



## TERMS AND CONDITIONS CONTRACTORS RPAYC

The following conditions are required to be met by all contractors at the RPAYC, before commencing work. The contractor must ensure that their employees are aware of these conditions prior to arriving on site. The signature of the nominated contractor representative is in acknowledgment and agreement to comply with all conditions. The RPAYC reserves the right to stop the work of contractors where these conditions are not followed.

### Site Access

1. Upon arrival on site, contractors must report to reception.
2. The following information is required
  - **Current Boating Industry Association "Marine Card" including;**
    - i. **Current public liability certificate of currency (minimum 10,000,000)**
    - ii. **Current workers compensation certificate of currency**
  - **Documented Health and Safety Policy/Safe Work Method Statement**
3. The Contractor will sign in and be issued with a wrist band. It must be worn at all times whilst on site.
4. Boatyard - The Contractor will be introduced to the Boatyard Foreman and be escorted to the designated work area. A contractor induction to the area of work will be given.
5. Upon completion of work, Contractors must sign out.
6. The RPAYC reserves the right to inspect all bags or parcels prior to removal from the site.
7. Rubbish, waste and other materials must be removed from site

### Insurance

Prior to commencing work the Contractor must provide proof of the existence and currency of the following insurance. The BIA Marine Card System allows contractors to 'upload' these policies to cover themselves and must 'link' dependant staff. Certificates of currency must be uploaded annually and the Club takes no responsibility for missing or invalid insurances and contractors will not be permitted to work without evidence of insurance.

- Public Risk Policy - Minimum sum insured \$10,000,000
- Bodily Injury and Third Party Property Damage insurance for any vehicle, crane or hoist used on site.
- Contractors' employees Workers Compensation policy.

### Working Hours / Disruption to Normal Business Operations

Generally, working hours are only permitted between 8am – 5pm winter and 8am – 6pm summer on the Marina and grounds. Working hours on the Boatyard are whilst it is in operation and manned by Boatyard staff, these hours are 8am – 4pm and are subject to change.

1. All required work is to be planned to ensure minimal disruption to normal business operations, and minimal inconvenience to RPAYCs' Customers and Staff.
2. Where disruptions to normal business operations are anticipated, work is to be scheduled for outside trading hours.
3. Contractors will give a minimum of 2 days notice, in writing to The RPAYC of any work activity that will be required to be performed outside trading hours so that appropriate arrangements can be made.

### Dress Code

Appropriate PPE, clothing and footwear must be worn at all times. Footwear should be closed in, leather upper, flat shoes or boots. Sandals, thongs or cloth / fabric covered shoes are not permitted for personal safety reasons.

## **Personal Safety Equipment**

1. Appropriate personal safety equipment must be used in accordance with Occupational Health and Safety Standards and Best Practice, as dictated by The RPAYC's policy, workplace signs, or as directed by RPAYC's personnel
2. The contractor is responsible for providing all required personal safety equipment, and for its correct cleaning and maintenance.

## **Smoking**

Smoking is prohibited on site, with the exception of any designated outdoor smoking areas.

## **Alcohol and Drugs**

The consumption of alcohol or drugs, or working under the influence of alcohol or drugs is totally prohibited.

## **OH&S / Environmental Policy**

The contractor must fully observe the Club's OH&S and Environmental Policy and site safety rules. The Club

## **Parking**

1. Vehicles shall only be parked in designated visitor parking spaces or Crystal Bay car park.
2. No parking on the hardstands or in member allocated parking areas
3. Loading Docks shall only be used for the loading and unloading of goods, a 5 minute time limit applies.
4. All vehicles must observe displayed speed limit signs when on site.

## **Hazard & Accident Reporting**

1. The contractor must report any environmental, health and safety hazard within his immediate work area, or malfunction of any machinery, plant or equipment to store management.
2. Any personal accidents, equipment damage or loss is to be reported immediately to management.

## **Hot Work**

1. Contractors must hold a "hot work permit".
2. Contractors are required to give a minimum of 2 days notice, in writing, prior to carrying out any hot work including; welding, thermal or oxygen cutting or heating, grinding or any other heat or spark producing operations, these works must be carried out under normal Hot Work Conditions.
3. Hot work may not be carried out on the Marina

## **Hazardous Substances**

1. Contractors are required to give a minimum of 2 days notice, in writing, prior to bringing any hazardous substances onto the site. This notification must be accompanied by the appropriate Material Safety Data Sheets and Safe Work Method Statements.
2. The Contractor must comply with any written instruction, or limitation on use, in regard to hazardous substances, which may be issued by the Board of Directors or Management of The RPAYC.

## **Power, Gas and Water Supplies**

The contractor shall not isolate any electrical power, gas or water supply until written approval has been obtained from the General Manager or Facilities Manager.

## **Cleanliness**

1. The contractor will take all necessary steps to limit and contain any noise, dust, fumes or liquids produced as a result of his work on site.
2. The contractor will ensure that his work area is left clean after completion of work and all waste material is removed from the site.

## Emergency Evacuation

1. In the event of an emergency alarm, announcement over the public address system or verbal instruction from any RPAYC personnel, the contractor must immediately cease work and proceed to the assembly area which was identified during the site induction and also available on Emergency Evacuation Diagrams.

## Instructions

The contractors must conform to all written or verbal instructions given by management and follow instruction that ensure personal safety and the health and safety of others.

## Sub-Contractors

1. It is the Primary Contractors responsibility to ensure that any Sub-Contractors used on site are familiar with, and comply with all the above conditions.
2. The Primary Contractor must give a minimum of 2 days notice, in writing, prior to using Sub-Contractors on site. This notification must be accompanied by certificates of currency for all the required insurance contracts.

## Environmental Protection

1. Council noise restrictions apply.
2. The RPAYC will enforce all rules and regulations as set down by government authorities.
3. The Club shall call a 'cease work' for any activities that do not comply.
4. Airborne pollution must be contained as per EPA regulations. Topside spraying is particularly difficult to contain and all such jobs must be authorised by the Boatyard Manager.
5. A copy of the Clubs Environmental Policy must be read and adhered to by all contractors, staff and subcontractors.

## Specific Hazards

- Dangerous goods
- Hazardous substances
- Vehicle access
- Housekeeping
- Travel lift
- Cranes
- Pits
- Forklift
- Falls
- Electrical Leads and Equipment including Power Tools
- Scaffolding

## Reporting Hazards and Unsafe Procedures

Hazards and unsafe procedures should be reported immediately to one of the following members of RPAYC.

Boatyard Services Mgr	Monique Mobbs	0409 411 495
Facilities Manager	David Randall	0439 556 885
F&B Manager	Mandy Hansen	0418 448 357
Reception		9998 3700

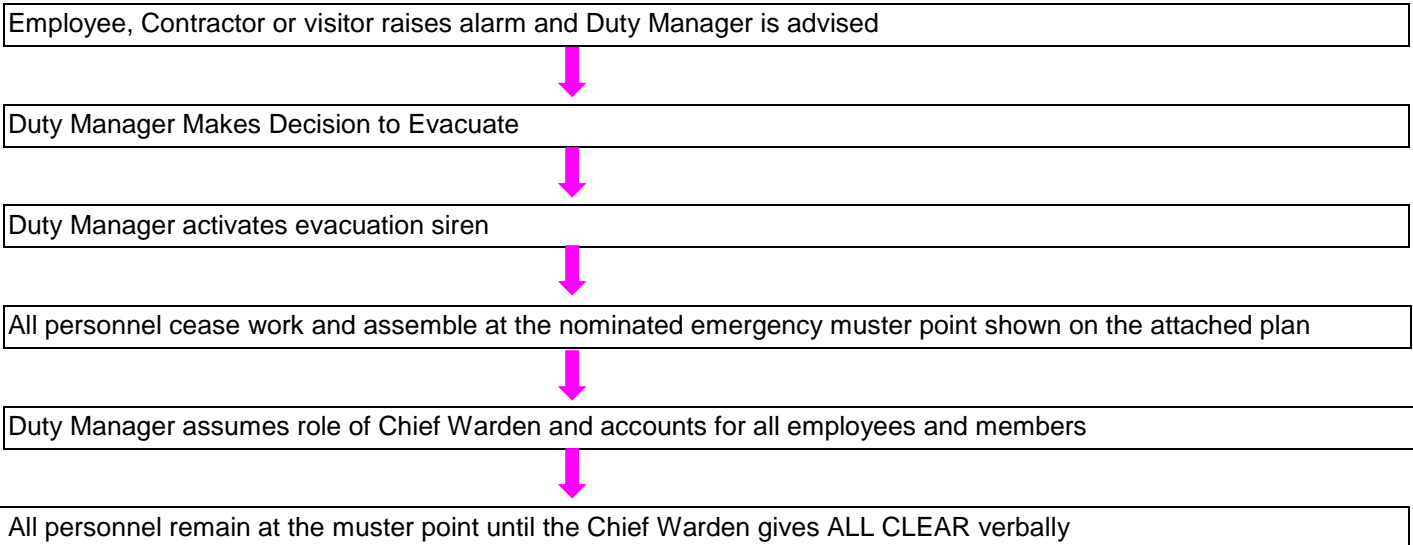
If any of the above staff are unavailable please report any hazards and/or unsafe procedures to any RPAYC Staff member on duty.

## Fire and Emergency Procedures

The Emergency Plan addresses situations that may arise and identifies the roles and responsibilities of the management of emergency situations

These procedures are to enable site personnel and emergency service providers to cope with an emergency situation by setting out responsibilities and expected responses to situations. It is every person's responsibility to be pro-active with regard to emergencies by being prepared to follow a prescribed set of instructions.

### Emergency Planning & Evacuation Flow Chart:



## Accidents and First Aid

All accidents and near misses must be reported to the Facilities Manager (David Randall), Monique Mobbs (Boatyard) or any RPAYC staff.

There are 4 first aid kits

- Administration office
- Waterfront workshop
- Halyards kitchen/ bar area (ground floor Clubhouse)
- Edinburgh bar kitchen (1<sup>st</sup> floor Clubhouse)

## Key Safety Standards

- High visibility vest to be worn at all times
- Personal Protection Equipment shall be worn at all times (e.g. covered shoes, gloves, masks).
- Only Club staff are authorised to undertake the lifting, moving, blocking, standing and water blasting of vessels.
- A clear distance of 5 metres is to be maintained from moving machinery. The operator will sound the horn before moving.
- A harness must be used when working above 1 metre
- When working above 1.8 metres scaffolding to be used. Ladders must not be used as a working platform.
- Mast crane, scissor lift and Travel lift may only be used by RPAYC authorised contractors.
- The water blaster is only to be used by RPAYC staff. Use of a gurney is not to be used on the Boatyard.
- Head phones may not be used while working on the Boatyard.
- Children under the age of 12 and animals are not permitted on the Boatyard.