Guidelines on the Execution of Online Training Courses and Filling out the Occupational Safety and Health Education Training Record Form

Online courses:

- Occupational Safety and Health Digital Learning Platform(※English Course)
- Q&A

Guidelines on filling out the Occupational Safety and Health Education Training Record Form

Occupational Safety and Health Digital Learning Platform

Website URL: https://isafeel.osha.gov.tw/mooc/index.php

1. Select "English".



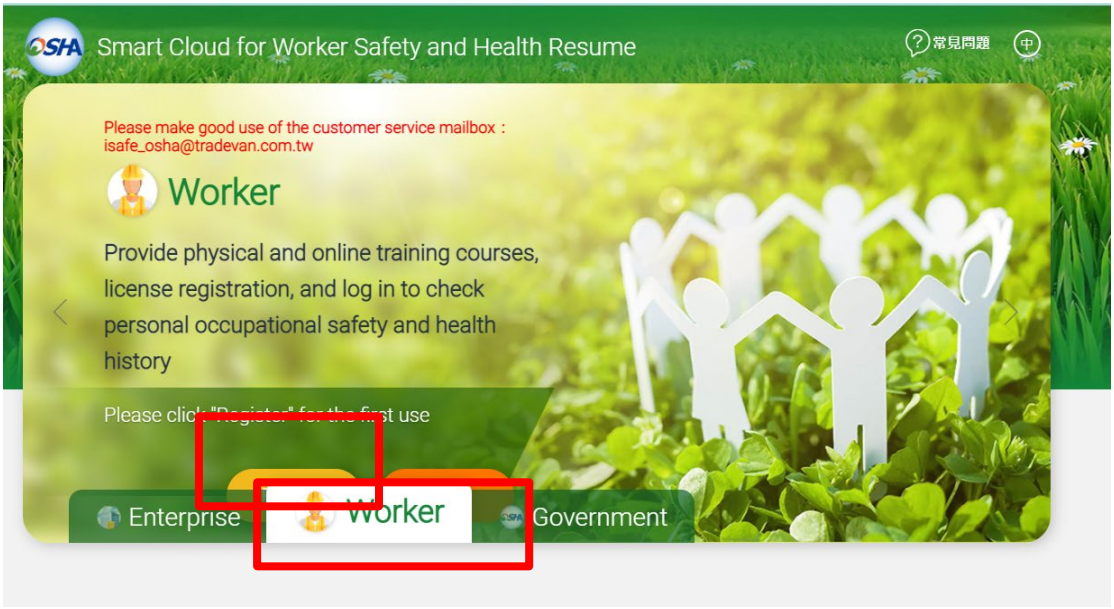
2. Click on "Login".



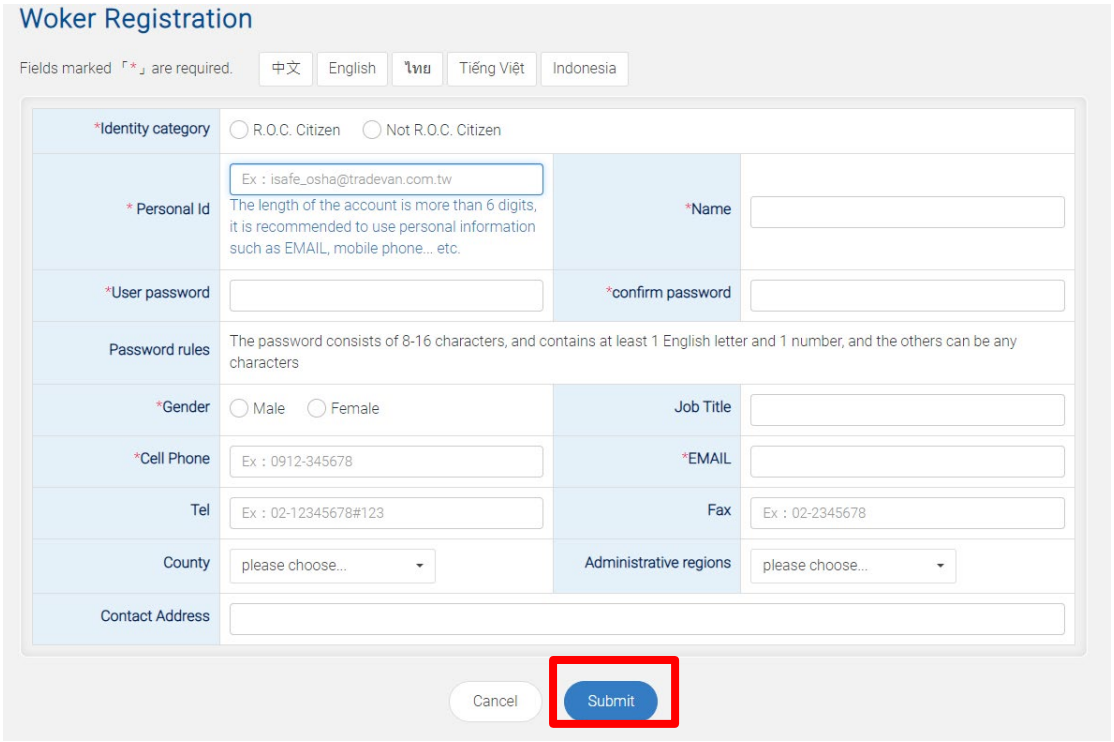
3. Click on "中" (Chinese), then select "EN" from the drop-down menu.



4. Select "Worker", then click "Register".



5. After filling in the fields, click "Submit".



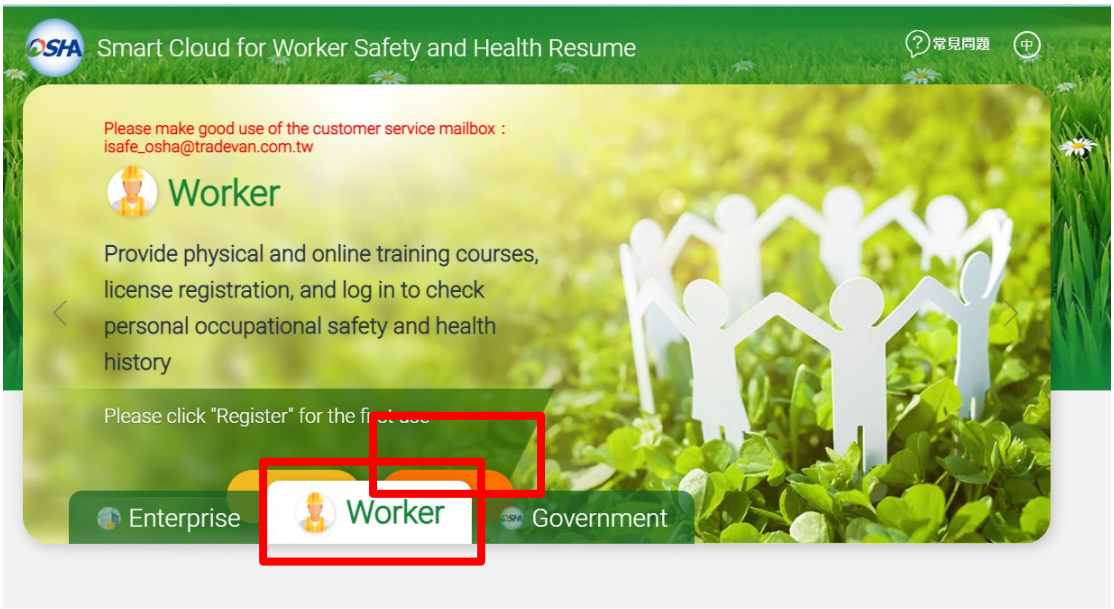
6. Click on the link in the confirmation email.



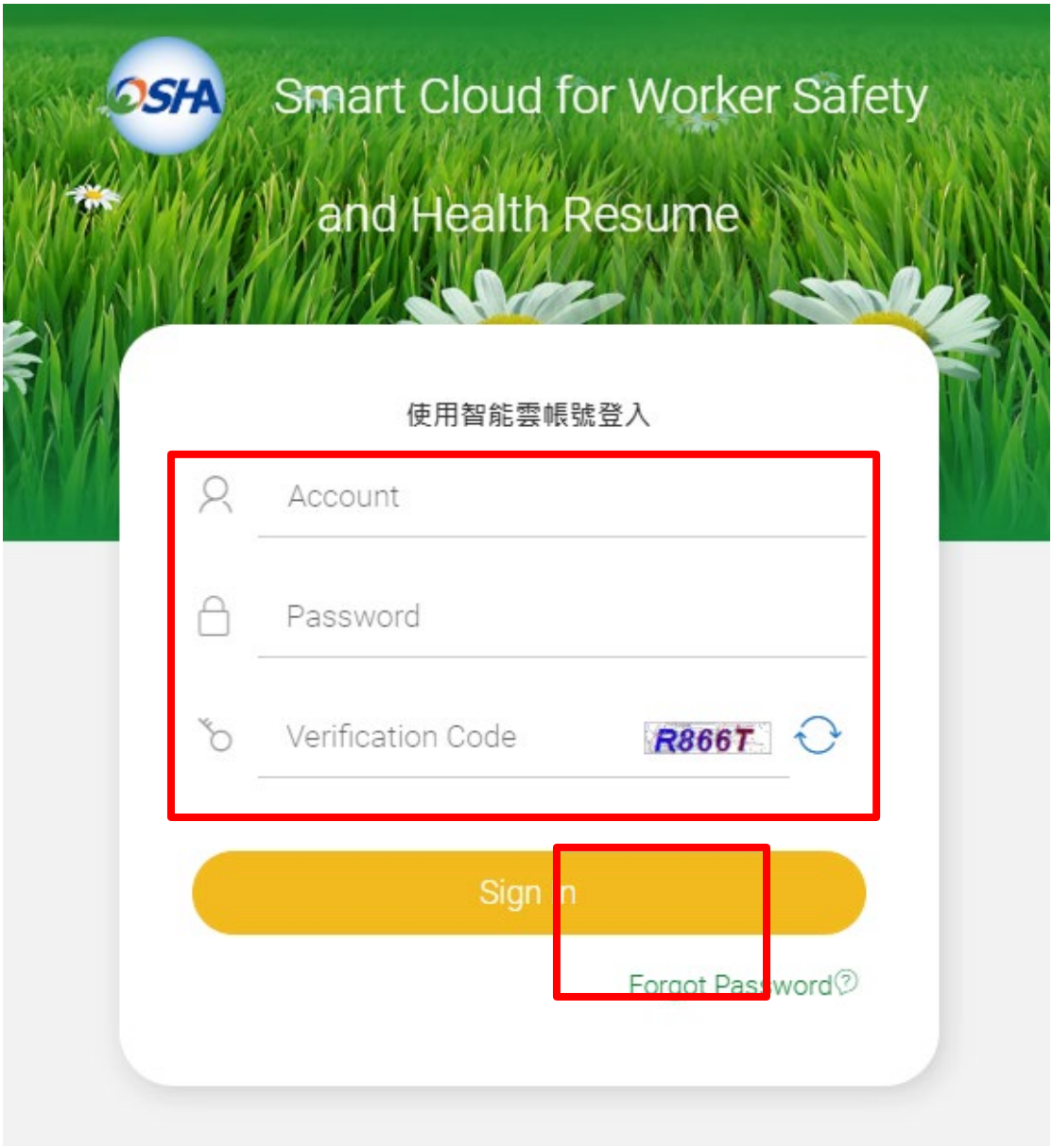
7. Upon account activation, the registration process is complete.



8. Return to the Login page for workers. Select "Worker", then click "Login".



9. Type in your Account, Password, Verification Code, then click "Sign in".

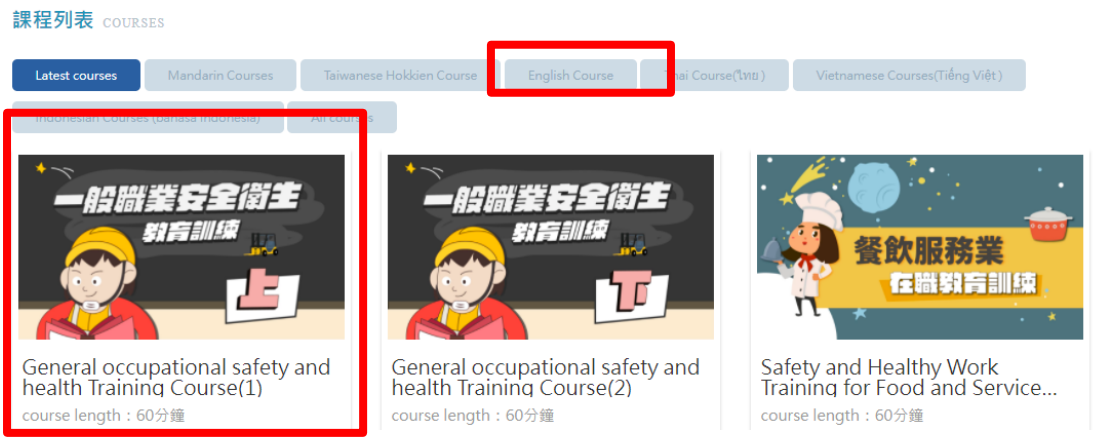


10. Select "(LR-04) Occupational Safety and Health Online Education System" under "Learning Resources".



11. Select "English Course", then "General Occupational Safety and Health Training Course (1)".





Note: Course 1 grants you 1 training hour. You have to also take Course 2 (as shown in the picture below) to be awarded 2 training hours in total.

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2022/01/04

111年1月份最新課程上架-個人及家庭用品維修業安全衛生在職教育訓練、生物病原體危害預防

2021/10/13

110年10月份最新課程上架-一般安全衛生教育訓練及餐飲服務業在職教育訓練

2021/08/19

認識 職業安全衛生 數位學習平台 - 懶人包篇

課程列表 COURSES

Latest courses | Mandarin Courses | Taiwanese Hokkien Course | English Course | Thai Course(ไทย) | Vietnamese Courses(Tiếng Việt)

Indonesian Courses (bahasa Indonesia) | All courses



General occupational safety and health Training Course(1)

course length：60分鐘



General occupational safety and health Training Course(2)

course length：60分鐘



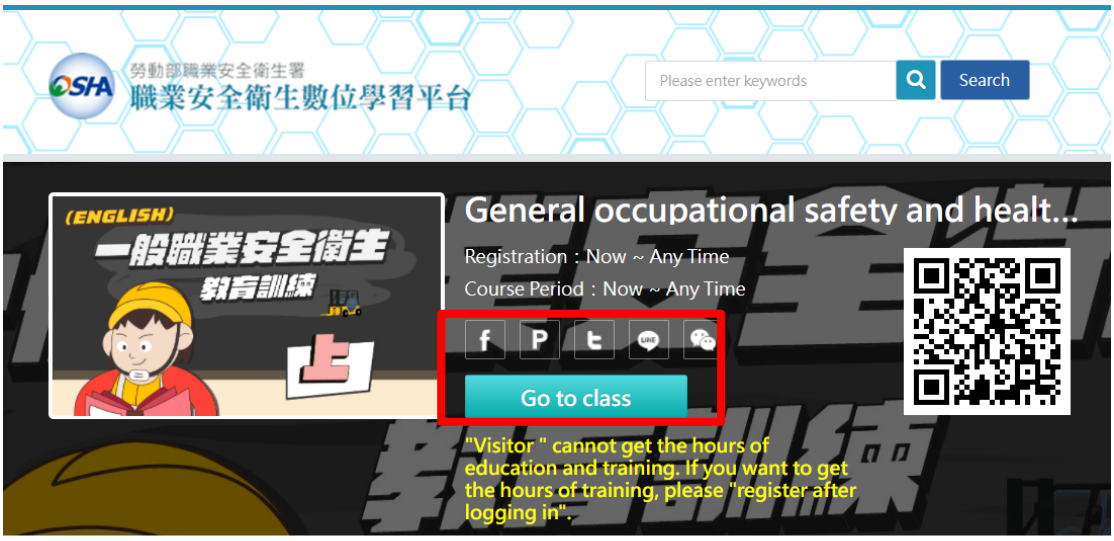
Safety and Healthy Work Training for Food and Service...

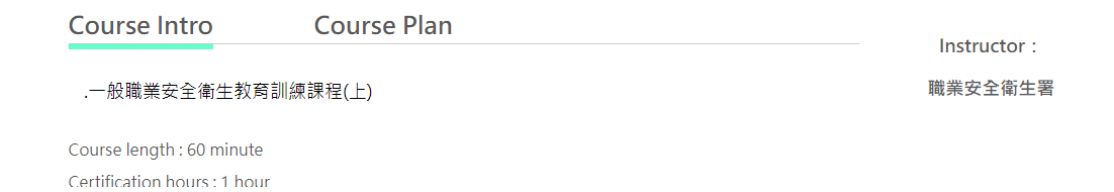
course length：60分鐘

12. Click "Course Registration".



13. Click "Go to class".





14. Select "English" in the upper right corner.



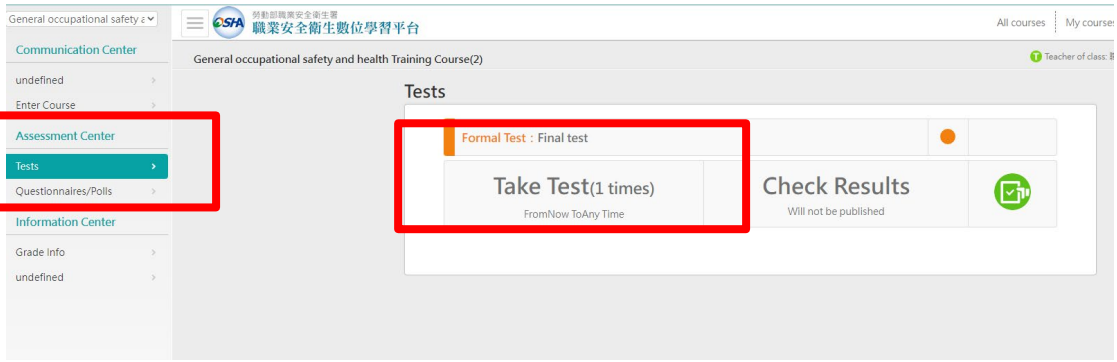
15. Click "Enter Course".



16. The course progress has to be at 100% for the course to be considered completed.



17. Go to "Tests", and then click "Take Test".



18. Click "Start".



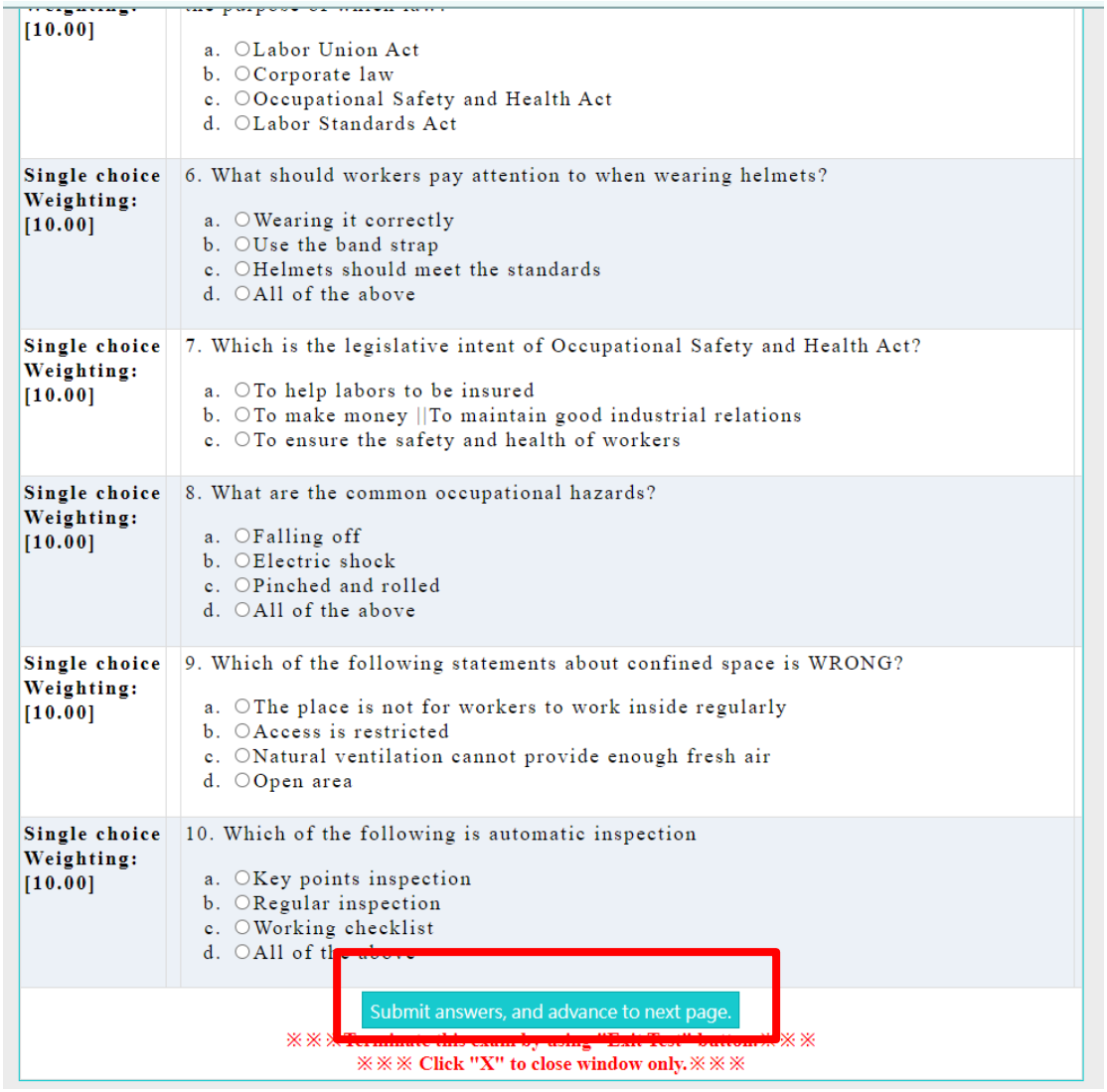
Prepare to take test

Please read the following instructions carefully before taking the test. If you decide not to take the test this time, click Take Later to exit.

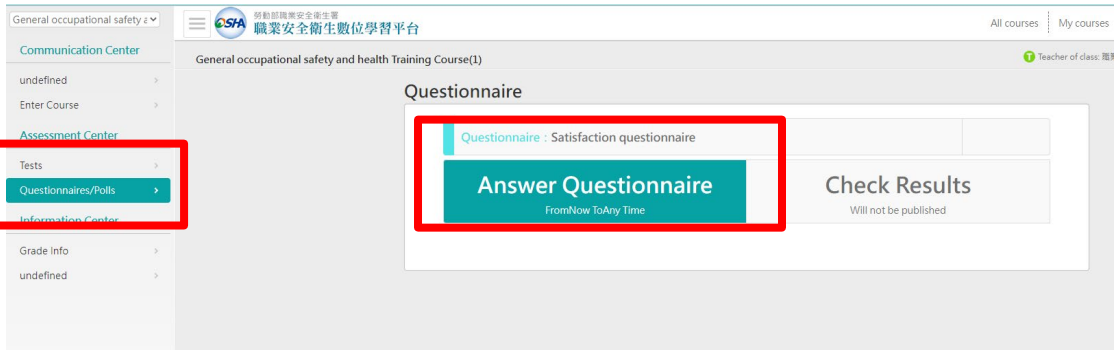
Test Name:	Final test
Total	100points
Weight	100%
Total number of questions	10items per page
Test Period	FromNow ToAny Time
Total Test Time	10points
Grading	Take highest score
Total number of attempts allowed	1
Display	page10 items per page
Flip Control	Not limited
Window Control	Not limited
Options if time exceeded	No action
Answers	Will not be published
Date on which answers are available	0000-00-00 00:00:00
Instructions/Instructor's Messages	※請詳閱【作答說明】： 一、總共10題(2題是非及8題單選測驗題目)，上課學員至少需答對8題以上，方取得訓練時數，未通過測驗者(答對7題以下)需重新再接受測驗，測驗2次仍未通過者，此課程的「閱讀時數」及「閱讀進度」紀錄就會被清除。 需請您重新『閱讀課程』、『點閱章節』，完成「閱讀時數」、「閱讀進度」二項條件後，才能再次進行測驗。 二、進入測驗後，禁止切換至其他視窗（提醒1次，第2次強制交卷），強制交卷即算測驗1次。 三、進入測驗後，請勿直接關閉測驗視窗，如直接關閉視窗，即算測驗1次。

Start ake Later

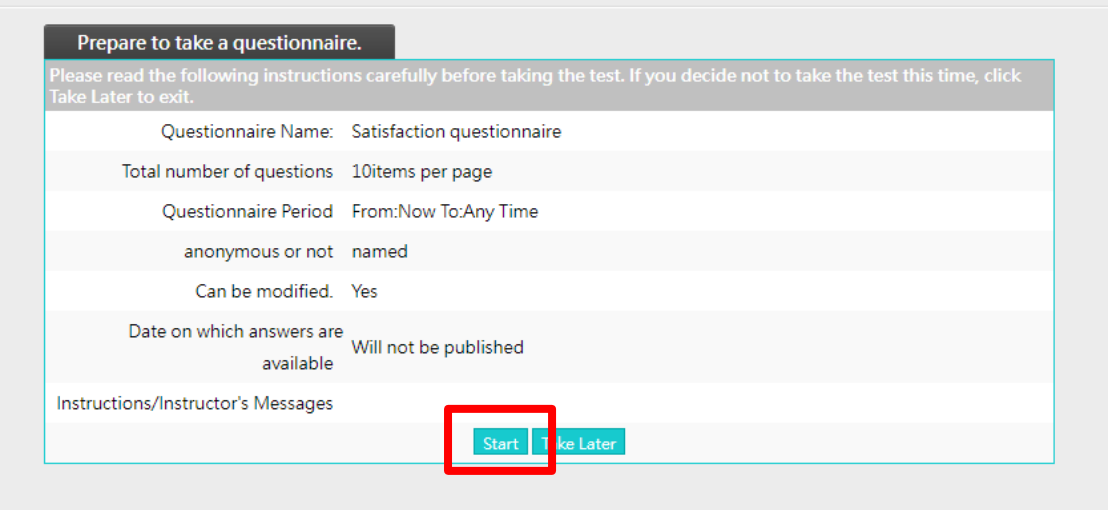
19. Click "Submit answers, and advance to next page".



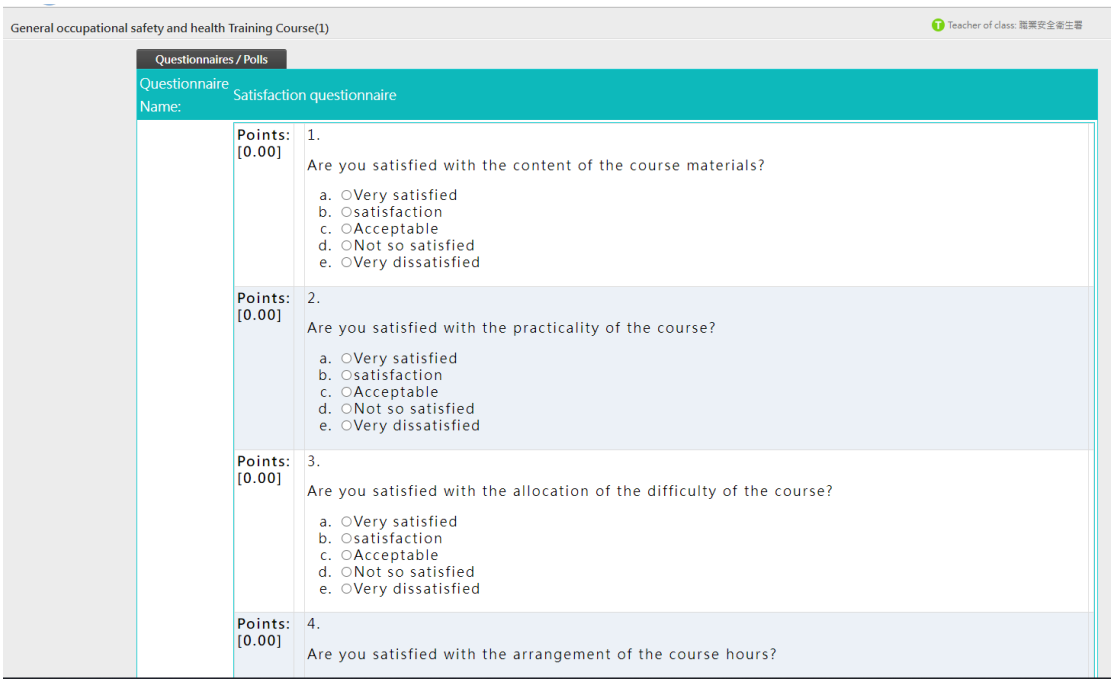
20. Click "Questionnaires/Polls", then click "Answer Questionnaire".



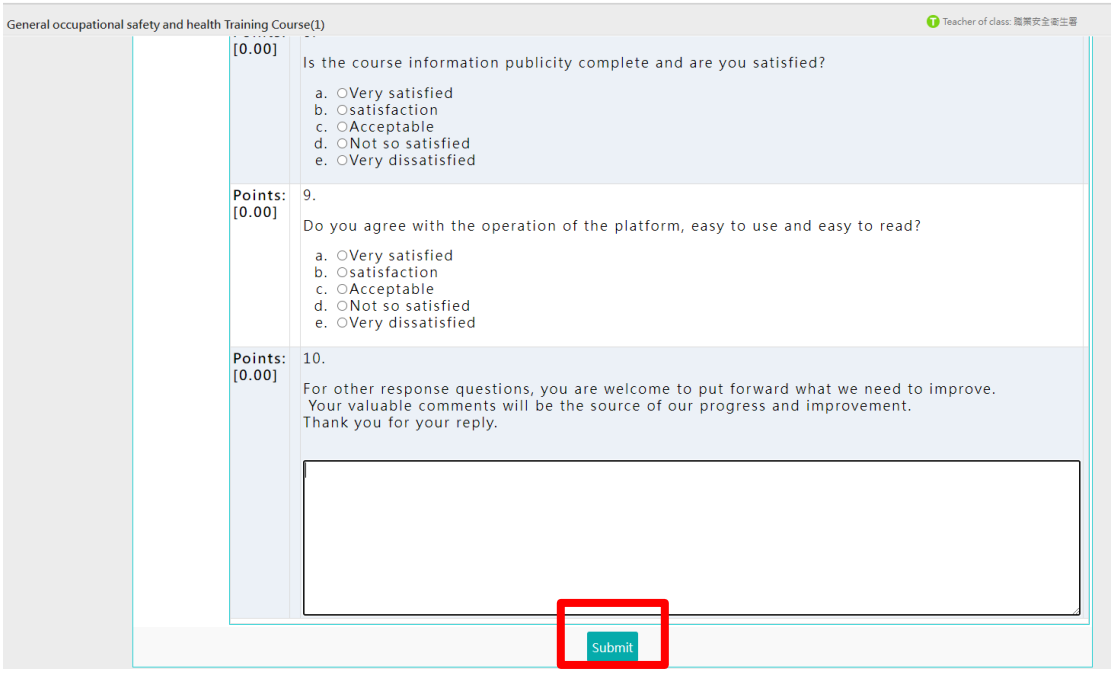
21. Click “Start” to fill in the questionnaire.



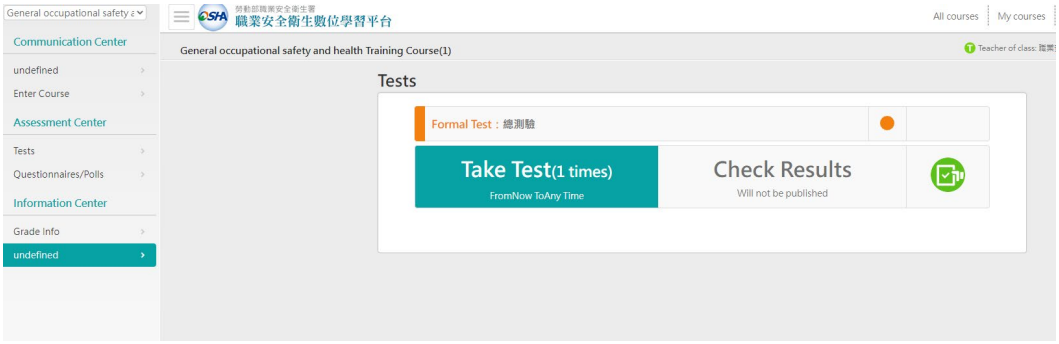
22. Answer all the questions.

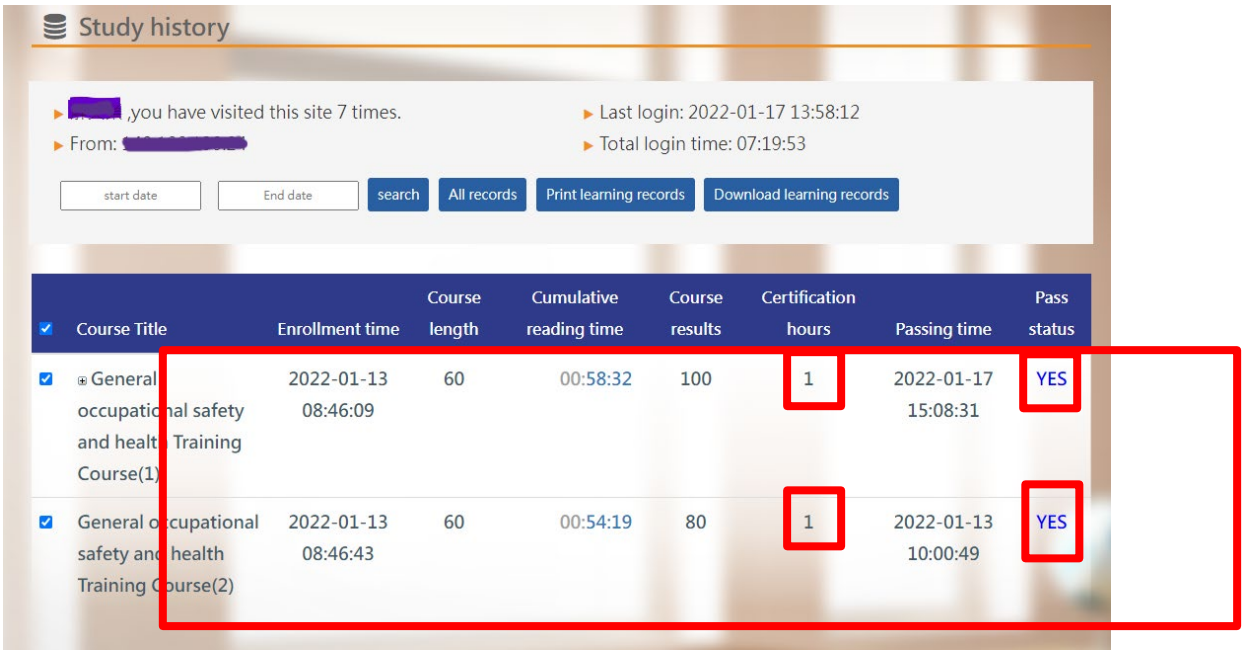


23. After completing the questionnaire, click "Submit".



24. Click "undefined" and retrieve the course information for courses with a "YES" under "Pass status". After completing Course 1, you would still need to take Course 2 in order to be awarded 2 training hours for certification purposes.





IV. Q&A

1. There are two ways to complete online courses (through the Occupational Safety and Health Digital Learning Platform / through the NTNU online training system). Do I just choose one of the two methods to complete my courses?

Answer: Yes, you only need to choose one of the available methods to complete the online course. There is no need to complete the course on both platforms.

2.When preparing to submit the NTNU Occupational Safety and Health Education Training Record Form, I am worried that the available space on the page is too small and hence the screenshot might not be clear enough. May I include the screenshot on the next page or as an attachment?

Answer: Yes, you may attach the screenshot on a separate page and submit it together with the NTNU Occupational Safety and Health Education Training Record Form (please refer to Example 2).

3. When preparing to submit the NTNU Occupational Safety and Health Education Training Record Form, I noticed that the low resolution of the printing has resulted in unclear numbers on the screenshot.

Answer: You may trace the unclear numbers by hand and sign next to the numbers as an endorsement.

National Taiwan Normal University

Occupational Safety and Health Education Training Record Form (Guidelines)

Step 1. Fill in your basic particulars

I. Basic Particulars (□ New faculty member □ Existing staff, change of roles)

Unit of Employment	Full Name	Coverage	Job Title
		□ Civil Servants' Insurance □ Labor Insurance	

II. 3-hour General Safety and Health Education Training

[illegible]	Step 2. Paste the screenshot of the completion of the online course here
Physical workshops (1h)	Implementation: To be determined and executed by the employer. Step 3. Check the training items that have been completed Training record: Date: YYYY-MM-DD _____h to _____h (Reminder: At least 1 hour) ☐ Fire extinguisher closest to the work station (office, research office, laboratory, etc.). ☐ Indoor fire hydrant closest to the work station (office, research office, laboratory, etc.). ☐ Emergency exit closest to the work station (office, research office, laboratory, etc.). ☐ AED closest to the work station (office, research office, laboratory, etc.). ☐ I understand that in accordance with Article 37 Item 2 of the Occupational Safety and Health Act enacted by the Ministry of Labor, if any of the following occupational accidents occur at the workplace, the employer shall report the incident to the relevant labor inspection agency within 8 hours. 1. An incident resulting in death. 2. An incident affecting more than three people. 3. An incident affecting more than one person in which the victim requires hospitalization. ※ NTNU 24-hour Campus Security Monitoring Room: Extension 1119. ☐ I have read the NTNU Occupational Safety and Health Rules and Regulations and agreed to abide by them (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / NTNU Occupational Safety and Health Rules and Regulations) ☐ I have read Plan for Prevention of Unlawful Infringement in the Performance of Duties at National Taiwan Normal University, and understand Complaint number:02-77491300(Website URL:http://health.sa.ntnu.edu.tw/files/15-1005-3178,c90-1.php?Lang=zh-tw) ☐ Relevant hazards and matters. (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / Relevant hazards and matters) ☐ Others:

※ This form (original copy) is to be signed by the Head of Department of the employing agency and then submitted to the Campus Security Monitoring Room of the Environmental Safety and Health Center (1st floor, Le-zhi Building, NTNU Main Campus) for approval and archiving.

※ Employees are obliged to attend safety and health education and training programs provided by their employers. Violators may be fined up to NT$3,000 by the competent authority.

Signature of new faculty member / existing staff with new role:

Signature of Principal Investigator (employer) (leave blank if not applicable):

Signature of Head of Department:

Step 4. Signatures of the trainee, Principal Investigator, and Head of Department

National Taiwan Normal University
Occupational Safety and Health Education Training Record Form (Sample 1)

I. Basic Particulars (☑ New faculty member □ Existing staff, change of roles)

Unit of Employment	Full Name	Coverage	Job Title
Department of _____	Wang Ta-Ming	□ Civil Servants' Insurance ☑ Labor Insurance	Administrative Executive

II. 3-hour General Safety and Health Education Training

<table>
<tr>
<td></td>
<td>


Or


The trainee only needs to choose one of the available methods to complete the online course. There is no need to complete the course on both platforms.
</td>
</tr>
<tr>
<td>Physical workshops (1h)</td>
<td>Implementation:
To be determined and executed by the employer.</td>
</tr>
<tr>
<td></td>
<td>Training record:
Date: YYYYMMDD 2021-05-26 1400 to 1510
☑ Fire extinguisher closest to the work station (office, research office, laboratory, etc.).
☑ Indoor fire hydrant closest to the work station (office, research office, laboratory, etc.).
☑ Emergency exit closest to the work station (office, research office, laboratory, etc.).
☑ AED closest to the work station (office, research office, laboratory, etc.).
☑ I understand that in accordance with Article 37 Item 2 of the Occupational Safety and Health Act enacted by the Ministry of Labor, if any of the following occupational accidents occur at the workplace, the employer shall report the incident to the relevant labor inspection agency within 8 hours.
1. An incident resulting in death.
2. An incident affecting more than three people.
3. An incident affecting more than one person in which the victim requires hospitalization.
※ NTNU 24-hour Campus Security Monitoring Room: Extension 1119.
☑ I have read the NTNU Occupational Safety and Health Rules and Regulations and agreed to abide by them (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / NTNU Occupational Safety and Health Rules and Regulations)
☑ I have read Plan for Prevention of Unlawful Infringement in the Performance of Duties at National Taiwan Normal University, and understand Complaint number:02-77491300(Website URL:http://health.sa.ntnu.edu.tw/files/15-1005-3178,c90-1.php?Lang=zh-tw)
☑ Relevant hazards and matters. (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / Relevant hazards and matters)
□ Others:</td>
</tr>
</table>

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※ Employees are obliged to attend safety and health education and training programs provided by their employers. Violators may be fined up to NT$3,000 by the competent authority.

Signature of new faculty member / existing staff with new role: _Wang Ta-Ming

Signature of Principal Investigator (employer) (leave blank if not applicable):

Signature of Head of Department: Chen XX

National Taiwan Normal University
Occupational Safety and Health Education Training Record Form (Sample 2)

I. Basic Particulars (☑ New faculty member □ Existing staff, change of roles)

Unit of Employment	Full Name	Coverage	Job Title
Department of _____	Wang Ta-Ming	□ Civil Servants' Insurance ☑ Labor Insurance	Research Assistant

II. 3-hour General Safety and Health Education Training

[illegible]	As attached. (Reminder: Please print out the attachment and submit it together with the form)
Physical workshops (1h)	Implementation: To be determined and executed by the employer.
	Training record: Date: YYYYMMDD 2021-05-26 1400 to 1510 ☑ Fire extinguisher closest to the work station (office, research office, laboratory, etc.). ☑ Indoor fire hydrant closest to the work station (office, research office, laboratory, etc.). ☑ Emergency exit closest to the work station (office, research office, laboratory, etc.). ☑ AED closest to the work station (office, research office, laboratory, etc.). ☑ I understand that in accordance with Article 37 Item 2 of the Occupational Safety and Health Act enacted by the Ministry of Labor, if any of the following occupational accidents occur at the workplace, the employer shall report the incident to the relevant labor inspection agency within 8 hours. 1. An incident resulting in death. 2. An incident affecting more than three people. 3. An incident affecting more than one person in which the victim requires hospitalization. ※ NTNU 24-hour Campus Security Monitoring Room: Extension 1119. ☑ I have read the NTNU Occupational Safety and Health Rules and Regulations and agreed to abide by them (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / NTNU Occupational Safety and Health Rules and Regulations) ☑ I have read Plan for Prevention of Unlawful Infringement in the Performance of Duties at National Taiwan Normal University, and understand Complaint number:02-77491300(Website URL:http://health.sa.ntnu.edu.tw/files/15-1005-3178,c90-1.php?Lang=zh-tw) ☑ Relevant hazards and matters. (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / Relevant hazards and matters) □ Others:

※ This form (original copy) is to be signed by the Head of Department of the employing agency and then submitted to the Campus Security Monitoring Room of the Environmental Safety and Health Center (1st floor, Le-zhi Building, NTNU Main Campus) for approval and archiving.

※ Employees are obliged to attend safety and health education and training programs provided by their employers. Violators may be fined up to NT$3,000 by the competent authority.

Signature of new faculty member / existing staff with new role: Wang Ta-Ming

Signature of Principal Investigator (employer) (leave blank if not applicable): Lo XX

Signature of Head of Department: Chen XX

National Taiwan Normal University

Occupational Safety and Health Education Training Record Form (Sample 2)

Attachment



[redacted]榮，這是您第 4 次進入這裡
上次來自於：42.73.203.247
上次進入時間是：2022-03-08 14:17:05
上站累積的時間是：00 小時 32 分 06 秒

課程名稱	最後上課時間	閱讀時數	通過認證	通過認證日期	認證文號	測驗成績	完成學習	公務人員認證時數
一般職業安全衛生教育訓練	2022-03-08 13:36:53	02:25:48	Yes	2022-03-09	100008602203000107	73.26	Yes	2