

高雄醫學大學健康管理計畫

Kaohsiung Medical University

Health Management Plan

100.03.21 99 學年度第 3 次環保暨安全衛生委員會會議通過

104.06.24 103 學年度第 4 次環保暨安全衛生委員會會議修正通過

108.4.15 107 學年度第 3 次環保暨職業安全衛生委員會會議通過

113.04.16 112 學年度第 3 次環境保護暨職業安全衛生委員會會議通過

March 21, 2011	Passed by the 3rd Environmental Protection, Occupational Safety and Health Committee meeting in Academic Year 2010-2011
June 24, 2015	Amended and passed by the 4th Environmental Protection, Occupational Safety and Health Committee meeting in Academic Year 2014-2015
April 15, 2019	Passed by the 3rd Environmental Protection, Occupational Safety and Health Committee meeting in Academic Year 2018-2019
April 16, 2024	Passed by the 3rd Environmental Protection, Occupational Safety and Health Committee meeting in Academic Year 2023-2024

1、法源依據：

Article 1 Legal Basis:

- (1) 職業安全衛生法第二十、二十一條。
 1. Articles 20 and 21 of the Occupational Safety and Health Act.
- (2) 勞工健康保護規則第十四條及第十六至二十四條。
 2. Article 14 and Articles 16 through 24 of the Regulations Governing the Labor Health Protection.

2、目的：

Article 2 Purpose:

為保障員工健康與安全，瞭解其健康狀況，預防職業災害。

To protect employees' health and safety, understand their health status, and prevent occupational accidents.

3、適用對象：本校全體教職員工(含計畫人員)。

Article 3 Applicability: All faculty and staff members (including project staff) of Kaohsiung Medical University (KMU).

4、權責：

Article 4 Authority and Responsibilities

- (1) 雇主：支持本計畫之推動及執行。
 1. Employer: Support the promotion and implementation of this Plan.
- (2) 環境保護暨職業安全衛生室（以下簡稱環安室）
 2. Office of Environmental Protection, Occupational Safety and Health (EHS)
 1. 職業安全管理人員：提供作業環境風險評估、分析與建議。
 - (1) Occupational Safety and Health Management Officer: Provide work environment risk assessment, analysis, and recommendations.
 2. 職業衛生護理師（以下簡稱職護）：本計畫執行、管理及規劃相關流程。
 - (2) Occupational Health Nurse (OHN): Procedures relating to the implementation, management, and planning of this Plan.
 3. 駐診醫師：協助工作適性評估、復工、配工與工作調整或更換。
 - (3) In-house physician: Assist in the fitness-for-work assessment, return to work, work assignment, and work adjustment or transfer.
- (3) 人力資源室

3. Human Resources Office

1. 告知新進人員報到時應備妥體檢之資料（附表一）。

(1) Inform new hires of the health examination information they should bring when reporting for duty (Appendix 1).

2. 協助提供年度健康檢查需受檢之在職員工名單。

(2) Assist in providing the list of employees that need to receive the annual health examination.

(4) 工作場所負責人：各單位主管、計畫主持人。

4. Workplace director: Heads of units, principal investigators of projects.

1. 協助本計畫之推動與執行。

(1) Assist in the promotion and implementation of this Plan.

2. 監督協調新進人員報到時應備齊之資料。

(2) Supervise and coordinate the information new hires should bring when reporting for duty.

(5) 單位同仁：到職前備妥符合年限內的體格檢查報告，X光報告有傳染性疾病之疑慮者，需完成複診追蹤治療，始得上班。

5. Workers in a unit: Prepare the physical examination report within the specified time before reporting for duty; those who are suspected to have infectious diseases through an X-ray report need to receive follow-up treatment and be cured before coming for work.

5、作業流程（圖一）：

Article 5 Work Procedures (Figure 1):

(1) 新進教職員工體格檢查

1. Physical examination for newly hired faculty and staff

1. 凡本校教職員工於僱用前應完成一般體格檢查，報到時須繳交年限內之體格檢查書面報告至環安室；從事特別危害健康作業之同仁，於其受僱或變更作業時亦同。

(1) All faculty and staff of KMU must complete a general physical examination before employment. When reporting for duty, they must submit a written report of the physical examination conducted within the valid period to the EHS. The same applies to employees engaged in work that poses special health hazards when they are hired or when their duties change.

2. 非繼續性之臨時性或短期性工作者，其工作期間在六個月以內者檢附「計劃聘用申請書」至環安室完成報到流程，得免檢附一般體格檢查書面報告。

(2) For non-continuous temporary or short-term workers whose employment period is less than six months, they can finish the check-in process by submitting the Project Appointment Application to the EHS, and are exempt from submitting the written report of general physical examination.

3. 檢查醫院需於勞動部勞工體格及健康檢查認可醫療機構執行。

(3) The examination must be conducted at a medical care institution recognized by the Ministry of Labor for labor physical and health examination.

4. 檢查期限：

(4) Examination time frame:

(1) 年滿六十五歲者，每年檢查一次。

i. For those aged 65 and above, examination shall be conducted once a year.

(2) 四十歲以上未滿六十五歲者，每三年檢查一次。

ii. For those aged 40 to under 65, examination shall be conducted once every 3 years.

(3) 未滿四十歲者，每五年檢查一次。

iii. For those under 40, examination shall be conducted once every 5 years.

(2) 在職員工健康檢查

2. Health examination for in-service employees

1. 在職教職員工健康檢查為每三年實施，特殊健康檢查為每年實施。

(1) Health examination for in-service faculty and staff shall be conducted every 3 years, while special health examination shall be conducted annually.

2. 健康檢查項目（附表二）除依據「勞工健康保護規則」規定外，其他檢查項目需經環保暨職業安全衛生委員會審議通過方可安排執行。

(2) In addition to the items specified in the Regulations Governing the Labor Health Protection, other health examination items listed in the Health Examination Items (Appendix 2) require approval from the Environmental Protection, Occupational Safety and Health Committee before they can be arranged and implemented.

3. 健康檢查檢查紀錄至少保存七年；特殊健康檢查紀錄應至少保存十年。

(3) The health examination records shall be kept for at least 7 years, while special health examination records shall be kept for at least 10 years.

(3) 新進體格及在職健康檢查報告依下列規定進行分析分級實施健康管理（附表三）：

3. The physical examination reports of new hires and the health examination reports of in-service employees shall be analyzed and classified for the implementation of health management according to the following regulations (Appendix 3):

1. 1 級(高度風險)：體格(健康)檢查或健康追蹤檢查結果異常者需配合：

(1) Class 1 (high risk): Those with abnormal results from physical (health) examination or health follow-up checks are required to cooperate with the University for the following measures:

(1)發放複檢通知單(附表四)，要求一個月內或立即回相關門診複診，確認同仁知悉簽收並回報檢查結果。

i. Issue a re-examination notice (Appendix 4) requiring the individual to return to the relevant clinic for follow-up consultation within one month or immediately, and make sure the colleagues acknowledge the receipt of the notice and report the examination results.

(2)提供個人健康指導。

ii. Provide personal health guidance.

(3)安排職業專科醫師健康諮詢，評估員工工作適性。

iii. Arrange health consultation with an occupational specialist to assess the employee's fitness for his/her work.

(4)與相關單位討論適度調整班別或工作內容。

iv. Discuss with relevant units to make appropriate adjustments to work shifts or work contents.

(5)定期追蹤關懷個案，列入定期個案管理名單。

v. Keep track of and care for the employees, and include them in the regular case management list.

2. 2 級(中度風險)：體格(健康)檢查或健康追蹤檢查結果，部分或全部項目異常者需配合：

(2) Class 2 (medium risk): Those with abnormal results for some or all of the physical (health) examination items or health follow-up checks are required to cooperate with the University for the following measures:

(1) 郵寄電子信件或發送衛教單張提醒。

i. Send emails or health education pamphlets as reminders.

(2) 提供個人健康指導。

ii. Provide personal health guidance.

(3) 必要時提供職業專科醫師進行健康諮詢(附表五)，評估與辨識作業環境對健康之危害。

iii. Provide health consultation with an occupational specialist (Appendix 5), if necessary, to assess and identify health hazards related to the work environment.

3. 3級(輕度風險)：體格(健康)檢查或健康追蹤檢查結果，部分或全部項目異常者需配合。

(3) Class 3 (mild risk): Those with abnormal results for some or all of the physical (health) examination items or health follow-up checks are required to cooperate with the University for the appropriate measures.

4. 4級管理：體格(健康)檢查或健康追蹤檢查結果無異常者。

(4) Class 4 management: Those with no abnormal result for the physical (health) examination or health follow-up checks.

(4) 特別危害健康作業時，應建立健康管理資料，並將其定期實施之特殊健康檢查，依下列規定分級實施健康管理：

4. For works that involve special health hazards, health management data shall be established, and regular special health examinations shall be implemented according to the following health management classification:

1. 第一級管理：特殊健康檢查或健康追蹤檢查結果，全部項目正常，或部分項目異常，而經醫師綜合判定為無異常者。

(1) Class 1 management: When the results are normal for all items in the special health examination or health follow-up checks, or when some abnormal items are judged by the physician through overall assessment as acceptable.

2. 第二級管理：特殊健康檢查或健康追蹤檢查結果，部分或全部項目異常，經醫師綜合判定為異常，而與工作無關者。

(2) Class 2 management: When the results of some or all items in the special health examination or health follow-up checks are abnormal, and are judged by the physician through overall assessment as abnormal but unrelated to the work.

3. 第三級管理：特殊健康檢查或健康追蹤檢查結果，部分或全部項目異常，經醫師綜合判定為異常，而無法確定此異常與工作之相關性，應進一步請職業醫學科專科醫師評估者。

(3) Class 3 management: When the results of some or all items in the special health examination or health follow-up checks are abnormal, and are judged by the physician through overall assessment as abnormal but their correlation to the work cannot be confirmed. In such cases, further evaluation by an occupational medicine specialist shall be sought.

4. 第四級管理：特殊健康檢查或健康追蹤檢查結果，部分或全部項目異常，經醫師綜合判定為異常，且與工作有關者。

(4) Class 4 management: When the results of some or all items in the special health examination or health follow-up checks are abnormal, and are judged by the physician through overall assessment as abnormal and related to the work.

前項所定健康管理，屬於第二級管理以上者，應由醫師註明其不適宜從事之作業與其他應處理及注意事項；屬於第三級管理或第四級管理者，並應由醫師註明臨床診斷。

For Class 2 health management or higher described in the preceding paragraph, the physician shall specify the work tasks that are unsuitable for the individual and any other necessary actions or precautions to be taken. For Class 3 or Class 4 management, the physician shall also provide a clinical diagnosis.

第二級管理者，應提供勞工個人健康指導；第三級管理者，應請職業醫學科專科醫師實施健康追蹤檢查，必要時應實施疑似工作相關疾病之現場評估，且應依評估結果重新分級，並將分級結果及採行措施依中央

主管機關公告之方式通報；屬於第四級管理者，經醫師評估現場仍有工作危害因子之暴露者，應採取危害控制及相關管理措施。

For Class 2 cases, personal health guidance shall be provided to the workers. For Class 3 cases, an occupational medicine specialist shall be appointed to conduct follow-up health checks, perform on-site assessments for suspected work-related diseases when necessary, reclassify the cases based on the assessment results, and report the classification results and actions taken in the way specified by the central competent authority. For Class 4 cases, if the physician determines through assessment that there are still exposure hazards at the workplace, relevant hazard controls and related management measures shall be taken.

前項健康追蹤檢查紀錄，依前二條規定辦理。

The follow-up health check records mentioned in the preceding paragraph shall be handled according to the above 2 provisions.

(5) 實施(特殊)體格(健康)檢查或健康追蹤檢查後，應採取下列措施：

5. After conducting the (special) physical (health) examination or follow-up health checks, the following measures shall be taken:

1. 將受檢同仁之健康檢查紀錄彙整成健康檢查手冊。

(1) Compile the health examination records of the examined employees into a health examination manual.

2. 對檢查結果異常之同仁，應提供其健康指導。

(2) Provide the employees with abnormal examination results with health guidance.

(六)檢查紀錄由職護負責保存與管理，並應保障同仁隱私權。

6. Examination records shall be kept and managed by the OHN, and the employees' privacy shall be protected.

6、本計畫經環境保護暨職業安全衛生委員會會議通過，並經校長核定後實施，修正時亦同。

Article 6 This Plan shall be passed by the Environmental Protection, Occupational Safety and Health Committee, submitted to the President for approval and then implemented, and shall apply to subsequent amendments.

附表一
Appendix 1

高雄
醫學大
學新進
人員體

Kaohsiung Medical University
Physical Examination Notice for New Hires

106.6.27 105 學年度第 4 次環保
暨職業安全衛生委員會會議通過

一. 檢查目的：

Article 1 Purpose of examination:

- (一)早期發現體格上之缺點，並儘早治療，以維護及促進校園安全。
1. Early detection of physical deficiencies and prompt treatment to maintain and promote campus safety.
- (二)瞭解員工健康狀況，識別勞工工作適性，評估其是否適合從事該作業，避免因工作造成勞工健康之威脅或傷害。
2. Understand employees' health condition, identify workers' fitness for their tasks, assess whether they are suitable for the job, and prevent work-related health threats or injuries.

二. 法源依據：

Article 2 Legal basis:

- (一)依據職業安全衛生法第二十條及勞工健康保護規則第十六條規定，勞工有接受體格檢查之義務。
1. According to Article 20 of the Occupational Safety and Health Act and Article 16 of the Regulations Governing the Labor Health Protection, workers are obliged to receive physical examinations.
- (二)違反者，依據職業安全衛生法第四十五條雇主處 3-15 萬元罰鍰，第四十六條員工處 3,000 元以下罰鍰。
2. According to the Occupational Safety and Health Act, employers who violate Article 45 shall be fined NT\$30,000 to NT\$150,000 and employees who violate Article 46 shall be fined up to NT\$3,000.

三. 檢查醫院：

Article 3 Hospitals for examination:

- (一)高雄醫學大學附設中和紀念醫院為本校合作醫院，持本通知單及身分證正本到院體檢可享優惠價及早餐乙份。
1. Kaohsiung Medical University Chung-Ho Memorial Hospital is the partner hospital of KMU. By presenting this notice and your national ID card, you can enjoy discounted prices for physical examination and a complimentary breakfast.
- (二)勞動部會商衛生福利部認可之勞工體格及健康檢查醫療機構。
2. Medical care institutions for labor physical and health examinations recognized by the Ministry of Labor in consultation with the Ministry of Health and Welfare.
- (查詢網站：<https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>)。
- (Website for inquiries: <https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>)

四. 檢查項目：

Article 4 Examination items:

類別 Types	檢查內容 Examination contents	高雄醫學大學附設中和紀念醫院優惠檢查費用 Discounted prices offered by KMU Chung-Ho Memorial Hospital
一 1. 一般新進人員 職前體檢 Pre-employment physical examination for general new hires	1.作業經歷、既往病史、生活習慣及自覺症狀之調查。Investigation of work history, past medical history, lifestyle and habits, and self-perceived symptoms. 2.身高、體重、腰圍、視力、辨色力、聽力、血壓及身體各系統或部位之理學檢查。Height, weight, waist circumference, vision, color perception, hearing, blood pressure, and physical examination of various body systems or parts. 3.胸部X光檢查。Chest X-ray examination. 4.尿蛋白及尿潛血之檢查。Tests for urine protein and urine occult blood. 5.血色素及白血球數檢查。Tests for	依醫院優惠價格 As per the hospital's discounted price

		hemoglobin and white blood cell count. 6.飯前血糖、麩氨酸丙酮酸轉胺酶 SGPT、肌酸酐、膽固醇、三酸甘油酯、高密度脂蛋白膽固醇之檢查。Tests for fasting blood glucose, serum glutamate-pyruvate transaminase (SGPT), creatinine, cholesterol, triglycerides, and high-density lipoprotein (HDL) cholesterol.	
二 2.	一般新進人員 職前體檢 (建議往返醫院工作 頻繁者可做此套餐) Pre-employment physical examination for general new hires (This package is recommended for those who have to go to the hospital frequently for work.)	1.同一般新進人員職前檢查項目。Same as the pre-employment examination items for general new hires. 2.B型肝炎表面抗原、B型肝炎表面抗體、C型肝炎病毒抗體。Tests for hepatitis B surface antigen, hepatitis B surface antibody, and hepatitis C virus antibody. 3.德國麻疹、水痘帶狀皰疹病毒抗體。Antibody tests for German measles (rubella), chickenpox, and varicella-zoster virus.	依醫院優惠價格 As per the hospital's discounted price
三 3.	供膳作業 新進人員職前體檢 Pre-employment physical examination for new catering staff	1.同一般新進人員職前檢查項目。Same as the pre-employment examination items for general new hires. 2.手部皮膚病、出疹、膿瘡、外傷、傳染性眼疾、A型肝炎(IgM)、糞便檢查(傷寒桿菌)。Examination for skin diseases of the hands, rashes, pustules, wounds, infectious eye diseases, hepatitis A (IgM), and stool tests for typhoid bacilli.	依醫院優惠價格 As per the hospital's discounted price
四 4.	實驗動物中心 新進人員職前體檢 Pre-employment physical examination for new staff at the Center for Laboratory Animals	1.同一般新進人員職前檢查項目。Same as the pre-employment examination items for general new hires. 2.免疫球蛋白(IgE)。Immunoglobulin E (IgE). 3.破傷風疫苗(需走門診系統, 故費用另計)。Tetanus vaccine (has to go through the outpatient clinic system, and so additional fees apply).	依醫院優惠價格 As per the hospital's discounted price

備註: 1.至高醫附院健檢請攜帶高雄醫學大學新進人員體格檢查通知單及身分證正本文件。

Notes: 1. When going to Kaohsiung Medical University Chung-Ho Memorial Hospital for the health examination, please bring the Kaohsiung Medical University Physical Examination Notice and the original national ID card.

2.因本套餐為優惠組合價格, 如因懷孕未檢查 X 光者請恕無法退費。Since these packages are offered at discounted prices, please note that no refunds can be provided if X-rays are not conducted due to pregnancy.

3.高醫健康管理中心受理時間: 週一至週六上午 8:10~11:00 [遇國定例假日休診]。Kaohsiung Medical University's Health Management Center opening hours: Monday to Saturday, from 8:10 AM to 11:00 AM (Closed on national holidays).

4.一、三、四類別之檢查內容, 為法規規定各類別新進人員必檢項目, 請新進人員務必遵守。The inspection items for Types 1, 3, 4 are mandatory for new hires as required by the law, and new hires must comply with these requirements.

五. 新進人員報到前需自費完成體格檢查, 並於起聘日前三天將「體格檢查報告正本」及「新進人員體格及健康檢查同意書」(附件一) 備妥掃描後, 傳送至環安室兩位職護信箱:

Article 5 New hires shall complete the physical examination at their own expense before reporting for duty. Three days before the start date, please scan and send the original Physical Examination Report and the Physical and Health Examination Consent Form for New Hires (Attachment 1) to the two OHNs' mailboxes at the EHS:

李宣瑢職護: vickyli@kmu.edu.tw、曾家琪職護: cindy@kmu.edu.tw。

Nurse Li Syuan-Rong: vickyli@kmu.edu.tw; Nurse Zeng Jia-Ci: cindy@kmu.edu.tw

六. 新進人員 **X** 光有肺浸潤、疑似肺結核或腫瘤、肺纖維化、肺結節、肉芽腫情形，請立即複診追蹤治療，經醫師開立診斷確明書確認無傳染之虞(體檢報告及診斷證明書請一起繳交至環安室)，方可開始上班，以維護校園安全。

Article 6 New hires with X-ray results showing lung infiltration, suspected tuberculosis or tumors, pulmonary fibrosis, lung nodules, or granulomas should immediately seek follow-up treatment. Only upon obtaining a certificate of diagnosis from a physician, indicating no risk of contagion (both the physical examination report and certificate of diagnosis should be submitted to the EHS), can they commence work to ensure campus safety.

七. 新進人員可繳交法規年限內之體檢報告(未滿 40 歲 5 年內、40~64 歲 3 年內、65 歲以上 1 年內)，且報告檢查項目需符合第四點法規規定各類人員應檢查之項目。

Article 7 New hires may submit a physical examination report within the regulatory timeframe (within 5 years for those under 40 years old, within 3 years for those aged 40-64, and within 1 year for those aged 65 and older). **The report shall include the items required by the regulations outlined in Point 4.**

八. 新進人員報到時，人資室需確認環安室已審核體檢報告並通過後，方可進行報到手續。

Article 8 When new hires report for duty, the Human Resources Office must confirm that the EHS has reviewed and approved the physical examination report before proceeding with the onboarding process.

九. 各醫院體檢作業皆須 7-20 個工作日，敬請提早作業時間，以免影響當日報到完成之權益。

Article 9 Hospitals require 7-20 working days to complete the physical examination process. Please schedule your examination early to avoid any impact on your onboarding date.

十. 計畫人員(研究助理等)，請依人資室相關規定辦理(退保後重新加保方認定為新進人員)。

Article 10 Physical examination for project staff (e.g., research assistants) shall be done in accordance with the relevant regulations of the Human Resources Office. (They will be considered new hires only after terminating and re-enrolling in insurance.)

十一. 檢查注意事項：

Article 11 Examination precautions:

(一)檢查前一天晚上 12 點以後禁食至隔天早上體檢完畢(可喝少量白開水)，有服用慢性藥物者，請照常服用藥物(唯降血糖藥物未進食時，不能服用)。

1. From 0:00 midnight before the examination, refrain from eating until the examination is completed the next morning (you may drink a small amount of plain water). If you are taking chronic medications, continue to take them as usual (except for hypoglycemic medications, which should not be taken before eating).

(二)已配戴眼鏡者，檢查當天請務必攜帶眼鏡，以便測量矯正後視力。

2. If you wear glasses, please be sure to bring them on the day of the examination for measurement of your corrected vision.

(三) **X** 光檢查：如衣物有金屬或鈕扣，需脫掉或更換，並去除項鍊及飾品；懷孕者請務必告知體檢報到處工作人員，可免做 **X** 光檢查，並於體檢表上註記「懷孕未照 **X** 光」之備註說明。

3. X-ray examination: If your clothing has metal or buttons, you will need to remove or change it, and remove any necklaces and jewelry. If you are pregnant, please inform the staff at the examination registration counter for exemption from the X-ray examination, and ensure that the remark "Pregnant, X-ray not performed" is noted on the physical examination form.

(四)尿液檢體請截取中段尿，如遇生理期，檢查前請告知工作人員，並於體檢表備註。

4. For the urine sample, please collect midstream urine. If you are menstruating, inform the staff before the examination and make a note on the physical examination form.

(五)抽血時請放鬆心情，完畢後請立即於抽血處棉球上按壓 5 分鐘(勿揉)，直至無出血，若周圍有瘀青腫脹、疼痛或有頭暈不適之情形，請立即告知現場護理人員。

5. When having a blood draw, please relax. After the procedure, press a cotton ball on the puncture site for 5 minutes (do not rub) until the bleeding stops. If you experience bruising, swelling, pain, dizziness, or other discomforts, inform the nursing staff on site immediately.

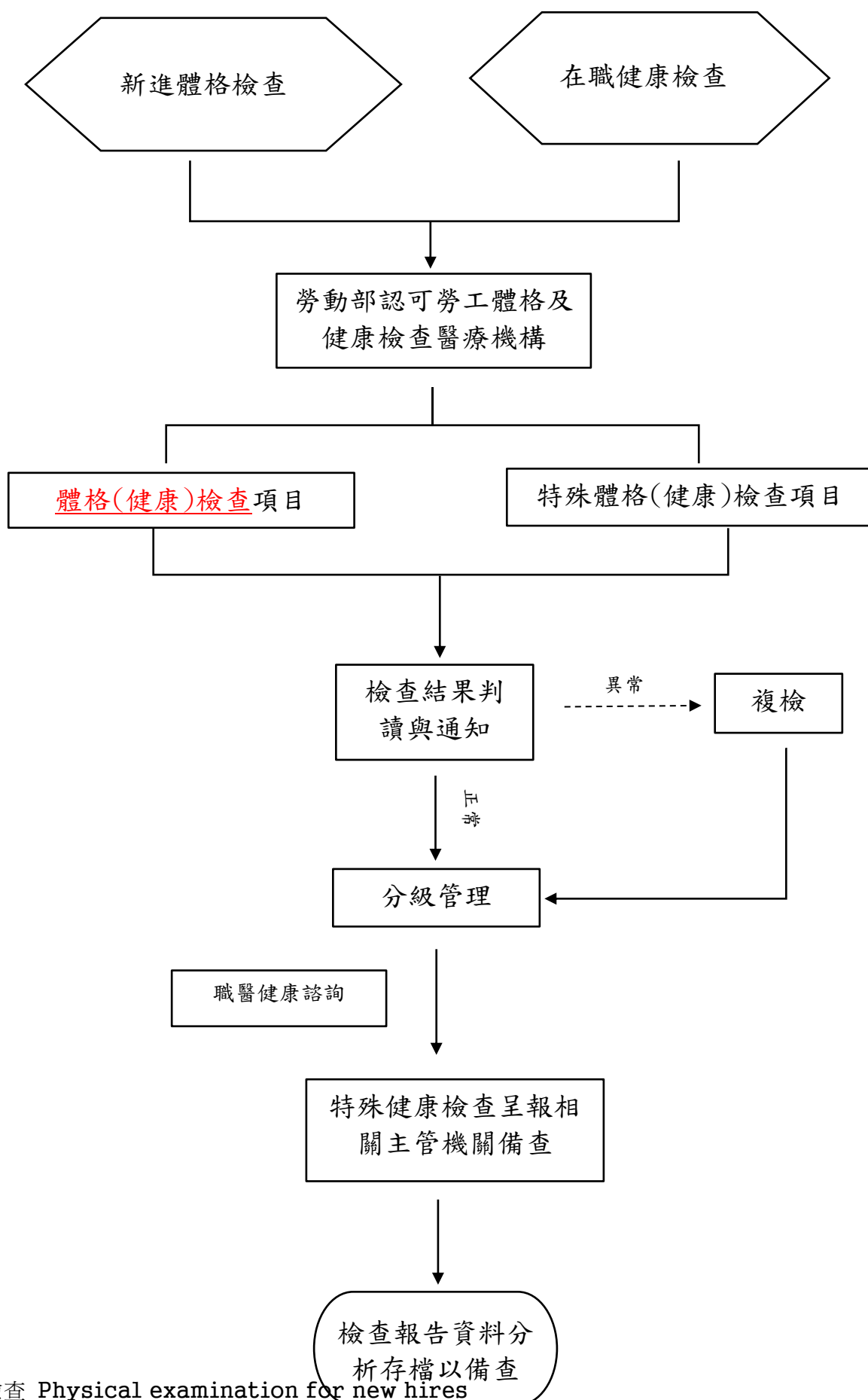
十二. 若您有任何體格檢查相關問題，請洽環境保護暨職業安全衛生室李宜榕/曾家琪職業衛生護理師。

電話：(07)312-1101 轉 2278、2003。

Article 12 If you have any questions related to the physical examination, please contact the OHN Li Syuan-Rong or Zeng Jia-Ci at the EHS.

Telephone: (07)312-1101 ext. 2278, 2003

Figure 1 Work Procedures



新進體格檢查 Physical examination for new hires

在職健康檢查 In-service health examination

勞動部認可勞工體格及健康檢查醫療機構 Medical care institutions for labor physical and health examinations recognized by the Ministry of Labor

體格（健康）檢查項目 Physical (health) examination items

特殊體格（健康）檢查項目 Special physical (health) examination items

檢查結果判讀與通知 Interpretation and notification of examination results

異常 Abnormal

複檢 Re-examination

正常 Normal

分級管理 Classified management

職醫健康諮詢 Occupational health consultation

特殊健康檢查呈報相關主管機關備查 Report the special health examination results to the relevant competent authorities for future reference.

檢查報告資料分析存當以備查 Analyze and save the examination report data for future reference.

高雄醫學大學
體格及健康檢查項目
Kaohsiung Medical University
Physical and Health Examination Items

體格檢查項目 Physical examination items	健康檢查項目 Health examination items
<p>(1) 作業經歷、既往病史、生活習慣及自覺症狀之調查。 Investigation of work history, past medical history, lifestyle and habits, and self-perceived symptoms.</p> <p>(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。Height, weight, waist circumference, vision, color perception, hearing, blood pressure, physical examination of various body systems or parts, and medical consultation.</p> <p>(3) 胸部 X 光（大片）攝影檢查。Chest X-ray (standard film) examination.</p> <p>(4) 尿蛋白及尿潛血之檢查。Tests for urine protein and urine occult blood.</p> <p>(5) 血色素及白血球數檢查。Tests for hemoglobin and white blood cell count.</p>	<p>(1) 作業經歷、既往病史、生活習慣及自覺症狀之調查。 Investigation of work history, past medical history, lifestyle and habits, and self-perceived symptoms.</p> <p>(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。Height, weight, waist circumference, vision, color perception, hearing, blood pressure, physical examination of various body systems or parts, and medical consultation.</p> <p>(3) 胸部 X 光（大片）攝影檢查。Chest X-ray (standard film) examination.</p> <p>(4) 尿蛋白及尿潛血之檢查。Tests for urine protein and urine occult blood.</p> <p>(5) 血色素及白血球數檢查。Tests for hemoglobin and white blood cell count.</p>

(6) 血糖、血清丙胺酸轉胺酶 (ALT)、肌酸酐 (creatinine)、膽固醇、三酸甘油酯、高密度脂蛋白膽固醇之檢查。Tests for blood glucose, serum alanine aminotransferase (ALT), creatinine, cholesterol, triglycerides, and high-density lipoprotein (HDL) cholesterol.

(7) 其他經中央主管機關指定之檢查。Other examinations designated by the central competent authority.

(6) 血糖、血清丙胺酸轉胺酶 (ALT)、肌酸酐 (creatinine)、膽固醇、三酸甘油酯、高密度脂蛋白膽固醇、低密度脂蛋白膽固醇之檢查。Tests for blood glucose, serum alanine aminotransferase (ALT), creatinine, cholesterol, triglycerides, high-density lipoprotein (HDL) cholesterol, and low-density lipoprotein cholesterol (LDL cholesterol).

(7) 其他經中央主管機關指定之檢查。Other examinations designated by the central competent authority.

高雄醫學大學體格及健康檢查分級管理表

100.03.21 99學年度第3次環衛暨安全衛生委員會會議通過
104.06.24 103學年度第4次環衛暨安全衛生委員會會議修正通過
108.4.15 107學年度第3次環衛暨職業安全衛生委員會會議通過

附表三

健康分級		正常	3級(輕度風險)	2級(中度風險)	1級(高度風險)
項目/追蹤頻率		無	自主健康管理	郵寄電子郵件或發送衛教單張提醒	要求1個月內或立即複檢並回報結果
收縮壓(SDP)	mmHg	90-140	(1) < 90 (2) 141-159	160-179	≥ 180
舒張壓(DBP)		60-90	(1) < 60 (2) 91-99	100-109	≥ 110
身體質量指數	kg/m ²	18-24	(1) < 18 (2) 24.01-26.99	27.01-29.99	≥ 30
尿潛血(U-OB)	neg	0	1-2	3	≥ 4
尿蛋白(U-protein)		0	1-2	3	≥ 4
白血球數(WMC)	1000/ul	4.14-10.52	(1) 10.53-12.00 (2) 3.51-4.13	(1) 12.01-14.99 (2) 3.01-3.50	(1) ≥ 15 (2) ≤ 3
血色素(Hb)	g/dl	男：13.4-17.2	(1) 11.0-13.3 (2) 17.3-17.9	(1) 10.1-10.9 (2) 18.0-20.9	(1) ≤ 10 (2) ≥ 21
		女：11.1-15.1	(1) 10.1-11.0 (2) 15.2-16.9	(1) 9.1-10.0 (2) 17.0-18.9	(1) ≤ 9 (2) ≥ 19
麩氨酸丙酮酸轉胺酶(sGPT)	IU/L	≤ 44	45-120	121-219	≥ 220
飯前血糖(AC suger)	mg/dl	60-100	101-125	126-249	(1) ≥ 250 (2) < 60
血清肌氨酸肝(creatinine)		≤ 1.2	1.3-1.5	1.6-2.4	≥ 2.5
總膽固醇(T-CHO)		< 200	200-250	251-299	≥ 300
三酸甘油脂(TG)		< 150	150-299	300-499	≥ 500
低密度脂蛋白膽固醇(LDL)		< 130	130-159	160-199	≥ 200
胸部X光		無明顯異常		肺陰影、纖維斑痕、心臟肥大、主動脈粥狀硬化、胸腰椎側彎、胸椎退化、橫膈膜上升、肋膜增厚、肺紋增加	肉芽腫、肺結節、肺纖維化、肺浸潤、疑似肺結核或腫瘤、氣胸、急性主動脈剝離、急性肺動脈栓塞、主動脈破裂
總評		追蹤建議(依實際結果調整內容)			
3級(輕度風險)		1.依照檢查報告應處理及注意事項，落實自主健康管理。			
2級(中度風險)		1.郵寄電子郵件或發送衛教單張提醒。2.提供個人健康指導。3.必要時提供職業專科醫師進行健康諮詢，評估與辨識作業環境對健康之危害。			
1級(高度風險)		1.發放複檢通知單，要求1個月內或立即回相關門診複診，確認同仁知悉簽收並回報檢查結果。2.提供個人健康指導。3.安排職業專科醫師健康諮詢，評估員工工作適性。4.與相關單位討論適度調整班別或工作內容。5.定期追蹤關懷個案，列入定期個案管理名單。			
備註：1級(高度風險)保留書面記錄備查。					

Physical and Health Examination Classification Management Scheme

March 21, 2011 Passed by the 3rd Environmental Protection, Occupational Safety and Health Committee meeting in Academic Year 2010-2011

June 24, 2015 Amended and passed by the 4th Environmental Protection, Occupational Safety and Health Committee meeting in Academic Year 2015-2016

April 15, 2019 Passed by the 3rd Environmental Protection, Occupational Safety and Health Committee meeting in Academic Year 2018-2019

Health classification		Normal	Class 3 (Mild risk)	Class 2 (Medium risk)	Class 1 (High risk)
Items/		None	Health self-management	Send e-mails or health education pamphlets as reminders	Request re-examination immediately or within one month and reporting results
Systolic blood pressure (SDP)	mmHg	90-140	(1)<90 (2) 141-159	160-179	≥180
Diastolic blood pressure (DBP)		60-90	(1) <60 (2) 91-99	100-109	≥110
Body mass index (BMI)	kg/m ²	18-24	(1) <18 (2) 24.01-26.99	27.01-29.99	≥30
Urine occult blood (U-OB)	neg	0	1-2	3	≥4
Urine protein (U-protein)		0	1-2	3	≥4
White blood cell count (WMC)	1000/ul	4.14-10.52	(1) 10.53-12.00 (2) 3.51-4.13	(1) 12.01-14.99 (2) 3.01-3.50	(1) ≥15 (2) ≤3
Hemoglobin (Hb)	g/dl	Male: 13.4-17.2	(1) 11.0-13.3 (2) 17.3-17.9	(1) 10.1-10.9 (2) 18.0-20.9	(1) ≤10 (2) ≥21
		Female: 11.1-15.1	(1) 10.1-11.0 (2) 15.2-16.9	(1) 9.1-10.0 (2) 17.0-18.9	(1) ≤9 (2) ≥19
serum glutamate-pyruvate transaminase (sGPT)	IU/L	≤44	45-120	121-219	≥220
Fasting blood sugar (AC sugar)	mg/dl	60-100	101-125	126-249	(1) ≥250 (2) <60
Creatinine		≤1.2	1.3-1.5	1.6-2.4	≥2.5
Total cholesterol (T-CHO)		<200	200-250	251-299	≥300

Triglycerides (TG)		<150	150-299	300-499	≥500
Low-density lipoprotein cholesterol (LDL)		<130	130-159	160-199	≥200
Chest X-ray		No significant abnormalities		Pulmonary shadow, fibrous scar, cardiac enlargement, aortic atherosclerosis, thoracolumbar scoliosis, degenerative changes in the thoracic spine, elevated diaphragm, pleural thickening, increased lung markings	Granuloma, pulmonary nodule, pulmonary fibrosis, pulmonary infiltration, suspected pulmonary tuberculosis or tumor, pneumothorax, acute aortic dissection, acute pulmonary embolism, aortic rupture
Summary assessment		Follow-up recommendations (Content to be adjusted based on actual results)			
Class 3 (Mild risk)		1. Implement health self-management according to the follow-up recommendations and precautions indicated in the examination report.			
Class 2 (Medium risk)		1. Send emails or health education pamphlets as reminders. 2. Provide personal health guidance. 3. Provide health consultation with an occupational specialist, if necessary, to assess and identify health hazards related to the work environment.			
Class 1 (High risk)		1. Issue a re-examination notice requiring the individual to return to the relevant clinic for follow-up consultation within one month or immediately, and make sure the colleagues acknowledge the receipt of the notice and report the examination results. 2. Provide personal health guidance. 3. Arrange health consultation with an occupational specialist to assess the employee's fitness for his/her work. 4. Discuss with relevant units to make appropriate adjustments to work shifts or work contents. 5. Keep track of and care for the employees, and include them in the regular case management list.			
Remark: For Class 1 (high risk) cases, keep the written records for future reference.					

環境保護暨職業安全衛生室 通知單

Office of Environmental Protection, Occupational Safety and Health
Notice

受文者：○○○

To: 0 0 0

發文日期：000.00.00

Issue date: 000.00.00

發文字號：安衛通字第 00000000 號

Reference no.: An-Wei-Tong-Zi No. 00000000

速 別：普通件

Priority: Ordinary

密等及解密條件或保密期限：

Confidentiality class and release condition or confidentiality period:

附 件：

Attachment:

通知事由：新進人員體格檢查（年度健康檢查）報告及複檢事宜。

Notification subject: Matters relating to new hires' physical examination (annual health examination) report and re-examination

說 明：

Description:

- 1、 依據職業安全衛生法第二十條規定勞工有接受體格及健康檢查之義務。
1. According to Article 20 of the Occupational Safety and Health Act, workers are obliged to undergo physical and health examinations.
- 2、 ○○○君之新進人員體格（健康）檢查報告已於 年 月 日送達本室，相關注意事項如附件，敬請惠予配合。
2. The physical (health) examination report of Mr./Ms. 0 0 0 has been delivered to the Office on (YYYY/MM/DD). Please refer to the attached for related precautions, and your cooperation is kindly requested.

感謝您的配合，環安室關心您！

Thank you for your cooperation. The EHS cares!

承辦人：〇〇〇 分機：2278

Coordinator: 0 0 0 ext. 2278

高雄醫學大學

Kaohsiung Medical University

體格及健康檢查複檢通知單

Physical and Health Re-examination Notice

單 位 Unit		職 稱 Position		職號 Staff No.	
姓 名 Name		到職日期 Start date		健檢日期 Examination date	
檢查類別 Types of examination	<input type="checkbox"/> 新進人員一般體格檢查 General physical examination for new hires <input type="checkbox"/> 新進人員特殊體格檢查 Special physical examination for new hires <input type="checkbox"/> 在職員工年度健康檢查 Annual health examination for in-service employees <input type="checkbox"/> 在職員工年度特殊健康檢查 Annual special health examination for in-service employees <input type="checkbox"/> 供膳人員在職健康檢查 In-service health examination for catering staff <input type="checkbox"/> 其他健康檢查: Other health examination:				
檢查結果 Examination results	<input type="checkbox"/> 血壓: Blood pressure: _____mmHg <input type="checkbox"/> BMI: _____ kg/m ² <input type="checkbox"/> 空腹血糖: Fasting blood glucose: _____ mg/dl <input type="checkbox"/> 白血球: White blood cell count: _____1000/ul <input type="checkbox"/> 血色素: Hemoglobin: _____g/dl <input type="checkbox"/> 肝功能 GPT: Liver function test (GPT): _____ IU/L <input type="checkbox"/> 腎功能(血清肌胺酸酐): Kidney function (serum creatinine): _____ IU/L <input type="checkbox"/> 總膽固醇: Total cholestrol: _____ mg/dl <input type="checkbox"/> 三酸甘油脂: Triglycerides: _____ mg/dl <input type="checkbox"/> 高密度脂蛋白: HDL: _____ mg/dl <input type="checkbox"/> 低密度脂蛋白: LDL: _____ mg/dl <input type="checkbox"/> 尿蛋白: U-protein: _____ neg <input type="checkbox"/> 尿潛血: Urine occult blood: _____ neg <input type="checkbox"/> X 光: X-ray: <input type="checkbox"/> 其他: Other:				
衛教與建議 Health education and suggestion	<input type="checkbox"/> 血壓異常, 請每日監測及紀錄血壓, 並攜帶紀錄單至心臟科或家醫科門診複檢。For abnormal blood pressure, please monitor and record your blood pressure daily, and bring the records to the cardiology or family medicine outpatient clinic for re-examination. <input type="checkbox"/> 空腹血糖檢查異常, 請至家醫科或新陳代謝科門診複檢追蹤。For abnormal fasting blood glucose, please visit the family medicine or metabolism outpatient clinic for re-examination and follow-up. <input type="checkbox"/> 血脂肪檢查異常, 請至家醫科門診複檢追蹤。For abnormal lipid profile, please visit the family medicine outpatient clinic for re-examination and follow-up. <input type="checkbox"/> 肝功能檢查異常, 請至家醫科或肝膽腸胃科門診複檢追蹤。For abnormal liver function,				

	<p>please visit the family medicine or hepatology and gastroenterology outpatient clinic for re-examination and follow-up.</p> <p><input type="checkbox"/> 腎功能檢查異常，請至家醫科或腎臟科門診複檢追蹤。For abnormal kidney function, please visit the family medicine or nephrology outpatient clinic for re-examination and follow-up.</p> <p><input type="checkbox"/> 尿蛋白或尿潛血檢查異常，請至家醫科門診複檢追蹤。For abnormal urine protein or urine occult blood, please visit the family medicine outpatient clinic for re-examination and follow-up.</p> <p><input type="checkbox"/> 白血球檢查異常，請至家醫科門診複檢追蹤。For abnormal white blood cell count, please visit the family medicine outpatient clinic for re-examination and follow-up.</p> <p><input type="checkbox"/> 血色素檢查異常，請至家醫科或血液科門診複檢追蹤。For abnormal hemoglobin, please visit the family medicine or hematology outpatient clinic for re-examination and follow-up.</p> <p><input type="checkbox"/> 體重超過理想體重或 BMI 過高，請飲食控制配合運動，自主健康管理，必要時可諮詢營養師。If your weight exceeds the ideal weight or your BMI is too high, please manage your diet and exercise, practice health self-management, and consult a nutritionist if necessary.</p> <p><input type="checkbox"/> X 光檢查異常，請至胸腔內科門診複檢追蹤，如無傳染性需請醫師註明。For abnormal X-ray results, please visit the pulmonary medicine outpatient clinic for re-examination and follow-up. Please ask the doctor to indicate the condition if there is no infectious component.</p> <p><input type="checkbox"/> 請於 000.00.00 前完成複檢，被通知人處請簽名及填寫收到通知之日期，複檢後請將本通知單繳交回環安室護理師留存。Please complete the re-examination by 000.00.00 [date]. The notified person should sign and fill in the date of receipt. After the re-examination, please return this notice to the nurse in the Office of Environmental Protection, Occupational Safety and Health for record-keeping.</p>
<p>複檢追蹤 Re-examination follow-up (麻煩請醫師協助填寫並簽章) (Please ask the doctor to fill in and sign/affix a seal.)</p>	<p><input type="checkbox"/> 複檢日期： 年 月 日。Date of re-examination: (YYYY/MM/DD)</p> <p><input type="checkbox"/> 複檢結果：Re-examination result:</p> <p>醫師簽名(或蓋章)：Physician's signature (or seal):</p>
<p>備註 Notes</p>	<p>1. 若有需要進一步進行其他檢查，請檢查完畢再請醫師協助填寫“最後”檢查結果。 1. If further examinations are needed, please ask the doctor to indicate it in the “final” test results after completing the examinations.</p> <p>2. 複檢時請攜帶檢查報告，以提供醫師進行整體性評估。 2. Please bring the original examination report when undergoing re-examinations to provide the doctor with comprehensive information for evaluation.</p>

被通知人員簽名：_____ 日期：_____

Signature of the notified person: _____ Date: _____

職護人員簽名：_____ 日期：

Signature of the occupational health nurse:_____ Date:

高雄醫學大學教職員工健康諮詢名單

Kaohsiung Medical University

Faculty and Staff Health Consultation List

時間： 年 月 日(星期), 14:00~17:00

Time: (YYYY/MM/DD) ([date of week]), 14:00~17:00

地點：圖書館一樓多媒體資訊室（請攜帶職員工證以刷卡進入）

Location: Library 1F Multimedia Room (Please bring the staff ID card for access.)

備註：攜帶媽媽手冊、健檢報告。

Note: Please bring the Maternal Health Education Handbook and/or the health examination report.

編號 No.	時間 Time	姓名/職號 Name/Staff No.	單位 Unit	職稱 Position	分機/手機 Extension/Mobile No.	備註 Remark
1	14:15~14:30					
2	14:30~14:45					
3	14:45~15:00					
4	15:00~15:15					
5	15:15~15:30					
6	15:30~15:45					
7	15:45~16:00					
8	16:00~16:15					
9	16:15~16:30					
10	16:30~16:45					
11	16:45~17:00					
備註 Note						