

Jobsite sign-in sheet — completed example

Record everyone who enters the site: workers, subcontractors and visitors. The rows below show a completed example.

Project	Maple Ridge Kitchen Renovation	Date	2026-09-22
Jobsite / address	1420 Maple Ridge Rd	Supervisor	Karen Whitfield

#	Worker name	Employer / subcontractor	Trade	In	Out	Break	Total hrs
1	Andre Silva	Northside Framing	Framing	07:00	15:30	30m	8.0
2	Priya Nair	Northside Framing	Framing	07:00	15:30	30m	8.0
3	Tomas Novak	Northside Framing	Apprentice	07:00	15:00	30m	7.5
4	Dana Okafor	Bright Electric	Electrical	08:00	16:00	45m	7.25
5	Marcus Lee	Bright Electric	Electrical	08:00	14:00	30m	5.5
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Supervisor signature: _____

Operational site record template. Not a compliance or safety document. Verify any regulatory recordkeeping requirement that applies to your project.