



## CHAFFERS MARINA LIMITED

### CONTRACTOR HEALTH AND SAFETY INDUCTION

#### 1. INTRODUCTION

Chaffers Marina Limited (CML) welcomes contractors and staff to our centrally located marina in the heart of Wellington Harbour.

CML has a responsibility under the Health and Safety at Work Act 2015 to ensure that any action or inaction by employees, contractors or visitors to the marina do not risk the health and safety of themselves or others in the vicinity whilst at the marina.

Shareholders, tenants and their guests have the right of entry to the marina, as per the licence and rental agreements issued, and the Marina General Manager is responsible for the total facility.

CML has made a commitment that only those contractors who hold the appropriate insurance certificates and comply with all relevant legislation, acts, policies and procedures (including CML) may be employed for contract work on boats or the CML Marina facility.

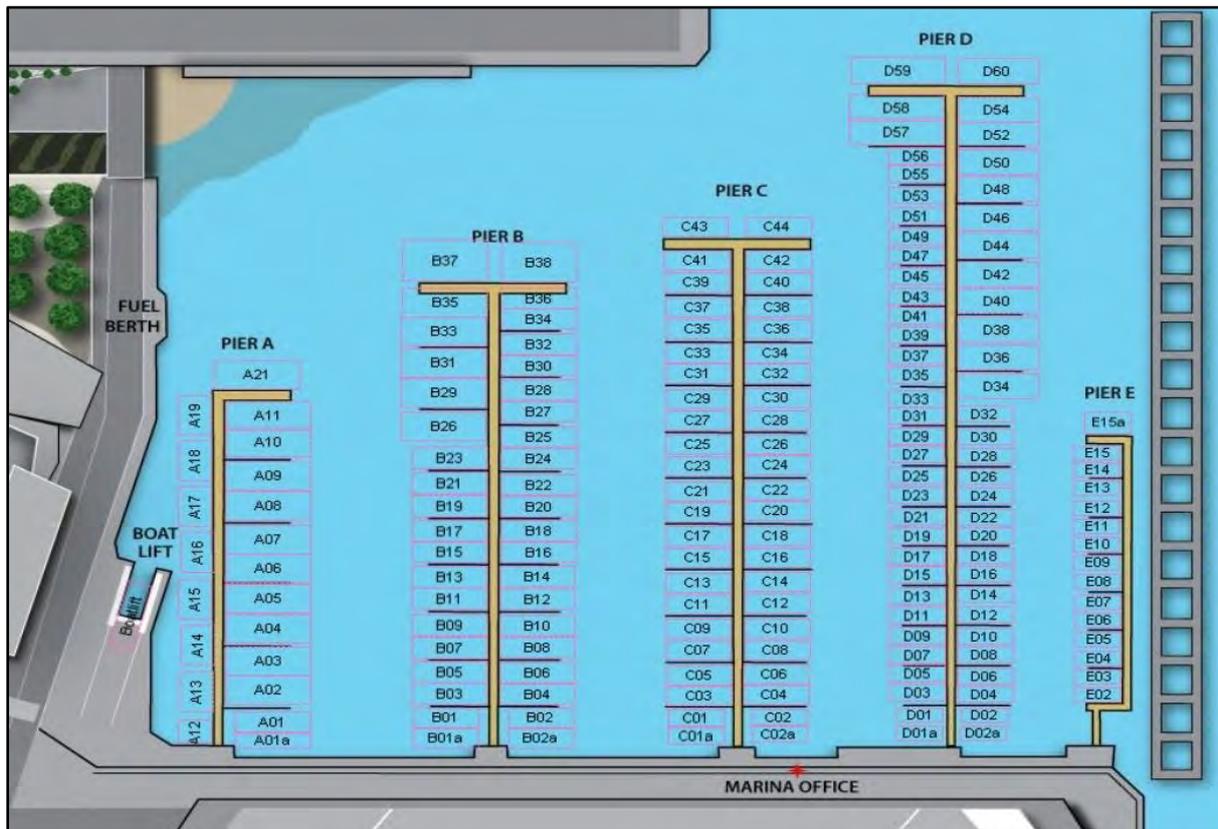
**The management of Chaffers Marina Limited reserves the right to refuse entry to any contractor or person engaged by a CML Shareholder, tenant or live aboard to carry out maintenance and/or repair works to a vessel berthed in Chaffers Marina, who does not fully comply with the requirements set out in this policy.**

#### DEFINED TERMS

Berth	vessel's allocated place at CML
Board	the Board of Directors of CMHL
CMHL	Chaffers Marina Holdings Ltd
CML	Chaffers Marina Limited
Contractor	person working for, or on behalf of CML or a CML shareholder, tenant or Live aboard
Live Aboard	somebody who uses a vessel in CML as their primary residence
Marina Berth Licence	the licence issued by CMHL to a shareholder to use and occupy a berth in CML
Tenant	a person who occupies a berth rented from a shareholder via CML
The Act	Health and Safety at Work Act 2015

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## 2. SITE MAP



## 3. CONTRACTOR REGISTRATION

CML requires all contractors who wish to carry out work at the marina to be registered prior to commencing work.

This includes work or services arranged through our onsite shareholders, tenants, live aboards or by the CML office.

**NOTE:** Chaffers Marina policy is to treat people doing unsupervised work as if they were a contractor regardless of remuneration.

With the recent changes to workplace Health and Safety legislation, CML is required to ensure all contractors are aware of their obligations pertaining to workplace health and safety and conduct their work in a safe manner which does not cause nuisance or potentially affect the health and safety of themselves or others near their work.

It is important that shareholders, tenants, live aboards, employees and contractors understand their responsibilities and obligations pertaining to workplace health and safety.

For contractors to be approved to work at CML, the following is required:

- CML Contractor Agreement signed and returned to the CML Office
- CML office provided with copies of Public Liability (\$5million) and Ship Repairers Liability Insurance (\$2million) certificates
- If parking at CML, an annual fee of \$125.00 (incl GST) for a car parking permit

#### 4. CML RULES

- Boat owners, visitors and contractors at CML must comply with all instructions by the CML General Manager and Staff
  - Vehicles must display a current CML car parking permit if parked in a CML car park
  - Only 'minor' maintenance is to be undertaken on a berth and includes such work as:
    - engine servicing/oil changes
    - vessel cleaning and polishing
    - electrical works (incl air con and refrigeration)
    - plumbing repairs
    - brush painting
    - external power sanders only if it has an attached suitable dust extraction device
  - Works prohibited on berths within CML:
    - sand or grit blasting
    - spray painting
    - hot works including welding or grinding
    - major laminate or fibreglass repairs
  - Prohibited actions associated with boat repairs include:
    - materials cannot be stored on walkways or finger piers
    - no materials or substances associated with vessel repairs are to be discharged into the marina environment
    - there is to be no dumping of unwanted hardware associated with vessel repairs or maintenance in the CML rubbish disposal system (including bins)
    - CML trolleys should not be used to transport oils, paints, resins, epoxies etc with out suitable protection from spills (i.e. tray or liner for containment)
    - no transportation of open containers of hazardous goods (including oil, fuel etc) within Chaffers Marina
  - The CML Travel Lift is to be washed down and drainage channels cleaned after use
  - Any use of cranes, Hiab's, Cherry Pickers or similar devices will need prior approval from the CML General Manager
  - Waste oil can be disposed of in the CML Waste Oil tank, please contact CML staff if you wish to do this
  - Any damage to other vessels, CML infrastructure or other property is the responsibility of the person conducting the maintenance
  - A contractor (i.e. person working for, or on behalf of CML, a CML shareholder, tenant or live aboard), who is undertaking 'unpaid' or 'casual' type work (i.e. 'a friend who is working on my boat free of charge') is required to have the necessary insurance, or is included on the vessel owner's insurance certificate, and a copy of that certificate is to be provided to the CML office
  - Contractors must report to the CML office to sign in before commencing work, on each working day. At the end of that day's work, contractors must then sign-out at the CML Office before leaving the site
  - Diving in the marina; the following rules are to be followed:
    - Worksafe NZ classify the marina as a place of work therefore recreational swimming or diving is not a permitted activity in the marina
    - Commercial diving in the marina is a notifiable activity and the CML office is to be notified before this commences
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- Ensure relevant flags/signage are used along with a lookout
- Divers are required to comply with the Worksafe Occupational diving guidelines 2018
- It is required that contractors and their staff are suitably trained for the work they are undertaking and use the correct Personal Protective Equipment (PPE). Contractors are responsible for the conduct and actions of their staff while at CML
- Gas cutting, or welding can only be carried out after obtaining a Hot Work Permit from the CML office (please ensure your insurance covers Hot Work)
- Power tools and leads used at CML are required to have been checked and tagged for electrical compliance

**All accidents, incidents or near misses resulting in injury to people or damage to property must be reported to the CML office.**



Waikawa Bay Boat Fire 2009

*A fire that ripped through three boats at Picton's Waikawa Marina caused up to \$1 million damage.*

*Picton fire chief Wayne Wytenburg described yesterday's blaze as the region's worst involving boats for more than 20 years.*

*Two 10.6m luxury fibreglass launches now lie at the bottom of the marina, with a third vessel a 12m wooden fishing boat towed as a smouldering wreck to a mooring.*

*Total costs are as high as \$1 million for the boats and damage to the marina.*

## **5. EMERGENCY PROCEDURES**

The Chaffers Marina Health and Safety Plan 2018/2019, for CML Staff and Contractors contains information about Marina Hazards and Emergency Procedures.

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