Prior to reopening the office must have a process in place to **maintain and store records** of every worker who has attended site.

This sheet is to be completed by the Supervisor (or an authorised person) and emailed to the Diocesan Office at the end of each week [whs@newcastleanglican.org.au](mailto:whs@newcastleanglican.org.au)

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| **Site:** |  |
| **Name of Supervisor (or authorised rep):** |  |
| **Week ending:** |  |

**Date:**

|  |  |  |
| --- | --- | --- |
| **FULL NAME** | **CONTACT NUMBER** | **COMMENTS or NOTES**  ***(if required)*** |
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**Date:**

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| **FULL NAME** | **CONTACT NUMBER** | **COMMENTS or NOTES**  ***(if required)*** |
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**Date:**

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| **FULL NAME** | **CONTACT NUMBER** | **COMMENTS or NOTES**  ***(if required)*** |
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**Date:**

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| **FULL NAME** | **CONTACT NUMBER** | **COMMENTS or NOTES**  ***(if required)*** |
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**Date:**

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| --- | --- | --- |
| **FULL NAME** | **CONTACT NUMBER** | **COMMENTS or NOTES**  ***(if required)*** |
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I confirm that this attendance record is an accurate reflection of all workers who were onsite.

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| --- | --- |
| **Supervisor Signature (or authorised rep):** |  |
| **Date:** |  |