

Please refrain from taking the university health checkup if you have a fever or any respiratory symptoms.
Please take appropriate COVID-19 prevention measures, including wearing a face mask and washing your hands.
The Employee Health Check may be cancelled without notice depending on the status of the COVID-19 pandemic.
Please do not bring children to the health check.

Employee Health Check (Reservation-Type) Procedures and Points to Note

Reservations-----

- The available dates and times for the health check will be shown on the online reservation website, please make a reservation between May 17 (Tue.) and July 29 (Fri.).
- **Reserve your desired examination day online, at least 7 days in advance** (exception: all August appointments must be made by July 29).
- Those without a reservation cannot receive the examination.
- The online reservation system can only be accessed through a computer or smart phone connected to the **Kyoto University Network (KUINS, KUINS-Air)**. You cannot access it from outside of the campus.

■ How to make a reservation

① Access “Employee Health Check (Reservation-Type)” from the URL below:

→ <https://u.kyoto-u.jp/syokuin489>

② Click the orange [〇 〇 ム 〇 ザ 〇 〇] “First-Time User Registration” button, and enter the following details.

- [〇 〇 〇 〇] **Your employee number** (8 digits)
 - On the employee ID, after the first eight digits there is a white space followed by one or more numbers. Enter the first 8 digits from the left ONLY. (Example: If the ID has “12345678 0” on it, you would enter “12345678”.)
- [メ 〇 ル ア ド レ ス] **Your email address** (for reservation reminders)
- [Web 〇 〇 パ ス ワ 〇 ド] **Your web reservation password** (at least 8 characters, containing letters and numbers)

③ Click [〇 〇 〇 〇] “New Reservation,” and select a reservation date and time from the options on the calendar. Complete the reservation as directed on the screen (see the English instruction manual for further details).

You can access the reservation system manual from the Kyoto University Occupational Welfare Division website (<https://u.kyoto-u.jp/syokuin489>). On the webpage, click the link “ **Web Reservation System Manual**” (in Item 5. “受検日時の予約方法 (Make a reservation).”

Online Questionnaire-----

After making a reservation, please complete the Online Questionnaire. You can only access the questionnaire via a computer or smartphone connected to the Kyoto University Network (KUINS, KUINS-Air).

You can access the Online Questionnaire after completing your online reservation. You must complete the Web Questionnaire by the day prior to your health check.

■ How to Access the Online Questionnaire

① Access “Employee Health Check (Reservation-Type)” from the URL below:

→ <https://u.kyoto-u.jp/syokuin489>.

Click the “Online Questionnaire site login (University LAN limited access)” button (which is available in Item 7 “問診入力 questionnaire entry.”

② Enter your SPS-ID and password then click [ログイン] “Login”.

③ Fill out the questionnaire as directed, then press [〇 〇] “Register” to submit it.

The manual for the Online Questionnaire (on-campus access only) is on the same page. Please refer to the manual for further details. Persons who did not complete the Online Questionnaire (or who submitted it on the day of the health check) will be required to fill it out again using a tablet computer provided by the clinic at the health check venue.

Health Check Reception Hours -----

- Please come at your reserved time.
- If you cannot arrive on time, please contact ext. 16-2421/2418 (075-753-2421/2418).
- Reception hours end at 15:40. If you arrive later than this, it will be treated as a cancelation.

1. Items you MUST bring to the health check:

□ **Employee ID Card**

□ **Urine sample (collected that morning) ⇒ Please be sure to prepare it in advance**

*Urine containers will be provide by the Occupational Welfare Division (during its open hours on weekdays [closed 12:00–13:00]).

□ **Stool Sample** (only those who reserved a colorectal cancer examination, two samples collected before the examination only. Samples cannot be submitted at a later date).

*Please obtain stool collection containers from the Occupational Welfare Division (on Yoshida, Uji, Katsura campuses).

*If you cannot go to the Occupational Welfare Division to obtain a stool collection kit, please contact the Occupational Welfare Division or the Health Section, and we will send one to you. If you have not received your kit by four days prior to the day of the health check, please contact the Occupational Welfare Division or the Health Section again.

Contact:

Occupational Welfare Division, Agency for Health, Safety and Environment

Extension: 16-2421/2418)

Email: uk_honbu@mail2.adm.kyoto-u.ac.jp

Health Section, Environment, Safety and Health Division, Facilities Department

Extension: 16-2400/2420

Email: 810hoken@mail2.adm.kyoto-u.ac.jp

2. Examinations

(See the document labeled “Attachment 2”)

3. At the check-up

In order to prevent the spread of COVID-19, please wear clothes that are easy to put on and take off to shorten your time spent at the clinic. Please do not wear tights, stockings, or dresses that require time to put on. Please note that an examination gown is not provided at the venue.

1) Reception, urinalysis, (tablet questionnaire)

- Immediately after you wake up, use the paper cup contained in the envelope to collect your urine. Fill the plastic container 2/3 full. Tightly seal the container and zip the plastic bag shut.
- Urine samples from persons who are menstruating will not be accepted at a later date. Please inform the reception if you are menstruating when you submit your urine sample.
- You will be given a health check card (in a clear file).
- Those who have not yet completed the questionnaire must complete it on a tablet computer provided at the venue.

2) Height/weight measurement, blood pressure

Please wear clothing that is easy to put on and take off.

Blood pressure should be measured on a bare arm, or over a shirt or light sweater without rolling up the sleeves.

3) Vision test (change from 2021: optional tests are not available)

Required for persons who work using IT equipment for four hours or more a day and fall under any of the

following categories

- Workers who are required to constantly view a display or operate an input device while working.
- Persons for whom it is difficult to take a break or easily change their posture during their work.

If you usually wear glasses or contact lenses, please take the vision test with your glasses or contact lenses on (those measuring their eyesight with glasses or contact lenses on should inform the person in charge of the vision test).

4) Blood analysis

Required for persons who are 35 years old or over 40 years old as of April 1, 2022, and persons engaged in hazardous work (those who are registered, or plan to be registered, to do 100 or more days of hazardous work in the Registration of Hazardous Work system). Please confirm your hazardous work registration status at reception.

Blood samples need to be taken on an empty stomach. Please do not eat for at least four hours before your health check (coffee, juice, carbonated beverages, gum candy, etc., all effect blood test results. Water and tea are acceptable).

- *As a general rule, those taking medications should take them before coming to the health check.
- *Persons taking food-related medications, such as diabetics, should consult with their doctor before the health check and do as instructed.
- *Persons who have ever felt ill during or after having their blood drawn should inform the nurse before they have their blood drawn.

5) Chest X-ray

Required for persons involved in medical or educational work, persons who are 20, 25, 30, 35, or 40+ years old as of April 1, 2022, and those doing hazardous work (those who are registered, or plan to be registered, to do 100 or more days of hazardous work in the Registration of Hazardous Work system).

Only plain T-shirts may be worn during the x-ray (plain shirts without patterns, embroidery, buttons, decorations, etc.) Long hair must be tied up with an elastic band, etc., so as not to fall over the shoulders. Please be sure to remove all metal objects in advance, including watches, necklaces, and other jewelry, as they are visible in the X-ray image. In particular, please refrain from wearing dresses with zippers, or clothes with patterns, embroidery, buttons, spangles, etc. Front hook bras (and sports bras) must be removed during the X-ray.

- *Those who are, or may be, pregnant and would like to skip the X-ray should inform reception.
- *Only male X-ray technicians are available. If you have any difficulty with the X-ray for any reason, you may omit it upon request.

*Omitting the chest X-ray

If you have had a chest X-ray within three months prior to the date of the health check, and the examiner found no abnormality, or if you are pregnant, or may be pregnant, and do not wish to receive the X-ray, you can omit the X-ray upon request by informing the physician during the interview.

6) Electrocardiogram

Required for persons who are 35 years old or over 40 years old as of April 1, 2022. Please wear clothes that are easy to put on and take off, as the electrocardiogram electrodes are placed directly on the bare chest, wrists, and ankles (please do not wear tights or stockings).

7) Abdominal circumference

Required for persons who are 35 years old or over 40 years old as of April 1, 2022. The measurement will be taken with a tape measure.

8) Hearing test

Required for persons who are 35 years old, 40 years old, or over 45 years old as of April 1, 2022. Simple hearing test equipment will be used. If you have any hearing impairment, please inform the staff before taking the hearing test.

9) Interview

The interview will be conducted by a physician.

4. Hazardous work

Those engaged in hazardous work will be asked to confirm the details at reception. Please inform reception if there have been any changes. To register engagement in hazardous work, please refer to the "List of Hazardous Work" below and register at the following website.

- **Registration of Hazardous Work:** <https://u.kyoto-u.jp/hwrs-form>

List of Hazardous Work

1	イ	Heat	Those exposed 100+ days per year must have the following tests: <u>Doctor's interview, Blood test, Chest x-ray</u>
2	ロ	Cold	
3	ハ	Radiation	
4	ニ	Fine particles	
5	ホ	High or low air pressure	
6	ヘ	Vibration	
7	ト	Lifting heavy materials	
8	チ	Noise	
9	リ	Work in unequipped mines/tunnels	
10	ヌ	Late-night work	
11	ル	Hazardous agents	
12	ヲ	Hazardous agents, gas	
13	ワ	Pathogens	
14	HBV・B（サ）（except hospital work）		Regardless of the number of days exposed, such persons must receive the <u>interview with physician, blood test, and chest X-ray.</u>
15	Work using IT equipment (must receive vision test)		Work using IT equipment for more than four hours per day: -Continuous viewing of display -Repetitive use of keyboard, etc. -Difficult to take breaks or changing work posture.

- Occupational Welfare Division, Agency for Health, Safety and Environment
- Health Section, Environment, Safety and Health Division, Facilities Department

Kyoto University

〒606-8501 Kyoto-shi Sakyo-ku Yoshida Honmachi

☎ Regarding reservations: Occupational Welfare Division

Ext. 16-2419 (075-753-2419)

☐ Regarding planning (dates and times): Health Section, Environment, Safety and Health Division
Ext. 16-2420 (075-753-2420)

☐ Regarding medical certificates, etc.: Occupational Welfare Division
Ext. 16-2421/2418 (075-753-/2421/2418)