

# Mana Cruising Club Incorporated



## Yard Induction Manual



Version	Approved by	Date	Description
1	Mana Cruising Club Committee	23-4-15	Includes extracts from various Club documents.

## Overview

Legislative and community attitudes to Health and Safety in the Workplace are changing. Enforcement agencies are becoming more diligent and insisting on compliance.

*Compliance makes the Workplace safer.*

Mana Cruising Club Incorporated (the Club) is committed to complying with its legal obligations to provide a healthy and safe working environment for all Employees, Contractors, Members and Visitors.

### **We are a Club - Are we required to comply ?**

Yes. The Club yard (the Yard) is a Workplace for Employees and Contractors, therefore the Club must provide a healthy and safe working environment. There is no choice.

### **Why Now ?**

New and more prescriptive legislation has been introduced to Parliament and will become law in the second half of 2015. The committee is obligated to review the club's Safety Management Systems to ensure we comply with the law and avoid any penalties being incurred due to our work practices.

### **How do we comply ?**

We need to understand what the legislation requires and do it. We should operate in a similar manner to similar Workplaces. They are motivated by the same objective, and it is risky to be out of step. We need to establish a Safety Management System and continually improve it.

This is a shared responsibility of all, and the Club needs members to conduct their activities in the best interests of the Club, and of other members. A safe Workplace will only be achieved by an ongoing effort by all to:

- recognise and remedy hazardous situations, poor practices and unsafe acts;
- report these so that the Club can develop procedures to prevent reoccurrences; and

You need to be aware of your personal safety and the safety of others. This means all users of the Yard should be prepared to:

- help others in the interest of safety; and
- be helped, if someone in the Yard offers safety advice.

### **What if we don't comply ?**

The Club will be at risk of prosecution for failing to provide a safe working environment, therefore it must insist on compliance by all Yard users. Those who don't comply may be faced with being:

- asked to cease all work until the work can be completed safely;
- asked to leave the Yard; or
- refused access to the Travelift and Yard.

Please help the Club meet its obligations.

**What to Expect in this document:**

1. An induction process covering Entry into the Yard for **everyone**. This is the best opportunity for the Club to communicate its requirements. It comprises:
  - reading this manual and acknowledging by email.
  - introduction to the Yard by someone who knows it.
2. An introduction to the main hazards in the Yard.
3. Information on how to keep yourself and other safe in the Yard.
4. Emergency information:
  - Emergency phone numbers
  - Immediate Emergency Response
  - Emergency Procedures
5. How to manage Hazards and report Incidents
6. Travelift Protocols

This document is not intended to encompass all aspects of safety, but to promote the Club's commitment on safety to all Yard users.

On completion of this Induction, please consult with Yard Personnel regarding specific issues on which you may require further instruction or explanation.

**General Site Information**

The Yard comprises two areas: the West Yard located immediately to the west of the Clubhouse and the East Yard to the east of Clubhouse, just north of the north-eastern corner of the Marina.

The Yard is managed by the Yard Personnel who are Club employees. Users must obey their instructions, and must adhere to the requirements of this Manual, or they will be asked to leave the Yard. Any Club employee or Flag Officer has the authority to require any activity in the Yard to be stopped for safety reasons.

The Yard is a workplace and therefore consumption of alcohol is not permitted, including on vessels within the Yard.

Access to the trailer boat launching ramp is through the Yard. Trailer boat launching will be covered in a separate induction process and is not part of this Induction.

<b>Yard Personnel</b>			
Yard Manager:	Colin Steel	Tel: 04 233 1588	Cell: 027 778 7702
Travelift Operator:	Neil Cornwell	Tel: 04 233 1588	Cell: 027 443 3026
<b>Office Manager</b>	Cathy Scott	Tel: 04 233 1578	Fax: 04 233 8415
<b>Emergency Services:</b>			<b>111</b>
<b>National Poisons Centre:</b>			0800 764 766
<b>Porirua City Council Spill Response:</b>			(04) 237 5089

## Entry into the Yard

To be allowed to undertake work in the Yard, all persons must have completed a **Yard Induction** within the previous 12 months. A **Yard Induction** will consist of:

- reading this document and signing the [Acknowledgement of Yard Induction](#) form (sending an email of acceptance of the form to [yard@manacc.co.nz](mailto:yard@manacc.co.nz) is sufficient);
- Yard Orientation (to be completed: by Yard Personnel for Contractors, by Yard Personnel for one of the vessel Owners or their agent, and by that Owner, or their agent, for all others working on their vessel – 10 minutes); and
- Travelift procedure familiarisation for the Travelift spotter (below), to be completed by Yard Personnel immediately after the Owner, or their agent, disembarks (5 minutes).

## General Safety

The Yard is an inherently dangerous place with many hazards. Only enter the Yard if you have a reason to do so, and only after checking for hazards.

Yard users are responsible for identifying potential hazards in their own work areas and hazards that may affect others. These are to be mitigated or isolated, and reported to Yard Personnel.

Owners must ensure that activities on their vessel do not affect other vessels, vehicles or property. Should such an event occur they may be responsible for full reparations and costs.

**Vehicles.** You can only bring a vehicle into the Yard if you have a reason to do so, and then entirely at your own risk. All vehicles must be parked out of the Yard thoroughfare.

**Safety Cones.** Safety Cones are used to mark the area within which the Travelift can safely operate. *Moving of these Cones is expressly prohibited.* If a Cone is hindering access to part of your vessel, please discuss with Yard Personnel.

**Personal Protective Equipment (PPE).** Appropriate PPE (e.g. footwear, masks, gloves) must be worn at all times. Yard users are responsible for their own PPE. Anyone working without the appropriate PPE will be requested to adhere to Yard requirements. If they fail to comply, they will be asked to leave the Yard.

**First Aid.** You will be shown the location of First Aid kits in the Yard office during Yard Orientation. There is a Defibrillator in the clubhouse porch with clear instructions on the unit. Please report to the Yard office should you require any first aid assistance.

**Hull Cleaning.** A high pressure water blaster is available to wash down the vessel whilst in the Travelift slings. Permission and instructions from the Travelift operator are required before use. The water blaster must be used from a position where the user would not be injured if the vessel should unexpectedly shift, or the vessel must be lowered and supported. Debris removed during water blasting must be swept up and deposited in the skip bin by the Owner, or their agent, unless the Club has been contracted to do the clean.

**Props and Cradles.** Props or cradle arms may not be adjusted without permission of Yard Personnel.

**Tools, Equipment and Materials.** Yard users must ensure that all tools, equipment and materials used are suitable for the application, in good and safe working order, operated by competent and trained personnel, and are used strictly in adherence with manufacturer's instructions.

The Club has a gantry for handling masts. Permission must be obtained from Yard Personnel prior to use. The public must be alerted and a safe perimeter maintained. The gantry must not be used to lift in excess of the safe working load noted on the gantry.

Only the Club employees are authorised to operate other Club plant and equipment.

No persons or Company are permitted to bring into the Yard any items of plant (compressors, welders, generators, sandblasters, cranes, etc.) without prior written permission of Yard Personnel, and conditions agreed.

**Electrical.** Vessels connected to Yard power must display an Electrical Warrant of Fitness.

**Fuels.** Adding fuel to or removing fuel from a vessel in the Yard is prohibited without permission from Yard Personnel. Refueling at the breastwork is prohibited.

**Acid Cleaning.** The cleaning of aluminum vessels with hydrofluoric acid is restricted to Government licensed operators. Permission must be sought from the Yard Personnel prior to commencement.

**Incidents and accidents.** For serious accidents the following actions should be taken:

1. Check for DANGER that may injure you or others. Remedy this if possible.
2. If safe to do so, administer immediate first aid or life support.
3. Call 111.
4. Make the area safe for the injured person or emergency response personnel.

If a person suffers serious harm, it is illegal to interfere with the scene of the accident unless to:

- save the life of, prevent harm to, or prevent suffering to, any person;
- maintain access for essential services; or
- prevent serious damage or loss of property.

All incidents and injuries, including near misses, must be reported to Yard Personnel, so that they can be recorded, investigated and procedures established to prevent reoccurrences. Personal information within Accident and Incident Reports will be kept confidential in line with privacy legislation provisions.

**Hazard Identification and Reporting.** A variety of physical hazards exist in the Yard. However, the activities normally performed by Yard users can be conducted safely by being aware of potential hazards and taking suitable precautions to prevent accidents and injuries.

There is reporting system for hazards. Reported hazards are kept on file in the Club Hazard Register and used to improve safety management. If you see a hazard you should report it to Yard Personnel, who will either remedy it or enter it in the Register for mitigation in the near future.

**Conditions of Access and Hours of Work.** Safe conduct in the Yard is a requirement for continued access. Should you wish to work outside of 6 am - 8 pm, please liaise with Yard Personnel.

**Contractor's Insurance.** All Contractors and companies must provide copies of their Ship Repairers (or equivalent) insurance certificates to the Yard office prior to commencing work.

**Work Permits.** The following operations will not be permitted without first submitting for approval a Risk Assessment and obtaining a [Work Permit](#) from Yard Personnel. Permission may be refused without justification:

- *Gas cutting, welding or metal grinding and other Hot Work.* Containment may be required.
- *Sand, grit, glass or slurry blasting.* Containment and disposal facilities must be in place.
- *Spraying of any type of paint or material.* Spray painting can only be carried out in the designated area of the Western Yard. Ask Yard Personnel to point this area out during Yard Orientation if you intend to use it. If spray painting is to be done outside, a safe perimeter of 6 metres must be established and maintained, with no person allowed inside the perimeter without wearing the appropriate safety equipment. All boats and other property must be covered within the perimeter, and outside the perimeter where overspray is possible. Signage is to be erected that spray painting is in progress and to keep clear. For full requirements, please refer to the “Spray Coating Regulations 1962”.

Spray painting within a tent will only be allowed if a work plan that address legislative requirements is signed by an Independent Qualified Person, and submitted to the Yard Manager who will then issue a Work Permit.

Residue from dry sanding must be contained in accordance with regulations. All mechanical sanders must be fitted with dust bags or have vacuumed extraction, unless access restrictions preclude this. Wet sanding is encouraged rather than dry sanding.

**Working at Height.** When you risk a fall of 3 metres or more, regulations require that suitable fall prevention be used. The safe condition and use of ladders, scaffolding and other platforms is the responsibility of the user. Planks on top of 200 litre drums are not suitable scaffolding.

It is not permitted to ascend a mast whilst the vessel is ashore.

**Fire and Emergency Procedure.** A phone is located in the Yard Office, and emergency numbers and a copy of the [Yard Emergency Response Plan](#) is located on the Safety Notice Board outside the office.

Several fire extinguishers are located outside of the Yard office and in the East Yard. These will be pointed out to you during Yard Orientation.

In the event of an emergency, all people must report to Yard Personnel who will instruct them in Emergency Procedures.

**Amenities.** Toilet facilities are located within the Club clubrooms, with access through the north-east corner of the building. There is also a public toilet located 140 metres north of the Yard. There is a small tea area with a kettle within the Yard office.

The Club does not encourage vessels in the Yard to be used for overnight accommodation. The following terms apply when vessels are occasionally used for this purpose:

- Maximum allowed period is 7 days.
- Access to be via steps, with hand-rails, securely tied to the vessel, not ladders.
- Waste water seacocks are to be turned off.
- Children under 16 not allowed.

**Dangerous Goods – Safety Data Sheets.** All hazardous materials must be handled correctly and stored safely at all times. Any spills are to be safely cleaned up immediately and reported to Yard Personnel.

You are required to have in the Yard Safety Data Sheets (SDS's) for all chemicals that you bring into the Yard, and to show these to Yard Personnel when asked. It is acceptable to email to Yard Personnel internet links to SDS's provided that you get confirmation from the Yard Personnel that the link worked before bringing the chemical into the Yard. If you don't get confirmation then you are required to have a hard copy of the SDS's in the Yard.

**Housekeeping.** Work areas are to be tidy at all times. Check with the Yard Personnel that your bay has been left in an acceptable condition after you vacate it. If it needs to be cleaned after you have vacated it, you will be charged a *minimum* cost of \$50 cleanup costs.

**Safety Meetings.** The Club requires that Safety Meetings are held in the Yard on a monthly basis. All Yard users are required to attend.

**Emergency Procedures.** In an emergency that requires Yard evacuation, users are required to assemble at the T-junction on the north end of the road leading into the Club, approximately 140 metres north of the Yard. This is marked on the map of the Yard layout on the cover of this document.

In event of a significant earthquake with an associated Tsunami risk, users should proceed to Mana View Rd, east of the Mana Railway Station, via the Mana underpass to avoid fallen electric train power-lines. This is a 650 metres walk and may take 10 minutes. You may not be able to drive over the railway line if the cables are down (see map on [Club website](#)).

**Notification of intended work tasks.** You are required to keep Yard Personnel informed of your intended work tasks, so that they can fulfill their safety obligations and manage other Yard users and their activities if required. Please inform them when booking and at the beginning and end of each significant task (vis. – commencing of wet sanding, commencing of antifouling, etc.).

**Environmental Responsibility.** Environmental responsibility includes, but is not limited to, disposal of waste liquid, oil, paint, solvents, sanding residue, adhesives, waste cooking fat and waste food. Disposal must be done in an environmentally sensitive manner that meets regulation. A bulk waste oil container is located within the Mana Marina carpark adjacent to B Pier. Discarded batteries can be left on the concrete pad near the Yard office door for disposal.

## **Travelift**

The Travelift is a Marine Travelift Inc. BFMII Series with a lifting capacity of 30 tonnes.

### ***Booking the Travelift***

Before a booking can be **confirmed**, one of the vessel Owners, or their agent, must:

1. sign, or email acceptance of, the [Acknowledgement of Yard Induction](#) form;
2. provide a copy of appropriate 3rd party insurance. The Club requires \$5 million of 3rd party insurance (an email to [yard@manacc.co.nz](mailto:yard@manacc.co.nz) stating compliance is sufficient, provided a copy of the policy is provided prior to the lift commencing);
3. sign the [Agreement for use of Travelift and Yard](#) that requires adherence to the Club's safety requirements, including not to allowing any person to work on the vessel whilst in the Yard unless that person has, within the past 12 months, completed a **Yard Induction** and provided to Yard Personnel, or the Owner or their agent, for forwarding to Yard Personnel:
  - evidence of the required insurance (see Contractor's Insurance above);
  - a current signed [Acknowledgement of Yard Induction](#) form (an email of acceptance from that person to [yard@manacc.co.nz](mailto:yard@manacc.co.nz) is sufficient).

Charge out rates for the Travelift and cradles are on the Club's [website](#).

## **The Travelift Process**

The Owner, or their agent, is responsible for:

- marking the sling position on both sides of their vessel before leaving their berth;
- getting their craft in and out of the Travelift pier before and after a lift; and
- ensuring their vessel is prepared for lifting, and items that could move have been secured. All lines must be stowed securely before the lift commences.

All head sails must be removed from vessels and stowed below decks prior to lifting. Furling sails must be very securely lashed to prevent the sail becoming loose or unfurled. Mainsails must be securely lashed and a snug fitting sail cover fitted. The operator may refuse to lift a vessel if he is not satisfied that all sails are secure.

The Travelift operator has full command of the Travelift operations and is responsible for all decisions in relation to the lifting, moving and storage of vessels.

The Owner, or their agent, is expected to assist the operator. They must follow the operator's instructions at all times, including awaiting instructions from the operator before disembarking from the boat in the Travelift berth.

A suitably briefed spotter must be present to guide the operator when lifting and traveling with a load. The spotter would normally be the vessel's Owner or their agent.

It is the responsibility of the operator to brief the spotter and to make them aware of the signals and their duties and responsibilities. If the operator is not satisfied with the competence of the spotter then the lift will not proceed. The Owner must get assistance of an alternative spotter, at the cost of the Owner, before the lift can proceed.

It is the responsibility of the Owner, or their agent, to make the Travelift Operator aware of any underwater protrusions on the vessel that need to be avoided during lifting, including propeller and shaft, rudder and depth sounder transducer.

The operator and the appointed spotter must each wear an approved hard hat and a high visibility vest as supplied by the Club whilst carrying out vessel lifting, moving and storage operations. The operator and spotter must not wear loose clothing that could become entangled on any moving parts of the machine.

No person other than the operator may board the Travelift during a lift, and no person shall be aboard the vessel being lifted, other than at the Travelift pier to prepare the vessel for lifting or launching.

All persons other than the operator and the spotter must remain at least 10 metres back from the Travelift during operation. The spotter shall be responsible for keeping persons and vehicles clear of the Travelift. Travelift Frequently Asked Questions are on the [website](#).

Deeper draft vessels moving to and from the Travelift need to be aware of the tide, as there are spots within the marina as shallow as 1 metre below Chart Datum. Check the [Mana Marina Tidal Gauge](#) which is updated every 30 minutes. The most recent observation, in millimetres above the Chart Datum, is annotated in the chart (add 1 hour to annotated time during daylight saving). To get the approximate shallowest depth within the marina at the time of the most recent observation, add the 1 metre from below the Chart Datum to the most recent observation. Remember that the tide will have risen or dropped since the last observation so make an allowance, and be aware of the "Long Wave effect" that can cause random variations of around plus or minus 100mm over short periods (i.e. 7 minutes).

## **Live Document**

This is a living document that is part of the Mana Cruising Club Safety System, which will be reviewed annually. Continuous improvement in safety is an important objective for the Club. If you have suggestions that will make our Club environment safer, please submit them to the Commodore for consideration by the Club Committee.



Mana Cruising Club  
Incorporated



## Emergency Procedure

### Warn others by YELLING

Check for DANGER for you and others.

Remedy this if possible to allow provision of First Aid.

## Call 111

Make the area safe for the injured person or emergency response personnel.

Move away, taking others with you.

Assembly Point is the “T” junction on Pasco Ave

Move to elevated ground on Mana View Rd if there is a Tsunami risk.

Notify the Yard Personnel on:      **027 778 7702**    or    **027 443 3026**

## Appendix 2 – Work Permit

# Work Permit

For operations involving welding and cutting equipment, other hot work, blasting using sand, grit, glass or slurry, and spraying of any type of paint or material. The permit must be displayed at the work site.

Date:

Permit No:

Permission is given to (name):

of (company):

to use (type of equipment):

at (description of site):

between

am/pm

and

am/pm

Description of work:

Equipment to be used:

### FIRE PREVENTION RULES FOR HOT WORK

Fire equipment to be provided as follows:

- Fire hose
- Fire extinguisher (s)
- Mandatory fire watcher

Combustible material located within 10 metres of the work must be removed or protected with non-combustible curtains, metal guards or flameproof covers.

Barricades, warning signs and spark/flash screens must be provided to protect other personnel in the area.

The work area must be clear of flammable liquids, gases or vapours.

The hot work area and any adjoining areas must be patrolled from the start of work until 30 minutes after the work is completed.

Special conditions (describe):

Signature of person issuing permit:

### WORK COMPLETED AND AREA SAFE

The work area has been inspected by the permit issuer 30 minutes after completion of work. No smouldering fires were discovered.

Signature:

Date:

Time:

**APPENDIX 3 – Acknowledgement of Yard Induction**

NAME:.....

*Club Employee      Member      Owner      Contractor      Visitor*

Other:.....

INDUCTOR:..... POSITION:.....

I acknowledge that I have received instruction in all aspects of the Mana Cruising Club Yard policies and procedures and have read the Yard Induction Manual and that, additional to this, I am aware of all of the legislated requirements and obligation relating to my proposed activities in the Yard.

.....  
Signature

.....  
Date

<mailto:yard@manacc.co.nz>

.....  
Copy for Inductee - *Cut here*

NAME:.....

*Club Employee      Member      Owner      Contractor      Visitor*

Other:.....

INDUCTOR:..... POSITION:.....

I acknowledge that I have received instruction in all aspects of the Mana Cruising Club Yard policies and procedures within the Yard Safety Induction Manual and that additional to this I am aware of all of my legislated requirements and obligation relating to my proposed activities in the Yard.

.....  
Signature

.....  
Date

*Please keep this on your vessel – you may need it again within the next 12 months*