

ABC Widget Oilfield Services Ltd. NEW TEAM MEMBER CHECKLIST

Employee Information			
Name: <i>Sarah Greenhand</i>		Start Date: <i>Sept 4th, 2013</i> Orientation Date: <i>Sept 4th, 2013</i>	
Position: <i>Field tech</i>		Supervisor: <i>Barney Maples</i>	
First Day			
<input checked="" type="checkbox"/> Provide employee with New Employee Safety Handbook. <input checked="" type="checkbox"/> Assign "buddy" employee(s) to answer general questions.			
Policies			
<input checked="" type="checkbox"/> Review key procedures.	<input checked="" type="checkbox"/> Vacation and sick leave <input checked="" type="checkbox"/> Time and leave reporting <input checked="" type="checkbox"/> Overtime <input checked="" type="checkbox"/> Performance reviews <input checked="" type="checkbox"/> Workplace Violence/harassment <input checked="" type="checkbox"/> Right to Refuse Unsafe Work <input checked="" type="checkbox"/> Working Alone <input checked="" type="checkbox"/> Drug and Alcohol	<input checked="" type="checkbox"/> Health & Safety Policy <input checked="" type="checkbox"/> General Safety Rules <input checked="" type="checkbox"/> Job Responsibilities <input checked="" type="checkbox"/> Accountability System <input checked="" type="checkbox"/> Progressive disciplinary actions <input checked="" type="checkbox"/> General emergency procedures <input checked="" type="checkbox"/> Personal Protective Equipment <input checked="" type="checkbox"/> Certification/Ticket Renewals	
Introductions and Tours			
<input checked="" type="checkbox"/> Give introductions to department staff and key personnel during tour.			
<input checked="" type="checkbox"/> Tour of facility including:	<input checked="" type="checkbox"/> Restrooms <input checked="" type="checkbox"/> Lunchroom <input checked="" type="checkbox"/> Kitchen/Coffee room(s) <input checked="" type="checkbox"/> Bulletin board	<input checked="" type="checkbox"/> Fire Protection <input checked="" type="checkbox"/> Muster Point <input checked="" type="checkbox"/> Emergency exits and supplies	<input checked="" type="checkbox"/> PPE Location <input checked="" type="checkbox"/> First Aid Station <input checked="" type="checkbox"/> Parking
Position Information			
<input checked="" type="checkbox"/> Review initial job assignments and training plans. <input checked="" type="checkbox"/> Review job description and performance expectations and standards. <input checked="" type="checkbox"/> Review job schedule and hours. <input checked="" type="checkbox"/> Review payroll timing, time cards (if applicable), and policies and procedures. <input checked="" type="checkbox"/> _____			

By signing below I acknowledge I understand the above items and will comply with <Company>'s Safety Program

<i>Sarah Greenhand</i>	<i>Sarah Greenhand</i>	<i>Sept 4, 2013</i>
Employee Name	Employee Signature	Date
<i>Wendy Dai</i>	<i>Wendy Dai</i>	<i>Sept 4, 2013</i>
Supervisor Name	Supervisor Signature	Date