

Maylandsea Bay Sailing Club.

MBSC-WINCH OPERATING INSTRUCTIONS.

Note: These instructions should be read in conjunction with the Winch Manufactures Safety & Operating instructions.

Warning: The winch load must not exceed 1200Kg.

1. This winch is only to be operated by authorised Club personnel. List displayed in Club House and on website
2. **Before using the winch ensure there are adequate personnel to ensure safe operation.**
3. **Three** persons must be present when winching during dinghy sailing.
4. One Winch control operator.
5. Second to control the boat.
6. Third to ensure the winch cable area is kept clear. (YELLOW marked area)
7. Two persons when used during non- racing times.
8. The operators must ensure they use clear hand signals to indicate when to wind IN, OUT and STOP the operation. If in doubt the winch control operator should stop the winch.
9. The mains isolator is located in the Galley store which will be left on so the winch can be used without accessing the main clubhouse through the season
10. The keys are stored in the key safe adjacent to ladies changing room
11. Unlock the padlock on the top cover to access the outside isolator and switch "ON" and close the cover.
12. Unlock the two padlocks on the front cover to access the winch cable and the operating handset. Use the GLOVES to handle cable
13. **Position the trip hazard signs where they can be easily visible to all**
14. Unhook the winch control handset. Note: the RED stop button has to be in its "out" position to activate the "IN" and "OUT" buttons. This "RED" stop button should be pressed to stop in an emergency and after completion of winching operations.
15. To LOWER trailer from top of hard ensure trailer is central to the "YELLOW" lines. **Chock trailer before attaching cable.** Press the "OUT" button to unwind sufficient cable to attach to the trailer. Take up slack on cable and feed "OUT" cable to lower trailer when operating area is clear. **Do not hook cable back on itself.**
16. To RAISE trailer from bottom of hard. Wind "OUT" sufficient cable to connect to trailer. Make sure there are at least 5 complete turns of cable remain on the drum. Wind cable "IN" to take up slack ensuring cable is correctly seated. When the operating area is clear, continue to wind "IN" without steering the trailer off the centre of the "YELLOW" lines. Check that cable winds on correctly. Stop at least 1 meter from winch. Chock trailer before disconnecting cable.
17. **Always use hazards signs and personal observation**
18. When winching operations are complete: Replace Handset and Gloves. Switch off external mains isolator and secure covers with padlocks, replace keys in Key Safe.
19. Report any malfunctions to Duty Officer or Club Flag Officer.

Winch Safety instructions

Guidance to the safe use and operation

The following is for guidance only. Each user must carry out a risk assessment for the current conditions of use and to act to minimise the risks identified.

As with any powerful tool, there are hazards involved with winching operations, therefore only **FULLY TRAINED OPERATORS** can use the winch also the winch is never to be used alone, minimum of **TWO PERSONS** are needed to safely operate it. If there are other people about, say a sailing day, then **THREE** are required (The second/third person does not have to be trained as they are assisting the operator)

SAFETY

1. Keep yourself and all personnel clear of the winch cable
2. Never step over, stand near or touch a winch cable under tension
3. Always wear protective clothing, riggers gloves, safety boots, high visibility clothing.
4. Always check winching layout & capacities of equipment (weight limits for both winch & cable)
5. Do not use cable as a tow rope
6. Always obey the cable handling procedure
7. Never wrap winch cable around loads or attach hook back onto the cable to form a loop
8. Carry out regular inspections of the winch cable
9. Always locate position of EMERGENCY STOP button before attempting to use the winch
10. Always maintain 5 wraps of cable around the winch drum
11. Never operate winch drum 'free spool' with winch cable attached to load.
12. Always survey the site of operation for potential hazards before deploying winch equipment
13. Always survey path load (direction of travel) that will be winched through for potential hazards (people using footpath)
14. Always use hazards signs and personal observation
15. Do not use the winch for the movement of persons

Dress for safety

16. High Vis Jacket or vest, Good Quality Riggers Gloves, Safety Boots (High Vis to be seen, Gloves for hand Protection, safety boots, better protection over flip flops when wheel runs over foot)



Dress for safety

High Vis Jacket or vest



Good Quality Riggers Gloves



Safety Boots



Rope (Wire Cable) Handling

- Never let cable slide through gloved hands
- If you have to handle cable whilst in motion, use 'Hand over Hand' moving grip motion
- Never step over winch cable when load attached

Care of cable on the drum

- Keep the Cable in a straight line (no obstructions when spooling)
- Do not allow cable to bunch on drum (not neatly overlay itself) If this happens let out the cable to clear and then proceed to spool neatly and correct.
- Never let all of the cable run out, keep a minimum of 5 turns on the drum.
- If there is not a guide roller in use and if the need arises to guide the cable, use an absorption blanket to guide the cable, not your hands (absorption blanket is a canvas cloth) This action should be well away from the winch itself
- Never hook the cable back on itself.

Don't forget to use the signs, make them visible to all