

ROYAL SYDNEY YACHT SQUADRON

CONTRACTOR SAFETY

&

INDUCTION PACKAGE

Safety Induction Checklist and Record

A safety induction is given to all contractors working at the RSYS Boatyard so that they understand:

- The general requirements of the OH&S legislation
- Inherent Boatshed hazards
- Squadron Rules and Procedures
- Emergency procedures and incident and accident reporting procedures.

The following information is required to be provided to you by the Waterfront Manager prior to you commencing work at the Royal Sydney Yacht Squadron. If you are unclear about any information please ask the Waterfront Manager for clarification.

- 1.0 Legislation
 - 1.1 Your responsibilities under the OH&S Act 2000 and associated regulations and legislation.
- 2.0 Royal Sydney Yacht Squadron Hardstand Rules and Procedures.
 - 2.1 Responsibilities on arrival
 - 2.2 Work hours, attire and equipment
 - 2.3 Signs, children and smoking
 - 2.4 Accidents first aid and reporting
- 3.0 Inherent hazards associated with working on the hardstand
 - 3.1 Disposal of waste
 - 3.2 Hazardous products
 - 3.3 Power tools and leads
 - 3.4 Cranes, scaffolding, ladders and cradles
 - 3.5 Manual Handling

Contractor Declaration:

I agree to abide by the rules and procedures of the Royal Sydney Yacht Squadron. I declare that the information I have given to the Royal Sydney Yacht Squadron is true and accurate. I declare that I have been provided with and understand the information above and contained in the Contractors Safety and Induction booklet.

I agree to follow lawful directions from the Waterfront Manager and accept that the waterfront Manager has the authority to direct me to cease work if, in his opinion, the rules of the hardstand have been broken or serious breaches of the OH&S policy and procedures have occurred.

Member Name: _____

Signed: _____

Date: _____ / _____ /2009

RSYS Water Front Manager: _____

Date: _____ / _____ /2009

Contractor Details

Contractor Name: _____

Member Name: _____

Yacht Name: _____

Non Members working on boat: _____

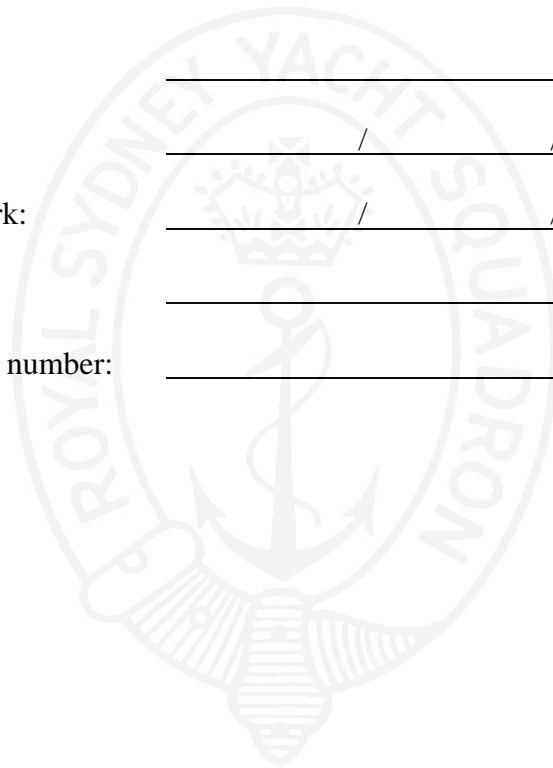
Work to be undertaken: _____

Start date of work: _____ / _____ / _____

Estimated end date of work: _____ / _____ / _____

Emergency contact name: _____

Emergency contact phone number: _____



Repair Yard Rules and Procedures

On arrival

1. Always report to the Waterfront Manager before commencing work.
2. Before commencing work contractors must supply to the Waterfront Manager copies of:
 - a. Current Public Liability Insurance cover.
 - b. Workers Compensation insurance.
 - c. Ship Repairers liability (if applicable).
 - d. Relevant Licenses and permits.
3. Before commencing work contractors must complete a Safe Method Work Statement.
4. Unload/load vehicle then remove from the hardstand as soon as possible.
5. A register of chemicals or dangerous goods must be completed and submitted to the Waterfront Manager prior to commencing work.

Work hours, attire and equipment

1. Work hours are 7.30am to 4.00pm. Permission must be gained from the Waterfront Manager to work outside these hours.
2. Work with power tools may be required to cease over lunch time between the hours of 12.00noon to 2.00pm.
3. All persons working on the hardstand must be fully clothed at all times. Personal protective equipment required for the task at hand must be worn.
4. Squadron tools and equipment may only be used by qualified Squadron staff.
5. No persons are permitted to stay on yachts on the hardstand overnight.
6. Only persons working on yachts on the hardstand who have been signed in and inducted by the Waterfront Manager are permitted on the Hardstand.
7. Cradle arms, blocks and props must only be moved by Squadron staff.
8. It is the responsibility of contractors to ensure that their staff are fully trained in safe work practices for the equipment they are using.

Signs, Children and Smoking

1. Obey warning signs.
2. Children are not permitted in work areas.
3. Smoking is not permitted in Squadron buildings, on Squadron vessels or in work areas.
4. All lawful directions from the Waterfront Manager are to be headed by persons working on the hardstand.

Accidents, First Aid and Reporting

1. Persons working on the hardstand are to observe RSYS emergency and evacuation procedures.
2. All incidents and accidents must be reported immediately to the waterfront manager. Accident report forms are available from the Dock Master.
3. If accidents occur on the weekend or public holidays they should be reported to the Dock Master.
4. All accidents are to be investigated under the RSYS accident investigation process.
5. Contractors are required to have Workers Compensation Insurance and therefore are responsible for the medical costs of themselves or their employees.

Inherent Hazards

Detailed below are some of the inherent hazards safe associated with working at the Royal Sydney Yacht Squadron. All persons working at the RSYS should conduct their own risk management assessment which may identify additional safe work procedures required before commencing work.

House keeping and disposal of waste

1. Ensure materials are stored correctly when working to avoid tripping, slipping and falling hazards and remove waste materials as you work.
2. Clean up spills immediately.
3. Non Hazardous waste should be placed in the bulk wastage bins provided.
4. Liquid waste must be secured in an appropriate container and be appropriately labeled to identify the type of material. Liquid waste must be taken from the site and disposed appropriately by the contractor.

Hazardous Products

5. Before using hazardous materials or products on boats read and apply the health and safety information on the label.
6. Before using hazardous materials or products ensure that the recommended health and safety personal protective equipment is sourced and used.

Portable Power Tools and leads

7. Portable power tools must be used with and approved earth leakage switch and electrically safe leads.
8. Ensure that leads are suitably supported overhead and are not trailing across the ground where they can be damaged, lay in pools of water or where people may trip over them.

Slewing cranes, Scaffolding, Ladders, Cradle Arms, Acros & Pads

9. Only those persons authorized by the Waterfront Manager are permitted to use the slewing cranes.
10. All persons present should stand well clear of the slewing crane when in use.
11. Only those persons authorized by the Waterfront Manager are permitted to adjust hardstand cradle arms and cross beams.
12. Only ladders of the correct length are to be used to climb aboard yachts. Ladders are to be tied off at the top to a secure structure before proceeding up onto the yacht.
13. When work is to be done 1.8 meters and above, scaffolding is to be used. Scaffolding is to be suitably fitted with adjustable and secured guardrails. The work platform is to be sound and without gaps.
14. Where a scaffold cannot be used you must wear a safety harness with a short lanyard that is properly secured to a fixed, strong and sound structure.

Manual Handling

15. When required to lift, lower or move a load, assess the load, use a palm grip, keep your back straight, lift your head up and lift or lower the load with your legs.
16. When pushing or pulling a load, assess the load, use a palm grip, keep your back straight, lift your head up and use your legs.
17. If the load is too heavy or awkward for you to lift or move easily by yourself, get help and ask others to assist.

Water use and the Environment

18. Contractors who use water must hold appropriate water usage licenses issued by Sydney Water.
19. Contractors must comply with the requirements of the Environmental Protection Act.
20. The pressure hoses on the hardstand utilize recycled water and must not be consumed. Contractors must not utilize pressure hoses ore the industrial gernie with the permission of the Waterfront Manager.

Contractor Insurance Details

Public Liability Insurance (minimum \$10,000,000)

Entity Insured: _____
Insurance Company: _____
Policy Number: _____
Expiry Date: _____
Value: _____

Current copy of policy attached: Y/N

Workers Compensation Insurance

Entity Insured: _____
Insurance Company: _____
Policy Number: _____
Expiry Date: _____
Value: _____

Current copy of policy attached: Y/N

Ship Repairers Liability

Entity Insured: _____
Insurance Company: _____
Policy Number: _____
Expiry Date: _____
Value: _____

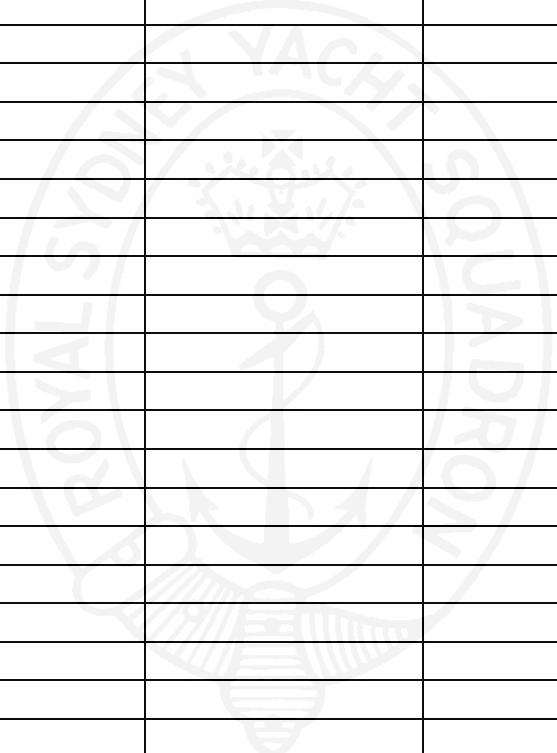
Current copy of policy attached: Y/N

Licenses and Permits

List details of licenses and permits required to complete work:

Hazardous Substance Register

<u>Harzardous Substance</u>	<u>Material Safety Data Sheets supplied (Y/N)</u>	<u>Health Risks</u>	<u>Dangerous Goods Class</u>	<u>Control Measures</u>



Completed by: _____ Contractor Name: _____
Contractor Signature: _____ Date: ____/____/____
Waterfront Manager: _____ Date: ____/____/____

**Royal Sydney Yacht Squadron
Contractor Work Method Statement**

Contractor Name : _____

Signature: _____ **Date:** / /

Boat Name:

RSYS Waterfront Manager Approval Sign-Off :

Signature: _____ **Date:** / /

Procedure (in steps):

Possible Hazards:

Safety Controls:

1.

2.

3.

4.

5.

6.

7.

8.

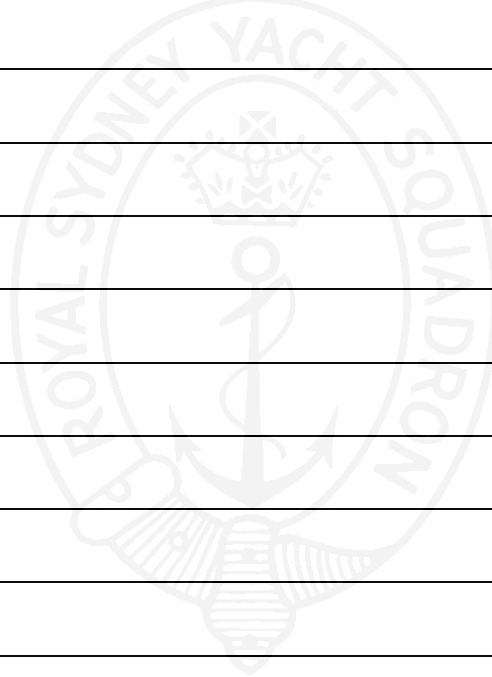
9.

10.

12.

14.

15.



Work Method Statement

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
Engineering Details/ Certificates/WorkCover Approvals:	Codes of Practice, Legislation:	
Plant/ Equipment:		