

Onboarding Stage	Employees for Whom It Is Mandatory	Basis/Document
Medical certificates:		
Preliminary medical examination	1. Those engaged in heavy work, work with harmful or dangerous conditions. 2. Persons under 21 years of age (annually). 3. Employees who require professional selection	Order of the Ministry of Health of Ukraine No. 246 (Procedure for conducting medical examinations)
Sanitary book	Employees of the food industry, trade, public catering, pharmacies, medical institutions, and others where professional selection is required	Order of the Ministry of Health of Ukraine No. 280 (List of professions, industries, and organizations). (form 1-OMK)
Driver's certificate	Employees who drive motor vehicles (drivers)	Form 083/0
Briefings and training:		
Introductory briefing	All newly hired employees	Introductory briefing registration log
Primary briefing	All newly hired employees (before starting work)	On-the-job briefing registration log
Internship/Duplication	Employees involved in the performance of high-hazard work	Order on internship, On-the-job briefing registration log
Special training and knowledge test	Employees involved in the performance of high-hazard work	Protocol of the meeting of the Commission for testing knowledge on occupational safety issues + certificate
Electrical safety training	Employees who service, operate, or repair electrical installations	Certificate and knowledge test protocol
Familiarization with risk assessment	All employees (as part of the primary briefing or a separate document)	Acquaintance sheet/Risk identification card (with signature)
Organizational admission:		
Familiarization with local acts	All employees	Acquaintance sheet/Journal
Provision of PPE	Employees who perform work in harmful, dangerous conditions, or related to pollution	Personal PPE record card
Admission to independent work	Employees engaged in high-hazard work (after successful completion of all briefings, training, and internship)	Order/Instruction