RIGGING POLICY / OVERHEAD WORK

The MacEwan Conference and Event Centre is equipped with permanent rigging systems in order to assist our clients with productions requiring overhead rigging. Rigging encompasses attaching hardware to ceilings, rigging motors, trussing, lighting and audio.

This policy applies to all overhead work at MacEwan Conference and Event Centre (MCEC). This Policy is also supplementary and/or to compliment other relevant and applicable legislation (such as OHS Act), other existing building health and safety policies, and the contractors own policies given to their workers.

Worker Competency, Training and Certification
All workers must have appropriate training and certification in the use of specialized equipment, tools, and the acceptable techniques employed for working at high levels. Workers will be required on request to provide operator certifications. Workers who fail to provide current certifications on request will not be permitted to operate equipment or proceed with production.

- Boom Lifts/Scissor Lifts operation
- Fall Arrest System, safety lines
- Chain falls, hoists, winches, rigging apparatus, attachments, load cells etc…
- General knowledge of the MEC structure, load capacities, attachment points/methods

Workers engaged in any overhead work activity must be properly outfitted with Personal Protective Equipment (P.P.E.). These may include safety footwear, hard hat, safety glasses, gloves, and fall protection to be used as demanded by the tasks being accomplished.

Equipment, Tools and Hanging Components
At all times, small hand tools should be connected via a safety cable that prevents accidental dropping. Portable radios/phones must be sheathed in a secure holster with a similar safety hook-up.

Lifting Equipment, such as Booms and Scissor Lifts must have current certification demonstrating regular inspection and maintenance.

Chain Hoists, chain falls, steel cables, slings, chokers and all other rigging equipment are to be regularly maintained, inspected and certified according to governing legislation, manufacturers' recommendations, and good industry practice.

All rigging must be done from high steel per approved industry standards. Production components (to be hung in the ceiling from approved Load Points or structural framing) including decor, trusses, speaker assemblies etc. must be inspected prior to installation. Annual inspection certificates must be available for load-carrying components.

Control of the Work Area
During the installation/removal of production components onto the Ceiling space, the work area below must be clear of people at all times. A 'ground rigger' must be in place to protect the area using both physical elements (signage, barricades, traffic cones etc.) and vigilance to ensure no one gains access.

Once production components are at a 'trim' height (final show position – no more movement) and the remaining overhead work is related to minor adjustments (aiming lights, tying up cable etc.) or when the installation is of lightweight components such as signs/banners, the required level of control of the work area is contingent on the presence of other activity in the area. As a minimum, both signage and traffic cones must be used to warn people of the immediate work area around the lift. If there is significant activity in the vicinity, a 'ground person' must be used to keep people and mobile equipment away from the work area and lift.

Under no circumstances should people be working directly under a boom arm or bucket.

Production Schedule / Rig Plot Approval
A key requirement of a successful and safe workplace is the appropriate scheduling of the work activity.

The Client, its Service Suppliers(s) in partnership with MCEC, must ensure that there exists a detailed production schedule for both Technical set-ups and tear-downs.

The Schedule must define both start/stop times of each work group, and also the predecessor/successor relationships. As can be expected, the start of a tear-down schedule may be affected by a late event and in this case we must always maintain the scheduled activity relationships.

All groups must have the appropriate resources (both people and equipment) on hand to accomplish the work in the allotted timeframe, and abide by the scheduled order of activity.

All groups must provide contact names and mobile telephone numbers for key onsite personnel, for both the set-up and teardown.

A scissor or boom lift is required to hang all banners, signs, truss, decor, etc. Lift charges and labour rates apply.

Rigging from any lighting fixtures, plumbing, or sprinkler fixtures, electrical conduit, air ducts or any support mechanisms is strictly prohibited. Under no circumstances may a person be suspended, walk, or climb upon a point or supporting structure attached to the ceiling with rigging points.

All special and unusual weights, motors, rigging apparatus or items not normally hung must obtain written permission from MCEC. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the client expense) plans that have been approved and stamped by a licensed engineer selected by MCEC

Any weight exceeding the pre-approved limits is subject to removal at the client's expense.

Prior to rigging any significant loads in the MCEC structure, the Riggers must verify that a rig plot has been submitted and approved. Rig Plots must be submitted a minimum of 4 weeks prior to the move in dates. For other circumstances, please contact the Director of Operations, Barry Dyck at 403-220-3918.

Please complete the attached Rigging Load Release Form and send by email to events@macewancentre.com

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RIGGING LOAD RELEASE FORM

I _____, as the Director of my company: _____, hereby confirm that the drawings I have provided the MacEwan Event Centre (MEC) for approval have illustrated all the necessary equipment and associated rigging point loads.

These rigging point loads do not exceed the pre-approved point load limits provided on each on the MEC drawings.

Furthermore, I understand and accept full responsibility for any incident or action as a result of my failure to comply with the strict adherence of these rigging load limits.

Enclosed with this form must be:

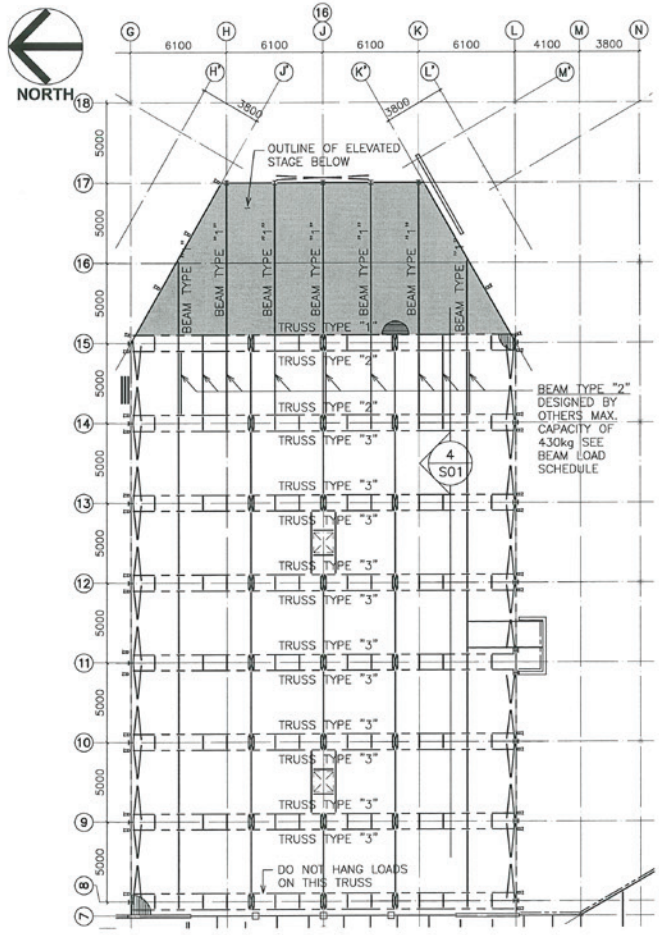
- Certificate of insurance in the amount of two million or more
- WCB clearance certificate from the prime contractor

Name of Event: _____
Location of Event in MEC: _____
Event move-in date/time: _____
Event move-out date/time: _____
Company Director's Signature: _____ Date: _____

Date Received by MEC: _____
MEC Director: _____

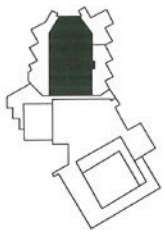
Please complete this Rigging Load Release Form and send by email to _____

NOTE: Rigging Load Release Form is only required for significant rigging activities and should accompany the Rig Plot sent for approval. It is not for banners, signs or other small loads.



MACEWAN HALL (MAIN FLOOR) PARTIAL ROOF PLAN

SCALE : 1:250



KEY PLAN

SCALE : NTS

BEAM LOAD SCHEDULE

BEAM TYPE "1"

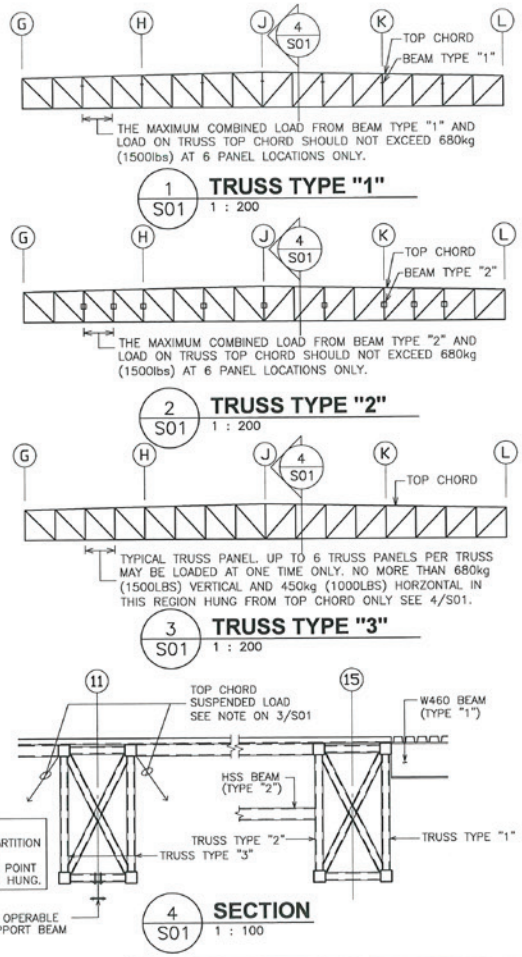
THESE BEAMS MAY BE LOADED AS FOLLOWS:
- –OPTION 1: ONE (1) 1360kg (3000LBS) POINT LOAD LOCATED AT MID–SPAN.
- –OPTION 2: A TOTAL OF 1360kg (3000LBS) EVENLY DISTRIBUTED ALONG THE LENGTH.
- –OPTION 3: ONE (1) 680kg (1500LBS) POINT LOAD ANYWHERE ALONG THE BEAM.

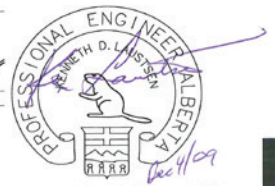
NOTE:
ONLY SIX (6) BEAMS MAY BE LOADED AT ONE TIME.

BEAM TYPE "2"

THESE BEAMS MAY BE LOADED AS FOLLOWS:
- –OPTION 1: ONE (1) 430kg (950LBS) POINT LOADS LOCATED ANYWHERE ALONG THE BEAM.
- –OPTION 2: A TOTAL OF 430kg (950LBS) EVENLY DISTRIBUTED ALONG THE LENGTH.

NOTE:
ONLY SIX (6) BEAMS MAY BE LOADED AT ONE TIME.





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The Association of Professional Engineers
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UNIVERSITY OF CALGARY
BUILDING MACEWAN HALL
(MAIN FLOOR)
CEILLING SUPENDED LOADS

Scale	Date	Project No.	Sketch Number	Rev.
SHOWN	DEC. 04, 2009	CAL.027220.0061	S01	1

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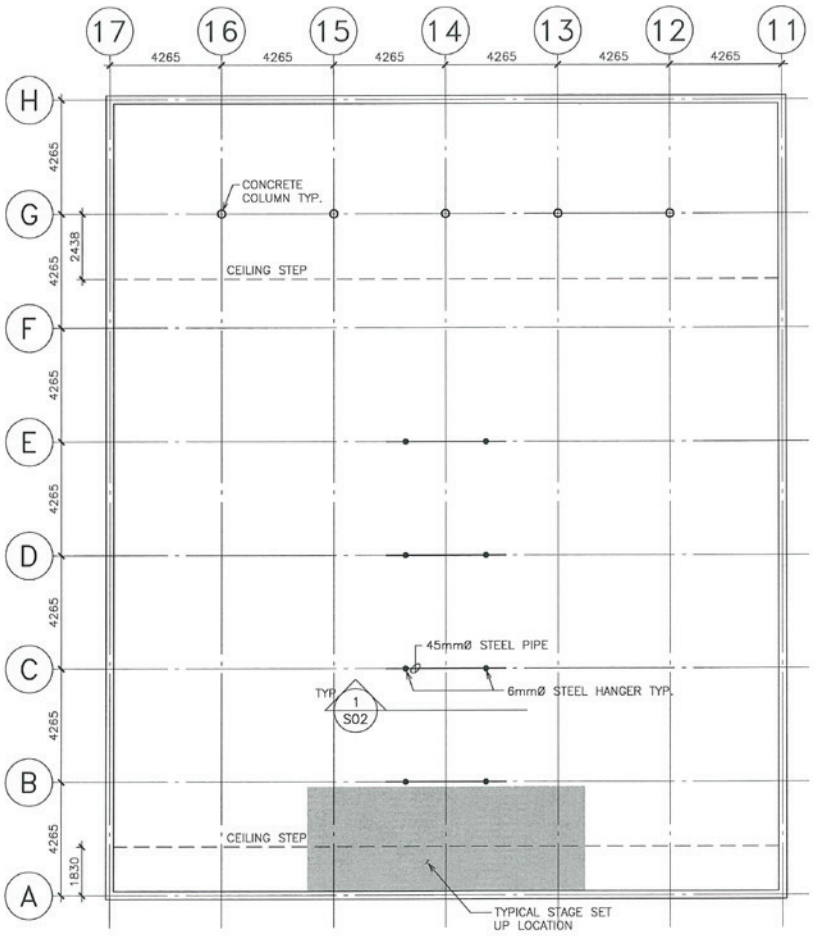
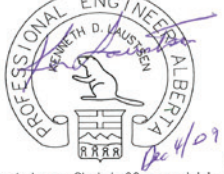


MACEWAN HALL BALLROOM
(3rd FLOOR)
SCALE : 1:150



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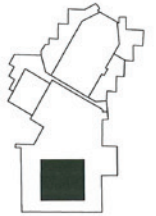
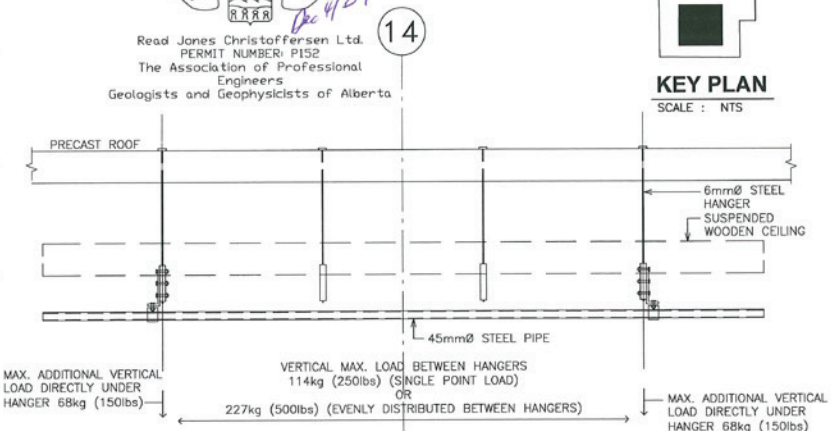


KEY PLAN
SCALE : NTS



TYPICAL ELEVATION AT GRIDS B,C,D,E,
1 / S02
1 : 25

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UNIVERSITY OF CALGARY
BUILDING MACEWAN HALL BALLROOM
(3rd FLOOR)
CEILLING SUPENDED LOADS

Scale	Date	Project No.	Sketch Number	Rev.
SHOWN	DEC. 04, 2009	CAL.027220.0061	S02	1

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