

NSYSU Regulations for Employee Health Service

History of Amendment and Approval:

1st University Administration Council Meeting of 2017-academic year on 07-03-2018

- Article 1 To prevent work-induced injuries or ailment, enhance employee health, and establish a comfortable working environment, the University stipulates the NSYSU Regulations for Employee Health Service (hereinafter the Regulations) in accordance to the Occupational Safety and Health Act, Regulations of the Labor Health Protection, and other relevant laws and regulations.
- Article 2 The scope of the Regulations covers all employees and workers in the University.
- Article 3 The terminologies of the Regulations are defined as follows:
Workers: The employees, self-employed individuals, or other individuals instructed to work by the workplace supervisors.
Employees: Those who are employed by the University to do work and receive wages.
Employer: the President or the person in charge of the business.
- Article 4 The relevant measures of the Regulations are as follows:
New employee medical examination
(1) General medical examination and special medical examination
a. When the University employs a new employee, a general medical examination shall be conducted (Appendix 1). Special medical examinations shall be conducted according to the type of work assigned to the employee (Appendix 2).
b. The medical examination shall be conducted before the employee actually start working. The employees are obligated to accept the examinations.
c. Should the employees have one of the following conditions, the general medical examination may be omitted:
i. Inconsecutive, temporary, or short term work, with a work period less than six month
ii. The requirement for medical examination has been specified in other regulations
iii. Other matters specified in announcement of central competent authority
2. Employee medical examination
(1) General medical examination and special medical examination
(2) The employer should offer employees general medical examinations regularly (Appendix 1).
(3) The employees are obligated to accept the examinations.
(4) If the work condition is exceptional and may induce potential harm to the employee, special medical examinations shall be conducted regularly or when the work assignment changes (Appendix 2). Relevant work information, such as employee' s work content, most recent work environment monitoring record, exposure to threats, etc. should be

- presented to the physician.
3. Health management
 - (1) The preservation of records
 - a. The records for general medical examination shall be kept for at least seven (7) years.
 - b. The records for special medical examination shall be kept for at least ten to thirty (10-30) years.
 - (2) Management of records
 - a. Health management data shall be included medical examination records classified according to the “Medical Examination Results Classification Chart” (Appendix 3).
 - (3) Health counselling services shall be provided by the medical crew to employees whose examination results are abnormal. Should the results be evaluated by physicians to be unsuitable to continue the original work, the supervisor of the employee shall take the physician’s advice to change the employee’s work environment, adjust work content, or shorten work hours. Health management measurement shall also be taken.
 - (4) Health management measures shall be taken according to the NSYSU Employee Health Service Procedure (Appendix 4).
 - (5) Other relevant regulations shall apply to the cases and evaluations of employees under 18, under threat to maternal health, suffer from occupational injury, or at high risk of occupational-induced ailment.

Article 5

The regulations are passed in the University Administration Council Meeting and implemented upon approval by the President. The same procedure applies in cases of amendments.