



LABOUR HIRE TIMESHEET

MEN AND WOMEN AT WORK

HOST EMPLOYERS NAME	EMPLOYEES NAME	<b>IMPORTANT NOTES</b> It is your responsibility to ensure your timesheet is authorised by your Host Employer and submitted to us (email or original) by no later than 9am Monday each week. <u>Timesheets not submitted on time will not be paid until the following week.</u> <a href="mailto:timesheets@mawaw.com.au">timesheets@mawaw.com.au</a>  <b>Any concerns re Occupational Health and Safety (OH&amp;S) must be reported to your supervisor at Men At Work immediately.</b> Southern Region Kylie Loane 0481 988 059 Central Region Jeremy Segol 0423 441 059 Northern Region Alan Brannagan 0431 684 760
SITE OF PLACEMENT	TELEPHONE	
SIGNATURE (MUST BE SIGNED)	SIGNATURE	
WEEK ENDED	POSITION	

Date	Day	Start	Lunch	Finish	Total Hours less	Duties performed daily
			Break		Less Lunch	
...../...../.....	MON					
...../...../.....	TUES					
...../...../.....	WED					
...../...../.....	THUR					
...../...../.....	FRID					
...../...../.....	SAT					
...../...../.....	SUN					

				<b>TOTAL</b>			Notes:
Site Induction completed	Yes	No	Manual Handling excessive	Yes	No		
PPE to be worn	Yes	No	Trip, slip hazards	Yes	No		
Hazardous material on site	Yes	No	Job Description understood	Yes	No		
Environment dust / noise etc	Yes	No	Other hazards?	Yes	No		