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| * 1. **DESCRIPTION**: To outline the accepted way of reporting for duty for all employees and management on site.   2. **AIM**: To ensure a clear and a safe process for both employer and employees  |  |  | | --- | --- | | **TERM** | **DEFINITION** | | OB | Occurrence Book | | Safety register | Register for all on site who attended the daily safety or Toolbox talk meeting | | Machine hours | Meter reading on the machine for the Day | | Man hours | Clock hours worked by men on the day |  * 1. **DEFINITION OF TERMS**   2. **THE PROCEDURE**   3. **GENERAL MEMBERS DUTY ON**   4. Arrive at least 15 minutes early for parade.   5. Make an entry on the OB.   6. Make and entry on the pocketbook.   7. Receive previous shift’s handing over.   8. Hold parade.   9. Read the latest information circulated to all and acknowledge receipt by signing the circulation register   10. Take up position and release the other shift.   11. **SPECIALIZED UNIT’S MEMBERS DUTY ON**   12. Arrive at least 15 minutes early for parade.   13. Make an entry on the OB.   14. Make and entry on the pocketbook.   15. Receive previous shift’s handing over.   16. Hold parade.   17. Read the latest information circulated to all and acknowledge receipt by signing the circulation register   18. Take up position and release the other shift. |

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| **6. Personnel:** |
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| **7. First Level Manager:** |
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| **8. Approved** **Top Level Manager**: |
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