



TAURANGA MARINA

Contractor Information GUIDE



Tauranga Marina Society
August 2021

Introduction

Tauranga Marina Society complies with the Health & safety at Work Act 2015 Regulations, Code 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.

To be in line with workplace Health and Safety legislation the marina is required to ensure all contractors are aware of their obligations pertaining to workplace health and safety and conduct their work in a safe manner which does not potentially affect the health and safety of themselves or others in the marina.

Tauranga Marina Society requires all **contractors to register prior to commencing work** at the marina, even if your services are arranged through the boat owner.

Management reserves the right to refuse entry to any contractor who does not fully comply with the requirements set out in this document.

Registration

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: Each employee of your business must understand 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 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 with high importance that you provide us with updated insurance documents when these have expired.

Disclaimer:

Tauranga Marina reserves the right to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.

Required Information

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

Public Liability Insurance – (Required for ALL contractors working in the Marina)
(minimum value NZ\$5million)

Ship Repairers Liability Insurance – (Required for ALL contractors that are working on vessels over 8 metres)
(minimum value NZ\$5million)

Trade Qualifications - (ALL Electricians and Gasfitters)

Evidence of qualification for tasks that require such competencies.

Contractors will not be allowed to commence work at the marina until such time as the necessary certificates are provided.

Health & Safety Policy – Under the Health Safety act we require to have your companies Health & Safety policy Statement on file.

Health & Safety

Contractors are required to ensure that they are 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 the Marina Management.

Diving Work

All diving work MUST be approved by the Marina Management.

Electrical

All electrical equipment must be recently tested and tagged before being used at the Marina.

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 to prevent damage from traffic, hot equipment and water.

Petroleum Fuel

Where petrol or diesel-powered equipment is used on site, fuel must be stored in approved safety containers. Contractors are to ensure that adequate ventilation is provided and that sufficient non-smoking signs are displayed.

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. 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.

Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.

Scaffolding must have guardrails, including mid rails and toe boards, on the exposed sides and at the end of all working platforms, regardless of height.

Welding

There will be no grinding of metal or welding without prior permission from the Marina Manager.

Environmental Considerations

Any work undertaken on the marina facility that could result in a pollution incident must be safeguarded against. 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 doubts 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.

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.

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.

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.

Hard Stand

Vehicles

The hardstand area is a high traffic area. When driving through this area it is to be at walking pace only. All vehicles in the hardstand area are to be parked so they don't obstruct travelift movement. Your vehicle is on site at your own risk, the marina takes no responsibility for damage to your vehicle whilst on the hardstand area.

Water Blaster

When using the water blaster, obey by the rules associated with it. Be mindful of what or who is around you.

Cradles

Never move cradles yourself, this will be done by marina staff upon request.

Travel Lift/ Tractor/ Scissor Lift

The travel lift/Tractor/Scissor Lift **has right of way at all times**, stop and wait to be waived through.

Surroundings

Always use covers to protect both the surrounding boats and the ground where needed. If you are carrying out any painting, grinding or any activity that may create a nuisance to other vessels on the hardstand then it is your responsibility to make sure that no effects of any kind contaminate other vessels. At times, this will require covering other vessels within proximity. If damage is caused to other vessels it is your responsibility and cost to remedy.

Security Key Tags

Security Key Tags are to be used only for when contractors are carrying out work on the hardstand or in the marina. These are not to be used for personal use.

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 must be reported to the Marina Office and 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.

House Keeping

Work area 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 marina staff in a timely manner.

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 immediately to the trolley park.**

Car Parking

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

Boat Ramp

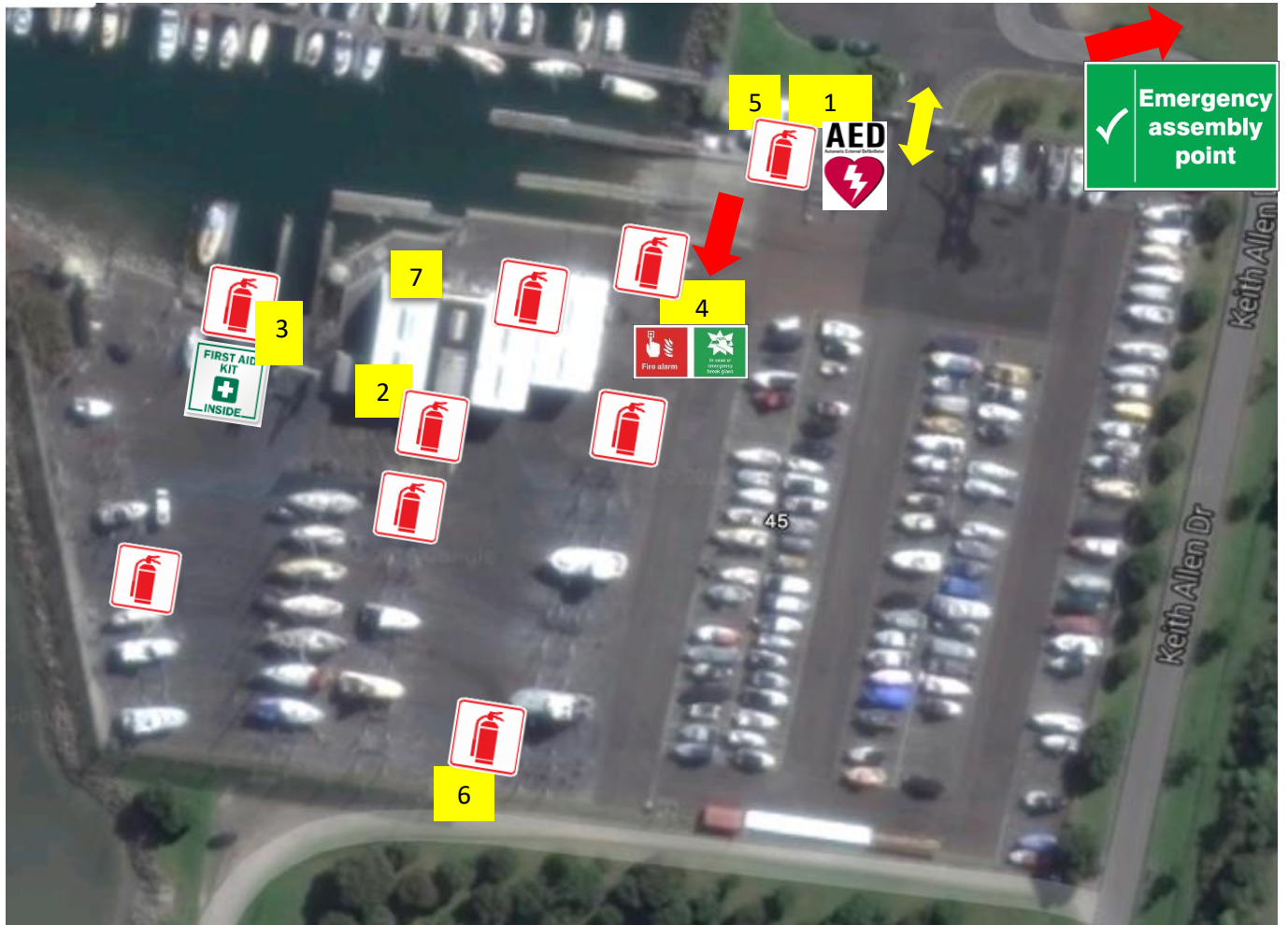
The Tauranga Marina's Boat Ramp is for Marina Members and trailer park lease's only.

Advertising

Business cards can be put on the contractor's board in the Marina Office.

HARDSTAND

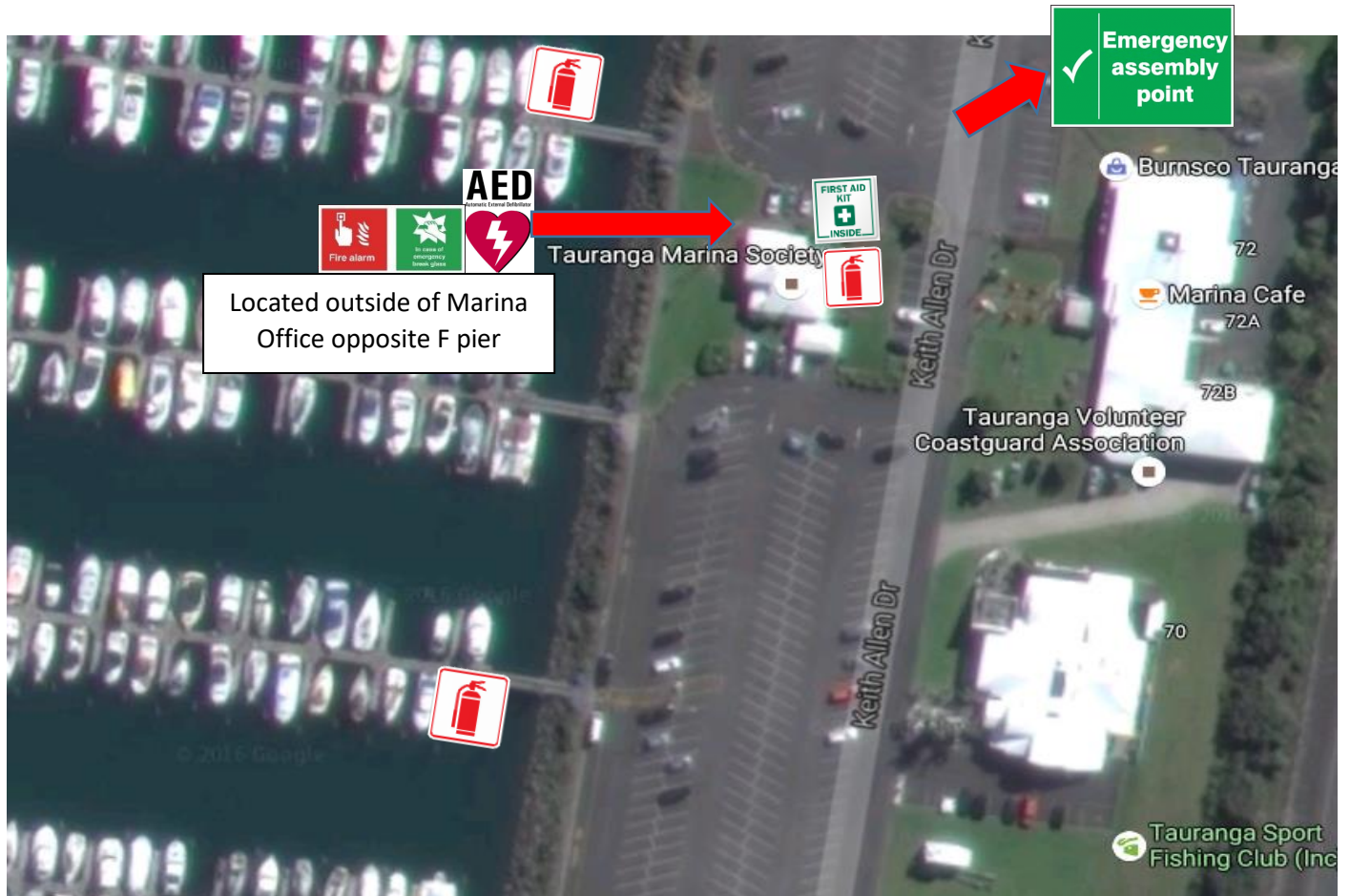
LOCATION OF EMERGENCY EQUIPMENT



LOCATION:	EQUIPMENT:
1. Amenities Area (wall outside)	Emergency Defibrillator
1. Amenities Area (wall outside)	4.5kg dry powder fire extinguisher
2. Garage	Oil/Fuel Spill dispersant
3. Hardstand Office	4.5kg dry powder fire extinguisher/ First Aid Kit
4. Power box left side of Boat ramp	Break glass switch for FIRE emergency
5. Side area off Amenities building	Oil spill equipment and emergency rope
6. Sandblasting Bay	4.5kg dry powder fire extinguisher
7. Wall outside Shed 1	Submersible Pump

TAURANGA MARINA

LOCATION OF EMERGENCY EQUIPMENT



LOCATION:	EQUIPMENT:
Marina Office (wall outside)	Emergency Defibrillator
Marina Office (wall outside)	Break glass switch for FIRE emergency
Marina Office (upstairs)	4.5kg dry powder fire extinguisher / First Aid Kit
Marina Garage (Marina office downstairs)	Oil spill equipment & 4.5kg dry powder fire extinguisher
Amenities Area (Marina office ablutions in cabinet under phone)	Submersible pump
All Piers	4.5kg dry powder fire extinguisher (2 on each Pier)

How to Apply

- Read and understand the Contractors Information Booklet.
- Complete the Registration Form and return together with the following to the Marina office:
 - ✓ **Public Liability Insurance** (*All contractors*)
 - ✓ **Ship Repairers Liability Insurance** (*All contractors working on vessels over 8 metres*)
 - ✓ **Trade Qualifications** (*All Electricians and Gasfitters*)
 - ✓ **Health & Safety Policy Statement** (*All contractors*)

We suggest you keep this Contractor Information Booklet for your records.

Registration Form and Insurance/s to be emailed to:

info@taurangamarina.co.nz