



Compliance New Hire Checklist

Name: _____

Store: _____

Position: _____

Hire Date: _____

- ☐ **New Hire Packet is provided**

- ☐ **At Store-** (Introduce to the General Manager if available)
 - ☐ **Introduce to Manager of whom they are reporting to.**
 - ☐ **Location of Breakroom and Restrooms**
 - ☐ **First Aid Kits & AED Kits**
 - ☐ **Location of SDS list (website)**
 - ☐ **Eye Wash Stations**
 - ☐ **Fire Extinguishers/Exits**
 - ☐ **Parking**