

JOB SAFETY ANALYSIS

Offshore crane personnel transfer

SAMPLE FORM • ADAPT TO YOUR OWN SITE

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Document owner	Quality & Safety Coordinator	Approved by	Chief Operating Officer

A sample job safety analysis offered by Billy Pugh Company as a starting point. Adapt it to your own site, equipment and procedures. It does not replace your own risk assessment, permit to work or the instructions for the transfer device in use.

1. JOB DETAILS

	Analysis by	Approved by
Activity: personnel basket transfer	Position:	Position:
Location:	Signature:	Signature:
Main disciplines: all	Date:	Date:
Other disciplines:		

2. SAFETY EQUIPMENT REQUIRED FOR THIS TASK

Item	Req.	Item	Req.	Item	Req.
Hard hat	X	Gloves (rubber)		Fire extinguisher	
Safety boots	X	Work vest	X	Personal night strobe	X
Safety glasses	X	Safety harness		Man overboard (MOB) boat	X
Gloves	X	Lifejacket		Radio	X
Permit to work		Goggles / face shield		Lock-out tag-out	
Chemical suit		Barriers		Audible warning	
Scaffolding		Torch			

3. JOB STEPS, HAZARDS AND SAFE PROCEDURE

Job step	Potential accident or hazard	Recommended safe job procedure
1. Basket	Poor condition of the transfer device	1. Carry out the pre-use check before use (for the X-904, see BPC-GUI-X904U and the pre-use checklist). 2. Confirm the certification is in order and the device is within its inspection and refurbishment intervals.
	Device incorrectly hooked on to the crane	1. Confirm the load line, sling and stabilizer are correctly fitted to the crane hook and the hook safety latch is in place. 2. Confirm at least one snag-resistant tag line is connected to the underside of the device.
2. Personnel being transferred	Personnel tracking	1. Confirm everyone transferring has proper work identification.
	Personnel use improper technique	1. Confirm everyone has been trained or instructed in offshore crane personnel transfer. 2. An experienced person should ride with the device if other

Job step	Potential accident or hazard	Recommended safe job procedure
		passengers are inexperienced.
	Too many passengers	1. Do not exceed the rated number of persons or the working load limit of the device.
	Passenger is not confident, or is worried about his or her safety or ability to make the transfer	1. Supervisor assesses the passenger's confidence and fitness and reminds them that transfer is voluntary (stop work authority). 2. A passenger who is unsure should refuse the transfer.
3. Crane	Unsuitable crane	1. Use only cranes suitable for personnel lifting. 2. Confirm regular maintenance. 3. Confirm free-fall or non-powered lowering mode is deactivated.
	Crane operator	1. The crane operator performing the lift is experienced and competent in personnel transfers. 2. The crane operator has a good line of sight at the take-off point, along the line of travel and at the landing site. 3. The crane operator has radio communication with the banksman and the device. 4. The transfer is performed smoothly. 5. The device is moved over the water immediately after take-off.
4. Travel path	Unsuitable take-off point	1. Take-off point is in an open area, free of obstruction and fully visible to the crane operator.
	Other lifting operations	1. The supervisor confirms no other lifting activity will interfere with the lift or the safety of the passengers.
	Obstructions or restrictions between take-off and landing points	1. A clear lift path is determined before any decision to transfer. Potential obstructions are discussed by everyone involved. No lift takes place if the device cannot be transferred safely.
	Unsuitable landing point	1. A clear landing area is established before any transfer. 2. The landing point is in an open area, free of obstruction and fully visible to the crane operator. 3. The landing area is large enough for a safe landing and disembarkation.
	Landing area is outside the reach of the crane	1. Check the required radius and lift height before the transfer.
5. The transfer	Crane lifts before passengers are ready	1. The crane operator has a clear view of the device and passengers. 2. The crane operator starts the lift only on the banksman's instruction. 3. The banksman checks the passengers are ready before instructing the crane operator. 4. Radio contact is established between crane operator and banksman.
	Device swings because vessel movement puts its center of gravity off the crane hook	1. Crane operator and banksman check and compensate before starting the lift. 2. Rigger controls movement with the tag line. 3. Passengers stay alert to swing.
	Passenger falls from the device	1. Passengers hold on with both hands, interlocked. 2. Passengers do not wave, take photographs or do anything else that puts others at risk. 3. Passengers wear flotation devices.

Job step	Potential accident or hazard	Recommended safe job procedure
	Luggage falls	1. Unless the device is designed to carry light luggage (as the X-904 is), luggage goes on a separate lift in a cargo basket.
6. The landing	Crane lowers the device too fast	1. Crane operator and banksman have a clear view of the passengers, the device and the landing area. 2. Passengers keep knees bent before landing to reduce landing shock.
	Passengers step off too early	1. Passengers wait until the device is lowered onto the landing area before stepping off.
	Device touches down, then is raised by vessel heave	1. Crane operator allows enough slack to compensate for vessel movement. 2. Passengers are ready to react and step off.
	Too much slack in the lifting sling	1. Crane operator and banksman monitor slack. 2. Passengers step off as the device touches down.
	Passenger injured after stepping off	1. Do not step off too early. 2. Watch where you put your feet. 3. Do not hold on to the device after stepping off; vessel movement could raise it unexpectedly. 4. Move away from the device immediately; vessel movement could raise it and swing it toward passengers.

4. REVISION HISTORY

Rev.	Date	Description of change	Issued by
0	27-OCT-2026	First issue under a controlled document number. Source: uncontrolled four-page "Job Safety Analysis - Offshore Crane Transfer" published on billypugh.com. Steps and controls unchanged in substance. Typographical errors corrected; "inspect condition of basket" aligned with the pre-use check in BPC-GUI-X904U; inspection and refurbishment intervals added to the certification check; passenger limit stated as rated persons and working load limit.	R. Siqueira, CEO

5. APPROVAL

	Name and title	Signature or record	Date
Prepared by	Rodrigo Siqueira, Chief Executive Officer		27-OCT-2026
Approved by	Ray Coleman, Chief Operating Officer	Approved verbally to the CEO	27-OCT-2026