



# Working at Royal Prince Alfred Yacht Club

## Policy, Terms & Conditions for External Contractors



## ROYAL PRINCE ALFRED CLUB INFORMATION

<b>Business Name</b>	Royal Prince Alfred Yacht Club
<b>Street Address</b>	16 Mitala Street, Newport NSW 2106
<b>Primary Contact Telephone</b>	02 9998 3700
<b>General Manager</b>	Nigel Gibson
<b>Waterfront &amp; Facilities</b>	Kylie Brown, Marine Services & Operations Manager
<b>Boatyard</b>	Monique Mobbs, Boatyard Services Manager
<b>Email</b>	Management <a href="mailto:management@rpayc.com.au">management@rpayc.com.au</a>
	Reception <a href="mailto:reception@rpayc.com.au">reception@rpayc.com.au</a>
	Waterfront <a href="mailto:waterfront@rpayc.com.au">waterfront@rpayc.com.au</a>
	Boatyard <a href="mailto:boatyard@rpayc.com.au">boatyard@rpayc.com.au</a>

## Emergency Contacts

<b>Police, Fire Brigade, Ambulance</b>	<b>000</b>
Royal Prince Alfred Yacht Club	02 9998 3700
After Hours Security	0411 072 363
General Manager	0417 068 263
Marine Services & Operations Manager, Kylie Brown	0438 645 643
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



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## Introduction

RPAYC's 'Policy, Terms & Conditions for External Contractors' applies to all areas of Royal Prince Alfred Yacht Club's facilities.

The purpose is to ensure all external contractors (including their staff), have a detailed and thorough knowledge base of the club's policies, procedures and Work Health and Safety. These terms, conditions and WHS must be met at all times by external contractor, including their staff.

External contractors are considered as 'Person conducting a business or undertaking' (PCBU). The model WHS Act places the primary duty of care on the PCBU. The term PCBU is an umbrella concept used to capture all types of working arrangements or structures. A PCBU can be a: company; unincorporated body or association; sole trader or self-employed person. Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.

External contractors, as PCBU's, must ensure that staff are made aware of the conditions contained within. The club requires the 'Declaration and Induction (page 10) to be signed and all relevant induction forms to be completed and signed. The RPAYC reserves the right to refuse entry or stop work where the club deems the work a risk to persons or property and/or where the terms and conditions are not met.

All external contractors must also adhere to the directives of the General Manager or delegate at all times.

## General Work Health & Safety (WHS) Obligations

All workers, including external contractors have a duty of care to themselves, as well as those at the RPAYC facilities including Members, guests, staff and other contractors. Under the Work Health and Safety Act 2011, whilst at work, a worker must take reasonable care for his or her own health and safety; take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons as well as cooperate with any reasonable policy or procedure relating to the health or safety at the workplace.

Under the Work Health and Safety Regulation 2017, it is the duty of the worker to ensure that any personal protective equipment (PPE) required, is suitable to the nature of the work and any hazard associated with the work along with ensuring it is in a clean, hygienic and good working order, is used and not intentionally misuse nor damage the equipment.

Any work to be carried out on RPAYC facilities is only to be carried out by a person who has prescribed qualifications or experience, or carried out under the supervision of a person with the prescribed qualifications or experiences. To comply with Work Health and Safety Act and Regulations, it is a requirement that all relevant certificates, licences and qualifications for all staff and contractors conducting work on the ground of RPAYC is available on request.

In the event there is an incident or risk of incident, it is obligatory to complete an Incident Report form, and submit to the club immediately.

## General Manager's Final Authority

The General Manager is authorised to make the final decision regarding any of the policies and, where the matter is not specifically covered, the General Manager will have the absolute authority to make a determination that seeks to protect the safety of members, staff, tenants, vessels and property.



## Club Policies & Procedures

External contractors, working within any area of the club's facilities, will abide with the following.

All PCBU's must be fully aware of the Work Health & Safety Acts and Regulations with regard to safe work practices and duty of care.

Club Policies and Procedures include, but are not limited to;

- All persons working on club grounds must not do anything that is offensive, hazardous or likely to cause nuisance or injury to any person.
- Noise should be kept to a minimum at all times and Northern Beaches council noise restrictions must be observed.
- All shore power leads connected to club pedestals must be tagged by licenced electrical contractor.
- It is each person's responsibility to ensure that no harm is caused to the environment.
- Any incidents, including near misses, hazards or environmental concerns must be reported to the club immediately
- Rubbish, waste and other materials must be removed from site.
- Hot work is not permitted until a 'Hot Work Permit' has been authorised and not until such time that an induction has been completed.
- Firefighting equipment shall not be used for any purpose other than firefighting.
- Emergency evacuation signage, displaying location of assembly points and procedures, is located throughout the facilities.
- External contractors and Members performing DIY work within the Boatyard will undergo an induction with boatyard staff.
- External 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; It is the 'primary' contractor's responsibility to ensure that any 'sub-contractors' working on site are familiar with and comply with all conditions when working on RPAYC grounds.
- Sub-contractors engaged are required to meet club policies and procedures, including having a valid BIA Marine Card and insurances.
- Smoking is prohibited within 4 metres of a public pedestrian entrance way and as sign-posted across the facilities. Strictly no smoking on the Boatyard.

## Minimum Entry Requirements

All external contractors working anywhere on club grounds must meet the minimum requirements to sign in, these requirements are as follows;

- Each contractor and his/her employees shall hold a valid Boating Industry Association (BIA) WH&S Marine Card and;
- Insurance uploaded to primary Marine Card Holder profile, including;
  - Current public liability certificate of currency (minimum \$20,000,000)
  - Contractors' employees Workers Compensation policy
  - Documented Health and Safety Policy, Safe Operating Procedures and Safe Work Method Statements
  - Dependant staff must be 'linked' to the primary marine card holder's account

Contractor sign in/out is located either at Reception or the Boatyard.

## Permitted Working Hours

### Marina and grounds

Monday to Sunday - working hours permitted between 8am – 5pm on the marina and grounds.

### Boatyard

Monday to Friday – during Boatyard working hours generally between 7.30am – 4pm.

*Hours are subject to change.*



## Environmental Protection

The club holds an Environmental Protection Licence (EPL) in accordance with the Protection of the Environment Operations Act 1997 (POEO Act). The holder of an Environmental Protection Licence must prepare, keep, test and implement a 'Pollution Incident Response Management Plan' which is publicly available on the RPAYC website. The club will at all times enforce the rules and regulations as set down by Government authorities.

Any risk of pollution must be mitigated prior to the commencement of works. All works must be conducted in such a manner that they will not cause offensive noise, fumes, contaminants entering the waterway, this may include for example; dust extractors, containment barriers, drop sheets and/or tarpaulins, use of environmentally friendly products. Pollution resultant of works must be reported immediately, contained and waste disposed of appropriately.

Any person/s found in breach of regulations or club policies will have work immediately suspended, and any penalties incurred by the club as a result of a breach may be recovered from the PCBU.

- Noise should be kept to a minimum at all times and Northern Beaches council noise restrictions must be observed.
- The club will issue an immediate 'cease work' for any activities that do not comply.
- The club's Environmental Policy and PIRMP is available on the club website.

## Safe Work Method Statements (SWMS) & Safe Operating Procedures (SOPs)

Risk control is taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard. SWMS and SOPs are required for any high-risk work and outlines requirements to know to perform a specific task safely.

Information may include personal protective equipment (PPE), safe work directions, a risk assessment of the task along with controls in place to eliminate or reduce the risk relevant to the task.

While not obligatory to provide any SWMS/SOPs to RPAYC prior to work external contractors, conducting work on the grounds of RPAYC, acknowledge they have these processes in place prior to any work taking place and this documentation must be available immediately at the request of the General Manager or delegate.

## Personal Protective Equipment

Appropriate personal protective equipment (PPE) refers to anything used or worn to minimise risk to workers' health and safety.

External contractors and members performing DIY works are responsible for providing all required personal protection equipment, and for its correct cleaning and maintenance. Under the model WHS laws, PCBUs must put control measures in place if it is not reasonably practicable to eliminate a health and safety risk in the workplace. Control measures may include PPE as an interim or last resort or as back-up.

Where PPE is to be used it must be;

- Selected to minimise risk to health and safety, including by ensuring equipment is:
  - suitable for the nature of the work or hazard
  - a suitable size and fit for the individual who is required to use it and that it is reasonably comfortable.
- Maintained, repaired or replaced, which includes ensuring the equipment is:
  - clean and hygienic
  - in good working order.
- Used or worn by the worker, so far as is reasonably practical.

A PCBU must:

- consult with their workers when selecting PPE
- ensure, as far as is reasonably practicable, that the PPE is used or worn by the worker
- provide the worker with information, training and instruction in the proper use and wearing of PPE and its storage and maintenance.

As such PPE must be worn as appropriate to the task, as signposted, or as directed by the General Manager or his delegate. All clothing must be suitable to ensure sun-protection, appropriate footwear must be worn at all times.



## Hot Work

Hot works is strictly forbidden in the marina or grounds unless otherwise approved by the General Manager or delegate, prior to commencement of work.

A minimum of 2 days' notice is required, 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 the Australian Standard AS 1674.1 "Safety in welding and allied processes Part 1: Fire Precautions and NSW Government Code of Practice Welding Processes August 2019.

A Hot Work Permit must be requested in writing via email [waterfront@rpayc.com.au](mailto:waterfront@rpayc.com.au) outlining details of works, location and must include the provision of SWMS to address controls for the proposed works being carried out at RPAYC. This will be reviewed and prior to the commencement of works a Hot Work Permit induction will be conducted.

## Hazardous Substances

A minimum of 2 days' notice is required, in writing, prior to bringing any hazardous substances onto club grounds.

The request to bring hazardous substances must be accompanied by the appropriate Safety Data Sheets (SDS) and Safe Work Method Statements (SWMS). External contractors and members must comply with any written instruction, or limitation on use, in regard to hazardous substances, which may be issued by the General Manager or delegate.

## Power, Gas & Water Supply

No electrical power, gas or water supply should be isolated until written approval has been obtained from the General Manager or delegate.

## Use of Club Equipment

External contractors are not permitted to use RPAYC equipment without permission from the General Manager or delegate. RPAYC equipment includes but is not limited to; scaffolds, boat stands, ladders, forklift, scissor lift, cranes, or power tools. If permission is granted, it is a requirement that the appropriate SWMS/SOPs relating to that equipment is read, understood and signed by the user, prior to use.

## Electrical Safety

Electrical equipment must be in a well maintained, good working condition and all leads and power tools are to be tested and tagged regularly and at least annually. Any leads or equipment, not 'tested and tagged' are not to be used until this has been undertaken.

Shore power pedestals are equipped with a breaker, designed to trip when there is an overload on the circuit, and residual current device (RCD). The RCD is designed to trip when there is earth leakage. The RCDs are regularly tested and any faults are to be reported to the club.

## Trip Hazards

Power leads, ropes and hoses are not to run across walkways or docks where possible and if this is necessary then must be brought to the attention of the users of the area with cones or any method that avoids creating a trip hazard, for example taped to the ground or tucked in to the gaps of the docks.

## Parking

- External contractors may park at Crystal Bay carpark; parking is not permitted in the visitor/public parking positions at club entry.
- No parking is permitted on hardstands or in member allocated parking areas.

## 'Work' Boat Parking

Work boats are required to be berthed on the inside of the Service Wharf. Work boat parking is available on the inside of the service wharf for small vessels only. Under no circumstances should work boats be berthed within vacant berths or pulled alongside and secured to vessels domicile in a berth.

## Incident & Hazard Reporting Procedure

The club's goal is to minimise risks to as low as possible, and this is made possible through proper understanding and reporting of hazards and incidents. Club tenants, external contractors, members, visitors and staff have a duty of care to ensure that they do everything reasonable as to keep the site free from hazards and identify any risks involved with their work to prevent any incidents. The club is to be notified immediately of potential hazards, risks and near misses.

When an incident occurs, the following steps are to be followed:

1. Following an incident, take steps to isolate further risk, if possible, to prevent further incidents.
2. Work is to stop if investigation required, or risks/hazards cannot be eliminated/ mitigated.
3. All incidents must be reported an Incident Form completed.

## Fire Emergency

Should an alarm be raised, all non-essential personnel are to stop work and proceed to the nearest assembly point until notified otherwise.

Fire Equipment is located throughout the club grounds and this equipment includes; firehoses, fire hydrants and fire extinguishers. The fire equipment is installed at intervals along each marina arm to maximise coverage to extinguish a fire should one occur. Fire equipment must only be used in the event of an emergency

## Pollution Incident

For **major pollution incidents**, If the incident presents an immediate threat to human health or property, such as toxic fumes or a large chemical spill, **call 000**.

As first responders, Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are responsible for controlling and containing incidents.

For **minor pollution incidents**, if the incident is not an immediate threat to human health or property, report it to the club.

To report, call the club (02) 9998 3700.

All persons, including club tenants, external contractors, members and visitors, are required to report pollution incidents including near misses or risks associated with pollution to the club.

## Emergency Muster Points

There are two 'Emergency Muster Points' at RPAYC.

The primary emergency muster point is level 2 (the mid-level) car park (**AA 1**).

If the primary emergency muster point is inaccessible, the secondary location is on Crystal Street within the Crystal Bay carpark (**AA 2**).





## Spill Kits

Spill kits and containment materials are available at various strategic points across the RPAYC facilities, can be easily be identified as being yellow marked bins and are marked on the Emergency Evacuation Plans. Emergency response and fire equipment is readily available and training in emergency response and fire incidents is carried out at least quarterly.



## CCTV Surveillance Systems

The club operates continuous and ongoing (visual only) CCTV surveillance system within the clubhouse and across the club's facilities. The club's CCTV surveillance system is an overt video surveillance system to assist with operations, deter crime, protect the club's assets from criminal activity and to deter vandalism.

The Workplace Surveillance Act 2005 (NSW) ('the Act') and Surveillance Devices Act 2007 (NSW) requires the club to provide notification of the surveillance methods in use at the club and how we may use this information.



## DECLARATION

- I acknowledge receipt and to agree to abide by the RPAYC External Contractor Policy, Terms and Conditions, or as directed by the General Manager or delegate. I understand and agree to abide by all Regulations, Acts and other set down by Government authorities including the Work Health and Safety 2017 Regulations and the Environmental Operations Act 1997.
- I understand, that I must sign in and sign out on every visit to RPAYC, at either Reception or the Boatyard Office.
- I understand, that I need to have undertaken a risk assessment of the works to be carried out and to have Safe Work Method Statements (SWMS) and Safe Operating Procedures (SOP) in place and as a Person Conducting a Business or Undertaking' (PCBU) I am responsible for ensuring any staff are trained and competent to undertake work they are required to perform.
- I will, so far as is practicable, ensure that reasonable care is taken for my own safety, the safety of my staff, and for all persons at RPAYC.
- I agree at all times not to wilfully or recklessly interfere with or place at risk the health and safety of any person, property or environment at RPAYC.

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

Company /Trading Name: \_\_\_\_\_

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

Signed by \_\_\_\_\_

## INDUCTION RECORD

All external contractors must participate in a RPAYC site induction on/prior to working on club grounds. It is the responsibility of the 'Person Conducting a Business or Undertaking' (PCBU) to provide an induction for staff.

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

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

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

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

BIA Marine Card Number: \_\_\_\_\_ Valid To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Insurances Uploaded to Marine Card: YES / NO      Dependant Staff Linked Marine Card: YES / NO

All pages initialled: YES / NO