

WI-TR-007 學員手冊 TRAINEE PACK

一、行前準備

1. 初訓學員請先申請 **WINDA** 帳號(請參閱 P.3-4)，複訓學員已有帳號，則無須重複申請。
2. 請自行確認申請之 WINDA ID 與護照上英譯名相同。
3. 實作課程中，請穿著**鋼頭工作安全鞋**，以及方便工作或活動的服裝上課。
4. 參與海上求生課程的學員，因應衛生需求，請自備**泳裝/泳褲、泳帽、毛巾**，以及**水母衣或乾淨 T 恤和工作褲**下水，避免訓練過程中，因摩擦造成受傷。本中心冬季提供**防寒衣**。訓練場地提供淋浴間與更衣間，如需沐浴，請自備盥洗用品。



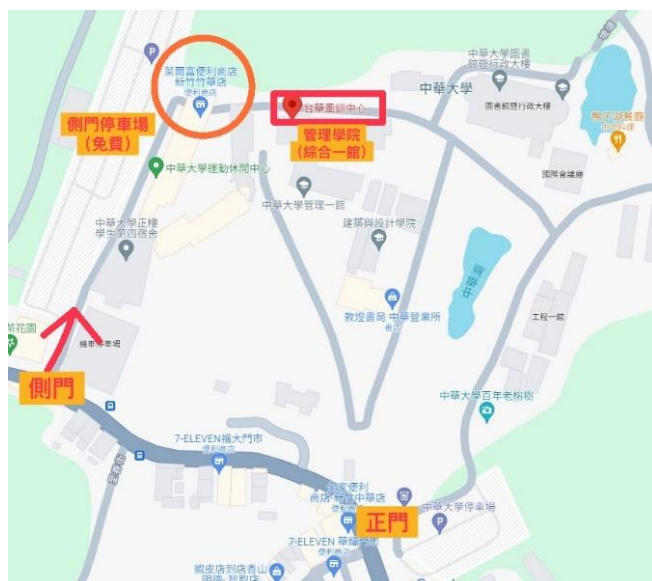
二、注意事項

1. 請預覽 **GWO 守則**(本文件 P.6-8)，並於 **P.10** 簽名確認同意並且遵守。
2. 請於課程前填寫完成**健康狀況聲明表**(請參閱 **P.9-10**)。
3. 參加高空作業訓練的學員，需穿著裝備(重量約 2-3kg)進行訓練，攀爬高度約 5-6 米高的爬梯與平台，請留意自身身體狀況，於課程前一日建議充分休息。
4. 請準時參與課程，遲到或無故缺席恕不退費。
5. 課程進行中，**請勿使用行動電話，請勿抽煙、飲酒或者服用禁藥**。
6. 課程中若有感到身體不適，請立即通知講師或台華行政人員。
7. 本中心供應午餐。
8. 校園為公共場所，依照菸害防制法，全面**禁止吸菸**，違者處新台幣兩千元至一萬元之罰鍰。敬請配合台灣法令以及校園規定。



三、位置指示

1. 台華 GWO 風訓中心地址：台灣省新竹市香山區五福路二段 707 號，中華大學校園內
2. 辦公室位置：管理學院大樓，五樓，M521 (電梯出口左轉走到底)
3. 教室位置：管理學院大樓，四樓，407C 與 408C (電梯出口右轉第一間)
4. 其他教學位置：工程二館，四樓，室內游泳池 (高空作業與海上求生課程講師將帶領前往)
5. 免費停車場：中華大學“側門”進校園之停車場 (此位置與上課教室距離較近)
6. 台華在 Google Map 的位置：<https://maps.app.goo.gl/eJmv1FXNBz81uSBi7>



四、特殊狀況

1. 若學員因特殊狀況，需臨時中斷課程，請務必於 28 天內補課完成。
2. 學員如無法於 28 天內完成補課，則需重新付費報名該缺席的課程。

五、成績查詢

1. 課程結束後 10 天內，成績將會登錄於學員的 WINDA 帳號，學員可自行在 WINDA 網站下載證書 (請參閱 P.5)。
2. 若因應工作需求，學員需在課程結束後立即登錄成績和獲取證書，請於課程期間先行告知台華行政人員。

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申請 WINDA 帳號 Steps to Apply WINDA ID

步驟 1: 網址輸入: <https://winda.globalwindsafety.org/>

步驟 2: 選擇 Register



Global Wind Safety

[Register](#) [Login](#) [Help](#) [Training Providers Map](#) [About](#)

Home



Register

Register in WINDA to have records of GWO certified training added to your profile, look up the current training status of individuals or add training records to Delegates.



Login

Login to WINDA if you have registered for a profile and completed the registration process.



About

WINDA is a global database designed for verifying the training status of GWO certified individuals. Learn more about WINDA and read the Terms & Conditions, Data Privacy Policy and the Applicable Fees.



Training Providers List

步驟 3: 選擇 Course Participant Registration



Global Wind Safety

[Register](#) [Login](#) [Help](#) [Training Providers Map](#) [About](#)

Home > Register



Course Participant Registration

Register for a profile in WINDA here if you are an individual working in the wind industry and need GWO certified training.



Organisation Registration

Register for a profile in WINDA here if you need to verify the current GWO certified training status of individuals.



Certification Body Registration

Register for a profile in WINDA here if you are a GWO approved Certification Body. One appointed person from your organization must register for an account. Once the account has been approved, the account administrator can then add co-workers, and create user profiles for Auditors and Training Providers.

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步驟 4: 填寫個人資料

請記得填入和護照一樣的拼音，確認電子郵件信箱、選擇國籍，以及勾選同意使用條款及隱私權政策。

步驟 5: 點擊 REGISTER 送出，隨後 WINDA 會寄送確認信函至您填寫的電子郵件信箱，請務必在 24 小時內打開信件，內文連結會導回 WINDA 網站設定密碼。

步驟 6: 設定完成後，即可從首頁登入(帳號為您的信箱)，登入後右上角會顯示您的 WINDA ID。

Sign up

Register for a profile in WINDA by filling out all of the required fields and accepting the Terms & Conditions and Data Privacy Policy. When you have registered and completed the set-up process, you will receive your WINDA ID. GWO certified Training Providers will be able to add training records to your profile by using your WINDA ID and employers will be able to verify your training status, if you provide them with your WINDA ID.

First name(s)

First name(s)

Surname

Surname

Is this your full name as it appears on your passport, driver's license or identity document?

☐ Yes

☐ No

Email address

Email address

Important: We strongly recommend that you sign up for a Course Participant profile with your personal email address so that your WINDA profile will follow you through your career. You can only sign up for one profile/account per email address.

Is this your personal private email address?

☐ Yes - this is my personal private email address

☐ No - this is my work email address

☐ No - this is a shared email address

Nationality

▼

☐ I accept the [Terms and Conditions](#)

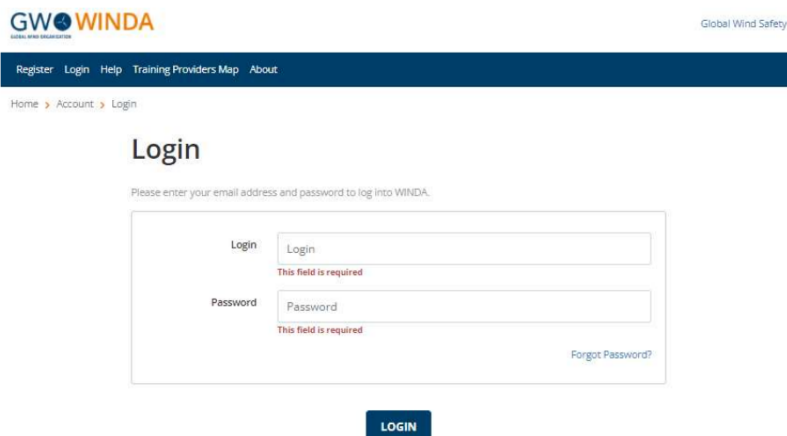
☐ I accept the [Data Privacy Policy](#)

REGISTER

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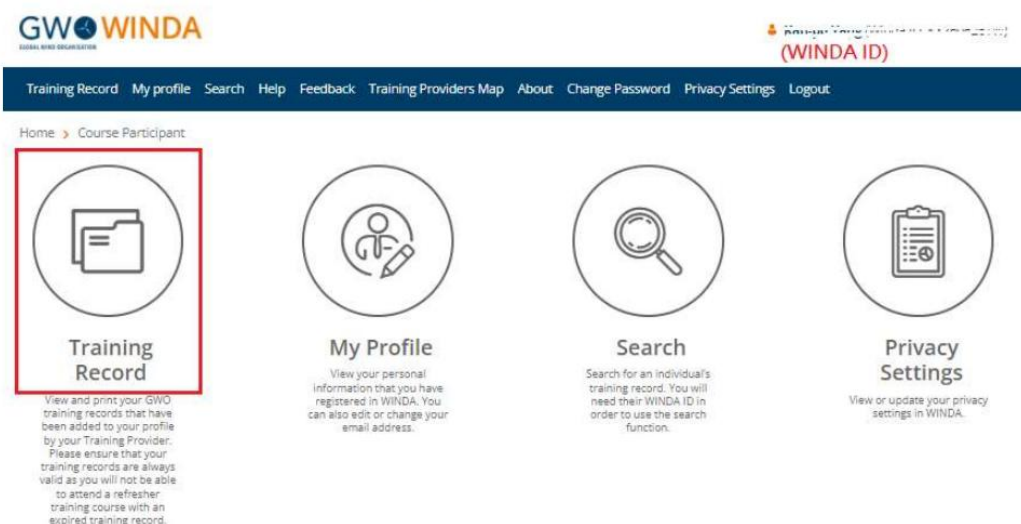
證書下載方式 Steps to download certificate

1. 登錄您的個人 WINDA ID 帳號(<https://winda.globalwindsafety.org/account/>)
Login in your WINDA ID from (<https://winda.globalwindsafety.org/account/>)



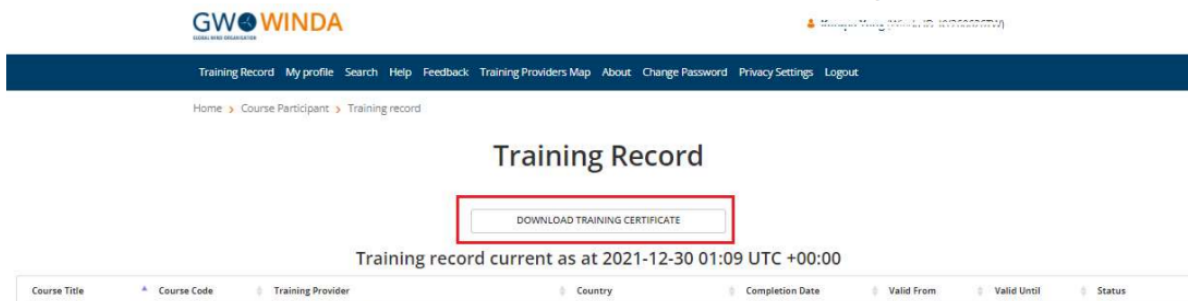
The screenshot shows the WINDA login page. At the top, there's a navigation bar with 'Register', 'Login', 'Help', 'Training Providers Map', and 'About'. Below this, a breadcrumb trail shows 'Home > Account > Login'. The main heading is 'Login'. A message says 'Please enter your email address and password to log into WINDA.' There are two input fields: 'Login' and 'Password', both with red error messages 'This field is required'. A 'Forgot Password?' link is next to the password field. A blue 'LOGIN' button is at the bottom.

2. 點選"Training Record"查看訓練紀錄及效期
Click "Training Record" to check your training records and validity



The screenshot shows the 'Course Participant' page. The navigation bar includes 'Training Record', 'My profile', 'Search', 'Help', 'Feedback', 'Training Providers Map', 'About', 'Change Password', 'Privacy Settings', and 'Logout'. The breadcrumb trail is 'Home > Course Participant'. There are four circular icons representing different functions: 'Training Record' (highlighted with a red box), 'My Profile', 'Search', and 'Privacy Settings'. Each icon has a description below it. The 'Training Record' description says: 'View and print your GWO training records that have been added to your profile by your Training Provider. Please ensure that your training records are always valid as you will not be able to attend a refresher training course with an expired training record.'

3. 點選"DOWNLOAD TRAINING CERTIFICATE"可下載證書電子檔並自行列印
Click "DOWNLOAD TRAINING CERTIFICATE" to download your certificate



The screenshot shows the 'Training Record' page. The navigation bar is the same as the previous page. The breadcrumb trail is 'Home > Course Participant > Training record'. The main heading is 'Training Record'. Below the heading, there's a blue button labeled 'DOWNLOAD TRAINING CERTIFICATE' (highlighted with a red box). Below the button, it says 'Training record current as at 2021-12-30 01:09 UTC +00:00'. At the bottom, there's a table with columns: 'Course Title', 'Course Code', 'Training Provider', 'Country', 'Completion Date', 'Valid From', 'Valid Until', and 'Status'.

GWO Code of Conduct



GLOBAL WIND ORGANISATION

CODE OF CONDUCT

Approved by GWO Executive Committee 6th February 2020

This Code of Conduct defines the basic requirements placed by GWO's Executive Committee on GWO's secretariat concerning the secretariat's responsibilities towards employees, colleagues, Delegates, members, training providers, other stakeholders and the environment.

These requirements also apply to GWO's primary stakeholders (Members, Certified Training Providers and Certification Bodies).

In addition to these requirements, compliance with the Ten Principles of the UN Global Compact is expected of GWO itself and all stakeholders.

Global Wind Organisation reserves the right to change the requirements listed in this this Code of Conduct. Stakeholders must accept any changes to the Code of Conduct.

The minimum requirements in the GWO Code of Conduct are:

Legal compliance

- to comply with the laws of the applicable legal systems.

Health and safety of employees

- to take responsibility for the health and safety of employees.
- to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases.
- to provide training and ensure that employees are educated in relevant health and safety issues.
- to set up or use a reasonable occupational health & safety management system.

Prohibition of corruption and bribery

- to tolerate no form of and not to engage directly or indirectly in any form of corruption or bribery and not to grant, offer or promise anything of value to a government official or to a counterparty in the private sector to influence official action or obtain an improper advantage.

GLOBAL WIND ORGANISATION
Vesterbrogade 1c, København 1920 Denmark
www.globalwindsafety.org



Fair competition, anti-trust laws and intellectual property rights

- to act in accordance with national and international competition laws and not to participate in price fixing, market or customer allocation, market sharing or bid rigging with competitors.
- to respect the intellectual property rights of others.
- to avoid all conflicts of interest that may adversely influence business relationships.

Respect for the basic human rights of employees and Delegates

- to promote equal opportunities for and treatment of employees and Delegates irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age.
- to respect the personal dignity, privacy and rights of each individual.
- to refuse to employ or make anyone work against their will.
- to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination.
- to prohibit behavior including gestures, any form of communication digital or verbal, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative, or considered as an unwanted romantic or sexual advance.
- to provide fair remuneration and to guarantee the applicable national statutory minimum wage.
- to comply with the maximum number of working hours laid down in the applicable laws.
- to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.

Prohibition of childlabor

- to employ no workers under the age of 15 or, in those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 14.

Environmental protection

- to act in accordance with the applicable statutory and international standards regarding environmental protection.
- to minimize environmental pollution and make continuous improvements in environmental protection.

GWO Code of Conduct



Supply chain

- to use reasonable efforts to promote among its suppliers' compliance with this Code of Conduct.
- to comply with the principles of non-discrimination with regard to supplier selection and treatment.

Additional requirements and guidelines are set out in:

- GWO Competition Compliance Policy – detailed guidelines for competition compliance regulating behavior of secretariat staff, stakeholders including training providers and certification bodies as well as other individuals participating in GWO committees or working groups
- Criteria for Training Providers – setting out further requirements for management systems and competences of Training Providers
- The GWO training standards – set further requirements for competences of Training Providers
- Criteria for Certification bodies – setting further criteria for Certification Bodies

I, _____ (Name)
have read and completely understand this Code of Conduct.

Signature:

Date:

GLOBAL WIND ORGANISATION
Langebrogade 3H Copenhagen 1411 Denmark
www.globalwindsafety.org

Medical Self-Assessment

個人健康聲明 Medical statement		
<p>在參加 GWO 訓練期間，以下健康狀況可能會帶來風險。如閣下身體有下列所述之狀況，請馬上通知您的訓練機構：</p> <p>The following conditions could pose a risk when you participate in GWO training. Alert your training provider if you suffer from any of the following:</p>		
健康狀況 / Medical conditions	是 / YES	否 / NO
哮喘或其他呼吸系統疾病 Asthma or other respiratory disorders		
癲癇、昏厥或其他癲癇發作 Epilepsy, blackouts or other seizures		
心絞痛或其他心臟不適 Angina or other heart complaints		
眩暈、內耳問題或平衡困難 Vertigo, inner ear problems or difficulty with balance		
幽閉恐懼症/恐高症 Claustrophobia/acrophobia (fear of enclosed spaces/heights)		
血壓紊亂 Blood pressure disorder		
糖尿病 Diabetes		
心率調整器或植入式除顫器 Pacemaker or implanted defibrillator		
關節炎、骨關節炎或其他影響行動能力的肌肉/骨骼疾病 Arthritis, osteoarthritis or other muscular/skeletal disorders affecting mobility		
已知的過敏症（例如蜜蜂/黃蜂蜇傷或蜘蛛咬） Known allergies (e.g. bee/wasp stings or spider bites)		
近期的手術 Recent surgery		
任何有可能影響攀爬活動，或攀爬活動可能對身體有影響的醫療狀況或對藥物的長期依賴狀況 Any other medical condition or medication dependency that could affect climbing or the physical impact of climbing.		
<p>除以上所列，如閣下有其他健康狀況，請詳列：</p> <p>Please list any other health conditions not mentioned above：</p>		

Medical Self-Assessment

免責聲明：

如果您有以上不適合參加課程的狀況，或者在課程中有疲倦、服藥、生病的狀況，訓練講師有權為了您及他人的安全而阻止您參加此課程。

Disclaimer:

If in the event of you' re showing the signs that are not medically fit, or you are showing signs of fatigue, substance abuse or sickness during course. The trainer has the full rights to stop you from attending for the safety of yourself and others.

緊急聯絡人資料 Emergency Contact Details			
姓名 Name		手機號碼 Mobile No.	
關係 Relationship		住家電話號碼 Home Phone No.	
地址 Address			

<p><u>我確認我目前並無患有上列的任何疾病，並同意在課程期間遵循班級導師的所有指示</u></p> <p><u>I confirm I do not currently suffer from any of the illnesses listed under 'Conditions' and agree to follow all instructions from the class Trainer for the duration of the course</u></p>
--

姓名 Name (請填寫與護照相同正楷全名 / Full name in block letters as in your passport):

簽名 Sign:

日期 Date: