



Cronulla Sailing Club

**HARDSTAND CRANE OPERATIONS
Manual**

**Adopted by the Board of Directors
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A PREAMBLE

The Cronulla Sailing Club (CSC) has and maintains a crane situated on the rigging deck. The Crane is for the use of members and staff who have been authorised by the Commodore or nominated delegate to launch and retrieve keel yachts and support vessels.

There is no SafeWork licencing requirement for operators to hold a high-risk work licence under the Work Health & Safety Act, however, operators are responsible to ensure that the operation of the crane is in accordance with AS 1418, and AS2550. The Club has decided to undertake this is though:

- Conduct a risk assessment for the crane
- Implement control measures
- Provide information and instruction to ensure authorised persons are aware of safe procedures for operation.

PURPOSE

To ensure all operators are adequately trained and informed about the operational procedures, safety protocols, and emergency measures related to the Hardstand crane to maintain a safe environment at the Cronulla Sailing Club.

IMPORTANT NOTE:

Cronulla Sailing Club takes all care in providing the crane for the use of its members, the club can only be responsible for the items in its care and custody, that is from the lifting hook up.

Responsibility for safe operation, the connection and control of the vessel being lifted is the responsibility of the Authorised Person.

The Club does not provide lifting gear 'slings' shackles and the like. It is the responsibility of the vessel master/owner to ensure that all lifting slings, lifting points and lifting equipment is fit for purpose.

All CSC support vessels are fitted with fixed lifting slings that are replaced annually.

B DEFINITIONS

In this Crane 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 Commodore or nominated delegate to use the crane.
- b) “the Club” shall mean the Cronulla Sailing Club Limited
- c) “Commodore” shall mean the Commodore of the Club appointed pursuant to the Constitution and Rules of the Club
- d) “the Crane” shall mean the fixed 2t capacity hardstand jib crane with a fixed horizontal jib.
- e) “the Hardstand” shall mean the elevated vessel storage and rigging deck structure

Details

Owner: Cronulla Sailing Club Limited

Plant Number: Hardstand Crane 1

SWL: 2 Tonnes

Induction Process

- Crane Overview: Introduction to the crane's features, capacities, and control mechanisms.
- Operational Procedures: Detailed walk through of the operational procedures, including pre-operation checks, hoisting, slewing, and emergency stops.
- Safety Protocols: Comprehensive review of safety protocols, load limits, and emergency procedures.
- Practical Demonstration: Operators must demonstrate their ability to safely operate the crane under supervision, including executing precise movements and emergency stops.
- Assessment: Completion of a written and practical assessment to verify understanding and competency in operating the crane safely



1. CONTROL MEASURES

For the crane to operate and to be operated it requires power supply and access to the control pendant.

The crane's motor requires the supply of electricity to function. That being the case the easiest way to isolate the usage of the crane to authorised persons is to only provide access of power to those that have been approved to use the crane. The crane can only to be activated by a timed supply switch in the club house building, the crane will not have power when not in operation.

The crane has a handheld control pendant that allows the operator to raise and lower the hook and to rotate the horizontal jib left and right. Signage on the cane at the pendant storage locating shall designate that only authorised persons are allowed to operate the crane.

Persons will only be authorised to use the crane following an induction relating to the instructions specified in this 'operations document' and following an orientation session at the crane. The authorised person is also required to sign a waiver assuming all risks associated with the launch/haul out of vessels and agreeing to the conditions of the 'crane operations' document.

The club will maintain a register of members authorised to use the crane.

2. PRE-START, OPERATION AND SHUT-DOWN PROCEDURES

The following pre-start and operational procedures are to be observed each time the crane is used.

a) Pre-start checks: -

Prior to the use of the crane it is required that 'authorised persons' carries out the following checks and complete the check sheet in the log book that will be kept near the crane: -

- Check that the area is clear from obstructions both on the crane wharf and in the water at the base of the crane wharf.
- Check that the full operation of the crane is working correctly before attaching any load. This check will require the raising and lowering of the hook and also the rotation of the 'jib' in both directions.
- Check that the 'running chain' is feeding correctly.
- Should there be any defects noted in the operation or appearance of the crane it must not be used and the defects are to be reported immediately to the Club who will arrange the required repair. The 'authorised person' has a responsibility to confirm that an 'out of order



sign' is placed on the crane and that power to the crane is disabled member. The 'out of order sign' will be located with the log book.

b) Operational Procedures: -

When using the crane 'authorised persons' are to: -

- Observe the maximum load capacity of the crane and ensure that that the load does not exceed 2.0t. A load switch is fitted to the crane
- Ensure that there is no excess water in the vessel or other items that might jeopardise the weight limit.
- Under no circumstances leave the crane unattended, even for a moment, unless all loads have been removed.
- Not operate the crane in high winds, strong gusts or heavy rain conditions.
- Check that there are no loose objects or a load that could fall during lifting.
- Not use the crane to drag the load along the ground.
- Do not exert a sideways pull when lifting. The 'jib' must be positioned directly above the centre of the load.
- Not be under the influence of alcohol or drugs.
- Be responsible for the lifting area including persons within this area during any lifting activity.
- Ensure adequate personnel are available for the task.
- Not to allow persons under the age of 18, who are not authorised, in the vicinity of the lifting area.
- Keep personnel well clear of suspended loads.
- Not allow, under any circumstances, to lift a load over personnel, or allow anyone to ride a load.
- Not stand under or allow others to work under the load until the load has come to rest on its supports (eg. cradle, trailer)
- Take up slack slowly and allow the strain to be taken up gently and stop lifting when the vessel is just clear of its supports. At this point check lifting wire and strops and make sure that they are clear and that the load is evenly balanced before lifting the vessel any further.
- Not lift vessels higher than is necessary to allow the cradle/ trailer to be removed.

c) Shut-down Procedures: -

At the conclusion of the use of the crane the authorised person must: -

- Lift the hook to the park position under the horizontal jib
- Store the horizontal jib so that it is pointing east towards the hardstand.
- Place the hand held control unit in its enclosure.



- Ensure that the wharf area is left in a tidy condition and free from obstructions for the next person.
- Isolate the crane in the club house.
- Immediately report any defects or concerns to the Club office and note these in the 'maintenance log' located on the reception counter.

3. MAINTENANCE LOG, RECORD KEEPING AND ANNUAL INSPECTION

The Club has a maintenance reporting log that is located on the reception counter in the main office. Property staff are advised of entries in this log and will be actioned according to their priority.

The Club will maintain a file on the Crane and keep any relevant records associated with the crane.

The crane is tested and certified annually. The test certificate is held at the Club office.

4. SIGNAGE

- That the crane is to be used by 'Authorised Persons' only.
- That the maximum load for the crane is 2.0t.



Induction

Induction Questions	Question Answer
1. Who is authorised to use the hardstand crane	Only those inducted and deemed proficient in its use by Commodore or delegate
2. How long is this induction valid?	24 months
3. What is the rated load capacity for this Crane?	2,000kg
4. Operators must conduct pre-operation checks, including? Select all correct answers	a) inspecting the crane for any signs of wear or damage. b) all controls are functioning correctly. c) ensuring the work area is clear of obstacles and people
5. What PPE is required when using the Crane	Closed shoes
6. Where is the isolation power switch?	On the Crane Mast
7. If the crane times out how do you reactivate?	At the crane activation panel in the club house
8. Does my induction cover my crew so they can access the crane?	No, only authorised personal all permitted to use the crane members using the crane are required are required to complete an induction and be authorised
9. What happens if I breach this policy?	Crane access may be revoked for 3 months



Hardstand Crane Operations – Training Acknowledgement & Release Waiver

Name of Authorised Person: _____

I confirm that I have received a formal induction and training in the operation of the Cronulla Sailing Club (CSC) hardstand crane, including instruction on safe operating procedures, equipment limitations, review of the risk assessment, and my responsibilities as an authorised user.

1. Operational Responsibility

- I understand the operational and load limitations of the CSC crane and will operate strictly within those parameters.
 - I accept full responsibility for the launch and haul-out of any vessel under my control.
 - I am authorised by CSC to operate the crane as an "authorised person" and understand this authorisation may be revoked at any time by the Commodore or their delegate without notice.
-

2. Crane Induction and Manual

- I have received, read, and understood the CSC Crane Operations Manual, including safety procedures and operational protocols.
 - I acknowledge that this document may be updated from time to time and agree to comply with its most current version.
-

3. Lifting and Hook-Up Responsibility

- I understand that CSC is responsible for the safe operation of the crane **from the hook-up point onwards**.
 - I am solely responsible for the preparation and secure attachment of slings or lifting equipment to the vessel or object being lifted.
 - I confirm that any lifting equipment I use (slings, harnesses, etc.) is suitable, compliant, and fit for purpose.
-

4. Competency and Independence

- I have been trained by a competent person appointed by CSC and am confident in my ability to safely operate the crane.
 - I confirm that I do not require assistance from CSC staff to use this facility.
-



5. Assumption of Risk

- I acknowledge that the use of the CSC hardstand crane involves inherent risks, including but not limited to property damage, personal injury, or death.
 - I voluntarily accept and assume all such risks arising from my operation of the crane.
-

6. Release and Indemnity

- To the fullest extent permitted by law, I release, discharge, and hold harmless **Cronulla Sailing Club Ltd**, its directors, officers, members, employees, and volunteers from any and all liability, claims, demands, or causes of action arising from my use of the crane, except where such liability arises solely from CSC's gross negligence or wilful misconduct.
 - I agree to indemnify CSC against all claims, losses, damages, costs (including legal costs), or liabilities incurred by CSC as a result of my actions or omissions while operating the crane.
-

7. Third-Party Safety

- I am responsible for ensuring the safety of all persons (crew, helpers, and bystanders) in the vicinity of crane operations under my control.
-

8. Acknowledgement of Legal Effect

- I have read and understood this waiver and acknowledge that by signing it I am giving up certain legal rights.
 - This waiver is governed by the laws of **New South Wales** and remains enforceable even if part of it is found invalid.
-

Participant Signature: _____

Date: _____

Office Use Only

Received by (Name): _____

Signature: _____ Date: _____



RISK MANAGEMENT

Cronulla Sailing Club (CSC) Risk management is conducted in accordance with the principles outlined in AS/NZS ISO 31000:2018 (Risk Management: Principles and Guidelines), and complies with risk management principles in that it:

- be an integral part of organisational processes
- be structured and comprehensive
- be based on the best available information. Is customised considers human and cultural factors
- be inclusive
- be dynamic
- be capable of continual improvement.

Cronulla Sailing Club has an incident reporting system to address incidents and identify risks and all members and staff are encouraged to report incidents or risks to any club director or staff member by completing an incident/risk form and returned it to the Club Secretary. See incident reporting and management in Section 2.

Risks are managed using a risk assessment that identifies the risks involved in the main activities undertaken by Cronulla Sailing Club and key controls are in place to reduce those risks to an acceptable level:

- Medium - constant vigilance is provided by Club members and staff across these risk areas of concern
- Low - these risk areas are monitored by Club members and staff

Where any Residual Risks are rated as Extreme or High further consideration of controls will be instigated or the planned activity cancelled. Training or racing may be cancelled on occasions, when the required number of competent volunteer safety boat crews are not available.

HAZARD & RISK IDENTIFICATION

The following are general hazards/risks associated with the sport of sailing. They include but are not limited to:

- Pre-existing medical conditions that could be aggravated by the activity of sailing.



- Sun and heat related injuries and illnesses
- Dehydration
- Collisions between racing / training vessels, submerged objects and other vessels.
- Mechanical issues and breakdowns
- Fire and explosion
- Entrapment due to capsized vessels
- Rigging areas
- Inadequate/insufficient safety and rescue equipment
- Inexperienced crew
- Adverse weather conditions

The above have been identified both through formal and informal means, primarily by the sailing committee members.

RISK ASSESSMENT

The assessment matrix is based on ISO 31000:2009 Risk Management Principles and Guidelines.

RISK RATING = CONSEQUENCE X LIKELIHOOD

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Almost Certain > 85% probability	Low 8	Medium 14	High 19	Very High 24	Very High 25
4 Likely 65% probability	Low 7	Medium 13	High 18	High 21	Very High 23
3 Possible 50% probability	Low 4	Low 9	Medium 15	High 20	High 22
2 Unlikely 35% probability	Very Low 3	Low 5	Low 10	Medium 16	Medium 17
1 Rare < 5% probability	Very Low 1	Very Low 2	Low 6	Low 11	Low 12

Table 1. Risk Assessment Matrix



Step 1: Identify all inherent risks, recording each on a separate line in the risk register.

Step 2: For each identified risk, assess and record the qualitative measures of likelihood

LEVEL	DESCRIPTION	LIKELIHOOD
5	Almost Certain	Is expected to occur during this event
4	Likely	Will probably occur during and event
3	Possible	Might occur at some time (perhaps every 2-3 years)
2	Unlikely	Could occur at some time (perhaps every 4-10 years)
1	Rare	May occur only in exceptional circumstances (1 in more than 10 years)

Table 2. Likelihood

Step 3: For each risk or hazard, if it was to occur, assess and record the qualitative measures of consequence or impact.

LEVEL	DESCRIPTION	MOST LIKELY CONSEQUENCE IF THE RISK OCCURRED
5	Catastrophic	One or more fatalities, or multiple significant injuries with extended hospitalisation, or wide spread inconvenience to the public over protracted period, or likely to appear as front-page media reports, or cost of damage over \$1M, or significant unrecoverable damage to the environment
4	Major	Significant injuries (requiring hospital treatment), or major inconvenience to the public, or definitely appear in the media, or cost of damage \$100K - \$1M, or environmental impact that is unconfined and requires long term recovery/residual damage .
3	Moderate	One significant injury (requiring hospital treatment), or moderate inconvenience to the public, or would probably appear in the media, or cost of damage \$10K-\$100K, or environmental impact that is confined with medium term recovery.
2	Minor	Small number of minor injuries requiring first aid treatment, or some inconvenience to the public, or may appear in media, or cost of damage \$1K - \$10K, or environmental impact locally confined with short term recovery.
1	Insignificant	One injury requiring first aid treatment, or cost of damage up to \$1K, or environmental impact locally confined and promptly reversible

Table 3. Consequences



Step 4: Calculate and record the risk level using the Probability Matrix

Key:	Aquatic Licence	Event
Extreme risk	Attention required before applying for licence	Unacceptable risk level, event/activity not held
High risk	Attention needed, preferably before applying for licence, certainly before event	Unacceptable risk level, event/activity not held
Moderate risk	Requires constant vigilance and monitoring during event	Acceptable, risk managed through routine processes procedures and monitoring during even
Low /Very Low Risk	Requires monitoring during event	Acceptable risk is as low as reasonably practical

Table 4. Risk Level

Step 5: Determine the appropriate controls that may be put in place to mitigate each identified risk

Hierarchy of Controls (From most effective to least effective)

Eliminate	Can the hazard be removed altogether, such as questioning whether it needs to be done at all?, for example cancel/postpone race
Substitute	Can the hazard be addressed in a safer manner, such as doing it another way that has less risk?
Isolate	Can the hazard be confined to one area, such as containers, barriers and fences?
Engineering	Can something be made or added to the hazard to make it safer, such as seat belts, machine guarding, cut out switches and locks?
Administration	Has the hazard been analysed and documented accordingly, employees inducted and trained appropriately, customers made aware of the hazard(s) and instructions given, and signs displayed?
Personal Protective Equipment	Do employees wear or use equipment to protect them from exposure, such as hard hats, gloves, goggles, masks, aprons, sunscreen and suitable footwear?

Table 5. Controls

Step 6: Re-assess and record the risk level for each identified risk taking into account the specified controls.

Step 7: Record the person(s) responsible for implementing and monitoring each control measure and any relevant comments



CRANE OPERATION Risk Assessment				Date/Time:	
Assessment Team: Sai				version	

Inherent Risk	Hazards	Raw Risk			Control Measures For each of the identified list the control measures required to eliminate or reduce the risk so far as reasonably practicable	Residual Risk			Comments/Responsibilities
		L	C	R		L	C	R	
Pre Start: Clutter Crane not fit for operation	Trip Slip Fall Failure to lift	3	4	20	Check that the area is clear from obstructions both on the crane wharf and in the water at the base of the crane wharf. Check signage Check that the full operation of the crane is working correctly before attaching any load. This check will require the raising and lowering of the hook and also the rotation of the 'jib' in both directions. Check that the 'running ropes' are not damaged and that they are feeding correctly.	1	4	11	Should there be any defects noted in the operation or appearance of the crane it must not be used and the defects are to be reported immediately to the Club who will arrange the required repair. The 'authorised person' has a responsibility to confirm that an 'out of order sign' is placed on the crane and that power to the crane is disabled member. The 'out of order sign' will be located with the log book.
Operations Over load	Crane stall Load release (sling or lifting point failure) Item falling from load Person hit by load Load landing on person Loose object on load falling and hitting person	3	4	20	Observe the maximum load capacity of the crane and ensure that that the load does not exceed 2.0t. A load switch is fitted to the crane Ensure that there is no excess water in the vessel or other items that might jeopardise the weight limit.	1	4	11	Authorised person to operate in accordance with the crane operations instructions at all times



Inherent Risk	Hazards	Raw Risk			Control Measures For each of the identified list the control measures required to eliminate or reduce the risk so far as reasonably practicable	Residual Risk			Comments/Responsibilities
		L	C	R		L	C	R	
					Under no circumstances leave the crane unattended, even for a moment, unless all loads have been removed. Not operate the crane in high winds, strong gusts or heavy rain conditions. Check that there are no loose objects or a load that could fall during lifting. Not use the crane to drag the load along the ground. Do not exert a sideways pull when lifting. The 'jib' must be positioned directly above the centre of the load. Not be under the influence of alcohol or drugs. Be responsible for the lifting area including persons within this area during any lifting activity. Ensure adequate personnel are available for the task. Not to allow persons under the age of 18, who are not authorised, in the vicinity of the lifting area. Keep personnel well clear of suspended loads. Not allow, under any circumstances, to lift a load over personnel, or allow anyone to ride a load. Not stand under or allow others to work under the load until the load has come to rest on its supports (eg. cradle, trailer)				Authorised person to operate in accordance with the crane operations instructions at all times



Inherent Risk	Hazards	Raw Risk			Control Measures For each of the identified list the control measures required to eliminate or reduce the risk so far as reasonably practicable	Residual Risk			Comments/Responsibilities
		L	C	R		L	C	R	
					Take up slack slowly and allow the strain to be taken up gently and stop lifting when the vessel is just clear of its supports. At this point check lifting wire and strops and make sure that they are clear and that the load is evenly balanced before lifting the vessel any further. Not lift vessels higher than is necessary to allow the cradle/ trailer to be removed or to clear the dock				
Shut Down Procedures Trip slip fall Head knock Damage Deterioration	Person waling into unstowed hook Damage displacement of lifting chains through movement under wind or weather conditions Damage to pendant hanging through movement under wind or weather conditions Unauthorised use.	3	4	20	Lift the hook to the park position under the horizontal jib Store the horizontal jib so that it is pointing east towards the hardstand. Place the hand held control unit in its enclosure. Ensure that the wharf area is left in a tidy condition and free from obstructions for the next person. Isolate the crane in the club house. Immediately report any defects or concerns to the Club office and note these in the 'maintenance log' located on the reception counter.	1	4	11	Authorised person to operate in accordance with the crane operations instructions at all times