

## UQ Sport: Marquee Guidelines – Athletics Centre Agreement

### Erecting Privately Owned Marquees on Campus

UQ Sport recognises that hirers of the UQ Sport Athletics Centre sometimes require additional shade for their participants or for the comfort of their spectators. The following guidelines must be adhered to for any hirer to erect privately owned marquee(s) at the UQ Sport Athletics Centre.

Erecting marquees comes with inherent risk including lifting and carrying heavy items and marquees becoming airborne in high winds. It is UQ Sport's responsibility to implement risk management controls in the workplace. We do this by identifying hazards, assessing the risk, and determining whether the risk can be eliminated or reduced as far as reasonably practicable.

Failure to adhere to the guidelines will force UQ Sport to direct the owner of the marquee to have it taken down.

### Guidelines:

1. It is not the responsibility of UQ Sport staff members to assist with the set-up or pack down of privately owned marquees. A minimum of one week's notice is required should the facility hirer require this assistance, is subject to staff availability and may incur additional costs;
2. Marquees must not contain inappropriate messaging or branding;
3. Marquees should be delivered as close as possible to the setup location to reduce carrying distances;
4. A minimum of 2 people is required to carry, erect and pack down marquees. The basics of good lifting are included in this document (Appendix 1);
5. Setup should only occur in a location previously agreed with UQ Sport and where possible should be on flat ground;
6. Marquees must be in good condition and free from defects (i.e. no bent/broken legs and trusses and/or a damaged roof);
7. Persons wishing to erect marquees must liaise with UQ Sport to determine:
  - a) whether the prevailing weather conditions are suitable;
  - b) that the location of the marquee(s) is appropriate;
  - c) that the marquee is deemed to be in suitable condition;
  - d) that the proposed weighting implements are suitable.
8. Persons setting up marquees must be of appropriate age (i.e. ideally this activity is performed by adults);
9. Operating instructions for the brand/style of marquee should be followed. General instructions for erecting marquees are provided at the end of this agreement, however it is preferred that the original instructions are consulted prior to any marquees being erected on campus;
10. Persons erecting marquees should be wearing steel-cap boots and work gloves;
11. Marquees greater than 6m x 3m shall not be erected without written permission of UQ Sport;
12. All marquees **MUST** be weighted appropriately. The weight requirements **FOR ALL MARQUEES** to be erected on UQ campuses are:
  - a) 3m x 3m marquee = 90kg (i.e. 2 legs x 15kg, 2 legs diagonally opposite x 30kg),
  - b) 6m x 3m marquee = 120kg (i.e. 4 legs x 15kg, 2 legs diagonally opposite x 30kg);

13. Using pegs or stakes to secure marquees is not permissible at the UQ Sport Athletics Centre;
14. Suitable weights are shown in Appendix 3 – if the hirer is not using these types of weights, the hirer must ensure that the style used meets the guidelines listed above;
15. The hirer must obtain sign-off from UQ Sport once the marquee has been erected. UQ Sport will be the sole arbiter on whether the marquee is suitable to be used;
16. If UQ Sport is not satisfied with the weighting of the marquees, UQ Sport weights must be used and the hirer will be invoiced accordingly. Alternatively, the marquee will need to be taken down;
17. If using BBQ's underneath a marquee it is the responsibility of the user to monitor flame heights to avoid any fire risk;
18. The hirer must be aware of the prevailing weather conditions. If there is any adverse weather that poses a risk to the marquee(s), they must be taken down. Hirers must follow the direction of UQ Sport if they are requested to take down the marquee(s);
19. Marquees may not be left erect overnight. If marquees are to be used over multiple days, they will be required to be packed up overnight and re-erected each day;
20. The hirer assumes all responsibility for damage to persons or property caused by or to the marquee(s) in the event the above guidelines are not followed.

## Appendix 1 - Basics of Good Lifting

Today, trolleys, forklifts, hoists, dollies and other types of lifting equipment are used to lift heavy objects. However, sometimes it is necessary to load or unload moderate to heavy objects by hand. When that is the case, knowing the proper ways to lift can save you a great deal of pain and misery from a sprained back.

### Assess the situation:

Before lifting or carrying a heavy object (i.e. marquee), the following procedures should be followed:



Ask yourself the following questions in order to assess the risk:

- Can you lift this load safely, or is it a two-person lift?
- How far will you have to carry the load?
- Is the path clear of clutter, cords, slippery areas, overhangs, stairs, curbs or uneven surfaces?
- Will you encounter closed doors that need to be opened?
- Once the load is lifted, will it block your view?
- Can the load be broken down into smaller parts?
- Should you wear gloves to get a better grip and protect your hands?

### Size up the load:

- Test the weight by lifting one of the corners. If it is too heavy or an awkward shape, stop.
- If there is any doubt, ask for help from colleagues.
- Try to use a mechanical lift or a hand truck.
- Try to break the load down into smaller parts.

### Use good lifting techniques:

- Get close to the load. Centre yourself over the load and stand with your feet shoulder width apart.
- Tighten your stomach muscles. Tight abdominal muscles increase intra-abdominal pressure and help to support the back.
- Get a good handhold and pull the load close to you. The farther the load is from your body, the heavier it will feel.
- Bend your knees. Bending your knees is the single most important thing you can do when you lift moderate to heavy objects. Squat down like a weightlifter, bend your knees, keep your back in its natural arch, and let your legs do the lifting. Your leg muscles are much more powerful than the smaller muscles in your back.
- Do not jerk. Use a smooth motion and lift straight up.
- Do not twist or turn your body while lifting. Keep your head up and look straight ahead. Hold the load close and keep it steady.

### Carrying the load:

- Change direction by turning your feet, not your back.
- Your nose and your toes should always be pointing in the same direction. Any sudden twisting can result in taking out your back.
- Rest if you fatigue. Set the load down and rest for a few minutes.

**Setting the load down:**

- Bend your knees. Squat down and let your legs do the work.
- Remember not to twist your body while setting down a load and keep your head up.
- Keep the load close.
- Plan your release. Once the load is where you want it, release your grip. Never release your grip until the load is secure.

**Use trolleys and lifting aids:**

- Push rather than pull. It is easier and safer to push than to pull. You can use your body weight to assist when pushing.
- Keep close to the load and lock your arms. Try not to lean over and keep your back in its natural arches.
- Use both hands. Carts are easier to push and control using both hands.
- Use tie-downs, if necessary, to secure the load.

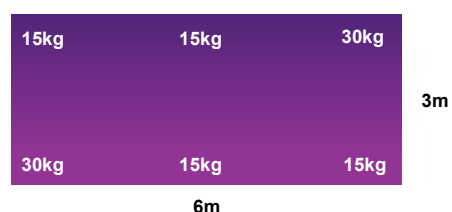
**Appendix 2 – General Carrying, Set Up & Pack Up of Marquees Procedure**

**Carrying Marquees Procedure - Two people are required to perform this task.**

- Tip the Marquee on the side and two people lift and carry - one at each end. Beware for getting fingers jammed and bend at the knees as per lifting procedure at end of this document.

**Set Up of Marquees Procedure – Two people are required to perform this task.**

- One person at each end grabs the two outside legs - slightly pull tent outwards.
- Hold the two middle poles in the "V" section.
- Walk back slowly until tent is fully outstretched.
- Both people to start at opposite ends of the tent – on the same side. Push the top section up first. It is easier to do this by placing one hand on top and use other to push it up until it clicks into place.
- For 6mx3m marquee - push up the middle pole on that same side.
- Move to other side of tent and push up both corners first.
- For 6mx3m marquee - push up last middle pole.
- Both persons move to one end of the tent. Lift the marquee at the same time – about 50cm off the ground and then push the leg down.
- Push the leg down until it clicks in first level.
- For 6mx3m marquee - move to middle poles, lift marquee again at the same time and push legs down until they click in at first level.
- Move to other end of tent and lift marquee at the same time and push leg down until it clicks in at the first level.
- Move the end up to desired height both legs at same time.
- Move to middle poles and move to same height both legs at same time.
- Move other end up to desired height again both legs at the same time.
- Apply the applicable weights as shown on the diagram below.



**Pack up of Marquees procedure – Two people are required to perform this task.**

- At the same end with one person on each corner lift the marquee about 50cm off the ground.
- Push button in to move the legs up to lowest height.
- Move to the middle legs, lift marquee again at the same time and push the button in and move the legs to lowest height.
- Move to other end lift the marquee again at the same time and push the button in and move the legs to lowest height.
- At one end, on each corner, push in the top button to release.
- For 6mx3m marquee - move to middle push in the top button to release
- Move to the other end and push in the top button to release
- One person at each end move to the middle v section lift the marquee and push into the middle to fold up.

**Appendix 3 – Suitable weights**



15KG SANDBAG



10-16KG WATER WEIGHT



15KG STEEL WEIGHT PLATE