

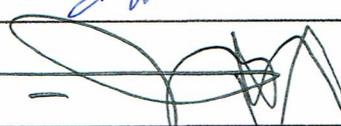
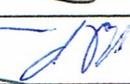
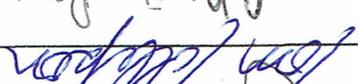
Contractor On-Boarding Checklist

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

Purpose

Name: <u>Patricia Urzua</u>	Position: <u>BETA Hawk</u>
Start Date: <u>5/14/14</u>	Supervisor: <u>Carl P.</u>

Task	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 <u>Drug screen N/A</u>	<input checked="" type="checkbox"/>
	Obtain a training sponsor from SuperMom's Manager or Supervisor - CMG <u>Rob Roamanen</u>	<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>5/14/14</u>	
SuperMoms Training Sponsor:	
Date: <u>5/14/14</u>	
SuperMoms Supervisor:	
Date: <u>5/14/14</u>	
SuperMoms Manager:	
Date: <u>5/14/14</u>	
SuperMoms Human Resources:	
Date: <u>5-14-14</u>	