

Contractor On-Boarding Checklist

Purpose

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

Name: <u>Jonel Gonzalez</u>	Position: <u>DPT. 36</u>
Start Date: <u>5/19/14</u>	Supervisor: <u>Curt Raatz</u>

Task	Status	Task
<input checked="" type="checkbox"/>		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 completed and References verified - CMG
<input checked="" type="checkbox"/>		Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG <u>Drug Screen N/A</u>
<input checked="" type="checkbox"/>		Obtain a training sponsor from SuperMom's Manager or Supervisor - CMG <u>Austin Day</u>
<input checked="" type="checkbox"/>		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"/>		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.

Date: <u>5/19/14</u>		CMG Supervisor:
Date: <u>5-19-14</u>	<u>Jay Manning</u>	SuperMoms Training Sponsor:
Date: <u>5/19/14</u>	<u>Curt Raatz</u>	SuperMoms Supervisor:
Date: <u>5/20/14</u>	<u>Tom Raatz</u>	SuperMoms Manager:
Date: <u>5-20-14</u>	<u>Christa Puccio</u>	SuperMoms Human Resources: