

Contractor On-Boarding Checklist

Purpose

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

Name: <u>Amel We</u>	Start Date: <u>10/31/14</u>
Position: <u>Branch</u>	Supervisor: <u>Walt Raatz</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"/>
	Complete Good Management Practice & Safety Training - CMG	<input type="checkbox"/>
	Complete paperwork, badge, time clock (in & out) - CMG	<input type="checkbox"/>
	Complete paperwork, badge, time clock (in & out) - CMG	<input type="checkbox"/>
	Supervisor welcome new employee	<input checked="" type="checkbox"/>
	Supervisor welcome new employee	<input checked="" type="checkbox"/>
	Discuss PPE requirements (i.e. smock, hair/beard net, boots, ear protection, washing procedures)	<input checked="" type="checkbox"/>
First Week	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 new employee is properly trained on the equipment	<input checked="" type="checkbox"/>
	Ensure the hazards of the equipment and safety guards are reviewed.	<input checked="" type="checkbox"/>
	Provide a list of contractors and their contact information	<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>10/31/14</u>
SuperMoms Training Sponsor: <u>Marco Campos</u>	Date: <u>11-3-14</u>
SuperMoms Supervisor: <u>[Signature]</u>	Date: <u>10/31/14</u>
SuperMoms Manager: <u>[Signature]</u>	Date: <u>11/3/14</u>
SuperMoms Human Resources: _____	Date: _____