

CHAFFERS MARINA LIMITED

CONTRACTOR AGREEMENT



Date: _____

Contractor (business name): _____

Services provided: _____

PURPOSE

To comply with the **Health and Safety at Work Act 2015 (HSWA)**, Chaffers Marina Limited (CML) requires every contractor and supplier who provides services at the marina to be registered with the CML Office. This includes services provided to CML, shareholders, tenants and live-aboards, and contractors who wish to tender for work, hold a service agreement or remain registered with CML.

Registration requires the contractor to provide the information and meet the conditions set out below. This agreement should be read with the CML Contractor Health and Safety Induction.

1. HEALTH AND SAFETY

Contractors must provide a Health and Safety Management Plan that includes:

- the company safety policy;
- hazards and hazard controls; and
- injury, incident and illness reporting procedures.

All work is subject to the HSWA. In particular:

- Contractors must comply with all regulations and codes of practice, approved or voluntary, that apply to their trade or profession.
- CML must be advised of any hazardous plant, equipment, machinery or substances brought into the marina.
- Everyone working for the contractor must be fully trained for the work, or closely supervised by someone who is.
- Any accident or incident that harms, or may have harmed, any person must be reported to CML. Notifiable events must also be notified under section 56 of the HSWA: to Maritime New Zealand for events on board a vessel, and to WorkSafe NZ for all other events.
- CML may inspect the contractor's work at any time to check that safety procedures and rules are being followed. Failure to follow them may result in the work being stopped until it is made safe, and in marina access being withdrawn immediately.
- Contractors must provide and use the safety clothing and equipment needed for the work, and wear hi-vis clothing or a uniform that identifies their company.
- Portable electrical equipment must be tested and tagged to AS/NZS 3760 and used with residual current device (RCD) protection.
- Occupational divers must hold a current WorkSafe Certificate of Competence, and construction diving work must be notified to WorkSafe NZ at least 24 hours in advance.

Hot work: a Hot Work Permit is required for any cutting, welding, grinding, open flame or other work producing heat or sparks that is not carried out in a dedicated workshop:

- for a vessel on the water, the permit is issued by the Greater Wellington Regional Council Harbourmaster (04 830 4160), and must be requested at least three hours before work starts (Wellington Regional Navigation Safety Bylaws 2021, bylaw 4.6);
- for a vessel on the CML boat lift, the permit is issued by the CML Office.
- CML also requires 24 hours' notice to the CML Office of any hot work in the marina.

Before starting work, contractors must make sure that they, their employees and any subcontractors:

- know the marina's emergency procedures;

- know the marina's safety rules and procedures;
- know the identified hazards and hazard controls; and
- sign in at the CML Office on arrival and sign out on departure each day.

2. INSURANCE

- Contractors must provide the CML Office with current certificates for Public Liability (\$5 million) and Ship Repairers Liability (\$2 million) insurance.
- Policies must be kept current, and new certificates supplied to CML on each renewal.

3. ANNUAL FEE

Registered contractors are charged an annual fee of \$125 (incl. GST). This covers the cost of administering contractor registration, and includes a Contractor Car Park Permit and marina access for use when working at Chaffers Marina.

If a contractor does not meet the requirements of this agreement, CML may suspend their access card until the matter is resolved to CML's satisfaction.

4. CAR PARKING

The Contractor Car Park Permit is issued on the following conditions, which CML may amend from time to time:

- one permit is issued per business, unless otherwise agreed by CML;
- the permit is issued by CML and remains the property of CML;
- copying or reproducing the permit is fraudulent and may lead to prosecution;
- the permit is issued to persons authorised to park in designated parks;
- the permit is non-transferable and must be fully displayed on the front windscreen, or the vehicle may be ticketed; and
- the permit may only be used to park in the marina car park while working in the marina, including at weekends.

Temporary car park permits are only issued for one-off jobs.

Vehicle details

Registration	Make	Model

5. STAFF AND SUBCONTRACTORS

List all staff employed by your business who will work at Chaffers Marina:

List any subcontractors your business will engage to work at Chaffers Marina, and whether they are directly contracted by your business (Y/N). Subcontractors not directly contracted by your business must provide their own insurance and health and safety documentation.

Subcontractor	Directly contracted (Y/N)

CONTRACTOR SIGN-OFF

I agree to abide by all of the conditions above. I have received the CML Contractor Health and Safety Induction and have briefed my staff on the hazards and emergency procedures for Chaffers Marina.

I acknowledge that I have read, and agree to abide by, the conditions of use for marina access and parking.

Contractor's name: _____

Signature: _____

Date: _____

Contact phone number(s): _____

Email: _____

Postal address: _____

Return this form, with your insurance certificates and Health and Safety Management Plan, to the CML Office.

Do you give permission for CML to share your contact details as a Chaffers Marina Registered Contractor with other Wellington marinas (Seaview, Mana and Evans Bay) whose berth holders may need your services? YES / NO

CML OFFICE USE

Car Park Permit No: _____

\$125 payment: Invoice / Credit card / EFTPOS / Cash