

2025 Employee Health Onboarding Checklist



Employee Health Onboarding Checklist

A practical step-by-step guide to ensure every new hire is workplace-ready and compliant.

Pre-Hire Screenings

- ☐ Drug test scheduled within 48 hours of offer
- ☐ Results received and documented in HRIS
- ☐ Baseline physical exam completed (general health, vitals, medical history review)
- ☐ Immunization records collected and verified (MMR, Hep B, TDAP, COVID, Flu, etc. - depending on industry)
- ☐ TB skin test or chest X-ray (for healthcare roles)

Job-Specific Evaluations

- ☐ DOT exam completed (for transportation/logistics roles)
- ☐ Respirator fit test completed and recorded (for construction, oil & gas, manufacturing, healthcare)
- ☐ Hearing or vision screening (if required for safety-sensitive positions)
- ☐ Ergonomic assessment completed (for desk-based or repetitive motion jobs)
- ☐ Hazard exposure clearance (chemical, asbestos, or other specific environments)

Workplace Safety Requirements

- ☐ OSHA-mandated safety training completed before first shift
- ☐ PPE (Personal Protective Equipment) policy reviewed and signed
- ☐ Workplace hazard communication training complete (Right-to-Know, SDS review)
- ☐ Fire, emergency evacuation, and incident reporting procedures covered
- ☐ Confirmation employee knows how to access ongoing safety resources

Employee Health Onboarding Checklist

Wellness and Mental Health Readiness

- ☐ Introduce Employee Assistance Program (EAP) or mental health benefits
- ☐ Provide stress management resources (tip sheet, apps, or internal wellness programs)
- ☐ Administer optional workplace wellness or stress assessment
- ☐ Share info about company culture of well-being (flexibility policies, wellness initiatives)
- ☐ Provide Point of contact for confidential support

Recordkeeping and Tracking

- ☐ All screening results uploaded to secure HRIS/BlueHive portal
- ☐ Expiration dates for certifications (DOT, respirator, etc.) recorded
- ☐ Automated reminders set for recertifications or renewals
- ☐ Onboarding documentation compiled into a single file for auditing purposes
- ☐ HR dashboard shows employee as “fully cleared” before start date

Post-Onboarding Follow-Up (Optional, But Highly Recommended)

- ☐ 30-day check-in on wellness and workload
- ☐ Confirm employee understands compliance expectations
- ☐ Schedule recurring health checks (annual physicals, random drug testing, etc.) if required
- ☐ Collect employee feedback on onboarding process for continuous improvement

NOTE: This checklist is provided for informational purposes only and should not be considered comprehensive legal advice. Always conduct your own research and consult legal counsel to ensure compliance with federal, state, and industry-specific requirements applicable to your organization.

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