

City Of Edmonton Arena Operations
Standard Operating Procedure
Rink Divider Movement

Special Requirements

- Completion of the Arena Mentorship Program and/or a minimum of one year Arena Operations experience.
- Acknowledgement and Receipt of Rink Divider Movement Procedure.

TOOLS AND EQUIPMENT

- Rolling Metal Frame Cart
- Rink Divider Sections
- 9/16" open ended Wrench
- 2 Optional 8' Pipe Extensions for assistance in handling rink divider sections.

POTENTIAL HAZARDS

- Slip, trip, or fall hazard while on ice moving rink divider sections (refer to standard operating procedure for "Working on Ice")
- Heavy, thin, straight rink board sections require a lot of stabilization and are prone to falling over. They should not be handled by less than two people at any given time.
- Back/leg strain while moving metal frame cart with all rink dividers stored.
- During set-up and dismantling individual sections of rink dividers, especially when attaching one section to another or stacking sections on the metal frame cart – BEWARE OF PINCH hazard between the individual sections themselves or between the metal frame cart.
- Cuts or scrapes to skin from handling one of the corner edges of puck board.

HAZARD CONTROLS – Engineering

- During renovations, better paths to rink divider storage areas to be developed with better gate access.

HAZARD CONTROLS - Administrative

- Standard Rink Divider Movement Procedure to be followed.
- Stretching Program and proper lifting techniques to be followed

Personal Protective Equipment

- Steel toed foot protection
- Spikies – (recommended if assisting with the assembly of rink dividers on ice)
- Gloves

STANDARD OPERATING PROCEDURE - Set-up

1. Check the area where the rink dividers are stored and ensure there is a clear path to rink gate, Unlock metal frame cart wheels before moving by pressing on wheel brakes.

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2. Check the threshold area and grates for ice and remove if necessary.
3. Bring metal frame cart containing rink dividers from storage area to rink gate, if there is difficulty moving the cart, seek assistance from LII/DC or volunteers to move. -Do not pull metal frame cart on to the ice surface.
4. Lock wheel brakes on metal frame cart and provide assistance in unloading sections of rink dividers from metal cart to volunteers on ice surface using proper lifting techniques.
5. Once all rink divider sections are removed from metal frame cart, assistance to volunteers can be provided in directing the assembly, and assembling the rink dividers themselves on ice. For stability, curved sections should be assembled first to give support to straight sections.
6. Attach the back facing curved sections with the cross hooks at the end of each set of rink dividers.
7. Only volunteers (coaches, etc) and the arena staff should be on the ice surface during the set-up of rink dividers.
8. Unlock wheel brakes and return empty metal frame cart to storage area.

STANDARD OPERATING PROCEDURE – During Floods

1. Have 2 volunteers (coaches, etc.) assist during floods to dismantle the rink dividers, you are responsible for orienting them on the correct method and must be aware of their status on the ice at all times.
2. At one of the rink divider seams, near the centre of the entire length of the rink divider, have 1 volunteer stand on each side of the seam pull away from it to separate the rink divider into 2 equal parts.
3. Have volunteers (coaches, etc.) push the 2 sections of the rink dividers into the centre on the ice surface.
4. Complete 2 passes with the ice resurfacer and have volunteers push the 2 sections against the perimeter of arena rink boards, and continue with flood pattern.

STANDARD OPERATING PROCEDURE – Dismantling

1. Dismantling of rink dividers will begin 15 MINUTES before the end of the users' session when rink dividers must come off of the ice because they will be no longer needed.
2. Check the area where the rink dividers are to be stored and ensure there is a clear path to rink gate.
3. Check the threshold area and grates for ice and remove if necessary.
4. Bring empty metal frame cart from storage area to rink gate and lock metal frame cart wheels by pressing on wheel brakes. -Do not pull metal frame cart on to the ice surface.
5. Arena Attendant will assist in directing volunteers (coaches, etc.) with guiding the dismantling of rink dividers and lifting them onto the metal frame cart. (the 9 straight sections should be placed on the metal frame cart first, followed by the curved sections, finally the flat section with gate should be placed on the other end of the cart. The two triangular sections can be placed in between the curved sections).
6. Unlock wheel brakes and return full metal frame cart to storage area if there is difficulty moving the cart, seek assistance from LII/DC or volunteers to move. Lock wheel brakes of metal frame cart once in storage area.

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TASK FREQUENCY

Occasionally:

- The requirement of rink divider use/movement will depend solely on user needs for the activity taking place on ice that day.
- When rink dividers are used, floods will occur after every two Initiation user group time slots (2 Hours).

SAFE WORK RULES

The following actions are considered unsafe and have a high probability of causing employee injury, and or equipment damage. Performing these actions is a violation of Rink Divider Movement Standard Operating Procedures and will result in further disciplinary action.

1. Having less than two individuals handling one of the straight, flat sections of rink dividers on the ice surface.
2. Using ice resurfacer to push rink dividers.
3. Grabbing rink dividers while operating the ice resurfacer.
4. Touching the rink dividers in any manner while operating the ice resurfacer.

NOTE: Communication with user groups regarding the movement of rink dividers should occur throughout the day.

OUTCOMES

- To try and accommodate the wants and needs of our many patrons, user groups, and partners
- Try to eliminate staff exposure to slipping on the ice and eliminate preventive equipment damage.

Acknowledgement, receipt and understanding of Rink Divider Movement SOP signed by employee and mentor or crew leader.

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Arena: _____

Employee Name: _____ **Payroll Number:** _____
(Please Print Legibly)

Employee Signature: _____

Mentor Name/Crew Leader: _____

Payroll Number: _____ **Date Completed:** _____

Supervisor/Designate Name: _____

Supervisor/Designate Signature: _____

Sign Off Date: _____