

John Henry Group	JHG Operations Method Statements	
Reference Number: PRO-JHG-MS201	Version Number: 2	
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Document Owner: Head of Health & Safety	Approved By: HSEQ Director	

F-JHG MS27: Safe Use of Winches

Scope of Works

Safe Use of Winch:

Note: A Site-Specific POWRA Plan shall be completed prior to commencement of works. The particular hazards associated with this task are documented in the library of Risk Assessments.

Sequence of Works

- Park vehicle safely.
- Ensure that a HSEQ Manual is on site, together with complete job pack
- Check and ensure that all relevant site access permits, safety cards and paperwork is available on site and correct before commencement of works.
- Check and ensure that all plant and machinery are in good working order, have up to date certification and the operators have the compliant and in date licenses
- Check that client and relevant persons are informed and agree commencement date
- Check that all required materials are available and on site when required.
- Ensure that Briefing and Toolbox talk documents are available.
- Ensure that the site has been booked in to upon attendance (site provider requirement, check job pack)
- Check site for potential hazards and note on POWRA. Rectify if possible. Mark danger area & inform crew regarding potential hazard.
- Place emergency equipment (fire extinguisher & first aid kit) in designated area.
- Select an appropriate Traffic Management plan.
- Ensure that all PPE is available, has been checked and is in good working order prior to carrying out any activities.
- Ensure that all relevant and appropriate Health and Safety Barriers & traffic management signage are in place before commencement of work.
- Only staffs that have attended the appropriate cabling course should be permitted to operate the winches used for cabling (and cable recovery).
- A second man should be detailed to safeguard the winch operator from any interruptions which might interfere with the operator's concentration on the winching operation.
- He should ensure that there is no build-up of discard rope around the operator's feet.
- He must do nothing to impair the operator's concentration whilst winching is in progress, or approach within 1 metre of the capstan or jointing chamber.
- Only one man, the winch operator should control the winch.

Safe Preparation at Site:

When the winch is in position apply the hand brake

- Start the engine, engage the capstan drive, and operate the emergency stop. If either the capstan fails to stop, or the emergency stop control does not remain in the operated position the winch must be withdrawn from service.
- If the winch needs to be anchored, the ropes or chains used should be attached to the tie-back shackles and pre-tensioned to minimise any movement of the winch under load. If the truck is used as an anchor the brakes must be applied firmly.
- Lower the stabilizer jack and screw down firmly

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Safety during cabling:

- The hand-held end of the rope must always leave the top of the capstan.
- The operator must stand at least 1metre from the capstan
- Never wind the rope around the hands or any part of the body
- Never wear Loose Clothing when operating the winch
- Never exceed 2.25 Turns of rope on the capstan when using Draw rope
- When using the cabling rope wrap 3.25 turns on the capstan.
- If the winch continues to pull with no hand tension applied. Disengage the Capstan Drive, remove one turn of the rope and repeat the test.
- If the rope becomes snagged for any reason release the hand-held end immediately and step clear. Approach the Emergency stop control from a safe direction and operate to stop the capstan. Never attempt to Free a Snagged Rope while the Capstan is Rotating
- If the cabling rope begins to slip with 3.25 turns, extra turns may be added One at a Time. The capstan should be stopped before adding an extra turn. Capstan must not engage rope when free end is released.
- Extra care should be taken to ensure that the winch operator retains full control when there are more than 3.5 turns of cabling rope on the capstan. If the hand tension falls to a low-level extra turn must be removed.
- To stop winching at the end of the pull, release the hand tension on the rope, disengage the capstan drive and stop the engine.

Steadying Jacks:

- ☐ The screw type quick release jacks are fitted at the rear of the winch and are used when cabling to relieve the wheels and road springs of vertical winching loads. The jacks are fitted one on each side of the trailer to the rear extension of the chassis side members. They should always be fully retracted when not in use. The jacks are operated by pressing down on the studded wheel with the foot then screwed down by rotating the studded wheel to raise the chassis and relieve the load on the trailer suspension. The jacks are retracted either by turning the studded wheel in the opposite direction or by pressing the quick release stud on the side of the body. The jacks are self-locking in any position.

Performance

- Low Speed. In low speed the winch will provide a maximum line pull of 2.54 tonne (2.5 ton) at a maximum rope speed of 8.23 m/min (27 ft/min.)
- High Speed. In high speed the winch will provide a maximum line pull of 0.76 tonne (0.75 ton) at a maximum rope speed of 31.1 m/min (102ft/min)
- Towing. There trailers are designed to be towed on the public highway at speeds up to a maximum of 40 mile/h.

Emergency Stop Control:

- This is mounted on the rear face of the trailer canopy on the left-hand side of the trailer and above the capstan.
- It is operated by pressing on the knob which is coloured red as is the face of the mounting plate which bears the words "PUSH STOP" in large, raised letters.
- This control is the normal means of stopping the engine.

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Gear Changing:

To select any gear: -

- Move the engine speed control to the SLOW position
- Move engine clutch lever to “OUT” position
- Move gear lever to engage required gear
- Move engine clutch lever to “IN” Position
- Adjust engine speed.

if the neutral position in the gearbox is selected the clutch level should be left in the “OUT” position and the engine speed control at “SLOW”.

Method of Use

Horizontal Pulling. When pulling horizontally the winch must be restrained either by coupling to the towing vehicle or, exceptionally by ropes or chains to a convenient anchorage point. Restraining ropes or chains should be attached by shackles to two eyes fitted at the front end of the trailer chassis. The winch should be positioned so that its longitudinal axis is approximately in line with the anticipated direction pull.

The rope sheave should be adjusted to the line of pull. The winch is not designed to resist horizontal pulls where the line of pull is from the side of the winch. This mode of operation can be dangerous and must be avoided.

Vertical Pulling. The winch must be positioned so that the capstan is over the manhole shaft. The rope guiding sheaves will not be required and should remain in the stowed position.

Jacks. Suitable wooden blocks should be placed under the jacks as necessary to spread the load on soft ground, or to enable the jacks to be screwed down firmly, thus relieving the trailer suspension springs from the cabling load.

Storage:

All materials will be stored on the lorry with the auger attachment

Plant & Equipment and Certification Required

1. Operatives shall be fully trained and be in possession of calibrated equipment and the correct task specific PPE.

Staff Involved and Certification Required

Only trained & authorised personnel shall be permitted to carry out works. A minimum of two work team member will be on site at all times, no lone working permitted.

Access and Egress Points

Only permitted access/egress points will be used. Vehicles will be parked in a suitable location, causing no obstruction to the site provider/ or adjoining users. Any directions / instructions issued by the site provider, as detailed in the site survey will be adhered to.

Interface with Public

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Access is generally arranged by the office and arrangements conveyed to the Supervisor/PDMs. All required third party notification / procedures will be addressed by the Supervisors/PDMs. Work area will be cordoned off to prevent unauthorized access. Appropriate signage will be erected.

Signage:

A Traffic Management Plan will be completed prior to work commencement & a traffic management plan set up on site including Traffic Management Signage & Barriers. The traffic management plan is a way of planning and ensuring road users can move safely through/around the site while at the same time keeping construction workers safe.

Working hours

Normal Working Hours will be 07.00-19.00. Where an emergency Call out is required the working hours may be altered to suit the customer requirements. This timing will be agreed between the project manager and the service provider.

PPE

Safety Boots, Helmet, Gloves, Hi Viz Clothing, Eye protection (as required), Ear protection (as required), Dust Mask (as required)