

) k-h Worksite Orientation



A worksite orientation must be provided on the first day of employment at the Worksite. The items to be included in the orientation are:

- Participant responsibilities and job description
- Worksite locations and worksite objectives
- Safety equipment/requirements and placement of First Aid Kit
- Supervisor name and contact phone number
- Evaluations / Promotions
- Location of supplies / resources
 - Water
 - Restrooms
 - Tools
- Policies
 - Diversity
 - Sexual Harassment
 - Drug and Alcohol Abuse
 - Dress Code
 - Attendance
 - Disciplinary Code
 - Grievance Procedure
 - Accident Reports
- Payroll/Timesheet procedures
 - Work schedule with hours, breaks, and lunches
 - Daily recording of work hours
 - Timesheet completion
 - Timesheet submission
 - Check delivery

Worksite Supervisor _____ Phone # _____

By signing this I am attesting that worksite staff has reviewed the above information with me and I understand my roles and responsibilities as a worksite participant.

Participant Signature _____ Date _____

For additional information about Iowa Workforce Development services, contact an IowaWORKS Job Center near you. Locations and additional information are available at www.iowaworkforcedevelopment.gov or 866-239-0843.

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