



Koolewong Marina

Contractor Information
and
Registration Package

Introduction

Koolewong Marina Pty Ltd (comprising the Marina, buildings and grounds) complies with the Occupational Health and Safety Act 2000 and the Protection of the Environment Operations Act 1997 to ensure the safety and well being of all employees, visitors, guests, contractors and for the protection of the environment. In support of this commitment, contractors conducting business at the site have an obligation to comply with Koolewong Marina policies and procedures.

In this document we outline your responsibilities, obligations and rights. **Management reserves the right to refuse entry to any contractor who does not fully comply with the requirements set out in this document.**

Registration

Why:

With the current strict Environmental Legislation, WH&S, Insurance and Liability issues, the Koolewong Marina is required to ensure that all contractors understand their rights and accept their responsibilities in these matters. **Only legitimate businesses with adequate insurance cover are allowed to provide Subcontractor services at our facility.**

When:

Once this document is read, understood, application form signed, and all required information is provided and approved, **you and each of your employees will be required to register at the marina office “in” and “out” every day you visit our facility.** You will record the boat details you are working on, and specify the **type** of work you will be doing. **Approval is only granted for your specified core business service, which must be complimentary to services currently provided by the Marina.**

Who:

It is important that each employee of your business understands the registration

procedure, and acknowledges the conditions. We request that all contractors register with us prior to job commencement, even if your services are arranged through our on-site tenants, or directly through the boat owner.

Duration:

Your registration with Koolewong Marina will be valid for the duration of your insurance cover (refer to specific insurance requirements). It is important that you provide us with updated insurance documents when applicable.

Cost:

Currently we do not charge for registration however this is subject to review. A fee may apply per day of work at the marina. Please discuss this with the Marina office.

Disclaimer:

Koolewong Marina reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

Please Note: Any New South Wales Workplace Health, Safety & Environmental Legislation or other applicable Statutes will take precedence over the following conditions.

Required Information

The Marina requires outside contractors to provide the following Certificates of Currency (copies must be provided with your registration);

- **Public Liability Insurance**
(a minimum value AUD\$10 million)
- **Ship Repairers Liability Insurance**
(a minimum value AUD\$10 million)
- **Workers Compensation Insurance**
(unless sole trader)
- **Personal Accident Cover**
(this particular insurance is only required for Sole Traders who do not hold Workers Compensation Insurance)
- **Trade Qualifications**
(must show evidence of qualification for all personnel, for tasks that require such competencies)
- **BIA Marine Card**
This is compulsory, Information about the Marine Card is available from www.bia.org.au

These requirements apply in full to all work done at Koolewong Point Marina. Contractors will not be allowed to commence work at the Marina until such time as the necessary certificates are provided.

A separate **Safe Work Method Statement (SWMS)** is required for all work that could potentially harm the environment, threaten personal safety or cause damage to property. Refer to the **Safe Work Method Statement (SWMS)** template provided in this package.

For regular contractors who perform re-occurring jobs, a generic SWMS, or risk assessment, indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This generic document could be supplemented by individual SWMS for less frequent jobs.

Health & Safety

Contractors are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted.

Accidents and Incidents

Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to Marina staff.

Any person requiring first aid treatment is to contact Marina Management.

Safe Work Method Statement (SWMS)

The contractor is required to provide a risk assessment (SWMS) prior to commencing any job that involves a certain risk to marina property, vessels or the environment. SWMS forms are available at marina administration.

Compressed Air / Cylinders

Safety valves are to be utilised in the use of compressed air. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

Confined Space Entry

A Confined Space Entry Permit must be issued to the contractor by the Marina prior to entering a confined space.

Diving Work

No diving work whatsoever is permitted on the Marina. All diving work MUST be approved by the Marina Management.

Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested (expires in twelve months) and tagged before being used at

the Marina. Any equipment supplied and/or installed by your organisation at the Marina must be tested and tagged before 'handing over'. On arrival on site, or during your work at the Marina, your electrical equipment may be inspected by a Marina representative. Extra care must be exercised during and immediately following periods of rainfall. Electrical leads must be switched off at the point of power supply and removed when not in use. Extension leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and the water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adapters and piggyback plugs are not to be used. Where possible, use battery powered tools.

If electrocution occurs **DO NOT TOUCH** the victim unless you have been able to turn off the power supply. Call **000** and notify marina staff.

Explosive-Powered Tools (EPT)

An Explosive-Powered Tool (EPT) uses an explosive charge to drive a fastener against, onto or through building materials. EPTs are not to be used at this Marina without prior consultation with the Marina Manager/Supervisor. The Marina Manager will set strict conditions for the use of such EPT when deemed that such tool is required to perform a specific job. EPT may then only be used by a qualified tradesman, following WorkCover's safe-use guidelines "Operators of Explosive-Powered Tools" (refer to www.workcover.nsw.gov.au)

Petroleum Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in satisfactory approved safety containers. Contractors are to ensure that adequate ventilation is provided when using petrol or

diesel powered equipment and that sufficient non-smoking signs are displayed. Never use fuel powered equipment in an enclosed space.

Fire Hose Reels (FHR)

Fire hoses are not to be used for any purpose other than for fire fighting. This is a WorkCover NSW requirement.

Hazardous Substances

A **Material Safety Data Sheet (MSDS)** for all substances brought and used onsite must be available upon request by the Marina. All users must be familiar with, and understand the first aid and control measures required.

Hot Work / Welding

A Hot Work Permit must be obtained by a qualified tradesman prior to any work commencing. Adequate fire protection must be provided. A suitable fire extinguisher must be readily available or securely attached to each electric or oxyacetylene or Oxy-LPG welding plant brought on site. Welding operations must be screened to protect all personnel against flashes. All gas cylinders, including propane, must be restrained i.e. in a trolley. Appropriate trade qualifications must be presented with your Hot Work Permit.

Machine Guarding

No machinery, hand tool or other equipment is to be used without effective guards.

Personal Protective Equipment and Clothing

Appropriate personal protective equipment and clothing, including shoes, must be worn at all times.

Working at Heights

Any working platform must conform to the relevant Standards. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable. Ladders must be of industrial standard and be tied off at the top. No one is permitted to work from the top step of a ladder including freestanding industrial ladders. It is advisable to always have one hand holding the ladder and the ladder must not be used as a work platform. Safety harnesses must be worn and properly secured at heights greater than 2 metres and must always be worn in cherry-pickers and other mobile working platforms, and when working atop flybridge cruisers.

Environmental Considerations

Any work undertaken on the Marina facility that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. Any contractor found in breach of Environmental Legislative Requirements will be suspended from the marina immediately. Any penalties and/or costs incurred by the marina as a result of a contractor's breach of Environmental Legislation will be recovered from the contractor. **It is the contractor's responsibility to determine whether or not the activities that they are to undertake on the marina could result in a pollution incident.** If any doubt exists, consult with the Marina Manager before commencing your work.

Mechanical Repairs and Servicing

Any mechanical repairs and/or engine servicing are to be conducted in such a manner as to prevent any oil or waste oil products from entering the vessel's bilge, into the water, or waste water collection system. **All** chemicals need to be banded.

Noise and Fumes

All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes.

Painting and Antifouling

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting is not

permitted by the Marina. All residues from such operations are to be disposed of correctly, in accordance with Environmental Legislation. Under no circumstances is residue to be placed in the Marina's waste bins, unless prior approval has been gained from the Marina. Spillages are not to be hosed down into the water or drains.

Refueling Activities

Refueling of vessels noty permitted on the Marina. These restrictions are in place to safeguard the marina and the environment from the risks associated with refueling. Designated fire fighting equipment and spill kits are available. Marina staff are trained in emergency response procedures.

Washing of Boats (including Detailing)

When washing and cleaning boats, care is to be taken to minimise the amount of run off that goes into the water. Only appropriate bio-degradable detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

Waste

No waste should be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fiberglass dust, oil or oil based products and oily bilge water. **Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste is to be taken off-site by the contractor.**

General

Contractor Activities

Contractors are only to carry out activities they are lawfully able to perform in New South Wales.

Damage

Marina property damaged by a contractor will be repaired at the contractor's expense.

Discipline

The Marina reserves the right to refuse access to any contractor.

Dress and Conduct

Contractors are to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the marina. Contractors must at all times conduct themselves in an acceptable manner. Loud, coarse, or abusive language and music will not be tolerated.

Housekeeping

Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residue are to be disposed of correctly. The marina structure and walkways are to be kept clear at all times. It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with a Marina representative. A clean up fee may apply.

Courtesy Trolleys

These are provided for the convenience of boat owners only. **Courtesy trolleys are not to be used by contractors.**

Car Parking

Contractors must park where directed by management.

Marina Operating Times

The marina operating hours are 9:00am to 5:00pm. Any work undertaken by contractors outside these times, or on weekends, is to be by prior arrangement only.

Power supply

Under no circumstances is a contractor to unplug any vessel's power supply to operate power tools or accessories. Permission must be given by the vessel's owner or marina management.

Smoking

Smoking is not permitted on marina piers or inside buildings. Dispose of cigarette butts in the bins provided. Always be considerate of non-smokers at this facility. Observe "No Smoking" signs.

Advertising

Contractors are prohibited from distributing promotion or advertising pamphlets, business cards or samples whilst working at our facility. See management/office regarding acceptable distribution.

Alcohol

The Marina is committed to providing and maintaining a safe environment, free from drugs and alcohol. Contractors shall not possess, consume or be under the influence or effects of illegal drugs or alcohol while undertaking work at the Marina.

How to Apply

Once you have read and understood the content of this Information Package, complete the Contractor Registration Application Form, and sign the Contractor Declaration. Use the Application Checklist to ensure all relevant information is supplied with your application. Incomplete applications may delay the approval of your application. Please allow at least two (2) working days for processing of your application.

We have included a template for the Safe Work Method Statement (SWMS) form in this Registration Package. If you require additional copies please contact marina administration. Also, if you require assistance completing the SWMS or any part of your application form, please contact the Marina Manager.

We suggest you keep this Contractor Information Package for your records.

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