



Operations Best Practice - Wenger Portable Staging

Set up, Take Down and Safety Considerations

Best Practice Number: TBD

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Safety First

School District 71 (Comox Valley) prides itself on the high quality fine arts productions and public events sponsored and supported each year. For each of these events, the safety of students, staff, parents and the public is paramount. It is expected that all staging, staging accessories and sets will meet or exceed industry standards.

The following best practice document provides guidelines and resource materials to assist school and district staff in the safe utilization of district staging and performance equipment.

School District No. 71 possesses an inventory of portable staging, guardrails, risers and choral shells to support and enhance fine arts and other school sponsored events. This equipment is maintained, warehoused and transported to sites by School District 71 Operations staff. Once delivered to a school site, the safe movement, set-up, use and take down resides with the school.

Site administrators must ensure adequate supervision and safe work practices while staging is being set up, utilized and taken down.

A. Hazard Assessment:

- a. **Back Injury, Muscle Strain:** Due to the significant weight of portable staging, there exists a significant risk for back injury and muscle strain. Staging must be moved in teams (minimum of two) and proper lifting techniques should be followed.
- b. **Pinch Injuries:** Mechanical features of staging, risers and choral shells present risk for finger pinch injuries. Gloves should be worn. Clear, open communications are essential to ensure that fingers are clear when staging is being locked together or risers folded or unfolded.

- c. **Lacerations:** Inspect sections of staging prior to setup for loose aluminum, screws, or missing hardware. If these conditions exist, **do not use and notify Operations through a work order.**
- d. **Collapse:** Ensure legs are locked in place. **If locking hardware does not work, do not use.** Notify Operations through a work order.
- e. **Fall:** If staging is to be multi-tiered or exceeds 600mm (24" in height) (BC building Code 9.8.8), a guardrail is required on the sides and rear of the assembled stage. Use of complimentary Wenger guardrails is required.

B. Set-Up

- a. Risers, staging and choral shells will be delivered to requested locations by operations staff. Setup is the responsibility of school staff and administration.
- b. Manufacturer's instructions for set up are available on the School District No 71 website at <http://www.sd71.bc.ca/hs/> and are to be followed at all times.
- c. When setting up, staging should be held on edge. Legs should be extended or inserted and locked into place starting with lower legs (closest to floor).
- d. When all legs are locked in place the staging unit can then be rotated to the floor.
- e. A minimum of two adults (or four students under supervision) are required to lift and move each unit into place.
- f. Lock units together utilizing the built in hardware.
- g. For further setup information, follow the links to the Wenger videos:
<http://www.youtube.com/watch?v=kf7ATCsKBbg&feature=relmfu>
<http://www.youtube.com/watch?v=4Xng3Amoli4&NR=1&feature=endscreen>
<http://www.youtube.com/watch?v=hzDVF87aVmw&feature=relmfu>

C. Multi-tiered Staging:

- a. Wenger staging is designed to be able to be tiered, providing different heights to meet a wide variety of production needs. Heights range from 6" to 48".
- b. A fall hazard exists for all staging. For all staging heights beyond 24", Wenger guardrails are required at the sides and rear of the stage.
- c. Guardrails- See video
<http://www.youtube.com/watch?v=kf7ATCsKBbg&feature=relmfu>

D. Take Down:

- a. Follow reverse process to setup.
- b. A minimum of two adults (or four students under supervision) are required to lift and move each unit into place for Operations pickup.

- c. Make note and mark any items damaged and in need of repair prior. Follow up with a work order.
- d. See Wenger take down and storage video:
<http://www.youtube.com/watch?v=CoQaWhGjO4Q&feature=relmfu>

E. Choral Risers

- a. Choral risers can be utilized as stairways to enter and exit from stages. When utilized for this purpose they should be secured to the stage unit to prevent movement.
- b. Choral risers should be unfolded as per the manufacturer's instructions.
- c. Ensure that each riser is locked in place.
- d. Ensure that risers are locked together into one continuous unit.
- e. See Wenger Video for set-up instructions:
<http://www.youtube.com/watch?v=KYHqYgXJ0Cs&feature=relmfu>