**NEW TEAM MEMBER CHECKLIST**

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| --- |
| **Employee Information** |
| Name: | Start date: Orientation date:  |
| Position:  | Supervisor:  |
| **First Day** |
| [ ]  Provide employee with New Employee Safety Handbook.[ ]  Assign "buddy" employee(s) to answer general questions. |
| **Policies** |
| [ ]  Review key procedures. | * Vacation and sick leave
* Time and leave reporting
* Overtime
* Performance reviews
* Workplace Violence/harassment
* Right to Refuse Unsafe Work
* Working Alone
* Drug and Alcohol
 | * Health & Safety Policy
* General Safety Rules
* Job Responsibilities
* Accountability System
* Progressive disciplinary actions
* General emergency procedures
* Personal Protective Equipment
* Certification/Ticket Renewals
 |
| **Introductions and Tours** |
| [ ]  Give introductions to department staff and key personnel during tour. |
| [ ]  Tour of facility, including:  | * Restrooms
* Lunchroom
* Kitchen/Coffee room(s)
* Bulletin board
 | * Fire Protection
* Muster Point
* Emergency exits

and supplies | * PPE Location
* First Aid Station
* Parking
 |
| **Position Information** |
| [ ]  Review initial job assignments and training plans.[ ]  Review job description and performance expectations and standards.[ ]  Review job schedule and hours.[ ]  Review payroll timing, time cards (if applicable), and policies and procedures.[ ]   |

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

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Employee Name Employee Signature Date

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Supervisor Name Supervisor Signature Date