

SYDNEY SUPERYACHT MARINA PTY LTD



Contractors Registration Package

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Introduction

Sydney Superyacht Marina Pty Ltd complies with the Work Health and Safety Act 2011 and the Protection of the Environment Operations Act 1997 to ensure the safety and well being of all employees, visitors, guests and contractors and for the protection of the environment. In support of this commitment contractors conducting business at Sydney Superyacht Marina have an obligation to comply with the marina policies and procedures. In this document we outline your responsibilities, obligations and rights. Parts of this marina are private property, and as such Management reserves the right to control who is welcome, and who is not.

This privilege is offered to reputable contractors who have accepted our conditions, registered with the office and who will respect our facility.

Registration

Why:

With the current strict Environmental legislation, WH&S, insurance and liability issues, Sydney Superyacht 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 the privilege to provide their services to our customers, at our facility.

When:

Once this document is read, understood, signed, and all required information is provided, you will be required to electronically register "in" and "out" every time you visit our facility by using your BIA Marine Card number on the BIA tablet.

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.

Cost:

Currently we do not charge for registration; however this is subject to review.

Duration:

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

Disclaimer:

Sydney Superyacht Marina Pty Ltd 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. The details within this registration package are subject to change and will be updated to conform to legal requirements and site changes.



Required Insurance Information

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

- **Public Liability Insurance** (minimum value AUD \$10 million)
- **Ship Repairers Liability** (minimum value AUD \$10 million) and
- **Workers Compensation Insurance** (unless Sole Trader)

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

For Sole Traders we request a copy of your Personal Accident Cover.

A separate **Risk Assessment** and **Safe Work Method Statement** (See page 11 and 12) is required for all work that could potentially harm the environment, threaten personal safety or cause damage to property.

For regular contractors who perform re-occurring jobs, a generic SWMS or JSA indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This generic document could be supplemented by individual SWMS's 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, injury, or environmental harm, or threatens environmental harm, must be reported immediately to Sydney Superyacht Marina staff.

Any person requiring first aid treatment is to contact the Marina Office or Marina Attendants office. The closest Defibrillator is located at the 1st floor reception in the NSW Maritime building.

Job Safety Analysis (JSA's or SWMS)

The contractor is required to provide a risk assessment (Job Safety Analysis or Safe Work Method Statement) prior to commencing any job that involves a certain risk to marina property, vessels or the environment. JSA forms are available at the marina office.

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

Confined spaces must only be entered by appropriately trained and qualified persons. Relevant permits and notifications of such works must be provided to the Sydney Superyacht Marina office prior to entry to a confined space.

Electrical

Electricity and water are a lethal combination. All electrical equipment must be tested (expires in twelve months) and tagged before being used at Sydney Superyacht Marina. Any equipment supplied and/or installed by your organisation at Sydney Superyacht Marina must be tested and tagged before 'handing over'. On arrival on site, or during your work at Sydney Superyacht Marina your electrical equipment may be inspected by a Sydney Superyacht 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.

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

Explosive-powered tools are not to be used at Sydney Superyacht Marina.

Fuel

Where petrol or diesel powered equipment is used at Sydney Superyacht Marina, fuel must be stored in satisfactory 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.

Fire hoses

Fire hoses are not to be used for any purpose other than for the fighting of fires. This is a Work Cover NSW requirement.

Portable fire extinguishers are also stored in the red fire hose reel boxes on the floating marina. In addition to portable fire extinguishers, Grapple anchors are also stored in the red fire boxes closest to the marina gangways; these are to be used to secure vessels where lines or ropes are at risk of burning through if safe to do so.

Hazardous substances

A Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by a Sydney Superyacht Marina representative. All users must be familiar with, and understand the first aid and control measures required.

Hot Work / Welding

Adequate fire protection must be provided. A suitable fire extinguisher must be 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. A Hot Work Permit must be completed prior to any indoor welding commencing. Permission must also be sought prior to any grinding or cutting works using a powered grinder no matter what size.

Machine guarding

No machinery, hand tool or other equipment is to be operated 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 and secured on even ground at the bottom. 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 2.4 meters and must always be worn in cherry-pickers and other mobile working platforms. Safety harnesses must be worn and properly secured when working atop flybridge cruisers.

Environmental considerations

General

Any work undertaken at Sydney Superyacht Marina 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 incurred by Sydney Superyacht 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 at the marina could result in a pollution incident. If any doubt exists, consult with the Sydney Superyacht Marina Manager before commencing your work.

Mechanical repairs and engine 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 or from being spilled into the water.

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 work

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting are only to occur in the designated boat maintenance area. All residue from such operations is 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 Manager.

Spillages are to be contained and cleaned up immediately and the marina office informed.

Re-fuelling activities

Re-fuelling of vessels is only permitted with single event specific permission from the Marina Office and must be organized at least 24 hours prior.

Refueling vessels or petrol-powered equipment using portable fuel containers (i.e. jerry cans) is not permitted at our Marina. These restrictions are in place to safeguard the marina from the risks associated with refueling. Designated yellow spill kits are located on the marina. Marina staff are trained in emergency response procedures.



Washing of boats

When contractors are 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 soaps and detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

Any water restrictions must be adhered to by the contractor.

Waste

No waste must 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. Waste bins are provided on the wharf and larger volumes of waste or chemical waste can be dealt with by contacting the Marina Office or Marina Attendants. We expect contractors to recycle waste where appropriate (paper and cardboard, glass and general waste).

Sydney Superyacht Marina has facility for the collection of waste oil and used lead acid batteries. Other products such as scrap metal (including anodes), acids and all other harmful waste generated by the contractor are to be taken off-site by the contractor. Any delivery crates and or packaging remain the responsibility of the contractor and Sydney Superyacht Marina may seek to apply reasonable charge for disposal of excessive waste.

General

Damage

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

Discipline

Sydney Superyacht Marina reserves the right to refuse access to any contractor.

Dress and conduct

Sydney Superyacht Marina reserves the right to ask contractors 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 a manner acceptable to Sydney Superyacht Marina. Loud, coarse or abusive language 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. They are not to be placed in the marina's rubbish bins. The carpark, marina pontoons 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 Sydney Superyacht Marina representative.



Courtesy trolleys

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

Power supply

We recommend the use of battery powered electrical hand tools. If you require to plug into a pedestal on the marina you must use a portable earth leakage device (RCD).

Under no circumstances is a contractor to unplug any other vessel's power supply to operate power tools or accessories.

Hoses

Water hoses located on the marina belong to marina customers. They are not for general or contractor use. If you require the use of a hose please bring your own. If in doubt, contact a Marina Attendant.

MARINA operating times

The Marinas operating hours for contractors are 8am to 5:00pm, Monday to Friday except for Public Holidays. Any work undertaken by contractors outside these times is to be by prior arrangement only.

Smoking

Contractors are to ensure that 'no smoking' areas are observed. Sydney Superyacht Marina is a smoke-free environment.

Workshop

The Sydney Superyacht Marina workshop is a restricted area and not available for contractors use.

Advertising

Contractors are prohibited from distributing promotion or advertising pamphlets, business cards or samples whilst working at our facility.

Alcohol

Consumption of alcohol by contractors or staff is only permitted once works have been completed, and all tools have been packed up.



Contractors declaration

I hereby apply for registration as an approved contractor at Sydney Superyacht Marina Pty Ltd.

I acknowledge receiving and understanding Sydney Superyacht Marina Pty Ltd Terms & Conditions regarding Health, Safety and Environmental Requirements and should my application be successful, I agree to abide by them.

I declare the information that I have provided is accurate and true.

I further agree to ensure that all of my employees, agents or sub-contractors are fully aware of these requirements and obligations and shall abide by them at all times.

Company or Trading Name: _____

ABN: _____

Address: _____

Details of Parent Company (If applicable): _____

Core Business:

Please print name: _____ Contact phone: _____

Email: _____

Date: _____ Signed: _____

The Contractor shall be liable for, and shall keep OWNER indemnified against, any legal liability, loss, claim or proceedings for personal injury to or death of any person, or for injury or damage to property or for any penalties incurred as a result of any direct or indirect act of the Contractor or its employees, agents or subcontractors.

Listed Employees:

Name	BIA Marine Card #	Mobile number



For office use only

Contractors' Insurance details

Sydney Superyacht Marina recommend that you upload your contractor's details, relevant insurance documentation and your SWMS onto your BIA Access Management System. For more information visit <http://www.marinecard.org.au/>

a. PUBLIC LIABILITY current copy on file

Insurance Company

Policy Number

Expiry Date

Value:

b. SHIP REPAIRERS LIABILITY current copy on file

Insurance Company

Policy Number

Expiry Date

Value:

c. WORKERS COMPENSATION current copy on file

Insurance Company

Policy Number

Expiry Date

Notes: *(list any discussions, warnings / reminders and follow-up conversation if insurance details are incomplete)*

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Risk Assessment

The contractor is required to provide a risk assessment (Safe Work Method Statement or Job Safety Analysis) prior commencing any high risk work or a job that involves a certain risk to Sydney Superyacht Marina property, personal safety or the environment.

SAFE WORK METHOD STATEMENT FORM			
Date			
Contractors Business Name			
Employees name			
Boat details			Berth location:
Description of Activity (summarise)			
Activity	Potential Hazards / Risks	Risk Control Measures	Responsibility
List the critical steps in this activity in the sequence that they are carried out	Against each step list the hazard that could cause personal injury, damage or environmental harm (if applicable)	List the control measures required to eliminate or minimise the hazard or risk	Write the name of the person responsible to implement the control measure identified



SAFE WORK METHOD STATEMENT FORM - page 2

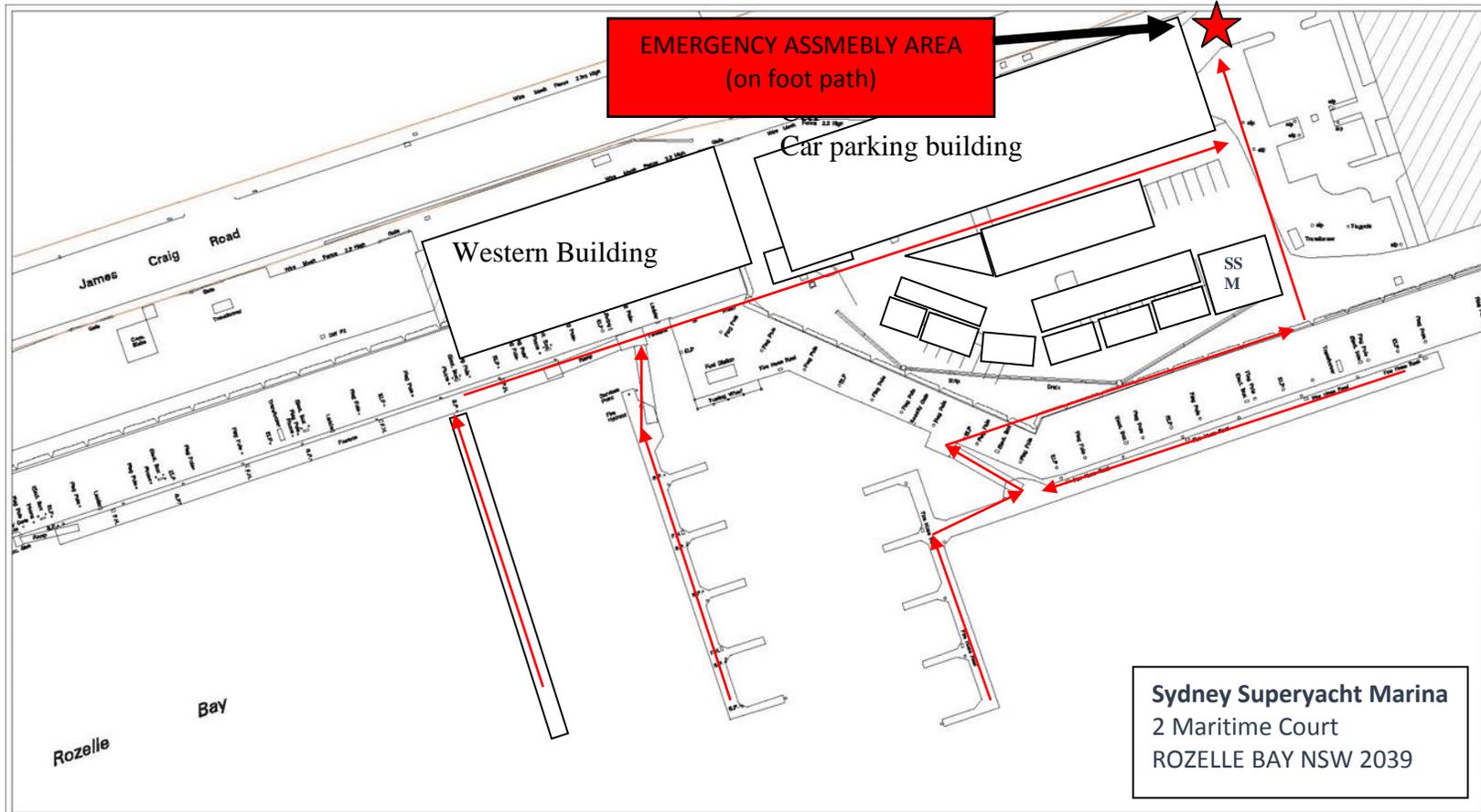
Personal Protective Equipment required (tick the appropriate box)			
<input type="checkbox"/> Gloves	<input type="checkbox"/> Protective clothing	<input type="checkbox"/> Hearing protection	<input type="checkbox"/> Other:
<input type="checkbox"/> Safety glasses / goggles	<input type="checkbox"/> Safety footwear	<input type="checkbox"/> First Aid kit	
<input type="checkbox"/> Face shield	<input type="checkbox"/> Respirator	<input type="checkbox"/> safety harness and strong point	
Environmental & Safety precautions that must be taken when appropriate (follow Best Management Practice)			
<input type="checkbox"/> disconnect power supply (12V, 24V and/or 240V) and tag "do not operate" for the duration of your service	<input type="checkbox"/> ensure residual current devices are fitted to each power outlet, check functionality of RCD's		
<input type="checkbox"/> keep all chemicals in spill proof containers	<input type="checkbox"/> observe strict NO SMOKING		
<input type="checkbox"/> use dust extraction systems	<input type="checkbox"/> have fire fight equipment within reach		
<input type="checkbox"/> place mats underneath work area to collect shavings / dust	<input type="checkbox"/> ensure adequate ventilation when working in confined spaces		
Completed by (print name):		Signature:	

Registered employees of the contractor

Employee name	Contact No	Registration date	Date of expiry



Sydney Superyacht Marina - Emergency Assembling Area





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I declare the information that I have provided is accurate and true.

I further agree to ensure that all of my employees, agents or sub-contractors are fully aware of these requirements and obligations and shall abide by them at all times.

Company or Trading Name: _____

ABN: _____

Address: _____

Details of Parent Company (If applicable): _____

Core Business:

Please print name: _____ Contact phone: _____

Email: _____

Date: _____ Signed: _____

The Contractor shall be liable for, and shall keep OWNER indemnified against, any legal liability, loss, claim or proceedings for personal injury to or death of any person, or for injury or damage to property or for any penalties incurred as a result of any direct or indirect act of the Contractor or its employees, agents or subcontractors.

Listed Employees:

Name	BIA Marine Card #	Mobile number