

OCCUPATIONAL HEALTH SERVICE PROVIDER CHECKLIST

Select your occupational health service provider based on quality, not price.

Use this checklist when appointing a new occupational health service provider or reviewing your current provider.

Company: _____ Service Provider: _____ Date: _____

LEGAL APPOINTMENTS AND PROFESSIONAL QUALIFICATIONS	Evidence supplied?
The Occupational Medical Practical (OMP) has a written appointment with clearly defined responsibilities.	☐
The OMP holds an occupational health qualification.	☐
The Occupational Health Nursing Practitioner (OHNP) holds an occupational health qualification.	☐
The radiographer is appropriately qualified.	☐
The person conducting vision screening holds the necessary qualification.	☐
The audiometrist holds an audiometry qualification and valid SASOHN registration.	☐
The spirometrist holds an appropriate spirometry qualification.	☐
Relevant refresher training records are available.	☐

PROFESSIONAL REGISTRATIONS AND PRACTISING CERTIFICATES	Evidence supplied?
The registered nursing practitioner has a current SANC Annual Practising Certificate.	☐
The OMP has valid HPCSA registration.	☐
The radiographer has valid HPCSA registration.	☐
Professional registrations can be verified with the relevant councils.	☐

EQUIPMENT, LICENCES AND CALIBRATION	Evidence supplied?
The provider has calibration records for its spirometer.	☐
The audiometer and adiometric booth have calibration records	☐
The blood pressure machine has calibration records.	☐
The weighing scale has calibration records.	☐
Each X-ray unit has a valid SAHPRA licence, where applicable.	☐
A radiographer has been appointed in writing as the responsible person for the X-ray unit, where applicable.	☐

PROCEDURES AND WORK INSTRUCTIONS	Evidence supplied?
A documented Medical Surveillance Procedure is available.	☐
The procedure covers audiometry, spirometry, biological monitoring and physical examinations.	☐
Procedures address the early diagnosis of occupational diseases.	☐
Infection Control and Waste Management prcedures are available.	☐
Patient and client rights and confidentiality procedures are in place.	☐
Informed consent precedures are documented.	☐
Medical record storage and protection procedures are documented.	☐

MEDICAL SURVEILLANCE MANAGEMENT AND REPORTING	Evidence supplied?
A system exists for reporting medical surveillance outcomes to company management.	☐
Employee confidentiality and privacy are protected	☐
The provider has a system for reporting relevant conditions to the Department of Employment and Labour.	☐
The provider can explain how chronic illness, occupational diseases and pulmonary tuberculosis reporting is managed.	☐

MINIMUM MEDICAL STANDARDS	Evidence supplied?
A documented Minimum Medical Standard is available.	☐
The standard has been documented by the OMP.	☐
OHNPs conduct examinations according to the documented standard.	☐
Medical assessments consider the employee's physical and functional work capacity.	☐
Fitness assessments take the relevand job category into account.	☐

FINAL PROVIDER ASSESSMENTS

Has the provider supplied the supporting documentation requested?

☐ Yes ☐ Partially ☐ No

Are there any outstanding documents or concerns?

_____

_____

Would you be comfortable appointing this provider based on the evidence supplied?

☐ Yes ☐ No ☐ Further information required

Remember: Do not base your decision on price alone. Verify qualifications, registrations, procedures. equipment and the provider's ability to support your workplace medical surveillance requirements.

This checklist is an employer's evaluation aid based on the supplied occupational health provider guidance. It is not a substitute for a legal compliance audit or professional legal advice.