

MORNINGTON YACHT CLUB



WORK PLACE SAFETY INFORMATION BOOKLET



Induction Information

This Booklet is a brief synopsis of the key policies, to be used as an induction for members, staff, and contractors of the Mornington Yacht Club's (MYC) approved policies and procedures documentation. Members are responsible to ensure their guests are made familiar with any information necessary for them to have an enjoyable and safe visit whilst on MYC premises.

Please read and understand each item. If you have any questions ask the General Manager for clarification. For further information see MYC's OH&S and Policy and Procedures Manuals.

The document requires the reader's signature as verification the policies have been read and understood. This Induction Declaration is located at the conclusion of this Booklet (Appendix 1).

The Booklet will be regularly reviewed to keep it up to date.

Throughout this Booklet pages have been set aside for additions and user notes.

Occupational Health and Safety Policy Statement - Primary Aim

The aim of the OH&S Policies is to avoid injuries or ill health to members, staff and contractors when on the Mornington Yacht Club property.

MYC will continually strive to adopt 'best practice' in OH&S, and has taken responsibility to adopt policies and procedures for a safe work environment. Management will do everything practicable to provide a safe workplace under the OH&S Act of 2004 and its associated Regulations and Codes of Practice.

Management of the MYC has an expectation that all members, staff and contractors will share and uphold their responsibility and familiarise themselves with the OH&S Policy and the Policies and Procedures Manual. Comments and suggestions for improvement are not only welcomed, but encouraged and should be given directly back to management.

Mornington Yacht Club strategies for Health and Safety are communicated to all members, staff and others through this Booklet.

All policy and procedures documentation is available to all staff, members, contractors and visitors and any other interested parties.

MYC's OH&S Sub Committee look forward to your participation in assisting with the provision of a safe and pleasurable yachting environment.

All Members and staff are referred to Victorian WorkSafe MANAGING SAFETY IN YOUR WORKPLACE 2005 Guide. Copies are available from WorkSafe's website http://www.worksafe.vic.gov.au/wps/wcm/connect/fa36d4804071f4729ccedee1fb554c40/managing_safety_in_your_workplace.pdf?MOD=AJPERES

Obligations and Use

The MYC General Committee requires inductees to be fully aware of their obligation in the provision of a healthy and safe workplace; these are to:

- take all reasonable care for their own health and safety;
- take all reasonable care for the health and safety of people who may be affected by their actions or omissions within the MYC and surrounding areas; and
- co-operate with Club officers in respect to any action taken to comply with a requirement imposed under the Act, and other MYC policies and procedures.

This Booklet should be read in conjunction with MYC's *Policies and Procedures Manual* and the *OH&S Manual* for a description of all requirements.

Members are responsible to ensure their guests are made familiar with any information necessary for them to have an enjoyable and safe visit whilst on MYC premises.

The documented OH&S Management System (OHSMS) includes hazard identification and control, accident investigation, corrective actions, housekeeping, training for emergencies, fire protection for the protection of members and contractors.

Employees will have their individual health and safety responsibilities explained at induction, including the job task analysis.

Employees and member-representative groups will be consulted on OH&S management, through their representatives on the Yard and Safety Committee.

Members, staff, and contractors will be required to attend the relevant initial information session and sign the induction declaration.

Inductees should fully acquaint themselves with the details of each Item in this Booklet, as each Item applies specifically to MYC.

No single Item is a total recommendation of all safety precautions for that item

The MYC OH&S Sub-Committee in consultation with their representatives will annually review these Policies for continuous improvement.

Emergency Planning & Evacuation Flow Chart

RAISE ALARM

Employee member, contractor or visitor to raise the ALARM and advise Chief Fire Warden (or deputy)



DECIDE TO EVACUTE

Chief Fire Warden (or Deputy)



ACTIVATE EVACUATION SIREN

Chief Fire Warden (or Deputy)



CEASE WORK

All personnel assemble at the nominated EMERGENCY MUSTER POINT as shown on Building and Site Plan



ACCOUNT FOR ALL EMPLOYEES & MEMBERS

Chief Fire Warden (or Deputy)



ALL PERSONNEL REMAIN AT THE MUSTER POINT UNTIL ALL CLEAR GIVEN BY

Chief Fire Warden (or Deputy)

Emergency Evacuation Muster Points

The Chief Fire Warden or Deputy will evacuate the building using any access stairway and door which are deemed safe.

Evacuees shall muster at Muster Point A

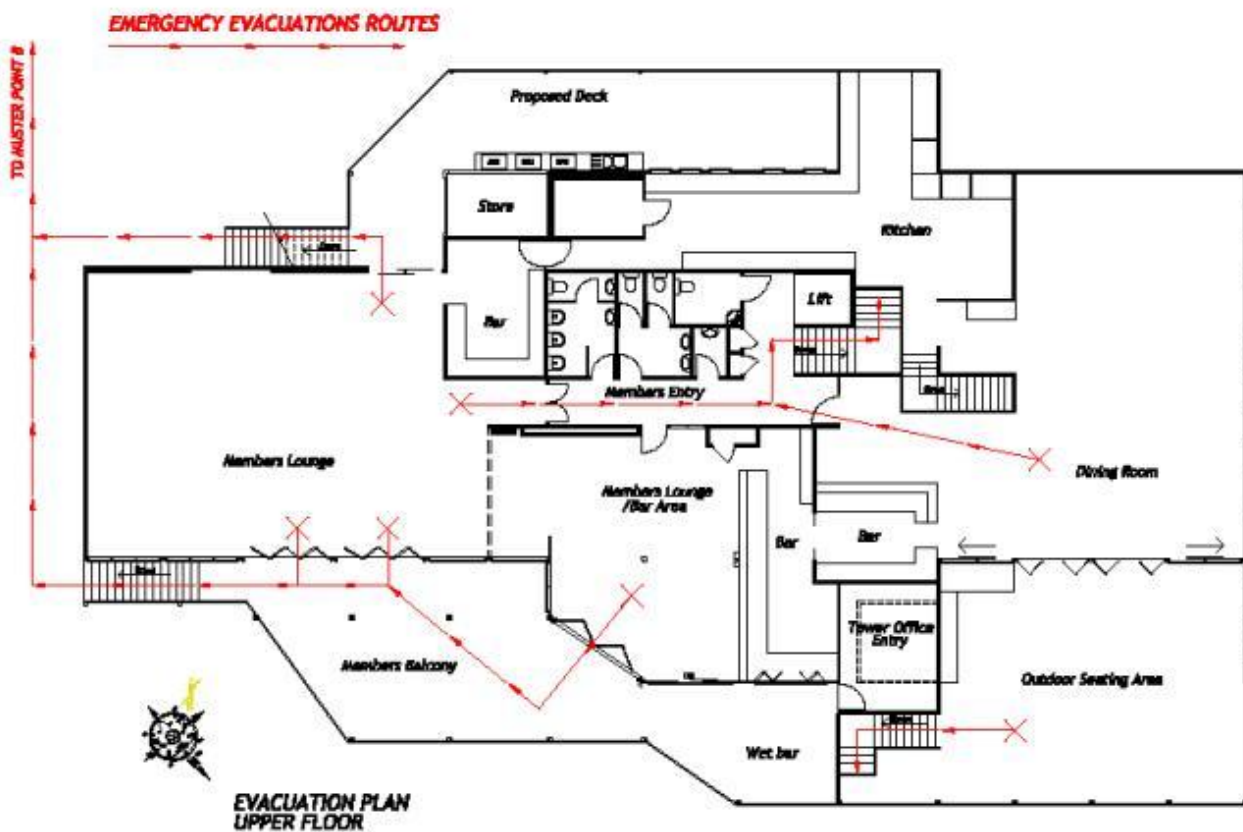
(the car park opposite Schnappers Cafe).

In the event that muster Point A is unsafe.

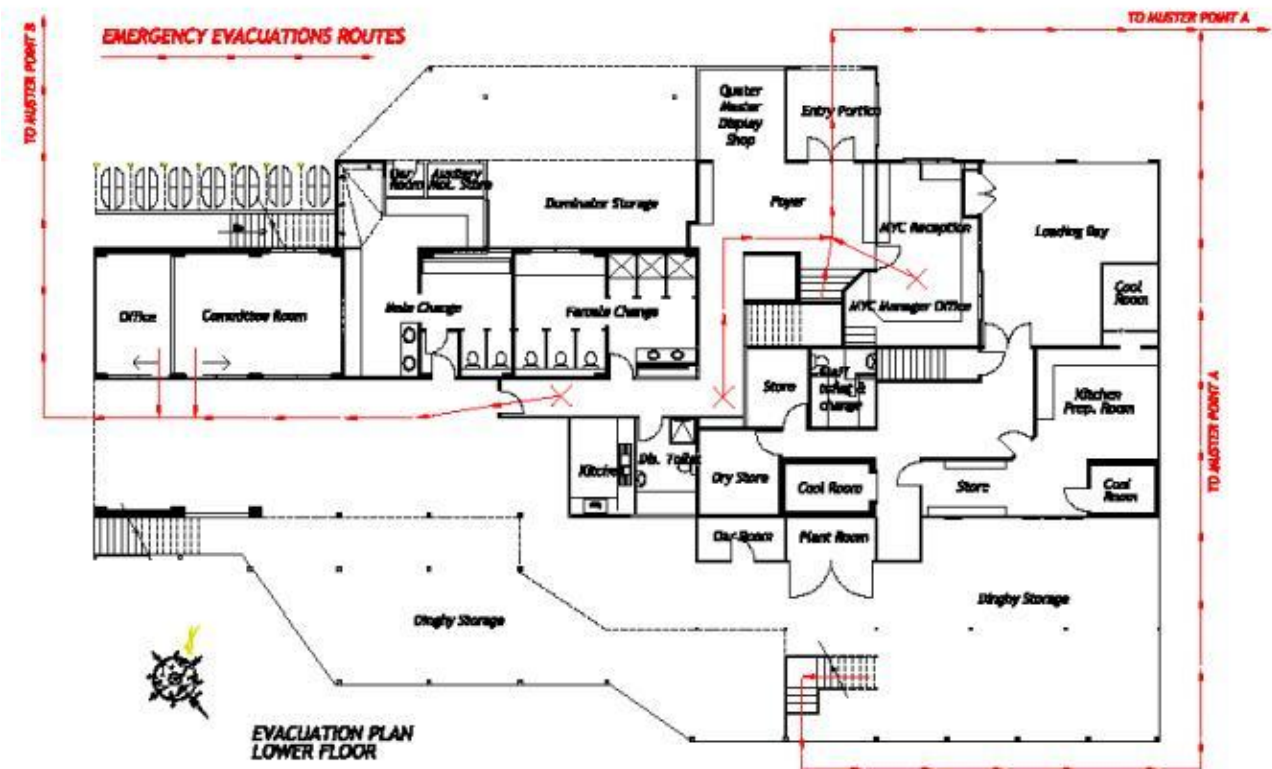
Evacuees shall muster at Muster Point B

(car park area adjacent to rear gate).

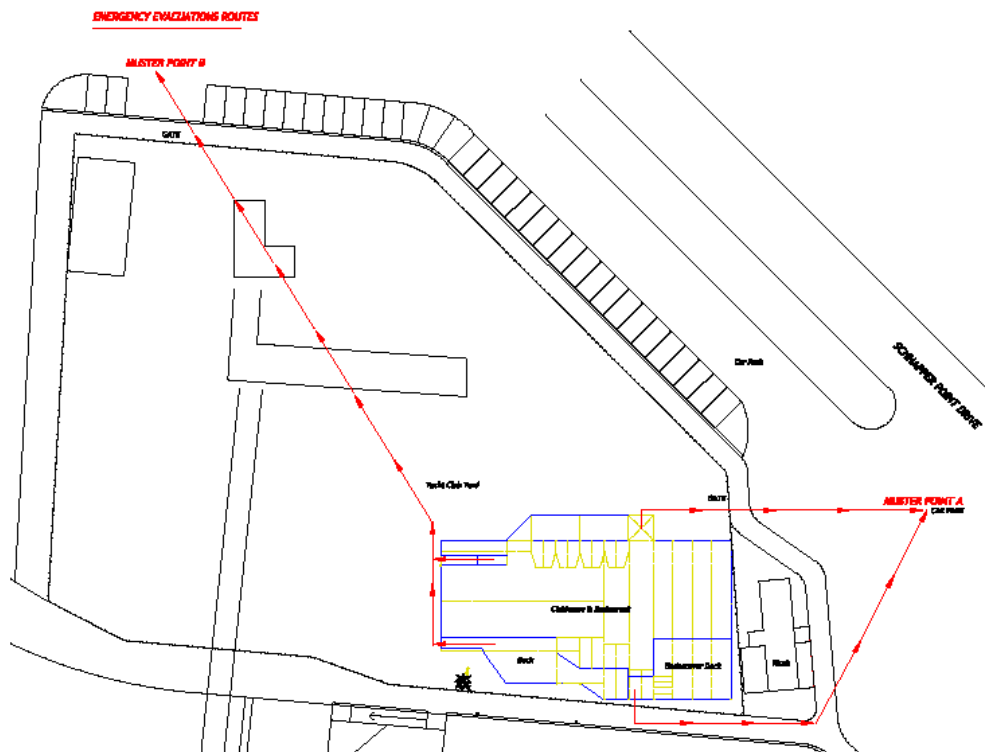
Safety Evacuation Procedures for Clubhouse Upper Level Facilities



Safety Evacuation Procedures for Clubhouse Lower Level Facilities



Safety Evacuation Procedures for Yard Facilities



Emergency Phone Numbers

Mornington Yacht Club

Chief Fire Warden General Manager Office	5975 7001
Office	5975 7001
Tower	5975 6805
Members Lounge	5975 1376
Street Address	Schnapper Point Drive, Mornington, 3931
Melway Ref:	104 D9
Police	000
Fire	000
Ambulance**	000
Poisons Hotline	131 126
State Emergency Service	132 500
EPA –Fuel / Chemical spills	1300 372 842
Electricity Emergency	000
Gas Emergency	000
Water / Sewer Emergency	132 812
Telstra Faults	132 999
Dial Before You Dig	1100
Australian Maritime Safety Authority	1800 641 792
Mornington CFA	5975 2203
Mornington Police Station	5975 2733
Water Police Squad & Rescue Coordination Centre	9399 7500

****AMBULANCE:**

Meet Ambulance on car park corner adjacent to MYC reception and give clear directions to location of incident

Bureau of Meteorology	9669 4916	Forecasts General (24hrs)
www.bom.gov.au	9669 4000	National HQ
coast Guard Victoria HQ	9598 9092	
Coast Guard Safety Beach	5981 4443	
Mornington Bay Rescue	0419 233 999	
Lifesaving Victoria Emergency Network	03 9676 6970	
Parks Victoria – Albert Park Office	9686 9424	
City of Port Phillip	9209 6777	

Nearby Yacht Clubs

Davies Bay Yacht Club	9787 1111	Ranelagh Yacht Club	9787 0265
Frankston Yacht Club	9783 7784	Mt Martha Yacht Club	5974 1877
Safety Beach Yacht Club	0408 826 749		

Spill Control And Clean

Prevent any potential flow to other parts of the premises which could create a risk, or reach any watercourse or property boundary, by:

- keeping the 'clean up' equipment and material, accessible;
- immediately cleaning up any spills and leaks; and
- safely dispose waste generated after the clean up of spills and leaks.

Decommissioning

Ensure any container or piece of equipment, which has been used to store or handle dangerous goods and is no longer required for the purpose, is cleaned to free of dangerous substances or otherwise made safe.

Ventilation

Provide adequate natural or mechanical ventilation where dangerous goods are stored or handled, which is sufficient to prevent the generation of a flammable or harmful atmosphere.

Lighting

Provide sufficient lighting to areas where dangerous goods are stored and handled, to allow for safe normal work to be undertaken.

Security

Secure storage areas for dangerous goods against unauthorised entry.

Personal Protective Equipment

Ensure personal protective equipment is appropriate to the goods being handled and is worn when people are handling dangerous goods. Personal protective equipment (PPE) is any clothing, equipment or substance designed to protect a person from risks of injury or illness.

Access and Egress

Dangerous goods should not be stored where they could hinder escape from a building or area, in the event of an emergency situation.

Fire Prevention

Keep areas in which dangerous goods are stored or handled clear of combustible matter and refuse. In the case of storage or work outdoors, the surrounding area should be cleared of combustible vegetation for a distance of at least 3 metres.

Boatyard Housekeeping

Boat Yard housekeeping guidelines should be adhered to when using the Yard facility. These include:

- persons working on boats whilst in the Yard shall use only tools and equipment that are safe, and fit for the purpose;
- no person shall live aboard boats whilst they are in the Yard;
- boat owners or their employees working on, or making use of Club premises, shall promptly remove any scrap waste or equipment and shall, at all times keep the area of the Yard around their boat clean and tidy;
- prior to commencing any painting, grinding or sandblasting operation, permission shall be obtained from the Yard Manager who will designate a position for the boat, and issue any other conditions that will apply to the operation;
- permission shall be obtained from the Yard Manager to bring into the Yard a crane or other heavy equipment. The Yard Manager will designate a position for the boat and issue any other conditions that will apply to the operation of such equipment;
- craft shall be registered, identified, equipped and maintained as required by law and safe practice, with particular attention to adequate fire fighting equipment; and
- trailer and hardstand areas must be kept clean at all times and free of gear, lines, hoses, power cords, boat covers, tools and the like at any time the crew of the yacht are not present.

Use of the Gerni

The Gerni is used for high pressure cleaning of the Yard and boats. The Yard Manager will explain the safest area in which to use the Gerni within the Yard. Hard spoil on the hull should be scrapped off prior to using the Gerni and placed in waste bins provided for later collection. The Yard Manager will inform members of the safe collection of waste, and the MYC restrictions on water.

Prevention of Falls

Legislation: Victorian Occupational Health and Safety (Prevention of Falls) Regulations 2003 S.R. No. 121/2003
Australian Standard 'Fixed platforms, walkways, stairways and ladders—Design, construction and installation, AS 1657:1992

Scope of Use:

The objective of these Regulations is to prevent incidents at workplaces involving falls of more than 2 metres and to prevent or reduce injury resulting from those falls.

Responsibility

Contractors should be aware of their responsibilities under the MYC's Policy and Procedures and OH&S Manuals, including:

- see if the work at height can be avoided altogether, or to see if the work can be done on the ground, or from a "solid structure" i.e. a place where there is no likelihood of a fall. If this isn't practicable, you have to use a risk control measure that produces the lowest practicable risk of fall. The regulations set out the order in which the control measures must be considered. The preferred risk control measures are the ones that aren't dependent on a worker or action for them to be effective;
- awareness that one measure alone might not be practicable for a whole job, or one measure alone may not do enough to bring the risk of a fall under control. If this occurs, look at a combination of risk control measures;
- provision of information, instruction and training to workers on the work that involves a fall hazard, and on the safety measures put in place to control the risk of a fall;
- where risk measures are used, the procedure must cover rescue and first aid and have to be implemented quickly if an emergency arises.

Management of Risk

If work must be done at a height one or a combination of the risk control measures below need to be employed:

- **Use passive fall prevention devices:** If it is not practicable to eliminate the risk, use "passive fall prevention devices". Examples of these include:
 - a. scaffolds (fixed or mobile);
 - b. guard railing or perimeter screening; building maintenance equipment;
 - c. temporary work platforms such as scissor lifts, cherry pickers;
 - d. work boxes specifically designed to hold people and lifted by cranes;
 - e. hoists or other types of lifting equipment; or
 - f. roof safety mesh.

- **Use work positioning systems:** If the two risk control measures above are not practicable, use 'work positioning systems' that include:
 - a. industrial rope access systems (they usually involve ropes, rope friction devices, harnesses and anchoring systems);
 - b. travel restraint systems (these involve harnesses and anchoring systems used to limit the movement of the wearer or stop a fall); or
 - c. a drainer's hoist.
- **Use fall injury prevention system:** If the three risk control measures above are not practicable, use a 'fall prevention system'. These systems don't stop a fall, but aim to minimise the distance someone can fall, and therefore reduce any subsequent injury resulting from the fall. They include:
 - a. industrial safety nets;
 - b. catch platforms; or
 - c. a safety harness, using fall arrest mechanisms.
- **Use a ladder:** If all of the four risk control measures above are not practicable, then use a ladder or use administrative controls. If the choice is to use a fixed or portable ladder to control the risk of a fall, ensure the ladder is:
 - a. appropriate for the task to be undertaken; and
 - b. appropriate for the duration of the task; and
 - c. set up in a correct manner.
- **Use administrative controls:** (Administrative Controls are systems of work or work procedures which eliminate or reduce the risk of a fall). If the choice is to only use 'Administrative Controls' to control the risk of a fall, then these will consist of:

Before the task is undertaken, an administrative control will be developed to detail a generic record of that task and the period that task is being undertaken.

- a description of the administrative control used; and
- a description of the task to which the administrative control relates.
- **Emergency Procedures:** If risk control measures are used, then an emergency procedure must enable the:
 - a. rescue of an employee in the event of a fall;
 - b. provision of first aid to an employee who has fallen; and
 - c. emergency procedure to be carried as soon as possible after the emergency situation arises.

Any risk, including a non-fall risk, associated with the carrying out of an emergency procedure must be eliminated, or if it is not practicable to eliminate the risk, then the risk is reduced as far as practicable. Examples of “non-fall risk” are the risk of electric shock, crushing and musculoskeletal disorder.

Scaffolding

Legislation: *Victorian Occupational Health and Safety Act 2004*
Victorian Occupational Health and Safety (Prevention of Falls) Regulations 2003 S.R. No. 121/2003
Victorian WorkSafe Scaffolding Checklist for Builders and Building Trades Contractors
Australian Standard AS 1576 - 1995

Scope

The above Legislation only applies where a person is employed as a contractor to carry out work involving scaffolding. Contractors carrying out such works will be aware of their responsibilities under the Legislation.

Where members carry out their own work involving scaffolding they should be aware of the checklist below as a minimum.

Responsibility

when using scaffolding, whilst working on their boats should consider the following:

- is the scaffold strong enough for the loads;
- Is the scaffold stable;
- does the scaffold protect the users and other people;
- is there safe access to every scaffold platform;
- are scaffolds a safe distance from powerlines;
- are users working safely; and
- are scaffolds being regularly inspected?

If an accident occurs, rescue and first aid are implemented quickly and if required advise 000 for the attendance of emergency services and an Incident Report completed.

Management

All works carried out must comply with MYC OH&S and General Policies and Procedures. All requests for scaffolding use must gain approval from the Yard Manager. Conditions may apply. The Yard Manager will require all users to follow the requirements detailed within Item 10 – Boatyard Housekeeping of this Booklet.

Electrical Leads

Legislation: Victorian WorkSafe 'Industry Standard for Electrical Installations on Construction Sites March 2002'
AS/NZS 3760:2010 - In-service safety inspection and testing of electrical equipment including Amendment 1 2011

Compliance with Legislation: - Compliance with AS/NZS 3760:2010 is mandatory under Victorian electrical safety legislation and WorkSafe.

Scope

This Industry Standard applies to fixed wiring, fixed and/or portable electrical apparatus, tools, appliances and associated flexible cords used in connection with all forms of work within MYC premises.

Responsibility

when using portable electrical apparatus, tools, appliances **and associated flexible cords**, whilst on MYC premises should consider the following:

- all above items need to be tested and tagged in accordance with Table 4 of AS/NZS 3760:2010;
- flexible extension cords cannot be used as fixed wiring, and fixed wiring cable cannot be used as flexible cords;
- where flexible extension cords are linked together and used outdoors, or where water may be present, the extension socket and plug should be protected by design or enclosure against the ingress of water;
- where flexible extension cords pass through scaffolding or other metal structures, they should be run on hangers covered with non-conducting material to prevent mechanical damage;
- all plant including portable electrical equipment and flexible cords, shall be visually inspected for wear and mechanical damage, and tested in accordance with AS/NZS 3760 for earth continuity, and insulation resistance;
- all portable electric equipment and flexible electrical cords shall be tested, and tagged, and the

A Competent Person is one who the Responsible Person ensures has the necessary practical and theoretical skills, acquired through training, qualification, experience or a combination of these, to correctly

test results shall be recorded in a book kept for the purpose, by the Competent Person.

Reporting Incidents Or Malfunctions

Report any incident of injury to persons, damage to property, equipment malfunctions or perceived potentially dangerous situations to the Club on the Incident Report Form as soon as possible (see Appendix Y11 in the Policy and Procedures Manual and copies are available from the MYC Office).



External Contractor Agreement

THIS AGREEMENT is made on the _____ day of _____ 20_____.

BETWEEN: MORNINGTON YACHT CLUB

AND: _____

Of _____

The following has been agreed:

MORNINGTON YACHT CLUB prior to the date hereof has agreed to grant to the Contractor permission to come onto and perform work at the MORNINGTON YACHT CLUB on the terms and conditions set out in this agreement.

Signed: _____ Date: _____

Information Required

MYC will only engage Contractors who can produce documentation verifying they have the necessary knowledge, skill, trade qualifications, industry certification, industry certification, experience and financial resources to undertake the contract.

The Contractor is to produce copies of the following prior to commencement of work

(please tick the relevant boxes).

- Certificate of Currency (Public Liability)
- Ship Repairers Liability
- Risk assessment for services being completed

Mornington Yacht Club Contractor Declaration

I hereby apply for registration as an approved Contractor at MORNINGTON YACHT CLUB.

I acknowledge receiving the contractor agreement booklet and shall ensure all employees are informed of the contractor agreement booklet and no person shall be permitted to work on the contract without being informed.

The Contractor will advise the MYC Manager or Deputy immediately of any:

- accident in which serious harm is caused or a significant hazard was involved and will meet requirements in reporting the same to WorkSafe;
- new hazard created during the contract, and will take all practicable steps to avoid harm being caused to any person as a result.

The MYC Manager or Deputy has the right to monitor the Contractor's activities and to carry out a safety audit at any time during the progress of the work, and has the right to suspend work at the Contractor's expense, where the Manager or Deputy is not satisfied all practicable steps are being taken to ensure the health and safety of others.

Signed on the behalf of the Contractor:

Full Name: _____

Signature: _____ Date: _____

Signed on the behalf of the Mornington Yacht Club:

Full Name: _____

Position: _____

Signature _____

I declare I have read and understood the Mornington Yacht Club (MYC) *Contractor Induction Information Booklet* and have been informed and instructed in it's contents. I am aware of MYC's *Policies and Procedure Manual* and *OH&S Manual* and understand the purpose and approaches of the these Manuals in relation to the MYC environment.

If there is any concern or clarification required please consult the MYC Office Manager prior to signing.

Given Name: _____ Surname _____

Signature: _____ Date: _____

Contractor Detail

Contractor: _____

Contact Phone: _____ Email: _____

Postal: _____ pcode _____

Core Business: _____

Insurance Detail

a. Public Liability

Insurance Company _____ Policy Number: _____

Expiry Date: _____ Value: _____

Current copy on file

b. Ship Repairers Liability

Insurance Company _____ Policy Number: _____

Expiry Date: _____ Value: _____

Current copy on file

c. Workers Compensation

Insurance Company _____ Policy Number: _____

Expiry Date: _____ Value: _____

Current copy on file

Notes: (list any discussions, warnings / reminders and follow-up conversation if insurance details are incomplete)

Contractors initials _____

Risk Assessment

The contractor is required to provide a risk assessment (Safe Work Method Statement or Job Safety Analysis) prior to commencing any job that involves a certain risk to yacht club property, vessels, personal safety or environment.

SAFE WORK METHOD STATEMENT FORM

Date:			
Contractors Business Name			
Employees name			
Description of Activity			
Activity	Potential Hazards/Risks	Risk Control Measures	Responsibility
List the critical steps in this activity in the sequence that they are carried out	Against each step list the hazard that could cause personal injury, damage or environmental harm (if applicable)	List the control measures required to eliminate or minimise the hazard or risk	Write the name of the person responsible to implement the control measure identified.

SAFE WORK METHOD STATEMENT FORM – page 2

Personal Protective Equipment required (tick appropriate box)

<input type="checkbox"/> Gloves <input type="checkbox"/> Safety glasses/goggles <input type="checkbox"/> Face Shield	<input type="checkbox"/> Protective clothing <input type="checkbox"/> Safety Footwear <input type="checkbox"/> Respirator	<input type="checkbox"/> Hearing protection <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Safety Harness and strong point	<input type="checkbox"/> Other:
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Environmental & Safety procedures that must be taken when appropriate. (follow Best Practice)

<input type="checkbox"/> Disconnect power supply (12V, 24V and/or 240V) and tag “do not operate” for the duration of your service <input type="checkbox"/> Place oil absorbing pads in bilge area <input type="checkbox"/> Keep all chemicals in spill proof containers <input type="checkbox"/> Use dust extraction systems <input type="checkbox"/> Place oil spill booms around vessel	<input type="checkbox"/> Ensure residual current devices are fitted to each power outlet, check functionality of RCD’s <input type="checkbox"/> Have a basic oil spill / recovery kit within reach <input type="checkbox"/> Observe strict NO SMOKING <input type="checkbox"/> Have fire fighting equipment within reach <input type="checkbox"/> Check for trip or slip hazards <input type="checkbox"/> Ensure adequate ventilation when working in confined spaces
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Completed by (print name):	Signature and date:
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