

OHS55001



**Sydney City Marine Pty Ltd**  
ABN 52 116 823 048  
James Craig Road Rozelle NSW 2039

# **CONTRACTORS**

  

# **APPLICATION FOR**

  

# **REGISTRATION**

## GUIDE TO COMPLETING THIS APPLICATION

Thank you for taking the time to complete the Sydney City Marine Pty Ltd (SCM) contractor registration process. Please note all work is subject to SCM Terms and Conditions available from the SCM website or office. Successful completion of all requirements of this induction is mandatory prior to conducting any work at the SCM facility (or carrying out work for or on behalf of SCM). Provided your application is successful, your registration will remain valid until the earliest anniversary date of the three main insurances required.



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 understand 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) for all activities that I will be undertaking.                         |
| <input type="checkbox"/> | I have the Marine Card.   |
| <input type="checkbox"/> | I have booked my induction for the specific site where I propose to provide my services.  |

**FOR CONTACTORS ENGAGED IN DIVING ACTIVITIES** I have attached copies of Commercial Diving Tickets.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 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).                |
| <input type="checkbox"/> | 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. |

**APPLICATION FOR CONTRACTOR REGISTRATION FORM**

<b>Contractor's details</b>	
<b>Contractor's Business Name</b>	
<b>ABN</b>	
<b>Contact person</b>	
<b>Address</b>	
<b>Contact phone numbers</b>	
<b>email address</b>	
<b>Describe your core business and the services you will be providing.</b>	

**Contractor's declaration**

- I hereby apply for registration as an approved contractor for the purposes of providing services to SCM.
- I acknowledge receiving and understanding the terms and conditions set out in this booklet. Should my application be successful, I agree to abide by them.
- I declare the information that I have provided is accurate and true.
- I acknowledge that I will be required to undertake a site-specific induction for SCM where I provide my services.
- I undertake to keep the SCM facility, staff, and its resident contractors, where I provide my services, indemnified against any legal liability, loss, claim or proceedings for personal injury to, or death of any person, or for injury or damage to property, or for any penalties incurred as a result of any activity by myself or my employees, agents or subcontractors.

.....  
Name of Contractor

.....  
Position

.....  
Date

.....  
Signed

For and on behalf of Sydney City Marine Pty Ltd

.....  
Signature

.....  
Print name

.....  
Date

**Contractor's insurance details:**

	<b>Public Liability</b>	<b>Ship Repairs Liability</b>	<b>Workers Compensation</b>
<b>Entity Insured</b>			
<b>Insurance Company</b>			
<b>SCM Interests Noted (if applicable)</b>			
<b>Policy Number</b>			
<b>Expiry Date</b>			
<b>Value</b>			



**PLEASE INCLUDE CERTIFICATE OF CURRENCY FOR ABOVE POLICIES**

**Marine Card**



Marine Card details. Please attach copies.

.....  
 .....  
 .....  
 .....  
 .....

**Licenses and Permits**



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

.....  
 .....  
 .....  
 .....  
 .....

**Other notes or special conditions**

.....  
 .....  
 .....

## Terms and Conditions of Registration

### INTRODUCTION

Sydney City Marine Pty Ltd (SCM) 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 SCM, have an obligation to comply, not only with the requirements specified in this induction package, but also with the policies and procedures of SCM.

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 trade's people and other contractors. SCM reserves the right to grant or deny access to their premises and facility.

Contractors engaged to conduct activities are expected to conduct themselves in a professional, ethical 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 the premises of SCM. Only legitimate businesses with adequate insurance cover are allowed to provide their services to our customers.

#### Who

It is important that each employee of your business understands the registration procedure, and acknowledges the conditions of entry onto the premises of SCM. Contractors are also responsible for providing safety and environmental inductions to their employees and this agreement does not replace the responsibility of Contractors to induct their employees and the sub-contractors they engage.

#### Marine Card Induction

Marine Card is regarded by SCM as essential for all Contractors including their employees and sub-contractors who intend working at the SCM facility. Please contact the NSW Boating Industry Association for details of the next Marine Card Induction.

The Marine Card Induction is reviewed and updated regularly and Contractors are advised to undertake this induction bi-annually.

#### Duration

Your contractor registration will be valid for the duration of your insurance cover (refer specific insurance requirements). As a contractor it is your responsibility to provide SCM with updated

insurance documents as, and when, they are renewed. Failure to provide these documents will void your authority to provide contracting services on the site of SCM.

#### Disclaimer

SCM reserves the right, at their 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: (Copies must be provided with your registration):

- **Public Liability Insurance** (minimum value \$20 million dollar)
- **Ship Repairers Liability Insurance** (minimum value \$10 million dollar)
- **Workers' Compensation Insurance** (unless sole trader)

Contractors will not be allowed to commence work in the complex until such time as the necessary certificates are provided.

#### Risk Assessment and Safe Work Methods Statements

The contractor is required to provide a risk assessment and Safe Work Method Statement (SWMS) prior to commencing any job that involves a certain risk to health and safety and/ or risk to worksite or property, vessels or the environment. Your SWMS should also include a hazard / risk assessment and a chemical register/MSD sheets. If a job involves activities that are not covered in the SWMS that you provide with this registration you are obliged to provide updates which will be stored on our files.

#### 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 safety or environmental harm, must be reported immediately to facility staff and an incident or accident report must be completed.

Any person requiring first aid treatment should contact the first aid officer on the site where they are conducting their services. Prior to commencement of work in the facility, Contractors should make themselves aware of the contact details and location of the personnel with designated authority to provide first aid services.

#### Emergency plans

Prior to commencing work on site, Contractors should make themselves aware of the safety procedures and policies relating to the facility including its evacuation procedures. Additionally, Contractors should identify the location of safety

equipment including fire extinguishers and other firefighting equipment and spill kits. (Please refer to Evacuation Plan at Appendix 1).

### **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 submitted to the Yard Manager prior to entering a confined space. A confined space is defined as an enclosed or partially enclosed space that:

- a) Is not intended or designed primarily as a place of work, and
- b) Is at atmospheric pressure while persons are in it, and
- c) May have an atmosphere with potentially harmful contaminants, an unsafe level of oxygen or stored substances that may cause engulfment, and
- d) May (but need not) have restricted means of entry and exit.

An example of a confined space is a shipboard space entered through a small hatchway or access point, cargo tanks, cellular double bottom tanks, duct keels, ballast and oil tanks and void spaces (but not including dry cargo holds).

For a full definition and regulations refer to NSW Occupational Health and Safety Regulation 2001- Division 9, Part 4.3, Chapter 4. You will find a template for a Confined Spaces Work Permit under the contractors section of our website: [www.sydneycitymarine.com.au](http://www.sydneycitymarine.com.au)

### **Diving work**

All diving work MUST be approved by the Facility 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. In addition, copies of Commercial Diving Tickets must be sighted for each diver.

### **Electrical**

Electricity and water are a lethal combination. We recommend the use of battery powered electrical hand tools. All electrical equipment must be tested and have current tags. 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 must be tested and tagged before 'hand over'. On arrival at the complex, or during your work on site electrical equipment should be available for inspection by the facilities authorised personnel. 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 need to plug into a pedestal, for example on the marina, you must use a portable earth leakage device / Residual Current Device (RCD). You must supply your own RCD.

### **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 in the complex without prior consultation with the Yard Manager. The Yard 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 Work Cover's safe-use guidelines "Operators of Explosive-powered Tools", Refer [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

### **Fuel**

Where petrol or diesel powered equipment is used on site, fuel must be stored in satisfactory 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 Work Cover NSW requirement

### **Hazardous substances**

Contractors must notify the Yard Manager if they intend to bring any hazardous substances into the facility. Keep in mind that some dangerous chemicals cannot be stored together. Contractors have a responsibility to ensure that any chemicals used or stored on the facility do not pose an environmental risk from leakage or spillage.

Contractors must provide a Safe Work Method Statement which describes how they will manage the risks from the use of this substance.

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

Any hazardous materials must be clearly labeled, and safe handling and storage instructions must be followed.

Chemicals must be contained in reliable, tightly sealed containers. Larger containers must be

stored on an impervious floor surface, with enough bunding to hold any spill.

**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 against flashes. There are strict legislative requirements in relation to the use of compressed gas cylinders. This legislation impacts on how they are stored, used and refilled. It is important that contractors make themselves aware of these requirements and abide by them strictly.

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. You will find a template for a Hot Work Permit under the contractors section of our website: [www.sydneycitymarine.com.au](http://www.sydneycitymarine.com.au)

**Machine guarding**

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

**Personal protective equipment (PPE) and clothing**

Appropriate personal protective equipment and clothing, including appropriate shoes for the task being undertaken, 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. An Elevated Work Platform license must also be obtained if 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 1.8 metres and must always be worn in cherry-pickers and other mobile working platforms. Safety harnesses must be worn and properly secured, for example, when working atop flybridge cruisers.

**ENVIRONMENTAL CONSIDERATIONS**

**General**

Any work undertaken at SCM 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 facility immediately. Any penalties incurred by the Landlord 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 site could result in a pollution incident.** If any doubt exists, consult with the Yard Manager before commencing work.

**Spills and leaks**

Contractors are responsible for cleaning up or containing spills and leaks resulting from their work. This will require you to have:

- Sufficient quantities of clean-up materials or tools available for the job you are undertaking. This includes spill kits, absorbent material, ready to use devices, containers etc.
- Clean up materials and equipment must be appropriate for the type of chemicals being used.

Contractors and their employees must be trained in spill cleanup methods. SCM have a spill kits available. Make yourself familiar with where they are located and use it if necessary. Be sure to report all spills including those that you didn't cause.

Contractors who use the Facility's Spill Kit are also required to advise facility personnel so that products can be replaced. Contractors will be charged for replacement of items used.

You should also report any spills to the Yard Manager.

**Steps for containing a spill**

<b>Step 1</b>	<ul style="list-style-type: none"> <li>• Contain the Spill (check your personal safety first)</li> </ul>
<b>Step 2</b>	<ul style="list-style-type: none"> <li>• Follow Material Safety Data Sheet (MSDS) information.</li> <li>• Prevent further spillage</li> <li>• Contain what is split</li> <li>• Block access to the water including storm water drains</li> </ul>
<b>Step 3</b>	<ul style="list-style-type: none"> <li>• Report the spill to the Yard Manager</li> </ul>
<b>Step 4</b>	<ul style="list-style-type: none"> <li>• Clean up quickly (reduce risk of pollution running off the site)</li> <li>• Never wash chemicals into the water or down the drain or pour chemicals onto the ground.</li> <li>• Never leave chemicals where they may be washed into the waterways.</li> </ul>

	<ul style="list-style-type: none"> <li>Absorbent material used to contain or clean up the spill must be wrapped or placed in leak proof container and disposed of according to the MSD instructions.</li> </ul>
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**Mechanical repairs and engine servicing**

Any mechanical repairs and / or engine servicing must 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 work**

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting can only be undertaken in designated hardstand areas. All residues from such operations are to be disposed of correctly, in accordance with environmental legislation. Under no circumstances is residue to be placed in the complex's waste bins unless prior approval has been gained from the Yard Manager.

Any paint spillages on a hardstand are to be contained within drop sheets and cleaned up immediately.

Spillages are not to be hosed down into the waste-water collection system.

**Re-fuelling activities**

Refueling of vessels or petrol-powered equipment using portable fuel containers (i.e. jerry cans) is not permitted on the floating Marina. These restrictions are in place to safeguard from the risks associated with refueling. Contractors should ensure they are familiar with the location of fire fighting equipment and spill kits and identify the facility staff that are trained in emergency response procedures.

**Washing of boats**

When contractors are washing and cleaning boats, take care to minimise the amount of runoff 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 mandatory.

Current water restrictions require strict adherence from the contractor.

**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. Waste bins are located around the complex. Contractors are

expected to recycle waste where appropriate (paper and cardboard, glass and general waste). Oil, oil products, drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor must be disposed of in the appropriate containers (a disposal fee will apply) or are to be taken off-site by the contractor. Industrial waste must be disposed of according to environmental legislation.

**GENERAL**

**Comply with directions**

All contractors and persons under their control must comply with the landlord's direction in relation to all aspects of the facility.

**Damage**

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

**Discipline**

The management of SCM reserves the right to refuse access to any contractor for any reason whatsoever.

**Dress and conduct**

SCM 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 enterprise.

Contractors must at all times conduct themselves in a manner acceptable to enterprise. Loud, coarse or abusive language will not be tolerated. Offensive motifs or wording on clothing is unacceptable.

**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 complex rubbish bins. Walkways are to be kept clear at all times.

It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with the Yard Manager.

**Musical Instruments**

Vessel's stereo's and radio systems are not to be played except for testing. No musical instruments or electronic music devices are allowed on site including walkman/ iPod etc.

**Complex operating times**

Any work undertaken by contractors outside of the site's standard operating hours of Monday to Friday 7am to 5pm must be by prior arrangement with the Yard Manager.

**Power supply**

We recommend the use of battery powered electrical hand tools. If you need to plug into a pedestal, for example on a 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.

**Smoking**

Smoking is not permitted anywhere in the SCM facility.

**Entry to workshop areas**

Workshops are restricted areas and are not for contractors use without the express consent of designated personnel, Tools and equipment will not be lent.

Limited equipment such as, fork lift, scissor lift, scaffolding may be available on a hire basis and should be arranged with the Management of SCM prior to commencing work.

**Alcohol**

No alcohol is permitted on site except with the express written permission of SCM Management. Attendance by contractors on site whilst under the influence of illegal substances or alcohol is strictly forbidden. Personnel who are suspected of being under the influence of alcohol or illegal drugs will not be permitted on the SCM facility. SCM reserves the right to conduct random alcohol/drug checks and testing within the complex after having obtained any permits or approvals required by law to do so.

**Harassment and inappropriate language**

Offensive language (e.g. swearing) behaviour or harassment or bullying of any type is not acceptable. Behaviour such as "wolf whistling", unsolicited remarks of a sexual nature are specifically prohibited.

**Use of Paint Sheds**

Any use of Spray Sheds A, B or C or associated infrastructure or improvements by contractors will be subject to "SCM Spray Shed Terms and Conditions of Rental". A copy can be obtained from the SCM 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

# CONTRACTOR'S OH&S MANAGEMENT PLAN

## 1. Contractor Details

Contractor name:
Contract description:

## 2. Emergency Contact Details

Name	Position	Contact Number

## 3. Activity Details

List Major Activities
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>

## 5. Safe Work Method Statement

Attach copies of all relevant safe work method statements.

## 6. Emergency Procedures

Please provide details of any emergency procedures you have in place

## 7. Incident Reporting and investigation

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







