



NEW HIRE CHECKLIST

Employee Name:

SSN#

Date:

Pre-Hire Orientation

Date Completed

- Drug & alcohol program
- Drug & alcohol test administered
- Employee policy/assignment form
- Separation information
- New hire orientation overview
- 3 References
- Overview of evaluation forms

Pre-Hire Orientation

Date Completed

- Health & Safety manual sections:
- Responsibilities & authorities
 - Disciplinary program
 - Injury & illness prevention (IIPP)
 - Incident reporting & investigation
 - Modified work duties
- Complete new hire paper work

New-Hire Orientation

Date Completed

- Safety & health manual training (Day 2)
- Back safety
 - Heat stress management
 - PPE
 - Respiratory protection
 - Includes: Bottlewatch-Breathing air
 - CSA/CSE
 - Fire watch & prevention
 - Haz-com (Right-to-know)
 - Blood-borne pathogens
 - Fall protection
 - Hearing conservation
 - PSM
 - H₂S awareness
 - Benzene awareness
 - Emergency response & fire extinguisher
 - LOTO - Control of hazardous energy
 - Electrical safety & hand tool safety
 - Scaffold user
 - Rigging
 - Trenching & excavation
 - Powered industrial trucks
 - Ladder safety

New-Hire Orientation

Date Completed

- Drug & alcohol test passed
- Training E.P.A.F. complete
- Employee handbook overview (Day 1)
- Safety & health manual (Received)
- Job log overview (Day 1)
- Time sheet overview (Day 1)
- Request time overview (Day 1)
- Supervisor evaluation overview
- Fit test-MEQ (Day 1)
- Basic Plus
- Site specific (When applicable)
- Physical Specific (When applicable)
- Cards administered
- General waste management
- Ground fault protection / GFCI
- Spill prevention & response

SIGNATURES

- Employee (signature)
- Trainer (print)
- Trainer (signature)