

20<sup>th</sup> May 2010

### **The SYC Boat Yard & Hardstand Areas – Information Document**

It is important all stakeholders understand the "House Rules" surrounding the boat yard at SYC. The purpose of these rules include the following, namely;

- to stipulate the manner in which all SYC stakeholders utilize, interact with other users or move about within the boat yard;
- apply to all who are authorised and qualified to work in the boat yard as well as people using the launch ramp, Off The Beach (OTB) area or the hardstand spaces;
- prohibit anyone without authority or a genuine boat yard specific business purpose, walking across the yard to access the Ken King Centre, its surrounds or the marina;
- assist all stakeholders and authorised boat yard users to be able to conduct their business/purpose in a manner that is safe and without risk to their own health or the health of others;
- to provide "Boat Yard User Guidelines" for SYC boat yard management to implement;
- to provide for SYC, as an employer, the ability to establish safe systems of work as well as information, instructions, training and supervision, for SYC employees and any contractors (who supply goods or service to SYC and may be deemed for occupational health and safety ("OH&S") purposes to be employees) so as to enable direct and "deemed" employees to perform their work in a way that is safe and without risks to health.

The House Rules are not designed as a substitute to a safety induction or to set out every rule relating to the boat yard. Rather, these House Rules provide an overview and provide directions for when and where additional information should be obtained/consulted. In most cases necessary additional information will be readily available on the club website, in the section relating to the boat yard.

There are a number of new House Rules effective from June 1<sup>st</sup> 2010. Hence, after June 1st 2010, if you intend to utilize the boat yard, you must make yourself familiar with every new and existing House Rule. Since, April 2010, I have personally conducted safety inductions for more than 350 boat owners and contractors. As a result of those inductions, in addition to receiving both positive and supportive responses for the new rules, I am satisfied that those who participated in the safety inductions will make every effort to understand and comply with all new and existing House Rules for the use of the boat yard.

### **FAQs**

#### **Who is permitted to access our boat yard?**

There are a number of different stakeholders who need to enter the boat yard area, namely;

- Boat yard users – contractors, members and non members who slip their boats or work on boats in the designated repairs and maintenance zone
- OTB users – our members, academy participants, youth squads, VIS squad and William Angliss training members
- Launch Ramp users – senior members authorized with key access to launch their boats
- Hardstand tenants – again senior members who need to access their boats or containers
- Tenants – who occupy the concessions building
- Suppliers – fuel suppliers, waste removalists, crane hire and boat transport trucks.
- Staff – yard, academy, operational and management staff.

The key outcome which is sought for all SYC members is to provide all stakeholders with safe access to our boat yard.

### **What House Rules apply to the boat yard?**

The following documents, made available to you during your OH&S induction, set out the rules that relate to boat yard usage. They are also available in the boat yard section of the website;

- 1) SYC OHS Policy
- 2) Yard Induction Booklet
- 3) By Laws and Constitution
- 4) Slipping Terms and Conditions
- 5) Emergency Response Plan

Additionally, there are a number of other documents that authorize you to do certain things in the boat yard (spray paint, crane usage etc). During your OH&S induction you will be made aware of all of the House Rules that are outlined in the above documents.

### **How can I arrange for an OH&S Induction?**

By contacting the Boating & Marina Office and arranging a time. The OH&S induction takes approximately 1 hour.

### **Are their different rules for different users in the boat yard?**

No. All rules apply to everyone using the boat yard.

### **Who is permitted to work in our boat yard?**

From June 1<sup>st</sup> 2010, *anyone wearing an approved SYC safety vest*, who can demonstrate they have been OH&S inducted, will be able to work in the repairs and maintenance zone of the boat yard.

### **What is an approved SYC safety vest and can I bring my own or borrow one from another member?**

SYC have approved 3 types of safety vests (which must be worn externally so they are highly visible);

- Yellow (staff)
- Orange (contractors)
- Red (all others who wish to work in the boat yard – typically members and helpers)

Safety Vests will be issued by SYC staff once the intending boat yard user has been OH&S inducted. SYC has a supply of red vests and orange vests for casual contractors. Full time contractors are to provide their own vests. The club will maintain an OH&S induction register which will log the safety vest numbers for members and casual contractors. The vests are non-transferable.

### **What if I lend my vest to someone for the day and they have not been OH&S inducted?**

If you give your SYC allocated safety vest to an unauthorized person (e.g., friend, contractor, crew member) then the Club may request you to leave the boat yard and will hold you responsible for any accident/incident arising from such unauthorised person's non-observance of the rules for safe use of the boat yard or lack of safety awareness. In other words "do not transfer your SYC allocated safety vest to any other person" – this is neither in the interests of the individuals concerned or the club.

### **Who manages our boat yard?**

The SYC boat yard manager is Paul Gascoigne and Sean Byrne is his second-in-charge. Paul reports to the CEO, Richard Hewett. The boat yard is 100% club owned and club run. A number of independent contractors & tenants pay the club for the right to work on their clients boats in our boat yard. These independent contractors conduct their own businesses, with their own insurances and staff... and, as part of their contracts, must comply with the House Rules of SYC.

### **Where is the Repairs and Maintenance zone (R&M) exactly?**

A site map is provided to you at the OH&S induction and one is being erected at the entrance to the yard. Alternatively, you may also download an A3 colour copy from the yard section of the club website. The site map specifically designates the R&M zone which is the western side of the boat yard running from the

northern hardstand perimeter to the southern end of the yard and defined by the driveway – there is now a yellow and red line painted on the concrete further highlighting the R&M zone.

**If I am a launch ramp user do I need to get OH&S inducted?**

Not to access the ramp. To work on your boat in the boat yard you do. Equally you need to understand the process of launching your boat, where to place the trailer and where to park your car. Nothing has changed on this front but we have seen people making up their own rules. If in doubt, ask the staff on duty or ring Paul or Sean.

**If I am an off-the-beach user do I need to get OH&S inducted?**

Not to access the OTB facility. You do need to understand the process of dropping off dinghies or support craft and it is imperative you are very conscious of the environment you are in when you do so. We encourage you to have someone directing you at all times when in and around the boat yard so you do not reverse into machinery or support props. Equally we encourage you to get yourself OH&S inducted including a walk of the boat yard to understand the hazards you and your family members need to avoid.

**Is it okay to walk through the yard to get to the marina as it saves me a couple of minutes?**

No, the boat yard is not a marina thoroughfare. The club specifically designed and provided a pedestrian walkway along the eastern side of the new clubhouse for this purpose.

**When I am launching or dropping off my boat can my own or companion's children run /play around the boat yard unsupervised?**

Nobody is permitted to run/play in the boat yard and it is your responsibility to ensure they do not. Please either keep everyone in your vehicle or direct them to the OTB clubhouse. There is no need when launching or dropping off a boat to interact and utilize the R&M zone of the boat yard.

**What detail including terms and conditions relate to slipping boats in the yard?**

The slipping form details all of the terms and conditions relating to slipping your boat.

**Who is responsible for sling placement when slipping my boat?**

The boat owner or nominated contractor is solely responsible for nominating the placement of the slings as well as the positioning of support props in the boat yard. If you are unsure of either you should contact Paul or Sean, well in advance of your slipping arrangements, to discuss either of these items.

**Does SYC provide ladders and scaffolding?**

No. You must speak with your nominated contractor who should be able to provide the necessary approved ladder/scaffolding equipment. Alternatively, you can bring in hire equipment. One local supplier is Bayway Hire located in Bay Road, Cheltenham and they provide a delivery & pick up service.

**Do I need to have my electrical equipment tagged?**

Yes you do. Please speak with Paul or Sean – for Club Members, SYC provide a tagging service free of charge but you will however need to fit in with one of our nominated scheduled times (as opposed to random ad hoc requests). It is a requirement your equipment be tagged by July 1<sup>st</sup> 2010.

**What repair works, if any, can I conduct on my boat in the marina?**

Please refer to By-Law 7.14 - Minor repairs only are permitted, major repairs are not. Any works (minor or major) which may generate any pollution of waterways are absolutely prohibited.

**What repair works, if any, can I conduct on my boat on the hardstand?**

Rigging, minor cleaning, polishing or mechanical type works are permitted. By-Laws 9.11 and 9.12 apply – again any major works need to be conducted in the boat yard.

**Am I allowed to use the cranes on the hardstand?**

Yes if you have completed a hardstand crane induction – forms are provided as part of the OH&S induction and our staff will train you in their usage. Equally you need to ensure your slings are checked and fit for the purpose of lifting your boat – ask us for details of a sling check service provider. If you use the crane without authorisation, and or if you use unchecked slings, SYC will hold you responsible for any accident / incident arising from such unauthorised non-observance of the rules for proper and safe use of the cranes.

**What is the definition of major repairs?**

Typically major repairs are defined as hull repairs, external structural repairs and major cleaning (especially where anti-pollution control measures cannot be effectively implemented and maintained).

**What rules relate to working at heights in the boat yard?**

Working at heights (typically work to be performed from 2 metres or more above the ground where any such work cannot be performed from a firm/fenced foundation) requires scaffolding. You will either need to speak with your nominated contractor who should be able to provide appropriate scaffolding equipment and/ or ladders or, hire appropriate equipment (e.g. from Bayway Hire - details above). If you plan to perform any work at height without assistance from either your nominated contractor/hirer, you may first wish to review Codes of Practice addressing such work, which are published by the Victorian Work Cover Authority (VWA) and are available from VWA Offices or Information Victoria in the City, free of charge. The Worksafe website is also a good resource at <http://www.worksafe.vic.gov.au>

**Can I park my car in the yard?**

Vehicles are not permitted to be parked in the boat yard area at anytime. As you know car parking penalties apply and will be enforced in the interests of public safety. If you need special consideration to pick up / drop off anything large/heavy then please speak with Paul or Sean.

**Can alcohol be consumed in the yard?**

Alcohol consumption in the boat yard is not permitted under any circumstances, at anytime.

**Does the club provide a recycle service for waste oil & batteries?**

Yes, the recycle area is located on the southwest corner of the OTB Pavilion.

**If in doubt about any of the House Rules or related safety procedures what should I do?**

You should come and discuss your specific issue with the SYC Yard staff.

At all times, we highly recommend you adopt an informal take 5 or step back process. Namely, a thought process that people should go through prior to starting on any work, and which should be automatic;

1. STOP - step back from the task and consider what could go wrong.
2. THINK - Consider all steps and how you would perform each step.
3. IDENTIFY - Recognise any hazards /risks.
4. PLAN - make sure the controls for removing/mitigating risks to health & safety are adequate.
5. PROCEED - communicate and complete the task.

It is important that everyone plays their part to ensure the well being and safety of our fellow Members and stake holders. I thank you for taking the time to read this information document. Equally, I thank you in advance for your compliance with our House Rules.



**Richard Hewett**  
Chief Executive Officer