



CONTRACTOR'S INFORMATION PACKAGE

Application for
Contractor Registration Agreement

GUIDE TO COMPLETING THIS APPLICATION



Please use this checklist as a guide to ensure that you have provided all of the required information. This will help to avoid any delays in processing your application.

- | |
|--|
| <input type="checkbox"/> I have read the application and understood the terms and conditions. |
| <input type="checkbox"/> I have completed the application form. |
| <input type="checkbox"/> I have attached copies of relevant insurances. |
| <input type="checkbox"/> I have completed the Contractor's OH&S and Environmental Management Plan. |
| <input type="checkbox"/> I have completed the Contractor's Chemical Register. |
| <input type="checkbox"/> I have attached copies of all licenses and permits that I am required to have to undertake the services I will be engaged to provide. |
| <input type="checkbox"/> I have attached a copy of Risk Assessments for all work that I will be undertaking. |
| <input type="checkbox"/> I have attached copies of my Safe Work Method Statement (SWMS). |
| <input type="checkbox"/> I have provided contact details for two referees. |
| <input type="checkbox"/> I have booked my site induction / s |

FOR CONTACTORS ENGAGED IN DIVING ACTIVITIES AND UNDERWATER HULL CLEANING



Please use this checklist as a guide to ensure that you have provided all of the required information. This will help to avoid any delays in processing your application.

- I have attached copies of Commercial Diving Tickets.
- I have attached medical certificates certifying that I am fit and able to undertake diving activities. These certificates should be no older than 12 months).
- I have attached a consent letter from the Department of Environment & Conservation (DEC) approving that the work methods I plan to use are in line with current legislation and Schedule 1 requirements.

| Contractor's information | |
|--|--|
| Contractor's Business Name | |
| Company structure | |
| ABN | |
| Contact person | |
| Address | |
| Contact phone numbers | |
| email address | |
| Emergency Contact Name and Number | |

Describe your core business and the services you will be providing

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Contractor's insurance details:

PUBLIC LIABILITY



current copy attached

Entity insured

.....

Insurance company

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Marina interests noted (if applicable)

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Policy number

.....

Expiry date

.....

Value

.....

**SHIP REPAIRER'S
LIABILITY**



current copy attached

Entity insured

.....

Insurance company

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Marina interests noted (if applicable)

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Policy number

.....

Expiry date

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Value

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**WORKERS'
COMPENSATION**



current copy attached

Entity insured

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Insurance company

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Policy number

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Expiry date

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Notes: *(list details of any discussions, warnings / reminders and follow-up conversation if insurance details are incomplete)*

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Details of referees

Please supply names and contact details of two recent customers or companies that are able to act as referees and provide us with further information in relation to how you conduct your services. This information will be treated confidentially and will be used for this internal reference check only.

Referee 1

Contact name:
Company name:
Contact phone:

Referee 2

Contact name:
Company name:
Contact phone:

Licenses and Permits



List any Licenses and Permits required to undertake the services you will be offering and attach copies.

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Other notes or special conditions

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Terms and Conditions of Registration

INTRODUCTION

Gladesville Bridge Marina complies with the Occupational Health and Safety Act 2000 and the Protection of the Environment Operations Act 1997 to ensure the safety and well being of all employees, visitors, guests, contractors and for the protection of the environment. In support of this commitment, contractors conducting business at the marina, have an obligation to comply, not only with the requirements specified in this induction package, but also with the policies and procedures of Gladesville Bridge Marina.

In this document we outline your responsibilities, obligations and rights. We collect and check the information you provide to ensure our customers receive the best possible workmanship from reliable tradespeople. Please note that the Marina reserves the right to grant or deny access to all contractors.

Gladesville Bridge Marina and their staff and their on-site tenants provide a wide range of services and quality products. Contractors engaged to conduct activities on marina premises are expected to conduct themselves in a professional and lawful manner.

REGISTRATION REQUIREMENTS

Why

Strict compliance with environmental legislation, OH&S, Insurance and Liability issues is required of all contractors who work on site at Gladesville Bridge Marina. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to our customers. Furthermore, your services should be complimentary to the existing services on the Marina.

Who

It is important that each employee of your business understands the registration procedure, and acknowledges the conditions of entry onto the premises.

Cost

Currently we do not charge for registration; however this is subject to review.

Reference checks

You are required to provide contact details of two recent customers or companies that are able to give us further information on your services, particularly as it relates to legislative compliance and the professionalism of your workmanship.

This information will be treated confidentially and will be used for this internal reference check only.

Duration

Your industry induction /contractor registration will be valid for the duration of your insurance cover (refer specific insurance requirements). It is the inductee's responsibility to provide Gladesville Bridge Marina with updated insurance documents when, and as they are renewed. Failure to provide these documents will render your induction invalid.

Disclaimer

Gladesville Bridge Marina reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from facilities from any person or company at any time.

Required Insurance Information

Contractors are required to provide the following Certificates of Currency from the insurer:

- **Public Liability Insurance** (minimum value AUD \$10 million dollar)
- **Ship Repairers Liability Insurance** (minimum value AUD \$10 million dollar)
- **Workers' Compensation Insurance** (unless sole trader)

These requirements apply in full to all work done on boats at the marina and associated sites, including detailing. Contractors will not be allowed to commence work at the marina until such time as the necessary certificates are provided.

NOTE: Contractors are required to provide a separate **Risk Assessment** for all work they undertake that could potentially harm the environment, threaten personal safety or cause damage to property. Refer to a template OH&S Management Plan and the **Safe Work Method Statement (SWMS)** (Appendix 1).

Contractors who regularly perform re-occurring jobs can provide a generic SWMS or JSA indicating all specific tasks and associated risks in place of the individual SWMS. This generic document could be supplemented with individual SWMS's for less frequent jobs. Some general information on developing a Safe Work Method Statement has also been provided with this package (Appendix 2).

Where required SWMSs must be provided prior to the commencement of any work at the Marina.

HEALTH AND SAFETY

Contractors are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted.

Accidents and Incidents

Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to the Marina's staff on the site where they are providing their services.

Any person requiring first aid treatment should contact either Administration or a Dockmaster, or other designated personnel on the site where they are conducting their services. Contractor's should make themselves aware of the contact details and location of the personnel with designated authority to provide first aid services immediately on commencement of work on site.

Safe Work Method Statement (SWMS's)

The contractor is required to provide a risk assessment (Safe Work Method Statement) prior to commencing any job that involves a certain risk to marina property, vessels or the environment. SWMS forms are available at the marina office on the site where they are working.

Compressed air / cylinders

Safety valves are to be utilised in the use of compressed air. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

Confined space entry

A Confined Spaces Entry Permit must be issued to the contractor by the Marina prior to entering a confined space.

Diving work

All diving work MUST be approved by the Marina Manager. Divers are to ensure compliance with AS/NZS 2299.1:1999 Occupational diving operations Part 1: Standard Operational Practice. All divers are to be appropriately certified and possess a medical certificate (not older than twelve months) certifying fitness to undertake the diving work. To conduct underwater hull cleaning, including the use of high pressure equipment on the vessel's hull, requires a letter of consent from the DEPARTMENT OF ENVIRONMENT & CONSERVATION (DEC). The letter is to include approval of your work methods and that they are in line with current legislation and Schedule 1 requirements. In addition copies of Commercial Diving Tickets will be required to be sited for each diver. For full details refer to Appendix 3.

Electrical

Electricity and water are a lethal combination. We recommend the use of battery powered electrical hand tools. All electrical equipment must be recently tested (expires in twelve months) and tagged before being used at this marina. Under current legislation all power leads must be checked and tagged at intervals as specified by an authorized tester. Any equipment supplied and/or installed by your organisation at any marina where you are working must be tested and tagged before 'handing over'. On arrival on site, or during your work on site electrical equipment may be inspected by a marina representative.

Extra care must be exercised during and immediately following periods of rainfall. Electrical leads must be switched off at the point of power supply and removed when not in use. Extension leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and the water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adapters and piggyback plugs are not to be used.

If you require to plug into a pedestal on the marina you must use a portable earth leakage device (RCD).

If electrocution occurs DO NOT TOUCH the victim unless you have first turned off the power supply. Call "000" and notify marina staff.

Explosive-powered tools

An explosive-powered tool (EPT) uses an explosive charge to drive a fastener against, onto or through building materials. EPT's are not to be used at marinas without prior consultation with the Marina Manager. The Marina Manager will set strict conditions for the use of such EPT when deemed that such tool is required to perform a specific job. EPT may than only be used by a qualified tradesperson, following WorkCover's safe-use guidelines "Operators of Explosive-powered Tools", Refer www.workcover.nsw.gov.au

Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in satisfactory metal safety containers. Contractors are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment and that sufficient non-smoking signs are displayed.

Fire hoses

Fire hoses are not to be used for any purpose other than for fire fighting. This is a WorkCover NSW requirement and compulsory during extended period of Water Restrictions.

Hazardous substances

A Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by any Marina representative. All users must be familiar with, and understand the first aid and control measures required.

Hot Work / Welding

Adequate fire protection must be provided. A suitable fire extinguisher must be securely attached to each electric or oxyacetylene or Oxy-LPG welding plant brought on site. Welding operations must be screened to protect all personnel against flashes. All gas cylinders, including propane, must be restrained i.e. in a trolley. A Hot Work Permit must be completed by qualified tradespersons prior to commencing welding. Appropriate trade qualifications must be presented with your Hot Work Permit.

Machine guarding

No machinery, hand tool or other equipment are to be used without effective guards.

Personal protective equipment and clothing

Appropriate personal protective equipment and clothing, including shoes, must be worn at all times.

Working at heights

Any working platform must conform to the relevant Standards. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.

Ladders must be of industrial standard and be tied off at the top and secured on even ground at the bottom. No one is permitted to work from the top step of a ladder including freestanding industrial ladders. It is advisable to always have one hand holding the ladder and the ladder must not be used as a work platform.

Safety harnesses must be worn and properly secured at heights greater than 2.4 meters and must always be worn in cherry-pickers and other mobile working platforms. Safety harnesses must be worn and properly secured when working atop flybridge cruisers.

ENVIRONMENTAL CONSIDERATIONS

General

Any work undertaken at Gladesville Bridge Marina that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. Any contractor found in breach of environmental legislative requirements will be suspended from the Marina immediately. Any penalties incurred by the Marina as a result of a contractor's breach of Environmental Legislation will be recovered from the contractor. **It is the contractor's responsibility to determine whether or not the activities that they are to undertake on the marina could result in a pollution incident.** If any doubt exists, consult with the Marina Manager before commencing your work.

Mechanical repairs and engine servicing

Any mechanical repairs and / or engine servicing are to be conducted in such a manner as to prevent any oil or waste oil products from entering the vessel's bilge or from being spilled into the water.

Noise and fumes

All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes.

Painting and Antifouling work

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting should only be undertaken in designated boat maintenance areas. All residue from such operations is to be disposed of correctly, in accordance with Environmental Legislation. Under no circumstances is residue to be placed in the Marina's waste bins, unless prior approval has been gained from the Marina Manager.

Any paint or anti-fouling spillages on a hardstand area are to be wiped up. Spillages are not to be hosed down into the waste-water collection system. The use of a drop sheet is recommended.

Spillages occurring in a slipway area are to be contained and cleaned up immediately.

Re-fuelling activities

Re-fuelling of vessels is not permitted at the Marina. Refueling of vessels or petrol-powered equipment using portable fuel containers (i.e. jerry cans) is not permitted at the Marina. A mooring will be provided for re-fuelling of vessels from a barge and must be arranged with the Marina Manager prior to carrying out any re-fuelling operations. These restrictions are in place to safeguard marinas from the risks associated with re-fuelling. Designated fire fighting equipment and spill kits are located where indicated on the Emergency Equipment Plan. Marina staff are trained in emergency response procedures.

Washing of boats

When contractors are washing and cleaning boats, care is to be taken to minimise the amount of run off that goes into the water. Only appropriate bio-degradable detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

Current water restrictions require strict adherence from the contractor. Only contractors with current water permits are permitted to use hoses.

Waste

No waste must be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fiberglass dust, oil or oil based products and oily bilge water. We expect contractors to recycle waste where appropriate (paper and cardboard, glass and general waste).

Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor are to be taken off-site by the contractor.

GENERAL

Damage

Marina property damaged by a contractor will be repaired at the contractor's expense.

Discipline

Gladesville Bridge Marina, through its representatives, reserve the right to refuse access to any contractor.

Dress and conduct

Gladesville Bridge Marina, through its representatives, reserves the right to ask contractors to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the marina.

Contractors must at all times conduct themselves in a manner acceptable to the Marina. Loud, coarse or abusive language will not be tolerated.

Housekeeping

Work areas must be kept clean and garbage removed promptly. Oily rags and any flammable material residue are to be disposed of correctly. They are not to be placed in the marina's rubbish bins. The marina structure and walkways are to be kept clear at all times.

It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with a Marina representative.

Hoses

Water hoses located on the marina belong to marina customers. They are not for general or contractor use. If you require the use of a hose please bring your own. If in doubt, contact a Dockmaster or marina personnel.

Courtesy trolleys

Are provided for the convenience of boat owners only. Courtesy trolleys are not to be used by contractors.

Marina operating times

The Marina operating hours for Registered Contractors are 8:30am to 5:00pm, Monday to Friday. Any work undertaken by contractors outside these times is to be by prior arrangement only.

Power supply

We recommend the use of battery powered electrical hand tools. If you require to plug into a pedestal on the marina you must use a portable earth leakage device (RCD).

Under no circumstances is a contractor to unplug any other vessel's power supply to operate power tools or accessories. Each individual power outlet is locked, and should be locked after each use. Marina staff can unlock outlets when required.

Smoking

Smoking is not permitted on or around marinas except at the designated area. Dispose of cigarette butts in the dedicated bins only. Smoking should be restricted to designated areas. Be considerate of non-smokers using this area.

Workshop

The marina workshops are restricted areas and are not for contractors use without the express consent of designate personnel. It is marina policy that tools and equipment will not be lent or hired out.

Alcohol

Consumption of alcohol by contractors or staff is only permitted once the work has been completed, all tools have been packed up and boat keys (if applicable) have been returned to the owner, tenants or the marina office.

CONTRACTOR ACTIVITIES

Contractors are only to carry out activities they are lawfully able to perform in New South Wales.

Please Note:

Any New South Wales Workplace Health, Safety & Environmental Legislation or other applicable Statutes will take precedence over the above conditions.

APPENDIX 1

CONTRACTOR EXAMPLE OH&S MANAGEMENT PLAN

1. Contractor Details

| | | |
|-----------------------|-------------|---------------------|
| Contractor name: | | |
| | | |
| Contractor address: | | |
| | | |
| Contract description: | | |
| | | |
| Timing of works: | Start date: | Approx finish date: |

2. Vessel Details

| |
|-------------------------|
| Vessel owner: |
| |
| Vessel name: |
| |
| Berth / mooring number: |

3. Emergency Contact Details

| Name | Position | Contact Number |
|------|----------|----------------|
| | | |
| | | |

4. Activity Details

List Major Activities

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5. Safe Work Method Statement

Complete the following section outlining how you will ensure that all employees understand the Safe Work Method Statement (SWMS). Attach copies of the relevant SWMS.

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6. Emergency Procedures

Please provide details of any emergency procedures you have in place

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7. Incident Reporting and investigation

Provide details of how incidents will be reported and investigated if they occur

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8. Injury Management

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| Describe any specific Injury Management processes identified in SWMS |
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9. Licensing

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| List any special licences required for works undertaken at [SITE NAME] Marina |
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10. Safety Monitoring

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| List any ongoing inspections, incident reporting and hazard management to be carried out during works |
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Management plan and relevant attachments checked by:

| | | |
|------|----------|------|
| Name | Position | Date |
|------|----------|------|

Signed by Contractor:

| | | |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

EXAMPLE CONTRACTOR CHEMICAL REGISTER

| Product | Qty | MSDS Number | Hazard | Controls Required |
|---------|-----|-------------|--------|-------------------|
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A copy of all relevant MSDS must be made available by the contractor for all listed products.

Signature of Contractor:

Date:

Appendix 3

Registration for Contractors engaged in Diving Activities and Underwater Hull Cleaning

In addition to the Terms & Conditions as set out in our Contractor's Package, specific information is required relation to all diving work that relates to underwater cleaning of vessels at our marina. This is to ensure we protect the sensitive marine environment and comply with our strict licensing requirements.

Current Environmental Legislation for Schedule 1 Environment Protection Licensed sites is very specific when it describes in-water hull cleaning activities.

We suggest you prepare a Safe Work Method Statement and a detailed description of your underwater cleaning activities and submit these to the DEPARTMENT OF ENVIRONMENT & CONSERVATION (DEC) for written approval.

Attached is a separate document regarding NSW Maritime's advice for underwater hull cleaning (June 2004) as a minimum requirement guideline.

Please return the following documents to progress your application:

- A completed and signed copy of the contractors' package, including Certificates of Currency for the required insurances, as specified.
- Safe Work Method Statements for each generic task that may involve a certain risk to marina property, vessels, persons or the environment.
- Copies of your Commercial Diving Ticket.
- A current medical certificate, certifying that you are fit and able to undertake diving activities. Certificates should not be older than 12 months.
- Consent letter from the DEPARTMENT OF ENVIRONMENT & CONSERVATION (DEC), approving your work methods are in line with current legislation and Schedule 1 requirements.