

Marina & Yard Induction

Document	Marina & Yard Induction
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 conditions. These conditions are in place for your safety and the safety of those around you.

Undergoing a marina and yard induction is a requirement prior to undertaking any works both in the marina and yard. This applies to contractors, members, non-members, visitors and staff. The induction is based around BYS marina rules and references our Operational Environmental Management Plan (OEMP) and is carried out by the Marina Manager or his delegate. The induction is mandatory and its purpose is to protect contractors, members, non-members, visitors, staff and all BYS assets from potential hazards.

Induction Checklist Items

Guided Tour of Facility

You will be instructed on where all of the relevant BYS facilities are. These include Scott's Shed, wash down bays, public toilets, marina office, hardstand and surrounds, marina access gates, firefighting equipment, rubbish and recycling areas, operational equipment including the travel lift. Please pay close attention.

Marina & Yard Contractor Rules

Please carefully read the rules supplied and let the inductor know if you have any questions

Marina Rules

All occupants of the Marina are bound by our Marina Rules. You must comply with them at all times. Please carefully read the rules supplied and let the inductor know if you have any questions

BYS Evacuation and Emergency Procedures

Please carefully read the rules supplied and let the inductor know if you have any questions

Marina & Yard Operating Hours

The marina and yard strictly operates Monday – Friday from 8:00am to 4:30pm. The contractor swipe card will provide access through all the marina pedestrian gates and your BIA marina access card must be used to sign in and sign out. Any contractors still on site at 4:00pm will be contacted. Any access outside these times requires prior permission from the Marina Manager.

BIA Marina Access System

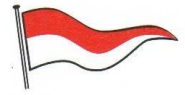
BYS supports and utilises the Marina Card Program developed by the Boating Industry Association. This system is designed to make the checking in and out of industry contractors quicker and easier. If

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you are a marine card holder, then upload your insurance certificates of currency to your profile. If you do not have a marine card you will need to bring copies of your insurances to the marina office. You are required to have a minimum of \$10 million public liability. Although not required BYS will assist in guiding you through the registration process to make it easier if you're a first time user to the system.

To obtain further info please see the marina manager or our online site documents at <http://www.marinecard.org.au>

Contractor Fees

Any contractor generating an income from marine related activities at BYS are required to obtain a contractor status with BYS, as either an *Annual Contractor* (\$480 p/annum) or a *Casual Contractor* (\$20 p/day). The contractor can then use both the marina and yard to carryout there business related activities and the relevant fees will be incurred. These fees are in place to ensure we can deliver and maintain a safe and secure working environment for all who choose to work within it.

Hot Work Permit

No hot work is to be conducted until a Hot Work Permit has been issued and signed by 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. To obtain a Hot Work Permit please see the Marina Manager or our online site documents at <http://www.marinecard.org.au>

Safe Work Method Statement (SWMS)

Prior to commencing any works you must first identify any high risk type of work from the list below. If identified then a SWMS must be completed and can be uploaded to your marina access card profile for use at BYS and other marinas that require it and should be reviewed annually.

To obtain a BYS safe work method statement please see the Marina Manager or our online site documents at <http://www.marinecard.org.au>

We require a SWMS for the following:-

- Hot Work
- Working at heights greater than 2 meters
- Diving or hull cleaning
- Energised electrical work
- Using dangerous chemicals
- Any work that potentially creates a risk to the environment

Specific Hazards

At certain times of the year BYS operates a travel lift. This machinery has flashing lights and sirens to make bystanders aware of its presence. Please pay attention to its presence and at all times it has the right of way. If in doubt as to whether the lift is in operation please ask staff for assistance.

If the work you are conducting creates any risk to the environment please let us know what controls you have in place to mitigate these within a SWMS or present evidence to the Marina Manager.

Operating Equipment

BYS has various pieces of equipment that can be accessed if required. These include, but are not limited to, a lifting crane on the hardstand, high pressure cleaning equipment, vacuum cleaner ECT.

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Some of these pieces of equipment will require a separate induction, such as the hardstand crane, in which case see the Marina Manager. No one is permitted to use any BYS equipment without first obtaining permission from BYS marina staff. If anyone is found to be using BYS equipment without permission you will be held liable and you will be charged a fee.

Wash Down Bays

BYS has an ongoing obligation encompassing various environmental requirements (*one of which is to minimise the risk of transmitting marine pests*). The BYS yard bays are the only area where vessels can be cleaned. The bays are plumbed to contain all waste. Under no circumstances is washing allowed in any other areas. Doing so will result in being asked to stop all work immediately and all associated clean-up costs will be charged to you. To book time in one of the bays please see the Marina Manager.

Safety Barriers

During times of heightened risk, temporary barriers will be placed in the carpark to limit access by both vehicles and pedestrians. Please pay attention to these barriers and do not proceed past them with a vehicle and if on foot pay attention to any operational equipment being used. If in doubt please see any of the BYS marina staff.

Cars

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 on Point Nepean Rd, unless prior access is granted by the Marina Manager. During the rest of the 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.

Pedestrian Access

From the front carpark pedestrian access is via the front of the BYS main building along a footpath which leads around the wash down bays onto the public jetty. If coming from the top carpark on Point Nepean rd, access is via a set of stairs leading down to the front of Scott's shed.

Access Gates

Marina Gates – You will be provided with a marina access swipe pass upon completion of the induction. This will allow pedestrian access through all of the marina gates. These are only accessible via the public jetty. Any lost cards will attract a replacement fee of \$70.

Hardstand Gate – There is a vehicle access gate to the hardstand. To obtain access to this please see the Marina Manager.

Reporting Hazards and Unsafe Procedures

BYS encompasses a large area, both on water and onshore. If you observe any hazards or anything unsafe or out of place, please make the Marina Manager aware of it.



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Accidents and First Aid

Please report any accidents to the Marina Manager or BYS staff. If any first aid is required please see any of the BYS staff for assistance.

Waste Oil and Battery Disposal

BYS does not provide any facilities to dispose of oil or batteries. Please take all waste materials and batteries with you when exiting for the day.

Common Sense – An Individual's Health & Safety Responsibility

Every marina and yard user shall ensure so far as is practicable that they take reasonable care for his or her own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions. You agree at all times not to wilfully or recklessly interfere with or place at risk the health and safety of any person at BYS.

Disclaimer

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.

Related Forms

- BYS Safe Boat Harbour Rules
- BYS Hot Work Permit
- BYS Safe Work Method Statement
- BYS Induction Checklist
- BYS Incident Report Form
- BYS Evacuation and Emergency Procedures
- BYS Hardstand Crane Induction