

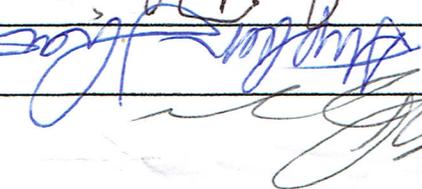
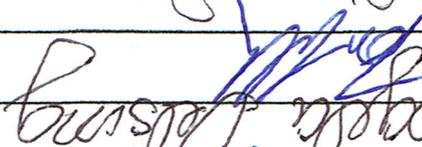
Contractor On-Boarding Checklist

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

Purpose

Name: <u>George Gansser</u>	Start Date: <u>8/18/14</u>	Supervisor: <u>Angela Dressing</u>
Position: <u>Shipping</u>		

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

CMG Supervisor:		Date: <u>8/14/14</u>	SuperMoms Human Resources: <u>Christa Plow</u>
SuperMoms Training Sponsor:		Date: <u>8/20/14</u>	SuperMoms Manager:
SuperMoms Supervisor:	<u>Angela Dressing</u>	Date: <u>8/20/14</u>	Date: _____
Date: _____	Date: _____	Date: <u>8-22-2014</u>	