

新進人員一般體格檢查注意事項

一、新進人員體格檢查相關法規如下:

1. 依職業安全衛生法中第 20 條規定，雇主於僱用勞工時，應施行體格檢查，勞工對於第一項之檢查，有接受之義務。
2. 違反第 20 條之規定者，處新臺幣三千元以下罰鍰。
3. 職業安全衛生法規範雇主與勞工雙方有關勞工體格檢查之義務，目的係為識別勞工工作適性，評估其是否適合從事該作業，避免因工作造成勞工健康之威脅或傷害，因此，體格檢查應於勞工實際從事作業前完成，方能符合該目的。

二、本校專、兼任新進人員(包含兼任老師及兼任助理)於**報到前**，繳交有效年限內體格檢查報告正本或正本影本至衛保組。或請自行至勞動部會商衛生福利部認可之勞工體格與健康檢查醫療機構進行一般體格檢查(各醫院體檢作業皆須 7-30 個工作日，敬請提早作業時間，以免影響當日報到完成之權益)。

三、有效年限內如下(體檢項目須符合本校體格檢查項目)

- 年滿 65 歲以上者，一年內健檢報告。
- 40 歲以上未滿 65 歲者，三年內的健檢報告。
- 未滿 40 歲者，五年內健檢報告。

四、校外學生身份於本校擔任兼任老師或是兼任助理，可依上述年限內繳交原學校之新生健檢報告(須蓋有醫院院章及醫師章)。

五、每學期聘任之兼任老師繳交的體格檢查報告尚在規定有效年限內，則不須每次聘任每次繳交。

六、請至勞動部會商衛生福利部認可之勞工體格與健康檢查醫療機構進行體格檢查，校外勞動部許可的醫療機構網址(<https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>)查詢，健檢類別項目-請選擇“一般健檢”。

七、本校接受有效期限內之體格檢查報告，且體格檢查項目必須包含本校新進人員健康檢查資料卡所載項目，缺少者必須補檢。相關新進人員體格檢查項目及其表格，可於衛保組網頁([衛保組/新進人員體檢專區/表單下載/國立清華大學新進人員健康資料卡](#))。

八、報到後請至([校務資訊系統/校內其他系統/健康照護系統/問卷調查/勞工一般體格及健康檢查問卷](#))填寫健康資料，身體有任何特殊疾病或異常者，務請據實填寫，以利在校生活及過勞評估之協助與輔導。

九、如有新進人員體格檢查相關問題，請來電至衛保組03-5743000或來信至 clinic@my.nthu.edu.tw

New Staff Health Examination

- A. New staff to complete the health examination prior to their first day of work:
 - 1. According to Article 20 of the Occupational Safety and Health Act, the employers shall conduct pre-employment physical examinations for laborers at the time of employment. The laborers are obligated to accept the examinations.
 - 2. By the Occupational Safety and Health Act, it is mandatory that the employee take the health examination to determine their suitability for the job and to prevent work-related threats or injuries. Thus, the health examination must be completed before the date of employment.
 - 3. Violation of Article 20 of the Occupational Safety and Health Act will result in a fine of no more than NT\$3000.
- B. Prior to the first day of work, new staff are required to complete the health examination at a medical center approved by the Ministry of Health and Welfare. The original copy of the health report should be submitted to Division of Health Service on the date of employment (the health examination process for medical centers take from 7-30 working days, so it is recommended to complete the health exam in advance).
- C. Go to: <https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx> to search for medical centers approved by the Ministry of Health and Welfare to complete your new staff health exam.
- D. NTHU accepts health exam reports that are within the validity period before the date of employment. The inspection categories must include all the categories from NTHU's new staff health exam form. New staff health exam inspection categories and form can be found on the website of Division of Health Service.
- E. After registration, please go to the [Academic Information System/Other Services in Campus/Health care\(personal health examination report/Questionnaire/ Employee Physical and Medical Check-up Questionnaire-1](#) to fill up your health information, if there are any diseases or abnormal health conditions, please fill in accordingly to have a better assessment on overwork support and consultations.
- F. If you have done your New Staff Health Examination, please take your health report to Division of Health Service. If you have any questions, please contact us by email: clinic@my.nthu.edu.tw. OR by phone: +886-3-5743000. We will contact you as soon as possible.

國立清華大學新進人員健康資料卡

National Tsing Hua University

檢查日期 Date: / /

員工編號 Employee Number				姓名 Name				
單位 Department				身分證號碼 ID number				
檢查項目 Item				檢查結果 Result of Exam				
General Exam 一般檢查	體格 Build		身高 Height	cm	體重 Weight	kg	腰圍 Waist	cm
	血壓 Blood Pressure		/ mmHg		心跳 Pulse Rate			次/分
	視力 Vision		裸視 Naked eye	右/R 左/L	矯正 Corrected		右/R 左/L	
	辨色力 Color Blindness		<input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal		聽力 Hearing Test		右/R <input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal 左/L <input type="checkbox"/> 正常 Normal <input type="checkbox"/> 異常 Abnormal	
Bio Exam 理學檢查	頭頸部 Head & Neck	淋巴腺 Lymph Node		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 其他 Other				
		甲狀腺 Thyroid Gland		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 其他 Other				
		其他 Other		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 其他 Other				
	胸部 Chest	心臟 Heart		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 心律不整 Arrhythmia <input type="checkbox"/> 心雜音 Heart murmur				
		肺臟 Lung		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 氣喘 Asthma <input type="checkbox"/> 其他 Other				
	腹部 Abdomen		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 肝脾腫大 Splenohepatomegaly <input type="checkbox"/> 其他 Other					
	神經系統 nervous system		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 其他 Other					
	肌肉骨關節 Muscle & joint		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 其他 Other					
	皮膚 Skin		<input type="checkbox"/> 無異常 Normal <input type="checkbox"/> 其他 Other					
其他 Other								
Urinalysis 尿液檢查	尿蛋白 protein		Blood biochemical 生化檢查	空腹血糖 AC Sugar	mg/dl	血液檢查 Blood test		
	尿潛血 O.B			SGPT	U/L	白血球 WBC		/ul
		肌肝酸 Creatinine		mg/dl	血色素 Hb		g/dl	
		膽固醇 Cholesterol Total		mg/dl	體格缺點及建議 Physical defects and suggestions			
		三酸甘油酯 Triglyceride		mg/dl				
		高密度脂蛋白 膽固醇 HDL	mg/dl					
編號				胸部 X 光攝影 Chest Radiograph				
醫師簽章 Doctor's Signature								
矯治追蹤記錄 Records of treatment								
特殊記載 Remarks								