

IATSE 210 Forklift Orientation

Acknowledgement: Content for this document has been pulled from many places including comments from our senior Members and other IATSE training resources. Thank you for your input.

Learning and improving our service to the Client and Road Crew is everyone's goal. IATSE 210 members are here to help you with your questions and demonstrate proven techniques to enhance your work experience in this sometime hectic environment.

Your feedback and suggestions are appreciated. iatse210@iatse210.com

Work Structure

Employer: Live Nation

Labour Provider: IATSE Local 210

- Our on-site representatives are the IATSE Production and Steel Stewards, also Heads of Department in Lighting and Carpentry.
- Safety and work condition issues must be addressed to the Heads or Stewards, not the Production Road Crew or other labour providers.
- WCB claim forms need to be filled out on site with the Steward. If it becomes a “next day” claim it needs to be done through the IATSE Office.
- Union matters must not be discussed on calls. Be professional in your conversation as you represent the Local and the reason Road Shows love our work ethic.
- Please don't address or talk with the Producers, Designers or Artists.
- You must check in/out with the Steward at the start/end of your call.
- Payroll is on Fridays usually 2-3 weeks after your call.
- Wednesdays, the IATSE calendar will reflect which calls are being paid on Friday.

General Safety:

Your safety is paramount. Personal Protection Equipment (PPE) is required.

Long pants, Hard Hat, High Visibility Vest, Gloves and Steel Toe Shoes.

See the Steward if you are missing PPE. At times, ear plugs may also be required.
See the Steward.

- Report Injuries immediately to the Steward who also has a First Aid Kit for minor cases or communication to EMS.
- Discuss any work-related medical conditions or concerns with the Steward (food related issues, anaphylaxis, asthma, heart conditions...)
- Food alternatives may not always be available for you at catering.
- Immediately discuss safety concerns with the Road Crew, experienced IATSE members, Department Heads or the Steward.
- Alcohol or Drug use is not tolerated and may result in your removal.

Call Time: Call time is when you start work, in your personal protection equipment, at the assigned location and ready for the next 2-3 hours before a break. Allow time to clear security, check in with the Steward, change and attend to water/bathroom needs and travel to the assigned work starting location.

Transportation: Parking is allowed during setup days only. Enter through the north entrance on 112th Ave and politely tell the attendant that you are IATSE crew. Proceed carefully, south to Lot A and Gate 2. If you're arriving by LRT you'll need to go around the North side of the Stadium and all the way down the west side to Gate 2. **Arrive early and ease into the day.**

Hundreds of crew are coming for the “Out” and Thousands of fans are leaving...

Security Check-in: Allow extra time to clear security. Help by removing metal from your pockets and placing your open bags on the table for inspection. Give your name to the guard and secure your wristband for the day.

IATSE Check-in: From the main concourse follow the signage to the IATSE Crew Room (IATSE Alumni Room).

Please provide your name to the Steward who will check you in and give the location of your fork job.

- You are required to have your name on your vest and helmet so other workers know your name. The Steward has labels and markers.

- Work in long pants and clothing with non offensive logos or text.

- Stow your personal items in the crew room. Please keep conversation low.

- IATSE Washrooms are located here and on the main concourse. You may Not use any other bathrooms or porta potties. Additional facilities are available for meal breaks.

- When and if possible, go to your equipment for a pre use check. Let the Steward know.

Breaks

- Travel time between your work and your break area may be large for a Stadium show. Please be respectful of your break time usage plus travel time.
- IATSE workers have assigned bathroom and break facilities. Please, only use those.
- You may not enter catering unless told so by the Steward and accompanied with a meal ticket.
- The Steward, Dept. Head or Road Crew will tell you when to break for coffee or meals. Please return promptly and at the agreed time.
- No pictures of any kind are allowed inside the venue. Doing so will result in your removal. You may take your phone out during breaks only but no photos.

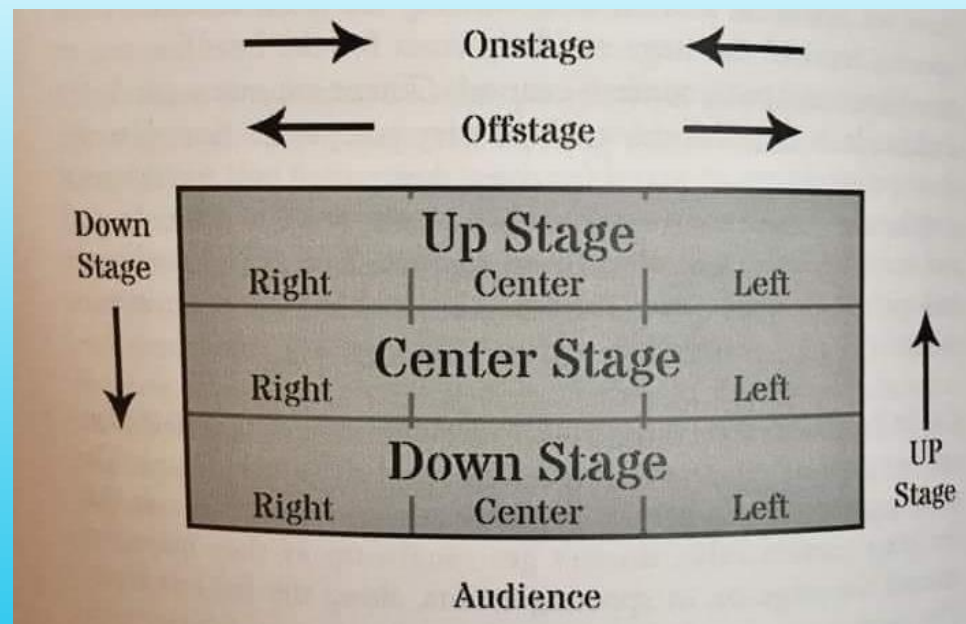
Outside Work/Show Clothing:

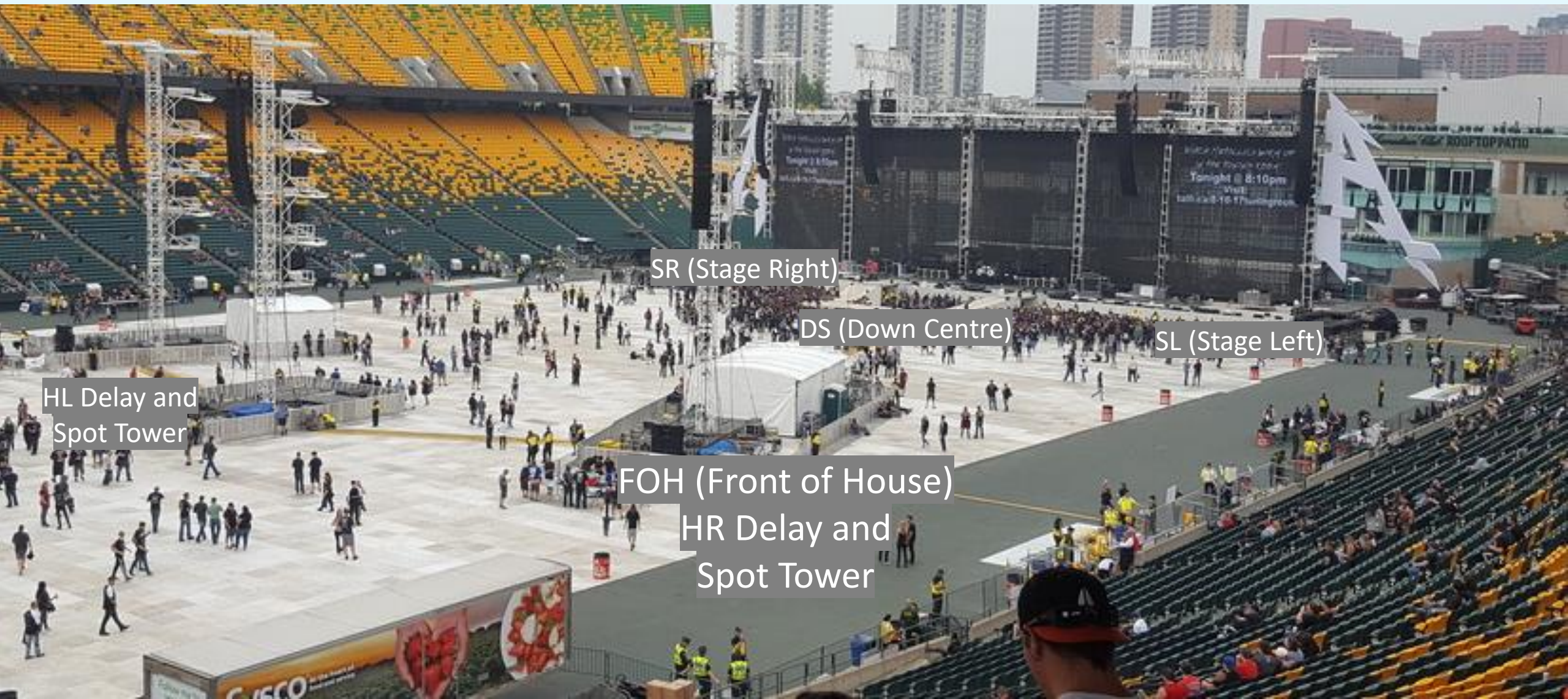
- Dress for the weather, including sunscreen (Scent Free Preferred) and glasses.
- You may need to MacGyver your open-air ride for the weather. Keep visual clearances for safe operation.
- Pack extra clothing for weather changes and your comfort.
- Stay hydrated throughout the day. Refillable water bottles are recommended.
- Pack a few snacks for your breaks. Coffee and Donuts might not cut it for you.
- Show Calls require black pants, T shirt or Long sleeves without Logos

Venue Locations and Names:

Stage Directions and their names come from the perspective of a Performer or Technician standing on the stage and looking out into the audience. Stage Left (Your Left), Stage Right (Your Right), Up Stage (Behind you), Down Stage (Audience).

-Named areas may include Front of House/FOH (usually in the Audience area), Delay/Spot Towers, Dimmer Beach, Monitor world, Bone Yard...





SR (Stage Right)

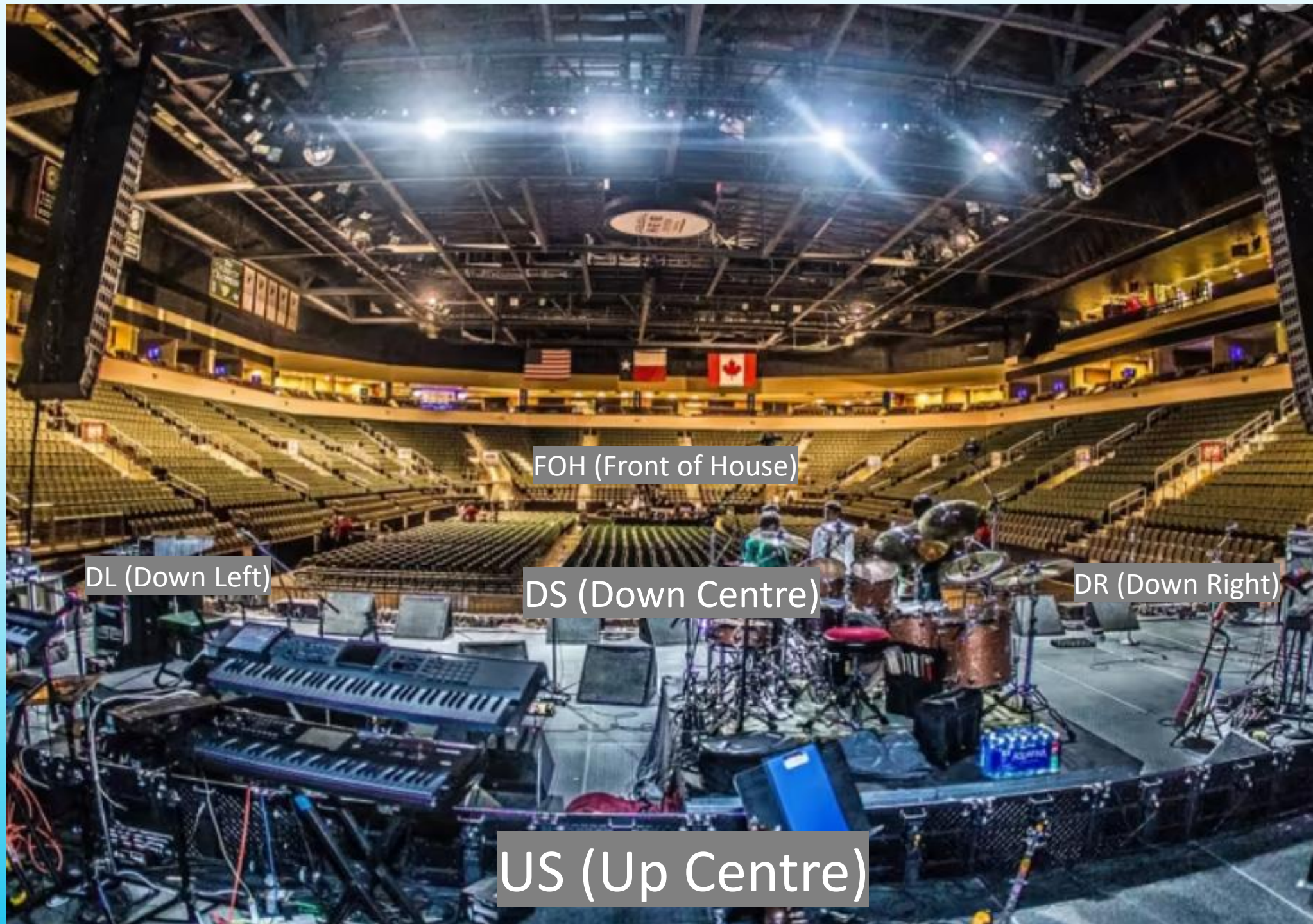
DS (Down Centre)

SL (Stage Left)

HL Delay and
Spot Tower

FOH (Front of House)

HR Delay and
Spot Tower



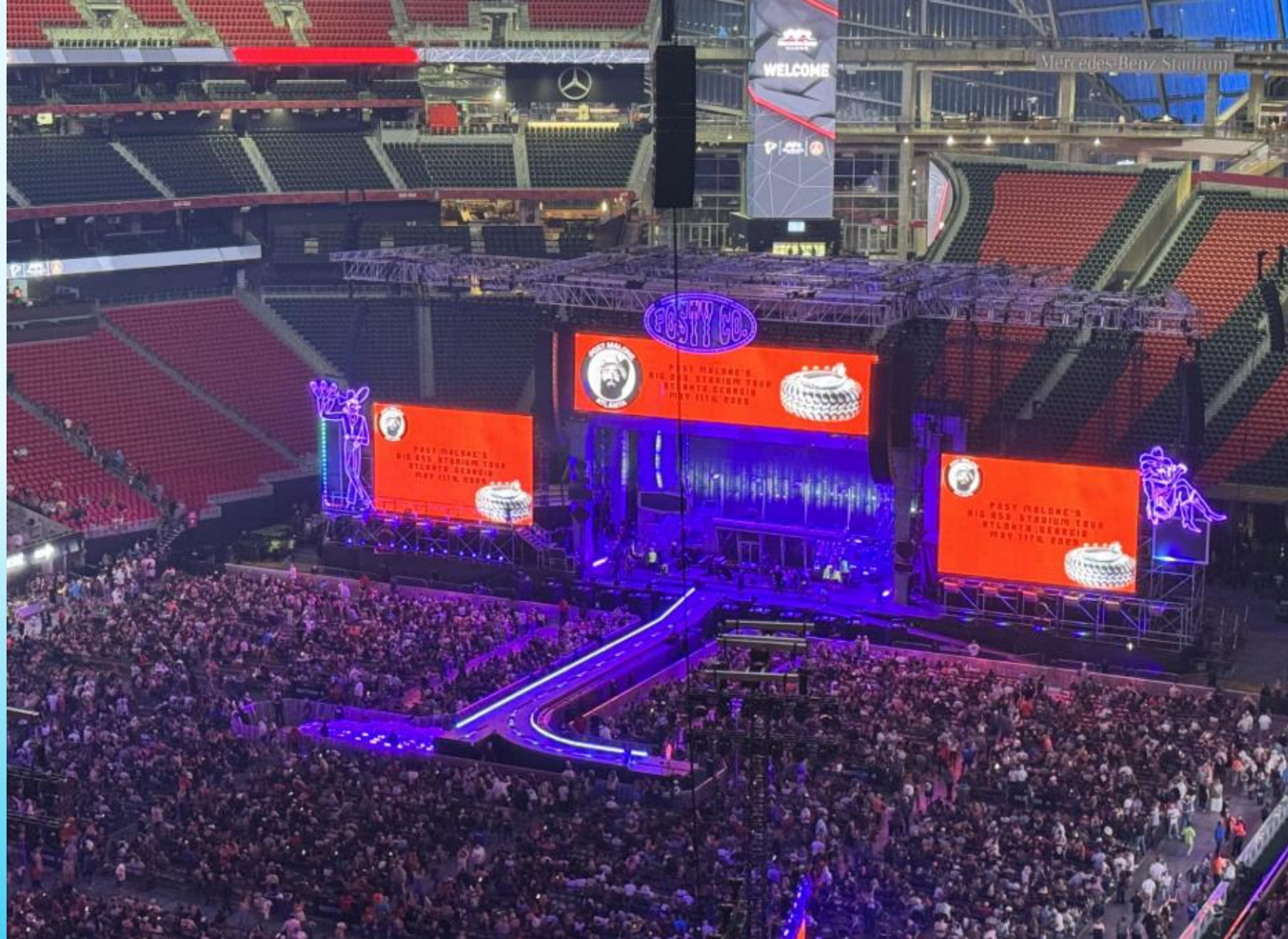
FOH (Front of House)

DL (Down Left)

DS (Down Centre)

DR (Down Right)

US (Up Centre)



Post Malone

Loss and Damage:



- IATSE Local 210 has General Liability Insurance in the case of equipment damage by workers.
- You will not be removed from a call for reporting damage or safety concerns.
- Aluminum truss is very fragile and if bent or nicked, must be taken out of service
- Steel is large, heavy and robust. It's used to create the main structure that suspends the entire weight of the roof, sets, lighting, sound and video.
- If you damage something or suspect damage, please tell the road crew and the Steward.
- Equipment can be replaced but not people.
- Working too fast, speeding, distracted or unfocused work can cause accidents. If you feel you need a short break, please inform the Steward.

Communication:

Communication and Eye Contact are key while working. Many tasks require the coordinated effort of multiple workers to do a task at the same time. Listen to the direction and ask if clarification is required before the task. If you do not know how to do a task or feel unqualified or unsafe...don't do it.

- Please Acknowledge Crew instructions or safety warnings with eye contact and a “Thanks, Copy, Thumbs up, Head shake/Smile...verbal acknowledgment.”
- Follow Road Crew hand gestures. They learned them in Crew School!
- Listen and trust the road crew directions. They did the same show last week.
- Be aware of moving equipment and crew around you. “Head on a swivel” is a well used term in this industry.
- Alert others to potential hazards.
- Please don't take offence to being called “hey you” or “Fork!”

Road Crew:

- Learn the name of the Road Crew member you are working with. After breaks return to them unless told otherwise.
- Keep your eyes open for the return of your Road Crew member. This saves them yelling at you from a distance and tells them that you are interested and ready for the next task.
- Road crew members need to communicate with others all day so keep your conversations quiet, professional and to the task at hand.
- Your work or operational method may be corrected by crew from time to time. It's not a personal affront on you, just the particular way they want it done. No need to explain why you did it that way, but acknowledge with "Thanks" and make the change or adjustment.
- Expectations and pressure from the road crew are high. If you get substituted for another operator, just accept the new job and do your best.

Your Job:

- Know where your Fork is/will be parked, especially on Show and Out days.
- Know your equipment. Linde units are hydrostatic (no inching pedal) If you are not familiar with the operation of these units, show up early so you can orient yourself. Ask an experienced member for assistance if you require.
- Monitor fuel use. Spare tanks are at the bottom of the SE ramp, by the garage. Clark Park for diesel fuel. Know how to change fuel sources. Ask if unsure.
- If you are asked to stay in a location for future work (being on Standby) do not leave without telling another member of your group and when you'll return.
(Bathroom break)
- Park in a visible area to the road crew and watch/listen for crew requests.
- Be like the people from Pleasantville. If not, just smile...it's a big job with lots of pressures and anyone yelling is probably doing it for your safety.
- No Phones or Pictures of any kind are allowed inside the venue. Doing so will result in your removal.
- Report harassment or bullying to the Steward. You have rights too.

Forklift Safety Check Per Use: Shift start or swapping to a new or unused Fork

Visual Checks (Engine Off)

Capacity Plate: Ensure it is attached, legible, and matches the equipment's attachments.

Forks & Carriage: Check for cracks, bent tines, worn heels, and ensure locking pins are secure.

Mast & Lift Chains: Visually check for wear, broken links, or debris.

Tires: Check for chunking, splits, embedded debris, and proper pressure (if pneumatic).

Hydraulics & Fuel: Look for wet spots or drips under the unit and ensure propane tanks are securely mounted with intact connections.

Interior: Garbage removed and personal bag/water bottle securely stowed.

Operational Checks (Engine On)

Controls: Ensure the tilt, lift, and side-shift levers operate smoothly.

Brakes: Test the foot brake for a firm, smooth stop, verify the parking brake holds against acceleration.

Steering: Check for responsiveness and excessive free-play.

Safety Gear: Test the horn, backup alarm, and all warning beacons/lights.

Seatbelt: Ensure the retractor locks and the buckle engages properly.

Workplace Scan Check the route for ground obstructions, overhead hazards (like set pieces, lighting grids, or energized lines), and pedestrian

Report any safety or operational issues to the Steward, who will contact Production.

Forklift Safety around Crew:

- Control movements need to be feathered and smooth. Practice non jerky control.
- Do not allow crew to stand directly behind or in the blind spot of your Fork or load being moved. If required, stop your fork and politely direct crew away. IATSE hires extra workers for these big Stadium shows and it may be their first experience.
- When picking carts from the end pockets, politely ask the crew to hold the cart in place while you do the slight control adjustments. Two groups adjusting never works.
- Road Crew only, will give Forklift directions when moving loads in or out of trucks.
- Wide or blind loads may require one or two spotters to flag traffic or other equipment and relay directions, especially STOP! Give instruction to the spotters and insist they stay clear to the side, behind the load and visible to the operator at all times. A verbal "Stop and wrists crossed above your head" is another signal for Stop now or Stop for a hazard.
- large obstructed loads should be moved in reverse if you don't have a spotter. Use the horn when backing up to alert crew.
- use the horn when turning around a blind corner

Hand Signals:

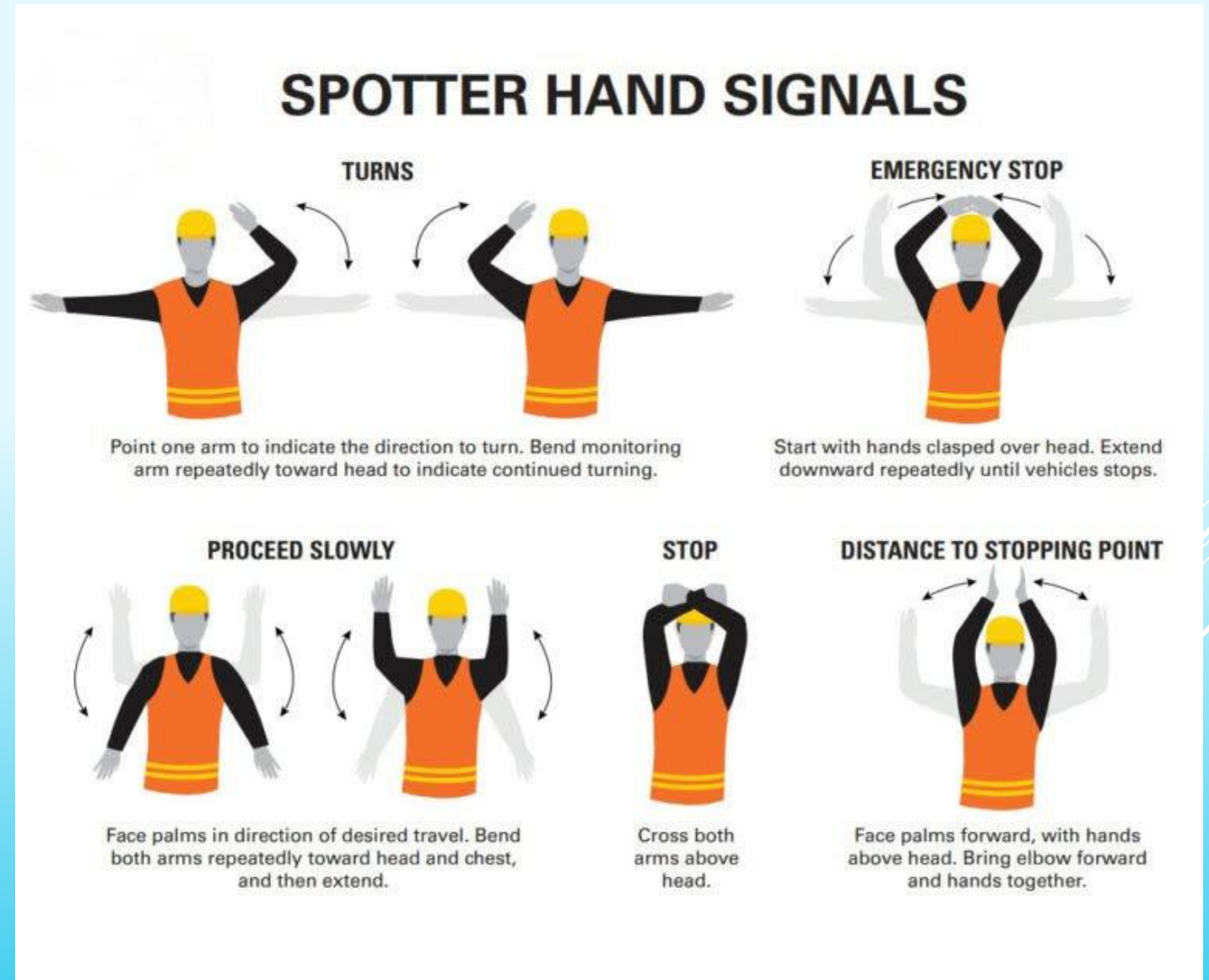
- Ask for clarification if needed of non-standard hand signals
- This can be a very noisy environment. Ask for hand signals too when in question.
- Ear Plugs are available from the Steward



Pause.
Non Emergency

Spotter Signals:

- Ask for clarification of non-standard hand signals if needed. Your comfort is key.
- This can be a very noisy environment. Ask for hand signals too when in question.



Movement Hazards:

- Give yourself a safety zone around your Fork. Fork extensions reduce that area.
- Trucks will be moving on and off the field and you should yield to the bigger load.
- Please yield to large carts being pushed by crew members. Very hard to start again.
- Be aware that plywood or metal decks may shift or bend up under Forklift movements. This could present an impact, slip or trip hazard especially when wet.
- Don't bump the trailer or stage with your mast or forks. Mast Tilt is rarely used.
- Capped water bottles sound like a shotgun when run over. Please pick them up.

Lifting Hazards:

- fork pockets provide secure lifting but the load may rock (violently) side to side.
- beware overhead hazards around the cranes
- Maintain the same positions when doing repetitive tasks with other Forks.
- There is a lot of infrastructure along the outside of the track and sloped conditions on both sides. Is dunnage required for the load now or at pickup?

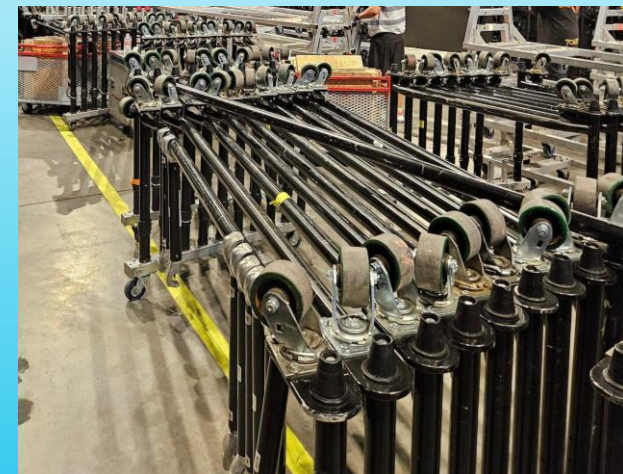
Fall Hazards:

- When moving cases on or off the stage, ensure that crew is available to off load and control these perimeter loads. Empty cases are more likely to fall off the stage.
- You may find crew calling your load height or fork height. Consider chalking the mast with lineup marks or mentally noting the position for repeatable lifting.
- Safety railing around temporary loading docks and backstage may need be removed for fork access periodically. Keep an eye out for crew hazard, pinch points and delicate stage equipment.



Stability Hazards:

- Forks operators dispatched to Steel calls will lift very large and wide loads like steel truss to create “mother grids”.
- Precision and fine moment is required, as pieces are pinned together in close proximity to riggers. This is probably the highest risk fork position.
- Some loads like truss legs, are stable when fully loaded and less so when partially or unevenly loaded.
- Many loads will not have the benefit of fork pockets, so load balance and test lift until good.
- Monitor tip over hazard on very long, heavy carts. Mast should almost touch the load.



Fork Width Adjustments:

- Generally, for efficiency, it's preferred by the road crew, that other IATSE crew make fork width adjustments while the operator provides feedback and coaching.
- Sometimes it's just you...with the parking brake engaged.
- Forks should not rub, impeded casters or hit castor plates and bolts.

Loading Area:

- As equipment is offloaded from the trucks, the Road Crew will call out the required location to the crew or the fork operator. Please acknowledge the location.
- No Road Box "Curling" is allowed where a load is released while the Forklift is still in motion. Stay with your load until you are fully stopped and in the final position.
- Take note of any visible labeling if possible. Commonly, speakers and audio boxes are labeled SL (Blue Tape) or SR (Red Tape). Pink tape usually indicates "Spares" or unused equipment. The Road crew will indicate where these are to be stored.
- Truss is usually grouped by coloured tape on the ends.
- Consider the orientation of your load in order not to block other equipment.

Stacking Boxes:

- Road Boxes and Truss may need to be “down stacked” (unstacked) using a forklift. In this case, the IATSE crew or road crew may need to direct the operator and coordinate stacking directions and movement.
- Cases often have “wheel cups” to allow stacking, however wheels may need alignment by crew. This delicate and repetitive jobs requires operator and crew coordination. The key word is “clear”, before gently lowering the stack or if need be, STOP!
- longer forks may allow for double wide loading.
- again, this will require wheel alignment but is usually less finicky than truss wheel alignment.



Stacking Truss:

Often this operation is done off to the side, where the forklift stays stationary and the loads are brought to the forks. You may ask IATSE crew to spread forks but please lift them to a workable height or tilt as required. Sometimes, it's just you...

- Truss down stacking will usually be run by the road crew as they often carry very expensive lighting, equipment and cabling that can easily be damaged.
- Road crew will specify how and where each piece of truss should be lifted from. This may not always be the centre of the truss. Test lift and side shift adjust until balanced.
- Wait for the clear or "K" and watch for dangling cables that can snag. Once the wheels clear by 4", stop and wait for crew to move truss out.
- Truss stacking will usually be run by the road crew and requires wheel alignment with crew hands inside the truss. Stop, with the top truss a few inches above the wheel cups and wait for the crew to align them and all say clear. This can require a few attempts i.e. STOP! UP! DOWN!



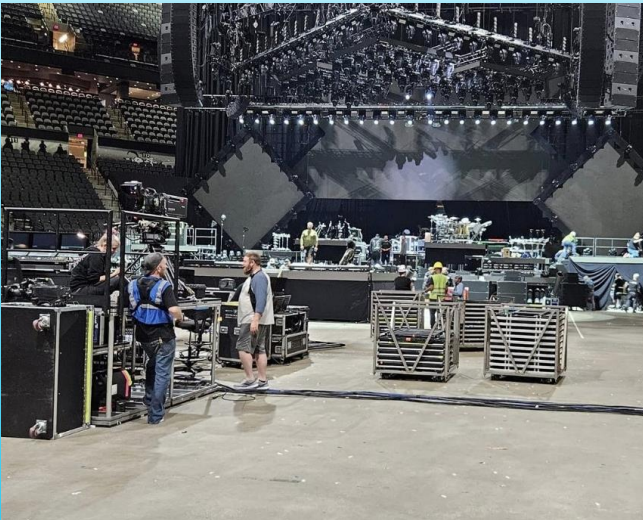
Driving Equipment “The Road” “The Track and the Field”

- Equipment moves from every area in a Commonwealth Stadium Show. These paths of travel are commonly called “The Road” where all the gear travels to its storage or setup location. These areas must be kept clear and moving for efficiency and safety.
- You share the road with Cranes, Trucks and trailers, please yield to them.
- Setup and storage space is often at a premium so keep “like equipment” and road boxes tight to one another unless instructed otherwise by Road Crew.
- Transitioning from the angled entrance ramp area onto the flat track surface means long forks and long loads must be raised.
- Mind your speed at all times. We’re not curing cancer here, just doing a little show...
- The rubberized track surface is fragile, so no wheel turns without movement.
- Metal decking can be slippery. Beware wet patches from the rain or the audience...
- No driving on the turf
- Blind corners require using the horn and reducing your speed.

Road Ramps:

- Ensure "The Road" is clear before approaching a cable ramp and move away from the ramp as soon as possible. Crossing a ramp, even without a load, is jolting!
- Unprotected floor cables, rigging steel and rigger ropes can not be driven over.
- Your empty fork weight is enough to deflect the temporary flooring so stay back of the rigger laser levels if possible and be aware of not blocking laser beams.
- Throttle slowly when crossing temporary plywood covering, as they can shot out from under your tires or become lodged under your machine.
- yellow jacket cable covers may slide under machine weight

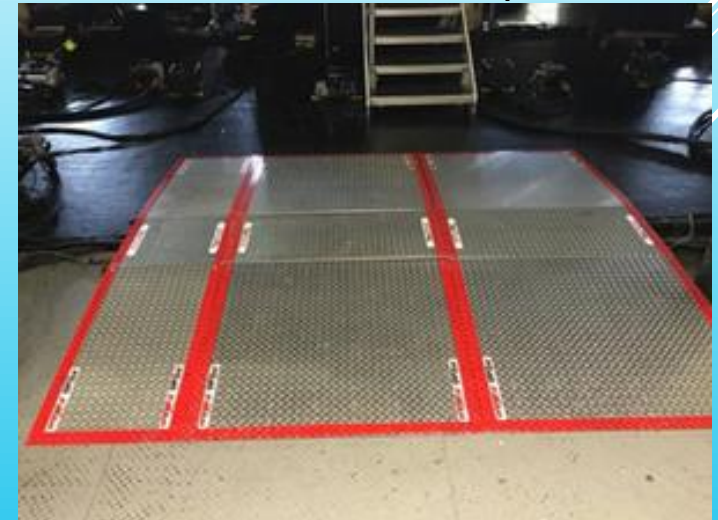
Unprotected Cable
at "Front of House" (FOH)



Yellow Jacket
cable cover/ramp



Diamond Plate
Road Ramp



-Cadillacs: Extremely heavy boxes filled with cable or rigging equipment. 2 or more crew are required to move, particularly when crossing ramps.

Imagine that running across your foot!



Stage Right open Sound Cadillac

Open Rigging Cadillacs “against the dasher” or boards.
Note the lid opening orientation.

-Console Cases: Tippy narrow cases that hold expensive equipment. Most stable when pushed length wise. Large console cases like Audio Consoles should have multiple “hands” (crew) on them. These cases often have a centre set of castors too.



-Wardrobe cases create visual impairments due to their height. If transporting to the backstage, please ask for a spotter or run fork in reverse.



-Cubie cases Put on forks diagonally. For triple stacks, please fill out loss and damage report ahead of time to speed the load out.

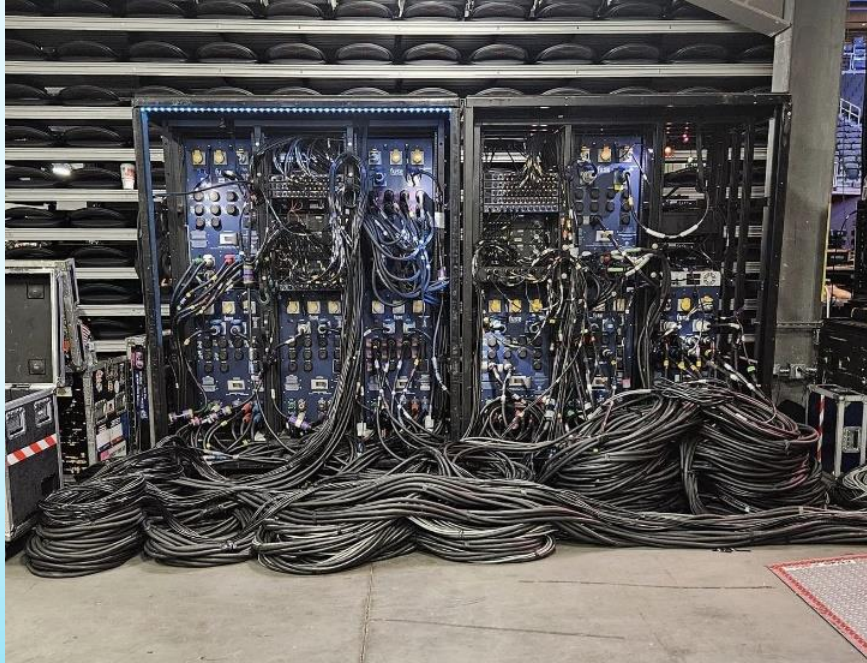




12x12 Truss Cart
Must be strapped before moving



Video Cart with one end frame removed

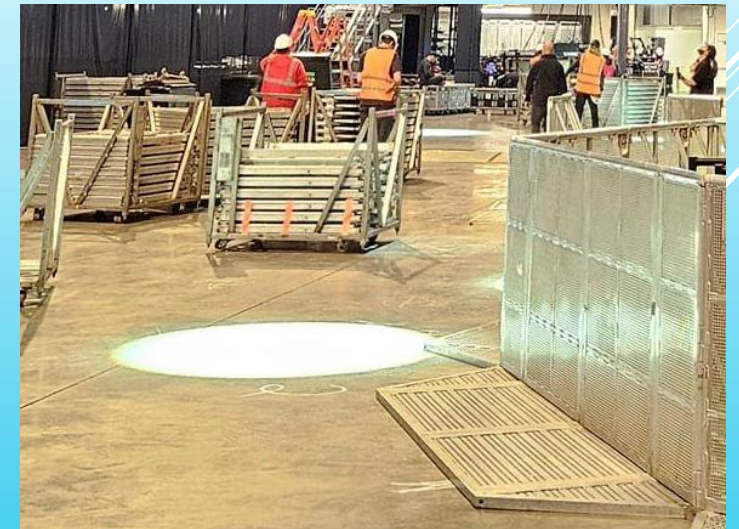


Dimmer Beach
Very Heavy, always fork pockets

Speaker Stack with metal hanging bumper on top for added instability.
Requires at least 2 crew to move and maybe three crossing ramps.



Barricade and carts



Set and Riser Carts:

- Regardless of how many ratchet straps a load has; it will shift when it comes to an abrupt stop like hitting an un-ramped edge or drop-off.
- Stage and riser cart loads are often extremely heavy! Consider where other crew hands are in relation to this potential pinch and crush injury.



Distractions and Focus:

- Limit conversation that may distract you from safely and efficiently operating your equipment. Always look for direction from the Road Crew and listen for the call.
- Stay visually engaged with the Road Crew, looking for the next direction or their return.
- The crew break room is a quiet chill area where the Steward also needs to talk with Production or Crew so, please keep your conversation low or move it outside.
- Yes, it's like a big Lego set you've never seen before and really cool to watch come together...but it can hurt or kill you too. 😊
- Stay mentally and physically in the game. Remember though...it's not a race!

And...No Phones unless on break. Taking Photos will result in your removal.

Questions/Comments

Experienced IATSE crew members are usually present and happy to answer any work-related questions.

Use their knowledge to improve your working techniques or just to answer general industry questions.

Stage work uses a considerable amount of slang for terms and equipment.

Please ask if you don't know what a Road Crew member is referring to.

Better to know, than guess.

Thank you for your work in making this all possible!