

Pre-Employment Occupational Safety and Health Education and Training for Newly Recruited Personnel Shih Chien University, Kaohsiung Campus

The statutory basic pre-employment training lasts for a total of 3 hours, implemented as follows:

- Part 1: 2-Hour Video Training Newly recruited personnel must complete 2 hours of online training before their first day of work.

Platform: Occupational Safety and Health Administration / Occupational Safety and Health Digital Learning Platform (<https://isafeel.osha.gov.tw/mooc/index.php>) Required Courses: General Occupational Safety and Health Education and Training Courses (Part 1 and Part 2), totaling 2 hours.

- Part 2: 1-Hour On-Site Training. This section covers pre-employment training and job qualifications for new employees. My supervisor (or project leader) has verified my qualifications, and I have completed one hour of on-site safety and health education and training conducted by them, covering the following:

(1) Work Scope: Pre-work, mid-work, and post-work automated inspections, and standard operating procedures (on-site guidance).

(2) School Safety and Health Work Regulations: Available in writing and on the website of the Environmental Safety and General Services Section II.

(3) Emergency Personnel Allocation and Response Management: Available on the websites of the Campus Security Center and the Health Center (Student Life Section II, Office of Student Affairs).

(4) Safety and Health Obligations and Responsibilities of Faculty and Staff: As detailed on the following page.

- Part 3: Declaration of Understanding: I fully understand and pledge to abide by the above regulations. If any violations occur in the future, I am willing to bear the relevant legal responsibilities.

Work Unit: _____

Supervisor (or Project Leader) Signature: _____

New Employee ID Number: _____

Personal Signature: _____

Date: _____

Reference Materials for General Occupational Safety and Health Education and Training:

1. To prevent occupational disasters and ensure worker safety, the university operates all tasks in accordance with the Occupational Safety and Health Act.

2. Please read the Safety and Health Work Regulations of the Kaohsiung Campus in detail.

3. President Jeou-Shyan Horng is the business manager (employer) of the university.

4. Complaint Channels:

(1) Employer / Office of the Secretariat / School Representative: Ext. 2310

(2) Labor Inspection Agency: Labor Standards Inspection Office, Labor Affairs Bureau, Kaohsiung City Government (Tel: 07-7336959)

(3) Ministry of Education

5. Emergency Rescue and Disaster Reporting: In the event of an accident during work or commuting, please immediately report to the Campus Security Center (24-hour hotline: 0911-007-800) or the Military Training Office representatives (Ext. 3231~3233, 3235). If any of the following incidents occur, they must be reported to the Campus Security Center and the Labor Inspection Agency within 8 hours:

(1) A fatal accident occurs.

(2) The disaster results in more than three victims.

(3) The disaster results in one or more injuries requiring hospitalization.

(4) Other disasters designated and announced by the central competent authority (e.g., chemical leaks involving ammonia, chlorine, hydrogen cyanide, phosgene, hydrogen sulfide, sulfur dioxide, etc., resulting in the hospitalization of one or more workers).

Violators will face an employer fine between NT\$30,000 and NT\$300,000 under Articles 37 and 43 of the Occupational Safety and Health Act.

6. If your job duties require the following statutory training, please contact your unit supervisor. Ensure you receive the training and retain the records for 3 years:

(1) Operations involving chemical substances: Requires 3 hours of relevant education and training from the supervisor/project leader.

(2) Operations involving production machinery, construction vehicles, high-altitude work platforms, winches, construction, oxygen-deficient environments, or welding: Requires 3 hours of training from the supervisor/project leader.

(3) Newly recruited personnel serving as hazardous operations supervisors, operating hazardous machinery/equipment, or engaging in statutory special operations must possess legal qualifications/licenses:

* Hazardous Operations Supervisor: Organic solvents, lead, tetraalkyl lead, oxygen deficiency, specific chemicals, dust, high-pressure chambers, diving. * Hazardous Machinery/Equipment: Fixed cranes, mobile cranes, derrick cranes, construction hoists, passenger-cargo elevators, boilers, Type-I pressure vessels, high-pressure gas equipment, high-pressure gas containers. * Special Tasks: Small boilers, forklifts, lifting equipment, acetylene fusion welding, blasting/explosives, logging (DBH above 70 cm), mechanical logging/transportation, high-pressure indoor work, diving, oil tanker cleaning.

7. Relevant Occupational Safety and Health Units:

(1) Emergency Response, Health Promotion & Health Management (including workplace violence prevention, maternal health protection, ergonomic hazard prevention, and overwork-related illness prevention): Health Protection Group, Student Life Section II, Office of Student Affairs (Ext. 3270).

(2) Environmental & Space Safety (venue leasing/disputes, cleaning, facility damage, monitoring systems, flood/fire alarms, waste separation, etc.): Environmental Safety and General Services Section II (Ext. 3325).

* Note: Please refer to the attachment for campus emergency personnel allocation and locate the personnel nearest to your work area.

(3) Psychological Health Promotion & Assistance: Counseling & Guidance Center II, Office of Student Affairs (Ext. 3285).

(4) Insurance, Labor Rights, Obligations, Performance Evaluations & Personnel Changes: Office of Human Resources II (Ext. 2420).

(5) Occupational Safety Planning, Supervision, Internship Site Inspections & Disaster Analysis: Environmental Safety and General Services Section II (Ext. 3322).