

## HAVE YOU BEEN INDUCTED?

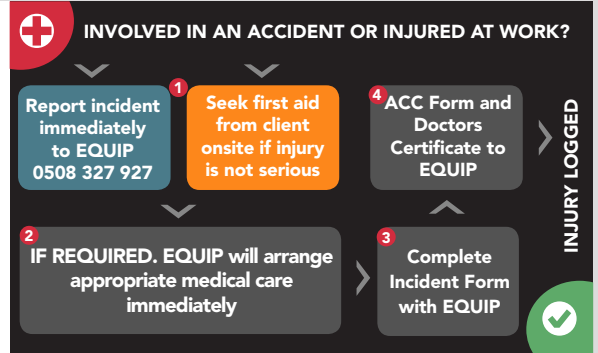
# 1

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Site/Task: \_\_\_\_\_

- (Circle ONE)
- Have **YOU** completed the **SITE INDUCTION** ? Yes / No
  - Have **YOU** looked at the **HAZARD BOARD**? Yes / No
  - Have **YOU** got on the required **PPE**? Yes / No
  - Have **YOU** been shown where to find the **FIRST AID KIT**? Yes / No
  - Have **YOU** been told where to report a **HAZARD** or **INCIDENT**? Yes / No
  - What can harm **YOU** while at work?  
\_\_\_\_\_
  - Can anything harm **YOUR** workmates or the environment?  
\_\_\_\_\_
  - What will **YOU** do about it?  
\_\_\_\_\_
  - Site/Task is **SAFE** for **YOU** to continue:



Employee (sign) \_\_\_\_\_

Supervisor (sign) \_\_\_\_\_

PLEASE FILL OUT THE ABOVE (SECTION 1) AT THE START OF EACH ASSIGNMENT OR AT THE BEGINNING OF THE WEEK (MONDAY) FOR ONGOING ASSIGNMENTS

# 2

## TEMPORARY STAFF TIME SHEET

Client Company: \_\_\_\_\_

Order Number/site: \_\_\_\_\_

Temp Name: \_\_\_\_\_

Date	Day	From	To	Less meal breaks	Total	Ordinary Hours	Time & A Half	Double Time
	Mon							
	Tue							
	Wed							
	Thu							
	Fri							
	Sat							
	Sun							
<b>Totals</b>								

I hereby certify that this is a correct record of the hours worked by me and that I have reported any incidents or near misses. I undertake to treat as confidential all work performed by me on this assignment. I acknowledge my responsibilities with respect to health and safety whilst at work and my obligation to comply with EQUIP Recruitment's Health & Safety Policy (a copy of which I have received) and health and safety procedures introduced by EQUIP Recruitment.

Temp Signature \_\_\_\_\_

Assignment Continuing  Finished

*Note: Wages will not be paid until a timesheet has been signed by you and the client and returned to EQUIP Recruitment.*

Client's certificate: It is hereby certified that the above hours are correct, the work was performed in a satisfactory manner and payment is authorised. We have read and accepted and are bound by your Terms and Conditions. We acknowledge that these are available for perusal on Equip Recruitment's website at [www.equipment.co.nz](http://www.equipment.co.nz) We acknowledge that the EQUIP Recruitment Employee has been given the appropriate health and safety induction.

Client's Signature \_\_\_\_\_

Please Print Name \_\_\_\_\_

**FAX, SCAN, EMAIL OR HAND IN THE TOP COPY TO EQUIP RECRUITMENT BY NO LATER THAT 12PM MONDAY**

**EQUIP Recruitment**, Cnr Jackson & Cuba Streets, Petone, Lower Hutt T: 0508 327 927 F: 04 568 2018 E: [office@equiprecruitment.co.nz](mailto:office@equiprecruitment.co.nz)

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