

CONTRACTOR RULES

ATTACHMENT 2

I the undersigned acknowledge that I have read and understood these Contractor Rules for the Derwent Sailing Squadron Inc. and will abide by the terms and conditions of my admittance to the grounds of Derwent Sailing Squadron at all times.

1. Registration

- 1.1. Within the framework of Environmental legislation, OH&S, Insurance and Liability issues, the Squadron is required to ensure that all contractors understand their rights and obligations and accept their responsibilities in these matters. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to our members, at our facility. Furthermore, your services should be complimentary to the existing services on the premises.
- 1.2. Once this document is read, understood, signed, and all required information is provided, you will be required to sign "in" and "out" every day you visit our facility.
- 1.3. It is important that each employee of your business understands the registration procedure, and acknowledges the conditions. We request that all contractors register with us prior to job commencement, even if your services are arranged through our on-site tenants, or directly through the boat owner.

2. Duration

- 2.1. Whilst a trade pass is issued annually in line with the Squadron's financial year (from 1 April) your registration with the DSS will only be valid for the duration of your insurance cover (refer specific insurance requirements). It is important and required that you provide us with updated insurance documents when applicable.

3. Disclaimer

- 3.1. The DSS reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

4. Insurance

- 4.1. The DSS requires outside contractors to provide the following Certificates of Currency (copies must be provided with your registration):
 - 4.1.1. **Public Liability Insurance (minimum value AUD \$10,000,000);** and
 - 4.1.2. **Workers Compensation Insurance** (unless sole trader).
- 4.2. These requirements apply in full to all work done on site at the DSS. Contractors will not be allowed to commence work on boats until such time as the necessary certificates are provided.

5. Risk Assessment

- 5.1. A separate Risk Assessment and Safe Work Method Statement (SWMS) **must be provided** for work that could potentially harm the Environment, threaten personal safety or cause damage to property.
- 5.2. For regular contractors who perform re-occurring jobs, a generic SWMS or JSA indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This generic document may be required to be supplemented by individual SWMS's for less frequent jobs outside of the scope of the generic SWMS or JSA.

6. Accidents and Incidents

- 6.1. Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to DSS staff. **For any life-threatening incidents call 000 immediately.**
- 6.2. Any person requiring first aid treatment is to contact the Squadron or Marine Operations Office immediately.

7. Compressed Gas Cylinders

- 7.1. Safety valves are to be utilised in the use of compressed air or other gas. Cylinders are to be stored and used in a secure and upright position, held in place by way of approved suitable chains. All air or gas lines are to be securely joined to prevent separation during operation.

8. Electrical

- 8.1. All electrical work must comply with the DSS Electrical Policy.
- 8.2. All electrical equipment (including leads) must be recently tested (expires in twelve months) and tagged before being used at the DSS.
- 8.3. 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 the water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adapters and piggyback plugs are not to be used.

9. Explosive-Powered Tools

- 9.1. Explosive-powered tools are not to be used at the DSS.

10. Fuel

- 10.1. Where petrol or diesel powered equipment is used at the DSS, fuel must be stored in Australian Standard approved safety containers. Contractors are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment and that sufficient non-smoking signs are displayed.

11. Fire Hoses

- 11.1. Fire hoses are not to be used for any purpose other than for the fighting of fires.

12. Hazardous Substances

- 12.1. Material Safety Data Sheet (MSDS) for all hazardous substances must be kept at the place that the hazardous substances are being used and be available upon request by a DSS representative. All hazardous substances must be stored appropriately for the volumes being used in accordance with the relevant Australian Standard and State Legislation. All users must be familiar with, and understand the first aid and control measures required.

13. Hot Work / Welding

- 13.1. Contractors must hold a "hot work permit" for hot work including; welding, thermal or oxygen cutting or heating, grinding or any other heat or spark producing operations. Hot work permits may only be issued by the DSS Marine Operations Manager and will only be valid for up to 24 hours.
- 13.2. Adequate fire protection must be provided. A suitable fire extinguisher must be securely attached and ready for use to each electric or oxyacetylene or Oxy-LPG 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. A Hot Work Permit must be completed prior to any indoors or outdoor welding commencing.

14. Machine Guarding

- 14.1. No machinery, hand tool or other equipment is to be operated without effective guards.

15. Personal Protective Equipment and Clothing

- 15.1. Appropriate personal protective equipment and clothing, including eye protection, ear protection and shoes, must be worn at all times.

16. Working at Heights

- 16.1. All contractors must make themselves aware of and comply with all aspects of the Code of Practice for working at ANY height (**Managing the risk of falls at workplaces – Code of Practice – Safe Work Australia**).
- 16.2. Any working platform must conform to the relevant Standards.
- 16.3. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.
- 16.4. Ladders must be of industrial standard and be tied off at the top and secured on even ground at the bottom.
- 16.5. No one is permitted to work from the top step of a ladder including freestanding industrial ladders.

- 16.6. It is advisable to always have one hand holding the ladder and the ladder must not be used as a work platform.
- 16.7. Safety harnesses must be worn and properly secured at heights greater than 2.4 meters in cherry-pickers, other mobile working platforms or other appropriate applications.

17. Environmental Considerations:

- 17.1. The contractor must fully observe legislative Environment requirements and the Club's Environmental Policy.
- 17.2. Any work undertaken on DSS property that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets.
- 17.3. Any contractor found in breach of environmental legislative requirements will be suspended from the premises immediately.
- 17.4. Any penalties incurred by the DSS as a result of a contractor's breach of Environmental Legislation will be recovered from the contractor.
- 17.5. It is the contractor's responsibility to determine whether or not the activities that they are to undertake at the DSS could result in a pollution incident. If any doubt exists, consult with the Marine Operations Manager before commencing your work.
- 17.6. All waste generated by a contractor as a result of work undertaken on DSS property will be disposed of by the contractor appropriately. It is not appropriate to use DSS waste disposal facilities. Consistent breach of this rule could lead to suspension of a contractor's approved status.

18. Noise and Fumes

- 18.1. All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes.

19. Damage

- 19.1. DSS property damaged by a contractor will be repaired at the contractor's expense.

20. Discipline

- 20.1. The DSS reserves the right to refuse access to any contractor.

21. Dress and Conduct

- 21.1. Appropriate PPE including eye protection, hearing protection, clothing and footwear must be worn at all times. Footwear should be closed in, leather upper, flat shoes or boots. Sandals, thongs or cloth / fabric covered shoes are not permitted for personal safety reasons.
- 21.2. The DSS reserves the right to ask contractors to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the boatyard and marina.

21.3. Contractors must at all times conduct themselves in an appropriate manner.

22. Housekeeping

22.1. Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residue are to be disposed of correctly. They are not to be placed in the boatyards rubbish bins. DSS structures and walkways are to be kept clear at all times.

22.2. It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with a DSS representative.

23. Boatyard Operating Times

23.1. Standard operating hours for the DSS boatyard is 8:30am to 4:30pm, Monday to Friday unless by prior arrangement.

23.2. Any work undertaken by contractors outside these times is to be by prior arrangement only.

24. Smoking

24.1. Contractors are to ensure that 'no smoking' restrictions at designated areas are observed.

25. Workshop

25.1. The DSS workshops are restricted areas and are not for contractors use. It is DSS policy that tools and equipment will not be lent or hired out.

26. Advertising

26.1. Contractors are prohibited from distributing promotion or advertising pamphlets, business cards or samples whilst working at our facility.

27. Drugs and Alcohol

27.1. The consumption of or having alcohol or drugs in possession within the work areas is strictly prohibited and if breached, contractor registration will be immediately cancelled.

27.2. Working under the influence of alcohol or drugs in the work area is also prohibited.

I acknowledge receipt of the Contractor Rules.

Sign: _____ Date: _____

Name: _____

Company: _____

Position: _____

Two copies of this document are to be signed; one retained by the contractor and the other placed on file by THE DSS.