



# **Royal Geelong Yacht Club Inc.**

## **Member Slipway Yard Registration & Induction**

**Effective from 1<sup>st</sup> August 2017**

## MEMBER REGISTRATION & INDUCTION FORM

<b>Marina Information</b>	
<b>Marina's Business Name.</b>	Royal Geelong Yacht Club
<b>ABN</b>	97 480 072 940
<b>Contact Person</b>	Paul Walters – Marina Manager
<b>Address</b>	25 Eastern Beach Road, GEELONG 3220 PO Box 156, GEELONG 3220
<b>Contact Phone Numbers</b>	Phone: (03) 5229 3705 Facsimile: (03) 5223 2768
<b>Email</b>	paulw@rgyc.com.au

<b>Member Details</b>	
Name	
Address	
Mobile Number	

<b>EMERGENCY CONTACTS</b>	
<b>Police, Fire Brigade, Ambulance</b>	<b>000</b>
Royal Geelong Yacht Club	5229 3705
Environmental Protection Agency (EPA)	1300 361 967
Parks Victoria	13 19 63
Water Police	9399 7500
Poisons Information Centre	13 11 26
Hospital (Geelong Hospital)	4215 0000
Hospital (St John of God)	5226 8888
Electricity – Energy Safe Victoria	1800 800 158
Barwon Water	1300 656 007
State Emergency Service	13 25 00

## Member's Declaration

- I acknowledge receiving and understand the Royal Geelong Yacht Club By-Laws (Appendix 1) and the terms and conditions regarding Royal Geelong Yacht Club's Health, Safety and Environmental Requirements and I agree to abide by them.
- I further agree to ensure that all people (members and non-members) engaged in work on my vessel are fully aware of these requirements and obligations and shall abide by them at all times.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

All members and non-members must participate in a personal site induction on/prior to the first day that he/she intends to utilise the Slipway Yard at our facility.

**Date of Site Induction:** \_\_\_\_\_

Signed by RGYC: \_\_\_\_\_ Print Name: \_\_\_\_\_

# Terms and Conditions of Induction

## Definitions

**Contractor:** any individual or employee of a business providing a service for a fee in the yard or marina of Royal Geelong Yacht Club. Eg. shipwright, electrician, mechanic, sail maker, diver.

**Sub-Contractor:** a person or business employed by a contractor to work in the yard or marina of Royal Geelong Yacht Club. They must comply with all the conditions of registration and fees as they apply to contractors.

**Member:** a financial member of Royal Geelong Yacht Club.

**Non-Member:** a person who is not a financial member of Royal Geelong Yacht Club.

**Yard:** all areas south of the large mast crane and adjacent drain and extending to the southern fence and all areas from the RGYC clubhouse to the eastern edge of the traverser pit (see appendix 5 – outlined in red).

**Marina:** the area including the hardstand concrete, shore line docks, boat ramps, sea walls, floating and fixed jetties.

## Introduction

The Royal Geelong Yacht Club (RGYC) complies with the Occupational Health and Safety Act 2004 and the Protection of the Environment Protection Act 1970 to ensure the safety and wellbeing of all employees, visitors, guests, contractors and for the protection of the environment. In support of this commitment, all members and non-members working on their boats at RGYC have an obligation to comply with RGYC's Policies and Procedures. In this document we outline your responsibilities, obligations and rights. RGYC reserves the right to control who is granted access and who is not.

## Induction & Registration Requirements

### Registration

All members must read and sign this document prior to working in the Slipway Yard.

### Induction

An initial induction is required to be completed prior to the approval of this application. This on-site induction will take around 15 minutes and can be completed when you next slip your boat.

### Important Note

It is the boat owner's responsibility to ensure that any persons brought onto the RGYC premises by them understand, and will abide by, the rules and conditions set out in this document.

## Health & Safety

Boat owners are required to ensure that they, and all persons working on their vessel, are physically fit and capable of undertaking the work which they will be conducting.

### **Accidents and Incidents**

Any accident or incident that results in property damage, injury or environmental harm, or threatens environmental harm, must be reported immediately to the Marina Staff.

Any person requiring first aid treatment is to contact either Administration Staff or a Marina Staff Member.

### **First Aid Kits**

First Aid kits are located in the; Marina Office, Main Office and Members Bar.

### **Job Safety Analysis (JSA)**

JSA's for the majority of work carried out by members at RGYC are available from the Marina Office. These are an important tool for all people engaged in particular maintenance work. An overview of these JSA's can be found in Appendix 2.

### **Electrical**

Electricity and water are a lethal combination. All electrical equipment must be recently tested and tagged before being used at RGYC. On arrival on site, or during your work at this marina your electrical equipment may be inspected by marina staff. 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 practicable and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and water. Taped joints, double adaptors and piggyback plugs are not to be used.

If electrocution occurs DO NOT TOUCH the victim unless you have been able to turn off the power supply. Call "000" and notify Marina Staff.

### **Hazardous Substances**

Hazardous substances include but are not limited to anti-fouling paint, solvents and corrosive cleaners.

A Material Safety Data Sheet (MSDS) for all hazardous substances should be read prior to use. All users must be familiar with, and understand the first aid and control measures required.

### **Hot Work / Welding**

Hot work includes

- Grinding
- Flame Cutting
- Electric welding

Adequate fire protection must be provided and set up prior to commencement of work. A suitable fire extinguisher must be provided by the user with any 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. All Hot Work must be undertaken in accordance with applicable Australian Standards.

## **Machine Guarding**

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

## **Working at Heights**

Ladders must 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 2.0 metres when using any equipment without safety rails. Working up masts must only be carried out while wearing a harness and a safety line.

More Information at

[https://www.worksafe.vic.gov.au/\\_data/assets/pdf\\_file/0015/9231/cc\\_fallsconst\\_web.pdf](https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0015/9231/cc_fallsconst_web.pdf)

## **A-Frames and Planks**

When using a-frames and planks to work on boats the following rules apply:

- All planks must be as level as practicable
- Planks must be supported every 3m
- Working load limit 200kg
- Planks are not to be used on the top rung of the A-frames

More information at

[https://www.worksafe.vic.gov.au/\\_data/assets/pdf\\_file/0015/9231/cc\\_fallsconst\\_web.pdf](https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0015/9231/cc_fallsconst_web.pdf)

## **Personal Protective Equipment and Clothing**

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

# Environmental Considerations

## **General**

Any pollution caused by work undertaken on the marina or in the yard must be minimised, contained and disposed of appropriately. This may require the pre-deployment of floating booms or drop sheets. Any person found in breach of environmental legislative requirements may be suspended from RGYC immediately. Any penalties incurred by RGYC as a result of a breach of environmental legislation may be recovered from the person responsible. 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 or surrounding facilities.

## **Noise, Fumes and Airborne Pollution**

All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes. Activities that cause dust, grit or overspray must be fully contained to minimise any materials from escaping. Protective screens/tarpaulins are available upon request.

## **Painting and Anti-fouling Work**

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting are only to occur in the slipway yard. Residue from such operation is to be disposed of correctly in accordance with environmental legislation.

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

## **Sanding**

Power sanding must be by vacuum sander only. The vacuum sander must be of an industrial type with industrial type HEPA filters and must be approved by the Marina Manager, or his delegated authority, prior to use. The emptying and disposal of the vacuum dust bag, if carried out on site, must only be carried out under the direction of the Marina Manager or his delegated authority. The cleaning of filters must only occur when using the filter cleaning unit provided by the club.

## **Washing of Boats**

When washing and cleaning boats, care is to be taken to minimise the amount of run-off that goes into the water and run-off collection system. The use of a trigger nozzle device on the hose to prevent water being wasted is recommended. Solid waste is to be disposed of as directed by the Marina Manager.

## **Waste Management**

Only the reasonable amount of waste expected from work typically conducted on site will be accepted. If excessive waste is generated from a large project an additional charge for the waste disposal may be imposed.

Waste must not be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fibreglass dust, oil or oil based products and oily bilge water. Waste bins are located at the entrance to the marina and throughout the hardstand and slipway yard areas. RGYC encourages recycling where possible (paper and cardboard, glass and batteries).

Waste oil may be disposed of in the waste oil containment bin.

### **Site Cleanliness**

Work areas must be kept clean and tidy with prompt removal of all waste. Work areas are to be cleaned daily.

*Oily rags, and any flammable material residues are to be disposed of correctly. They are not to be placed in RGYC's rubbish bins.*

### **Please Note:**

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



# Operational Considerations

## **Damage**

Any damage caused to equipment, plant, vehicles or other vessels must be repaired at the responsible person's expense.

## **Hoses**

If you require the use of a hose please bring your own. Fire hoses are not to be used except for emergencies.

## **Courtesy Trolleys**

Aluminium courtesy trolleys are provided for the convenience of boat owners and are only to be used on the marina. Only the wire trolleys or wheelbarrows may be taken into the Slipway yard. All trolleys are to be kept clean at all times and returned to the designated area when no longer required.

## **Smoking**

Smoking is not permitted on the land based portion of RGYC.

## **Alcohol and Other Drugs**

Many types of drugs impair the ability of people to work safely. Consumption of illicit drugs by anybody is prohibited on the premises. Consumption of alcohol is prohibited in the Slipway yard. Members who take medically prescribed drugs should ensure that they comply with the safety recommendations accompanying those products e.g. not operating machinery.

## **Workshop**

The workshop is for contractors and members, and must be cleaned after use. The RGYC marina workshop and storage compound is a restricted area and is not for general use. It is RGYC policy that tools and equipment will not be loaned.

## **Cadet Boat Storage Area**

The indoor Cadet Boat storage area is not to be used for any repair work that involves grinding, sanding or spray painting. No boat repair work is to be left unattended and must allow clear access to boats at all times.

## **Parking**

On site parking may not always be available. Vehicle access is allowed at the discretion of the Marina Manager, and only in designated areas. Vehicles parked on site must be able to be moved at any time by the Marina Staff. Vehicles and their contents are parked solely at the owner's risk.

## **Hours of Operation**

The use of all power tools or any machinery that produces excessive noise must only occur during daylight hours.

## Applicable RGYC By-Laws

### 1 YARD BY-LAWS

#### 1.1 Yard Access

- a. The East and South pedestrian gates are to be kept closed other than for immediate access . Access is gained using the club-issued swipe card, provided the Member is Financial.
- b. The east vehicle gate is to be kept closed other than for immediate access.
- c. Vehicles may be allowed temporary access at the discretion of the Marina Manager .
- d. Members requiring regular access may apply in writing to the General Manager for allocation of access.
- e. Access holders may only have vehicle access when conducting duties associated with their positions.
- f. Contractors registered with RGYC may be granted vehicle access by the Marina Manager.

### 2 Yard and slipway Operations

- a. All activities undertaken in the yard must comply with Royal Geelong Yacht Club Workplace Health and Safety and Yard operations policies. These policies can be viewed [here](#), or a copy may be obtained from the Marina Office or General Office. This applies to Contractors, visitors and Members.
- b. All contractors must complete a Contractor Registration and Induction as required by the Board.
- c. The maintenance yard area is a designated smoke, drug and alcohol free zone.
- d. The Cadet vessel storage building is not to be used as an area for sanding, grinding or spray painting.
- e. Only designated yard trolleys may be used in the yard. The silver marina trolleys are not to be used in the yard or to carry dirty items.
- f. Members requiring use of the yard and slipway for the purpose of slipping or launching a vessel, shall contact the Marina Office to arrange a mutually agreeable time prior to submitting the Form - [Application to Slip](#).
- g. Only authorised persons may operate the slipway winch, tow tug and the yard tractor. Authorised persons must be trained and certified as competent annually by the Marina Manager. Names of authorised operators are displayed in the Marina Office.
- h. No vessel may be moved from one position to another in the yard except with the consent of, and under the direction of Marina Staff.
- i. Any person bringing a vehicle or trailer onto Club premises must obey any direction given by the Marina Staff. All vehicles enter the yard at the owner's risk.
- j. No vehicle will remain on the eastern concourse or yard after:
  - 10.00 on any race day;
  - 10.00 Opening Day;
  - 15:00 Wednesday during the racing season;

15:00 Friday during the racing season;

or on any other occasion as may be determined by the Board or General Manager.

Notwithstanding the foregoing, vehicles may be admitted to the yard area only under the direction of the Marina Staff. Vehicles must be removed from the yard when drivers are directed to do so by the Marina Manager.

- k. Slipping shall not occur when periods of high pedestrian traffic are anticipated by the Marina Staff. There will be no slipping on Alpha Course race days (Saturdays) after 3 hours before the first start time. Slipping may recommence for two hours after the scheduled race time. Slipping must be concluded 3 hours before any scheduled events as declared by the Board. During the Twilight series slipping of boats on Twilight race day must be concluded by 3pm.  
  
For any emergency slipping, suitably inducted responsible adults shall be used to supervise pedestrians crossing the slipway.
- l. Charges for slipping and/or storage of vessels are set by the Board and listed in the [Schedule of Fees](#).
- m. A Club Member who slips and stores a vessel prior to its acceptance onto the Club Vessel Register will be charged commercial rates. Upon acceptance of the vessel onto the Club Vessel Register the difference between the commercial rate and normal Member's slipping fee will be credited to the Member's Account.
- n. A vessel will only be slipped if current public liability insurance documents for that vessel have been provided and recognized by Royal Geelong Yacht Club. Member vessels stored at RGYC must also have a signed pen or mooring licence agreement and the licence fee paid in full or licence fee instalments paid.
- o. Use of the slipway is restricted to vessels of less than 15 tonnes total weight.  
  
The Marina Manager may request proof of weight for any vessel by way of the manufacturers' displacement specifications or a weight certificate certified by the company issuing the certificate.

### 3 MARINA BY-LAWS.

- a. When a vessel enters the marina it will immediately come within the jurisdiction of Royal Geelong Yacht Club and must be manoeuvred and berthed as directed by the Marina Manager.
- b. The vessel will be moored in a secure and seamanlike manner, and when occupying a marina pen, except for P Row, it is recommended that the bow of the vessel is to face in a northerly direction.
- c. The lessee of marina berth(s) must provide and maintain their own mooring lines to a standard approved by the Marina Manager. A service is provided by the marina staff to supply and fit lines at a cost to the lessee. Follow [this link](#) to the Marina Maintenance Request form.  
  
The management reserves the right to renew, replace, or make good any mooring lines at the lessee's expense. Such repairs / replacement may be carried out without notice.
- d. Living onboard vessels is regulated by the Marina Live Aboard Policy. Click [here](#) to view.
- e. It is the responsibility of the owner of a vessel to keep it in such a condition so that the vessel does not become unsightly, dilapidated or unseaworthy or reflect unfavorably on the reputation of Royal Geelong Yacht Club.
- f. Major repairs, painting and fitting out of a vessel in the marina is prohibited. Minor repairs, painting, mechanical adjustments and electrical work will be permitted provided that no nuisance, interference, or danger to others using the marina is caused by such work.

- g. Vessels using marina power must have current tagged electrical leads and the vessel must comply with current electrical regulations.
- h. The marina must be kept clear of all gear including dinghies and sails. Barrows and trolleys must be returned to their proper place on shore immediately after use.
- i. Rubbish generated on vessels must be removed from the marina to the waste bins provided at the shore end of the marina. Recycling bins are also provided.
- j. Noise must be kept to a minimum at all times and vessel occupants operating audio equipment will avoid annoyance to others.
- k. Disorderly or offensive conduct is not permitted at anytime within the Royal Geelong Yacht Club boundaries and may result in disciplinary action. If the unacceptable conduct is on a visiting vessel or by persons from a visiting vessel, the Marina Manager may ask that vessel to leave.
- l. A vessel may be advertised "For Sale" provided the signage does not exceed A4 size. An advertising flag of no more than one metre square may also be displayed.
- m. Sewage, oil, chemicals, flammables and oily bilge water must not be discharged into the marina waters.
- n. Swimming, diving or fishing within the the marina area is prohibited except for RGYC organized events.
- o. Children under the age of 12 years must be supervised by an adult at all times when on the marina and on any vessel within the marina.
- p. Dogs are not permitted on the marina at anytime except when on a lead whilst in transit to and from a vessel. All dog waste must be cleaned up immediately by the owner.
- q. All collisions or damage within or to any part of the marina must be reported to the Marina Manager at the first opportunity.
- r. No vessel licensed to carry passengers for hire or reward is to embark or disembark passengers at a marina berth without prior permission from the Board.
- s. Vessels in the marina must be moored in a manner that prevents any part of the hull or attachment to the hull projecting over a walkway or outside the boundaries of the pen.
- t. No loose ropes are allowed to float free or obstruct adjacent berths and fairways.
- u. Any nuisance noise created by standing or running rigging and covers may be dealt with by a visitor or Member boat owner in an appropriate manner so that no damage will result to the offending vessel.
- v. Refueling should be carried out at the fuel dock by Marina staff. When a vessel is refuelled in a pen all safety precautions must be followed. These include but are not limited to:
  - 1. All electrical systems are turned off.
  - 2. Only the persons refuelling the vessel are on board.
  - 3. Fire extinguisher is on hand.
  - 4. Spill prevention / clean up materials are on hand.
- w. Owners of visiting vessels must provide proof or a copy of insurance certificate of currency to comply with Royal Geelong Yacht Club insurance requirements.
- x. Connection to mains electricity will be charged to the vessel owner as per the [Schedule of Fees](#)

## JOB SAFETY ANALYSIS OVERVIEW

### High Pressure Washer

- Approved operators only.
- Eye protection must be worn at all times.
- Hearing protection should be worn.
- Do not aim the nozzle at other people.

### Ladders

- Inspect the ladder for damage prior to use.
- Ladders must be tied off and on even ground.
- 3 points of contact at all times (2 hands and 1 foot or 1 hand and 2 feet).
- Do not work from a ladder.

### Scaffold Towers

- RGYC Marina Staff to inspect scaffold tower prior to use.
- Ensure Scaffold tower is placed on flat ground.
- Ensure outriggers are correctly installed and used.

### Sanding

- Eye protection should be worn.
- Hearing protection should be worn.
- Breathing apparatus should be worn.
- Must only be done with a Vac/Sander with HEPA filters installed.

### Acid Washing

- Eye protection must be worn.
- Face mask should be worn
- Gloves should be worn.
- Must only be washed off with low pressure hose ensuring spray is not directed at other people or boats.

## ROYAL GEELONG YACHT CLUB SITE MAP

