

Keppel Bay Boatyard

Site Induction Manual



Operations, Safety and Environmental Induction for Contractors and Vessel Owners

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ACCESS

KBBY Operates between the hours **7.30am-3pm Monday to Friday**. After-hours access is for emergency only, fees apply.

Access by prior arrangement only, approved visitors must **report to Boatyard Office** on arrival and **sign in and out**.

Contractors and Vessel Owners must provide Boatyard Manager **description of work to be completed** prior to haul out of vessel for approval.

Access to hardstand area is restricted to authorised contractors and inducted vessel owners only, with permission of Boatyard Manager.

Definitions

CONTRACTOR – any person employed (for financial gain or otherwise) to work on a vessel owner by another person. Contractors must complete a Trade Access application and provide evidence of insurance and qualifications in advance.

VESSEL OWNER – the registered owner of a vessel. A vessel owner may not bring friends, relatives or employees to work on their vessel.

Friends, relatives or employees of the vessel owner must fulfil the requirements of Contractors.

INSURANCE

All Contractors must carry appropriate insurances and provide copies of the Certificate of Currency on request including but not limited to

- **Public Liability** insurance cover for a minimum of \$10m
- **Ship Repairers Liability** insurance for a minimum of \$5m
- Workcover Qld **workers compensation** for all workers
- Third Party **Motor Vehicle** Insurance for all vehicles brought into KBBY

Keppel Bay Marina Pty Ltd ATF the KBM Trust Trading as Keppel Bay Marina and Keppel Gateway Pty Ltd are to be noted as co-insured on the Liability policies of Contractors.

Vessel owners must provide Third Party Motor Vehicle Insurance for all vehicles brought into KBBY.

SAFETY

The KBBY WHS Policy and Procedures manual provides KBBY staff with safe work methods.

Contractors are obliged to include safe work methods for on site at KBBY in their WHS manuals, ensure all staff are trained accordingly and follow their own safe work methods at all times while on site.

White Card

To ensure KBBY is a safe work site and to satisfy WHS obligations, all contractors and vessel owners working on vessels must hold a Construction **White Card, or the equivalent evidence** of training in, understanding of and commitment to following safe work procedures.

Safety Equipment

All persons accessing the hardstand area are required to wear **high visibility clothing** or vests provided at the Boatyard Office.

Hard hats are provided to be worn at all times when working underneath a raised vessel.

Contractors and vessel owners are to supply their own **ear, eye, dust and any other necessary protection** equipment. Ear, eye and dust protection equipment is available at the Boatyard office, charges for use apply.

Travelift Safety

While the Travelift is operating, all contractors and vessel owners are prohibited from moving around the Boatyard.

Work may continue on a vessel, but all access to and from vessels and across the Boatyard is to cease until the travelift is shutdown and the operator confirms movement is again safe.

Vessel owners and contractors are strictly **prohibited from accessing work pad while a vessel is on the slings** and must not under any circumstances stand under a vessel while it is in the slings.

First Aid

A first aid kit is located in the Boatyard Office.

All incidents requiring first aid are to be reported in an incident report submitted to the Boatyard Manager.

KBBY staff hold current First Aid certification, it is recommended all contractors maintain current first aid certification.

Hazardous Substances

Contractors and Vessel owners **MUST NOT** bring hazardous substances into the yard, without prior authority from KBBY. Applications must be submitted in writing.

Fire Evacuation

All Tradespeople must familiarise themselves with the **Fire Evacuation Plan** displayed in the Boatyard Office including the location of fire safety equipment.

ENVIRONMENTAL

Contractors and Vessel Owners are **responsible for the containment of all waste and pollution** at all times while working on a vessel in the Boatyard.

Restrictions on what work can be done by Contractors and Vessel Owners are enforced to minimise the risk of Environmental contamination, applications including a description of work to be completed must be made prior to hauling a vessel out.

Where approval is given to conduct work with the potential for generation of waste or pollution, evidence must be provided of the Contractor/Vessel Owners plans for containment and disposal of such waste.

All environmental waste generated by Contractors and Vessel Owners is to be disposed of at their cost.

A Spill Kit is located in the paint storage container for emergency clean up of spills, replacement of materials at the cost of the person responsible for the spill.

All costs associated with cleaning a spill, disposing of waste or tidying the hardstand area of a vessel will be charged to the vessel owner and must be paid in full prior to relaunch.

Vessel Owners and Contractors must familiarise themselves with the Environmental Authority ##0770000081 displayed in Boatyard Office. Any **person acting in breach of this authority will be excluded from access** to KBBY and will be held liable for any and all costs associated with the rectification of such breach.

ADVICE AND ASSISTANCE

The KBBY team are happy to provide advice and assistance

Shipwright/technical advice **\$99/hour** ½ hour min
Labourer **\$80/hour** ½ hour min

The KBBY team aim to work to optimum efficiency to provide the best possible value to clients, please respect this and understand that **our team are on the clock**: interruptions, assistance and advice will be billed at the hourly rate.

TRAINING

Contractors are responsible for the training and induction of all staff working under their direction.

Site Induction Training is to be completed on an annual basis by all contractors and from time to time should the necessity be identified.

INCIDENT Reporting

All incidents are reported immediately to the Boatyard Manager and complete and incident report located in the Boatyard office.

APPENDICES

Appendix 1 - Service Request incl Terms & Conditions

Appendix 2 - Permit to Occupy

Appendix 3 - Environmental Authority

Appendix 4 – Certificate of Environmental Support

Appendix 5 – Emergency Procedure Fire