

HOBSONVILLE MARINE SERVICES Ltd

HARDSTAND RULES & POLICIES

**NOTE- This is to be read in conjunction with Hobsonville Marine Services Ltd (HMSL)
Customer Agreement.**

HMSL reserves the right to amend and update this document at any time.



HEALTH AND SAFETY AT WORK ACT, 2015

- Please note that everyone within Hobsonville Marine Services Ltd (HMSL) Hardstand is within a **HIGH HAZARD ENVIRONMENT** and therefore subject to the Health and Safety at Work Act, 2015.
- Hobsonville Marine Services Ltd take great pride in providing a safe and secure environment within which you can undertake your boat works. We therefore respectfully ask that you abide by the rules and procedures contained in this document so that we can all manage the risks and provide for everyone's safety together.
- Please note that as Hobsonville Marine Services Ltd is the Person Conducting a Business or Undertaking (PCBU) in accordance with Section 17 of the Health and Safety at Work Act, 2015, we can rightly request, or direct certain actions be taken or ceased in order to provide the safety and care of those within the workplace.
- Please note, that your responsibilities fall under Section 46 of the Act,

Duties of other persons at workplace:

A person at a workplace (whether or not the person has another duty under this Part) must—

- (a) take reasonable care for his or her own health and safety; and
 - (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
 - (c) comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations.
- As the Hardstand has many Tradespersons working, there are overlapping PCBU responsibilities between yourselves, your Tradespersons and ourselves. Where disagreement occurs as to which proper mitigations to risk are to occur, they are to be elevated to the Hardstand Supervisor in the first instance.
 - Hobsonville Marine Services Ltd as PCBU, takes particular care for safety across Hardstand but cannot mitigate for risks within your own vessel; therefore, whilst HMSL will provide clear direction for operations beside, outside and under the vessel, we deem the ladder to the point of transition of responsibility from ourselves to the vessel owner for all activities that occur within the vessel that are not otherwise within sight of HMSL staff.

For example:

- For works occurring under the vessel, HMSL have particular rules and procedures which must be abided by.
- For working at heights on the vessel, HMSL require the person to obtain a Working at Heights Permit which includes the use of Fall -Arrest Harnesses etc, so that the risk is managed appropriately.
- For ladders and gantries providing access to the vessel, HMSL specify the safety requirements that must be met, and can remove any access equipment deemed not safe, but the vessel owner is responsible for providing such access in a safe secure manner.
- For works below decks, outside of the visibility of HMSL, we deem the vessel to be the property of the owner who is thus responsible for all work or activities that occur below decks.

ENTERING AND EXITING THE TRAVELIFT

- Please attempt to arrive at your allocated time. Should you be running early or late please contact the Travelift Office as soon as possible.
- **DO NOT** enter the Travelift wells until you are signaled that it is safe to do so by staff. Should the Travelift team be running behind time, please stay in the channel (**DO NOT DROP ANCHOR**) or you are more than welcome to tie up to the finger, should there be room. The team will be with you as soon as possible.
- Once signaled by staff to come into the Travelift, please begin to bring your vessel into the well at a slow speed (please take wind speed and direction into consideration). Ensure all fenders are lifted prior to entering the well.
- You will need to bring your vessel to a stop once the vessel is between the slings. **DO NOT** ask or rely on the Travelift operator to 'catch' the vessel with the slings. Any additional movement necessary will be requested by the Travelift operator. Keep your engine on and in neutral until the Travelift operator asks you to turn it off. This is done in case the vessel begins to drift, and you are asked to move the vessel.
- Please have sling locations ready. Once the vessel is secured by one of the strops, staff will ask you for sling locations. The vessel will not be lifted until you provide sling locations. **DO NOT** ask our staff to put them where they think is best, they will not lift your vessel without your confirmation on the sling location. This is your responsibility.
 - If unsure, a good location to consider is beside where internal bulkheads join the hull.
 - Also, consider the location of any underwater fittings, shafts, etc that you don't wish to have damaged.
 - Once lifted and on the Hardstand, we recommend painting little Sling Marks on your gunnel for quick reference next time (a little line that you recognize is all that's needed).
- Once you are happy with the location of the slings, we will begin to lift you out of the water. At this point, please turn off your engine and also any power supplies to Bilge Pumps, etc (so that you don't inadvertently pump bilges whilst ashore).
- Please remain seated while the Travelift begins to lift the vessel out of the water. Once lifted clear of the water, the Travelift will move forward to the dock to allow you to depart the vessel. Under no circumstances can you stay on-board the vessel beyond this point.
- Once you have exited the vessel, please make your way away from the Travelift towards the Travelift Office. **DO NOT** attempt to walk around the Travelift while your vessel is being lifted. You will be given time to inspect your vessel once it is secured in the washdown bay.
- Before your departure, your vessel will be lowered within the Travelift well to allow you to get on-board. Once onboard please make your way to the cockpit and take a seat until your vessel is lowered into the water.
- Once you are floating, Travelift staff will inform you that it is safe to start your engine(s). Please ensure that you are in neutral before doing so. **DO NOT** begin to leave the Travelift.
- When you are ready to leave, please inform the Travelift operator. Staff will inform you when it is safe to do so.
- Once signaled by the Travelift operator that it is safe to depart, you can begin to leave the Travelift well. Do so in a slow controlled manner.

WATERBLASTING OF YOUR VESSEL

- Once your vessel is transported to the washdown area, staff will begin to waterblast your vessel. Should you want to have a quick look at your vessel before this, please inform staff once the Travelift is stationary and turned off.
- Should you have any special request regarding water-blasting of your vessel, please make these known when booking your haul-out or before staff begin to wash the vessel.
- Please ensure that you are a safe distance (>15m) away from your vessel before staff begin to waterblast.
- Please pay attention to your surroundings while you are waiting for your vessel to be water-blasted. The Hardstand is a high traffic, high hazard environment.
- Please do not stand and wait for your vessel on the road.

TRANSPORTATION OF VESSEL ON THE HARDSTAND

- You will be transported to your allocated Hardstand spot once the water-blasting of the vessel has finished.
- While your vessel is being transported through the Hardstand, you must keep a safe distance from machine and vessel (>20m).
- Do not attempt to approach the Travelift operator/staff or your vessel throughout this process. Should you have any issues please contact the Travelift office.

CRADLING, STACKING AND PROPING OF YOUR VESSEL

- The vessel will be stacked/cradled by hardstand staff in accordance with company policy and industry best standard. Should your vessel have any abnormalities that could affect how the vessel is stacked & supported, such as hollow areas in the keel, please let staff know at the soonest opportunity. Should you have any concerns regarding how your vessel is stacked or supported please notify the Hardstand Supervisor as soon as possible.
- Any special request regarding stacking/cradling of your vessel must be brought to the attention of the Travelift Staff prior to them commencing the stacking/cradling process. Should Staff deem your request unsafe or not possible, **Please DO NOT** ask them to store your vessel in such a manner.

YOUR STAY ON THE HARDSTAND

- Please visit the Marina Office to be issued a swipe card to be able to access the Hardstand after business hours. The card is to be returned, on the day of your re-launch.
- You must keep your vessel insured at all times to at least \$5,000,000 third party while on the Hardstand.
- You may work in the Hardstand from 07:00 – 19:00 (or until sunset, whichever is earlier), it is prohibited to work on your vessel outside those hours.
- You are prohibited to stay on your vessel overnight on the Hardstand without prior approval from the Hardstand Supervisor.
- In case of an emergency, and you need to contact Police, Fire or Ambulance, call 111. State that you are located at **HOBSONVILLE MARINA HARDSTAND at 16 CLEARWATER COVE, WEST HARBOUR**. It is suggested that you send someone to the main gate to wait for services to arrive.

- Safety signage is located throughout the Hardstand. This is to protect the health and safety of staff, customers, and others. Please take time to read the signage and abide by it when necessary. Please ask staff if you do not understand them.
- You must not cause annoyance or disturbance to other occupiers of the Hardstand or to the Company or their employees or agents. You must ensure that anybody you invite or allow onto the Hardstand observes this requirement.
- You must at all times comply with the requirements of the Auckland Regional Council and its by-laws, the Maritime Transport Act 1994 and supporting Rules and Regulations, the Resource Management (Marine Pollution) Regulations 1998, the Resource Management ACT 1991, Health & Safety At Work Act 2015, the Ships Registration ACT 1992 (if applicable) and all other relevant authorities Act, Regulations and By-laws. In particular, you must not dispose of refuse or ships garbage or pump bilge tanks into the harbour, or onto the Hardstand. You must use the public lavatories and must not discharge excreta in the Marina precincts. You must ensure that anybody you invite or allow onto the Hardstand observes the Requirements.
- **DO NOT** remove/adjust or add supports to your vessel under any circumstance. Doing so will affect the stability of your vessel. Any adjustments can be made by contacting the Travelift Office located by the washdown bays.
- **DO NOT** attach anything to the cradle or supports of your vessel or neighbouring vessels.
- You must ensure that all sails, in particular self-furling types, are properly secured to prevent them from setting (we recommend adding additional strops or ropes to prevent accidental unfurling of sails).
- Under no circumstances must you attempt to unfurl or set your sails while you are on the Hardstand.
- **We do not provide ladders. You must supply your own. You must ensure that your ladder(s) are properly erected, secured and are capable of taking load.** All ladders are to be properly tied to the vessel to prevent inadvertent movement of the ladder. Please take care when climbing on and off your vessel. If you are unsure, please see the Travelift Office who will be able to provide you with a Safe Practice information sheet.
- **DO NOT** attempt to climb on and off your vessel using the cradle or supports of your vessel.
- Should you require scaffolding to be installed around your vessel, you will need to let the marina office know when making your booking. Extra charges may apply.
- You are entitled to two vehicles per vessel. Please ensure these are parked close to your vessel. **DO NOT** leave your vehicles on the Hardstand if you are not nearby. Should your vehicles interrupt Travelift movement and staff cannot find you, you will be charged per minute it takes to find you and move the vehicle.
- As a working yard with lots of machinery moving, we recommend wearing Hi-Vis vests. This can be obtained from the Travelift Office for a small fee.
- Correct covered footwear must be worn at all times. **NO JANDALS.**
- **DO NOT** tamper with any electrical supply on the Hardstand. Any issues, please notify staff.
- You must ensure that only safe equipment is used on your vessel. You must ensure appropriate protective care including PPE, procedures and tools are used for any persons that you invite or allow onto the Hardstand.

- You must take appropriate measures to ensure that neighboring vessels are not affected or damaged by any work that is being done on your vessel. If you are unsure on how this can be done, please see the Travelift office.

- There is to be **NO** selling of your vessel while on the Hardstand without prior approval from the Hardstand Supervisor.
- Fire extinguishers in the form of water hoses, are located throughout the yard. Your vessel will not be far from one. Please remember that water is not suitable for electrical or fuel fires.
- In the event of a fire, please ensure that your vessel is un-plugged from shore power. Call 111 and ask for FIRE. You are located at **HOBSONVILLE MARINA HARDSTAND at 16 CLEARWATER COVE, WEST HARBOUR**. Following this you need to notify Travelift staff ASAP.
- **DO NOT** attempt to board a vessel on fire under any circumstance. Get yourself and others close by, a safe distance away.

BOAT OWNERS EMPLOYING TRADESPERSON

- Tradesperson is recognised as a person that is working on a boat that is paid by the boat owner.
- All Tradesperson that work on your vessel must be inducted by Hobsonville Marine Services Ltd and provide HMSL with proof of their Ship Repairers Insurance at no less than \$2,000,000. If you are unsure whether they are site approved, please see the Travelift office.
- HMSL runs a permit to work system for high hazard work. These are: Hot works, Crane/Hiab, Working at Heights, Confined Space and Spray painting & Abrasive Blasting. Should you or any Tradesperson wish to undertake such work on your vessel you must see the Travelift office to gain a permit. Should staff notice such work being done and no permit can be shown, staff will put a stop to any work.

PAINTING, SANDING & SCRAPING OF YOUR VESSEL

- Please use appropriate control measures to ensure activities such as painting, scraping, and sanding does not pollute the land, sea or air.
- You must always wear a breathing mask to prevent the inhalation of dust and fumes when sanding and painting your vessel.
- You must take appropriate measures to ensure that neighbouring vessels are not affected by sanding/painting or scraping of your vessel.
- **NO dry sanding of anti-foul at any time.** Wet Sanding only. All hoses should have a flow control gun attached to ensure minimal contaminated water flow across the yard.
- Removal of paint both topsides & on the hull of the vessel must be carried out over a drop sheet, and then disposed of in the bins located around the yard.
- Blasting of the vessels hull requires a permit & prior approval.
- Considerations should be given to using vacuums to assist with scraping and sanding of your vessel. Dust should not be allowed to become wind-borne or otherwise leave the work site.
- Scraping of your vessel is not permitted during windy conditions.
- There is to be **NO** DIY spray-painting on the Hardstand at any time.

WORKING ON YOUR VESSEL

- You must ensure that there is adequate ventilation and appropriate respirator protection devices are used for any work within confined space, where noxious gases, flammable liquids and vapors and any other harmful matter is present.
- Please ensure your vessel topsides are kept tidy and free of any loose objects that could fall from your vessel and cause harm to any persons beneath.
- When working on the topsides of your vessel, we recommend using harnesses attached to a suitable attachment point on your vessel that would prevent a fall. Take extra care when the topside of the vessel is wet.
- When using mobile scaffold please ensure it is set up and used as specified by the manufacturer.
- Please ensure any power tools that you use are safe to use and are used correctly in accordance with manufacturers guidelines. Ensure all correct personal protective equipment is used. Test and Tag checks can be obtained from local Marine Electricians on site.
- Please ensure the area around your vessel is kept tidy at all times. This is not an area to store equipment, material, or rubbish. You must take all practical steps to ensure that all waste generated during your vessel's maintenance activities are captured, contained, and disposed of appropriately. HMSL reserves the right to charge a cleaning fee if deemed necessary.
- Should you need to start your engine on the Hardstand, you must ensure that an appropriate adult is present on the ground to keep other persons well away from the propeller and shafts.
- HMSL strongly recommends that you do not allow children onto the Hardstand area. If you must have children in this area, they must be kept under strict supervision at all times by a responsible adult, one that is not conducting any work on or around the vessel.
- There is to be **NO** welding or grinding of steel on the Hardstand without prior approval from the Hardstand Supervisor.
- HMSL staff reserve the right to cease any work that is considered a nuisance, unsafe or endangers the environment. In such case, an alternative method **MUST** be found and approved by Travelift staff and/or Hardstand Supervisor.

HAZARDOUS MATERIALS

- All hazardous materials & chemicals such as fuels, oils, cleaners and paints must be handled, stored, and disposed of in accordance with the materials safety data sheets relating to such material / substance, to prevent pollution.
- The removal or offloading of significant quantities of hazardous liquids/materials, such as fuel, must be carried out by an approved contractor.
- Storage of hazardous liquid & material without secondary containment on the Hardstand is prohibited.
- Should you experience a spill of hazardous material such as fuel & oil, please contain this as quickly and effectively as possible to prevent spreading throughout the Hardstand. You should then Inform Hardstand Staff & the Travelift office as soon as possible. HMSL has a

comprehensive emergency spill response plan and equipment to clean up spills on site, these are located at the Travelift office.

- Due to environmental considerations, re-fueling of your vessel while on the Hardstand is prohibited.

**PLEASE RESPECT THE HARDSTAND WORKING ENVIRONMENT.
IT IS A HIGH HAZARD ENVIRONMENT.**

EMERGENCY CONTACT NUMBERS

POLICE/FIRE/AMBULANCE 111

TRAVELIFT OFFICE 09 416 6111

MARINA OFFICE 09 416 7447

HARDSTAND SUPERVISOR 021 0515 074

ON-SITE SECURITY 09 416 7447 (after hours)

**THANK YOU FOR CHOOSING HOBSONVILLE MARINE SERVICES Ltd AS
YOUR PREFERRED BOAT MAINTENANCE FACILITY.**