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Fukushima Prefectural Labour Bureau Notification No. 1030-2

30 October 2015

Directors of Labour Standards Inspection Offices

Directors of Public Employment Security Offices (Branch Offices)

Fukushima Prefectural Labour Bureau Director General

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**Promotion of General Measures toward Improvement of Level of Compliance
with Laws and Ordinances for Decontamination Works, etc.**

Since decontamination works, etc. were started toward reconstruction and recovery of Fukushima Prefecture, the Fukushima Prefectural Labour Bureau has tackled the ensuring important issues of working conditions, safety, and health of the workers engaged in the decontamination works, etc.. Regrettably, however, the surveyed results of supervision and instruction activities for decontamination workers in 2014 revealed that violations of laws and ordinances related to labour standards in some form still represented 67.2% of the cases of supervision and instruction activities.

Prefectural residents have a keen interest in appropriate implementation of decontamination works and many problems, including those related to contracts, have been reported.

In light of these situations, the document “General Measures toward Improvement of Level of Compliance with Laws and Ordinances for Decontamination Works, etc.” has been formulated to improve the level of compliance with the relevant laws and ordinances for decontamination works, etc., which should be disseminated and accurately observed.

General Measures toward Improvement of Level of Compliance with Laws and Ordinances for Decontamination Works, etc.

1 Objective

Since decontamination works, etc. were started toward reconstruction and recovery of Fukushima Prefecture, the Fukushima Prefectural Labour Bureau (hereafter referred to as the “Bureau”) has tackled the ensuring important issues of working conditions, safety, and health of the workers engaged in the decontamination works, etc.. Regrettably, however, the surveyed results of supervision and instruction activities for decontamination workers in 2014 revealed that violations of laws and ordinances related to labour standards in some form still represented 67.2% of the cases of supervision and instruction activities.

Prefectural residents have a keen interest in appropriate implementation of decontamination works and many problems, including those related to contracts, have been reported.

In light of these situations, measures that have been implemented one after another will be reorganized and made systematic, operators will be urged to take further voluntary actions, and supervisory instructions and individual instructions (hereafter referred to as “supervision and instruction activities, etc.”) will be provided intensively in order to improve the level of compliance with laws and ordinances during decontamination works, etc.

2 Measures by Labour Standards Department

(1) Analyzing and assessing information on decontamination sites

The Bureau shall obtain information on decontamination sites from the Fukushima Environmental Regeneration Office and the Decontamination Measures Section of the Fukushima Living Environment Department and quickly supply that information to the Labour Standards Inspection Office (hereafter referred to as the “Office”) that regulates the site.

The Office shall make efforts to regularly collect information on decontamination implementation plans from municipalities and information on decontamination sites from a federation of construction subcontractors, decontamination cooperative associations, and others.

(2) Promoting measures to get voluntary compliance by operators with laws and ordinances

The Office shall send primary employers the request statement of Attachment 1, the “Check list for compliance with laws and ordinances” of Attachment 2, and the leaflet related to the “Check list” when the Office collects decontamination site information.

(3) Providing important supervision and instruction activities to decontamination sites

The Office shall provide supervisory guidance to decontamination sites seamlessly throughout the year.

(4) Designating a month for improving compliance with laws and ordinances for decontamination works, etc.

A month, to be separately designated, shall be regarded as the “month for improving compliance with laws and ordinances for decontamination works, etc.” and the following measures shall be implemented:

[1] Intensively supervising decontamination sites (to be done by the Office)

[2] Holding meetings with participation by primary employers and authorities ordering the

decontamination works, etc. (to be done by the Bureau)

[3] Joint monitoring of the compliance improvement (to be done by the Office and the Bureau)

(5) Disseminating information about the industrial accident compensation insurance scheme

The Bureau and the Office shall make efforts to disseminate information about the industrial accident compensation insurance scheme to not only operators that perform decontamination works, etc., but also workers engaged in the decontamination works, etc. by using related leaflets and taking advantage of every opportunity, so that the insurance benefits will be quickly and accurately paid.

3 Measures by Employment Security Department

(1) Countermeasures against illegal worker dispatches (response by the Demand-Supply Adjustment Office)

[1] Information dissemination and instruction in concert with related organizations to understand violation of laws and ordinances

Operators that perform decontamination works, etc. shall be provided with information and instructed about prevention of illegal contracts and illegal worker dispatches at meetings held by related organizations such as the Ministry of Environment, Fukushima Prefecture government, Fukushima Prefectural Police Headquarters, municipalities, and Labour Standards Department, and the cases of violations shall be detected and monitored; and, if suspected cases of violations of laws and ordinances are detected, an investigation shall be promptly made and instruction given in cooperation with the related organizations.

[2] Instruction to primary employers

Primary employers shall be requested to prepare appropriate contracts for decontamination works, etc.; this shall be done by sending leaflets calling for prevention of illegal contracts and illegal worker dispatches to the primary contractors and by visiting and providing instruction to decontamination site offices.

[3] Response to individual cases of violations

If information on suspected illegal dispatches is received or if reports or consultations over illegal dispatches are made by workers engaged in decontamination works, etc., the related operators shall be immediately investigated and provided with quick and accurate instruction.

(2) Measures for recruitment of workers (measures by Hello Work offices)

[1] Confirmation of advertisements for recruitment

Advertisements for decontamination worker recruitment shall be thoroughly confirmed to have no violations of laws and ordinances related to labour standards when they are received by employment offices, in order to assure accuracy and clearness of the advertisements.

[2] Information dissemination on prohibition of minors from working at decontamination sites

Leaflets explaining the prohibition of minors from working at decontamination sites shall be prepared and disseminated.

4 Response to cases of violation of laws and ordinances

The cases where serious or heinous violations of laws and ordinances related to labour standards are recognized shall be strictly dealt with, including sending the violators to a prosecutor or indicting them.

To primary employers

XXX Labour Standards Inspection Office Director

Use of Check List for Compliance with Laws and Ordinances (Request)

Your understanding of, and cooperation with, labour standards administration is gratefully acknowledged. Since decontamination works, etc. were started toward reconstruction and recovery of Fukushima Prefecture, the Fukushima Prefectural Labour Bureau has tackled the ensuring important issues of working conditions, safety, and health of the workers engaged in the decontamination works, etc., and is aware that primary employers are making efforts to comply with the relevant laws and ordinances.

Regrettably, however, the surveyed results of supervision and instruction activities for decontamination workers in 2014 revealed that violations of laws and ordinances related to labour standards in some form still represented 67.2% of the cases of supervision and instruction activities. In addition, further improvement of the relations among contracting parties at decontamination sites is required.

Therefore, it is requested that the following measures be implemented for primary employers of decontamination works, etc., to accurately fulfill their responsibilities:

Notes

1 Voluntary efforts toward improvement of compliance with laws and ordinances

The authorities have created a “Check List for Compliance with Laws and Ordinances” (hereafter referred to as the “check list”) concerning safety and health of workers engaged in decontamination works, etc. and important points of working conditions to make it easy for related subcontractors to comply with laws and ordinances.

Primary employers are requested to distribute the check list to related subcontractors without omission when they enter a new decontamination site and to provide necessary instruction for making voluntary improvements to those related subcontractors that are considered to violate laws and ordinances.

It is also requested that the check lists be collected from the related subcontractors and kept until the decontamination work is completed.

2 Prohibition of minors from working at decontamination sites

Minors (persons who are less than 18 years old) shall be prevented from working at decontamination sites by thoroughly checking the ages of all workers at the site against original certificates issued by public organizations showing ages.

3 Certificates, etc., and health checkup records at decontamination sites

When the workers of related subcontractors are engaged in works with restrictions or requiring special training or when the workers of the related subcontractors have undergone health checkup,

these matters should be confirmed. The prime contractors are requested to confirm not against copies but against the original certificates and original health check records from the viewpoint of preventing forgery.

The health checkup records shall be thoroughly checked and the health of workers shall be appropriately managed.

4 Ensuring appropriate contracts

A secure chain of command at decontamination sites shall be established to prevent illegal worker dispatches or illegal contracts by checking the companies which are employing the workers at the site.

5 Disseminating information about the industrial accident compensation insurance scheme

The related subcontractors and workers entering decontamination sites shall be informed that the industrial accident compensation insurance is applied to accidents that happen during work or during commuting to the work site.

Check List for Compliance with Laws and Ordinances

Date prepared (month/day/year: ___/___/___)

Name of the primary contractor (_____)

Name of the project (_____)

Project location name			Address & phone number	TEL: () -	
Number of workers: _____	(Circle one)	Primary contractor or	Person preparing the list	(Title)	
		Secondary contractor		(Name)	

Check item		Check result (Circle one)		Future improvement, plan, etc. (Explain if your answer is "No".)
<<Working condition-related>>				
1	<ul style="list-style-type: none"> Working conditions including wages are clearly indicated in written form to workers when an employment contract is concluded. (Article 15, Labour Standards Law) 	Yes	No	
	<ul style="list-style-type: none"> How are wages for decontamination work described in working condition notification, etc.? (Put a check mark at the corresponding item.) <input type="checkbox"/> Decontamination allowance will be paid in addition to basic wages. → <input type="checkbox"/> Decontamination allowance will be included in the basic wages. <input type="checkbox"/> Decontamination allowance will not be paid. <input type="checkbox"/> Not written or unknown <div style="border: 1px solid black; padding: 5px; width: fit-content;"> When was the payment started? <input type="checkbox"/> From the start of the work (___month, ___year) <input type="checkbox"/> From the middle of the work (___month, ___year) </div>			
2	<ul style="list-style-type: none"> Expenses for social activities, dormitory, and food are deducted from the wages. (Article 24, Labour Standards Law) (Indicate whether the following are deducted.)	Yes	No	
	<ul style="list-style-type: none"> Arrangements are made with representatives of the majority of workers about deduction. 	Yes	No	
	<ul style="list-style-type: none"> Deducted amount is appropriate. (It is not too much) 	Yes	No	
	<ul style="list-style-type: none"> Expenses for undergoing the special medical checkup or taking special training are not deducted from the wages. 	Yes	No	
3	<ul style="list-style-type: none"> If it is necessary for workers to undergo special training on decontamination works, etc., or to have their e internal exposure dose measured, wages amounting to time required for these are paid. (Article 24, Labour Standards Law) 	Yes	No	
4	<ul style="list-style-type: none"> Overtime work is within the range of the labour-management agreements (Labour Standards Law Article 36 agreement). (Article 32, Labour Standards Law) 	Yes	No	
5	<ul style="list-style-type: none"> Premium wages of 25% or more are paid for work exceeding 8 hours a day or 40 days a week. (Article 37, Labour Standards Law) 	Yes	No	
6	<ul style="list-style-type: none"> Unit calculation of extra wages including the decontamination allowance. (Article 37, Labour Standards Law) 			
7	<ul style="list-style-type: none"> The age of workers is checked against the original certificates issued by public organizations and those who are less than 18 years old are prohibited from working at the decontamination site. (Article 62, Labour Standards Law) 	Yes	No	
8	<ul style="list-style-type: none"> A roster of workers is created and necessary information such as type of work a worker is engaged in is described. (Article 107, Labour Standards Law) 	Yes	No	
9	<ul style="list-style-type: none"> A wage ledger is created and such necessary information as working hours per month is described. (Article 108, Labour Standards Law) 	Yes	No	

(Continued on the back side)

Check item		Check result (Circle one)		Future improvement, plan, etc. (Explain if your answer is "No".)
10	<ul style="list-style-type: none"> A worker to be dismissed is notified at least 30 days before or paid dismissal notice allowance. (Article 20, Labour Standards Law) 	Yes	No	
11	<ul style="list-style-type: none"> When a worker is ordered to take a leave of absence, 60% or more of the average wages is paid as the allowance for the work absence. (Article 26, Labour Standards Law) 	Yes	No	
<<Safety and health-related>>				
1	<ul style="list-style-type: none"> Exposure dose of decontamination workers is measured by the specified method (a representative worker may be measured if the dose is 2.5 μSv/h or less). (Article 5, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
	(Put a check mark at the corresponding item.) <ul style="list-style-type: none"> External exposure dose measurement method: <ul style="list-style-type: none"> <input type="checkbox"/> Dosimeter of individual <input type="checkbox"/> Representative <input type="checkbox"/> Evaluated from average air dose rate Internal exposure dose measurement/check method: <ul style="list-style-type: none"> <input type="checkbox"/> WBC measurement <input type="checkbox"/> Screening check <input type="checkbox"/> Unnecessary (2.5 μSv/h or less) 			
2	<ul style="list-style-type: none"> Measured dose is recorded and kept for each of the specified periods. (Article 6, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
	<ul style="list-style-type: none"> Workers engaged in decontamination works, etc. are quickly informed of the recorded dose. (Article 6, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
	<ul style="list-style-type: none"> is issued to Workers engaged in decontamination works, etc., are given a copy of the dose record when they leave their job. (Decontamination Guideline) 	Yes	No	
3	<ul style="list-style-type: none"> Situation, average air dose rate, radiation concentration, etc., at the decontamination work site are measured in advance of the work and the results are recorded. (Article 7, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
	<ul style="list-style-type: none"> Workers engaged in decontamination works, etc., are given a summary of the results of the above measurements (in advance of the work) (Article 7, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
4	<ul style="list-style-type: none"> Work is performed in accordance with a work plan drawn up in advance. (Article 8, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
	<ul style="list-style-type: none"> Relevant workers are informed of the work plan. (Article 8, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
5	<ul style="list-style-type: none"> A work leader is appointed who directs work in accordance with the work plan. (Article 9, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
6	<ul style="list-style-type: none"> Workers engaged in decontamination works, etc., are checked for contamination when they leave the decontamination work site. (Article 14, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
7	<ul style="list-style-type: none"> Objects to be taken out from the decontamination work site are checked for contamination. (Article 15, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
8	<ul style="list-style-type: none"> Workers leaving the site are thoroughly decontaminated by washing and objects are not allowed to be taken out if they are found to have been contaminated as a result of the contamination check. (Article 15, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
9	<ul style="list-style-type: none"> Workers engaged in decontamination works, etc., wear protective clothing and gear appropriate for the soil and dust conditions. (Article 16, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
10	<ul style="list-style-type: none"> Relevant special training is provided to workers engaged in decontamination works, etc., for the duration of the work period. (Article 19, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	
11	<ul style="list-style-type: none"> Workers engaged in decontamination works, etc., undergo special medical checkup once in every six months and when they are newly employed or transferred to the works. (Article 20, Ionizing Radiation Ordinance for Decontamination) 	Yes	No	

Description of Check List for Compliance with Laws and Ordinances (Working condition-related)

Example of problem	Description
(Working condition-related)	
1 Working conditions were not clearly indicated in written form. Or, although they were clearly indicated, daily wages and decontamination allowance were not described separately. (Related to Article 15, Labour Standards Law)	Labour contract period, time of starting and ending work daily, specified overtime, wages (including various allowances), calculation method of wages, payment method, date of closing and paying wages, and termination of the work (including reason for dismissal) must be clearly indicated by issuing documents. Decontamination allowance must be clearly stated in writing because it is a part of wages.
2 Expenses for social gatherings, dormitory, and food were deducted from the wages. Expenses for undergoing special medical checkup or taking special training were deducted from the wages. (Related to Article 24, Labour Standards Law)	It is necessary to conclude a labour-management agreement in writing between the company and a labour union of the majority of workers or a representative of the majority of workers to deduct expenses other than those defined by laws and ordinances (such as income tax and social insurance fee) from wages. Deductions can be made for only the expenses specified by the agreement. Even if there is a wage deduction agreement, only actual and clear expenses for a dormitory and food can be deducted. The operator must pay for the expenses for undergoing the special medical check and receiving special training.
3 Times required for special training for decontamination and for measurement of internal dose were not treated as working hours and wages were not paid. (Related to Article 24, Labour Standards Law)	Times during which workers are receiving special training or having an internal dose measurement are included in working hours, for which they must be paid.
4 Workers were forced to work overtime without an agreement (Labour Standards Law Article 36 agreement) concerning overtime and work on holidays being registered with the Labour Standards Inspection Office. Workers were forced to work overtime exceeding the upper limit of the working hours specified by the Labour Standards Law Article 36 agreement. (Related to Article 32, Labour Standards Law)	To have workers work for more than 8 hours a day or 40 hours a week (overtime work) or on holidays, an agreement (Labour Standards Law Article 36 agreement) concerning overtime and working on a day off must be concluded between the company and a labour unit of the majority of workers or a representative of the majority of workers and the agreement registered with the Labour Standards Inspection Office. Overtime and time of work on a day off must be within the range of the time specified by the Labour Standards Law Article 36 agreement.
5 Premium wages were not paid for overtime work exceeding 40 hours a week. (Related to Article 37, Labour Standards Law)	Premium wages of 25% of the basic wages must be paid for overtime work exceeding 8 hours a day or 40 hours a week and 35% for work on a legal day off.
6 Decontamination allowance was not included in unit calculation of overtime work (Related to Article 37, Labour Standards Law)	Only "family allowance", "commuting allowance", "separation allowance", "child education allowance", "housing allowance", "wages paid extraordinarily", and "wages paid in each period exceeding one month" do not have to be included in unit calculation of premium wages. Decontamination allowance does not fall under these categories and therefore must be included in unit calculation.
7 Workers under 18 years old were engaged in decontamination works. (Related to Article 62, Labour Standards Law)	Because decontamination works fall under dangerous and harmful jobs as defined by various laws and ordinances, workers under 18 years old are not allowed to be engaged in such works.
8 A roster of workers was not created. (Related to Article 107, Labour Standards Law)	A roster of workers must be created that gives the name, date of birth, sex, home address, work to be engaged in, date of employment, and date of and reason for leaving the job of each worker.
9 Working hours were not shown in the wage ledger. (Related to	A wage ledger that describes the name, date of birth, sex, calculation period of wages, the number of

Article 108, Labour Standards Law)	working days, the number of working hours, and the number of working hours for overtime work, work on holidays, and late night work must be created.
10 Workers were notified 30 days or more before dismissal. (Related to Article 20, Labour Standards Law)	Regardless of reason, workers must be notified 30 days before dismissal. If the notification period is less than 30 days (including immediate dismissal), dismissal notice allowance must be paid. Even if a worker is dismissed for reason attributable to the worker, dismissal notice allowance must be paid unless authorization by the Labour Standards Inspection Office is obtained.
11 Work was canceled by reason of weather but allowance for absence from work was not paid to the workers. (Related to Article 26, Labour Standards Law)	Even if work is canceled due to rain or snow, allowance of 60% or more of the average wages must be paid to workers.

Description of Check List for Compliance with Laws and Ordinances (Safety and health-related)

Example of problem	Description
(Safety and health-related)	For details, refer to the following brochure on the Ionizing Radiation Ordinance for Decontamination) http://www.mhlw.go.jp/new-info/kobetu/roudou/gyousei/anzen/120118-2.html
1 External exposure dose was not accurately measured because “the dosimeter was not attached to the chest but put into a trousers pocket” or “the representative worker who wore the dosimeter left the site for a long time”. (Related to Article 5, Ionizing Radiation Ordinance for Decontamination)	<ul style="list-style-type: none"> ○ Measurement of external exposure dose: Male workers and female workers who have no possibility to become pregnant wear an electronic dosimeter (such as APD) or glass badge on the chest. Other female workers wear it on the abdomen. If the average air dose rate exceeds 2.5 μSv/h, “each worker must wear a dosimeter”. If the dose rate is 2.5 μSv/h or lower, “each worker must wear a dosimeter”, “only the representative worker must wear a dosimeter”, or “dose must be estimated from the average air dose rate”. ○ Measurement of internal exposure dose: Workers must be checked by using a whole body counter (WBC) or through screening. Internal exposure does not have to be measured at a place where the average air dose rate is 2.5 μSv/h or lower.
2 Measured dose was not recorded Workers engaged in decontamination works, etc. were not informed of the measured dose (Related to Article 6, Ionizing Radiation Ordinance for Decontamination)	Total dose to which male workers have been exposed for 3 months, 1 year, and 5 years, and that to which female workers have been exposed for 1 month, 3 months, and 1 year must be recorded and the records kept for 30 years. However, the records can be handed over to an organization designated by the Minister of Health, Labour and Welfare after they have been preserved for 5 years or after the worker leaves his/her job. Workers must be informed of the recorded dose without delay. A copy of the dose record must be issued to workers who are leaving their job.
3 The average air dose rate at the site where decontamination works will be performed was not measured in advance. The summarized results of the advance measurement were not clearly indicated to the workers. (Related to Article 7, Ionizing Radiation Ordinance for Decontamination)	The situation, average air dose rate, and concentration of cesium contained in soil or waste of the site where decontamination works, etc. will be performed must be measured in advance of starting the work and the results must be recorded. The summarized results of the advance measurement must be clearly indicated to the workers.
4 Work was not performed in accordance with the plan of the decontamination works, etc. (Related to Article 8, Ionizing Radiation Ordinance for Decontamination)	A work plan must be drawn up before the start of decontamination works, etc., and the works must be directed. This work plan must also be disseminated to the workers.
5 The leader of the decontamination works, etc., was not issuing necessary work directions. (Related to Article 9, Ionizing Radiation Ordinance for Decontamination)	A work leader who directs work must be appointed for decontamination works, etc. The directions must include implementation of work according to the work plan, work procedures, deployment of workers, inspection of machines, etc., monitoring the situation of use of dosimeters and protective gear, and keeping out people other than those concerned.
6 Workers leaving the decontamination site were not checked for contamination. (Related to Article 14, Ionizing Radiation Ordinance for Decontamination)	Workers leaving the decontamination site must be checked for contamination of the body, clothes, shoes, protective gear, and masks.
7 Objects to be taken from the decontamination site were not checked for contamination. (Related to Article 15, Ionizing Radiation Ordinance for Decontamination)	Objects to be taken from the decontamination site must be checked for contamination.

<p>8 Objects found by a contamination check to be contaminated were taken out of the site. (Related to Article 15, Ionizing Radiation Ordinance for Decontamination)</p>	<p>Workers' bodies and clothes with contamination exceeding 40 Bq/cm² must be washed for decontamination. Gear and objects contaminated exceeding 40 Bq/cm² must not be taken out of the site.</p>
<p>9 Workers wore a surgical mask (a mask for cold prevention) instead of a dust-proof mask when they were handling highly radioactive contaminated soil and wastes (Related to Article 16, Ionizing Radiation Ordinance for Decontamination)</p>	<p>Workers must wear a dust-proof mask when handling highly radioactive contaminated soil and wastes (soil or wastes with radiation concentration of more than 500,000 Bq/kg). They also must wear a mask, clothes, gloves, and boots suitable for the conditions of soil and dust.</p>
<p>10 Workers who had not undergone special training because adjustments could not be made between the date of training and work were allowed to perform decontamination works, etc. (Related to Article 19, Ionizing Radiation Ordinance for Decontamination)</p>	<p>Workers who have not undergone special training on decontamination, etc., must not be allowed to perform decontamination works, etc.</p>
<p>11 Workers were allowed to perform decontamination works, etc., without undergoing the medical checkup on employment because work was suddenly started. (Related to Articles 20 and 24, Ionizing Radiation Ordinance for Decontamination)</p>	<p>Workers to be engaged in decontamination works, etc. must undergo the regular ionizing radiation medical checkup once in every six months and when they are employed for the first time or transferred. The results of the medical checkup carried out every six months must be reported to the Labour Standards Inspection Office.</p>

(Reference for Compliance with Laws and Ordinances)

Related Laws and Ordinances

Labour Standards Act (Act No. 49 of 1947)

(Clear Indication of Working Conditions)

Article 15

1. In concluding a labour contract, the Employer shall clearly indicate the Wages, working hours and other working conditions to the Worker. In this case, matters concerning Wages, working hours and other matters stipulated by Ordinance of the Ministry of Health, Labour and Welfare shall be clearly indicated in the manner prescribed by Ordinance of the Ministry of Health, Labour and Welfare.
2. In the event that the working conditions clearly indicated under the provisions of the preceding paragraph differ from actual fact, the Worker may immediately cancel said labour contract.
3. In cases under the preceding paragraph, in the event that a Worker who has changed his or her residence for the purpose of work returns home within 14 days from the date of contract cancellation, the Employer shall bear the necessary travel expenses on behalf of the Worker.

(Advance Notice of Dismissal)

Article 20

1. In the event that an Employer wishes to dismiss a Worker, the Employer shall provide at least 30 days' advance notice. An Employer who does not give 30 days' advance notice shall pay the Worker the Average Wage they would earn in working for a period of not less than 30 days; provided, however, that this shall not apply in the event that the continuance of said Business has become impossible due to natural disaster or other unavoidable reasons, nor when the Worker is dismissed for reasons attributable to the Worker.
2. The number of days of advance notice set forth in the preceding paragraph may be reduced in the event that the Employer pays the Worker the Average Wage they would earn for each day of work deducted from said advance notice period.
3. (Omitted)

(Payment of Wages)

Article 24

1. Wages shall be paid in currency and in full directly to Workers; provided, however, that [...] partial deduction from Wages may be permitted in cases otherwise provided for by laws and regulations or in cases where there exists a written agreement with a labour union organized by a majority of the Workers at the workplace (in cases where such labour union exists), or with a person representing a majority of the Workers (in cases where such labour union does not exist).
2. Wages shall be paid at least once a month on a definite date. (The rest omitted)

(Allowance for Absence from Work)

Article 26

In the event of an absence from work for reasons attributable to the Employer, the Employer shall pay an allowance equal to at least 60 percent of the Worker's average Wage to each Worker concerned during said period of absence from work.

(Premium Wages for Overtime Work, Work on Days Off and Night Work)

Article 37

1. If an Employer extends the working hours or has a Worker work on a day off pursuant to the provisions of Article 33 or paragraph 1 of the preceding Article, the Employer shall pay Premium Wages for work during such hours or on such days at a rate no less than the rate stipulated by cabinet order within the range of no less than 25 percent and no more than 50 percent over the normal Wage per working hour or working day; provided, however, that in cases when extended working hours exceed 60 hours per month, the Employer shall pay Premium Wages for the excess working hours at a rate not less than 50 percent over the normal Wage per working hour.
2. (Omitted)
3. (Omitted)
4. In the event that an Employer has a Worker work between 10 p.m. and 5 a.m. [...], the Employer shall pay Premium Wages for work during such hours at a rate no less than 25 percent over the normal Wage per working hour.
5. Family allowances, commutation allowances, and other elements of Wages as stipulated by Ordinance of the Ministry of Health, Labour and Welfare shall not be added to the base Wages underlying the Premium Wages set forth in paragraph 1 and the preceding paragraph.

(Roster of Workers)

Article 107

1. Employers shall prepare a roster of Workers for each workplace with respect to each Worker (excluding day labourers) and shall enter the Worker's name, date of birth, personal history, and other matters as set forth by Ordinance of the Ministry of Health, Labour and Welfare.
2. In the event of a change in any of the matters entered pursuant to the provisions of the preceding paragraph, the Employer shall make a correction without delay.

(Wage Ledger)

Article 108

Employers shall prepare a Wage ledger for each workplace and shall enter the facts upon which Wage calculations are based, the amount of Wages, and other matters as set forth by Ordinance of the Ministry of Health, Labour and Welfare without delay each time Wage payments are made.

Ordinance for Enforcement of the Labour Standards Act (Ordinance of the Ministry of Health and Welfare No. 23 of 1947)

Article 5

1. The working conditions that an employer must clearly state to workers in accordance with the provisions in the top part of Paragraph 1, Article 15 of the Law are as follows: However, item 1-2 does not apply if the employer does not define the items set out in item 4-2 through item 11, when a labour agreement is with a defined period and as long as an updated labour agreement is concluded after the period of the original agreement expires.
 - (1) Matters concerning the period of the labour agreement
 - (1-2) Matters concerning standards when a labour agreement with a defined period is updated
 - (2) Matters concerning starting hour and closing hour, presence of labour to be done exceeding prescribed working hours, rest period, days off, leave, and the change in shifts (in case workers work in two or more shifts)
 - (3) Matters concerning methods of determination, calculation, and payment of wages (except retirement allowances and those wages falling under item (5); hereinafter the same shall apply in

- this item), the dates for closing account for wages and for payment of wages, and increase in wages
- (4) Matters concerning retirement (including grounds for dismissal)
 - (4-2) Matters concerning the scope of workers covered, methods of determination of retirement allowances, calculation and payment of retirement allowances, and the dates for payment of retirement allowances
 - (5) Matters concerning special wages (except retirement allowances), bonuses, those wages listed in each item of Article 8, and minimum wages
 - (6) Matters concerning expenses of food, supplies for work, and the like to be borne by workers
 - (7) Matters concerning safety and health
 - (8) Matters concerning vocational training
 - (9) Matters concerning accident compensation and support for injury and disease incurred off duty
 - (10) Matters concerning commendation and sanction
 - (11) Matters concerning administrative leave
2. The matters prescribed by Ordinance of the Ministry of Health, Labour and Welfare referred to in the provision of the second sentence of paragraph 1 of Article 15 of the Act shall be the matters listed in items (1) to (4) inclusive of the preceding paragraph (except the matters concerning increase in wages).
 3. The method prescribed by Ordinance of the Ministry of Health, Labour and Welfare referred to in the second sentence of paragraph 1 of Article 15 of the Act shall be to give a worker a document where the matters prescribed in the preceding paragraph are clearly described.

Article 21

Pursuant to the provision of paragraph 4 of Article 37 of the Act, family allowances, commutation allowances, and other elements of wages listed in the following items shall not be included in the wage calculation basis for premium wages set forth in paragraphs 1 and 3 of the same Article:

- (1) Separation allowance
- (2) Child education allowance
- (3) Housing allowance
- (4) Special wages
- (5) Wages paid at regular intervals of a period exceeding one month

Article 53

Matters to be entered into a roster of workers (Form No. 19) pursuant to paragraph (1) of Article 107 of the Act shall be those listed as follows in addition to those provided by the same paragraph of the same Article:

- (1) Sex
 - (2) Present address
 - (3) Type of work engaged in
 - (4) Date of hiring
 - (5) Date and reason of retirement (in the case where the cause of the retirement is dismissal, the reason shall be included.)
 - (6) Date and cause of death
2. A workplace which usually employs less than 30 workers may not enter matters listed in item (3) of the preceding paragraph.

Article 54

An employer shall enter the following matters into the wage ledger for each worker under the provision of Article 108 of the Act:

- (1) Name
 - (2) Sex
 - (3) Wage calculation period
 - (4) Working days
 - (5) Working hours
 - (6) When an employer makes a worker work overtime, or work on a day off pursuant to the provision of Article 33 or paragraph 1 of Article 36 of the Act, or during the period between 10 p.m. and 5 a.m. [...], the number of overtime hours, that of working hours on days off or that of night working hours
 - (7) Respective amounts of basic wages, allowances, and other wages
 - (8) When partial amount is deducted from wages pursuant to the provision of paragraph 1 of Article 24 of the Act, the said amount
2. (Omitted)
 3. (Omitted)
 4. (Omitted)
 5. (Omitted)