



PORTS OF JERSEY
YOUR ISLAND GATEWAY

Boat Hoist Operations

Code of Practice and Guidance

COP2

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Introduction

- 1 The Health and Safety at Work (Jersey) Law 1989 (hereafter referred to as the HSW Law) places general duties on all employers, employees and owners of premises in Jersey in respect of health and safety at work. It clearly provides for Codes of Practice (COP) to be developed for specific industries or activities detailing more precisely the application of those general duties.

This COP has been written in accordance with HSW Law, the previous Code of Practice for Boat Lifting Operations and guidance on industry best practice.

Access

- 2 Dependant on location, access to Boat Parks, Quays or Approaches may be restricted to pass holders only and at other times security gates may be locked and access denied.
- 3 No vehicle may be left unattended in or around Boat Parks, Quays or Approaches at any time, other than within designated areas. Any offending vehicle may be fined, or will be towed away or impounded without notice and at the owner's expense.

Liability

- 4 A minimum of £2,000,000.00 (two million) third party liability insurance (or such other minimum sum which may be stipulated in writing) is required to be maintained for all vessels lifted on any Ports of Jersey administered properties.
- 5 Vessel insurance, and third party liability indemnities, must be maintained whilst ashore on any Ports of Jersey administered property.
- 6 The responsibility to ensure that adequate and appropriate insurance cover for other activities undertaken whilst on any Ports of Jersey administered properties lies wholly with those engaged in those activities.
- 7 Ports of Jersey does not accept any liability for injury, loss or damage to property whilst on Ports of Jersey owned or administered property.
- 8 Contractors as defined by this Code of Practice are required to be registered as Ports of Jersey 'Authorised Contractors'. Authorisation must be applied for, and will be granted, through the Harbour Master and is subject to both Health and Safety and Insurance assessment.

Notification of Boat Hoisting at La Collette Yacht Basin

- 9 A minimum of 24 hours notice should be given to the boat hoist booking office of the intention to lift out of or into the water. The only exception to this requirement is that of emergency lifts which can only be authorised by Ports of Jersey operational personnel, weather and tidal conditions permitting.
- 10 The Contractor should ensure that there is adequate tidal water at the slipway at the proposed time of the lift.

Responsibilities During Hoist Operations

Preparation

- 11 The Contractor is responsible for conducting such suitable and sufficient risk assessments of the lifting operation in order to both satisfy regulatory requirements and identify any further conditions or controls they deem necessary for their particular lifting operation beyond the general minimum standards dictated within this COP.
- 12 The Contractor is responsible for providing an appropriately trained Boat Hoist Banksman and appropriate number of competent Boat Hoist Assistant's, see 'Competency of persons engaged in lifting operation'.
- 13 The Contractor is responsible for the chocking of the vessel once in position. The final position within the Boat Park is the responsibility of the Boat Hoist Office, who will try to accommodate requests from the Contractor when practicable.
- 14 Before a vessel is removed from the water the Contractor is responsible for familiarising themselves with the docking plan and/or any specific handling instructions supplied by the owner or agent, share these with the hoist operator if applicable and confirm that he/she has all adequate and suitable equipment for the chocking operation. Failure to do so may result in the lifting operation being refused and the incurring of all relevant charges.
- 15 The primary supports for all vessels should be purpose built stands or cradles constructed from suitable materials, they must be in good order and acceptable to the Operator and/or Ports of Jersey.
- 16 Failure of the Contractor to provide acceptable supports may result in the re-launch of the vessel and incurring all relevant charges.
- 17 The Contractor is to ensure that the vessel is ready for the lifting operation at the time specified by the Boat Hoist Office.
- 18 Any Contractor more than 15 minutes late for a booked lift will be subject to the lift being cancelled and may also be liable to all relevant charges.

- 19 Whilst the Operator remains in overall control of the lift and machinery, the Contractor/banksman will assist in the slinging operation under the direction of the Operator. The Contractor/banksman has responsibility for the safe positioning of the strops around the hull of the vessel and confirming to the Operator that the vessel is ready for lifting.
- 20 All persons will wear, as a minimum standard, appropriate high visibility vests or jackets and hard hats or bump caps which comply with British Safety standards and Health and Safety Regulations.

Competency of Persons Engaged in Lifting Operation

- 21 All those engaged in lifting operations with the boat hoist, must be competent, familiar with the content of this COP and be able to demonstrate such upon request of a Ports of Jersey official.
- 22 There are three levels of recognised competence:

'Operator'	Ports of Jersey Employee
'Boat Hoist Banksman'	The Contractor
'Boat Hoist Assistant'	Provided by the Contractor Must be over the age of 18 and of good medical health

- 23 'Operator' and 'Boat Hoist Banksman' training courses are provided by authorised external training providers. The latest details of provider and course content are available through the Boat Hoist Office.
- 24 Although appropriate training providers are authorised by the Ports of Jersey, the responsibility for gaining the appropriate competence training and certification lies firmly with the Contractor.
- 25 Following successful training, 'Boat Hoist Banksman' training certificates must be submitted to the Hoist Office for record, they may also be spot checked and audited by Ports of Jersey.
- 26 'Boat Hoist Assistant' training must be given to them by the Contractor/Banksman, prior to engaging in lifting operations, and as a minimum include the defined syllabus provided during the 'Boat Hoist Banksman' training course and annexed to this COP.

Number of Competent Persons Required

- 27** The minimum number of competent personnel required to be on board the boat to assist the Operator and Boat Hoist Banksman will ultimately depend on the Contractors risk assessment having considered vessel length, vessel type, weather conditions, sea state etc.

But will not be less than the minimum dictated below:

- A boat less than 10 metres in length will require a minimum of:
1 x 'Boat Hoist Banksman'
1 x 'Boat Hoist Assistant'.
- A boat more than 10 metres in length will require a minimum of:
1 x 'Boat Hoist Banksman'
2 x 'Boat Hoist Assistant'.

- 28** Only persons engaged and trained by the Contractor/Banksman, as competent Boat Hoist Assistants, are permitted to disembark or board a vessel via the Boat Hoist. Any other persons must disembark and embark on the holding pontoon.

Operational hoisting requirements

- 29** Before any lifting operation commences, the Operator will establish communication arrangements between him/herself and the Contractor or Boat Hoist Banksman.
- 30** Lifting instructions are to be in accordance with the recognised Hand Signals provided within this COP, understood by both parties and maintained throughout the entire operation.
- 31** The Boat Hoist Banksman must stay within direct sight of the Operator, or the hoist will be stopped.
- 32** At no time whilst the boat hoist is operating, may any person other than the designated Boat Hoist Banksman, approach, distract or attempt to talk with the Operator. It is the responsibility of the Boat Hoist Banksman to ensure this safety requirement is maintained throughout the duration of any lifting operation.
- 33** The only exemption to 32 will be the use of the 'Emergency Stop' signal in the event of a potential accident or risk which can be given by any persons at any time during a lifting operation.

- 34** Before signalling to raise the vessel the Banksman must ensure that: -
- a. All slings are properly positioned on the vessel, the load is properly balanced and when lifted will not foul any object.
 - b. Others in the vicinity will not be in danger of injury from lifting of the load.
 - c. The vessel will not come to rest on only one sling as it may stress it and render the sling unsafe.
 - d. The vessel is not raised beyond a reasonable height and that the vessel is not moved above the heads of other persons. If necessary give a warning to persons to keep clear, or stop the operation.
- 35** All persons stepping from a vessel onto the boat hoist will be requested to climb off the hoist, by the Operator, as soon as it is reasonably and safely practicable to do so once clear of the water.
- 36** No persons may climb on or off, or travel on-board the hoist until instructed to do so by the Operator.
- 37** When requested by the Operator to step onto or off the boat hoist, the designated ladders and safety baskets must to be used – persons are not permitted to climb onto or stand on any cross arm, rails, engine, equipment housing or other parts of the machinery.
- 38** No persons other than Operators are permitted to climb onto or board the operators control platform.
- 39** Boat engines must be stopped or started when instructed to do so by the Operator. Whenever possible vessels should be moved into lifting position without the use of engines, by hand, to minimise the risk of damage to the vessel or lifting equipment.
- 40** No mobile phones should be used whilst the boat hoist is moving.
- 41** No persons other than those competent to be engaged in the lifting operation should be within 5 meters of the boat hoist when it is operating.

General

- 42** The Operator may stop or refuse a lift at any time without question should he/she become aware of any situation which may lead to an accident or notes any of the conditions of this COP that are not being adhered to.
- 43** Ports of Jersey operational personnel have the right to restrict or stop at any time any activity on any Ports of Jersey administered property should they be aware of any activity, equipment, procedure or operation which they may consider to be un-safe or inappropriate and may add or place undue risk to any persons or property involved with or within the vicinity of the operation.
- 44** The attendance of Ports of Jersey operational personnel at any lifting operation does not imply acceptance of liability or responsibility for the lifting operation.
- 45** Failure to comply with this Code of Practice may result in any individual, association, company or Contractor being required to remove any vessel, item or equipment under their care from any Ports of Jersey administered properties and the refusal of any immediate or future permission's to operate within these areas.
- 46** Failure to remove any vessel, item or equipment, upon request, will result in Ports of Jersey having the vessel, item or equipment removed and all costs incurred in so doing charged to the individual, association, company or Contractor responsible for the vessel, item or equipment.
- 47** If any of the following situations are observed within any Ports of Jersey premises, you are required to report them immediately to a member of staff:
 - a) An accident or 'near miss'
 - b) Any situation that looks potentially dangerous and might cause an accident
 - c) Anyone acting suspiciously
 - d) Any form of heat or smoke emission

Definitions

Operator	The hoist or crane driver operating the lifting machinery.
Contractor	Any individual, company or association employed by any party, or any party entering into a contract to lift a vessel with Ports of Jersey or making use of any lifting device owned, administered or maintained by Ports of Jersey or on any Ports of Jersey administered properties.
Owner	<p>Any person registered as the primary owner of a vessel within a vessel registry database or named upon a valid certificate of insurance of the vessel.</p> <p>Note: Primary owner vessel registration does not, under law, constitute actual ownership of the named vessel</p>
Boat Park	Ports of Jersey owned or administered property which is used for the purpose of landside boat storage and maintenance.
Boat Hoist	A self-propelled mechanical platform equipped with winches, able to launch and recover boats, to and from the water.

Annex 1

Regulations and Codes:

This COP only addresses some specific boat hoist related issues and complying with this COP alone will not be sufficient to fulfil your full duties under health and safety law. The following Laws, Regulations and Approved Codes of Practice, as from time to time may be amended and in force, deal with specific matters or areas of health and safety which may be relevant in the port areas: -

- The Health and Safety at Work [Jersey] Law 1989.
- Harbours Administration [Jersey] Regulations 1962 + amendments
- Machinery and Woodworking Machine [Jersey] Regulations 1967
- Construction Safety Provisions [Jersey] Regulations 1970
- Chains, Ropes and Lifting Gear [Jersey] Regulations 1980
- Electricity at Work [Jersey] Regulations
- Approved Code of Practice for the Health and Safety for the Port of St Helier.
- Cranes and Lifting Appliances Regulation 1978
- The Noise at Work Regulations 1989
- Highly Flammable Liquids Regulations 1979
- Safety in Ports (Jersey) Code of Practice and Guidance 2014

The following Laws, Regulations and Codes of Practice, as from time to time may be amended and in force are referred to and taken from current UK regulations and deal with specific matters or areas of health and safety which may be relevant in the harbour areas and are recognised by Ports of Jersey and referred to within this document as providing correct and proper guidelines which Ports of Jersey accepts and abides by as being of best and safe practice in addition to the above listed (Jersey) Regulations:-

- Approved Code of Practice and Guidance the Safe use of rider-operated Lift Trucks.
- The Personal Protective Equipment At Work Regulations 1992.
- Lifting Operations and Lifting Equipment Regulations 1998 [LOLER]
- Provision & Use of Work Equipment Regulations 1998 [PUWER]
- BS7121-2:2003 Code of practice for safe use of cranes

Further information and relevant publications are obtainable from the Health and Safety Inspectorate.

Regulations and their amendments and Approved Code of Practices are available from the States Greffe Bookshop Morier House

Or www.gov.je www.jerseylegalinfo.je www.jerseymarinas.je

Annex 2

The Contractor/Banksman is responsible for ensuring:

1. That he, his employees and associated boat owners at all times act in compliance with the 'Boat Hoist Operations', 'Boat Lifting Operations' and 'Boat Park Operations' Codes of Practice and Guidance (COP2, COP3 and COP4).
2. Appropriate competence training is given to all those he has engaged as a 'Boat Hoist Assistant'.

This training should include as a minimum, but not be limited to:

- a) All persons will wear, as a minimum standard, appropriate high visibility vests or jackets and hard hats or bump caps.
- b) A practical introduction to the relevant hoist and hoisting arrangements, with particular attention drawn to hazards to avoid or be aware of i.e. exposed winching equipment, moving parts, boarding/disembarking arrangements, Operators platform, the slipway and hoist dock and/or others as determined by an appropriate risk assessment.
- c) At no time whilst the boat hoist is operating, may any person other than the designated Boat Hoist Banksman, approach, distract or attempt to talk with the Operator.
- d) Accept the 'Emergency Stop' signal, in the event of a potential accident or risk, can be given by any person at any time during a lifting operation.
- e) No persons may climb on or off, or travel on-board the hoist until instructed to do so by the Operator.
- f) When requested by the Operator to step onto or off the boat hoist, the designated ladders and safety baskets must to be used.
- g) No mobile phones to be used whilst the hoist is moving
- h) No persons other than Operators are permitted to climb onto or board the operators control platform.



Hand Signals for direction of boat hoist

