

NEW EMPLOYEE CHECKLIST
(as shown in Policy and Procedures Manual)



- ☐ W-4 Federal Tax Withholding certificate must be completed.
- ☐ I-9 Employment eligibility Verification Form must be completed.
- ☐ State Tax Withholding form must be completed.
- ☐ Drug Test
- ☐ Non-Compete Agreement (for all Route Salespeople and Salespersons) must be completed.
- ☐ Direct Deposit form - a VOIDED check must be attached.
- ☐ Blue Cross Blue Shield Insurance – Contact Payroll Administrator with questions.
- ☐ Long-Term Disability and Life Insurances – Contact Payroll Administrator with questions.
- ☐ **Employees must complete the following training before performing actual work.**
 - ☐ New employee has been informed of the written Hazardous Communication Program and completed the employee quiz and it has been added to the Hazard Communication binder.
 - ☐ New employee has been informed of the Security Plan Program, trained and signed acknowledgment sheet.
 - ☐ New employee has been informed of the First Report of Injury procedures.
 - ☐ Hazardous chemicals in the workplace and the SDS list have been discussed with the new employee.
 - ☐ New employee has been trained on the proper labeling of hazardous chemicals in the workplace.
 - ☐ New employee has been trained on PPE and certification has been placed in the PPE binder along with the foot protection statement.
 - ☐ New employee has been trained on Lockout/Tagout and has signed the attendance and training record.
 - ☐ The Bloodborne Pathogens written program has been discussed with the new employee and the written program has been signed, dated and placed in the binder.
 - ☐ New employee has signed the Hepatitis B Vaccine Declination or has proof of a vaccination and it has been placed in the Bloodborne Pathogen binder.
 - ☐ New employee has been informed that he/she must inform management of any work related injury immediately.

- ☐ If applicable D.O.T. Driver Qualification file will be filled out on new employee and mailed to the Transportation Compliance Officer, a copy will be kept in the branch office.
- ☐ The Investigative Consumer Report Disclosure form must be completed.
- ☐ The Investigative Consumer Report Release form must be completed.
- ☐ The Driver Notification & Release form must be completed.
- ☐ If applicable, new employee has received training in the Hazardous Materials Transportation and Security Awareness Training and the certification of training has been mailed to the Transportation Compliance Officer. (Formerly HM-126F)
- ☐ The Out-of-Gas Procedure must be reviewed and documented.
- ☐ Employee verified he/she reviewed the Safety and Compliance Procedures Manual.
- ☐ New employee has received and reviewed the Sexual Harassment Policy and signed an acknowledgement of receipt.

By my signature below I verify I have received the above training and information and understood its contents.

Employee	Date
Title (Branch Manager, Sales/Sales Person, Company Driver, Service, Office Personnel)	
Manager or Company Representative	Date

Original copy should be kept in Branch Office Personnel File and a copy sent to the Safety Director.