### Purpose

To reduce the risks associated with winching activities.

### Responsibilities

* Master – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
* Crew – Follow the procedure below at the direction of the vessel master.

### Procedure

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| **Step** | **Winches** |
| **1.** | Thoroughly inspect winches prior to your trip. Look for signs of corrosion, frays in cables or ropes and cracks in the housing/mounts. |
| **2.** | Ensure winch brake is working properly. |
| **3.** | Crewmembers must maintain a safe distance from the winch while it is in use. |
| **4.** | Only experienced crewmembers are to control the winch and work in its immediate vicinity. |
| **5.** | Be mindful of the load rating of the winch and ensure it is not exceeded. |
| **6.** | Install guides on winches to avoid having to manually guide the cable or rope. Manual guiding significantly increases the risk of a crewmember being caught and pulled into the winch. |
| **7.** | Ensure you have an agreed upon procedure for shutting down the winch when a jam or tangle occurs. All crewmembers working near the winch should be aware of this procedure. |