

WORKSITE – NEW HIRE ORIENTATION

Employee: _____ Position: _____

Worksite: _____ Site Supervisor: _____

TO BE COMPLETED BY THE SITE SUPERVISOR (or Designee) AND THE EMPLOYEE

TOPIC:	Employee Initials
1. Introduction to worksite staff & their responsibilities as center team members	
2. Introduction to children	
3. Review assigned work hours/schedule & procedure for requesting time off	
4. Where to park	
5. Where to store personal belongings	
6. Who to contact if unable to come to work & how to reach that person	
7. Center walk-thru & facility set-up	
8. Tobacco Free policy & sign locations	
9. Review and explain posted Health & Safety Documents, Policy & Procedure Manuals (MSDS, Sanitation, Health, Ed, FCP), Poster Ring sets, Center Disaster Plan	
10. Destination Log location & use	
11. Location of worksite tools & supplies (e.g. desk, supplies, phones, fax, staff computer)	
12. Location of emergency food & supplies	
13. Location of critical facility equipment (gas main, hot water heater, circuit breaker box, fuse box, water well pump, sump pump, etc.)	
14. Location of spill kits & first-aid kits & use/storage of red fanny packs & backpacks	
15. Medications administration forms/policy, storage, logs, etc.	
16. Location of Accident Reporting Notebook	
17. Review agency name badge policy	
18. Review dress code and footwear policies	
19. Review your expectations & the employee's expectations of the position (e.g. task guide/job description)	
20. Review website staff zone: email, time star, forms, handbooks, P&Ps, calendar...	
21. Review storage of child files & other confidential documents/information	
22. Review potential chemical hazards (proper use, handling, storage)	
23. Review the housekeeping responsibilities at the worksite; facility/center upkeep; cleaning/sanitation requirements	
24. Explain proper mixing solutions & uses for the cleaning products.	
25. Review bus loading & unloading procedure	
26. Explain and schedule 1:1 supervisor meetings	
27. Assign keys and/or alarm code to facility (if applicable)	

The above topics have been reviewed and discussed by employee and supervisor.

Total Hours: 1 (CKC: PM)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Complete, sign and **return to Human Resources within 10 working days** of the new employee's first day.