

PRE-EMPLOYMENT

HEALTH ASSESSMENT CHECKLIST

A practical guide for hiring physically
demanding or safety-critical roles.



PRE-EMPLOYMENT HEALTH ASSESSMENT CHECKLIST

Use this checklist to help support safer hiring decisions and reduce the risk of workplace injury or illness.

01 BEFORE YOU RECRUIT

- ☐ Clearly define the physical, cognitive and environmental demands of the role
- ☐ Identify any health and safety risks associated with the role
- ☐ Check whether the role requires a heavy vehicle licence or specialist endorsement
- ☐ Decide whether a pre-employment health assessment is appropriate and proportionate to the role



PRO TIP

Write the role requirements down. This makes it easier to explain your hiring decisions later if needed.

02 DURING RECRUITMENT

- ☐ Assess candidates against the actual requirements of the role
- ☐ Make employment offers conditional on satisfactory completion of any required pre-employment assessments
- ☐ Get written consent before arranging any health assessment
- ☐ Make sure your recruitment process complies with New Zealand employment, privacy and human rights law



PRO TIP

Inform candidates what health information you're collecting, why, and how it will be stored before collecting it.



03 PRE-EMPLOYMENT HEALTH ASSESSMENT

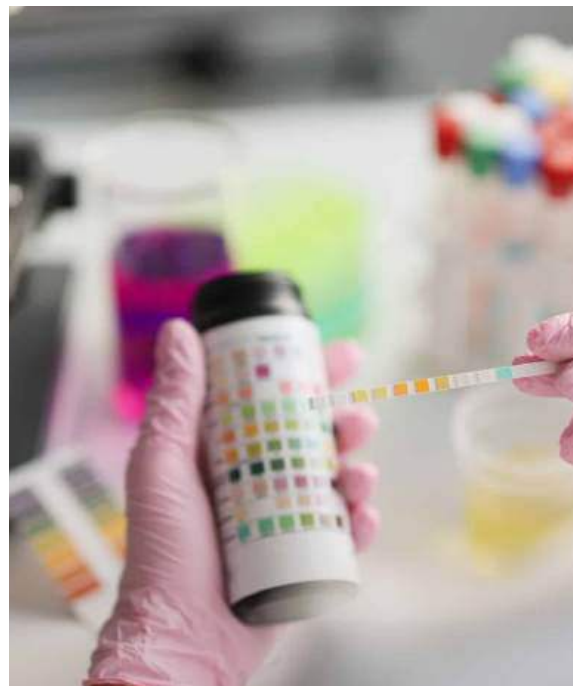
Consider whether the role requires:

- ☐ Full Pre-Employment Medical Assessment, covering overall fitness for the role
- ☐ Functional Capacity Assessment, to check physical ability to safely do the job
- ☐ DL9 Driver Medical, for heavy vehicle licence classes 2 to 5 or specialist endorsements
- ☐ Drug and alcohol screening, where appropriate
- ☐ Baseline health checks, such as hearing, vision or lung function testing where relevant



PRO TIP

DL9 certificates must be less than 60 days old when submitted to NZTA. Once accepted, it's valid for five years unless the driver's health changes or they turn 75.



04 ADDITIONAL DUE DILIGENCE

- ☐ Consider asking for the candidate's ACC claims history, with their written consent
- ☐ Consider whether any current or recurring symptoms, restrictions or functional limitations identified through the assessment are relevant to the inherent requirements of the role.
- ☐ If previous injuries or health conditions are found, consider further assessment or workplace adjustments
- ☐ For driving roles, consider a DL9 medical even if the candidate already holds a licence



PRO TIP

Driver's licences can stay valid for 5 to 10 years. A person's health can change a lot in that time, so a current licence does not always mean current fitness to drive.

05 BEFORE THE EMPLOYEE STARTS

- ☐ Complete a role-specific health and safety induction
- ☐ Check licences, endorsements and competencies are current
- ☐ Make sure PPE, training and supervision are in place from day one
- ☐ Keep occupational health information secure, limit access to authorised personnel, and retain only information necessary for the employment purpose.



06 DURING EMPLOYMENT

- ☐ Encourage early reporting of any injury, illness or health concerns
- ☐ Reassess fitness for the role if the employee moves to a new position or their job demands change significantly
- ☐ Implement ongoing health monitoring where indicated by the workplace risk assessment, applicable regulations and recognised occupational health guidance, particularly where workers are exposed to health hazards such as excessive noise or hazardous substances
- ☐ For drivers, track licence and endorsement renewal dates and book DL9 medicals ahead of expiry
- ☐ Review your pre-employment assessment process annually to make sure it reflects any changes to role demands or health and safety risks in your business

A GOOD PRACTICE REMINDER

Pre-employment health assessments are designed to support safe, sustainable employment, not to exclude candidates.

Combining role-specific medical assessments, functional testing, and a review of relevant history helps employers make informed decisions while protecting both their people and their business.



General guide only, does not constitute legal or medical advice. References Health and Safety at Work Act 2015, Human Rights Act 1993, Privacy Act 2020, Employment Relations Act 2000, and Land Transport (Driver Licensing) Rule 1999.