



**CRUISING YACHT CLUB OF SA INC**

**SAFETY INSTRUCTIONS**

*(as at 2 February 2011)*

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## 1. GENERAL CONDITIONS

- 1.1. These Safety Instructions address occupational health & safety and environmental requirements to ensure the CYCSA provides a safe working environment and prevent pollution.
- 1.2. All employees, contractors, members and contractors working on the CYCSA premises are to abide by and be bound by these Safety Instructions at all times. They apply equally to CYCSA's facilities and marinas at North Haven and Port Vincent, and to any work undertaken on vessels moored at marinas or berthed on hard stands. These Safety Instructions support CYCSA's Integrated Management System, Safe Work Method Statements and Emergency Plan.
- 1.3. Contractors are expected to have developed Safe Work Method Statements (SWMS) to cover their own operations and ensure they are followed by employees when undergoing work at CYCSA. SWMS should be countersigned by contracted employees to signify their understanding and approval of the processes and tasks. The Contractor is to ensure compliance with all safe work practices, regulations, these Safety Instructions and relevant SWMS.
- 1.4. Statutory Regulations, Codes of Practice and Australian Standards described in legislation are to be taken as a minimum standard only. Where CYCSA's Integrated Management System, Safe Work Method Statements, Emergency Plan and these Safety Instructions exceed those accepted minimums, the additional requirements are to be met.
- 1.5. The process for dealing with any OH&S or environmental issue or hazard identified on site is to immediately advise CYCSA Main Office and take necessary action to control the hazard.
- 1.6. Any person on site who fails to observe Safety Instructions, any responsible safety directive given by CYCSA Staff, or statutory safety or environmental requirements may be removed from site.
- 1.7. Contractors are responsible for maintaining a high level of hygiene and housekeeping standard in all amenities buildings allocated for their use on site.
- 1.8. A copy of these Safety Instructions is to be available to employees of contractors, together with the Quality Policy, Safety Policy and Emergency Plan.
- 1.9. All CYCSA and Contractor's plant and equipment is to be inspected and/or tested in accordance with the relevant Australian Standards, legislation, Codes of Practice or manufacturer's instructions, as applicable, by a person authorised to conduct the inspections and tests. The supplier, hirer or sub-contractor, as applicable, is responsible for submitting a copy of all Test Records to CYCSA, when requested.
- 1.10. Contractors must seek permission and be trained by a relevant CYCSA Staff Member before using Club equipment (for example Crane, Slip, Tractor, Gernie etc).

## 2. ACCESS & EGRESS

- 2.1. Contractors who regularly conduct work at the North Haven facilities may apply for an 'Access Card' by signing a Contractor Agreement. Access to and egress from the facility will then be unlimited and the Contractor need not sign in or out.
- 2.2. Contractors who do not have an 'Access Card' shall sign in and out at Reception each day.
- 2.3. On signing in, contractors will be inducted on their safety and environmental responsibilities, including agreeing to abide by CYCSA's Quality, Safety & Environmental Policies and these Safety Instructions.
- 2.4. Contractors without an Access Card who wish to enter or leave the facilities at North Haven out of hours must arrange with the office or a member for access and egress.
- 2.5. Access to the CYCSA Marina at Port Vincent is to be arranged with the Port Vincent Marina Manager. The Marina Manager is to be informed by phone when entering or leaving the Marina.

## 3. SITE REGISTRATION and SAFETY INDUCTION TRAINING

- 3.1. All Contractors are required to sign CYCSA's Contractor Agreement form which ensures the Contractor's employees comply with these Safety Instructions.
- 3.2. The Contractor is to ensure that all employees undergo a Site Induction for the site and retain records accordingly. Contractors may request CYCSA management conduct the Site Induction on their behalf.

#### **4. HEALTH & SAFETY**

- 4.1 Contractors are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted.
- 4.2 Any accident or incident that results in property damage or injury, or in environmental harm, or threatens environmental harm, must be reported immediately to CYCSA Staff.

#### **5. PERSONAL REQUIREMENTS**

- 5.1 Persons affected by alcohol, prescription or non-prescriptive drugs are not to be permitted to commence work or remain on the premises.
- 5.2 The use of earphones or other ear attachments for personal radios, cassette or CD players is not permitted on site. Where radios are permitted, the volume shall not be intrusive.
- 5.3 Consumption of alcohol by contractors or staff is only permitted once the work has been completed, all tools have been packed up.

#### **6. SAFETY and PERSONAL PROTECTIVE EQUIPMENT**

- 6.1 All mandatory Personal Protective Equipment (PPE) is to be provided by the Contractor. PPE must comply with appropriate Australian Standards and is to be correctly worn by all employees on the site. Employees are to receive training in the correct use, care and maintenance of PPE. Contractors will be held accountable for ensuring all PPE is worn correctly.
- 6.2 Additional Personal Protective Equipment where prescribed, eg approved eye protection (safety glasses, goggles, full face shield), hearing protection (ear muffs, ear plugs), hand protection (gloves, gauntlets), respiratory protection (masks, respirators, breathing apparatus, hoods) and skin protection (sun screen, helmet visors) are to be used in accordance with these Safety Instructions, safe work practices and/or the relevant Safe Work Method Statements. This additional PPE is also to be provided by the Contractor who will be held accountable to ensure it is correctly used.
- 6.3 All necessary safety equipment is to be supplied by the Contractor for the use of their employees, whether or not it's use is required as a direct or indirect need, or as a result of prevailing conditions or other employee work activities at their place of work.

#### **7. HOUSEKEEPING**

- 7.1 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 marina's rubbish bins. The marina structure and walkways are to be kept clear at all times. It is the responsibility of the contractor to remove all rubbish.

#### **8. ELECTRICAL**

- 8.1 All electric leads, power tools and equipment are to be tested and tagged in accordance with the OH&S Regulations 1995, AS 3760.

#### **9. TOOLS AND EQUIPMENT**

- 9.1 Hand held power tools, machinery or other equipment are not to be operated without effective guards. Contractors are ensure guards are fitted or remove any tools, plant, machinery or equipment which does not meet safety standards and relevant Regulations.
- 9.2 Hand-held power tools with a lock-on control switch or with electrical cords less than one metre in length are not to be used and are not be permitted on site.

**10. ELEVATED WORK**

- 10.1 All elevated work shall be carried out in accordance with the relevant statutory regulations and best practices.

**11. HOT WORK**

- 11.1 No hot work is to be carried out on the marina. All hot work on vessels in the water is to be carried out adjacent to the crane wharf.
- 11.2 Adequate fire protection is to be provided as necessary when carrying out hot work.
- 11.3 Fire blankets, barricades and a stand-by fire watch is to be provided, where necessary.
- 11.4 Welding operations are to be screened to protect people against eye injury from welding flashes.

**12. HAZARDOUS SUBSTANCES**

- 12.1 All hazardous substances, including fuel for petrol, diesel or gas powered equipment, are to be stored in accordance with relevant Acts and Regulations, in appropriate storage containers, and are to be in an approved and adequately secured location protected against fire.
- 12.2 A Material Safety Data Sheet is to be submitted to the CYCSA Main Office for all hazardous substances to be handled, stored or used on the site. A Chemical Register and Material Safety Data Sheet file will be maintained in accordance with CYCSA's Integrated Management System.
- 12.3 All employees are to be fully trained in the correct storage, handling and use of hazardous substances. All employees must also be informed of the safety exposure limits and safety procedures prior to handling and working with these items.
- 12.4 HazChem placards and dangerous goods symbols must be clearly displayed at locations where hazardous substances are stored.
- 12.5 All contaminated, toxic or hazardous materials, substances and waste are to be disposed of in a safe manner. The safe removal, storage, transport and disposal of electrical equipment containing PCB will be in accordance with the Industry Code of Practice.

**13. EMERGENCY PROCEDURES**

- 13.1 CYCSA has developed an Emergency Plan for all foreseeable dangerous and compromising circumstances. It may be necessary for these procedures to be amended from time to time due to the dynamic nature of the work processes during the various phases of a project. The Emergency Plan is, therefore, published and promulgated in a separate document.
- 13.2 All persons will be advised as to the current procedures to be implemented in an emergency during the Site Induction. When revised, new emergency procedures will be communicated to all persons concerned.