



SSE Mentor Checklist

Mentor Name: (print)		Date:	
<i>Mentor will set clear expectations and consequences for unsafe behaviors.</i>			
REVIEW THE FOLLOWING			
<input type="checkbox"/> 1. Review company and client safety policies			
<input type="checkbox"/> 2. Review company's work procedures – ensure SSE has been given access to new worker for review			
<input type="checkbox"/> 3. Share data on injuries that pertain to job			
<input type="checkbox"/> 4. Communicate to worker that safe work is required (do not take unnecessary risks)			
<input type="checkbox"/> 5. Review / explain company and client's pay for safe working behavior			
<input type="checkbox"/> 6. Answer any questions worker may have on procedures / policies / or handbook			
<input type="checkbox"/> 7. Assign GF to new worker.			
7.1 GF Name:			
MENTOR, PLEASE SIGN THAT YOU REVIEWED ALL THE ABOVE WITH THE NEW WORKER			
Mentor Signature:			

General Foreman Name: (print)		Date:	
REVIEW THE FOLLOWING PRE-WORK EXPECTATIONS:			
<input type="checkbox"/> 1. Review company procedures / policies / handbook that worker does not understand			
<input type="checkbox"/> 2. Train the worker on use of New Worker Sheet and daily expectations			
<input type="checkbox"/> 3. Review the progressive discipline process (severe violations, not wearing PPE, etc.)			
<input type="checkbox"/> 4. Set expectations for intervention when unsafe acts are observed plus reinforce use of observation cards and Job Hazard Analysis (JHA)			
<input type="checkbox"/> 5. Tell SSE to ask for help when needed (do not "manhandle" work)			
<input type="checkbox"/> 6. Discuss with SSE to work in professional manner (no fighting or horse playing)			
JOB ORIENTATION AND IDENTIFYING SPECIFIC JOB REQUIREMENTS OF SITE:			
<input type="checkbox"/> 1. Complete a tailboard with SSE			
<input type="checkbox"/> 2. Review inclement weather conditions (job shutdowns / shelter in place)			
<input type="checkbox"/> 3. Communicate and verify the PPE that is required for workers job			
<input type="checkbox"/> 4. Tour jobsites and raise workers awareness of possible hazards of job			
<input type="checkbox"/> 5. Verify new hire can use tools safely for jobs (have worker demonstrate)			
<input type="checkbox"/> 6. Verify minimum training requirements (Lockout / Tagout, confined space, etc.)			
<input type="checkbox"/> 7. Review housekeeping policy and expectations			
<input type="checkbox"/> 8. Review emergency procedures and communication assembly point			
<input type="checkbox"/> 9. Show worker nearest safety shower / eyewash and how it operates			
<input type="checkbox"/> 10. Explain to worker under what circumstances they would have to use the shower / eyewash.			
<input type="checkbox"/> 11. Assign Mentor to New Hire			
11.1 Mentor's Name (print):			
General Foreman: PLEASE SIGN THAT YOU REVIEWED ALL THE ABOVE WITH THE NEW WORKER			
General Foreman Signature:			
Short Service Employee: I AGREE AND WILL BE COMMITTED TO ALL THE CRITERIA AS REVIEWED WITH ME ABOVE			
SSE Name: (print)		Hire Date:	
SSE Signature:		Date:	