

OPERATIONS NEW EMPLOYEE CHECK LIST

Employee Name: _____

Date of Hire: _____

Assigned Building: _____

Assigned Area: _____

	<u>Completed</u>	<u>Date</u>
1. Asbestos Awareness Training	_____	_____
2. Blood Borne Pathogen Training	_____	_____
3. Right-to-Know Training	_____	_____
4. Sexual Harassment Policy	_____	_____
5. Union Notification Letter	_____	_____
6. Custodial Handbook	_____	_____
7. Keys Assigned	_____	_____
8. Alarm Code Assigned (H/S & M/S only)	_____	_____
9. Two-Way Radio Training	_____	_____
10. Job Duties Explained	_____	_____
11. New Employee Introduced to Staff	_____	_____