

New employee orientation checklist

Topics to discuss:

- Salary
- Work schedule, time sheets, pay schedule
- Alcohol/drug/smoking policy
- Illness/Injury reporting
- Telephone, fax, computer logon, network, etc.
- Dress code
- Security, visitors
- Parking, restrooms, etc.
- Procedures for getting office supplies and other purchases

Employee benefits

- Vacation
- Sick leave
- Holidays
- Group health and life insurance
- Profit sharing plan
- 401(k) plan

Employee documents:

- Employee welcome letter
- Employee handbook
- Company vision statement
- Company safety practices
- "No sexual harassment allowed" handout
- "Family & Medical Leave Act (FMLA)" handout

Forms to read, sign and return

- Employee acknowledgement form
- Employment eligibility verification (Form I-9)
- Employee withholding allowance certificate (Form W-4)
- Work-made-for-hire and proprietary information agreement
- Individual employee training documentation (Workplace Safety)
- Employee data sheet (emergency contact information)
- Company application

Company car drivers*

- Request and review Motor Vehicle Report
- Report driver information to insurance company
- Personal mileage
- Responsibilities of operating a company car

* Additional requirements exist for Commercial Driver's License (CDL) drivers

Safety training

- Bloodborne pathogens
- Confined space entry
- Driving
- Electrical safety
- Emergency action plan
- Ergonomics/material handling
- Fire extinguisher use
- Fire prevention plan
- First aid
- Forklift
- Hazard communication
- Hazardous waste operations & emergency response
- Hearing conservation
- Hot work
- Ladder safety
- Lockout/tagout
- Machines/guards
- Personal protective equipment (includes respirators)
- Propane
- Training for assigned job
- Worker protection standard

Orientation information completed:

Employee: _____

Date: ____/____/____

Supervisor: _____

Date: ____/____/____

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