

This form is to be used for orientation for Temporary Employees.

All Safety Training Requirements are to be completed prior to the employee starting to work. Refer to Section # 1 of this form.

All Quality Training Requirements for temporary employees, if assigned to a position that lasts longer than 2 weeks and in a key position i.e., Press Operator, should be completed within 2 weeks of the temporary employee start date. Refer to Section #2 of this form and to QSP6 for additional information.

Employee:	Hire/start Date:		Position:
Topic	Date (MM/DD/YY)	Trainee	Trainer
Introduction to CPG and Plant Tour			
Reporting and logging time worked Issuance of employee clock number.			
Reporting of Absences			
Location of Break room and Restrooms			
Instruction on breaks and lunches			
Plant Parking			
Safety Meeting Requirements / location			
Visitor and/or ID badge program			
SAF-1001 General Safety Rules			
Fire Evacuation Procedures			
Weather Related Evacuation Procedures			
Pneumatic Staple Gun Safety			
SAF-1002 PPE Requirements			
Availability of PPE and replacements			
SAF-1002-02 CPG Glove Applications			
SAF-1007 Hearing Conservation Program and Training (only for employees who are scheduled to work in conservation areas)			
SAF-1006 Tobacco Policy			
SAF-1008 Weapons Policy			
Accident Reporting Requirements (Affected Party)			
Accident Reporting Documentation Requirements (Supervisors and Managers Only)			
SAF-2001 Blood borne Pathogens Procedure and Training. Location of First Aid Rooms			
SAF-2002 Hazard Communications Procedures and Training			

SAF-2003 Confined Space Procedure			
Safe Start Overview (Video and Handout)			
Other:			