

國立清華大學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:

- (一)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。
- (二)違反第 20 條之規定者，勞工處新臺幣三千元以下罰鍰。
- (三)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、報到前新進人員(包含兼任教師及兼任助理)備妥有效年限內的體格檢查報告正本，於新進人員報到時攜帶正本至衛保組確認，影本留存衛保組。

(一)有效年限內體檢檢查報告說明如下：

- 1.年滿 65 歲以上者，1 年內健檢報告。
- 2.40 歲以上未滿 65 歲者，3 年內的健檢報告。
- 3.未滿 40 歲者，5 年內健檢報告。

(二)校外學生身分於本校擔任兼任教師或是兼任助理，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)。

(三)每學期聘任之兼任教師繳交的體格檢查報告尚在有效年限內，則不須每次聘任每次繳交。

(四)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表格，可於衛保組網頁下載：[衛保組/新進人員報到體格檢查/一般體格檢查注意事項/國立清華大學新進人員健康資料卡](#)。

(五)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(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)，勞動部許可的醫療機構網址<https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>，健檢類別項目-請選擇“一般健檢”。

三、報到後一週內至校務資訊系統填寫「一般健康檢查問卷」，路徑：[校務資訊系統](#)→[校內其他系統](#)→[健康照護系統\(個人查詢\)](#)→[問卷調查](#)→[一般健康檢查及列管實驗室問卷調查表填寫健康資料](#)，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。

四、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](#)

National Tsing Hua University New Staff Health Examination Notice

- I. New staff to complete the health examination prior to their first day of work:
 - A. 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.
 - B. Violation of Article 20 of the Occupational Safety and Health Act will result in a fine of no more than NT\$3000.
 - C. 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.
- II. According to Article 11 of the Labor Security and Health Act, employees shall conduct health examinations periodically, the requirement as below,
 - A. Period of validity :
 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.
 - B. The part-time teacher or part-time assistant with non NTHU studentship, could submitted the original school new student health examination report that with hospital identification.
 - C. 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.
 - D. 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. 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).
- III. After registration, please go to the [Academic Information System/Other Services in Campus/Health care\(personal health examination report/Questionnaire/ Employee Physical and Medical Check-up Questionnaire\)](#) 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.
- IV. 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 New Staff Health Examination

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		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		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											