

Contractor On-Boarding Checklist

Purpose

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

Name: <u>Kimberly M. Nichols</u>	Start Date: <u>6/19/14</u>
Position: <u>wrapping</u>	Supervisor: <u>Miguel Quintanilla</u>

	Task	Status
Before First Day	Send welcome packet with important information (e.g. benefits & first day logistics). – CMG	☒
	Provide job information- CMG	☒
	Encourage the review and completion of paperwork (if feasible) Before Day 1 - CMG	☒
	Contact new employee to answer questions and set expectations - CMG	☒
	Background checks completed and References verified- CMG	☒
	Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG	☒
	Obtain a training sponsor from SuperMom's Manager or Supervisor – CMG	☒
First Day/Orientation	Complete Good Management Practice & Safety Training - CMG	☒
	New Hire Packet (explain benefits, policies, & procedures) - CMG	☒
	Complete paperwork, badge, time clock (in & out) - CMG	☒
	Introduce new employee to training sponsor	☒
	Supervisor welcome new employee	☒
	Communicate vision and mission.	☒
	Discuss PPE requirements (i.e. smock, hair/beard net, boots, ear protection, washing procedures)	☒
	Provide Safety Expectations (AWAIR)	☐
	Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc.	
First Week	Ensure the job roles and responsibilities are clearly communicated to the new employee	☒
	Introduce the new employee to other employees and management	☒
	Safe operating procedures of equipment, including location of emergency stops and when and how to implement lockout/tagout procedures.	☒
	Ensure the tools required for the job and proper working techniques are reviewed.	☒
	Ensure the hazards of the equipment and safety guards are reviewed.	☒
	Provide a list of contacts who can address the new employee's questions on a variety of issues.	☒
	Gather feedback about the orientation program from the new employee.	☒

CMG Supervisor: [Signature] Date: 6/19/14

SuperMoms Training Sponsor: Kao Hen Date: 6-24-14

SuperMoms Supervisor: [Signature] Date: 6-25-14

SuperMoms Manager: [Signature] Date: 6-26-14

SuperMoms Human Resources: Christa Powers Date: 6-26-14

CMG assigned Kao as Trainer.

SuperMom's Safety Policy

I acknowledge the receipt of a copy of SuperMom's Safety Policy. 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: _____

Kimberly Nichols

Kimberly Nichols
CMG

6/25/14