

CHECKLIST for PROJECT FOREMAN

EMPLOYEE NAME

DATE (mm/dd/yyyy)

TECH:

Hogan email, Outlook

Add to Foremen Outlook group

Update to “simple texting” groups

iPad and iPhone

ACCESS:

Change ROLE in Hogan University

Access to Procore

PPE & EQUIPMENT:

Gray hard hat with preferred name

Hi-viz surveyors vest with preferred name

Fuel card

MARKETING:

Professional photo

Business cards

PROCESS TRAINING:

Administrative Handbook

PTO policy

Tracking mileage

Receipts & invoices

Training for time entry

Procore courses

Kudos program

PPE on company store

SAFETY TRAINING:

Safety incentives

Daily logs

Daily Production & Safety meetings

Weekly site inspections

Weekly sub safety meetings

OSHA 30 certificate

