Arrival Week Checklist

WC-21 | Chapter 14 | Both | Version 1.0

Use the first week to move from arrival to supported work. Assign a person and date to each step. Change the pace when travel, training, or the job requires it.

Write in the spaces or click a blank field to type in Word.

Worker and role	Arrival date and trainer

Check	Item	Evidence or next action
	1. Allow time to set up the RV and rest.	
	2. Welcome the worker and tour the property.	
	3. Train the worker for the actual role.	
	4. Practice under supervision.	
	5. Allow limited independent work after the standard is met.	
	6. Hold an end of week check in.	

Mark each item Done, Open, or N/A. Explain open items and name the next action.

Immediate site or equipment issue and response

Tasks cleared for independent work and any limits

Open questions, responsible person, and next check in

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