



**Royal Geelong Yacht Club Inc.
Contractor Policy & Registration Application**

Issued –2016

Effective from 15th February 2016

GUIDE TO COMPLETING THIS APPLICATION

Thank you for taking the time to complete the contractor registration for users of the yard and marina of Royal Geelong Yacht Club.

Use this checklist as a guide to ensure that all of the required information is provided upon submission of the application and to avoid any delays in processing your application.

1	I have read the application and understood the terms and conditions.	<input checked="" type="checkbox"/>
2	I have completed the application form.	<input checked="" type="checkbox"/>
3	I have attached insurance certificate of currency.	<input checked="" type="checkbox"/>
4	I have completed the Contractor WH&S and Environmental Management Plan.	<input checked="" type="checkbox"/>
5	I have completed the Contractors' Chemical Register.	<input checked="" type="checkbox"/>
6	I have booked my induction session with RGYC.	<input checked="" type="checkbox"/>

We look forward to seeing you at Royal Geelong Yacht Club

CONTRACTOR REGISTRATION APPLICATION FORM

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

Contractor's Information	
Contractor's Business Name	
ABN	
Contact Person	
Address	
Contact Phone Numbers	
Email	
Core Business	<i>(Description of the services your company normally provides)</i>

Reference Check for All Outside Contractors.

We require that you supply us with contact details of two recent customers or companies that are able to give us further information on your services. This information will be treated confidentially and will be used for this internal reference check only.

Reference 1:

Contact Name:

Company Name:

Contact details:

Reference 2:

Contact Name:

Company Name:

Contact Details:

Licenses and Permits

List any Licenses and Permits required and provide copies

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Contractor's Declaration

- I hereby apply for registration as an approved contractor at Royal Geelong Yacht Club.
- I acknowledge receiving and I understand the Royal Geelong Yacht Club By Laws, Terms & Conditions regarding Health, Safety and Environmental Requirements and should my application be successful, I agree to abide by them.
- I declare the information that I have provided is accurate and true.
- I further agree to ensure that all of my employees, agents or sub-contractors are fully aware of these requirements and obligations and shall abide by them at all times.
- I agree to pay all applicable fees as per Appendix 1

Company or Trading Name: _____

ABN: _____

Name: _____ Position: _____

Date: _____ Signed: _____

The contractor must participate in a personal site induction on/prior to the first day that he/she intends to provide any work or services at our facility (See Appendix 4).

Date of Site Induction: _____

Club Approval of Registration valid until: (insert date) _____

Signed by RGYC: _____ Print Name: _____

OFFICE USE ONLY

Checked Australian Business Register (www.abr.gov.au) for current Business Registration of the Insured Entity.	<input checked="" type="checkbox"/>
References checked.	<input checked="" type="checkbox"/>

Terms and Conditions of Registration

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.

Note: Avoiding Conflict of Interest. Where a contractor (or employee of a contractor) is also a member of Royal Geelong Yacht Club, that person is defined as being a contractor for the time they are carrying out the work for which they are signed in as a contractor.

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, contractors conducting business 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.

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 boats, which in return creates the ideal environment for dedicated and professional contractors to provide services that will complement our existing services. This opportunity is offered to reputable contractors who have accepted our conditions, and who will respect our facility and members.

Registration Requirements

Who

We require that all contractors and sub-contractors register with us prior to job commencement, even if your services are arranged directly through the boat owner. It is important that each employee of your business understands the registration procedure, and acknowledges the conditions of entry.

An annual fee will apply to most contractors, although exemptions may be granted to those companies which do not utilise any RGYC equipment or services. These include; insurance assessors, yacht brokers, delivery truck drivers, crane operators, contractors on site for quotation or delivery purposes only or contractors engaged in work on behalf of RGYC.

Why

With the current strict environmental legislation, WH&S, insurance and liability issues, RGYC is required to ensure that all contractors understand their rights and accept their responsibilities in these matters. Only legitimate businesses with adequate insurance cover are allowed the opportunity to offer their services to our customers/members, at our facility. Furthermore, your services should be complementary to the existing and future services at RGYC.

When

Once this document is read, understood, signed, and all required information is provided and approved, you may be granted registration. As a condition of this registration, you will be required to register “in” and “out” every day you visit our facility. You will also be required to record the name of the boat you are working on.

Fees and Charges

Refer Appendix 1

Duration

This policy may be reviewed from time to time by RGYC. Any revised contractor policy will be provided to contractors.

Registration for annual fee paying contractors will be valid until 30 June 2016.

Registration for daily fee paying contractors will be valid for the duration of your insurance cover. It is important that you provide us with updated insurance documents when applicable.

Induction

An initial induction is required to be completed prior to the approval of this application. Induction updates will be conducted as required and **attendance is compulsory** for the contractor registration to remain valid.

Right of Refusal

RGYC reserves the right to refuse access to any contractor.

RGYC also reserves the right to stop any process or type of work which is deemed inappropriate, dangerous or non-compliant to any section of this document or government regulation.

Important Note

RGYC 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.

Required Insurance Information

RGYC requires outside contractors to provide an insurance Certificate of Currency with a minimum of \$10 million public liability.

These requirements apply in full to all work done on boats at RGYC, including detailing. Contractors will not be allowed to commence work at RGYC until such time as the necessary certificates are provided.

Health & 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 environmental harm, must be reported immediately to the Marina Staff.

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

First Aid Kits

All contractors should supply their own first aid kits.

Safe Work Method Statement (SWMS)

A separate **Risk Assessment** is required for all work that could potentially harm the environment, threaten personal safety or cause damage to property. Refer to the template **Safe Work Method Statement (SWMS)** in Appendix 2.

For regular contractors who perform re-occurring jobs, a detailed generic SWMS indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This document could be supplemented by individual SWMS for less frequent jobs.

Where required, SWMS must be provided prior to the commencement of any work at RGYC.

The contractor is required to provide a risk assessment (Safe Work Method Statement) prior to commencing any job that involves a certain risk to marina property, vessels or the environment. SWMS forms are available at the marina office.

Compressed Air / Cylinders

Safety valves are required when compressed air is used. 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.

Diving Work

All diving work MUST be approved by the Marina Manager. Divers are to ensure compliance with AS/NZS: 2299.1.2007 *Occupational diving operations – Standard operational practice*. In addition we will require copies of Commercial Diving accreditation for each diver. For full details refer to Appendix 3.

Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested (expires in twelve months) 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 possible 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.

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 at RGYC without prior consultation with the Marina Manager. The Marina 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 then only be used by a qualified tradesman, following WorkCover's safe-use guidelines "Operator of Explosive-power Tools", refer www.worksafe.vic.gov.au

Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in Australian standard compliant containers. Contractors are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment.

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 must be available upon request by RGYC Marina Staff. 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
- Thermit welding

Adequate fire protection must be provided. A suitable fire extinguisher must be provided by the contractor 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

Any working platform must conform to the relevant Australian Standards. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where 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 2.0 metres when using any equipment without safety rails. They must also be worn in all elevated working platforms. 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

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

Personal Protective Equipment and Clothing

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

Confined Spaces

Any working within confined space shall be performed to the relevant Victorian Worksafe Regulations.

More information at

https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0014/9230/cc_confinedspaces_web.pdf)

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 contractor found in breach of environmental legislative requirements may be suspended from RGYC immediately. Any penalties incurred by RGYC as a result of a contractor's breach of environmental legislation may be recovered from the contractor. It is the contractor's responsibility to determine whether or not the activities that they are to undertake on the marina could result in a pollution incident. 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.

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 be only carried out under the direction of the Marina Manager or his delegated authority. The cleaning of filters must only be carried out using the filter cleaning unit provided by the club.

Washing of Boats

When contractors are 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.

Re-fuelling Activities

A safe refuelling facility is available at the fuel wharf. This facility is in place to safeguard RGYC members from the risks associated with refuelling. Refuelling vessels using portable fuel containers is not encouraged at RGYC. Designated firefighting equipment and spill kits are located at the fuel wharf only. Marina Staff are trained in emergency response procedures.

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 will be levied on the contractor.

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. We expect contractors to recycle waste where appropriate (paper and cardboard, glass and general waste).

Waste oil may be disposed of in the waste oil containment bin. Scrap metal (including anodes), batteries, acids and all other harmful waste generated by the contractor are to be taken off-site by the contractor.

Site Cleanliness

Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residues are to be disposed of correctly. They are not to be placed in RGYC's rubbish bins. The marina structure and walkways are to be kept clear at all times.

It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with an RGYC representative.

Please Note:

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

Operational Considerations

Damage

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

Hoses

Water hoses located on the marina belong to marina customers. 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. Contractors may use wire trolleys or wheelbarrows only. All trolleys are to be kept clean at all times and returned to the designated area when no longer required.

Marina and Yard Operating Times

RGYC's operating hours for registered contractors are 8.30am to 5.00pm, Monday to Friday. Any work undertaken by contractors outside these times is to be by prior arrangement only. Special events such as regattas and the Festival of Sails will cause the yard and marina to be closed as required.

Power Supply

Under no circumstances is a contractor to unplug any other vessel's power supply to operate power tools or accessories. If there are no power outlets available please contact Marina Manager or staff member for an alternative supply.

Smoking

Smoking is not permitted in the yard or hardstand/boat storage areas.

Alcohol and Other Drugs

Many types of drugs impair the ability of people to work safely. Consumption of alcohol and/or illicit drugs by contractors is prohibited on the premises. Contractors 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 contractors' 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. Work 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.

Dress and Conduct

RGYC reserves the right to ask contractors to wear clothing that is in keeping with safety requirements and standards appropriate to the work being conducted at RGYC. Contractors must at all times conduct themselves in a manner acceptable to RGYC. Coarse or abusive language will not be tolerated.

Club Facilities

The Club provides male and female toilets, showers, and change facilities at the rear of the OTB clubhouse. Contractors shall not use the Members' Bar or the shower and toilet facilities in the main clubhouse.

Contractors may share the lunch room located near the workshop.

2015/16 FEES

1 July 2015 – 30 June 2016

Definitions: Sole Trader: Single employee
 Company: 3 – 5 employees
 Full Access: Both yard and marina

Yearly Fees	
Full Access Sole Trader (per individual person)	\$1000
Full Access Company	\$2400
Marina Access Only Sole Trader (per individual person)	\$200
Marina Access Only Company	\$360
Daily Fees	
Full Access Sole Trader	\$10
Full Access Company	\$15
Induction Licence Fee (Per Employee)	
Yearly Paying Contractors	\$Nil
Daily Paying Contractors	\$100

Fees are not applicable to insurance assessors, yacht brokers, delivery truck drivers, crane operators, contractors on site for quotation or delivery purposes only or contractors engaged in work on behalf of RGYC

NB. Pro rata fees apply where applicable

Contractor WH&S Management Plan

Contractor Details	
Contractor Name	
Contractor Address	

Emergency Contact Details		
Name	Position	Contact Number

List Major Activities

Safe Work Method Statement

Complete the following section outlining how you will ensure that all your employees understand the Safe Work Method Statement (SWMS). Attach copies of the relevant SWMS.

Emergency Procedures

Provide details of any emergency procedures you have in place

Incident Reporting and Investigation

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

Injury Management

Describe any specific Injury Management processes identified in SWMS

Licensing

List any special licences required for works to be undertaken.

Safety Monitoring

List any ongoing inspections, incident reporting and hazard management to be carried out during works.

Management Plan and relevant attachments inspected by:

_____	_____	_____
Name	Position	Date

Signed by Contractor:

_____	_____	_____
Name	Signature	Date

Risk Assessment

The contractor is required to provide a risk assessment (Safe Work Method Statement or Job Safety Analysis) prior to commencing any job that involves a certain risk to marina property, vessels, personal safety or the environment.

[illegible]

SAFE WORK METHOD STATEMENT FORM (Cont)

Personal Protective Equipment required (tick the appropriate box)

<input type="checkbox"/>	Gloves	<input type="checkbox"/>	Protective clothing	<input type="checkbox"/>	Safety glasses/goggles	
<input type="checkbox"/>	Hearing protection	<input type="checkbox"/>	Safety footwear	<input type="checkbox"/>	First Aid kit	<input type="checkbox"/> Other
<input type="checkbox"/>	Face shield	<input type="checkbox"/>	Respirator	<input type="checkbox"/>	Safety harness and strong point	

Environmental & Safety precautions that must be taken when appropriate (Follow Best Management Practice)

<input type="checkbox"/>	Disconnect power supply (12V, 24V and/or 240V) Tag "do not operate" for the duration of your service	<input type="checkbox"/>	Ensure residual current devices are fitted to each power outlet Check functionality of RCD's .
<input type="checkbox"/>	Place oil spill booms around the vessel	<input type="checkbox"/>	Check for trip or slip hazards
<input type="checkbox"/>	Place oil absorbing pads in bilge area	<input type="checkbox"/>	Have a basic oil spill / recover kit within reach
<input type="checkbox"/>	Place (floating) mats underneath work area to collect shavings / dust	<input type="checkbox"/>	Observe strict NO SMOKING
<input type="checkbox"/>	Use dust extraction systems	<input type="checkbox"/>	Have firefighting equipment within reach
<input type="checkbox"/>	Ensure adequate ventilation when working in confined spaces	<input type="checkbox"/>	Check for trip or slip hazards
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Completed by

Signature

:

(print name)

Contractor Chemical Register

Product	Qty	MSDS Number	Hazard	Controls Required

A copy of all relevant MSDS must be made available by the contractor for all listed products.

Signature of Contractor: _____

Date: _____

Registration for Contractors Engaged in Diving Operations

In addition to the Terms & Conditions as set out in our Contractors registration application, specific information is required for all diving work that relates to underwater cleaning and maintenance of vessels at RGYC, to ensure we protect the sensitive marine environment and comply with all environmental requirements.

Please return the following documents to process your application:

- Completed and signed contractor's package, including Certificates of Currency for the required insurances, as specified.
- Safe Work Method Statements for each generic task that may involve a certain risk to marina property, vessels, persons or the environment.
- Copies of Commercial Diving accreditation for each of your staff.

RGYC INDUCTION CHECKLIST

The following checklist is to be completed by RGYC Marina Staff while undertaking an induction of a contractor proposed for Registration:

1	Completed Registration form and provided Insurances	<input checked="" type="checkbox"/>
2	Diving special conditions (if applicable)	<input checked="" type="checkbox"/>
3	Review of Terms and Conditions of Registration	<input checked="" type="checkbox"/>
4	Collection of Management Plan	<input checked="" type="checkbox"/>
5	Required SWMS completed	<input checked="" type="checkbox"/>
6	Chemical Register completed	<input checked="" type="checkbox"/>
7	Confirm Licences and Permits (if applicable)	<input checked="" type="checkbox"/>
8	Review of RGYC Safety Equipment and Emergency Plan	<input checked="" type="checkbox"/>

Additional Notes, Comments and Conditions

Confirmation of Completion of Induction

Date- _____

Name

Name

Signed (Contractor)

Signed (Marina Manager)

ROYAL GEELONG YACHT CLUB SITE MAP



EMERGENCY CONTACTS	
Police Fire Brigade Ambulance	000
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