



**THE YARD** BRISBANE

# Outside Contractor Handbook

MARCH 2022

THE YARD BRISBANE

50 BARKU COURT, HEMMANT QLD 4174

## CONTENTS

<b>Introduction .....</b>	<b>3</b>
<b>Registration.....</b>	<b>3</b>
<b>Quality, Health, Safety &amp; Environment .....</b>	<b>4</b>
Compressed Air/Cylinders .....	4
Confined Space Entry.....	5
Hot Work/Welding .....	5
Electrical .....	5
Petroleum Fuel .....	5
Fire Hose Reels (FHR).....	5
Hazardous Substances .....	5
Personal Protective Equipment and Clothing.....	5
Working at Heights .....	5
Environmental Considerations .....	5
Fire and Emergency Evacuation.....	5
<b>Conclusion.....</b>	<b>6</b>
Key Contacts .....	6

## Introduction

As a working shipyard, The Yard Brisbane (TYB) strives to provide the highest level of service and customer experience while holding Quality, Health, Safety & Environment as its mandates.

*\*TYB complies with the Workplace Health and Safety Act 2011.*

### The Yard Brisbane is committed to:

- Achieving goals through teamwork
- Dedication to quality, not just in the result but in how the result is achieved, and to continuous improvement of both.
- Innovation and enterprise.
- Ethical practice in all our endeavours
- Being honest and timely in our communications with colleagues, clients and the wider community.
- Treating colleagues, clients and others with whom we come into contact in the course of our work, with dignity and respect, irrespective of their age, sex, disability, race, ethnic origin, religious belief, political opinion, marital status, family status, employment status or sexual orientation
- Respecting the laws of Australia and any other countries that we visit or operate in.
- Providing safe and healthy working conditions
- Developing quality relationships with business partners and clients built on trust and good communication
- Fair and just treatment of staff and all contractors.

In this “**Outside Contractor Handbook**”, we outline your responsibilities and obligations, when working within the shipyard.

## Registration

### Why:

With Environmental Legislation, WH&S, Insurance and Liability issues, The Yard Brisbane is required to ensure that all Outside Contractors understand their obligations and accept their responsibilities if approved to work within The Yard Brisbane.

### When:

Once this document is read, understood and your application is approved and all required information is provided, you and/or your onsite employees will be inducted into the facility and issued access cards, valid for the duration of the project. Each time you undertake work, you are required to provide the boat details you are working on and specify the works you will be performing. Please email these details to: [OC@theyardbrisbane.com](mailto:OC@theyardbrisbane.com).

### Who:

It is important that each employee of your business attending The Yard Brisbane understands the registration and induction procedures and acknowledges the same. All Outside Contractors approved by us must notify us prior to attending any job at The Yard Brisbane, even if your services are arranged directly through our customers or tenants. A simple email notification is sufficient. Please email to: [OC@theyardbrisbane.com](mailto:OC@theyardbrisbane.com).

**Duration:**

Your registration as an Outside Contractor will be valid for 12 months from the date of approval. If you wish to remain an approved Outside Contractor, you must reapply for approved status before the expiry of your current approval status and provide us with copies of the **Required Insurances** and **Required Information**. To be approved you must provide us with copies of all current schedules of insurance and applicable policy wordings. The insurances we require of Outside Contractors is outlined in **Required Insurances** below...

**Required Insurances**

The following insurances must be maintained, and copies of schedules of insurance and policy wordings must be provided to us:

- Public and Product Liability (\$20 million)
- Ship Repairers or Marine Liability Insurance (\$20 million) if work is being performed on vessels Workers Compensation (unless sole trader)
- Personal Accident Cover (only required for Sole Traders who do not hold Workers Compensation Insurance)

**Required Information**

In addition to the above insurances all Outside Contractors maintain and provide us with their Trade Qualifications (including for all employees or personnel engaged by Outside Contractors) as well as all Safe Work Method Statements (SWMS) for the work intended to be performed at The Yard Brisbane.

A separate SWMS must also be provided to us for all work that could potentially harm the environment in or immediately surrounding The Yard Brisbane.,

For Outside Contractors performing reoccurring work or services at The Yard Brisbane, a generic SWMS, or risk assessment, indicating all work tasks and associated risks will be accepted instead of individual SWMS.

**Quality, Health, Safety & Environment**

Outside Contractors must at all times comply with all laws that apply in respect of Workplace Health and Safety and Environment. All incidents which have caused injury, property damage or damage to the environment must be immediately reported to The Yard Brisbane and you must provide all active assistance we require. These same obligations apply in respect of near misses. All Outside Contractors must also provide all active assistance to any Regulatory Authority investigating such incidents.

**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 airlines are to be securely joined to prevent separation during operation.

### Confined Space Entry

You must notify The Boat Yard via your SWMS if you intend to perform any confined space work.

### Hot Work/Welding

Hot Work Permits must be provided by you to us before any work commences. Any review of those Permits by us does not relieve any Outside Contractor of their obligations at law in respect of such work or the consequences of such work even if such Permits were followed by the Outside Contractor. Appropriate trade qualifications must be presented with Hot Work Permits.

### Electrical

All electrical equipment must be certified and tagged as safe before being used at The Boat Yard.

### Petroleum Fuel

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

### Fire Hose Reels (FHR)

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

### Hazardous Substances

A Material Safety Data Sheet (MSDS) for all substances brought onto or used at The Boat Yard must be made available upon request by us. All users must be familiar with and understand the first aid and control measures required.

### Personal Protective Equipment and Clothing

Appropriate PPE and clothing, including shoes, must be worn at all times.

### Working at Heights

Any working platforms, hoists and scaffolding must be used and conform to relevant Australian Safety Standards. Ladders are not permissible at any time.

### Environmental Considerations

Outside Contractors must at all times comply with Environmental laws whilst performing work at The Yard Brisbane. It is the Outside Contractor's responsibility to determine whether or not the activities they will or may have a harmful effect on the environment and if they do, or have that potential, then the Outside Contractor must inform us and comply with any directions we may give.

### Fire and Emergency Evacuation

Upon hearing the fire alarm, move calmly out the nearest exit and move towards designated assembly area. Details of the Fire and Emergency Evacuation plans are displayed on either buildings or areas in which work is performed.

## Conclusion

This completes the Outside Contractor Handbook, should there be any changes or updates to this information, we will update you accordingly. Please find below a list of key contacts for The Yard Brisbane. Should you have any questions about the contents of this handbook, please email our team on [OC@theyardbrisbane.com](mailto:OC@theyardbrisbane.com).

### Key Contacts

#### Office

Phone: 07 3348 5600 | Email: [OC@theyardbrisbane.com](mailto:OC@theyardbrisbane.com)

**Nick McGuire** | Sales and Business Development Manager

Phone: 0412 372 615 | Email: [nick.mcguire@theyardbrisbane.com](mailto:nick.mcguire@theyardbrisbane.com)

**Jonathan Price** | General Manager

Phone: 0428 062 088 | Email: [Jonathan.price@theyardbrisbane.com](mailto:Jonathan.price@theyardbrisbane.com)