

# DREP 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 \_\_\_\_\_