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# Contractor WHS Site Induction



Stay. Play. Ex

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Abell Point Marina

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## Introduction

This Work Health and Safety (WH&S) Induction Handbook is to apply to all sites and offices of Abell Point Marina and any other sites controlled by the company.

The purpose of this WH&S Induction Handbook is to ensure all contractors and workers carrying out work on the Abell Point Marina site ascertain a detailed and thorough knowledge base of marina policies and procedures regarding Work Health and Safety.

Abell Point Marina is not your typical work environment and as such is exposed to a large variety of hazards ranging from the marine side (steep gangways; working on and near water; electrical units) to the land based side (carparks with high flow of traffic; high traffic walkways). As the marina continues to develop there are always on going works which bring in the hazards associated with construction areas (power tools; plant and machinery; various trip hazards). It is therefore imperative that all contractors working on an APM site are aware of the marine environment and the different hazards and risks existent so to assist in contributing to making the workplace safer for all that share this site.

## General Work Health & Safety (WH&S) Obligations

All workers, contractors and commercial operators along with Abell Point Marina employees have a duty of care to themselves, as well as those that are within the Abell Point Marina precinct.

Under the Work Health and Safety Act 2011, whilst at work, a worker must take reasonable care for his or her own health and safety; take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons as well as cooperate with any reasonable policy or procedure relating to the health or safety at the workplace.

Under the Work Health and Safety Regulation 2011, it is the duty of the worker to ensure that any personal protective equipment (PPE) required, is suitable to the nature of the work and any hazard associated with the work along with ensuring it is in a clean, hygienic and good working order, is used and not intentionally misuse nor damage the equipment.

Any work to be carried out within Abell Point Marina is only to be carried out by a person who has prescribed qualifications or experience, or carried out under the supervision of a person with the prescribed qualifications or experiences.

In the event there is an incident within the Abell Point Marina precinct, it is obligatory to complete an Incident Notification Report form, and submit to a marina staff member at the earliest convenience. Any hazards or risks leading to the incident will be investigated by a staff member and logged for recording purposes and to ensure there is no recurrence.

## Marina Rules

All staff, commercial operators and contractors, as well as guests and visitors must abide by Abell Point Marina rules and policies along with following a code of conduct. There are slight differences between different users of the marina however they all share the same rules and policies for WH&S which include, but not limited to, the following:

- All persons whilst within the marina precinct must not do anything that is immoral, noxious, offensive, hazardous or likely to cause nuisance or injury to any person
- Enclosed footwear must be worn at all times whilst within the marina precinct including walkways, fuel wharf, refuse station and other common areas
- All clothing must be suitable to ensure sun-protection as well as appropriate PPE to be worn for specific tasks
- Noise should be kept to a minimum at all times
- All leads connected to marina power must be approved and compliant with AS 3760; be checked for correct polarity; and test and tagged by licenced electrical contractor
- It is each person's responsibility to ensure that no harm is caused to the environment by spilling fuel or oil
- Any incidents are to be reported to marina staff
- Any contractors and tradespeople working within the marina precinct must be registered with the marina office prior to commencing work. Insurance and qualification certificates must be presented and all tools and cords must be tagged
- Firefighting equipment shall not be used for any purpose other than firefighting
- The marina has cyclone, fire, and emergency evacuation procedures in place with signage displaying location of assembly points located around each village

## Hazards and Risks

A **Hazard** is a potential source of harm or adverse health effect on a person or persons' while a **Risk** is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.

## Certifications, Licences, Qualifications

To comply with Work Health and Safety Act and Regulations, it is a requirement that all relevant certificates, licences and qualifications for all staff and contractors conducting work for Abell Point Marina, and within the Abell Point Marina precinct, are to be sighted. It is also Abell Point Marina policy to ensure we have a copy for our records of these documents plus insurances for any companies conducting work within the Abell Point Marina precinct. Not only is this to be compliant with the WH&S Act and Regulations but also to reassure our customers, employees and guests, that everyone working is qualified and covered for any claims made in a worst-case scenario.

## Safe Work Method Statements

Safe Work Method Statements, or SWMS, are required for any high-risk work and outlines requirements to know to perform a specific task safely. Information may include personal protective equipment (PPE), safe work directions, a risk assessment of the task along with controls in place to eliminate or reduce the risk relevant to the task. While not obligatory to provide any SWMS to Abell Point Marina prior to work, all contractors and workers conducting work on an Abell Point Marina Site, acknowledge they have these processes in place prior to any work beginning.

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## Risk Assessments

Similar to SWMS, a Risk Assessment is required for any new individual task or a task that may not be regularly performed and thus not requiring a SWMS.

Contractors working on-site are responsible for conducting their work as safely as possible, ensuring SWMS are followed or Risk Assessment conducted prior to beginning the task, PPE is used, as well as any tools utilised are properly and regularly tested, serviced and in a safe working condition.

## Hot works

**Hot works is strictly forbidden in the marina unless otherwise approved by marina management prior to commencement of work.**

This includes any activity that involve the use of portable gas or arc welding equipment, or involve grinding or any other similar activities producing a spark, flame, or heat.

## Electrical Safety

This is one of the more important hazards to be aware of. Being a marine environment, it is imperative that electrical equipment is in a well maintained, good working condition and all leads and power tools are to be tested and tagged regularly. Any leads or equipment that fails in these criteria, or are not within the test dates, are not to be used until checked by a qualified professional.

It is equally important that all power points are in a good working condition. Any sockets that appear worn, cracked or burnt out are **to be reported and not to be used** until checked out and repaired by a qualified professional.

All power units on the docks are equipped with not only a breaker, designed to trip when there is an overload on the circuit, but also and residual current device, or RCD. The RCD is designed to trip when there is earth leakage. The RCD's are regularly tested and any faults are to be reported through as soon as possible to be repaired.

**The socket is not to be used until it is repaired.**

## Trip Hazards

Power leads, ropes and hoses are not to run across walkways or docks. If this is unavoidable they are to be placed in a cable bridge, brought to the attention of the users of the area with cones or any method that avoids creating a trip hazard, for example taped to the ground or tucked in to the gaps of the docks.

## Incident and Hazard Reporting Procedure

Abell Point Marina is a high traffic precinct with regular works being performed, making it a high-risk site in respect to hazards and incidents. Our goal is to minimise this risk to as low as possible, and this is made possible through proper understanding and reporting of hazards and incidents. Every worker has a duty of care to ensure that they do everything reasonable as to keep the site free from hazards and identify any risks involved with their work to prevent any incidents.

When an incident occurs, the following steps are to be followed:

1. Any existing hazard or risk of another incident is isolated or mitigated, if possible, to prevent further incidents.
2. Work is to stop if investigation required, or risks/hazards cannot be eliminated/mitigated.
3. Abell Point Marina staff are to be notified of the incident and Incident Report form to be completed.

## Site Securities

Abell Point Marina is private property and as such has security measures in place to protect the property and infrastructure, both Abell Point Marina and its customers/tenants. This include afterhours security personnel as well as gates that are locked at each night.

### **All work is to be conducted during marina operation hours unless given prior consent**

Between the hours of 6pm and 5:30am there will be on duty an Evening Concierge doubling as an afterhours security person. Being the sole staff member from Abell Point Marina, the Evening Concierge is the person of contact in the event of an incident or emergency.

They are qualified in first aid, CPR, and have emergency training in the event of fire, medical and environmental incidents.

In the event of an Emergency or Incident outside of office hours, the Evening Concierge/Security is to be notified on:

**0488 140 923**

This number is on display on access cards, at each gate, on the entry of each office, fuel wharf and most signage throughout the marina.

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## Emergency Procedures

In the event of an emergency, all workers, contractors and commercial operators, along with visitors and boat owners, are to follow the direction of Abell Point Marina staff.

### CONTACT DETAILS FOR ALL EMERGENCIES

Fire

Ambulance

Police



### 1 - Fire Emergency

**Should an alarm be raised, all non-essential personnel are to stop work and proceed to the nearest assembly point until notified otherwise**

#### Emergency Assembly Points

Should there ever be an evacuation there are two Emergency Assembly Points, one on each side:

North side – Under the umbrellas in the North Meeting Point\*

South side – Across the carpark toward the Council Carpark in line with the waiting area between the two buildings\*

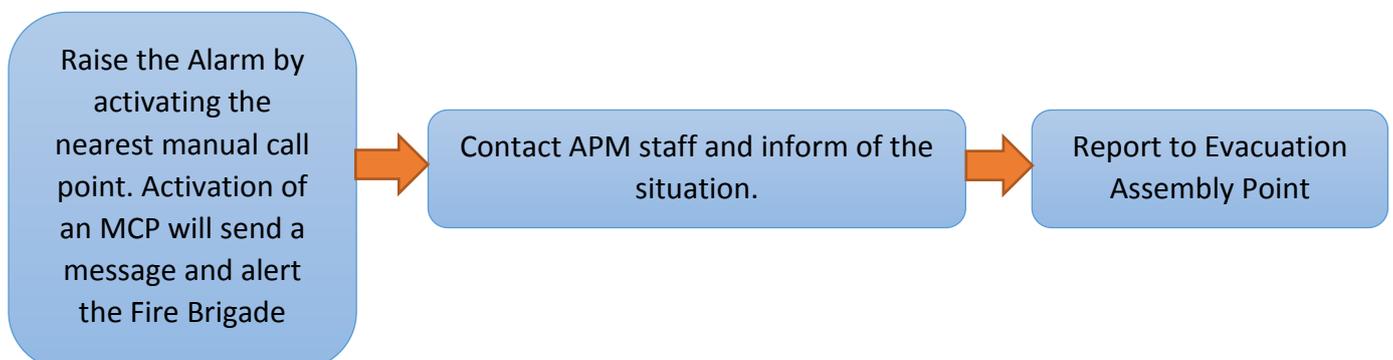
\*For a map reference see appendix at end of handbook

#### Fire Equipment

Throughout the marina there are firehoses, fire hydrants, fire extinguishers, and manual call points (MCP's). This equipment is installed at intervals along each arm to maximise coverage to extinguish a fire should one occur. These are only to be used in the case of an emergency.

#### Fire Evacuation Procedure

In the event of a fire within the APM precinct, the following procedure shall be followed:



## 2 - Spill Control

Abell Point Marina takes any environmental impact very seriously and as such any spillages must be responded to quickly and effectively, and because of this the marina has in place strict policies regarding this topic which include but not limited to:

- There is to be no decanting on the docks, nor is there to be any on vessels without appropriate measures in place to contain any spillage
- Fuel containers are not to be left on docks
- All fuel containers are to be placed in the blue tubs provided on the fuel wharf to contain any spillage and overflow

### Spill Response

All spills must be cleaned up immediately, no matter how small. In the event of a **FUEL OR OIL SPILL**, the following procedure shall be followed:

1. Make a quick assessment of the spill. Open spill kit and apply Sphag-sorb if required (oil or diesel spill).
2. Try to locate the source of the spill and note vessel name and time, and if possible obtain contact number and name of vessel skipper/owner.
3. Direct someone to / or contact the administration office to advise about spill.
4. APM staff will respond and investigate spill and containment
5. Incident Report to be completed and submitted to APM staff

### Spill Kits

There are well stocked and regularly checked spill kits within the marina in high-risk areas and are easily identified by being placed inside yellow bins. These are located:

- On the fuel wharf:
  - o A yellow bin on each side of the wharf containing Sphag-sorb and usually spill pads
  - o 3x yellow bins next to ramp containing booms
  - o A silver locked bin under the ramp containing larger booms

### Emergency stops

There are three Emergency stops located within the marina and are to be activated in the event of a fuel spill:

1. South side fuel wharf next to Payment Terminal
2. North side fuel wharf next between pump 5 and Payment Terminal
3. Next to the pump out front of Hemmingway's

Activating these Emergency Stops will shut down the pumps and prevent any fuel being pumped down to the fuel wharf. This is only to be activated in the event of a fire, major fuel leak or risk to safety on the fuel wharf.

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## 4 - Medical Emergencies



In the event of a medical emergency Call 000.

There are First Aid kits located throughout the marina along with each APM staff given basic First Aid training as well as CPR training to assist on site until medical personnel arrive on scene. If needed, there is also an Automatic External Defibrillator (AED) located outside the main entry to the south office as well as inside Aqua Dive in the North Village.

If there is ever a medical emergency it is important to call 000 first, and as soon as possible alert an APM staff member who may be able assist until a paramedic arrives on scene.

## Abell Point Marina Policies

### 1 - Drug and Alcohol Policy

Abell Point Marina has a zero tolerance to drugs and alcohol when working within Abell Point Marina. All workers within Abell Point Marina precinct are expected to observe the highest standards of ethics, integrity and behaviour during the course of their work on site. Abell Point Marina conducts regular and random drug and alcohol testing on all commercial operators, contractors and workers on the APM site.

#### **Alcohol:**

- 1 Use of alcohol during working hours is strictly prohibited. Any worker found to be under the influence of alcohol during the execution of their duties will be asked to leave the premises immediately with the possibility of a banning notice.
- 2 Off-the-job use of alcohol or drugs which adversely affects a worker's job performance or jeopardises the safety of him/her or other people on site; or where such use adversely affects the public trust in the ability of the company to carry out its responsibilities, may also be cause for disciplinary action, up to and including, being asked to leave the premises immediately with the possibility of a banning notice.

#### **Drugs:**

- 1 Any worker on the job or on APM premises, who is found to be involved in the manufacture, distribution, dispensing, possession or use of a controlled substance or is under the influence thereof, will be immediately removed from the site. Also, any worker on the job or on APM premises who is involved in the unauthorised possession or use of alcohol, or is under the influence thereof, will be immediately removed from the site. In either case, if the initial finding is substantiated, disciplinary action, up to and including, being told to leave the premises immediately with the possibility of a banning notice.

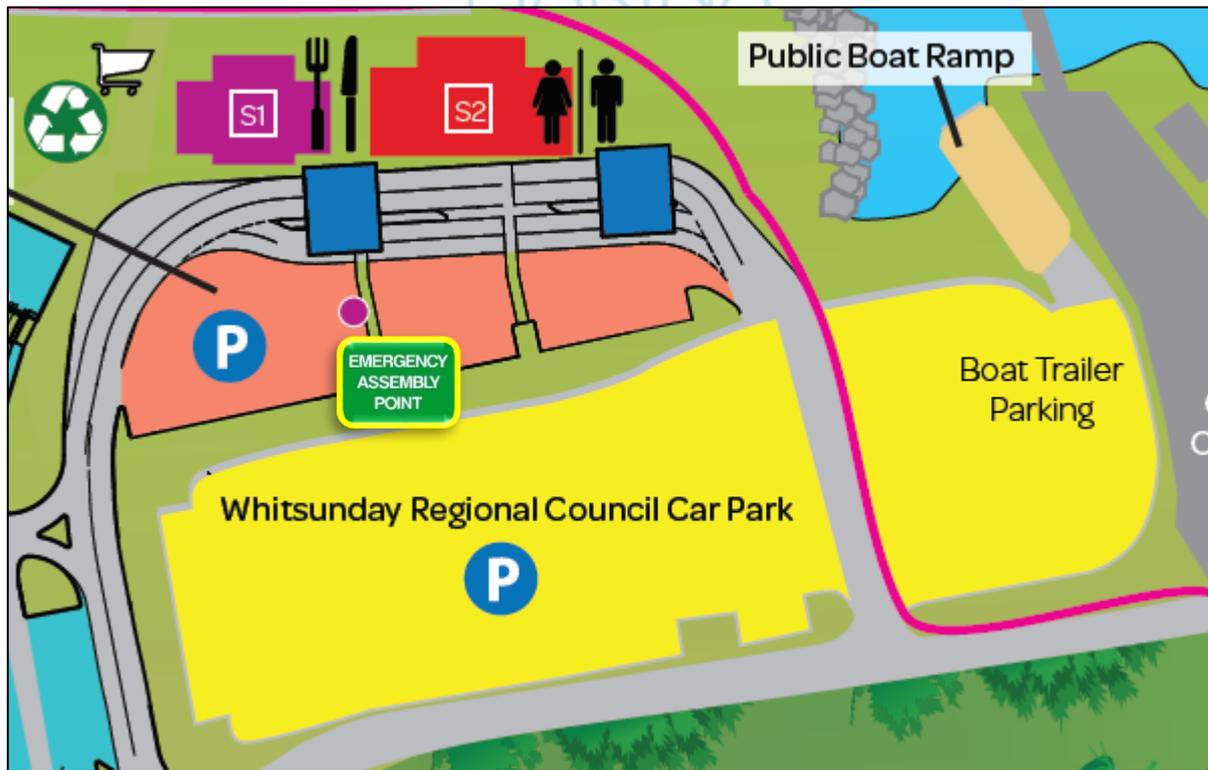
Appendix

Emergency Assembly Points

North Marina



South Marina



## Fire Equipment



**Fire Hose**

**Manual Call Point**

**Fire Hydrant**

**Fire Extinguisher (Powder)**

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MARINA

Stay. Play. Explore.



## **APM WHS Site Induction Questionnaire:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Q: What type of footwear is required when working within the Abell Point Marina precinct?

\_\_\_\_\_

Q: What are the steps if there is an incident?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Q: When is work allowed to be conducted within the marina?

\_\_\_\_\_

Q: What do you do if you hear an alarm activated when working at Abell Point Marina?

\_\_\_\_\_

Q: Where are the two Emergency Assembly Points?

1. \_\_\_\_\_ 2. \_\_\_\_\_

Q: What is Abell Point Marina's policy toward Drug and Alcohol when working on an APM site?

\_\_\_\_\_

Q: What may happen if found to be under the influence of Drugs or Alcohol whilst at work at Abell Point Marina?

\_\_\_\_\_

I agree that I have read the Abell Point Marina Contractor WHS Site Induction handbook and understand my obligations and the rules and policies of Abell Point Marina as outlined in the handbook.

Signature: \_\_\_\_\_