

Employee: _____

Start date: _____

Before day 1

Task	Owner	Deadline
☐ Signed employment contract returned	Office	-14 days
☐ Registration with social insurance & health insurer	Office	-7 days
☐ Register with the employers' liability insurer (BG BAU or the relevant BG)	Office	-7 days
☐ Provide PPE: helmet, safety boots, high-vis vest, gloves	Site manager	-10 days
☐ Provide a basic set of tools	Workshop	-7 days
☐ Check the driving licence and suitability for company vehicles	Site manager	-7 days
☐ Locker, keys, locking system	Workshop	-2 days

Week 1

Task	Owner	Deadline
☐ Welcome & workshop / site tour	Site manager	Day 1
☐ Safety briefing (accident prevention rules) & record	Site manager	+1 day
☐ Tool and machine training	Foreman	+2 days
☐ Fire safety & first aid briefing	Site manager	+3 days
☐ Shadow an experienced colleague on site	Foreman	+3 days
☐ Materials and storeroom organisation	Workshop	+5 days

Month 1

Task	Owner	Deadline
☐ Vehicle use, route planning, job documentation	Site manager	+14 days
☐ Independent tasks under supervision	Foreman	+21 days
☐ Feedback meeting after 30 days	Site manager	+30 days

Month 3

Task	Owner	Deadline
☐ Specialist training (fall protection, machine operator licence, ...)	Site manager	+60 days
☐ Responsibility for own sections of a site	Site manager	+75 days
☐ End-of-probation review	Site manager	+89 days