Sample – attendance register

What is an attendance register?

An attendance register is a tool for recording who is working, the hours they are working, and where they are working. Whenever the worker enters the site they should fill in the record and sign it. If they are unable to complete the form, they should receive assistance. However, they must be the one to sign their attendance.

Any support given in completing the form should be with the worker's approval.

Attendance register

NAME	DATE	TIME IN	TIME OUT	JOB/LOCATION	SIGN