

Standard Operating Procedure (SOP): Employee Health Screening and Documentation

1. Purpose

This SOP details the process for **employee health screening and documentation**, covering initial health assessments, routine medical check-ups, vaccination tracking, symptom monitoring, and record keeping. The goal is to maintain a healthy workforce by identifying potential health risks early, ensuring compliance with health regulations, and safeguarding workplace safety through accurate and confidential health documentation.

2. Scope

This SOP applies to all employees, contractors, and temporary staff, as well as HR and occupational health personnel responsible for the screening and documentation process.

3. Responsibilities

- **Human Resources (HR):** Coordinate health screenings, maintain records, ensure confidentiality, and monitor compliance.
- **Occupational Health Team:** Conduct assessments, vaccinations, and track results.
- **Supervisors/Managers:** Ensure staff participation and report health-related concerns.
- **Employees:** Participate in screenings, report symptoms, and update health information as needed.

4. Procedures

4.1 Initial Health Assessment

- All new hires must complete an initial health assessment prior to onboarding.
- Assessment includes general medical history, current health status, and required immunizations.
- Results are reviewed by the occupational health team and confidentially filed by HR.

4.2 Routine Medical Check-Ups

- Annual or periodic health check-ups for all employees as per company policy or regulatory requirements.
- Records of check-ups, test results, and clearances to be updated in employee health files.

4.3 Vaccination Tracking

- Document mandatory and optional vaccinations for all employees.
- Reminders and follow-ups for booster doses or new vaccination requirements.
- Non-compliance may require risk assessment or workplace accommodations.

4.4 Symptom Monitoring

- Implement symptom monitoring protocols during outbreaks or as required (e.g., daily self-screening forms, thermal checks).
- Report symptomatic cases to HR/OH for further action and documentation.
- Follow isolation or return-to-work protocols as required.

4.5 Record Keeping

- Maintain all medical and assessment records confidentially in secured systems.
- Limit access to authorized personnel only.
- Retain records per regulatory/legal requirements (typically 5+ years).

5. Documentation

| Document Type | Responsible Party | Retention Period |
|---------------|-------------------|------------------|
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|---------------------------------|--------------------------|-------------------------------|
| Initial Health Assessment Form | Occupational Health / HR | 5 years after employment ends |
| Routine Medical Check-up Report | Occupational Health | 5 years after employment ends |
| Vaccination Records | HR | 5 years after employment ends |
| Symptom Monitoring Logs | Supervisors / HR | 2 years |

6. Confidentiality and Data Security

- All health screening information is considered confidential medical information.
- Records are stored securely following data protection policies and relevant laws (e.g., HIPAA, GDPR).
- Unauthorized access or disclosure of health information may result in disciplinary action.

7. Review and Update

- This SOP will be reviewed annually or as required due to changes in regulations or company policy.

8. References

- Occupational Safety and Health Administration (OSHA) guidelines
- Local health authority regulations
- Company's Employee Handbook