



BLAIRGOWRIE

YACHT SQUADRON INC.



Marina & Yard Operating Rules

Document	Marina and 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 its 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.

Marina and Yard Operating Rules

- 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 hrs, 8:00am to 4:30pm, Mon – Sat. This can be done via the Marina access system found in the Marina Manager's office.
- 3. Insurance:** - For any contractor providing services to boat owners or tenants then minimum requirement is to hold public liability of no less than \$10,000,000 and must be in date. Evidence of this must be produced prior to works taking place.
- 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. BYS Staff:** - Requesting non critical assistance directly from BYS staff without prior approval from the Marina Manager is strictly not permitted.
- 6. Marina Rules:** - All occupants of the Marina are bound by our Marina Rules. You must comply with them at all times.
- 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 confined spaces must first obtain and complete a safe work method statement from 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. Discipline:** - The Marina management reserves the right to refuse access to any contractor.
- 12. Diving Work:** - Any diving work must be discussed with the Marina Manger and all associated documentation must be complete prior.
- 13. 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

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hardstand is the only place for major sanding and cleaning. Only minor work is to undertaken in the Marina.

14. **Duty of Care:** - We require you to consider the safety and welfare of not only yourself, but others. All possible precautions must be made to ensure this. If you require any assistance in protecting the public in the vicinity of your workplace please see the Marina Manager for assistance.
15. **Electrical Safety:** - Where possible all power tools used on the Marina 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 create a trip hazard.
16. **Emergency Plans:** - Prior to any work contractors must make themselves aware of any evacuation and emergency procedures.
17. **Firefighting Equipment:** - all firefighting equipment must only be used for the intended purpose. If you need to access any of the equipment for a non-emergency please see the Marina Manager.
18. **First Aid:** - Please contact any member of staff at BYS for assistance with first aid and the nearest suitable staff member will assist.
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 times.
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 must 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:** - Any contractor working at a height greater than 2mtrs 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 works over 2mtrs. Any works over 2mtrs 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 Marina and Yard Induction document.
24. **Hot Work (welding, grinding, cutting, etc.):**- No hot work can take place without first obtaining a hot work permit from the Marina Manager. Fire protection equipment will be provided by the Marina staff and welfare checks will be conducted every 120mins. All equipment being used must be in an acceptably usable condition. If welding flash is present a flash screen must be used. Hoses must be located as to 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>
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 is only permitted to take place in the designated wash down bays in the Yard. No major 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.



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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 Marina and Yard 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 must be used. This includes but is not limited to footwear, clothing 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 power in order to use power tools. Either find an unused power outlet or if one can't be found, please see Marina staff.
31. **Refuelling and replacing oils:** - Fuel must be stored and transported in sealed containers with appropriate 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 of the Marina.
32. **Spills and Leaks:** - Yellow bins containing spill equipment are located at the fuel dock and throughout the Marina. Contractors using oils, fuels, or other hazardous chemicals are to familiarise themselves with the location of spill kits. Any spill on the Marina pontoons, public walkways, or into the water is to be cordoned and the Marina office is to be notified. Every attempt to contain spills and leaks 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-Sat 8:00am to 4:00pm.
35. **Smoking:** - Smoking is not permitted throughout the Marina and immediate surrounds.
36. **Waste Disposal:** - Any large amounts of rubbish are to taken offsite when the contractor leaves. No batteries or fluids can be disposed of 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.