

DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

**NAVY PUBLIC WORKS CENTER
NORFOLK, VIRGINIA
UTILITIES DEPARTMENT**

STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS

TITLE

INSTALL/REMOVE UTILITY POLE ANCHOR

**PROCEDURE NUMBER
WC 624 HVE 010**

**DISTR:
601A
610
620
WC 624**

**SIGNED: _____
(DATE)**

**APPROVED: _____
(DATE)**

**SAFETY PROFESSIONAL: _____
(DATE)**

**MANAGEMENT OFFICIAL: _____
(DATE)**

DATE: _____

REVISION DATE: _____

INSTALL/REMOVE UTILITY POLE ANCHOR

Purpose:

Install or remove a utility pole screw anchor.

Potential Energy Sources:

1. Underground utilities.
2. Overhead lines within close proximity of work area.

Tools and PPE:

Tools: Auger truck, auger attachment for screw anchors, and shovel. PPE: hard hat, safety shoes, safety glasses, work gloves, orange vest, and back brace if required by back injury prevention and control program.

1. PWC Occupational Safety and Health Program Manual, PWCNORVAINST 5100.33E
2. SOP WC 624 HVE 001, Set Up and Secure Bucket/Auger Truck
3. Occupational Safety and Health Standards for General Industry (29 CFR PART 1910): Subpart I, Personnel Protective Equipment; Subpart R, Electrical Power Generation / Transmission / Distribution; Subpart S, Electrical

Procedures:

1. Have all underground utilities located prior to arriving at job site. Contact PWC to spot Utilities owned by PWC and contact Miss Utilities to locate utilities not owned by PWC.
2. All personnel shall wear hard hats, work gloves, safety shoes, and orange vests if work is adjacent to a road or in a parking lot.
3. Check the site. Verify that underground utilities were inspected for and marked. Check for above ground and overhead obstructions.
4. Set up auger truck. Refer to SOP WC 624 HVE 001, Set Up and Secure Bucket/Auger Truck, for details.
5. Install/remove the anchor. If installing, dig shallow hole to start the anchor. Attach anchor to Auger using the Auger Anchor Attachment. Position auger with anchor in place. Both the auger operator and assisting personnel will pay attention to auger movements in order to prevent striking personnel and overhead obstructions. Turn anchor in or out depending upon removing or installing the device. Personnel digging will wear safety glasses in addition to Step 2 PPE.

INSTALL/REMOVE UTILITY POLE ANCHOR

6. Secure boom. Place in cradle. Be alert not to break Auger sling. Ground personnel will stand clear of Auger while boom is being placed in it's cradle.
7. Secure and remove Auger per SOP WC 624 HVE 001, Set Up and Secure Bucket/Auger Trucks.