

國立清華大學在職勞工一般健康檢查相關說明及其注意事項

National Tsing Hua University Employee Health Examination Guidelines and Important Considerations

勞動部「職業安全衛生法」於 103 年 7 月 3 日施行，適用對象擴及為「受僱從事工作獲致工資者」教職員工皆屬「職業安全衛生法」保障對象。

According to Article 20 of the Occupational Safety and Health Act for currently employed laborers, the following health examinations shall be conducted: General health examinations, special health examinations for those involved in tasks with special health hazards, and health examinations of specific items for specific targets workers as designated by the central competent authority.

依據勞工健康保護規則第十五條規定，在職勞工應依規定定期實施一般健康檢查：

- (1) 年滿 65 歲以上者，每年檢查 1 次。
- (2) 40 歲以上未滿 65 歲者，每 3 年檢查 1 次。
- (3) 未滿 40 歲者，每 5 年檢查 1 次。

According to Article 11 of the Labor Security and Health Act, employees shall conduct health examinations periodically.

- (1) Age 65 and over, check-up every year.
- (2) Age 40-65, check-up every 3 years.
- (3) Age 40 and under, check-up every 5 years

未依規定完成者，依據職業安全法第 46 條規定，處新台幣三千元以下罰鍰。

Violation of this Article will result in a fine of no more than NT\$3000.

為配合新法施行及其年齡層規範，於 104 年度起，凡於本校納保之教職員工，全面同步進行及完成健康檢查，爾後教職員健康檢查則依據勞工健康保護規則第十一條規定之年齡層規範受檢。Starting from 2015, faculty and staff members of NTHU who has labor insurance must perform and complete the health examination. After completion of the new staff health examination, health examinations are conducted periodically according to age.

檢查項目依據職業安全法規定項目(健康檢查項目為非新進人員受檢項目)執行，以利日後健康資料管理。為使同仁免舟車之勞，衛保組於 **108 年 12 月 25、26、27 日(星期**

三、四、五)上午8時至9時及30日(星期一)上午8時至12時共四天，舉辦在職勞工健康檢查，煩請同仁依時完成，並請各系窗口人協助轉知需健康檢查之系所專兼任老師務必完成檢查，共同為校園健康及安全把關。

- 一、108年12月25、26、27日(星期三、四、五)上午8時至9時及30日(星期一)上午8時至12時共四天，於校本部-風雲樓三樓國際學生活動中心。

The items required for the health examination are as the ones stated on the Occupational Safety and Health Act (The items of the health examination for non-new staff members are listed on Appendix 1) for future reference. To prevent excess personnel showing up at all once, the Division of Health Service will be at the **International Student Activity Center located at Feng Yun building on December 25th, 26th, 27th and 30th from 8:00-12:00 a.m.** to provide the health check examination services. Please try to complete the examination test on time. The person in charge in each department should remind faculty members who need to take the health check up to finish the whole process. Let's make our best to keep our campus healthy and safe.

健康檢查時刻表 Health examination time:

日期 Date	健康檢查在職人員(非公務人員)單位 Health Examination for in-service staff (non-government functionary)
12/25	人社院 College of Humanities and Social Sciences、工學院 College of Engineering、原科院 College of Nuclear Science、教務處 Office of Academic Affairs、圖書館 Library
12/26	人社院 College of Humanities and Social Sciences
12/27	工學院 College of Engineering、理學院 College of Science、竹師教育學院 Hsinchu Teachers College
12/30	藝術學院 Arts of college、清華學院 Tsing Hua College、科管院 College of Technology Management、理學院 College of Science、電資院 College of Electrical Engineering and Computer Science、研發處 Office of Research and Development、師培中心 Center for Teacher Education、學務處 Office of Student Affairs、工學院 College of Engineering、教務處 Office of Academic Affairs、竹師教育學院 Hsinchu Teachers College、計通中心 Computer & Communication Center、秘書室 Office of the Secretary、產學合作中心 Operations Center for Industry Collaboration、圖書館 Library、生科院 College of Life Science、總務處 Division of General Academic Affairs、各院系處室人員 NTHU staff

● 注意事項：

1. 請於 12 月 13 日前自行上網(限定於本校網域) 填寫健康資料

〈[Academic Information System/Other Services in Campus/Health care\(personal health examination report\)/Questionnaire/一般健康檢查及列管實驗室問卷調查表\(合併檔\)Employee Physical and Medical Check-up Questionnaire](#)〉，完成健康狀況評估問卷填答，如未能先行完成問卷填寫，必須在健檢現場完成後方可進行健檢作業，為避免影響健檢流程請依限完成，以免影響自己及他人權益。未完成問卷者，恕無法提供健檢。因健檢內容為法規內容，故不提供自費加項檢查。

2. 請攜帶教職員證前往，勿穿著有金屬或亮片之上衣，(孕婦免照胸部 X 光，故如您是在懷孕期間，請告知現場人員)，以利 X 光檢查排除。
3. 健康檢查前必須禁食 6-8 小時，可喝少許的水，健檢項目包括驗血、驗尿、照胸部 X 光等，如有特殊疾病請提前詢問衛保組。
4. 計畫專任助理當場付費 600 元，並拿取收據回所屬單位核銷(計畫專任助理健康檢查費用由其計畫補助費用)，計畫案人員將另行寄信通知說明。
5. 若無法當天前來受檢，必須先與衛保組侯國代護理師聯繫(分機 43000)，另擇一梯次健檢，因故無法參與校內健康檢查，請於 108 年 12 月 20 日前(逾期將無法核銷費用)，自行前往怡仁綜合醫院受檢(桃園市場梅區新北路 321 巷 30 號，預約電話 03-485-5566 轉 381)。
6. 提醒您，各項篩檢為參考指標，若有家族遺傳、身體狀況異常或身體不適等，建議進行更詳盡檢查，或向醫師諮詢是否進一步檢查、轉診。
7. 當日受檢人數眾多，恕不提供自費體檢。

學務處衛保組聯絡方式 E-mail: clinic@my.nthu.edu.tw 電話: 03-5743000

● Important Considerations：

1. Before **December 13th**, please go online (in NTHU campus area) and fill the information required into the system. ([Academic Information System/Other Services in Campus/Health care\(personal health examination report\)/Questionnaire/一般健康檢查及列管實驗室問卷調查表 Employee Physical and Medical Check-up Questionnaire](#)). If you have any medical condition, please make sure to specify it while filling the form to provide any help and assistance in the future. In order to avoid the inspection process inconvenient, if incomplete fill out the questionnaire, we are sorry not able to provide health examination this time.
2. At the time of the examination, please have in hand your staff card, do not wear clothes with metallic or sequin accessories, (Pregnant women are not required to take the **chest X-ray examination**, so if you are pregnant, please let the staff know. They may exclude you from the test.)

3. Before the health check, make sure to fast 6-8 hours prior the examination time. One may drink small amounts of water. If due to special conditions you are unable to fast, please contact the Division of Health Service beforehand. °
4. **Project assistant should pay for the health examination fee (NT 600) on site at NTHU, and keep the receipt to apply for reimbursement of expenses at their affiliated department. (Health examination fee for the Project assistant is paid for by the project)**
5. If you were unable to attend the specific date for the health examination, you must contact the Division of Health Services (ext : 43000). They may help you rearrange another day to perform it. If you were unable to attend any of the four days for the health examination, you must go to the Yeezen General Hospital (No. 30, 321 Lane, Xinbei Rd, Yangmei District, Taoyuan City) before December 20th to complete the examination process by themselves (reservation number 03-485-5566 ext.381). Be sure to save your receipts for claim reimbursement, if out of December 20th could not reimbursement.
6. As a reminder, all these test performed in the health examination are only for reference. If you have any genetic or medical condition or encounter discomfort at all, we advise you to get a more complete health examination or ask your local physician for more information.
7. We wish everything goes well with the health examination process, sorry for not provide extra examination item on site.
8. Although this may be troublesome and exhausting, the health examination service is one of the welfares provided by the university, let's treasure it together.

Please contact the receptionist at the Division of Health Service: 03-5743000 , or
email: clinic@my.nthu.edu.tw