

DSS SLIPWAY & BOATYARD BYLAWS

1. Health and Safety

i. Introduction

These operational practices and guidelines are designed to assist member boat owners and contractors slip boats and use boat yard facilities in an efficient, orderly safe manner - with low risk to members, the Squadron and Squadron staff. At all times, Squadron staff, members and contractors shall have a duty of care and carry out best practices. In general, the Squadron must do what is reasonably practicable to make sure that all persons are safe from injury and safe from risks to their health. Similarly, Squadron members and contractors have an obligation to ensure their own personal safety as well as the health and safety of others. Members and contractors need to make sure that any actions they take do not affect the health and safety of others. In addition members must comply with any reasonable direction given by the Marine Operations Manager or their representative on any matter relating to health, safety and boat yard practices. Please be aware of the detail contained in this document.

(The risks referred to relate to the Tasmanian Work Health & Safety Act 2012 and regulations).

ii. Accidents and Incidents

Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to the Marina Staff.

Any person requiring first aid treatment is to contact either Administration or a Marina Staff Member.

iii. First Aid Kits

First aid kits are available at the MARINA OFFICE and the DSS CLUBHOUSE.

iv. Compressed Air / Cylinders

Safety valves are required when compressed air is used. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

v. Diving Work

All diving work MUST be approved by the Marina Manager. Divers are to ensure compliance with AS/NZS: 2299.1.2007 Occupational diving operations – Standard operational practice. In addition we will require copies of Commercial Diving accreditation for each diver.

Further Information at:- https://www.safeworkaustralia.gov.au/industry_business/diving

vi. Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested (expires in twelve months) and tagged before being used at DSS. On arrival on site, or during your work at this marina your electrical equipment may be inspected by marina staff. Extra care must be exercised during and immediately following periods of rainfall. Electrical leads must be switched off at the point of power supply and removed when not in use. Extension

leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and water. Taped joints, double adaptors and piggyback plugs are not to be used.

If electrocution occurs DO NOT TOUCH the victim unless you have been able to turn off the power supply. Call "000" and notify Marina Staff.

vii. Explosive-Powered Tools

An explosive-powered tool (EPT) uses an explosive charge to drive a fastener against, onto or through building materials. EPT's are not to be used at DSS without prior consultation with the Marina Manager. The Marina Manager will set strict conditions for the use of such EPT when deemed that such tool is required to perform a specific job. EPT may then only be used by a qualified tradesman, following

viii. Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in Australian standard compliant containers. Members and Contractors are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment.

ix. Hazardous Substances

Hazardous substances include but are not limited to anti-fouling paint, solvents and corrosive cleaners.

For Contractors a Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by DSS Marina Staff. All users must be familiar with, and understand the first aid and control measures required.

x. Hot Work / Welding

Hot work includes

- Grinding
- Flame Cutting
- Electric welding
- Thermit welding

Adequate fire protection must be provided. A suitable fire extinguisher must be provided by the contractor with any welding plant brought on site. Welding operations must be screened to protect all personnel against flashes. All gas cylinders, including propane, must be restrained i.e. in a trolley. All Hot Work must be undertaken in accordance with applicable Australian Standards.

xi. Machine Guarding

No machinery, hand tool or other equipment is to be used without effective guards.

xii. Working at Heights

Any working platform must conform to the relevant Australian Standards. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.

Ladders must be of industrial standard and be tied off at the top and secured on even ground at the bottom. No one is permitted to work from the top step of a ladder including freestanding industrial ladders. It is advisable to always have one hand holding the ladder and the ladder must not be used as a work platform.

Safety harnesses must be worn and properly secured at heights greater than 2.0 metres when using any equipment without safety rails. They must also be worn in all elevated working platforms. Working up masts must only be carried out while wearing a harness and a safety line.

More Information at:- https://www.worksafe.tas.gov.au/__data/assets/pdf_file/0007/451276/Code-of-Practice-Managing-the-risk-of-falls-at-workplaces.pdf

xiii. Ramps and Planks

When using a-frames and planks to work on boats the following rules apply:

- All planks must be as level as practicable
- Planks must be supported every 3m
- Working load limit 200kg
- Planks are not to be used on the top rung of the A-frames

More information at:- https://www.worksafe.tas.gov.au/__data/assets/pdf_file/0007/451276/Code-of-Practice-Managing-the-risk-of-falls-at-workplaces.pdf

xiv. Personal Protective Equipment and Clothing

Appropriate personal protective equipment and clothing, including enclosed shoes, must be worn at all times.

xv. Confined Spaces

Any working within confined space shall be performed to the relevant Tasmanian Worksafe Regulations.

More information at:- https://www.worksafe.tas.gov.au/__data/assets/pdf_file/0016/451204/Code-of-Practice-Confined-spaces.pdf

2. General

i. Vessels in Slipyard

The Squadron may move any boat or cradle on the slip way / boatyard without reference to the owner. No work involving major construction or alteration to a vessel be carried out in the slip yard without the prior permission of the Squadron.

ii. Insurance

No vessel shall be allowed to lay alongside the Squadron's jetties, or be hauled out, or hauled in, or reside in the slip way / boatyard, unless it is insured and the owner thereof has a Public Liability Policy of not less than \$10,000.000 and has complied with Squadron requirements unless approved otherwise by a Squadron Officer in a case of emergency.

iii. Environmental Considerations

Any pollution caused by work undertaken in the yard must be minimised, contained and disposed of appropriately.

This may require the pre-deployment of floating booms or drop sheets. Any member or contractor found in breach of

environmental legislative requirements may be suspended from DSS immediately. Any penalties incurred by DSS as a result of a member or contractor's breach of environmental legislation may be recovered from the member or contractor. It is the members or contractor's responsibility to determine whether or not the activities that they are to undertake in the slipyard could result in a pollution incident. If any doubt exists, consult with the Marina Manager before commencing your work.

iv. Mechanical Repairs and Engine Servicing

Any mechanical repairs and/or engine servicing are to be conducted in such a manner as to prevent any oil or waste oil products from entering the vessel's bilge or from being spilled onto the concrete apron or surrounding facilities.

v. Noise, Fumes and Airborne Pollution

All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes. Activities that cause dust, grit or overspray must be fully contained to minimise any materials from escaping.

vi. Painting and Anti-fouling Work

Major sanding, scraping and painting are only to occur in the slipway yard. Residue from such operation is to be disposed of correctly in accordance with environmental legislation.

Spray painting shall not be conducted on the slip way without the prior permission of the Marine Operations Manager and then only in accordance with such conditions as may be laid down by the Squadron and then only on normal week days, other than public holidays, by an approved operator. An indemnity form shall be filled out at the office

The owner of the vessel / property being spray painted shall accept full liability for any damage caused by over spray including restitution to private individuals, Squadron members or the Squadron itself.

Any paint or anti-fouling spillages on a hardstand area are to be cleaned up. Spillages are not to be hosed down into the waste-water collection system. The use of a drop sheet is recommended.

vii. Sanding

The use of sand blasting and wet "grit" blasting equipment is not permitted on the slip way.

Power sanding must be by vacuum sander only. The vacuum sander must be of an industrial type with industrial type HEPA filters and must be approved by the Marina Manager, or his delegated authority, prior to use. The emptying and disposal of the vacuum dust bag, if carried out on site, must be only carried out under the direction of the Marina Manager or his delegated authority. The cleaning of filters must only be carried out using the filter cleaning unit provided by the club.

viii. Washing of Boats

When members or contractors are washing and cleaning boats, care is to be taken to minimise the amount of run-off that goes into the water and run-off collection system. The use of a trigger nozzle device on the hose to prevent water being wasted is recommended. Solid waste is to be disposed of as directed by the Marina Manager.

ix. Re-fuelling Activities

A safe refuelling facility is available at the fuel wharf. This facility is in place to safeguard DSS members from the risks associated with refuelling. Refuelling vessels using portable fuel containers is not encouraged at DSS. Designated firefighting equipment and spill kits are located at the fuel wharf only. Marina Staff are trained in emergency response procedures.

x. Waste Management

Only the reasonable amount of waste expected from work typically conducted on site will be accepted. If excessive waste is generated from a large project an additional charge for the waste disposal will be levied on the members or contractor invoice.

Waste must not be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fibreglass dust, oil or oil based products and oily bilge water. Waste bins are located at the entrance to the marina and throughout the hardstand and slipway yard areas. We expect members and contractors to recycle waste where appropriate (paper and cardboard, glass and general waste).

Waste oil may be disposed of in the waste oil containment bin. Scrap metal (including anodes), batteries, acids and all other harmful waste generated by the members or contractor are to be taken off-site by the contractor.

xi. Site Cleanliness

Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residues are to be disposed of correctly. They are not to be placed in DSS's rubbish bins. The marina structure and walkways are to be kept clear at all times.

It is the responsibility of the member or contractor to remove all rubbish unless otherwise agreed with an DSS representative.

Please Note: Any Tasmanian Workplace Health, Safety & Environmental Legislation or other applicable Statutes will take precedence over the above conditions.

3. Operational considerations

i. Damage

Marina property damaged by a member or contractor will be repaired at the member or contractor's expense.

ii. Hoses

If you require the use of a hose please bring your own. Fire hoses are not to be used except for emergencies.

iii. Courtesy Wheelbarrows

Courtesy wheelbarrows are provided for the convenience of boat owners and are only to be used on the slip-yard or marina. All trolleys are to be kept clean at all times and returned to the designated area when no longer required.

iv. Marina and Yard Operating Times

DSS's operating hours for registered contractors are 8.30am to 5.00pm, Monday to Friday. Any work undertaken by contractors outside these times is to be by prior arrangement only. Special events such as regattas will cause the yard to be closed as required.

v. Power Supply

Power is to be disconnected from vessels on the slip way when they are not attended

Under no circumstances is a member or contractor to unplug any other vessel's power supply to operate power tools or accessories. If there are no power outlets available please contact Marina Manager or staff member for an alternative supply.

vi. Smoking

Smoking is not permitted in the yard or hardstand/boat storage areas.

vii. Alcohol and Other Drugs

Many types of drugs impair the ability of people to work safely. Consumption of alcohol and/or illicit drugs by members or contractors is prohibited on the premises. Members and Contractors who take medically prescribed drugs should ensure that they comply with the safety recommendations accompanying those products e.g. not operating machinery.

viii. Workshop

The workshop is for contractors and members, and must be cleaned after use. The DSS marina workshop and storage compound area is for members and contractors' use only. It is DSS policy that tools and equipment will not be loaned.

ix. Parking

Onsite parking may not always be available. Work vehicle access is allowed at the discretion of the Marina Manager, and only in designated areas. Vehicles parked on site must be able to be moved at any time by the Marina Staff. Vehicles and their contents are parked solely at the owner's risk.

There shall be no parking at any time in the marked area between the slip way and the River Derwent. Vehicles may stand in this area for a short period of time only for the purpose of loading or unloading equipment but only whilst they are immediately attended by a person able to move them if required. No vehicle or trailer shall park in the slip way at any time without the prior permission of the Marine Manager or representative.

Boats and trailers using the launching ramp must be removed from the ramp immediately following either launching or recovery.

x. Dress and Conduct

DSS reserves the right to ask members and contractors to wear clothing that is in keeping with safety requirements and standards appropriate to the work being conducted at DSS. Contractors must at all times conduct themselves in a manner acceptable to DSS. Coarse or abusive language will not be tolerated.

xi. Club Facilities

No person shall operate any part of the haul out machinery, forklift and boat yard crane without approval from the Marine Operations Manager or their representative .

The Club provides male and female toilets, showers, and change facilities at the DSS Clubhouse.

xii. Indemnity

Neither the Derwent Sailing Squadron Inc., nor its servants or agents shall be responsible for any damage or loss to persons or property occupying on or in consequence of the use of the haul-out, slipway / boatyard or launching ramp howsoever arising and whether by reason of the negligence or other breach of duty of the Squadron, its servants or agents and every person and every owner of every vessel on or using the afore said facilities hereby indemnifies and agrees at all times to hold indemnified the Derwent Sailing Squadron Inc., its servants or agents against all such claims and demands whatsoever howsoever arising.

REVIEW DATE

12 Months from date the Bylaw was approved by the Board.

RELATED DOCUMENTS

- DSS Constitution

ENDORSED BY

The Boating Services Committee

Signature: _____ Name: _____ Date: _____

APPROVED BY

The Board

Signature: _____ Name: _____ Date: _____