ORIENTATION CHECKLIST

**The following checklist outlines the items that must be completed when onboarding a new employee:**

Welcome the Employee:

* Announce the new employee ahead of their first day so others know to expect and welcome them
* Have someone to greet the employee on their first day and take responsibility for introducing them to others and showing them around
* Provide a schedule of learning they can follow with names of people they will be meeting with and when (if applicable)

Collect Required Personal Information:

* Collect the required payroll information such as the employee’s:
  + Direct Deposit Information (Void Cheque or bank account digits)
  + Address
  + Phone Number
  + Obtain the name of a contact person to call in the event of an emergency
  + Driver’s licence (for those driving company vehicles)
  + Driver’s abstract or police records check (if applicable)

Policies and Procedures:

* Provide the employee with the company’s policy manual and/or health and safety manual
* Provide company-specific health and safety training such as safety procedures to be followed on job sites or tool safety
* Go over main expectations regarding:
  + Conduct at work and with customers
  + Safety while working
  + Hours of work, including when breaks may be taken
  + attendance, absenteeism (procedure to follow if they are ill/late)
  + Do they know your COVID safety plan and procedures
* Have the employee sign off on the company policy manual acknowledgment and agreement
* Give the employee a Job Description for their position (if applicable)
* Let the employee know who they may contact within the organization with questions or concerns
* Have a mentor or supervisor to show the employee your procedures and expectations with building decks and fences, and also keep the new employee safe
* Make sure the employee feels comfortable asking questions and knows who to ask
* Make sure the employee knows their safety rights and responsibilities
* Provide training on all key legislated area such as Health and Safety Awareness Training, WHMIS, and Violence and Harassment in the Workplace

Other Important Information:

* Explain the payroll procedure (or provide this information in writing):
  + When do employees get paid?
  + Do they get pay stubs or online access to pay information?
  + Are there benefits forms to be filled out?
* Location of First Aid Kits
* Explain what to do if there is an injury or accident on the job
* Tools/Supplies:
  + Where are they located
  + Do you have any agreements with regard to tool borrowing or anything similar they must sign?
* Does the employee have a company email address
* How does the employee get to job sites:
  + Company vehicle or safe driving expectations?
  + Any information needed regarding obtaining gas for vehicles etc.?