

Weekly Timesheet

Week Ending:

Occupational Health & Safety
 If you have any Concerns relating to your current work environment, please list the details here;

What can we do to make your workplace safe?



Common Sense Safety
Means; don't do it if it isn't safe

Company Name: Howard James Recruitment
 Contact Name: Nick Gabriel
 Contact Phone: 0240010202
 Address: 4/56 Industrial Drive Mayfield East

Employee Name:		CLIENT COMPANY:	
Employee's Signature:		Supervisor's Name:	
Employed as:		Supervisor's Signature:	
Are you required next week? (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No		TYPE OF SHIFT WORK: <input type="checkbox"/> Day <input type="checkbox"/> Afternoon <input type="checkbox"/> Night	

					OFFICE USE ONLY				
HOURS WORKED					BREAKDOWN			ALLOWANCES	
DATE	START	BREAK	FINISH	TOTAL HOURS	NORMAL TIME	X1.5	X2	DESCRIPTION	AMOUNT
MON / /									
TUE / /									
WED / /									
THU / /									
FRI / /									
SAT / /									
SUN / /									
TOTAL									

Please email Completed Timesheet to nick@howardjames.com.au