



HOBSONVILLE MARINA

HOBSONVILLE MARINA – CONTRACTORS / TRADESMEN POLICY

Business at Hobsonville Marina must be conducted safely for the benefit of all employees and other people in or near the workplace.

Hobsonville Marina's objective is to eliminate incidents or situations that could result in personal injury, property damage, or environmental harm. The Health and Safety at Work Act 2015 obligates Hobsonville Marina, as the property and facility owner, to ensure that all activities are carried out safely. This policy has been implemented with our statutory obligations and health and safety objectives in mind.

Hobsonville Marina distinguishes between contractors and tradesmen as follows:

Contractor – A person or organisation hired by Empire Capital Group for the purposes of carrying out their contracted work.

Tradesmen – A person or organisation hired by a Hobsonville Marina or Hobsonville Marine Services customer for the purposes of carrying out required work.

Contractors and Tradesmen conducting business on site at Hobsonville Marina also have a duty to ensure they do not harm any person or damage any property whilst working on Hobsonville Marina property.

CONTRACTORS / TRADESMEN RULES

Before contractors and tradesmen are approved to conduct business at Hobsonville Marina, they must complete a site induction. Additionally, they must provide the Marina Office with a copy of their current Ship Repairers Insurance and Public Liability Insurance, which must include the appropriate marine cover with an indemnity value of \$5 million. The expiry date of the policy will be recorded, and a copy of the renewed policy will be required annually. If the policy expires, approval to conduct business, along with any access cards or other access arrangements, will lapse and will not be reactivated until a copy of the renewed policy is provided.

A Contractor or Tradesmen wishing to operate in Hobsonville Marina will nominate a person who will be responsible and accountable for occupational Health & Safety and prevention of environmental pollution (Resource Management Act 1991).

Hobsonville Marina has appointed Adam Johnston, General Manager – (Ph 09 416 7447) to provide you with guidance relating to health and safety matters on Hobsonville Marina Property.

All work carried out by the contractor and his/her subcontractors must comply with all statutory regulations and their amendments. The contractor is responsible for the acts and omissions of his/her employees, agents, subcontractors, and their employees while on Hobsonville Marina property.

Hobsonville Marina reserves the right to inspect the contractor's provisions for occupational health and safety.

The contractor, tradesmen, and any subcontractors must comply with all of Hobsonville Marina's procedures and bylaws, copies of which are available at the Marina Office.

The contractor must ensure that all employees required to carry out any work on Hobsonville Marina property have been adequately trained or possess sufficient knowledge and experience related to the work, plant, or substances they may be required to handle.



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The contractor is responsible for providing safety equipment that meets approved New Zealand standards or equivalent for his/her employees and ensuring that this equipment is used or worn as required.

The contractor must report all incidents, near misses, or lost-time accidents to Hobsonville Marina. Accident report forms are available at the Marina Office. Incidents include spills or discharges of hazardous/toxic substances and trade wastes.

The contractor must provide suitable and sufficient first aid equipment for his/her employees and subcontractors while on Hobsonville Marina property.

The contractor is responsible for listing and maintaining a register of all hazardous substances brought onto Hobsonville Marina property. The list must include the name and quantity of each substance, along with the corresponding Material Safety Data Sheets (MSDS).

The contractor must immediately inform Hobsonville Marina of any new hazards created during the contract and take all practicable steps to prevent harm to any person as a result of such hazards.

The contractor has a duty to protect all persons in or near their work area from harm.

Hobsonville Marina reserves the right to require the contractor to cease work if the terms and conditions of this policy are not complied with. Non-compliance may result in contract termination and denial of future access.

Please familiarize yourself with the Hobsonville Marina Health and Safety documentation, available for review at the Marina Office. This documentation includes:

- Hobsonville Marina Bylaws
- Hobsonville Marina Hazard List
- Hobsonville Marina Hazardous Materials Summary
- Hobsonville Marina Incident Reporting Form

ENTRY INTO HOBSONVILLE MARINA

Each Hobsonville Marina contractor may be issued their own Security Access Card upon request, with a maximum of two cards allowed per contractor. Contractors may apply for one or more cards to distribute to their employees. The access card provides entry to the marina car park, piers, and the Hobsonville hardstand area. A bond of \$20 will be held for each card while it is issued to a contractor.

EMERGENCY CONTACT NUMBERS

Fire / Ambulance / Police	111	
West Harbour Fire Station	(09)	417-0873
Henderson Police Station	(09)	839 0600
Water Pollution Hotline	(09)	377-3107
Harbourmaster	(09)	362-0397
Coastguard (Marine Assistance)	(09)	303-1303
Maritime Police	(09)	357-3470
Hobsonville Marina Security (after hours)	(09)	416-7447