

2717

## Contractor On-Boarding Checklist

**Purpose**

The purpose of this checklist is to ensure that all site requirements for contractors are completed.

<b>Name:</b> <u>Hellen Ocheng</u>	<b>Start Date:</b> <u>3/11/15</u>
<b>Position:</b> <u>packaging</u>	<b>Supervisor:</b> <u>Miguel Q</u>

	Task	Status
<b>Before First Day</b>	Send welcome packet with important information (e.g. benefits & first day logistics). – CMG	<input type="checkbox"/>
	Provide job information- CMG	<input type="checkbox"/>
	Encourage the review and completion of paperwork (if feasible) Before Day 1 - CMG	<input type="checkbox"/>
	Contact new employee to answer questions and set expectations - CMG	<input type="checkbox"/>
	Background checks in process- CMG	<input type="checkbox"/>
	Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG	<input type="checkbox"/>
	Obtain a training sponsor from SuperMom's Manager or Supervisor – CMG	<input type="checkbox"/> <u>Joy</u>
<b>First Day/Orientation</b>	Complete Good Management Practice & Safety Training - CMG	<input type="checkbox"/>
	New Hire Packet (explain benefits, policies, & procedures) - CMG	<input type="checkbox"/>
	Complete paperwork, badge, time clock (in & out) - CMG	<input type="checkbox"/>
	Introduce new employee to training sponsor	<input type="checkbox"/>
	Supervisor welcome new employee	<input type="checkbox"/>
	Communicate vision and mission.	<input type="checkbox"/>
	Discuss PPE requirements (i.e. smock, hair/beard net, boots, ear protection, washing procedures)	<input checked="" type="checkbox"/>
	Provide Safety Expectations (AWAIR)	<input type="checkbox"/>
<b>First Week</b>	Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc.	<input type="checkbox"/>
	Ensure the job roles and responsibilities are clearly communicated to the new employee	<input type="checkbox"/>
	Introduce the new employee to other employees and management	<input type="checkbox"/>
	Safe operating procedures of equipment, including location of emergency stops and when and how to implement lockout/tagout procedures.	<input type="checkbox"/>
	Ensure the tools required for the job and proper working techniques are reviewed.	<input type="checkbox"/>
	Ensure the hazards of the equipment and safety guards are reviewed.	<input type="checkbox"/>
	Provide a list of contacts who can address the new employee's questions on a variety of issues.	<input type="checkbox"/>
Gather feedback about the orientation program from the new employee.	<input type="checkbox"/>	

**CMG Supervisor:** [Signature] **Date:** 3/11/15  
**SuperMoms Training Sponsor:** Joy Johnson **Date:** 3/11/15  
**SuperMoms Supervisor:** [Signature] **Date:** 3/11/15  
**SuperMoms Manager:** [Signature] **Date:** 3/11/15  
**SuperMoms Human Resources:** [Signature] **Date:** 3/15/15

## SuperMom's AWAIR Policy

I acknowledge that this document has been reviewed with me and how to obtain a copy. I will notify my supervisor or the company's policy administrator should I have any safety questions that may arise. I also understand that failure to follow the safety policies may result in disciplinary action. I understand that it is my responsibility to read and comply with the policies contained in the manual.

SIGNATURE: Hellen Ocheng

PRINTED NAME: Hellen Ocheng

EMPLOYEE NUMBER: \_\_\_\_\_

DATE SIGNED: 3/11/2015