

Standard Operating Procedure For Canteen Employee Medical Check-up	
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APPROVALS

By signing the below section digitally, the individuals listed below have reviewed and approved this document:

Prepared By:

Printed Name	Department	Signature & Date

Reviewed By:

Printed Name	Department	Signature & Date

Approved By:

Printed Name	Department	Signature & Date

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REVISION HISTORY

This document has been revised as follows:

Document Version	Effective Date (Date of final Approval)	Revised By	Description/Reason for Revision

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Standard Operating Procedure (SOP) for Canteen Employee Medical Check-up

1.0 Objective

This Standard Operating Procedure (SOP) outlines the process for conducting medical check-ups for canteen employees to ensure their health and hygiene, maintain a safe working environment, and adhere to regulatory compliance.

2.0 Scope

This SOP applies to all canteen employees and medical officers involved in the medical check-up process.

3.0 Responsibility

- Medical Officer: Responsible for scheduling, conducting, and recording medical check-ups.
- HR / Canteen Supervisor: Responsible for inputting employee details, receiving medical reports, and managing the process.
- HR / P& Admin: Responsible for access control and confidentiality of test data.

4.0 Frequency

Canteen employee medical check-ups shall be conducted annually, or as required by Occupational Health and Safety guidelines.

5.0 General Information/Definition

- NAD: No Abnormalities Detected
- OHC: Occupational Health Center.

Local Version Control System:

The system used for managing canteen employee medical check-up data at individual locations.

Centralized Version Control Systems

- The central system used for collating and storing medical check-up data from different locations.

Distributed Version Control System:

The ability for multiple medical officers to work simultaneously at different locations/cabins within the system.

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Bug fixes - Any technical issues or errors in the system shall be reported and resolved promptly.

6.0 Procedure:

1. Scheduling:

- The Medical Officer shall prepare a schedule for canteen employee medical check-ups.

2. Employee Data Entry:

- HR / Canteen Supervisor shall log in to the system and input canteen employee details, including name, age, date of joining, work profile, and canteen contract name.

3. Acknowledgment:

- The Medical Officer shall acknowledge the request for a medical check-up.

4. Medical Check-up:

- Canteen employees shall undergo a medical check-up at the Medical Officer's cabin.
- Up to 10-15 Medical Officers can simultaneously perform check-ups at different locations/cabins.

5. Certification and Recording:

- If the Medical Officer certifies an employee as "Fit," all observations shall automatically show as "NAD."
- Medical Officers shall record check-up results in the system.
- Provision to upload external documents shall be available.

6. Remarks and Records:

- Predefined options for remarks (e.g., skin, hair, nail infections) shall be available.
- Stool examination, blood test, vaccination (TT+ Hep B+ Typhoid), Chest X-ray, and other records shall be maintained as per OHC-defined frequencies.

7. Skin Infection Handling:

- If a skin infection is found, a default remark, "Not to work in food handling/food preparation area till cure," shall be generated.
- Treatment recommendations can be added/uploaded with a follow-up date.

8. Email Notifications:

- Automatic email notifications shall be triggered to HR / Canteen Supervisor for unfit employees on the day of the medical check-up.
- Advice options, such as shaving beard or cutting nails, can be provided.

9. Follow-up and Fit Status:

- After follow-up for skin infections, if an employee gets cured, a "Fit" remark can be generated, and an automatic email shall be sent to the concerned HR / Canteen Supervisor.

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10. Reporting:

- Reports shall classify employees as "Fit," "Not to work in food handling/food preparation area till cure," and "absent employees."
- Follow-up emails shall be sent for cured cases.

11. Escalation:

- Medical Officers can view absent canteen employees and send escalation emails for pending medical check-ups, vaccinations, X-ray chest, stool tests, etc.

12. End of Activity:

- A report shall be generated at the end of the medical check-up activity.
- Pending tasks shall be generated for follow-up.

13. Data Management:

- Confidential test data shall have restricted access to HR / P& Admin.
- Provision to print data, add extra tests, and include external medical reports in the system shall be available.
- Adding or deleting employees in the system shall be documented with reasons.
- Health data shall be securely stored in compliance with the retention of records policy.

Abbreviations:

- NAD: No Abnormalities Detected
- OHC: Occupational Health Center
- HR: Human Resources
- P& Admin: Personnel and Administration

REFERENCES:

- Occupational Health and Safety Guidelines
- Clean Room/Area Employee's Health Card
- Retention of Records Policy

This SOP ensures a systematic and compliant approach to canteen employee medical check-ups, promoting employee health and safety in the workplace..