

SOP: Employee Health Screening and Immunization Tracking

This SOP details the process for **employee health screening and immunization tracking**, including procedures for conducting initial and periodic health assessments, verifying immunization status, managing health records confidentially, and ensuring compliance with occupational health and safety regulations. The goal is to promote a safe workplace by preventing the spread of infectious diseases and maintaining up-to-date immunization records for all employees.

1. Purpose

To establish consistent procedures for conducting health screenings and tracking immunizations for all employees, ensuring a safe and healthy work environment.

2. Scope

This SOP applies to all employees, including new hires, current staff, and contractors, as required by occupational health and safety regulations.

3. Responsibilities

- **HR Department:** Oversee the implementation and maintenance of health screening and immunization records.
- **Supervisors/Managers:** Ensure employees comply with screening and immunization requirements.
- **Employees:** Participate in required screenings and provide timely documentation of immunizations.
- **Occupational Health Personnel:** Conduct assessments and review documentation.

4. Procedure

4.1 Employee Health Screening

1. **Initial Screening:**
 - All new employees must complete a health assessment prior to starting work.
 - Assessment includes a health questionnaire and, if required, a physical exam.
2. **Periodic Screening:**
 - Conduct annual health assessments and additional screenings as dictated by exposure risks or regulatory requirements.
3. **Documentation:**
 - Document findings in the employee's confidential health record.

4.2 Immunization Tracking

1. Collect immunization records during the on-boarding process and as updates occur.
2. Verify that immunizations comply with current CDC and occupational health guidelines (e.g., MMR, Hepatitis B, Influenza, Tdap).
3. Request updates from employees as required for new or booster immunizations.
4. Enter immunization data in a secure digital or paper-based tracking system.

4.3 Confidentiality and Record Management

- Store all health and immunization records securely, with access limited to authorized personnel.
- Dispose of health records according to confidentiality and records retention policies.

4.4 Compliance Monitoring

- Perform periodic audits to ensure all employees meet screening and immunization requirements.
- Report non-compliance to HR for corrective action.

5. Documentation and Forms

Form Name	Description
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Employee Health Assessment Form	Completed during pre-employment and annual screenings.
Immunization Record Form	Used to record and track each employee's immunization status.
Consent for Health Screening/Immunization	Signed by employee prior to participation in screenings or immunization programs.

6. References

- Occupational Health and Safety Regulations
- CDC Immunization Guidelines
- Company Confidentiality and Records Management Policy

7. Review and Revision

This SOP will be reviewed annually and updated as necessary to reflect regulatory changes and best practices.