



## Rigging Policy / Overhead Work

This policy applies to all overhead work at the Metro Toronto Convention Centre. This policy is also supplementary and/or to compliment other relevant and applicable legislation (such as OHSA), other existing building health and safety policies, and the contractors own policies given to their workers.

- **Rigging installation affixed to any Centre structure is an exclusive service provided by SHOWTECH Power & Lighting**

### **Worker Competency, Training, and Certification**

Workers must have appropriate training and certification in the use of specialized equipment, tools, and the acceptable techniques employed for working at high levels.

- Boom Lifts / Scissor Lifts operation
- Fall Arrest System, safety lines
- Propane handling (if machine is propane powered)
- Chain falls, hoists, winches, rigging apparatus, attachments, load cells etc.
- General knowledge of the Metro Toronto Convention Centre 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.

Workers participating in lifting operations, or in the vicinity of materials handling operations or other mobile equipment, are at all times required to wear safety footwear.

### **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 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.

Production components (to be hung in the ceiling from approved Load points or structural framing) including grids, trusses, speaker assemblies etc. must be inspected prior to installation. Annual inspection certificates must be available for load-carrying components.

Rigging Plot submit to:

Metro Toronto Convention Centre, Engineering Department  
255 Front Street West, Toronto, Ontario M5V 2W6

T: (416) 585-8148 | E: smuncaster@mtccc.com | www.mtccc.com



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### 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 '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 Supplier(s) in partnership with the Metro Toronto Convention Centre, 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 end 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 on-site personnel, for both the set-up and teardown.

Prior to rigging any significant loads in the Metro Toronto Convention Centre 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 move in dates. For other circumstances, please contact the Facility Manager at (416) 585-8148.

**Rigging Plots are not required for banners, signs or other small loads that will be installed by SHOWTECH Power & Lighting. Please contact SHOWTECH Power & Lighting at(416) 585-8500 or email Rick Green, Technical Producer, at [rgreen@showtech.ca](mailto:rgreen@showtech.ca)**

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## Rigging Load Release Form

I \_\_\_\_\_, as the Director of my company: \_\_\_\_\_, hereby confirm that the drawings I have provided the Metro Toronto Convention Centre for approval have illustrated all the necessary equipment and associated rigging point loads.

These rigging point loads do not exceed the pre-approved point loads limits provided on each of the Metro Toronto Convention Centre 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.

Name of Event: \_\_\_\_\_

Location of Event at the Metro Toronto Convention Centre: \_\_\_\_\_

Event move-in date/time: \_\_\_\_\_

Event move-out date/time: \_\_\_\_\_

Company Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by the Metro Toronto Convention Centre: \_\_\_\_\_

Metro Toronto Convention Centre Director: \_\_\_\_\_

**Please complete this Rigging Load Release Form and send by email to [rigform@mtccc.com](mailto:rigform@mtccc.com).**

**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 that will be installed by SHOWTECH Power & Lighting.**

Return completed form to:  
Metro Toronto Convention Centre, Engineering Department  
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