



# THE ROYAL PRINCE ALFRED YACHT CLUB

## Boatyard Registration and Induction

<b>Club Information</b>	
<b>Business Name</b>	The Royal Prince Alfred Yacht Club
<b>ABN</b>	50 506 904 724
<b>Address</b>	16 Mitala Street, Newport NSW 2106
<b>Contact Phone Number</b>	02 9998 3700
<b>Boatyard Contacts</b>	Monique Mobbs - Boatyard Services Manager    0409 411 495
	Gary Moon - Boatyard Operations Manager    0497 107 271
<b>Email</b>	Monique Mobbs <a href="mailto:monique.mobbs@rpayc.com.au">monique.mobbs@rpayc.com.au</a>
	Gary Moon <a href="mailto:gary.moon@rpayc.com.au">gary.moon@rpayc.com.au</a>
	Reception <a href="mailto:reception@rpayc.com.au">reception@rpayc.com.au</a>

<b>Member Information</b>	
<b>Name</b>	
<b>Address</b>	
<b>Contact Phone Number</b>	
<b>RPAYC Member #</b>	
<b>Vessel Name</b>	
<b>Vessel Type and LOA</b>	

<b>Emergency Contacts</b>	
<b>Police, Fire Brigade, Ambulance</b>	<b>000</b>
The Royal Prince Alfred Yacht Club	02 9998 3700
Water Police Broken Bay	02 9910 7899
NSW Poisons Information Centre	13 11 26
Hospital - Mona Vale Urgent Care Centre	02 9998 6300
Hospital - Northern Beaches	02 9105 5000
Marine Rescue Broken Bay	02 9999 3554

## Members Declaration

- I acknowledge receipt of the Royal Prince Alfred Yacht Club Boatyard Registration and Induction booklet containing the *Conditions of work on the Boatyard* document and I understand and agree to abide by them.
- I further agree to ensure that all people engaged in work on my vessel in the Boatyard are aware of these requirements, obligations and shall abide by them at all times.
- I acknowledge that every yard user shall ensure so far as is practicable that reasonable care is taken for his or her own safety and for the health and safety of anyone else who may be affected by his or her acts or omissions.
- I agree at all times not to wilfully or recklessly interfere with or place at risk the health and safety of any person at the RPAYC.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

All members must participate in a personal site induction on/prior to the first day that he/she intends to utilise the Boatyard at our facility

Date of Site Induction: \_\_\_\_\_

Signed by RPAYC: \_\_\_\_\_

BIA Marine Card Number: \_\_\_\_\_

RPAYC Management reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or authority to use Club facilities from any person or company at any time

# Terms and Conditions of Induction

## Introduction

The Royal Prince Alfred Yacht Club (RPAYC) operates its boatyard in accordance with the following conditions. These conditions are in place for your safety and the safety of those around you.

Completion of a boatyard induction is a requirement prior to undertaking any works in the yard. This applies to contractors, members, visitors and staff.

## Induction and Registration Requirements

### Registration

All members must read and sign this document prior to working in the Boatyard.

### Requirements

All members must have completed and hold a valid Boating Industry Association (BIA) marine card prior to entering the Boatyard and must sign in and out each day. Marine card details can be found here:

<https://www.bia.org.au/training-jobs/courses/marine-card-whs-general-induction>

### Induction

An initial Boatyard induction is required to be completed prior to approval to undertake work in the yard. This on-site induction will take approximately 15 minutes and bookings for the induction must be made prior to the arrival of your vessel at the yard.

### Ladder Use and Boatyard Working Conditions

Please read these conditions carefully and raise any queries with the staff member providing the induction.

### Yard Access

Access to the yard is from Monday – Friday 7.30am – 4pm, Saturday and Sunday from 8am to 4pm. Weekday sign in and out must occur at the Boatyard office or Club reception and at Club reception during Weekends. A high vis vest will be supplied at the time of sign in and must be returned on sign out.

### Important Note

It is the boat owner's responsibility to ensure that any person/s brought onto the RPAYC Boatyard by them have a valid BIA marine card, are financial members of the Club and have completed the registration and induction requirements.

## Health and Safety

Boat owners are required to ensure that they and all person/s working on their vessel in the Boatyard are physically fit and capable of safely undertaking the work that they will be conducting.

### Accidents and Incidents

Any accident or incident that results in property damage, injury or environmental harm, or threatens environmental harm, must be reported immediately to Management.

Any person requiring first aid treatment is to contact Club staff.

## First Aid Kits

First aid kits are located in the Boatyard staff lunch room, the Waterfront workshop, and at Club reception

## Electrical

Electricity and water are a lethal combination. All portable electrical equipment used in the Boatyard must be tested and tagged at least annually. Extra care must be exercised during and immediately following periods of rainfall. 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 practicable and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and water. Taped joints, double adaptors and piggyback plugs must not be used. If electrocution does occur, DO NOT TOUCH the victim unless you have been able to turn off/isolate the power supply. Call 000 and notify Club management or staff.

## Hazardous Substances

Hazardous substances include but are not limited to antifouling paint, solvents and corrosive cleaners.

A SDS (Safety Data Sheet) for all hazardous substances in use should be read prior to use. All users must be familiar with and understand the first aid and control measures required.

## Hot work

No hot work is to be conducted until a hot work permit has been issued and signed by Boatyard management, this includes grinding or welding. Hot work is strictly prohibited during weekends.

## Tools

All tools used to complete the work must be in good working order with any safety guards required for their safe operation utilised. All hoses must be fitted with a trigger nozzle. Fire hoses are not be used except for emergencies.

## Working at Heights

The maximum working height permitted in the RPAYC Boatyard is 1.7m. Persons undertaking DIY work are not permitted on the deck of a vessel in the Boatyard at any time.

**All equipment must be checked for damage prior to use**

## Ladders

Ladders must be tied off at the top and secured on even ground at the bottom.

Three points of contact must be maintained (2 hands -1 foot, 2 feet - 1 hand) when ascending or descending ladders.

Working from the top step of a ladder is not permitted

Ladders must not be used as a work platform.

Refer *Safe Use of Ladders* document for additional information.

## A-Frames and Planks

When using A-frames and planks to work on vessels the following rules apply:

All planks must be level.

Planks must be supported every 3m.

Working load limit 200kg.

Planks are not to be placed higher than the advised maximum height rung on the A-frames.

## **Personal Protective Equipment and Clothing**

Appropriate personal protective equipment (PPE) and clothing must be worn at all times. PPE includes but is not limited to; fall prevention, eye wear, enclosed footwear, gloves and respirators. The wearing of thongs/flip flops are not permitted in the Boatyard at any time.

## **Environmental Considerations**

### **General**

Any pollution caused by work undertaken in the Boatyard must be minimised, contained and disposed of appropriately, this may include the use of drop sheets or tarpaulins.

Any person/s found in breach of environmental legislative requirements may be suspended from RPAYC immediately. Any penalties incurred by RPAYC as a result of a breach may be recovered from the person/s responsible.

### **Noise, fumes and airborne pollution**

All operations and activities occurring on the Boatyard must be conducted in such a manner that they will not cause offensive noise or fumes. Operations that cause dust, grit or overspray must be fully contained to minimise any materials from escaping.

### **Painting and anti-fouling work**

Any and all paint, including that used for antifouling and / or topsides, must be applied using a brush and/or roller. No airless spraying of any kind is permitted in the Boatyard other than by Boatyard staff and Club tenants. All paint must be disposed of appropriately and not disposed of down any drains.

### **Site Cleanliness**

Work areas must be kept clean and tidy with the prompt removal of all waste. Any areas that are not cleaned to the satisfaction of Boatyard management prior to sign out will be subject to a cleaning fee.

# Safe Use of Ladders

## Introduction

Ladders are a commonly used piece of equipment and should be inspected for damage and correct operation prior to use. Ladders must be fit for purpose and their type, height and safe working load should be appropriate for the work to be performed. The instructions below for the set up and use of ladders in the Boatyard must be followed.

## Setting up the Ladder

- Inspect the ladder for damage sustained by a previous user. Look for broken welds or bent tubes. If any component is found to be worn or damaged notify RPAYC staff who will remove the ladder from service.
- Ensure the rungs are clean.
- When moving the ladder carry it parallel to the ground and hold the side rail in the middle of the ladder to balance the load.
- When locating the ladder ensure the feet are placed evenly on firm, level ground. Always check that it is stable and there is no rocking movement before ascending.
- Do not place the ladder on any items such as pallets, blocks or boxes to increase the height.

## Using the Ladder

- Wear slip resistant enclosed footwear – not sandals or thongs/flip flops.
- Only one person is permitted on the ladder at any time.
- Face the ladder when ascending and descending.
- Always maintain three points of contact.
- The ladder must be tied off at the top.
- Keep feet below the point at which the ladder touches the boat.
- Do not stand on the top step of a ladder to access a work platform.
- Do not use ladders if you are adversely affected by a medical condition or medication.
- Aluminium ladders conduct electricity; ensure metal ladders are well clear of electrical wiring and other electrical hazards.
- Do not over reach whilst using the ladder.
- Ladders must only be used for access, they must not be used as a working platform.

## Conditions of work on the Boatyard

1. All vessel owners and their workers must comply with the RPAYC conditions of work on the Boatyard. Failure to do so may result in work being stopped by authorised RPAYC staff.
2. All members and / or contractors doing work on a vessel must hold a valid BIA Marine Card and have completed the registration and induction processes prior to entering the Boatyard.
3. Prior to the commencement of any work the scope of work to be undertaken must be discussed with Boatyard management. Appropriate equipment, including screens, tarps and drop sheets, is to be used.
4. Power tools used for sanding/grinding/cutting work on a vessel must be fitted at all times with suction (vacuum) hoses and a collector for the surface materials.
5. If suction hoses are not available only wet sanding/grinding/cutting tools may be used. Failure to comply will result in the breach being notified to Management and may result in a ban from the boatyard facilities.
6. Appropriate Personal Protective Equipment (PPE) must to be worn by personnel when working in the boatyard. PPE includes hi-vis clothing enclosed shoes, hearing protection, gloves, masks, respirators and safety glasses. The use of audio headphones in the Boatyard is prohibited at all times. Whilst the appropriate use of hearing protection at the work site is recommended consideration should be given to its removal when moving around the yard given the danger posed by the operation of plant and machinery in the yard.
7. All lifting, moving, blocking and standing operations will be undertaken by RPAYC staff only.
8. Blocks, props/stands are not to be moved or repositioned by anyone other than RPAYC staff and breaches may result in those responsible being banned from the yard.
9. Water blasting will be conducted by RPAYC staff only. Personal gurneys or water blasters are not permitted in the yard.
10. A-frames and planks are available for use subject to strict adherence to height restrictions and set up requirements.
11. Ladders are not to be used as a work platform; attention is drawn to the *Safe Use of Ladders* document used during the Boat yard Induction.
12. Work is not permitted to be performed on vessel decks, above decks, or on the super structure.
13. A 5m clearance must be maintained from any moving plant or machinery.
14. Children under the age of 12 are not permitted in the yard. Children over the age of 12 in the yard must be supervised by an adult.
15. The use of skateboards and bikes and ball games in the yard are prohibited.
16. Animals are not permitted in the Boatyard.
17. Smoking is not permitted in or around the Boatyard.
18. Electrical tools are to be in good working order and to be tested and tagged annually.
19. Work is only permitted between 7.30am and 4pm Monday to Friday and 8am to 4pm Saturdays and Sundays.
20. The service area must be left clean and non-compliance may incur a cleaning fee.
21. It is not permitted for anyone to remain onboard a vessel overnight in the yard.
22. No person may board / disembark a vessel until permission is granted by the travelift operator or dogman.
23. Vehicle access into the Boatyard is subject to the approval of Boatyard management.
24. The fresh water provided in the yard is recycled and unsuitable to drink. Fresh water usage should be minimised where possible.

**By signing below you are agreeing to comply with the conditions above**

Signature:	Date:	Mem No:
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