



CRUISING YACHT CLUB OF SA INC

SLIPPING OPERATIONS

(October 2017)

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A. PREAMBLE

The Cruising Yacht Club of South Australia (CYCSA) has and maintains the slipping area situated in Marina East at North Haven. The Slipping cradles are for the use of members and non members who have been authorised by the Executive Officer or his/ her nominated delegate to use this facility.

B. DEFINITIONS

In this Slipping 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 Cradles” shall mean the 12tonne, 20tonne and 25 tonne structures that the boat is placed on
- e) "the Slipping area" shall mean the wedge, wash off area and area where cradles are normally located in the Hardstand area located in CYCSA Marina East, North Haven.

1. CONTROL MEASURES

Individuals who wish to slip their boats need to contact the office or the Slipping contractor, AJ Marine, to book a cradle on the slipway.

You may opt to bring your boat to the Slipping area or you may wish to engage the services of a contractor who will charge for the service.

Current insurance cover for your boat is required and must be produced prior to using the Slipping facility.

2. GENERAL PROCEDURES

Pressure cleaning

Boats are to be pressure cleaned in the wash down area only.

All wash down waste is to be gathered up, left to drain and then placed in the marked green bins provided. Waste must NOT go beyond the drain gratings.

Other work

If further work is required to be completed on the boat (ie sanding/painting) the slipping contractor will move the boat into the work area. Please refer to the Safe Work Method Statement (attached).

Any grinding or sanding should be undertaken utilizing suitable shrouding to prevent drift of steel particles.

Use of Cradles

Cradles have a number of potential hazards. Care must be exercised when using cradles in the slip and work areas. Please observe the following procedures.

- Movement of cradle arms....
Two people should be present when making any changes to the cradle arms.
Considerable weight may be on the arms, therefore it is important to follow instructions in the Safe Work Method Statement (attached)
- that the safety pins are in place below the arm when making alterations. Alterations should be made in small increments one at a time.

- It is not recommended that members attempt to cross from the cradle platform to their boat while in the work area - use of a secured ladder is recommended.
- Cones, bollards and bunting will be placed below the head hazard areas and the tow bar.

Tools

Vacuum dust extraction when sanding antifoul is required on all sanders.

The Club has a sander and dust extraction unit for hire at a cost of \$50 per day.

It is a requirement that all extension cords, power boxes and tools used are tested and tagged. Wet sanding is only permitted in the wash down area.

Safe Work Practice

It is recommended that you wear appropriate safety equipment related to the work you are undertaking. This includes closed-in footwear, dust masks and ear and eye protection.

You will be issued with a high visibility vest which is to be worn while in the work area.

Additional vests for others who may be helping you are available from the Office.

Ladders and Scaffolding

Take care in the choice and the use of ladders and scaffolding and observe the safety signage. Ladders that are used to board vessels **must** be secured to the vessel.

Ladders and scaffolding should be returned to the storage areas at the end of the day unless secured to a vessel.

Spray painting

It is the aim of the CYCSA Management to minimise all forms of spray painting on site. If you are undertaking painting, CYCSA request and encourage you to apply paint by brush or roller.

Spray painting may only be carried out on the Slipway apron and approaches to the launching ramp.

Spray painting may only be carried out when the wind is from the south or southwest at no more than 5 knots

Except for minor touch up work only anti-fouling paint may be sprayed

Except for minor touch up work only airless spray equipment may be used

Any person spray painting shall create an exclusion zone 6 metres from the vessel being sprayed using signed bollards provided by CYCSA. The exclusion zone must be clean prior to spray painting and all non-essential hazardous materials must be removed. There is to be no smoking in this area and a person within the exclusion zone must not light or introduce any source of ignition, or start or set in motion the engine of any plant.

All personnel working inside the exclusion zone shall wear appropriate respirators. Full face and half face respirators that rely on facial fit are not acceptable if the operator has facial hair. Operators who have facial hair shall use either powered air purifying respirators (PAPR) or air supply type respirators in accordance with OHS&W Regulations 1995 Personal Protection

Use of Air Supplied Respiratory Equipment and AS/NZ 1716

No spray painting shall take place at weekends/public holidays or on special Club activity days

There should be no spray painting undertaken within the confines of the Club without the permission of the Executive Officer (or appointed representative) or the Administration and Operations Manager.

Paint Mixing

A containment area has been created for the mixing of paints. This will enable the containment of any spillages and allow mixing equipment to drain.

Oil changes

Any oil drained from sail-drives, stern drives or outboard legs must be caught in a suitable container and not be allowed oil to spill on the ground. Waste oil, filters and containers are to be disposed of in the Oil Disposal Area. Should there be an oil spillage, charges will apply for any materials used in clean up.

Power Distribution

Power distribution is limited in the work area. The map (addendum 2) shows the placement of circuit breakers. Avoid running power cords across traffic movement areas.

General work area Clean-Up

The work area must be tidied at the end of each day. Dust and other waste must be swept up and disposed of in the bins provided.

Vacuum waste must be put into the bags provided and placed in the skip.

Charges will apply if staff or contract cleaners are required to clean up any waste left behind.

Washing up area

A sink is provided at the western end of the work area for personal washing. This is to save excessive mess in the Club washrooms.

Vehicle parking

Members' vehicles may be parked alongside the cradles within the yellow lines and where they do not restrict the movement of adjacent cradles. Please be aware that this is at your own risk and is not encouraged.

3. REPORTING DAMAGE

Please report any damage you see or cause while working in the work area by recording in the "Complaints and Suggestions" log located at Reception.

Appendix 1 - SWMS

Name:	Cruising Yacht Club of South Australia
Address:	Lady Gowrie Drive, North Haven SA
Work Activity :	Using Cradles (12, 20, 25 tonne)
Plant/Equipment	Crane, approved slings in good condition/ must have a weight rating label
Prepared By:	Michael Rowe
	Maintenance Supervisor
	11.10.17

Relevant Legislation	
WHS Act 2012 WHS Regulations 2012	Managing the Risk of Plant in the Workplace

SCORE CALCULATOR

LIKELIHOOD	SEVERITY		
	SEVERE major injury could be caused	MEDIUM minor injury could be caused	MINOR insignificant impact
VERY LIKELY Could happen regularly	1	2	3
LIKELY Could happen occasionally	2	3	4
UNLIKELY Could happen but only rarely	3	3	4
VERY UNLIKELY Could happen but not likely	4	4	5

RISK PRIORITY TABLE

Level	Description	Meaning	Action Required
1	Catastrophic	Life threatening or significant potential for serious personal injury	<i>Stop work – eliminate hazard immediately</i>
2	Major	Likely to affect public, potential for serious personal injury	Stop work – use another equipment or process
3	Moderate	May affect public, potential for personal injury	Stop work - isolate hazard or restrict access
4	Minor	Will not affect public, minor potential for injury	Reduce potential of hazard by training, SWMS/SOPs or other administrative controls
5	Insignificant	Negligible safety impact	Manage hazard by ensuring personal protective clothing/equipment is used

Work Sequence Basic Job Step	Potential Hazards <i>Associated with each step</i>	Risk	Planned Controls <i>Eliminate or minimize hazards to an acceptable level</i>	Residual Risk
Inspect the cradle for condition	Cradle damaged	3	Inspect cradle. Do not use damaged cradle	4
Close gate on catwalk	Fall	3	Refer Appendix 2	4
Set cradle to suit size and weight of vessel	Lifting cradle arms/blocks – injury to persons	5	Ensure that correct weight is assessed Ensure there are no obstructions and area is clear to ensure no injuries are sustained by passers by Engage the services of an assistant	5

Appendix 2 - Step-by-step instructions to adjust cradle arms

Before moving arms make sure surrounding area is clear and there are no people on or under vessel.

- Check load on arm (compression of rubber on cradle)

Yachts

- Check if your vessel is bow or stern heavy - check if the forward or rear edge of the keel is lifting

If required...

- Use acro props under stern or bow – acro prop under the “chine” either side can help

Adjusting the arms

- The arms are on a trailer type winch with locking pins
- Remove pin under arm and re-position about 2-3 holes below as a safety stop
- Take weight on handle and release pressure on pin allowing arm to lower
- Make sure vessel does not move excessively at this stage
- Make necessary adjustments (move arms or fit extension)
- Re-tighten arm

Notes

- Fit pin in highest position possible
- Repeat process with other arms
- Once adjusted – walk around vessel to ensure that vessel is secure before recommencing work on vessel

Appendix 3 – Waiver



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Slipping Waiver

I _____ acknowledge that I have read and understood the rules and recommendations associated with working in the Slipping area and assume all risks associated with the operation.

I am aware of:

- The risks involved in the work and the control measures required to control those risks.
- I agree to implement those control measures as I perform the work.
- My obligation to perform tasks in a safe and appropriate manner.
- My duty and responsibility to maintain a safe work environment and to protect the environment as detailed in this SWMS.

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.

Signed

Name

Date

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