



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

Property Ref: IV0352570590
Customer: A. N Other
Address: That Road
Inverness
IV7 4HN

Customer Contact Number

Phone 1: 01463 123456

Phone 2:

Issued Date and Time: 22/07/2010 11:15

Target Date and Time: 23/07/2010 10:58

Source System: HIS
Raised By: LBROWN
Client Order No: N92532001
MRO Number: N/A
Priority: EME
Trade: PL

Category of repair

Trade

Repair Request:

CLEAR WASTE PIPE TO BASIN OR SINK - *Warning Asbestos in Property* *Warning Gas in Property*

Access: ANYTIME

Gas and asbestos warning shown here

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

JOB DETAILS

AHS 10 ASBESTOS CONTAINING MATERIALS
AHS 13 MANUAL HANDLING INJURIES
AHS 19 HIDDEN SERVICES/STORED ENERGY

Health and safety Information

IPL0781 UNBLOCK PLASTIC WASTE SYSTEM

Details of repair S.O.R...

NO 1
Pete Plumber
NO 1
Pete Plumber
NO 1
Pete Plumber
NO 1
Pete Plumber

Customer Signature:

A.N. Other

Work Completed By:

Pete Plumber

Completed Date

22/7/10

Time 16.30

Checked By

Both date and time must be recorded and shown on invoice if works order is not returned