# Installing and maintaining plant display form

**Display location:**

The purpose of this form is to ensure all employees of IHS, sub-contractors or any third party engaged by HIS follow the correct guidelines while installing new plant displays or conducting remedial works that are required on previously installed display units.

|  |  |
| --- | --- |
| **Supervisor** | **Date** |

**Team members (if a major installation)**

|  |
| --- |
|  |
|  |
|  |

**Site inspection and potential hazards**

|  |
| --- |
|  |
|  |
|  |

**Safe Work Methods engaged**

|  |
| --- |
|  |
|  |
|  |

**Scope of installation**

|  |
| --- |
|  |
|  |
|  |

**Specific equipment required for installing or maintaining**

|  |
| --- |
|  |
|  |

**Number of displays installed and location**

|  |
| --- |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of plants** | **Number of plants** | **Pot size** | **Irrigated** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Servicing schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Daily | Weekly | Fortnightly | Monthly |

**First scheduled service date**

|  |
| --- |
|  |

**Length of display and estimated removal date if applicable**

|  |
| --- |
|  |

**Display on stock rotation**

|  |  |
| --- | --- |
| Yes | No |

**Specific service equipment required**

|  |
| --- |
|  |
|  |
|  |

**Water source on site for servicing and location of source**

|  |
| --- |
|  |
|  |
|  |

**Specific instructions while servicing**

|  |
| --- |
|  |
|  |
|  |

**Job site preparation**

Dial before you dig notification Y/N/NA

Relevant on site qualifications Y/N

Pre start check list on machinery Y/N/NA

Adequate spill kits available Y/N

Site set-up, signage/traffic control Y/N/NA

SWMS on site Y/N

Appropriate PPE worn by all staff Y/N SDS on site Y/N

Designs of display on site Y/N Water source on site Y/N

Working at heights required Y/N Customer sign off Y/N

**Supervisor or employee signature signature**

**Date**