

WORK ORDER (ABS03689)

Date: 28/04/2022
Attention: All Doors NSW
Customer: GAYATHRI DELUNGAHAWATTE
Address: 5A Ada Avenue, Wahroonga NSW 2076
Contact Number: Gayathri – 0411 924 864

Special Instructions: Please contact the insured to arrange attendance.

Please ensure due to the current COVID-19 circumstances the screening questions are asked, you MUST use necessary PPE (gloves/masks/sanitizer) on ALL sites and practice social distancing.

SCOPE OF WORKS:

- Please proceed as per quotation given to Daniel.

EXTERNAL - Front entry motorised gate

- Disconnect, remove and return to refit gate motor and controler, test on reinstallation.
- Remove and replace two black powder coated 105 x 105mm gate posts and concrete them into the ground approx 1.4 m high.
- Remove and replace one fixed aluminium powder coated louvred panel and one gate panel to match existing as close as possible 1430mm h x 730mm w.
- Supply only of the powder coated gate, fixed panel and 2 x posts.
- Remove and dispose of trade related debris

READ THE FOLLOWING

- Please go ahead with the works as per the scope of works listed above
- You must contact the insured within 48hours of receiving this work order
- Please ensure you submit your invoice to marguerita@abril.com.au with the attached signed site risk assessment within 5 working days of completing the repairs to ensure prompt payment
- Please ensure the risk assessment is conducted **prior** to the commencement of any works
- Failure to send the site risk assessment will result in payment being delayed



SITE RISK ASSESSMENT *(To be completed prior to commencing any work and all workers to sign their acknowledgement)*

Contractor/Employee name: _____
Site Address: _____
Work Description: _____

First Aid Box on site YES / NO A
(First Aid Box must be present on all sites)

The contractor/worker shall assess the task, determine the level of risk and apply the appropriate controls. Assess and complete **Risk Rating** referring to the Risk Table over page. If there is a risk rating, control measures must also be completed.

- 1 or 2 = High chance of injury**
- 3 or 4 = Moderate chance of injury**
- 5 or 6 = Low chance of injury**

RISK RATING	TASK/HAZARD/RISK	CONTROL MEASURES
	Working At Heights	
	Power Tools / Electrical Leads	
	Excavations or Machinery	
	Manual Handling	
	Light Demolition	
	Moving / Falling Objects	
	Pedestrians / People Around Site	
	Ladders / Step Ladders	
	Slip / Trip / Fall	
	Noise	
	Traffic	
	Rain	
	Wind	
	Heat	
	Cold	
	Dust / Pollution	
	UV Exposure / Radiation	
	Cuts / Abrasions	
	Electric Shock	
	Hazardous Substances	
	Rubbish / Waste Removal	
FURTHER ACTION REQUIRED: Yes/No		
Name/Signature/Date:		
Name/Signature/Date:		
Name/Signature/Date:		
Name/Signature/Date:		