



# CORAL SEA

M A R I N A | R E S O R T



## WORK HEALTH & SAFETY SITE INDUCTION MANUAL

Health Safety & Environment | Contractors | WHS Site Induction v1.0

### Coral Sea Marina Emergency Contact Information

**In the event of an emergency contact 000 and then notify Coral Sea Marina**

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# Table of Contents

1.0 Introduction .....	2
2.0 Overview of Work Health and Safety.....	2
2.1 What is Work Health and Safety .....	2
2.2 Duty of Care .....	2
3.0 Marina Rules and Policies .....	3
3.1 Marina Rules .....	3
3.2 Drug and Alcohol Policy .....	3
3.3 Safety Policy .....	4
3.4 Environmental Policy .....	4
4.0 Documentation .....	5
4.1 Certification, Qualifications and Insurances .....	5
5.0 Work Safety.....	5
5.1 Safe Work Method Statements and Safe Work Procedures.....	5
5.2 Hot works.....	5
5.3 Electrical Safety.....	5
5.4 Trip Hazards and Housekeeping .....	5
5.5 Incident and Hazard Reporting Procedure .....	6
5.6 Site Securities.....	6
6.0 Emergency Procedures .....	6
6.1 Fire Emergency.....	6
6.1.1 Emergency Assembly Points .....	7
6.1.2 Fire Equipment .....	7
6.1.3 Fire Evacuation Procedure.....	7
6.2 Medical Emergencies .....	7
6.3 Spill Control.....	7
6.2.1 Spill Response.....	8
6.2.2 Spill Kits .....	8
6.3 Emergency stops.....	8
7.0 Appendix .....	9
7.1 Emergency Assembly Points .....	9

## **1.0 Introduction**

This Health Safety and Environment Induction Handbook is to apply to all sites and offices of Coral Sea Marina Resort (CSMR), and any other sites controlled by the Emprja Pty. Ltd T/a Coral Sea Marina Resort or The Garden Bar Bistro, along with any project involving Coral Sea Marina Resort employees. The purpose of this handbook is to ensure all Contractors and Workers that conduct work at the Coral Sea Marina Site, ascertain a detailed and thorough knowledge base of marina policies and procedures regarding Work Health and Safety within the Coral Sea Marina precinct.

Coral Sea Marina is not a typical work environment and as such is exposed to a large variety of hazards ranging from the marine side (steep gangways; working on and near water; electrical units), to the land-based side (carparks with high flow of traffic; high traffic walkways). As the marina continues to develop there are always on going works which bring in the hazards associated with construction areas (power tools; plant and machinery; various trip hazards). It is therefore imperative that all workers are aware of the marine environment and the different hazards and risks existent so to assist in contributing to making the workplace safer for all that share this site.

## **2.0 Overview of Work Health and Safety**

### **2.1 What is Work Health and Safety**

Workplace Health and Safety (WHS) is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities. This is important to reduce work related injuries, loss of time due to injuries and ensure a workplace is safe for all that share it.

### **2.2 Duty of Care**

All workers, contractors and commercial operators, as well as CSMR employees, have a duty of care to themselves, and those that are within the Coral Sea Marina precinct. All incidents and hazards regarding health, safety and the environment are to be reported to marina staff as soon as possible following the incident or when a potential hazard or risk to health and safety has been identified.

Under the Work Health and Safety Act 2011, whilst at work, a worker must take reasonable care for his or her own health and safety; take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons as well as cooperate with any reasonable policy or procedure relating to the health or safety at the workplace.

Under the Work Health and Safety Regulation 2011, it is the duty of the worker to ensure that any personal protective equipment (PPE) required, is suitable to the nature of the work and any hazard associated with the work, it is in a clean, hygienic and good working order, is used and not intentionally misuse nor damage the equipment.

Any work to be carried out within Coral Sea Marina is only to be carried out by a person who has the prescribed qualifications/experience or carried out under the supervision of a person with the prescribed qualifications or experiences.

### **3.0 Marina Rules and Policies**

#### **3.1 Marina Rules**

All employees, commercial operators and contractors, as well as guests and visitors must abide by Coral Sea Marina rules and policies along with following a code of conduct. These rules cover a broad area but are an important step in creating a safe environment for all users of the marina. There are slight differences between different users of the marina however they all share the same rules and policies for WH&S which include, but not limited to, the following:

- All persons whilst within the marina precinct must not do anything that is immoral, noxious, offensive, hazardous or likely to cause nuisance or injury to any person
- Enclosed footwear must be worn at all times whilst within the marina precinct including walkways, fuel wharf, refuse station and other common areas
- All clothing must be suitable to ensure sun-protection as well as appropriate PPE to be worn for specific tasks
- Noise should be kept to a minimum at all times
- Swimming or fishing within the marina is prohibited
- Diving within the marina is prohibited unless given prior approval
- Children must be supervised and accompanied by adults at all times
- Animals must be leashed / caged at all times and must not be permitted to foul the marina area
- Consumption of alcohol is prohibited within the marina precinct except within licenced premises or onboard private vessels
- All leads connected to marina power must be approved and compliant with AS 3760; be checked for correct polarity; and test and tagged by licenced electrical contractor
- It is each person's responsibility to ensure that no harm is caused to the environment by spilling fuel or oil
- Any incidents are to be reported to marina staff
- Any contractors and tradespeople working within the marina precinct must be registered with the marina office prior to commencing work. Insurance and qualification certificates must be presented, and all tools and cords must be tagged
- Firefighting equipment shall not be used for any purpose other than firefighting
- The marina has cyclone, fire, and emergency evacuation procedures in place with signage displaying location of assembly points located around each village

#### **3.2 Drug and Alcohol Policy**

Coral Sea Marina has an extensive Drug and Alcohol Policy that applies to all persons that conduct work on an CSMR Site. Key points from this policy include the following:

- All persons entering an CSMR site are to present themselves in a fit for work state and remain in a fit for work state whilst conducting work on site
- Target BAC for entry to site to conduct work is below 0.05mg/100ml unless more restrictive legislative provisions are in place for a specific occupational group
- Target concentrations for drugs other than alcohol are below the target concentrations defined by AS4760:2006 (see Drug and Alcohol Policy for details)
- All workers are to inform their manager if they feel that any medication, prescription or non-prescription, they are taking may impact on their fitness for duty
- All persons conducting work on site are subject to drug and alcohol testing. This includes:
  - Random Testing
  - Following a workplace incident
  - Upon reasonable suspicion
- Any results that breach this policy may lead to termination and / or a banning notice from site
- All results are kept for 7 years in hard and digital copies in secured storage.
- All results are confidential and only the tester, the donor and their immediate manager and / or employer are privy to the results

- A request to leave site and the possibility of a banning notice from site may be issued for certain behaviour which includes:
  - Entering an CSMR site while unfit for work due to drug and / or alcohol consumption
  - Found to be under the influence of drugs and / or alcohol whilst at work
  - Off-the-job use of alcohol and / or drugs which adversely affects the employee's job performance or jeopardises the safety of him or herself, other workers, other users of the site, equipment or where such use affects the public's trust in the ability of the organisation to carry out its responsibilities
  - Found to be involved in the manufacture, distribution, dispensing, possession or use of a controlled substance
  - Being involved in the unauthorised possession or use of alcohol whilst at work

### **3.3 Safety Policy**

Coral Sea Marina Resort undertakes all activities in full compliance with all relevant State and Federal Legislation and is committed to promoting a safe working environment ensuring the chance of injury or harm to persons is minimised, and the long-term health of its staff and public is maintained across all our operations and activities.

Coral Sea Marina takes the health and safety of all workers (including contractors and volunteers) as well as customers, visitors and members of the public very seriously and ensures all hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace.

To ensure full compliance with this policy:

CSMR Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimize all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely

Contractors / Workers on Site will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules and policies
- Comply with all in safety directions issued by CSMR
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed

### **3.4 Environmental Policy**

Coral Sea Marina Resort undertakes all activities in full compliance with all relevant State and Federal Legislation and is committed to promoting and delivering the best environmental management practices, ensuring the long-term health of the environment and public is maintained across all of its operations and activities.

Coral Sea Marina Resort understands the responsibility for the future sustainability of the environment and recognises the relationships that exist between the key areas of energy, water, waste, health and comfort and as such, ensures that all workers, contractors and users of the marina understand and uphold the highest environmental management practices when within the marina precinct.

In the event there is an incident within the Coral Sea Marina precinct, it is obligatory to complete an Incident Notification Report form and submit to a marina staff member within 48 hours. Any hazards or risks leading to the incident will be investigated by a staff member and logged for recording purposes and to ensure there is no recurrence.

## **4.0 Documentation**

### **4.1 Certification, Qualifications and Insurances**

To comply with Work Health and Safety Act and Regulations, it is a requirement that all relevant certificates, licences and qualifications for all staff and contractors conducting work for Coral Sea Marina, and within the Coral Sea Marina precinct, are to be sighted. It is also Coral Sea Marina policy to ensure we have a copy of these documents for our records plus relevant insurances for any companies conducting work within the Coral Sea Marina precinct. Not only is this to be compliant with the WH&S Act and Regulations but also to reassure our customers, employees and guests, that everyone working within the marina precinct is qualified and covered for any claims made in a worst-case scenario.

## **5.0 Work Safety**

### **5.1 Safe Work Method Statements and Safe Work Procedures**

Any work deemed to have a moderate to extreme risk rating are required to have a Safe Work Method Statement (SWMS) or Safe Work Procedure (SWP) in place prior to undertaking the task. These documents are in place to ensure that workers conduct high risk work in a safe and compliant manner. While not obligatory to provide any SWMS and SWP's to Coral Sea Marina prior to work, all contractors and workers conducting work on an CSMR Site, acknowledge they have these processes in place prior to any work beginning.

### **5.2 Hot works**

**Hot works is strictly forbidden in the marina unless otherwise approved by marina management prior to commencement of work**

This includes any activity that involves the use of portable gas/arc welding equipment or involves grinding or any other similar activities producing a spark, flame, or heat.

### **5.3 Electrical Safety**

Being a marine environment, it is imperative that all electrical equipment is in a well maintained, good working condition and all leads, and power tools are to be tested and tagged regularly in compliance with AS 3760:2010. Any leads or equipment that fails in these criteria, or are not within the test dates, are not to be used until checked by a qualified professional.

It is equally important that all power points are in a good working condition. Any sockets that appear worn, cracked or burnt out are **to be reported and not to be used** until checked and repaired by a qualified professional.

All power units on the docks are equipped with not only a breaker, designed to trip when there is an overload on the circuit, but also and residual current device, or RCD. The RCD is designed to trip when there is earth leakage. The RCD's are regularly tested, and faults are to be reported through as soon as possible to be repaired.

**The socket is not to be used until it is repaired**

### **5.4 Trip Hazards and Housekeeping**

Power leads, ropes and hoses are not to run across walkways or docks. In cases where this is unavoidable, they are to be placed in a cable bridge, brought to the attention of the users of the area with cones or any method that avoids creating a trip hazard, for example taped to the ground or tucked in to the gaps of the docks. All workplaces are to be kept free from trip hazards and obstructions, including when working on docks and public areas. When working in public areas, no obstructions including tools and equipment is to be left in a way that impacts walkways accessed by general public. If this is unavoidable, markers are to be placed to indicate the hazard to other users of the site.

### **5.5 Incident and Hazard Reporting Procedure**

Coral Sea Marina is a high traffic precinct with regular works being performed, making it a high-risk site in respect to hazards and incidents. Our goal is to minimise this risk to as low as possible, and this is made possible through proper understanding and reporting of hazards and incidents. Every worker has a duty of care to ensure that they do everything reasonable as to keep the site free from hazards and identify any risks involved with their work to prevent any incidents.

When an incident occurs, the following steps are to be followed:

1. Any existing hazard or risk of another incident is isolated or mitigated, if possible, to prevent further incidents.
2. Work is to stop if investigation required, or if risks/hazards cannot be mitigated/eliminated.
3. Coral Sea Marina staff are to be notified of the incident and an Incident Notification Report form is to be completed.

### **5.6 Site Securities**

Coral Sea Marina is private property and as such has security measures in place to protect the property and infrastructure, both CSMR and its customers/tenants. This include afterhours security personnel as well as gates that are locked each night.

**All work is to be conducted during marina operation hours unless given prior consent**

Between the hours of 6pm and 5:30am there will be an afterhours security staff member on duty. Being the sole staff member from Coral Sea Marina, this is the person of contact in the event of an incident or emergency.

They are qualified in First Aid, CPR, and have emergency training in the event of fire, medical and environmental incidents.

In the event of an Emergency or Incident outside of office hours, Security is to be notified on:

**0488 140 923**

This number is on display on access cards, at each gate, on the entry of each office, fuel wharf and most signage throughout the marina.

### **6.0 Emergency Procedures**

In the event of an emergency, all workers, contractors and commercial operators, along with visitors and boat owners, are to follow the direction of Coral Sea Marina staff.

#### **CONTACT DETAILS FOR ALL EMERGENCIES**

Fire

Ambulance

Police



#### **6.1 Fire Emergency**

**Should an alarm be raised, all non-essential personnel are to stop work and proceed to the nearest assembly point until notified otherwise**

### **6.1.1 Emergency Assembly Points**

In the event of an evacuation, there are two Emergency Assembly Points, one on each side:

- North side – Under the umbrellas in the North Meeting Point\*
- South side – Between the Coral Sea Marina and Council carparks, in line with the Hemingway’s entrance area between the two buildings\*

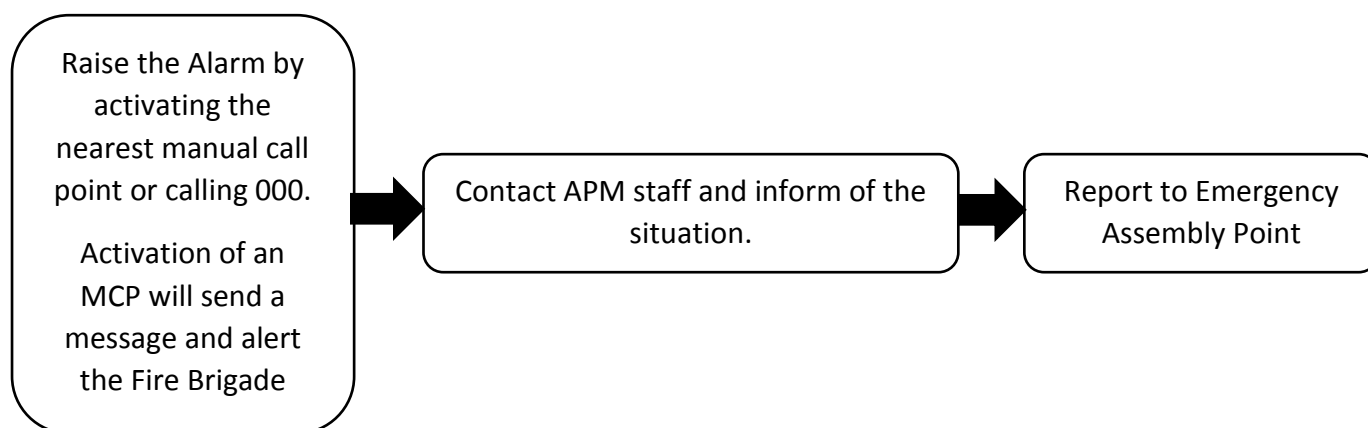
\*For a map reference see appendix at end of handbook

### **6.1.2 Fire Equipment**

Throughout the marina there are firehoses, fire hydrants, fire extinguishers, and manual call points (MCP’s) – Refer to Appendix – Fire Equipment. This equipment is installed at intervals along each arm to maximise coverage to extinguish a fire should one occur. These are only to be used in the case of an emergency and a fine does apply if used in a non-emergency.

### **6.1.3 Fire Evacuation Procedure**

In the event of a fire within the Coral Sea Marina precinct, the following procedure shall be followed:



## **6.2 Medical Emergencies**

### **In the event of a medical emergency Call 000**

There are First Aid kits located in each marina office along with each Coral Sea Marina employee is trained in basic First Aid and CPR to assist on site until medical personnel arrive on scene. If needed, there is also an Automatic External Defibrillator (AED) located outside the main entry to the south office and inside Aqua Dive in the North Village.

If there is ever a medical emergency, it is important to call 000 first, then as soon as possible alert a Coral Sea Marina staff member who may be able assist until a paramedic arrives on scene.

### **6.3 Spill Control**

CSMR ensures full compliance with all relevant environmental legislation (including the Environmental Protection Act and respective Regulations) and takes any environmental impact very seriously. As such any spillages must be responded to quickly and effectively, and because of this the marina has in place strict policies which include, but are not limited to:

- **There is to be no decanting on the docks, nor is there to be any decanting on vessels without appropriate measures in place to contain any spillage**
- **Fuel containers are not to be left on docks**
- **All fuel containers are to be placed in the tubs provided on the fuel wharf to contain any spillage and overflow**



### **6.2.1 Spill Response**

All spills must be cleaned up immediately, no matter how small. In the event of a **FUEL OR OIL SPILL**, the following procedure shall be followed:

1. When a spill occurs STOP the spill at source
2. ALERT marina staff of spillage
3. Use socks/booms to CONTAIN the spill
4. Apply absorbent pads or material to ABSORB the spill
5. DISPOSE of used absorbent material in waste bag
6. REPORT the incident, completing an Incident Notification Report (detailing the vessel name and time if responsible)

### **6.2.2 Spill Kits**

There are well stocked and regularly checked spill kits within the marina notably in high-risk areas and are easily identified by being placed inside yellow bins These bins have been tagged shut to ensure kits are fully stocked at all times. There are publicly accessible spill kits located in the 2 following locations:

On the fuel wharf:

- A yellow bin on each side of the wharf containing absorbent material
- Yellow bins next to ramp containing booms
- A silver locked bin under the ramp containing larger booms

O/P Ramp:

- Booms and absorbent material

### **6.3 Emergency stops**

There are three Emergency stops located within the marina and are to be activated in the event of a fuel spill from the fuel wharf:

1. South side fuel wharf next to Payment Terminal
2. North side fuel wharf next between pump 5 and Payment Terminal
3. Next to the main pump between Hemmingway's and Bohemian Raw

Activating these Emergency Stops will shut down the pumps and prevent any fuel being pumped down to the fuel wharf. These are only to be activated in the event of a fire, major fuel leak or risk to safety on the fuel wharf.

**7.0 Appendix**

**7.1 Emergency Assembly Points**

North Marina



South Marina



## **Coral Sea Marina WHS Site Induction Questionnaire:**

(To be completed by each employee and submitted to CSMR prior to conducting work on site)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Q: What type of footwear is required when working within the Coral Sea Marina precinct?

\_\_\_\_\_

Q: What are the steps if there is an incident?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Q: When is work allowed to be conducted within the marina?

\_\_\_\_\_

Q: What do you do if you hear an alarm activated when working at Coral Sea Marina?

\_\_\_\_\_

Q: Where are the two Emergency Assembly Points?

1. \_\_\_\_\_ 2. \_\_\_\_\_

Q: CORAL SEA MARINA may conduct Drug and Alcohol Testing following a workplace incident, randomly or upon reasonable suspicion:

TRUE

FALSE

Q: What may happen if found to being under the influence of Drugs or Alcohol whilst at work at Coral Sea Marina? \_\_\_\_\_

I agree that I have read the Coral Sea Marina HSE Site Induction for Contractors handbook and understand my obligations and the rules and policies of Coral Sea Marina as outlined in the handbook.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_