



Employee Name: \_\_\_\_\_ Week ending: \_\_\_\_\_  
 Postion: \_\_\_\_\_ Client Name: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Site location: \_\_\_\_\_

1300 083 599

Timesheet Number:

<b>Safety Check List : Please tick each box to confirm your site safety induction and sign below</b>		
<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	<b>Employee Signature</b>	

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@ftworkforce.com.au](mailto:timesheets@ftworkforce.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.**