

New Hire Form

(Review with each new employee and site Supervisor before any work begins)

New Employee Name:			
QEI General Foreman:		QEI Foreman:	
Department:		Date:	

Contractor Safety training Checklist

I. Site Specific Orientation

- ☐ Contractor Safety Video

II. Introduction

- ☐ Core Values
- ☐ Team Members Expectations (Journeyman / Apprentice)

III. General Information

- ☐ Important Telephone Numbers
- ☐ Work Schedule
- ☐ Break / Lunchroom Locations, Times, and Durations
- ☐ Tool and Storage Locations

IV. Policies and Procedures

- ☐ Smoking
- ☐ Drugs and Alcohol
- ☐ Dress Code
- ☐ Proper Conduct
- ☐ Housekeeping
- ☐ ESD Control
- ☐ Clean Room
- ☐ CUP Control
- ☐ Security Protocols and Area Security Issues
- ☐ 6s Barrier Zone Control
- ☐ Environmental Compliance
- ☐ Hazardous Waste Disposal
- ☐ Non – Compliance



V. Safety Policies and Procedures

- ☐ Safety Policy Elements
- ☐ Reporting Safety Incidents, Event Issues and Blood Borne Pathogens (BBP)
- ☐ Evaluating Hazards in the Work Area
- ☐ Personal Protective Equipment (PPE) and Clothing
- ☐ Safety Shower / Eyewash Stations
- ☐ Area Alarm Systems
- ☐ Fire Evacuation, Mustering Sites and Evacuation Routes
- ☐ Electrical Safety / Energy Isolation (CoHe) (Lockout / Tagout)
- ☐ Clean Room Energized Electrical Work
- ☐ Fall Protection
- ☐ Subfloor Entry and Guarding
- ☐ Confined Space
- ☐ Fire Extinguishers
- ☐ SDS and Chemical Safety
- ☐ TMAH (Tetramethylammonium Hydroxide)
- ☐ Chemical Hazards / Tyvek Suit Training Date and Location
- ☐ Automated Material Handling System (AMHS)

VI. Quality Control Program

- ☐ What is Quality Control?
- ☐ Why is Quality Control Important?
- ☐ Work Tasks that are Quality Controlled
- ☐ QC Personnel and Job Assignments