# Contractor On-Boarding Checklist

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

Name: Paul Weatherspoon **Start Date:** 8/6/15

Position: Ovens **Supervisor:** Miguel Quintanilla

	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 in process- CMG	☐
	Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG	☐
	Obtain a training sponsor from SuperMom's Manager or Supervisor – CMG Scott	☐
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.	
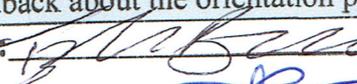
CMG Supervisor: _____ **Date:** 8/6/15

SuperMoms Training Sponsor: _____ **Date:** 08/06/15

SuperMoms Supervisor: _____ **Date:** 8/14/15
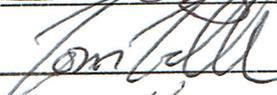
SuperMoms Manager: _____ **Date:** 8/14/15

SuperMoms Human Resources: _____ **Date:** 8/18/15

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: _Paul Joseph Weatherspoon_____

EMPLOYEE NUMBER: _____

DATE SIGNED: __08-11-2015_____

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