



Information

Dear Contractor,

Thank you for accepting this Work Order. Please be aware that if you aren't able to attend with the allocated time frame, contact the BGIS Customer Solution Centre (BCSC) so they can adjust the Work Order and provide an explanation for the delay to the Client.

BGIS is always looking to engage Contractors who carry out best practices and maintain a high standard of Workplace Awareness for the Safety of People and Property. To encourage this, BGIS has implemented the following simple "Performance of Work "POW" attachment, which asks each Contractor to think before *acting*, *scrutinise* their *documentation* and *communication* process.

It is also a NSW Government requirement that suitable evidence is provided on completion of works before payment of an invoice and this document captures the information required efficiently.

If you have any questions concerning this, please feel free to call the BCSC on the numbers below and they will direct you to the appropriate Facilities Manager.

Courts and Tribunals (CAT)	1800 176 886	Corrective Services (CSC)	1800 807 461
Juvenile Justice Centres (JJC)	1800 915 455	Juvenile Justice Community Offices (JJCO)	1800 915 455
Trustee and Guardian (TAG)	1800 670 377	Births Deaths & Marriages (BDM)	1800 918 811

Thanks in Advance

BGIS



Occupational Health & Safety

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Y | N | N/A |
| • All personnel undertaking works have completed the BGIS Online induction and have their Induction Cards on them? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N | N/A |
| • Permits to Work have been completed where necessary (i.e Fire Indicator Panel Impairment, electrical Isolations, Hot and Dust etc) and sent to BGIS Facility Managers for Acknowledgement or Action | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N | N/A |
| • Are all works covered by Safe Work Method Statement(s) (SWMS) for the works required on this Work Order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N | N/A |
| • Have you completed a Risk Assessment (RA) / Job Safety Analysis (JSA) for any change(s) in Condition from the SWMS? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Heritage

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| | Y | N | N/A |
| • Is this building Heritage listed or contains any Heritage Listed Items ? You can ask the site personnel for clarification or if they are unable to provide, contact the BCSC who will direct you to the appropriate Facilities Manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Environmental

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| | Y | N | N/A |
| • Have you asked the Site to look at the Hazardous Substances/Material Register to ensure No Risks to potential hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Y | N | N/A |
| • Do you have Material Safety Data Sheets (MSDS) for any Chemicals or Hazardous Substances that will be used during works? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Attendance, Status and Completion Details

- Y** **N** **N/A**
- Have you Contacted the BGIS Customer Solution Centre to confirm Attendance and provide an Estimate of Cost for the Completion of Works highlighting any delays or additional / special requirements?

Labour Component

Name	Signature	Date	Start time	Finish Time	Hours Worked

Descriptions of Work Done:

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Parts/Materials Used :

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- Y** **N** **N/A**
 - Y** **N** **N/A**
- Have you informed site personnel that you are leaving the Site and also the status of the works?
- Has a Work/Service Docket been completed?



Site Personnel

Name:

Position:

Signature:

Date:

I hereby acknowledge that the contractor named above Has attended to the works mentioned on this work order And to the best of my knowledge, completed the same. Site has also been left clean and tidy.