

Marisco Employee Monthly Timesheet

Your name

Record any absences or holiday taken during the month. Please inform the office by telephone by 9:30am on 01202 474001 explaining why you are unavailable for work that day. **You must complete an absence form for any sick leave or unpaid leave taken during the month and deliver it on the same day you return to work. You must provide a medical certificate for absences that last for 7 consecutive days or more.** Further information can be found in the **Staff Handbook** available on our website.

Month

August 2019

			Company Vans	Stand Hours	Authorised	Authorised	Sick Leave	Other Statute	Unpaid
			Private Miles	Max 8hrs/day	Overtime (Hrs)	Holiday (Hrs)	(SSP)	(SMP/SPP)	Leave (hrs)
Day	Date	Comments							
Thu	01-08-19								
Fri	02-08-19								
Sat	03-08-19								
Sun	04-08-19								
Mon	05-08-19								
Tue	06-08-19								
Wed	07-08-19								
Thu	08-08-19								
Fri	09-08-19								
Sat	10-08-19								
Sun	11-08-19								
Mon	12-08-19								
Tue	13-08-19								
Wed	14-08-19								
Thu	15-08-19								
Fri	16-08-19								
Sat	17-08-19								
Sun	18-08-19								
Mon	19-08-19								
Tue	20-08-19								
Wed	21-08-19								
Thu	22-08-19								
Fri	23-08-19								
Sat	24-08-19								
Sun	25-08-19								
Mon	26-08-19	Summer Bank Holiday				8.0			
Tue	27-08-19								
Wed	28-08-19								
Thu	29-08-19								
Fri	30-08-19								
Sat	31-08-19								
Submit to Office by Wed, 04-Sep-19 TOTALS									

YOU MUST COMPLETE THIS SECTION
HEALTH & SAFETY AT WORK
MONTHLY COMPLIANCE REVIEW
You can access the emergency procedure to follow in the event of an accident at work by clicking on the 'Emergency Procedure' link to be found on the Company's website footer:
www.MariscoSouth.co.uk
Confirm you have read and understand the **Health and Safety Policy** published on the www.mariscosouth.co.uk website. The information is provided to ensure your continuing good health and safety on site.
Confirm you *sign-in* and *sign-out* of site (Site Folder) on EVERY occasion you enter or leave the premises. Workers who regularly fail to observe this mandatory requirement will face disciplinary action leading to their dismissal.
The general H&S site induction and tool-box type training you receive is sufficient to negate the need for our managers to provide an induction talk on every void and domestic refurbishment site. Such sites present a similar hazard and risk profile. Confirm you have received a site induction talk for all other sites.
Confirm you have read and signed the site's Risk Assessment and Method Statements (RAMS) found in the *Site Folder* when attending each site. This will inform you of the site's hazards, and the management controls you must observe to create a safe working environment.
Confirm you wear the PPE specified by the site's RAMS. This includes using self-test seal face masks to protect you against harmful site dust. Unless you are clean shaven, the HSE will not accept ordinary face masks will maintain a safe seal, and a positive airflow, full-face mask set must be worn when there is a risk of breathing in silica dust or asbestos fibres.
Confirm that unless you have been certified by Ralph Elliott-King as competent to work on fire doors, you must not carry out any maintenance or refurbishment work on any fire door, including replacing or repairing the door leaf, frame, locks, letterboxes, hinges and spyholes.
Confirm you understand that senior Marisco management will always support you if you refuse to carry out a task you believe is unsafe and represents a risk to your continuing health and safety, or to others around you. Don't let peer-group pressure put your safety at risk.

NO

YES

Did you sustain an injury while at work this month that was reported and recorded in the head office accident book?

We want your views on how we can improve your H&S in the workplace.
Tick if you are attaching a form this month to raise an issue you would like considered at the next H&S Staff Consultation meeting at 10:00am 11th September 2019.

By signing this timesheet I confirm I have read the H&S information on the back of this form and I observe H&S standards in the work place. I also accept that payment of my salary at the end of the month may be delayed if I have not signed, or completed the expected boxes on this form without explaining why.

Signature: _____

Complete this section if you drove a company vehicle during the month. Please bring to our attention any deficiencies in the vehicle or its equipment.

Opening mileage:

Business miles:

Private-use miles:

Closing mileage:

Total = a + b + c

☐

All Driving Lights Checked & Working

☐

Water, Oil & Brake Fluid Levels Checked

☐

Jack, Tyres Pressures & Tread Checked

☐

Confirm your van is carrying: Fire Extinguishers, First Aid Box, Warning Triangle and Hi-Viz vest

☐

Confirm you do not smoke in the vehicle

☐

Confirm you have not been diagnosed with a medical condition our insurers should be informed about

☐

State the No. of points on your driving licence

☐

Confirm you have not received a new notice of an intended Road Traffic prosecution(s) this month.

Vehicle:

Reg:

RFL Due:

MOT:

Max VCS Revenue Weight (kg):

Unless you know the van's RFL and MOT is up-to-date ... Don't drive!

Van maximum speed limits:

Built-up Areas

Single Carriage

Dual Carriage

Motorway

30

50

60

70

Driver's Declaration:

I understand I am responsible for ensuring the company vehicle I drive is road-worthy and has a current RFL and MOT. I confirm I know the vehicle's VCS 'Revenue Weight' limit and I will not exceed it. I will inform the company of any change in my driving licence status and I accept I may be asked to pay the insurance excess for own-fault accidents.

MARISCO HEALTH & SAFETY NOTICE

HOT WORKS

We are in the process of renewing our professional and public liability insurance and one of the discussions points raised by the underwriters were what 'Hot Works' procedures do we observe on site. The number of insurance claims arising from fires caused by careless contractors remains a concern, and we must demonstrate we effectively manage this fire risk each year.

This notice is to remind all staff that certain kinds of routine tasks performed on site must only be carried out in accordance with our 'Hot Works' permit to work procedure.

What tasks need to be reported under our 'Hot Works' permits to work?

1. Any type of work that involves a naked flame, such as blow torches;
2. Any type of work using tools with a heated element such as carpet welders; and
3. Any type of tool that has the potential to create sparks such as angle grinders.

Don't be tempted to short-cut the system!

We understand it is tempting to turn a blind eye to following a mandatory health and safety procedure such as obtaining a hot works permit.

It is a pain in the backside to ring the office to obtain a *hot works permit number* to allow you to complete the form in the Site Folder; ring again to say you are starting the 1 hour fire watch (1.5hrs for all Bournemouth Council jobs), then ring again to say the watch has ended ... not to mention ensuring the paperwork is safely delivered to HO to complete the process.

What happens if you make the wrong call

Any personal inconvenience you save by not following a mandatory procedure like obtaining a hot works permit, is of no consequence compared to the world of grief you will bring down upon yourself, and the rest of us, if it transpire you made the wrong choice.

If you negligently cause a fire without the legal protection of carrying out that work under a hot works permit, you may invalidate our company insurance and in so doing become *personally* liable for legal and reparation costs arising from the fire. If you injure or kill someone, you would almost certainly face HSE prosecution. Loss of life usually results in a custodial sentence.

Your negligence could cause the company to fail, with the loss of work for all your colleagues. You would face disciplinary action, which might result in your instant dismissal.

For your sake, as well as the rest of us, follow the H&S procedures we put in place. They are not designed to inconvenience you. They are there to remind us shortcuts have consequences.
