



TAIRUA MARINA

## Contractor's Manual

Tairua Marine Ltd

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1142

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## INTRODUCTION

Tairua Marine Limited (the Marina) complies with the Health & Safety at Work Act 2015, Regulations, Codes of Practice and Industry Guidelines to ensure the safety and wellbeing of all employees, visitors, guests, contractors and for the protection of the environment. In support of this commitment, contractors conducting business at the marina have an obligation to comply with marina policies and procedures.

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

## Health & Safety

Contractors are required to ensure that they are physically fit and capable of undertaking the work for which they have been contracted and and required to observe and practice safe work methods and have a Health & Safety Policy.

Contractors must complete the Contractor Registration Form and supply the Marina with the requested documentation (including hazards and/or hazardous substances that you will be bringing into the marina).

### 1. Accidents & Incidents

Any accident or incident that results in property damage or injury, environmental harm, or threatens environmental harm, must be reported immediately to Marina staff. Any person requiring first aid treatment is to contact Marina staff or emergency services (refer to Emergency Procedures in this manual).

### 2. Diving Work

All diving work **must** be approved by Marina Management.

### 3. Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested and tagged before being used at the marina. When using the marina shore power, you must use the appropriate compliant plug with a locking ring. Extra care must be exercised during and immediately following periods of rainfall. Electrical leads must be switched off at the point of power supply and removed when not in use. Extension leads must be kept as short as possible and must be located and protected in such a manner as to prevent damage from vehicular traffic, hot equipment and water. Use of safety switches for all portable equipment is mandatory. Taped joints, double adaptors and piggyback plugs are not to be used. Where possible, use battery powered tools. If electrocution occurs **do not touch** the

victim unless you have been able to turn off the power supply. Call 111 and notify marina staff.

#### 4. Petroleum Fuel

Where petrol or diesel powered equipment is used on site, fuel must be stored in satisfactory approved safety containers. Contractors are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment and that sufficient non-smoking signs are displayed. Never use fuel powered equipment in an enclosed space.

#### 5. Fire Hose Reels

Fire hoses are not to be used for any purpose other than fire fighting.

#### 6. Hazardous Substances

A Safety Data Sheet (SDS) for all substances brought and used on site must be available upon request by the Marina. All users must be familiar with and understand the first aid measures required. Goods of a hazardous or flammable nature shall not be stored on any vessel within the marina or on any marina structure.

#### 7. Personal Protective Equipment

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

### Environmental Considerations

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 to be in breach of environmental legislative requirements will be suspended from the Marina immediately. Any penalties and/or costs incurred by the Marina as a result of a contractor's breach of Environmental Legislation will be recovered from the contractor.

It is the contractor's responsibility to determine whether or not the activities that they are to undertake on the marina could result in a pollution incident. If any doubt exists, consult with the Marina Management before commencing your work.

## 1. Mechanical Repairs & Servicing

Any mechanical repairs and/or engine servicing are to be conducted in such a manner as to prevent any oil and waste oil products entering the vessel's bilge, into the water, or wastewater collection system. All chemicals need to be banded.

## 2. Noise & Fumes

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

## 3. Painting & Antifouling

Only work of a minor nature is to take place on vessels in the marina. All residues from such operations must not enter the water. All residues from such operations are to be disposed of correctly, in accordance with Environmental Legislation. Under no circumstances is residue to be placed in the Marina's waste bins, unless prior approval has been gained from the Marina Manager.

## 4. Refuelling Activities

Refuelling of vessels is only permitted at the fuel dock using the marina fuel facilities. These restrictions are in place to safeguard the Marina and the environment from the risks associated with refuelling. Designated fire fighting equipment and spill kits are located on the fuel dock. Marina staff are trained in emergency response procedures.

## 5. Washing of Boats

When washing and cleaning boats, care is to be taken to minimise the amount of runoff that goes into the water. Only appropriate biodegradable detergents are to be used. The use of a trigger nozzle device on the hose to prevent excess water being wasted is recommended.

## 6. Waste

No waste should be allowed to enter the water. Waste includes, but is not limited to; sewage, garbage, fuel, chemicals, grey water, paint, varnish, wood and fibreglass dust, oil or oil based products and oily bilge water.

Oil, waste oil containers, oil products and drained oil filters, scrap metal including anodes, batteries, acids and all other hazardous waste is to be disposed of correctly and safely by the contractor.

## General

### 1. Contractor Activities

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

### 2. Damage

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

### 3. Dress & Conduct

Contractors are to wear clothing that is in keeping with safety requirements. Contractors must at all times conduct themselves in an acceptable manner. Loud, coarse or abusive language and music will not be tolerated.

### 4. Marina Access

All contractors are to text the marina manager on 021 815 377 upon arrival and departure with personal name and company name.

### 5. Housekeeping

Work areas must be kept clean and tidy. Oily rags and any flammable material residue are to be disposed of correctly. The marina structure and walkways are to be kept clear at all times. It is the responsibility of the contractor to remove all rubbish unless otherwise agreed with a marina representative in a timely manner. A clean up fee may apply.

### 6. Marina Trolleys

These are provided for the convenience of berth owners. Marina trolleys may be used by contractors for transporting equipment and supplies to the site but must be returned promptly to the trolley park.

### 7. Power Supply

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

## 8. Smoking

Smoking is not permitted on or around the marina. Contractor's must leave the premises if they wish to smoke.

## 9. Advertising

Contractors are not permitted to distribute advertising pamphlets, business cards or samples at the marina without prior permission from Marina Management.

## 10. Alcohol

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

## 11. Pets

Well behaved pets are permitted at the marina. They must be kept on a leash at all times and any mess must be cleaned up immediately.



## Tairua Marine Limited Health & Safety Policy

At Tairua Marine Limited (Tairua Marina) our Occupational Health & Safety Policy is based on a belief that the wellbeing of people employed at work, and people affected by our work, is a major priority and must be considered during all work performed on our behalf.

Tairua Marina is committed to providing a healthy and safe working environment for our workers, contractors and visitors to our workplace.

### **We will ensure the safety of our people by:**

- Ensuring so far as is reasonably practicable, the health and safety of workers and that other people are not put at risk by their work.
- Providing and maintaining a safe working environment.
- Providing facilities for health and safety.
- Ensuring all equipment is safe.
- Ensuring all works and other people at or in the vicinity of Tairua Marina are not exposed to unmanaged or uncontrolled risk.
- Developing and implementing emergency and evacuation procedures.
- Compliance with legislation, regulations, codes of practice and safe operating procedures.
- Ensuring the safe use, handling and storage of equipment, structures and substances.
- Monitoring the health of workers and the conditions at the workplace for the purpose of preventing any injury or illness.

### **To achieve this we will:**

- Systematically identify and document all risks to health and safety at Tairua Marina.
- Implement and document appropriate control measures to eliminate or minimise risks to health and safety.
- Provide health and safety information, training, instruction and supervision.
- Encourage consultation and participation with employees, contractors, clients and suppliers in matters relating to health and safety.
- Ensure the accurate and timely reporting of all accidents, incidents, injuries and near misses.
- Support injured staff to return to work safely as early as possible.
- Protect visitors and other people from the risk of workplace hazards.
- Provide support and resources so that systems are maintained and improved.
- Meet our obligations under the Health & Safety at Work Act 2015, Health & Safety at Work Regulations 2016 and all relevant standards, codes of practice and best practice guidelines.
- Inform and train all workers in emergency plans and procedures and evacuation procedures.
- Ensure that all contractors and subcontractors are not exposed to risk within our workplace and do not expose our workers to the risk from hazards that the contractor introduces.

## Tairua Marine Limited Environmental Policy

It is Tairua Marina's policy that in the conduct of its operations, it is committed to minimising any adverse effects of our activities and facilities and preserving and protecting the quality of our harbour environment.

Environmental responsibility is an important and growing area of attention. It is also an area of importance to us.

To achieve this we will:

- Ensure that environmental considerations are included in all aspects of our operations.
- Applying waste minimisation principles and taking all practicable steps to prevent pollution and other adverse effects from our operations.
- Continually reduce the environmental impact of our activities by conserving the use of raw materials and resources and minimising waste.
- Have systems and procedures in place to deal with waste disposal (including recycling) and procedures for dealing with any fuel or oil spills.
- Commit to conserve resources and help in the prevention of pollution by reviewing systems and procedures regularly.
- Complying with all applicable laws, regulations and statutory requirements relating to environmental issues.
- Educating and training to continually improve awareness, skills and knowledge of environmental issues and practices.
- Identifying, investigating and satisfactorily resolving all non-conformances as part of a drive for continuous improvement.
- The management plan of Tairua Marina is designed in an effective manner in order to ensure that incidents and emergencies are handled with the utmost professionalism should they occur.

Contractor Information	YES	NO	N/A
Do you have a Health & Safety system?			
Do you have a written Health & Safety policy? If yes, please provide a copy.			
Do you have defined Health & Safety responsibilities?			
Do you have a process to review the Health & Safety system at least annually?			
Do you have a process for reporting and investigating near misses?			
Do you have a procedure to report notifiable accidents/incidents?			
Do you have a procedure to identify and review hazards associated with your work?			
Do you have a hazard/risk register?			
Have you attached a list of the hazards that you will be bringing onto the marina? (Hazard controls must be included.)			
Do you complete Job Safety Analysis or task analysis before work commencement?			
Do you have a procedure to induct workers in your Health & Safety system, including hazard controls, accident reporting and emergency procedures?			
Do you have regular Health & Safety meetings, tool box meetings or staff meetings that include Health & Safety? How often are these held? _____			
Do you have a procedure to conduct regular audits and inspections of work, machinery and equipment? If yes, how often are these carried out? _____			
Do you have a procedure for the monitoring and issue of personal protective equipment?			
Will you be engaging the services of a subcontractor to carry out work at Tairua Marina?			
Do you have a procedure for managing contractors you engage to carry out work for you?			

## Contractor Requirements

All contractors are to undertake the Tairua Marina induction process when required and must abide by the following:

- Comply with Health & Safety at Work Act 2015
- Report any incidents, near misses and injuries.
- Report any unsafe conditions.
- Inform Tairua Marina staff if engaging the services of a subcontractor.
- No action or any work process conducted by you in the pursuit of your duty will create new hazards that may affect the welfare of Tairua Marina workers or any other persons.
- Under no circumstances must the contractor undertake work at Tairua Marina under the influence of alcohol or drugs or bring onto the premises without prior approval of Tairua Marina any alcohol or non-prescribed drugs.

### For the Contractor

Company: \_\_\_\_\_

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

### For Tairua Marina

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

Signature: \_\_\_\_\_

Signature confirms I know the hazards I will be exposed to and understand the controls used to minimise the risk of these hazards in the area I will be working in.

This document is for the two year period:

From: \_\_\_\_\_

To: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Emergency Procedures

### 1. Fire in the Building

Assess the situation if safe to do so and begin the following steps:

- Sound alarm/activate by breaking glass
- Evacuate in a calm manner to a safe upwind location
- Call emergency services on 111
- If practicable and not causing undue risk, attempt to extinguish the fire and/or make area safe by shutting down and isolating equipment

Manager is to assess the situation and if required shut off:

- Fuel valves to jetty
- Electricity to jetty
- LPG bottles at cupboard next to dive shop
- Turn off electricity at mains board

All personnel to assemble at designated assembly point: Esplanade Boat Ramp

Account for all personnel using Contractor Sign In Form

If any injuries, commence first aid

### 2. Fire on a Vessel

Assess the situation if safe to do so and begin the following steps:

- Sound the alarm
- Evacuate all personnel from the area in a calm manner to upwind location
- Call emergency services on 111
- Ascertain type of fire if possible: e.g. LPG, electrical, fuel
- If practicable and not causing undue risk, attempt to extinguish the fire and/or make area safe by shutting down equipment
- Account for all personnel
- If practicable and safe, remove all vessels surrounding the burning vessel
- If practicable and safe, secure the burning vessel to pier/jetty
- Bring a spill kit to the scene and deploy if necessary
- If you believe you are in danger, evacuate the area
- Hand over to the Fire Service on arrival

### 3. LPG Leak on Vessel

- Switch off all ignition sources
- Shut off LPG bottles at main supply valve
- Turn off electricity on the vessel
- Ventilate the vessel
- If the leak cannot be contained, call emergency services on 111
- Notify marina management of the incident
- Ensure all areas are clear and there is no ignition source within 20m until area is deemed safe again

### 4. Sinking Vessel

Notify marina management on 021 815 377 and while waiting for the manager to arrive assess the situation if safe. Ascertain if possible the cause of the leak and attempt to stop the leak:

- Ensure life jackets are worn before boarding the vessel
- If own pump is not successful, notify Coastguard and/or Fire Service by calling 111
- If required, organise an emergency pump
- Check if bilges are oily, if so collect bilge mat from spill kit and insert in bilges
- Deploy oil isolation booms if there is risk of spill and call Waikato Regional Council Environmental Hotline on 0800 800 402
- Dispose of contaminated spill in appropriate receptacle
- In unable to stop leak, slip vessel or move it to shallow water
- Secure the vessel and notify the owner

### 5. Sunken Vessel

- Contact Waikato Regional Council on 0800 800 401
- Manage any oil spills as per Oil Spill Contingency Plan
- Contact Trojan Marine (John Norman) on 027 458 1860 to begin assessment on how to proceed with salvage operation

### 6. Tsunami

There are three types of tsunami (depending on how far away from New Zealand they are generated, with the warning times for each ranging from hours to minutes.

- **Distant Tsunami** are likely to have more than three hours warning time
- **Regional Tsunami** are likely to have between one and three hours warning time

- **Local Tsunami** are generated close to New Zealand and may arrive with only a few minutes warning - potentially ahead of any official warning being issued

Warning messages and signals about a possible tsunami can come from several sources - natural, official or unofficial.

**Natural warnings** for a local tsunami which could arrive in minutes could include:

- A strong earthquake that makes it hard to stand up or a weak rolling earthquake that lasts more than a minute
- A sudden rise or fall in sea level
- Loud and unusual noises from the sea, especially roaring like a jet engine

If you experience any of these you should move to higher ground (at least 35m above sea level) immediately. Be aware that there may be more than one wave and it may not be safe for up to 24 hours. The waves that follow the first one may also be bigger.

**Official warnings** are only possible for regional and distant tsunamis. Official warnings are issued by the Ministry of Civil Defence and your local council or Civil Defence group may also put out warnings through radio, tsunami sirens or other local procedures (e.g. emergency services vehicles with PA systems).

If a tsunami warning is issued, please immediately leave the marina and move up Mount Paku until you are at least 35m above sea level. If you are at the marina after normal working hours and a tsunami warning is issued, please warn others in your vicinity of the need to follow Civil Defence instructions or to immediately evacuate.

## 7. Man Overboard in Marina

- Establish whether the person is conscious and their ability to swim
- If the person is unable to swim, assist by using rope/flotation ring or entering the water yourself (only enter the water if you are a competent swimmer) or direct the person to a nearby vessel that is fitted with a boarding ladder
- Additional flotation devices are available from the dive shop on the ground floor of the marina complex for extra assistance if required - phone 07 864 7001.
- If able to swim, assist in getting out of the water
- Apply resuscitation if necessary
- Call ambulance on 111 if necessary

## 8. Major Earthquake

- Stay indoors and shelter under doorways or desks - drop, cover, roll. If outside, stay clear of buildings and electrical wires
- Stay away from glass windows

- Once tremors have subsided, evacuate the area and await instruction from Civil Defence or Police
- Expect aftershocks

## 9. Oil Spill

- Notify marina manager on 021 815 377. The manager will determine whether the spill type is Tier 1 or 2
- Ascertain source and type of spill: i.e. diesel, petrol or oil
- The Marine Oil Spill Plan is available at the fuel jetty in the blue waterproof pocket and advises steps to follow
- Stop further spillage if possible
- If the spillage is at the marina fuel berth, turn off pumps by pressing the emergency stop button on the side of the payment terminal
- If the spillage is from a vessel in the marina and fuel may reach the bilges, the bilge pump must be disconnected from automatic power
- If the spill is petrol or similar explosive material, clear the area of any unnecessary people
- For heavy spills, attempt to contain by using the boom and pads from the spill kit on the marina fuel jetty or additional kits next to the back door of the dive shop/rubbish area
- In the case of extremely heavy spills which you are unable to contain e.g. several hundred litres, contact the Waikato Regional Council Environmental Hotline on 0800 800 402
- Monitor until situation is resolved
- Ascertain extent of damage and assist marina staff in implementing cleanup plan
- All efforts must be made to prevent the spillage from leaving the marina basin and flowing out to the harbour

## 10. Chemical Spill

Your first consideration is the immediate safety of all people present. Second priority is to contain the spill but only if it is safe to do so. Notify marina management of the incident immediately and allocate responsibilities to create a competent emergency team to help deal with the spill.

- Do not endanger yourself
- Raise the alarm and notify marina management on 021 815 377
- Evacuate people if necessary
- Assess the situation and call 111 if required
- Wear personal protective equipment as directed by Safety Data Sheet appropriate for the spilled substance



- Close valve, plug leak or upright container if safe to do so
- Utilise safety equipment or spill kit to contain the spill
- Call on specialist advice if required
- Do not leave the area unattended if there is a risk of further spill
- Recover product and dispose of waste safely
- If the spill is likely to enter the waterway, notify the Waikato Regional Council Environmental Hotline on 0800 800 402

## 11. Chemical Spill - Human Contact or Inside Vessel

- Refer to Safety Data Sheet if the substance is known
- For acids and alkaline, wash with copious amounts of water
- For swallowed fluids - do not induce vomiting but seek medical attention immediately
- New Zealand National Poisons Centre - 0800 764 766
- For gases and fumes, ventilate area immediately and keep exposure to a minimum
- Isolate by turning off any valves or switches
- Wear goggles and a respirator
- Extinguish all open flames
- Call emergency services on 111 if required

## 12. Extreme Weather - Gale Force Winds

- Listen to Civil Defence warnings for extreme weather
- Prior to arrival of the storm, secure vessels you are working on and secure any large heavy objects or remove any item which can become deadly or damaging missile when airborne
- Stay away from windows
- Shelter in the strongest part of the building
- Stay inside unless ordered to evacuate

## 13. Extreme Weather - Flooding

- Be prepared to get to high ground (Mount Paku)
- Do not go into floodwaters alone
- Do not go sightseeing
- Do not drink floodwater
- Move valuables, clothing, food and medicines above likely reach of floodwater if it is safe to do so
- Warn sightseers away from entering the area

## Emergency Equipment Locations

Equipment	Type	Location
<b>Fire Extinguishers</b>	Dry Powder	A Pier - Berth A04, A12, A21 B Pier - Berth B07, B14, B22 C Pier - Berth C14, C26 Fuel Berth LPG Shed - Front and Back
	CO2 (Carbon Dioxide)	Bottom of stairs in main foyer Top of stairs in main foyer
<b>Fire Hose Reels</b>		On every pier and fuel jetty - look for bright red cover to spot easily
<b>Spill Kits</b>	Spill Equipment	Fuel Jetty and additional kits behind the rubbish area, next to back door of dive shop
	PPE	Fuel Jetty
	Enviropeat	Fuel Jetty
<b>First Aid Kit</b>		Marina office
<b>Fire Alarms</b>		Marina foyer by front door At top of stairs outside Fishing Club door Dive shop Gym
<b>Defibrillator</b>		Outside dive shop front door on wall
<i>See map showing locations on page 19.</i>		

## Emergency Contacts

Position	Personnel	Contact No
Marina Manager	Caitlin Simons	021 815 377
Marina Manager	Tim Simons	021 882 827
Tairua Marine Ltd - Trustee	Craig Watts	021 922 936
Tairua Marine Ltd - Trustee	Laurie Flynn	021 885 154
Grounds/Maintenance	Paul George	027 850 5000
Harbourmaster	Stephen Wise	021 594 563
Coastguard		Call 111
Waikato Regional Council		0800 800 401
Thames Coromandel District Council		07 868 0200
Tairua Pauanui Sports Fishing Club	Located on top floor of marina complex, on site in evening after normal working hours for urgent assistance while awaiting marina staff arrival	07 864 8361
National Poison Centre		0800 764 766
<b>Response Support</b>		
Bob's Takeaways	Oil recovery & removal	021 768 362
Storm Waters	Salvage	021 786 764
Trojan Marine - John Norman	Salvage	027 458 1860
Tairua Electrical - Graeme Keyte	Electrical	021 893 908
Waste Management NZ	Liquid waste	09 570 0900
Carlyon Civil	Industry contractors - fuel	07 847 4417

# Emergency Equipment Locations - Map

