Print your name:

Marisco Timesheet for week ending, Friday:

dd - mm- yy

Your current address: Please complete. We use this information to check our records our up to date

Postcode

How to report you are not attending work each day

Please email ***absent@mariscosouth.com*** or telephone HO before 08:00 to explain why you will be unavailable for work that day, and when you hope to return. Please keep us informed of your progress during your recovery. You must supply a medical certificate for absences of 7 days or more, or complete our *Self-Certification Absence Form* in all other cases. You may also be required to undergo a return to work interview. You can find more information in the Atlas system, or in our online Staff Handbook.

Other Leave Codes

T1	Holiday
T2	Sick leave
T3	Unpaid Leave
T4	SPP/SMP
T5	Travelling
T6	Training
T7	Meetings / Admin

Please complete each column with the correct hours

e.g. 3-Jul Date	Leave Code	Project Number	List the address of the property you worked at, or the activity you were engaged in, or the reason for your absence from work.	Standard Hrs Max 8hrs/day	Authorised Overtime (Hrs)	Other Leave (hrs)	Manager's Approval
			Total hours carried forward:				
			Total A = B + C + D	Col B	Col C	Col D	

YOU MUST COMPLETE THIS HEALTH & SAFETY SECTION

Your employment rights and how we protect your personal welfare, health and safety can be found in our H&S policies and staff handbook. You can read more about our company policies on our staff website:

www.MariscoSouth.co.uk

✓ ☐ Confirm you have read the full contents of each *Site File* (or documented risk assessments for smaller jobs) on each site you have visited this week. The *Site File* contains critical information (Asbestos Survey, RAMS and SSOW) that will mandate what steps you must take to promote safe working on that site.

✓ ☐ Confirm you sign each *Site File* to indicate you will comply with all the safe-working practices specified therein, paying particular attention to the *Significant RAM* schedule that identify the key hazards that may threaten your safety and continuing good health while working on that site.

Date	Code	Project Number	List the address of the property you worked at, or the activity you were engaged in, or the reason for your absence from work.	Standard Hrs Max 8hrs/day	Authorised Overtime (Hrs)	Other Leave (hrs)	Manager's Approval
			A = B + C + D	B	C	D	
			Total hours brought forward from Page 1:				
			Total Hours this Week:				
			A = B + C + D	B	C	D	

By signing this timesheet, I confirm I have accurately reported the time I first arrived on each site and the time I left. Please take the time to record all the information we request. Incomplete or inelegible timesheets will be retuned to employees for rectificataion (e.g. missing project numbers, incomplete columns, etc). It is important you *accurately* record *all* the information requested on this form. The data we derive from analysing your timesheets ensures we protect our profit margins. It also helps us prove to our clients we are delivering a keenly-priced and sustainable service.

Signature:

YOU MUST COMPLETE THIS HEALTH & SAFETY SECTION

✓ Confirm you will always first obtain a ***permit to work*** when undertaking any tasks involving fire doors, fire-stopping, the removal of asbestos or fireplaces, and the erection, alteration or dismantling of platforms, towers or scaffolds.

✓ Confirm you will not succumb to peer-group pressure to do something unsafe because of an urgent need to finish a job. Your continuing good health is far too valuable to throw away by taking stupid risks. If you think what you are being asked to do is unsafe ... don't do it!

✓ The biggest mistake you can make in H&S is assume a lifetime of taking all those little 'unsafe' shortcuts without harming yourself, means it is any safer to push your luck one more time. Thirty-odd UK workers, just like you, *will* kill themselves in the next 12 months because they took a chance and lucked out! Don't take stupid risks and become a workplace fatality statistic.

Answer by ticking either Yes or No

✓		
	NO	Have you suffered any near-misses this week?
	YES	

✓		
	NO	Have you been injured at work this week?
	YES	