



SAVAGES WHARF WORKPLACE RULES

Savages Wharf is a professional service yard catering for commercial and pleasure craft.

Savages Wharf offers a wide range of services from our in-house tenants and selected third party contractors.

All contractors visiting Savages Wharf are required to undertake a brief Site Induction and be aware of, and adhere to, the Savages Wharf Policies and Procedures listed herein.

GENERAL SITE RULES

- The hours of operation for any work to be carried out at Savages Wharf are strictly between 7.30am to 5pm Monday to Friday. There will be no work carried out over weekends or Public Holidays.
- All contractors are to report to the Yard Manager on arrival and prior to commencing work. Contractors are to sign in and out on the Daily Contractors Log.
- A carpark is provided outside the working areas of Savages Wharf, and no parking is allowed within the working yard without permission from the Yard Manager. Only one vehicle per contractor will be allowed in the designated working areas.
- All Contractors are to have a current Public Liability Insurance Policy, a copy of which is to be supplied prior to commencement of any work.
- All Contractors are to have a current Workcover Certificate, a copy of which is to be supplied prior to commencement of any work.
- The use of powered sanding and grinding equipment will not be allowed unless the device is fitted with effective dust collection.
- Appropriate covers and screens must be installed to ensure that any surrounding boats, cars, buildings or objects are protected from any overspray whilst spray painting is carried out.
- Dry blasting and soda blasting of boats is allowed only by liaison with Yard Manager. There are strict controls enforced to mitigate any environmental damage or discharge.
- Waste bins are provided on site and all contractors must place rubbish in these bins and ensure that the area where they are working is left clean and tidy. Any waste or equipment left in the yard after works will be cleared and disposed of by Savages Wharf staff and charged to the contractor.
- Worksites shall be cleared and cleaned daily, onus is on Contractor to ensure compliance.
- Sealed water proof ground cover sheets must be used when using acids, toxic liquids and applying paints with rollers rather than using spray equipment.
- Any paint or liquid spillage on the hardstand area is to be immediately remedied and Savages Wharf staff notified. No liquids are allowed to enter the storm water drain system. Charges will apply for clean-up.
- No waste materials or liquids are to be disposed of into drains or surrounding waters.
- Petrochemical and paint waste are to be disposed of by the Contractor and not left on site. Such waste materials are NOT to be disposed of in general waste bins on site.

OH & S RULES

- Appropriate Personal Protective Equipment must be worn whilst in Savages Wharf. Minimum footwear requirements are to be enclosed solid footwear, no thongs or sandals. If engaging in sanding, grinding or painting work, a face mask must be worn at all times.
- Masks, gloves, overalls, ear and skin protection must be worn when deemed appropriate.
- All 240 volt power leads and equipment must be currently certified.
- In the event of fire or other emergency the muster point for contractors will be the public CarPark in Nelson Place adjacent to the Savages Wharf buildings in Nelson Place.
- The use of scaffolding in Savages Wharf will be limited to only WorkSafe approved equipment, and the onus lies with the Contractor.
- No equipment used to stand boats will be altered, moved, changed or tampered with. This includes all hardstand blocks, adjustable boat stands and safety linking chains.
- Fire fighting equipment, including fire hose reels shall not be used for any purpose that is not associated with their purpose ,to fight fire.
- Eyewash stations are located in work yard and are only to be used as emergency eye wash. Under no circumstance are these stations to be used as cleaning sinks or other uses.
- Any medical incident, injury or near miss is to be reported immediately to Savages Wharf Management and an Incident Report Form is to be immediately completed. There is a First Aid Kit located in the Yard Managers Office
- No person being under the influence of alcohol or drugs will be permitted to commence any form of work on the site.

I, have read and understand the Savages Wharf Workplace Rules and agree to comply therewith.

Signed..... Date.....