

MORNINGTON YACHT CLUB



WORK PLACE SAFETY INDUCTION 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.

Contents

Induction Information	2
Contents.....	3
Occupational Health And Safety Policy Statement - Primary Aim	7
Obligations and Use	8
MYC Organisational Chart	9
Occupation, Health and Safety Sub-Committee.....	10
Issue Resolution Process.....	11
Health And Safety Induction Checklist	12
Contractor Agreements 'A' and 'B'	12
Item 1 - Health and Safety Evacuation and Emergency Procedures	13
First Aid	13
Emergency Procedures	14
Emergency Planning And Evacuation Flow Chart	15
Safety Evacuation Procedures for Clubhouse Upper Level Facilities	16
Safety Evacuation Procedures for Clubhouse Lower Level Facilities	17
Emergency Evacuation Muster Points.....	18
Safety Evacuation Procedures for Yard Facilities.....	19
Emergency Phone Numbers.....	20
Item 2 - Discrimination, Harassment and Bullying	23
Definition of Discrimination	23
Definition of Harassment.....	23
Definition of Bullying.....	24
Discrimination, Harassment or Bullying Reporting Procedure	24
Item 3 - Office Awareness and House Keeping	27
Furniture and Fittings.....	27
Storage facilities	27
Electrical Safety.....	27
Slips, Trips and Falls	27

Office Equipment	28
Chemicals.....	28
Lighting	28
Quality of Lighting	28
Item 4 - Job Design	29
Definitions.....	29
Item 5 - Workstation Ergonomics	31
Chair And Seat Height	31
Desk And Equipment Layout	32
Item 6 - Dangerous Goods including Hazardous Substances	33
Definitions.....	33
Reducing Exposure.....	34
Segregation Of Hazardous Goods.....	34
Avoid Sources Of Heat And Ignition.....	34
Spill Control And Clean.....	35
Decommissioning.....	35
Ventilation.....	35
Lighting	35
Security	35
Personal Protective Equipment	35
Access and Egress	35
Fire Prevention	35
Labelling of Hazardous Chemicals.....	36
Controlling Risk	36
Item 7 - Hazard Identification Checklist And Risk Assessment Form	37
Hazard Identification Checklist.....	37
The Risk Assessment Form.....	37
Item 8 - Pedestrian and Vehicle Access	39
Access Gates	39
Car Parking at MYC	39
Boat Ramp (see site plan)	39
Trailer Yachts	39

Off the Beach	40
Item 9 - Boat Yard Opening and Closing	41
Opening and closing procedures are to be carried out by designated employees only	41
Item 10 - Boatyard Housekeeping	43
Use of the Gerni	43
Item 11 - Tractor use for Boat Launching and Retrieval	45
Scope of Use	45
Authorised Tractors Operators	45
Members Responsibility	45
Management	45
Tractor Etiquette	46
Identifying Hazards	46
Location of Tractor Keys	46
Tractor Safety	46
Starting the Tractor	46
Coupling the Trailer	47
Crossing the Pedestrian Pathway	47
Storing of an Empty Trailer	47
Retrieving the Boat	47
Stopping the Tractor Engine	47
Reporting Incidents Or Malfunctions	48
Training	48
Item 12 - Cranes	49
Scope of Use:	49
Members Responsibility	49
Management	49
Key Availability	50
Setting up	50
Observer and Operator	50
Deployment of the Pathway Gates	50
Sling Attachment, Boat Positioning, Lifting / Lowing, Boat Rotation and Control	50
Packing Up and Leaving the Hoist	51

Reporting Incidents Or Malfunctions	51
Training	51
Item 13 - Slipping Of Boats	53
Definitions:	53
Slipping Instructions and Procedures	53
Safety Regulations Regarding the Slipping Of a Boat at MYC.....	53
Responsibilities Of The Boat Owner	54
Cradle Preparation	54
Crossing the Pedestrian Pathway	54
After Slipping.....	55
Cleaning Of Yard	55
Booking and Charges	55
Item 14 - Prevention of Falls	57
Scope of Use:.....	57
Members Responsibility	57
Management of Risk	57
Item 15 Scaffolding.....	59
Scope	59
Members Responsibility	59
Management.....	59
Item 16 Electrical Leads	61
Scope	61
Members Responsibility	61
Management.....	61
Item 17 – Forklift Safety	63
Appendix 1 - Mornington Yacht Club Induction Declaration.....	65
Appendix 2 - Health And Safety Induction Checklist	67
Appendix 3 - Contractor Agreement Form 'B'	69
Appendix 4 - Dangerous Goods and Hazardous Substances Register	71
Appendix 5 - Hazard Identification Checklist.....	73
Appendix 6 - The Risk Assessment Form	75

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 it's 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 form 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
- cooperate 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.

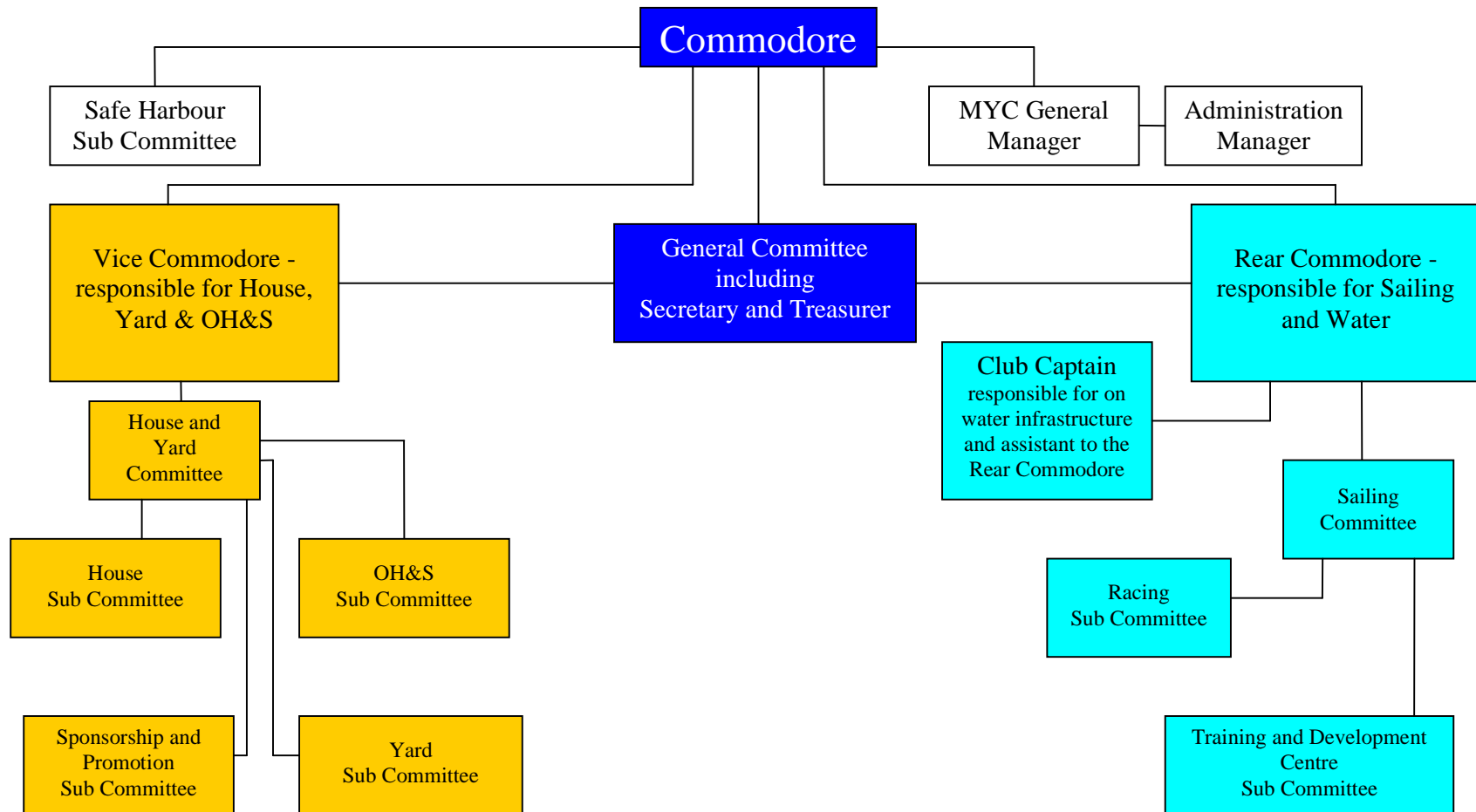
Inductees should fully acquaint themselves with the details of each Item in this Booklet, as each Item applies specifically to MYC.

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.

MYC Organisational Chart

Throughout this Booklet, reference is made to various Committees and Sub-Committees. To aid an understanding of these Committees and Sub-Committees within the overall MYC structure, see the diagram below.



Occupation, Health and Safety Sub-Committee

The MYC OH&S Sub-Committee comprises the Commodore, Vice Commodore, Club Captain and the Yard Manager. The Sub-Committee secretary is the Club General Manager, the chairperson is appointed by the Commodore. This Sub-Committee will meet three monthly or more frequently as required.

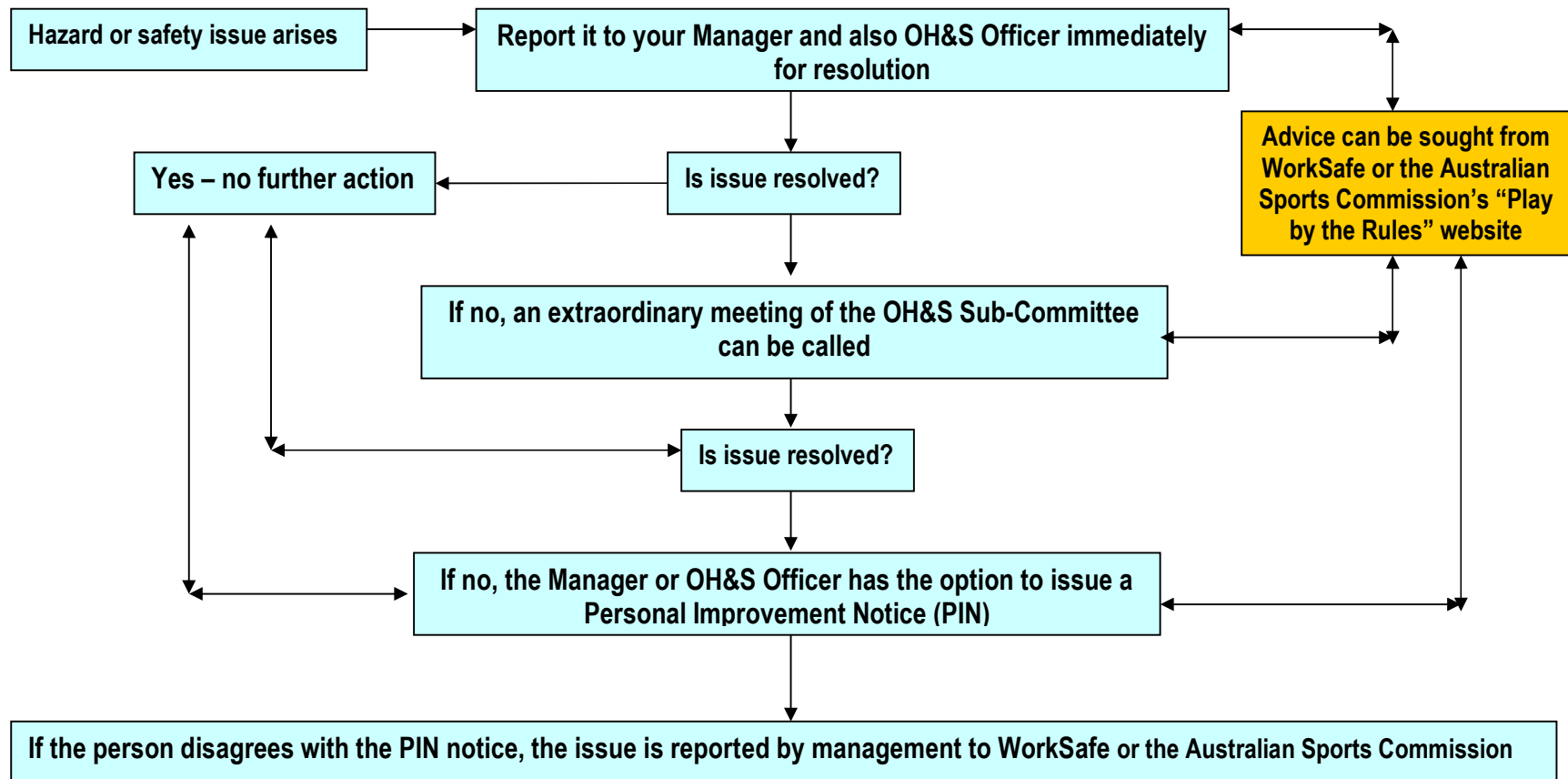
The function of the Sub-Committee is to manage the safety aspects of the MYC environment by:

- facilitating cooperation between staff, members and contractors, through the initiation and the development of measures designed to ensure the health and safety within the Club,
- the formulation, review and dissemination of appropriate information regarding standard policies and procedures relating to health and safety; and
- the appointment annually of an OH&S Officer. The OH&S Officer shall provide a report on all issues to each Sub-Committee Meeting.

Members of this Sub-Committee should attend the Occupational Health and Safety 5 day course and other relevant training courses. Records of staff and member training will be kept up to date in the MYC Office.

Members and staff are encouraged to approach the OH&S Sub-Committee with non-urgent issues relating to health and safety. Any matters requiring immediate attention should be reported to the General Manager.

Issue Resolution Process



A standard PIN Form can be found at <http://www.worksafe.vic.gov.au/wps/wcm/connect/wsinternet/WorkSafe> and follow the link under PIN Information about the Australian Sports Commission "Play by the Rules" can be found at <http://www.playbytherules.net.au/got-an-issue>.

Health And Safety Induction Checklist

The OH&S Sub-Committee is responsible for inducting and training all members, volunteers, contractors, new employees or employees who are transferring to a new role or task within the MYC environment utilising this *Work Place Safety Induction Information* Booklet. This induction training should take place on or as near as possible to their first day, so as to avoid an accident or injury for which the OH&S Officer or employer may be liable. The Checklist at Appendix 2 should be ticked off when the OH&S Officer or deputy is satisfied each person understands and accept each point:

The Inductee shall complete the Checklist at Appendix 2 with the OH&S Officer or deputy and will be signed off when the OH&S Officer or deputy is satisfied each person understands and has accepted each point. This Form is to be return it to the MYC Office for retention.

Copies of this Checklist are held in the MYC Office

Contractor Agreements 'A' and 'B'

There are two types of Contractor Agreements. A Contractor Agreement 'A' exists for persons **employed** to work in the role of Instructor, Coach, Umpire, Administrator, Race Officer or any other sailing position. Anyone being employed in these positions shall obtain a copy of the Contract Agreement 'A' from the MYC Manager.

All other contractors (eg plumbers, electricians etc.) shall complete the Contractor Agreement 'B' Form at Appendix 3. (copies are also available from the MYC Office).

All Contractor Agreements shall be completed, signed and forwarded to the MYC Office for retention

Item 1 - Health and Safety Evacuation and Emergency Procedures

First Aid

Legislation: First aid in the workplace - Compliance Code - 2008

Definition – First Aid in the workplace is the provision of emergency treatment and/or life support for people suffering injury or illness at work.

First Aid Kits

First Aid kits will be checked on a quarterly basis and should contain appropriate contents based on:

- location, size and layout of the workplace;
- number of people within the workplace at any time, including shift work and flexible hours etc.;
- nature of hazards and severity of risk; and
- any known occurrences of accidents and illness.

First Aiders

First Aiders should be able to undertake the following:

- initial treatment of injuries and illness,
- take records and details of first aid given,
- have knowledge of the hazards of the environment, the OH&S legislation, first aid requirements and equipment usage.

First Aid Officers

MYC First Aid Officers are listed in the MYC Office, and posted in the Club House and the designated First Aid room.

Management

The Manager or deputy should be called to attend any incident requiring first aid attendance:

- in the case of a minor injury the manager or deputy, and the injured person should complete an incident report;
- In the case of a more serious injury the manager and or person in attendance will fill out an incident report;
- the Manager or deputy is appointed to contact WorkSafe, should the injury be serious or fatal; and
- the Health and Safety Officer will carry out any necessary investigation. Details and recommendations are reported to Management and the Yard and Safety Committee. A register of all injuries is kept in the MYC Office.

Emergency Procedures

The Emergency Plan address situations which may arise, and identifies the key roles and responsibilities in the management of the emergency situations

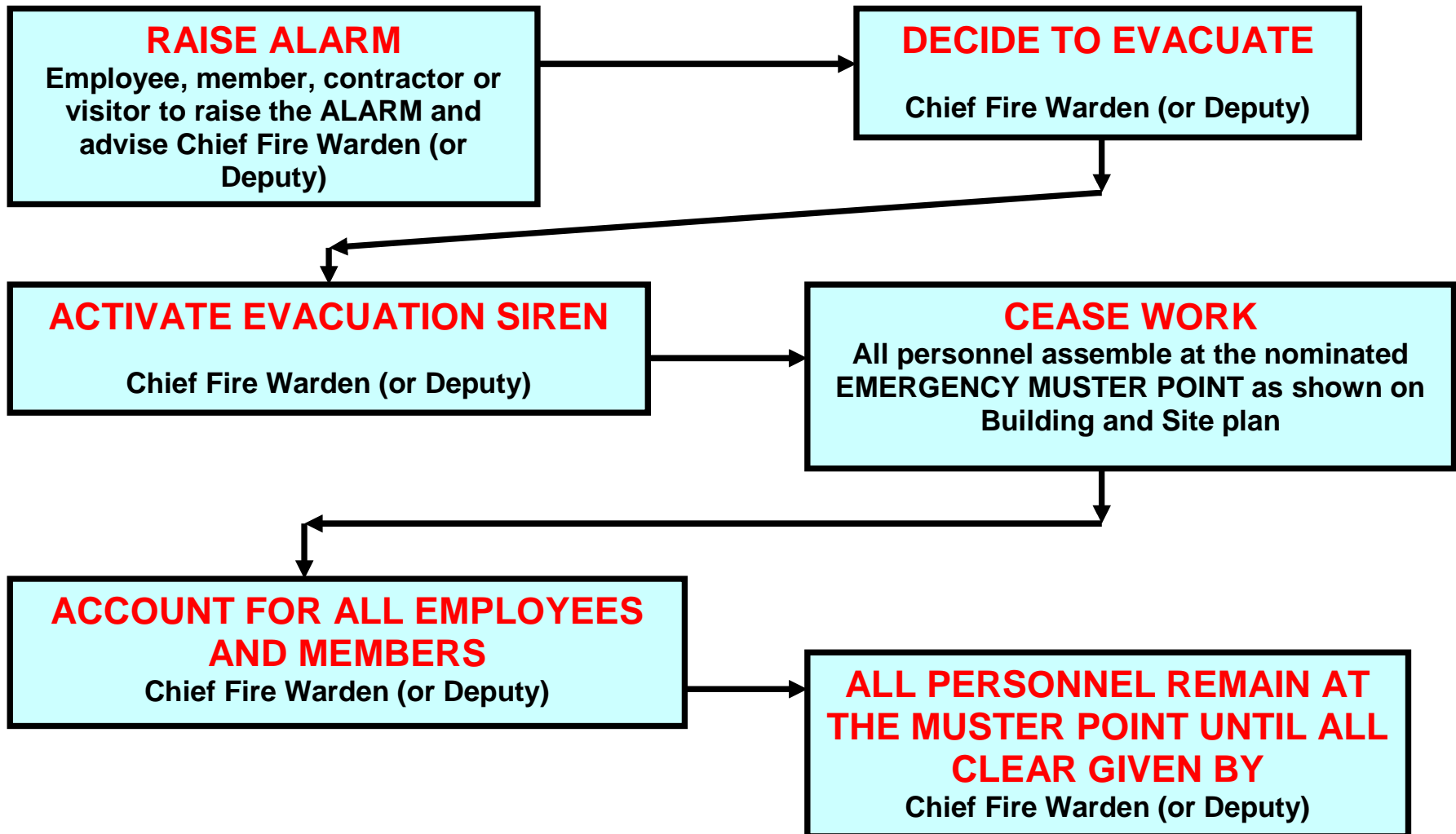
The Emergency Procedures are to enable personnel and emergency service providers to cope with an emergency situation, by setting out the responsibilities and expected responses to situations.

Management

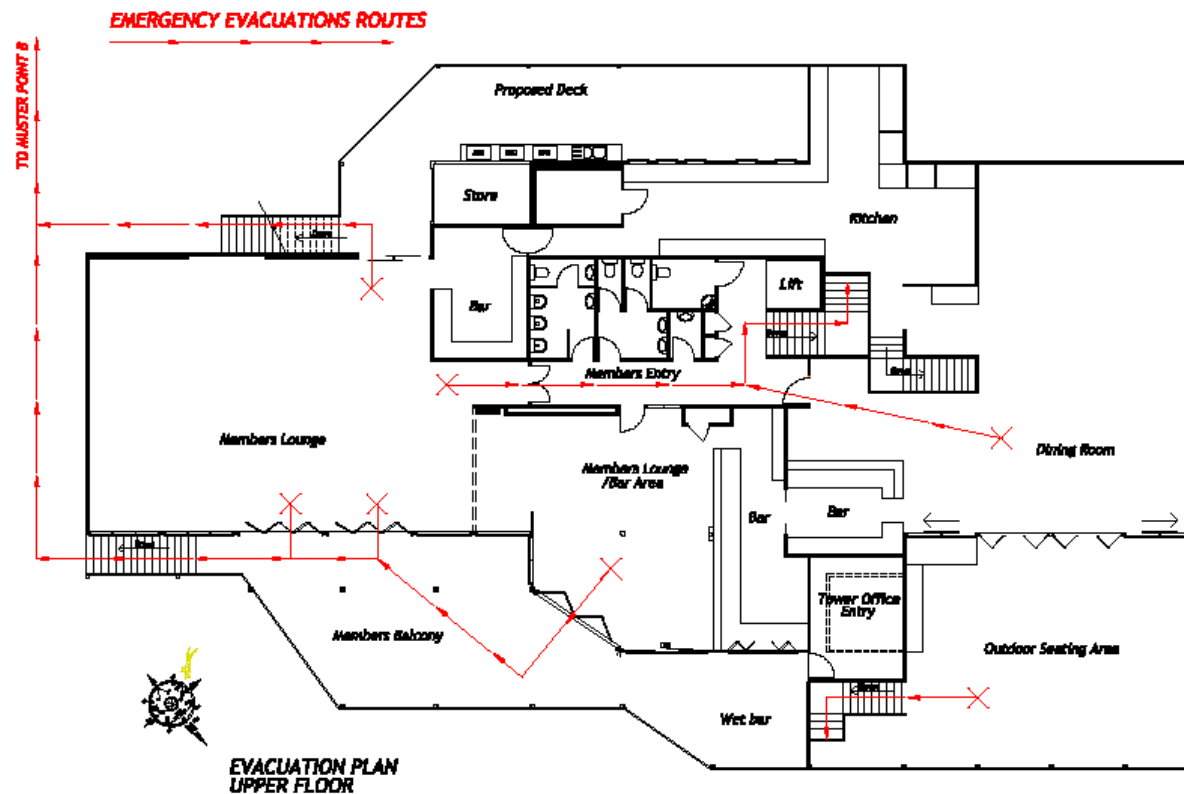
Chief Fire Warden, or his Deputy shall:

- keep the site plan up to date and display all evacuation points in the Yard and Clubhouse;
- keep the emergency phone list up to date and displayed;
- undergo refresher training by the Fire Brigade.

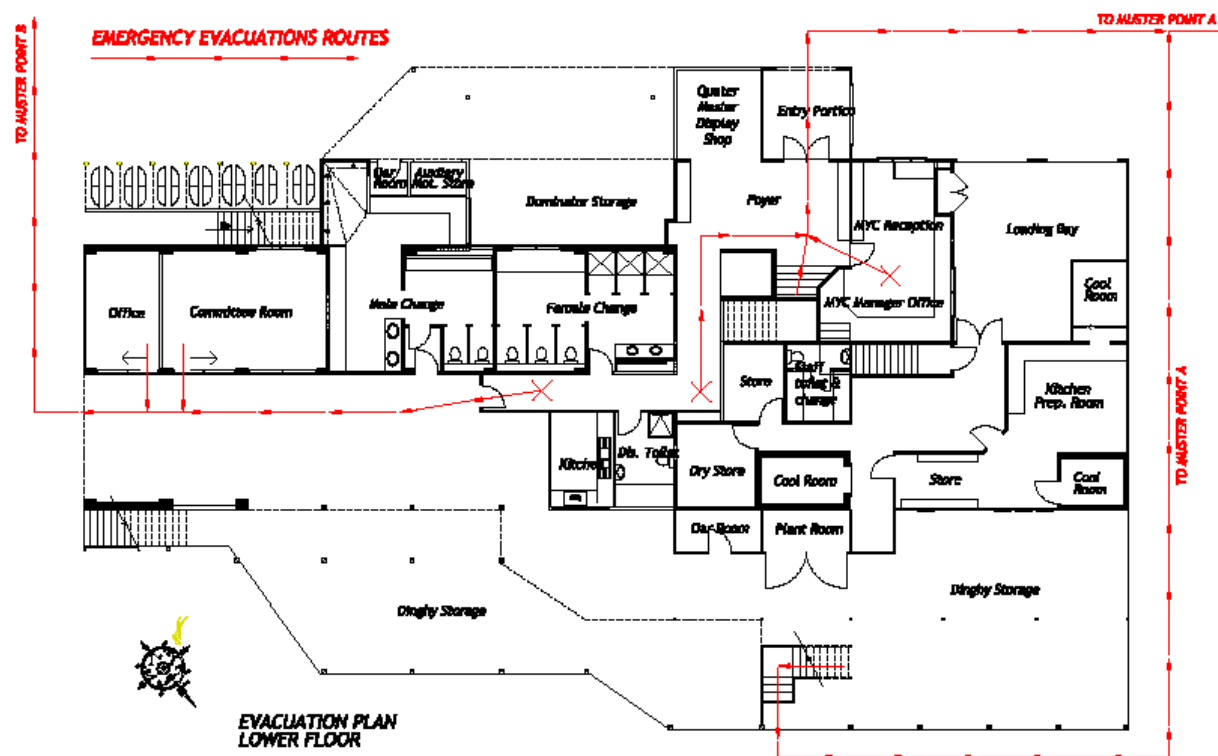
Emergency Planning And Evacuation Flow Chart



Safety Evacuation Procedures for Clubhouse Upper Level Facilities



Safety Evacuation Procedures for Clubhouse Lower Level Facilities



Emergency Evacuation Muster Points

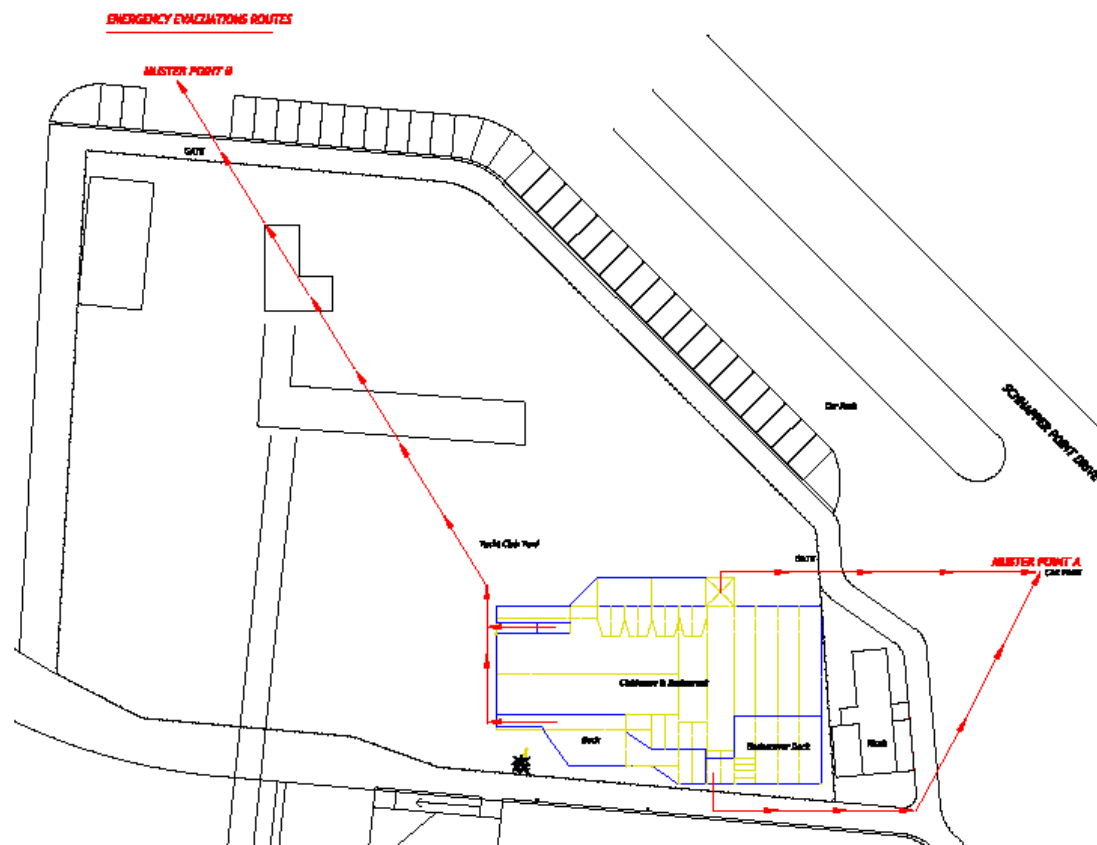
The Chief Fire Warden or Deputy will evacuate the building using any access stairway and door which are deemed safe.

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 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

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

Emergency Phone Numbers (cont)

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



Item 2 - Discrimination, Harassment and Bullying

Mornington Yacht Club Policy Statement

Management is committed to providing an environment free of all forms of discrimination including harassment and bullying.

It is the responsibility of the MYC management to provide an environment free from discrimination, harassment and bullying. To this end, the Club will take all practicable steps to ensure members, staff, visitors, business associates and contractors provide a similar environment.

MYC management have developed a complaints policy to ensure all complaints are treated confidentially, seriously and sympathetically. The internal complaints resolution process is to assist staff and members to raise issues of concern, so where necessary management are able to take any action necessary to resolve the issue.

Definition of Discrimination

Under federal and state legislation, unlawful discrimination occurs when someone, or a group of people, is treated less favourably than another person or group because of their race, colour, national or ethnic origin; sex, pregnancy or marital status; age; disability; religion; sexual preference; trade union activity; or some other characteristic specified under anti-discrimination or human rights legislation.

Definition of Harassment

Under federal and state legislation, unlawful harassment occurs when someone is made to feel intimidated, insulted or humiliated because of their race, colour, national or ethnic origin; sex; disability; sexual preference; or some other characteristic specified under antidiscrimination or human rights legislation. It can also happen if someone is working in a 'hostile' – or intimidating – environment.

Definition of Bullying

One definition of workplace bullying is "the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates a worker".

Bullies usually utilise power attributed to their status, skills or position in the workplace, and both men and women can be the targets and/or the perpetrators. Workplace bullying can occur between a worker and a manager or supervisor, or between co-workers.

Bullying behaviour can range from very obvious verbal or physical assault to very subtle psychological abuse. This behaviour can include, but is not limited to:

- physical or verbal abuse;
- yelling, screaming or offensive language;
- excluding or isolating employees;
- psychological harassment;
- intimidation;
- assigning meaningless tasks unrelated to the job;
- giving employees impossible jobs;
- deliberately changed work rosters to inconvenience particular employees;
- undermining work performance by deliberately withholding information vital for effective work performance.

Discrimination, Harassment and Bullying is unlawful under State and Federal Legislation.

Discrimination, Harassment or Bullying Reporting Procedure

Any concerns relating to discrimination, harassment or bullying within the MYC Environment should be referred to the OH&S Officer for resolution. Further information is available from <http://www.playbytherules.net.au/> and <http://www.ausport.gov.au/>.



The Issue Resolution Process Chart can be found on Page 11

Notes:

Item 3 - Office Awareness and House Keeping

Legislation: Workplace amenities and work environment Compliance Code - 2008

Furniture and Fittings

Beware of sharp corners

Office space should be used to the best advantage to avoid collisions with desk corners, cabinets, shelves etc.

Storage facilities

Storage facilities need to be maintained and reviewed periodically to ensure:

- easy accessibility to the relevant staff;
- handling risks is minimised;
- ample room is given around filing cabinets when the draws are extended, spread the load; and
- the heaviest items are placed in the lowest draws of the filing cabinet to avoid the cabinet falling over when extended.

Do not overload draws

Electrical Safety

Electrical hazards can be caused by:

- electrical extension cords on the floor, where they can cause trips; are damaged by trolleys and chairs castors etc.;
- overloaded power outlets; and
- electrical radiators in the confines of the office or workstations, may only be used in a temporary basis while climate control in the office is under review, or for repair or maintenance.

Slips, Trips and Falls

Slips and trips are a major source of office accidents and injuries, and can be avoided by:

- prompt clean up of spilled materials; and
- ensuring obstructions caused from uneven floors surfaces are clear and even.

Office Equipment

Generally, office equipment has most of the mechanical parts enclosed; however, equipment should still be treated with care and respect. When machines are electrically operated, **do not tinker with the electrics**. If there is a breakdown of any electrics including broken switches, loose connections, damaged cables, etc. they should be reported so that a competent repair person can be called.

Chemicals

If chemicals are used for copiers etc., the following should be understood:

- read the instructions on the chemical container;
- take care not to spill the material, or get any of the material on the skin;
- In the event of contamination, use plenty of cold water to wash off the chemical. **Get immediate medical treatment.**

Lighting

Good lighting in the workplace is essential to enable people to see clearly and to safely perform their work. The (Australian Standard Code AS 1680, Lighting and Visual Environment), provides valuable information for workplace lighting and should be considered when lighting workstations.

Quality of Lighting

Factors that need to be considered when providing lighting include:

- the nature of the work activity;
- the nature of the hazards and risks in the workplace;
- the work environment;
- illumination levels, including both natural and artificial light;
- transition of natural light over the day;
- glare;
- contrast;
- reflections.

Item 4 - Job Design

Definitions

Manual Handling

Manual handling refers to any activity requiring the use of force exerted by a person to lift, pull, push, pull carry or otherwise move or restrain any object. Examples of manual handling tasks commonly performed in offices include, lifting and carrying boxes of photocopying, moving office furniture and equipment such as video display units and printers: handling large files, books and legal documents, and opening and closing filing draws.

Musculoskeletal Disorders

Musculoskeletal disorders (MSD) is a collective term for a range of conditions characterised by discomfort or pain in muscles, tendons and other soft tissues, without visible symptoms. MSD are usually associated with tasks involving repetition movement, sustained or unnatural or forceful movement. Previously these conditions have been referred to in various ways, such as Occupational Overuse Syndrome (OOS) or Repetitive Strain Injuries (RSI). In office work, other factors that have been associated with MSD include prolonged and intense keyboard use, high demands on vision, sustained mental effort and peak demands or set work rates.

Work Pauses

Where a variety of alternative tasks are not available, it is important to have more work pauses away from the task. The length of pauses and how often they are taken depends on the work, the person, and other factors. Frequent short pauses are preferable to infrequent pauses.

Work Adjustment Periods

It is important that during employee absences, their work is not left to pile up awaiting their return. This situation could cause an overload that can increase the risk of MSD and loss of job satisfaction.

Stress

Where the psychological and social needs of an individual are not matched with the demands of work, stress may result. Stress is generally viewed as an imbalance between the individual and their environment. When individuals are faced with demands from the physical environment, or from other people, and they feel they cannot meet this need, a stress reaction may result. This is a normal function of the body, and a normal and necessary part of living. Consultation will help achieve the necessary balance and appropriate level of work for individuals.

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Item 5 - Workstation Ergonomics

Chair And Seat Height

Adjustable chairs promote good posture and allow for changes in position to minimise fatigue. The seat height should relate to the size of the person and the height of the work surface. It is important to make sure the person is comfortable.

There are several practices that can be adopted to help ensure good posture is maintained, including their:

- ability to be able to sit up straight;
- bottom is at the back of the seat so the back is supported;
- feet should be flat on the floor;
- legs do not touch the underside of the desk, and legs are bent at the knees, at approximately 90° ;
- arms are bent at the elbows approximately 90° ; and
- fingers are pointing down to the keyboard so they “strike” the keys.



Desk And Equipment Layout



Reach Requirements:

The desk should be organised in such a way that everything needed is within easy reach, including the location of:

- frequently handled objects, which should be within easy reach when the elbow is resting on the desktop; and
- less frequently handled objects, which should be placed within a distance reached by the extended arm.

Visual Requirements

The head and neck position greatly affects overall posture.

When sitting at the desk, the person should ideally be looking somewhere between straight ahead, or slightly down at the computer screen.

When copy typing, place the document holder close to the monitor screen in the position that causes the least twisting or inclination of the head.

Eyes can feel tired when they have been looking at one distance for a long time, e.g. looking at the computer screen, or a file on the desk. Refocussing the eyes at a longer distance for 30 seconds will reduce potential strain.

Item 6 - Dangerous Goods including Hazardous Substances

Legislation: *Occupational Health and Safety Act 2004.*
Occupational Health and Safety Regulations 2007
Dangerous Goods Act 1985
Dangerous Goods (Storage and Handling) Regulations 2000
Dangerous Goods Storage and Handling Code of Practice 2000
OH&S (Hazardous Substances) Regulations 1999
Hazardous Substances Code of Practice 2000
AS 1319 - Safety Signs for the Occupational Environment



Definitions

Dangerous goods are substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing, or water-reactive. These goods can be deadly and can seriously damage property and the environment. Therefore, it's important they are stored and handled safely.

Hazardous substances are substances that have the potential to harm human health. They may be solids, liquids or gases; they may be pure substances or mixtures. When used in the workplace, these substances often generate vapours, fumes, dusts and mists. A wide range of industrial, laboratory and agricultural chemicals are classified as hazardous.

Dangerous goods will be listed on the Dangerous Goods and Hazardous Materials Register (see Appendix 4) and will include:

- the name;
- the Class of each of the dangerous goods; and
- a summary of the hazards identified in the Material Safety Data Sheet (MSDS) for each of the dangerous goods.

A copy of the Material Safety Data Sheet for each item will be on display where the items are housed and a copy kept on file in the chemical register located behind the Office Manager's desk and in the Yard for easy reference in an emergency.

Reducing Exposure

Suggestions on reducing exposure to hazardous substances in the workplace include:

- Where possible, perform the task without using hazardous substances;
- Where possible, substitute hazardous substances with less toxic alternatives;
- Hazardous substances should be isolated from workers in separate storage areas;
- Storage areas should be separately ventilated from the rest of the workplace;
- Workers should be thoroughly trained in handling and safety procedures;
- Personal Protection Equipment such as respirators, gloves and goggles should be worn;
- The workplace should be regularly monitored with appropriate equipment to track the degree of hazardous substance in the air or environment;
- Workers should be consulted regularly to maintain and improve existing safety and handling practices.

Segregation Of Hazardous Goods

Segregate any dangerous goods that are incompatible so as to prevent them mixing. A distance of 1.5 metres should be sufficient in most circumstances.

Avoid Sources Of Heat And Ignition

Keep ignition sources away from flammable or combustible dangerous goods. Ensure naked flames from direct fired heaters, or any flames associated with maintenance work, are kept at least 5 metres from goods. Stored or handled dangerous goods can generate flammable or explosive atmospheres, it is important to use electrical equipment that is *intrinsically safe or flameproof.

*Note: Intrinsic safety (IS) is a protection technique for safe operation of electrical and electronic equipment in explosive atmospheres.

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.

Labelling of Hazardous Chemicals

Hazardous Chemicals shall be labelled as follows:

- name of chemical in large letters;
- graphic symbol for a hazard, within the standard coloured triangle sticker;
- precautions to be taken in handling.



Controlling Risk

The following control measures will be observed when controlling risks associated with the use of hazardous substances:

- Substitution or,
- Isolation or,
- Engineering controls.

When these control measures have been applied to the extent practicable, any remaining risk must be reduced by 'Administrative Controls' (see P58 for more information).

Once the risk has been reduced, so far as practicable by one or a combination of the above measures, any remaining risk must be controlled by using 'Personal Protective Equipment' (see P35 for information).

Item 7 - Hazard Identification Checklist And Risk Assessment Form

Hazard Identification Checklist

The Hazard Identification Checklist is kept on file and can be viewed in the MYC General Office. This Checklist details the following areas covered. See Appendix 5 for this Checklist.

Checklist Item Summary	Result of Inspection		Action Required	
	Good	Unsatisfactory	Fix Immediately	Schedule to be Fixed

The Risk Assessment Form

The Risk Assessment Forms are kept on file and can be viewed in the MYC General Office. This Form details the following areas covered. See Appendix 6 for this Form.

<i>Specific Task and Location</i>	<i>Potential Hazard and or Consequences</i>	<i>Class of Risk</i>	<i>Control Measures Include</i>
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Detailed information about the above Checklist and Form is provided in the MYC OH&S Manual.



Item 8 - Pedestrian and Vehicle Access

Pedestrians, Vehicles and Boat Yard Machinery need to have designated areas of access to avoid, as far as practicable the likelihood of an accident occurring. Vehicles must only park in the marked bays and should not be left in **NO STANDING AREAS** MYC requires your cooperation in abiding by these policies to keep access points clear and preserve the rights and safety of others.

Access Gates

- Main Gate A;
- Side Gate B;
- Boat Ramp Gate C;
- Slipway Gate D.

Car Parking at MYC

There are two reserved spaces within the MYC for the **Commodore and General Manager only**. Car parking in the Yard is **prohibited on race days**.

On non-race days, Sailability volunteers, contractors, Thursday Group members or members working on their boats are able to park in areas within the MYC, providing no inconvenience is caused.

Boat Ramp (see site plan)

Members who wish to use the boat ramp must register at the MYC office, and will be required to provide their vehicle registration number and sign a form outlining the conditions of using the boat ramp.

Trailer Yachts

Members who do not have permanent storage within the Boat Yard will have access to launch their boats at the Boat Ramp Gate (**only when registration is completed at the Office**). When the boat is launched, members will be required to detach their trailer and store the trailer in the designated trailer park. The member's vehicle must be parked outside the Boat Yard in the appropriate public parking area. Members who have trailer boats permanently stored at the MYC within the Boat Yard will be required to use the MYC tractor and follow the same process, with the exception of returning their trailer to the permanent designated storage area.

Off the Beach

Casual "Off the Beach" participants should park their trailers in the designated "Off the Beach" trailer storage area. All motor vehicles will be required to leave the Boat Yard and park in the designated public parking area. Where a significant number of non-members participate in Off the Beach Club racing, a Club staff member or Off the Beach Committee person will manage the Boat Yard access gates to allow drop off and trailer parking.

Members are asked to observe the operational procedures as outlined. In cases where these policies are not observed, members could be asked to return their Boat Yard Club Keys, or in some cases may have their vehicle physically removed, if access points are obstructed.

Non-members **will be only able to gain vehicle and boat trolley access** with prior approval of the Club Management.

Item 9 - Boat Yard Opening and Closing

Opening and closing procedures are to be carried out by designated employees only.

Employees when opening MYC facilities should:

- check all gates are operational;
- visually check all buildings are secure and that there are no obstructions or hazards in the vicinity of the buildings;
- check all moving plant is still in lock up position;
- visually check all boats in the yard are secure;
- ensure switch room is secure;
- check no ladder or scaffolding is up on any boat;
- ensure yard, car park and surrounds are free of any obstruction and / or hazard; and
- visually check the yard to ensure services are operating as per schedule.

Employees when closing MYC facilities should:

- visually check yard to ensure services are operating as per schedule;
- ensure all moving plant is in park and in lock up position;
- ensure no ladder or scaffolding is up on any boat;
- ensure switch room is secure;
- ensure all buildings are secure and that there are no obstructions or hazards in the vicinity of buildings; and
- lock all gates.

Members attending MYC when the facilities are closed should ensure all gates to the Yard and Clubhouse doors are locked at all times after use. If in doubt, lock the gates.

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Item 10 - 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;
- prior 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.

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Item 11 - Tractor use for Boat Launching and Retrieval

Note: Tractors are dangerous items of equipment and can roll easily. Each year there are several deaths in Victoria associated with the use of tractors.

Scope of Use

The following information applies to all members of the MYC and other authorised persons who drive tractors to launch and retrieve boats from MYC premises. Tractors may only be used for the handling of boats between the MYC storage yard and public launching ramps. For more information, refer to MYC OH&S Manual and MYC Policies and Procedure Manual.

Authorised Tractors Operators

Only MYC members who hold a MYC certificate of competency and a current drivers licence. A list of authorised uses is maintained in the MYC Office and displayed on the downstairs Club notice board.

Members Responsibility

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

- trailers are maintained in a condition which allows safe launching and retrieval of boats;
- the minimum of two people; one to drive the tractor and at least one to observe, direct, protect pedestrians etc.;
- when the tractor is **reversing**, the observer must walk at the **rear** and to the side of the tractor in the direction of travel;
- when the tractor is moving **forward**, the observer must walk in front and to the side of the stern of the boat in the direction of travel;
- no person shall travel in or on a boat while the launching and or retrieval process is in progress;
- the tractor driver is the only person on the tractor whilst the process of launching and or retrieval is in progress;
- at each use, ensure the foot and hand brake operate safely.

Management

The House and Yard Committee will ensure:

- the training procedure is used for training tractor operators (see Appendix Y10 of the Policy and Procedures Manual);
- all Incident Reports are followed up immediately;
- appropriate maintenance will be carried out and noted in the maintenance records;
- all the above records shall be kept in the MYC Office.

Tractor Etiquette

During launching and retrieval, drivers shall give way to members and the public in the yard and at the launching ramp, and be cautious whenever the rig is moving. Drivers and observers shall be courteous to members of the public, and minimise the periods when public access is restricted.

Identifying Hazards

It is important all operators are aware of hazards within the yard, such as the **traverser pit**, the pedestrian walkways and ramp. Other hazards, which drivers should be aware, are temporary hazards, which are placed within the tractors path, such as small craft, yachting bags and equipment.

Operators and observers must watch for children and be aware of the traverser pit, as the tractor is likely to roll if a wheel is dropped into the pit.

Location of Tractor Keys

The Yard Manager will inform all MYC members and other authorised persons the location of the keys. The key should be returned to the nominated location, unless other instructions are given by the Yard Manager.

Tractor Safety

It is imperative:

- the coupling safety chains are properly attached when moving boat trailers with the tractor;
- the winch safety chain on the boat trailer is in place when the trailer is moved on and off the ramp;
- when proceeding down the ramp, the rear wheels of the tractor must not be driven onto the slippery intertidal zone, where there is a probability the tractor will slide into the water;
- because of the risk of the handbrake slipping, the operator should remain in the seat and in control of the brakes whenever the tractor is on the launching ramp. If considered necessary by the driver, wheel chocks should be used and positioned by a person other than the driver;
- no gear higher than second gear may be used when reversing, because of a risk of the tractor turning over backwards. For the same reason use low revs.; and
- high gears are never to be used.

Starting the Tractor

The starting procedures for each tractor will be explained and demonstrated by the trainer during training.

Coupling the Trailer

When coupling the trailer:

- the tractor should approach the trailer at low revs and in low gear. Be guided by the observer;
- beware of the potential for injury;
- safety chain use is mandatory - two chains must be used to attach trailer to tractor;
- safety chains are not to be removed until immediately before the boat is to be launched at the water's edge.

Crossing the Pedestrian Pathway

It is the driver and the observer's responsibility to ensure pedestrians and club members are not exposed to any risk by tractors / boats crossing the pedestrian walkway and ramp by following these procedures:

- the public shall be excluded from these areas by the closing the pedestrian barriers and activating the flashing lights using the **"No access"** signs;
- periods of public exclusion shall be kept as short as possible;
- whilst barriers are in place to exclude the public temporarily, drivers and boat crews should take the opportunity to act in such a manner as to strengthen the Club's relationship with the public.

Storing of an Empty Trailer

Trailers must be returned to the designated boat storage area, to avoid obstacles in the yard.

Retrieving the Boat

Members should be aware of the risk to personal safety if the winch rope, cable or strap breaks. Injury to people or damage to other boats can be caused by whiplash, or by the boat relaunching.

Stopping the Tractor Engine

Stop the engine by pulling out the fuel cut off valve. Switch off the key (or the battery will go flat). After use return the key to storage, or leave the key in the tractor, as instructed by the Yard Manager.

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).

Training

Any member wishing to use the tractor must be able to demonstrate an understanding of procedures. Information on Tractor Operator Training is located at Appendix Y10 of MYC's Policy and Procedures. Other relevant information is available within MYC's OH&S Manual. There are two components to this training which is to be completed by the trainee.

Theory Component

The trainee must understand the policies and procedures for the operation of the Tractor.

Practical Component

A trainee's initial use of the tractor is to be overseen by a qualified user – the trainee must demonstrate a practical capability to use the tractor. On the completion of both theory and practical training (MYC's Policy and Procedures Manual, Appendix Y10.1), the trainee must sign the completed Y10.2 Form and have this form presented to the General Committee of MYC.

Only when satisfactory completion of the Induction Forms have been signed by the authorised trainer and verified by the General Committee, will the trainee be able to use the tractor, and the successful completion be noted on the member's membership details.

Item 12 - Cranes

Legislation: Code of Practice No. 11 -Safe use of Cranes in the Building and Construction Industry (1990) and associated amendments

Scope of Use:

The use of the Club Crane is primarily to provide safe use of plant and equipment in the Yard Area and is guided by this Code of Practice. Mornington Yacht Club being the authorising body should induct operators so they can be '**specifically authorised**' to use the crane. The Yard Manager should review each boat's lifting apparatus, including slings, shackles, anchor points and the like and form a view that it has been properly maintained and capable of carrying the load to be lifted. If there is a reasonable doubt, the owner should be asked for a written third party expert's comment confirming the equipment is adequate for the purpose.

Members Responsibility

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

- cranes on the Hardstand area will only be used for launching and retrieval of yachts stored on the Hardstand;
- cranes on the Hardstand area will be operated only under the control of a persons specifically authorised;
- authorised Hardstand Operators will ensure that at all times the lifting apparatus attached to the crane, including slings, shackles, anchor points and the like, are properly maintained and capable of carrying the load to be lifted;
- no person shall remain aboard the yacht whilst it is being lifted by Hardstand Crane;
- each Hardstand Crane has a safe working load posted on the crane. **This shall not be exceeded.**

Management

The House and Yard Committee will ensure:

- a Training and Induction Procedure is used for training Hardstand Crane Operators (see Appendix Y9 of the Policy and Procedures Manual);
- an annual check and report of the Hardstand Boat's lifting gear and fixing points is arranged by the Yard Manager;
- authorised operators will keep maintenance records for the Hardstand Crane up to date;
- daily and weekly checklists will be completed;
- the Crane will be kept locked at all times. Only authorised operators will have access;
- all the above records shall be kept in the MYC Office; and
- all Incident Reports are followed up immediately.

Key Availability

Access to the MYC Slewing Hoist control boxes is only available to trained and competent operators. There are a number of '**Special Issue Keys**' for the hoists, which are issued to selected members of the Club (trained personnel only). A list of authorised uses is maintained in the MYC Office and displayed on the downstairs Club notice board.

The transferring or lending of keys to unauthorised persons is not permitted.

Setting up

Before unlocking hoist control box, ensure the area is clear and that a trained operator is present. Use of the hoist constitutes acknowledgement that the operator has undertaken any essential training and is competent to use a slewing hoist.

Observer and Operator

It is the responsibility of the operator to be vigilant and keep members and the general public well clear of the vessel being lifted. If necessary, the operator must arrange for an observer to assist in the hoisting process.

Deployment of the Pathway Gates

Before the boat to be hoisted is manoeuvred into place, the operator is responsible for clearing the area and deploying the gates at both ends of the public walkway. Hoisting should not commence until the area is clear. Gates should not be reopened until all hoist activity has ceased.

Sling Attachment, Boat Positioning, Lifting / Lowing, Boat Rotation and Control

The boat to be lifted is to be manoeuvred into place before a sling is fitted. It is the operator's responsibility to ensure the correct sling is being used, and is correctly attached. Once attached, the operator is to raise the hoist to "the just tight" height. The sling is to be checked as correctly fitted, before further hoisting is undertaken. The boat being lifted is to be fitted with bow and stern lines of no less than 5 metres in length. The observer is to control boat positioning during the hoist by use of these lines.

Under no circumstances is the hoisted vessel to be manoeuvred by hand, and no-one is permitted to be near or under the lifted vessel.

Packing Up and Leaving the Hoist

The walkway gates are **not** to be re-opened until hoisting is complete, the lifting chain is fully retracted, and the hoist arm has been returned to a safe position. The control box / boxes should be locked before the walkway gates are opened.

Line marking around hoist areas is to define lifting area. This area to be kept clear at all times during hoisting.

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 Y11 in the Policy and Procedures Manual and is available from the MYC Office).

Training

Any member wishing to use the hoist must be able to demonstrate an understanding of these procedures. Information on Crane Training is located at Appendix Y9 of MYC's Policy and Procedures other relevant information is available within MYC's OH&S Manual. There are two components to this training which are to be completed by the trainee.

Theory Component

The trainee must understand the policies and procedures for the operation of the Hardstand Cranes.

Practical Component

A trainee's initial use of the hoist is to be overseen by a holder of the special issue hoist keys – the trainee must demonstrate a practical capability to use the hoist. On the completion of both theory and practical training (MYC's Policy and Procedures Manual, Appendix Y9.1), the trainee must sign the completed Y9.2 Form and have this form presented to the General Committee of MYC.

Only when satisfactory completion of the Induction Forms have been signed by the authorised trainer and verified by the General Committee, will the trainee be issued with hoist keys, and the successful completion be noted on the member's membership details.

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Item 13 - Slipping Of Boats

Definitions:

- **“Slipping”** - the launch or retrieval or multiple launch and / or retrieval of any boat by means of the slipway at the Mornington Harbour;
- **“Slip Operator”** - is a person authorised in writing by Mornington Yacht Club to operate the slipway and / or winch system at Mornington Harbour.

The Mornington Yacht Club has authorised the Slip Operator to take responsibility to oversee all slipping of boats and winch handling, including the management of boat owners, crew, helpers and volunteers.

The slip operator has complete control of the slipping process and no boat shall be slipped unless the following instructions and procedures are carried out.

Slipping Instructions and Procedures

Authorisation and information forms are to be signed for the Slip Operator. The forms are to be obtained and returned to the MYC Office before slipping will take place. The Slip Operator shall be in attendance at all times during the slipping.

The boat owner, together with sufficient other crew and / or helpers must be in attendance at all times. If the owner cannot be present, the owner must, before the slipping is due to occur, authorise the Slip Operator to slip the boat. The owner must also authorise a nominee to be present in lieu of the owner and to ensure there are sufficient other crew and / or helpers in attendance at all times during slipping.

The boat owner, or nominated person, who has a boat operator's licence, must be available to operate the boat on the water before and / or after slipping. Authorisation signed by boat owner is to be provided to the MYC Office.

Safety Regulations Regarding the Slipping Of a Boat at MYC

The Slip Operator has the sole discretion as to whether there are sufficient people in attendance capable of assisting to slip a boat safely. The boat owner or nominee is bound by the Slip Operator's decision as to safety issues, which will include weather and sea conditions and the availability of help required. Slipping may be delayed or postponed by the Slip Operator if:

- there are insufficient people to slip the boat safely; or
- any person including the Slip Operator, boat owner or nominee and /or helpers are affected by alcohol.

The slipping of any boat is at the risk of the owner, who must satisfy the Slip Operator prior to the slipping of the boat, the boat is adequately insured against loss and damage and all third party liability.

No person, other than the Slip Operator, shall operate the slip or winch. The Slip Operator is in charge of the slipping process at all times; the owner or nominee and or helpers are under his instructions.

The Slip Operator has the sole discretion as to whether there are sufficient people in attendance capable of assisting to slip a boat safely. The boat owner or nominee is bound by the Slip Operator's decision as to safety issues, which will include weather and sea conditions and the available help required.

Responsibilities Of The Boat Owner

It is important the owner understands the following.

The owner, or nominee, should advise the Slipping Operator prior to slipping, if they are not familiar with the slipping process. The Slip Operator will give proper instructions and draw attention to this policy document and the OH&S policy with regard to the safe and efficient slipping. This will include boat weight, placement and appropriate securing and the de-slinging of the boat.

Cradle Preparation

The boat owner or nominee shall be responsible for ensuring the boat is properly prepared and the cradle properly adjusted and greased for efficient and timely slipping. **The owner should ensure the correct measurements of the boat are given to the Slip Operator to enable correct and efficient cradle set up is recorded in the winch house.**

Crossing the Pedestrian Pathway

The Slip Operator is responsible to ensure pedestrians and Club members are not exposed to any risk from the slipping process when crossing the pedestrian walkway and ramp by following these procedures:

- the public shall be excluded from these areas by the closing the pedestrian barriers and activating the flashing lights using the **"No access"** signs;
- periods of public exclusion shall be kept as short as possible;
- whilst barriers are in place to exclude the public temporarily, the Slip Operator and boat crews should take the opportunity to act in such a manner as to strengthen the Club's relationship with the public; and.
- when the slipping process has finished, and it is safe for the public, the warnings should be removed.

After Slipping

All boats, after being lifted out of the water are to be held over the wash down area and be pressured washed, prior to being placed into its designated parking space. Allocated space is dependent on size of the boat and type of maintenance work to be performed. All works carried out must comply with MYC OH&S and General Policies and Procedures. All requests for spraying of boats must first gain approval from the Yard Manager. Conditions may apply.

Cleaning Of Yard

The owner, or nominee, is responsible for the clearing up the yard, relocating the cradle, storing safety equipment, the tractor and any other equipment used in the slipping of the boat. The yard must be left in a clean and safe condition.

Booking and Charges

The Mornington Yacht Club Year Book contains current information regarding:

- keelboat slipping;
- booking information;
- security;
- charges; and
- contact numbers.

Forms for slipping boats can be obtained from MYC Office.

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Item 14 - 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.

Members Responsibility

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

- to 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 a 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:
 - a description of the administrative control used; and
 - a description of the task to which the administrative control relates.

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.

- **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.

Item 15 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.

Members Responsibility

Members, 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.

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Item 16 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.

Members Responsibility

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

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 undertake the tasks prescribed by the Standard AS/NZS 3760:2010.

Management

All persons in a management role within MYC need to be aware of their responsibilities under the Victorian OH&S Act and associated legislation. For all **plug-in or non-fixed equipment**, including **electrical leads**, the Australian New Zealand Standard AS/NZS3760 In-Service Safety Inspection and Testing of Electrical Equipment is nationally accepted as the minimum safety protocol for the workplace. WorkSafe Victoria is now actively enforcing the standard and inspecting all types of premises to confirm the introduction of minimum safety testing programs consistent with AS3760.

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Item 17 – Forklift Safety

Legislation: *Victorian Occupational Health and Safety Act 2004*
A handbook for workplaces Forklift safety reducing the risk - Edition No. 2, February 2006

Forklifts may be required for use in MYC's Yard. The above referenced Handbook '*Forklift Safety Reducing The Risk*' is a Victorian WorkSafe publication intended for supervisors, managers and forklift operators, which explains forklift safety. Supervisors and managers must be aware of how a forklift is operated, and the serious impact incorrect safety procedures can have on lives, families and businesses. WorkSafe Victoria has a "zero tolerance approach to the unsafe use of forklifts" - one of the most dangerous pieces of equipment found at Victorian workplaces.

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Appendix 1 - Mornington Yacht Club Induction Declaration

I declare I have read and understood the Mornington Yacht Club (MYC) *Work Place Safety 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: _____

Family Name: _____

Signature: _____

Date: _____

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Appendix 2 - Health And Safety Induction Checklist

The following checklist should be ticked off when the OH&S Officer or Deputy is satisfied each person understands and accept each point.

Name: _____ Address: _____

Position Status (employee / Volunteer etc.): _____ Emergency Contact: _____

Management and Administration including the Rocks Restaurant	_____	Health and Safety Policy	_____
Times of work, accessibility and keys to the MYC	_____	Individual's Health and Safety responsibility	_____
Parking of cars	_____	Discrimination, Harassment and Bullying Policy	_____
Proper attire and presentation	_____	Smoking Policies	_____
Rest break	_____	Accidents and First Aid	_____
The Lift	_____	Issue Resolutions information	_____
Toilets and showers	_____	Public Safety	_____
Refreshment, and meeting facilities	_____	Illness and incapacitation	_____
Special hazards in the buildings and surrounds	_____	Health and Safety Management System	_____
Protective Clothing requirements	_____	Health and Safety Library	_____
Reporting of hazards and unsafe procedure	_____	Notices, Notice Boards and Signage in the Yard and Club House	_____
Fire and Emergency Procedure	_____	Guided tour of the MYC Facility	_____

OH&S Officer or Deputy Name: _____ Date: _____

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Appendix 3 - Contractor Agreement Form 'B'

Mornington Yacht Club Schnapper Point Drive Mornington Victoria 3931

MYC Manager or Deputy (Name): _____ **Date** _____

Contractor (Name): _____

Contractor (Address): _____

Description of Service: _____

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 should produce copies of the following prior to commencement of work (please tick the relevant boxes).

Documented Health and Safety Policy	<input type="checkbox"/>	Work Method Statement	<input type="checkbox"/>	Reports of serious harm	<input type="checkbox"/>
Accident records for last 12 months	<input type="checkbox"/>	Employee training and induction records	<input type="checkbox"/>	Certificate of Currency (Public Liability)	<input type="checkbox"/>

The contractor(s) acknowledges:

- they understand their obligations under the OH&S Act of 2004 and confirm their intention to comply at all times;
- they shall apply best industry practice to ensure safety at all times; and
- the MYC Manager or Deputy has advised the contractor to read the induction booklet and to sign the Induction Declaration.

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The Mornington Yacht Club Manager or Deputy shall advise the Contractor of the following:

- Emergency Procedures;
- Location of Emergency and Safety Equipment;
- Basic Safety Rules;
- Hazard and Hazard Control;
- Access and Authorisation Requirements.

The Contractor shall ensure all their subcontractors and employees are informed of the above 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.

The Contractor acknowledges he has been given a full induction briefing of the Health and Safety Requirements of the MYC and agrees to abide by them.

Signed on the behalf of the Contractor:

Full Name:_____

Signature:_____

Identification;_____

Date:_____

Signed on the behalf of the Mornington Yacht Club:

Full Name:_____

Signature:_____

Position;_____

Date:_____

Appendix 4 – Dangerous Goods and Hazardous Substances Register

Product Name

Supplier Detail

Quantities

Location

Hazardous Substance

(See Item 6 above)

Dangerous Goods (See

Item 6 above)

Dangerous Goods Class

Description

Subsidiary Risk

Packing Group

MSDS Available – Y/N

Issue Date

Are Current Risk Control

appropriate? (Refer Risk

Register)

Comments

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Appendix 5 - Hazard Identification Checklist

Risk Assessment Forms are kept on file and can be viewed in the MYC General Office.

Checklist Item Summary	Result of Inspection		Action Required	
	Good	Unsatisfactory	Fix Immediately	Schedule to be Fixed

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Appendix 6 - The Risk Assessment Form

Risk Assessment Forms are kept on file and can be viewed in the MYC General Office.

<i>Specific Task and Location</i>	<i>Potential Hazard and or Consequences</i>	<i>Class of Risk</i>	<i>Control Measures Include</i>
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