

Accidents and Incidents: Any accident or incident that results in property damage, injury, spillage, or threatens the environment must be reported to the office

Alcohol / Illegal substances: Contractors under the influence of alcohol or illegal substances are not permitted to work on site

Asbestos: Signage has been placed to identify the location of any asbestos-containing materials and a register is available at the office. Consult Manager before disturbing

Boat Stands: Under no circumstances may boat stands or props be moved or adjusted without express permission & direction from d'Albora staff members

Cleaning and Detailing: Water usage is to be minimised and only bio-degradable detergent shall be used. The use of a trigger nozzle device on the hose is recommended

Compressed Air: Compressed air tools and hoses are to be in serviceable condition and hoses shall be placed to avoid creating trip hazards

Confined Spaces: A Work Permit is required for any confined space. Work Permits shall be approved by a Permit Officer, signed by the Contractor, and approved by the Site prior to entry. A checklist & SWMS that outline effective control measures shall accompany the Work Permit

Courtesy Trolleys: Trolleys are provided for the convenience of boat owners and customers and shall not to be used by contractors without permission from Marina staff

Damage: Any property damage caused by the contractor shall be repaired at the contractor's expense

Discipline: The Marina Management reserves the right to refuse access to any contractor

Diving work: Must be discussed with the Marina Manager before commencing. For High Risk Diving a SWMS and copies of certification are to be provided to the office

Dress Code: Contractors are to wear clothing that is in keeping with safety requirements and of a standard appropriate to the overall image of the Marina

Dust: It is an offence to permit any dusts, debris or other contaminants to enter the water. Only power tools with vacuum facilities are to be used for sanding above the water. Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting should only be undertaken on hardstands

Duty of Care: For any activity that affects the Safety or Health of another person, all possible precautions and warnings are to be made including signage. If you need assistance in protecting the Public or others in the vicinity from your work practices please ask the Marina Office for assistance

Electrical Safety: The use of portable battery powered tools should take priority when working on the floating Marina. 240V equipment is to be tested & tagged. Contractors should be aware that 'double insulated' tools may not trip an RCD if dropped into the water. 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. Taped joints, double adapters and piggyback plugs are not allowed

Emergency Plans: Prior to commencing work contractors shall make themselves and any workers familiar with the emergency and evacuation procedures and diagrams

Explosive Power Tools: Are not to be used at any d'Albora site without evidence of licensing, certification, and approval by the Marina Manager

Fire hoses: Fire Hose Reels are provided for the sole use of fire-fighting and it is a breach of our agreement with the Water Corporation to use hose reels for any other purpose. In addition, due to hazardous chemicals on site it is a legal requirement for fire-fighting equipment to be readily available

First Aid: Any person requiring first aid treatment is to contact a d'Albora team member. First Aid kits can be found at all Marina offices

Gas Cylinders: Cylinders are to be kept within pressure test limits. They are to be stored in a secure and upright position. Flash-back arresters shall be fitted

Harassment, Bullying and Inappropriate Behaviour: Offensive language, harassment, bullying, and any other discriminatory behaviour shall not be tolerated on the site. Any Contractor acting in such a manner shall be asked to leave the site

Hazardous Chemicals & Substances: Hazardous Chemicals (e.g. fuels, oils, cleaning products) are to be correctly labelled, stored and sealed immediately after use. No open containers are to be transported across the Marina due to the risk of spills. Adequate ventilation, fire protection, and signage are to be provided. Contractors are to have a register of all hazardous chemicals brought on site. A current Safety Data Sheet (SDS) shall be provided and available upon request to d'Albora team members.

Heights: Work at Heights requires a checklist to be completed, and may require a Work Permit (EWP>11m, Scaffolding >4m, & within 2m of roof edges). Ladders should be of industrial design & suitable for the task. Working from the top step of a ladder is never permitted. Any person accessing the edge of building roofs, working on top of fly-bridges or from EWP shall wear an approved harness and lanyard and provide the Marina Manager with a Safe Work Method Statement

High Risk Work: Prior to any high risk work a Contractor must confirm whether a Work Permit is required. SWMS & checklists are always a requirement

Hot Work (welding, grinding, cutting, etc.): All Hot Work requires a checklist to be completed and may require a Work Permit. No hot work is to be conducted until approved by d'Albora. Adequate fire protection shall be available (e.g. extinguisher). A fire watch of 60minutes is usually required. Welding operations must be screened to protect all personnel against flashes. Any accessories or tools, including hoses are to be in a serviceable condition. Hoses shall not provide a trip hazard

House Keeping: Work areas are to be kept clean and tidy with due consideration of other workers, the public and the environment

Hull Cleaning: No hull cleaning is to take place except removal of 'Microfouling' as described in the Antifouling & In-water Cleaning Guidelines (DAFF)

Machine Guarding: No machinery, hand tool or other equipment is to be operated without effective guards to protect the operator and bystanders

Mechanical Repairs & Engine Servicing: Prior to working on inboard engines and draining of oils or fuels, or removal of filters, any bilge pump is to be switched to 'manual'

Noise and Fumes: All work activities conducted on and around the Marina shall be conducted in a manner that will not cause offensive noise or fumes

Personal Protective Equipment (PPE): Appropriate personal protective equipment and clothing, including footwear, must be worn at all times

Power Supply: Contractors shall not unplug a vessel's shore power supply to operate power tools and accessories. Marina staff can organise access to power on request

Refuelling: Fuel must be stored in approved safety containers and adequate ventilation must be provided when using petrol or diesel powered equipment. No-smoking signs shall be displayed where appropriate. Any decanting of fuel, refuelling of vessels or portable fuel containers shall be at the fuel wharf and shall be undertaken with extreme care. Spill equipment shall be readily available and all possible safety precautions shall be made.

Risk Assessment: The contractor is required to complete a risk assessment prior to commencing any task. This does not have to be documented but must involve consultation with any other person or PCBU who may be placed at risk

Security / CCTV: The Marina reserves the right to monitor and record contractor activities using Close Circuit Television (CCTV)

Site Operating Hours: Any work taking place outside of the marina normal operating hours shall be by prior arrangement only

Smoking: Smoking is not permitted except at designated areas. Cigarette butts shall be disposed of in dedicated bins provided

Spills and Leaks: Anyone causing a leak or spill shall take every effort to contain it. Yellow bins containing spill equipment are located at the fuel dock and throughout the Marina. Contractors using oils, fuels, or other hazardous chemicals are to familiarise themselves with the location of spill kits. Any spill on or around the Marina pontoons, public walkways, or into the water must be notified to the d'Albora office at the earliest opportunity. Every effort to clean up spills and leaks shall be made

Waste Disposal: All waste is to be disposed of in appropriate facilities. Recyclables are to be placed in receptacles for plastics, glass, paper & cardboard, batteries and metals. NO water is to be placed in waste oil collection drums. Industrial waste is to be disposed of according to the EPA waste guidelines. Fully drained oil filters may be placed in normal waste bins when wrapped in rags and placed in a bag