

13748

# Contractor On-Boarding Checklist

2847

**Purpose**

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

<b>Name:</b> Ivan Lee	<b>Start Date:</b> 6/30/15
<b>Position:</b> Shipping	<b>Supervisor:</b> Miguel Quintanilla

Wednesdays & Sundays off

	Task	Status
<b>Before First Day</b>	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"/> <span style="float: right;">ALEX</span>
<b>First Day/Orientation</b>	Complete Good Management Practice & Safety Training - CMG	<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 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 type="checkbox"/>
	Provide Safety Expectations (AWAIR)	<input checked="" type="checkbox"/>
<b>First Week</b>	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:** 6/30/15

**SuperMoms Training Sponsor:** **Date:** 7/1/15

**SuperMoms Supervisor:** **Date:** 7/1/15

**SuperMoms Manager:** **Date:** 7/1/15

**SuperMoms Human Resources:** **Date:** 7/2/15

## 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: \_\_\_\_\_

*[Handwritten Signature]*

*Trinhoy Lee*

*CMG*

*7/1/15*