

Terms and Conditions of Registration as a Contractor on the premises of

EAST COAST MARINA

Introduction

East Coast Marina is required to comply with Workplace Health & Safety Act 1995 and the Environmental protection Act 1994 and associated regulations and codes of practice. Our aim is to ensure the safety and well being of all employees, visitors, guests, contractors and to protect the environment. In support of this commitment contractors conducting business on site at East Coast Marina have an obligation to comply with the policies and procedures of East Coast Marina when they supply their services.

Registration Requirements

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

You will need to provide:

- Contact details
- Copies of your statements of currency for your insurance
- A copy of Marine QLD - Marine Card, if applicable
- Copies of chemical register and MSDS and Safe Work Method Statements
- Other information and documents relevant and as required to the services you provide.

Your contractor registration will be valid for the duration of your insurance cover. As a contractor it is your responsibility to provide East Coast Marina updated documents as, and when, they are renewed. Failure to do so will render your authority to provide contracting services at East Coast Marina invalid.

Required Insurance Information

Contractors are required to provide the following certificates of Currency from their insurer noting the site where they conduct their service as an interested party.

1. Public Liability Insurance (minimum value \$10 million dollars)
2. Ship Repairers Liability (minimum value \$10 million dollars)
3. Workers Compensation Insurance (unless sole trader)

These requirements apply in full to all work done on site (on boats or other). Contractors will not be allowed to commence work on site until such time as the necessary certificates are provided.

Risk Assessment and Safe Work Method Statements

The contractor is required to provide a risk assessment (Safe Work Method Statement) 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.

Health, safety and Environmental Considerations

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 Marina staff and an accident/incident report must be completed.

Any person requiring first aid treatment should contact marina staff immediately for assistance.

Emergency plan –Prior to commencing work, Contractors should sign visitor register and be aware of the sites emergency and evacuation procedures.

Contractors should identify the location of safety equipment including fire extinguishers, hose reels, other fire fighting equipment and spill kits. In the event of an emergency occurring, contractors must take directions, if given, from marina staff.

Compressed Air/Gas Cylinders –Safety Valves are to be utilised in the use of compressed air/gas. Cylinders are to be stored and used in a secure and upright position. All cylinders must be in current test date. All air/gas lines are to be securely joined to prevent separation during use.

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 Operating practice. All divers are to be appropriately certified and possess a medical certificate (not older than 12 months) certifying fitness to undertake diving work. Copies of commercial dive tickets must be sighted for each diver.

Electrical- Under current legislation all power leads and equipment must be checked and tagged certified for use, by authorised electrical tester. The use of safety switches for all portable equipment is mandatory. Taped joints, double adaptors and piggy back plugs are not to be used.

Fuel- Where petrol or diesel powered equipment is used on site, fuel must be stored in satisfactory containers. Contractors are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment and that sufficient relevant warning signs are displayed. Re-fuelling of vessels in wet berths by means of portable containers is not permitted. Fuel facilities are located within the harbour.

Fire Hoses – Fire hoses are not to be used for any other purpose than for fire- fighting.

Hazardous Substances- Contractors must notify Marina manager if they intend to bring hazardous substances on site. It is the contractor's responsibility to ensure that any chemicals used or stored do not pose any health or environmental risk from leakage or spillage. Safe work method statement and a material safety data sheet (MSDS) must be available on request and any hazardous material must be clearly labelled.

Hot Work/Welding- Adequate fire protection must be provided on stand-by. Welding operations must be screened to protect against flashes. A Hot Work Permit must be completed by qualified tradesperson prior to commencing welding/oxy cutting. No Hot Work will be permitted on vessels in marina wet or dry berths.

Machine Guarding- No machinery, hand tool or other equipment is to be used without the manufacturer design, effective guards.

Personal protective Equipment (PPE)- Appropriate personal protective equipment and clothing, including closed in shoes, appropriate for the task being undertaken, must be worn at all times. Any person working in the hardstand area must wear Hi-visibility clothing or vest.

Spills and Leaks- Contractors are responsible for cleaning up or containing spills and leaks resulting from their work. This will require you to have spill kits, absorbent material ready for use. Clean up materials and equipment must be appropriate for the type of chemicals being used. Any contractor found in breach of environmental requirements will be suspended from site immediately. Any penalties incurred by East Coast 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 they undertake on site could result in a pollution incident. If in doubt, contact the Marina Manager prior to commencing works.

Mechanical Repair and Engine Servicing- Any mechanical repairs and/or engine servicing must be conducted in such a manner as to prevent any oil or waste oil product or fuels or coolants from entering vessel's bilge or being spilled into the water or on ground.

Noise and Fumes- All operations and activities on the premises must be conducted in such a manner as to not cause offensive noise or fumes.

Painting and Anti-fouling - Only works 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 area. No spray painting is permitted. No sand, soda or similar blasting is permitted. The use of dust barriers, tarps or vacuum attachments is required when sanding, grinding or scraping. All residues from such operations are to be disposed of correctly, in accordance with environmental legislation. Any paint or anti-foul spillage is to be wiped up immediately. Spillages are not to be hosed down into waste-water collection system.

Washing and Detailing- Contractors are to ensure that run off that occurs when washing and cleaning boats, is kept to a minimum and if possible, does not enter the harbour. Only appropriate bio-degradable detergents are to be used. Water conservation methods are to be used, for example, trigger hose nozzles, water blasters.

Re-Fuelling Activities- Re-Fuelling of vessels at East Coast Marina is not permitted. Appropriate re-fuelling facilities are located within the harbour.

Hoses- Water hoses located on the marina belong to marina clients. Contractors requiring a hose to undertake their work should bring their own.

Courtesy Trolleys- Courtesy trolleys are provided for the convenience of marina clients (boat owners) only. Trolleys are not for contractor use.

Working at Heights- Any safety harness, working platform, ladder or scaffold and their use, must conform to the relevant standards and codes of practice.

Entry to Workshop- The marina workshop is a restricted area and not for contractor use without prior consent from marina staff. No tools, ladders, scaffold or equipment will be supplied, lent or hired by the marina.

Site operating Times- Contractors can only undertake work at East Coast Marina between the hours of 8:00 am -4:00pm Monday –Friday and 8am -4pm Saturday. No works are permitted on Sundays and Public holidays.

Power Supply- Under no circumstance is a contractor to unplug any vessel's power supply other than the vessel the contractor is working on, for use to operate power tools or accessories. Vessels in the dry stack or on work racks are not to be left connected to power overnight.

Conduct- Attendance by contractors on site whilst under the influence of illegal substance or alcohol is strictly forbidden. Offensive language, behaviour or harassment of any type is not acceptable. East Coast Marina reserves the right to ask contractors to dress appropriately in keeping with safety requirements and standards appropriate to the overall presentation of the enterprise.

Damage – Site property damage by a contractor will be repaired at the contractor's expense.

Rules and Regulations – Contractors must also adhere to the general rules and regulations of the marina.

Contractor Activities – Contractors are only to carry out activities they are lawfully able to perform in Queensland. Please Note: Any legislative requirement takes precedence over the above condition.

CONTRACTOR'S DECLARATION

- I hereby apply for registration as an approved contractor for the purpose of providing services to East Coast Marina and its clients whilst on East Coast Marina property.
- I acknowledge receiving and understanding Terms and Conditions of Registration and agree to abide by them.
- I declare that information provided is accurate and true.
- I undertake to keep East Coast Marina 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 sub-contractors.

For and on behalf of:

Company or Trading Name

.....**ABN**.....

Name of Contractor

.....**Position**.....

Signature

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Print Name

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Date..... /...../.....