



# TAURANGA BRIDGE MARINA

## Contractor Information And Registration Package

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# Introduction

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Tauranga Bridge Marina (the Marina) complies with the Health and Safety at Work Act 2015, Regulations, Codes 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.

In this document we outline your responsibilities, obligations and rights. **Management reserves the right to refuse entry to any contractor who does not fully comply with the requirements set out in this document.**

## Registration

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### **Why:**

With the current strict health and safety legislation, insurance and liability issues, the Marina is required to ensure that all contractors understand their rights and accept their responsibilities in these matters. **Only legitimate businesses with adequate insurance cover are allowed to provide subcontractor services at our facility.**

### **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:**

It is important that each employee of your business understands 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 directly 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 important that you provide us with updated insurance documents when applicable.

### **Cost:**

Currently we do not charge for registration however this is subject to review.

### **Disclaimer:**

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

**Please note: Any New Zealand Workplace Health, Safety and Environmental Legislation or other applicable Statutes will take precedence of the following conditions.**

# Required Information

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

- Public Liability Insurance (minimum value NZ\$5million)
- Professional Indemnity Insurance
- Ship Repairers Liability Insurance \* (minimum value NZ\$5million)
- Trade Qualifications (must show evidence of qualification for tasks that require such competencies)

These requirements apply in full to all work done at Tauranga Bridge Marina. Contractors will not be allowed to commence work at the Marina until such time as the necessary certificates are provided.

\* Ship Repairers Liability Insurance is required for companies or individuals involved in marine repairs for damage that occurs whilst the vessel is in their care, custody and control.

# Health & Safety

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Contractors are required to ensure that they are physically fit and 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 Marina Management.

## **Safe Work Method Statement (SWMS)**

The contractor is required to provide a risk assessment (SWMS) prior to commencing any job that involves a certain risk to the Marina property, vessels or the environment. Planning safe work methods are essential.

## **Diving Work**

All diving work MUST be approved by the Marina Management.

## **Electrical**

Electricity and water are a lethal combination. All electrical equipment must be recently tested and tagged before being used at the Marina. When using the Marina shore power you must use the appropriate compliant plug with locking ring. Please refer to the NZ Marina Operators Association Shore Power Connections brochure for guidelines. Extra care must be exercised during and immediately following periods of rainfall. 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 as to prevent damage from vehicular traffic, hot equipment and water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adapters and piggyback plugs are not to be used. Where possible, use battery powered tools.

If electrocution occurs DO NOT TOUCH the victim unless you have been able to turn off the power supply. Call 111 and notify marina staff.

## **Petroleum Fuel**

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

Never use fuel powered equipment in an enclosed space.

## **Fire Hose Reels**

Fire hoses are not be used for any purpose other than for firefighting.

## **Hazardous Substances**

A **Material Safety Data Sheet (MSDS)** for all substances brought and used onsite must be available upon request by the Marina. All users must be familiar with, and understand the first aid measures required.

## **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. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable. 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. Safety harnesses must be worn and properly secured at heights greater than 2.4 metres and must always be worn in cherry-pickers and other mobile working platforms, and when working atop flybridge cruisers.

# Environmental Considerations

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Any work undertaken on the Marina facility that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. 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 doubt exists, 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. All chemicals need to be banded.

## **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.

## **Painting and Antifouling**

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting is only to occur in areas designated by the Marina. All

residues from such operations are to be disposed of correctly, in accordance with Environmental Legislation. Under no circumstances is residue to be placed in the Marina's waste bins, unless prior approval has been gained from the Marina Manager.

## **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. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

## **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. **Oil, oil products and drained oil filters, scrap metal (including anodes), batteries, acids and all other harmful waste is to be taken off site by the contractor.**

# General

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## **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 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.

## **Housekeeping**

Work areas 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 a marina representative in a timely matter. A clean up fee may apply.

## **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 to the promenade immediately.**

## **Car Parking**

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

## **Power Supply**

Under no circumstances is a contractor to unplug any vessel's power supply to operate power tools or accessories. Permission must be given by the vessel's owner or marina management.

## **Smoking**

Smoking is not permitted on or around the fuel dock. Always be considerate of non-smokers at this facility. Observe "No Smoking" signs.

## **Workshop Containers**

The Marina workshop containers are restricted areas and are not for contractor use. It is the Marina policy that tools and equipment will not be lent or hired out.

## **Advertising**

Contractors are prohibited from distributing promotion or advertising pamphlets, business cards or samples at our facility.

## **Alcohol**

The Marina is committed to providing and maintaining a safe environment. Contractors shall not possess, consume or be under the influence or effects of illegal drugs or alcohol while undertaking work at the Marina.

## **Pets**

Contractors must keep their pets restrained on a lead at all times.

# How to Apply

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Once you have read and understood the content of this Information Package, complete the Contractor Registration Application Form, and sign the Contractor Declaration. Use the Application Checklist to ensure all relevant information is supplied with your application.

**We suggest you keep this Contractor Information Package for your records.**



# Location of Emergency Equipment / Areas



A fire extinguisher and break glass switch are located inside the red 'alarm inside' boxes which are located on each pier (as shown on the plan). There is also a life ring attached to each box.



## ASSEMBLY POINT

In the event of a fire the marina's assembly point is located to the south of the building (in the carpark adjacent to C/D pier gangway).



## MARINA OFFICE



Trained First Aiders, First Aid Kit

## AMENITIES AREA

Submersible Pump  
Fire extinguisher

## EMERGENCY SHED

Oil spill equipment  
Fire pump & equipment  
Red cones

