

BDYC Safety committee Bulletin #2

Docks in/Docks out safety procedures

2008-04-04

Prepared for: BDYC Members and staff

Approved by: BDYC Executive Committee

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Purpose

To identify the potentially dangerous areas of the yacht club, and ensure the safety of the membership and staff during the installation / removal of the docks at the Baie D'Urfe Yacht Club.

Scope

This bulletin covers the installation of docks as well as their removal using the industrial loader with lifting attachment, cables and hooks, the proper methods of lifting, attaching and transporting of the docks, and the suggested personal safety equipment.

The Issue / Background

Past docks in and docks out events have had potential for unsafe handling of the docks and unsafe movement around the machinery for the installation and removal of the docks. The risk of personal injury to the volunteer members and personnel can be reduced and needs to be addressed with proper procedures and regulations.

Regulations / Best Practices:

1.0 Docks hoisting using the industrial loader on the upper parking area storage, and the lower area in the harbour.

1.1 No children will be allowed at anytime in the designated work areas during docks in or docks out.

1.2 All members and staff involved in the attachment / detachment of lifting cables to the docks on the upper parking dock storage area are required to wear hard hats, and recommended to wear safety shoes, gloves and glasses. A hard hat will be supplied on demand.

1.3 All members and staff involved in the attachment / detachment of lifting cables to the docks on the lower area in the harbour are required to wear hard hats and personal floatation devices (PFDs) as per the Ministry of Transport regulations. BDYC also recommends safety shoes, gloves and glasses.

1.4 The upper area team shall attach / detach the lifting cables on the docks, remaining on the upper area until the loader returns for the next dock. The lower area team shall attach /detach the lifting cables on the docks from floating platforms attached to the harbour walls, remaining on the floating platforms until the loader returns for the next dock.

1.5 Members and personnel are forbidden to ride upon the docks being lowered or raised between the lower area and the upper area; this action could lead to personal injury.

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1.6 At no time shall members or personnel stand or walk under the docks being hoisted by the loader.

1.7 All safety material shall be in place before the beginning of docks in / docks out.
See annex 1.7a for material requirements and 1.7b for their placement.

1.8 One Safety Officer shall be in place in the lifting and lowering area of the docks to ensure that all non-participants stay clear of the industrial loader and traffic areas. All members and staff not involved in the tasks mentioned above are asked to use the pedestrian walkways outlined by the marked areas.

1.9 The Safety Officer will be identified by a distinctive safety vest (bright orange with yellow tape). BDYC recommends safety shoes be worn while performing their tasks.

1.10 A safety briefing will be held with the hoisting crew prior to the tasks and at each change of shift.

2.0 Docks installation / removal and manual transport in and around the harbour area.

2.1 All members and staff involved in the installation / removal of docks in and around the harbour area are recommended to wear PFDs, safety shoes, gloves and glasses.

2.2 It is recommended that all finger docks have 4 persons at the end being lifted.

2.3 Always use a dinghy dolly to transport the finger docks around the harbour area.

2.4 When lifting any heavy material it is recommended to bend at the knees and keep the back straight in the vertical position.

2.5 Stay clear of the dock hoisting areas when transporting the finger docks.

2.6 Every person working in the support boats is required to wear a PFD.

2.7 One Safety Officer shall be in place in the harbour area to ensure all non-participants are a safe distance from the work area, while verifying for any possible dangers to members or staff.

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2.8 The Safety Officer will be identified by a distinctive safety vest (bright orange with yellow tape). BDYC recommends safety shoes be worn while performing their tasks.

Compliance / Responsibility

Using proper equipment, following regulations and procedures and taking all reasonable measures to comply with this bulletin are recommended. Success in meeting our objectives on the personal safety of all individuals will require the understanding and cooperation of all members and staff.