

LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All schools	Lorie Carriere Donna Hancox Michael Baril	Gord Howe	Dec. 3, 2014	June 7, 2017

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

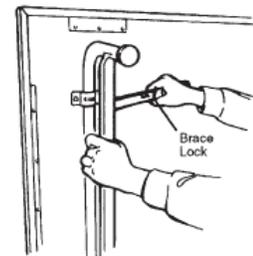
SAFE WORK PROCEDURE

PRE-JOB SAFETY:

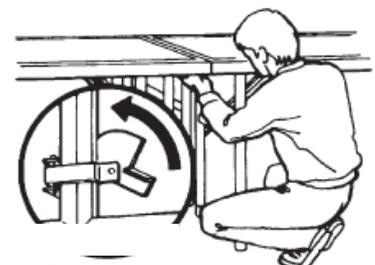
1. All platform units must be locked together using unit to unit clamps.
2. Platforms are designed for level surfaced only and contain no provision for adjusting leg height.
3. Do not set up multilevel stages using trouper units unless adequate special clamping is provided to secure the levels together.
4. Stage set up requires two people to avoid injury.
5. 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.

PROCEDURE FOR STAGE ASSEMBLY:

1. Stages will be delivered by cartage and left in the gym for setup by the school caretakers.
 2. Using a two-wheeler or other device, move the stage deck to the desired location.
 3. Open all legs on the platform unit. Straighten the hinged brace on each leg. If necessary push in on the brace lock until it engages.
 4. Using two people rotate the platform unit off the cart and set it upright on its legs.
 5. Repeat steps 2-4 for the remaining platform units.
 6. Position the first two platforms units at their desired stage location, rear center of the stage.
 7. Attach the platforms together in at least two places using the unit-to-unit clamps beneath the platform surface.
 8. Ensure all units are locked together at the points indicated.
- NOTE:** Platforms are not safe and may collapse if the unit to unit clamps are not used as specified.

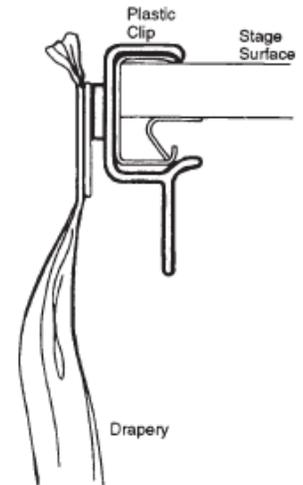


turnright on its legs



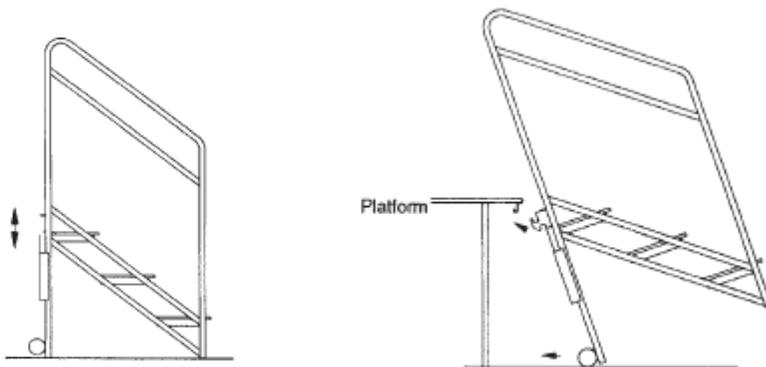
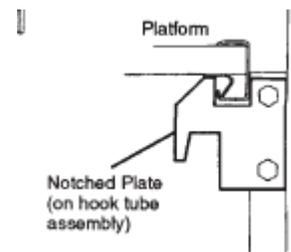
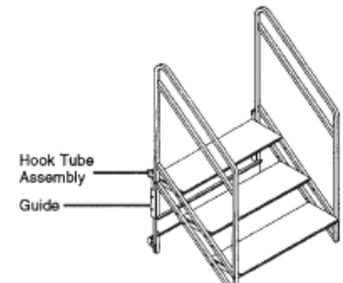
INSTALLING DRAPERY ENCLOSURES:

1. Drapery enclosures must be attached prior to stairways being installed.
2. Install clips along the stage perimeter wherever drapery is desired (about 12” apart).
3. Beginning at a corner of the stage, press the drapery onto the clips.
4. Continue attaching the drapery to the clips until the section is completely installed.
5. Repeat the above procedure with the remaining drapery sections.



INSTALLING THE STAIRWAY(S):

1. The hook tube assemblies that slip into guides on each side of the stairway frame have a notched plate. The notched plates must be on the outside of the tubes, extending away from the stairway frame.
2. Adjust the hooks to the proper height for the stage.
3. Tip the stairway into place
4. Check that the notch in the hook tube is secured to the stage framework, and that the stairway feet are flat on the floor.
5. Tuck the top edge of the drapery enclosure under the lip of the stage at the stairway locations.



DISASSEMBLY OF STAGE EQUIPMENT:

1. Remove the stairway by tilting it back to disengage the notched plate from the stage assembly.
2. Remove the drapery enclosure by pulling it away from the clips.
3. Remove all of the drapery clips.
4. Disengage the stage unit to unit clamps beneath the platform surface.
5. Separate the platform units.
6. Using two people rotated the platform onto its side.
7. Disengage the brace lock on each leg and slide the hinged brace until the leg collapses and folds back to the platform.

Note: plastic brace locks will be damaged if not disengaged while folding the legs! This renders the stages unsafe for the next assembly! Please instruct all those assisting in assembling and disassembling stages of the importance of disengaging these plastic brace locks by pushing them back against the springs far enough to release them prior to folding the legs.

8. Stack the stages in a secure location for cartage pickup.
9. Any loose hardware on the floor (bolts, nuts, screws, washers, other fasteners or parts, etc.) are to be either reattached to the stages or collected and sent back with the stages. **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
- Wenger, Trouper and Stagehand Platform System Instruction Manual