



HOUSING AND PROPERTY BUILDING MAINTENANCE

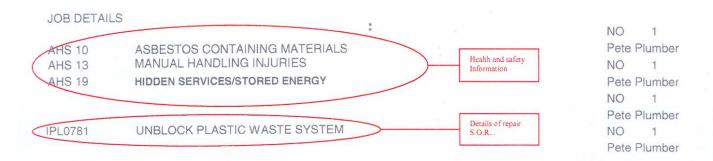
Job number must be quoted on invoice and all correspondence

Job to be completed within date and time

Job Number 12345 Issued Date and Time: 22/07/2010 11:15 Property Ref: IV0352570590 Target Date and Time: 23/07/2010 10:58 A. N Other Customer: Address: That Road Source System: HIS Inverness Raised By: LBROWN Category of repair IV7 4HN Client Order No: N92532001 Customer Contact Number MRO Number: N/A EME Priority: Trade 1463 123456 PL Trade: Phone 1: Phone 2: Repair Request. CLEAR WASTE PI PE TO BASIN OR SINK \*\* Warning Asbestos in Property\* \*Warning Gas in Property\* Access: ANYTIME Gas and asbestos

## SAFETY INSTRUCTIONS

- 1 A basic assessment of the main foreseeable risks associated with the work is given below. This is not intended to replace the need for specific detailed risk assessments
- 2 Any persons undertaking the work should be sufficiently experienced and competent to do so
- 3 Highland Council expects all work to be completed to the appropriate professional standard
- 4 All individuals have a legal responsibility to take reasonable care to ensure the safety of themselves and others likely to be affected by their actions.
- 5 Failure to deal with safety rules and Instructions can increase accident potential and expose the Individual or the employer to the risk of prosecution.
- 6 Council employees can obtain further details of safe systems of work, risk assessments and council policies from the Building Maintenance depots and on the Council's computer systems in the public folders, Housing and Property Services (Health and Safety).
- 7 All accidents, near misses and hazardous conditions should be communicated to the person supervising the works



Both date and time must be recorded and shown

on invoice if works order is not returned

Customer Signature: 1. N. Other

Work Completed By: Pete Plumber

Completed Date 22/7/10

Time 16.30

Checked By