WO #	DATE
8180	05/12/2025

SUBJECT: PLANNED - WO - ALL DOORS

CUSTOMER

Ventia
Brad Clark

PROJECT

MOD - 25 GILGANDRA ST HOXTON PARK - 224349057
PROJECT #: 224349057
25 Gilgandra Road
Hoxton Park, NSW 2171

WORK DESCRIPTION

Terry is running this job.

Cost Code	Subject	Qty	Price/Unit	Total
	ALL DOORS - GARAGE DOOR MOTOR Supply and install Merlin garage door motor unit x 2 & 2 remotes.	2	$770.00/EACH	$1,540.00

Total Cost: $1,540.00

TERMS & CONDITIONS

Housing

All SOR line items above are inclusive of GST - The Total Cost above includes 10% GST

All individuals onsite, prior to any works commencing must fill out, understand & sign the PRE-START document, this is located in app via the forms and checklists button as demonstrated during the onboarding process. In addition to this, this includes any relevant SWMS where required for each work order completed. An exception to this, is if a PRE-START document (Attached below) is filled out and signed and attached to the submitted invoice.

Payments are unable to be processed unless a PRE-START form has been completed, signed and submitted through the

WO #	DATE
8180	05/12/2025

mobile app or as mentioned above a hard copy has been filled out, signed and attached to the submitted invoice.

Please ensure that all works are completed in accordance with the current RAPM Contract requirements as well as to ensure that all materials and products used comply with the the current Schedule 7 Component requirements, current colours schemes, current CS Specifications, the Schedule 2 Maintenance works / requirements as well to ensure all materials and products comply with the current Australian standard and associated guidelines. If you aren't sure or if you require copy's of these, or if you require additional clarification of any of these items, please advise Sevelle Staff prior to any works commencing.

The work order is for the supply of Labour Hire and / or the hire of equipment only. This work order is not to be for the purpose of a Sub-Contract agreement and should not be considered as such. Any works undertaken are to be completed in accordance with the signed labour hire agreement. Works are to be undertaken by only those who have signed the labour hire agreement. Each working individual agrees to complete works in accordance with the current RAPM requirements with no exceptions. At no point should any works be completed via a sub-contractor arrangement and nor should they be treated as such.

The cost listed above is to complete works in accordance with legislation and associated requirements which we are required to adhere to.

Payments terms - Invoices are processed within the 2 x weeks once received, payments for each invoice are completed on that Friday.

Works are to be completed to an acceptable standard prior to payments being processed. All works are to be defect free prior to payments being processed. Failure to do this may result in a back charge and / or Sevelle may engage another LHP to have the defects rectified on your behalf, at your cost.

Sevelle
BUILDING SERVICES

WO #	DATE
8180	05/12/2025

Start Card

Job Details			
Job Description		Date	
Location (address)		Job / WO No.	
Client Supervisor		Contact Number	
Contractor Supervisor		Contact Number	

Determine & Have in Place the Pre-Start Essentials			
First Aid Kit Location		Emergency Muster Point	
Name of First Aider		Nearest Medical Support	

Emergency response processes communicated and understood by all workers?	Yes ☐
Are all Personnel inducted appropriately for site and activity (Client and Construction Inductions completed)?	Yes ☐
Have all staff signed off on / into SWMS's and appropriate signage / isolation / barricading controls been implemented to work area?	Yes ☐

PPE to be Worn On-Site (note specific types e.g. P2 respirator if required)

☐ Uniform (long sleeves / pants)	☐ Safety Footwear (AS/NZS 2210.3)	☐ High Vis (AS/NZS1906.4)	☐ Hard Hat (AS/NZS 1801)	☐ Safety Eyewear (AS/NZS 1337)	☐ Gloves (carry at all times)
☐ Fall Arrest	☐ Hearing Protection	☐ Dust Mask	☐ Respirator	☐ Face Shield	☐ Specific Gloves Type:

Permits, Plans and Isolations (keep copies of approved permits with this Start Card)

☐ Isolation	☐ Excavation	☐ Confined Space	☐ Hot Work	☐ Penetration	☐ Work at Height	Other Permit #: _____ Type: _____

Determine the Plant, Equipment to be Used

List Plant & Equipment	Pre-start checked/ In date	List Plant & Equipment	Pre-start checked/ In date
	Yes ☐		Yes ☐
	Yes ☐		Yes ☐
	Yes ☐		Yes ☐

Complete the Pre-commencement Checks (If answer No – STOP WORK and correct the condition)

Weather conditions and forecast is suitable for the work being undertaken?	Yes ☐	No ☐	N/A ☐
Are all workers fit for work, competent with correct tickets and licences to undertake the job?	Yes ☐	No ☐	N/A ☐
Are all workers wearing appropriate PPE?	Yes ☐	No ☐	N/A ☐
Is there adequate supervision on site for new or inexperienced workers?	Yes ☐	No ☐	N/A ☐
Is all equipment fit for purpose and in good working condition?	Yes ☐	No ☐	N/A ☐
All required approvals and permits in place?	Yes ☐	No ☐	N/A ☐
Are all environmental controls in place?	Yes ☐	No ☐	N/A ☐
Have all overhead and underground services been identified?	Yes ☐	No ☐	N/A ☐
Are barriers, exclusion zones and traffic controls in place and appropriate?	Yes ☐	No ☐	N/A ☐
Is adequate protection in place around open pits, trenches and excavations?	Yes ☐	No ☐	N/A ☐
Is a designated spotter assigned for reversing of vehicles, plant, and equipment on site?	Yes ☐	No ☐	N/A ☐

Hazard Review

Does this work involve **High Risk Construction** work or The Client **Critical Risk Protocol** activity?

No ☐ Yes ☐ SWMS Name / No (if applicable):

WO #	DATE
8180	05/12/2025

Identify and control the Site-Specific or Task Based Hazards

Hazard Examples	✓	Place a **tick** in the box for all **Site-Specific or Task Based Hazards** identified					
Electrical	❑	Trenches	❑	Manual Handling	❑	Burns	❑
Chemicals	❑	Weather	❑	Exposed holes	❑	Heat / fumes/ odours	❑
Tools	❑	Bacteria	❑	Dehydration	❑	Hazardous materials	❑
Gasses	❑	Dust	❑	Sharps/needles	❑	**Also Consider**	
First aid	❑	Slip / Trip	❑	Pedestrians	❑	Pollution to the environment	❑
Vehicles	❑	Remote site	❑	Amenities	❑	Soil erosion / contamination	❑
Heights	❑	Hot / Cold Objects	❑	Working Alone	❑	Runoff to drainage systems	❑
Confined space	❑	Rotating Equipment	❑	**Personal Hazards**		Simultaneous operations	❑
Weight	❑	Moving Equipment	❑	Hit by moving objects	❑	Security	❑
Lighting	❑	Lifting Equipment	❑	Caught in / between	❑	Tenant interactions	❑
Pressure	❑	Underground Services	❑	Strain / repetitive	❑	Damage to equipment	❑
Access	❑	Above Ground Services	❑	Dropped objects	❑	Public Liability	❑
Vibration	❑	Overhead Services	❑	Strike against	❑	Waste management	❑
Noise	❑	Radiation (Sun)	❑	Inhalation	❑	Other Hazards	❑

	Hazards: List the Site-Specific or Task Based Hazards as ticked above: **Note:** If more than 6 separate site-specific hazards are identified in the above; contact your Supervisor for further review.	**Initial Risk:** Tick the box that best describes the level of risk that personnel may be exposed to: *(Refer to the risk matrix in your SWMS)*			
		Low	Med	High	Extreme
1		❑	❑	❑	❑
2		❑	❑	❑	❑
3		❑	❑	❑	❑
4		❑	❑	❑	❑
5		❑	❑	❑	❑
6		❑	❑	❑	❑

	Controls: List the controls mechanisms that will be put in place for the hazards above: **Note:** Any residual risk that is high or above requires a Client Manager sign off.	**Residual Risk:** Tick the box that best describes the revised level of risk that personnel may be exposed to after controls are in place:			
		Low	Med	High	Extreme
1		❑	❑	❑	❑
2		❑	❑	❑	❑
3		❑	❑	❑	❑
4		❑	❑	❑	❑
5		❑	❑	❑	❑
6		❑	❑	❑	❑

Toolbox this Document with all Personnel On-Site & Sign Off

I have read and understood the Safe Work Method Statement and agree to perform the work according to the requirements of this Start Card and associated SDS, Procedures and legislative requirements.

Name	Multi-day Sign off				
	Date:	Date:	Date:	Date:	Date:

	Mandatory Safety Rules	
	1. Never work or travel under a suspended load	7. Verify isolation and zero energy before work begins
	2. Never enter an exclusion zone without authorisation	8. Never work within an excavation without an approved permit
	3. Wear designated PPE when working with hazardous substances	9. Obtain authorisation before entering a confined space
	4. Protect yourself against a fall and prevent dropped objects	10. Operate plant within defined safety limits
	5. Treat all services as live and maintain the safe approach distance	11. Follow local road laws and Journey Management Plan
	6. Position yourself to avoid interaction with moving vehicles and plant	