

Contractor On-Boarding Checklist

Purpose

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

Name: <u>King Her</u>	Start Date: <u>9/2/14</u>
Position: <u>Shipping</u>	Supervisor: <u>Angela D</u>

	Task		Status
Before First Day	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	<u>Steve</u>	<input checked="" type="checkbox"/>
First Day/Orientation	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"/>
First Week	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: <u>[Signature]</u>	Date: <u>9/2/14</u>
SuperMoms Training Sponsor: <u>[Signature]</u>	Date: <u>9/3/14</u>
SuperMoms Supervisor: <u>Angela Delsing</u>	Date: <u>9/3/14</u>
SuperMoms Manager: <u>[Signature]</u>	Date: <u>9/5/14</u>
SuperMoms Human Resources: <u>Christa Powers</u>	Date: <u>9-5-14</u>

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: _____

PRINTED NAME: _____

EMPLOYEE NUMBER: _____

DATE SIGNED: _____