



Preface

Live events demand precision, coordination, and an unwavering focus on safety. This pictorial guide provides quick visual references to ensure consistent, professional, and safe practices throughout event setup and operations.

Safe execution starts with proactive planning, risk assessment, and clear communication-supported by structured access control, secure temporary setups, effective crowd management, and proper manual handling. Crews must use appropriate PPE, receive regular briefings, and follow standard safety protocols across all phases. Built on accountability, preparedness, and compliance, a strong safety framework-defined roles, legal adherence, and a safety-first mindset-minimizes risk and ensures smooth, incident-free event delivery.

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Note

- Event agencies need to work with partners who follow these SOP.
- Event agencies are required to check equipment for safety before it is brought to site.
- Hard hats are to be worn also by all staff in area that is under construction/set-up.

PPE Quick Reference Guide

PPE Type	Examples of PPE	When Required
Head Protection	Hard hats	• Under scaffolding/truss • Overhead lighting/rigging • Forklift/MEWP zones
Eye & Face Protection	Safety goggles, face shields, safety glasses	• Cutting/grinding • Pyro/SFX setup • Dusty work environments
Hearing Protection	Earplugs, earmuffs	• Sound checks • Generator areas
Respiratory Protection	Dust masks (N95), respirators	• Painting/welding • Fog/haze machines • Dust cutting areas
Hand Protection	Cut/heat/chemical resistant gloves	• Handling truss, cables, flight cases • Electrical tasks
Foot Protection	Safety boots with toe caps	• All setup & breakdown tasks
Body Protection	Hi-vis vests, coveralls	• Event Set up venue, low light • Welding/chemicals • Electrical hazards

BEST PRACTICES

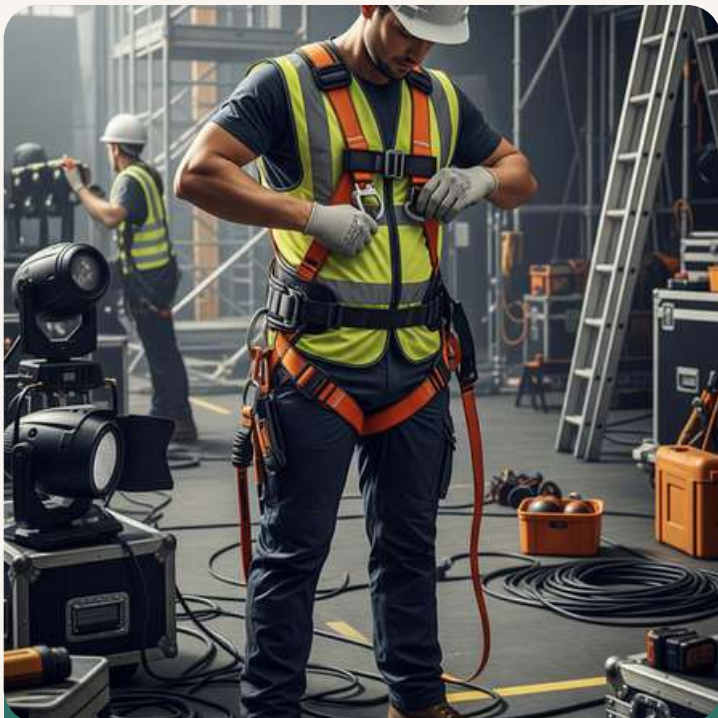
HOW TO WEAR A HARNESS



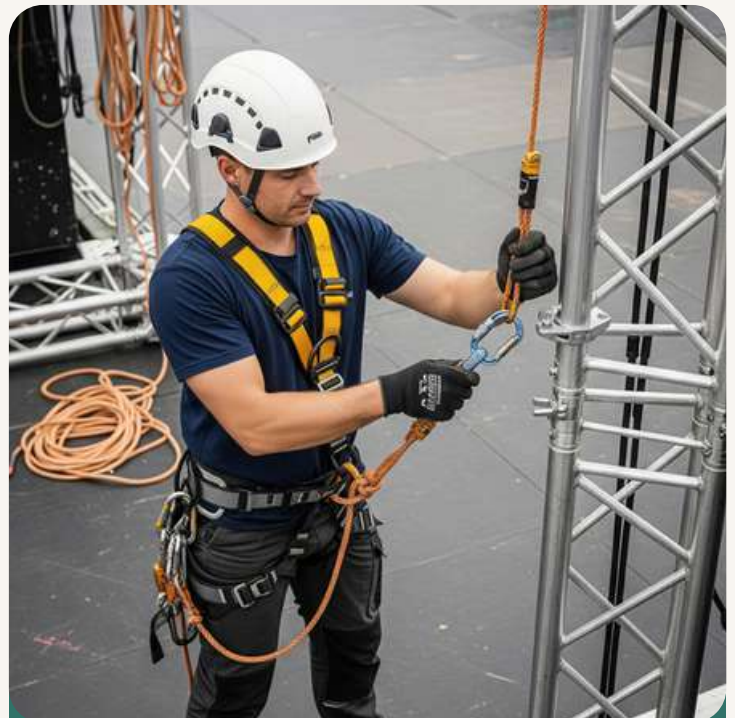
Inspect First: Check for frayed webbing, broken stitches, rusty buckles, and expired tags



Adjust the Fit: Step into the harness, pull on the shoulder straps, and fasten the leg and chest straps securely at mid-chest level



Wear It Right: Hold the back D-ring, let the straps fall freely, and check that the webbing is untwisted and properly aligned



Secure the Strap: Verify anchor connection is secure and rated

PRINCIPLES FOR MANUAL HANDLING



Understanding: the required PPE & the equipment for proper handling



Planning the lift: Assessing the load, clear path & communication



Maintaining a stable base: Feet shoulder-width apart, close to the load



Using leg muscles: Bending at knees and hips, keeping the back straight



Avoiding twisting: Moving feet to turn, not twisting the torso



Maintaining clear vision: Checking for an obstruction-free pathway

BEST PRACTICES

MANUAL HANDLING OF EQUIPMENT



All workers must be equipped with proper **PPE** as per task requirement



A mandatory **safety briefing** before the commencement of all tasks



Unobstructed pathway for movement under supervision



Avoid cluttering by stacking the material in an orderly manner

BEST PRACTICES

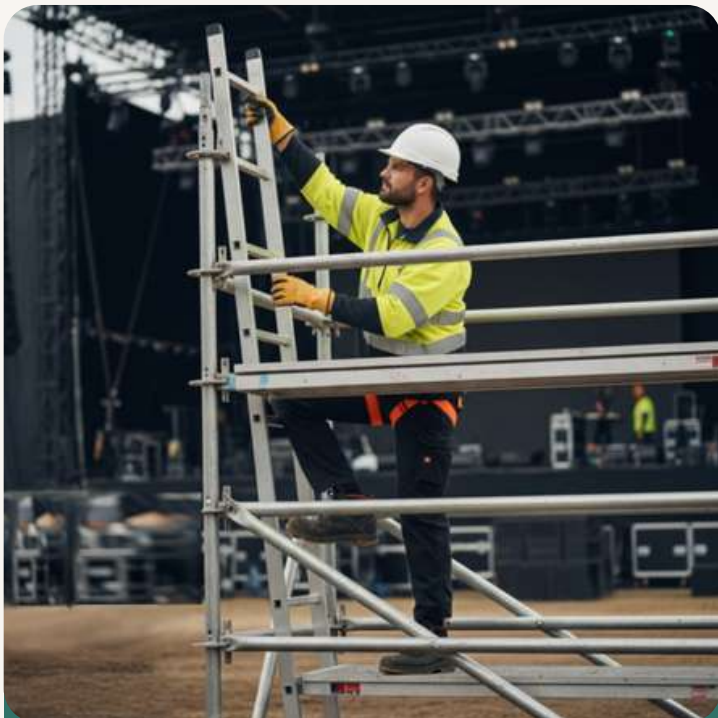
HOW TO CLIMB A SCAFFOLD



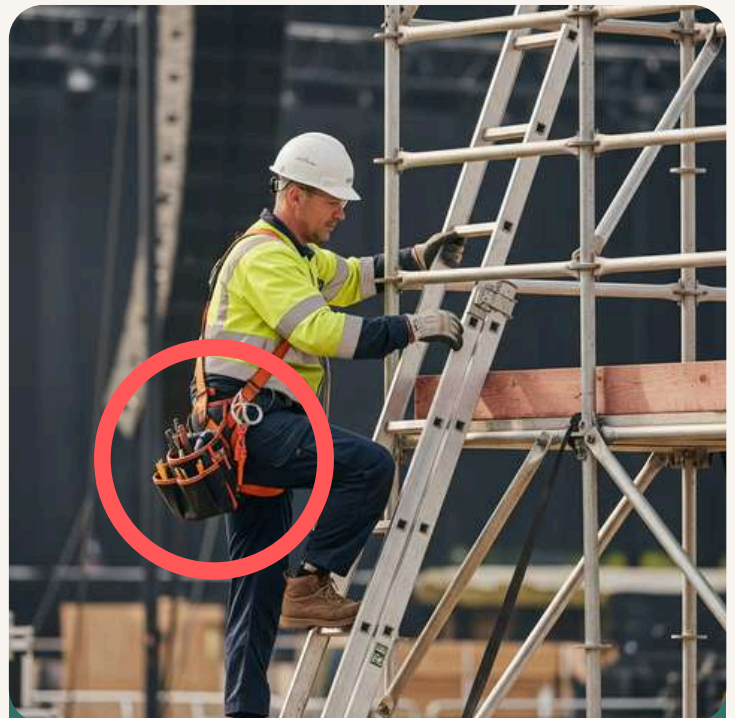
Inspect & Use Proper Access:
Check stability and use only ladders or stairs - never climb cross braces



Wear PPE & Face the Scaffold:
Use helmet, shoes, harness and face the scaffold when climbing



Maintain 3 Points of Contact:
Keep two hands and one foot (or vice versa) on the scaffold at all times



Keep Hands Free & Climb Slowly:
Use a tool belt, avoid carrying items, and climb with steady movements

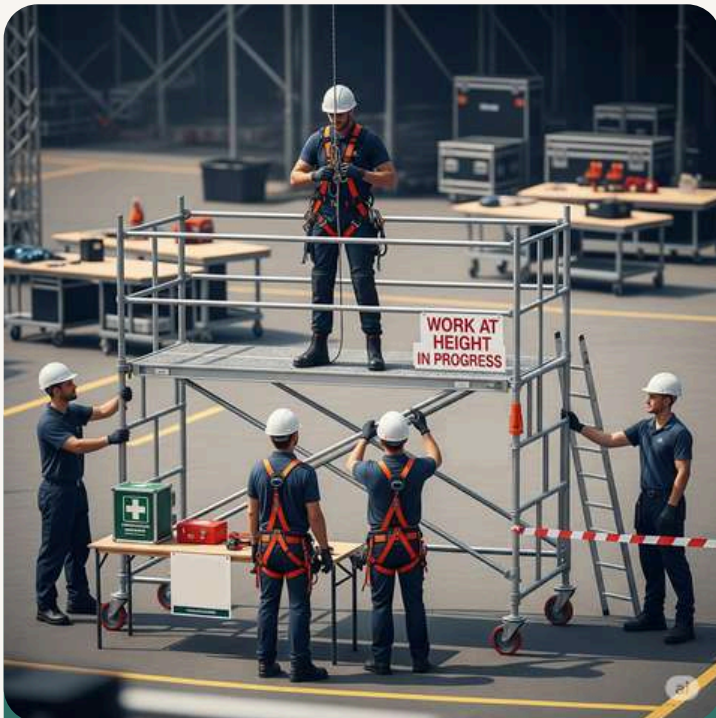
BEST PRACTICES WORK AT HEIGHT (WAH)



Inspect all the equipments before proceeding with work at height



Validating PPE for functionality before proceeding work



The site should be **barricaded** and **safety signages** should be placed



WAH should begin **only after meeting** all the safety **requirements**

BEST PRACTICES

ELECTRICAL EARTHING



Use copper/GI earth rods and ensure earth resistance as per standard



Bond all metallic electrical parts to the Earth



Clearly label and color-code all Earth wires



Maintain records of test values, bonding, and inspections

PRINCIPLES FOR INSTALLING EARTH ELECTRODES



Planning & Site Preparation:
Site selection, soil testing using appropriate PPE



Excavation & Electrode Installation:
Excavate earth pit and install rod minimum 2ft under the ground



Use Soil Enhancers & Watering method:
Improves earth resistance and activates layers to aid conductivity



Connection: Connect cleaned conductor securely and apply anti-corrosion protection



Backfilling: Backfill in layers and install labeled earth pit cover



Testing & Documentation:
Use 3-point test; add electrodes or treatment if needed

BEST PRACTICES

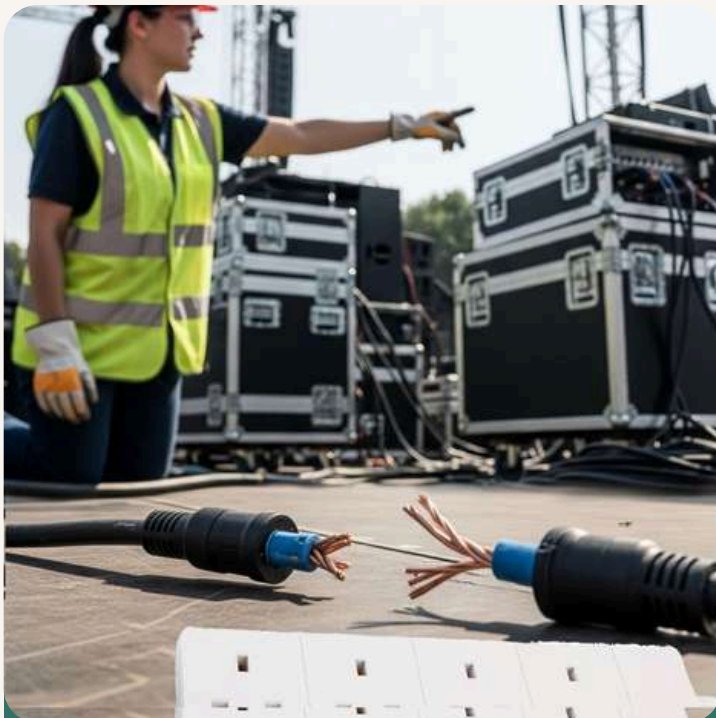
PLUGGING AND WIRING



Use Weatherproof Equipments:
Always use plugs, sockets, and cables with appropriate IP ratings for outdoor conditions



Do Not Use Faulty Cables/Plugs:
Never use cables/plugs with exposed wires, melted parts, or broken insulation



Do not use cables with exposed wires without proper plug ends or connectors



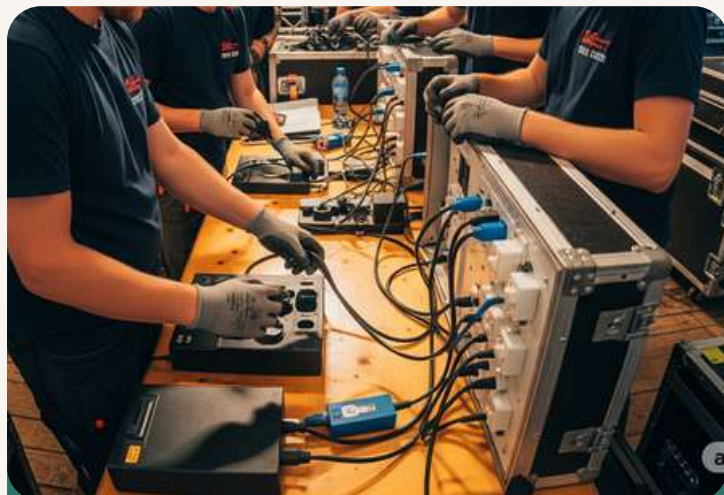
Do not connect multiple extension leads or power strips in series (daisy-chaining)

BEST PRACTICES

HOW TO USE EXTENSION BOXES



Use Weatherproof & Industrial-Grade Boxes: Only use boxes rated for outdoor/event use with proper earthing



Don't Overload the Extension Box: Avoid plugging in too many high-wattage devices into one box



Keep Boxes Elevated & Dry: Place on non-conductive surfaces or stands - never directly on wet ground



Don't Use Damaged or Taped Extension Boxes: Never use boxes with exposed wires, broken sockets, or DIY fixes



Check Load Capacity & Distribution: Know the amperage limits and spread the load across multiple outlets if needed



Don't Place Box Near Flammable Materials: Keep boxes away from cloth, paper, and combustible items

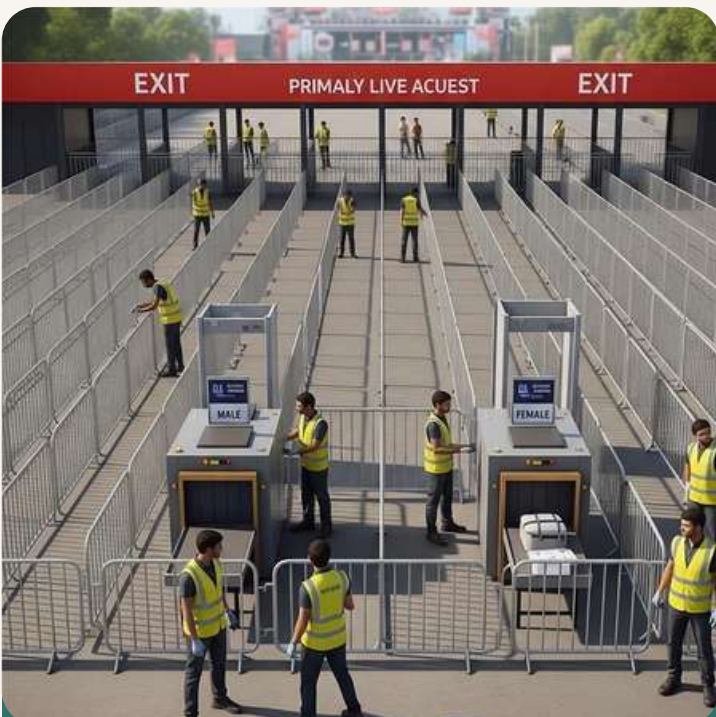
BEST PRACTICES BARRICADING



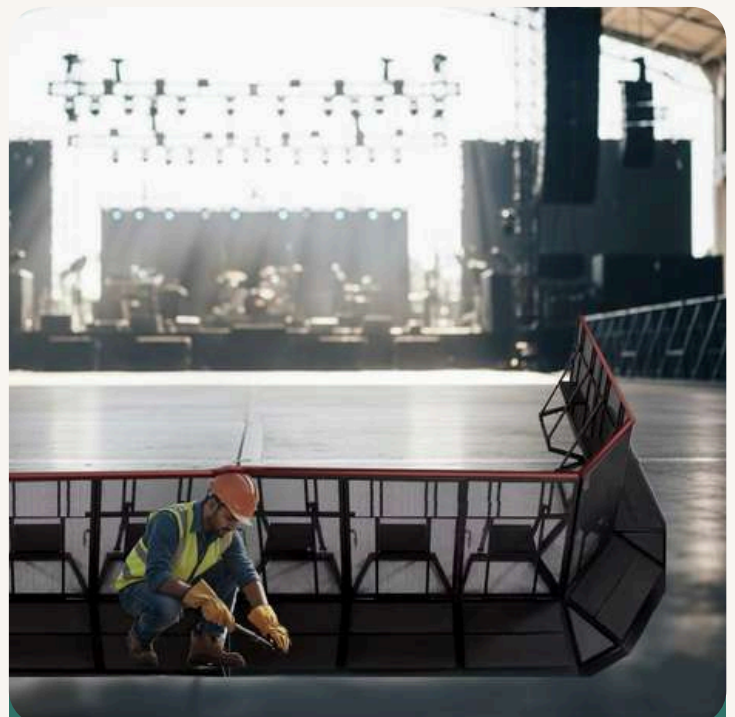
Secure the perimeter with **quality GI sheets**, mounted on **grouted T-supports**, covered with **agro net**, and stabilized with **counterweights**.



Ensure **mojos** are securely **bolted**, with a **footplate** placed in front of each



Clearly defined lanes with **adequate (3ft) spacing** and a serpentine layout to efficiently manage crowd movement.



Use **90° curved** mojo corners with **foam on top** to prevent injuries and improve structural stability.

BEST PRACTICES

HOT WORK



Inspect all the equipments before proceeding with hot work



Remove all combustible/flammable material from the hot work area



Install signages and ensure **proper PPE** to be worn during hot work



Ensure a **fire extinguisher** is accessible in case of an emergency

BEST PRACTICES

TEMPORARY KITCHEN SET-UP



Safe Location:

Use stable, ventilated space away from crowds and flammables



Fire & Gas Safety:

Use certified equipment, secure LPG, check leaks, keep extinguishers



Electrical Safety:

Use weatherproof outlets, tested gear, and elevate cables



Hygiene & Emergency Readiness:

Set up hand-wash station, manage waste, train staff on emergencies