



# **Royal Perth Yacht Club**

## **Contractor Induction Handbook And Policies & Procedures**



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## Royal Perth Yacht Club Information

<b>Business Name</b>	<b>Royal Perth Yacht Club</b>	
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

<b>Police, Fire, Ambulance</b>	<b>000</b>
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 and Policies and Procedures covering use of the Club's maintenance areas by Contractors and 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' applies 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 base of the Club's Policies and Procedures and Work Health and Safety Act. 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. The Club requires the 'Induction Acknowledgment and Declaration' (page 11) 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 and supervised in the safe use of all equipment or tools 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.
- You are required to insist on, and supervise, the observance of all safe work practices relating to the above requirements.



## 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's Policies and Procedures (not limited too), which impose conditions on members, and by association, on contactors or workers employed by members.

#### GENERAL

- All members, contractors or persons working on RPYC premises, or any property of the Club, or making use of the convenience of facilities provided by the Club, shall be deemed to do so at their own risk.
- All members, contractors or persons working on RPYC premises, jetties, club vessels and members vessels, non-member vessels wear appropriate PPE and high visibility vests.
- All members, contractors or person working on RPYC grounds must not do anything that is offensive, hazardous or likely to cause nuisance or injury to any person.
- All operations and activities occurring in the RPYC's premises must be conducted in such a manner that will not cause offensive noise or fumes.
- 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 or incident that results in property damage or injury, or environmental harm, or threatens environmental harm, must be reported immediately to a RPYC staff member. An EMS Incident Report must be completed. These 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 his/her 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.
- RPYC requires that contractors wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the Club.
- Contractors must at all times conduct themselves in a manner acceptable to RPYC. Loud, coarse, or abusive language will not be tolerated and may lead to 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 use of appropriate PPE.
- Hardstand work bays are provided to facilitate the servicing, maintenance, and repairs to 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.
- Appropriate personal protective equipment (PPE) and clothing, including shoes, must be worn at all times.
- Any working platform must conform to the relevant Australian Standards.
- Contractors' hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.
- Ladders must be on industrial standard and be 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 are to be disposed of correctly. They are not to be placed in the Club's rubbish bins. The Club's structures and walkways are to 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 not for contractors use. It is RPYC's policy that tools and equipment will not be lent or hired out.

## **CONTACTORS 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/non-members vessels.
  - Vehicles using the Club's car parks must display a current Club Contractor sticker affixed to the lower righthand 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 the 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 i.e., special Club event days, Regattas and Wednesday sailing days.



## **INCIDENT & HAZARD REPORTING PROCEDURE**

The Club's goal is to minimise risks to a slow as possible, 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 ensure that they do everything reasonable as to keep the site free from hazards and identify any risks involved with their work to prevent any 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 further incident.
2. Work is to stop if an investigation is required, or risk/hazards cannot be eliminated/mitigated.
3. All incidents must be reported, and an Incident Form completed.

## **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.

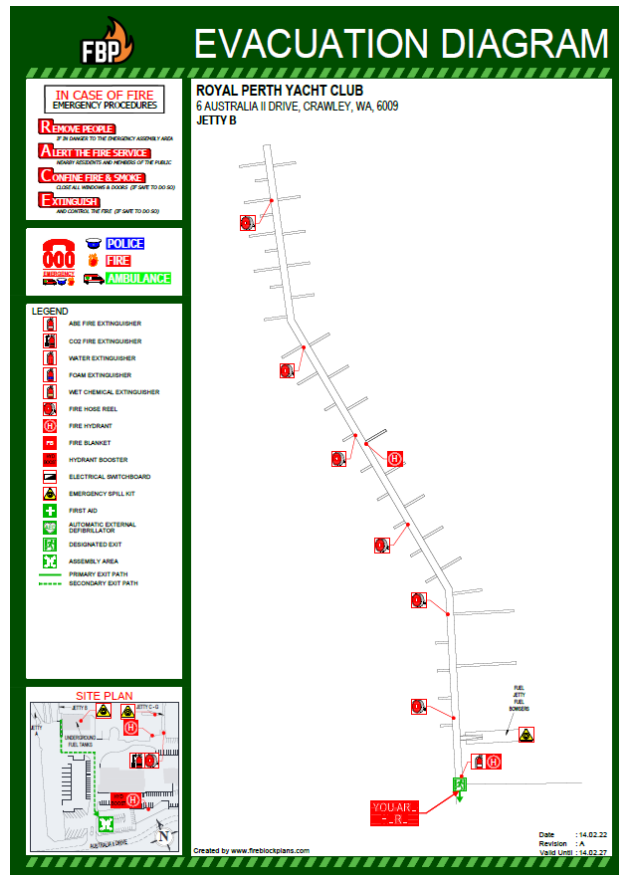
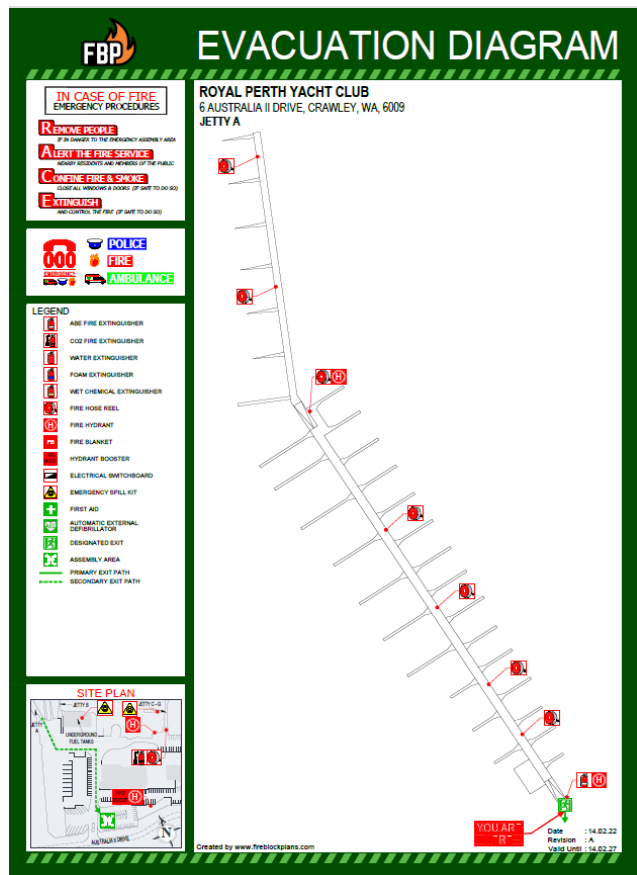
All persons, including Club tenants, external contractors, members and visitors are required to report pollution incidents including near misses or risks associated with pollution to the Club.

## **CHEMICAL SPILL EQUIPMENT located:**

<b>SPILL CONTAINMENT &amp; SECURITY EQUIPMENT:</b>	Fuel Jetty & Etchell Yard
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE):</b>	RPYC Workshop
<b>MATERIAL SAFETY DATA SHEETS (MSDS):</b>	RPYC Workshop

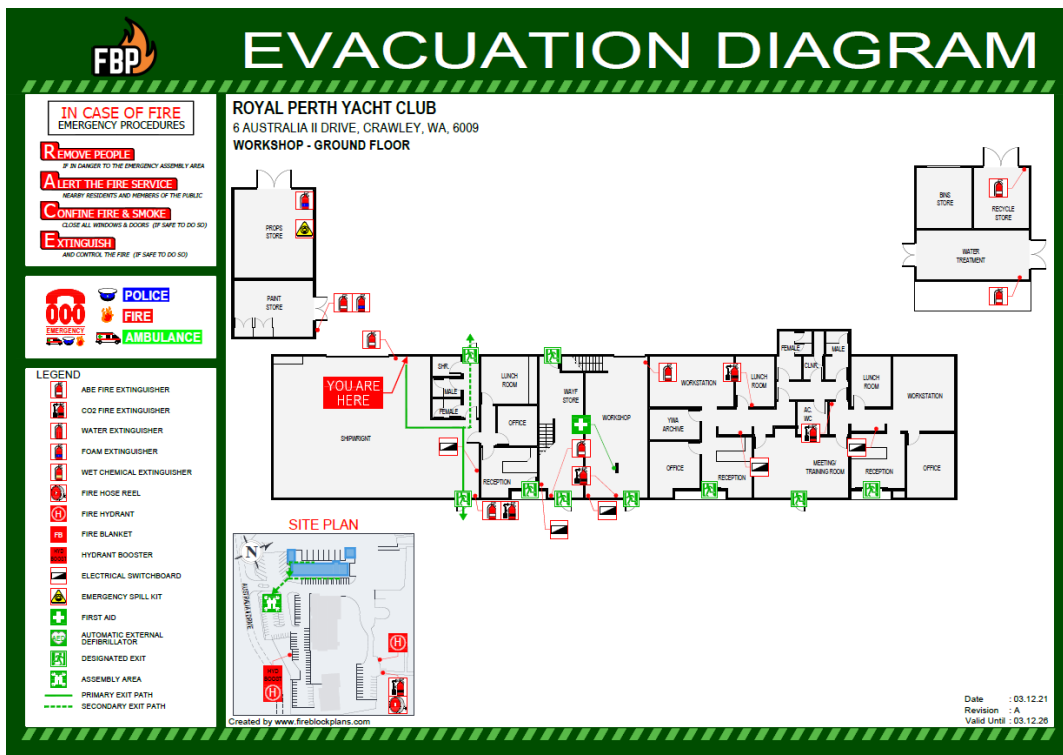
# Royal Perth Yacht Club – Crawley Marina

## Jetty Evacuation Diagrams

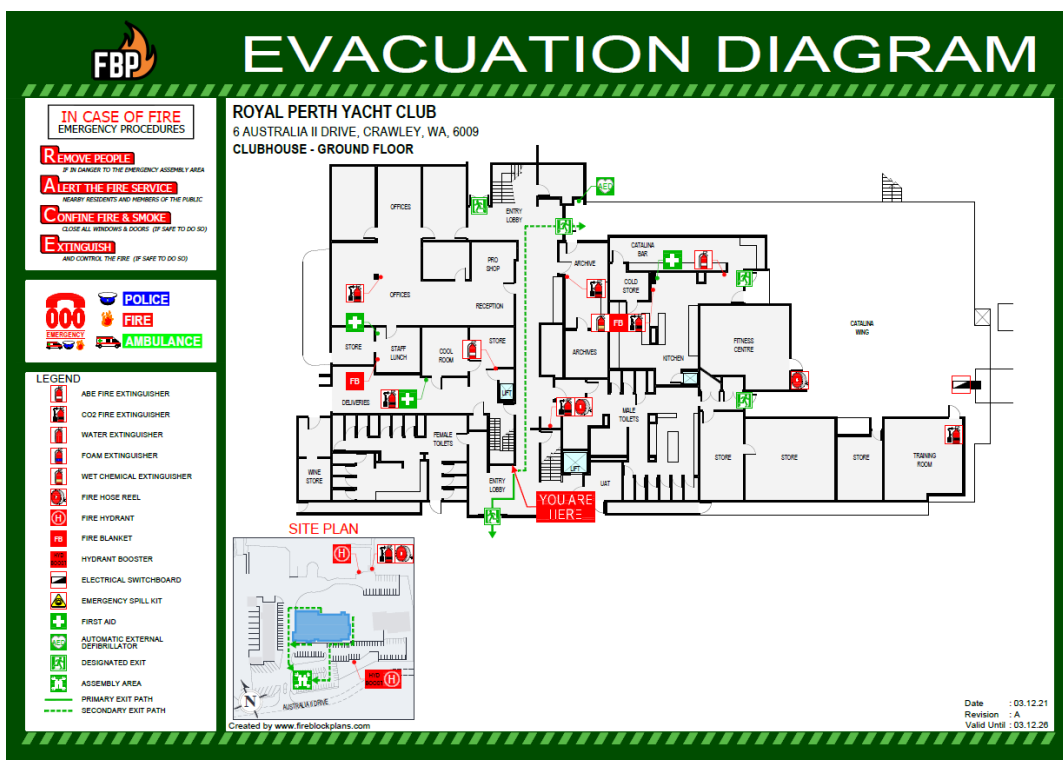


# Royal Perth Yacht Club – Crawley Workshop and Clubhouse

## Club Evacuation Areas



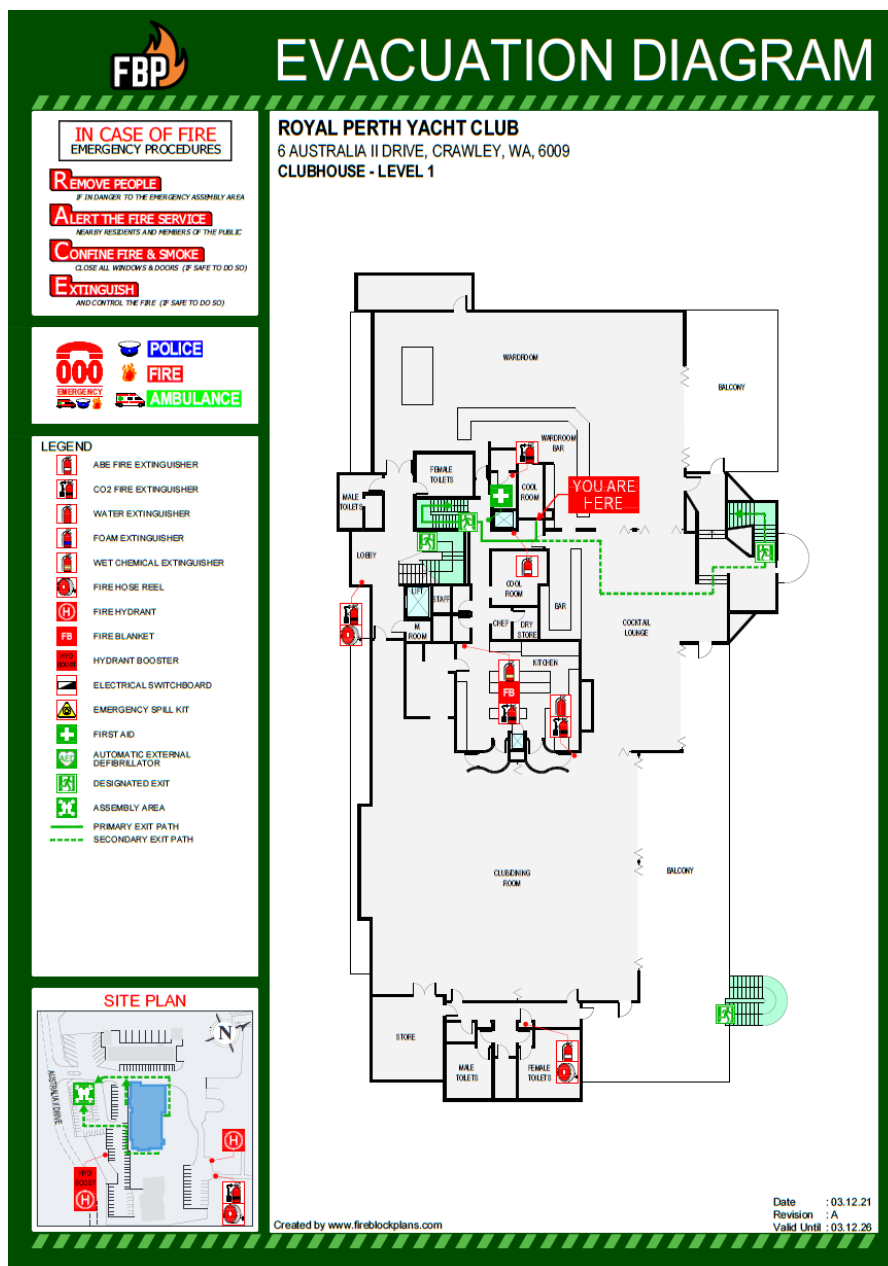
Workshop



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:**

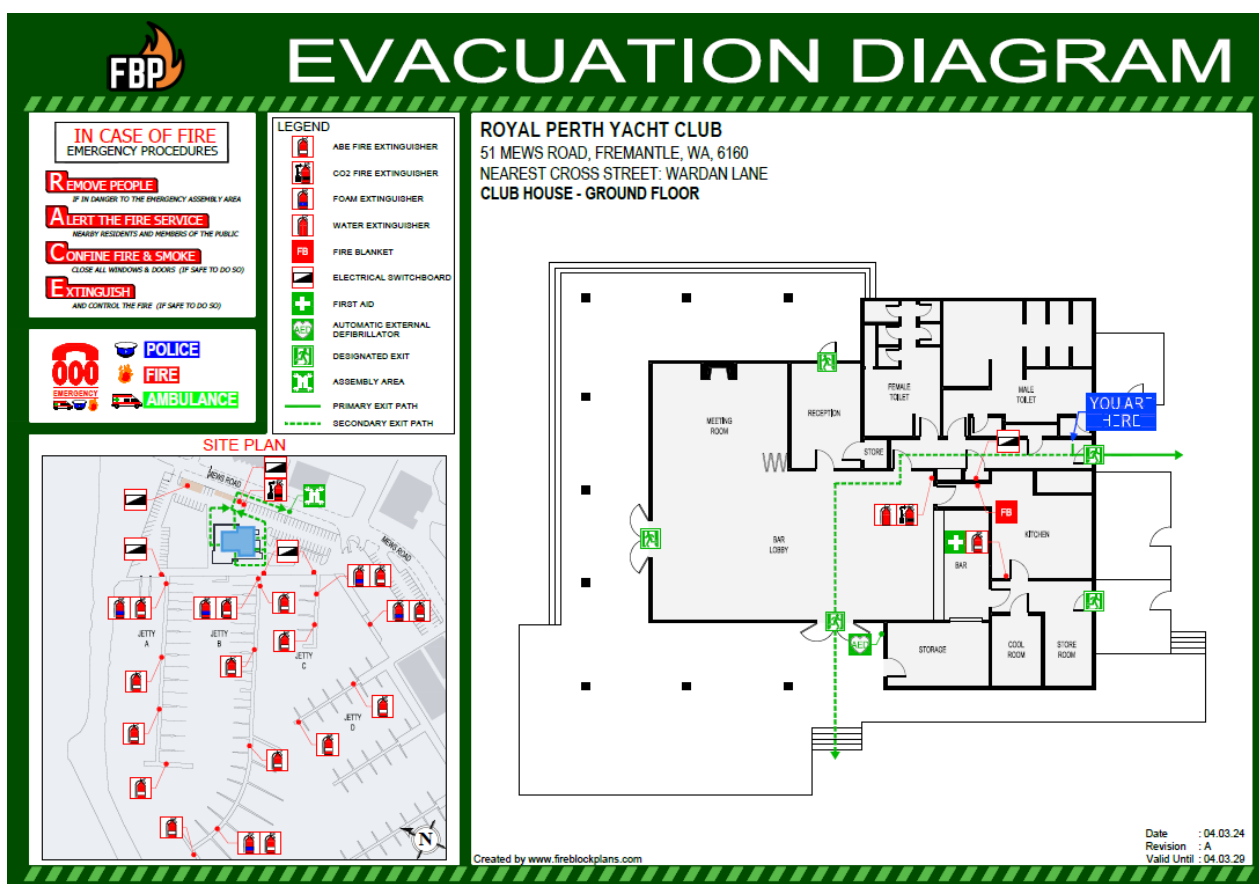
Limestone wall, entrance to B Jetty

**PERSONAL PROTECTIVE EQUIPMENT (PPE):**

**MATERIAL SAFETY DATA SHEETS (MSDS):**

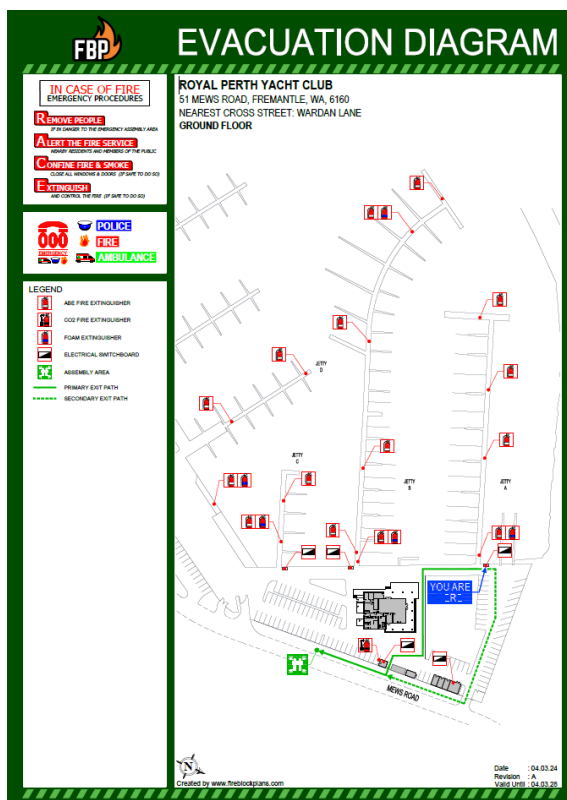
Annexe Office

## Clubhouse Evacuation Diagram



# Royal Perth Yacht Club – Fremantle Annexe

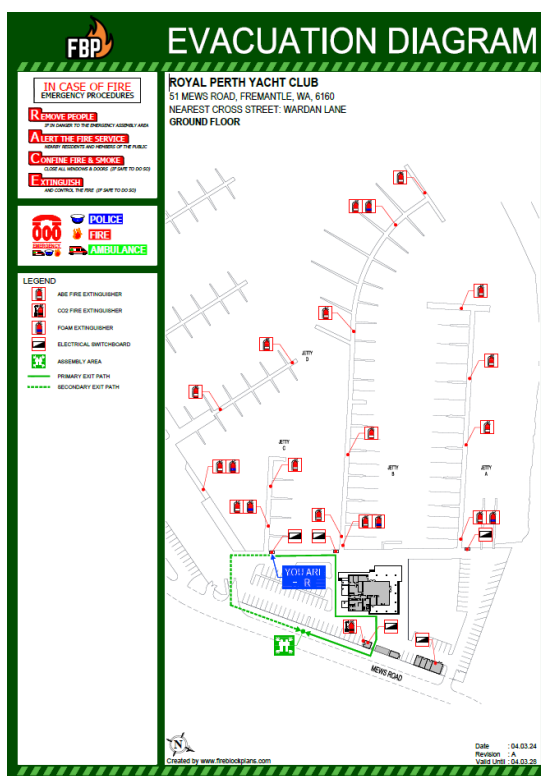
## Jetty Evacuation Diagrams



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 personnel, I acknowledge and agree to:

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 "Royal Perth Yacht Club's 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:** \_\_\_\_\_