

# Fu Jen Catholic University Occupational Safety and Health Requirements for New Faculty and Staff

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ ID Number: \_\_\_\_\_

Department: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_

According to Articles 20, 21, and 32 of the Occupational Safety and Health Act, new faculty and staff members of Fu Jen Catholic University must complete education and training as well as a physical examination before starting their position.

## 1. Occupational Safety and Health Training Requirements

All new faculty and staff members must complete a **three-hour general occupational safety and health education training** before their first working day, in accordance with the university's "Implementation Measures for Occupational Safety and Health Education and Training."

- **(1) Online Course (2 hours)**

Upon receiving notification of employment from your department, log in to the [Occupational Safety and Health Digital Learning Platform](#) as a "Worker" and complete two online courses:

- "General Occupational Safety and Health Education Training (Part 1)"
- "General Occupational Safety and Health Education Training (Part 2)"

**Print out** the course completion record and email the proof of completion to the Environmental Safety and Health Center at [083746@mail.fju.edu.tw](mailto:083746@mail.fju.edu.tw). (Refer to Appendix 1 for platform usage instructions.)

- **(2) On-Site Training (1 hour)**

Before your first working day, complete the **Occupational Safety and Health Work Rules Training** at the Environmental Safety and Health Center (5th floor of Shu De Building).

**Appointment required:** Send the Email to [083746@mail.fju.edu.tw](mailto:083746@mail.fju.edu.tw) to schedule the training session.

## 2. Additional Safety Training Sessions

A **one-hour in-person general safety and health education course** is held quarterly by the Environmental Safety and Health Center, and We will send email to inform new staff and faculty.

## 3. Laboratory Safety Training

If your position requires **working in a university laboratory**, you must complete the relevant laboratory safety training before being allowed to work:

- **General Laboratory Safety Training (8 hours):** Conducted annually in **August and September**.
- **Biosafety and Biosecurity Training (8 hours):** Conducted annually in **October** for those working in biological laboratories.

Missed training sessions must be made up by watching instructional videos. **Failure to complete the training will prohibit entry into the laboratory.**

Training appointment contact: [023793@mail.fju.edu.tw](mailto:023793@mail.fju.edu.tw)

## 4. Acknowledgment and Compliance

- I have completed the general occupational safety and health education training.

\_\_\_\_\_(Signature)

- I have read and agree to comply with Fu Jen Catholic University's Occupational Safety and Health Work Rules. \_\_\_\_\_ (Signature)

- I ☐will ☐will not work in a university laboratory (☐ biological ☐ non-biological) and will complete the necessary laboratory safety training before starting experiments.

\_\_\_\_\_(Signature)

## Training Details

Training Name	Training Method	Hours	Completion Date	Contact Method	Notes
General Occupational Safety and Health Training	Online Course	2	YYYY/MM/DD	Email proof to <a href="mailto:083746@mail.fju.edu.tw">083746@mail.fju.edu.tw</a> I already sent the email on YYYY/MM/DD	Must be completed before employment
	On-Site Training (Work Rules)	1	YYYY/MM/DD	Send the Email to <a href="mailto:083746@mail.fju.edu.tw">083746@mail.fju.edu.tw</a> for an appointment	Must be completed before starting work
	On-Site Training (Four Major Plans)	1	Quarterly	Registration via official notice and email	Must be completed within 3 months of employment
Laboratory Safety and Health Training	All New Lab Personnel	8	August–September (4 sessions)	Email: <a href="mailto:023793@mail.fju.edu.tw">023793@mail.fju.edu.tw</a>	Required before entering any lab
	Biosafety Training (For Biological Lab Personnel)	8	October (1 session)	Email: <a href="mailto:023793@mail.fju.edu.tw">023793@mail.fju.edu.tw</a>	Required before entering biological labs

## 5. Physical Examination Report

(1) If the employment contract is **more than 6 months**, submit your physical examination report before starting working day.

- Non-continuous employees returning after a **6-month gap** must undergo a **new physical examination**.
- Renewing contracts or transferring positions **does not require** a new medical report.

(2) Are you engaged in a hazardous work environment? Yes ☐ No ☐

- Employees involved in **32 high-risk occupational activities** (as defined in the "Labor Health Protection Rules") must undergo a **specialized health check** before employment and **periodic health checks** thereafter.

(3) Submit your **physical examination report** to [146278@mail.fju.edu.tw](mailto:146278@mail.fju.edu.tw) before employment and provide a paper copy to the Environmental Safety and Health Center on your first working day.

(4) Visit the **Environmental Safety and Health Center website** to download the **Physical Examination Form** under "Forms > Occupational Safety and Health. > Download the physical Examination form"

(5) A list of **approved medical institutions** for labor health checks is available at:

<https://hrpts.osha.gov.tw/Home/CertifiedHospInfoSearch>

## 6. Important Notes:

1. In compliance with the Occupational Safety and Health Act, new faculty and staff members of this institution must complete a 3-hour general safety and health training course and a physical examination before their first day of employment. Please ensure timely completion and submission.
2. If new employees violate the following provisions of the Occupational Safety and Health Act—Article 20, Paragraph 6 (requirement to complete a physical examination), Article 32, Paragraph 3 (requirement to complete safety and health training), and Article 34, Paragraph 2 (requirement to comply with safety and health work regulations)—they may be fined up to NT\$3,000 if found in violation by labor inspection authorities.
3. New faculty and staff members must complete this form and submit it to the Environmental Protection, Safety, and Health Center on the 5th floor of Shu-De Building before their first day of employment.

## Attachment 1

### Instructions for Using the Occupational Safety and Health Digital Learning Platform

(In addition to the listed courses below, similar courses may also be accepted.)

(1) First, register and log in to the platform: Click "**Login**" > Click "**Register**" > Chose "your identity"> Enter your personal information.





## Smart Cloud

Use digital smart technology to develop occupational safety and health education, occupational safety and health management unit (personnel) setting, occupational disaster statistics network reporting and personnel intelligent management information system, integrate "education", "management" and other fields, and construct the occupation of workers in my country Safety and health "teaching, examination, training, use" database, and provide workers, institutions, labor inspection agencies and other applications.



### Latest news

No announcement



### Common Problem

What is a Smart cloud?

[More>](#)



## Register



### National worker

**General registration** : Online training courses only.  
**Login NHI Card or Natural Person Certificate** :  
Inquire about personal resume (Education and training records and certificates, records of employment as occupational safety and health managers, etc.) **Digital Learning Broadcast Rights**

[Register](#)



### Foreign worker

Provide physical and online training courses, license registration, and after registration, you can check your personal occupational safety and health history

[Register](#)



### Institutions

Provide "Occupational Safety and Health Management Unit Personnel Setup Reporting" and "Occupational Disaster Statistics Online Reporting System" and other services

[Register](#)

[Cancel](#)

## Woker Registration

中文

English

泰文

越南文

印尼文

* Personal Id	Ex : isafe_osha@tradevan.com.tw The length of the account is more than 6 digits, it is recommended to use personal information such as EMAIL, mobile phone... etc.	*Name	
*User password		*confirm password	
Password rules	The password consists of 12-16 characters, and contains at least 1 English letter and 1 number, and the others can be any characters		
*Gender	<input type="radio"/> M <input type="radio"/> W	Job Title	
*Cell Phone	Ex : 0912-345678	*EMAIL	
Tel	Ex : 02-12345678#123	Fax	Ex : 02-2345678
*County	please choose... <input type="button" value="v"/>	*Administrative regions	<input type="button" value="v"/>
Contact Address			

Cancel

Submit

(2) After completing registration and logging in, click the Learning Resources tab in the upper left corner >Occupational Safety and Health Online Education System.



工作者安全衛生履歷智能雲

EN

Home

Refresh

歡迎, 張銘惠!

Learning resources—

- (LR-04)Occupational Safety and Health Online Education System
- (LR-11)操作手冊

Basic information management +

公告訊息

歡迎使用安全衛生履歷智能雲系統，線上學習請使用職業安全衛生數位學習平台，請點選這邊「前往學習」登入

個人職業安全衛生教育訓練履歷 受訓職錄.pdf

智能雲工作者履歷系統僅收錄民國97年5月以後依職業安全衛生教育訓練規則等相關規定需上傳之學員結訓資料，詳細內容請參閱附件。

實體課程訓練紀錄/證照	取得日期
線上課程學習紀錄	取得日期
	10/20/2021 11:04:43 AM
	尚未完成
General occupational safety and health Training Course(1)	尚未完成

職業安全衛生人員備查

系統依法僅報備勞工人數在30人以上之事業單位

公司行號	備查項目	審查日期	備查狀態
尚無資料			

(3) The course topics, names, and required hours are listed below:

No.	Course Name	Hours	Qualification Requirements
1	General Occupational Safety and Health Training Course (Part 1) (Mandatory)	1	Submit a printed certificate of completion to the Environmental Protection, Safety, and Health Center for record-keeping
2	General Occupational Safety and Health Training Course (Part 2) (Mandatory)	1	

(4)

Click **"Course Registration "** and **"Start Course"**, then complete the required course hours, exam, and questionnaire as instructed by the system. After completion, go to **Personal Area > Learning Records**, print the certificate of completion, and submit it to the Environmental Protection, Safety, and Health Center.

#### My class schedule MY COURSES

The following are your enrolled courses. Click course titles to enter classroom.

Please enter course name

Course Title	Enrollment time	Course length	Cumulative reading time	Course results	Certification hours	Passing time	Pass status
General occupational safety and health Training Course(1)	2021-10-20 09:58:27	50	01:23:12	200	1	2021-10-20 11:04:43	YES
General occupational safety and health Training Course(1)	2022-10-20 10:33:57	50	00:03:02	0	1	-	NO
General occupational safety and health Training Course(2)	2022-01-12 08:10:33	50	0	0	1	-	NO

#### Course List COURSES

General occupational safety and health Training Course(1)  
course length : 50minute  
series : English Course

General occupational safety and health Training Course(2)  
course length : 50minute  
series : English Course

Common chemical hazards in manufacturing industry  
course length : 60minute  
series : English Course

Common hazards in the manufacturing industry- prevention of hazards, from being caught

Common hazards in manufacturing- Prevention of falling and rolling hazards

Common hazards in manufacturing industry- Prevention of Electrical Hazards



**Online Occupational Safety and Health Digital Learning Platform**  
Occupational Safety and Health Administration, Ministry of Labor



**Common chemical hazards in manufacturing industry**  
Registration : from today ~ indefinitely  
Course Period : from today ~ indefinitely  

"Visitor " cannot get the hours of education and training. If you want to get the hours of training, please "register after logging in".




[Course Intro](#)
[Course Plan](#)


Instructor :

(5) Go to Personal Area >Study Resume, print the learning record, and submit it to the Environmental Protection, Safety, and Health Center.

Home
FAQ
Site Map
Downloads
Contact us
Trainee designated by labor inspection agency
Language
張銘惠
Personal area
Logout




**Online Occupational Safety and Health Digital Learning Platform**  
Occupational Safety and Health Administration, Ministry of Labor



**Common chemical hazards in manufacturing industry**  
Registration : from today ~ indefinitely  
Course Period : from today ~ indefinitely  

"Visitor " cannot get the hours of education and training. If you want to get the hours of training, please "register after logging in".



[Course Intro](#)
[Course Plan](#)

Instructor :

## Course Intro

Course length : 60 minute

Certification hours : 1 hour

Introduction:

The application of chemicals promotes global economic development and is an important part of the development of human civilization. Yet meanwhile, the potential harm to human health and the environment cannot be ignored. In recent years, there have been several major industrial safety accidents and occupational disease cases related to chemicals, which have attracted great attention from newspapers, media and the general public. In order to protect the health of workers and the sustainable

Instructor :

關妙如

Keywords :

Manufacturing  
Industry、  
chemical  
hazards、hazard  
prevention、  
healthy、  
Physical

## Study history

▶ 張銘惠, you have visited this site 14 times.

▶ Last login: 2025-03-27 09:51:02

▶ From: 140.136.141.102

▶ Total login time: 03:31:11

Course Title	Enrollment time	Course length	Cumulative		Course results	問卷填寫	Certification hours	Passing time	Pass status	Is Broadcast Course
			reading time	課程章節閱讀進度						
<input checked="" type="checkbox"/> General occupational safety and health Training Course(1)	2021-10-20 09:58:27	50	01:23:12	100.00%	200	1	1	2021-10-20 11:04:43	YES	N

# Certificate of Completion

## 課程學習時數證明

姓名：張銘惠

身分證字號：

課程名稱	上課起訖日期	課程長度(分)	認證時數	通過日期	通過狀態
一般職業安全衛生教育訓練課程(上)	即日起~無限期	60	1小時	2021/10/20	通過



勞動部職業安全衛生署

職安署數位學習平台

<https://isafeel.osha.gov.tw>

頁數：1/1 · 總計學習時數：1 小時