



# TIMESHEET – MEN AT WORK

**Men At Work Labour Hire NSW**  
 4/6 Belah Road, Port Macquarie NSW 2444  
 Telephone: (02) 6581 4600 Fax: (02) 6581 4154  
 email: [accounts@menatwork.net.au](mailto:accounts@menatwork.net.au)  
 web: [menatwork.net.au](http://menatwork.net.au)  
 ABN: 13 099 458 590

HOST EMPLOYERS NAME	EMPLOYEES NAME	<b>IMPORTANT NOTES!</b>  It is your responsibility to ensure your timesheet is authorized by your Host Employer and submitted to us (either fax email or original) by no later 8.00am <b>WEDNESDAYS</b> following the week ending of Tuesday. Timesheets not submitted in time will <b><i>not be paid</i></b> until the following week. <a href="mailto:timesheets@menatwork.net.au">timesheets@menatwork.net.au</a>  <b>Any concerns re Occupational Health &amp; Safety (OH&amp;S) <i>must be reported</i> to your supervisor &amp; Men At Work <i>immediately</i>.</b> <b>Kiel Bigeni 0448 388 294 Director</b> <b>Rob McKelvie 0447 710 074 Northern Manager</b>
SITE OF PLACEMENT	ADDRESS (only if changed from registration)	
TELEPHONE:	TELEPHONE:	
SIGNATURE <b>(MUST BE SIGNED)</b>  (Have you added Job Number below?)	SIGNATURE	
WEEK ENDING	POSITION	

DATE	DAY	JOB CODE OR DOCKET NO.	START	LUNCH BREAK	FINISH	TOTAL HRS LESS LUNCH	SUPERVISOR SIGNATURE
/ /	WED						
/ /	THURS						
/ /	FRI						
/ /	SAT						
/ /	SUN						
/ /	MON						
/ /	TUES						
	<b>TOTAL</b>						
Site induction carried out		Yes	No	Manual Handling, excessive		Yes	No
PPE to be worn		Yes	No	Trip slip hazards		Yes	No
Hazardous materials on site		Yes	No	Job Description understood		Yes	No
Environment dust/noise etc		Yes	No	Other Hazards?			

<b>Office Use Only</b>