



Royal Perth Yacht Club

Contractor Induction Handbook and Policies & Procedures



CONTENTS

RPYC Contact Information	3
Emergency Contact Information	3
RPYC Contractor Policies & Procedures.....	4
Introduction.....	4
Safe Work Practices.....	4
General	5
Hardstand/Works Area.....	6
Contractors onsite access and parking.....	6
Incident and Hazard Reporting Procedure.....	7
Pollution Incident and Reporting Procedures.....	7
Chemical Spill Kit locations.....	7
Crawley Jetty Emergency Evacuation Diagrams.....	8
Crawley Workshop Emergency Evacuation Diagrams	9
Crawley Clubhouse (Ground Floor) Emergency Evacuation.....	9
Crawley Clubhouse (Level 1) Emergency Evacuation	10
Fremantle Annexe – Jetty Emergency Evacuation Diagrams.....	11
Fremantle Annexe – Clubhouse Evacuation	12
Acknowledgment and Declaration	13



Royal Perth Yacht Club Information

Business Name	Royal Perth Yacht Club	
Street Address (Crawley)	6 Australia II Drive, Crawley WA 6009	
Street Address (Fremantle)	51 Mews Road, Fremantle, WA 6163	
Primary Contact Number	+61 8 9389 1555	
General Manager	Joe Tallarida	0414 872 462
Marina & Membership Manager	Gillian Tosh	0419 934 744
Boating Operation Manager	Travis Burtenshaw	0488 058 207
Marina Supervisor, Fremantle Annexe	Casey Skinner	0418 947 285

Emergency Contacts

Police, Fire, Ambulance	000
MARINE RESCUE FREMANTLE	1800 273 728 (24/7)
Marine Radio	VHF channel 73 (or 16 – emergency) 27Mhz channel 90 (or 88 – emergency) Call sign – VN6DI
SECURITY [ICP Security]	+61 8 9371 1111 or 0410 358 090 (24/7) or 0411 429 817
WATER POLICE	+61 8 9442 8600
POLICE STATION	131 444
LOCAL HOSPITAL	
Sir Charles Gardener Hospital	+61 8 9346 3333
Fremantle Hospital	+61 8 9431 3333
WA FUELS	+61 8 9468 7338 (24/7)



ROYAL PERTH YACHT CLUB

CONTRACTOR POLICIES AND PROCEDURES

Royal Perth Yacht Club has By-Laws, Policies and Procedures covering use of the Club's maintenance areas by contractors, sub-contractors, boat owners and those authorised to work on boats.

All contractors and sub-contractors who have been engaged to work on craft within the Club must obtain authorisation to enter and work on the Club's grounds. Part of this requirement is to complete the Contractor Registration Form.

INTRODUCTION

RPYC's Contractor Policies and Procedures apply to all areas of Royal Perth Yacht Club's facilities, including the Fremantle Annexe.

The purpose is to ensure all contractors, including their staff, have a detailed and thorough knowledge of the Club's Policies and Procedures, the Work Health and Safety Act, and WHS Regulations. These Policies and Procedures and WHS Regulations must be met at all times by all contractors, including their staff.

RPYC operates within a highly regulated environment and special conditions apply to contractors. All businesses (contractors, including sub-contractors and their staff and agents) engaged to carry out works for members or non-members on the grounds of RPYC must be registered as an approved contractor with the Marina and Membership Department before they will be permitted to commence work.

Contractors must ensure that their staff are made aware of the Club's Policies and Procedures contained within this handbook. The Club requires the Induction Acknowledgment and Declaration to be signed and all relevant forms to be completed, signed and returned to RPYC. RPYC reserves the right to refuse entry or stop work where the Club deems the work a risk to persons or property and/or where the Policies and Procedures are not met.

SAFE WORK PRACTICES

You are required to observe the safe work practice requirements of the Work Health and Safety Act 2020, the Work Health and Safety Regulations 2022, appropriate Australian Standards and Codes of Practice approved by State and Federal Occupational Health and Safety Commissions, as they apply to your tasks. You are required to observe the requirements of the Environmental Protection Act 1986 and the regulations as they apply to your tasks.

- In particular, if you or your staff are required to use toxic or dangerous chemicals, paints and cleaning agents, etc., you are to provide the necessary protective clothing and breathing apparatus and insist on and supervise its use.
- You are to ensure that you and your staff are trained, supervised and competent in the safe use of all equipment, tools and work practices required to carry out your tasks.
- You are to ensure that you and your staff observe all safe work practices in relation to working in confined spaces, scaffolding, ladders or planks above ground level, and working at heights.



ROYAL PERTH YACHT CLUB

CONTRACTOR POLICIES AND PROCEDURES

You are to ensure that you and all your staff hold a valid Contractor Access Card and vehicle sticker. You are to observe the following Club Policies and Procedures, which impose conditions on members and, by association, on contractors or workers employed by members.

GENERAL

- All members, contractors and other persons working on RPYC premises, Club property or facilities do so at their own risk and must comply with all Club Policies and Procedures.
- All members, contractors and other persons working on RPYC premises, jetties, Club vessels, members' vessels or non-member vessels must wear appropriate PPE and high-visibility vests where required.
- All members, contractors and other persons working on RPYC grounds must conduct themselves in a safe, respectful and considerate manner and must not create hazards, nuisance, offensive noise, fumes or injury to any person.
- A person shall not, whilst on RPYC premises, wilfully obstruct, disturb, interrupt or annoy any other person in their proper use and enjoyment of the premises.
- Any accident, incident, hazard, near miss, property damage, injury, environmental harm or threatened environmental harm must be reported immediately to an RPYC staff member and the required Incident or EMS Incident Report completed. Forms are available from the Club office.
 - Any person requiring first aid treatment is to contact either RPYC Reception or an RPYC staff member.
- A person shall not drive a vehicle on the premises in a dangerous or careless manner or without reasonable consideration for other persons or vehicles in the vicinity.
- Fuelling may be done only at the Fuelling Jetty.
- Firehoses are not to be used for any purpose other than for fighting fires.
- No boat shall moor on the Fuelling Jetty except for the purpose of fuelling.
- Only work of a minor nature is to take place on vessels in pens – no painting, sanding, treatment or refit/rebuild.
- In accordance with RPYC's By-Law 1.3, no member shall carry on their profession or business in the Club without the express permission of the General Committee, or appoint the use of the Clubhouse by advertisement or otherwise as a business address or facility.
- Contractors must wear appropriate PPE and clothing, including shoes and high visibility clothing where required, that meets safety requirements and is in keeping with the standards and presentation of the Club.
- Contractors must conduct themselves in a manner acceptable to RPYC. Loud, coarse or abusive language, offensive behaviour, or conduct that creates a hazard or nuisance will not be tolerated and may result in the contractor or employee being removed from the Club's premises immediately.

- Courtesy trolleys are provided for the convenience of boat owners ONLY and are not to be used for any work-related business under any circumstances.
- Contractors are to ensure that no-smoking restrictions at the Fuel Jetty and other designated areas are observed.
- Consumption of alcohol by contractors is not permitted on the Club's premises.

HARDSTAND/WORKS AREA

- Washing down of boats must be done in the boat slip bay using the high-pressure hose and appropriate PPE.
- Hardstand work bays are provided to facilitate the servicing, maintenance and repair of vessels, and are not to be used for the storage of equipment or vehicles. Bays must be kept free of equipment that presents any WHS risk, inhibits drainage, prevents access in case of fire or detracts from the managed order of the area.
- The removal of antifoul, major sanding, scraping and painting are only to occur on the Hardstand work area.
- No machinery, hand tool or other equipment is to be operated without effective guards.
- Any working platform, hoist or scaffolding must conform to the relevant Australian Standards, local authority requirements and be approved in writing where applicable. RPYC reserves the right to prohibit any structure or device it deems unsafe.
- Ladders must be industrial standard, 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 2.4 meters and must always be worn in cherry-pickers and other mobile working platforms.
- Hardstand work areas must be kept clean and tidy, with prompt removal of all garbage. Oily rags and any flammable material residue must be disposed of correctly and must not be placed in the Club's rubbish bins. The Club's structures and walkways must be kept clear at all times. It is the responsibility of the contractor to remove all rubbish.
- The RPYC Workshop is a restricted area and is not for contractors' use. It is RPYC's policy that tools and equipment will not be lent or hired out.

CLEANING AND SPRAY PAINTING OF YACHTS IN THE CLUB'S MARINAS AND HARDSTAND

- Abrasive blasting is not permitted within the grounds or marinas of RPYC.
- The application of paint by airless or compressed air equipment may only be carried out by a contractor approved by the Club to apply paint in this manner. The approved contractor accepts liability for any damage caused to another vessel or vehicle by overspray. Spray painting by the approved contractor may only occur in the designated spray-painting area and may not proceed when wind speed exceeds five knots.
 - The owner of a yacht being cleaned is responsible for ensuring that no damage occurs to the property of others. A suitable protective screen must be provided, at the owner's cost, to avoid damage to the property of the Club or other members. The owner will be required to make good any damage caused. Refer also to RPYC By-Law 4.8.2.2.

- Underwater cleaning of yacht hulls by abrasive means is not permitted. Yacht hulls may only be cleaned using a soft cloth or sponge while in the water. Refer also to RPYC By-Law 4.9.5.

WORK HEALTH AND SAFETY WELFARE ASPECT

- **Dust and Vapours** – The Regulations identify many atmospheric contaminants that may be harmful and detail exposure standards. Employers must take action to prevent these levels of exposure being reached or provide adequate personal protective equipment. This section relates to matters such as dust generated when working on boats.
- **Spray-painting** – Spray-painting may only be undertaken by a contractor approved by the Club. Refer to By-Law 4.5.2. The Regulations identify the requirements in relation to spray-painting. If it is not practicable to carry out spray-painting within a booth, it must be done in such a way as not to affect the safety of any person and to prevent overspray from coming into contact with any unprotected person. The spray-painting hazardous area must be clearly marked with signs, and suitable fire extinguishers must be provided. Electrical equipment and other sources of ignition are restricted in the area. There are specific requirements for respiratory equipment and protective clothing.
- **Noise** – Noise must be reduced as far as practicable and activities must not create offensive noise. Employers must act where noise exposure reaches action levels under applicable regulations.
- **Extension leads** – Power tools and extension leads must be appropriately tagged and in date.

CONTRACTORS' ON-SITE ACCESS AND PARKING

- **Access** – Monday to Friday 06:00 – 18:00
- **Parking** – The Club's car parks are for the use of approved contractors only while they are conducting work on members' or non-members' vessels.
 - Vehicles using the Club's car parks must display a current Club Contractor sticker affixed to the lower right-hand side of the vehicle windscreen so that it is clearly visible.
 - There is strictly no parking allowed inside the hardstand maintenance area. Vehicles are permitted, in consultation with marina and yard staff, to drop off or pick up necessary items to carry out their tasks. Otherwise, contractors are to park in the RPYC car park or, should that be full, park outside RPYC.
 - A person shall not park a vehicle without reasonable consideration for any other persons or vehicles in the vicinity nor in such a manner as to prevent or impede access to facilities such as craft on the hardstand, launching ramp, post cranes or the Club's boat lifting operation.
 - Parking restrictions may be applied from time to time by the Club, including on special Club event days, regatta days and Wednesday sailing days.

INCIDENT & HAZARD REPORTING PROCEDURE

The Club's goal is to minimise risks as far as reasonably practicable, and this is made possible through proper understanding and reporting of hazards and incidents. Club tenants, external contractors, members, visitors and staff have a duty of care to do everything reasonable to keep the site free from hazards and to identify any risks involved with their work to prevent incidents. The Club is to be notified immediately of potential hazards, risks and near misses.

When an incident occurs, the following steps are to be followed:

1. Following an incident, take steps to isolate further risk, if possible, to prevent another incident.
2. Work is to stop if an investigation is required, or risk/hazards cannot be eliminated/mitigated.

POLLUTION OF THE CLUB'S MARINAS AND HARDSTAND

- **General.** Members must make every effort to ensure they or their craft do not pollute the environment, particularly in the Club's marinas or hardstand areas. Members are encouraged to familiarise themselves with the Club's Environmental Management Policy, which is available from the Club office or on the Club website.
- **Craft.** The provisions of paragraphs 4.6, 4.7, 4.8 and 4.9 of the RPYC By-Laws also apply to craft found to be polluting the environment by way of fuel or oil leaks or spills from engines, machinery or equipment, or items carried on board.
- **Fuelling.** Refer to Section 5, Appendix A of the RPYC By-Laws, especially paragraphs A1.4 and A1.5.
 - **Maintenance.** Members are responsible for ensuring any maintenance work performed on their craft, whether by their own efforts or by voluntary or paid workers, does not pollute the environment.
 - **Careening of Craft.** Members may careen their craft, including the removal of barnacles and growth from underwater surfaces, only on the wash-down pad behind the Mobile Boat Lifter dock. All residue, solids and marine growth must be disposed of in the large rubbish bins located on the hardstand and must not be allowed to re-enter the river. In-water hull cleaning may only be undertaken using non-abrasive means to remove slime. Refer to By-Law 4.5.4.
 - **Pollution Clean-Up.** If pollution occurs that can be attributed to a craft or member, the member is responsible for organising the control and clean-up of the pollution in the event of a small occurrence and reporting the incident to the Club. If significant pollution occurs, the member is responsible for taking immediate action to control the pollution. Spill kits and pollution booms are located adjacent to the Fuel Dock and at other locations. The incident must be reported immediately to the Club. Emergency contact details can be found on Club notice boards and adjacent to the Fuel Dock. The Club, external contractors or government agencies may undertake any required control and clean-up operation, and the costs of such operation will be charged to the member concerned.
 - **Penalties.** Members should be aware that, under current government legislation, if they commit an offence by causing pollution to the environment, action could be taken against them by various government departments. In extreme cases, the Club may also invoke the provisions of clause 22 of the Club's Constitution 2025.

POLLUTION INCIDENT

For **major pollution incidents**, if the incident presents an immediate threat to human health or property, such as toxic fumes or a large chemical spill, **call 000**.

For **minor pollution incidents**, if the incident is not an immediate threat to human health or property, report it to the Club. To report, call the Club on (08) 9389 1555.

All persons, including Club tenants, external contractors, members and visitors, must report pollution incidents, near misses and pollution-related risks to the Club immediately.

CHEMICAL SPILL EQUIPMENT LOCATED:

SPILL CONTAINMENT & SECURITY EQUIPMENT:

Fuel Jetty & Etchell Yard

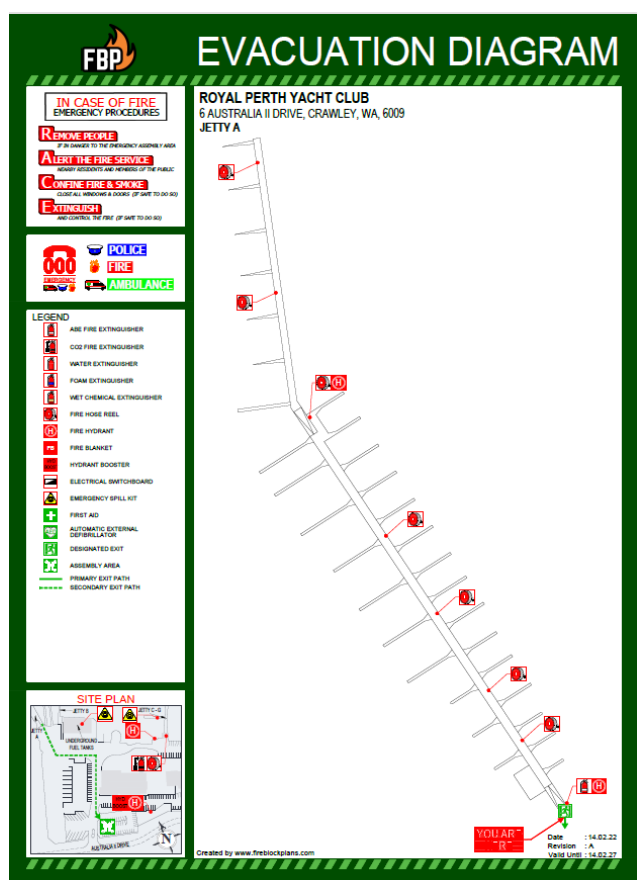
PERSONAL PROTECTIVE EQUIPMENT (PPE):

RPYC Workshop

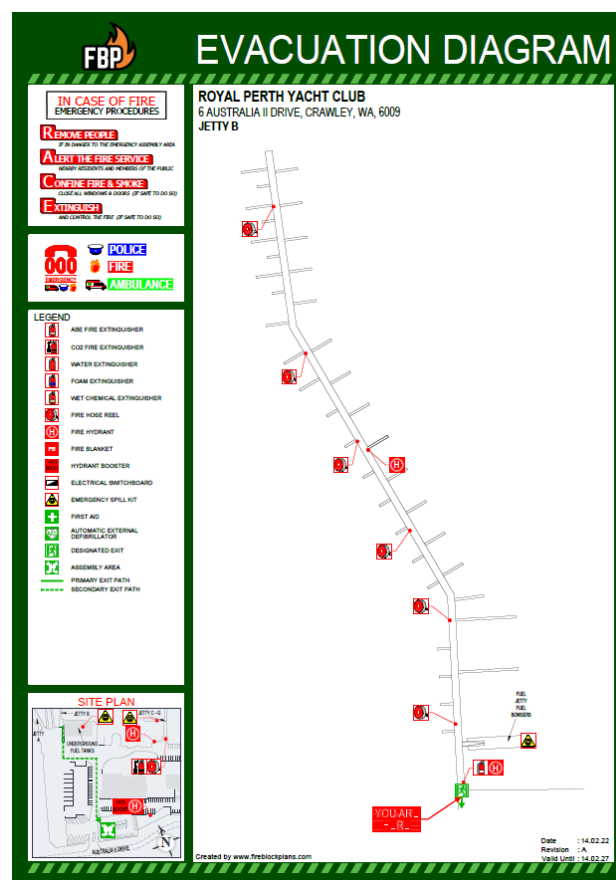
MATERIAL SAFETY DATA SHEETS (MSDS):

RPYC Workshop

Royal Perth Yacht Club – Crawley Marina Jetty Evacuation Diagrams



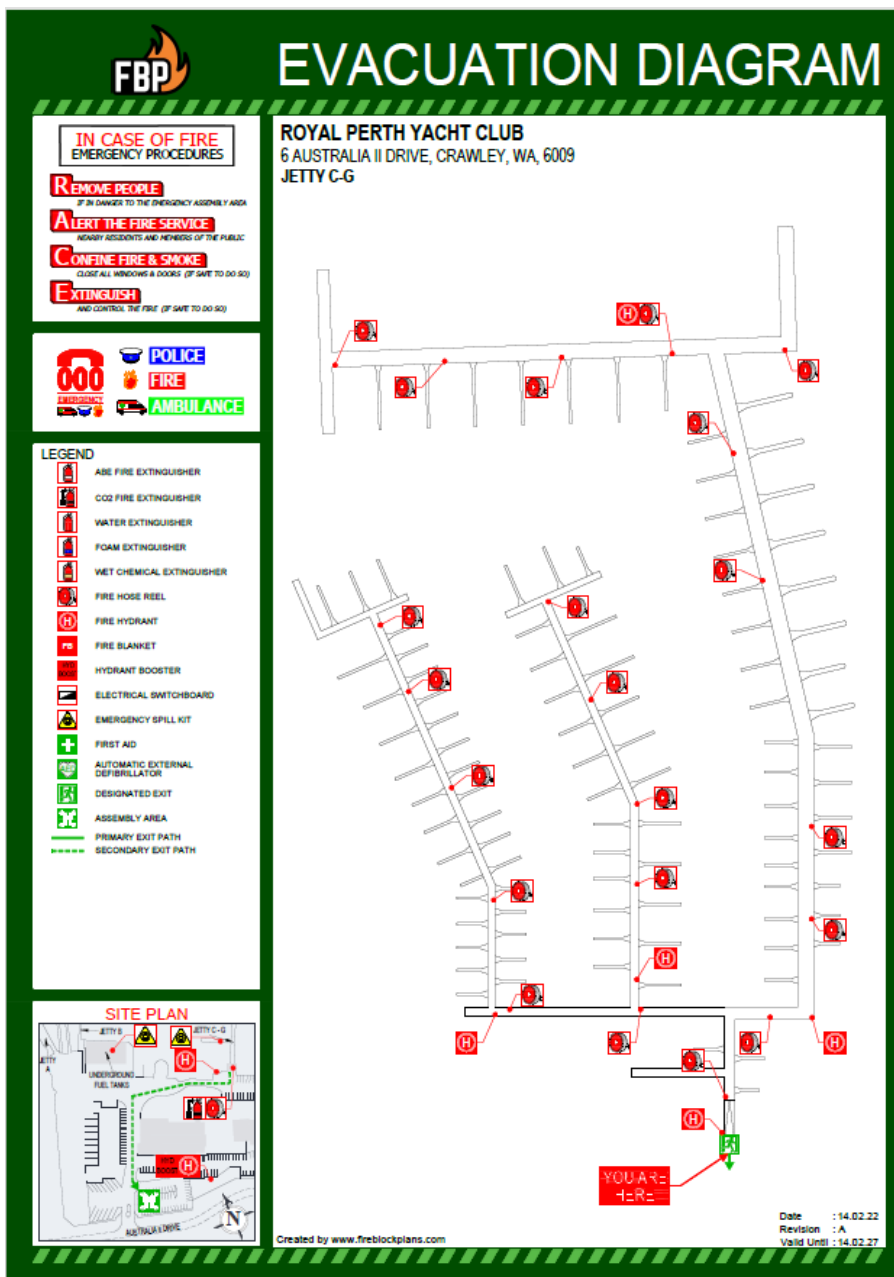
A Jetty Evacuation



B Jetty Evacuation

Royal Perth Yacht Club – Crawley Marina

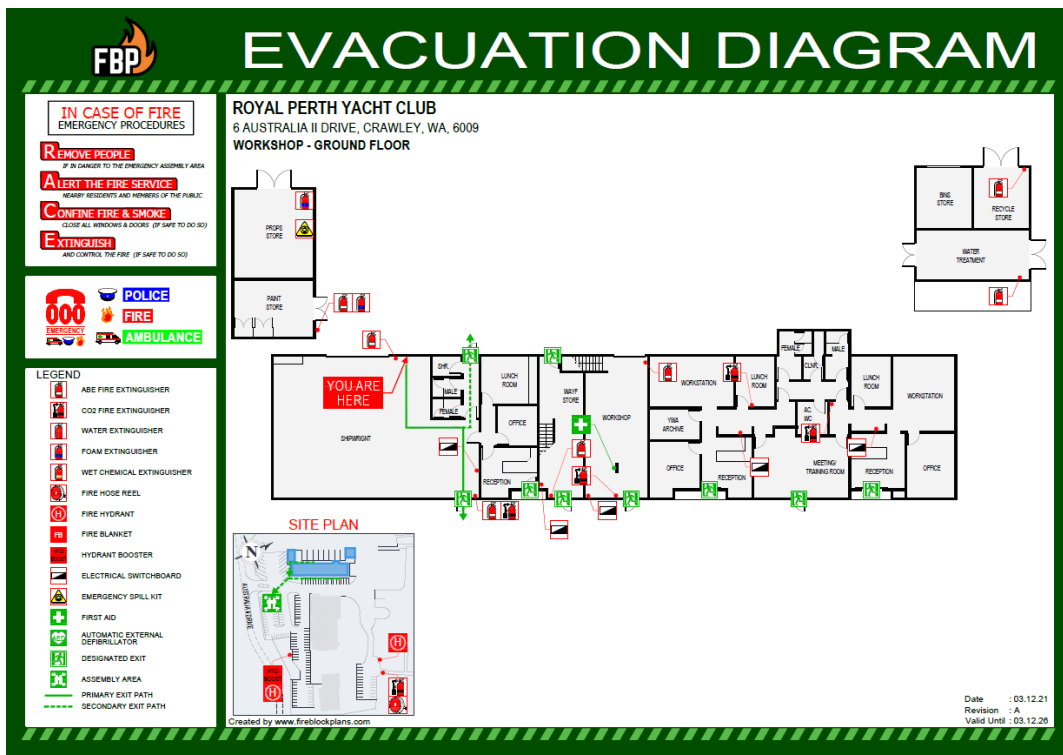
Jetty Evacuation Diagrams



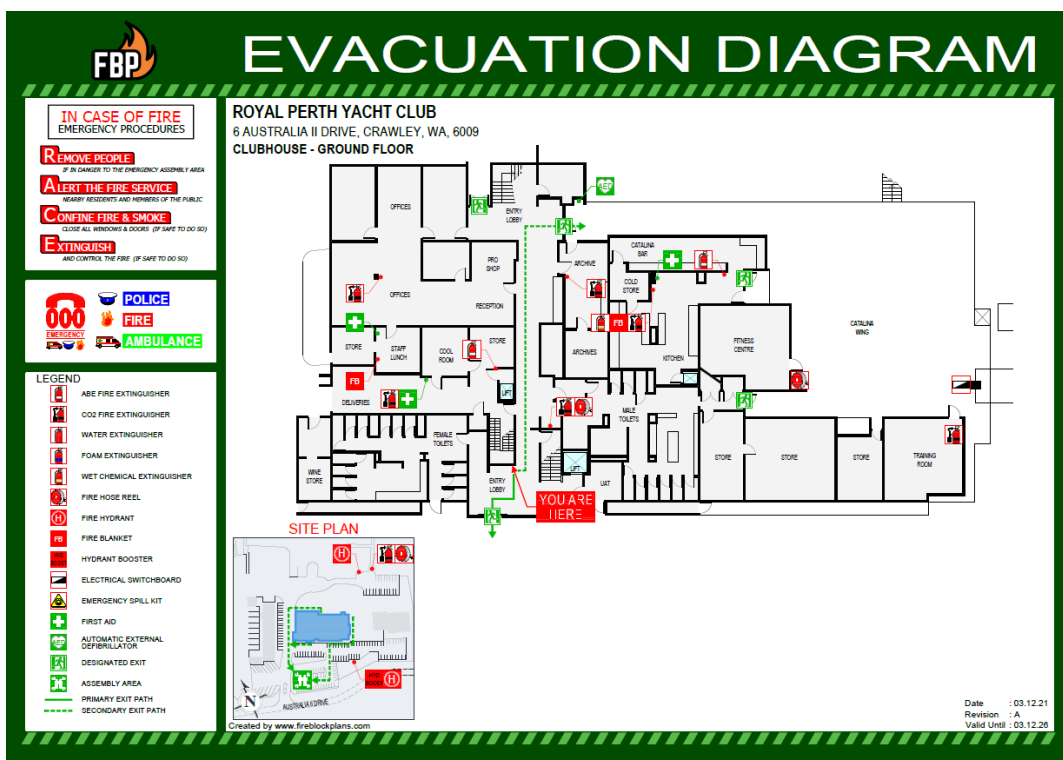
C - F Jetty Evacuation

Royal Perth Yacht Club – Crawley Workshop and Clubhouse

Club Evacuation Areas



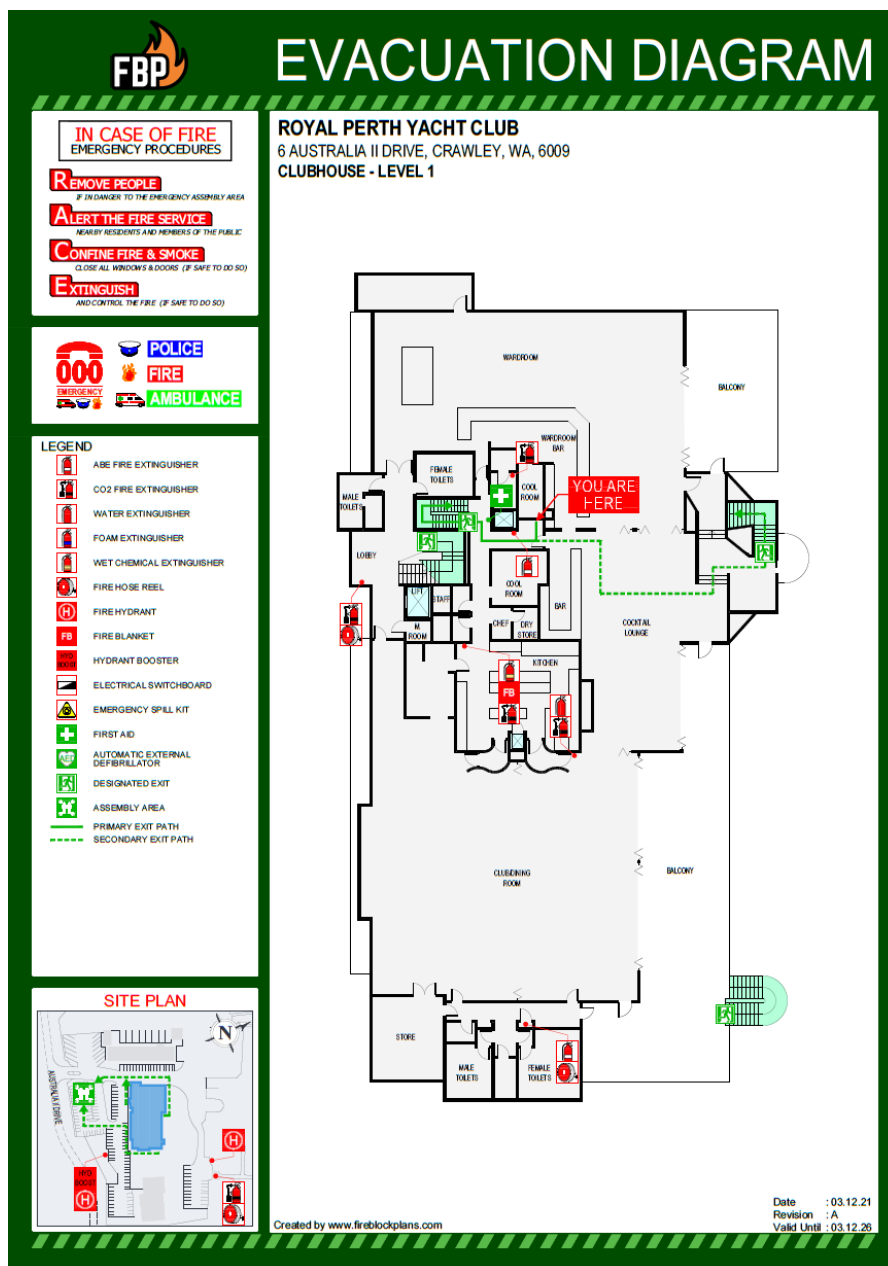
Workshop



Clubhouse – Ground Floor

Royal Perth Yacht Club – Crawley Workshop and Clubhouse

Club Evacuation Areas



Clubhouse – Level 1

Royal Perth Yacht Club – Fremantle Annexe

CHEMICAL SPILL EQUIPMENT LOCATED:

SPILL CONTAINMENT & SECURITY EQUIPMENT:

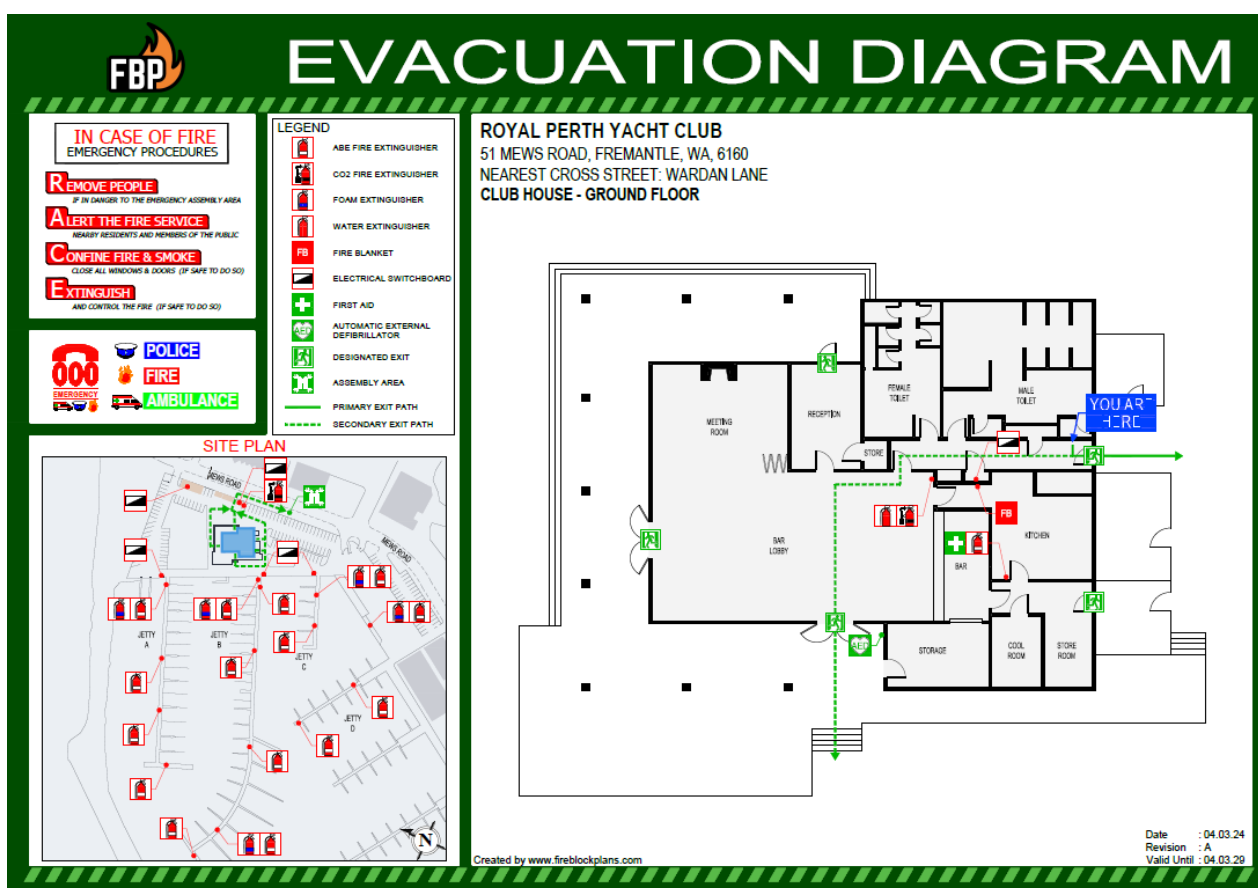
Limestone wall, entrance to B Jetty

PERSONAL PROTECTIVE EQUIPMENT (PPE):

MATERIAL SAFETY DATA SHEETS (MSDS):

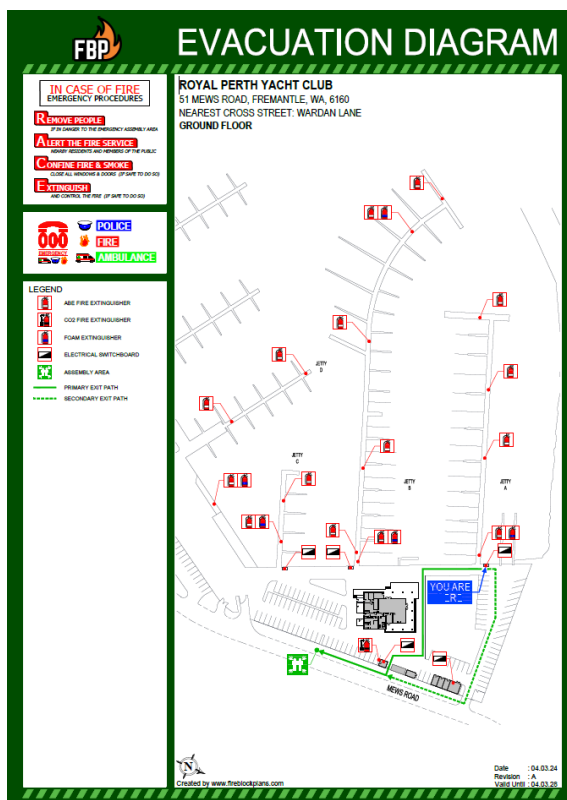
Annexe Office

Clubhouse Evacuation Diagram

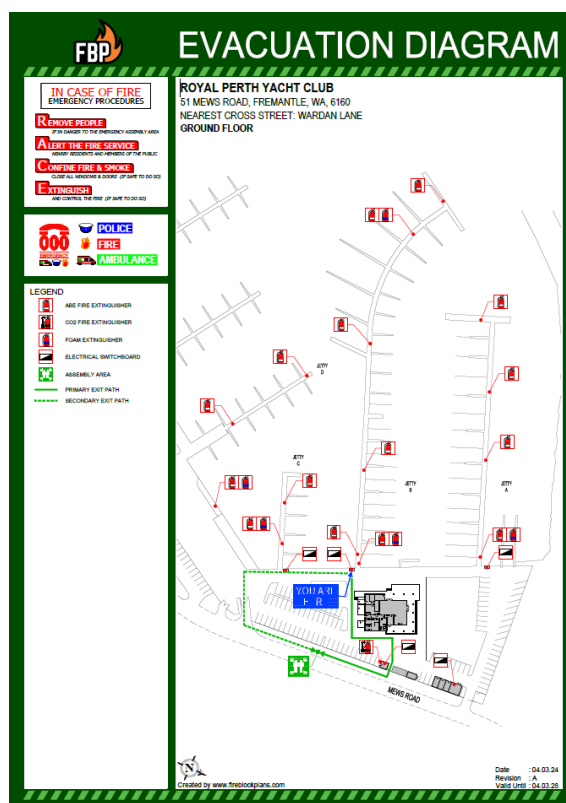


Royal Perth Yacht Club – Fremantle Annexe

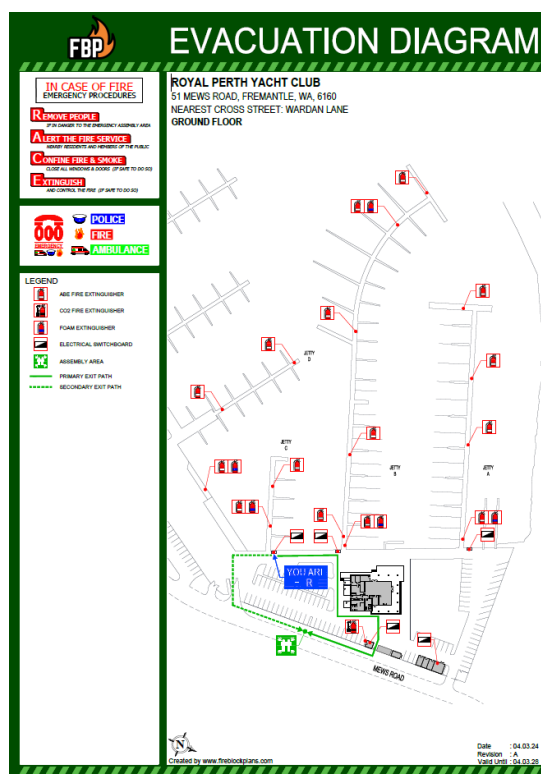
Jetty Evacuation Diagrams



A Jetty Evacuation



B Jetty Evacuation



C and D Jetty Evacuation



ROYAL PERTH YACHT CLUB CONTRACTOR INDUCTION

ACKNOWLEDGMENT & DECLARATION

As the company owner or authorised representative, I acknowledge and agree to the following:

I acknowledge and agree to comply with the Safe Work Practices requirements, Royal Perth Yacht Club By-Laws, and Royal Perth Yacht Club Contractor Policies and Procedures.

I undertake and agree not to commence or proceed with any action, suit or proceedings against the Royal Perth Yacht Club of Western Australia (Inc) or any director, officer, employee or agent of the Club in respect of any personal injury or damage to property occurring within the Club's premises or facilities, unless caused by the sole negligence of the Club.

I have received a copy of the Royal Perth Yacht Club Contractor Induction Handbook and Policies and Procedures. I have read this document and agree to abide by the outlined conditions.

Name of Company:		
Address:		
Suburb:	State:	Postcode:
Contact Name:		
Mobile Phone:		
Email:		
ABN:		

Signature: _____

Date: _____