



TIMESHEET: All timesheets must be to the office by 1pm Monday. Email to: office@blaikierecruitment.co.nz

Client Name: _____

Employee Name: _____

Address: _____

Job Title: _____

Report To: _____

Week Ending Date:
 Sunday / / 2020

RECORD OF HOURS WORKED					
Date	Day	Time Start	Time Finish	Break	Total Hours Worked
	Mon				
	Tue				
	Wed				
	Thu				
	Fri				
	Sat				
	Sun				
Total Hours Overall:					

Due to the constantly changing nature of temp work as part of our Health and Safety Management plan, we ask our employees to be aware of any new hazards. Please identify to our employees specific site hazards and any new hazards that occur on a DAILY basis (on back of this timesheet) If weekly induction meetings are held, please email office@blaikierecruitment.co.nz

I confirm that the hours stated are correct, the work completed to my satisfaction and that a site specific induction has been completed

I have read and understood Blaikie Recruitment's Terms of Business

I confirm that any changes of duties or working environment have been communicated to Blaikie Recruitment in accordance with Blaikie Recruitment's Terms of Business

There is a minimum four hour charge per day. Hours are charged to the nearest quarter hour

Our payment terms are strictly seven (7) days

Supervisor's Name and Signature: _____ Date: _____

I confirm this is a correct record of the hours worked and no injuries were sustained and I received a site specific induction.

Employee's Signature: _____ Date: _____

NB: Wages will not be paid until a timesheet has been signed by you and the client

TEMP HEALTH & SAFETY INDUCTION

A Health and Safety induction must be completed for all new temp workers before commencing work using either the Blaikie Recruitment Induction (this document) or where the client has their own Health and Safety Induction, this may also be used. Please ensure a copy is provided to Blaikie Recruitment immediately upon completion.

Temp Name: _____

Name of person carrying out the induction: _____

Client: (Company Name): _____

Induction Date _____

Item	Description points	Yes	No	Comments
Workplace/Location	General orientation of work area			
	Where access is and not permitted			
	Where smoking is permitted (if applicable)			
	Location of toilets, hand washing facilities etc			

Item	Description points	Yes	No	Comments
Hazard ID information	Hazard ID explained (show copy of hazard register)			
	How to report any new or unknown hazard			
	Safe Operating Procedures (SOPs), Job Safety Analysis or similar			
	Training records			

Item	Description points	Yes	No	Comments
Accident/Safety incident (near miss) reporting procedures	How to report an accident or safety incident			
	Discuss responsibility and importance of reporting accidents or safety incidents			

Item	Description points	Yes	No	Comments
Emergency Procedures	Show/explain emergency procedures			
	Nearest first aid kit			
	Name of first aider			
	Where to find the closest medical centre			

Item	Description points	Yes	No	Comments
Personal Protective Equipment	Issue of PPE applicable for tasks being undertaken			
	Importance of wearing of PPE and its correct use			

Blaikie Recruitment temp worker	
Signature	
Date:	

Person carrying out induction	
Signature	
Position	
Date	