

TIMESHEET
DUE BY 1PM MONDAY

CONTACT	
COMPANY	
LOCATION	

NAME	
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POSITION	WEEK ENDING SUNDAY
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	MORNING			AFTERNOON		TOTAL HOURS
	DATE	START	FINISH	START	FINISH	
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
	CALCULATE ALL HOURS TO NEAREST 1/4 HOUR				TOTAL HOURS	

HEALTH & SAFETY

I acknowledge my responsibilities with respect to GBL's Health & Safety Policy and will notify GBL immediately with any concerns.
You must complete either Section 1 or Section 2 each week.

SECTION 1 - FIRST DAY ORIENTATION

The following has been covered by the Client with the Temp/Contractor:-

- | | |
|---|---|
| <input type="checkbox"/> Emergency procedures | <input type="checkbox"/> Accident reporting procedures |
| <input type="checkbox"/> Workstation adjusted to suit | <input type="checkbox"/> If repetitive work, regular breaks |
| <input type="checkbox"/> Hazards (if any) identified | <input type="checkbox"/> Priorities and workload |

SECTION 2 - ONGOING ASSIGNMENTS – OR FINISHING AN ASSIGNMENT

Do you have any current health and safety concerns?

- Yes No
 If Yes - I have advised GBL Personnel

The above hours and information are correct. I agree to treat all work performed by me on this assignment as strictly confidential and I agree to abide by my employment agreement.

TEMP'S SIGNATURE	TICK IF ASSIGNMENT CONTINUING <input type="checkbox"/>
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The above hours and information are correct and I agree to the terms and conditions below.

CLIENT'S SIGNATURE	POSITION	DATE
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SUMMARY TERMS

- | | |
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| <ul style="list-style-type: none"> - You acknowledge that you have read and accepted our full Terms and Conditions of Business or other Terms as agreed. - Invoices are for wages and therefore payable within 7 days. - Minimum booking is four hours in any one day. - GBL will guarantee to replace any GBL Temp/Contractor whose performance is not satisfactory, and will replace the temp free of charge provided we are notified within 4 hours of the commencement of the assignment. | <ul style="list-style-type: none"> - A GBL Temp/Contractor is offered to the client on the condition that the client accepts full responsibility for the supervision, direction, control and health and safety of the GBL Temp/Contractor. - If any GBL Temp/Contractor referred by us, is employed by you or a related company on a permanent, temporary, fixed term or contractor basis within six months of the referral, the appropriate permanent, temporary, fixed term or contractor fee is payable. |
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