



CHAFFERS MARINA

Health & Safety Plan 2018/2019

*For CML Staff and any Contractors working at
Chaffers Marina ('the site')*

PO Box 27555
Wellington 6011

Telephone 04 382 9300
Email:
office@chaffersmarina.co.nz

Andrew Welsh
General Manager
Chaffers Marina Ltd

REVISION SCHEDULE

Re v No	Date	Description	Prepared By	Reviewed By	Approved By
1	24/04/2018	CML safety plan prepared	Andrew Welsh		AWelsh.
2	26/04/2018	CML safety plan reviewed		Andrew Welsh	AWelsh.

CHAFFERS MARINA HSE PLAN

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1 Introduction

Project Details:	All Contractors and staff working at Chaffers Marina and the Office
Work to be performed:	Removal, refurbishment, construction and/or reinstatement, security, maintenance and other works (including boats).
Site work will be undertaken at the following premises:	Address: Chaffers Marina Type of Site: Harbour
Person or Company who is responsible for the overall compliance on-site to OH&S requirements and legislation.	Company: Chaffers Marina Limited Contact Person: Andrew Welsh Contact Details :ph 04 382 9300 mbl 027 418 7825
Consultants and Contractors engaged by CML	<ul style="list-style-type: none"> As Recorded in CML Office
Sub consultants and subcontractors engaged	<ul style="list-style-type: none"> As recorded in CML Office
Project Health and Safety Responsibilities	<p>As an employer, CML must take all practicable steps to ensure the health, safety and welfare of their employees & contractors at work and taking all practicable steps to ensure that CML and its employee's actions or inactions while at work do not cause harm to others.</p> <p>Take all practicable steps to ensure that no employee of, a sub-consultant or sub-contractor (who is engaged by CML) is harmed while doing work. This includes:</p> <ul style="list-style-type: none"> Requesting information from sub-contractors and sub-consultants on past health and safety performance Ensuring that the sub-consultant or sub-contractor receives and understands this Project Safety Plan If we observe any unsafe practices or conditions, we must advise the sub-consultant or sub-contractor Addressing our H&S responsibilities in the contract Evaluating the contractors H&S practices at conclusion of project <p>As CML is in control of the place of work we must take all practicable steps to ensure that all people working on or in the near vicinity of the place of work, including visitors are not harmed by hazards in the place of work. CML is also responsible for ensuring that emergency procedures are in place, communicated to all site staff and regularly tested. In addition premises and entrances and exits are to be clear and in a safe condition.</p> <p>This plan includes contractors working on behalf of CML Berth shareholders.</p>

2 Designated Responsibilities

The following responsibilities are assigned to project staff as stated below.

Task	Person(s) Responsible	Comments
CML Project Safety Briefing	CML General Manager or nominated CML employee	The CML Manager will provide all CML staff and any sub-consultants/sub-contractors engaged by CML who will be undertaking site-work a briefing on the contents of this Project Safety Plan prior to any site work.
Reviewing sub-contractors' Project Safety Plan'(CML Contractors)	CML (CML if applicable)	As part of Contract Documentation
Monitoring sub-contractors' Health & Safety Plan' (Contractors working on behalf of CML Berth Shareholders)	CML (CML if applicable)	On site monitoring (in conjunction with CML)
Monitoring purchasing and materials delivery	Contractor	As part of Contract Documentation
Receiving, safely storing and using materials and hazardous substances (Chaffers Marina).	CML (CML if applicable)	Ensure appropriate storage and use while at Chaffers Marina. Under no conditions are open containers of new or waste petroleum products permitted to be transported or stored in or around Chaffers Marina.
Communicating OH&S information & Site Safety Rules	CML General Manager	By all representatives of companies working within the marina.
Providing confined space training to CML resources	N/A	N/A
Providing OH&S training and project induction.		Induction by CML
Identifying, assessing and controlling hazards.	ALL STAFF	ALL STAFF
Ensuring interaction with client's procedures and operating systems.	Contractor	As part of Contract Documentation
Reporting of incidents and near misses	ALL STAFF	ALL STAFF to CML Manager
Conducting site inspections/audits (if required)	CML	As part of Contract Documentation
Traffic Management Plan (if needed)	CML	As part of Contract Documentation

3 Incident and Emergency Procedures

Steps to be taken in the event of a serious incident/dangerous occurrence:

- Ensure that the safety of other personnel is not endangered.
- Make sure anyone injured or suspected of injury has received medical attention if necessary.
- Do not interfere with the accident scene without the permission of the relevant Occupational Health and Safety Authority, except to make the site safe.
- Any incident including near misses whilst on-site is to be reported immediately to a Site Representative and the CML General Manager immediately.
- Any incident including near misses is to be reported, recorded and investigated in accordance with the section of the CML HSE Annual Plan.

Contact Persons	Contact Numbers
General Manager CML – Andrew Welsh	027 418 7825
Administration Manager CML – Victoria Askew	04 382 9300
CML Site Representative – Chris Bassett	021 156 1086
Project Co-ordinator – Andrew Welsh	04 382 9300
Contractor Representative –	
Contractor Representative –	
Emergency Services Police	111
Local Notifying Agency Worksafe NZ (Wellington Office) 86 Customhouse Quay Wellington Postal Address, PO Box 165, Wellington 6140	Phone 0800 030 040 Fax (04) 914 6866

4 General Site Instructions

- All Contractors working at Chaffers Marina (for either CML Shareholders or the Company) **ARE REQUIRED TO SIGN AND OUT AT THE CML OFFICE.**
- Failure to sign in/out will result in access cards being disabled
- All personnel required to visit the site¹ to undertake works on behalf of CML are to be initially inducted by the CML General Manager (Andrew Welsh) or Dockmaster Chris Bassett.
- All companies required to visit the site on behalf of CML Shareholders are required to provide the CML Office with a copy of their HSE Plan and current Public liability Insurance by 1 July annually.
- Always work in accordance with the General Manager's or Dockmaster's directions and inductions.
- Do not attend the site without notifying the CML Office.
- Always notify the CML Office of your arrival onsite.
- You must sign in and sign out when working at the Marina.
- Some form of personal ID is to be worn or held on person at all times.
- Do not enter any sewers, drains and other confined spaces.
- Any incident or accident including near misses and dangerous act must be immediately reported to the CML General Manager and the CML Office.

Personnel Protective Equipment to be worn on site or have available to be worn or applied when relevant

- Hi-vest jacket
- Identification
- Sunscreen
- Sunhat
- Wet weather gear
- Eye protection
- Ear protection
- Safety boots
- Life Jacket when on the water or vessel while undertaking maintenance to the piers, piles or wave attenuator.

¹ Site means: Chaffers Marina, CML complex and facilities storage areas.

Risk Identification and Risk Assessment

A hazard is any actual or potential cause of harm. Where possible, elimination of the hazards should be considered. Where elimination is not reasonably practicable, the risk will be controlled in accordance with the hierarchy of hazard controls (refer to below table). In some cases, a combination of two or more controls may be implemented to reduce risks to an acceptable level.

Effectiveness	Priority	Method	Examples of Hazard Controls
Most effective control	1 st	Elimination	<i>Elimination of hazard</i>
	2 nd	Substitution	<i>Less hazardous substance, material or system of work</i>
	3 rd	Isolation	<i>Enclose noisy equipment</i>
	4 th	Engineering Controls	<i>Mechanical handling device, machine guarding</i>
	5 th	Administrative Controls	<i>Training, safe work practices, safety signs</i>
	6 th	Personal Protective Equipment	<i>Safety glasses, ear plugs, safety boots</i>

The key hazards and risks for the site work have been identified and assessed and tabulated based on the following Risk Ranking Criteria

Probability	<u>VERY LIKELY</u> (4)	4	8	12	16	<div style="display: flex; flex-direction: column; align-items: flex-end; gap: 10px;"> <div style="display: flex; align-items: center;"> High</div> <div style="display: flex; align-items: center;"> Medium</div> <div style="display: flex; align-items: center;"> Low</div> </div>
	<u>LIKELY</u> (3)	3	6	9	12	
	<u>UNLIKELY</u> (2)	2	4	6	8	
	<u>VERY UNLIKELY</u> (1)	1	2	3	4	
		VERY LOW (First Aid Needed) (1)	LOW (Minor injury/illness) (2)	MEDIUM (Long term illness or serious injury) (3)	HIGH (Fatality) (4)	
		Severity				

The following are the anticipated hazards associated with Chaffers Marina. If you identify additional hazards or unsafe practices you are to notify the CML General Manager.

If in doubt of your own safety or the safety of others you are to stop work, move to a safe area, alert others and contact your site representative or the CML General Manager.

Hazards	Risk	Risk Rank	Controls
Travelling to Site	Traffic accident.	Low	<ul style="list-style-type: none"> • Motor vehicle to be insured and roadworthy. • All drivers to hold a current driver's License. • ALWAYS wear seatbelts. • Observe all speed limits and road signage and signalling. • DO NOT use hand held mobile phone whilst driving. • In the event of an accident notify your Manager.
Manual handling on site	Back or muscle injury. Loss of control of material resulting in physical injury.	Med	<ul style="list-style-type: none"> • Avoid lifting. If necessary to lift anything at the site, then follow safe lifting procedures. • Exercise caution when undertaking any manual handling (e.g. lifting, pushing, pulling, bending, twisting and reaching). • Safe Handling techniques and the use of aids is required for manual handling (e.g. additional people, trolleys, wheelbarrows and handles).
Working in and around mechanical and electrical equipment	Electric shocks- electrocution Injury – cuts, bruising, crushing breaks	Med	<ul style="list-style-type: none"> • Exercise caution and proceed carefully around equipment at a safe distance. Eye and ear protection PPE must be worn if in vicinity to operating equipment.
Slips, trips and falls (including into water)	Injury – cuts, bruising, breaks	Med	<ul style="list-style-type: none"> • Proceed carefully around the site. • Be alert to dangerous and slippery surfaces, and proceed carefully on uneven ground. • Wear appropriate footwear with non-slip soles in and around waterways. • Safety boots to be worn around the site. • Lifejackets must be worn
Sun	Excessive exposure to sun leading to sunburn or skin cancer.	High	<ul style="list-style-type: none"> • Protect yourself from excessive sunlight exposure by wearing a hat and covering or applying sunscreen with high SPF factor to exposed skin areas at regular intervals.
Extreme Weather Conditions	Hypothermia Sunstroke and Dehydration	Med	<ul style="list-style-type: none"> • Adequate clothing to protect against wet and cold must be carried.

Hazards	Risk	Risk Rank	Controls
			<ul style="list-style-type: none"> • Avoid excessive periods in open areas. • Drink plenty of fluids.
Vessels	Injury – cuts, bruising, breaks or death	High	<ul style="list-style-type: none"> • Keep a listening watch on channel 14 • Be aware of vessels around you along with mooring lines and cables
Emergency Situations	Injury or death	Med	<ul style="list-style-type: none"> • Ensure all contractors and staff are aware of the CML Emergency Procedures • Ensure contractors are aware that 111 Emergency Services takes responsibility for emergency response
Public	Injury or death	High	<ul style="list-style-type: none"> • All work sites to be marked by signage and physical barriers erected to keep the public out of the work site
Environmental	Pollution	High	<ul style="list-style-type: none"> • Chaffers Marina is a unique and public area. Care is to be taken to minimise all spills and/or discharges • All fuel spills to be immediately cleaned up • Spills in water to be reported to CML

CML Hazard ID – SITE SPECIFIC

RISK TITLE	DESCRIPTION	CONTROLS	MINIMUM COMPETENCY
<ul style="list-style-type: none"> Chaffers Marina Harbour and surrounding waters 	Boat Lift; Crushed by boat between cradle, falling off wharves or boat, slipping or crushed by boat falling from Travel lift.	<p>Authorised and properly trained personnel only to operate lifting and mechanical equipment</p> <p>Boats to be properly secured to lifting and support apparatus according to best practice guidelines</p> <p>No public access, including barriers and signage when boat lift is in use</p>	Person in charge is clearly identified. Must have suitable qualification, training or experience in use of the Travel Lift.
	Maintenance; boats/punts/barges unsafe due to hull condition, lack of maintenance or repair/replacement of known significant defect or deficiency	Boat/Punt remain in full 'fit for purpose' condition as inspected and approved at annual survey	Defects to be recorded and given to marina ockmaster Intention forms to be filled out prior to use
	Capsize, sinking, operator falling over board. Swept away by tide or winds	Refer to https://www.maritimenz.govt.nz/commercial/safety/ Ensure staff are fully briefed and safety equipment including VHF radio is carried. CML Office to be notified and Boats/Punts/Barges are not to leave Chaffers Marina without permission. Use only in flat water conditions and ensure boats/punts/barges are tethered when not in use	Demonstrate safe work skills and practice
	Outboard motor fails, drowning	All trips are logged with CML Office. Sea conditions and weather forecasts are to be checked before use and monitored regularly. Ensure full safety kit is on board, CML Office has been notified and life jackets are worn. Ensure motor has adequate fuel and spare fuel is carried in an approved container	Outside Chaffers Marina, operators must have MNZ 'Day Skipper' qualification or logged time indicating competency. Operators within Chaffers Marina must demonstrate safe work practices
	Man Overboard; Drowning	All trips are logged with CML Office. Sea conditions and weather forecasts are to be checked before use and monitored regularly. Ensure full safety kit is on board, CML Office has been notified and life jackets are worn. Ensure motor has adequate fuel and spare fuel is carried in an approved container	Outside Chaffers Marina, operators must have MNZ 'Day Skipper' qualification or logged time indicating competency. Operators within Chaffers Marina must demonstrate safe work practices
	Burns/fatality	Identify and eliminate any ignition source of flammable liquids being carried. Fire extinguisher to be carried	Operator is trained in fire prevention and suppression

RISK TITLE	DESCRIPTION	CONTROLS	MINIMUM COMPETENCY
<ul style="list-style-type: none"> Chaffers Marina Harbour and surrounding waters 	Impact injuries/drowning	Keep a proper lookout at all times. All movements within Chaffers Marina as per Maritime NZ Navigational Rules: https://www.maritimenz.govt.nz/rules/part-91/	Outside Fresh Water Basin Harbour, operators must have MNZ 'Day Skipper' qualification or logged time indicating competency. Operators within Fresh Water Basin must demonstrate safe work practices
<ul style="list-style-type: none"> Chaffers Marina Harbour and surrounding waters 	Engine stops or fails to restart at sea. Out of fuel. Loss of propeller. Striking of rocks, man over board, hypothermia, drowning	Motors to be serviced regularly, know accurate fuel consumption and know how to target common faults	Call CML Office to notify of problem. Outside Chaffers Marina, operators must have MNZ 'Day Skipper' qualification or logged time indicating competency. Operators within Chaffers Marina must demonstrate safe work practices
<ul style="list-style-type: none"> Chaffers Marina Harbour and surrounding waters 	Boats/Punts/Barges run aground, strike rocks or debris at speed resulting in serious injury, hypothermia or death	Operators are practised and competent in all forms of navigation appropriate to their area of operation. Take care not to get caught between boats/punts/barges and shore/objects during groundings or impacts	Call CML Office to notify of problem. Outside Chaffers Marina, operators must have MNZ 'Day Skipper' qualification or logged time indicating competency. Operators within Chaffers Marina must demonstrate safe work practices
Public encounters	Engaging angry or emotional public	If encountering angry or disturbed persons in isolated situations avoid aggravating the person. Remove yourself from the situation as soon as possible and contact the CML General Manager for backup support if necessary.	All work areas to prevent public access by physical barriers
Visitors in the vicinity	Falls, tool injury, other bodily injury	Appropriate signs displayed to warn visitors of serious hazards and non-access areas. Staff to take appropriate action in the event of visitors entering limited access areas.	All work areas to prevent public access by physical barriers
Office environment	Stress from fellow employees. Smoking by other staff. Trips, and falls from untidy workspace. Falls, cuts from unsafe furniture	Proper induction of staff with details on non-harassment and CML Personal Respect Policy. Maintain office atmosphere where issues can be raised. Ensure all staff knows the process for raising issues. Refer to CML harassment procedures. Carry out regular check of the office environment for unsafe situations, and remedy as soon as possible.	All staff to be briefed annually on the CML Employment Policies
Electrical hazards	Burns and/or death	230v Electricity is supplied to all berths within CML. Contractors are to be aware and to ensure power tools are operated in accordance with 'Industry Best Practice' including use of RCD's. Power tools must be tagged with appliance test tags.	Registered Electricians only to undertake electrical works within the CML area of operations

8. CML Emergency Procedures 2018/2019



CHAFFERS MARINA EMERGENCY PROCEDURES

REVISED 2018

EMERGENCY NUMBERS

Fire brigade	111
Police	111
Ambulance	111
Medical Centre	04-384 4944
Poisons Centre (Dunedin)	03 479 7248
General Manager (Office)	04 382 9300
General Manager (Cell)	027 418 7825

EMERGENCY NUMBERS

CML Office

SAFE ASSEMBLY AREA

CML Office

Safe assembly area: *Car Park in front of the Apartment Complex*

CML Building Warden	Deputy
Andrew Welsh	Victoria Askew
Floor	Floor Warden
GROUND & 1st FLOOR	CML Staff
STORAGE	CML Staff
WORKSHOP	CML Staff

SAFE ASSEMBLY AREAS

IN THE EVENT OF - EXTERNAL DISASTER

e.g. ▶ earthquake ▶ storm ▶ tsunami ▶ flooding

1. The district civil emergency plan will come into immediate effect.
2. Turn on your radio (*101.3 FM Radio NZ*).
3. Do not go sightseeing, find high ground.
4. Follow instructions of person in authority.

**UNLESS SPECIFICALLY ORDERED, PLEASE REMAIN
IN YOUR AREA.**

EXTERNAL DISASTER

IN THE EVENT OF INTERNAL DISASTER

e.g. ▶ chemical spill ▶ gas leak ▶ gas explosion

- 1. Remove any person from immediate danger - don't unnecessarily endanger yourself or others.**
- 2. Dial 111 - state location and nature of disaster.**
- 3. Follow instructions of person in charge.**
- 4. If necessary evacuate to safe assembly area and stand by to assist.**

**UNLESS SPECIFICALLY ORDERED PLEASE REMAIN
IN YOUR AREA.**

(see also procedures for fire)

INTERNAL DISASTER

IN THE EVENT OF FIRE

1. **REMOVE** any person in immediate danger.
 2. **DO NOT** unnecessarily endanger yourself or others.
 3. **ALERT** - sound the fire alarm and dial 111.
 4. **CONTAIN** - close doors and windows.
 5. **DO NOT** attempt to take valuables or bags or other materials with you.
 6. **MOVE** In single file and do not pass others on route.
 7. **DO NOT** attempt to return to the building for any reason until the "all clear" is given.
 8. **ONLY** to the extent that it is considered fully safe should any person attempt to extinguish the fire.
 9. **EVACUATE** to safe assemble area or extinguish the fire.
 10. Follow instructions of person in charge.
- 5. DON'T PANIC - DON'T SHOUT "FIRE" - DON'T RUN**

FIRE

IN THE EVENT OF MEDICAL EMERGENCY

- 1. Remove patient from immediate danger.**
- 2. Stay with patient and if not breathing commence CPR.**
- 3. Call for help.**
- 4. A second person dials 111, notify location of patient then return to assist with patient.**
- 5. If necessary continue CPR until medical or other help arrives.**

UNLESS SPECIFICALLY INVOLVED, REMAIN IN YOUR OWN AREA.

MEDICAL EMERGENCY

IN THE EVENT OF AN ARMED CONFRONTATION

1. **KEEP CALM "DON'T PANIC"**
2. **DO EXACTLY** what the person asks you.
3. **Observe as much information on the person as possible: height, age, hair colour, skin colour, eye colour, accent, race, what the person is wearing, or any other distinguishing features.**
4. **Don't eyeball the person - they may feel threatened.**
5. **Don't take risks.**
6. **Call for help after the person leaves - dial 111.**
7. **Document all observations immediately.**

**DO NOT CONFRONT OR ATTEMPT TO DISARM THE
PERSON**

ARMED CONFRONTATION

IN THE EVENT OF A BOMB/ARSON THREAT

BASIC RULES

- ▶ *Treat as genuine*
- ▶ *Record exact information*

1. Recipient follows **CHECK LIST PROCEDURES** located on the back pages of flip cards.
2. If by telephone:
 - ▶ keep caller talking
 - ▶ identify background
 - ▶ obtain as much information as possible
 - ▶ record information for police.
3. Ask someone to inform the police by dialling 111, and state location (if known).
4. Follow instructions of person in charge.
5. Prepare to evacuate if requested.
6. If object is found:
 - ▶ do not touch
 - ▶ report find
 - ▶ keep area clear

UNLESS SPECIFICALLY ORDERED PLEASE REMAIN IN YOUR AREA

BOMB/ARSON THREAT
