

## WORK ORDER (JOB NO. ABS04523)

Date: 6/05/2022  
Attention: All Doors NSW  
Customer: Jacqueline Hawthorne  
Address: 5 Harstaf Cl, Belrose NSW 2085, Australia  
Contact Number: Contact 0419 976 586

NOTE: Please call Erin 1300 55 66 41 or the supervisor with any questions or queries

### SCOPE OF WORKS

#### GARAGE DOOR REPORT

Please undertake a report to the garage door and take plenty of photos – please also provide a quotation for any works that may be required to the garage door.

If you have any questions, please don't hesitate to contact David the supervisor on 0404 122 742.

#### **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](mailto:marguerita@abril.com.au) with the attached signed site risk assessment within 5 working days of completing the repairs to ensure prompt payment & **INCLUDE THE JOB #** on your invoice.
- Please ensure the risk assessment is conducted **prior** to the commencement of any works.
- Failure to send the site risk assessment and include the necessary information on your invoice will result in your 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	
	COVID-19	

**FURTHER ACTION REQUIRED: Yes/No**

Name/Signature/Date: \_\_\_\_\_

Name/Signature/Date: \_\_\_\_\_

Name/Signature/Date: \_\_\_\_\_

Name/Signature/Date: \_\_\_\_\_