

Marina & Yard Operating Rules

Document	Marina & Yard Operating Rules
Distribution	Contractors, Members, Non-Members, Visitors & Staff
Further Information	Marina Manager, General Manager
Date Ratified by GC	TBA

Introduction

The Blairgowrie Yacht Squadron (BYS) operates in yard and marina in accordance with the following rules. These rules are in place for your safety and the safety of those around you.

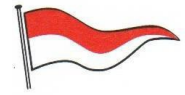
A contractor is a company or person engaged to perform a service, or to provide products to BYS or BYS clients. Following these set of rules is a requirement of contractors working at BYS.

1. **Induction:** - All persons working on a boat, either in the marina or yard, must first complete an induction. Inductions are completed with the Marina Manager or one of his delegates.
2. **Sign In/Out:** - All contractors are required to sign in and out during our standard working hours, Mon – Fri 8:00am to 4:00pm. This can be done via the marina access system found on the eastern side of Scott's shed.
3. **Insurance:** - For any contractor providing services to boat owners or tenants, a minimum requirement of no less than \$10,000,000 public liability insurance is required. Evidence of this must be uploaded to your BIA marina card prior to sign in.
4. **Accidents:** - All accidents or incidents must be reported to either the Marina Manager or the General Manager. Incident report forms are available upon request and required to be filled in and given to the Marina Manager
5. **Marina Rules:** - All occupants of the marina are bound by our marina rules. You must comply with them at all times.
6. **BYS Staff:** - Requesting non critical assistance directly from BYS staff without prior approval from the Marina Manager is strictly not permitted.
7. **Alcohol and Drugs:** - Contractors under the influence of alcohol or drugs are not permitted on site.
8. **Cleaning:** - The use of any cleaners or detergents must be of a bio-degradable variety and used to a minimum
9. **Confined Spaces:** - Any persons undertaking work in a confined space must submit a safe work method statement to the Marina Manager
10. **Damage:** - Any damage must be reported to the Marina Manager and any associated costs will be at the contractor's expense.
11. **Diving Work:** - Any diving work must be discussed with the Marina Manager and all associated documentation must be complete prior.
12. **Dust and Debris:** - It is an offence to omit any dust and debris on the marina. Any such dust or debris must be collected by a suitable means, such as a wet dry vacuum cleaner. The yard hardstand is the only place for major sanding and cleaning. Only minor work is to be undertaken in the marina.
13. **Severe Weather:**- If the marina is impacted by severe weather, ie heavy winds, lightning, severe storms and extreme heat then BYS will have the right to deny access onto the marina.



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14. **Duty of Care:** - We require you to consider the safety and welfare, of not only yourself, but the others. All possible precautions must be made to ensure this. If you require any assistance protecting the public in the vicinity of your workplace please see the Marina Manager.
15. **Electrical Safety:** - Where possible all power tools should be low voltage 12v type. Any 240v power tools must be tested and tagged. Any electrical lead must be turned off at the point of power and removed when not in use. All leads must not cause a trip hazard.
16. **Emergency Plans:** - Prior to any work contractors must make themselves aware of any evacuation and emergency plans.
17. **Firefighting Equipment:** - Any firefighting equipment must only be used for its intended purpose. If you need to access any of the equipment for no-emergency use please see the Marina Manager.
18. **First Aid:** - Please contact the any member of the BYS staff for any required first aid.
19. **Gas Cylinders:** - All gas cylinders must be operated within their recommended pressure range. They must be stored in a secure location during operation and transport. All gas cylinders must be fitted with flash back arrestors.
20. **Harassment, Bullying and Inappropriate Behaviour:** - Offensive language, harassment, bullying and any other type of discriminatory behaviour will not be tolerated at any time.
21. **Hazardous Chemicals and Substances:** - Any hazardous chemical or substance must be reported to the Marina Manager and must accompany a safe work method statement. No open containers are to be transported through the yard or marina. A current safety data sheet must be supplied to the Marina Manager if such chemicals are to be used.
22. **Heights:** - A contractor working at a height greater than 2 metres must submit a safe work method statement prior to commencement. All ladders must be tied off and on a suitable footing. If working in the yard a suitable scaffold must be used for work over 2 metres. Any work over 2 meters without the use of a scaffold must be done so with an appropriate safety harness.
23. **High Risk Work:** - Prior to any high risk work a safe work method statement must be submitted to the Marina Manager. For more information see the Yard and Marina Induction document.
24. **Hot Work (welding, cutting, grinding ect):** - No hot work can take place without first obtaining a hot work permit from the Marina Manager. Fire protection equipment will be provided to you and welfare checks will be conducted every 120mins, or at a suitable agreed interval. All equipment used must be in an acceptable useable condition. If a welding flash is present a flash screen must be used. Hoses must not create a trip hazard. All gas bottles must be safely secured. To obtain a hot work permit please see the Marina Manager or our online site documents at <http://www.marinecard.org.au/mch/view/9538>
25. **House Keeping:** - All work in both the marina and yard must be kept clean and tidy. Please consider the environment and all others when using the facility and act accordingly.
26. **Hull Cleaning:** - Any major hull cleaning and/or sanding must only take place in the designated wash down bays in the yard. No major hull cleaning is to take place in the marina. Any vessels from outside the confines of Port Phillip are not permitted to have their hulls receive cleaning while in the water.
27. **Engine Servicing:** - Prior to any engine work bilge pumps must be set to manual mode in order to eliminate any accidental oil spills.
28. **Noise and Fumes:** - Any works in both the yard and marina shall be carried out in a manner that will limit any offensive noises and/or fumes.
29. **Personal Protective Equipment:** - At all times appropriate personal protective equipment

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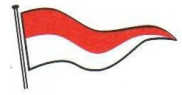
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must be used. This includes but is not limited to footwear, high Vis jackets and suitable sun protection. Attire must also be appropriate to the overall image of the marina.

30. **Power Supply:** - Contractors are not permitted to unplug any boats in order to use power tools. Either find an unused power outlet or if one can't be found, please see the Marina staff.
31. **Refuelling and Replacing Oils:** - Fuel must be stored and transported in sealed containers with adequate ventilation. No smoking signs shall be used where appropriate. Any decanting of fuel is not to take place on the marina or any other location where there is a risk to the environment. Spill equipment bins are located on each finger.
32. **Spills and Leaks:** - Yellow bins containing spill equipment are located throughout the marina. Contractors using oils, fuels or other hazardous chemicals are to familiarise themselves with their locations. Any spills are to be reported to the Marina Manager and the area cordoned off. Every attempt to contain the spill or leak shall be made.
33. **Security / CCTV:** - The marina is monitored at all times via a CCTV circuit. BYS reserves the right to monitor all activities within these areas.
34. **Operating Hours:** - The marina and yard operating hours are Mon – Fri 8:00 am to 4:30pm.
35. **Smoking:** - Smoking is not permitted throughout the marina and its surrounds.
36. **Waste Disposal:** - Any large amounts of rubbish are to be taken offsite when you leave. No batteries or fluids can be disposed at BYS. There are rubbish and recycling bins located in the main carpark for any minor rubbish removal.
37. **Blairgowrie Yacht Squadron** 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.
38. **Car Parking**

BYS has a strict parking policy that you are required to know and abide by. From December 25th to 26th January the BYS carpark is used for BYS members only. During this time you are required to park either in the front carpark along the access road (before the boom gates) or the upper carpark year, annual contractors will have carpark access for one vehicle via their swipe card. During these times contractors are not permitted to use the carpark after 4:30pm or on weekends. Casual contractors are to contact reception via the boom gate to obtain permission on a daily basis. A map of the carparks will be provided to you. There is no access to the marina hardstand for contractor vehicles, except for dropping off bulky or heavy goods, and only with the prior consent of the Marina Manager. There is strictly no parking on the marina hardstand.