

# Health and Safety Tasks to be completed for New Staff of National Chiayi University (1112 version)

Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Division \_\_\_\_\_  
 Pay Codes \_\_\_\_\_ Date of employment \_\_\_\_\_

**I. Physical Examination Report**(Article 20 of the Occupational Safety and Health Act)

1. Provide a physical examination report which is completed by a medical center approved by the Occupational Safety and Health Administration, Ministry of Labor. The report shall include the required items and meet the legal inspection deadline. Go to <https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx> to search for approved medical institutions.

2. Employees engaged in operations with special hazards should conduct health examination of special items based on the type of operation involved. Inspection items for general physical examinations and operations with special hazards are as shown in the appendix. (Article 14 of the Labor Health Protection Act)

**Is this position categorized as an operation of special hazards?** Yes No \_\_\_\_\_(Signature)

3. Workers who engage in non-continuous temporary or short term jobs which last less than six months are exempted from handing in the New Staff General Physical Examination Report. However, for those involved in operations with special hazards should hand in a special physical examination report. (Article 14 of the Labor Health Protection Act)

**II. I have read the Workplace Safety and Health Rules of the University and I guarantee to abide by the rules conscientiously during my job tenure.** \_\_\_\_\_ (Signature) (Article 34 of the Occupational Safety and Health Act)

**III. I have participated in the occupational safety and health educational training for new staff.**

\_\_\_\_\_ (signature) (Article 32 of the Occupational Safety and Health Act)

Training Title		Training hour	Date of Training
(i)General occupational safety and health education training course	online courses	2	YYYY/MM/DD
	offline courses	1	YYYY/MM/DD
(ii)Additional educational Training based on workplace requirements			YYYY/MM/DD

(i) General occupational safety and health education and trainings(According to Article 16 of the Occupational Safety and Health Education and Training Rules, the hours of online courses may be offset for at most 2 hours, and **each division should conduct offline courses for 1 hour** and keep records for future reference.). Methods for taking courses are listed below (choose one):

1. Online courses, Chinese version:

(1) Log in as “Foreign worker” into the “Safety and health resume intelligent cloud” platform. Take online courses for 2 hours, including the “General occupational safety and health Training

Course(1)” and “General occupational safety and health Training Course(2)”. Acquire a certificate online as a proof of your participation.

(2) Log in as “general public identity” into the “Civil Service Training e-learning Platform”. Take online courses for 2 hours, including the “Occupational Safety and Health Guarantee for Workers”, “Introduction to the Latest Labor Standards Act”, or “Rights of Part-time laborers”. Acquire a certificate online as a proof of your participation.

2. Online courses, English version:

(1) Log in as “Foreign worker” into the “[Safety and health resume intelligent cloud](https://isafe.osha.gov.tw/en-US)” platform, <https://isafe.osha.gov.tw/en-US>. Take online courses for 2 hours, including the “General occupational safety and health Training Course(1)” and “General occupational safety and health Training Course(2)”. Acquire a certificate online as a proof of your participation.

(2) Please go to the webpage of School Safety and Health of the Ministry of Education <https://www.safelab.edu.tw/index.aspx> → Resources about Health and Safety → Online Health and Safety course → “Campus Occupational Safety and Health Educational Training for Foreigners” – Chemical Hazards and Personal Protective Equipment for online learning.

(ii) Each division can, based on the features of a workplace, ask employees to participate in related educational training.

#### IV. Notes

1. The physical examination report should be **reviewed first by the supervisor of the employment division** any time after the interview and before the date of employment. Submit the physical examination report and this form to the Division of Occupational Safety of the Center for Environmental Protection and Safety Management within the first month from the date of employment. Our division shall keep the report safe and confidential. (Article 20 and 21 of the Occupation Safety and Health Act)

2. Penalties:

(1) New staff: Violation of the provisions of Article 20 Paragraph 6, Article 32 Paragraph 3, and Article 34 Paragraph 2 of the Occupational Safety and Health Act investigated and captured by the labor inspection agencies may be subject to a fine of NTD 3,000.

(2) Employment division: Violation of the provisions of Article 20 Paragraph 1 of the Occupational Safety and Health Act (The employers shall conduct pre-employment physical examinations for laborers at the time of employment) and Article 21 Paragraph 1, (The employers shall not employ laborers to engage in a particular type of work for which the physical examination finds the laborers to be unsuitable for employment) investigated and captured by the labor inspection agencies may be subject to a fine of no less than NTD30,000 but no more than NTD 150,000.

**Director of the Employment Division** : \_\_\_\_\_ (signature)

**Division of Occupational Safety, Center for Environmental Protection and Safety Management** :

\_\_\_\_\_ (recipient)

## Appendix

<b>General Physical Examination Items</b>
<ul style="list-style-type: none"> <li>• Work experience, past medical history, daily schedule, and self-reported symptoms;</li> <li>• Height, weight, waist circumference, vision, color vision, hearing, blood pressure and physical examination of body systems and parts;</li> <li>• Chest X-ray (Standard Film);</li> <li>• Checkup on urine protein and urinary occult blood;</li> <li>• Checkup on hemoglobin and white blood cells;</li> <li>• Checkup on blood sugar, ALT, creatinine, cholesterol, triacylglycerol, and high density lipoprotein;</li> <li>• Other checkups specified by the central authority.</li> </ul>

<b>Operations of Special Hazards</b>		
1. Operation under high temperature; 2. Operation under exposure to noise; 3. Operation under exposure to ionizing radiation; 4. Operation under abnormal air pressure; 5. Operation involving lead; 6. Operation involving tetra-alkyl lead; 7. Operation under exposure to extremely exuding dust; 8. Operation involving organic solvent; 1.1.2.2.- Tetrachloroethane; Carbon disulphide; Trichloroethylene; Tetrachloroethylene; Dimethylformamide; n-Hexane; 9. Operation involving specific chemical substances: Benzidine and its salts; 4-Aminobiphenyl and its salts;	4-Nitrobiphenyl and its salts $\beta$ -Naphthylamines and its salts Dichlorobenzidine and its salts $\alpha$ -Naphthylamines and its salts; Beryllium and its chemical compounds (Beryllium alloy with 3 percent or more of Beryllium only); Vinyl chloride; 2, 4-Diisocyanate or 2, 6-Diisocyanate; 4, 4 Methylene bisphenyl Isocyanate; Isophorone diisocyanate Asbestosis (for handling or usage in operation only); Chromates and its salts; Arsenic and its chemical compounds; Cadmium and its chemical compounds;	Manganese and its chemical compounds (except Manganese oxide and Manganic anhydride); Ethyl mercury compounds; Mercury and its inorganic compounds; Nickel and its chemical compounds; Formaldehyde. 10. Operation which produces, handles or uses yellow phosphorus; 11. Production of bipyridine or Paraquat; 12. Other operations specified by the central authority. (1) Production, handling or uses of the following chemical substances or mixtures containing more than 5% of the chemical substances: Bromopropane; 1, 3 Butadiene; Indium and its chemical compounds.