

# Performance Insulation Contractors, Inc.

## Daily Sign In & Sign Out Sheet

Date: \_\_\_\_\_

Job Name: \_\_\_\_\_

Foreman: \_\_\_\_\_

Job Number: \_\_\_\_\_

	Employee Name (Print)	Time In	Time Out	Signature below if you worked today and did not witness or were involved in an incident or accident.
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____

Note: Employees must sign in and sign out at the PIC jobsite each day. Leaving your assigned work area during work hours is only by permission of your immediate supervisor or authorized company manager.

Note: Personnel safety is the most important element at a PIC jobsite. Always wear the Personal Protective Equipment required at the PIC jobsite. Know and understand the hazards of your work area and jobsite. Always be mindful and attentive to the safety and health of your co-workers. Immediately report any jobsite incidents or accidents to your immediate supervisor. Attend the Daily Jobsite Toolbox Meeting and have a safe day!

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Foreman Signature: \_\_\_\_\_