

## Reminder for Annual Health Checkups for (Pre-Existing) Employees

### ■ Online Questionnaire

Complete your Online Questionnaire before your health check-up. You can access it via a device connected to the University's network or wireless network (KUINS or KUINS-Air).

#### How to access the Online Questionnaire:

- ① Access the Employee Health Questionnaire using this URL: <https://u.kyoto-u.jp/syokuin> (English instructions are mixed in with the Japanese ones.) Scroll down to the "WEB reservation/ questionnaire input" heading, then click the link that says "WEB Questionnaire".
  - ② Enter your Integrated Authentication ID (SPS-ID) and password, then login.
  - ③ Fill out the questionnaire according to the instructions on the screen.
- \* Those who have not completed the Online Questionnaire, or who completed it after 6am the day before the check-up, must complete it on the on-site tablet on the day of the check-up. It will take some time.

### ■ In order to receive the health checkup, you will need:

- ① Employee ID card
- ② Urine sample of your first urination of the day collected in the specimen jar. (The paper cup and sample collection container will be given to you by the Health Check-Up Management for your department.)

### ■ Checks to be Done (see Attachment 2)

### ■ At the Check-Up

#### (1) Urine Analysis

Right after you wake up, collect urine in the paper cup. Fill the plastic bottle to the fill-line. **Tightly** close lid. Write your: 【事業者名又は学校名: **Department**】 & 【氏名: **Name**】 on the analysis submission bag. Put the bottle in the bag. *\*Results may not be accurate during, or up to 3 days after, menstruation.* Those menstruating should tell the on-site reception clerk, regardless of the submission of a urine sample. If you do not submit your sample, you must bring it on a different specified day. (Caution: You cannot submit the sample on a different day during the Employee Annual Health-Check.)

#### (2) Blood Pressure Measurement, Height and Weight Measurement

- Attend in easily removable clothing and footwear so the measurement goes smoothly.
- Blood pressure must be measured over a bare arm or thin sweater or shirt, not below a rolled-up sleeve.

#### (3) Eyesight Test

Required if VDT usage exceeds 1800 hours per year (workdays per year x hours per day). However, anyone can choose to do it. Eyesight can be measured with or out without vision correctors (glasses, contacts).

#### **(4) Blood Test**

For those who are 35 or over 40 years old (as of April 1, 2018), those handling harmful substances (registered in the system as, or plan to be registered as, handling harmful substance for over 100 days in a year). There may be changes to this, and you will be notified if you will have the test on the day of your checkup.

- Morning Appointments (Main, Uji, Katsura Campus): Don't eat breakfast (except water or tea)
- Afternoon Appointments (hospitals): Don't eat lunch (except water or tea).
- Please do not eat for **at least** 4 hours before your check-up.

#### **(5) Abdominal Circumference Measurement**

For those who are 35, 40, or over 45 years old (as of April 1, 2018). Measurements will be taken with a tape measure.

#### **(6) Hearing Test**

For those who are 35, 40, or over 45 years old (as of April 1, 2018). Will be evaluated with basic hearing test equipment.

#### **(7) Electrocardiogram**

For those who are 35 or over 40 years old (as of April 1, 2018). Electrodes are attached directly to the wrist and ankle. Please come in clothing that is easy to remove. (No stockings.)

#### **(8) Chest X-ray**

For those who are 20, 25, 30, 35, or over 40 years old (as of April 1, 2018), those handling harmful substances (registered in the system as, or plan to be registered as, handling harmful substance for over 100 days in a year).

- For the X-ray, you must wear a plain shirt (no design, patterns, decoration, or buttons).
- Long hair should be tied up using rubber hair bands so that it does not touch your shoulders.
- Please remove metal accessories such as necklaces (they will appear on the x-ray).

**X-Ray Exemption:** If you received a chest X-ray within 3 months from the date of the examination and are judged as normal by the doctor, or are pregnant (or may be pregnant), you can omit the X-ray by requesting so at the interview with a medical professional.

#### **▲ Optional Tests (advanced reservation only\*)**

\* The deadline for advanced reservation has already passed. Additional reservations cannot be made.

#### **(9) Stomach Test**

Those who made an advanced reservation will receive instructions (document). Please review them before undergoing the examination.

#### **(10) Fecal Occult Blood Test**

Those who made an advanced reservation will receive instructions (document) and feces collection containers. Please review the instructions before turning in the collection container(s). The (1 or 2) sample(s) submitted on the day of the exam will be enough for the test. You cannot submit a sample on another day.

## ■ Hazardous work

Those presently registered in the Registration of Hazardous Work System will require certain tests depending on the type of work and number of working days.

If there have been any changes to your registered status, please tell the reception.

\* For details on Registration of Hazardous Work, please reference the “List of Hazardous Work”.

Registration of Hazardous Work System:

<https://www.kyotokojohokenkai.or.jp/system/kyotokinfo/>

### List of hazardous work

1	Heat	Doctor consultation, Blood test and X-ray are mandatory for the employees who work in the environments described below for 100 days or more per year.
2	Coldness	
3	Radiation	
4	Fine particles	
5	High or low air pressure	
6	Vibration	
7	Heavy material lifting	
8	Noise	
9	Work in an unequipped mine or tunnel	
10	Late-night work	
11	Hazardous agents	
12	Hazardous gas	Doctor consultation, Blood test and X-ray are required in any case.
13	Pathogens	
14	Pathogens for hemorrhagic fever with renal syndrome	Eye test is required if: VDT usage days per year × hours per day = 1800+
15	Hepatitis B virus	
16	VDT	

Kyoto University Health Service

For schedules : ☎ 075-753-2400/2420

For reports and certificates : ☎ 075-753-2404/2405