

Safe Operating Procedure Recovery Winch

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We are located at:
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The instructions recommended within this document apply to normal risk conditions. If the Recovery Winch is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment.

GENERAL SAFETY

- Wear safety footwear, safety gloves and Hi-Vis jacket)
- Check wire for fraying, cuts, breaks prior to use
- Ensure compliance tag is in date
- Ensure cables and connections are securely fitted and in good working order
- Ensure tripod is set up correctly and pinned securely
- Check the stability of ground prior to setting up tripod
- Ensure harness is tagged and fitted securely
- Assess air quality prior to lowering anyone into confined spaces using gas detector

TRANSPORT OF RECOVERY WINCH

- Ensure winch is firmly tied down on transport vehicle without causing damage to unit
- Ensure cables are stored to prevent damage
- For 3" and 4" Pumps 2 person or mechanical lift is required

OPERATING CONDITIONS

- Do use winch until all checks have been made
- Check whether cables or connections damaged
- **DO NOT USE IF ANY DAMAGE IS IDENTIFIED**
- Do not stretch cables to prevent failing of connections

INSPECTION AND MAINTENANCE

- Inspect unit, cables and connections for any damage
- Report any damage immediately to rapid and do not use winch

The above instructions must be followed at all times. If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements.

Recovery Winch Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Moving Part Hazard	Operator Staff	Severity of Risk (S)- 2 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 4 MEDIUM	<ul style="list-style-type: none"> Keep hands clear of wire rope, hook and fairlead opening during operation Do not exceed winch's rated capacity Wear heavy leather gloves when handling wire rope Prior to initiating winch operation be sure any element which can interfere with safe winching is removed Ensure the certification tag for the winch is in date 	Every hire
Winch Collapse	Operator Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> Ensure stabilizer legs are spread in operating position and securely pinned Place the winch fame on stable, level ground Ensure cable is attached securely to harness Regularly monitor condition of wire rope to ensure no wear/ damage 	Every hire
Suffocation	Operator Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> If lowering workers into confined spaces carry out and assessment of air quality Wear appropriate breathing apparatus if required 	Every hire
Fall	Operator Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> Wear only certified correctly fitted safety harness Check and double check secure connection between hook, carabiner and harness 	Every hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.