

## NTUST General Physical Examination Instruction for New Staff

(111.07.15 版本)

To improve and implement the school's health management and promotion work, and to further understand and care for the associates' health, as stipulated by the school's "Health Examination Implementation Measure", faculty and administrative employees are required to undergo general health examination when joining the school to work in anticipation to discover physical deficiency as early and to undergo further treatment in a bid to maintain and excel campus health.

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. **"Temporary or short-term work that is not continuous, and the working period is within six months" can be excluded from implementation.**

※ If you are listed as school's continuing hire, working period must be counted from the "first day of employment when you first join school to work" to the "end date of the current employment".

※ Monthly Calculator: <https://reurl.cc/x9dEDz>



2. Object: All new employees at NTUST

3. Submission Methods of Physical Examination Report: New staff need to complete the health examination prior to your first day of work and submit to the **Office of Environment and Safety which is located in room IB-1121.**

#### 4. Submission Content of Physical Examination Report:

- A. NTUST New Employees Physical Examination Consent Form
- B. NTUST New Employees Physical Health Questionnaire
- C. A Statutory physical examination report (Original copy for audit and photocopy for submission).

※ For details and forms, please download from the school website:

<https://reurl.cc/OADVY3>



#### \*Note:

1. If you have any questions about your physical examination report, please contact the person at the clinic.
2. The physical examination report should submit to the Office of Environment and Safety. (contact person: Miss Kuo, E-mail address: G10926@mail.ntust.edu.tw)
3. The health examination process for medical centers take from 7-30 working days, so it is recommended to complete the health exam in advance.

- ※ Please complete it as soon as possible to avoid penalty.
- ※ Violation of Article 20 of the Occupational Safety and Health Act will result in a fine of no more than NT\$3000.
- ※ We will report to the unit superior when the report is not submitted in time.

**Thanks for your cooperation!**