

Birkenhead Point Marina Induction for Tradespersons



Revised June 2016

Birkenhead Point Marina PTY LTD is the largest private marina on Sydney Harbour and we pride ourselves in offering the best services available to our tenants as well as running a clean marina policy. All tradespersons that work on vessels at Birkenhead Point Marina must comply with guidelines set by Management and under no circumstances are these guidelines to be disregarded for any reason. All offending tradesperson(s) and or company will no longer be permitted to work on the marina.

All tradesperson must have a current updated Marine Card.

Tradespersons are responsible for ensuring their Public Liability, ship repairers and workers comp if applicable is current at all times and uploaded on www.marinecard.org.au It is the tradesperson's responsibility to ensure that his/her employees are current Marine Card Holders and listed on their profile. On this website please read the Birkenhead Point site induction which needs to be signed and handed into the marina office on first visit.

This system checks for current public liability insurance, ship repairers insurance and work cover insurance. If all current, you will receive a blue wrist band which must be worn at all times on the marina. Tradespersons seen working without a wristband will be stopped from working immediately. Each tradesperson from a company must sign in individually. On completion of work for the day, you are required to sign off as well. Tradespersons found not signing out will be given a warning, two warnings will cause a tradesperson to be no longer permitted to work on the marina.

All Tradesperson are to complete a site induction on their first visit to Birkenhead Point Marina.

1. **Hours of work for all tradesperson are from 7.00am to 4.45pm Monday to Friday and 9.00am to 1.00pm Saturday. There will be no work done on Sundays or Public Holidays under any circumstances.** These days are for the enjoyment of marina tenants only.
2. Tradespersons are permitted to park their vehicles inside the boom gate, only if they require the need to access their vehicle during the course of the day; otherwise they must use the public car park. Please call the marina office to obtain access to the boom gate. **Parking in this area is restricted from Monday to Friday only. Tradespersons must exit this parking area by 4.45pm.** Once again, if this system is abused, the offending tradesperson will forfeit his/her right to park there.
3. When power is required, tradespersons must connect to the corresponding power outlet to the vessel they are working on. Under no circumstance is power to be used from another vessel's outlet. If a key is required for an outlet, as most boxes are locked, then attend the marina office for assistance.
4. Tradespersons are not permitted to use Coles shopping trolleys for moving equipment. Please provide your own trolley if necessary.
5. Tradespersons are not permitted to put their items on the marina/finger next to the boat. **All equipment must be placed on the vessel and accessed from**

there. Any spillage on the concrete is difficult to remove so to keep our marina clean and tidy all trades persons are to adhere to this important rule. Any repairs to damage to the marina shall be paid for by the contractor.

6. Electric Sanders are not permitted at Birkenhead Marina. Light hand sanding is the only sanding permitted. No dust is to enter the water or adjoining vessels under any circumstances.
7. **Painting of any type is prohibited on all vessels berthed at Birkenhead Point.**
8. **Hot works are Not Permitted under any circumstances.**
9. **All Oil and Batteries must be removed completely offsite in bunted boxes to alleviate any spill. None of these products are to be left on or near the marina under any circumstances.**
10. All divers working on the marina must have a current ADAS (Australian Diver Accreditation Scheme) license issued by the Commonwealth of Australia to a minimum level 1 and this needs to be presented to the marina office prior to any diving works in conjunction with Marine Card and Insurance.
11. Under Work Health Safety Guidelines all tradesperson are to wear appropriate footwear, shirts and pants, ear and eye protection at all times. Safety harnesses are to be worn when working above 2 metres (from sea level) at all times. No smoking on or anywhere near the marina facility. There is a designated smoking area at the rear of Nike on Roseby Street.
12. Toilets are located in the Food Court of the Shopping Centre.
13. **Rubbish must be taken away from the marina by the tradesperson involved.** Tradespersons found dumping of items other than general rubbish, i.e. cans, bottles and food scraps will be prohibited from working at Birkenhead Marina indefinitely.
14. **Tradespersons are responsible for ensuring their Public Liability Insurance/ship repairers insurance and workers compensation if applicable is current at all times and uploaded on www.marinecard.org.au It is the tradesmen's responsibility to ensure all insurances are current and updated and that his employees are current Marine Card Holders and listed on their profile.**
15. Marina Arm Gates are locked at all times. Access to these gates is obtained by signing for a security coded marina key at the marina office situated at the end of D Arm. D Arm gate is open from 7.00am Monday to Friday and from 8.30am on Saturday. The marina key must be returned daily (prior to 4.45pm) and under no circumstances is the tradesperson allowed to keep the key overnight.
16. If a fire occurs on the marina the tradesperson is to carry out the following procedure.
 - **Contact the marina office immediately**
 - **Ensure the safety of all persons in the immediate area.**

- **Evacuation point is Dunlop Park which is the small park adjoining the marina opposite entrance to D Arm, see map attached. Wait there until all persons have been accounted for and particulars are obtained.**

If a spill occurs on or in the marina the tradesperson is to carry out the following procedure.

- **Contact the marina office immediately**
- **Ensure the safety of all persons in the immediate area**
- **Assist the marina office in cleaning up the spill.**
- **Complete an incident report which will be forwarded to the EPA.**

If the guide lines are not met by the tradesperson then that person will be required to leave the marina immediately and will not be allowed to return. All Tradespersons are to sign a copy of the guideline to confirm that they have read and understand the rules and regulations.

I, _____ of _____ have read and understand the above listed guidelines. I agree to comply with the rules and regulations as set by Management. **I confirm I have received a copy of this document to be retained for my records and referral of the rules of the Birkenhead Point Marina.**

Signature _____

Date _____

Company _____

Contact Phone _____



Map Key

-  Fuel & Pumpout Wharf
-  Kayak Wash Down Area
-  Kayak Launch
-  Kayak Storage (Rack & Stack)
-  Marina Pick-up & Drop-off Area
-  Parking
-  Bathrooms
-  Showers

