

SYDNEY SUPERYACHT MARINA PTY LTD



Contractors Registration Package



Introduction

Sydney Superyacht Holdings 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 wellbeing 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, provided the required documents 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 and detailed SWMS's are allowed the privilege to provide their services to our clients, at our facility.

When:

Once this document is read, understood, signed, and all required information is provided, you will be required to electronically "sign-in" and "sign-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 Holdings 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 \$**20** million) (increased since 1 July 2019)
- **Ship Repairers Liability** (minimum value AUD \$**20** 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** or **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, qualified or appropriately trained to undertake 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 ground floor lobby of our Western Building.

Safe Work Method Statement (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. SWMS template forms are available at the marina office. A template is also included on 11 to 14. The marina will use a checklist to review your SWMS. Your SWMS should be reviewed regularly (at least every 24 months)((or as soon as your procedures have changed.

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. Confined spaces at the marina are clearly identified.

Electrical

Electricity and water are a lethal combination. All electrical equipment must be tested (expires every twelve months) and tagged before being used at Sydney Superyacht Marina. A Certificate of Electrical Compliance must be provided for any new equipment supplied and/or installed by your business at Sydney Superyacht Marina. Strict Electrical Isolation and LOTO procedures must be adhered when terminating electrical supplies. A Permit must be completed prior to any electrical (dis)connection. No "live" electrical work is permitted at SSM.

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.

All plugs that connect to the marina's power pedestals must be "captive" plugs, meaning that they offer a screw collar that screws onto the power outlets screw fitting. These captive plugs provide a secure and weatherproof connection.



Example of a captive plug

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 SafeWork NSW requirement.

Portable fire extinguishers are also stored in the red fire hose reel boxes on the floating marina.

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 accidental spill control measures required. Contractors must carry their own spill kit so they can quickly respond to any spill emergency.

Hot Work / Welding

Hot work such as welding, soldering and grinding are **not** permitted at Sydney Superyacht Marina.

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. The marina does not allow workers to walk around on thongs or bare feet.



Personal Floatation Devices (PFD)

Falling in the water is a realistic risk when working around the marina. The Marina reasonably expects that contractors, and employees of contractors, can swim at least 50-meters. Workers who cannot swim this distance are required to wear a PFD at all times.

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Working at heights

Working at Heights is only permitted if the operator is suitably qualified and a **Permit for Working at Heights** is issued by the Marina. All tools and parts must be tethered to avoid falling. An exclusion zone must be established and monitored to avoid unauthorized access. Council permissions maybe necessary when working on public footpaths or public roads.



Ladders must be of "Platform" type and free of defects or damage. Free standing Ladders, extension ladders and A-frame ladders are not to be used on-site. The use of an Elevated Work Platform should be considered as a safer alternative to a platform ladder

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 also be worn and properly secured when working atop flybridge cruisers.

Roof Access is via an Induction and Permit system only. This will require evidence of qualifications and training.

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 a 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-fueling activities

Diesel re-fueling of vessels is only permitted with single event specific permission from the Marina Office and must be organized at least 24 hours prior. Conditions apply.

Refueling of petrol-powered equipment using portable fuel containers (i.e. jerry cans) is only permitted at our Marina once a SWMS has been submitted demonstrating that all risks are considered and control measures are in place. 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.

Chemicals

Sydney Superyacht Marina encourages the use of non-toxic and non-combustible cleaning agents, lubricants, paints, fertilizers etc instead of harsh and dangerous chemicals.

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 9am to 5pm, 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 on-site is not permitted.



Contractors declaration

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

I acknowledge receiving and understanding Sydney Superyacht Marina Holdings 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 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 the MARINA 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 |
|------|-------------------|---------------|
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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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Example of a 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.

| Section A: Complete for all Risk Assessments and Safe Work Method Statements | | | | | | | | | | | |
|--|--------------------------|--|--------------------------|-------------------------------------|--------------------------|--|--------------------------|--|--------------------------|--------------------------|--------------------------|
| Company Name: | | | | | | ABN: | | | | | |
| Operation/Task: | | | Address/Location: 2 | | | Responsible Person: | | | | | |
| Prepared by: | | | Position: | | | Date: | | | Signature: | | Review Due: |
| Approved by: | | | Position: | | | Date: | | | Signature: | | Review Due: |
| Brief description of the scope of activity or works covered by the risk assessment including significant/high risk activities: | | | | | | | | | | | |
| Assessment prepared in consultation with: | | Name | | Position | | Organisation | | Date | | Signature | |
| | | | | | | | | | | | |
| Section B: Complete for Safe Work Method Statements only | | | | | | | | | | | |
| Safe Work Method Statement | | | | Name: | | | | Number: | | Version Number: | |
| Required Resources/Trades:(list below) | | | | Training Required: | | | | Plant and Equipment Involved: (list below) | | | |
| What Permits/Checklists are Required? (tick) | | <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Electrical/Gas Isolation <input type="checkbox"/> Identification of Services <input type="checkbox"/> Hot Works <input type="checkbox"/> Working at Heights inc Working on Roofs/Ceiling | | | | | | | | | |
| List applicable legislation, regulations, COP: | | | | | | List applicable Australian Standards and GMRs: | | | | | |
| Communication Method: contractual agreement with individual employees | | | | | | Subcontractors used <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Adjacent works that may be affected <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | Coordination of work activity: | | | | Communication to other parties: | | | |
| Process and frequency of review to ensure work complies with SWMS: Once a year, or sooner if circumstances have changed | | | | | | | | | | | |
| Emergency Response: | | | | | | | | | | | |
| PPE: (tick) where applicable document specific type | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | | | | | | | | |
| | | | | WEAR PERSONAL FLOTATION DEVICES | | | | | | | |



Section D: Worker Acknowledgement (SWMS) Only

By signing this SWMS, you are acknowledging that you have read and understand the steps involved in the work activity, the known hazards, level of risk and controls that must be implemented to mitigate the risks

| Name | Signature | Date |
|------|-----------|------|
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Section E: Review

All broad risk assessments and SWMS must be reviewed when there is a change in the work environment that requires a change in the work methodology or at least every 6 mths. The review will be undertaken by the responsible person with relevant workers. All workers must re-sign on if there has been a material change in the way duties are managed.

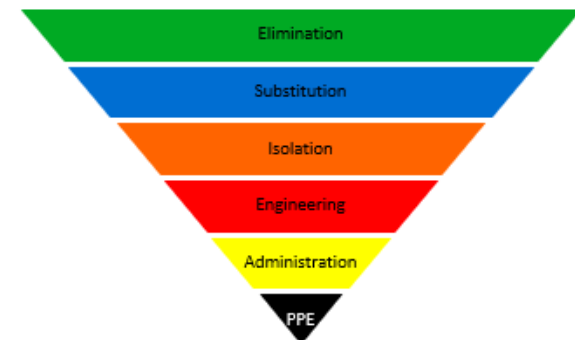
| Review details | Name | Signature | Date |
|----------------|------|-----------|------|
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| Likelihood | | Consequences | |
|-------------|--|---|---|
| | | Health and Safety | Environment/Corporate Social Responsibility |
| 5 Very High | Almost certain to occur in identified circumstances without controls Number and regularity of report incidents or risks indicates trend, expecting with near certainty it will occur again Quantified very high exposure without controls | 5 Very Large Fatality due to injury or occupational illness; kidnapping of employee; evacuation of employees due to threat of fatality | Irreversible and/or offsite damage; clean up or remedy from damage result is remediation work lasting >12 months; regulatory notification compulsory with public investigation likely; impact on local community leads to community outrage |
| 4 High | Strong anecdotal evidence that it is likely to occur in identified circumstance without any controls Number and regularity of report incidents or risks indicates trend, but not expecting with near certainty it will occur again Quantified high exposure without controls | 4 Large Permanent disabling injury or occupational illness | Long term environmental damage, pollution or degradation; discovery of environmental risk with limited offsite impacts; clean up, remediation or rehabilitation will require <36 months |
| 3 Med | May occur in identified circumstances without controls Number and regularity of incidents from risk is infrequent Quantified moderate exposure without controls | 3 Medium Lost time injury or occupational illness | Medium term environmental damage; discovery of environmental risk with limited onsite impacts; clean up, remediation or rehabilitation will require <12 months |
| 2 Low | Could occur in identified circumstances without controls 1 or 2 incidents arising from the risk Quantified low exposure without control | 2 Small Offsite medical treatment | Short term environmental damage, pollution or degradation event; discovery of environmental risk with limited onsite impacts clean up, remediation or rehabilitation will require up to 1 month |
| 1 Very Low | Highly unlikely to occur in identified circumstances without controls No evidence of incidents No quantified or known exposure to the risk without controls | 1 Very Small Onsite first aid treatment | Minor onsite environmental damage, pollution, or degradation event; clean up, remediation or rehabilitation will require <24 hrs |

| Risk Matrix | | | Consequences [Rated by impact] | | | | |
|---------------------|-----------|---|--------------------------------|-------|--------|-------|------------|
| | | | Very Small | Small | Medium | Large | Very Large |
| | | | 1 | 2 | 3 | 4 | 5 |
| Likelihood | Very High | 5 | 5 | 10 | 15 | 20 | 25 |
| | High | 4 | 4 | 8 | 12 | 16 | 20 |
| | Medium | 3 | 3 | 6 | 9 | 12 | 15 |
| | Low | 2 | 2 | 4 | 6 | 8 | 10 |
| | Very Low | 1 | 1 | 2 | 3 | 4 | 5 |
| Critical = 21-25 | | | | | | | |
| Significant = 15-20 | | | | | | | |
| Moderate = 9-14 | | | | | | | |
| Minor = 3-8 | | | | | | | |
| Negligible = 1-2 | | | | | | | |

Hierarchy of Risk Control

Consider the Hierarchy of Risk Control when selecting control actions to ensure the most effective control possible is used rather than the lower level control actions



Sydney Superyacht Marina - Emergency Assembling Area

