

Contractor On-Boarding Checklist

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

Purpose

Name: <u>Coruma Pena</u>	Position: <u>DPT. 36</u>
Start Date: <u>5/19/14</u>	Supervisor: <u>Curt Raetz</u>

Task	Status
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	<input checked="" type="checkbox"/>
Obtain a training sponsor from SuperMom's Manager or Supervisor - CMG	<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.	<input checked="" type="checkbox"/>

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