

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
School: Laidlaw School Room: School Grounds Subject: Tipi	Ebenezer Ojo	Principal or S&H Committee	June 13, 2023	New

HAZARDS PRESENT	APPARATUS / MATERIALS	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Tripping</li> <li>• Impact on school grounds</li> <li>• Structural Stability</li> </ul>	<ul style="list-style-type: none"> <li>• Tipi Poles</li> <li>• Tipi Canvas</li> <li>• Ropes</li> <li>• Stakes</li> <li>• Reflective Ropes</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment orientation</li> <li>• WHMIS</li> <li>• Elder/Knowledge Keeper present during set-up and take-down</li> </ul>

### SAFE WORK PROCEDURE

#### PRE-JOB SAFETY:

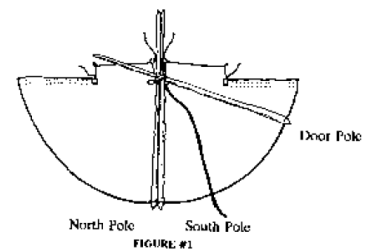
1. Assessment of area prior to setting up the tipi
2. Clear the area of any potential hazards such as rocks, debris, or other obstructions.
3. Monitor weather forecasts before the activity. If severe weather is expected, consider rescheduling or moving the activity indoors.
4. Ensure the tipi is set up in an area sheltered from strong winds or use additional anchors/stakes to secure it.
5. Inspect the structural integrity of the tipi, including the poles, cover, and fastenings, before each use.
6. Ensure appropriate clothing and footwear is worn by students to suit the weather conditions.
7. Provide clear instructions to students about being aware of their surroundings and watching out for trip hazards.
8. Supervise the students closely during the setup process.
9. Do not overcrowd the tipi and establish a maximum occupancy limit to prevent overloading.
10. Ensure there is always appropriate supervision during the school day.

#### PROCEDURE:

1. Ensure the tipi is properly constructed following **Knowledge Keeper instructions** and guidance.

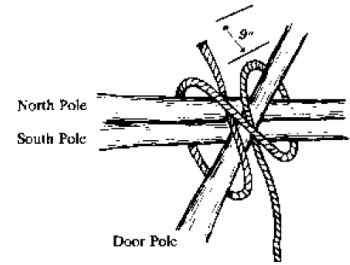
#### STEP 1.

- Select the three straightest and strongest poles and lay them on top of the cover as shown. The Door Pole should be on top of the North and South Poles. The bottom of each pole should extend to the outer edge of the canvas.



**STEP 2.**

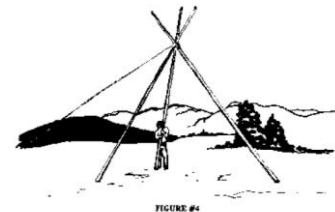
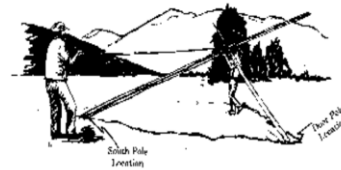
- Next, take 3/8" rope included with your tipi (you can find it in your stake bag) and tie the tripod poles together with a clove hitch shown in the adjacent picture. Start with about 7ft. of rope so that when the clove hitch is tied, you will have 5ft of rope left over on one side and 38-40 ft on the other side.
- Tie the poles together at the crotch of the tipi cover as shown in the picture.
- Mark this location on the poles.
- Watch this hitch closely as tripod is pulled up and ensure it does not slip.



**Hazard:** do not tie the rope too tightly or the poles could break during setup.

**STEP 3**

- Take the 5ft. end of the rope and wrap it around the poles four (4) times directly below the clove hitch. Firmly but not extremely tight.
- Tie off the short end of the clove hitch to your rope with another clove-hitch.
- Position the bottom of the Door Pole where you want the door and the bottom of the North and South Poles approximately where the South Pole should be.
- Have one person pull on the rope as another person lifts the tripod up.
- Once it is up straight, move North pole apart to form the tripod.

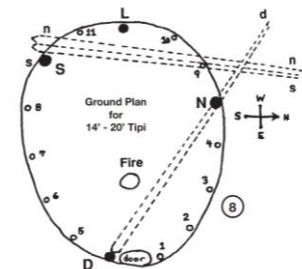


**STEP 4**

- Facing the tipi, put your door pole exactly where you want your left-hand door entrance to be. Be certain to have it exactly where you want them, as it is hard to shift the tipi when it is all together.

**STEP 5**

- Set aside your next strongest pole for the lift pole and set aside the two lightest poles for your smoke flaps. This should leave you with eleven (11) poles to place in tripod.
- Put each pole on the tripod in order from one to eleven (1-11). Take pole #1 and look up at the top of the tripod. There is a crotch formed by the north and south tripod pole. Go ahead and rest pole #1 in its natural place.
- Place 2, 3, and 4 right on top of #1. Move over to #5 and put it right on top of pole #4.
- Stack 6, 7, and 8 right on top of pole # 5.
- Move around back and put #9 and #10 in place in the natural opening formed up top.
- Pole #11 fits into a natural opening that you will see when you look up. Ensure you leave room for the lift pole between pole # 10 and #11.



- Set the poles in slightly smaller than the tipi diameter poles, which are easy to adjust outward, but difficult to adjust in. This sounds a little complicated, but as you lay the poles on the tripod, you will see that there is a natural place for each of them to go.

### STEP 6

- After pole #11 is in place, take the long rope, go outside the poles and walk around the framework four (4) times. This ties all the poles together. As you walk, keep tension on the rope but do not pull so hard as to shift the poles off the ground. This causes the rope to slip up tight around the poles where you've tied the tripod.
- After the 4th wrap, bring the rope to the North Pole and tie the rope off near the bottom. Do not worry about exact placement of the eleven (11) poles at this point. There will be a final adjusting after the cover goes on.

### STEP 7 – Putting on the Cover

- Spread out the cover on the ground with the outside, facing up. It is easy to tell the inside from the outside by the white vinyl reinforcement around the lace pins which, is inside.
- Take your lift pole and slide it under the cover with the bottom of the pole extending beyond the canvas to the outer edge of the stake loop sewn to the cover. Roll the cover should from both sides to the center.
- Tie the cover to the pole by wrapping the tie straps around the pole at least twice and finish with a square knot. Make sure the cover is pulled tight along the lift pole.
- Tie the two smoke flap ropes provided with the tipi to the loops at the base of the smoke flaps.
- **IMPORTANT** – (Sioux and Cheyenne Style) Open up the smoke flap pockets to make them ready to receive the smoke flap poles. After the cover is up, you must push the poles into the pockets from the ground. If they are not open and ready at this time, it could be somewhat tricky.

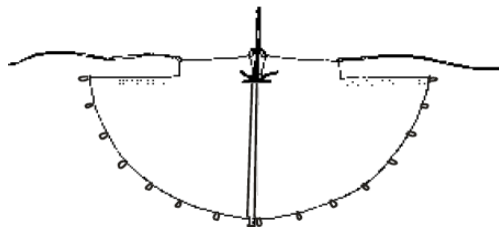
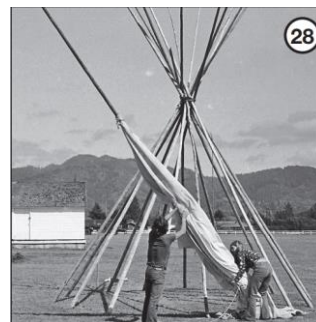


FIGURE #8



- Have someone hold the butt of the pole to the ground and lift the pole and set it into place right at the back of the tipi. As you look up at the top, you will see the natural opening that the pole will fit into. Make sure to keep the pole on the inside of the cover or you may try to put the cover on inside out. Grab the edges and unroll the cover around both sides until it meets at the doorway.



- Pull the smoke flaps outside the cover with the smoke flap ropes as you pull the cover around. To lace the front, you are going to need a ladder, your partner, or be an extremely tall person to do this. Next, put in your lacing pins, starting from top to bottom. Overlap the flaps making sure the nylon ties at the top of the lace pin holes match up. Seal by pushing the lacing pin through these lace pin holes (top side hole to under side hole and then out again through the top side hole, right to left).

- Once it is laced up, go inside and adjust the poles to get a perfect fit of the cover. Push the poles out a little at a time until the cover fits smoothly. As you push the poles out, wiggle and twist them so they will extend to the ground level. Note: The tripod poles are tied and will not extend.

### **STEP 8 – Staking Down the Cover**

- To stake down the cover to get a wrinkle free look, start at the back and alternate side to side (10, 11, 9, S, N, 8, 4, 7, 3, 6, 5, D, 1). Pull the cover down snug but not super tight. Take care when hammering in stakes not to hit the cover or stake loop as it can cause tears to the fabric. The cover should be 4” to 6” off the ground when properly stake down.
- Properly secure ropes and stakes to minimize the risk of students tripping over them.
- Use brightly coloured ribbon to identify any tripping hazards.
- Use additional support, such as guy ropes or additional stakes, if necessary to enhance stability

### **STEP 9 – Smoke Flap Poles**

- Take the smoke flap poles and insert them into the smoke flap pockets (Sioux and Cheyenne Style). It will probably be necessary to flap the smoke flaps with the ropes to get a good angle to insert your poles.
- For Crow and Blackfoot style tipis, there is a leather reinforced hole for your smoke flap pole. You will need to tie a stick perpendicular to the smoke flap pole and then insert the pole into the hole in the smoke flap. The small stick will act as a “stop” for the pole.
- After the poles are in the pockets or through the leather reinforcement, crisscross the poles back to the tipi.
- The tension will keep them standing there. If you want to close the smoke flaps (rain, etc.), move the poles around to the sides and they will shut the smoke flaps. Most rain will hit the poles up top and run down outside the liner and onto the ground. You can tie your smoke flap ropes on either side or on one side depending on how open you want it. Pull the ropes snug to get a wrinkle free look, then tie them to one of the poles near the ground or stake them out approximately 6’-8’ away from the tipi.



## **REGULATORY REQUIREMENTS**

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Workplace Safety & Health Regulations 217/2010,
  - Part 2, Section 2.1 Safe Work Procedures
  - Part 6, Section 6.1 PPE
  - Part 16, Sections 16.1 – 16.18, Machine & Tool Safety
- Reliable Tent & Tipi set up instructions
- Nomadics Tipi Makers – set up instruction book