

SANDRINGHAM YACHT CLUB INCORPORATED

OH&S Policies and Procedures November 2010



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1. INTRODUCTION

SYC believe that a well-trained work force can take an active role in preventing occupational injuries and illnesses and thereby promoting a safe and healthy workplace environment. It is the policy of SYC that all employees and members are trained in Occupational Health and Safety by way of an induction process and will undertake specific training in specified areas of operations.

Scope:

These policies and procedures comply as far as practicable in accordance with

- Occupational Health and Safety Act 2004, relevant Regulations, Codes of Practice
- Where applicable adhere to the Australian Standards as detailed in Appendix A (copies of the legislation will be available for reference in the Club administration office),
- The Sandringham Yacht Club Occupational Health and Safety Policy (2010)
- The Sandringham Yacht Club By Laws (as revised Sept 2010)
- The Sandringham Yacht Club Constitution (as revised Sept 2010)

Management:

- The Sandringham Yacht Club Occupational Health and Safety Management System (OH&SMS) encompasses continual improvement and as such the OH&S Committee will continually evaluate the performance of the OH&SMS against its OH&S policies, objectives and targets for the purpose of identifying opportunities for improvement.
- Members and non-members (including staff and contractors) will be required to attend the relevant initial information session and sign the induction form appended to this document for authorisation to utilize the facility and confirmation of their understanding and acceptance of the Sandringham Yacht Club OH&SMS

2. POLICIES

a. Health and Safety Policy

The objective of this Sandringham Yacht Club Inc Health and Safety Policy is to demonstrate an active consultative commitment by Sandringham Yacht Club Inc Management to all areas of Health and Safety in the Sandringham Yacht Club.

1. Sandringham Yacht Club Inc will establish, document and implement an Occupational Health and Safety Management System (OH&SMS) which complies with the relevant legislative regulations.
2. Senior Managers and Supervisors are responsible and accountable for achieving the objectives of this OH&S Policy and implementation of the documented OH&S Management System, including hazard identification and control, accident investigation, corrective actions, housekeeping, training for emergencies, fire protection, contractors and protection of members and visitors.
3. Employees will be consulted on OH&S management through their representatives on the established OH&S committee.
4. Sandringham Yacht Club Inc strategies for Health and Safety will be communicated to all employees and members through induction and training and reviewed for constant improvement.
5. Employees will have their individual Health and Safety responsibilities explained at induction and on the job task analysis from the hazard register.
6. Sandringham Yacht Club Inc is committed to implementation of this policy with the involvement of all employees.
7. This policy is available to all Employees, Members, Unions, Contractors, Visitors and other interested parties.
8. The Sandringham Yacht Club Chief Executive Officer in consultation with Employee Representatives will review this Policy for continuous improvement annually from the date of last review, recorded below.



Richard Hewett
CEO - Sandringham Yacht Club Inc
Dated: ...April 12, 2010

b. Equal Opportunity – anti-discrimination, harassment & bullying Policy

Policy Statement

Sandringham Yacht Club Inc is committed to providing a workplace free of all forms of discrimination and harassment including bullying. It aims for equality of opportunity for all employees – both permanent and temporary – and is consistent with our policy of merit-based selection and promotion. By effectively implementing our Equal Opportunity (EO) Policy we will attract talented people and use their abilities to maximum advantage for both the organization and the employees alike.

Quality EO programs are increasingly part of what best-practice companies do to ensure the maximum contribution from their people by managing diversity effectively. Sandringham Yacht Club seeks to make this best practice approach an integral part of our organizations culture.

Discrimination, Harassment and Bullying is not only **unacceptable** it is **unlawful** pursuant to state legislation (Equal Opportunity Act, 1995; Racial and Religious Tolerance Act 2001) and federal legislation (Sex Discrimination Act, 1984; Racial Discrimination Act,1975; Disability Discrimination Act, 1992; Human Rights and Equal Opportunity Commission Act, 1986) and various Occupational Health and Safety legislation. It is the responsibility of management to provide a working environment free from discrimination, harassment and bullying. To this end Sandringham Yacht Club Inc will take all practicable steps to ensure our clients provide a similar working environment.

In addition, Management and their delegates are to ensure all complaints are treated confidentially, seriously and sympathetically. To this end, we have developed an internal complaint resolution process to assist our employees raise issues of concern. Relevant disciplinary action will be taken against anyone found to have breached this policy.

No employee will be penalized for disadvantaged as a result of raising concerns or complaints relating to discrimination, harassment or bullying.

What is discrimination?

Unlawful discrimination occurs when a person considers they have been treated less favourably owing to and attribute (listed below) when compared with a person not of that attribute.

Protected attributes in Victoria include:

Age; disability/impairment; industrial activity/inactivity; lawful sexual activity; gender identity; marital status including defacto; physical features; political belief or activity; pregnancy/breastfeeding; race; religious belief or activity; sex; status as a parent or carer; personal association with someone of the above attributes; irrelevant criminal conviction.

What is harassment?

Harassment is an unwanted behaviour and can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence. Unlawful harassment may relate to any of the attributes protected in various equal opportunity legislation mentioned above.

It is important to note that it is irrelevant at law as to whether or not the inappropriate behaviour was intended. It is also important to understand that it is the person being subjected to the behaviour, who determines whether the behaviour is welcome or unwelcome. In Victoria, co-workers can be named sole respondents in cases of alleged sexual harassment.

Harassment may be seen to have occurred if the behaviour makes the victim feel:

Offended and humiliated; intimidated or frightened; and/or uncomfortable at work.

What is sexual harassment?

Sexual harassment occurs when a person makes an unwelcome sexual advance or an unwelcome request for sexual favours to another person, or engages in any other unwelcome conduct of a sexual nature in relation to another person.

It has nothing to do with mutual attraction or private, consenting friendships whether sexual or otherwise.

Some examples of sexual harassment include:

Persistent, unwelcome demands or even subtle pressures for sexual favours or outings; leering, patting, pinching, touching or unnecessary familiarity; offensive comments on physical appearance, dress or private life; and the public display of pornography (especially when it is directed at particular individuals) ranging from material that might be considered mildly erotic through to material that is sexually explicit.

This company recognizes that comments and behaviour which do not offend one person can offend another; the management/committee accepts that individuals may react differently and expects this right to be generally respected.

What is bullying?

Workplace bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety. It can include, but is not limited to, behaviours such as:

Deliberately changing work rosters to victimise particular employees; verbal abuse; initiation practices; sabotaging someone's work; ridiculing someone's opinion.

Bullying is not an acceptable part of our work culture. Furthermore, bullying is a significant occupational health and safety consideration, if it occurs in the workplace or a working environment, as it can cause harm to a person's health and well being, both physical and psychological.

Bullying does not cover situations where an employee has a grievance about legitimate and reasonable:

Performance management processes; disciplinary action; allocation of work in compliance with systems.

What is victimisation?

Victimisation is seen to occur when someone who has raised an equal opportunity complaint suffers a negative consequence of raising that concern.

What can you do if you are being discriminated against?

If you consider you have been discriminated against, raise your concerns with your manager or supervisor. These people should be in a position to give you the rationale behind any decision, which may have caused you to feel disadvantaged.

What can you do if you are being harassed or bullied?

Bullying and harassment is to be dealt with and should not be ignored (as ignoring the behaviour could be taken as tacit consent). Anybody who experiences or witnesses harassment or bullying is encouraged to either:

Inform the offender that the behaviour is offensive and unacceptable and against company policy; or seek assistance in having the behaviour stopped. This may include making a report or a complaint.

Who can assist you in making a report or complaint?

If you feel that you are unable to resolve the matter yourself, the following people will be able to assist you:

Your Manager; Supervisor; or

Helen Tetlow; who has been appointed by this company as a Harassment Contact Officer specifically because we recognise that in some instances discussing the matter with your manager, or supervisor is not appropriate.

In addition to the management of this company you may approach the Equal Opportunity Commission or Worksafe for independent advice at any time.

What will happen if you make a complaint or report?

Any complaints or reports of discrimination, harassment or bullying will be treated quickly, seriously and sympathetically. They will be investigated thoroughly, impartially and confidentially. Managers, supervising consultants and the harassment program staff must act immediately on any reports of harassment. Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.

What will happen to the person against whom you have made a complaint?

Where complaints of discrimination have been substantiated, appropriate disciplinary action will apply. Serious breaches of the policy will lead to termination of employment.

Similarly, action where necessary will be taken against anyone including employees or independent contractors, who have been found to have harassed a co-worker or any other person during the course of their employment.

All parties involved in a complaint have the option of accessing personal counseling.

Our commitment

We place great emphasis on attracting and rewarding the best people. We are committed to providing an environment which is safe and free of discrimination, harassment and bullying for our employees and others with whom we associate at work.

This policy has the full support and commitment of the Management and General Committee.

Please help us to help you by giving your support in monitoring and avoiding practices, attitudes and traditions which lead to harassment.



Richard Hewett
CEO - Sandringham Yacht Club Inc
Dated:/...../.....

c. Legislation

Occupational Health and Safety Act 2004

- Occupational Health and Safety (Plant) Regulations 1995
- Occupational Health and Safety (Confined Spaces) Regulations 1996
- Occupational Health and Safety (Incident Notification) Regulations 1997
- Occupational Health and Safety (Issue Resolution) Regulations 1999
- Occupational Health and Safety (Hazardous Substances) Regulations 1999
- Occupational Health and Safety (Manual Handling) Regulations 1999
- Occupational Health and Safety (Major Hazard Facilities) Regulations 2000
- Occupational Health and Safety (Prevention of Falls) Regulations 2003

Related Legislation

Equipment (Public Safety) Act 1994

- Equipment (Public Safety) (General) Regulations 1995
- Equipment (Public Safety) (Incident Notification) Regulations 1997

Dangerous Goods Act 2004

- Dangerous Goods (Storage & Handling) Regulations 2000

Workers Compensation Act 1958

- Workers Compensation Regulations 1995

Accident Compensation Act 2004

- Accident Compensation Regulations 1990

Accident Compensation (Workcover Insurance) Act 1993

Accident Compensation (Occupational Health & Safety) Act 1996

Codes of Practice

Codes Relating to Regulations

- Plant (1995) & Plant (Amendment No 1) (1998)
- Confined Spaces (1997)
- Hazardous Substances (2000)
- Manual Handling (2000)

Construction Industry Codes (but not limited to)

- Safe Use of Cranes in the Building and Construction Industry (1990)
- Temporary Electrical Installations on Buildings and Construction Sites (1988)

Other/General Codes

- First Aid in the Workplace (1995)
- Workplaces (1988)
- Prevention of Workplace Bullying and Violence (IN DEVELOPMENT)

d. Health and Safety Induction

The Occupational Health and Safety Officer or staff as appointed by CEO is responsible for implementing this induction training procedure with members, contractors, new employees or employees transferring to a new environment, role or task on the first day of their employment or use of the facility. Failure to do so may lead to an accident or injury for which the OH&S Officer, Supervisor or Employer may be liable. The checklist should be ticked off when the OH&S Officer or his representative is satisfied that each person understands and accepts each point:

Name: _____

Residential Address: _____

“In case of Emergency” Contact: _____

Conditions of Employment	
Boatyard hours of Operation	
Who’s who – Committee, Staff, OH&S	
Emergency Response Plan & Personnel	
Slipping and Yard Terms & Conditions	
Times of Work and Accessibility	
Marina & Yard By-Laws	
Proper attire and presentation	
Rest Breaks and lengths	
Toilets, refreshment, meeting facilities	
OH&S Policies & Procedures	
• Specific Hazards	
• Dangerous Goods	
• Hazardous Substances	
• Pedestrian & Vehicle Access	
• Travelift	
• Cranes	
• Gerni	
• Keel Pits	
• Forklift	
• Falls	
• Electrical Leads	
• Ladders	
Spray Painting	
Housekeeping	

Protective clothing requirements	
Reporting hazards and unsafe procedures	
Fire and Emergency procedures	
Health and Safety Policy	
Individual’s Health and Safety Responsibility	
Privacy of Information	
Smoking	
Alcohol	
Drugs	
Medication	
Accidents and First Aid	
Issue Resolution	
Public Safety	
Illness or Incapacitation	
Health and Safety Management System	
Health and Safety Library and Notices	
Discipline	
Public Liability Insurance	
Guided tour of facility	
By-Laws	
Constitution	
Do’s & Don’ts in the Marina	
House Rules	
Carpark	
Induction Handbook	

Inductors Signature: _____ Date: ___/___/20__

Inductees Signature: _____ Date: ___/___/20__

3. MEMBER'S

The General Committee
Sandringham Yacht Club Incorporated
Jetty Road
Sandringham
Vic 3191

Dated this _____ day of _____ in the year 20____

I, (insert full name) _____

Of, (insert residential address) _____

Sandringham Yacht Club Member Number _____

Confirm that I have been informed and instructed in the contents of the Occupational Health and Safety Manual for the use of the Club Facility.

I understand the contents and obligations required by legislation and agree to abide by the policies and procedures.

I understand that guest and or contractors brought into the yard by me are also required to comply and will arrange for their suitable induction prior to authorise use.

I will inform the Waterfront or Manager on Duty of any hazards I encounter whilst utilizing the facility.

Signed: _____

Inductor :(insert name) _____

Signed :(inductors signature) _____

4. CONTRACTORS

Casual and Permanent Contractors

Management:

- Register at Boating & Marina Office – for key, safety vest and payment administration
- Public Liability Certificate of Currency insurance copy given to office & kept on file
- Yard Induction to be carried out by Marina & Yard Manager or appointed representative prior to commencement on site.
- Induction to be signed by contractor and staff member and kept on file
- Contractors will adhere to the OH&SMS of the Sandringham Yacht Club whilst on the premises.
- Contractors will not drive or park their vehicles in non-designated areas.
- Prior to commencement on site, Contractors will provide Sandringham Yacht Club with the following:
 - a. Documented Health and Safety Policy
 - b. Public Liability Certificate of Currency
 - c. Work Method Statement
 - d. Reports of Serious Harm
 - e. Accident records for the past 12 months
 - f. Current Electrical Test and TAG Appliance Register

e. Contractors Agreement

The Principal <i>(person or organization engaging contractor)</i> Sandringham Yacht Club Incorporated, Jetty Road, Sandringham Victoria 3191
The Contractor <i>(person or organization being engaged to perform services)</i> Name and Address
Description of Service <i>(to be performed by the contractor)</i>

Employees, members and representatives negotiating the contract will ensure that Sandringham Yacht Club Inc will only engage Contractors who can produce documentation verifying that they have the necessary knowledge, skills, trade qualifications, industry certification, experience and financial resources to undertake the contract.

The Contactor is required to produce copies of the following within 30 days of signing this Agreement:

- a. Documented Health and Safety Policy
- b. Work Method Statement
- c. Reports of Serious Harm
- d. Accident records for the past 12 months
- e. Electrical Test and TAG Appliance Register

The contractor hereby acknowledges that:

1. They understand their obligations under the Occupational Health and Safety Act 2004 and confirm their intention to comply at all times while working on this contract.
2. The Contractor shall apply best industry practice to ensure safety of all involved at all times.
3. The Principal has advised the Contractor of the following;
 - i. Emergency Procedures
 - ii. Location of Emergency and Safety Equipment
 - iii. Basic Safety Rules
 - iv. Hazard and Hazard Controls
 - v. Access and authorisation requirements
4. The Contractor shall ensure that all their subcontractors and employees register to complete the induction before being permitted to work in the Boatyard Repairs and Maintenance zone and Marina.
5. The Principal has the right to monitor the Contractor's activities and carry out safety audit from time to time during the progress and has the right to suspend work at the Contractor's expense where the Principal is not satisfied that all practicable steps are being taken to ensure the health and safety of others.
6. The Contractor will advise the Principal immediately of
 - a. Any accident in which serious harm is caused or a significant hazard was involved and will meet the requirements in reporting the same to Workcover.
 - b. Any new hazard created during the contract and will take all practicable steps to avoid harm being caused to any person as a result
7. The contractor acknowledges that he has been given a full formal induction briefing of the health and safety requirements of the Principal and that he understands them and agrees to abide by them.
8. The contractor acknowledges that he must provide a current Certificate of Currency for adequate insurance cover as required by Sandringham Yacht Club prior to the commencement of work.

Signed on behalf of the Contractor:

Full Name: _____ Signature: _____

Identification: _____ Date: ____/____/____

Signed on behalf of the Principal:

Full Name: _____ Signature: _____

Position: _____ Date: ____/____/____

5. SAFETY COMMITTEE

Legislation: Codes of Practice for Workplaces (1995)

- **Occupational Health & Safety Management** **Richard Hewett**

- The Sandringham Yacht Club OH&S Committee members are:

Richard Hewett – Management Representative
Paul Brien – Operations & Chair
Paul Corfield - Facilities
Sean Byrne – Waterfront
Alan Cousens – Club Boating
Eloise Pritchard – Boating & Admin & Minutes
Rhan Harris – SYBCA
Monica Tonner – Boating Operations
Michelle Rose - Kitchen

Functions:

- To facilitate co-operation between an employer and the employees of the employer in instigating developing and carrying out measures designed to ensure the health and safety at work of the employees (OH&S Act 2004 37. (4) (a); and
- To formulate, review and disseminate (in such languages as are appropriate) to the employees the standards rules and procedures relating to health and safety which are to be carried out or complied with at the workplace.

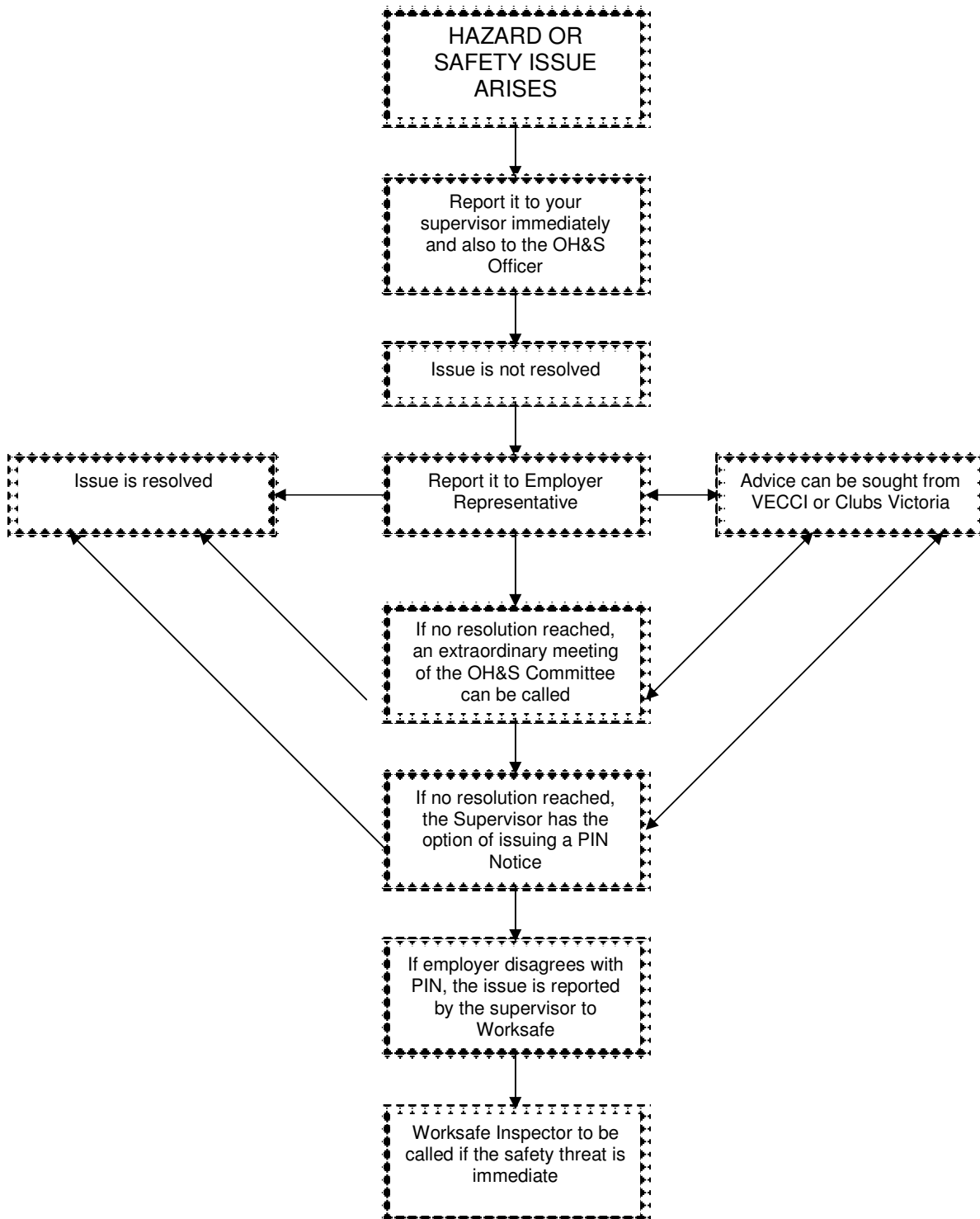
Management:

- The Committee meets at a set period as follows:
 - i. Meetings are to be held bi-monthly on the first Thursday at 10.00am
 - ii. 4+ (four) OH&S committee members in attendance constitutes a meeting
 - iii. If; 4 (four) members cannot be in attendance on the first Thursday; all members must make themselves available the Friday following at 3.00pm pursuant to point ii.
 - iv. Special meetings can be called at any time pursuant to point ii.
- 1 Committee member will have attended the Occupational Health and Safety 5 Day Certificate Course.
- Matters requiring immediate attention should be reported to the Manager on Duty.
- Members or staff is encouraged to approach OH&S Committee members with non-urgent issues relating to Health and Safety at the club.

Training:

- Records of employee training will be kept up to date and filed in the administration office.
- Employees will be encouraged to participate in refresher training to facilitate safe work practices.

6. ISSUE RESOLUTION



7. FIRST AID

Legislation: *Codes of Practice for First Aid in the Workplace (1995)*

- First aid in the work place is defined as the provision of emergency treatment and life support for people suffering injury or illness at work.
- First aid kits will contain appropriate contents based upon:
 - size and layout of the workplace
 - the number and distribution of employees including arrangements such as shift work, overtime and flexible hours
 - nature of hazards and the severity of the risk
 - location of the workplace
 - known occurrences of accidents and illnesses

First Aiders:

- should be able to undertake the initial treatment of injuries and illnesses occurring at the workplace
- should be able to record details of first aid given
- have an understanding of relevant legislation
- have knowledge of the hazards of the working environment; occupational health and safety legislation, first aid requirements and equipment usage
- The first aid officers at Sandringham Yacht Club are:

○ Sean Byrne	○ Paul Corfield
○ Paul Gascoigne	○ Monica Tonner
○ Eloise Pritchard	○ Eimear Lloyd
○ Rhan Harris	○ Chris Myers
○ Richard Hewett	○ Paul Simmons
○ Alan Cousins	○ Tevany Patten
○ Paul Brien	

First Aid Kits:

- There are 22 first aid kits
 - General Office and Boating Office & Academy
 - Harbour View Restaurant/Members Bar Kitchen and Production Kitchen
 - Waterfront
 - Ken King Centre
 - Off The Beach
 - Club owned Beneteau 7.5 Keelboats, Boonoorong & Endeavour
 - Additionally there is a Defibrillator located Ground Floor in the Open General Office next to Fire Door, in red hard shell case.

Management:

- The Manager on Duty will be called to attend any incident requiring first aid attendance
- The injured person and the Manager on Duty in the case of minor injuries or the Manager on Duty in the case of serious harm will complete an incident report form.
- The Manager on Duty is appointed to contact Worksafe should the injury be serious or fatal as detailed in the OH&SMS Manual.
- The Health and Safety Officer will carry out an investigation. Details and recommendations are reported accordingly to the OH&S Committee and Management.
- First Aid kits are checked on a quarterly basis for stock levels and more frequently if required.
- A register of all injuries is kept in the Administration Office.

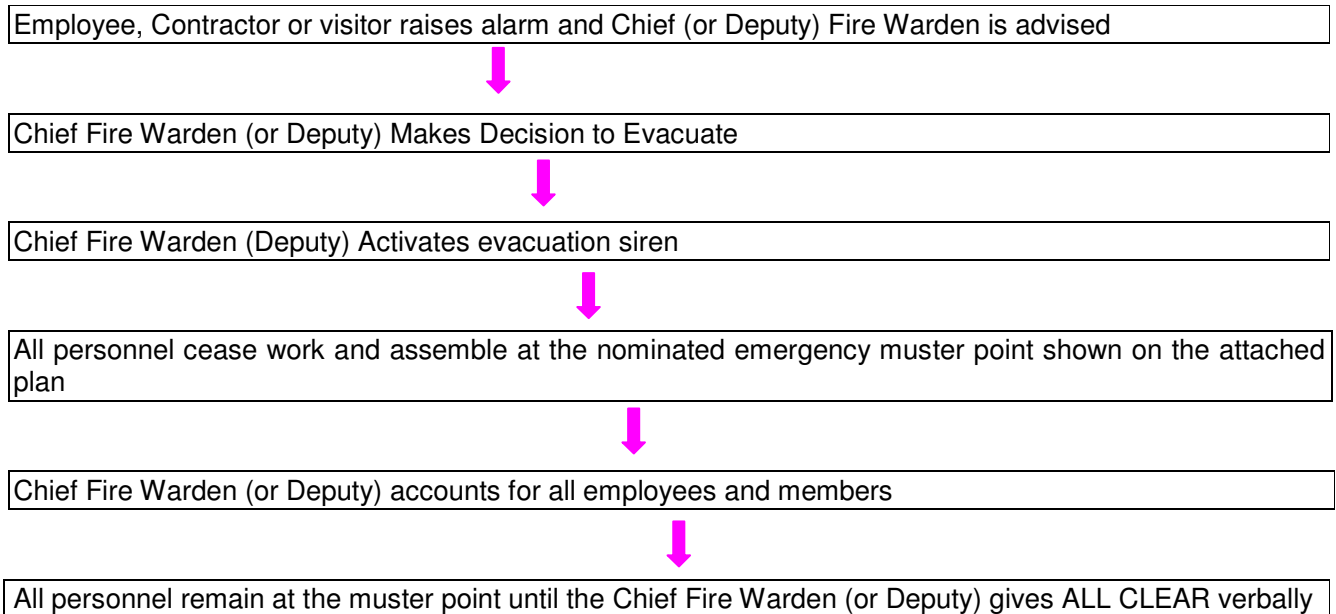
8. EMERGENCY (INCLUDING FIRE)

- The Emergency Response Plan addresses situations that may arise and identifies the roles and responsibilities of the management of emergency situations
- These procedures are to enable site personnel and emergency service providers to cope with an emergency situation by setting out responsibilities and expected responses to situations. It is every person's responsibility to be pro-active with regard to emergencies by being prepared to follow a prescribed set of instructions.

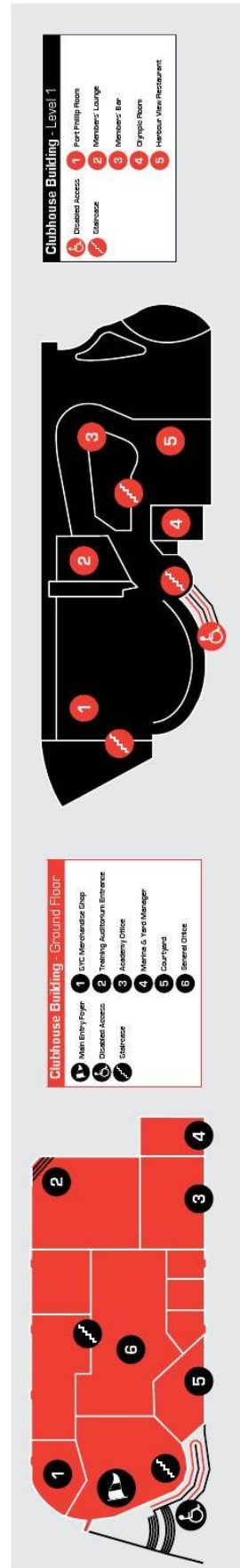
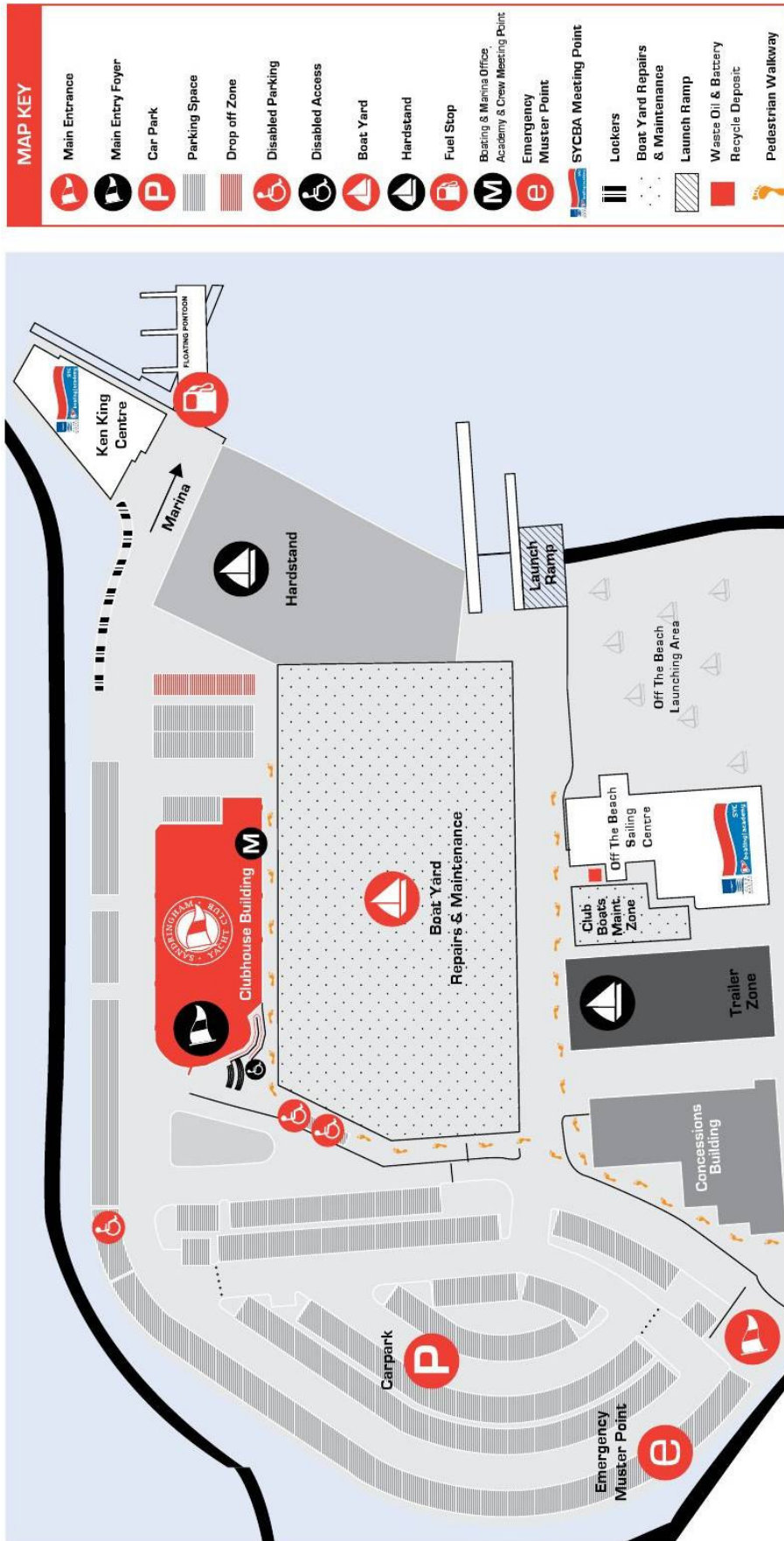
Management:

- Chief Fire Warden or his appointed Deputy
- The appended site plan is kept up to date and displayed at points in the yard
- The appended Emergency Phone list is kept up to date and displayed as above
- The Chief Fire Warden undergoes refresher training by Fire Brigade and appoints deputy in periods of absence

Emergency Planning & Evacuation Flow Chart:



f. Site Map



g. Emergency Telephone List

Monday- Friday during 8-5	Ext 117	Paul Corfield	9599 0917 or 0417 379 409
Monday & Tuesday night 5- late	Ext 118	Manager on Duty through Members Bar	After hours press 2 or 9599 0918
Wednesday- Sunday night 5- late	Ext 124	Manager on Duty	9599 0924
Saturday during 8am – 5pm	Ext 105	Paul Brien	9599 0905 or 0404 856 306
Sunday during 8am – 5pm	Ext 112	Nicholas Burgess	9599 0912 or 0422 066 781
Chief Executive Officer	Ext 111	Richard Hewett	0419 886 799
Chief Fire Warden	Ext 117	Paul Corfield	0417 379 409
Fire Warden	Ext 107 Ext 105	Monica Tonner Paul Brien	0429 353 164 0404 856 306
Marina & Yard Manager	Ext 125	Paul Gascoigne	0407 829 851
Water Police			9399 7500
First Aiders	Ext 125 Ext 125 Ext 111 Ext 114 Ext 102 Ext 105 Ext 117	Paul Gascoigne Sean Byrne Richard Hewett Rhan Harris Eloise Pritchard Paul Brien Paul Corfield	0407 829 851 0408 050 982 0419 886 799 0415 541 889 0430 512 596 0404 856 306 0417 379 409
Ambulance/Fire Brigade/Police			000
Poisons Hotline			131 126
State Emergency Services			9684 6666
EPA – Fuel/Chemical Spills			9695 2777
Electricity	ORIGIN	General Enquiry Emergency	132 461 132 099
Gas	AGL	General Enquiry Emergency	131 245 131 766
Water/Sewer	South East Water	General Enquiry Emergency	131 694 139 283
Telstra		Faults Directory Assistance	132 999 1223
Dial before you dig			Phone 1100 Quote ID 2125
Doctor	Southend Medical	245 Hampton Street Hampton Mel 76 F7	9598 7688
Hospital	Sandringham & District Hospital	193 Bluff Road Sandringham Mel: 76 K12	9921 1470
Skilled Maritime		<ul style="list-style-type: none"> • Marina & Property Nightly Patrols • Clubhouse Alarm Company 	9645 6598
Plumber		Biskon Plumbing	1800 158 520

9. HOUSEKEEPING AND OFFICE AWARENESS

Hazards should be reported to the OH&S committee representative or their supervisor.

Furniture and Fittings:

Office space should be used to the best advantage so you can move about without colliding with desk corners, cabinets, shelves etc. Beware of sharp edges.

Storage facilities:

Storage facilities need to be maintained and reviewed periodically to ensure that they are functioning safely and are being used to best advantage. They should be easily accessible to relevant staff and organized so that handling risk is minimized. Place filing cabinets so that there is ample room when a drawer is fully extended. Do not overload drawers, spread the load over many drawers or put more in the lowest drawer to avoid the cabinet falling over when extended.

Electrical Safety:

Electrical extension cords on floors can be trip hazards. They are also easily damaged by trolleys and chair castors and can then become an electrical hazard. The use of electric radiators in the confines of office workstations can be hazardous. These appliances should only be used on a temporary basis while the climate control in the office is under review, repair or maintenance.

Slips, trips and falls:

Slip and trip hazards are a major source of office accidents and injuries. Slips often occur when a person walks on a slippery floor. This can often be avoided by the prompt clean-up of spilled materials. Trips often result from obstructions and uneven surfaces, and can usually be avoided by ensuring that floor surfaces are clear and even.

Falls are likely if chairs or shelves are used as steps to reach upper storage levels. Falls can also occur on poorly designed or badly lit stairwells or worn stair edges.

Office Equipment:

Generally office equipment has most mechanical parts enclosed. However, equipment should still be treated with care and respect. When machines are electrically operated:

- Don't tinker with the electrics if there is a breakdown. Report any malfunction so that a competent repairman can be called. This also applies to broken switches, loose connections, damaged cables, etc.
- Always switch off electrical machines after use.
- If chemicals are used for copies etc read the instructions of the chemical container, take care not to spill material or get it on your skin. In the event of contamination, use plenty of cold water to wash off the chemical and get immediate medical treatment.

10. LIGHTING

Good lighting in workplaces is essential to enable people to see clearly and to safely perform their work. Australian Standard Code AS 1680, Lighting and the Visual Environment provide valuable information for workplace lighting and should be considered when lighting workstations.

Quality of Light:

This refers not only to the level of lighting but also to other factors which have a significant impact on how well we are able to perform a task .

Glare:

Glare occurs when one part of an area is much brighter than the background or vice versa.

Shadows:

Shadows can reduce the visibility of work, contribute to glare problems and cause the adoption of poor posture in order to view work.

Visual Fatigue:

Eye muscles can become tired when constantly focused on close work.

Seating:

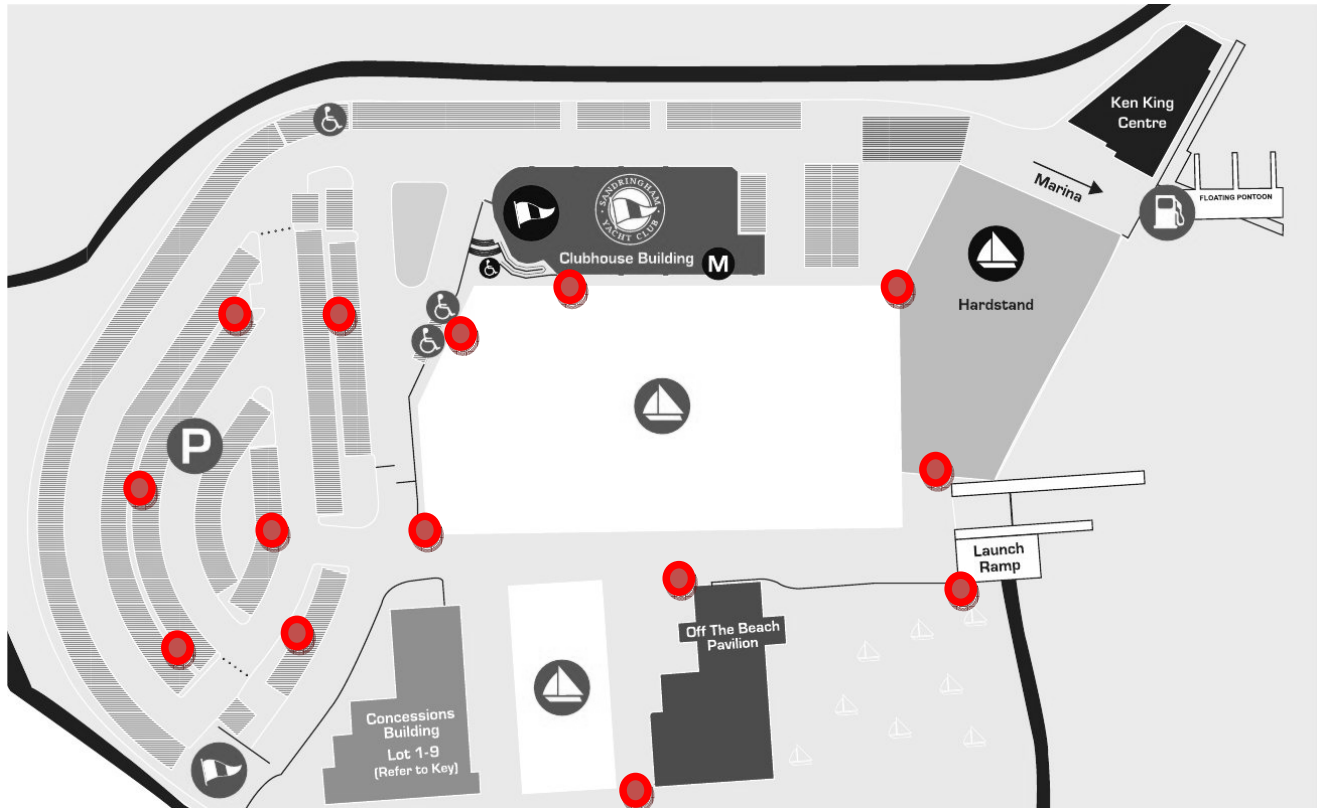
The type and design of any seating supplied should enable an ergonomically sound working position, provide suitable body support, and be appropriate having regard to the type of work being performed

h. Boat Yard & Car park Lighting

- The boat yard and car park is illuminated at night by fourteen (14) pole-mounted lights located around the perimeter of the boat yard area as shown on the following diagram.

Scope:

- Requirements for electronic lighting systems for roads and other outdoor public areas, primarily to provide a safe and comfortable visual environment for pedestrian movement at night. Generically, such lighting is described in Standards Australia / Standards New Zealand as Category P lighting.



Specifications:

- Fourteen (14) lighting poles each nine (9) meters tall
- Category P lighting / AS 1158 (Standards Australia / Standards New Zealand)
- Maintained horizontal luminance 14 Lx
- Lighting directed into boat yard with no external spillage beyond site boundaries

Management:

- The lighting control is on an automatic timer
- Timer adjusted for daylight savings annually
- Lights to operate from dusk to dawn
- Lighting monitored and checked daily by evening Manager on Duty
- Repairs or maintenance reported to and carried out as a responsibility of Marina & Yard Manager

11. JOB DESIGN

Manual Handling:

Manual handling refers to any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Examples of manual handling tasks commonly performed in offices include lifting and carrying boxes of photocopying paper, moving office furniture and equipment such as video display units and printers; handling large files, books and legal documents, and opening and closing filing cabinet drawers.

Musculoskeletal Disorders:

MSD is a collective term for a range of conditions characterized by discomfort or pain in muscles, tendons and other soft tissues, without visible symptoms. MSD are usually associated with tasks involving repetitive movement, sustained or unnatural or forceful movements. Previously these conditions have been referred to in various ways, such as Occupational Overuse Syndrome (OOS) or Repetitive Strain Injuries (RSI).

In office work, other factors that have been associated with MSD include prolonged and intense keyboard use, high demands on vision, sustained mental effort and peak demands or set work rates.

Work Pauses:

Where a variety of alternative tasks are not available it is important to have more work pauses away from the task. The length of the pauses and how often they are taken depends on the work, the person, and other factors. Frequent short pauses are preferable to infrequent longer pauses.

Work Adjustment Periods;

It is important that during employee absences, their work is not left to pile up awaiting their return. This situation can cause an overload that can increase the risk of MSD and loss of job satisfaction.

Stress:

Where the psychological and social needs of an individual are not matched with the demands of work, stress may result. Stress is generally viewed as an imbalance between the individual and their environment, including other individuals. When individuals are faced with demands from the physical environment or from others, that they feel they cannot meet, a stress reaction may result. This is a normal function of the body and a normal and necessary part of living. Consultation will help achieve the necessary balance and appropriate level of work for individuals.

Workstation Ergonomics:



Addressing 3 main factors of Workstation Ergonomics:

- Chairs and seat height
- Desk & equipment layout
- Reach and vision

Chair and Seat Height

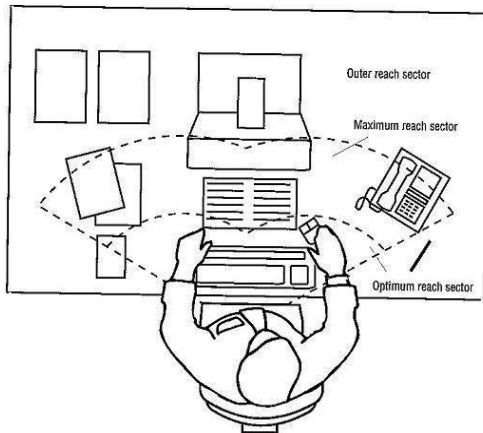
Adjustable chairs promote good posture, allow changes in position and minimize fatigue.

The seat height should relate to the size of the person and the height of the work surface.

Make sure you are comfortable and that:

- ❖ You are sitting up straight
- ❖ Your bottom is at the back of the seat so that your back is supported
- ❖ Your feet are flat on the floor
- ❖ Your legs do not touch the underside of the desk
- ❖ Your legs (at the knees) are bent approximately 90°
- ❖ Your arms (at the elbows) are bent approximately 90°
- ❖ Your fingers are pointing down to the keyboard so they “strike” the keys

Example of the Reach Zones



Visual Requirements

Your head and neck position greatly affects your overall posture.

Ideally you should be looking somewhere between straight ahead or slightly down at your computer screen.

Copy typing can be tiring – vary your work – do five minutes of filing to give yourself a break. Just walking to the printer is enough to rest your eyes.

Your eyes can also feel tired when they have been looking at one distance (for example the computer screen or a file on your desk) for a long period of time. Refocusing your eyes at a longer distance for 30 seconds will reduce the potential strain.

Example of good positioning & posture



Desk & Equipment Layout

Your desk should be organised so that everything you need is within your reaching capacity.

If you require a file or stationary that is outside of your reach you must move your body with your chair – DO NOT twist your back!

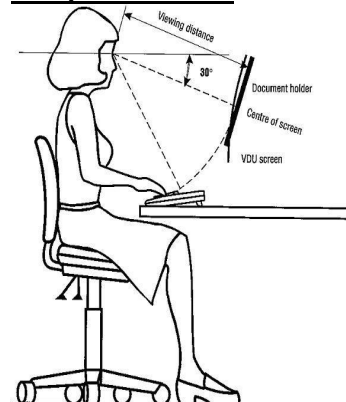
Reach Requirements

The most frequently handled objects should be within easy reach when the elbow is resting on the desktop (optimum reach)

The less frequently handled objects should be placed within the distance reached by the outstretched arm (maximum reach).

Items that you only require occasionally during the day should be in the outer reach area.

Example of good positioning for viewing your computer screen



12. HAZARD AND RISK IDENTIFICATION AND CONTROL

- A HAZARD is any situation that has the potential to cause a person injury or illness
- A RISK is defined in the Regulations as the likelihood of injury and illness arising from exposure to any hazard. However, in practice, risk has the following parts:
 - Probability
 - Consequences

Safework practices should be used at all times to minimize exposure to a hazard and hence minimize the risk.

Hazard Management:

- The appended Hazard check list will be completed by a representative of the Health and Safety Committee together with the Marina & Yard Manager
- The inspection of potential hazards will include past injury or “near miss’ incidents

Risk Management:

- The appended Hazard Register will be completed prior to each Health and Safety Committee meeting by a representative of the same and the Marina & Yard Manager
- The risks will be prioritized using the Hazard Severity and Probability Table
- The Risk will be controlled by

- 1) **ELIMINATION**
- 2) **SUBSTITUTION, MODIFICATION, ISOLATION**
- 3) **ADMINISTRATIVE CONTROLS AND PERSONAL PROTECTIVE EQUIPMENT**

Consequence	Probability			
	<i>Frequent</i>	<i>Probable</i>	<i>Occasional</i>	<i>Remote</i>
<i>Catastrophic</i>	HIGH	HIGH	HIGH	HIGH
<i>Fatal</i>	HIGH	HIGH	HIGH	MEDIUM
<i>Critical</i>	HIGH	HIGH	MEDIUM	LOW
<i>Marginal</i>	HIGH	MEDIUM	LOW	LOW
<i>Negligible</i>	MEDIUM	LOW	LOW	LOW

i. Hazard Identification Check List

Checklist Item (SUMMARY)	Result of Inspection		Action Required	
	<i>Good</i>	<i>Unsatisfactory</i>	<i>Fix Immediately</i>	<i>Schedule to be fixed</i>
Safety Rules				
Fire/Emergencies				
Electrical				
General Lighting				
Walkways				
Stairs				
Ladders				
Equipment				
Tools				
Housekeeping				
Storage				
Chemicals on site				
First Aid				
Office				

j. Risk Assessment Form

Manual Handling				
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Specific Task and Location	Potential Hazard and/or consequences	Class of RISK	Control Measures include by whom and when

Work area: _____

Completed by: _____ Date: _____

13. DANGEROUS GOODS

Legislation: *Dangerous Goods (Storage & Handling) Regulations 2000*

- Dangerous goods are substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing, or water-reactive. These goods can be deadly and can seriously damage property and the environment. Therefore, it's important that they are stored and handled safely.
- Dangerous Goods will be listed on the Dangerous Goods Register and will include:
 - The name
 - The Class, Subsidiary Risk and Packing Group of each of the dangerous goods
 - A summary of the hazards identified in the MSDS for each of the dangerous goods
- A copy of the Material Safety Data sheet for each item will be on display where the items are housed and a copy kept on file in the Chemical register located at the Food & beverage Operations Manager's desk and in the Yard Office for easy reference in an emergency.
- **Segregation** - Segregate any dangerous goods that are incompatible to prevent them mixing. (A distance of 1.5 metres should be sufficient in most circumstances)
- **Separation** - Separate dangerous goods from people or property at or beyond the boundaries of the premises.
- **Avoid sources of heat and ignition** - Keep ignition sources away from flammable or combustible dangerous goods. Naked flames from direct fired heaters and any flames associated with maintenance work should be kept at least 5 metres from the goods. Store dangerous goods away from sources of heat. Where dangerous goods are being stored or handled can generate flammable or explosive atmospheres, use electrical equipment that is intrinsically safe or flameproof
- **Spill control and clean up** – Prevent any potential flow to other parts of the premises that could create a risk or reach any watercourse or the property boundary. Keep equipment and materials for clean up at the premises to cope with spills. Immediately clean up any spills and leaks. Safely dispose of waste generated after clean up of a spill or leak.
- **Decommissioning** - ensure that any container or piece of equipment that has been used to store or handle dangerous goods and which is no longer required for that purpose, is cleaned free of dangerous goods or otherwise made safe.
- **Ventilation** – Provide the areas in which dangerous goods are stored and handled with adequate natural or mechanical ventilation sufficient to prevent the generation of a flammable or harmful atmosphere.
- **Lighting** – Provide sufficient lighting to areas where dangerous goods are stored and handled to allow normal work to be undertaken safely.
- **Security** – Secure storage areas for dangerous goods against unauthorised entry
- **Personal Protective Equipment** – Ensure PPE, appropriate to the goods being handled, is worn when people are handling dangerous goods.
- **Access and egress** – Don't store dangerous goods where they could hinder escape from the building or area in the event of a fire spill or leak
- **Fire prevention** – Keep areas in which dangerous goods are stored or handles clear of combustible matter and refuse. In the case of storage or work outdoors, the surrounding area should be cleared of combustible vegetation for a distance of at least 3 metres.

14. HAZARDOUS SUBSTANCES

Legislation: OH&S (Hazardous Substances) Regulations 1999

- Hazardous substances are substances that have the potential to harm human health.
- A list will be kept and maintained of all chemicals stored and used in the Yard. This will be held in the Yard office for easy reference
- A copy of the Chemical Safety Data sheet for each item listed will also be kept and maintained and will be held in the Yard Office for emergency information and audit.
- Hazardous chemicals shall be labeled as follows:
 - Name of chemical in large letters
 - Graphic symbol for hazard within the standard coloured triangle sticker
 - Precautions to be taken in handling
- The following control measures will be observed when controlling risks associated with the use of hazardous substances:
 - **Substitution or,**
 - **Isolation or,**
 - **Engineering controls.**
- When these control measures have been applied to the extent practicable, you must reduce any remaining risk by:
 - **Administrative Controls**
- Once you have reduced the risk so far as practicable by one or a combination of the above measures, you must control any remaining risk by using:
 - **Personal Protective equipment (PPE)**

15. PEDESTRIAN and VEHICLE ACCESS

Pedestrians, Vehicles and Boat Yard Machinery need to have designated areas of access to avoid as far as practicable the likelihood of an incident or accident occurring. We require your cooperation in abiding by these policies to keep access points clear and preserve the rights and safety of others. Vehicles must only park in the marked bays and should not be left in NO STANDING areas.

m. Access Gates

Main Gates (A)

The Main Gates are kept open during the operational times of the club whilst a Manager on Duty is on site and provide access to the Visitors Car Park, and Boat Yard. The Main Gates are activated with a Members Key touch sensor pad for entry and by road sensor on departure.

Boat Yard Gate (B)

At the entrance to the Boat Yard alongside the Concessions Building, this double sliding gate will remain closed on the west side and can be manually operated by a Manager on Duty or the Waterfront Staff for specialised access. The east side of the gate will be operational with key access by members and/or concession tenants 24 hours. Exiting traffic must give way to incoming traffic.

n. Car Parking at SYC

Members Car Park

Consisting of approximately 234 spaces the Members Car Park is for Senior Members only to park their passenger carrying vehicles. Boat trailers and boats must not be left in the Members Car Park.

This car park is for use by:

- Full Senior Members
- Executive and Flag Officers (Reserved Bays)

The Club Reception will only authorise access for:

- **Contractors**

The Committee recommends that all Members use Registered Contractors as detailed in the SYC Diary and updated regularly on the SYC Website. Members may be held liable should an incident occur involving an unregistered contractor who has been given a key by the member.

- Annual Registered Contractors will be allocated a key to allow access during week days
- The Club has provided marked trolleys for transportation of tools and equipment. These trolleys are for the convenience of members and authorised contractors and should be cleaned and returned to the designated trolley storage area within the Boat Yard.

- **Service Vehicles**

Deliveries and Service vehicles contact reception during office hours and use the staff entrance. Managers on Duty will authorise deliveries out of normal business hours.

Visitors Car Park

Three (3) 90° angle parking bays are positioned opposite the Concessions Building and reserved for the use of visitors. Marked accordingly; bays for parallel parking at the front of the Clubhouse contain designated disabled spaces.

Retail Parking Bays

Six (6) 90° angle parking bays are positioned opposite the Concessions Building and reserved for use by the following tenants:

- R Jacksons Marine
- Sundance Yacht Sales
- Yacht Shop

Rear of Concessions Building

Thirteen (13) 90° angle parking bays are positioned at the rear of the Concessions Building for use by either the tenants for their Staff/ Principal, or specific car park tenants.

Note

There is no other authorised parking located within the Club.

o. Boat Yard Access

Movement of motor vehicles in the Boat Yard is not permitted without prior authorisation by the Marina & Yard Manager. Tenants and authorised with designated parking bays within the Boat Yard must park in the appropriate areas.

The Club has provided marked trolleys for transportation of tools and equipment. These trolleys are for the convenience of members and authorised contractors and should be cleaned and returned to the designated trolley storage area within the Boat Yard.

Pedestrians

The footpath running in front of the Concessions building will continue into the Club, which pedestrian traffic may access via The Main Gate. From the Boat Yard Gate a marked walkway will run through to the Off The Beach Area. Pedestrians should use the east side of the yellow line at all times. Boat Ramp Vehicles and Travelift will operate on the west of this line and this area should not be used as a thoroughfare.

Boat Ramp

Senior Membership status is required for access. Senior Members who wish to use the boat ramp must register at the SYC Reception and will be required to provide their vehicle registration number and sign a form outlining the conditions of using the boat ramp. At this point the member's key will be activated to provide access to the Boat Yard and designated Boat Ramp Driveway between the **Yellow** lines. Vehicles must not cross into the Travelift operating area which is defined with a **Yellow** Line with the exception of the turning point near the boat ramp. Application forms for registration are available from SYC Administration Office and the SYC website.

Trailer Yachts

Members who do not have permanent storage within the Boat Yard will have access (once registration has been completed at Reception) to launch their boats via SYC key touch sensor pad at the Boat Yard Gate. Once their boat is launched Members will be required to detach their trailer and store the trailer in the designated trailer park. The Member's vehicle must be parked outside the Boat Yard in the appropriate designated parking area.

Members who have trailer boats permanently stored at SYC within the Boat Yard will be required to follow the same process with the exception being they return their trailer to the permanent designated storage area.

Off The Beach

Casual Off the Beach participants should put their trailers in the designated Off The Beach trailer storage area. On weekends when the Travelift concludes operations and for major race and events the Travelift driveway will be made available for trailer parking for Off The Beach boats. All motor vehicles will still be required to leave the Boat Yard and park in designated parking areas.

Where a significant number of non-members participate in Off The Beach racing a club staff member or Off The Beach Committee person will manage the Boat Yard access gates to allow drop off and trailer parking. For major events motor vehicles will park in the Trey Bit Oval. SYC will gain prior permission from Bayside City Council for each event.

Note

Members must ensure they do not park cars or trailers in the Boat Ramp driveway or in front of the Boat Ramp or in any other part of the Boat Yard at any time.

Any member who does not observe the operational procedures as outlined will have their club key deactivated in respect of access to the Boat Yard and in some cases will have their vehicle physically removed if access points are obstructed.

Non-members will only be able gain vehicle and boat trolley access with prior approval by the Club Management.

Any other non-member use and access to the Boat Yard, Off the Beach and Hardstand will be restricted to members only.

16. BOAT YARD OPENING AND CLOSING

Opening procedures are to be carried out by designated employees only

Opening

- Check all gates are operational
- Visually check all buildings (Off The Beach, Marina Head & Concessions Building) have remained secure and that there are no obstructions or hazards in the vicinity of buildings
- Check that all moving plant is still in lock up position
- Ensure switch room is secure
- Visually check all boats in yard are secure
- Check no ladder or scaffold up on any boat
- Ensure yard, car park and surrounds are free of any obstruction and/or hazard
- Visually check yard to ensure services are operating as per schedule

Closing

- Visually check yard to ensure services are operating as per schedule
- Ensure all moving plant is in park and lock up position
- Ensure no ladder or scaffold up on any boat
- Ensure yard, car park and surrounds are free of any obstruction and/or hazard
- Ensure switch room is secure
- Ensure that all buildings (Off The Beach, Marina Head & Concessions Building) are secure and that there are no obstructions or hazards in the vicinity of buildings
- Lock all gates

17. BOATYARD HOUSEKEEPING

Addressed in the Sandringham Yacht Club By-Laws the following points should be adhered to when using the Yard facility:

- Persons working on boats whilst in the yard shall use only tools and equipment that are safe and fit for the purpose (6.10)
- No persons shall live aboard boats whilst they are in the yard (6.11)
- Boat owners or their employees working on, or making use of Club premises, shall promptly remove any scrap waste or equipment and shall at all times keep the area of the Yard around their boat clean and tidy (6.13)
- Prior to commencing any painting, grinding or sandblasting operation permission shall be obtained from the Marina & Yard Manager who will position the boat as he requires and will issue any other limitations as might apply to that operation (6.14)
- Prior permission shall be obtained from the Marina & Yard Manager to bring into the Yard a crane or other items of heavy equipment. The Marina & Yard Manager will position the boat as he requires and will issue any other limitations as might apply to the operation of such equipment (6.21)
- Craft within the Marina shall be registered, identified, equipped and maintained as required by law and safe practice, with particular attention to adequate firefighting equipment (7.2)
- Trailer and Hard stand areas must be kept clean at all times and free of gear, lines, hoses, power cords, sails, boat covers, tools and the like at any time when the crew of the yacht are not present (9.10)
- Waste Oil and Battery Recycle Deposit: Recycle area is located on the southwest corner of the Off The Beach Pavilion. This area must be kept clean and free of spillages:
 - Waste Oil is to be stored in the deposit tank provided
 - Batteries are to be stored neatly on the pallet provided

18. TRAVELIFT

Legislation: Occupational Health and Safety (Plant) Regulations 1995

A dividing yellow line in the driveway will section the Travelift area. The Travelift will not cross into the vehicle area unless as a necessity for turning and a check of the area will be carried out prior to doing so.

- The manufacturers' manual contains all relevant information for the safe operation and maintenance of the 40 tonne capacity CPE Marine Straddle Crane.
- It is imperative that all the points made in the manual relating to safety, load balance, maintenance and machine capability must be understood by all persons operating the equipment.
- The safety of all associated with the transfer of boats and the operation of this machine, depends largely on the operator's good judgment and proper use of the equipment. A periodic review of all safety rules will help promote safety and awareness.
- Use of the machine for lifting and transporting items other than boats, should not be contemplated without first gaining written approval from the manufacturer.

Rating:

- The machine is designed to SAA Code AS-1418 and has built in safety factors. However, the operator must take care not to exceed the rated capacity as displayed on the machine. The nominated rated capacity is for new and/or properly maintained equipment, operated on smooth level pavement.
- The machine is rated at 40 tonne lift capacity with the slings vertical or at a maximum angle of 15° from vertical and the load equally distributed between both sling sets. Never exceed 15° or undue stress to the machine frame could result.

Management:

- Only authorised and trained person(s) are permitted to operate the travel.
- Prior to operation the employee must read and understand the safety, operational and maintenance manual and sign the travel lift induction form.
- The machine and crane are not designed for use in the lifting or moving of persons and the boat must not be hoisted with persons on boat.
- The startup check list must be completed
- The manufacturers' maintenance program will be implemented.
- A communication device will be operational and used in conjunction with the hand signals.
- The operators are required to maintain a high level of skill and refresher training is essential on an ongoing basis.

19. CRANES

Legislation: *Safe Use of Cranes in the Building and Construction Industry (1990)*

- Cranes on the hardstand area shall be used only for launching and retrieval of Yachts stored on the Hard Stand, unless prior permission is granted by the Marina & Yard Manager. (By-Law 9.13).
- Cranes on the Hard Stand area shall be operated only under the control of persons specifically authorised by the Marina & Yard Manager. (By-Law 9.14).
- Authorised Hard Stand Crane Operators shall ensure that at all times the lifting apparatus attached to the crane, including slings, shackles, anchor points and the like, is properly maintained and capable of carrying the load to be lifted (By-Law 9.15)
- The safe working load of the Hard Stand Crane, as posted on each crane shall not be exceeded. (By-Law 9.16).
- No person shall remain aboard a yacht whilst it is being lifted by a Hard Stand Crane. (By-Law 9.17).

Scope:

- Addressed in the Sandringham Yacht Club By Laws (9.13 to 9.17) for the use of Club Cranes to primarily provide safe use of plant and equipment in the Yard Area and is guided by the Code of Practice Safe Use of Cranes in the Building and Construction Industry (1990) and Plant (1995) & Plant (Amendment No 1) (1998)
- Sandringham Yacht Club being the authorising body should induct operators so that they can be “specifically authorised” to use the crane.
- The Marina & Yard Manager should review each boat’s lifting apparatus, including slings, shackles, anchor points and the like and form a view that it is being properly maintained and capable of carrying the load to be lifted. If there is reasonable doubt, the owner should be asked for a written third party expert’s comment that the equipment is adequate for the purpose.

Management:

- An Induction Procedure will be used for the induction of Hard Stand Crane Operators that includes the above By-Laws 9.13 to 9.17 that will be signed by the Inductee to confirm understanding of the induction in the use of the Crane and the By-Laws. This induction will also be signed by the Inductor at the time of Induction and kept on file.
- An annual check of the Hard Stand Boat’s lifting gear and fixing points will be arranged by the Marina & Yard Manager and comments will be kept on file..

p. Hardstand Crane Induction

The General Committee
Sandringham Yacht Club Incorporated
Jetty Road
Sandringham
Vic 3191

Dated this _____ day of _____ in the year 20__.

I, (insert full name) _____

Of, (insert residential address) _____

Sandringham Yacht Club Member Number _____

Confirm that I have been informed and instructed in the operation of the Hardstand Crane.

I understand the contents and obligations required by legislation and agree to abide by the policies and procedures of the Club and its Occupational Health and Safety manual for the use of Club Facility.

I understand that guest and/or contractors brought into the yard by me are also required to comply and will arrange for their suitable induction prior to authorise use.

I confirm that I understand and will comply with the Club By-Laws and in particular the hard stand crane as follows:

- Cranes on the hardstand area shall be used only for launching and retrieval of Yachts stored on the Hard Stand, unless prior permission is granted by the Marina & Yard Manager. (By-Law 9.13).
- Cranes on the Hard Stand area shall be operated only under the control of persons specifically authorised by the Marina & Yard Manager. (By-Law 9.14).
- Authorised Hard Stand Crane Operators shall ensure that at all times the lifting apparatus attached to the crane, including slings, shackles, anchor points and the like, is properly maintained and capable of carrying the load to be lifted (By-Law 9.15)
- The safe working load of the Hard Stand Crane, as posted on each crane shall not be exceeded. (By-Law 9.16).
- No person shall remain aboard a yacht whilst it is being lifted by a Hard Stand Crane. (By-Law 9.17).

I will inform the Marina and Yard Manager or Manager on Duty of any hazards I encounter whilst utilizing the facility.

Signed: (inductees signature) _____

Inductor :(insert name) _____

Signed :(inductors signature) _____

TRAVEL LIFT CRANE

- The CPE Marine Straddle Carrier is primarily a mobile boat crane, its lifting capacities varying with the model selected. The open end 'U' frame design enables unobstructed handling of masted and fly bridge type vessels.
- All beams and machine elements have been designed with inbuilt safety factors to enable the machine to be used to maximum capacity; however the operator must take care not to exceed the rated capacity.

Management:

- Operation of the crane should NOT be attempted until the operator has a thorough review of the manufacturers' manual and all points relating to safety are clearly understood.
- Before start-up and operating, walk around and inspect the machine. Check tyres for wear and inflation pressures check slings; look for hydraulic leaks and broken, loose or missing parts.
- Operator's area is to be kept free of grease, oil and loose objects. Secure or remove all personal items. Failure to comply could lead to operator error and/or a serious accident.
- Operation will be in accordance with the Safety instructions (see page 7 of the Manufacturers Manual).
- Specific periodical checks will be performed and signed off as specified on the maintenance chart and signed by the Marina & Yard Manager as completed.

MAST REMOVAL

- No mast to be lifted at or below the balance point. No counterweights to be used. Maximum lift height 12.8 metres plus height above the cabin top depending on the tide. At least 60° degrees above mast bar.
- With the mast out, start with jib at maximum height. When stepping a mast the jib should be at lowest angle. The mast to be raised up on wire first then lift the jib.

20. GERNI

- A. The gerni is used for high pressure cleaning of the yard and boats
- B. The gerni must be used over the silt trap area
- C. Hard spoil on the hull must be scraped off prior to using the gerni
- D. The hard spoil scrapings must be removed by the boat operator prior to using the gerni and placed in the waste bins provided for later collection by an appropriately licenced EPA Contractor.
- E. The gerni may be used in other areas of the yard subject to permission from the waterfront office once the environmental impact has been established and only after the first wash down has taken place over the silt trap area
- F. Wet and drying of hulls if only permitted if using the recycled water taps
- G. The water produced from this wash down area will be collected in an underground storage tank as detailed in section 20 of this document.
- H. As with any waste water operation, from time to time there will be a buildup of sludge in the underground storage tanks. The volumes of sludge that accumulates in the tanks will be monitored. Once there has been a build-up of sludge it will be removed on a regular basis by an appropriately licenced EPA contractor.

21. KEELPITS

- A. Keelpits must be covered with timbers when not in use.
- B. Only necessary timbers are to be removed to accommodate keel (and rudder if applicable) when being lowered. Timbers then need to be re-fitted to make good.
- C. After removal of boat, clean pit and replace all timbers.

22. CONFINED SPACES

Legislation: OH&S (Confined Spaces) Regulations 1996

- A confined space is determined by the hazard associated with a set of defined circumstances (restricted entry or exit, hazardous atmospheres or risk of engulfment) and not just work performed in a physically restrictive location.

Scope:

- This procedure covers the use of confined spaces and the purpose is to provide a system that minimizes the risks associated with personnel working in confined spaces

Management:

- Persons entering or working in confined spaces should undergo specific training and only those persons listed and authorised will have access to use of confined spaces.
- The authorised person and the period of time required to use the confined space will be recorded on each occasion
- The atmosphere should be subject to both initial and ongoing testing when entries are being performed
- Stand-by persons will monitor work in confined spaces and will maintain a continuous communication system
- The confined spaces will be included in the Hazard Register of the Yard

23. FORKLIFT

Legislation: Codes of Practice Plant (1995) & Plant (Amendment No 1) (1998)

Forklifts may be required for use in the yard and a risk assessment will be carried out according to the Occupational Health and Safety Act 2004 and Occupational Health and Safety (Plant) Regulations 1995 prior to purchase. The checklist will include the following criteria:

- Date of Assessment
- Workplace Location
- Forklift Serial Number covered by the assessment
- Names of people involved in the assessment
- Workplace Design
- Selection of Forklifts
- Operator Skills
- Condition of Forklifts
- Systems of Work

Once the checklist is completed the following procedure will apply

- Identified issues recorded
- Control measure for addressing the issues
- Timetable for implementing the control measures
- Person(s) responsible for ensuring the control measures are implemented

Issues	Control Measures	Implementation Timetable	Responsible Person(s)

24. FALLS

Legislation: OH&S (Prevention of Falls) Regulations 2003

Scope:

- The regulations apply across all industries when working at heights above 2 metres. If there is any chance of a fall of more than 2 metres then the Falls Regulations apply.

Compliance with Legislation:

- AS 11657: 1992, Australian Standard “Fixed Platforms, walkways, stairways and ladders-Design, construction and installation”, as published by Standards Australia and amended from time to time.
- The first priority is to see if the work at height can be avoided altogether or to see if the work can be done on the ground or from a “solid structure” i.e. a place where there is no likelihood of a fall. If this isn’t practicable, you have to use a risk control measure that produces the lowest practicable risk of a fall. The Regulations set out the order that the control measures must be considered. The preferred risk control measures are the ones that aren’t dependent on a worker’s skill or action for them to be effective.
- One measure alone might not be practicable for a whole job, or one measure alone may not do enough to bring the risk of a fall under control. If this occurs you will have to look at a combination of the risk control measures.
- Provide information, instruction and training to your workers on the work that involves a fall hazard and on the safety measures put in place to control the risk of a fall.
- Where risk control measures are used, the procedure must cover rescue and first aid and have to be implemented quickly if an emergency arises

Management:

- **Try and eliminate the risk of a fall first:** Firstly, you are obliged to see if you can avoid doing work at height or if you can do the work on a solid structure where there is no risk of a fall. Don’t be too quick to dismiss this option. It’s better to avoid having to put risk control measures in place in the first place.
- **Use passive fall prevention devices:** If it’s not practicable to eliminate the risk you have to look at “passive fall prevention devices”. Examples of these include: scaffolds (fixed or mobile); guard railing or perimeter screening; building maintenance equipment; temporary work platforms such as scissor lifts, cherry pickers, work boxes specifically designed to hold people and lifted by cranes, hoists or other types of lifting equipment, or roof safety mesh.
- **Use work positioning systems:** If the 2 risk control measures above are not practicable, you will look at using work positioning systems that include: industrial rope access systems (they usually involve ropes, rose friction devices, harnesses and anchoring systems); travel restraint systems (these involve harnesses and anchoring systems used to limit the movement of the wearer or stop a fall); or a drainer’s hoist.
- **Use fall injury prevention systems:** If the 3 risk control measures above are not practicable you have to look at using a fall injury prevention system. These systems don’t stop a fall but aim to minimise the distance someone can fall and therefore reduce any subsequent injuries resulting from the fall. They include things like industrial safety nets, catch platforms or a safety harness using fall arrest mechanisms.

- **Use ladders or administrative systems:** If all of the 4 risk control measures above are not practicable then you can look at using a ladder or administrative system to control the risk of a fall. An “administrative system” includes things like arranging work procedures to either eliminate or reduce risk. An example of an administrative system would be a work procedure that directs workers not to approach a place where a fall is possible.

Ladders and administrative systems measures don't seem comparable, so why are they grouped together? The reason these two are grouped the end of the risk control sequence is that they are equally poor ways to control the risk of a fall. Due to this situation, there are special requirements associated with their use. If using a ladder then it must be set up correctly and be appropriate for the type of work and the duration of the work. If using an administrative control on its own then it must be recorded along with a description of the work to which it relates.

Remember the Regulations allow for a combination of risk control measures to be able to control the risk of a fall properly.

Please Note:

- Select a ladder of suitable length that it can be used at an angle not greater than 4 in 1.
 - The ladder should extend at least one metre above the platform to be reached or you can stand at least one metre from the top of the ladder when working.
-
- **Emergency procedures:** If risk control measures are used then an emergency procedure must enable a) the rescue of an employee in the event of a fall and b) the provision of first aid to an employee who has fallen. The emergency procedure must be carried out as soon as possible after the emergency situation arises. Any risk, including a non-fall risk, associated with the carrying out of an emergency procedure must be eliminated, or if it is not practicable to eliminate the risk, then the risk is reduced so far as is practicable. Examples of “non-fall risk” are the risk of electric shock, crushing and musculoskeletal disorder.

25. ELECTRICAL LEADS

Legislation: *Temporary Electrical Installations on Buildings and Construction Sites (1988)*

Scope:

- Industry Standards apply to fixed wiring, fixed and/or portable electrical apparatus, tools, appliances and associated flexible cords....

Compliance with Legislation:

- Compliance with AS/NZS3012, AS/NZS3000 is mandatory under Victorian electrical safety legislation.

Management:

- Cables normally used as fixed wiring should not be used as flexible extension cords.
- Where flexible extension cords are linked together and used outdoors or where water may be present, the extension socket and plug should be protected by design or enclosure against the ingress of water
- Where flexible extension cords pass through scaffolding or other metal structures, they should be run on hangers covered with non-conducting material to prevent mechanical damage
- Unused electrical cables should be removed or appropriately terminated by a licensed electrician
- A certificate of electrical safety must be provided when work is handed over for use. These certificates must be stored on site or be made available for audit.
- All plant including portable electrical equipment and flexible electrical cords, shall be visually inspected for wear and mechanical damage, and tested in accordance with AS/NZS 3760 for earth continuity, and insulation resistance. The standard calls for testing of single insulated leads in factories, workshops and places of repair every 6 months and double insulated leads every 12 months.
- Persons working on boats whilst in the yard shall use only tools and equipment that are safe and fit for the purpose. (By-Laws 6.10). Tested portable electrical equipment and flexible electrical cords shall be tagged, and all test results shall be recorded in a book kept for the purpose. The recorded details shall include:

Date of Inspection	Plant Number of Item	Licence Number of Electrician	Repairs required as a result of the inspection

26. BOAT MAINTENANCE MANAGEMENT PROCEDURES

1. **Bookings:** - No boats are to be slipped for maintenance without first completing the slipping form located at the main office and accept the terms and conditions printed on both sides of the form.
2. **Slipping:** - All boats after being lifted by the Travelift from the water are held over the wash down area to be pressure washed prior to being placed into its designated parking space.
3. **Storage:** - Allocated space is dependent on size of boat and type of maintenance work to be performed. All works performed must comply with SYC's OH&S Policies and Procedures. All requests for spraying of boats must first gain approval from the Marina & Yard Manager as conditions vary daily.
4. **Rubbish Removal:** - It is the responsibility of the boat owner or his representative to keep his immediate work area clean and tidy at all times. Rubbish bins are spread evenly around the yard area.
5. **Sanding:** - Sanding may only be performed with a vacuum attachment.
6. **Spray Painting:** - Prior to commencing any painting, grinding or sandblasting operation permission shall be obtained from the Waterfront Manager who will position the boat as he requires and will issue any other limitations as might apply to that operation. (By-Laws 6.14). Limitations will apply where wind direction causes overspray towards the Members main carpark. (By-Laws 6.15). Spraying is NOT permitted on weekends. (By-Laws 6.16). No spraying is permitted on Public Holidays without Waterfront Department written authority. (By-Laws 6.17). No spraying is permitted outside Yard operations hours 8.30am – 4.30pm Monday to Friday. (By-Laws 6.18). All boats being sprayed must be encapsulated with screens to prevent overspray drift. (By-Laws 6.19). Spraying must cease should wind strength exceed 15 knots. (By-Laws 6.20).
7. **Miscellaneous:** - Ladders, scaffolds and other maintenance equipment must be securely stowed at the end of each working day.