



Contractor Information Registration and Induction Package

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Introduction

Tauranga Bridge Marina (the Marina) complies with the Health and Safety at Work Act 2015, Regulations, Codes of Practice, and Industry Guidelines to ensure the safety and wellbeing of all employees, visitors, guests, contractors and for the protection of the environment. In support of this commitment, contractors conducting business at the marina have an obligation to comply with marina policies and procedures.

The Vessel Owner is responsible for any persons engaged to work on their vessel. These workers (contractors) must complete the Contractor Registration Form on the back page and adhere to all policies as detailed in this Pack.

In this document we outline your responsibilities, obligations, and rights. **Management reserves the right to refuse entry to any contractor who does not fully comply with the requirements set out in this document.**

Registration

Why:

With current health and safety legislation, insurance and liability issues, the Marina is required to ensure that all contractors understand their rights and accept their responsibilities in these matters. **Only legitimate businesses with adequate insurance cover are allowed to provide services at our facility.**

When:

Once this document is read, understood, application form signed and all required information is provided you and each of your employees will be approved to work on site.

Who:

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 directly through the boat owner.

Duration:

Your registration with the Marina will be valid for the duration of your insurance cover (refer to specific insurance requirements). It is important that you provide us with updated insurance documents when applicable.

Cost:

Currently we do not charge for registration however this is subject to review.

Disclaimer:

Tauranga Bridge Marina 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.

Please note: Any New Zealand Workplace Health, Safety and Environmental Legislation or other applicable Statutes will take precedence of the following conditions.

Required Information

The Marina requires outside contractors to provide the following Certificates of Currency (copies must be provided with your registration):

- Public Liability Insurance (minimum cover \$5million)
- Ship Repairers Liability Insurance (minimum cover \$5million)
- Trade Qualifications (must show evidence of qualification for tasks that require such competencies)

These requirements apply in full to all work done at Tauranga Bridge Marina. Contractors will not be allowed to commence work at the Marina until such time as the necessary certificates are provided.

Ship Repairers Liability Insurance is required for companies or individuals involved in marine repairs for damage that occurs whilst the vessel is in their care, custody, and control.

Health & Safety

Contractors are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted and are required to observe and practice safe work methods and have a Health & Safety Policy.

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 Marina Staff.

Any person requiring first aid treatment is to contact Marina Management.

Safe Work Method Statement (SWMS)

The contractor is required to provide a risk assessment (SWMS) prior to commencing

any job that involves a certain risk to the Marina property, vessels, or the environment.

Planning safe work methods are essential.

Diving Work

All diving work MUST be approved by the Marina Management.

Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested and tagged before being used at the Marina.

When using the Marina shore power you must use the appropriate compliant plug with locking ring. Please refer to the NZ Marina Operators Association Shore Power Connections brochure for guidelines.

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.

Use of safety switches for all portable equipment is mandatory. Taped joints, double adapters and piggyback plugs are not to be used. Where possible, use battery powered tools.

If electrocution occurs DO NOT TOUCH the victim unless you have been able to turn off the power supply. Call 111 and notify marina staff.

Petroleum Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in satisfactory 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.

Never use fuel powered equipment in an enclosed space.

Fire Hose Reels

Fire hoses are not be used for any purpose other than for firefighting.

Hazardous Substances

A **Material Safety Data Sheet (MSDS)** for all substances brought and used onsite must be available upon request by the Marina. All users must be familiar with,

and understand the first aid measures required.

Personal Protective Equipment and Clothing

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

Working at Heights

Any working platform must conform to the relevant 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. 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 2.4 metres and must always be worn in cherry-pickers and other mobile working platforms, and when working atop flybridge cruisers.

Environmental Considerations

Any work undertaken on the Marina facility that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets.

Any contractor found in breach of Environmental Legislative Requirements will be suspended from the Marina immediately. Any penalties and/or costs incurred by the Marina as a result of a contractor's breach of Environmental Legislation will be recovered from the contractor. **It is the contractor's responsibility to determine whether or not the activities that they are to undertake on the Marina could result in a pollution incident.** If any doubt exists, consult with the Marina Manager before commencing your work.

Mechanical Repairs and 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 entering the vessel's bilge, into the water, or waste water collection system. All chemicals need to be banded.

Noise and Fumes

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

Painting and Antifouling

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting is only to occur in areas designated by the Marina. All

residues from such operations are to be disposed of correctly, in accordance with Environmental Legislation. Under no circumstances is residue to be placed in the Marina's waste bins, unless prior approval has been gained from the Marina Manager.

Refuelling Activities

Refuelling of vessels is only permitted at the fuel dock. These restrictions are in place to safeguard the Marina and the environment from the risks associated with refuelling. Designated firefighting equipment and spills kits are located on the fuel dock. Marina staff are trained in emergency response procedures.

Washing of Boats (including detailing)

When washing and cleaning boats, care is to be taken to minimise the amount of run off that goes into the water. Only appropriate bio-degradable detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

Waste

No waste should 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. It is the responsibility of the Contractor to dispose of their rubbish and/or recycling off site (not the marina bins). **Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste is to be taken off site by the contractor.**

General

Contractor Activities

Contractors are only to carry out activities they are lawfully able to perform in New Zealand.

Damage

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

Dress and Conduct

Contractors are to wear clothing that is in keeping with safety requirements. Contractors must at all times conduct themselves in an acceptable manner. Loud, coarse or abusive language and music will not be tolerated.

Housekeeping

Work areas must be kept clean and tidy. Oily rags, and any flammable material residue are to be disposed of correctly. The Marina structure and walkways are to be kept clear at all times. It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with a marina representative in a timely matter. A clean up fee may apply.

Courtesy Trolleys

These are provided for the convenience of boat owners only. **Courtesy trolleys are for transporting equipment & supplies to the site and returned back to the promenade immediately.**

Car Parking

Contractors must use the main car park – **loading zones are for 10 minutes only.**

Power Supply

Under no circumstances is a contractor to unplug any vessel's power supply to operate power tools or accessories. Permission must be given by the vessel's owner or marina management.

Smoking

Smoking is not permitted on or around the fuel dock. Always be considerate of non-smokers at this facility. Observe "No Smoking" signs.

Workshop Containers

The Marina workshop containers are restricted areas and are not for contractor use. It is the Marina policy that tools and equipment will not be lent or hired out.

Advertising

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

Alcohol

The Marina is committed to providing and maintaining a safe environment. Contractors shall not possess, consume or be under the influence or effects of illegal drugs or alcohol while undertaking work at the Marina.

Pets

Contractors must keep their pets restrained on a lead at all times.

How to Apply

Once you have read and understood the content of this Information Package, complete the Contractor Registration Application Form, and sign the Contractor Declaration. Use the Application Checklist to ensure all relevant information is supplied with your application.

Keep this Contractor Information Package for your records & ensure your workers are aware of their responsibilities & obligations.



Location of Emergency Equipment



Tauranga Bridge Marina – Risk Register

Hazard	Risk Control(s)
Manual Handling/Lifting	Get help or use lifting equipment where necessary. Wear safety footwear as required.
Slips, Trips and Falls	Housekeeping issue. Don't leave things lying around. Clean up after yourself.
Noise and Eye Damage	Wear hearing protection and safety glasses when necessary. Ensure protective equipment is worn correctly and well-fitted.
Members of the Public / Visitors	Ensure the safety of others - take care when present. Ensure barriers are in place and signage is clearly visible where appropriate. Should an unauthorised person come near the work zone, stop all work immediately. Children are their parents' responsibility and must be supervised at all times.
Operating During a Pandemic	Stay up to date and follow all government guidelines and requirements. Practice social distancing where possible. Symptomatic workers may be required to stay away.
Alcohol and Drug Use	No drugs or alcohol, or persons under the influence of drugs or alcohol, permitted.
Dehydration	Drinking water is provided at the workplace, ensure it is drunk regularly throughout the day.
Sun Exposure	Sun screen is available - use it to avoid excessive exposure to the sun. Wear appropriate clothing for the weather e.g. hat, sunglasses, long sleeves. Reconsider work activities in extreme heat.
Adverse Weather	Know the weather forecast and adjust work activities if faced with bad weather. Ensure that all boats have been secured by their owners. Secure loose items during high winds.
Marina Walkways , Jetties, and Water Hazards	No running. Watch your footing and be aware of obstacles left by marina. Request items be moved if they present a trip hazard. Ensure that you know the location of the nearest flotation device to assist any persons who have fallen into the marina. Check walkways and jetties for damage and repair as soon as practicable – restrict access until repairs complete.
Climbing In / Off Vessels	Caution to be used when climbing in and off vessels – be aware of wet and uneven surfaces. Ensure you maintain three points of contact – do not jump on or off.
Moving and Mooring Boats	Take care not to strain yourself if assisting with moving or mooring boats. Be aware of the potential for body parts to be crushed / jammed. Watch your footing and get assistance if needed.
Lifting Equipment / Overhead Hazards	Trained operators only. Ensure a block or a stop is in place to prevent collapse in case of failure. Assess potential overhead hazards before commencing lift work. Identify swing area for each job and establish a working procedure. Work under suspended loads is not permitted. Ensure equipment is checked and tested regularly. Report any damaged equipment immediately and ensure it cannot be used by anyone until repaired.
Tractor	Trained operators only. Maintain 3 points of contact when climbing in and out of tractors, do not jump off. Operate tractor forks with caution particularly when lifting unstable loads. Make an assessment to decide what the safest position is for the forks to be in before driving. Be aware of obstacles and the potential for others coming into your work zone. Damaged pallets should not be used and must be removed from use.
Company Vehicles	Licensed and authorised drivers only. Ensure registration and warrants are current. Drive safely and wear seatbelts correctly. Be aware of pedestrians and other moving vehicles. Report any faults or repairs needed.
Dust / Fumes	Wear a mask or respirator as conditions require and ensure they are fitted/worn correctly.
Hot Work / Welding	Trained operators only. Wear eye protection and ensure suitable, correctly fitting, functional respiratory protective equipment is worn. Wear all other necessary PPE. Ensure gas lines and connections are secure. Ensure the area is well ventilated and there are effective control measures in place to remove welding fumes. Always ensure 30-minute cool down period.
Grinders	Trained operators only. Wear appropriate eye protection - full face visor recommended. Wear hearing protection and gloves when required. Be aware of the potential for harm to eyes. Side handle to be used to stabilise handheld grinders. Ensure guarding is in place. Ensure the correct disc is being used for the job. Check discs regularly and replace any broken or damaged discs.
Electric Saws	Trained operators only. Follow standard operating procedures and wear all personal protective equipment specified. Ensure guards are in place and working freely. Ensure the blade is sharp enough for the job and is rotating properly. Keep all cords clear of cutting area.
Sanders	Trained operators only. Hearing and eye protection to be worn. Keep fingers clear of moving parts.
Water Blaster	Trained operators only. Operate in accordance with manufacturer's instructions. Be aware of nozzle pressure and keep fingers clear. Wear protective eyewear.
Other Tools and Equipment	Do not use any tools or equipment you are not authorised to. Report any faulty equipment. Ensure guarding is in place. Isolate before attempting repairs or maintenance. If unsure ask.
Electricity	Ensure plugs and leads are in good condition - check for wear and tear. All handheld appliances used where normally damp, outdoors or in building construction must use a safety cable or an RCD.



Contractor Registration Application Form

Name of Applicant/s (in full)

Company Name	
Trading Name	

Contact Details of Applicant/s

Contact Person	
Mailing Address	
Business Phone	
Mobile Phone	
Email	

Core Business

Please provide a brief description of the service/s you provide: _____

Has your Company ever been prosecuted for any offence under the Health and Safety in Employment Act 1992 or the Health and Safety at Work Act 2015, or issued with a prohibition or improvement notice by WorkSafe New Zealand in the last three years? If yes, please provide details:

Contractor Declaration

I hereby apply for registration as an **approved contractor** at Tauranga Bridge Marina. I acknowledge that I have received and understood Tauranga Bridge Marina’s terms and conditions regarding Health, Safety and Environmental requirements, and should my application be successful, I agree to abide by them. I declare the information I have provided is accurate and true. I will ensure that all my employees, agents and subcontractors are fully aware of these requirements and obligations and shall also agree to abide by them at all times.

Signature of Contractor Date

Name (please print)

The Contractor shall be liable for, and shall keep Tauranga Bridge Marina indemnified against, any legal liability, loss, claim or proceedings for personal injury to or death of any person, or for injury or damage to property of for any penalties incurred as a result of any direct or indirect act of the Contractor or its employees, agents, or subcontractors.

Application Checklist (Please ensure all relevant information is supplied with your application)

Certificate of Currency for Required Insurances	Expiry Date	Copies attached
Public Liability (minimum \$5,000,000)		yes / no
Ship Repairers Liability (minimum \$5,000,000)		yes / no / NA
Relevant Trade Qualifications		yes / no / NA

OFFICE USE ONLY: Date Received: / / Signed: