
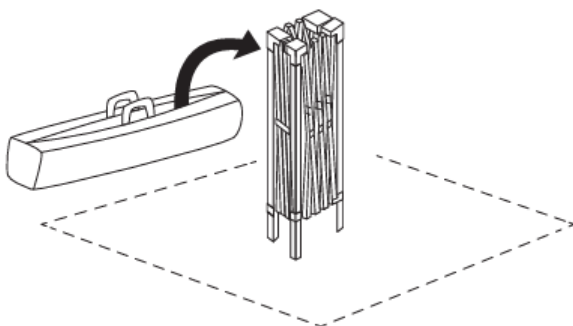


SECTION 1: DETAILS	
<b>Purpose &amp; Scope</b>	This Safe Work Procedure (SWP) describes the safe work methods that are to be followed when setting up and packing down a 3x3 gazebo or marquee. This procedure applies to all OS personnel, including employees, volunteers and OS representatives and should be read in conjunction with the below documentation.
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Guide - Safe Manual Handling</li> <li>• Guide - Avoiding Slips, Trips and Falls</li> </ul>
<b>Location of Task</b>	All states, territories and regions throughout Australia and New Zealand where OS operates.
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• 3x3 meter Supa-Trail gazebo or similar brand.</li> </ul>
<b>Hazards</b>	Manual handling such as pulling, lifting, carrying and turning. Slips and trips. Pinching hands or fingers in moving parts.
<b>Review &amp; updates</b>	This SWP will be reviewed every 12 months from the date of issue. Revisions will be made in light of new safety guidelines or if operating parameters change.

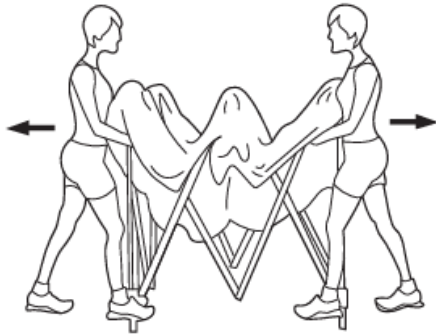
SECTION 2: PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN	
	<b>Enclosed shoes</b>

SECTION 3: OVERVIEW
Supa-Trail gazebos are designed as portable, temporary structures only. They offer excellent UV protection and should be used as a source of shade during shift. They are not designed to be permanent structures, nor are they designed to cover cars, boats, or other vehicles. The gazebo should not be left up during heavy rain or winds. The weight of pooled water could result in damage or collapse of the gazebo and injury and damage to people or property. Putting up this gazebo requires two people (minimum).

SECTION 4: SAFE WORK PROCEDURE	
TASK / ACTIVITY	CONTROL MEASURES / PRECAUTIONS
<b>1. Choosing an Appropriate Site</b>	
<p><b>1.1</b> Choose a flat location and place the gazebo in the centre of the area to be sheltered. Remove the carry bag and stand the gazebo on its feet.</p> 	<p><b>! CAUTION:</b> Attempting to put up the gazebo in windy conditions may be hazardous and could result in injury and/or damage to the product.</p> <ul style="list-style-type: none"> <li>• When lifting the gazebo's carry bag be sure to use correct manual handling techniques as explained in section 6 below.</li> </ul>

### 2. Unpacking the Gazebo

- 2.1** With your partner on the opposite side, grasp two outer legs, slightly lift the frame off the ground and take a small step backwards. Be careful not to pull backwards too hard as this will result in the side supports bending.



**! IMPORTANT:** Setting up the gazebo is a two person job.

- Be mindful of anything behind you that you could trip over as you step backwards.
- Ensure you have enough space to work in.

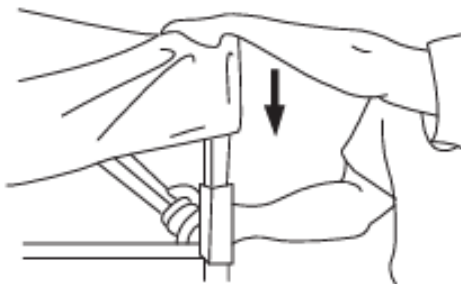
### 3. Installing the Gazebo's Canopy

- 3.1** With the gazebo's frame almost fully extended, take the gazebo's cover and place it over the frame if it is not already installed. Attach the Velcro points found in the corners of the cover and the frame together.



### 4. Locking the Gazebo's Structure & Securing the Cover

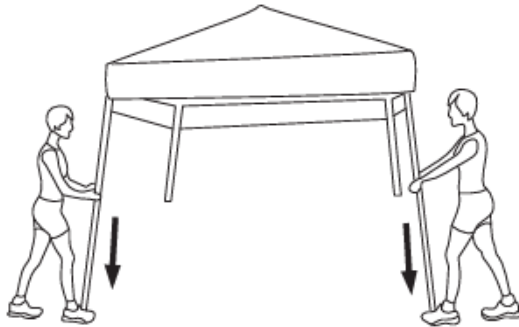
- 4.1** With the cover successfully installed to the gazebo's frame, finish extending the frame out horizontally. Then, grasp the sliding bracket and slide the bracket upwards so that it locks into position in each of the four corners by pushing up with one hand while holding down the top of the leg with the other hand.



- Watch out for pinch points and getting your hands or fingers pinched in moving parts of the gazebo.

### 5. Adjusting the Gazebo's Height

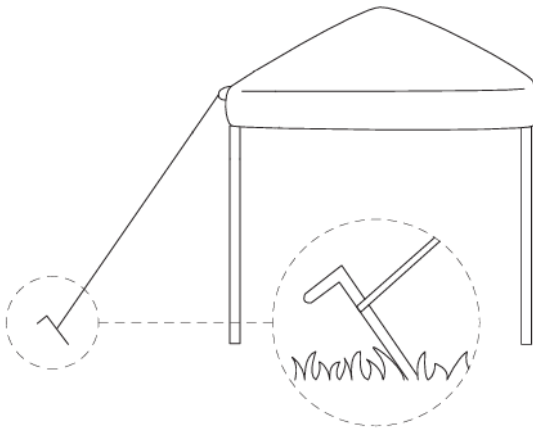
**5.1** The gazebo has two different height settings to choose from. To adjust the gazebo's height, place a foot on the foot plate at the bottom of the leg, press in the leg lock and slide the leg to the desired height. Make sure that all the legs are adjusted to the same height and that all the legs are locked into position.



**! REMEMBER:** To use correct manual handling techniques - bend your knees.

### 6. Securing the Gazebo

**6.1** With the gazebo fully assembled, it's now important to secure it to the ground. Peg the frame down with the provided pegs and/or Guy ropes. Check that all the pegs are firm and secure in the ground.



**6.2** If you are using the gazebo on a surface that you can't secure with pegs (such as concrete), use four (4) weights similar the ones below to secure the gazebo by the legs.



- These weights will need to be filled with either sand or water and will end up weighing between 5-10kg.
- Be sure to use correct lifting techniques when lifting or carrying the weights.

7. How to Take it Down	
7.1	Remove any leg stakes, guy ropes or weights and undo the Velcro tabs of the top cover from around the frame.
7.2	You and your partner should each lift up two adjacent outer legs slightly, depress the snap button and push the telescopic inner legs into the out legs. Repeat for the remaining two legs.
7.3	Replace the slider at all four corners by a slight upward pressure with one hand while depressing the snap button to release the slider with the other. Push the slider down past the snap button.
7.4	Each partner should grasp the top of the diamond (see diagram) on the opposite side and slightly lift up. Shake the canopy a little. Pull hands apart while stepping towards your partner until the unit is three quarters closed.
7.5	Grasp the two outer legs. Slightly lift off the ground and push together to fully close.
7.6	Finally, having made sure the canopy material is completely dry, return your fold up cover to its storage bag.

**! IMPORTANT:** Ensure the gazebo is dry before packing away into its carry bag, or if it is wet ensure it is taken out when returned to base in order to dry properly.

## 6. GENERAL SAFETY

### 6.1 Manual Handling

Manual handling refers to any activity requiring a person to engage in a task that involves the **pushing, pulling, lifting, carrying or turning** of a physical object and/or repetition of these movements.

A manual handling task becomes **hazardous** when it subjects the person to one or more of the following: **repetitive** or **sustained force, high** or **sudden force, repetitive movement, sustained** or **awkward posture, exposure to vibration** while the person is lifting, lowering, pushing, pulling, carrying, moving, holding or restraining something.

#### How manual handling injuries happen

- Incorrect lifting techniques
- Bad positioning
- Heavy loads
- Inappropriate movements
- Most back problems are a result of years of neglect & wear & tear
- Poor posture, fitness, lack of strength & flexibility

#### Correct Lifting Technique

**1)** Assess the load, are you sure you can lift the weight? **2)** If lifting, face the direction of travel, check your balance & position with feet shoulder-width apart. **3)** When lifting, use your legs, not your back. Bend your knees keeping your back straight and arms close to your body. Do not jerk, keep the movement smooth. **4)** Keep the heaviest part of the load against your body. **5)** When moving your load, move & turn from your feet, not your waist, do not twist.