

To Employees

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

■ Making an appointment for Annual Health Checkups

Please make a reservation at least day prior to Health Checkups date.

Appointment start date: August 10 (Thursday)

Please make an appointment for the date and time you wish to take Health Checkups by clicking on the button below on the Annual Employee Health Checkup"page (<https://u.kyoto-u.jp/employee/>)



*If you are hired on or after August 2, please take the Health Checkup for Employment, which will be conducted in October or later at the Health Care Office. For those who were hired on or after August 2 and are not subject to the Health Checkup for Employment (hourly employees who work 29 hours or less per week), if you wish to take a health checkup, please fill out the "Dive-in Reception Form" (<https://u.kyoto-u.jp/tobikomi>) on the "Annual Employee Health Checkup" page, and bring it to the Annual Health Checkups (Pre-Existing) for Employees.

■ Online Questionnaire

Complete your Online Questionnaire by the day 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).

Online Questionnaire period starting: Aug.10.2023 (Thu)

How to access the Online Questionnaire:

- ① Access the Employee Health Questionnaire using this URL: <https://u.kyoto-u.jp/employee/> (English instructions are mixed in with the Japanese ones.)
- ② Enter your 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 by 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 sample collection container. (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** (All ages are as of April 1 of this year)

(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.

If you are unable to sample urine of your first urination of the day, please sample it before the reception on the day of the health checkup.

**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 female 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

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, 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: Don't eat breakfast and snacks, juices (with sugar) (except water or tea)
- Afternoon Appointments: Don't eat lunch and snacks, juices (with sugar) (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, or over 40 years old. Measurements will be taken with a tape measure.

(6) Hearing Test

For those who are 35, 40, or over 45 years old. Will be evaluated with basic hearing test equipment.

In accordance with laws, those who are not of age for the basic hearing test will be given a hearing test using conversation, and if there are no problems with daily conversation, the hearing test will be considered "no abnormality".

(7) Electrocardiogram

For those who are 35 or over 40 years old. Electrodes are attached directly to the wrist, ankle, and chest.

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, 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. Please do not wear a dress that is connected to the top and bottom of the dress.

▲ Optional Tests (advanced reservation only*)

(9) Stomach Test

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

Applications for this test will close at 5:00 p.m. on Friday, July 28, 2023.

(10) Fecal Occult Blood Test

[Attention] Stool collection container bottle is dedicated. Even if you submit it put on different bottle, we can not be accepted. Please keep in mind.

Those who made an advanced application 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.

Applications for this test will close at 5:00 p.m. on Friday, July 28, 2023.

■ 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:

Registration Site ⇒ <https://u.kyoto-u.jp/yugai>

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	Dust	
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	Doctor consultation, Blood test and X-ray are required in any case.
12	Hazardous gas	
13	Pathogens	Info-device work below for more than four hours per day: -continuous operation of watching display -repetitive operation of keyboard, etc. -constrained work in taking break or changing work posture.
14	Hepatitis B virus	
15	Information device Work	

For inquiries, please contact (健康診断に関する問い合わせ先(フォーム))

<http://www.hoken.kyoto-u.ac.jp/contact-kenshin/>

Please drink plenty of water to prevent heat stroke. Please pay special attention to those who are restricted from eating and drinking for the health checks.



Kyoto University Health Service
 For schedules : ☎ 075-753-2420、2400
 For systems : ☎ 075-753-2419
 For reports and certificates : ☎ 075-753-2405