

# Craning and Lifting

Code of Practice and Guidance

COP3 - Edition 5 – March 2024

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## **Introduction**

1. The Health and Safety at Work (Jersey) Law 1989 (hereafter referred to as the HSW Law) is A LAW to provide for securing the health, safety and welfare of persons at work, for protecting others against risks to health or safety in connection with the activities of persons at work and in connection with the use of plant intended for the service or entertainment of the public, for controlling the possession and use of dangerous substances and for connected purposes.

This Code of Practice (COP) has been developed in accordance with the HSW Law, the previous Code of Practice for Boat Lifting Operations and guidance on industry best practice. It is provided for a specific industry/activity detailing more precisely the application of the general duties set out in the HSW law.

## **Access**

2. Dependent 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 (including lifting/craning operations) 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 'Authorized Contractors'. Authorisation must be applied for, and may be granted, through the Harbour Master subject to assessment of both Health and Safety procedures and proof of Insurance.
9. Private individuals wishing to use their own lifting equipment or to make use of PoJ owned equipment (i.e. Harbour Cranes) will be subject to a similar approval process where they must provide evidence of appropriate training/certification and will be subject to both Health and Safety and Insurance assessment.

**10.** Persons or contractors wishing to carry out lifting operations using equipment brought on to PoJ property, must have prior permission from Ports of Jersey to ensure there are no conflicts with other operations or risks to safety. Permission will only be granted after PoJ are satisfied that persons wishing to engage in such operations are aware of and compliant with the requirements set out in this Code of Practice and any other codes or laws relevant to the location and nature of operation.

A. Requests for such permission must be received with a minimum of 48 hours' notice

## **Responsibilities During Lifting Operation**

### **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 the chocking of the vessel (or other items) once in position.

**13.** Before any item or vessel is lifted, the Contractor is responsible for preparing a lifting plan and ensuring all relevant persons are familiar with its detail. This includes but is not limited to, sharing with the crane operator if applicable and confirm that he/she has all adequate and suitable equipment for the chocking operation.

a. Where the item to be lifted is a vessel, the contractor is also responsible for preparing and familiarising themselves, (and anyone else involved with the operation), with the docking plan and/or any specific handling instructions supplied by the owner or agent.

**14.** The primary supports for all items or vessels should be purpose-built stands or cradles constructed from suitable materials, they must be in good order and acceptable to the crane operator and/or Ports of Jersey

**15.** Failure to provide acceptable supports may result in the re-launch of the vessel with the contractor incurring any relevant charges.

**16.** Whilst the Operator remains in overall control of the lift and machinery, the Contractor will assist in the slinging operation under the direction of the Operator. The Contractor has responsibility for the safe positioning of the strops and confirming to the Operator that the item/vessel is ready for lifting.

**17.** 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. Additional PPE must be worn as required by the Contractors own risk assessments.

## Competency of Operators

18. All operators, as defined with this COP, must hold a 'Slew and Jib Crane' certificate and be able to produce such immediately upon request of a Ports of Jersey official.
19. Operator training courses are provided by authorised external training providers. The latest details of provider and course content are available through Ports of Jersey.
20. Although appropriate training providers are authorised by the Ports of Jersey, the responsibility for gaining the appropriate competency training and certification lies firmly with the Operator.

## Operational Hoisting Requirements

21. Before any lifting operation commences, the Operator is to establish communication arrangements between him/herself and any others involved with the lifting operation.
22. The instructions are to be understood by both parties and maintained throughout the entire operation and must include an 'Emergency Stop' signal.
23. The use of the 'Emergency Stop' signal in the event of a potential accident or risk can be given by any persons at any time during a lifting operation.
24. Before signalling to raise the load the Operator must ensure that: -
  - All slings are properly positioned, the load is properly balanced and when lifted will not foul any object.
  - Others in the vicinity will not be in danger of injury from lifting of the load.
  - The load will not come to rest on only one sling as it may stress it and render the sling unsafe.
  - The load is not raised beyond a reasonable height and that the load is not moved above the heads of other persons. If necessary, give a warning to persons to keep clear, or stop the operation.
25. No persons are permitted to remain on-board any vessel during lifting; they must leave the vessel when instructed it is safe to do so by the Operator.
26. Following lifting, no persons shall board any vessel until instructed it is safe to do so by the Operator.
27. At no time (with the exception of an emergency) whilst a crane is operating, may any person other than a designated Boat Hoist Marshall, approach, distract or attempt to talk with the Operator. It is the responsibility of the Contractor or owner to ensure this safety requirement is maintained throughout the duration of any lifting operation.

- 28.** Boat engines must be stopped or started when instructed it is safe 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.
- 29.** No mobile phones should be used by any persons involved in the lifting operation whilst the crane is in operation.
- 30.** When the crane is in operation no persons other than those competent to be engaged should be within 5 metres of the lifting operation.

## **General**

- 31.** It is not permitted for vessels stored within a Ports of Jersey boat park to be used for overnight accommodation.
- 32.** 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.
- 33.** Ports of Jersey operational personnel will 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 unsafe or inappropriate and may add or place undue risk to any persons or property involved with or within the vicinity of the operation.
- 34.** The attendance of Ports of Jersey operational personnel at any lifting operation does not imply acceptance of liability or responsibility for the lifting operation.
- 35.** 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 permissions to operate within these areas.
- 36.** 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.
- 37.** 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

<b>Operator</b>	The crane driver operating the lifting machine
<b>Contractor</b>	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.
<b>Owner</b>	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.
<b>Note:</b>	Primary owner vessel registration does not, under law, constitute actual ownership of the named vessel
<b>Boat Park</b>	Ports of Jersey owned or administered property which is used for the purpose of landside boat storage and maintenance.
<b>Boat Hoist</b>	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](http://www.gov.je) [www.jerseylegalinfo.je](http://www.jerseylegalinfo.je) <http://www.jerseymarinas.je/>



## Annex 2

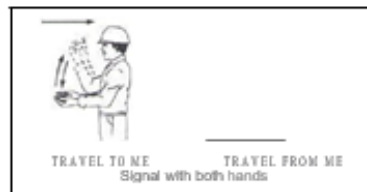
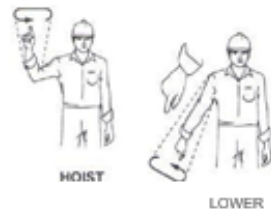
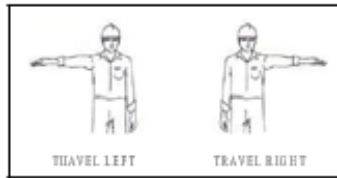
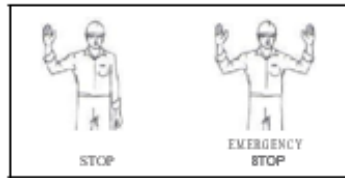
The Contractor/ Boat Hoist Marshall is responsible for ensuring:

1. That he/she, their 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 (COP1, COP2 and COP3).
2. Appropriate competence training is given to all those he/she 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 Marshall approach, distract or attempt to talk with the Operator.
- d. Except 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 be used.
- g. No mobile phones should be used by any persons involved in the lifting operation whilst the boat hoist is operating
- h. No persons other than Operators are permitted to climb onto or board the operators control platform.

## Hand Signals for direction of boat hoist



### LOWER BOTH STROPS

Indicates to lower both strops



### RAISE BOTH STROPS

Indicates to raise both strops simultaneously



### DISTANCE BETWEEN HOIST AND ANOTHER OBJECT

Indicates the distance between hoist and another object



### TRAVEL STRAIGHT

Indicates to straighten wheels to travel straight