



# Empire Marina Lake Macquarie

## DIY Registration Package

Revision: D – 1 November 2022

Empire Marina Bobbin Head Pty Ltd  
T/A Empire Marina Lake Macquarie  
ABN: 33 632 688 991

1 Nanda Street  
Marmong Point  
NSW Australia 2284

Ph +61 2 4958 3333  
[www.empiremarinalakemacquarie.com.au](http://www.empiremarinalakemacquarie.com.au)  
Lake Macquarie, NSW

# GUIDE TO COMPLETING THIS APPLICATION

Thank you for taking the time to complete the DIY registration process for Empire Marina Lake Macquarie.

We request that you use this checklist as a guide to ensure that all the required information is provided upon submission of the application and to avoid any delays in processing your application.

1. I hold a current BIA Marine Card
2. I have watched the Empire Marina Lake Macquarie Induction Video
3. I understand the SOP's and MSDS relative to the work   
I am undertaking
4. I have completed the application form.

## Introduction

This business complies with the Work Health and Safety Act 2011 and the Protection of the Environment Operations Act 1997 to ensure the safety and wellbeing of all:

- Employees
- Visitors
- Guests
- Contractors
- and for the protection of the environment

In support of this commitment, approved DIY individuals and their assistants undertaking work at this site have an obligation to comply with Empire Marina Lake Macquarie's Policies and Procedures. This document outlines your responsibilities, obligations, and rights. We collect and check the information you provide and rely on your honesty in adhering to your commitments. We reserve the right to control who is granted access and to cancel registration at any time.

Empire Marina Lake Macquarie provides a unique opportunity for approved DIY individuals to perform work on their own vessels, with strict adherence to legal obligations in relation to safety, the protection of the environment and the Marinas policies and procedures. As a result, we have a much sought-after location. This privilege is offered to reputable DIYs who have accepted our conditions, and who will respect our facility.

# DIY REGISTRATION APPLICATION FORM

## Marina Information

<b>Marina's Business Name ("Marina")</b>	Empire Marina Bobbin Head Pty Ltd TA Empire Marina Lake Macquarie
<b>ABN</b>	33 632 688 911
<b>Contact person</b>	David Randall – General Manager
<b>Address</b>	1 Nanda Street, Marmong Point NSW
<b>Contact phone numbers</b>	Phone: (02) 4958 3333
<b>Email</b>	davidr@marmongpointmarina.com.au

## DIY Customer Information

<b>DIY/Boat Owner Name</b>	
<b>Assistant Name</b>	
<b>Assistant Name</b>	
<b>DIY/Boat Owner Address</b>	
<b>Contact phone numbers</b>	
<b>Email</b>	

## Outline of Works to be completed

*(Description of the works you will undertake)*

# BIA Marine Card

(Please list all BIA Marine Cards (Blue Card))

Name	Card No.

## OTHER DOCUMENTATION IF APPLICABLE

List any Licenses and Permit (hot Work Permit)

.....  
.....

## DIY Work Health and Safety Management Plan

### 1. DIY Details

name:		
address:		
<b>Timing of works:</b>	Start date:	Approx. finish date:

### 2. Vessel Details

Vessel owner:
Vessel name:
Berth / mooring number ( if applicable):

### 3. Emergency Contact Details

Name	Relationship	Contact Number

### Personal Protective Equipment

List PPE to be used

### Declaration

- I hereby apply for registration as an approved DIY at the Marina.
- I acknowledge receiving and understanding the Marina Terms & Conditions regarding Health, Safety & Environmental Requirements and I agree to abide by them.
- I declare the information that I have provided is accurate and true.
- I further agree to ensure that all my assistants, agents or sub-contractors are fully aware of these requirements and obligations and shall abide by them at all times.

Signed \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*\*The approved DIY shall be liable for and shall keep this Marina indemnified against any legal liability, loss, claim or proceedings for personal injury to or death of any person, or for injury or damage to property or for any penalties incurred as a result of any direct or indirect act of the Approved DIY or its assistants, agents or subcontractors.*

The above signed must view the EMLM Induction Video on/prior to the first day that he/she intends to provide any work or services at our facility.

**Date of site induction:** \_\_\_\_\_

Signed by the Marina: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Terms and Conditions of Registration**

### **Registration Requirements**

#### Why

With the current strict Environmental legislation, WHS, Insurance and Liability issues, the Marina is required to ensure that all DIYs understand their obligations and accept their responsibilities in these matters. Only capable DIYs with adequate insurance cover are allowed the privilege to undertake work on their own vessels at our facility.

#### When

Once this document is read, understood, signed, and all required information is provided and approved, you may be granted registration. As a condition of this registration, you will be required to register “in” and “out” every day you visit our facility and to collect and visibly wear a visitors pass. You will be required to record the boat details you are working on and specify the type of work you will be doing.

#### Cost

Currently we do not charge for registration, however this is subject to consideration in each event particularly where attendance by Marina Staff is required.

#### Duration

Your registration with this Marina will be valid for the duration of your insurance cover (refer specific insurance requirements). It is important that you provide us with updated insurance documents when applicable.

#### Disclaimer

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

### **Required Insurance Information**

The site requires the owner of the vessel to hold Certificates of Currency from their insurer. (Copies must be provided with your registration prior to commencement of works):

- Vessel Insurance (to full replacement value of the vessel)

In addition, where required, (SWMS) must be provided prior to the commencement of any work at the Marina.

For significant works, that could potentially harm the Environment, threaten personal safety, or cause damage to property a separate risk assessment is to be provided. Otherwise, refer to applicable SWMS provided (onsite).

For regular DIY who perform re-occurring jobs, a detailed generic (SWMS) indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This document could be supplemented by individual SWMS for less frequent jobs.

## **Health & Safety**

DIYs are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted.

### Accidents and Incidents

Any accident or incident that results in property damage, injury and/or in environmental harm, or threatens environment harm, must be reported immediately to this Marina's staff.

Any person requiring first aid treatment is to contact either Reception or a Dockmaster (for emergencies call 000 before notifying Marina staff).

### Safe Work Method Statement (SWMS)

The DIY is required to provide a risk assessment (Safe Work Method Statement) prior to commencing any job that involves a certain risk to Marina property, vessels, or the environment. SWMS forms are available at the marina office.

### Compressed air / cylinders

Safety valves are to be utilised in the use of compressed air. Cylinders are to be stored and used in a secure and upright position. All air-lines are to be securely joined to prevent separation during operation.

### Confined space entry

A Confined Spaces Entry Permit must be requested from the Marina prior to entering a confined space.

### Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested (expires in twelve months) and tagged before being used at this Marina. Any equipment supplied and/or installed at this Marina must be tested and tagged. On arrival on site, or during your work at this Marina your electrical equipment may be inspected by a Marina representative. Extra care must be exercised during and immediately following periods of rainfall. Electrical leads must be switched off at the point of power supply and removed when not in use. Extension leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment, and the water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adaptors and piggyback plugs are not to be used.

If electrocution occurs DO NOT TOUCH the victim unless you have been able to turn off the power supply. Call "000" and notify Marina staff.

### Fuel

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

### Fire Hoses

Fire hoses are not to be used for any purpose other than for fire fighting. This is a WorkCover NSW requirement and compulsory during extended period of Water Restrictions.

### Hazardous substances

A Material Safety Data Sheet (MSDS) for all hazardous substances must be available upon request by an Empire Marina Lake Macquarie representative. All users must be familiar with and understand the first aid and control measures required.

### Hot Work / Welding

DIYs are NOT permitted to undertake welding and cutting operations on the site. Hot works must only be undertaken by suitably qualified companies carrying insurance cover directly relating to hot works and those companies must hold a current hot works permit issued by Empire Marina Lake Macquarie.

Appropriate trade qualifications must be presented with your Hot Work Permit and all Hot Work must be undertaken in accordance with applicable Australian Standards.

### Machine guarding

No machinery, hand tool or other equipment is to be used without effective guards.

### Personal protective equipment and clothing

Appropriate personal protective equipment and clothing, including shoes, must be worn at all times.

### Working at heights

Any working platform must conform to the relevant Standards. Hoists and scaffolding must be to the standard required by local authorities and approved in writing where applicable.

Ladders must be of industrial standard and be tied off at the top and secured on even ground at the bottom. No one is permitted to work from the top step of a ladder including freestanding industrial ladders. It is advisable to always have one hand holding the ladder and the ladder must not be used as a work platform.

Safety harnesses must be worn and properly secured at heights greater than 2.0 metres and must always be worn in cherry-pickers and other mobile working platforms. Safety harnesses must be worn and properly secured when working atop fly bridge cruisers and on masts.

## **Environmental considerations**

### General

Any work undertaken on the Marina that could result in a pollution incident must be safeguarded against. This may require the pre-deployment of floating booms or drop sheets. Any contractor found in breach of environmental legislative requirements will be suspended from the Marina immediately. Any penalties incurred by the Marina as a result of a DIY's breach of Environmental Legislation will be recovered from the DIY. It is the DIY's responsibility to determine whether or not the activities that they are to undertake on the Marina could result in a pollution incident. If any doubt exists, consult with the Marina Manager before commencing your work.

### Mechanical repairs and engine servicing

Any mechanical repairs and/or engine servicing are to be conducted in such a manner as to prevent any oil or waste oil products from entering the vessel's bilge or from being spilled into the water.



### Noise and fumes

All operations and activities occurring on the premises must be conducted in such a manner that will not cause offensive noise or fumes.

### Painting and Anti-fouling work

Only work of a minor nature is to take place on vessels in wet berths. Major sanding, scraping and painting are only to occur on the Marina Hardstand. All residue from such operation is to be disposed of correctly, in accordance with Environmental Legislation. Under no circumstances is residue to be placed in the Marina's waste bins unless prior approval has been gained from the Marina Manager.

Any paint or anti-fouling spillages on a hardstand area are to be cleaned up. Spillages are not to be hosed down into the waste-water collection system. The use of a drop sheets is required.

### Re-fuelling activities

Re-fuelling of vessels is not permitted unless the vessel is berthed at the fuel wharf and Marina staff supervise the refuelling procedure. Refuelling your vessel or petrol-powered equipment using portable fuel containers (i.e., jerry cans) are not permitted at the Marina. These restrictions are in place to safeguard the Marina from the risks associated with refuelling. Designated fire fighting equipment and spill kits are located at the fuel wharf only. Marina staff at the fuel wharf are trained in emergency response procedures.

### Washing of boats

When contractors are washing and cleaning boats, care is to be taken to minimise the amount of run-off that goes into the water and run-off collection must be implemented in accordance with EPA guidelines. Only appropriate bio-degradable detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

Current water restrictions require strict adherence.

### Waste

No waste must be allowed to enter the water. Waste includes, but is not limited to, paint, varnish, wood and fibreglass dust, oil or oil-based products and oily bilge water. Waste bins are located at the fuel wharf. We expect contractors to recycle waste where appropriate (paper and cardboard, glass and general waste).

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

## **General**

### Damage

Marina property damaged by a DIY will be repaired at the DIY's expense.

### Right of Refusal

This Marina reserves the right to refuse access to any DIY.

### Dress and conduct

This Marina reserves the right to ask DIY's and their assistants to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the Marina. DIYs must always conduct themselves in a manner acceptable to Empire Marina Lake Macquarie. Loud, coarse, or abusive language will not be tolerated.

### Housekeeping

Work areas must be kept clean and tidy with prompt removal of all garbage. Oily rags, and any flammable material residue are to be disposed of correctly. They are not to be placed in the Marina's rubbish bins. The marina structure and walkways are to be kept clear at all times.

It is the responsibility of the DIY to remove all rubbish unless otherwise agreed with an Empire Marina Lake Macquarie representative.

### Hoses

Water hoses located on the Marina belong to Marina customers. They are not for general or contractor use. If you require the use of a hose, please bring your own. If in doubt, contact a Dock Master.

### Courtesy trolleys

Courtesy trolleys are provided for the convenience of boat owners only. Courtesy trolleys are not to be used by contractors.

### Marina operating times

The Marina's operating hours for Registered DIYs are 8.30am to 5.00pm, Monday to Friday. Any work undertaken by DIYs outside these times is to be by prior arrangement only.

### Power supply

Under no circumstances is a DIY to unplug any other vessel's power supply to operate power tools or accessories. Each individual power outlet is locked and should be locked after each use. Marina staff can unlock outlets when required.

### Smoking

Smoking is not permitted at this Marina except at the designated area. Dispose of cigarette butts in the dedicated bins only. The Marina layout on page 5 indicates where smoking is permitted. Be considerate of non-smokers using this area.

### Workshop

The Marina workshops are restricted areas and are not for contractors use. It is Marina policy that tools and equipment will not be lent or hired out.

### Advertising

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

### Alcohol & Drugs

Consumption of alcohol or Drugs by DIYs is not permitted on the site.

### ***Please Note:***

***Any New South Wales Workplace Health, Safety & Environmental Legislation or other applicable Statutes will take precedence over the above conditions.***

# EMERGENCY ESCAPE PLAN

