**Western Health COVID-19 Safe Work Plan Attendance Sheet**

As per the Victorian Government Department of Health & Human Services guidelines, all Victorian workplaces are required to establish and maintain a register of every person who attends the workplace for a period of more than 15 minutes. This includes all employees who physically attend work at any Western Health Facility.

❑ Footscray Hospital ❑ Sunshine Hospital ❑ Williamstown Hospital ❑ Sunbury Day Hospital ❑ Other:

Ward / Department: Managers Name: Date:

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| --- | --- | --- | --- | --- |
| First Name | Surname | Employee ID | Start Time | Finish Time |
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