



**Workplace
Safety**



PARTY KINGS CO. INFLATABLE SAFETY PROCEDURES & POLICIES

**Contains information regarding the proper
installation and use of inflatable equipment
used by Party Kings Co.**

by Hattie Deyo - Licensed Amusement Device Contractor

COMPANY CONTACTS

Hattie Deyo
partykingspg@gmail.com
1(250)392-0660

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LIST OF INSTALLATION EQUIPMENT

Complete list of company equipment typically used by Party Kings Co. for installation:

- Commercial Grade 16-18oz PVC inflatables registered with Technical Safety BC
- 1-2 Horsepower Air Blowers certified by Technical Safety BC
- In-Line Ground Fault Circuit Interrupters (GFCI)
- 12 Gauge Extension Cords (50-100ft)
- 6500-10,000WATT Gas Generators (if needed)

- 18 inch industrial anchoring spikes (if needed)
- Sandbags or totes (if needed)
- Water barrels or water bags (if needed)
- Heavy duty mallet or hammer
- Nylon rope for tie-downs

- Industrial grade tarp for surface protection
- Neon flagging tape
- Neon safety cones
- Industrial heavy duty dolly or hand cart

Installation & Setup Information

All Party Kings inflatables are installed in adherence to the Elevating Devices Safety Regulation chapter of the Safety Standards Act as well as the safety code CAN/CSA Z267-00 for Amusement Rides and Devices by the Canadian Standards Association. We are licensed to install inflatable devices by Technical Safety BC.

SET- UP REQUIREMENTS

In adherence to code CAN/CSA Z267-00:

- Set-up and installation is done by a LICENSED STAFF MEMBER ONLY. Renters are not permitted to install, setup or move equipment.
- Installation can only be done by an individual who holds an AMUSEMENT DEVICE INSTALLATION LICENSE through Technical Safety BC.
- Deflation and supervision are permitted by clients who have been trained by our staff and have read and signed a copy of our supervisor agreement and safety standards. (More on supervisor training below)
- Party Kings Co. staff will inspect the area before setup in adherence to Party Kings Co. pre-installation inspection policy (attached below)

INSTALLATION LIMITATIONS:

Inflatable equipment must be setup on a level surface area that is a safe distance from water, walls and other obstructions. There can be no overhead utility wires or tree branches near the inflatable.

Inflatable equipment cannot be used outdoors in the following weather conditions:

- Wind gusts over 25km per hour - Evacuate inflatable and deflate immediately
- Heavy rain - Evacuate inflatable but do not deflate
- Direct sun in over 40 degrees Celsius - Vinyl material can become hot to the touch and users become severely dehydrated from exertion (shaded and waterslide units exempt)
- Freezing temperatures of -20 degrees Celsius - Vinyl material can become brittle and may increase risk of injury by not properly cushioning users.

ANCHORING INFLATABLES:

If setting up on grass, inflatable equipment is secured with 18inch anchors at each anchor point as described below:

- Approximately one foot from each tie down double-loop of anchor point, an 18inch anchor is driven into the ground at a 45° angle with the head pointing away from the inflatable unit.
- Large units with high profiles (Giant Slides, etc) have additional tie down loops that are located at higher points. Each of these additional locations are securely attached with nylon rope and secured by the 18in anchors at a 45° angle.
- Anchor points are marked with florescent cones and tiedown ropes are flagged with flagging tape.
- All underground water, electrical or natural gas lines near the installation site must be visibly marked unless they are farther than 20 inches from the surface.

ALTERNATIVE ANCHORING METHODS:

The unit is secured with sand-filled or water-filled sealed industrial plastic containers with adequate weight for the anchor.

Air Blower & Electrical Information

A "blower" is used to provide continuous air pressure to keep the unit inflated. Each blower is securely attached to the inflatable's air ports with secure straps and ratchet mechanisms. Our inflatable units require 1-5 blowers depending on size. Blowers used are between 1 H and 2H.



BLOWER POWER REQUIREMENTS

1 Horsepower Blower = 7 Amps

1.5 Horsepower Blower = 9 Amps

2 Horsepower Blower = 14 Amps

Rated for 115 Volts

All blowers are inspected and certified by Technical Safety BC.

OUTLETS:

20 Amp outlet per blower is preferred. A 15 Amp outlet may work with small inflatables requiring a single 1 horsepower blower.

Each outlet must be dedicated solely to the use of the air blower and cannot hold any other equipment.

Each air blower is plugged into a properly grounded (GFCI) extension cord and then plugged into an appropriate outlet.

**The risk of running other equipment on the same circuit as the blower is that the circuit could be overloaded and trip a breaker.

GENERATORS:

Company generators used are a minimum of 6500 watt – 10,000 watt generators.

Generators are placed a minimum of 20ft and up to 100 ft. away from the inflatables in a low access or no access area.

A safety perimeter is marked around the generators with safety cones.

The generator exhaust is pointed away from the most populated area towards an unpopulated area.

FUEL:

Generator fuel used is gas only. Generator fuel tanks are filled before the event begins. Extra fuel is stored and secured safely in the company vehicle. Fuel is never left unattended outside of the company vehicle.

EXTENSION CORDS:

Our company provides extension cords up to 100ft long. Extension cords are neatly arranged out of the way and are flagged and marked with safety cones appropriately.

NOISE MANAGEMENT:

If there is concern regarding noise pollution or noise levels of the generator, a sound proof barrier will be used. The barrier does not block all sound but it reduces the sound significantly.

PRE-INSTALLATION & INSPECTION CHECKLIST

Installation checklist, to be performed by staff upon arrival:

Check the following:

Ground is level and free of debris and sharp objects
No power lines or tree branches
Underground hazards less than 20inches deep are visibly marked
Area is large enough for inflatables
No visible hazards around or near setup location

Inflatable:

Seams, and mesh are secure and in good condition
Tie down straps are strong with no breakage
Inflatable is staked in place, and will be anchored at all times OR
Inflatable is secured by sand bags, and will be anchored at all times
Entrance safety net is secure and in place
Entrance/Exits clear of obstructions and will remain clear
Entrance ramp is secure and attached
Warning signs are clear and visible
Internal air pressure is sufficient to give a firm footing
Passageways are clear of obstructions
Ropes and footholds are strong and intact
Slide area is controlled by overhanging cover

Accessories (If Applicable)

Blower is clean, and firmly attached to the inflatable
Blower is working and plugged into a GFCI 110v outlet
If using a generator, use all manufacturer's guidelines for operation
Electrical cords are free from wear and do not pose any trip hazards to patrons or guests
Misters are firmly attached and working
Water source is clean and free of debris and odor
Exiting water will drain away from the inflatable unit
Boxing gloves are clean inside and out
Mats are clean and in the appropriate locations

Other:

Supervisor provided has been trained according to the Supervisor Training Procedures

Signed: _____

Dated: _____ **Time:** _____

Location: _____

Supervisor Information & Training Procedures

All inflatables must be supervised during use. A client can provide their own supervisors or act as a supervisor at their event. However, the organization or individual who has hired our company is responsible and liable for any damage or injuries resulting from the poor performance of a supervisor who has been provided by the client. Party Kings Co. will not be held responsible for any injuries or damages resulting from poor supervision by a supervisor provided by the client.

SUPERVISOR REQUIREMENTS:

- must be at least 18 years of age (unless employed/trained by Party Kings Co.)
- must have read and signed our supervisor agreement and safety standards document
- must be present at the end of inflatable installation so our staff can perform one on one training with supervisors

SUPERVISOR TRAINING:

A supervisor must be trained by a licensed staff member before performing supervision duties. Supervisor training procedure attached below.

COMPANY SUPERVISORS:

Party Kings Co. provides staff for supervision, all requirements must still be met.



PROCEDURE FOR TRAINING PROVIDED SUPERVISORS

The following must be completed by a licensed staff member of Party Kings Co. before any supervision occurs.

A STAFF MEMBER MUST:

- Verify the trainee's age & approval to supervise by client
- Assess ability to perform duties (must be able to communicate, hear, see and respond to situations quickly if necessary)
- Have the trainee read the supervisor agreement & safety standards and sign the document
- Provide company contact number and inform of access to on-call phone support during event

EXPLAIN THE FOLLOWING THOROUGHLY:

Exterior:

- Point out blower location and explain basic functions - on/off switch, air port attachment
- Show locations of the electrical cords and outlets/generators
- Point out coned off and flagged areas that are restricted to users
- Point out anchor points and tiedowns that may be a tripping hazard

Interior:

- Explain features of inflatable including slides, obstacles and ladders
- Point out location of exits

User safety:

- Clarify the max number of users and age/weight limitations
- Explain proper grouping - similar sized children should be grouped together and large children should never be grouped with small children
- Go over the safe use guidelines on the safety rules document (attached below)
- Explain various options for monitoring users entering and exiting inflatable (whistles, timers etc.)
- Reiterate the socks only/no shoes requirement
- Point out the designated shoe area and proper mat locations
- Explain the proper way children should enter and exit the inflatable
- Point out any blind-spots

Deflation:

The inflatable may need to be deflated during supervision due to unsafe weather conditions or if the inflatable is going to be unsupervised for any period of time.

- Clarify when the supervisor is required to deflate the inflatable (wind over 25km/hr, no supervision)
- Show trainee how to safely evacuate & deflate the inflatable
- Explain how to evacuate children quickly if the inflatable starts to deflate unexpectedly
- Explain how deflation is designed to be slow to provide users time to safely exit
- Point out common causes of deflation (blower power has been turned off, cord has become unplugged or the air port has separated from the blower)
- Show trainee how to fix common deflation causes (reattach air port securely to blower, turn on blower, plug in extension cord)

Allow trainee time to ask questions and clarify any of the above instruction if needed.

SAFETY RULES FOR PROPER USE OF INFLATABLE EQUIPMENT

Party Kings Co. wants you and your guests to have a good time. To achieve this it is imperative to maintain a high level of safety by following the safety rules set out below:

Use of this equipment is not allowed by anyone with the following conditions: Current or previous injury to the back or neck, pregnancy, any respiratory conditions including but not limited to, asthma or bronchitis, chronic knee or other joint conditions, any heart or circulatory conditions, or unfit through excess alcohol or drugs. Please remember that use of this equipment does require a certain amount of physical exertion, and anyone should judge for themselves their ability to participate.

- 1. A responsible adult (18yrs minimum) must supervise the use of the equipment at all times and be prepared to take appropriate action at the first signs of misbehavior or misuse of the equipment.**
- 2. The supervisor/supervisors of the equipment must read and sign the Safety Rules and Supervisor Agreement document & must be at the event early to receive briefing from Party Kings Co. staff member.**
- 3. Shoes must be removed, along with any sharp or dangerous objects (e.g. jewelry, watches, badges, brooches, large hair clips etc.). Eye glasses are to be removed.**
- 4. For sanitary reasons, socks must be worn at all times.**
- 5. Strictly follow the minimum/maximum height restrictions in order to avoid injury. No adults should ever use the inflatable equipment unless it is suitable for their weight/height.**
- 6. There should be separate bouncing sessions for children/people of different ages, size and ability.**
- 7. Do not overcrowd the inflatable equipment. Strictly follow the max capacity restrictions in order to avoid injury.**
- 8. Nobody must be allowed to climb or hang on the walls of the inflatable equipment. Children must not throw their bodies onto the inside or outside walls of the equipment. The walls are not to be used as springboards, they are designed for a protective barrier for those jumping on the jump floor.**
- 9. No toys, food, gum, candy, liquids or cigarettes are to be taken onto the inflatable equipment. Silly string or party poppers are not to be sprayed or popped inside the inflatable equipment along with any type of confetti, glitter, or sand.**
- 10. The inflatable equipment will become very slippery if wet. If possible it should be thoroughly dried before recommencing play. No spraying water in inflatable equipment. (Unless it's a waterslide).**
- 11. Keep the entrance to the inflatable equipment clear and do not allow bouncing on the front safety step/passage way.**
- 12. Exit equipment properly. Users should not jump out of the inflatable equipment. Rather they should stop, sit on front step and step away from the equipment. This will reduce the risk of potential injuries.**

13. No smoking, fires, tiki torches, candles or any other open flame as well as heaters to be used near the inflatable equipment.
14. No pets on or in the inflatable equipment.
15. Please make the users aware of the tiedown/anchor points and make the area behind the equipment, where the electric blowers are, out of bounds.
16. Do not allow children to push, collide, fight, or behave in a manner likely to injure or cause distress to others. Somersaults and back or front flips are not allowed as they can be extremely dangerous with the possibility of serious back or neck injury.
17. When using boxing ring, do not pair two players or extremely different height/weight/age. Ensure that the head gear and gloves are properly in use. Head shots are NOT permitted.
18. Ensure only one child climbs the ladder at a time.
19. When using the slide (dry or wet), ensure only one child slides at a time and the bottom is clear between each slider. Sliding should be feet first only (not head first); No jumping down the slide and make sure children slide sitting– No standing.
20. Do not relocate the inflatable. Do not pull up the stakes or relocate the blower.
21. When not supervised, deflate the inflatable.
22. Keep persons off of the inflatable when inflating/ deflating to prevent the risk of injury and to protect the bouncer from damage.
23. Should the inflatable start to deflate for any reason, evacuate the unit carefully and slowly. The inflatable is designed to deflate slowly to enable people to exit before completely deflated. After everyone is out, then check the potential causes of deflation including: Air port, power, air blower, possible damage.

I, _____ (print name) have read and understand the above safety rules and agree to take full responsibility for the monitoring and use of the inflatable equipment under my supervision.

BY SIGNING THIS DOCUMENT BELOW, I AGREE TO DO THE FOLLOWING:

- Treat each person with respect and care while instructing them in proper use of the equipment
- Monitor the removal of shoes and ensure users have socks on before use
- Monitor the behavior of the persons inside of the unit and correct or prevent unsafe behavior
- Only allow users of similar size to enter the inflatable together
- Keep the capacity at or under the max capacity limit at all times
- Time each group of users for set time amount
- Coordinate users exiting inflatable and new groups entering
- Never leave inflatable unattended
- Look for potential hazards and respond appropriately
- Immediately evacuate and deflate the inflatable if there is any concerning strong wind gusts

Signed: _____ **Dated:** _____

PARTY KINGS CO. RENTAL AGREEMENT & WAIVER (INCLUDING TERMS AND CONDITIONS OF HIRE)

ALL PERSONS USING THIS INFLATABLE EQUIPMENT DO SO AT THEIR OWN RISK.

Access to the setup site has to be open and clear of obstacles; please warn us in advance if there are stairs etc. The site for the inflatable must be free from any debris that might damage or soil the inflatable. We will not setup on mud, dirt, sticks or animal waste.

Use of this equipment is not allowed by anyone with the following conditions: Current or previous injury to the back or neck, pregnancy, any respiratory conditions including but not limited to, asthma or bronchitis, chronic knee or other joint conditions, any heart or circulatory conditions, or unfit through excess alcohol or drugs. Please remember that use of this equipment does require a certain amount of physical exertion, and anyone should judge for themselves their ability to participate.

It is the sole responsibility of the person or organization who is hiring this inflatable equipment to ensure that all possible steps are taken to avoid injury or damage to the inflatable bouncer and participants.

The equipment rented must be supervised at all times during use. A client can provide their own supervisors or act as a supervisor at their event. However, the organization or individual who has rented the equipment is responsible and liable for any damage or injuries resulting from the poor performance of a supervisor who has been provided by the client. Party Kings Co. will not be held responsible for any injuries or damages resulting from poor supervision by a supervisor provided by the client.

Party Kings Co. and staff maintain the right to cancel or deny service without refund to a client that has not followed the requirements laid out in this agreement.

THE PERSON OR ORGANIZATION WHO IS HIRING THE INFLATABLE EQUIPMENT FROM PARTY KINGS CO. HEREBY AGREES AND SWEARS TO THE FOLLOWING:

- I have read and understand the "Safety Rules For Proper Use Of Inflatable Equipment" listed above.
- The inflatable will be supervised at ALL times during use by myself OR a responsible adult who has read the Safety Rules and has signed the Supervisor Agreement attached below.
- The safety rules will be enforced at all times and users monitored closely for unsafe behavior and recklessness.
- The max capacity of the inflatable unit will not be exceeded at any point and the age/weight/height restrictions will be adhered to.
- The inflatable will be deflated when not supervised.
- The inflatable equipment will not be purposefully deflated/inflated while users are inside or on the equipment.
- The inflatable will not be relocated. The anchors will not be removed or unattached at any point.
- The inflatable will be evacuated and deflated immediately if strong wind gusts above 25km/hr arise.
- No users will be permitted on the equipment if the equipment is wet and slippery. (Unless it is a waterslide).
- There will be no toys, food, liquids, cigarettes, confetti, silly string, party poppers, sparklers, sharp objects, sticks, animals or anything that could cause damage or injuries- brought into the inflatable.
- All users in or on the inflatable equipment will have socks on at all times.
- The inflatable equipment will be returned in an acceptable manner, i.e. clean, unsoiled and undamaged.

I, agree that myself, or the organization I represent, who has hired Party Kings Co. and rented this inflatable equipment will be responsible/liable for any damage or injury occurring from or as a result of misuse, failure to adhere to safety rules, or recklessness occurring during the rental period from time of delivery to time of pickup.

I, hereby swear and agree that myself, or the organization I represent, will be responsible for paying all expenses or costs for replacement or repairs necessary, to repair any damage caused by misuse of the equipment during the rental duration from time of delivery to time of pickup.

In addition, I hereby swear that I have personally read the Safety Rules and will ensure that all supervisors under my supervision will also read the Safety Rules and sign the Supervisor Agreement.

By signing this rental contract, I hereby indemnify and save harmless, the owner, Hattie Deyo and/or Amos Deyo and/or Party Kings Co., against all claims,, injuries, damages, or loss whatsoever to any parties that may occur from their use of the equipment. The owners are not responsible for any damage or injuries that may arise from any use of this equipment whatsoever, and the risk from the use of the inflatable equipment is borne solely by myself or the organization I represent or the parties suffering loss themselves.

I HEREBY AGREE TO ABIDE BY ALL THE TERMS AND CONDITIONS LISTED ABOVE

Signed: _____ Dated: _____