

BARRY YACHT CLUB

Area of Operation:	Barry Yacht Club boat yard	Process & Brief Description (For Identification Purposes): 1. Hoist operation - boat lifting, transfer to new location or launching trolley, lower into position, reposition hoist. 2. Preparation for lifting operation. 3. Visual and physical checks 4. Lifting operations/boat movements.	
Process Number:	H&S-SSOW-1- New Hoist Operation		
Date of Assessment:	January 2019		
Name of Assessor	Jackie Hartwell	Reviewed By	Phil Rowlands
Approved By		Review Date	28.05.19

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Stage No	Sequence of Job Steps	Standard Operating Procedures
1.1	Prepare Hoist Operation Location.	<p>Establish lifting team including trained driver and trained banksman plus (boat owner or their nominated representative).</p> <p>Ensure driver and banksman are wearing hi-viz tabards. Drivers are advised to wear the hard hat which will be provided and available on the hoist.</p> <p>Note: Due to the noise levels close to the hoist engine, hand signals may be required. Hoist driver shall brief the team, ensuring all members of the moving team understand these hand signals. Only nominated banksman to give signals to hoist driver.</p> <p>Position traffic cones to ensure the area of operation remains traffic free and visitors/boat owners/club members are aware of imminent hoist operations. Ensure area is free of obstacles and debris. Ensure any necessary preparation of launching trolley.</p> <p>Carry out visual checks on hoist structure and lifting equipment.</p> <p>Carry out engine checks.</p> <p>Driver to ascend ladder to driver platform ensuring 3 points of contact at all times. Ladder rail to be lifted and secured to provide platform safety gate before driver takes up driving position.</p> <p>Please note this is not considered a working at height situation due to the lower level of the driving position which is also suitably guarded. However, the driver is now below the boat and equipment when in motion and therefore at greater risk from being struck from above.</p> <p>Check emergency stops and start engine.</p>
1.2	Positioning of hoist to first lift position.	<p>Drive to position hoist around the boat to be moved, guided by banksman to ensure correct positioning.</p>

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		<p>Lower lifting beams to required height. Pass strops beneath boat and place over appropriate lifting beam lugs.</p> <p>If necessary, connect the 2 strops by means of an additional rope to ensure that they do not slip during the lifting operation.</p>
1.3	Lift boat	<p>Boat owner or their representative to confirm all strops are correctly positioned and secured.</p> <p>Lift the boat to required height to ensure safe clearance of keel(s) & rudder throughout movement to new position. Banksman to confirm sufficient clearance before movement commences.</p>
1.4	Reposition the hoist to new boat position (launching trolley or within boatyard)	<p>Hoist driver to move hoist to new position with banksman oversight at all times.</p> <p>Hoist to be positioned over launching trolley and within barriers. The vessel must be secured by legs/frame/props and/or leaning as appropriate for the keel configuration which must be determined by the boat owner/nominated representative.</p> <p>Boat owner or nominated person to ensure any plates/blocks/timbers/legs are correctly positioned before boat is lowered.</p> <p>Banksman to indicate correct positioning for lowering onto the launching trolley.</p> <p>Hoist driver to lower boat until supported on trolley/in new location.</p> <p>After lowering ensure boat is stable resting on trolley or in new location. Fin/long keel boats must be held upright by legs or leaning against upright girders/panels on side of trolley. Additional bow and stern support may be necessary depending upon keel type. The two strops can then be removed from lugs and beams lifted to top ready for hoist movement to new location.</p>
1.5	Remove hoist to next location	<p>Driver to reverse hoist away from boat.</p>

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		<p>Move hoist to new location or suitable safe parking place and turn engine off by pressing emergency stop button then remove key.</p> <p>Driver to remove safety gate and replace as side rail to ladder before descending.</p> <p>Driver to descend ladder backwards ensuring 3 points of contact at all times.</p> <p>Report any observations to Shoremaster.</p>
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