

CONTRACTOR INFORMATION PACKAGE

(The Spit)



The d'Albora Difference

d'Albora is committed to the safety and welfare of all workers, tenants, contractors, customers and visitors, and takes a proactive approach in protecting the environment. As part of this commitment we recognise our moral and legal responsibilities, strive to achieve industry best practice, and aim to ensure a high level of customer satisfaction.

Contractors engaged to provide services or products to d'Albora, or a client of d'Albora, are expected to support this commitment and are required comply with all applicable legislation. We look forward to working with you to sustain our reputation as a premium site with excellent customer service, Clean Marina & Fish Friendly accreditation, and a complaint free Environmental Protection License.

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 tradesmen. The marina is private property, and as such Management reserves the right to control who is welcome, and who is not.

Marina staff and our on-site tenants provide a wide range of services and quality products. As a result, we have a much sought-after location with many nearly new boats, which in return creates the ideal environment for dedicated contractors to provide their services that will complement our existing services and to assure full customer satisfaction. This privilege is offered to reputable contractors who have accepted our conditions, and who will respect our facility.

Business Name	Denarke Pty Ltd as trustee for Martha Cove No.3 Vineyard Trust
Trading Name	d'Albora Marinas
ABN	50 973 343 084
Manager	Matthew Este
Address	The Spit, MOSMAN, NSW 2088
Telephone	(02) 9960 7700
Email	thespit@dalboramarinas.com.au

Who is a Contractor?

A contractor is a company or person engaged to perform a service, or to provide products for d'Albora, or a client of d'Albora.

Marine Card Venue (Access Management System)

d'Albora supports and utilises the Marine Card Program developed by the Boating Industry Association (BIA) and is a Marine Card Venue.

Contractors & DIY customers wishing to work on boats at d'Albora are expected to be BIA Marine Card holders who sign in and out at the Marina office. Below is a picture of an entry point where Contractors can enter their card number and password, select the type of work they wish to conduct, and print a wrist band.



By utilising this system d'Albora aims to provide a simple and streamlined system that makes it easy for reputable contractors to complete their registration process, and visit any d'Albora Marina.

On departing the Contractor enters their Marina Card number with PIN and is signed out

Boating Industry Association (BIA) Training



The Marine Card WHS General Induction is part of an industry wide program to improve safety awareness. It provides an online 90minute training course with content applicable to anyone working at boatyards, slipways, marinas and workshops, especially Contractors. d'Albora has adopted the BIA Marine Card for training of its own employees, and has also made it compulsory for any

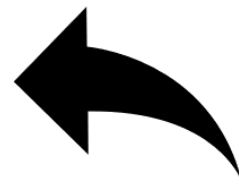
customer wishing to perform DIY maintenance to their own vessel. More information and course registration are available from the BIA website www.marinecard.org.au. The course costs \$130. Once completed you are able to create your own profile and upload documents such as insurances & licenses.

The benefits of a Marine Card profile include ease of registration at any site utilising the BIA system, visibility of your details to anyone searching for a particular trade or skill set, and foundation training in Work, Health & Safety.

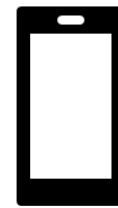
Steps to Completing your Registration

Thanks for taking the time to complete this contractor registration process for d'Albora. These steps ensure all information is collated and reduce any delays in processing your application.

STEP 1: Watch our Site Induction video (use the Q R Code below) or arrange to complete an induction on site during normal working hours at the Marina (2 day notice period)



Scan here



STEP 2: If you are a Marine Card Holder, upload your Insurance Certificates of Currency to your 'profile'. You are required to hold Public Liability of \$10million. If engaged by d'Albora you may also be asked to provide Workers Compensation (unless a Sole Trader), Ship Repairers Liability, Professional Indemnity, and/or Products Liability as applicable to the services being provided (see Insurance Guide). If you do not have a Marine Card profile you will need to bring copies of your Certificates of Currency to the Marina office.

STEP 3: Identify the types of work you will be conducting and complete Safe Work Method Statement (SWMS) for any high risk work. Upload these to your Marine Card Profile. Templates and guidance are provided in this document. Examples of where SWMS are required include:

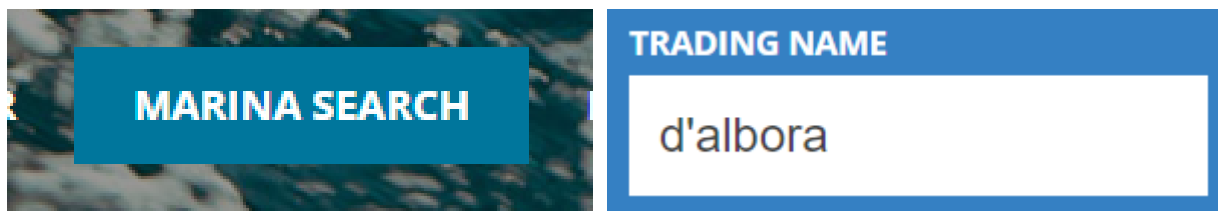
- ✓ Work at heights of 2metres and above
- ✓ Diving or hull cleaning (Environmental risk controls also to be included)
- ✓ Energised electrical work (Work Permit also required)

STEP 4: If your work requires a Trade or high-risk License or other accreditation please upload details to your profile (Marine card holders) or bring evidence to the Marina Office

STEP 5: If your work creates any risk to the Environment please decide which controls you will use and document within a SWMS or suitable alternative

STEP 6: If you use any Hazardous Chemicals (fuels, lubricants, cleaning products, gases, acids, poisons, etc.) please create a register or list and upload this to your profile. You must have access to a current Safety Data Sheet (less than 5years old) for any 'hazardous' chemical brought on site

STEP 7: Read the 'Site Rules' and the Registration & Acknowledgement Form (available on the appropriate Marine Site at www.marinecard.org.au). The contractor must ensure their employees have also completed this process prior to commencing work



STEP 8: If requested provide details of referees. d'Albora reserves the right to obtain further information on your services. This information will be treated confidentially and will be used for internal reference checks only

STEP 9: If requested provide access to Accident and Incident records

STEP 10: Print and sign the 'Registration & Acknowledgement' form and bring this to the Marina.

NOTE: *This registration process must be completed by all contractors engaged to work on boats that are berthed or moored at d'Albora, or are to be accessed by means of a d'Albora facility, such as a tender or workboat, car park, or fuel berth.*

Related Forms and Documents

- Registration & Acknowledgement form
- Contractor Site Rules for d'Albora (also on display at Marina)
- Guide to Insurances and other requirements for Contractors
- Safe Work Method Statement (SWMS) template
- Work Permit with associated certificates & checklists
- Site drawings & dangerous goods site plans
- Evacuation diagrams
- Asbestos Management Plans
- Traffic Management Plans

Related forms & documents are available from www.marinecard.org.au. Access the MARINA SEARCH with 'd'Albora' as the TRADING NAME and hit SEARCH to see a list of all d'Albora sites

Disclaimer: d'Albora reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

- Accidents and Incidents:** Any accident or incident that results in property damage, injury, spillage, or threatens the environment must be reported to the office
- Alcohol / Illegal substances:** Contractors under the influence of alcohol or illegal substances are not permitted to work on site
- Asbestos:** Signage has been placed to identify the location of any asbestos-containing materials and a register is available at the office. Consult Manager before disturbing
- Boat Stands:** Under no circumstances may boat stands or props be moved or adjusted without express permission & direction from d'Albora staff members
- Cleaning and Detailing:** Water usage is to be minimised and only bio-degradable detergent shall be used. The use of a trigger nozzle device on the hose is recommended
- Compressed Air:** Compressed air tools and hoses are to be in serviceable condition and hoses shall be placed to avoid creating trip hazards
- Confined Spaces:** A Work Permit is required for any confined space. Work Permits shall be approved by a Permit Officer, signed by the Contractor, and approved by the Site prior to entry. A checklist & SWMS that outline effective control measures shall accompany the Work Permit
- Courtesy Trolleys:** Trolleys are provided for the convenience of boat owners and customers and shall not to be used by contractors without permission from Marina staff
- Damage:** Any property damage caused by the contractor shall be repaired at the contractor's expense
- Discipline:** The Marina Management reserves the right to refuse access to any contractor
- Diving work:** Must be discussed with the Marina Manager before commencing. For High Risk Diving a SWMS and copies of certification are to be provided to the office
- Dress Code:** Contractors are to wear clothing that is in keeping with safety requirements and of a standard appropriate to the overall image of the Marina
- Dust:** It is an offence to permit any dusts, debris or other contaminants to enter the water. Only power tools with vacuum facilities are to be used for sanding above the water. Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting should only be undertaken on hardstands
- Duty of Care:** For any activity that affects the Safety or Health of another person, all possible precautions and warnings are to be made including signage. If you need assistance in protecting the Public or others in the vicinity from your work practices please ask the Marina Office for assistance
- Electrical Safety:** The use of portable battery powered tools should take priority when working on the floating Marina. 240V equipment is to be tested & tagged. Contractors should be aware that 'double insulated' tools may not trip an RCD if dropped into the water. 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. Taped joints, double adapters and piggyback plugs are not allowed
- Emergency Plans:** Prior to commencing work contractors shall make themselves and any workers familiar with the emergency and evacuation procedures and diagrams
- Explosive Power Tools:** Are not to be used at any d'Albora site without evidence of licensing, certification, and approval by the Marina Manager
- Fire hoses:** Fire Hose Reels are provided for the sole use of fire-fighting and it is a breach of our agreement with the Water Corporation to use hose reels for any other purpose. In addition, due to hazardous chemicals on site it is a legal requirement for fire-fighting equipment to be readily available
- First Aid:** Any person requiring first aid treatment is to contact a d'Albora team member. First Aid kits can be found at all Marina offices
- Gas Cylinders:** Cylinders are to be kept within pressure test limits. They are to be stored in a secure and upright position. Flash-back arresters shall be fitted
- Harassment, Bullying and Inappropriate Behaviour:** Offensive language, harassment, bullying, and any other discriminatory behaviour shall not be tolerated on the site. Any Contractor acting in such a manner shall be asked to leave the site
- Hazardous Chemicals & Substances:** Hazardous Chemicals (e.g. fuels, oils, cleaning products) are to be correctly labelled, stored and sealed immediately after use. No open containers are to be transported across the Marina due to the risk of spills. Adequate ventilation, fire protection, and signage are to be provided. Contractors are to have a register of all hazardous chemicals brought on site. A current Safety Data Sheet (SDS) shall be provided and available upon request to d'Albora team members.
- Heights:** Work at Heights requires a checklist to be completed, and may require a Work Permit (EWP>11m, Scaffolding >4m, & within 2m of roof edges). Ladders should be of industrial design & suitable for the task. Working from the top step of a ladder is never permitted. Any person accessing the edge of building roofs, working on top of fly-bridges or from EWP shall wear an approved harness and lanyard and provide the Marina Manager with a Safe Work Method Statement
- High Risk Work:** Prior to any high risk work a Contractor must confirm whether a Work Permit is required. SWMS & checklists are always a requirement
- Hot Work (welding, grinding, cutting, etc.):** All Hot Work requires a checklist to be completed and may require a Work Permit. No hot work is to be conducted until approved by d'Albora. Adequate fire protection shall be available (e.g. extinguisher). A fire watch of 60minutes is usually required. Welding operations must be screened to protect all personnel against flashes. Any accessories or tools, including hoses are to be in a serviceable condition. Hoses shall not provide a trip hazard
- House Keeping:** Work areas are to be kept clean and tidy with due consideration of other workers, the public and the environment
- Hull Cleaning:** No hull cleaning is to take place except removal of 'Microfouling' as described in the Antifouling & In-water Cleaning Guidelines (DAFF)
- Machine Guarding:** No machinery, hand tool or other equipment is to be operated without effective guards to protect the operator and bystanders
- Mechanical Repairs & Engine Servicing:** Prior to working on inboard engines and draining of oils or fuels, or removal of filters, any bilge pump is to be switched to 'manual'
- Noise and Fumes:** All work activities conducted on and around the Marina shall be conducted in a manner that will not cause offensive noise or fumes
- Personal Protective Equipment (PPE):** Appropriate personal protective equipment and clothing, including footwear, must be worn at all times
- Power Supply:** Contractors shall not unplug a vessel's shore power supply to operate power tools and accessories. Marina staff can organise access to power on request
- Refuelling:** Fuel must be stored in approved safety containers and adequate ventilation must be provided when using petrol or diesel powered equipment. No-smoking signs shall be displayed where appropriate. Any decanting of fuel, refuelling of vessels or portable fuel containers shall be at the fuel wharf and shall be undertaken with extreme care. Spill equipment shall be readily available and all possible safety precautions shall be made.
- Risk Assessment:** The contractor is required to complete a risk assessment prior to commencing any task. This does not have to be documented but must involve consultation with any other person or PCBU who may be placed at risk
- Security / CCTV:** The Marina reserves the right to monitor and record contractor activities using Close Circuit Television (CCTV)
- Site Operating Hours:** Any work taking place outside of the marina normal operating hours shall be by prior arrangement only
- Smoking:** Smoking is not permitted except at designated areas. Cigarette butts shall be disposed of in dedicated bins provided
- Spills and Leaks:** Anyone causing a leak or spill shall take every effort to contain it. Yellow bins containing spill equipment are located at the fuel dock and throughout the Marina. Contractors using oils, fuels, or other hazardous chemicals are to familiarise themselves with the location of spill kits. Any spill on or around the Marina pontoons, public walkways, or into the water must be notified to the d'Albora office at the earliest opportunity. Every effort to clean up spills and leaks shall be made
- Waste Disposal:** All waste is to be disposed of in appropriate facilities. Recyclables are to be placed in receptacles for plastics, glass, paper & cardboard, batteries and metals. NO water is to be placed in waste oil collection drums. Industrial waste is to be disposed of according to the EPA waste guidelines. Fully drained oil filters may be placed in normal waste bins when wrapped in rags and placed in a bag

11.3 Registration & Acknowledgement

TERMS & CONDITIONS OF ENTRY

- Signing in at reception prior to proceeding with any work and signing out once work is complete
- Wearing any supplied identification, such as a wrist band or high visibility vest whilst on site
- Working within designated hours of between 08:30am and 5:00pm Monday to Friday unless other times are specified or agreed with d'Albora prior to commencement (Office open 08:30 – 17:30 every day)
- Ensuring vehicles are registered, insured, and only parked in designated parking spaces on site. d'Albora reserve the right to remove any illegally parked vehicles
- Not making any construction or similar noise, except between 7am and 6pm on Monday to Friday, between 8am and 1pm on Saturday's. Noise is never allowed on Sundays or Public Holidays (in accordance with POEO Noise Control Regulation 2008) – No power tools outside of these times
- Observing both the Environmental Action for Marinas, Boatshed and Slipways (Department of Environment & Climate Change) and Anti-Fouling & In-Water Cleaning Guidelines (Department of Agriculture, Fisheries & Forestry) - Reference copies are available from the office (Green Folder 16)
- Accepting financial responsibility for any fines issued to d'Albora for breaches of Environmental Protection Licenses relating to pollution incidents resulting from Contractor or DIY works
- Not sanding, scraping or painting directly over the water with dust / spill control measures implemented for any dust creating activity
- Wearing appropriate safety equipment at all times. This includes but is not limited to; fall prevention, eye wear, enclosed footwear, gloves and respirators
- Obtaining a Work Permit or completing a dedicated checklist for any high-risk work (appropriate to the task) that is approved by a Permit Officer and/or d'Albora prior to commencing work. This includes spray painting, blasting, work at heights, confined space entry, hot works, and excavation.
- Only smoking in designated areas (if allowed) placing cigarette butts in receptacles provided
- Disposing of all waste (liquid, hazardous, general & recycling) using appropriate containers and facilities. Waste oil containers shall never be filled with water or overfilled
- Immediately reporting any incident that occurs on site to d'Albora
- Not working on energised electrical services, except testing, unless a Work Permit is issued
- Adhering to all Contractor Site Rules, signage, and all reasonable instructions issued by d'Albora
- d'Albora Marinas reserves the right to inspect all bags or parcels prior to removal from the site

Full Name	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>	Marine Card Number	<input type="text"/>

Employer ☐ **Employee** ☐ **Sole Trader** ☐ **Business Name:**

INSURANCES – Upload to BIA Marine Card profile (Card holders) or Venue (Visitors)

Public Liability 10million	<input type="checkbox"/> Uploaded to BIA	<input type="checkbox"/> Date of expiry:	<input type="text"/>
Workers Compensation	<input type="checkbox"/> Uploaded to BIA	<input type="checkbox"/> Date of expiry:	<input type="text"/>
Ship Repairer	<input type="checkbox"/> Uploaded to BIA	<input type="checkbox"/> Date of expiry:	<input type="text"/>

I have received a site induction	<input type="text" value="Sign here"/>
I will abide by the Terms and Conditions of entry	<input type="text" value="Sign here"/>
I have read and understand the Site Rules (on display)	<input type="text" value="Sign here"/>

SIGNED COPY TO BE UPLOADED TO ACCESS MANAGEMENT SYSTEM