



NEW EMPLOYEE CHECKLIST

1. NEW EMPLOYEE PERSONEL INFORMATION

- W-4 completed
- I-9 completed
- Direct deposit authorization form completed
- Voiced check attached

2. NEW EMPLOYEE SAFETY PROGRAMS

- Trio Masonry safety program handbook read & understood (at each jobsite & available at triomasonry.com)
- Safety Handbook Acknowledge Form completed
- Copy of OSHA 10 or 30 certification card
- Copy of current CISAP (drug screening) w/ in 30 days of employment

3. FOR THE EMPLOYEE PPE

- Proper personal protection equipment and Hi Vis shirts/ vests are required
- Hard hats and eye protection is required