

ECI New Employee Orientation

Administrative:

- () I-9, W-4 Documentation and Personal Identification
- () Time Cards
- () Daily Reports
- () Project Numbers
- () Employee Handbook Overview and Sign off Sheet
 - Boot Allowance
 - Vacation Time
 - Out of Town Pay Differential, Hotel and Per diem
 - Holidays
 - Health Insurance
 - 401K and Profit Sharing

Maintenance & Equipment Care

- () Pre-trip – Walk around, check fluids etc.
- () Maintenance Program
- () Expectations & Responsibilities
- () Housekeeping
- () Reporting

Division Manager

- () Chain of Command
- () Conflict Resolution
- () Code of Conduct
- () Friday Morning Mandatory Safety Meeting
- () Introduction of Divisions and Inter Company Relations (Culture)
- () Duty Assignment

Employee Signature:

Date:

Trainer:

Safety Review

- () Standard Operating Procedures
 - No Drugs, Alcohol, Firearms
 - Long Pants
 - Minimum Tee Shirt
 - FR Cloths (Substation- Company Provided)
 - Hard Hat, Safety Glasses, Face Shields,
 - Seat Belts
- () Federal and State Employee Rights Poster
 - Sexual Harassment Policy
- () Hazard Communication- Employee Right to Know Law
- () Quality/ Safety – Management Commitment
- () Site Specific Safety Plan
 - Hazard Assessment- Safety Tailboard
- () Incident/Accident Reporting
- () Emergency Response
- () Safety Infraction- Documented w/ Corrective Action
- () Hearing Conservation
- () Fall Protection
- () Confined Space Protocol
- () Excavation Protocol:
 - Dig Safe, Safe Access, Inspection, Sloping, Shielding, Shoring, Certifications, Ladders
- () Lockout / Tag-out
- () Concrete & Stone Cutting- Silica potential- Wet Cut, Ventilate, Respirator
- () Respirator Protocol- Medically Fit, Silica, Cutting Grinding Concrete
- () Roadway Work-Zone & Flagging Video
- () Utility Demo Protocol
- () Site/ Yard Review
- () DOT Requirements
 - Pre employment and random drug screening CDL only
 - DOT Physical Card
 - Accident Reporting
 - Truck and trailer GVWR combinations
 - Securing Loads

Employee:

Date:

Trainer: