



EMPLOYEE
LAST
NAME

EMPLOYEE
FIRST
NAME

P.O.#:

ASSIGNMENT COMPLETED
YES NO

Suite 118 - 713 Columbia St.
New Westminster, BC V3M 1B2 **604-522-4900**
bestpersonnel.ca Fax: 604-522-4903 Email: accounting@bestpersonnel.ca or timesheet text 778-222-2378 (BEST)

JOB DESCRIPTION: APPROVAL:

INITIAL

I understand that should I choose to hire this employee within a three month period from the start date of their assignment, I am obligated to notify Best Personnel and pay the applicable temporary or permanent placement fees.

PLEASE DO NOT ADVANCE MONEY TO OUR EMPLOYEES

CUSTOMER NAME

ADDRESS

REPORT TO START TIME

SUPERVISOR'S SIGNATURE

PLEASE PRINT NAME

4 HOURS MINIMUM PER DAY PER EMPLOYEE

DATES								
DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
REGULAR HOURS *EXCLUDING LUNCH)								
OVERTIME HOURS								

Statutory minimum and overtime rates as applicable by provincial legislation. Supervisor approval includes acceptance of Best Personnel's terms and conditions:

HAZARD ASSESSMENT

JOB / TASK	HAZARDS	HAZARD CONTROL
EX: Moving Furniture, sweeping lot	EX: Back strain, stairs, airborne dust	EX: Bending properly, PPE: safety glasses & mask

Did this work location give you an orientation? YES / NO

OUR LIFTING POLICY: No lifting over 40 pounds unless you have carts, pallet jacks or a capable helper.

You have the right and responsibility to refuse unsafe work. All injuries must be reported immediately to job site and Best Personnel. Initial