

<b>LOCATION OF WORK:</b>	<b>WRITTEN BY:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>	<b>LAST REVISION:</b>
All schools	Lorie Carriere Donna Hancox Michael Baril	Gord Howe	Dec. 5, 2014	July 7, 2017

<b>HAZARDS PRESENT</b>	<b>PERSONAL PROTECTION EQUIPMENT (PPE)</b>	<b>ADDITIONAL REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Pinch points</li> <li>• Falling equipment</li> <li>• Falls from risers</li> <li>• Collapse of risers</li> </ul>	<ul style="list-style-type: none"> <li>• Protective footwear</li> <li>• Protective gloves</li> </ul>	<ul style="list-style-type: none"> <li>• Orientation on setup and tear down of stage equipment.</li> </ul>

**SAFE WORK PROCEDURE**

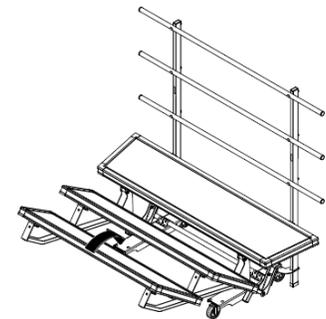
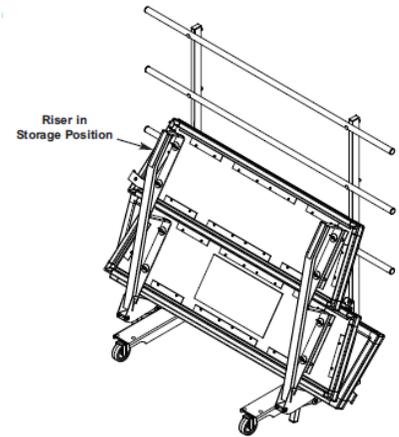
**PRE-JOB SAFETY:**

1. When ordering risers ensure that you indicate on the cartage request whether side rails are required and depending on your riser setup whether or not you need 2, 4 or 6 side rails. Side rails are required if you will be placing the risers:
  - On a portable stage;
  - Within 6 feet of a stage edge if the stage is built in;
  - Risers are not required if they are place onto the gym floor;
  - All risers come with back rails. All back rails must to be installed prior to use.
2. Assembly instructions for arc configuration and straight configuration are different and require different assembly instructions.
3. Risers are designed for level surfaced only and contain no provision for adjusting leg height.
4. Back rail assembly must remain attached to the risers at all times. Removal can cause riser instability and could result in injury. Risers are NOT to be used as stairs to the stage.
5. Risers can be assembled by one person, but two people will make the job easier.
6. With the riser in the open position, check the fasteners for tightness. There should be 6 locking nuts on the chassis, 4 screws on the back rail upright tubes, 6 locking nuts on the back rail horizontal tubes and 12 plastic wing nuts (four under each step).
7. Inspect the system as you are setting up and check for any bent, broken or loose parts. If any defective parts are found, do not use the section. Set it aside and notify facilities & operations department.
8. Risers are to be used indoors only.

Note: if your school purchased their own risers they must also have back rails and side rails for use.

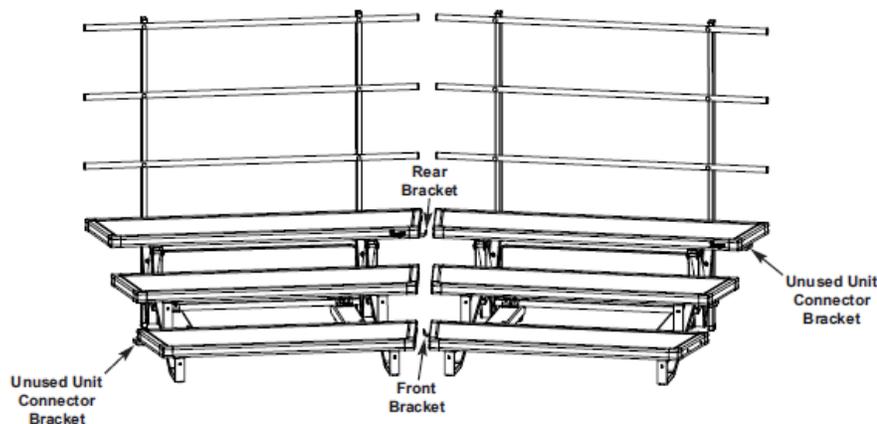
**PROCEDURE FOR RISER ASSEMBLY:**

1. Risers will be delivered by cartage and left in the gym for setup by the school caretakers.
2. Risers have four wheels on the bottom of each section. Move each riser to the desired location.
3. If placing risers onto the stage:
  - roll the riser to the stage edge,
  - install the guardrail by placing the posts into the holders on the back of the risers and clicking them into place.
  - lean the back guard rail up against the stage edge;
  - lift the bottom portion of the riser (using your arms and legs and not your back) .
  - leverage the riser up and over the side.
  - Push the riser back and onto the stage.
  - Lift up the riser and wheel it to the desired location.
4. To place the riser into the set up position, pull down and lower the first step to the ground.
5. Unfold the second riser and connect it to the first riser:
  - Set the rear step onto the rear bracket of the first riser.
  - Lift the front step of the first riser over the front bracket of the 2<sup>nd</sup> riser.
  - If necessary, shift the positioning of the connected risers to fit tightly together.



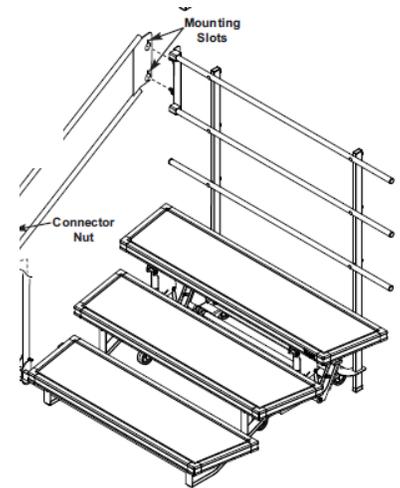
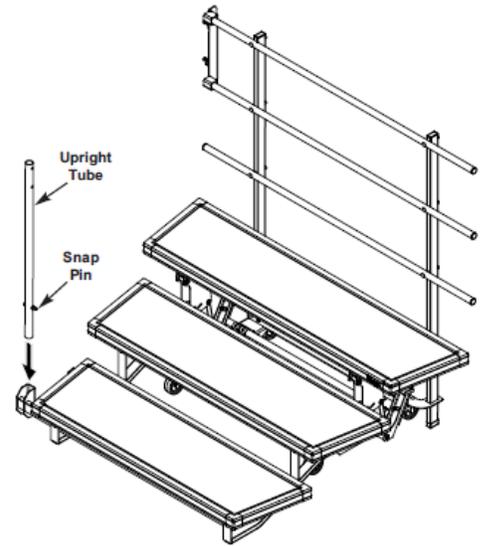
**Note: adjoining risers c separate during use unless they are connected using the attached unit connector brackets. Unused unit connector brackets can cause injury.**

6. Repeat steps 5 for the remaining risers.



**INSTALLING SIDE GUARDRAILS:**

1. All risers placed on portable stages are required to have side guardrails installed. All risers placed on built in stages that are located within 6 feet of the stage edge are also required to have side guardrails installed.
2. Insert the snap pin into the hole in the upright tube. Close the wire retainer over the pin to keep it in place.
3. Place the end of the upright tube with the snap pin into the front mount.
4. Place the side rail loop onto the rear mount, over the wing nuts and slide it into the bottom of the mounting slots. Don't tighten the wing nuts yet. Ensure the side rail loop is inside of the upright tube.
5. Thread one threaded rod into a connector nut. Slide both through the top hole in the upright tube and the side rail loop and secure at the other side with an additional connector nut. Use two 5mm hex key wrenches to tighten them securely.
6. Repeat step 5 on the bottom hole in the upright tube and side rail loop.
7. Thread the knob into the hole of the front mount. Tighten securely against the upright tube to stabilize it.
8. Tighten the wing nuts on the rear mount against the plate on the side rail loop



**DISASSEMBLY OF STAGE EQUIPMENT:**

1. Remove the side rail by loosening the knob on the front mount and both wing nuts on the rear mount. Lift and rotate the side rail off the riser.
2. Lift up on the first step of the riser and fold it up to the back rail.
3. Roll the riser to the stage edge. From the floor leverage the riser over the edge and lower to the floor. Use proper lifting techniques.
4. Roll the risers to a secure location for cartage pickup.
5. Any loose hardware on the floor (bolts, nuts, screws, washers, other fasteners or parts, etc.) are to be either reattached to the risers or collected and sent back with the risers. **DO NOT** throw them away.

**REGULATORY REQUIREMENTS**

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Workplace Safety & Health Regulations 217/2010,
  - Part 2, General Duties, Section: 2.1, 2.1.1
  - Part 6, Personal Protective Equipment
  - Part 9, Working Alone
  - Part 30, Temporary Structures
- Signature Choral Riser – Three Step Model Instruction Manual
- Signature Side Rail – Instruction Manual