



# Operating Procedures for WISE Boat Lift

## 1.0 Introduction

These procedures are intended to ensure the safe and efficient operation of the WISE boat lift while minimising the risk to personnel and assets. Always follow manufacturer guidelines, local safety regulations, and industry standards when operating heavy machinery.

It is essential that activities are suitably planned, responsibilities and duties are understood and discharged and anyone playing a role in operating the WISE machine can demonstrate the appropriate competencies,

## 2.0 Roles and Duties

2.1 Anyone participating in the organisation or operations of the Wise machine will be categorised as:

1. The Appointed Person - has overall management of the equipment and control of lifting operations.
2. Supervisor – In charge of delegation and direction of assistants on day of boat movements.
3. Assistant – Any operational role as directed by Supervisor.
4. The boat owner – Activities as directed by Supervisor.

2.2 The roles carried out by any Team member can be to:

1. Drive
2. Act as marshal when machine is being travelled.
3. Act as signaller when the machine is being used as a hoist.
4. Act as a slinger - attaching or removing slings used for lifting or lowering a boat.
5. Attaching or removing props or supports used to hold a boat in position when it is being stored in the Boat Yard.

The Appointed Person, Supervisor and Assistants must have the necessary Skills, Knowledge and Experience (SKE) i.e competency to undertake their duties.

## 3.0 Pre-Operational Arrangements

The following process **must** be followed whenever the Boat Lift is used.

- 3.1 Each time the Wise Machine is used, a Supervisor shall be selected by the 'Appointed Person'. The Appointed Person shall authorise all boat movements.
- 3.2 The Machine must be operated by a team with a minimum of three, comprising the Supervisor and assistants with appropriate competency (SKE) acting as Marshals (lookouts), slingers, signallers and if possible, the boat owner. Other GYC members may assist subject to agreement by the Supervisor.
- 3.3 Supervisors and Assistants must wear high-visibility vests, steel-toed boots, and hard hats, which are available from the Harbour master's office.

- 3.4 The Supervisor is responsible for all movements and his or her directions must be followed.
- 3.5 Prior to use, a visual inspection of the plant (including lifting strops etc.) must be carried out by the Appointed Person and/or Supervisor.
- 3.6 Prior to a boat recovery or a launch takes place, the Supervisor is to ensure that a call is made to VTS to request an ease down from passing vessels
- 3.7 Checklists are available in the Yard master's office and shall be completed prior to operating the machine. Items to be checked by the Supervisor include:

- I. Fuel
- II. Battery for remote control.
- III. Set down site clear.
- IV. Correct stands available.
- V. Insurance visually checked.
- VI. Phone VTS to request for 'Pass with Caution broadcast.
- VII. For boats to be recovered boat to initially be taken to the pontoon to measure up best place for the strops and marked for future use.

#### **4.0 Pre-operation Meeting**

- 4.1 The Supervisor, Assistants and, if possible, boat owner should convene before engaging the WISE machine to discuss boat movements.
- 4.2 The boat owner should indicate the lifting points on their boat for the preparation of lifting strops.
- 4.3 General and specific risks associated with the planned work should be reviewed and mitigations agreed as appropriate. All team members must be aware of the slipway risk assessment.
- 4.4 For boats being landed, communication between the Supervisor and Boat owner must be assured through use of VHF radios and/or recognised hand signals.

#### **5.0 Duties and Responsibilities of the Wise Driver**

- 5.1 The Supervisor has the final authority on the movement of the machine whether driving the machine or delegating driving duties to a trained assistant.
- 5.2 The driver will move from side to side of the machine, driving it slowly.
- 5.3 A driver must not move the Wise Machine around the yard on their own with no Assistants (Marshals) – including when not transporting a boat.
- 4.4 A Boat movement shall be stopped if the Supervisor considers that too many additional people in the area are distracting the operators or if he considers a team member's behavior to be unacceptable.

4.5 The Supervisor is to take account of river conditions and in particular should 'hold' the operation of attaching the Wise machine strops to a boat if the wake from passing vessels results in rough conditions on the slipway,

## **6.0 Duties and Responsibilities of an Assistant acting as Marshal.**

6.1 Always maintain clear and effective communication with the driver.

6.2 Marshals should typically position themselves at the rear of the machine and always maintain a safe distance from the WISE machine.

6.3 Ensure that the yard area being used is clear of all obstacles, people, and cars.

6.4 For the slipway, verify it is clear of the public and use chains to prevent access.

6.5 Ensure that everyone, including members of the public, GYC members, boat owners along with the operating team maintains a safe distance from the machine.

6.6 Assist the driver by monitoring all areas around the WISE machine during its operation including ensuring that strops do not drag on the ground.

6.7 Ensure that the machine does not make contact with any objects or individuals by closely monitoring all parts of the machine, especially the upper areas that may come into contact with boat anchors, prows, pulpits, or building structures.

## **7.0 Assistants acting as Gantry Slingers and Signallers**

7.1 Signallers must use hand signals to communicate with the driver.

7.2 Assist with the raising and lowering of boats, which includes handling the WISE machine slings, chocking boats, positioning stands, and ensuring that boats are properly strapped with ratchet straps.

## **8.0 Conclusion**

GYC's investment in the Wise Boat Lift is key for our Cruiser and Motorboat users and these procedures are intended to minimise the risk of damage or safety risks so compliance is obligatory.

**Sam Cornberg – Safety Officer**

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