

Your name (print legibly)

Your current address:

Postcode

Marisco Employee Monthly Timesheet

August 2020



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.

Day	Date	You must list the sites you work at each day	Stand Hours Max 8hrs/day	Authorised Overtime (Hrs)	Authorised Holiday (Hrs)	Sick Leave (SSP)	Other Statute (SMP/SPP)	Unpaid Leave (hrs)
Sat	01-08-20							
Sun	02-08-20							
Mon	03-08-20							
Tue	04-08-20							
Wed	05-08-20							
Thu	06-08-20							
Fri	07-08-20							
Sat	08-08-20							
Sun	09-08-20							
Mon	10-08-20							
Tue	11-08-20							
Wed	12-08-20							
Thu	13-08-20							
Fri	14-08-20							
Sat	15-08-20							
Sun	16-08-20							
Mon	17-08-20							
Tue	18-08-20							
Wed	19-08-20							
Thu	20-08-20							
Fri	21-08-20							
Sat	22-08-20							
Sun	23-08-20							
Mon	24-08-20							
Tue	25-08-20							
Wed	26-08-20							
Thu	27-08-20							
Fri	28-08-20							
Sat	29-08-20							
Sun	30-08-20							
Mon	31-08-20							
TOTALS								

YOU MUST COMPLETE THIS HEALTH & SAFETY AT WORK MONTHLY COMPLIANCE REVIEW

All of Marisco's policies and safe working methods, together with the Staff Handbook, Grievance and Disciplinary procedures can be accessed at the following website:

www.MariscoSouth.co.uk

Confirm you have read the updated **Health and Safety Policy** for Covid-19 published on the Company's website, and the RAMS and SSOW placed on Site.

Confirm you have complied with the Covid-19 **2m / 1m social distancing rule**. Wear face-coverings when you must work closer. Frequently wash your hands.

Smoking and vaping increases the risk of Covid-19 transmission. You breathe out more particulate matter or nebulised water droplets. Do not smoke or vape in vans, on site or HO.

Confirm you understand that if you, or any member of your household, develop Covid-19 symptoms, you must **self isolate** immediately for 10 days or 14 days respectively.

Confirm you understand it is a condition of returning to work that you are either clean shaven, or have a trimmed beard that allows safe use of half-masks when RAMS require them.

Confirm you understand you will face disciplinary action for failing to comply with all the safe system of working set out in the **RAMS** and **SSOW** to be found in the **SITE FILE**.

Do not succumb to peer-group pressure to do something you think is unsafe and may harm you, or others. Confidentially report your concerns to Ralph or Alison who will deal with it.

<input type="checkbox"/>	NO	Did you sustain an injury at work this month that was reported and recorded in the head office accident book?
<input type="checkbox"/>	YES	

We want your views on how we can improve H&S in the workplace.

Tick if you wish to attend in person, or attach a suggestion for improving H&S at the next Staff Consultation meeting at 10:00am on:

Wed, 16-Sep-20

Submit form to HO by: **Wed, 09-Sep-20**

By signing this timesheet, I confirm I have read the H&S update on the back of this form and I comply with Marisco's H&S Policies in the work place. I accept my next salary payment will be delayed until I have submitted a correctly completed and legible timesheet. I understand recording false information on this form is a serious disciplinary matter that will result in my dismissal. I accept the replacement cost of PPE I have lost or carelessly damaged will be deducted from my next salary payment.

Signature: _____

Complete this section if you drove a company van this month. Only existing payroll employees (Age 25 yrs+) of the Company that own the vehicle are insured to drive them. No exceptions.

Opening mileage: <input type="text"/>	<input type="checkbox"/>	All Driving Lights Checked & Working.	<input type="checkbox"/>	Confirm you do not smoke/vape in van	Vehicle: <input type="text"/>	Reg: <input type="text"/>
Business miles: <input type="text"/>	<input type="checkbox"/>	Water, Oil & Brake Fluid Levels Checked.	<input type="checkbox"/>	Confirm you have not been diagnosed with a medical condition that may affect your ability to drive safely, which would require disclosure to our fleet	RFL Due: <input type="text"/>	MOT: <input type="text"/>
Private-use miles: <input type="text"/>	<input type="checkbox"/>	Jack, Tyres Pressures & Tread Checked.	<input type="checkbox"/>	State the No. of points on your driving licence.	Max VCS Revenue Weight (kg): <input type="text"/>	
Closing mileage: <input type="text"/>	<input type="checkbox"/>	Confirm your van is carrying: First Aid box, Fire extinguishers, and Warning Triangle. If not, please obtain them!	<input type="checkbox"/>	Tick if you have received a new Notice of Road Traffic Prosecution, including parking tickets. Attach a copy.	Unless you know the van's RFL & MOT is up-to-date ... Don't drive it!	
Total = a + b + c						

Driver's Declaration In signing this form, 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 or health that may affect my ability to drive safely. I accept I may be asked to pay the insurance excess for own-fault accidents.

Van max speed limits:	Build-up Areas	Single Carriage	Dual Carriage	Motorway
	30	50	60	70

FITNESS TO DRIVE A VEHICLE AT ANY TIME

Your continuing employment with Marisco may depend on you being mobile and being able to drive either one of our company-owned vehicles, or your own private vehicle on the Company's business during the working day. You **MUST** always be fit to drive during the working day, and not:

- Drive when affected by alcohol, drugs, or medicines.
- Drive when affected by illness.
- Drive when too tired to do so safely.

Your employment contract requires you to inform us about any health issues or personal circumstances that may affect your driving. Drivers are also legally required to inform the DVLA of any medical condition that may affect their ability to drive safely. Failure to inform us, or the DVLA, about a condition that affects your ability to drive safely at work, may negate your driving insurance cover in the event of any accident. That would mean **YOU** would become personally responsible for settling the uninsured costs arising from the accident.

To ensure you can drive safely at work, consider the following factors:

Eyesight: You must be able to meet the minimum legal eyesight standard for driving and have adequate field of vision. Further information on current driving laws and standards of vision for driving can be found at www.gov.uk. If you use glasses or contact lenses to meet the legal standard, then these must be worn when driving. You should have your eyesight checked regularly (at least every two years, or more often if your optician recommends it).

Alcohol It can take several hours for alcohol to be removed from the blood stream and a driver may still be over the limit, or otherwise be affected by alcohol, the morning after they have been drinking. Alcohol impairs judgement, making drivers over-confident and more likely to take risks. It slows their reactions, increases stopping distances, e.g. of speed and distance and affects vision. Even a small amount of alcohol seriously affects the ability to drive safely.

The risks increase massively when a driver is over the alcohol drink drive limit. A driver who is double the legal blood alcohol limit is 50 times more likely to be in a fatal accident.

Drugs: You must not drive if you have taken any illegal drugs, prescribed or over-the-counter drugs that causes you to be unfit to drive. Drugs can significantly affect drivers' decision-making and driving skills, as well as their physical and mental condition and behaviour. Please refer to your company's policy on alcohol and drugs.

Medicines: You should check with your GP or pharmacist whether any prescribed or over-the-counter medicines you are taking are likely to affect your driving, e.g. by causing drowsiness. If so, you must avoid driving or ask for an alternative medicine that does not affect your driving. You must always check the label of medicines and the patient information leaflet to see if there are any warnings about side-effects that could adversely affect your ability to drive safely.

Illness: Illness will affect your ability to drive. Persistent pain or discomfort can be distracting. The physical act of sneezing and coughing means you are driving blind for a few seconds.

Fatigue: You must always be aware of becoming drowsy or sleepy while driving. Tired drivers are more likely to have an accident, especially on long monotonous journeys and in the early hours of the morning. Accidents caused by driver fatigue are most likely to occur:

- On long, monotonous journeys.
- Between 2am and 6am.
- Between 2pm and 4pm.
- With sleep deprivation.
- After drinking alcohol (even below legal limit).
- After taking medicines which cause drowsiness.
- On journeys home after night shifts.
- After a large meal (post-prandial dip)

Speeding: Increasing speeds cuts down reaction times and stopping distances, especially in the wet. Children hit by a vehicle travelling at 20mph often survive a collision when they would have been killed at higher speeds. Drivers with 9 points on their driving licence may be excluded from our fleet insurance policy, which may affect our ability to continue their employment.

Loading: Exceeding the loading capacity of a vehicle adversely affects its stability and stopping capabilities. Drivers who exceed the loading limits and cause a fatal accident can expect custodial sentences. This timesheet requires all drivers to record the loading capacity limits of the company vehicles they drive because compliance will save fines and lives. No excuses.