

New Hire Compliance Checklist

Training and policy sign-offs for one new hire. Tick what applies; mark the rest N/A.

Employee name

Role

Start date

Location (state or province)

Directs anyone else's work? [] Yes [] No

BEFORE OR ON DAY ONE

Item	Rule or deadline	Due	Done
☐ Added to your records with role and hire date	So role-based training and hire-date deadlines apply	_____	_____
☐ Safety training for hazards faced in the first days	US: several OSHA standards require it before exposure	_____	_____
☐ Certificates they already hold recorded (forklift, first aid)	Record the date earned; don't repeat valid training	_____	_____

FIRST WEEK

Item	Rule or deadline	Due	Done
☐ Employee handbook acknowledgment signed	Keep the version they signed	_____	_____
☐ Harassment policy acknowledgment signed	NY: at hire. MA (6+ employees): when they start	_____	_____
☐ IT acceptable use and security policy signed	If they use company email or systems	_____	_____
☐ Ontario: supervisor health and safety awareness	Within 1 week of supervising (O. Reg. 297/13, s. 2)	_____	_____

FIRST 30 DAYS

Item	Rule or deadline	Due	Done
☐ Ontario: worker health and safety awareness	As soon as practicable (O. Reg. 297/13, s. 1)	_____	_____
☐ Ontario: AODA accessibility training	As soon as practicable (O. Reg. 191/11, s. 7)	_____	_____
☐ Ontario: violence and harassment policy instruction	Every worker (OHSA ss. 32.0.5, 32.0.8)	_____	_____
☐ Role-specific training (HIPAA, bloodborne pathogens)	BBP: at initial assignment. HIPAA: reasonable time	_____	_____

BY THE LEGAL DEADLINE

Item	Rule or deadline	Due	Done
☐ Harassment prevention training: California	Within 6 months; temporary staff 30 days or 100 hours	_____	_____
☐ Harassment prevention training: Connecticut	Within 6 months of hire (3+ employees)	_____	_____
☐ Harassment prevention training: Illinois or New York	IL: by December 31. NY: as soon as possible	_____	_____
☐ Forklift: trained and evaluated before operating	Re-evaluate at least every 3 years (29 CFR 1910.178)	_____	_____

BEFORE THE PROBATION REVIEW

Item	Rule or deadline	Due	Done
☐ Every item above complete or marked not applicable	Each with a date and the version or certificate	_____	_____

YOUR OWN ITEMS

Item	Rule or deadline	Due	Done
☐		_____	_____
☐		_____	_____