

SANDRINGHAM YACHT CLUB INCORPORATED

Contractors/Non-Members/Members Boatyard/Marina Repairs & Maintenance Induction Handbook

November 2010



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1. Conditions of Employment

Contractors are granted access to Sandringham Yacht Club in Accordance with their Contractual Agreement appended to this induction booklet.

Contractors both Casual and Permanent must:

- Comply with the OH&S Management System of SYC
- By-Laws
- Constitution
- Instructions given by SYC staff
- Register at Boating & Marina Office for payment, key, vest and administration
- Submit current Public Liability insurance – copy of which is to be kept on file at SYC office
- Be inducted by authorised SYC staff prior to commencement on site
- Sign the induction form which is to be signed by both the contractor and staff member at the time and kept on file at SYC office
- Provide with the following information:
 - ✓ Documented Health and Safety Policy
 - ✓ Work Method Statement
 - ✓ Reports of Serious Harm
 - ✓ Accident records for the past 12 months
 - ✓ Current Public Liability Certificate of Currency
 - ✓ Current Electrical Test and TAG Appliance Register

Non members may be granted access to Sandringham Yacht Club and must:

- Comply with the OH&S Management System of SYC
- By-Laws
- Constitution
- Instructions given by SYC staff
- Register at Boating & Marina Office for payment, key, vest and administration
- Be inducted by authorised SYC staff prior to commencement on site
- Sign the induction form which is to be signed by both the non member and staff member at the time and kept on file at SYC office.

Members may be granted access and must:

- Comply with the OH&S Management System of the SYC
- By-Laws
- Constitution
- Instructions given by SYC Staff
- Register at Boating & Marina Office for payment, key, vest and administration
- Be inducted by authorised SYC staff prior to commencement on site
- Sign the induction form which is to be signed by both the member and staff member at the time and kept on file at SYC office

Failure to comply with these conditions may result in a refusal to permit access to work at Sandringham Yacht Club

2. Who's Who

a) **GENERAL COMMITTEE**

Commodore	Stephen Richards
Vice Commodore	Chris Carlile
Rear Commodore	Kate Mitchell
Treasurer	David Lynch
Club Captain - Sail	Mark Welsh
Club Captain - Recreational Boating	Bill Stubbs
Club Captain - OTB Sailing Centre	Marija Sasson
Ordinary Committee Member	Terry Hall
Ordinary Committee Member	Gary Anderson
Ordinary Committee Member	Robert Date
Ordinary Committee Member	Dean Robson
Ordinary Committee Member	Luke Reinehr

b) **OCCUPATIONAL HEALTH & SAFETY MANAGEMENT** Richard Hewett

OCCUPATIONAL HEALTH & SAFETY COMMITTEE:

Richard Hewett	Management Representative
Paul Corfield	Facilities
Paul Brien	Members Services
Eloise Pritchard	Administration & Minutes
Sean Byrne	Marina & Yard
Alan Cousens	Boating
Rhan Harris	SYC Boating Academy
Monica Tonner	Boating Operations
Michelle Rose	Kitchen

4. SYC Emergency Personnel & Contact Details

SANDRINGHAM YACHT CLUB EMERGENCY PERSONNEL & CONTACT DETAILS

SYC PHONE: 9599 0999

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 and 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

5. Times of Work and Accessibility

CLUBHOUSE RECEPTION:

9.00am to 8.00pm Monday to Sunday

BOATING & MARINA OFFICE:

9.00am to 5.00pm Monday to Friday

As per Conditions of Employment;

CONTRACTORS;

Annual Registered Contractors working in the Marina and/or Boatyard are able to work during daylight hours

CASUAL CONTRACTORS;

Casual Contractors are required to register at Boating & Marina Office and once induction and payment has been received they are able to commence work in the marina and/or boatyard during daylight hours.

NON MEMBERS;

Are required to Register at Boating & Marina Office and once induction has been completed they are able to commence work in the marina and/or boatyard during daylight hours.

MEMBERS;

Are required to Register at Boating & Marina Office and once induction has been completed they are able to commence work in the marina and/or boatyard during daylight hours

6. Marina and Yard By-Laws

Extract from BY-LAWS (As revised September 2010)

Slipway and Yard:

- 6.1 The Marina and Yard Manager shall have full control of the Slipway and Yard.
- 6.2 Boat owners wishing to use the slipway and/or yard facilities shall apply in writing on the appropriate form to the Marina and Yard Manager stating the period for which they wish to use the yard.
- 6.3 Boat owners wishing to use contractors to work on their boats whilst in the yard shall use only contractors who have been authorised in accordance with Section 8 herein by the Club.
- 6.4 At the time of applying to use the Slipway and/or Yard (By-law 6.2) the boat owner shall specify which contractor/s will be employed to work on the boat and shall undertake not to use contractors who have not been authorised by the Club.
- 6.5 The Club shall be in no way responsible for any damage to, or loss from, boats during slipping or whilst boats are in the yard.
- 6.6 Boats shall be located within the Yard in accordance with the directions of the Marina and Yard Manager and may be relocated as he requires.

- 6.7 The fees for slipping and for storage in the Yard shall be as decided from time to time by the General Committee and shall be displayed at the Marina and Yard Managers office.
- 6.8 Boats shall only be removed from the Yard, either by water or road, after all monies owed to the Club have been paid or debited to a Member Account in accordance with Section 16 of these By-Laws.
- 6.9 Except by special permission of the Marine & Yard Manager and or General Committee, no boat may remain in the Yard for more than three (3) months.
- 6.10 Persons working on boats whilst in the yard shall use only tools and equipment that are safe and fit for the purpose.
- 6.11 No persons shall live aboard boats whilst they are in the Yard.
- 6.12 Boat owners or their employees using Club equipment in a negligent or improper manner, or failing to return Club equipment to its proper place after use, will be held liable for any loss or damage which may result therefrom.
- 6.13 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.
- 6.14 Prior to commencing any painting, grinding or sandblasting operation permission shall be obtained from the Marina and Yard Manager who will position the boat as he requires and will issue any other limitations as might apply to that operation.
- 6.15 Limitations will apply where wind direction causes overspray towards the Members main carpark.
- 6.16 Spraying is NOT permitted on weekends.
- 6.17 No spraying is permitted on Public Holidays without Waterfront Department written authority.
- 6.18 No spraying is permitted outside Yard operations hours 8.30am – 4.30pm Monday to Friday.
- 6.19 All boats being sprayed must be encapsulated with screens to prevent overspray drift.
- 6.20 Spraying must cease should wind strength exceed 15 knots.
- 6.21 Prior permission shall be obtained from the Marina and Yard Manager to bring into the Yard a crane or other items of heavy equipment. The Marina and Yard Manager will position the boat as he requires and will issue any other limitations as might apply to the operation of such equipment.
- 6.22 Except by special permission of the Marina and Yard Manager, no person shall launch a personal watercraft (PWC) from the slipway or yard. Special permission will be given to any member who, as at 1 December 2009, has been regularly launching a PWC, but such permission may be revoked at any time if the usage level for that PWC increases significantly or is reasonably seen to cause a nuisance to other members or users of the slipway or yard.

Marina:

- 7.2 Craft within the Marina shall be registered, identified, equipped and maintained as required by law and safe practice, with particular attention to adequate fire fighting equipment.
- 7.14 Major repairs, painting and fitting of or to craft in the Marina is prohibited. Minor repairs, painting, mechanical adjustments and electrical work is permitted provided that no nuisance or interference with or danger to others using the Marina is caused by such work.
- 7.15 Toilets, oil, chemicals, spirits, inflammables and oily bilges shall not be discharged into the waters of the Marina.
- 7.22 Boat owners wishing to use contractors to work on their boats whilst in the Marina shall use only contractors who have been authorised in accordance with Section 8 herein by the Club.
- 7.23 Persons working on boats whilst in the marina shall use only tools and equipment that are safe and fit for the purpose.
- 7.24 Electrical equipment connected to shore power shall be of a type that is safe and fit for the purpose.

Contractors:

- 8.1 Before being permitted to provide services to boats in the Club Yard or Marina, all Contractors must undergo a Yard Induction to be carried out by the Marina and Yard Manager or appointed representative prior to commencement on site and must have first demonstrated to the Chief Executive Officer, or his duly authorised Delegate, that they will maintain adequate and suitable Insurance Cover to indemnify themselves and the Club, at all times, from all claims whatsoever in respect of :
 - a) any damage to any real or personal property; and
 - b) any injury to or death of any person;occurring in the Club Yard or Marina or any other part of the Club's premises whether directly or indirectly as a result of the services provided by such Contractor or by any Sub-contractor, employee or agent of the contractor, for an amount of not less than \$5,000,000.
- 8.2 Contractors wishing to undertake work on boats in the Club Yard or Marina shall have demonstrated to the Chief Executive Officer that they possess adequate and suitable liability cover for the type of work they undertake.
- 8.3 Contractors wishing regular access to the Yard or Marina shall pay to the Club an annual fee and be issued with a key giving access to specified areas of the Club.
- 8.4 Contractors wishing occasional access to the Yard or Marina shall pay to the Club a daily fee which will be paid in advance and be issued, on each occasion of visiting the Club, with a key giving access to specified areas of the Club.
- 8.5 The fees applicable to contractors will be as decided from time to time by the General Committee.

Trailer and Trolley Hard Standing:

- 9.9 Persons allocated a Hard Stand Trolley site shall ensure that ladders for accessing the boat are safe and fit for the purpose and properly maintained.
- 9.10 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.
- 9.11 Only minor cleaning maintenance is permitted in the Trailer and Hard Stand Trolley areas.
- 9.12 Any boat owner wishing to undertake major maintenance for a yacht allocated to a Trailer or Hard Stand Trolley position shall make application to the Marina and Yard Manager who will direct where such work may be undertaken.
- 9.13 Cranes on the Hard Stand area shall be used only for launching and retrieval of yachts stored on the Hard Stand, unless prior permission is granted by the Marina and Yard Manager.
- 9.14 Cranes on the Hard Stand area shall be operated only under the control of persons specifically authorised by the Marina and Yard Manager.
- 9.15 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.
- 9.16 The safe working load of Hard Stand cranes, as posted on each crane, shall not be exceeded.
- 9.17 No person shall remain aboard a yacht whilst it is being lifted by a Hard Stand crane.

7. Proper attire and presentation

Clothing must be worn at all times and must be of a clean and satisfactory condition and in good repair whilst on Club Premises.

8. Rest Breaks and lengths

Rest breaks including lunch should be taken as required by legislation.

9. Toilets, refreshment, meeting facilities

Toilet facilities are available at the rear of the Concessions Building for contractors and are generally open between the hours of 8am and 5pm, Monday to Saturday

Toilet facilities are available for members and their guests and patrons of the Sandringham Yacht Club only.

Refreshments are available from Ken King Centre vending machine and a small kiosk is situated outside the entrance to SYC along Hampton Beach which serves snacks. There is a meals room at the rear of the Concessions Building where contractors may make use of the kitchen facilities.

10. Specific Hazards

(in accordance to the Sandringham Yacht Club Incorporated OH&S Policies and Procedures)

- DANGEROUS GOODS – section 13
- HAZARDOUS SUBSTANCES – section 14
- PEDESTRIAN AND VEHICLE ACCESS – section 15
- BOATYARD HOUSEKEEPING - section 17
- TRAVELIFT – section 18
- CRANES - section 19
- GERNI - section 20
- KEELPITS – section 21
- FORKLIFT - section 23
- FALLS – section 24
- ELECTRICAL LEADS (and Equipment including Power Tools) – section 25
- BOATYARD MAINTENANCE MANAGEMENT PROCEDURES – section 26

11. Protective Clothing Requirements

Shoes and boots should have steel safety toes and sturdy soles in accordance with AS2210. Rubber boots with steel toe caps should be used by employees working in the yard and marina areas for extended periods of time. Works cannot be carried out in unreasonable footwear. i.e. open toed footwear, thongs, sandals, high heels.

Personal Protective Equipment where required should be kept in satisfactory condition and worn as appropriate for the task being carried out. This includes sunscreen, sunglasses and hats where outdoor work is involved.

12. Reporting Hazards and unsafe procedures

Hazards and unsafe procedures should be reported immediately to one of the following members of SYC.

Richard Hewett – CEO and OH&S Management
Paul Gascoigne – Marina & Yard Manager
Sean Byrne – Waterfront Assistant Manager
Fatu Maliko – Waterfront Supervisor
James Anderson – Waterfront Assistant
Paul Corfield – Facilities Manager
Helen Tetlow – Administration
Eloise Pritchard – Boating Administration/Reception Supervisor
Alan Cousens – Club Boats
Manager on Duty – on Duty at the time

If any of the above staff are unavailable please report any hazards and/or unsafe procedures to any SYC Staff member on duty.

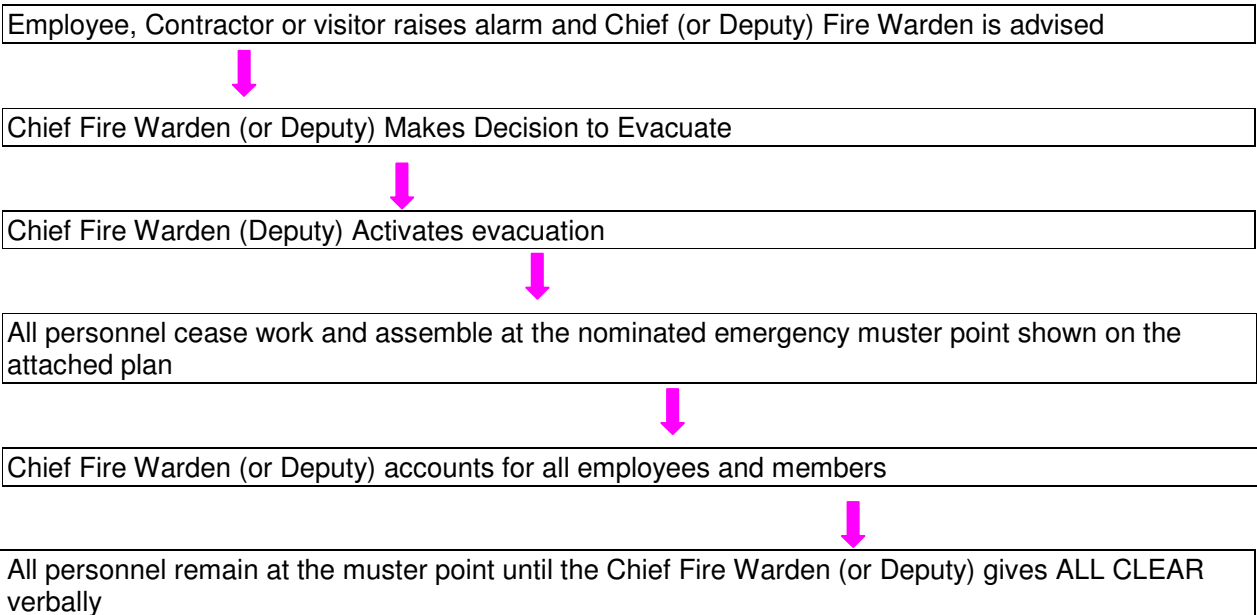
13. Fire and Emergency Procedures

- 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.
- The Emergency Assembly area is the far east of carpark.

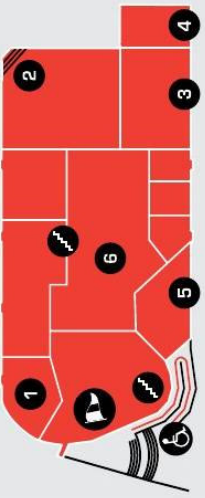
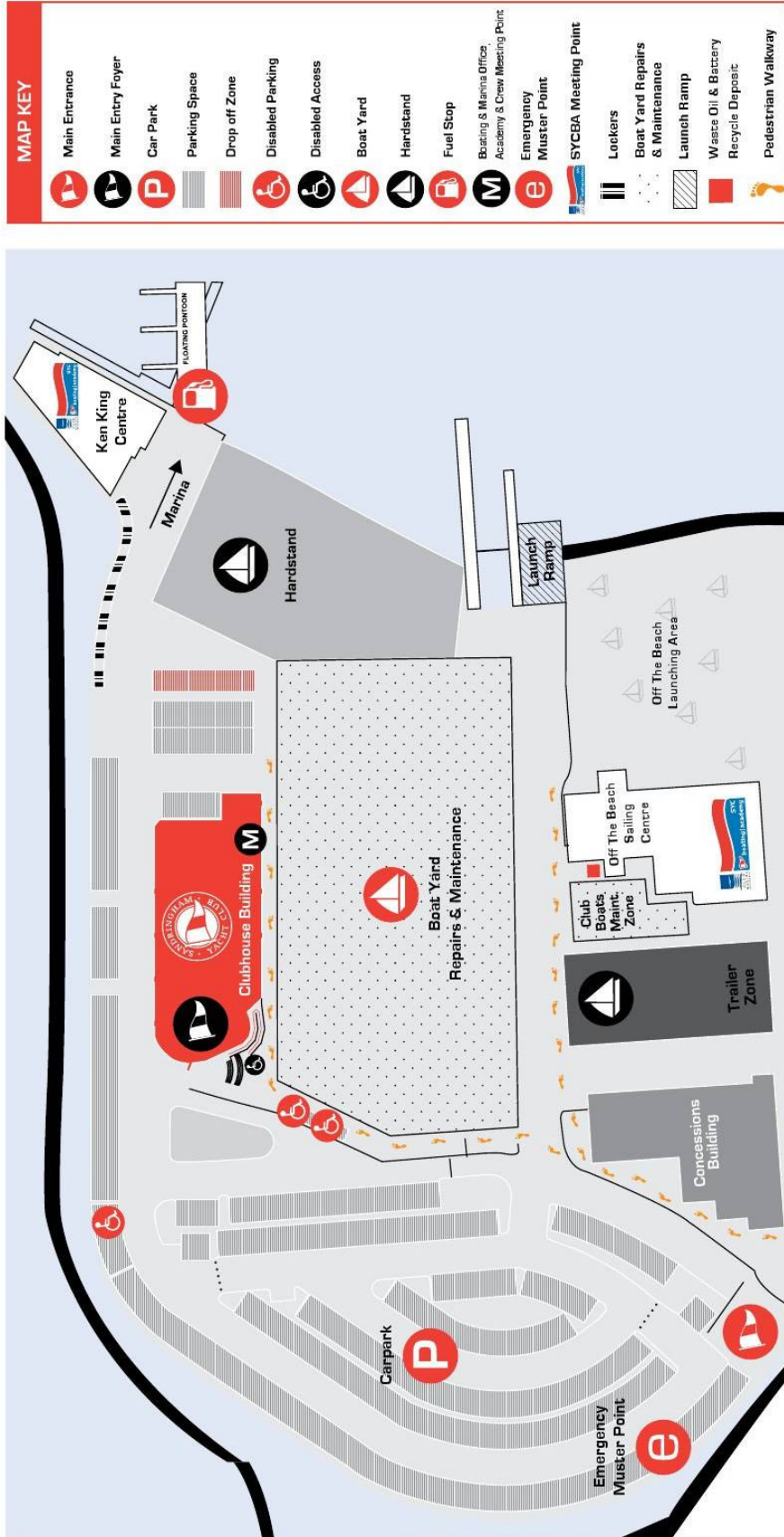
Management:

- 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:



14. Site Map



15. Health and Safety Policy

The objective of this Sandringham Yacht Club Inc Occupational Health and Safety Policies and Procedures 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

16. Individual's Health and Safety Responsibility

Occupational Health and Safety Act 2004 Page 14 s.22

'Every employer and every self employed person shall ensure so far as is practicable that persons (other than the employees of the employer or self-employed person) are not exposed to risks to their health or safety arising from the conduct of the undertaking of the employer or self-employed person.'

Occupational Health and Safety Act 2004 Page 15 s.25

1. 'Whilst at work, an employee must –
 - a) take reasonable care for his or her own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace; and
 - b) Co-operate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under this Act.
1. An employee shall not –
 - a) Willfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any provision of the Act or the regulations; or
 - b) Willfully place at risk the health and safety of any person at the workplace.

We expect all contractors granted access to SYC will comply with the Occupational Health and Safety Act 2004.

17. Privacy of information

Information relating to members, visitors, guests and employees must not be given out to any persons without the prior consent of the individual concerned, i.e.:

Members/Contractor details – including account information (other than those displayed in the Club diary) can only be discussed with the individual member or his authorised agent.

Staff details – employee telephone numbers and/or residential addresses must not be given out to third parties.

18. Smoking

Smoking is not permitted in any of the buildings under any circumstances. Cigarette butts are classified as litter and must be extinguished so as to avoid fire danger and littering.

Fuelling Jetty:

Extract from BY-LAWS (As revised September 2010)

12.1 Smoking and the use of naked lights or flames on the Fuelling Jetty is prohibited.

19. Alcohol

Consumption of alcohol is not permitted by persons whilst working in the boatyard or marina due to the potential risk of injury to both employees and others. All persons are required to ensure that they are not intoxicated when arriving to work at Sandringham Yacht club as these areas are exposed to a greater hazard of plant and machinery incidents.

20. Drugs

Illegal drugs are not permitted in any circumstance whatsoever to be bought, purchased or consumed on the premises of Sandringham Yacht Club by any visitor, member, contractor or employee or other persons. Persons must ensure they are not under the influence of illegal drugs when reporting for work at Sandringham Yacht Club.

21. Medication

If you are currently taking prescribed medication you should discuss the suitable work environment according to any hazards or side effects as necessary with your Doctor. You must ensure they you are able to carry out the work involved without causing risk to yourself or anyone else. You must adhere to the instructions with 'over the counter' medicine and where required, seek professional advice.

22. Accidents and First Aid

All accidents and near misses must be reported to the Manager on Duty on site or a member of SYC staff.

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 Gascoigne
 - ▶ Eloise Pritchard
 - ▶ Rhan Harris
 - ▶ Richard Hewett
 - ▶ Chris Myers
 - ▶ Paul Simmons
 - ▶ Alan Cousens
 - ▶ Paul Brien
 - ▶ Tevany Patten
 - ▶ Paul Corfield
 - ▶ Eimear Lloyd
 - ▶ Monica Tonner

First Aid Kits:

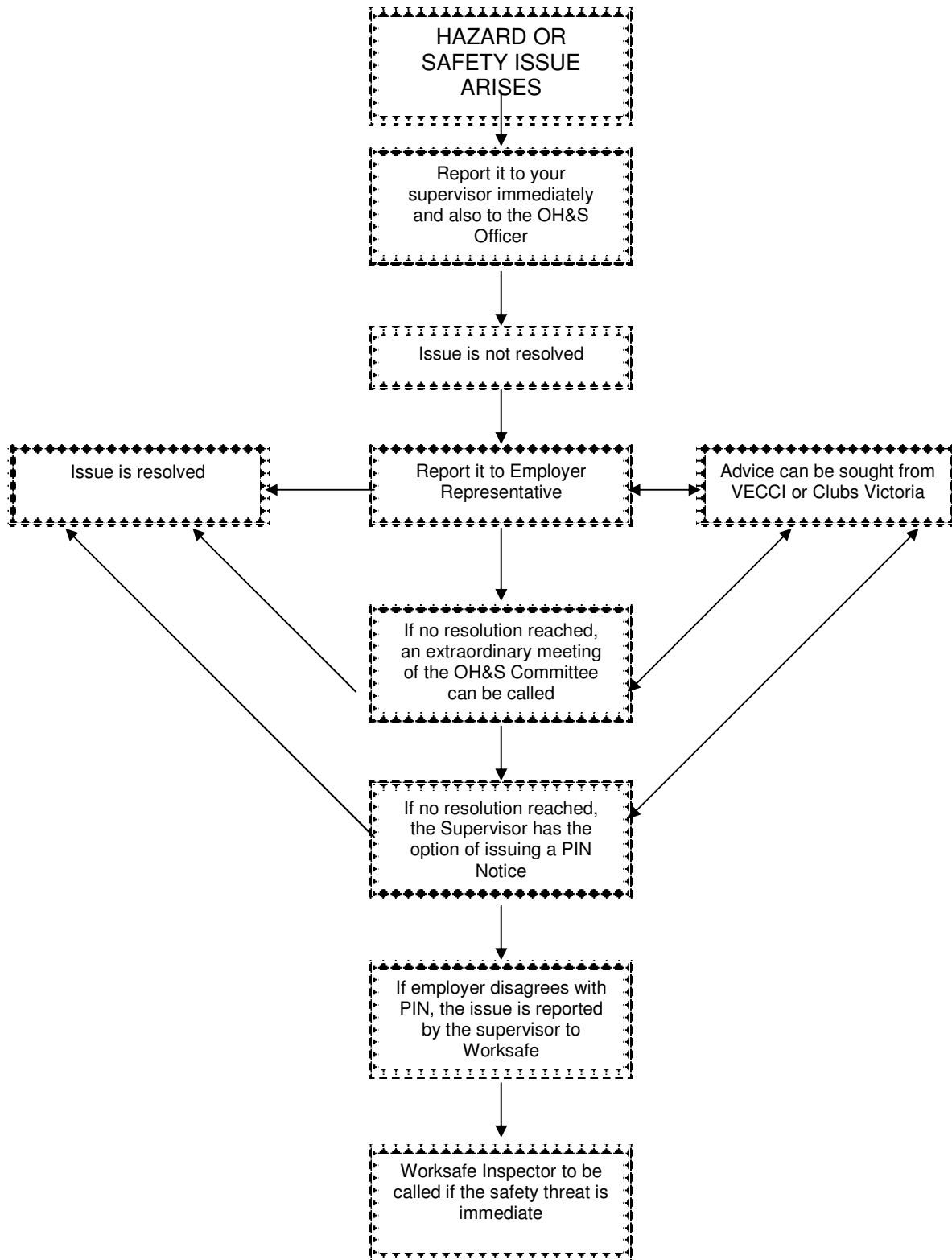
- There are 13 first aid kits
 - ▶ General Office and Boating Office & Academy
 - ▶ Harbour View Restaurant/Members Bar Kitchen and Production Kitchen
 - ▶ Waterfront Workshop
 - ▶ Ken King Centre
 - ▶ Off The Beach
 - ▶ Club owned Beneteau 7.5 Keelboats, Boonoorong & Endeavour
 - ▶ Additionally there 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 Occupational 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.

23. Issue Resolution



24. Public Safety

Equipment (Public Safety) Act 1994

25. Illness or Incapacitation

If you are incapacitated or suffering from an illness you should not enter the Boatyard or Marina to perform duties until you are fit to do so.

26. Occupational Health and Safety Management System and Manual

The Sandringham Yacht Club Occupational Health and Safety Management Systems has been developed to ensure the health and safety of all persons whether they be employees, members, visitors and contractors.

The Sandringham Yacht Club Occupational Health and Safety Policy are available for your reference at the following locations:

- SYC Clubhouse Reception
- Marina & Boating Office

27. Health and Safety Library and Notices

Copies of relevant OH&S Legislation will be available for reference in the Administration Department at SYC. Please ask for assistance at Reception.

Notices will be displayed in the Waterfront Office and Staff Notice board as required.

28. Discipline

All persons working at Sandringham Yacht Club are required to adhere to the policies and procedures and guidelines outlined in this induction handbook. Failure to do so and/or violation of SYC policies or procedures can result in further action being taken and may include refusal of entry to Club premises.

29. Guided Tour of facility and Induction Handbook

This handbook is for your continued guidance and please feel free to seek assistance from any SYC staff member if required.

30. 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	
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• Hazardous Substances	
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• Gerni	
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• Electrical Leads	
• Ladders	
Spray Painting	
Housekeeping	

Protective clothing requirements	
Reporting hazards and unsafe procedures	
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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___

The Principal (person or organization engaging contractor)
Sandringham Yacht Club Incorporated, Jetty Road, Sandringham Victoria 3191

The Contractor (person or organization being engaged to perform services)
Name and Address

Description of Service (to be performed by the contractor)

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 Contractor 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 induction before being permitted to work in the Boatyard Repairs and Maintenance zone or 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 commencement of work.

Signed on behalf of the Contractor:

Full Name: _____ Signature: _____

Identification: _____ Date: ___/___/20__

Signed on behalf of SANRINGHAM YACHT CLUB:

Full Name: _____ Signature: _____

Position: _____ Date: ___/___/20__