

Contractor On-Boarding Checklist

Purpose

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

Name: <u>Ka Nyaw</u>	Start Date: <u>10/26/14</u>
Position: <u>Shipping</u>	Supervisor: <u>Miguel Q</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 <u>Party</u>	<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 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 (AWARD)	<input checked="" type="checkbox"/>
	Conduct Team Introduction to all rest of the team, employees, clients, the community, etc.	<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 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>10/24/14</u>
SuperMoms Training Sponsor: <u>Angela Dalsing</u>	Date: <u>11/3/14</u>
SuperMoms Supervisor: <u>[Signature]</u>	Date: <u>11/4/14</u>
SuperMoms Manager: <u>[Signature]</u>	Date: <u>11/3/14</u>
SuperMoms Human Resources: <u>Christa Pauer</u>	Date: <u>11-6-14</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: Kamp

PRINTED NAME: Ka Njawa

EMPLOYEE NUMBER: 651-335-4481

DATE SIGNED: 11-03-14