

CONTRACTOR AND CUSTOMER INDUCTION HANDBOOK



**NEWCASTLE CRUISING
YACHT CLUB**

NCYC Office: 4940 8188

Dockmaster Mobile: 0408 299 512

Fire / Ambulance / Police: 000

Newcastle Cruising Yacht Club (NCYC) complies with the (*Occupational Health and Safety Act 2000*) and the (*Protection of the Environment Operations Act 1997*) to ensure the safety and wellbeing of all employees, visitors, guests, customers and contractors and for the protection of the environment.

All employees, contractors and customers are expected to follow safe work practices, observe company safety rules and report workplace hazards, incidents and near misses to management.

SIGNING IN/SIGNING OUT

All customers, contractors and visitors to NCYC must report to the office on arrival to sign. You must sign in and out each day you are on the premises.

AMENITIES

Toilets are situated within the shipyard and also on level 1 of the NCYC Commercial Centre next to the NCYC administration office.

SMOKING POLICY

Smoking is not permitted in the boat, on the fuel wharf, in the club or any other area with signage indicating it to be non-smoking.

ALCOHOL AND OTHER DRUGS POLICY

Consumption of Alcohol and drugs is not permitted on this site. Any contractor who demonstrates signs of being under the influence of alcohol or drugs will be removed from site.

INJURY MANAGEMENT POLICY

Should a customer, member or contractor be injured in the course of their work or conduct on NCYC property, NCYC must be advised as soon as the appropriate medical assistance has been provided, or as soon as possible.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE needs to work to prevent risk of injury from physical hazards such as equipment, machinery or substances.

The following PPE is mandatory for entry into the boatyard:

- Enclosed footwear. Footwear may be removed whilst on a boat deck or in the cabin.

As a guide the following should be worn by customers and contractors whilst undertaking the following activities:

- Shirt, hat and SPF 30+ sunscreen on any exposed skin.
- Eye protection. Safety glasses or safety goggles with side shields shall be worn when sanding, grinding, chipping, drilling, etc. or handling dangerous chemicals.
- Hand protection. Suitable and appropriate gloves should be used for specific job functions and whilst

handling dangerous chemicals. Gloves should be worn when operating rotating or reciprocating machinery. It is recommended that gloves be worn at all times when cleaning and material handling.

- Hearing protection. Hearing protection should be worn in areas of high risk. This requirement applies to all persons passing through these areas, as well as those working in areas with operating equipment that emits high sound levels e.g. grinders.
- Respiratory protection. When required by the nature of the work all employees, customers, contractors and other persons in the work area should wear face masks or respirators.

If the wearing of an item is considered to create a greater hazard than it was designed to guard against, it may be justified to waive the requirement of that item. In such circumstances an alternative method of hazard protection which is at least as effective as the standard protective method should be implemented.

PERSONAL CONDUCT

Running, fooling, horseplay, practical jokes, and committing a nuisance on NCYC's precinct is prohibited.

You are strongly encouraged to wash your hands before eating and to avoid storing food and drink or eating in areas subject to contamination.

Walk only within proper walkways and be aware of travel lift, mobile crane movements, vehicles and other contractors at all times.

HOUSEKEEPING

- All customers and contractors are responsible for maintaining a clean and safe working environment.
- The operating area around machinery is to be kept clear of obstructions at all times.
- Scrap material is to be placed in proper disposal containers by the persons creating the scrap prior to leaving the job or completing the work.
- Materials, equipment or pallets shall not be placed in walkways, roadways, access or exit areas, or in areas blocking fire equipment, or, any form of emergency equipment.

LADDERS AND STAIRWAYS

- Ensure ladders are without defect.
- An unsafe ladder should not be used.
- Ladders should be used as a means of access only – never as a work platform.

- The angle of inclination should not exceed 4:1, or 75%. Areas adjacent to ladders and in stairways are to be kept clear at all times.

VEHICLES

- Vehicle parking is NOT permitted on the Hardstand. No responsibility will be accepted for vehicles parked on the hardstand or in the adjacent car park and vehicle owners do so at their own risk.
- NCYC reserves the right to remove any vehicle from the premises.
- Double parking in NCYC's car park is prohibited.

HAZARDOUS MATERIALS AND CHEMICALS

All hazardous chemicals need to be:

- Properly labelled;
- Handled and used in accordance with the manufacturers' instructions or Materials Safety Data Sheet (MSDS); and
- Stored in appropriate identified containers.
- It is the customers' or contractor's responsibility to be sure of what substance they are handling or working with and the appropriate procedures for doing so.
- Chemical spills to the skin or eyes should be treated as directed by the MSDS . Report immediately to First Aid for treatment.

- Chemical spills to the ground are to be correctly treated and cleaned immediately as required by the MSDS.
- Disposal of waste chemical products and containers shall be in accordance with regulatory requirements.

ELECTRICITY

- Customers are responsible for the supply of their own electrical equipment.
- Only licensed electrical trades persons are permitted to repair electrical equipment or wiring.
- All electrical lines and equipment are to be treated as LIVE unless there is positive indication that the power is off.

All portable electrical equipment should be inspected before use and have current inspection tags attached.

- Portable electrical equipment includes equipment not permanently connected to a power source, e.g. extension leads, extension power boards, electric arc welders .
- All temporary power supplies running through the workplace must be safely suspended off the floor by metal hooks or wires. Cables running across vehicle areas must be protected from physical damage.
- Do not allow water or rain to lie on electrical equipment – cover it up or lift it up.

ELECTRICAL EMERGENCIES

- DO NOT touch someone captivated by an energized electrical circuit. De-energize the power source or use non-conductive material (such as dry wood) to separate the person from the electrical hazard.

Isolation Tags

- An “Out-of-Service” tag should be used to isolate equipment likely to endanger the safety of users, equipment or product.
- Equipment with a “Danger” tag attached must not be operated.

COMPRESSED AIR AND GASSES

- Compressed air should not be used as a broom or to relocate dust directed at any person.
- Do not attempt to grab an air hose that is “snaking” due to uncontrolled air escape. Turn the air off at the source.
- Cylinders must always:
- Halve their valves shut when not in use or when being moved or handled.
- Be stored on flat surfaces, upright away from heat sources and not within six (6) metres of flammable substances, oil, grease, etc.

HOT WORK

Hot work is defined as any work that produces a spark or flame, and includes flame cutting, welding gouging, electrical welding and mechanical grinding.

No hot work is allowed on NCYC's precinct without written consent of NCYC management or the Boatyard operator.

CONFINED SPACES

All persons entering a confined space should be aware of the potential dangers of Confined Spaces. A Confined space is defined as an enclosed or partially enclosed space which:

- Is at atmospheric pressure during occupancy;
- Is not intended or designed primarily as a place of work;
- May have restricted means for entry and exit';
- Have an atmosphere which contains potentially harmful levels of containment, and;
- Or cause claustrophobic reactions.

Confined spaces may include but are not limited to ballast tanks, fuel tanks, double bottoms, storage tanks, sewerage tanks, sewerage treatment compartments, process vessels, pressure vessels.

MATERIAL HANDLING

Only NCYC and boatyard employees are permitted to operate lifting equipment on NCYC's premises.

Incorrect methods used in handling materials cause the greatest number of workplace accidents. Do not lift heavy loads or loads beyond your physical capabilities alone. Use mechanical aids or get help. When lifting objects manually, adopt the following procedure:

- Be certain each load is within your lifting capacity and will not obstruct your line of vision.
- Check that your route is free from hazards.
- **KEEP YOUR BACK STRAIGHT AND AVOID TWISTING.**
- Keep the load close to your body.
- Establish a firm footing and a solid grip, don't lift from a twisted or awkward position or move to a twisted or awkward position with the material in hand.
- Wear gloves when handling not materials or objects with sharp or ragged edges.

The rated lifting capacity of any lifting equipment should be posted on the equipment and never be exceeded. All lifting gear needs to be inspected by a competent person prior to use.

TOOLS AND MACHINERY

Only NCYC staff and qualified contractors are permitted to operate NCYC tools and machinery.

- Use the correct tool for the job.
- Never use a tool which is not in good repair.
- Never use a tool unless you have been trained it is proper use and limitations and know its safety requirements.

- Safety guards on equipment must be used at all times.
- When operating rotating or reciprocating machinery, e.g. Lathes, drill presses, mills do not wear neckties or loose fitting clothing. The wearing of rings and other jewellery is discouraged.
- Suitable eye protection shall be worn at all times when operating revolving or reciprocating machinery.
- The machinery operator shall ensure that all belts, pulleys, gears, shaft and moving parts within two (2) meters above the floor, are guarded prior to operation. Points of operation shall be guarded where possible.

WORKING AT HEIGHT/FALL PROTECTION

- When working above ground, or from upper levels, do not drop or throw anything to a lower level.
- Handrails are to be used when ascending or descending stairways.
- Always ensure you have one hand free to protect yourself.
- Safety barriers and stanchions will be used as fall prevention on elevated edges, open holes, and round other hazards. All leads, lines, hoses and ventilation pipe which must pass through the barriers must be passed under the bottom section of the barrier. No materials may be hung on the barriers.
- Wear gloves when handling hot materials or objects with sharp or ragged edges.

- While on board vessels, never walk outside guard rails or in barrier areas without other forms of protection.

NOISE

Damage to hearing caused by excessive noise exposure is irreparable. Loss of hearing injury through noise is the only injury the human body can sustain without pain.

A useful guide for the use of hearing protection in temporary situations is, if you must raise your voice to be heard by someone standing 60cm away, you should be wearing hearing protection.

Hearing protection should be worn by all persons within fifteen (15) metres of chipping, hammering, abrasive blasting and similar activities.

FIRE PROTECTION

- Flammable materials shall not be used when less hazardous materials or methods are as effective.
- Flammable materials and liquids shall only be stored in approved buildings or areas. Small quantities shall only be stored in individual shops if kept in approved flammable storage cabinets or containers.
- Only flammable material necessary for one day's work is to be kept aboard vessels or in other work areas.

- Fire extinguishers and hydrants are situated throughout the site. Be familiar with the locations of fire equipment and other emergency equipment in your area.
- There is no expectation that a customer or contractor place themselves in danger.
- Ensure that there is sufficient access to all work areas to facilitate evacuation and fire fighting, including all adjacent spaces.
- Whenever a fire extinguisher is used or discovered to have a broken seal report it immediately to the NCYC's office.

REPORTING OF EMERGENCY SITUATIONS

- All emergencies, e.g. fire, dangerous spills, personal injury, gas leak, are to be reported to the NCYC office immediately in person or phone 02 4940 8188 or 0408 299 512.
- A supervisor from NCYC shall assess the situation; determine whether it can be made safe or if evacuation procedures are required.

Calmly state:

- The type of emergency
- Your location and name
- The area or person affected
- Whether outside emergency services are required
- Whether evacuation is advisable

ENVIRONMENTAL POLICY

NCYC is permitted to conduct its business in a manner that delivers responsible environmental performance and protects the quality of the community in which it operates. All customers and contractors must observe the EPA Environmental Action for Marinas, Boatsheds and Slipways a reference copy if available from NCYC's office.

Sanding, scraping, apply paint directly over water is not permitted at any time.

- Noise restrictions apply before 7am and after 5pm.
- All rubbish is to be removed from hardstand area and placed in the appropriate bins provided.

Pursuant to NCYC's Marina Rules there are certain actions which are and are not permitted to be undertaken by contractors on NCYC's marina for both OH&S and environmental reasons. The following page outlines what work contractors can and cannot undertake on the marina. If you have any queries regarding the scope of each of these types of work please discuss with NCYC management prior to commencement.

POLLUTION INCIDENT RESPONSE PLAN

NCYC maintains a Pollution Incident Response Plan in accord with its legal obligations. Copies of this plan are available from the Club, the Boatyard Office and NCYC Administration Office. A copy is also available from our website, www.ncyc.net.au.

Attention Owners & Contractors



Per NCYC's Marina Rules

31. NCYC prohibits the use of outside labour on the Marina to carry out major repairs, painting and fitting of or to vessels within the Marina. Boat yard facilities within the NCYC Marina Precinct are available for these purposes.
32. **Minor repairs, internal painting, mechanical adjustments and electrical work will be permitted in the Marina provided no nuisance or interference is caused by such work to others.**
33. All Subcontractors wishing to do minor work on vessels within the NCYC marina must register at the NCYC Administration Office and produce Public Liability Insurance, Ship Repairers Insurance and Workers Compensation Insurance (unless Sole Trader) before commencing work.

Minor repairs

For the purposes of Marina Rule 32 the following table provides a guide on what constitutes minor repairs and what does not:

Minor Repairs	
✓	✗
Internal electrical work and re-wiring	External sanding / grinding
Internal sanding and fibre-glassing where all dust and waste is contained and disposed of appropriately	External fibre glassing and bogging unless very minor in nature (e.g. small gelcoat repairs or very small fibre glassing tasks)
Replacement of fittings / rigging / equipment etc	Major external alterations (e.g. requiring fibre glassing, sanding or gluing of an area more than 100cm ² in area)
Internal painting by hand only	Engine removal
External painting of small items by hand only (e.g. toe rails / timber trim etc)	Significant external repainting whether by hand or spray gun (including topsides / spars)
Mechanical work / engine servicing where oils are contained and disposed of appropriately	Significant through hull cutting or drilling which causes dust or waste
Winch services where grease and solvents are contained and disposed of appropriately	Acid washing of top sides. Use of the marine fire hoses is strictly for emergency use only

NCYC's CEO's decision regarding what is and is not minor repairs is final and binding.

Waste liquids from degreasing of engines and bilges must not be discharged into the River and instead must be collected and disposed of appropriately.

It is an offense to pollute air or waters under the Protection of Environment Operations Act 1997. Compliance with this Act and OH&S regulations are obligations NCYC takes very seriously. Your actions in only carrying out allowable minor repairs as outlined above in a safe fashion will assist in this regard.