

# Contractor On-Boarding Checklist

2937

**Purpose**

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

131091

|                                       |  |
|---------------------------------------|--|
| <b>Name:</b> <u>Thai Bay</u>          | <b>Start Date:</b> <u>9/17/15</u>        |
| <b>Position:</b> <u>Commissionary</u> | <b>Supervisor:</b> <u>Chris Jacobsen</u> |

|                              | Task   | Status                              |
|------------------------------|--|-------------------------------------|
| <b>Before First Day</b>      | 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"/>            |
| <b>First Day/Orientation</b> | 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 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"/> |
| <b>First Week</b>            | 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 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:** [Signature] **Date:** 9/17/15

**SuperMoms Training Sponsor:** Chris & Short **Date:** 10-18-15

**SuperMoms Supervisor:** [Signature] **Date:** 10-18-15

**SuperMoms Manager:** Melanie **Date:** 10/19/15

**SuperMoms Human Resources:** [Signature] **Date:** 10/19/15