

Operating instructions for HIAB

To be read in conjunction with MSCP03 Essential Information for Cruiser Owners

Contents

1. Introduction
 2. Safety
 3. HIAB - A guide to its use
- Appendix 1 – Communication and Signalling

1. Introduction.

With ever increasing awareness of the need to prevent accidents, the potential for action against Clubs or club members and the increasing interest being taken by the relevant authorities in the prevention of accidents, it is incumbent on sailing clubs and their members to examine their working practices and so far as is practicable minimise or eliminate potential hazards.

Members, in any event, would wish to maintain high safety standards within Marconi Sailing Club and it is for this reason the following guidance notes are issued. They should not be considered to be all embracing, but rather to form the basis for good practice. It is up to each member to ensure that the operations in which they are engaged are safely carried out.

These instructions do not apply to or consider the 'At Work Situation' where any individual is carrying out the activity for hire or reward.

The instructions address two principal areas:

- The use of safe working practices in order to ensure the safety of persons in the immediate area of activity including where appropriate the adjacent waters.
- The correct use of equipment to ensure it remains in good working order and which may directly or indirectly contribute towards safety.

2. Safety.

In all operations involving the use of the HIAB the following will apply:

- Only authorised operators are permitted to operate the HIAB
- The HIAB **MUST** be suitable for the intended task.
- Operators **MUST** review the Load Centre chart affixed to the HIAB's jib, ensuring the intended task is within the HIAB's designated safe capability limit.
(Note: a full mooring stillage weighs in the region of 350kg)

- The HIAB operator has the authority to refuse to operate the machinery where he is concerned that the safety of doing so is in doubt.
- The safe operation of the HIAB will require banksmen.
- All HIAB operations should be co-ordinated between the HIAB operator and banksmen **ONLY**. Any other directions should be disregarded, except in an emergency.
- The HIAB maximum operating area **MUST** be clear of all persons, while the HIAB is operated.
- All persons involved in HIAB operations **MUST** wear safety hard hats and footwear, together with a Hi-Vis jacket or tabard.
- When Marconi Sailing Club requires a Beach Marshall to be in attendance, it should be ensured that one is present and individuals involved in the HIAB operations know who that person is.
- When an Officer of the Day is on duty at the time of HIAB activity that person should be informed that HIAB operations are in progress.
- Before operations commence the appropriate Warning Signs must be set up to warn individuals to keep clear, also turn on appropriate site warning lights.
- HIAB operators should ensure that all operations and any defects are recorded in the HIAB Operations Log Book and reported to the Plant Co-ordinator for action. The Logbook is located on the Portacabin wall next to the White board in the barn. In the event of a fault being identified, a 'Do Not Use' label should be securely attached to the HIAB's starter switch. Labels can be found on the shelf in the hydraulics pump house. Endorsement of the logbook in the appropriate space will enable drivers to confirm the defect has been rectified.

NOTE:

The authorised HIAB operator is in full charge of all HIAB operations. Do not proceed where there are any concerns about the safety of people, the equipment, or the process.

3. HIAB - a guide to its use.

Each occasion the HIAB is used the following checks **MUST** be carried out....

- The oil level in the crankcase is correct.
- The hydraulic oil level is correct
- There is adequate diesel fuel in the engine's tank.
- Review the log-book entries and 'walk around' the HIAB checking for any damage, loose fixings, fluid leaks or other safety concerns

Banksmen

The HIAB operator identifies appropriate banksmen to act on 'Boudicea' and the barge, as necessary. The operator-banksmen 'team' establish clear lines of communication, such as using hand signals as defined in Appendix 1.

The banksman shall assist the HIAB operator in clearing the operating area of all persons. The banksman shall also advise other workers that they should not distract operations by offering unasked for, 'advice'.

In co-ordination with the HIAB operator the banksmen indicate a safe direction of travel toward and from the load and closely watches for any obstructions whilst the HIAB operates.

The banksman ensures all the lifting hooks and chains are correctly attached to the intended load. Lifting chains should not be twisted and the chain brothers **MUST** be correctly used in their respective pairs.

HIAB operation

Visually check engine is clear of obstructions. Turn on the fuel tap. Fully open the throttle by pulling the throttle lever to Start position. Turn starter key clockwise and hold to crank engine. Release key once the engine starts. Once engine is running, slow the engine to operating speed

Note: Do not crank engine for more than 10 seconds. If engine does not start, wait for 20 seconds before cranking again.

The engine's throttle should be adjusted to a speed appropriate to the load. The group of four operating levers' actions are shown clearly and graphically on the decal affixed to each lever. The HIAB operator manipulates the operating levers to move the jib and load to the appropriate position in a controlled and safe manner.

- The HIAB operator-banksman team together co-ordinate all movements, but the HIAB operator **MUST** ensure he is satisfied that it is safe to do so.
- The HIAB operator **MUST** satisfy himself that the load is safe and correctly attached to the HIAB before operating the HIAB's levers.
- The HIAB operator **MUST** ensure all persons are clear of the HIAB maximum working area when operating the HIAB.

The jib should not be left extended while not being used. After working, park the jib in appropriate 'park' position. Once finished with the HIAB; stop engine by pushing the throttle lever to the closed position. Turn off the key switch when the engine has stopped.

Reviewed on 22nd April 2024 by the Health & Safety Committee

To be reviewed after 4 years Next review due April 2028

Appendix 1 (Approved Hand Signals) follows on Page 4

Appendix 1

APPROVED HAND SIGNALS.

