

## Pre-employment Education and Training for Newly Recruited Personnel in Shih Chien University

The statutory basic pre-employment training lasts for 3 hours, and the implementation method is as follows:

Part 1: 2 hours (video): Newly recruited personnel have watched the training video for 2 hours on the following relevant websites before starting work. Occupational Safety Administration/Occupational Safety and Health Digital Learning Platform

<https://isafeel.osha.gov.tw/mooc/index.php>

Course list: General Occupational Safety and Health Education and Training Courses (Part 1) and (Part 2), totaling 2 hours.

Part 2: 1-hour (entity): Pre-employment training and related job qualifications for new employees.

The employer's supervisor (or project leader) has confirmed the content and qualifications of the new employee's pre employment training, and I have received one hour of pre employment safety and health education and training from the employer's supervisor (as follows).

- (1) Scope of work: Automatic inspection before, during, and after homework, and standard operating procedures (on-site guidance)
- (2) Content of the School's Safety and Health Work Regulations (in writing and on the website of the Environmental Safety Section of the office of the general affairs)
- (3) Allocation of emergency personnel and emergency response management in our school: (Information content on the website of the Campus Security Center and the Health Protection Group of the school affairs office)
- (4) The safety and health obligations and responsibilities of our school's faculty and staff (as shown on the following page)

**Part 3: I have fully understood the above content and promise to abide by it. If there is any violation in the future, I am willing to bear relevant legal responsibilities.**

Employer: \_\_\_\_\_ Unit supervisor (or project leader) Signature: \_\_\_\_\_

New employed teaching staff ID number: \_\_\_\_\_ Personal signature: \_\_\_\_\_

Date: \_\_\_\_\_

Affix proof of the supervisor's 1-hour pre-employment safety and health training (black and white photo is acceptable):

Reference materials for general occupational safety and health education and training:

1. In order to prevent occupational disasters and ensure the safety and health of workers, our school operates various tasks in accordance with the Occupational Safety and Health Law.
2. Read the safety and health work regulations of our Taipei campus in detail.
3. President, HORNG, JROU-SHYAN is the business manager (employer) of our school.
4. Complainable Units:
  - (1) Employer/Office of the Secretariat/School Representative Extension 1110
  - (2) Labor Inspection Agency: Taipei City Government Labor Inspection Office 02-2308-6101
  - (3) Ministry of Education
5. Emergency rescue and disaster reporting: If there is an accident during work or on the way to and from work, please report it to the campus security center (24-hour hotline 02-25337582), military training office representative extension 3721.  
 If there are any of the following matters, report them to the Campus Security Center and the Labor Inspection Agency (Taipei City Labor Inspection Office) within eight hours
  - (1) Death disaster occur.
  - (2) The number of victims of disasters is more than three.
  - (3) More than one person has been affected by the disaster and requires hospitalization for treatment.
  - (4) Other disasters designated and announced by the central competent authority (such as leakage of chemical substances such as ammonia, chlorine, hydrogen cyanide, phosgene, hydrogen sulfide, sulfur dioxide, etc., resulting in hospitalization and treatment of more than one worker). Violators will be fined between NT\$30,000 and 300,000 by the employer. (Article 37 and Article 43 of the Occupational Safety and Health Act.)
6. If the operation content of new employees includes the following statutory pre-employment training hours, please contact the unit supervisor. Please be sure to receive training and keep the information for 3 years.
  - (1) The use of chemicals has been subject to 3 hours of relevant education and training by the employer's supervisor (or project leader).
  - (2) Production machinery and equipment, vehicle construction machinery, high-altitude work vehicles, winches, construction operations, oxygen deficient operations, or welding operations have been provided with 3-hour relevant education and training by the employer's supervisor (or project leader).

(3) Newly recruited personnel who serve as supervisors for hazardous operations, operate hazardous machinery and equipment, or engage in statutory special operations must possess legal qualifications/licenses.

1. Hazardous work supervisor: organic solvents, lead, tetraalkyllead, oxygen deficiency, specific chemicals, dust, high-pressure chamber, diving.
2. Dangerous mechanical equipment: fixed cranes, mobile cranes, herringbone boom lifting rods, construction hoists, lifting cages, boilers, first-type pressure vessels, high-pressure gas specific equipment, high-pressure gas containers
3. Special tasks: small boilers, forklift trucks, lifting equipment, acetylene fusion welding, gunpowder blasting, logging (chest height diameter above 70 cm), mechanical logging and transportation, high-pressure indoor, diving, oil tanker clearance.

7. Other occupational safety and health-related business units:

(1) Emergency response, health promotion, and health management (including prevention plan for illegal infringement during duty execution, protecting and managing maternal health, prevention plan for human hazards, and prevention plan for diseases caused by abnormal work load): health protection group 1 of the school affairs office (Occupational Protection), extensions 3311 and 3313 (website: health protection group 1 of the school affairs office/occupational safety and health)

(2) All safety and health matters in the environmental space (venue leasing/disputes, cleaning, damage to public facilities and equipment/monitoring systems/flood and fire alarms/garbage classification, etc.): General affairs section(managers of each building) representative extension 5119

◆ Our school's emergency personnel configuration: Please refer to the attachment for details.  
Please remember nearby emergency personnel

(3) Psychological health promotion/assistance: Representative extension 3616 of the School Affairs Office Consultation Center

(4) Insurance, employment rights, obligations, evaluations, and personnel changes: Representative of the Human Resources Department, extension 1301

(5) Drafting, planning, supervising, promoting occupational safety management, supervising various internship sites, conducting disaster analysis and investigation: Environmental Safety Section of the Office of General Affairs 5810/5811