



(a division of Marsden Maritime Holdings Ltd)

## **BOAT MAINTENANCE FACILITY RULES**

**NOTE - To be read in conjunction with the Company's Boat Maintenance Facility Terms and Conditions.**

1. All Customers, their crew, agents, contractors and all other visitors must at all times ensure their activities are undertaken in a safe and environmentally responsible manner.
2. Customers are responsible for the safety and general conduct of their crew, agents, contractors and all other visitors whilst at the vessel's work site or elsewhere within the Facility.
3. Any accidents or incidents must be immediately reported to Facility Management.
4. **Customers must ensure that:**
  - a. only registered contractors undertake any work on the Customer's vessel (refer "Section 6 – Contractors" below). Unregistered contractors will not be permitted to enter or remain on site.
  - b. any person undertaking any work on the Customer's vessel, including the Customer him/herself, has the required competency to safely complete the work.
  - c. the use of all tools and materials is in accordance with manufacturer's instructions and industry guidelines.
  - d. any works regulated by an external authority, e.g. hot work or confined work, have been properly authorised by the relevant authorities.
  - e. a high level of attention is at all times given to the cleanliness and safety of their work area and surrounds.
  - f. they, together with their crew, agents, contractors, and any other visitors, are familiar with the Facility's Emergency and Evacuation Procedures displayed at the Facility Office.
  - g. their agents, contractors, crew and any other visitors fully comply with these Facility Rules.
  - h. all work and activities carried out by them, their crew, agents, contractors and all other visitors complies with statute, including but not limited to the provisions of the Resource Management Act 1991 and the Health and Safety at Work Act 2015.
5. **All persons entering the Facility:**
  - a. do so at their own risk.
  - b. must obey any instructions from Facility Management.
  - c. must familiarise themselves with, follow and comply with Emergency and Evacuation Procedures displayed at the Facility Office.
6. **Contractors**
  - a. Contractors are not permitted to work on site unless they have completed the Facility Management's contractor registration and induction process.
  - b. A list of Registered Contractors is available from the Facility Office and also the Marina Office.
  - c. Registered Contractors must carry indemnity insurance of at least \$5,000,000.
  - d. Registered Contractors must sign in and out at the Facility Office upon entering or leaving the Facility. (Registered Contractors with business premises on-site are exempt from this requirement).
7. **Delivery of goods and equipment**

Customers are requested to notify Facility Management prior to delivery or removal of goods or equipment by outside suppliers.
8. **Visitors**
  - a. Visitors must sign in and out at the Facility Office upon entering and leaving the Facility.
  - b. As a condition of entry, visitors must observe all rules contained herein.
  - c. No person under the age of 16 years shall enter the Facility unless expressly permitted by Facility Management.

## 9. Vessel Movements

- a. When a vessel movement is in progress within the Facility, no person other than a member of the **Lift Team** shall place themselves within 15 metres of any part of the vessel or the equipment being used to transport it. This includes the process of blocking and supporting a vessel.
- b. **No person shall distract any member of the Lift Team while a vessel movement is in progress. This includes the time taken to block and support the vessel.**

## 10. Washdown Bay

- a. Upon arrival at the Facility, all vessels are initially placed in the Washdown Bay for mandatory pressure wash of the hull (undertaken by Yard Personnel).
- b. The Washdown Bay is not to be used for any other purpose unless expressly authorised by Facility Management.

## 11. Boat Stands, Cradles and Blocks

- a. **With the exception of authorised Company personnel, no person shall attempt to adjust or move any boat stand, cradle or other means of vessel support.** Please contact Facility Management if you require any such changes.
- b. Any person in violation of this rule may immediately be instructed to leave the Facility and/or restriction placed on that person's subsequent entry by Facility Management.

## 12. Facility Equipment

- a. The operation of any Company-owned equipment is restricted to authorised Company personnel.
- b. All persons must keep well clear of all mobile equipment while it is being operated.

## 13. Vehicles

- a. Vehicles entering the Facility must be parked in the designated carpark area unless loading or unloading.
- b. The Company reserves the right to search any vehicle before it leaves the Facility.
- c. Any vehicle illegally parked or obstructing Facility operations may be subject to removal at the Customer or vehicle owner's cost.
- d. Any vehicle entering or parked within the Facility is at the Customer or vehicle owner's risk. The Company accepts no responsibility for any damage to any vehicle.

## 14. Dress Standard

The minimum standard of dress for any person entering this Facility is shorts, T-shirt and enclosed solid footwear **(no jandals or sandals)**.

## 15. Pets

Pets are not permitted within the Facility unless expressly permitted by Facility Management. (If so, these must be kept on a leash at all times and any mess cleaned up immediately).

## 16. Personal Protective Equipment

- a. All persons entering the Facility are encouraged to wear a hi-viz vest or other hi-viz clothing.
- b. Additional appropriate protective clothing and or equipment, such as safety boots, hard hats, safety glasses/goggles, dust/fume masks, gloves, overalls, ear protection and skin protection, must be worn as appropriate.

## 17. Electrical

- a. All electrical tools and appliances used within the Facility must be tested and tagged as being safe for use. (If in doubt please see one of our Facility staff).
- b. Vessels must not be left plugged into electrical power whilst stored in the Facility. Unattended power cords will be disconnected.

## 18. Facilities and Amenities

All users of the kitchen, laundry and bathroom facilities are required to clean up after themselves.

## 19. Alcohol & Drugs

The consumption of alcohol and drugs (other than those taken as properly prescribed by a medical professional) is **not** permitted within any part of the Facility at any time.

**20. Smoking**

Smoking is not permitted within any part of the Facility at any time, including on board vessels.

**21. Live Aboard**

- a. Staying on board the vessel whilst it is within the Facility is not permitted without the express prior consent of Facility Management. (An additional daily fee is payable in addition to the published hardstand charges).
- b. To reduce the possibility of injury, it is recommended that access to/from the vessel be limited to daylight hours.

**22. Noise**

Customers shall not make or permit any unreasonable noise or disturbance, or perform any act which in the opinion of the Facility Management at its sole discretion may be an annoyance or cause a nuisance to any other person in or around any part of the Facility.

**23. Business Hours**

No work within the Facility shall be carried out between the hours of 6.00pm and 7.00am without the written consent of the Facility Management.

**24. Refueling**

No refueling of vessels is permitted within the Facility.

**25. Sanding/scraping**

- a. Any sanding or scraping must be carried out over a drop cloth or tarpaulin with the vessel "tented up" by hanging drop cloths from the sides to eliminate any windblown dust and debris.
- b. No open dry sanding (above or below the waterline) is permitted – only wet sanding or dry vac sanding is permitted.
- c. Run-off of wet sanding material must be completely contained within your work area using waterproof tarpaulins and the like.
- d. All paint sandings and scrapings must be double bagged before being placed in the appropriate bin(s) provided.
- e. Work must stop immediately if there is any wind which causes dust or scrapings to blow off the drop cloth.

**26. Sandblasting**

Sandblasting must not be undertaken at any time without first obtaining the written approval of Facility Management, which may be withheld at its absolute discretion. Any such permitted works will be required to be done in a suitably enclosed area.

**27. Grinding**

Grinding must not be undertaken at any time in any area of the Facility without first obtaining the written approval of Facility Management, which may be withheld at its absolute discretion.

**28. Hotwork/Confined Work**

Hotwork (e.g welding) or Confined Work must not be undertaken in any area of the Facility without first obtaining the written approval of Facility Management, which may be withheld at its absolute discretion.

**29. Painting**

- a. Wherever possible paint should be applied by brush or roller.
- b. Written consent from Facility Management must be obtained before any spray-painting work is undertaken.
- c. All overspray must be contained and limited to your job site.
- d. In windy conditions spraying must not proceed.
- e. Any overspray on surrounding vessels or other property will be cleaned off at the applicator's expense.
- f. Tarpaulins and/or suitable drop cloths must be placed beneath the boat to capture all paint residue or drips.
- g. Any preparatory work or cleanup of painting equipment must be undertaken over tarpaulins and/or suitable drop cloths to capture all drips etc.
- h. Spilled toxic or harmful substances, including paints, must be promptly and completely cleaned up and Facility Management notified.
- i. If a site requires a cleanup to be undertaken before the arrival of the next vessel, additional charges will apply.

**30. Masts and Sails**

- a. Hoisting of sails while a vessel is on the hardstand is strictly forbidden.
- b. Climbing of masts while a vessel is on the hardstand requires the prior written approval of Facility Management and must only be undertaken by a rigging contractor registered to operate within the Facility.

**31. Working at Heights**

- a. Ladders must be of industrial standard and tied off at the top and secured on even ground at the bottom. Where practicable, the use of ladders as a work platform shall be avoided.
- b. All work platforms shall comply with the following best practice guidelines (a copy of which is available upon request): <http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand/working-height.pdf>

**32. Waste Material**

- a. Do not pump oily bilges into the water or onto the ground. Use oil absorbent materials in the bilge. These are available for purchase on site.
- b. Dispose of used oil into the designated "Used Oil" Container. Drain oil filters well before discarding and do not use them for disposing of fuel or solvents.
- c. Do not place any used paints, paint containers, oils, solvents, batteries or other toxic material into the waste bins. You must make alternative arrangements for disposal of these items. (See Facility Management for guidance).
- d. Used anodes and scrap metals must be placed in the designated waste bin(s) or otherwise removed for disposal off-site.
- e. All work areas must be kept clean and cleared of all rubbish on a daily basis (and more frequently if necessary) to prevent possible pollutant release into the environment.
- f. All used sandpaper, brushes, etc must be cleaned up and deposited in the designated waste bin(s).
- g. Recyclable plastics, glass and paper items are to be placed in the appropriate recycling bins provided.

**33. Insurance**

Vessel Owners or their agents must provide suitable evidence of (as a minimum) 3<sup>rd</sup> party indemnity insurance.

**34. Environmental protective practices**

- a. Any works undertaken must be screened effectively to prevent contamination of surrounding vessels or the environment.
- b. Noisy works shall only be conducted within normal working hours.
- c. The Facility reserves the right to cease any works that it considers excessive or causing a nuisance to other customers and/or local residents or endangers the environment. In such cases, alternative methods must be found to complete the tasks in question.

**35. Prohibited articles**

- a. Explosive power tools
- a. Tributyltin or prohibited antifoulings or paints containing lead
- b. Products containing mercury
- c. Asbestos
- d. Anything that is illegal
- e. Chemicals in 44-gallon (205-litre) drums.

**36. Hazardous Items**

All hazardous materials and chemicals must be properly labelled, handled, stored and disposed of in accordance with the material safety data sheets relating to the substance/material.

**37. Fire Safety**

- a. Fire extinguishers are located throughout the site. Their locations are clearly marked with the appropriate signage.
- b. Facility Management must be notified if this equipment is used.

**38. Safety signage**

Safety signage is placed throughout the Facility to protect the health and safety of staff, customers and others working on or visiting the site. Read the signs carefully and ask staff if you do not understand them.

**39. Grease and oil spills**

- a. Any oil or chemical substances etc., must be cleaned up immediately and such substances removed from the site and disposed of appropriately. Under no circumstances should anything be allowed to pollute watercourses or drains. In the event of accidental occurrence, the matter must immediately be reported to Facility Management (or the marina office).
- b. The spill kit is located adjacent to the Facility office. Please report any use of the emergency spill kit to the Facility office so that the kit may be replenished.

**40. Storage of materials and equipment**

No chemical liquids of any type should be left on the ground unless stored in a leakproof plastic container. The customer and/or any individual using the liquids is responsible for the security of such materials. Any other materials and equipment shall be suitably secured to prevent these becoming airborne in the event of high winds.

**41. Removal of rubbish**

All general boating rubbish is to be placed in the bins provided. All other rubbish and liquids must be taken away by the customer or individual generating the rubbish.