



JONES BAY
MARINA

— SINCE 1919 —

Contractor's registration

Introduction

Jones Bay Marina 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 facility have an obligation to comply with the Jones Bay Marina berthing facility rules. In this document we outline your responsibilities, obligations and rights. We collect and check the information you provide to ensure our customers receive the best possible workmanship from reliable tradesmen. The marina is private property, and as such Marina Management reserves the right to control who is welcome, and who is not.

Contractor's information

Contractor's Business Name	
ABN	
Contact person	
Address	
Contact phone numbers	
Email	

Core business

(description of the services your Company normally provides)

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Registration

Why:

With the current strict Environmental legislation, OH&S, Insurance and Liability issues, the Company 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 inform marina management and or security by either by phone, email or signing in at the security office each time of your intend on entering and working with in our facility.

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 job commencement, even if your services are arranged through our on-site tenants, or directly through the vessel representative.

Cost:

Currently we do not charge for registration

Duration:

Your registration with Jones Bay 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:

Jones Bay Marina Management 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.

Required Insurance Information

The 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 dollar)
- **Ship Repairers Liability Insurance** (minimum AUD \$10 million dollar)
- **Workers Compensation Insurance** (unless sole trader)

These requirements apply in full to all work done on boats on the water, including detailing. Contractors will not be allowed to commence work on boats until such time as the necessary certificates are provided. A separate **Risk Assessment** is required for all work that could potentially harm the Environment, threaten personal safety or cause damage to property. (refer to a template **Safe Work Method Statement** on page 12 and 13).

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 or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to the marina manager.

Job Safety Analysis (JSA's)

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 on request.

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.

Diving work

Marina Management MUST approve all diving work. Divers are to ensure compliance with AS/NZS 2299.1:1999 Occupational diving operations Part 1: Standard Operational Practice. All divers are to be appropriately certified and possess a medical certificate certifying fitness to undertake the diving work. To conduct underwater hull cleaning, including the use of high-pressure equipment on the vessel's hull, requires a letter of consent from the EPA. The letter is to include approval of your work methods are in line with current legislation and Schedule 1 requirements. In addition we will require copies of Commercial Diving Tickets for each diver.

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 Jones Bay Marina must be tested and tagged before 'handing over'. On arrival on site, or during your work at the marina, management may inspect your electrical equipment.

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 Jones Bay Marina.

Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in satisfactory metal 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. All contractors must adhere to all noise restrictions.

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, and compulsory during extended period of Water Restrictions.

Hazardous substances

A Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by the marina manager or his 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 indoors welding commencing.

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 fly bridge cruisers.

Environmental considerations:

General

Any work undertaken at Jones Bay 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 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 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 is not permitted at Jones Bay Marina. All residues from any work is to be disposed of correctly, in accordance with Environmental Legislation.

Any paint or spillages on the marina common property is to be reported to the marina manager. Spillages are not to be hosed down into the water. The use of a drop sheet is recommended. Any costs related to a clean up shall be billed back to the contractor responsible.

Re-fuelling activities

The re-fuelling of vessels is **strictly** not permitted at Jones Bay Marina in any form.

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 detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended. Current water restrictions require strict adherence from the contractor. Contractors valid water permit should be on display.

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. Contractors are required to remove all waste from the facility and dispose of in the appropriate manner. Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor is to be taken off-site by the contractor.

General:

Damage

Marina property damaged in any form by a contractor will be repaired and rectified at the contractor's expense.

Dress and conduct

Jones Bay Marina Management 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 Jones Bay Marina Management. 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. 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 the Marina Management.

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 marina manager.

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

Smoking: Contractors are to ensure that 'no smoking' restrictions in designated areas are observed.

Alcohol: Consumption of alcohol is prohibited on Jones Bay Marina.

Discipline: Marina Management reserves the right to refuse access to any contractor.

Marina operating times

The Marinas operating hours are 8:00am to 5:00pm, Monday to Friday. As Jones Bay Marina does not have an on site Managers office all contractors must be sure they completed registration and sign in prior to commencing work at the security office.

Contractor activities

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

Please Note:

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

Contractors declaration

I hereby apply for registration as an approved contractor at Jones Bay Marina.

I acknowledge receiving and understanding Jones Bay Marina's 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: _____

Details of Parent Company (If applicable): _____

Please print name: _____

Date: _____ Signed: _____

NOTE* - Please return completed document to the marina manager.

The Contractor shall be liable for, and shall keep Jones Bay Marina 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.