
Pre-employment/Pre-placement Health Assessment Program

Introduction

Pre-employment/ Pre-placement health assessment or baseline health assessments are objective evaluations of the health of employees in relation to the essential requirements of the specific jobs they intend to hold. These examinations are conducted to ensure that employees are able to perform their work tasks without hazard to themselves or others. Emphasis is placed on the relationship between individual capability and the demands of the job and workplace conditions.

Requirements

Baseline health assessments shall be conducted prior to employment and job placement for all selected candidates who are hiring to be employees.

Elements of baseline health assessment program for Thailand shall be as required in [Baseline Exam \(complete or limited\)](#).

Pre-employment/ Pre-placement Health Assessment Program is also included blood group, hepatitis B screening which will be used for medical emergency and health promotion program of the company, drug testing required by HR and risk-factor-related-work required by Thai regulations. The Pre-employment/Pre-placement Health Assessment Program is not limit to above list. It can be added in case there is any related standard implementation in site.

Reporting

Health Services nurse is responsible for following up the baseline health assessment results from the contract medical facilities and also responsible for report the results as followings:

Fitness for work determination made in a confidential manner and positive drug screens reported to Human Resources/Management.

All exams shall be tracked as specified in the Health Services Performance Metrics plan.

Documentation & Record Keeping

All testing/questionnaires, baseline health assessment results shall be documented and kept as followings:

For all selected candidates who are hired by the company, all documents shall be created as employee's medical records and retained following the record retention policy (75 years).

All baseline health assessment results shall be stored hard copy in the health record or electronically in databases that meets all Dow requirements for confidential medical information and local requirements for reporting format.
