

National Taiwan University
Proof of Participation in Education and Training
for New Employees
for the Year _____

Affiliation: _____

Full name: _____

Phone: _____

Title: _____

Head of department/institute or principal investigator:

Check all that apply below with "✓"

| Title of Training Course | No. of hours | Completed | Training not required |
|---|--------------|-----------|-----------------------|
| Safety and health training for ordinary worksites(include Preventing Workplace Violence training) | 3 hours | | / |
| General training on hazardous materials and harmful substances | 3 hours | | |
| Workshop on protection against radiation exposure for new employees | 3 hours | | |
| Safety management workshop for biological laboratories | 8 hours | | |
| Other training course(s) (please specify): _____ | | | |

Safety and health training for ordinary worksites: For a two-hour online course, visit the Occupational Safety and Health Administration, Ministry of Labor website at <https://isafeel.osha.gov.tw/mooc/index.php> and <https://moodle.ntu.edu.tw/>. One-hour on-site courses will be provided by the employee's affiliated unit.

Instructions for completing this form:

1. All new employees, regardless of their affiliation, are required to submit proof of participation in training course(s).
2. Persons who have been employed and have received salaries/wages for their work have the obligation to attend relevant safety and health training in accordance with the Occupational Safety and Health Act. Failure to comply may result in a fine of NT\$3,000.
3. Refer to the Environmental Protection and Occupational Safety and Health Center's (EHS) website [<https://esh.ntu.edu.tw/epc/>] for the regulations on safety and health training. You may also refer to the National Taiwan University Directives for Occupational Safety and Health Education and Training Management, or contact Ms. Chen at EHS: 3366-2003.
4. New employees are required to complete the "Safety and health training for ordinary worksites" training course by the end of their first day of work. Upon completing the course, new employees will submit proof of participation to EHS for reference.

Signature of the head of department/institute or principal investigator:

Date: _____

NTU Regulations on Occupational Safety and Health Education and Training:

April 1, 2022 EHS

1. Definition of terms:

- (1) Worksite: A location controlled or managed by the University for the purpose of performing duties by employees.
- (2) Experiment site: laboratories, testing laboratories, practice workshops and testing workshops and other similar venues.
- (3) Ordinary worksite: Any worksite located within the University other than an experimental site.
- (4) Chemical experiment site: A location where hazardous chemicals are manufactured, disposed of or utilized.
- (5) Radiation experiment site: A location where radioactive substances are found or equipment capable of generating ionizing radiation is present.
- (6) Biological experiment site: A location where infectious biological materials are present or where genetic recombination experiments are performed.

2. Two categories of occupational safety and health training courses are provided, depending on the nature of the worksite involved: one for ordinary worksites and one for experiment sites. The training aimed at ordinary worksites is required of all employees regardless of the type of worksite to which they are assigned. If it is necessary for an employee to enter an experiment site, he or she will be required to receive additional safety and health training specific to experiment sites.

3. Safety and health training applicable to ordinary worksites is provided by the new employee's affiliated college, department, institute, center or employing unit. The training consists mainly of educating the employees on how to prevent disasters in the workplace. New employees are required to take no less than 3 hours of training in this category, whereas current employees are required to take at least 3 hours of training every 3 years.

4. There are two types of training courses specific to experiment sites: "common" and "special", and the Environmental Protection and Occupational Safety and Health Center (EHS) are in principle responsible for their planning and implementation. Other University departments may opt to conduct their own training, but their courses require prior approval from EHS. All personnel working at experiment sites are required to receive the "common" type of training. Personnel working in chemical, radiation and biological experiment sites are additionally required to receive the "special" type of training relevant to the specific type of experiment site in which they work.

The following rules apply to education and training specific to experiment sites:

- (1) Common training courses: 3 hours of "Safety and Health Management Training for Experiment Sites", consisting of general safety and health regulations and first-aid instructions for experiment sites.

- (2) Special training courses: Before entering a chemical experiment site, the trainee must have passed the general hazards training; before entering a radiation experiment site, the trainee must have passed the training for protection against radiation exposure; and before entering a biological experiment site, the trainee must have passed the biosafety training.

The number of hours and the specifics of training required for each specific type of experiment site are as follows:

- a. General hazards training: 3 hours; the training should include general regulations on hazards, chemical hazards, chemical labeling and safety data sheet instructions, operating toxic chemical substances, and waste management.
 - b. Radiation protection training: 3 hours; the training should include introduction to ionizing radiation, ionizing radiation usage specifications and standards, radiation protection plans, and radiation waste management.
 - c. Biosafety training: 8 hours; the training should include introduction to biological experiment sites, information on the hazards of biological materials, best practices on performing microbiological operations, and biomedical waste management.
- (3) Except for biosafety training, which upon completion will remain valid for one year and will require at least 4 hours of retraining every year thereafter, all other training courses, upon completion, will remain valid for 3 years, and will require at least 3 hours of retraining every 3 years thereafter.
5. In the event that an employee who has not passed the relevant training is found to have performed work at an experiment site, the supervisor in charge of the experiment site shall bear all legal responsibilities. In addition, the University may take further actions against the parties involved in accordance with the NTU Regulations Governing Environmental Protection and Occupational Safety and Health Management, the NTU Directives for Taking Follow-up Actions Against Experiment Sites and Other Units for the Violation of Environmental Protection, Safety and Health Regulations, and other relevant regulations.
6. In the event that it is necessary for an unauthorized employee to enter an experiment site on a temporary basis due to special requirements, he or she must be accompanied by the supervisor in charge of the experiment site or by another authorized worker in accordance with Article 11 of the NTU Regulations Governing Environmental Protection and Occupational Safety and Health Management. In addition, the unauthorized employee must comply with all required safety regulations and also be informed of any possible hazards that he or she may encounter in the experiment site.

Additionally, new employees may consult the EHS website (<https://esh.ntu.edu.tw/>) for information regarding their rights and interests, such as employee medical examination, locations of AED installations on campus, and notification of occupational hazards.