



POLICY CONTEXT

Chaffers Marina Limited (CML) welcomes contractors and their staff to the marina. This induction sets out what CML requires of every contractor working at Chaffers Marina, so that work is carried out safely and does not put contractors, berth holders, visitors or the marina environment at risk.

CML has duties under the **Health and Safety at Work Act 2015 (HSWA)** as a person conducting a business or undertaking (PCBU). Contractors are also PCBUs and share responsibility for health and safety at the marina.

This induction applies to all contractors working in the marina, whether engaged by CML, a shareholder, a tenant or a live-aboard, and whether or not they are paid for the work.

CML reserves the right to refuse entry to, or remove from the marina, any contractor who does not comply with this induction.

DEFINITIONS

Berth means a vessel's allocated place in the marina.

Berth Licence means the licence that gives a shareholder the right to use and occupy a berth in the marina.

Board means the Board of Directors of Chaffers Marina Holdings Ltd.

CMHL means Chaffers Marina Holdings Ltd, the parent company of CML.

CML means Chaffers Marina Limited, the operator of the marina.

Contractor means any person carrying out work in the marina for, or on behalf of, CML, a shareholder, a tenant or a live-aboard, whether paid or unpaid.

Live-aboard means a person who uses a vessel in the marina as their primary residence.

Registered Contractor means a contractor who has completed CML's registration requirements and is approved to work in the marina.

Tenant means a person who rents a berth in the marina through CML.

CONTRACTOR REGISTRATION

All contractors must be registered with the CML Office before starting work. This includes work arranged by shareholders, tenants and live-aboards, and unpaid work (for example, a friend working on a vessel free of charge). To register, contractors must provide:

- a. a copy of their Health and Safety Plan, including their safety policy, hazards and hazard controls, and injury and incident reporting procedures; and
- b. a signed CML Contractor Agreement; and
- c. current insurance certificates for Public Liability (\$5 million) and Ship Repairers Liability (\$2 million), with new certificates supplied on each renewal; and
- d. payment of the annual registration fee of \$125 (incl. GST), which covers administration, a Contractor Car Park Permit and marina access.

SIGNING IN AND OUT

Contractors must sign in at the CML Office before starting work each day, and sign out before leaving the site.

SITE PLAN

A current marina plan, showing the piers, berths, boat lift and marina office, is available from the CML Office and on the Chaffers Marina website.

WORK ON BERTHS

Only minor maintenance may be carried out on a berth. This includes:

- engine servicing and oil changes
- vessel cleaning and polishing
- electrical work, including air conditioning and refrigeration
- plumbing repairs
- brush painting
- power sanding, only with a suitable dust extraction device attached.

The following work is not permitted on a berth:

- sand or grit blasting
- spray painting
- hot work, including welding, cutting and grinding, unless a Hot Work Permit has been issued
- major laminate or fibreglass repairs
- in-water cleaning of hull growth (see Environmental Requirements below).

BOAT LIFT

- Hull cleaning must be carried out on the CML boat lift, which has a full containment system for wash-down water and hull debris.
- The boat lift is operated by CML staff only.
- The boat lift area must be washed down, and the drainage channels cleaned, after use.

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 or harbours@gw.govt.nz). Under the Wellington Regional Navigation Safety Bylaws 2021 (bylaw 4.6), the permit must be requested at least three hours before work starts;
- for a vessel on the CML boat lift, the permit is issued by the CML Office.

In addition, CML requires 24 hours' notice to the CML Office of any hot work in the marina. The permit must be displayed at the work area, and the surrounding area must be checked for at least one hour after the hot work is finished. Contractors must make sure their insurance covers hot work.

ENVIRONMENTAL REQUIREMENTS

Contractors must comply with CML's **Permitted Discharges Policy** and **In-Water Bio-Foul Cleaning Policy**. In particular:

- no materials or substances from vessel work may be discharged into the marina;
- waste oil may be disposed of in the CML waste oil tank (contact CML staff first);
- unwanted hardware and materials from repairs must not be placed in CML bins;
- oils, paints, resins and epoxies must be carried in a tray or liner to contain spills, including on CML trolleys;

- open containers of hazardous substances, including oil and fuel, must not be carried around the marina.

GENERAL SITE RULES

- Follow all instructions from the CML Operations Manager and CML staff.
- Wear hi-vis clothing or a uniform that identifies your company.
- Use the correct personal protective equipment (PPE) for the task.
- Make sure staff are trained for, or closely supervised in, the work they do. Contractors are responsible for the conduct of their staff and subcontractors.
- Power tools and leads must be tested and tagged to AS/NZS 3760, and used with residual current device (RCD) protection.
- Do not store materials or equipment on walkways or finger piers.
- Display a current CML parking permit when parked in a CML car park, and use contractor permits only while working in the marina.
- Cranes, Hiabs, cherry pickers and similar equipment need prior approval from the CML Operations Manager.
- The person carrying out the work is responsible for any damage to other vessels, CML infrastructure or other property.

DIVING

- Recreational swimming and diving are not permitted in the marina, which is a place of work.
- Occupational divers must hold a current WorkSafe Certificate of Competence for the work being carried out.
- All diving must be notified to the CML Office before it starts. Construction diving work must also be notified to WorkSafe NZ at least 24 hours in advance as particular hazardous work.
- Divers must display the correct flags and signage, use a lookout, and follow WorkSafe's occupational diving guidelines.

INCIDENT REPORTING

All accidents, incidents and near misses involving injury to people or damage to property must be reported to the CML Office as soon as possible.

Notifiable events (as defined in sections 23 to 25 of the HSWA) must also be notified to the regulator as soon as possible under section 56:

- for events on board a vessel, notify Maritime New Zealand;
- for all other events, including on the piers, boat lift and land, notify WorkSafe NZ (0800 030 040).

The site of a notifiable event must not be disturbed until the regulator allows it, except to help an injured person or make the area safe.

FIRE SAFETY

Fire spreads quickly between moored vessels, and a single fire can destroy several boats and damage marina structures. Keep hot work, fuel and flammable materials under control at all times, and never leave hot work or running equipment unattended.

EMERGENCY PROCEDURES

In an emergency:

- a. make yourself and others safe;

- b. call 111 for fire, ambulance or police;
- c. raise the alarm with people nearby;
- d. use marina fire hoses or extinguishers only if it is safe to do so; and
- e. notify CML as soon as possible.

Emergency services	111
CML Office	04 382 9300 (Mon–Fri 8:30am–4:30pm, Sat 9:00am–12:00pm)
After hours	022 497 0325
Email	office@chaffersmarina.co.nz
GWRC Harbourmaster	04 830 4160 or 0800 496 734
WorkSafe NZ	0800 030 040

The Chaffers Marina Health and Safety Plan contains further detail on marina hazards and emergency procedures.

This induction complements the CML Contractor Agreement, the Permitted Discharges Policy and the In-Water Bio-Foul Cleaning Policy.