

To faculty and staff members,

## **Information and Points to Note regarding the Health Checkup for New Employees**

Revised on April 1, 2023

Kyoto University provides a health checkup for new employees. Newly employed faculty and staff members who have received this information are requested to make their own appointment to receive the health checkup.

**The health checkup for new employees must be received within three months from the month following the date of employment. If you have received this information, please be sure to make an appointment to receive the health checkup as soon as you can access the online application system.**

Part-time staff members working at least 30 hours per week are also eligible for the health checkup for new employees. Please note, however, that part-time staff members working less than 30 hours per week are not eligible to receive the health checkup. Please be sure to confirm your eligibility before making an appointment.

### **Making An Appointment:**

- New employees must make an appointment to receive the health checkup.  
Persons employed on the 1<sup>st</sup> of the month will be able to access the online application system from the 10<sup>th</sup> of the month of employment.  
Persons employed after the 1<sup>st</sup> of the month will be able to access the application system from 10<sup>th</sup> of the month following the month of employment.  
**Please make an appointment at least four days prior to the desired date of the checkup.**
- **If you do not make an appointment through the online application system, you cannot receive the health checkup.**
- The online application system is only accessible through a computer or smartphone connected to the university's internal network (KUINS) or wireless LAN network (KUINS-Air). It is not accessible from outside the university.

### **How to make an appointment:**

- 1 Please access the “Health Checkup for Employment” page of the Occupational Welfare Division care office website at the URL below:  
**URL: <https://u.kyoto-u.jp/yatoiire>**
- 2 To access the online application system, please click the “Online Appointment for Health checkup for Employment” button in Item 3. Appointment for Health Checkup.
- 3 Click the “First-Time User Registration” button and register the required information.
  - ☐ **Staff ID Number (eight single-byte numbers)\*1**
  - ☐ **E-mail address** (an appointment reminder will be sent to this address.)
  - ☐ **Online application password** (must contain at least eight characters including both alphabetic characters and numbers.)
- 4 Click the “New Appointment” button, and select a date from available dates on the calendar, then follow the on-screen instructions to make an appointment.

**Notes: The time slots are divided by gender. (14:00 for men and 15:00 or later for women.)**  
Please refer to the online application system procedures accessible from the same page (“Health

checkup for employment” of the Occupational Welfare Division care office website

\*1: Please enter the first eight digits when entering your staff ID number (the last digit after the space indicates the number of times that the ID has been reissued, and is not required to be entered). For example, if your staff ID shows “123456789 0,” please enter “12345678.”

**\*For inquiries regarding the online application, please contact the following telephone extension:**

**Extension: 2419 (Central Administration: 16-2419)**

**Online Questionnaire:**

**After making your health checkup appointment, please complete the online questionnaire no later than the day before your checkup. The online questionnaire is only accessible through the computer or smartphone connected to the university’s internal network (KUINS) or wireless LAN network (KUINS-Air).**

**How to access the online questionnaire:**

You can access the online questionnaire via the online application system, or via the “Online Questionnaire Login” button in Item 4. Online Questionnaire on the “Health Checkup for Employment” page of the Occupational Welfare Division care office website (<https://u.kyoto-u.jp/yatoiire>) (only accessible through the university’s internal network).

- 1 Please enter your SPS-ID and password and click the “Log in” button to log in to the system.
  - 2 Please follow the instructions on the screen and enter the required information on the online questionnaire.
- Please refer to the online questionnaire procedures, accessible from the same page (“Health Checkup for Employment” on the Occupational Welfare Division care office website, only accessible through the university’s internal network).
  - If you have not completed the online questionnaire by the day before your health checkup, or if you have completed it on the day of your health checkup, the information will not be registered. In this case, you will be required to complete the questionnaire using a tablet computer at the Health Care Office when you come for your checkup.

**Health checkup reception hours:**

- Please be sure to come to the venue by your appointment time (punctuality is required).
- If you will be late, please call the Health Care Office (extension: 16-2404 / phone: 075-753-2404).
- The reception closes at 15:40. If you arrive at the venue after 15:40, you will be unable to receive the health checkup and your appointment will be cancelled.

**1. Items to bring with you on the day of the checkup**

- (1) Your Kyoto University Staff ID Card
- (2) Your urine sample in a container collected in the morning of the checkup day.

\*Please receive a urine sample container from your department’s section in charge of employment.  
Health Care Office hours: 10:00 to 17:00 on Mondays through Fridays (closed 12:00 to 13:00)

**2. Contents of the health checkup:**

- (1) Reception, urine sample submission (and completion of online questionnaire using a tablet computer, if necessary)
- (2) Height and weight measurement, blood pressure test
- (3) Eyesight test
- (4) Blood tests
- (5) Chest X-ray (direct digital radiography)
- (6) Electrocardiogram test and waist measurement

- (7) Hearing test
- (8) Interview (doctor consultation)

### **3. Health checkup examination details**

**(1) Reception, urine sample submission** (and completion of online questionnaire using a tablet computer, if necessary)

- Collect your urine immediately after waking up using the paper cup provided, and fill the plastic sample container 2/3 full.
- Close the lid of the container tightly, and put it in an airtight plastic bag.
- The urine test will not be conducted at a later date, even for those who are menstruating at the time of the checkup. Please inform the reception desk that you are currently menstruating period, when submitting your sample.
- Receive a health checkup card (in a clear file) at the reception desk.
- If you have not completed the online questionnaire, please complete it at the reception desk using a tablet computer.

**(2) Height and weight measurement, blood pressure test**

- 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) Eyesight test**

- If you usually wear glasses or contact lenses, your eyesight will be measured while wearing them. Please be sure to bring your glasses.
- Please tell the optometrist that you usually wear glasses or contact lenses.

**(4) Blood test**

- Do not eat or drink anything (except water or tea) four hours prior to your health checkup as blood samples must be collected on an empty stomach (meaning at least four hours after the last meal).
- Do not eat or drink coffee, juice, soft drinks, gum, candy, or other sugary drinks or food, as they will affect the blood test results. You may drink water or tea only.

Notes:

- ☐ If you are taking medication, please take it as usual.
- ☐ If you are taking diet related medication, such as diabetes medication, please consult with your doctor in advance and follow their instructions.
- ☐ If you have ever felt unwell during or after giving a blood sample, please tell the staff before the blood sample is taken.

**(5) Chest X-ray test (direct digital radiography)**

- 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 on the X-ray image.
- In particular, please refrain from wearing dresses with zippers, or clothes with patterns, embroidery, buttons, spangles, etc.
- Front hook bras must be removed during the X-ray.

Note:

- ☐ If you do not want to take the X-ray test as you are pregnant (or may be pregnant), please inform the staff.

**(6) Electrocardiogram test and waist measurement**

- 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) Hearing test**

- Simple hearing test equipment will be used for the test. If you have any hearing impairment, please inform the staff before taking the hearing test.

**(8) Interview**

- The interview will be conducted by a physician.

**(9) Other points to note**

- Please note that an examination gown and slippers are not provided at the venue.
- Please refrain from wearing boots, etc., which take time to put on and take off.

**Employees who work with radiation and X-rays**

**(\*Applicable only persons who were exempted from pre-registration training)**

Employees who work with radiation and X-rays can receive a radioisotope (RI) blood test during the health checkup for new employees if they apply in advance.

Please contact your department's person in charge of RI-related work when applying for the health checkup for new employees. On the day of health checkup, please inform the reception desk staff that you will receive the RI blood test.

**Exemption from the health checkup for new employees:**

The health checkup for new employees is a legal requirement under the Industrial Safety and Health Act. Therefore, as general rule, all newly employed faculty and staff members who have received this notice are required to take the health checkup.

However, in the following circumstances, staff may be exempted from the health checkup provided they complete necessary procedures in advance.

- 1 If you have already received or will receive all of the required health checkup items within three months before or after the date of employment, and have received the results.
- 2 If you have already undergone or will undergo a complete medical checkup within three months before or after the date of employment.

Those to whom either ① or ②, above, applies should **submit a request to be exempted from the health checkup through their department's section in charge after their date of employment, and submit their health checkup results.** Please note, however, that if there are any omissions in health checkup in the items, etc., you may be required to take the health checkup for new employees.

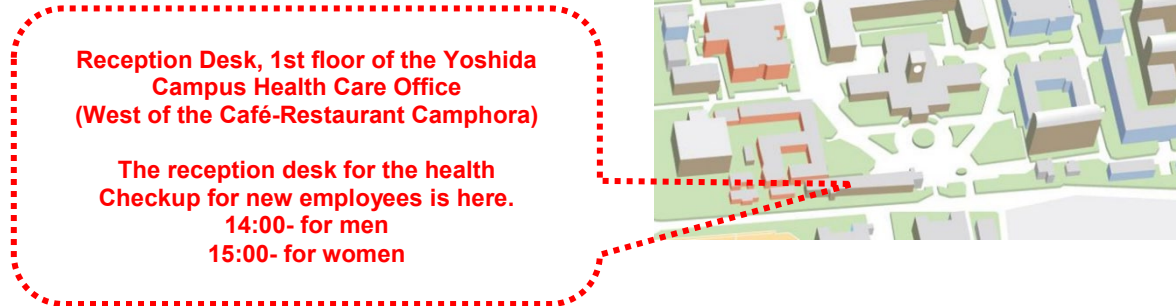
Q: What if I have taken some of the required health checkup items and have received their results?

A: You are required to make an appointment for the health checkup for new employees as you need to receive the checkup items that you have not already received. If you bring the results of the checkup items that you have already received on the day of the checkup, you can skip those tests. However, a physician will decide whether you can skip the tests during the interview on the day of the checkup. Please note that depending on the decision of the physician, you may be required to take the tests.

**Please note that if you do not bring the test results on the day of the checkup, you cannot skip the tests.**

Occupational Welfare Division  
Health Care Office  
Agency for Health, Safety and Environment

Health Checkup Venue



Occupational Welfare Division Agency for Health, Safety and Environment, Kyoto University  
Address: Yoshida Honmachi, Sakyo-ku, Kyoto, 606-8501

- ☐ Inquiries about the schedule and planning, etc.:  
Health Section, Environment, Safety and Health Division, Facilities Department  
Extension: 16-2400 (Phone: 075-753-2400)
- ☐ Inquiries about appointments:  
Health care Office  
Extension: 16-2419 (Phone: 075-753-2419)
- ☐ Inquiries about healthcare (medical certificates, tc.):  
Health Care Office  
Extension: 16-2405 (Phone: 075-753-2405 (reception))

Annual Schedule of the Health Checkup for New Employees in AY2023 (please note that the schedule may change.)

All newly hired faculty and staff members are required to receive the health checkup within three months from the date of their employment. Please make an appointment and take the health checkup as early as possible.

April (no health checkup)

The 2023 Annual New Employee Health Check schedule(Schedule are subject to change)



New Employee Health Check scheduled date

Health Check period is within three months from the date of hire.

April (None)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August (None)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September (None)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2024

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2024

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2024

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# 採尿容器・採尿方法

## How to Collect your Urine Sample

### 1 採尿容器に氏名を記入

Write your name on the container.

名前以外は  
記入不要

Enter your name only.

### 2 採尿カップに尿を取る

Collect the urine in the paper cup provided.

### 3 容器の2/3まで尿を入れてください。

Fill the sample container 2/3 full.

2/3

尿の量

2/3 full

### 4 容器のふたを閉めて、密閉袋に入れてください。

Close the cap tightly and put it in the sealed bag.

