



OPERATING PROCEDURE No. 6

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HOIST OPERATION

PURPOSE

This procedure defines who can operate the hoists at Galmpton and Dart Haven and provides guidance on best practice operation.

It should be read by all volunteers who have been trained in Hoist Operation and all Pontoon Masters.

RESPONSIBILITY

Only volunteers who have received training may operate the hoist.

Hoists may only be used when they have an in-date test certificate.

Reference: Lifting Operations and Lifting Equipment Regulations 1998

PROCEDURE

Before Hoisting

Hoist Operator Checks

- o The hoist is in date for test.
- o The hoists rope is in good condition and isn't frayed or in any other way damaged.
- o The rope sits correctly in the reeve.
- o The inertia belt is in good condition and is working effectively.
- o The crane's structure has no dents or other damage that would impact on its operation or integrity.
- o The winch is operating freely.
- o All shackles and carabiners are fully closed.

Fitting the Sling:

- Ensure sailor has correct sling, if unsure of size check. Fast Fits should cover coccyx to neck, a couple of inches either way is okay and be wide enough to comfortably fit them in. Other slings should not be used unless specified or owned by sailor.
- Ask sailor to sit forward, help if necessary and push the sling down the back and under the bottom if possible, ensure it is in the middle and labels are on the outside.
- Take the leg pieces and bring them around under the thigh of each leg so that the loops come up between the legs. Please be aware of skin shearing when pulling leg pieces through. Lift the leg if necessary. (Legs are HEAVY) be aware of your posture.
- Tuck loops away, so that they don't catch on anything while being moved to the hoist on the pontoon.

Transferring a sailor from Pontoon to vessel:

- Ensure that the sailor has the correct sling, and it is correctly fitted. This should have been done on land before getting onto the pontoon.
- Ensure that the sailor is wearing an appropriately sized lifejacket or buoyancy aid and that they are prepared to enter the boat.
- Ensure that the boat is correctly rigged with keel fitted and locked down and moored alongside the C Crane.
- Wheel the chair under the C Crane and lower the spreader bar in front of the sailor, taking care not to hit the sailor's head.
- Cross over the leg straps and hook them onto the opposite sides of the spreader bar, then hook on the shoulder straps outside the arms. The label on each sling, or information from the sailor will give you which loop to use, ensure they are even on each side. Rule of thumb is short loop on shoulder and long on leg loops.
- Ensure the spreader bar and fall arrester are correctly attached to the C Crane.
- Take the strain and check that the straps are firmly hooked on the spreader bar, and that the sling is not folded but wrapped smoothly around the sailor's trunk and thighs.
- Stand behind the davit in a well-balanced stance and take up on the winch to lift the sailor clear of his/her wheelchair. Check that the sling is correctly fitted, and the sailor is comfortable, then raise the sailor higher.
- Swing the davit out over the boat, ensure any cushions are placed correctly in the boat and lower the sailor using at least one other person to ensure the sailor is correctly positioned in the boat. Be aware that the wind may catch the sailor and swing them around. Use the line from the top of the hoist to control the movement of the hoist. A volunteer may need to be in the boat to guide the sailor into position and stop them swinging around.
- Once the sailor is happy with their positioning, release the sling from the spreader bar and winch it away from the sailor.
- Tuck the loops away to ensure they do not trail in the water or catch on anything.

Transferring a sailor from vessel to Pontoon:

- Have the sailor's wheelchair positioned correctly on the pontoon.
- Ensure the vessel is securely moored to the pontoon in a convenient spot next to the davit.
- Ensure the sling is still correctly fitted to the sailor and adjust accordingly.
- Cross over the leg straps and hook them onto the opposite sides of the spreader bar, then hook on the shoulder straps outside the arms. The label on each sling, or information from the sailor will give you which loop to use, ensure they are even on each side. Rule of thumb is short loop on shoulder and long on leg loops.
- Ensure the spreader bar and fall arrester are correctly attached to the C Crane.
- Take the strain and check that the straps are firmly hooked on the spreader bar, and that the sling is not folded but wrapped smoothly around the sailor's trunk and thighs.
- Stand behind the davit in a well-balanced stance and take up on the winch to lift the sailor from his/her seat in the boat. Check that the sling is correctly fitted, and the sailor is comfortable, then raise the sailor higher. At least one other person will be required to guide the sailor out of the boat making sure they do not swing around in the wind or catch themselves on any part of the boat.
- Swing the davit around until the sailor is positioned over the wheelchair and lower slowly onto the seat, taking care that the spreader bar does not hit the sailor. Be aware that the wind may catch the sailor and swing them and hoist around. Use the rope from the top of the hoist to control it and use somebody to guide the sailor if needed. Once the positioning of the sailor is correct unhook the sling from the spreader bar. Tuck any loops away or remove sling from under sailor. (This can be done on land to give more room)

ANNEX A



Spreader Bar with Fall Arrester/safety line and sling attached

ANNEX B

Hansa C Crane installation and operating manual.