

FIELD LESSONS

Construction Onboarding Checklist

A new crew member's first 30 days

New hire _____

Start date _____

Lead _____

Trade / role _____

Lesson Teach these the same way to every new hire. They make good field lessons.

BEFORE DAY ONE

- ☐ Hiring paperwork and emergency contact on file
- ☐ Start date, time, address, and who to report to sent by text
- ☐ PPE and tool list sent: what we provide, what they bring
- ☐ Training sign-in ready: QR badge or company code and PIN
- ☐ Start-of-day routine assigned, in their language **Lesson**

DAY ONE

- ☐ Meet their lead and the crew
- ☐ Site walk: hazards, first aid kit, fire extinguisher, emergency plan
- ☐ Your site safety rules, and the ones people most often skip **Lesson**
- ☐ Tools and equipment checked out, and how to care for them
- ☐ End-of-day cleanup and closeout expectations **Lesson**

FIRST WEEK

- ☐ Core task 1, done your company's way **Lesson**
- ☐ Core task 2, done your company's way **Lesson**
- ☐ Most common mistakes on those tasks, and what they cost **Lesson**
- ☐ How to talk to a homeowner, inspector, or GC's superintendent **Lesson**
- ☐ Who to ask when they're not sure
- ☐ End-of-week check-in with their lead

FIRST 30 DAYS

- ☐ Remaining core tasks for their role **Lesson**
- ☐ Lead signs off on each core task in the field
- ☐ Training record reviewed: what's done, what's left
- ☐ 30-day conversation: what's going well, what's unclear

Core tasks for this role

1. _____
2. _____
3. _____

Turn the Lesson items into field lessons.

Phone lessons built from how your best people work. English and Spanish, QR sign-in with no email, and tracking.

fieldlessons.com

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