

### 11.3 Acknowledgement of Terms and Conditions

#### TERMS AND CONDITIONS

- All contractors must sign-in before proceeding with any work and sign-out once finished
- All contractors must wear an identification wrist band issued by D'ALBORA whilst on site
- All contractors shall provide Certificates of Currency prior to commencing any work (Public Liability, Ship Repairer's Liability and Worker's Compensation for PTY / LTD as appropriate)
- Contractors and their staff must complete a site induction before commencement of work
- Normal Contractor working hours are from 08:30am until 5:00pm Monday to Friday – any work outside these hours must be agreed prior to commencement with the Marina Management (Marina Office is open 08:30 – 17:30 Monday to Sunday)
- All vehicles must be registered, insured, and only parked in designated parking spaces on site. D'ALBORA Marinas reserve the right to remove any illegally parked vehicles
- Noise restrictions apply before 7.00am and after 6.00pm on weekdays and Saturdays and before 8.00am and after 6.00pm on Sundays and public holidays (in accordance with POEO Noise Control Regulation 2008) – Power tools shall not be used outside these times
- All contractors must observe both the Environmental Action for Marinas, Boatshed and Slipways (Department of Environment & Climate Change) and Anti-Fouling & In-Water Cleaning Guidelines (Department of Agriculture, Fisheries & Forestry) - Reference copies are available from the office (Green Folder 16)
- Contractors accept full financial responsibility for any fines issued to D'ALBORA Marinas for breaches of Environmental Protection License conditions for pollution incidents resulting from their actions
- Sanding, scraping and painting directly over the water is not permitted and dust / spill control measures shall be implemented for any dust creating activity
- Contractors should wear appropriate safety equipment at all times. This includes but is not limited to; fall prevention, eye wear, enclosed footwear, gloves and respirators
- Contractors shall obtain a Permit signed by the Marina Management prior to commencing any Hot Work (grinding metal, welding, gas cutting)
- Smoking is only permitted in designated areas and cigarette butts are to be placed in receptacles
- All garbage and waste is to be disposed of using appropriate containers and facilities. Waste oil containers shall not be overfilled
- Any incident that occurs on site shall be reported immediately to the Marina office
- No live electrical work shall be conducted at any D'ALBORA Marina without permission
- All Contractor Site Rules shall be adhered to whilst on site
- D'ALBORA Marinas reserves the right to inspect all bags or parcels prior to removal from the site
- Work is to be planned to ensure minimal disruption to normal business operations and minimal inconvenience. Where disruptions to normal business operations are anticipated, work shall be scheduled with the Marina Management for completion outside trading hours

**I understand and agree to abide by the 'Terms and Conditions' provided above**

**I have received a site induction (or viewed the applicable YouTube Induction Presentation)**

**I have read and understand the 'Site Rules' (on display)**

Name of contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name of Business: \_\_\_\_\_

**SIGNED COPY TO BE UPLOADED TO ACCESS MANAGEMENT SYSTEM**