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Occupational Health & Safety Agreement Jurien Boat Lifters

Health & Safety Expectations:

As a facility user or visitor at Jurien Boat Lifters you are expected to adhere to the guidelines and information contained in this document. This Occupational Health and Safety Agreement forms part of the Terms and Conditions of the Boat Lifting and Hard-Standing.

Aim:

Our aim is to continually improve our safety and health practices and management, in order to reach our target of a workplace which is incident and injury free.

Occupational Health & Safety Agreement for Jurien Boat Lifters

1. All Boat Owners, their employees and or contractors must acknowledge this Jurien Boat Lifters Safety Agreement prior to commencement of any works. Contractors must have the appropriate insurance cover eg: Workers Compensation and Public Liability details.
2. Boat Owners must report to the Yard Manager or Comen nominee before commencing any work or activity that is not included in the “Terms and Conditions of Boat Lifting and Hard-standing” that might affect Jurien Boat Lifters staff or nominee or any other personnel who is utilising the yard at the time the works will commence.
3. Boat Owners must be informed by the Yard Manager or Comen nominee of any Jurien Boat Lifters activity or process that might affect the contract work or Boat Owner’s employees.
4. The Yard Manager or Comen nominee will also specify the extent to which barriers, fencing or any other method of segregation or demarcation is required that enhances the safety and convenience of staff or visitors and members of the public and minimises the potential of sporadic or accidental ‘trespass’ onto the site by unauthorised personnel.
5. All work must be carried out so as to cause the minimum disruption or interference to Jurien Boat Lifters normal work activities or to its staff or visitors.
6. Whilst on site, the Boat Owner must ensure that the general behaviour and demeanour of their workers is such as not to cause offence or disturbance to any member of the Jurien Boat Lifters community. The Boat Owner is expected to take appropriate action against any member of his team – including contractors where such practices are observed. Boat Owners, their employees and contractors are required to conform to the duty of care requirements

They are required to:

- Have a duty of care for their own safety within the work environment and also of others affected by their own actions at work.
 - Must comply so far as reasonably able, with the safety procedures and directions issued by Jurien Boat Lifters or Statutory Authority.
 - Must not interfere with or misuse items or facilities provided by Jurien Boat Lifters.
 - Must report any incident or hazard to Jurien Boat Lifters Management as soon as practicable.
 - Must correctly wear or use any protective clothing or equipment as required for the facility or in relation to the task(s) that they may be performing. Enclosed footwear is to be worn at all times. Bare feet is not acceptable.
7. The Boat Owners’ employees must comply with the Jurien Boat Lifters Emergency Procedures including keeping fire exits clear and providing adequate fire extinguishers for use in relation to the Boat Owners activities. They must also comply with any other OHSE procedures relevant to them.
 8. Smoking is not permitted in any building nor at, or near main entrances to buildings.
 9. All safety signs are to be strictly observed by Boat Owners and their workers including the speed limit and restricted parking areas.

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10. No Jurien Boat Lifters machinery, equipment, materials, substances, services etc are to be used by the Boat Owner unless prior approval has been given by the Yard Manager or Comen nominee.
11. Flammable liquids and gasses must be stored and used in accordance with statutory requirements.
12. For any activity that requires a person to work outside of the confines of a guardrail, platform or adjacent to an unprotected edge at the height exceeding 2m the following controls shall be considered: Consider to provision of a scaffold with a temporary work platform with handrails and toe boards. Work from an Elevated Work Platform (A High Risk Work Licence is required by the operator) the wearing of harness, lanyards, fall arresters, static lines, where the above is impractical. All of the equipment will be in accordance with current Australian Standards. Fall protection is required at all times whilst working at heights. Scaffolds, ladders and other access equipment must be in sound condition and of good construction, adequate for the purpose, properly maintained and in accordance with statutory safety standards and any relevant Codes of Practice. Scaffold construction and use must comply with the Australian/New Zealand Standard AS/NZ 1576.1:1995 – Scaffolding Part 1: General Requirements.
13. All rigging and slinging work must be carried out by qualified and competent personnel with the appropriate and in date High Risk Work Licence. All associated equipment must comply with relevant Australian Standards.
Crane Drivers and Dogmen must be competent personnel who have the appropriate and in date High Risk Work Licence.
Prior permission shall be obtained from the Yard Manager to bring into the Boat Yard a Crane or other items of heavy equipment. That equipment shall have the appropriate registration. The Yard Manager will position the boat as he requires and will issue any other limitations as might apply to the operation of such equipment.
14. Vessel access and egress. This should preferably occur via a dedicated set of access steps with transition. However, a secured, structurally sound ladder will be acceptable. Methods used need to comply with the Australian/New Zealand Standard AS/NZ 1892.5:2000 – Portable Ladders Part 5: Selection, Safe use and care. Ladders should only be used as a means of access or to egress from a work area and not used as a work platform.
Ladders must be secured at the top to prevent the ladder moving/falling.
15. No excavation or driving of stakes may take place until the location of any underground services is ascertained.
16. Where there is a risk of injury to health from dust, fumes, vapours etc. as a result of a Boat Owners activities, the Boat Owner must take all necessary steps to ensure that exposure of all persons to these substances is avoided.
17. Boat Owners shall at all times keep the area around the vessel clean and tidy and free from all items which may create a hazard or interfere with the operation of the Boat Yard or other users of the Boat Yard and must take waste with them when they leave, for disposal off site.
If on-site disposal is required (e.g. a skip bin) then the Boat Owner must discuss with the Yard Manager prior to rubbish disposal.
The Boat Owner, when disposing of waste is expected to comply with the requirements of the local authority and other legislative requirements and Jurien Boat Lifters procedures.

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Prior to slipping, the Boat Owner must ensure that the hard stand position of their boat is left in a safe and clean condition. The Boat Owner shall be liable to reimburse Jurien Boat Lifters the cost of any cleaning that maybe be required.

18. Painting and sandblasting operations are to be undertaken in designated areas and need to be booked through the Comen office.
19. Prior to commencing any painting, grinding or sandblasting operation, permission shall be obtained from the Yard Manager or his nominee who will position the boat as he requires and will issue any other limitations as might apply to that operation. Painting and sandblasting outside of designated areas can only be undertaken at the Yard Managers discretion. Boat Owners must supply their own screens and covers/drop sheets.
20. The Boat Owner is to supply copies of Material Safety Data Sheets to the Yard Manager for any substances to be used for the work that is to be conducted at the Boat Yard. If the boat owner must store materials that can pollute e.g. diesel fuel, then adequate storage facilities must be provided to ensure containment and prevent spillage. Any spillages must be contained in the area, cleaned up and disposed of correctly in accordance to the Comen Terms and Conditions of Boat Lifting and Hard-Standing which is available for reading through the Comen Office. Boat Owners must maintain their own spill kits on site. Any spillage or other environmental incident must be reported to the Yard Manager or Comen office.
21. Only electricians are permitted to repair electrical equipment. No other person shall carry out electrical repairs.
 - Double adaptors are not to be used.
 - Isolate and report any exposed electrical wires to your supervisor or Jurien Boat Lifters staff immediately.
 - All electrical extension leads are to be run off the ground whenever possible or protected where this may not be achievable.
 - All electrical equipment must be tested and tagged (in test date) and be in a state of good repair. Continual failure to comply with this requirement can result in the Boat Owner being directed to remove the equipment from the site or it being confiscated by Comen.
 - Residual Current Devices – RCD's must be used when using portable electrical equipment.
22. Boat Owners must follow Jurien Boat Lifters Isolation and Tag out Procedure.
23. Extreme caution is required for rotating/moving machinery parts. Protective guards for these items are never to be breached or removed. Only qualified authorised personnel may do this. The machine must be locked off and isolated so that it cannot be started.
Machinery, tools and equipment must be used in the correct manner and the correct purpose. This equipment must only be used by trained competent operators.
All machinery, tools and equipment must be in good working order prior to use.
24. Boat Owners are responsible for providing their own personal protective equipment appropriate to the work to be undertaken. Generally Boat Owners are to remain clear of all activities carried out by Jurien Boat Lifters.

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25. In the case of any construction work where the risk of head injury has been identified (e.g. from falling materials or bumping into things such as low scaffolds), suitable head protection must be worn.
26. Boat Owners must use the most effective noise reduction measures available. Equipment likely to cause a disturbance must only be used at times agreed to by the Yard Manager or Comen nominee.
27. Boat Owners must ensure that their use on energy and resources is controlled to ensure minimal waste – e.g. water leaks must be repaired urgently and lights should be turned off when not in use.
28. Observe speed limit signage at all times – keep to designated traffic ways but do not park in those areas, they must be kept clear at all times.
Be vigilant for other traffic when entering or working at the facility.
All persons are to keep clear of the Tammy Lift while in operation.
29. The consumption or possession of illicit (unlawful) drugs or alcohol on site is not permitted and will lead to eviction from site.
30. Where reasonably practicable children under the age of 15 years are not to be brought onto site. Where special circumstances exist special approval may be sought through the Yard Manager. Where approval is granted the child must be accompanied and supervised at all times.
31. Dogs are not allowed into the boat yard under any circumstances.
32. No persons shall live aboard boats while they are in the Boat Yard.
33. As a part of OHS responsibilities, Boat Owners, their contractors, subcontractors or employees who do not understand any part of this Occupational Health and Safety Agreement are to immediately consult with the Yard Manager for clarification.

EVACUATION PROCEDURE TAMMY LIFT & BOAT YARD

In the event of a fire or other emergency at the Travel Lift or Boat Yard the below evacuation procedure shall apply;

1. All personnel at the Jurien Boat Lifters Yard/Travel Lift facility are to evacuate the area and assemble at the emergency assembly points.

The main assembly area is located outside of the facility external of the Jurien Boat Lifters Yard in the car park across the road. This point is to be used for all personnel working at the Jurien Boat Lifters/Travel Lift and Boat Shed.

2. Where practicable any system, plant, equipment that is being used is to be shut down by the user/s.
3. Emergency services are to be contacted on 000 by Jurien Boat Lifters Site Management, or in the event of their absence the Emergency Services are to be contacted direct.
4. Clients/Visitors are to account for all of their personnel at the facility and report to Management or to the Jurien Boat Lifters staff or representative in charge.
5. Where practicable and safe to do so, a search is to be conducted for personnel who are not accounted for.
6. All personnel are to remain at the assembly area until the all clear/return to work is given by either Emergency Services or Jurien Boat Lifters Management.