



元智大學



新進人員職業安全衛生教育訓練 Occupational Safety and Health Training



環安衛中心
Environmental Protection and Occupational
Safety and Health Center



大綱outline



一、法源依據
(sources of law)

二、新進同仁體格檢查
(New staff to complete the health examination)

三、在職同仁健康檢查
(Staff Physical Checkup)

四、母性健康保護管理計畫
(Maternal health protection)





五、工作異常負荷促發疾病預防計畫
(Prevention of diseases caused by
abnormal workload)

六、人因危害防止計畫
(Repetitive tasks such as triggering
muscles)

七、執行職務遭受不法侵害預防計畫
(Prevention of unlawful violations in
the execution of duties)





一、法源依據 (sources of law)

「職業安全衛生法」第6條：
雇主對工作場所及為保護勞工健康及
安全設備應妥為規劃，
並採取【必要之安全衛生措施】

“ Article 6 of the Occupational Safety and Health Law: The employer shall make proper planning of the workplace and of the equipment to protect the health and safety equipment should be properly planned, and take [the necessary safety and health measures].





※預防計畫Prevention project:

重複性作業促發肌肉骨骼疾病
(Repetitive tasks such as triggering muscles)

異常工作負荷促發疾病
(Prevention of diseases caused by abnormal workload)

執行職務遭受不法侵害
(Prevention of unlawful violations in the execution of duties)

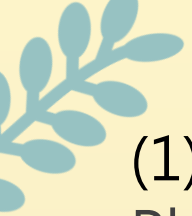
母性健康保護
(Maternal health protection)



一、法源依據(SOURCES OF LAW)

「職業安全衛生法」第20條
(Article 20 of the Occupational Safety
and Health Act) :





(1) 【僱用】時，應施行【體格檢查】需自費檢查

Physical checkup for new hires and health examination for current laborers.

(2) 【教職員】應施行【定期健康檢查】由學校支付

Staff, faculty of the University are obligated to complete the general physical checkup or health examination.

(3) 雇主對於檢查【紀錄】應予【保存】

To analyze, evaluate, manage and store physical and health examination records of laborers and help them with health management.

(4) 【在職】健康檢查費用由【雇主】負擔

Employers are responsible for the cost of in-service health screening。



《勞工健康保護規則》第17條

勞工年齡層 Age Group	現行規定（舊制） Current Regulation	117年1月1日（2028/1/1） 最新修法草案（新制） Proposed Amendment
高齡勞工 Older Workers	滿65歲以上：每年檢查1次 Aged 65 and above: Once every year	滿60歲以上：每年檢查1次 Aged 60 and above: Once every year
中生代勞工 Middle-Aged Workers	40歲以上未滿65歲：每3年檢查1次 Aged 40 to under 65: Once every 3 years	40歲以上未滿60歲：每2年檢查1次 Aged 40 to under 60: Once every 2 years
年輕勞工 Younger Workers	未滿40歲：每5年檢查1次 Under 40: Once every 5 years	未滿40歲：每3年檢查1次 Under 40: Once every 3 years

教職員工的相對義務

身為勞工，你可能被罰 3000 元！



未接受
體檢、健檢

或



未接受安全衛生
教育訓練

或



未遵行安全衛生
工作守則

《職業安全衛生法》

by 許君豪醫師

By the Occupational Safety and Health Act, it is mandatory that the employee take the health examination to determine their suitability for the job and to prevent work related threats or injuries. Thus, the health examination must be completed before the date of employment violation of Article 20 of the Occupational Safety and Health Act will result in a fine of no more than NTD 3,000.

校園內的所有工作場所都必須遵守《職業安全法》 All workplaces on campus are subject to the Occupational Safety Law.

自103年7月3日全面實施Fully implemented since 3/7/2014

Classrooms→



教室



廚房

Kitchen↑

Exterior Wall
Decoration↓



Gas chamber

電氣室

Roads



道路

Drill ground



操場

Roof

屋頂



外牆裝修、
電力、冷氣
等工程



□ 教育服務業(依主計處行業分類)

1. 從事正規教育體制內各級學校(含學前教育、小學、中學、職業學校、大專校院及特殊教育)與正規教育體制外各種專業領域之教育服務，以及不具教學性質之教育輔助服務之行業。
2. 上課地點可能在學校、教室或透過廣播、電視、網路、函授或其他通訊方式。授予學位證書之軍事學校及法務機構附設學校，亦歸入本類。

二、新進同仁體格檢查

(New staff to complete the health examination)

新進人員報到前需自行至勞動部衛生福利部認可之勞工體格與健康檢查醫療機構進行一般體格檢查
(<https://hrpts.osha.gov.tw/asshp/hrpm1055.aspx>
查詢)

a physical checkup or health examination shall be completed at a medical institution approved by the Ministry of Labor jointly with the Ministry of Health and Welfare.

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

二、新進同仁體格檢查(New staff to complete the health examination)

檢查項目 (check item) :

抽血(Laboratory Examinations)/驗尿(Urine Test)/
X光(Chest X-Ray)/醫師問診(Physician consultation)/
問卷(Questionnaire)/理學檢查(Physical examination)

- (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

Staff Physical Checkup

定期檢查頻率Current laborers shall complete periodic health examinations as required below :

年齡age	檢查期限 Check Period
65歲以上 One periodic exam a year for people aged 65 and above	每 1 年檢查一次
40~64歲 One periodic exam every 3 years for people aged 40 and above yet less than 65 years old.	每 3 年檢查一次
<40歲 One periodic exam every 5 years for people less than 40 years old.	每 5 年檢查一次

三、在職同仁健康檢查 Staff Physical Checkup

Q：健檢報告有我的隱私，
我一定要交給雇主嗎？



A：健檢報告需交給雇主！



以健康管理為目的

不可挪作他用！



非法定項目則需經勞工同意

*例：癌症、愛滋病篩檢



臺北市政府勞動局
Department of Labor, Taipei City Government

三、在職同仁健康檢查

Staff Physical Checkup

**Q：已在診所做過健康檢查，
就可以不用再去勞工在職健檢？**

A：不一定喔！需確認：

✓ 該診所
是否已經職業安全衛生署
認可合格

✓ 健檢的項目是否與法
定應檢查項目相符

項目請參考
勞工健康保護規則-附表8！



三、在職同仁健康檢查Staff Physical Checkup

哪些醫療院所可以做勞工健康檢查? Which medical institutions can do labor health screening?

搜尋關鍵字:「**勞動部 勞工體檢 健檢**」



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

勞工體格及健康檢查認可醫療機構資訊網

自104.10.27起瀏覽人數: 103834

回首頁

醫療機構登入

機構帳號
系統密碼
驗證碼

[重新產生驗證碼](#)

登入

[忘記密碼](#) [登入說明](#)

帳號申請

網站導覽

[醫事機構資料查詢](#)
[認可醫療機構查詢](#)
[勞工主管機關查詢](#)

客服專線: 02-7741-7239
服務時間為星期一至星期五
上午9:00~12:00
下午1:30~17:00
5月1日勞動節, 客服專線暫停

勞工體格及健康檢查認可醫療機構

縣市別: 高雄市

鄉鎮市區: 請選擇

健檢類別項目:
☒ 一般健檢
☐ 巡迴一般健檢
☐ 特殊健檢
☐ 巡迴特殊健檢
☐ 特殊粉塵健檢
☐ 巡迴特殊粉塵健檢
☐ 特殊噪音健檢
☐ 巡迴特殊噪音健檢

醫療機構名稱:

查詢目前有效認可醫療機構

查詢已失效的認可醫療機構

檢視

產出EXCEL

產出PDF

產出ODS

您查詢的是「目前有效的認可醫療機構」

共 57 筆

勾選	醫療機構代碼	醫療機構名稱	縣市別	有效無效	有效健檢類別	郵遞區號	醫療機構地址
☐	1542010052	大東醫院	高雄市	有效	一般 巡迴一般	830	高雄市鳳山區三民里光遠路171-2號
☒	1502050296	文雄醫院	高雄市	有效	一般	807	高雄市三民區察哈爾二街132號地下1層地上1至5層
☐					一般 特殊 特殊粉塵		高雄市鼓山區成發一路162

圖片來源: 勞動部職業安全署

三、在職同仁健康檢查

Q:被通知須做在職健康檢查，可以拒絕嗎？

(Can I refuse an on-the-job health check if I am notified?)

A: 不可以(Not allowed)。

在職健檢乃依職安法規定必須實施。

雇主若不依法定期實施在職健檢，將處3萬~15萬元罰鍰。

員工若不配合健檢，處3千元以下罰鍰。

(Employment Violation of Article 20 of the Occupational Safety and Health Act will result in a fine of no more thanNTD 3,000.)

三、在職同仁健康檢查

元智大學教職員工健檢補助費用申請流程

流程	項目	業務承辦人
1.	自行安排健康檢查，可選擇： (1) <u>教職員工福委會簽約之健檢醫院</u> (醫院會提供完整報告及勞工一般健檢報告各1份) (1) <u>其他符合勞動部認可辦理勞工一般體格及健康檢查之醫療機構</u> (請自行與醫院確認能否另外提供勞工一般健檢報告)	
2.	(1) 填寫並繳交附件3-「健康檢查追蹤同意書」、「 <u>異常工作負荷問卷</u> 」、「 <u>肌肉骨骼症狀問卷</u> 」 (2) 繳交勞工健康保護規則指定健檢項目(勞工一般健檢)之報告	環安衛中心/ 黃宜瑄職業護理師(分機2064)
3.	提供健康檢查費用收據正本申請補助	人事室/黃雅芬 (分機2224)

四、教職員工健康管理

Faculty and Staff Health Management

本校依據職安法規定之人力配置及臨場服務頻率，僱用或特約從事勞工健康服務之醫師及僱用勞工健康服務護理人員，辦理臨場健康服務。

The University shall hire or contract physicians to provide health service for the laborers and hire nurses to provide health services for the laborers and shall organize on-site health services according to the manpower size and on-site service frequency required by the Occupational Safety and Health Act.

四、教職員工健康管理 Faculty and Staff Health Management

特約職業專科醫師1名

每個月來校一次，每次3小時



On-campus Health Counseling Service by
Occupational Medicine Specialist, once a
month for 3 hours each time.

四、教職員工健康管理Faculty and Staff Health Management

Q： 廠醫、職護人員的工作是什麼呢？

A： 辦理有關：

- ✓ 健康管理
- ✓ 職業病預防
- ✓ 健康促進

不可兼任其他無關的雜事喔！



四、教職員工健康管理

職醫臨校服務

Occupational physician consulting service

本服務為一對一諮詢，請事先預約

Private consultation, please make an appointment.

服務項目:

1. 健康諮詢
2. 母性保護、過勞、骨骼肌肉傷害評估
3. 復工評估
4. 工作現場評估

The service includes occupational disease and general disease prevention, health consultation, physical and health checkup report analysis, inspection and evaluation of the safety of the working place and procedures, investigation of the relationship between health condition and work procedures, and other counseling service related to occupational medicine.

五、母性健康保護管理計畫

Maternal health protection

如果妳是：

- ✓ 懷孕中
- ✓ 懷孕超過24周流產
- ✓ 哺乳中
- ✓ 生產後未滿一年

If you are : WORK

Pregnant and parturient employees who are pregnant or under one year after childbirth or continue breastfeeding.

五、母性健康保護管理計畫

Maternal health protection

- 為保護職場準備懷孕、妊娠與產後哺乳的女性工作者工作及環境危害暴露之評估與適性之配工建議及相關諮詢等服務。提供安全、健康、友善及尊嚴之工作環境。
- The purpose of this program is to protect female workers who are planning pregnancy, are pregnant, or are breastfeeding after childbirth by conducting assessments of workplace and environmental hazard exposures, providing appropriate job placement recommendations and relevant consultation services, and promoting a safe, healthy, supportive, and dignified work environment.

五、母性健康保護管理計畫 Maternal health protection

不得使妊娠中之女性工作者從事下列危險性或有害性工作。

It is disallowed to have pregnant women engaged in any of the following dangerous or hazardous tasks:



五、母性健康保護管理計畫

Maternal health protection

- 目前職場上，影響母性健康常見之危害因子如下：

Common hazards affecting maternal health in the workplace are as follows:

1. 工作場所環境之化學物質 Chemical substances
2. 工作姿勢(提舉、搬運、推拉重物) Physical hazards (weight lifting)
3. 輪班、夜班；久坐；久站 Physical hazards (such as long standing, sedentary, shift work)
4. 單獨工作及工作負荷 Human-induced hazards (such as artificial weight handling, restricted space, movement or posture, workplace violence, etc.)

五、母性健康保護管理計畫

Maternal health protection

- 女性員工 **Female employees:**
- 應主動告知管理部懷孕、生產及持續哺乳之事實。
- **You should take the initiative to inform the management of the facts about pregnancy, childbirth and continuous breastfeeding.**
- 配合工作危害評估、工作調整與工作環境改善措施。
- **Cooperate with work hazard assessment, work adjustment and work environment improvement measures.**





六、工作異常負荷促發疾病預防計畫 (Such as long standing, sedentary, shift work)

如果你是If you are :

- ✓ 輪班工作Shift work
- ✓ 夜班工作(10pm~6am)Night shift work
- ✓ 經常加班Frequent overtime



六、工作異常負荷促發疾病預防計畫(such as long standing, sedentary, shift work)

過勞量表自評表-個人疲勞

Individual related overload component table

- 1.你常覺得疲勞嗎? Do you often feel tired?
- 2.你常覺得體力透支嗎? Do you often feel that your body is overdrawn?
- 3.你常覺得情緒上心力交瘁嗎? Do you often feel emotionally upset?
- 4.你常覺得我快撐不下去了嗎? Do you often think, "I'm going to hold on?"
- 5.你常覺得精疲力竭嗎? Do you often feel exhausted?
- 6.你常覺得非常虛弱，好像快生病了嗎?
Do you often feel weak and seem to be sick?



六、工作異常負荷促發疾病預防計畫(such as long standing, sedentary, shift work)

過勞量表自評表-工作疲勞

Work fatigue Total Grade

1.你的工作會讓人情緒上心力交瘁嗎？

Will your work be emotionally and emotionally difficult ?

2.你的工作會讓你覺得快要累垮了嗎？

Does your job make you feel like you're about to die?

3.你的工作會讓你覺得很挫折嗎？

Does your job make you feel frustrated?

4.工作一整天會讓你覺得精疲力盡嗎？

Do you feel exhausted after working all day?

5.上班之前想到又要工作一整天你就覺得沒力嗎？

Do you think it's okay if you think you have to work all day before going to work?

6.上班時你會覺得每一刻都很難熬嗎？

Do you find it hard to simmer every moment when you go to work?

7.不工作的時候，你有足夠的精力陪家人或朋友嗎？

Do you have enough time to accompany friends or family when working?





六、工作異常負荷促發疾病預防計畫 (such as long standing, sedentary, shift work)

您的工作相關過負荷程度**嚴重**，建議您適度的改變生活方式，還需要進一步尋找**專業人員諮詢**。

Severe Your work-related overload is severe. It is recommended that you make appropriate lifestyle changes and further seek professional advice.





七、人因危害防止計畫

Repetitive tasks such as triggering muscles



如果你If you:

- ✓ 時常肩頸痠痛Frequent shoulder and neck pain
 - ✓ 動不動就腰酸背痛Back pain
 - ✓ 因工作造成肌肉骨骼傷害Musculoskeletal injuries caused by work
- 
- 

七、人因危害防止計畫

Repetitive tasks such as triggering muscles
Attention commuters

久坐／上班族，請注意！

prolonged sitting/Attention commuters

久坐將導致下列風險： Risk

↑91% 糖尿病 Diabetes

↑22% 死亡率 Mortality

↑14% 心血管疾病
Cardiovascular disease

↑13% 癌症 Cancer



而且，
死亡率的增加，
即使**規律運動**，
仍然**無法逆轉！**

Ann Intern Med. 2015 Jan 20;162(2):123-32.

by 許君豪醫師的職場筆記

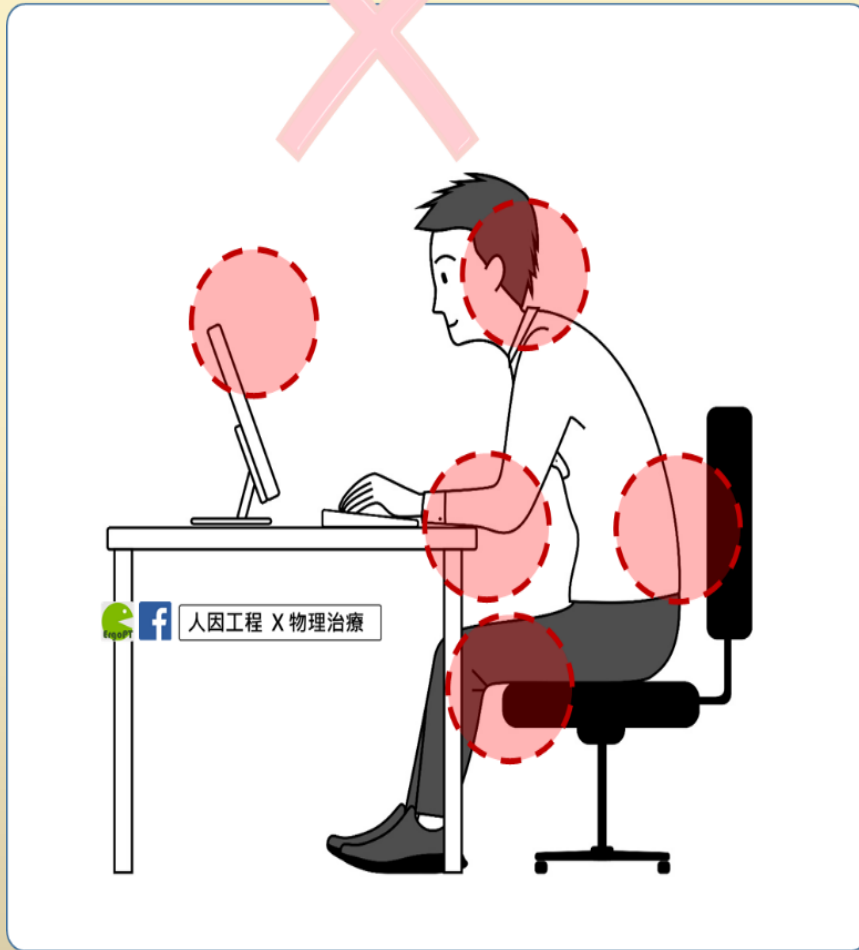
Is the correct sitting position?

A man wearing a flat cap, glasses, a white shirt, and dark trousers is sitting on a wooden bench. He is looking down at a smartphone in his hands. His legs are crossed at the ankles, and his feet are resting on the ground. The background is a plain, light-colored wall.

正確的電腦姿勢，
您“坐”對了嗎?!

圖片來源: 蔡健儀 | 健康促進與人體工學筆記

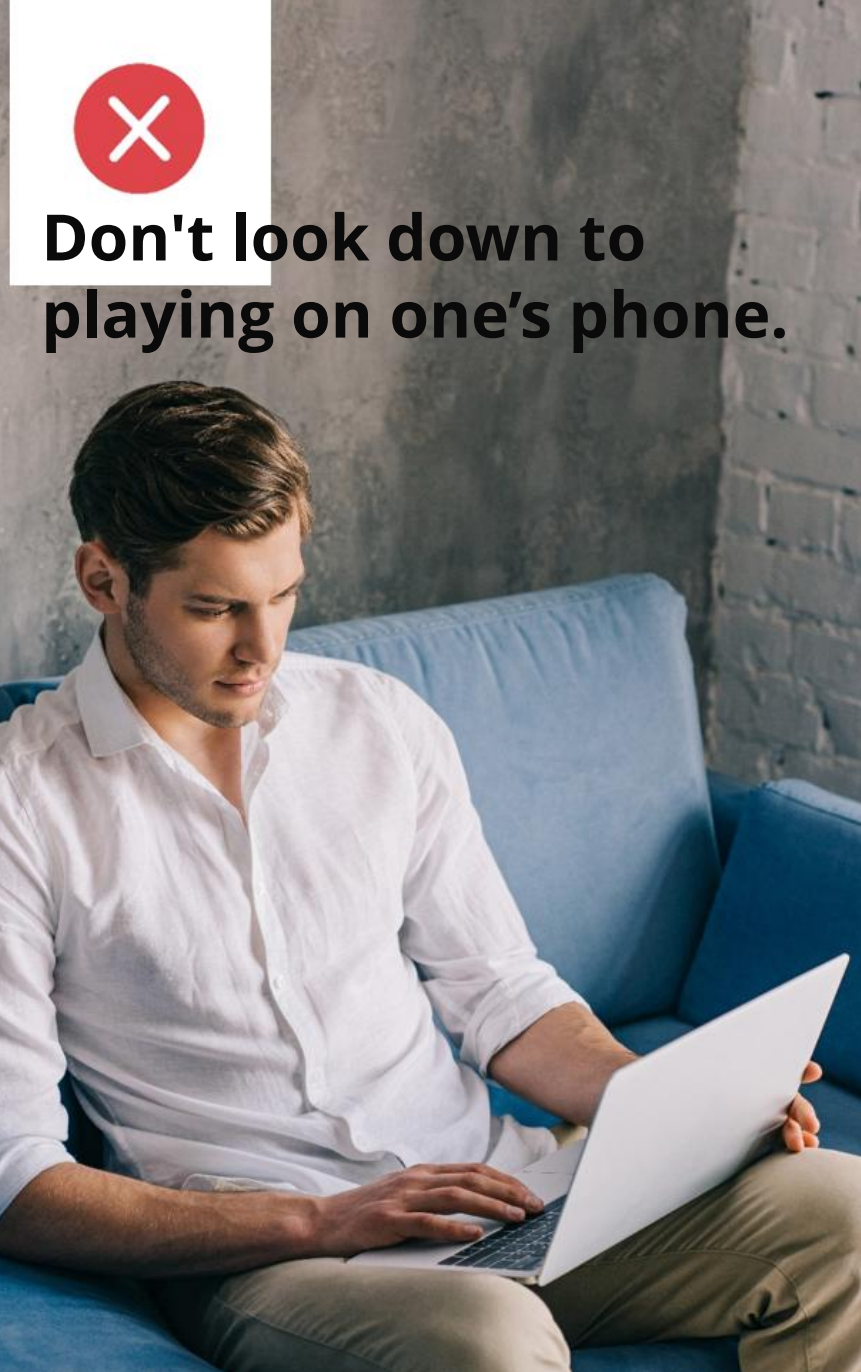
Adjust your screen so it's at or slightly below eye level.



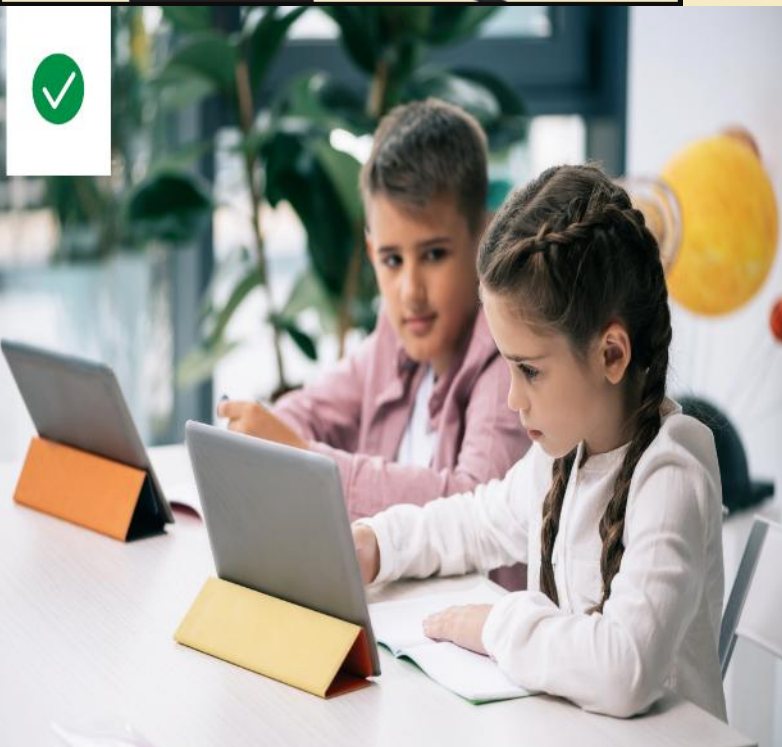
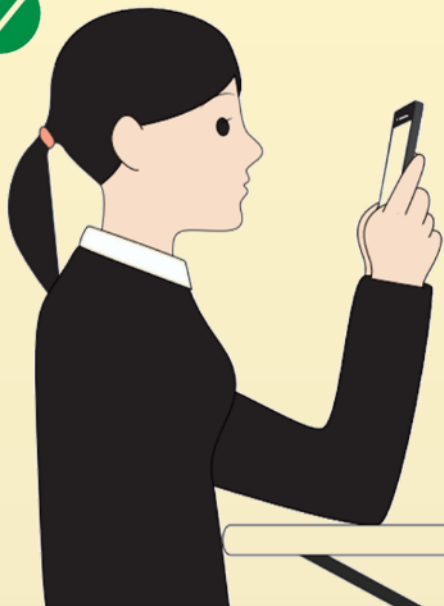
Straighten your back



圖片來源: 蔡健儀 | 健康促進與人體工學筆記



**Don't look down to
playing on one's phone.**



Computer posture Correct posture

03.筆電操作 - 正確方式

(使用筆電架，但，不是貴就好用！重點是螢幕高度、另外一份鍵盤與滑鼠)



圖片來源：YAHOO購物中心

七、人因危害防止計畫Repetitive tasks such as triggering muscles

自評

- 在職健檢時同仁填寫自評表，痠痛指數達3分以上者，職護聯繫評估
- Fill out the self-assessment form, Soreness index of 3 points or more, nurse will call you to evaluation.

評估

- 必要時安排職業專科醫師臨校服務評估
- On-campus Health Counseling Service by Occupational Medicine Specialist

陳核

- 評估結果陳核至一、二級主管
- Evaluation results are presented to first and second level supervisors

結案

- 評估表由職護存檔，依醫師建議進行生活或姿勢調整
- Life or postural adjustments as recommended by your doctor

八、執行職務遭受不法侵害預防計畫

Prevention of unlawful violations in the execution of duties



圖片來源: Workforce 勞動力量

《職業安全衛生法》的職場霸凌防治修正案-1

2025年12月2日立法院三讀通過

2026年 7月1日正式實施

職場霸凌認定五大要件 Five Key Elements for Determining Workplace Bullying	重點說明 Key points
1.發生於勞動場所且為執行職務之過程 Occurred in the workplace during the performance of work duties	必須是因工作而發生，包括辦公場所、出差、外勤及遠距工作等。與工作無關的私人衝突通常不屬於職場霸凌。 Must be work-related and occur during the performance of job duties, including at the workplace, on business trips, during field assignments, or while working remotely. Personal disputes unrelated to work are generally not considered workplace bullying.

《職業安全衛生法》的職場霸凌防治修正案-2

2025年12月2日立法院三讀通過

2026年 7月1日正式實施

職場霸凌認定五大要件 Five Key Elements for Determining Workplace Bullying	重點說明 Key points
2.利用職務或權勢關係 Abuse of position, authority, or power relationship	行為人利用主管職權、資深地位或實質影響力，對他人施加不當對待。不限於主管對部屬，同事間亦可能成立。 The perpetrator abuses their supervisory authority, seniority, or substantial influence to treat others improperly. This is not limited to supervisors treating subordinates; it can also occur between colleagues.

《職業安全衛生法》的職場霸凌防治修正案-3

2025年12月2日立法院三讀通過

2026年 7月1日正式實施

職場霸凌認定五大要件 Five Key Elements for Determining Workplace Bullying	重點說明 Key points
3.逾越業務上必要且合理之 範圍 Beyond what is necessary and reasonable for work purposes	超出正常管理範圍，例如故意 交付不可能完成的任務、過度 刁難、刻意阻礙工作。合理的 績效管理不屬於霸凌。 Behavior that goes beyond what is necessary and reasonable for work purposes, including deliberately assigning impossible tasks, imposing unreasonable demands, or intentionally hindering work performance. Reasonable performance management does not constitute workplace bullying.

《職業安全衛生法》的職場霸凌防治修正案-4

2025年12月2日立法院三讀通過

2026年 7月1日正式實施

職場霸凌認定五大要件 Five Key Elements for Determining Workplace Bullying	重點說明 Key points
4.具有持續性或反覆性的不當 言行 Repeated or continuous inappropriate conduct	包含冒犯、威脅、冷落、孤立、 侮辱等行為。惟情節重大者， 單次行為亦可能成立。 This includes acts of offense, threat, neglect, isolation, and insult. However, in cases of serious offenses, a single act may also be considered grounds for prosecution.

《職業安全衛生法》的職場霸凌防治修正案-5

2025年12月2日立法院三讀通過

2026年 7月1日正式實施

職場霸凌認定五大要件 Five Key Elements for Determining Workplace Bullying	重點說明 Key points
5.導致勞工身心健康遭受危害 Resulting in physical or psychological harm	對勞工造成焦慮、失眠、憂鬱、 壓力等身心健康影響。 It causes mental and physical health problems for workers, such as anxiety, insomnia, depression, and stress.

八、執行職務遭受不法侵害預防計畫

預防

- 每年各單位進行潛在風險評估，經一級主管審核後存查。一、二級主管填寫不法侵害行為自主檢核表
- To review the scoring section of the Hazard Identification and Risk Assessment Form for Unlawful Infringement Prevention filled out by each unit.

通報

- 發生職場不法侵害事件時應蒐證並通報主管
- To have the courage to report or complain about workplace violence.

調查

- 校內職場不法侵害處置小組立案調查。
- convene a “Campus Incident Panel” for discussion and case assignment.

結案

- 依建議事項辦理或轉校內相關專責委員會處理。

報告結束 謝謝聆聽

Thanks for your attention

