

SAFETY INFORMATION SHEET

FLY SYSTEM LOADING & UNLOADING

WHAT THIS SHEET APPLIES TO

Anyone changing weights to balance the Benedicta Arts Center or Stephen B. Humphrey Theater counterweight fly system. (See also the *Safety Information Sheet* entitled "Fly System Operation".)

RISKS INCLUDE

Hernia and other personal injury related to heavy lifting, mild and severe bodily injury and even death from falling objects.

GUIDELINES, RULES, & PROCEDURES

1. At least three trained, people are required; one on the loading gallery, one on the operating lines, and a supervisor on the stage to call commands, and spot.
2. Remove any unnecessary items from pockets or which could fall off (this includes hard hats) before climbing up to the loading gallery.
3. During the loading/unloading process, an unbalanced load condition exists. This is potentially **VERY DANGEROUS**. Use the Department of Theater & Dance's official procedure each time a line is loaded or unloaded. This procedure is taught as part of the training process.
4. Whenever possible, battens should be loaded at **Low Trim**. Counterweights should be the **LAST THING LOADED**, and the **FIRST THING UNLOADED**.
5. Never load or unload weights when anyone is standing below the loading gallery.
6. Lift weights with your legs while keeping your back as vertical as possible.
7. A spreader plate should be used for each 24" of counterweights stacked on the arbor. Arbor collars should remain fastened in place after loading and unloading.
8. There should be quiet on stage whenever counterweights are being loaded/unloaded.
9. Counterweights should never be stacked higher than the top of the kick rail and should be evenly distributed along the length of the loading gallery.
10. Line sets should always be kept in balance. Never rely on the rope lock to hold an unbalanced load.
11. If the line can't be perfectly balanced because the imbalance is smaller than the smallest weight available, it is usually better to leave the line arbor heavy.
12. The Loader must check for the operator to be clear before loading, and should call out every 3 to 4 bricks for the gallery to acknowledge.
13. Upon completion of locking the Arbor Collars loaders should call out for the gallery to acknowledge.

FOR FURTHER UNDERSTANDING

Glerum, Jay O. *The Stage Rigging Handbook*. 2nd ed. Carbondale: Southern Illinois University Press, 1997.

EMERGENCY- Contacts: CSB Security at 5000 or 9-911. SJU Life Safety at 911 or 2144

To report injury that occurred while working for compensation, supervisor/employee use the incident report form and submit completed report to Human Resources, preferably within 24hours.

To report injury that occurred at non-compensated work e.g. Class activity, supervisor/student use the academic injury report form and submit completed report to Environmental Health & Safety office.