

FENWICKS MARINA

CONTRACTORS' INFORMATION PACKAGE

Application for Contractor Registration Agreement

Revision: 22 September 07

GUIDE TO COMPLETING THIS APPLICATION

Thank you for taking the time to complete the Fenwicks Marina's contractor registration process. Successful completion of all requirements of this induction is the pre-requisite for providing contracting services at FENWICKS MARINA.



Please use this checklist as a guide to ensure that you have provided all of the required information. This will help to avoid any delays in processing your application.

- | |
|--|
| <input type="checkbox"/> I have read the application and understand the terms and conditions. |
| <input type="checkbox"/> I have completed the application form. |
| <input type="checkbox"/> I have attached copies of relevant insurances. |
| <input type="checkbox"/> I have completed the Contractor's OH&S and Environmental Management Plan. |
| <input type="checkbox"/> I have completed the Contractor's Chemical Register. |
| <input type="checkbox"/> I have attached copies of all licenses and permits that I am required to have to undertake the services I will be engaged to provide. |
| <input type="checkbox"/> I have attached a copy of Risk Assessments for all work that I will be undertaking. |
| <input type="checkbox"/> I have attached copies of my Safe Work Method Statement (SWMS). |
| <input type="checkbox"/> I have provided contact details for two referees. |
| <input type="checkbox"/> I have attended the Marine Card Induction. |
| <input type="checkbox"/> I have booked my induction for the specific site where I propose to provide my services. |

FOR CONTACTORS ENGAGED IN DIVING ACTIVITIES AND UNDERWATER HULL CLEANING



Please use this checklist as a guide to ensure that you have provided all of the required information. This will help to avoid any delays in processing your application.

- I have attached copies of Commercial Diving Tickets.
- I have attached medical certificates certifying that I am fit and able to undertake diving activities. These certificates should be no older than 12 months).
- I have attached a consent letter from the Department of Environment & Conservation (DEC) approving that the work methods I plan to use are in line with current legislation.and Schedule 1 requirements.

APPLICATION FOR CONTRACTOR REGISTRATION FORM

Fenwicks Marina ABN 30 000 722 387 31 Brooklyn Road, Brooklyn NSW 2083	
Fenwicks Marina details	
Business Name	
ABN	
Contact person	
Address	
Contact phone numbers	
email address	

Contractor's details	
Contractor's Business Name	
Company structure	
ABN	
Contact person	
Address	
Contact phone numbers	
email address	

Describe your core business and the services you will be providing

.....
.....
.....
.....
.....

Contractor's insurance details:

PUBLIC LIABILITY



current copy attached

Entity insured

Insurance company

Marina interests noted (if applicable)

Policy number

Expiry date

Value

SHIP REPAIRER'S LIABILITY



current copy attached

Entity insured

Insurance company

Marina interests noted (if applicable)

Policy number

Expiry date

Value

WORKERS' COMPENSATION



current copy attached

Entity insured

Insurance company

Policy number

Expiry date

Details of referees

Please supply names and contact details of two recent customers or companies that are able to act as referees and provide us with further information in relation to how you conduct your services. This information will be treated confidentially and will be used for this internal reference check only.

Referee 1

Contact name:
Company name:

Contact phone:

Referee 2

Contact name:
Company name:

Contact phone:

Licenses and Permits



List any Licenses and Permits required to undertake the services you will be offering and attach copies.

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.....
.....

Other notes or special conditions

.....
.....

Contractor's declaration

- I hereby apply for registration as an approved contractor for the purposes of providing services at Fenwicks Marina.
- I acknowledge receiving and understanding Terms and Conditions of Registration 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 acknowledge that I will be required to undertake a site induction.
- I undertake to keep Fenwicks 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 activity by myself or my employees, agents or subcontractors.

.....
Company or Trading Name ABN

.....
Name of Contractor Position

.....
Date Signed

.....
Date of Marine Card industry induction Expiry date

.....
Company or Trading Name ABN

.....
Name and signature of the person processing and conducting the induction

For and on behalf of *[insert details of Fenwicks Marina]*

.....
Signature Print name

.....
Date

Terms and Conditions of Registration

INTRODUCTION

Fenwicks comply 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 marina have an obligation to comply with the requirements specified in this induction package.

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 trades people and other contractors. Please note Fenwicks Marina reserves the right to grant or deny access to their premises and complex.

Contractors engaged to conduct activities are expected to conduct themselves in a professional, ethical and lawful manner.

REGISTRATION REQUIREMENTS

Why

Strict compliance with environmental legislation, OH&S, insurance and liability issues is required of all contractors who work at Fenwicks Marina. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to our customers. Furthermore, your services should be complementary to the existing services provided on site.

When

- You will be issued with a copy of the Contractor Agreement once the documents you have provided to support your application have been checked and processed.

Who

It is important that each employee of your business understands the registration procedure, and acknowledges the conditions of entry onto the premises of Fenwicks Marina. Contractors are also responsible for providing safety and environmental inductions to their employees and this agreement does not replace the responsibility of Contractors to induct their employees and the sub-contractors they engage.

Marine Card Induction

The NSW Boating Industry Association conducts Marine Card / Contractor Induction Sessions on behalf of its members. Attendance at the Contractor Induction Session / Marine Card is regarded by its members as essential for all Contractors including their employees and sub-contractors who intend working at NSW BIA sites. Please contact the NSW Boating Industry Association for details of the next Marine Card Induction.

This is an industry-wide induction and each contractor, and their employees, should expect to undertake a site specific induction at every site where they provide their services.

Reference checks

You are required to provide contact details of two recent customers or companies that are able to provide further information on your services, particularly as it relates to legislative compliance and the professionalism of your workmanship. This information will be treated confidentially and will be used for this internal reference check only.

Duration

Your contractor registration will be valid for the duration of your insurance cover (refer specific insurance requirements). As a contractor it is your responsibility to provide Fenwicks with updated insurance documents as, and when, they are renewed. Failure to provide these documents will render your authority to provide contracting services to members invalid.

Disclaimer

Fenwicks Marinas reserve the right, at their absolute discretion, to reject or withdraw the privilege of entry or provision of services from facilities from any person or company at any time.

Required Insurance Information

Contractors are required to provide the following Certificates of Currency from the insurer noting each site where they conduct their services as an interested party. (Copies must be provided with your registration):

- **Public Liability Insurance** (minimum value \$10 million dollar)
- **Ship Repairers Liability Insurance** (minimum value \$10 million dollar)
- **Workers' Compensation Insurance** (unless sole trader)

These requirements apply in full to all work done on boats at marinas and other sites, including detailing. Contractors will not be allowed to commence work on site until such time as the necessary certificates are provided.

Risk Assessment and Safe Work Methods Statements

The contractor is required to provide a risk assessment (Safe Work Method Statement) prior to commencing any job that involves a certain risk to health and safety and/ or risk to worksite or property, vessels or the environment.

Your SWMS should also include a hazard / risk assessment and a chemical register/MSD sheets.

Contractors who regularly perform re-occurring jobs can provide a generic SWMS. This generic document could be supplemented with individual SWMS's for less frequent jobs. Some general information on developing a Safe Work Method Statement has also been provided with this package and can be downloaded from the website of the NSW Boating Industry Association: www.bia.org.au or from the website of the enterprise for which you are providing your services.

More information on how to prepare a Safe Work Methods Statement, chemical registers and how to obtain and read a Materials Data Sheet is provided at the Marine Card Induction.

HEALTH AND 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 safety or environmental harm, must be reported immediately to the site staff and an incident or accident report must be completed.

Any person requiring first aid treatment should contact Administration. Prior to commencement of work on site, Contractors should make themselves aware of the contact details and location of the personnel with designated authority to provide first aid services.

Emergency plans

Prior to commencing work on site, Contractors should make themselves aware of the safety procedures and policies relating to the site including its evacuation procedures. Additionally, Contractors should identify the location of safety equipment including fire extinguishers and other fire fighting equipment and spill kits.

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

Contractors are to make themselves aware of their responsibilities under the OH&S legislation.

Diving work

All diving work MUST be approved by the Site Manager. 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 (not older than twelve months) 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 DEPARTMENT OF ENVIRONMENT & CONSERVATION (DEC). The letter is to include approval of your work methods and that they are in line with current legislation and Schedule 1 requirements. In addition, copies of Commercial Diving Tickets must be sighted for each diver.

Electrical

Electricity and water are a lethal combination. We recommend the use of battery powered electrical hand tools. All electrical equipment must be recently tested and tagged. Under current legislation all power leads must be checked and tagged at intervals as specified by an authorized tester. Any equipment supplied and/or installed by your organisation at Fenwicks Marina must be tested and tagged before 'hand over'. On arrival on site, or during your work on site electrical equipment should be available for inspection by the site's authorized personnel.

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

An explosive-powered tool (EPT) uses an explosive charge to drive a fastener against, onto, or through building materials. EPT's are not to be used at Fenwicks Marina without prior consultation with the Site Manager. The Site Manager will set strict conditions for the use of such EPT when deemed that such tool is required to perform a specific job. EPT may then only be used by a qualified tradesperson, following WorkCover's safe-use guidelines "Operators of Explosive-powered Tools", Refer www.workcover.nsw.gov.au

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.

Fire hoses

Fire hoses are not to be used for any purpose other than for fire fighting. This is a WorkCover NSW requirement and compulsory during extended period of Water Restrictions.

Hazardous substances

Contractors must notify the Site Manager if they intend to bring any hazardous substances on site. Keep in mind that some dangerous chemicals can not be stored together. Contractors have a responsibility to ensure that any chemicals used or stored on site do not pose an environmental risk from leakage or spillage.

Contractors must provide a Safe Work Method Statement which describes how they will manage the risks from the use of this substance.

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

Any hazardous materials must be clearly labeled, and safe handling and storage instructions must be followed.

Chemicals must be contained in reliable, tightly sealed containers. Larger containers must be stored on an impervious floor surface, with enough bunding to hold any spill.

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 against flashes. There are strict legislative requirements in relation to the use of compressed gas cylinders. This legislative impacts on how they are stored, used and refilled. It is important that contractors make themselves aware of these requirements and abide by them strictly.

All gas cylinders, including propane, must be restrained i.e. in a trolley. A Hot Work Permit must be completed by qualified tradespersons prior to commencing welding. Appropriate trade qualifications must be presented with your Hot Work Permit.

Machine guarding

No machinery, hand tool or other equipment is to be used without effective guards.

Personal protective equipment (PPE) and clothing

Appropriate personal protective equipment and clothing, including appropriate shoes for the task being undertaken, 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 metres and must always be worn in cherry-pickers and other mobile working platforms. Safety harnesses must be worn and properly secured, for example, when working atop flybridge cruisers.

ENVIRONMENTAL CONSIDERATIONS

General

Any work undertaken on site 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 site immediately. Any penalties incurred by Fenwicks 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 site could result in a pollution incident.** If any doubt exists, consult with the Site Manager before commencing work.

Spills and leaks

Contractors are responsible for cleaning up or containing spills and leaks resulting from their work. This will require you to have:

- Sufficient quantities of clean-up materials or tools available for the job you are undertaking. This includes spill kits, absorbent material, ready to use devices, containers etc.

- Clean up materials and equipment must be appropriate for the type of chemicals being used.

Contractors and their employees must be trained in spill clean up methods.

Fenwicks Marina has a spill kit available. Make yourself familiar with where it is located and use it if necessary. Be sure to report all spills including those that you didn't cause.

Contractors who use the Site's Spill Kit are also required to advise site personnel so that products can be replaced.

You should also report any spills to the Site Manager.

Steps for containing a spill

Step 1	<ul style="list-style-type: none"> • Contain the Spill (check your personal safety first)
Step 2	<ul style="list-style-type: none"> • Follow Material Safety Data Sheet (MSDS) information. • Prevent further spillage • Contain what is split • Block access to the water including storm water drains
Step 3	<ul style="list-style-type: none"> • Report the spill to the Marina Manager
Step 3	<ul style="list-style-type: none"> • Clean up quickly (reduce risk of pollution running off the site) • Never wash chemicals into the water or down the drain or pour chemicals onto the ground. • Never leave chemicals where they may be washed into the waterways. • Absorbent material used to contain or clean up the spill must be wrapped or placed in leak proof container and disposed of according to the MSD instructions.

Mechanical repairs and engine servicing

Any mechanical repairs and / or engine servicing must 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 should only be undertaken in designated boat maintenance areas. All residues from such operations are to be disposed of correctly, in accordance with environmental legislation. Under no circumstances is residue to be placed in the site's waste bins unless prior approval has been gained from the Site Manager.

Any paint or anti-fouling spillages on a hardstand area are to be wiped up. Spillages are not to be hosed down into the waste-water collection system. The use of a drop sheet is recommended.

Re-fueling activities

Re-fuelling of vessels is not permitted, unless the vessel is berthed at the fuel wharf or work berth area and marina staff is supervising the refueling procedure. Refueling of vessels or petrol-powered equipment using portable fuel containers (i.e. jerry cans) is not permitted. These restrictions are in place to safeguard from the risks associated with refueling. Contractors should ensure they are familiar with the location of fire fighting equipment and spill kits and identify the site staff at fueling stations that are trained in emergency response procedures.

Washing of boats

When contractors are washing and cleaning boats, take care 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 mandatory.

Current water restrictions require strict adherence from 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 located at the head of the marina or throughout the hardstand. Contractors are expected to recycle waste where appropriate (paper and cardboard, glass and general waste).

Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor are to be taken off-site by the contractor. Industrial waste must be disposed of according to environmental legislation.

GENERAL

Damage

Site property damaged by a contractor will be repaired at the contractor's expense.

Discipline

Fenwicks Marina reserve the right to refuse access to any contractor.

Dress and conduct

Fenwicks 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 enterprise.

Contractors must at all times conduct themselves in a manner acceptable to enterprise. Loud, coarse or abusive language will not be tolerated. Offensive motifs or wording on clothing is unacceptable.

Housekeeping

Work areas must be kept clean and garbage removed promptly. Oily rags and any flammable material residue are to be disposed of correctly. They are not to be placed in the site rubbish bins. 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 Site Manager.

Hoses

Water hoses located on marinas 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 site personnel.

Courtesy trolleys

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

Site operating times

Any work undertaken by contractors outside of the site's operating times is to be by prior arrangement only.

Power supply

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

Smoking

Smoking is not permitted except at the designated area. Dispose of cigarette butts in the dedicated bins only. Be considerate of non-smokers using this area.

Entry to workshop areas

Workshops are restricted areas and are not for contractors use without the express consent of designated personnel. Tools and equipment will not be lent or hired out.

Alcohol

Attendance by contractors on site whilst under the influence of illegal substances or alcohol is strictly forbidden.

Harassment and inappropriate language

Offensive language (eg swearing) behaviour or harassment or bullying of any type is not acceptable. Behaviour such as whistling, unsolicited remarks of a sexual nature are specifically prohibited.

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

CONTRACTOR EXAMPLE OH&S MANAGEMENT PLAN

1. Contractor Details

Contractor name:		
Contractor address:		
Contract description:		
Timing of works:	Start date:	Approx finish date:

2. Vessel Details

Vessel owner:
Vessel name:
Berth / mooring number:

3. Emergency Contact Details

Name	Position	Contact Number

4. Activity Details

List Major Activities
•
•
•
•
•
•

5. Safe Work Method Statement

Complete the following section outlining how you will ensure that all employees understand the Safe Work Method Statement (SWMS). Attach copies of the relevant SWMS.

6. Emergency Procedures

Please provide details of any emergency procedures you have in place

7. Incident Reporting and investigation

Provide details of how incidents will be reported and investigated if they occur

8. Injury Management

Describe any specific Injury Management processes identified in SWMS

9. Licensing

List any special licences required for works undertaken at Fenwicks Marina

10. Safety Monitoring

List any ongoing inspections, incident reporting and hazard management to be carried out during works

Management plan and relevant attachments checked by:

Name	Position	Date
------	----------	------

Signed by Contractor:

Name	Signature	Date
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EXAMPLE CONTRACTOR CHEMICAL REGISTER

Product	Qty	MSDS Number	Hazard	Controls Required

A copy of all relevant MSDS must be made available by the contractor for all listed products.

Signature of Contractor:

Date:

Schedule 1

Registration for Contractors engaged in Diving Activities and Underwater Hull Cleaning

In addition to the Terms & Conditions as set out in our Contractor's Package, specific information is required relation to all diving work that relates to underwater cleaning of vessels at our marina. This is to ensure we protect the sensitive marine environment and comply with our strict licensing requirements.

Current Environmental Legislation for Schedule 1 Environment Protection Licensed sites is very specific when it describes in-water hull cleaning activities.

We suggest you prepare a Safe Work Method Statement and a detailed description of your underwater cleaning activities and submit these to the DEPARTMENT OF ENVIRONMENT & CONSERVATION (DEC) for written approval.

Attached is a separate document regarding NSW Maritime's advice for underwater hull cleaning (June 2004) as a minimum requirement guideline.

Please return the following documents to progress your application:

- A completed and signed copy of the contractors' package, including Certificates of Currency for the required insurances, as specified. **Is this in addition**
- Safe Work Method Statements for each generic task that may involve a certain risk to marina property, vessels, persons or the environment.
- Copies of your Commercial Diving Ticket.
- A current medical certificate, certifying that you are fit and able to undertake diving activities. Certificates should not be older than 12 months.
- Consent letter from the DEPARTMENT OF ENVIRONMENT & CONSERVATION (DEC), approving your work methods are in line with current legislation and Schedule 1 requirements.