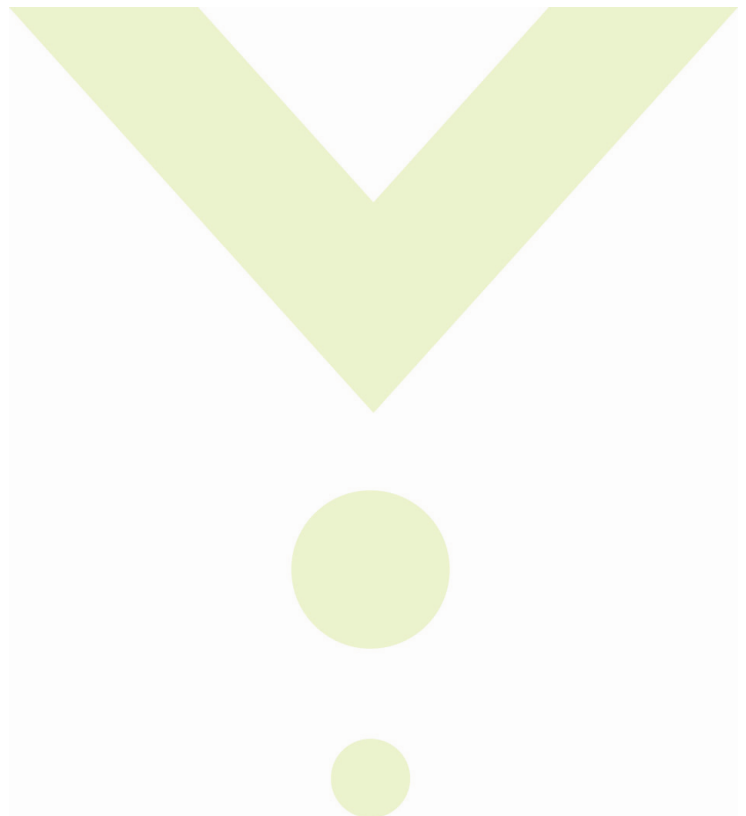


**3.2 Prior to ALL Installations, the following must be completed**

- a) Once advised stock is ready, make telephone contact with customer to arrange suitable time to meet on site to ascertain location(s) for installations.
- b) Fulfil any induction requirements and perform a Job Site Assessment using the form 4.1 entitled JSA. Completed form must be submitted to Operations Manager before commencing job
- c) Print a copy of the applicable installation procedure and hand to Operations Manager upon completion of the job
- d) If it is ascertained installation, removal or relocation will be suitable for the date of site visit, attend site at appointed time and fulfil requirements outlined in the Enviropoles OHS manual, perform JSA and proceed to relevant section below



### 3.2.1 Installation - Standard bolt down

#### Definition of Bolt-down Installation

*Bolt-down Installation means that the units will be installed on a concrete slab at least 450mm by 450mm square or pavers of the same measurements that are cemented together or where it is ascertained that the unit can be adequately secured in the designated location without additional concrete. Where this cannot be established, non-standard installation procedures must be followed.*

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Item No.	Activity	Verified
1.	Collect unit(s) from designated location	
2.	Load onto vehicle and secure ensuring padding is placed between multiple poles to prevent scratching or damage. If heavy lifting is involved, be sure to follow safe work practices in accordance with EVP OHS policy.	
3.	Ensure generator has enough fuel and oil if Generator is required and or; Ensure Batteries are charged for Cordless Drill and or; Ensure Inverters are installed in vehicle which is been used	
4.	Perform the necessary checks with site contact for cables, pipes etc and “call before you dig” if necessary and in accordance with Enviropoles OHS manual	
5.	Ensure safety vest is on & set up high visibility bollards with tape joining them together to set up a 3m square work area	
6.	Place all tools and equipment within work area	
7.	Using the template and a texta or suitable marker, mark the four (4) places where holes are to be drilled	
8.	Drill four holes approximately 100mm deep on the marked places that are suitable for the dyna bolts being used	
9.	Place the unit down ensuring holes line up with those drilled	
10.	Secure unit by tightening dyna bolts with the ratchet and socket ensuring it is as level as possible	
11.	Fill any gaps underneath with mortar	
12.	Remove cap and make note of the barcode inside	
13.	Carry out first scan on bar-code with laser scanner	
14.	Fill insert with approximately 2 litres of deodorised water	
15.	Replace cap and clean pole, including the base and clean entire work area being sure to taker any waste with you	
16.	Note the GPS co-ordinates of the location(s) of the pole(s)	
17.	Notify EnviroPoles Operations Manager of barcode and GPS co-ordinates by email and return all applicable completed forms	

### 3.2.2 Installation - Non standard soil based installations

#### Definition of Spigot Installation

Spigot installations mean that the units are going to be installed on soft ground, e.g. grassed, garden bed, dirt etc.

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Item No.	Activity	Verified
1.	Collect unit(s) from designated location	
2.	Load units onto vehicle and secure ensuring padding is placed between multiple poles to prevent scratching or damage. Be sure to follow safe work practices in accordance with EVP OHS policy	
3.	Perform the necessary checks with site contact for cables, pipes etc and “call before you dig” if necessary and in accordance with EVP OHS policy.	
4.	Put safety vest on & set up high visibility bollards with tape joining them together to set up a 3m square work area	
5.	Place all tools and equipment within work area	
6.	Dig a hole at least 300mm deep and 450mm in diameter using the crow bar and dispose of the landfill in the landfill container	
7.	Position and level spigot in hole	
8.	Water soak the hole and add one bag of Ready Mix concrete as per specifications on packet	
9.	Allow approximately 20 minutes to dry, or until firm enough to drill into	
10.	Back fill hole with excess soil	
11.	Position pole onto the bolts protruding from the spigot and secure it with locknuts using a ratchet and socket	
12.	Remove cap and make note of the barcode inside	
13.	Carry out first scan on bar-code with laser scanner	
14.	Fill insert with approximately 2 litres of deodorised water	
15.	Replace cap and clean pole, including the base and pack up entire work area being sure to take any waste with you	
16.	Note the GPS co-ordinates of the location(s) of the pole(s)	
17.	Notify EnviroPoles Operations Manager of barcode and GPS co-ordinates by email and return all applicable completed forms	

### 3.2.3 Installation – Non standard Sub-set installations

#### **Definition of Sub-set Installation**

*This is where an Enviropole(s) needs to be installed below the surface of the ground. Using a custom built bollard enviropole install 100mm below surface.*

**Employee Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Item No.	Activity	Verified
1.	Collect custom manufactured enviropole(s) from warehouse	
2.	Load units onto vehicle and secure ensuring padding is placed between multiple poles to prevent scratching or damage. Be sure to follow safe work practices in accordance with EVP OHS policy	
3.	Perform the necessary checks with site contact for cables, pipes etc and “call before you dig” if necessary and in accordance with EVP OHS policy.	
4.	Put safety vest on & set up high visibility bollards with tape joining them together to <i>set up</i> a 3m square work area	
5.	Place all tools and equipment within work area	
6.	Remove or clear area approximately a 500mm X 500mm square area	
7.	Cut 400x 400mm square with concrete cutter. Jack hammer inside dimensions to 15mm deep. Remove landfill and place in container	
8.	Position Enviropole in hole ensuring the level indicator on pole is at level with original surface. (100mm deep)	
9.	Water soak the area and add one bag of Ready Mix concrete and bring it level to the same height as the original ground	
10.	Smooth concrete to level with existing surface. Let surface dry 20 minutes before removing barriers	
11.	Remove cap and make note of the barcode inside	
12.	Carry out first scan on bar-code with laser scanner	
13.	Fill insert with approximately 2 litres of deodorised water	
14.	Replace cap and clean pole, including the base	
15.	Note the GPS co-ordinates of the location(s) of the pole(s)	
16.	Notify EnviroPoles Operations Manager of barcode and GPS co-ordinates by email and return applicable completed forms	

### 3.2.4 Removal and relocation bollards

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

	Activity	Verified
1.	Confirm number of units being removed and ensure you have enough room to carry them	
2.	Confirm time with customer where applicable to carry out removal	
3.	Perform JSA using the EVPJSA form, prior to removing units in accordance with EVP OHS policy	
4.	Put safety vest on & set up high visibility bollards with tape joining them together to <i>set up</i> a 3m square work area	
5.	Where possible, remove bolts with socket and remove pole using a gemmy bar if force is required	
6.	If bolts cannot be removed or loosened, use a grinder to cut the top off	
7.	Remove pole and grind any protruding bolts level with the concrete to eliminate any potential hazard	
8.	Fill holes with concrete / colored grout as required	
9.	Return all pole(s) and pieces to designated location	
10.	<b>If relocating unit</b> , follow applicable procedure above.	
11.	Advise Operations Manager by email of new location and GPS coordinates	

### 3.2.5 Installation Compact unit on wall/ bin/ pole/ post

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Item No.	Activity	Verified
1.	Collect unit(s) from designated location	
2.	Load onto vehicle and secure ensuring padding is placed between multiple units to prevent scratching or damage. If heavy lifting is involved, be sure to follow safe work practices.	
3.	Put safety vest on & set up high visibility bollards with tape joining them together to <i>set up</i> a 3m square work area	
4.	Place all tools and equipment within work area	
5.	Using the unit, identify the holes required and using a texter or suitable marker, mark them	
6.	Drill the holes according to template on the marked places	
7.	Attach the bracket with screws provided or if using a new style unit, attach unit using the spacers provided ( <b>N.B. on some surfaces, plastic inner sleeves may be required to ensure unit is secure</b> )	
8.	<b>This step is for old style units only</b> Attach the unit to the bracket and tighten nuts provided ensuring unit is level	
9.	Remove/unlock cap and make note of the barcode inside it	
10.	Fill insert with approximately 600 millilitres of deodorised water	
11.	Replace cap and clean unit and surrounding area	
12.	Scan barcode, note the GPS co-ordinates of the location(s) of the pole(s)	
13.	Notify EnviroPoles Operations Manager of barcode and GPS co-ordinates by email	

### 3.2.6 Removal and relocation Compact unit wall/bin

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

	Activity	Verified
1.	Confirm number of units being removed and ensure you have enough room to carry them	
2.	Confirm time with customer where applicable to carry out removal	
3.	Perform JSA using the EVPJSA form, prior to removing units in accordance with EVP OHS policy	
4.	Put safety vest on & set up high visibility bollards with tape joining them together to <i>set up</i> a 3m square work area	
5.	<b>Key Lids</b> Unlock lid, remove insert	
6.	Undo bolts from inside unit and remove	
7.	<b>Bracket Units</b> Undo tamper proof screws on bracket	
8.	Remove unit from spigots and undo bolts inside spigots and remove bracket	
9.	Grind any protruding bolts level with the surface to eliminate any potential hazard	
10.	Return all unit(s) and pieces to designated location	
11.	<b>If relocating unit</b> , follow applicable procedure above.	
12.	Advise Operations Manager by email of new location and GPS coordinates	