



1300 083 599

Timesheet Number:

Safety Check List : Please tick each box to confirm your site safety induction and sign below

- | | | |
|--|---|--|
| <input type="checkbox"/> I have been Inducted at this site | <input type="checkbox"/> I have signed relevant site SWMS | <input type="checkbox"/> I understand site emergency procedures |
| <input type="checkbox"/> I have completed Pre-starts | <input type="checkbox"/> I understand my role on site | <input type="checkbox"/> I know where First Aid is located on site |
| <input type="checkbox"/> I know where the muster point is | Employee Signature | |

Please state if lunches have been taken. If your lunch break is not marked clearly 1/2hr will be deducted.

Timesheet **MUST** be emailed to timesheets@finaltrimoperators.com.au by 12noon EACH SUNDAY.

| Employee & Supervisor to complete | | | | | Supervisor Signature | OFFICE USE ONLY | | |
|-----------------------------------|------|-------|-------|--------|----------------------|-----------------|--|--|
| Day | Date | Start | Lunch | Finish | | | | |
| Monday | | | | | | | | |
| Tuesday | | | | | | | | |
| Wednesday | | | | | | | | |
| Thursday | | | | | | | | |
| Friday | | | | | | | | |
| Saturday | | | | | | | | |
| Sunday | | | | | | | | |

As supervisor, I confirm that the hours above are correct for payment & invoicing and confirm they will not be disputed.

TIMESHEET MUST BE SIGNED DAILY BY SUPERVISOR OR WAGES WILL NOT BE PAID.