



New Hire Employee Training Checklist

Name: _____
Position: _____ Hire Date: _____

AN INTRODUCTION TO GILES CHEMICAL

Giles Chemical is a division of Premier Chemicals whose headquarters are in Pennsylvania.

Giles Chemical is the largest manufacturer of magnesium sulfate in North America. Our plants are located in North Carolina, New York and Indiana as well as a repackaging facility here in Waynesville.

Giles Chemical markets sodium sulfate through another division known as Saltex.

Magnesium sulfate in the crystal form is more commonly referred to as Epsom Salt.

The Waynesville facility produces magnesium sulfate in crystal and liquid forms. Magnesium sulfate is used in many different over-the-counter products such as cosmetics, bottled water, artificial sweeteners, fertilizer, animal feed as well as the medical and paper industries.

The production of the crystal form of magnesium sulfate is packaged in 50-pound bags and 2,000 pound super sacks. The end product (crystals) is produced by mixing magnesium oxide and sulfuric acid. These ingredients are blended together with water in large tanks called digesters. When the proper mix is achieved, the liquid then flows through a filter press where the solid impurities are filtered out. The liquid is then considered "brine" and flows through the brine tanks into one of three crystallizers. As the name implies, this is where the crystals are formed. From the crystallizers the product is fed into one of two centrifuges where the spinning motion of the centrifuge separates most of the water from the crystals. From the centrifuge, it is then fed into large dryers where the crystals are dried and ready to be packaged.

When magnesium sulfate, in varying degrees of concentration, is sold in the liquid form (brine), it is pumped into tanker trucks for delivery.

There are many advantages to employment with Giles Chemical. These advantages include company sponsored health insurance, dental insurance and life insurance. Other benefits include company matching 401k savings, short and long term disability payment and a bonus program. As an employee, you enjoy all of the above plus working in a stable work environment for a company that has been in Waynesville since the 1950's.

Giles Mission Statement:

Through teamwork and commitment to excellence, ethics and total customer satisfaction, the mission of Giles Chemical is to increase our value and long-term security by becoming the most innovative, highest quality, most efficient, safest and largest manufacturer/distributor of the products we offer in North America.

This mission can only be accomplished through the dedication, desire for excellence and perseverance of employees like you.



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Human Resources Introduction: _____/_____

- | | |
|--|---|
| <input type="checkbox"/> Introduction To Giles Chemical | <input type="checkbox"/> Sign Payroll Direct Deposit Form |
| <input type="checkbox"/> Review Mission Statement | <input type="checkbox"/> Present Voided Check |
| <input type="checkbox"/> Review Employer Expectations | <input type="checkbox"/> Benefits Review |
| <input type="checkbox"/> Sign Zero Tolerance Policy Review | <input type="checkbox"/> Copy of Benefits Highlight Sheet |
| <input type="checkbox"/> Sign Conflict of Interest Policy | <input type="checkbox"/> Basic Rules and Policies Review |
| <input type="checkbox"/> Complete Drug Screen | <input type="checkbox"/> (Pg-50) Disciplinary Action Procedure |
| <input type="checkbox"/> Complete Tax Forms | <input type="checkbox"/> (Pg-21) Pay Policy |
| <input type="checkbox"/> W-4 | <input type="checkbox"/> (Pg-25) Timeliness and Attendance |
| <input type="checkbox"/> NC-4 | <input type="checkbox"/> (Pg-52) Horseplay |
| <input type="checkbox"/> I-9 | <input type="checkbox"/> (Pg-39) Safety |
| <input type="checkbox"/> Present Photo ID | <input type="checkbox"/> (Pg-18) Call-In Policy |
| <input type="checkbox"/> Present Social Security Card or | <input type="checkbox"/> Question and Answers |
| Authorization to Work | <input type="checkbox"/> Employment Agreement if applicable _____ |

Trainee Signature of Comprehension: _____/_____

Orientation with Quality/Safety Manager: _____/_____

Policy Training

- ☐ ~SAFETY-01 - Personnel Safety Policy
☐ ~QA-GMP - Good Manufacturing Practices

Video Training

- ☐ ~ Hazardous Communications
☐ ~ Forklift Safety
☐ ~ Blood-Borne Pathogens

Procedure Training

- ☐ ~DOC-SOR-01 - Documentation Training
☐ ~SAFETY-EVAC-01 - Evacuation Procedure
☐ ~SAFETY - 02 - Blood-Borne Pathogens
☐ ~QA-HLTH-DNR - "DO NOT REACH"
☐ ~QA-SIRPE - Safety Incident Reporting

Trainee Signature of Comprehension: _____/_____

Orientation with Office or Plant Managers: _____/_____

(If Applicable)

- | | |
|--|---|
| <input type="checkbox"/> Introduction to Operations | <input type="checkbox"/> Review All Job Functions |
| <input type="checkbox"/> Review Employee Expectations | <input type="checkbox"/> Conduct Plant Tour |
| <input type="checkbox"/> Review Evaluation & Disciplinary policies | <input type="checkbox"/> Question and Answers |

Trainee Signature of Comprehension: _____/_____

Orientation with Process Engineer : _____/_____

(If Applicable)

- | | |
|---|---|
| <input type="checkbox"/> Detailed Review of Process Flowchart | <input type="checkbox"/> Detailed Plant / Process Walk though |
| <input type="checkbox"/> Question and Answer | <input type="checkbox"/> Question and Answer |

Trainee Signature of Comprehension: _____/_____

(Original to be filed with Quality Department – Copy on file with HR)