

11.3 Registration & Acknowledgement

TERMS & CONDITIONS OF ENTRY

- Signing in at reception prior to proceeding with any work and signing out once work is complete
- Wearing any supplied identification, such as a wrist band or high visibility vest whilst on site
- Working within designated hours of between 08:30am and 5:00pm Monday to Friday unless other times are specified or agreed with d'Albora prior to commencement (Office open 08:30 – 17:30 every day)
- Ensuring vehicles are registered, insured, and only parked in designated parking spaces on site. d'Albora reserve the right to remove any illegally parked vehicles
- Not making any construction or similar noise, except between 7am and 6pm on Monday to Friday, between 8am and 1pm on Saturday's. Noise is never allowed on Sundays or Public Holidays (in accordance with Noise Control Regulations) – No power tools outside of these times
- Observing 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)
- Accepting financial responsibility for any fines issued to d'Albora for breaches of Environmental Protection Licenses relating to pollution incidents resulting from Contractor or DIY works
- Not sanding, scraping or painting directly over the water with dust / spill control measures implemented for any dust creating activity
- Wearing appropriate safety equipment at all times. This includes but is not limited to; fall prevention, eye wear, enclosed footwear, gloves and respirators
- Obtaining a Work Permit or completing a dedicated checklist for any high-risk work (appropriate to the task) that is approved by a Permit Officer and/or d'Albora prior to commencing work. This includes spray painting, blasting, work at heights, confined space entry, hot works, and excavation.
- Only smoking in designated areas (if allowed) placing cigarette butts in receptacles provided
- Disposing of all waste (liquid, hazardous, general & recycling) using appropriate containers and facilities. Waste oil containers shall never be filled with water or overfilled
- Immediately reporting any incident that occurs on site to d'Albora
- Not working on energised electrical services, except testing, unless a Work Permit is issued
- Adhering to all Contractor Site Rules, signage, and all reasonable instructions issued by d'Albora
- d'Albora reserves the right to inspect all bags or parcels prior to removal from the site

Full Name		Mobile	
Email		Marine Card Number	

Employer Employee Sole Trader Business Name:

INSURANCES – Upload to BIA Marine Card profile (Card holders) or Venue (Visitors)

Public Liability 10million	<input type="checkbox"/>	Uploaded to BIA	<input type="checkbox"/>	Date of expiry:	
Workers Compensation	<input type="checkbox"/>	Uploaded to BIA	<input type="checkbox"/>	Date of expiry:	
Ship Repairer	<input type="checkbox"/>	Uploaded to BIA	<input type="checkbox"/>	Date of expiry:	

I have received a site induction	Sign here
I will abide by the Terms and Conditions of entry	Sign here
I have read and understand the Site Rules (on display)	Sign here

SIGNED COPY TO BE UPLOADED TO ACCESS MANAGEMENT SYSTEM