

國立中山大學教職員工健康服務要點

Guidelines on Health Service for Faculty and Staff

107 年 3 月 7 日 106 學年度第二學期第 1 次行政會議通過
114 年 03 月 05 日 113 學年度第 2 學期第 2 次行政會議修正通過
Amended and approved at 2th Executive Meeting on March 5, 2025

一、為避免人員作業時因工作場所等因素導致職業性傷害或疾病，增進教職員工身心健康，營造健康舒適之工作環境，特依「職業安全衛生法」、「勞工健康保護規則」及相關規定，訂定「國立中山大學教職員工健康服務要點」（以下簡稱本要點）。

I. These guidelines are formulated in accordance with *Occupational Safety and Health Act* and *Regulations for the Protection of Labor Health* to prevent occupational injuries or illnesses caused by workplace-related factors, promote the physical and mental health of faculty and staff, and create a healthy and comfortable work environment.

二、本要點適用範圍為校內全體工作者，包含編制內依法任用公教人員、約聘教師、研究人員（含博士後研究人員）、約用行政人員、研究計畫助理、勞僱型兼任助理及技工工友等。

II. These guidelines apply to all employees of the University, including civil servants and faculty within the manning quota, contract employed faculty, researchers (including postdoctoral researchers), contract employed staff, research assistants, labor-based part-time assistants, and technicians.

三、本要點相關檢查規定如下：

III. Matters pertaining to health checkup under these guidelines are as follows:

(一) 新進體格檢查：本校新進教職員工，應實施一般體格檢查；實際從事特別危害健康作業者，應於作業前完成特殊體格檢查。但有下列情形之一者，依法規規定得免實施一般體格檢查：

(1) Health checkup for new employees: All new faculty and staff of the University shall complete a regular health checkup; those performing work that poses potential health hazards shall complete a special health checkup before starting their duties. However, individuals meeting any of the following conditions may be exempted from the regular health checkup in accordance with law and regulations:

1. 非繼續性之臨時性或短期性工作，其工作期間在六個月以內。
 - i. engaging in non-continuous temporary or short-term work for a period of six months or less

2. 其他法規已有體格或健康檢查之規定。
 - ii. complying with other laws and regulations already requiring health checkup
3. 其他經中央主管機關指定公告。
 - iii. other exemptions announced by the central competent authority

(二) 在職健康檢查：本校教職員工，應定期實施一般健康檢查；從事特別危害健康作業者，應每年或於變更作業時，實施特殊健康檢查。

(2) Health checkup during the employment: All faculty and staff of the University shall undergo a regular health checkup periodically; those performing work that poses potential health hazards shall take a special health checkup annually or whenever their job duties change.

四、 檢查結果應依相關法規規定進行相關健康管理。

IV. Health management shall be carried out based on health checkup results in accordance with relevant regulations.

檢查紀錄應依相關法規規定，一般體格(健康)檢查紀錄應至少保存七年，特殊體格(健康)檢查紀錄至少保存十年至三十年。

Health checkup records shall be retained based on relevant regulations, with regular physical (health) checkup records kept for at least seven years, and special physical (health) checkup records for ten to thirty years.

五、 本要點未盡事宜，悉依職業安全衛生法、勞工健康保護規則及相關規定辦理。

V. Matters not covered in these guidelines shall be handled in accordance with *Occupational Safety and Health Act, Regulations for the Protection of Labor Health*, and other relevant regulations.

六、 本要點經行政會議審議通過，陳請校長核定後實施，修正時亦同。

VI. These guidelines are approved by the Executive Meeting and the President before implementation. Amendment to these guidelines shall follow the same procedure.