



**Timesheet**  
**Fax/Email signed Timesheet by**  
**11:00am Monday to:**  
[\*\*payroll@redappointments.com\*\*](mailto:payroll@redappointments.com)  
**Fax : (08) 7071 7351**

Week ending Sunday \_\_\_\_\_ Assignment continuing next week Yes  No

Employee Name: \_\_\_\_\_ Occupation/Position \_\_\_\_\_

Consultant: \_\_\_\_\_ Client Company: \_\_\_\_\_

Site Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Signed for the Host Employer accepting the Terms and Conditions

Supervisor/Manager Signature \_\_\_\_\_ Print Name \_\_\_\_\_

I have worked the stated hours and sustained no injuries.  
 I agree that unless my host employer has signed this timesheet no payment will be made to me. I understand that the completed timesheet must be received by RED APPOINTMENTS no later than **11.00am Monday**, to enable payment by direct bank deposit by close of business Wednesday that week.  
 I agree that if an overpayment has been made to reimburse RED APPOINTMENTS the full amount.  
 I have read and understood the OH&S policy overleaf.

**Employee Signature:** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*\*If no break is taken then please write "no" in the Break box for that day/shift

Day	Date	Daily Client Authorisation	Start Time	Finish Time	Break/ Lunch	Total Hours Worked	Normal Time	Time & Half	Double Time	Afternoon	Night	Travel	Comments/ Notes
Mon													
Tues													
Wed													
Thurs													
Fri													
Sat													
Sun													
Total Hours													

## Client

1. Signed timesheets are an acknowledgement that the hours are correct and that the host employer company will incur the cost of hours worked;
2. Based on award regulations, a minimum time of up to 4 hours is applicable;
3. Direct employment of a RED APPOINTMENTS introduced person, on a temporary or permanent basis within 6 months of completion or introduction, will incur a permanent placement fee;
4. At **No Time** will RED APPOINTMENTS be responsible for any acts, omissions, loss or damage caused by the RED APPOINTMENTS staff during his/her employment with the host employer. This disclaimer is applicable for the entirety of their assignment;
5. Terms of payment are as per the agreed Terms of Business signed by you as the Client.
6. If any additional allowances are applicable based upon award or EBA conditions, they will be on charged to the host employer;
7. It is the Host employer's responsibility to provide a safe and hazard free work environment. If at anytime changes to the workplace effect Occupational Health and Safety, RED APPOINTMENTS must be informed immediately;
8. It is the responsibility of the host employer to notify RED APPOINTMENTS of any changes to their EBA or Award provisions. In the event that RED APPOINTMENTS labour is entitled to retrospective payments as a result of award changes, these payments and associated on-costs will be made by RED APPOINTMENTS and charged to the host employer.

## Employee

1. It is your responsibility to forward a completed timesheet to RED APPOINTMENTS office each Monday by 11.00am or sooner at the end of your assignment;
2. Inform RED APPOINTMENTS of any changes to your personal and banking details;
3. If for any reason you are unable to attend work, are running late or are having problems at your assignment, contact your RED APPOINTMENTS Recruitment Manager immediately. Your RED APPOINTMENTS contact will then advise the client and advise you on the outcome;
4. If a RED APPOINTMENTS host employer requests you to extend your assignment or take on permanent work with them, you must immediately contact your RED APPOINTMENTS Recruitment Manager so as appropriate arrangements can be made;
5. You are not to solicit work with a host employer on a direct basis. However if you see an opportunity for work, contact your RED APPOINTMENTS Recruitment Manager who will assist you;
6. Where directed by RED APPOINTMENTS or a host employer appropriate personal protective clothing and equipment must be worn.

## OH&S Policy

Any OH&S changes will be communicated to you by timesheet, regular on-site meetings and phone calls.

RED APPOINTMENTS have an Occupational Health and Safety Committee and the Worker Representative is **Simon Luhrs**. If you have any OH&S concerns or wish to have input into the OH&S Committee follow these steps:

1. Talk to your site supervisor and Red Appointments Recruitment Manager;
2. If you believe further action is needed contact Red Appointments on (08) 7071 7350 and ask for the OH&S representative;
3. If you feel the matter is not being handled effectively contact your worker representative Simon Luhrs (08) 7071 7350.

RED APPOINTMENTS know that sometimes accidents at the work site happen. RED APPOINTMENTS have researched medical practices to find the best professionals for your medical needs. If you need medical attention follow these steps:

1. Seek first aid at the work site and inform your RED APPOINTMENTS Recruitment Manager of the injury and outcome;
2. If the First Aider or **You** feel you need to see a doctor go to **Corporate Health Group Clinics** : 10 Railway Terrace, Mile End SA phone: **(08) 8352 3788** or Elizabeth Vale Shopping Centre, 44 John Rice Avenue, Elizabeth SA phone: **(08) 8287 6800** or 136 Eastern Parade, Gillman SA phone **(08) 8447 6955** Open Monday-Friday 8.00am to 5.00pm . **FOR AFTER HOURS/EMERGENCY and Saturday, Sunday or Public Holidays** Contact: **Wakefield Hospital** 300 Wakefield Street, Adelaide SA Phone : **(08) 8405 3340**. Inform them it is a work injury and you are employed by RED APPOINTMENTS Pty Ltd. If you need further medical attention you may then attend a doctor of your own choosing, however please advise RED APPOINTMENTS beforehand so that we can advise them of our rehabilitation policy;
3. Call your Recruitment Manager at Red Appointments on (08) 7071 7350 or on their after hours number and inform them how you are.