



Empire Marina Lake Macquarie

Contractor Registration Package

Revision: D – 11 December 2024

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
Lake Macquarie, NSW

GUIDE TO COMPLETING THIS APPLICATION

Thank you for taking the time to complete the contractor 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 have read the application and understood the terms and conditions.
2. I have completed the application form.
3. I have attached copies of insurances.
4. I have completed the Contractor WH&S and Environmental Management Plan.
5. I have completed the Contractors Chemical Register.
6. I have booked my induction with the Marina.

We look forward to seeing you at Empire Marina Lake Macquarie

CONTRACTOR REGISTRATION APPLICATION FORM

Marina Information

Marina's Business Name ("Marina")	Empire Marina Bobbin Head Pty Ltd TA Empire Marina Lake Macquarie
ABN	33 632 688 991
Contact person	Kate Roy – Boatyard Manager
Address	1 Nanda Street, Marmong Point NSW
Contact phone numbers	Phone: (02) 4958 3333
Email	boatyardlm@empiremarinas.com.au

Contractor's Information

Contractor's Business Name	
ABN	
Contact person	
Address	
Contact phone numbers	
Email	

Core Business

(Description of the services your Company normally provides)

BIA Marine Card

(Please list all owners, employees, agents or sub-contractors)

Name	Card No.

BIA Marine Cards (Blue Card)

Name	Card No.

Contractor's Insurance details

a. PUBLIC LIABILITY

current copy attached

Entity Insured
Insurance Company
Marina Interests noted
Policy Number
Expiry Date
Value:

b. SHIP REPAIRER'S LIABILITY

current copy attached

Entity Insured
Insurance Company
Marina Interests noted
Policy Number
Expiry Date
Value:

c. WORKER'S COMPENSATION

current copy attached

Entity Insured
Insurance Company
Marina Interests noted
Policy Number
Expiry Date
Value:

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

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Reference check for all outside contractors.

We request you supply us with contact details of two recent customers or companies that can give us further information on your services. This information will be treated confidentially and will be used for this internal reference check only.

Reference 1:

Contact name:

Company name:

Contact details:

Reference 2:

Contact name:

Company name:

Contact details:

Licenses and Permits

List any Licenses and Permits required and obtain copies

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Other notes or special conditions

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EXTERNAL CONTRACTORS ANNUAL FEE

External Contractors are required to pay a site access fee. The contribution is due on re – application in January each year.

Fees:

Annual fee - \$1500 per annum - charged to nominated card below on approval of application

Per visit fee - \$50 per visit - payable on sign in per visit

On approval of this application, please charge the annual fee of \$1500 to the credit card below

Name (as it appears on card): _____

Card Type: Visa Mastercard Amex

Card Number: _____

Expiry Date: _____

CVV: _____

Contractor's Declaration

- I hereby apply for registration as an approved contractor at the Marina.
- I acknowledge receiving and understanding the Marina Terms & Conditions regarding Health, Safety & Environmental Requirements and should my application be successful, 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 employees, agents or sub-contractors are fully aware of these requirements and obligations and shall always abide by them.

Company or Trading Name: _____

ABN: _____

Name: _____ Position: _____

Date: _____ Signed: _____

The Contractor 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 because of any direct or indirect act of the Contractor or its employees, agents or subcontractors.

The contractor must participate in a personal site induction on, or prior to, the first day that he/she intends to provide any work or services at our facility (See Appendix 3).

Date of site induction: _____

Marina Approval of Registration valid until: (insert date) _____

Signed by the Marina: _____ Print name: _____

OFFICE USE ONLY

Checked Australian Business Register (www.abr.gov.au) for current Business Registration of the Insured Entity.

References checked.

APPENDIX 1

CONTRACTOR WHS MANAGEMENT PLAN

1. Contractor Details

Contractor name:		
Contractor address:		
Contract description:		
Timing of works:	Start date:	Approx. finish date:

2. Vessel Details

Vessel owner:
Vessel name:
Berth / mooring number:

3. Emergency Contact Details

Name	Position	Contact Number

4. Activity Details

List Major Activities

5. Safe Work Method Statement

Complete the following section, outlining how you will ensure that all employees understand the Safe Work Method Statement (SWMS). Attach copies of the relevant SWMS.

6. Emergency Procedures

Please provide details of any emergency procedures you have in place.

7. Incident Reporting and Investigation

Provide details of how incidents will be reported and investigated if they occur.

8. Injury Management

Describe any specific Injury Management processes identified in SWMS

SAFE WORK METHOD STATEMENT FORM – page 2

Personal Protective Equipment required (tick the appropriate box)

<input type="checkbox"/> Gloves	<input type="checkbox"/> Protective clothing	<input type="checkbox"/> Safety glasses/goggles	
<input type="checkbox"/> Hearing protection	<input type="checkbox"/> Safety footwear	<input type="checkbox"/> First Aid kit	<input type="checkbox"/> Other
<input type="checkbox"/> Face shield	<input type="checkbox"/> Respirator	<input type="checkbox"/> Safety harness and strong point	
Environmental & Safety precautions that must be taken when appropriate (follow Best Management 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"/> ensure residual current devices are fitted to each power outlet, check functionality of RCD’s	
<input type="checkbox"/> place oil absorbing pads in bilge area		<input type="checkbox"/> have a basic oil spill / recover kit within reach.	
<input type="checkbox"/> keep all chemicals in spill proof containers		<input type="checkbox"/> observe strict NO SMOKING	
<input type="checkbox"/> use dust extraction systems		<input type="checkbox"/> have fire fighting equipment within reach	
<input type="checkbox"/> place oil spill booms around the vessel		<input type="checkbox"/> check for trip or slip hazards	
<input type="checkbox"/> place (floating) mats underneath work area to collect shavings / dust		<input type="checkbox"/> ensure adequate ventilation when working in confined spaces	
Completed by (print name):		Signature:	

CONTRACTOR CHEMICAL REGISTER

Product	Qty.	MSDS Number	Hazard	Controls Required

A copy of all relevant MSDS must be made available by the contractor for all listed products.

Signature of Contractor: _____

Date: _____

APPENDIX 2

Deleted

APPENDIX 3

MARINA INDUCTION CHECKLIST

The following checklist is to be completed by the Marina while undertaking an induction of a contractor proposed for Registration:

- 1. Completed Registration form and provided Insurances
- 2. Diving special conditions (if applicable)
- 3. Review of Terms and Conditions of Registration
- 4. Collection of Management Plan
- 5. Collection of Required SWMS and Confirmation of PPE
- 6. Collection of Chemical Register
- 7. Confirm Licenses and Permits
- 8. Review of Marina Safety Equipment and Emergency Plan
- 9. Provide list of BIA Marine Card holders.

Additional Notes, Comments and Conditions

CONFIRMATION OF COMPLETION OF INDUCTION

Name

Name

Signed (Contractor)

Signed (Marina)

Terms and Conditions of Registration

Introduction

This Marina complies with the Work Health and Safety Act 2011 and the Protection of the Environment Operations Act 1997 to ensure the safety and well being of all employees, visitors, guests, contractors, and for the protection of the environment. In support of this commitment, contractors conducting business at this Marina have an obligation to comply with this Marina's Policies and Procedures. In this document we outline your responsibilities, obligations, and rights. We collect and check the information you provide to ensure our customers receive the best possible workmanship from reliable tradesmen. This Marina reserves the right to control who is granted access and who is not.

Marina staff and our on-site tenants provide a wide range of services and quality products. As a result, we have a much sought-after location with many nearly new boats, which in return creates the ideal environment for dedicated and professional contractors to provide services that will compliment our existing services and ensure full customer satisfaction. This privilege is offered to reputable contractors who have accepted our conditions, and who will respect our facility.

Registration Requirements

Why

With the current strict Environmental legislation, WHS, Insurance and Liability issues, the Company is required to ensure that all contractors understand their rights and accept their responsibilities in these matters. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to our customers, at our facility. Furthermore, your services should be complimentary to the existing services on the Marina.

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.

Who

It is important that each employee of your business understands the registration procedure and acknowledges the conditions. We request that all contractors register with us prior to job commencement, even if your services are arranged through our on-site tenants, or directly through the boat owner.

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.

Reference check

We request you supply us with contact details of two recent customers or companies that can give us further information on your services. This information will be treated confidentially and will be used for this internal reference check only.

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

Required Insurance Information

The Marina requires outside contractors to provide the following Certificates of Currency from the insurer and noting the Marina as an interest party (copies must be provided with your registration):

- Public Liability Insurance (minimum value AUD \$20 million dollar)
- Ship Repairers Liability Insurance (minimum value AUD \$10 million dollar)
- Workers Compensation Insurance (unless sole trader)

These requirements apply in full to all work done on boats at the Marina, including detailing. Contractors will not be allowed to commence work at the Marina until such time as the necessary certificates are provided.

A separate **Risk Assessment** is required for all work that could potentially harm the Environment, threaten personal safety, or cause damage to property. Refer to the template **Safe Work Method Statement (SWMS)** in Appendix 1.

For regular contractors 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.

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

Health & Safety

Contractors 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 or injury, 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 Administration or a Dockmaster.

Safe Work Method Statement (SWMS)

The contractor 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 issued to the contractor by the Marina prior to entering a confined space.

Diving work

All diving work MUST be approved by the Marina Manager. Divers are to ensure compliance with AS/NZS2299.1:1999 Occupational Diving Operations Part 1: Standard Operational Practice. All divers are to be appropriately certified and possess a medical certificate (not older than twelve months) certifying fitness to undertake the diving work. In addition, we require copies of Commercial Diving Tickets for each diver.

Underwater hull cleaning or removal of underwater vessel fixtures is not permitted within the marina.

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 by your organisation at this Marina must be tested and tagged before 'handing over'. 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.

Explosive-powered tools

An Explosive-powered tool (EPT) uses an explosive charge to drive a fastener against, onto or through building materials. EPT's are not to be used at this marina without prior consultation with the Marina Manager. The Marina Manager will set strict conditions for the use of such EPT when deemed that such tool is required to perform a specific job. EPT may then only be used by a qualified tradesman, following SafeWork NSW safe-use guidelines "Operator of Explosive-power Tools", refer <https://www.safework.nsw.gov.au/>

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

A separate application is required to be completed and approved before any hot works are permitted

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 always worn.

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 2.4 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 because of a contractor's breach of Environmental Legislation will be recovered from the contractor. It is the contractor's responsibility to determine whether 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 wiped up. Spillages are not to be hosed down into the waste-water collection system. The use of a drop sheet is recommended.

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 from the contractor.

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 contractor will be repaired at the contractor's expense.

Right of Refusal

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

Dress and conduct

This Marina reserves the right to ask contractors to wear clothing that is in keeping with safety requirements and standards appropriate to the overall presentation of the Marina. Contractors 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 always kept clear.

It is the responsibility of the contractor 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 Contractors are 8.30am to 5.00pm, Monday to Friday. Any work undertaken by contractors outside these times is to be by prior arrangement only.

Power supply

Under no circumstances is a contractor 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 only permitted in designated areas

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

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

Alcohol

Consumption of alcohol by contractors is not permitted.

Contractor activities

Contractors are only to carry out activities they are lawfully able to perform in New South Wales.

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



EMERGENCY CONTACTS

Marina Office	(02) 4958 3333
Police	
Fire Brigade	DIAL 000
Ambulance	
Environmental Protection Agency (EPA)	1300 361 967
NSW Maritime	12 12 36
Water Police	1800 658 784
Poisons Information Centre	13 11 26
Hospital – John Hunter	02 4921 3000
Electricity - Ausgrid	13 13 88
Hunter Water	1300 657 000
NSW Fisheries	13 15 00
NSW Rural Fire Service	02 4914 4500
Road Closures	12 27 01
State Emergency Service	13 25 00