

目から鱗！これがニッポンの当たり前？

Eye Opening！ Is This Normal in Japan?

KYってなに？

What is KY?

みなさんは「KY」という言葉を聞いたことがありますか？日本では「あの人はKYだ」といった使い方をしますが、「KYな人」とはどのような人のことだと思えますか？「KY」は2007～2008年頃に日本で流行した言葉で「空気が読めない」という意味です。「空気を讀む」という言い回しは日本独特であるため、みなさんの母国語にはない言葉かもしれません。しかし空気を讀むことは、日本で生活する上でとても重要な考え方です。一緒に学んでいきましょう。

Have you heard of the term “KY” before? An example of its use in Japan would be something like, “That person is so KY.” What kind of person do you think a “KY person” is? “KY” is a word that was popular around 2007 and 2008, and stands for “kuuki ga yomenai,” or “unable to read the room.” “Reading the air” might an expression that is unique to Japan, and might not have an equivalent word in your native language. Nevertheless, reading the room is thought to be an immensely crucial skill for living in Japan. Let’s learn more about it.

日本の「空気を讀む」文化とは？

「空気を讀む」とは、その場の雰囲気や状況を察することです。そして、その場にいる人の人間関係や暗黙のルールを理解して、そのときに自分がやるべきことについて考えて適切に行動することを意味します。日本では昔から集団で行動する文化があったため、まとまりを維持するために個人よりも集団や社会を優先して行動するようになったと言われています。現代でも他の国と比べると、集団としての利益や結果を重視して空気を讀んで行動をする人が日本には多くいます。

What is the Japanese Culture of “Reading the air”?

“Reading the air” means to catch on about the situation or atmosphere of that place, as well as grasp what the relationships and unspoken rules are among the people present, and take the appropriate action, upon considering how you are expected to act in such situation. Because Japan was a collectivist society since its early days, it is said that Japan developed a culture of prioritizing the group or society before the individual, in order to maintain the sense of collective unity. Even today, compared to other countries, there are many people in Japan who read the room and choose to act for the benefit and accomplishment of the group as a whole.

どうやって空気を読んでいるの？

空気を読んで行動する人は、日常的に相手の感情の動きを感じ取って生活しています。相手の声の明るさ、目線、表情、態度などを観察して、相手が自分の発言についてどのように感じるかを意識しています。会議などの大勢の人が参加する場合は、できる限り全員の感情を想像してその場全体の状況を判断し周囲に気を配ります。自分中心の視点ではなく相手中心の視点で行動することで、集団全体に思いやりのある温かい雰囲気生まれます。

How Do They Read the air?

Those who read the room and act accordingly live actively feeling out what other people are feeling, on a daily basis. They observe things such as the tone of voice, eyes, expression, and attitude of the other, and try to be mindful of how the other person would feel in response to their words. When there are many people present, such as at a meeting, they try as much as they can to imagine the feelings of everyone present, grasp the general situation of the whole room, and show consideration for those around. Through acting on a view of others in mind, rather than from a self-centered view, a warm and considerate atmosphere is born within the entire group.

空気を読むメリット

空気を読むことは、仕事をする上で多くのメリットがあります。例えば、その場にいる全員が自分の好きなようにだけ行動をしてしまうと、全体としての作業効率も落ちてしまいます。空気を読んで、協調性を意識することで無駄な作業を省くことができ、コミュニケーションが円滑になります。また、周りの意見を尊重すると、意見の食い違いで起こるトラブルを防ぐことができます。空気を読むことで、争いがなく穏やかな「和」を保つことができるのです。

The Merit of Reading the air

There is a lot of work-related merit in reading the room. For example, if everyone present acts the way they like, the collective work efficiency will inevitably drop. By reading the room and being conscious about having a sense of cooperation, wasteful tasks can be omitted and communication made smoother. In addition, if you respect the opinions of others, you can avoid conflict where opinions clash. By reading the room, we are able to maintain a conflict-less and peaceful “harmony”.

いつも空気を読むべき？

日本には空気を読む人が多くいますが、常に空気を読んで自分の意見や言いたいことを我慢しているわけではありません。ときには、自分の意見をはっきり主張すること

もコミュニケーションを円滑にするために大事です。しかし自分の考えを伝えるときは、伝えるタイミングや伝え方に気を付けて、相手が不快にならないように伝えることが大切です。相手が話を聞いてほしいと感じたら話を聞く姿勢をとりましょう。そして、自分が話してもいいかなと思ったときは、「自分の考えを話してもいいですか？」と前もって伝えてから話し始めると親切だと思います。話を聞く時間、話をする時間を上手に分けながら、コミュニケーションをスムーズにして、集団全体の良い雰囲気を保ちましょう。

Should You Read the air at All Times?

There may be many people in Japan who read the air, but that is not to say that they are reading the room at all times, sacrificing their own opinions and thoughts. At times, it is important to spell out your opinion clearly, in order to make communication smooth. However, the point is to consider when and how to convey your thoughts so that the other person won't feel offended, when conveying your thoughts. If you feel that the other person appears to want someone to listen to them, get ready to listen to them. Conversely, when you feel like it could be a good time to talk, before you start to talk, it would be considerate for you to ask, "Can I talk about what I think?" beforehand. Differentiate the time for listening and the time for talking tactfully, keep your communication smooth, and keep the good atmosphere of the group.

未来へつなげる大切なヒント

Important Hints that Lead to the Future

給与明細の見方

How to Decipher Pay slips

日本の4月は新しい年度が始まる節目の月です。新年度の始まりに合わせて新しいことを始める人が多くいます。みなさんは新しく始めようと思っていることはありますか？「毎月の給与明細をじっくり見ること」を新しく始めてみてはどうでしょうか。月給と手取り額の違いや日本の税金の仕組みなど、多くのことを学ぶことができます。今月は、給与明細の見方について一緒に勉強しましょう。

April in Japan is a month of change, where the new work year begins. There are many people who start something new at the start of the new work year. Are there anything that you are thinking of starting anew? How about starting to "check your monthly pay slips thoroughly?" There is much to be learned from doing so, as you

will see the difference between wage and dispensable income, or how taxation works in Japan. In this edition, let's take a look at how to decipher pay slips.

いつからいつまでの給料が支払われる？

What Period is Covered by Your Monthly Wage?

今日働いた分の給料が明日、支払われるわけではありません。「〇日締め〇日払い」という言葉を聞いたことがあるかもしれませんが、どの会社も給与を計算するための期間と給与を支払う日を決めています。例えば「末日締め10日払い」であれば、その月の1日から末日まで働いた分の給与が翌月の10日に支払われます。給与を計算するための基準となる締め日と支給日は会社によって異なります。わからない場合は雇用契約書を確認するか、会社の人に質問しましょう。

It is not the case that the wage for today's work gets paid the following day. You may have heard of the phrase, "closing date, payment date." Every company has a set period for calculating the payroll, and a day for making that payment to its employees. For example, if it says "closing date: final day of the month, payment date: 10th," it means that the wage for the amount you worked from the 1st to last day of that month will be paid to you on the 10th of the following month. The closing date, which is determined by the amount of time needed to calculate the payroll, and the payment date differ from company to company. If you are unsure, check your work contract or ask someone at your company.

給与明細の構成を理解しよう

Understand the Format of the Payslip

給与明細には主に4つの項目が書かれています。給与明細をもらったら、自分の名前の給与明細であるか、何月分の給与なのかを見てから以下の項目を確認しましょう。

There are 4 main parts to the payment slip. Once you receive your payslip, confirm that it has your name on it, and see which month's wage it is for, before checking the following points:

### ① 勤怠

給与計算の対象期間の中で何時間働いたか、何時間残業したか、何時間休んだかなどの勤怠の情報が載っています。この情報を基に給与が決まるため出勤日数や残業時間が合っているかきちんと確認することが大切です。

Attendance and Absence : this shows information on attendance and absence, such as how many hours you worked within the period covered by the payroll, as well as the number of hours for overtime, and leave. Your salary is determined based on this information, so it is important to properly check that the work hours and overtime hours are correct.

## ②支給

①勤怠の情報をもとに、基本給・残業手当・通勤手当など会社が従業員に支払う金額が載っています。

Pay : This shows the amount the company pays the employee based on the information of attendance and absence, such as the employee's basic salary, overtime payment, and commuting allowance.

## ③控除

②支給欄の合計額から天引きされる税金などの金額が載っています。税金は、主に健康保険料・厚生年金保険料・雇用保険料・所得税・住民税が引かれます。40歳以上の人には介護保険料も加わります。これらは住んでいる場所や前年の所得で変わること理解しておきましょう。会社によっては税金とは別に社員旅行の積立金や会費などが引かれる場合もあります。

Deduction : This shows the amount deducted for taxes, etc. from the sum payment amount in 2. The deductible taxes are mainly health insurance fees, labor pension fees, work insurance fees, income tax, and residence tax. A nursing care fees are also deducted for those who are aged 40 or above. You should note that the deductible amount differs according to where you live and what your income was the previous year. Depending on the company, there could also be a deposit for a company trip or a member's fee, apart from taxes.

## ④差引合計

②支給欄の合計額から③控除欄の合計額を引いた金額が載っています。この金額がみなさんの銀行口座に振り込まれます。「手取り額」とも呼ばれます。

Adjusted Sum : This shows the final net amount, which is the 2 Pay minus the 3 deductions. This is the amount that will be paid to your bank account. It is also known as “net income” or “dispensable income.”

給与明細を毎月確認しよう

Check your pay slips every month.

給与明細は税金の名前など、普段聞き慣れない言葉で書かれているため、最初は理解することが難しいです。まずは「支給」「控除」「勤怠」の3つの項目があること、支給額の合計から控除額の合計を引いた金額が皆さんの銀行口座に振り込まれる金額になることを覚えておきましょう。毎月給与明細を見ていくと、細かい部分も少しずつ理解できるようになります。慣れてきたら、控除の部分を見てどのような税金が引かれているのかを調べてみましょう。給与明細はお給料が正しく払われているかを確認する大事な書類です。お金に困っていないくても毎月確認する習慣をつけ、自分で自分のお金をしっかり管理していきましょう。

Pay slips can be difficult to understand at first, as it lists many unfamiliar terms like the names of taxes. Start by understanding that there are 3 parts, “Pay,” “Deduction,” and “Attendance,” and that the amount you actually receive in your bank account is the deductible amount deducted from the payment amount. When you look at your payslip every month, you will be able to gradually understand its details too. Once you become used to it, take a look at the deduction part, and find out what kind of taxes are deducted. The payslip is an important document for making sure that the correct amount is being paid. Even if you are not short on money, make a habit of checking it every month, and manage your money well by yourself.

## 何よりも安全最優先

First Safety Over Everything

## 労働災害の発生状況と予防ポイント

Occurrence and Prevention of Work-related Accidents

今月は、日本でどのような労働災害が多く起こっているかを確認し、それらを予防するポイントを勉強しましょう。

This month, we will be looking at what kinds of work-related accidents occur in Japan, followed by a review of points on their prevention.

### 1. どのような労働災害が起こっているか

What Kinds of Work-related Accidents Occur?

死傷災害発生状況：建設業

Occurrence of Accidents Resulting in Death or Injury : Construction Industry

【墜落・転落】 32% Falling off

【はさまれ・巻き込まれ】11% Getting caught

【転倒】 11% Falling down

【飛来・落下】 9% Falling objects

【切れ・こすれ】 8% Cuts and scratches

【その他】 29% Others

死傷災害発生状況：製造業

Occurrence of Accidents Resulting in Death or Injury : Manufacturing Industry

【はさまれ・巻き込まれ】24% Getting caught

【転倒】 20% Falling down

【墜落・転落】 12% Falling off

【無理な動作】 9% Unfeasible movement

【切れ・こすれ】 9% Cuts and scratches

【その他】 25% Others

データ出典：令和2年における労働災害発生状況（令和3年4月 厚生労働省労働基準局）

Retrieved from : Occurrence of Work-related Accidents in 2020 (April 2021, Ministry of Health and Labor, Labor Standards Bureau)

## 2.労働災害の内容と予防ポイント

Types of Work-related Accidents and Preventative Tips

建設業、製造業ともに労働災害発生状況の上位3つは、「墜落・転落」「はさまれ・巻き込まれ」「転倒」で、全体の50%以上を占めます。これらの事故について、実習生の事故例と予防ポイントを確認しましょう。

For both the construction and manufacturing industries, the top 3 causes of work-related accidents were “falling off,” “getting caught,” and “falling down,” which

comprised over 50% of all causes. Let us review some cases involving trainee accidents, along with prevention tips regarding these accidents.

【墜落・転落】足場・屋根・脚立などの高所から、墜落・転落すること

【Falling off】To fall off from heights such as scaffolding, rooftops, and ladders

事故例：建築現場で外壁工事中に足場から墜落。足と骨盤を骨折。

Case: A trainee fell off some scaffolding at a construction site while working on exterior wall construction, resulting in a fractured foot and pelvis.

予防ポイント！ Prevention Tips:

①高所作業時は必ず安全帯を着用する

Always use safety belts when working in heights.

②無理な体勢で作業をしない

Do NOT take uncomfortable or dangerous postures.

③脚立の天板にのらない

Do NOT step on the top step of a ladder.

【はさまれ・巻き込まれ】機械・設備などに、はさまれたり巻き込まれたりすること

【Getting caught】To get caught in machinery or equipment

事故例：工場でボード貼付け機械の清掃時、手動ですべきところを自動で機械を動かし指が巻き込まれて切断。

Case: A trainee's fingers were cut off when it got caught in machinery for attaching board panels at a factory during cleaning, for running it automated, when it should have been turned manually.

予防ポイント！ Prevention Tips:

①動いている機械には手をいれない

Do NOT put fingers or hands on moving machinery.

②機械の点検や清掃は必ず電源を切ってから行う



Always turn off the power when inspecting or cleaning machinery.

③トラブル時は機械を止めすぐに会社の方に連絡する(自分で対応しない)

When there is trouble with machinery, stop the machine and notify someone at work (Do NOT try to deal it on your own).

【転倒】床・階段・通路などで、滑ったりつまずいたりして転倒すること

【Falling down】To fall down on the floor, stairs, or passageway by slipping or tripping on something

事故例：工場で資材を運搬中工具につまずき転倒。手首を骨折。

Case: A trainee resulted in a fractured wrist from tripping on some tools and falling while transporting equipment at a factory.

予防ポイント！ Prevention Tips:

①整理・整頓する(不要なものを床などにおかない)

Keep tidy and organized (don't have unnecessary items on the floor).

②書類やスマホを見ながら歩かない

Do NOT walk while looking at documents or phone.

③床が濡れていたらすぐに拭く

Wipe the floor right away if it is wet.

実習生の皆さんへ

To our trainees :

自分の業種でどのような事故が起こるかを確認し、事故を予防する方法を指導員の方に教えていただいでください！

Check what kinds of accidents occur in your field of work, and ask your supervisor for instructions on how to prevent such accidents!