

文藻外語大學 教職員健康管理

FACULTY AND STAFF HEALTH MANAGEMENT

總務處 環安暨保管組
職業護理師 曾梓薰

一、法源依據 Legal basis

二、新進同仁體格檢查

Physical examination for new colleagues

三、在職同仁健康檢查

Health Checkup for Employees

四、教職員工健康管理

Faculty and staff health management



文藻外語大學教職員工健康檢查作業要點

- 新進人員需於【到職時】繳交【三個月內之體檢報告】

New employees are required to submit a health examination report issued within the past three months upon their onboarding.

- 未能於到職時繳交體檢報告者，須說明無法繳交原因並於【到職一個月內補繳】

If a new employee is unable to submit the report at the time of onboarding, they must provide a written explanation for the delay and submit the report within one month after their start date.

- 新進人員體格檢查【費用】由新進人員【自付】

The cost of the health examination for new employees shall be borne by the individual.

「職業安全衛生法」第20條：

- 【僱用】時，應施行【體格檢查】。

A physical examination shall be conducted at the time of employment.

- 【在職】應施行【定期健康檢查】

Periodic health examinations shall be conducted during employment.

- 雇主對於檢查【紀錄】應予【保存】

Employers shall keep records of the examinations.

- 【在職】健康檢查費用由【雇主】負擔

The cost of in-service health examinations shall be borne by the employer.

- 【員工】對於上述檢查，有【接受之義務】

Employees are obligated to undergo the above-mentioned examinations.

教職員工的相對義務

Q: 被通知須做在職健康檢查，可以拒絕嗎？

Q: Can I refuse to undergo an in-service (on-the-job) health examination when notified?

A: 不可以。

A: No, you cannot.

在職健檢乃依職安法規定必須實施。

In-service health examinations are mandatory under the Occupational Safety and Health Act.

雇主若不依法定期實施在職健檢，將處3萬~15萬元罰鍰。

If an employer fails to conduct regular in-service health examinations as required, they may be fined between NT\$30,000 and NT\$150,000.

員工若不配合健檢，處3千元以下罰鍰。

If an employee refuses to comply with the health examination, they may be fined up to NT\$3,000.



二、新進同仁體格檢查

- 對象：【所有新進/回聘教職員工】均需實施。
All newly hired or reinstated faculty and staff members are required to undergo the examination.
- 檢查時機：到職時需繳交到職前三個月內的體格檢查報告，費用由新進/回聘教職員工自行負擔。
At the time of onboarding, a physical examination report conducted within the past three months must be submitted. The cost of the examination shall be borne by the newly hired or reinstated faculty and staff members.

二、新進同仁體格檢查

Q:法定的勞工健康檢查，任何一家醫院或診所都可以檢查嗎？

Q: Can any hospital or clinic conduct the legally required labor health examination?

A:不一定，須經職業安全衛生署認可的合格醫療院所。

A: Not necessarily. The examination must be conducted by a medical institution certified by the Occupational Safety and Health Administration (OSHA).

<https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>

二、新進同仁體格檢查

檢查項目: 抽血/驗尿/X光/醫師問診/問卷/理學檢查

- (1) 作業經歷、既往病史、生活習慣及自覺症狀之調查。
- (2) 身高、體重、腰圍、視力、辨色力、聽力、血壓與身體各系統或部位之身體檢查及問診。
- (3) 胸部X光攝影。
- (4) 尿蛋白及尿潛血之檢查。
- (5) 血色素及白血球數檢查。
- (6) 血糖、血清丙胺酸轉胺酶(ALT)、肌酸(creatinine)、膽固醇、三酸甘油酯、高密度脂蛋白膽固醇之檢查。
- (7) 其他經中央主管機關指定之檢查。

三、在職同仁健康檢查

1.對象：【在職同仁】 Staff members

2.定期檢查頻率：

年齡	檢查期限
65歲以上Ages 65 and above	每1年檢查一次One year
40~64歲 Ages 40 to 64	每3年檢查一次Three years
<40歲Under the age of 40	每5年檢查一次Five years

3.檢查項目：新進體檢項目+低密度膽固醇
Pre-employment medical check-up items+ LDL cholesterol

三、在職同仁健康檢查

Q:不想參加校內健檢可以自行到外面檢查嗎?

Q: If I don't want to participate in the on-campus health check-up,
can I get a health check elsewhere?

A: 若您當學年度符合文藻健檢補助申請資格，可以自行至外院檢查。若不符合，則須參加校內健檢。

A: If you are eligible for the Wenzao health check-up subsidy during the current academic year, you
may choose to undergo the check-up at an external medical institution.If you are not eligible,
participation in the on-campus health check-up is mandatory.

校務資訊系統→人事薪資→保險作業→健檢補助申請(自行先查詢)

注意:

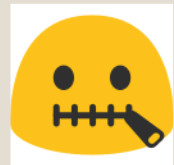
- 1.需在認可之醫療機構健檢 **approved medical institution.**
- 2.將報告影本與補助申請資料交至總務處環安暨保管組職業護理師 **copy of the medical report**
- 3.需在通知期限前完成健檢補助申請，逾期一率須參加校內健檢 **specified deadline.**

計劃案人員(專案人員)的在職健檢 Project staff

依文藻外語大學教職員工健康檢查作業要點，計劃案人員實際雇主為計劃案主持人，自108學年度起，在職健檢費用由計劃案經費編列支付。請先墊支健檢費用，憑收據向計劃案請款。

The cost of the in-service health check-up is covered by the project budget. Please pay for the health check-up in advance and submit the receipt for reimbursement from the project funds.

三、在職同仁健康檢查



Q: 已在診所做過健康檢查，就可以不用再去勞工在職健檢嗎？

If I have already done a health check-up at a clinic, do I still need to participate in the labor in- service health check-up?

A: 不一定。須確認該診所是否已經職業衛生安全署認可合格且健檢項目是否與法定應檢查項目相符。

Not necessarily. You need to confirm whether the clinic is officially approved by the Occupational Safety and Health Administration (OSHA) and whether the health check-up items comply with the legally required examination items.

Q:健檢報告有我的隱私，我一定要交給雇主嗎？

My health check-up report contains personal information. Am I required to submit it to my employer?

A:健檢報告須交給雇主留存，雇主須以健康管理為目的，不可挪作他用。若屬於非法定項目，則須經勞工同意。

Yes, the health check-up report must be submitted to the employer for record-keeping. The employer is required to use the information solely for health management purposes and must not use it for any other reason.

(健檢報告留存:職安法20-22條，勞工健康保護規則第3章16-22條)

四、教職員工健康管理

職業護理師1名 Occupational Health Nurse

總務處環安暨保管組職業護理師 曾梓薰 分機2523

(健康管理. 健康指導.健康促進.職業病預防.四大計畫)

職業專科醫師1名 Occupational Medicine Specialist

每三個月來校一次，個別諮詢/預約制，免費/免健保卡

聖功醫院林苡均醫師

(健康諮詢.母性保護.過勞.骨骼肌肉傷害評估.復工評估.
工作現場評估.....)



- **母性健康保護管理計畫**Maternal Health Protection Program

保護懷孕中、流產、生產後未滿一年、哺乳中避免可能有健康危害之工作。
校內有提供哺乳室(行政大樓1樓，衛保組旁，請至衛生保健組借用鑰匙)及母嬰親善優先休息區(至善樓14樓夫子發呆區)

- **工作異常負荷促發疾病預防計畫**Prevention Program for Diseases Caused by Abnormal Workload

保護輪班工作、夜班工作(10pm~6am)、經常加班(平均加班>45~100小時/月)、健檢10年心血管疾病高風險、健檢 過勞問卷中重度疲勞者，避免可能有健康危害之工作。

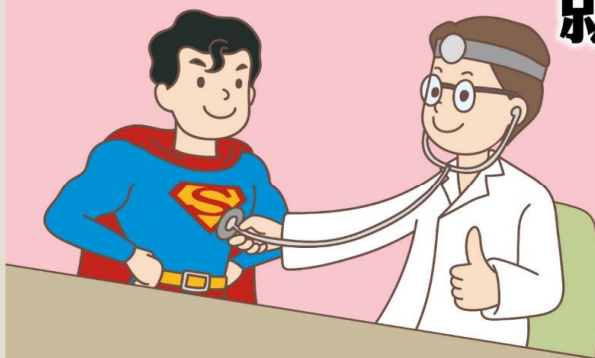
- **人因性危害防止計畫**Prevention Program for Ergonomic Hazards

保護時常肩頸痠痛、動不動就腰酸背痛、因工作造成肌肉骨骼傷害，避免可能有健康危害之工作。

- **執行職務遭受不法侵害預防計畫**Prevention Program for Unlawful Infringement During the Performance of Duties

職場霸凌(肢體暴力，語言暴力，性騷擾，心理/精神暴力)

保護自己、尋求援助、蒐證、通報環安暨保管組
(分機2521.2523) GA7001@mail.wzu.edu.tw/GA7003@mail.wzu.edu.tw



就算是超人 也有健康問題

身心健康是快樂工作的第一步

您知道職場危害會影響健康嗎？健康檢查異常該如何處理？勞動部設有勞工健康服務中心，有任何健康或工作環境危害的問題，請撥打免付費專線 0800-068-580，更多詳情請上勞動部職業安全衛生署網站www.osha.gov.tw查詢。



勞動部職業安全衛生署
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION MINISTRY OF LABOR



職業安全衛生署公告 勞動部網站

如有相關問題，
請洽總務處環安暨保管組職業護理師 曾梓薰 *2523
GA7003@mail.wzu.edu.tw