

## Setting Up Safely for Events

Setting up for events can involve handling a variety of equipment including (but not limited to) marquees, banners, folding chairs, tables, A-frames, folding umbrellas and even signage such as corflutes. Some of this equipment can be awkward to handle due to its size and shape, and a variety of hazards can present if the equipment is not handled correctly. The following guidance should be considered prior to setting up equipment at an event:

### **1. COMPLETE A VISUAL INSPECTION OF EQUIPMENT PRIOR TO USE:**

It is important to visually inspect equipment for faults prior to assembling. A-frames, large umbrellas, folding tables and chairs could potentially have damaged hinges and/or spring systems that can cause the equipment to close prematurely onto hands/fingers during set-up and/or collapse during use. Similarly, marquee poles, pegs and ropes which are in poor condition can also cause the marquee to collapse during use. Visually inspecting this equipment prior to use to ensure that all parts are in working order will assist in preventing such incidents.

### **2. FAMILIARISE YOURSELF WITH EQUIPMENT TO BE USED:**

Equipment such as metal A-frame corflutes and/or umbrellas can often have sharp metal parts which can cause lacerations if not handled correctly. It is therefore important to take caution when handling equipment with closing parts and sharp edges i.e. wear gloves (where available) and/or ensure hands are positioned on the opposite side to any hinges/closing parts. Equipment such as marquees often vary in their construction, therefore it is important to ensure that manufacturer's instructions are always followed. Ensure that instructions are always stored with the equipment, so that all staff have access to this information.

### **3. CONSIDER THE ENVIRONMENT PRIOR TO SETTING UP:**

Avoid setting up equipment in windy environments, unless it can be firmly secured to the ground. Equipment such as (but not limited to) A-frame corflutes, marquees, and tables and chairs can become unstable in windy environments, and can collapse or even become a projectile, placing all who access your area at risk of injury. Marquees can be particularly hazardous when set up on uneven ground. It is important to consider whether it is safe to erect equipment in the first instance and/or whether the equipment requires dismantling in the case of changing environmental conditions such as developing strong winds.

### **4. UTILISE SAFE HANDLING TECHNIQUES:**

Whether you are unloading equipment from a car, or erecting a marquee, correct handling techniques should always be adhered to. Remember to maintain a straight spine, bend the knees and ensure you are as close as possible to the load to be handled. Ensure that you are always facing the load and the direction in which your equipment is being carried, to avoid twisting of the spine. When pushing or pulling equipment (i.e. unloading/loading equipment into a car), consider lunging with the legs to get as close as possible to the load during handling. Ensure that vehicles are also parked as close as possible to equipment drop off areas to minimize handling requirements.

### **5. CONSIDER IF ASSISTANCE IS REQUIRED:**

Equipment which is large, heavy, bulky or awkwardly shaped is usually difficult to handle on your own. Setting up equipment such as marquees and tables should therefore typically be completed with assistance. Be aware of your own limits and request assistance with handling items in any instance where you are concerned. In addition, if equipment needs to be transported over a distance, utilise equipment such as a trolley to minimize physical handling.

### **6. ENSURE THE AREA HOUSING EQUIPMENT IS SAFE:**

It is important to ensure that marquees and temporary structures are not blocking thoroughfares, and do not pose a trip hazard to the public. Consider using high visibility pegs and/or witches hats to highlight areas on the ground which could pose a trip hazard.

### **FURTHER ASSISTANCE**

If you require further assistance with determining the most appropriate solution to your scenario, please contact [OHSassistance@konekt.com.au](mailto:OHSassistance@konekt.com.au)