

Template: Workplace attendance register

Instructions:

Under current public health advice, from [date], 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 workers (including sub-contractors) and any customers, clients or visitors permitted in the workplace (including workplace inspectors).

If an employee or visitor tests positive for coronavirus (COVID-19), a current and accurate workplace attendance register will allow the employer to immediately identify anyone who has been in close contact with that person within the prior 48 hours.

If you already have a system in place to capture this information, it is not necessary to use this template. This template can be adapted or used by workplaces that do not already record the attendance of employees and visitors to the workplace.

For more information regarding the definition of a close-contact, see: <https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19>

Business details

Business name: _____

Site/location: _____

Contact person: _____

| Workplace attendance register | | | | | | |
|-------------------------------|------------------|-----------------------|------------------|------------------|--|--|
| Date | First name | Phone number | Check-in time | Check-out time | Relationship with business | Area(s) visited |
| <i>e.g. DD/MM/YY</i> | <i>e.g. John</i> | <i>e.g. 1234 5678</i> | <i>e.g. 10am</i> | <i>e.g. 11am</i> | <i>e.g. employee, contractor, customer, client, inspector, visitor, etc.</i> | <i>e.g. warehouse, factory, office, loading dock, etc.</i> |
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