



# ONBOARDING CHECKLIST

Employee Name \_\_\_\_\_

Project Name \_\_\_\_\_ Project Location (city, state) \_\_\_\_\_

Project # \_\_\_\_\_ Craft \_\_\_\_\_

### ALL HIRES...

- HR PAPERWORK
- DRUG TEST Questions, contact Andrew Olson 765-891-0587
- SAFETY ORIENTATION VIDEO - SECTION 1 (once per yr)
- HANG UP AND DRIVE - SECTION 1 (once per yr)
- 2025 CODE OF CONDUCT - SECTION 1 (once per yr)
- REASONABLE SUSPICION - FOREMAN & ABOVE-MISC SECTION - (once lifetime)

### DRIVERS... Questions Please contact Brandi Qualley 585-808-7837

- DQ FILE
- NON CDL - DRIVER TRAINING - SECTIONS 2, 3
- CDL - DRIVER TRAINING - SECTIONS 2, 3, 4
- CDL - CLEARINGHOUSE - GIVE CONSENT

### FOREMAN, PREMIUM LABOR, OPERATOR (Choose 2)

- COMPETENT PERSON - EXCAVATION
- CPR / FIRST AID

### NEW YORK CREWS...

- NY SEXUAL HARASSMENT - (2025 Once per yr)
- N/A

### CLIENT SPECIFIC TRAINING...

- CLIENT ORIENTATION
- N/A

### OTHER TRAININGS IF APPLICABLE or Already Have, Please submit a copy of the cert. or card...

- RAILROAD TRAINING - Company - \_\_\_\_\_
- WELDER HELPER TRAINING
- COATING AWARENESS (foreman, laborer)
- FLAGGER TRAINING
- FIT TESTING
- OSHA 10 or 30
- SPOTTER SAFETY AWARENESS
- Other \_\_\_\_\_

\*\*\* How many years of pipeline experience do you have? \_\_\_\_\_ SSE protocol followed? \_\_\_\_\_ \*\*\*

### HAND OUT ITEMS...

HUDDLE CARDS - FOREMAN, STRAWS, NEW CREW LEADS  
 MENTOR CARDS - SSE MENTOR ONLY  
 SSE STICKER - 6 MO OR LESS EXP - SSE ONLY  
 PPE - OMS HARD HAT, OMS VEST, GLASSES, GLOVES  
 DRIVERS - GOAL WINDOW CLING  
 MIND MATTER - STICKERS AND ENGAGEMENT

TAKE ONE CARDS  
 ENERGY WHEEL CARDS  
 STRETCHRIGHT CARDS - EVERYONE BY CRAFT  
 IN CASE OF EMERGENCY (ICE BADGE)

Safety/Trainer Signature \_\_\_\_\_ Date \_\_\_\_\_