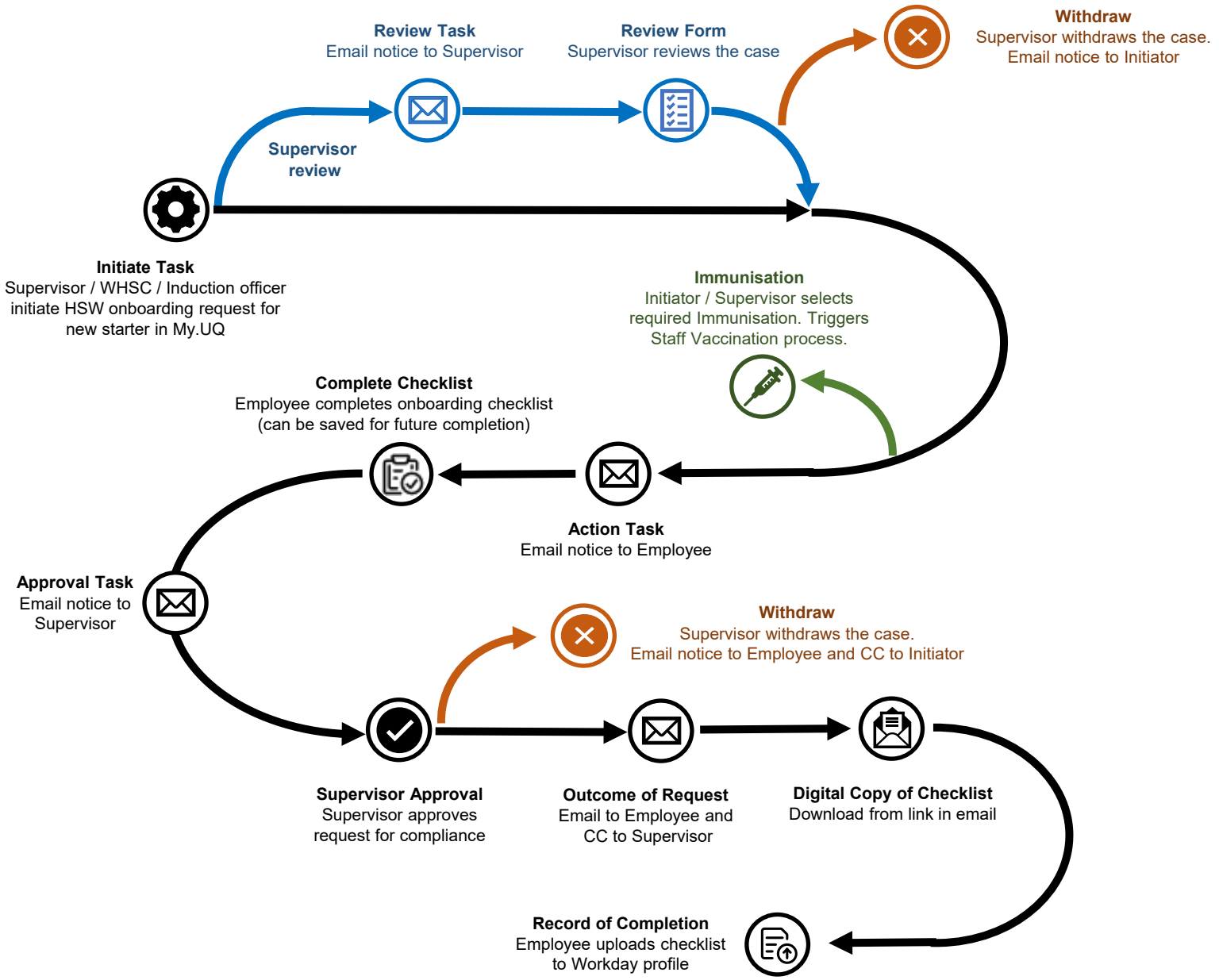Health, Safety and Wellness (HSW) Onboarding Checklist – Process Workflow