

HASTINGS JETTY PEN USER GROUP

Safe Work Method Statement (SWMS)

Hasting Jetty Pen Users Group.

Hastings Jetty

Hastings VIC 3915

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INTRODUCTION

The health, safety and wellbeing of all Hastings Jetty Pens (HJP), boat owners and their guests and contractors is paramount to the successful operation of HJP. In support of this commitment, boat owners in the jetty pens have an obligation to comply with lease terms, mooring standards and directions given by the Board from time to time. In this document we outline your responsibilities, obligations, and rights. This privilege is offered to boat owners who have accepted our conditions, and who will respect our facility. Reference is made to HYC's By-Laws. HJP User Group (HJPUG) is required to ensure that all boat owners understand their rights and accept their responsibilities in these matters.

A separate task specific written SWMS is required for all work that could potentially harm the environment, HJP property, other vessels or threaten personal safety. This applies to all boat owners, their guests and any contractors they engage to perform work on their behalf to work on their boat.

Security

Boats moored in the pens are to be accessed by owners their accompanied guests and contractors (who are commissioned by the boat owners) only.

Do not allow other persons access to the secure jetty area as you enter or leave. If someone requests access to these areas, they must use their own key or alternatively report to the Secretary or a Director.

Access keys are NOT to be given to unauthorised persons ie. contractors and boat owners must accompany invitees and be responsible for them.

Health and Safety

Boat owners are required to ensure that they are physically fit and capable of undertaking the work for which they are doing.

Hi-vis vests must be worn by working bee participants and contractors and when working with machinery on the jetty.

No unaccompanied children or animals on the jetty at any time.

While on the jetty use caution and watch out for ropes, bowsprits, leads etc.

Accidents and Incidents

Any accident or incident that results in property damage or injury, environmental harm, or threatens environmental harm, must be reported immediately to HJPUG Secretary or a director.

Please note there are no first aid kits located on the Jetty as there is no suitable location but all owners will have one on board. In addition to this, there is an Automatic External Defibrillator (AED) located in the nearby Hastings Yacht Club (its own cabinet on the club house wall downstairs near the BBQ lawn gate). Serious injuries must be reported to the Secretary or a director.

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.

Electrical

Electricity and water are a lethal combination. All electrical equipment must be recently tested and tagged before being used on the jetty. On arrival on site or during your work on the jetty, your electrical equipment may be inspected by a director. 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 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.

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

Electrical leads must be tested and tagged at the male plug end and visible to a director.

Explosive-Powered Tools

Explosive powered tools are NOT to be used on the jetty.

Fuel

Where petrol or diesel powered equipment is used on site, fuel shall in approved containers and only stored on board. Boat owners are to ensure that adequate ventilation is provided when using petrol or diesel powered equipment and that sufficient non-smoking signs are displayed.

Fire Hose

The Fire Hose is not to be used for any purpose other than for the fighting of fires.

Hazardous Substances

A Safety Data Sheet (SDS) for all hazardous substances must be available upon request by a director. All users must be familiar with and understand the first aid and control measures required.

Paint cans, used oil and other redundant materials resulting from boat cleaning, servicing and/or other maintenance activities must be removed from the jetty and disposed of by the owner.

Hot Work/Welding

You are required to have permission from a director before commencement of any hot work. Adequate fire protection must be provided. A suitable fire extinguisher must be securely attached to each electric or oxyacetylene or Oxy-LPG welding plant brought on site. Welding operations must be screened to protect all personnel against flashes. All gas cylinders, including propane, must be restrained ie. in a trolley. Suitable clothing must be worn while welding and grinding.

Machine Guarding

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

Personal Protective Equipment and Clothing

Appropriate personal protective equipment (PPE) and clothing, including shoes, must be worn at all times when working on the jetty. All boat owners, guests and contractors are to provide and maintain their own PPE.

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, all sails/covers are to be securely fastened.

While working in elevated situations be aware of the hazards involved. Do not throw or drop any items from boats.

ENVIRONMENTAL CONSIDERATIONS

General

Any work undertaken on the jetty that could result in a pollution incident must be safeguarded against. Any penalties incurred by the HJPUG as a result of a boat owners breach of Environmental Legislation will be recovered from the boat owner. It is the boat owners responsibility to determine whether or not the activities that they are to undertake on the jetty could result in a pollution incident. If any doubt exists, consult a director before commencing your work.

Mechanical Repairs and Engine Servicing

Any mechanical repairs and/or engine servicing are to be conducted in such a manner that will not cause offensive noise or fumes.

Abrasive Blasting, Grinding, Spray Painting, and Antifouling Work

Prior to commencing and spray painting, grinding or abrasive grit blasting works, permission shall be obtained from a director, who will position the boat as he requires and will issue any other limitations as might apply to that operation. All spray and blasting must be contained so drift will not affect surrounding areas. Operations must cease if overspray cannot be contained or when requested by a director.

Only work of a minor internal nature is to take place on vessels in the pens. Major sanding, scraping and painting are only to occur when slipped and in an appropriate hardstand area. All residue from such operations is to be disposed of correctly. Under no circumstances is residue to be placed in the jetty waste bins, unless prior approval has been gained from a director.

Any paint or anti-fouling spillages on the jetty are to be cleaned up. Spillages are not to be hosed down into the sea. The use of a drop sheet is recommended.

Washing of Boats

When boat owners are washing and cleaning boats, care is to be taken to minimise the amount of run off that goes into the water. Only appropriate bio-degradable detergents are to be used.

***Any water restrictions require strict adherence from the boat owner.

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 end of the public jetty. Oil, oil products and drained oil filters, scrap metal (including anodes), acids and all other harmful waste generated by the boat owner is to be taken off-site by the boat owner.

Jetty rubbish bins are not to be used when there are large quantities of waste. Old large batteries may be left at the collection point in the Hastings Yacht Club yard. HYC will dispose of them using their own contractor.

GENERAL

Damage

Boat owners and contractors are liable for any damage to HJP equipment caused by abuse or beyond normal wear expectation.

Discipline

HJPUG reserves the right to refuse access to any boat owner, and reserves the right at all times to cancel the lease for any breaches in accordance with the lease terms and they will be refused access to the jetty.

Dress and Conduct

HJPUG reserves the right to ask boat owners to wear clothing that is in keeping with safety requirements boat owners must at all times conduct themselves in a manner acceptable to HJP. Loud, coarse or abusive language will not be tolerated.

Jetty Access

Only appropriate financial boat owners, their guests and authorised contractors may use the jetty pens facilities.

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 jetty rubbish bins. The jetty structure and walkways are to be kept clear at all times. It is the responsibility of the boat owner to remove all rubbish unless otherwise agreed with HJPUG management.

Hoses

Water hoses located on the jetty yard belong to HJPUG and are provided for general use. If you require the use of a special or longer hoses please provide your own. If in doubt, contact a director.

Operating Times

Boat owners have access to the jetty 24 hours / day, 7 days a week via main gate. However, work is not permitted anywhere on the jetty precinct after dark or before first light.

Power Supply

If a boat owner needs to unplug any other vessels power supply on the jetty area then it must be plugged back in after a reasonable time.

Smoking & Vaping

Boat owners & contractors are to ensure that 'no smoking & vaping' restrictions are adhered to.

Workshop

HJPUG does not lend or hire out tools and equipment.

Alcohol

Consumption of alcohol on the jetty is not permitted. Consumption on boats is the owner's responsibility bearing in mind the need to climb ladders to access boats.

Drugs

The taking of illicit drugs is not permitted at any time on the jetty premises.

Contractors

Boat owners employing contractors to work on their boat on the jetty premises must ensure that the contractor is appropriately insured, complies with this Safe Work Method Statement and must advise the secretary or a director of the contractor's presence.

INSURANCE

All boats located on the jetty are to have insurance including Public Liability Insurance.

It has been verified to us that the Public Liability Insurance is not applicable to anyone, other than the owner and immediate family, who is permitted to do repairs on the boat. Consequently, HJPUG management will deny access unless they can show us their specific public liability insurance cover.

Boat owners employing/engaging contractors to work on their boat must ensure that the contractor is appropriately insured.

Please Note: Any Victorian Workplace Health, Safety and Environmental Legislation or other applicable Statutes will take precedence over the above conditions.

STANDING ORDERS FOR EMERGENCIES

TELEPHONE NUMBERS

Hastings Fire Brigade / CFA: 5979 1221 (Business hours). **In emergency call 000**

Hasting Police Station: 5970 7800. **In emergency call 000**

Ambulance: 1800 648 484. **In emergency call 000**

Poison Information Centre: 13 11 26

Victorian State Emergency Service (SES): 1800 226 226

FIRE PROCEDURE

1. If there is a fire warn all occupants, if necessary, by shouting out FIRE.
2. All visitors are to be guided by the responsible boat owner.
3. If the fire is minimal and it is safe to do so attack the fire by using an extinguisher of the correct type.
4. If the fire is too big DO NOT PUT YOURSELF IN DANGER. Call the fire brigade and evacuate the jetty immediately to the evacuation assembly point.
5. If present, a director will take charge otherwise the boat owner who noticed the fire will take this role and ensure;
 - All present are accounted for
 - Emergency services have direct access to the relevant area
 - All gates to be kept open
6. Boat owners to inform another if leaving premises.
7. No one to return to the yard until it is safe to do so.

LOCATION OF FIRE FIGHTING EQUIPMENT

1. Fire extinguishers:
 - Upstairs & downstairs inside the club house
 - Inside the Committee office – downstairs next to the female toilets
 - Inside boat shed where the patrol boat “HS11” is stored – next to the main doors
 - Outside the Outboard Shed
2. Fire blanket:
 - Upstairs inside the club house – as you enter the kitchen
3. Fire hose reel:
 - Outside on the club house wall – next to external stairs & toilets