#) General Provisions (Article 1)
- [Chapter II.](#) Environmental Control of Offices (Articles 2 through 12)
- [Chapter III.](#) Cleanliness (Articles 13 through 18)
- [Chapter IV.](#) Rest (Articles 19 through 22)
- [Chapter V.](#) First Aid Equipment (Article 23)
- Supplementary Provisions

### **Chapter I. General Provisions**

(Scope)

**Article 1.** This Ministry of Health, Labour and Welfare Ordinance shall apply to offices (buildings defined in item 1, Article 2 of the Building Standards Law (Law No. 201 of 1950), or parts thereof which are principally used by workers who are engaged in office work (including work which is performed using card punching machines, type-writers, or other office machines)).

2. The provisions of Volume 3 of the Ordinance on Industrial Safety and Health (Ministry of Labour Ordinance No. 32 of 1972; hereinafter referred to simply as the "Safety and Health Ordinance") shall not apply to the health standards of offices (excluding dining rooms and kitchens attached thereto).

### **Chapter II. Environmental Control of Office Rooms**

(Air Volume)

**Article 2.** The employer shall make the air volume of the rooms in which workers are regularly engaged in their work (hereinafter referred to as "office rooms"), excluding the volume occupied by facilities and the space at a height exceeding 4 m from the floor surface, 10 m<sup>3</sup> or more per worker.

(Ventilation)

**Article 3.** The employer shall make the area of windows and other openings which can be opened directly to the air at least one-twentieth of the floor space at all times except when facilities having the function to provide a sufficient ventilation are installed.

2. The employer shall make the ratio of carbon monoxide and carbon dioxide in office rooms (ratio of the volume of said gases contained in the air at one atmospheric pressure and at a temperature of 25°C; hereinafter the same) fifty-millionths or less, and five thousand-millionths or less, respectively.

(Temperature)

**Article 4.** The employer shall, when the temperature of office rooms is 10°C or lower, provide heating or take other appropriate measures for temperature adjustment.

2. The employer shall not, when air-cooling office rooms, make the temperature of said office rooms too much lower than that of the open air, except in office rooms where electronic computers, etc., are installed and operators of said computers, etc., are provided with clothes, etc., for keeping warm.

(Adjustment with Air-Conditioning Equipment, etc.)

**Article 5.** The employer shall, when air-conditioning equipment (equipment which purifies air, adjusts the temperature, humidity and flow rate of air and supplies air; hereinafter the same) or mechanical ventilation equipment (equipment which purifies air, adjusts the flow rate of air and supplies air; hereinafter the same), that is of the centrally controlled system type, is installed, adjust such equipment so that the air supplied to office rooms conforms to the following items:

(1) The quantity of air borne dust (weight of air borne dust contained in 1 m<sup>3</sup> of such air at one atmospheric pressure and at a temperature of 25°C; hereinafter the same) shall be 0.15 milligram or less.

(2) The ratio of carbon monoxide and carbon dioxide in such air shall be ten- millionths or less (when it is difficult to supply air containing carbon monoxide of ten-millionths or less as the open air is contaminated, twenty- millionths or less) and one thousand-millionths or less, respectively.

2. The employer shall take measures so that the air flowing into office rooms with the equipment of the preceding paragraph may not go to particular workers directly and continuously, and shall make the air current in office rooms 0.5 m per second or less.

3. The employer shall, when air-conditioning equipment of the centrally controlled system is installed, make an effort to keep the temperature of office rooms 17°C or higher but 28°C or lower, and the relative humidity of office rooms 40% percent or more but 70% or less.

(Burning Appliances)

**Article 6.** The employer shall install exhaust pipes, ventilation fans or other ventilation equipment to office rooms or places where burning appliances (excluding those which emit very small quantities of heat; hereinafter the same) are used.

2. The employer shall, when using burning appliances, inspect such appliances for any abnormality every day.

3. The provisions of [paragraph 2 of Article 3](#), shall apply by analogy to places where the ventilating equipment prescribed by paragraph 1 is installed.

(Work Environment Measurements, etc.)

**Article 7.** The employer shall, as to the office rooms of item 5 of [Article 21 of the Enforcement Order of the Industrial Safety and Health Law \(Cabinet Order No. 318 of 1972\)](#), measure the following items regularly once at least every two months:

- (1) Ratio of carbon monoxide and carbon dioxide.
- (2) Temperature of office rooms and the open air.
- (3) Relative humidity.

2. The employer shall, when making measurements in accordance with the provisions of the preceding paragraph, record the following items and shall keep such record for three years:

- (1) Date and time of measurements.
- (2) Method of measurement.
- (3) Locations where measurements were carried out.
- (4) Conditions of measurement.
- (5) Results of measurements.
- (6) Name(s) of person (persons) conducting measurements.
- (7) When corrective measures are taken on the basis of the results of measurements, an outline of such corrective measures.

(Measurement Method)

**Article 8.** The measurement of the items provided in this Chapter (excluding the preceding article) which are shown in the left column of the following table shall be made using the measuring instruments as shown in the right column of the table or other measuring instruments having the capacity equal to said measuring instruments.

| Item                       | Measuring instruments   |
|----------------------------|---|
| Quantity of air borne dust | Equipment which uses glass fiber filter paper (only filter paper which has the capacity to collect at least 99.9% of particulates of stearic acid of 0.3 micrometer) which measures by the weight method air borne dust of which the relative sedimentation diameter is generally 10 micrometers or less, or other equipment calibrated using such equipment as the standard. |
| Ratio of carbon monoxide   | Carbon monoxide testing equipment using the detection tube method.  |
| Ratio of carbon dioxide    | Carbon dioxide testing equipment using the detection tube method.   |
| Temperature                | Thermometer having a calibration for each 0.5°C   |
| Relative humidity          | Psychrometer having a calibration for each 0.5 °C   |
| Air current                | Anemometer which can measure air currents of 0.2 m per second or more.  |
| Remarks                    | Measurement of the ratio of carbon monoxide and carbon dioxide (only the ratio which is provided in paragraph 2 of Article 3, temperature, relative humidity and air current shall be made during the normal working hours of office rooms at a location 75 cm or higher but 120 cm or lower from the floor at the center of office rooms.                                    |

(Inspection, etc.)

**Article 9.** The employer shall inspect mechanical ventilating equipment for any abnormality when such equipment is first used, is disassembled, remodeled or repaired, and regularly once at least every two months, record the results of such inspection and keep such record for three years.

(Luminous Intensity)

**Article 10.** The employer shall make the luminous intensity of the working surface of office rooms conform to the standards shown in the right column of the following table according to the types of work shown in the left column of the said table, except those office rooms in which sensitized materials are handled, or other special work is performed.

| Type of work | Standard luxes    |
|--------------|-------------------|
| Precise work | 300 luxes or more |

|               |                   |
|---------------|-------------------|
| Ordinary work | 150 luxes or more |
| Rough work    | 70 luxes or more  |

2. The employer shall provide offices rooms with lighting and illumination in the manner that the contrast of light and shade is not too striking and that workers may not be dazzled.

3. The employer shall inspect the illumination equipment of office rooms regularly once at least every six months.

(Prevention of Noises and Vibration)

**Article 11.** The employer shall take measures necessary to prevent the propagation of those sounds or vibrations which may give workers in office rooms adverse effects, for example, by providing partitions.

(Prevention of Propagation of Noises)

**Article 12.** The employer shall, when five or more card punching machines, typewriters or other office machines generating noises are used simultaneously, provide an exclusive working room having a ceiling and walls with the capacity to cut off and absorb sounds to prevent noises from propagating.

### **Chapter III. Cleanliness**

(Water Supply)

**Article 13.** The employer shall provide a sufficient quantity of drinking water and other drinks for workers.

2. Any employer intending to install a water supply system for water to drink or to wash tableware besides the water supply system in compliance with paragraph 9, Article 3 of the Waterworks Law (Law No. 177 of 1957) shall conform to the following requirements:

(1) The employer shall confirm that such water conforms to the water quality standard as provided in Article 4 of the Waterworks Law, by the water quality test conducted by a local public body, etc.

(2) The ratio of residual free chlorine in water at the water tap shall be maintained at 0.1 ppm. or more (in the case of residual combined chlorine, 0.4 ppm. or more). However, when there is the possibility that water to be supplied may be heavily contaminated by pathogenic organisms, or when there is the possibility that such water may contain a large quantity of organisms or substances suspected to be contaminated by pathogenic organisms, the ratio of residual free chlorine shall be maintained at 0.2 ppm. or more (in the case of residual combined chlorine, 1.5 ppm. or more).

(3) The employer shall take appropriate measures to prevent contamination of such water by harmful substances, polluted water, etc.

(Drainage)

**Article 14.** The employer shall, as to drainage equipment, make necessary repair and cleaning so that such equipment may work normally and may not cause polluted water to leak, etc.

(Discharged Fluid Disposition)

**Article 15.** The employer shall, in addition to cleaning works conducted daily, conduct cleaning and preventive and exterminatory measures against rats, insects, etc., regularly once at least every six months, respectively, in a united manner.

(Worker's Obligation to Keep Clean)

**Article 16.** Workers shall keep their offices clean with care and shall not throw away wastes at places other than those designated as a dumping site.

(Lavatory)

**Article 17.** The employer shall provide lavatories in accordance with the following items:

- (1) Provide men's and women's rooms separately.
  - (2) Provide at least one toilet per 60 male workers or less who work at the same time.
  - (3) Provide at least one urinal per 30 male workers or less who work at the same time.
  - (4) Provide at least one toilet per 20 female workers or less who work at the same time.
  - (5) Design the basin of lavatories so that filth may not penetrate into the soil.
  - (6) Provide washing equipment that supplies a sufficient quantity of running clear water.
2. The employer shall keep lavatories clean and dispose of filth in an appropriate manner.

(Washing Equipment, etc.)

**Article 18.** The employer shall provide washing equipment.

2. The employer shall provide locker rooms or drying equipment for clothes to those workers whose clothes may become dirty or get wet, or may be polluted or get wet.

## **Chapter IV. Rest**

(Facilities for Rest)

**Article 19.** The employer shall make an effort to provide facilities for rest which workers can use effectively.

(Facilities for Sleeping or Napping)

Article 20. The employer shall, when there is the need to let workers sleep at night, or when workers have the opportunity to nap in the middle of work, provide appropriate places for sleeping or napping for male and female workers separately.

2. The employer shall provide the place of the preceding paragraph with bedding, mosquito nets and other requisites, and shall take measures to prevent diseases from infecting in such place.

(Resting Room, etc.)

**Article 21.** The employer shall, when employing 50 workers or more, or 30 female workers or more, on a regular basis, provide a resting room or a resting place where workers can lie down, for male and female workers separately.

(Chair for Standing Work)

**Article 22.** The employer shall, when workers engaged in standing work have the opportunity to sit sometimes during such work, provide chairs which such workers can use.

## **Chapter V. First Aid Equipment**

(Provision of First-aid Appliances)

**Article 23.** The employer shall provide first-aid appliances and materials necessary to give treatment to injured workers, and shall let workers know the location and the method of use of such appliances and materials.

2. The employer shall keep the first-aid appliances and materials of the preceding paragraph clean at all times.

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