

## Contractor On-Boarding Checklist

Purpose

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

|                           |                            |
|---------------------------|----------------------------|
| Name: <u>Jeff Fennell</u> | Start Date: <u>10/3/14</u> |
| Position: <u>Driver</u>   | Supervisor: <u>TM P.</u>   |

|                       | Task   | Status                              |
|-----------------------|--|-------------------------------------|
| Before First Day      | 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"/>            |
| First Day/Orientation | Complete Good Management Practice & Safety Training - CMG  | <input type="checkbox"/>            |
|                       | <del>New Hire Packet (explain benefits, policies, &amp; procedures) - CMG</del>  | <input type="checkbox"/>            |
|                       | Complete paperwork, badge, time clock (in & out) - CMG   | <input type="checkbox"/>            |
|                       | <del>Introduce new employee to training sponsor</del>  | <input type="checkbox"/>            |
|                       | Supervisor welcome new employee  | <input checked="" type="checkbox"/> |
|                       | <del>Communicate vision and mission</del>  | <input checked="" type="checkbox"/> |
|                       | Discuss PPE requirements (i.e. smock, hair/beard net, boots, ear protection, washing procedures)                                       | <input checked="" type="checkbox"/> |
|                       | <del>Provide Safety Expectations (AWAIR)</del>   | <input checked="" type="checkbox"/> |
|                       | <del>Conduct Tour - introduction to the rest of the team, emergency exits, fire extinguishers, etc.</del>                              | <input checked="" type="checkbox"/> |
|                       | Ensure the job roles and responsibilities are clearly communicated to the new employee   | <input checked="" type="checkbox"/> |
| First Week            | 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 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 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 type="checkbox"/>            |
|                       |  | <input type="checkbox"/>            |

CMG Supervisor: [Signature] Date: 10/7/14

SuperMoms Training Sponsor: [Signature] Date: 10-7-2014

SuperMoms Supervisor: [Signature] Date: 10-7-2014

SuperMoms Manager: \_\_\_\_\_ Date: \_\_\_\_\_

SuperMoms Human Resources: Christa Powers Date: 10-9-14