

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. 請於課程前填寫完成**健康狀況聲明表**(請參閱 P.6-7)。
2. 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。
3. 請準時參與課程，遲到或無故缺席恕不退費。
4. 課程中請勿錄影、錄音、拍照、使用行動電話及智能手錶，也禁止抽煙、飲酒或者服用毒品。
5. 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。
6. 本中心供應午餐。
7. 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 7 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。

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：填寫個人資訊

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，設定完成後即可從首頁登入(帳號為您的信箱)，登入後右上角即會顯示您的 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)	<input type="text" value="First name(s)"/>
Surname	<input type="text" value="Surname"/>
Is this your full name as it appears on your passport, driver's license or identity document?	
<input type="radio"/> Yes	
<input type="radio"/> No	
Email address	<input type="text" value="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?	
<input type="radio"/> Yes - this is my personal private email address	
<input type="radio"/> No - this is my work email address	
<input type="radio"/> No - this is a shared email address	
Nationality	<input type="text" value="-----"/> ▾

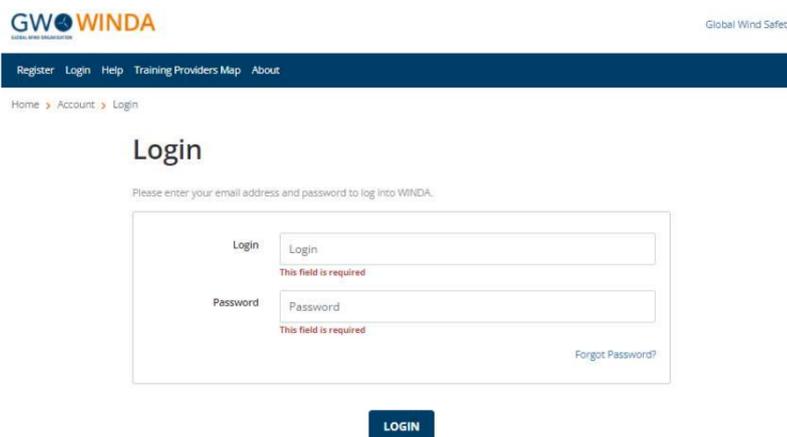
I accept the [Terms and Conditions](#)

I accept the [Data Privacy Policy](#)

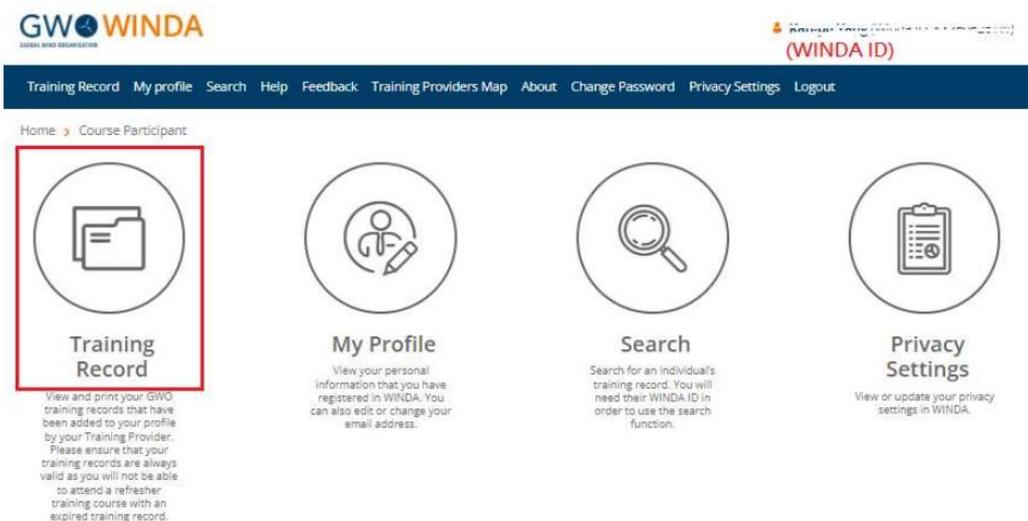
REGISTER

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/>)



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



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



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： 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： Please list any other health conditions not mentioned above :</p>		

