

Contractor On-Boarding Checklist

0383

Purpose

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

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|-------------------------------------|---------------------------------------|
| Name: <u>Melba Muser</u> | Start Date: <u>9-19-16</u> |
| Position: <u>Extrusion Wrapping</u> | Supervisor: <u>Miguel Quintanilla</u> |
| Days Off: <u>Fri/Sat</u> | Employee #: <u>3350</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"/> |
| | 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 type="checkbox"/> |
| | Communicate vision and mission. | <input 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"/> |
| First Week | Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc. | <input type="checkbox"/> |
| | Ensure the job roles and responsibilities are clearly communicated to the new employee | <input type="checkbox"/> |
| | Introduce the new employee to other employees and management | <input type="checkbox"/> |
| | Safe operating procedures of equipment, including location of emergency stops and when and how to implement lockout/tagout procedures. | <input type="checkbox"/> |
| | Ensure the tools required for the job and proper working techniques are reviewed. | <input type="checkbox"/> |
| | Ensure the hazards of the equipment and safety guards are reviewed. | <input type="checkbox"/> |
| | Provide a list of contacts who can address the new employee's questions on a variety of issues. | <input type="checkbox"/> |
| Gather feedback about the orientation program from the new employee. | <input type="checkbox"/> | |

CMG Supervisor: Kate Retha Date: 9-15-16

SuperMoms Training Sponsor: _____ Date: 10-21-16

SuperMoms Supervisor: [Signature] Date: 10-21-16

SuperMoms Manager: [Signature] Date: 10/24/16

SuperMoms Human Resources: Christa Paves Date: 10-24-16