



CRUISING YACHT CLUB OF SA INC

CRANE OPERATIONS

(April 2013)

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A. PREAMBLE

The Cruising Yacht Club of South Australia (CYCSA) has and maintains a crane situated on the crane wharf in Marina East at North Haven. The Crane is for the use of members, staff and others that have been authorised by the Executive Officer or his/ her nominated delegate to use this facility.

The CYCSA has been advised by SafeWork SA (Oct 2012) that there is no requirement for operators to have a Certificate of Competency for the type of lifting equipment that we have installed, however SafeWork SA has advised that our Club must ensure that we meet our responsibilities under the Work Health & Safety Act 2012 and that the operation of the crane is in accordance with AS 1418. And have issued the CYCSA with an improvement notice (November 2012 – OHSI 75417) requiring the Club to: -

- Conduct a risk assessment for the crane
- Implement control measures
- Provide information and instruction to ensure authorised persons are aware of safe procedures for operation.

The agreed actions between SafeWork SA and the CYCSA include: -

- To implement control measures of isolating crane access to authorised persons
- Devising pre-start and shut-down checks and ensure authorised persons are given instruction and information on procedures by a competent person.
- Devise a maintenance log and keep records of annual inspection by authorised person (eg. United Crane).
- Review signs/ warning signs required for crane operation.

IMPORTANT: It must be noted that the CYCSA is only responsible for the crane from the hook up. The connection of the vessel (or item) being lifted is the responsibility of the authorised person. The Club does not provide 'slings'. Slings, lifting points and lifting equipment must comply with the requirements of AS 1418.

B. DEFINITIONS

In this Crane Operation document unless contrary intention appears:

- a) An “authorised person” shall refer to all classes of members, staff and others that have been trained and approved by the Executive Officer or his/ her nominated delegate to use the crane facility. No person under the age of 18 years of age will be approved to be an ‘authorised person’.
- b) “the Club” shall mean the Cruising Yacht Club of South Australia Incorporated (CYCSA)
- c) “the Executive Officer” shall mean the Executive Officer of the Club appointed by the Board from time to time pursuant to the Constitution and Rules of the Club
- d) “the Crane” shall mean the existing fixed 1.6t capacity jib crane with a fixed horizontal jib.
- e) “the Crane Wharf” shall mean the elevated jetty structure above a section of marina basin in CYCSA Marina East North Haven.

1. CONTROL MEASURES

For the crane to operate and to be operated it requires power supply and access to a control panel.

The crane’s motor requires the supply of electricity to function. That being the case the easiest way to isolate the usage of the crane to authorised persons is to only provide access of power to those that have been approved to use the crane.

Using the Club’s existing security system a card reader has been installed in the electrical circuitry of the crane. Authorised persons who operate the crane will have an access key card enabled that when presented at the card reader on the crane will result in electrical supply being delivered to the crane for a specific period of time.

The crane also has a hand held control panel that allows the operator to raise and lower the hook and to rotate the horizontal jib left and right. This hand held control is stored in a metal enclosure that has a hinged door.

Access to the hand held control has been limited with the use of a combination lock on the door of the enclosure. Only authorised persons are advised of the combination number. The number of the combination lock can be periodically changed.

Persons will only be authorised to use the crane following an induction relating to the instructions specified in this 'operations document' and following an orientation session at the crane. The authorised person is also required to sign a waiver assuming all risks associated with the launch/ haul out of vessels and other loads and agreeing to the conditions of the 'crane operations' document.

People that have been authorised to use the crane will be listed in the security system of the Club. If required for any reason, individuals that are authorised may be deleted from this status at any time. Deletion of their name from the security system will render their key card inoperative in relation to the use of the crane.

2. PRE-START, OPERATION AND SHUT-DOWN PROCEDURES

Pre-start and operational procedures are to be observed each time the crane is used.

Please note that the presentation of the authorised person's security key card at the crane can only be made by the authorised person. This authorisation is not transferable and person's in breach of this instruction risk having their authorised person status removed from their card.

The name of the authorised person and time of the presentation of the security key card will be logged in the Club's security system. The crane wharf is also under video surveillance.

Pre-start checks: -

Prior to the use of the crane it is required that 'authorised persons' carries out the following checks and complete the check sheet in the log book that will be kept near the crane: -

- Check that the area is clear from obstructions both on the crane wharf and in the water at the base of the crane wharf.
- Check that the full operation of the crane is working correctly before attaching any load. This check will require the raising and lowering of the hook and also the rotation of the 'jib' in both directions.
- Check that the 'running ropes' are not damaged and that they are feeding correctly.
- Should there be any defects noted in the operation or appearance of the crane it must not be used and the defects are to be reported immediately to the Club office who will arrange the required repair. The 'authorised person' has a responsibility to confirm that an 'out of order sign' is placed on the crane and that power to the crane is disabled by a staff member. The 'out of order sign' will be located with the log book.

Operational Procedures: -

When using the crane 'authorised persons' are to: -

- Observe the maximum load capacity of the crane and ensure that that the load does not exceed 1.6t. A load switch is fitted to the crane
- Ensure that there is no excess water in the vessel or other items that might jeopardise the weight limit.

- Under no circumstances leave the crane unattended, even for a moment, unless all loads have been removed.
- Not operate the crane in high winds, strong gusts or heavy rain conditions.
- Check that there are no loose objects or a load that could fall during lifting.
- Not use the crane to drag the load along the ground.
- Do not exert a sideways pull when lifting. The 'jib' must be positioned directly above the centre of the load.
- Not be under the influence of alcohol or drugs.
- Be responsible for the lifting work area including persons within this area during any lifting activity.
- Ensure adequate personnel are available – minimum two (2).
- Not to allow persons under the age of 18 in the vicinity of the lifting area.
- Keep personnel well clear of suspended loads.
- Not allow, under any circumstances, to lift a load over personnel, or allow anyone to ride a load (the only exception to this is for safety training in 'man overboard' recovery demonstrations simulating helicopter rescues or similar).
- Not stand under or allow others to work under the load until the load has come to rest on its supports (eg. cradle, trailer)
- Take up slack slowly and allow the strain to be taken up gently and stop lifting when the vessel is just clear of its supports. At this point check lifting wire and strops and make sure that they are clear and that the load is evenly balanced before lifting the vessel any further.
- Not lift vessels higher than is necessary to allow the cradle/ trailer to be removed.

Shut-down Procedures: -

At the conclusion of the use of the crane the authorised person must: -

- Lift the hook to a position approximately 1m below the height of the horizontal jib
- Store the horizontal jib so that it is pointing south towards the slipway/ tractor shed.
- Place the hand held control unit in its enclosure and lock using the combination lock provided.
- Ensure that the wharf area is left in a tidy condition and free from obstructions for the next person.
- Immediately report any defects or concerns to the Club office and note these in the 'maintenance log' located on the reception counter.

3. MAINTENANCE LOG, RECORD KEEPING AND ANNUAL INSPECTION

The Club has a maintenance reporting log that is located on the reception counter in the main office. Property staff are advised of entries in this log and will be actioned according to their priority.

Items that are recorded in the reporting log are entered into the Club's computer tracking system (Track), designated to a particular staff member to action and then they are followed up at regular Property Meetings.

The Club will maintain a file on the Crane and keep any relevant records associated with the crane.

The crane is tested and certified by a qualified engineer annually (eg. United Crane). The test certificate is held at the Club office.

4. SIGNAGE

Warning signage is required for the crane facility. Signage is to display: -

- That the crane is to be used by 'Authorised Persons' only.
- That the maximum load for the crane is 1.6t.

5. Appendix 1 – Waiver



CRUISING YACHT CLUB OF SA INC

CRANE WAIVER

I _____ assume all risks associated with the launch/ haul out of the vessel or other loads under my control as an 'authorised person' that has been approved to operate the CYCSA crane.

I have received an induction relating to the use of the crane and acknowledge and will abide with the conditions as set out in the CYCSA Crane Operations document. I understand that this document may be reviewed from time to time.

I acknowledge that the CYCSA is only responsible for the crane from the hook up. The connection of the vessel (or item) being lifted is my responsibility. It is my responsibility to ensure that slings and lifting points are suitable and comply with the requirements of AS 1418

I understand that the 'authority' issued to me by the Club can be revoked at any time by the Executive Officer of the Club or his/ her nominated delegate without explanation.

I declare that I have received training by a competent person employed by the CYCSA with the use of the crane and the requirements of the crane operation document and that I do not need assistance from Club staff to operate this facility. I understand that if assistance is required the CYCSA can provide assistance by appointment and that a fee may apply.

Signed

Date

Office Use Only	
_____	_____
<i>Received by (print name & sign)</i>	<i>Date</i>