

NYUST Guidelines for Employee Health Protection and Management

Approved at the 3rd Occupational Safety and Health Committee Meeting on July 22, 2015

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I. To safeguard employee health, prevent the occurrence of occupational diseases, and appropriately allocate work according to their physical and mental conditions, the "National Yunlin University of Science and Technology (hereinafter referred to as Yuntech) Guidelines for Employee Health Protection and Management" (hereinafter referred to as these Guidelines) are established in accordance with Article 20 of the Occupational Safety and Health Act and the Regulations for Labor Health Protection. If other laws have special provisions, those provisions shall apply.

II. Definitions:

(1) Physical examination: A physical examination conducted to identify the work suitability of an employee at the time of employment, considering whether they have any diseases unsuitable for the operation.

(2) General health check: A health check conducted by the employer for employees in service to detect any abnormalities in their health, to provide appropriate health guidance, suitable job allocation, and other health management measures, implemented at certain intervals or when their work changes, based on their age.

(3) Special health check: A health check conducted for employees engaged in particularly hazardous operations to detect any abnormalities in their health, to provide appropriate health guidance, suitable job allocation, and implement graded management and other health management measures, implemented at certain intervals or when their work changes, based on the hazards of their operations.

(4) Employee: Refers to a person who is employed to work, receives wages, and is insured under labor insurance.

III. The units and notification targets that should notify new employees to undergo a general physical examination are as follows:

(1) The Office of General Affairs should notify new technicians and maintenance workers at Yuntech.

(2) The Office of Research and Development (hereinafter referred to as the R&D Office) should notify new employees hired for projects at Yuntech.

(3) The Personnel Office should notify new employees at Yuntech, excluding those mentioned in subparagraphs 1 and 2 above.

The Health Care Division of the Office of Student Affairs (hereinafter referred to as the Health Care Division) should notify Yuntech's in-service employees to undergo regular general health checks based on the list of in-service employees in Article IV.

The examinees can apply for leave to undergo the examination at a qualified medical institution designated by the Ministry of Labor.

The costs of general health checks and special health checks for in-service employees with labor insurance status shall be fully subsidized by the employer.

The costs of general health checks and special health checks for employees hired for projects shall be fully subsidized by the project leader, who shall complete the reimbursement process on their own.

Yuntech employees have an obligation to accept the checks stipulated in subparagraphs 1 and 2.

If an employee violates the obligation to undergo the checks in the preceding subparagraph, the labor inspection agency may impose a fine of up to New Taiwan Dollars 3,000.

IV. The Office of General Affairs and the Personnel Office should provide the number of in-service employees eligible for health checks for the following year according to the regular implementation schedule stipulated in Article VII every September to the Environmental and Safety Technology Center (hereinafter referred to as the EST Center) for budgeting and reimbursement procedures.

The Office of General Affairs, the R&D Office, and the Personnel Office should provide the list of in-service employees in the preceding subparagraph to the Health Care Division for notification procedures.

V. The cost of the general physical examination for new employees shall be borne by the examinees themselves.

VI. When employing employees, a general physical examination should be conducted in accordance with the provisions of Appendix 1.

The general physical examination in the preceding subparagraph may be exempted in any of the following circumstances:

- (1) Non-continuous temporary or short-term work with a work period of less than six months, but a chest X-ray examination report must be submitted.
- (2) Other laws have provisions for physical or health checks.
- (3) Other circumstances designated and announced by the central competent authority.

If the examination in subparagraph 1 is within six months of the employee's previous examination and the employee provides proof, the general physical examination may be exempted.

The physical examination in subparagraph 1 should be recorded in accordance with Appendix 2.

VII. Yuntech's in-service employees should undergo a general health check once every three years, and those who are 65 years old or older should undergo a check

once a year.

The items and records of the general health check in the preceding subparagraph should be handled in accordance with the provisions of Article VI. However, those who have been diagnosed with congenital color vision abnormalities may be exempted from color vision checks.

VIII. Examinees should log into Yuntech's health check management system according to the health check report, print the form, and submit it along with the paper record of the health check to the Health Care Division for review and management. The Health Care Division should review the aforementioned paper records, notify the examinees after confirming their accuracy, and submit the receipts to the EST Center for reimbursement procedures.

IX. The record forms of physical checks, health checks, special health checks, and on-site services should be kept by nursing staff for seven years in accordance with the regulations and handled properly in accordance with the Personal Data Protection Act.

The employer should conduct special health checks for in-service workers in accordance with the items specified in Appendix 3.

X. Medical staff should receive training from on-site service nursing staff and hire on-site service doctors, and plan and implement on-site health services according to the number and scale of the school, and fill in the record form in accordance with Appendix 4.

XI. The employer should ensure that medical staff provide on-site services to handle the following matters:

(1) Planning and implementation of health education, health promotion, and hygiene guidance for employees.

(2) Prevention, health consultation, first aid, and emergency treatment of work-related injuries and diseases.

(3) Assisting the employer in selecting and assigning employees to suitable work.

(4) Analysis, evaluation, management, and preservation of employee physical and health check records and health management.

(5) Preservation of occupational health research reports and records of injuries and diseases.

(6) Assisting the employer and occupational safety and health personnel in preventing work-related diseases and improving the work environment.

(7) Other matters designated and announced by the central competent authority.

XII. These Guidelines shall be implemented after being approved by the Occupational Safety and Health Committee and submitted to the President for approval, and the same applies to amendments.