

CHECKLIST FOR NEW EMPLOYEE ORIENTATION

This checklist is designed to help you in acquainting new employees with his or her new job. All items should be covered with a new employee before they begin work. The Superintendent initials all items discussed, signs the form, and has the employee sign the form as well. The form is submitted to the personnel department for filing in the employee's records.

JOB ASSIGNMENT

- _____ Explained how and why done and provide sources of advice and assistance as an aid in performing the job
_____ Assigned to _____ for advice and assistance in learning specific job duties

SCHEDULE

- _____ Review starting and quitting time and method of keeping work time, break and lunch times

SAFETY

- _____ Provided copy of safety rules/employee handbook
_____ Explained hazards of job assigned
_____ Informed employee of safety equipment needed for the job assigned
_____ Showed employee location of nearest fire extinguishers & trained on their use
_____ Explained jobsite emergency action plan
_____ Explained Haz-Com Program and showed where MSDS are found

REPORTING INJURIES

- _____ Explained necessity for reporting injuries immediately:
1. Notify Superintendent of injury and assist in completing the accident report
 2. Explained need to report and care for any injury, no matter how minor

DISCIPLINE POLICY

- _____ Explained the following disciplinary steps for disregarding standards of conduct:
1. Verbal Warning (documented in Superintendent's Daily Log)
 2. Written Warning
 3. Discharge
 - Serious violations may be cause for immediate discharge

PAY INFORMATION

- _____ Explained pay period and when first check will be issued
_____ Explained method of payment for overtime

FACILITIES

- _____ Explained accommodations for parking, sanitation, and special security procedures (if any)

TELEPHONE INFORMATION

- _____ Provided employee with telephone number for reporting absences and explained the importance of calling in when absent or tardy

SUPERINTENDENT'S SIGNATURE

I understand the safety requirements for this project and have received a copy of the employee handbook. I understand that I can review the full safety program upon request and have been given the opportunity to ask questions regarding safe work on this job.

EMPLOYEE PRINTED NAME: _____

EMPLOYEE SIGNATURE

DATE