

LOAN OF MARQUEES

Set Up, Pack Up & Carrying: Marquees Procedure

“Risk management is recognised as an integral part of good management practice. It is an interactive process consisting of steps, which, when undertaken in sequence, enable continual improvement in decision making. Risk management is the term applied to a logical and systematic method of establishing the context, identifying, analysing, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organisations to minimize losses and maximize opportunities. Risk management is as much about identifying opportunities as avoiding or mitigating losses.” Australian Standard AS/NZS 4360:2004 – Risk management.

When implementing risk management controls in our workplace, we must look at any hazards, assess the risk and determine whether the risk can be eliminated or reduced as far as reasonably practicable.

In looking at ways to eliminate or reduce the risk of injury to our instructors, a procedure has been put in place to follow when lifting or moving equipment weighing 20+ kgs, or awkward in nature. It is expected that Instructors adhere to the set up process below, adopting a team lifting strategy following the “Basics of Good Lifting”. (Outlined Page 2.)

Carrying, Set Up & Pack Up of Marquees Procedure

Carrying Marquees Procedure

- 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 required

- One person at each end grab the two outside legs
- Slightly pull tent out
- Hold the two middle poles in the “V” section
- Walk back slowly until tent is fully out-stretched
- Both people to start at opposite ends of the tent – on the same side. Push the top section up first. It’s easier to do this by placing one hand on top and use other to push it up until it clicks into place.
- Push up the middle pole on that same side.
- Move to other side of tent and push up both corners first.
- Push up last middle pole.
- Both persons move to one end of the tent. Lift up the marquee at the same time – about 50cm off the ground and then push the leg down.
- Push the leg down until clicks in first level.
- 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 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.

Pack up of Marquees procedure – Two people required

- 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 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 the end on each corner push in the top button to release
- Move to middle push the button in and release the top button
- Move to other end and push the button in and release the top button
- One person at each end move to the middle v section lift the marquee and push into the middle to fold up.

Condition of Equipment

- If UQ Sport Ltd determines that the equipment is not in the same or better condition that it was loaned, it may repair or replace any piece or part of the equipment and the borrower will pay the cost upon receipt of invoice.

I have read and understood the procedures, terms and conditions outlined for loan equipment.

Club _____

Member Name: _____

Signed _____ Date: _____

UQ Sport: _____ Date: _____

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, ask yourself the following questions:

- 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 fellow workers.
- 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.
- Keep your back curves. 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.

Using 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.