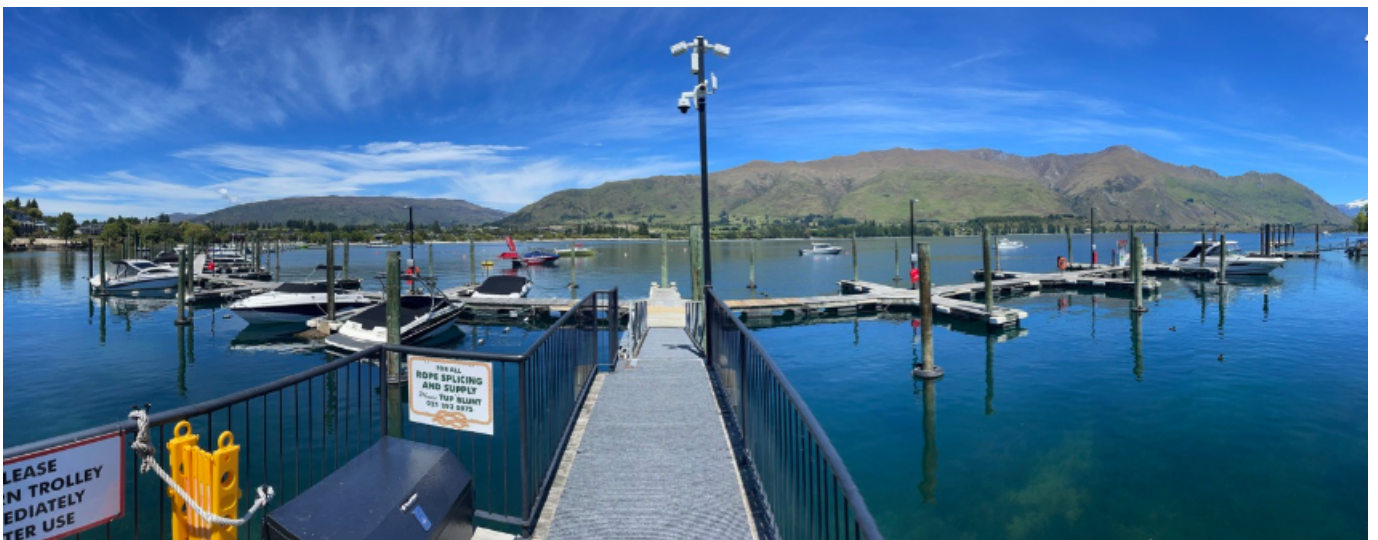




# Health & Safety Management Plan

## Wanaka Marina Limited



**Shareholders (Berth holders) Package**  
**Version 3.0 | NOVEMBER 2021**

# Contents

The full Wanaka Marina Limited Health and Safety Management Plan is available on the Wanaka Marina Website: <http://www.wanakamarina.co.nz/>

## **Health and Safety Procedures and Policies**

Berth Holders and Visitors to the Marina .....	3
Structure, Equipment and Vessel Maintenance at the Marina .....	6
Marina Hazard Map.....	8

# Berth Holders and Visitors to the Marina

The following rules and regulations apply to all Berth Holders and their visitors of Wanaka Marina and its facilities.

## **Hazard reporting**

Berth holders are encouraged to report anything they identify could be a hazard or risk to health and safety of anyone at the Marina. This can be in relation to the berth or Marina structures, or activities taking place at the Marina.

Berth holders should contact the Marina Operations Manager if they want to report something they identify as unsafe or hazardous. (See Page 2 Incident and Emergency Procedures)

## **Fastenings, Security and Identification of Vessels**

It is the responsibility of Berth holders to ensure their contact details recorded on both their vessel and the Marina are correct and up to date to assist in the contact of Berth holders in the event of an emergency.

Mooring lines are the Berth holder's responsibility to maintain and replace as required. Mooring rings form part of the Marina structure and are the responsibility of Wanaka Marina to maintain and replace as required.

It is the policy of this Marina that Berth Holders must ensure that their vessel is moored correctly and that the mooring lines are in good repair and must be fixed to the Marina by a loop splice through a mooring ring. If, upon inspection by the Berth holder, the mooring ring requires any repair or maintenance, they must notify the Marina Operations Manager.

## **Berthing and Navigation in the Marina**

**One vessel per berth only.**

Berth holders must moor their vessels at their berths and manoeuvre their vessels so as to avoid creating a danger, obstacle or inconvenience to other users, or obstructing public rights of navigation. The wake of all vessels operated close to the Marina must not cause nuisance or damage to berths, vessels and their occupants.

Vessel speed is limited to the minimum safe manoeuvring speed - **maximum 5 knots**.

## **Refuelling**

Due to the risk of spillage when refuelling from containers, Berth holders are required to use the refuelling facility situated at the northern end of the Marina when refuelling their vessels, except where refuelling containers of 10 litres or less. Refer Emergency Procedures – Chemical Spill, Fuel

Spill and Fuel Fire.

## **Electrical Connections**

All vessels connected to Wanaka Marina's electrical power outlet must have a current Electrical Warrant of Fitness, as required by the Electricity Regulations and AS/NZS 3004.1:2008. It is the responsibility of Berth holders to ensure any appliances or fittings on board their vessels meet these regulations and are regularly inspected and maintained.

Any repair or maintenance work for electrical connections on the Marina structure are the responsibility of Wanaka Marina, and will be completed by a pre-qualified or approved contractor, who is suitably trained and qualified to undertake such work.

## **Visitors to the Workplace**

Wanaka Marina is committed to the health and safety of visitors to our workplace. We seek to ensure all visitors are not harmed while in our workplace. Visitors will be the responsibility of the Berth Holders bringing them on site to the Marina. Berth Holders will be required to communicate to their visitors the below Wanaka Marina policies and procedures in respect of health and safety, and what to do in the event of an incident or injury and emergency.

To ensure the health and safety of visitors to workplace:

- Wanaka Marina will maintain clear signage including emergency procedures, emergency exits and emergency assembly points, and what to do in the event of an incident or injury.
- Visitors will be supervised at all times by the responsible Berth Holders bringing visitors to the Marina.
- If an incident or accident occurs involving a visitor in our workplace, the Berth Holder will notify the Marina Operations Manager to obtain the relevant information and complete the appropriate notification forms.

Berth Holders are responsible for ensuring visitors are aware of their responsibilities to:

- Act on the instruction of workers or Berth Holders at the Marina in the event of an emergency.
- Report any accident or incident to Berth Holders so Wanaka Marina Management can be notified.

Where visitors are not complying with Wanaka Marina Management health and safety requirements, the Berth Holder responsible for the visitor will first discuss the concerns with them including the potential risks they are posing. If the behaviour or conduct continues, the visitor person will be asked to leave the workplace.

## **Living on Board**

Long term or permanent living aboard vessels within the Marina bounds is absolutely prohibited.

Wanaka Marina Management hold the discretionary right to approve vessels over 10 meters in length from berthing at the Marina.

## **No Swimming, Fishing or Diving**

No swimming, fishing or diving is permitted from any part of the Marina.

## **Pets**

Pets must be controlled and kept under adult supervision at all times. Dogs must be kept on a lead and are not permitted to foul the Marina or interfere with the wildlife. The Marina is a conservation area.

## **Smoke-Free Marina Environment**

We support a safe and healthy environment free from smoking in accordance with the Smoke-free Environments Act 1990.

**Our Marina is smoke free.** Smoking is not permitted on any structure at the Marina.

We will maintain smoke-free signage.

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Marina Operations Manager.

## **Visitors Under 16 years of age**

**Visitors under 16 years of age must be actively and closely supervised by an adult at all times.**

There are many hazards in and around the marine environment. Our Policy also includes the following requirements:

- Adults will lead by example.
- Children are supervised by a berth occupier or other responsible adult at all times. Under 5's should be kept within an arm's length of an adult at all times.
- Children should wear life jackets whenever they are near the water.
- Keys will not be left in vessels. Vessels will never be left unattended with the motor running if children are in the vicinity.
- All vessels have the potential to cause harm and should only be operated by adults.

# Structure, Equipment and Vessel Maintenance at the Marina

## **Policy**

Regular maintenance checks will be conducted by Wanaka Marina on structures and equipment at the Marina. Berth Holders are encouraged to carry out regular maintenance inspections of their vessels. Taking the time to carry out a regular check helps us pick up on any problems before they get worse, identifying any problems early saves money and could prevent a serious accident from occurring due to poor maintenance.

## **Marina maintenance checks and work as required**

Wanaka Marina will conduct regular maintenance checks on all structures and equipment at the Marina and arrange for maintenance or repair as required.

All defects in relation to the berth mooring rings must be reported to the Marina Operations Manager immediately. If the fault has the potential to risk health or safety, an alternative option will be found.

Actions to remedy these faults are implemented as soon as possible. All maintenance will be carried out in accordance with the manufacturer's guidelines by a suitably competent and approved person.

## **No Alterations without Consent**

Berth holders cannot make alterations or additions to the Marina without prior written approval from Wanaka Marina Management.

Any alterations or additions approved by Wanaka Marina will be completed by approved contractors. Any contractors required to complete the approved alterations or additions must be prequalified by Wanaka Marina before work commences.

Refer Contractor Engagement and Management.

## **Records**

Records of all services and the corresponding reports will be stored by Wanaka Marina Management for an indefinite period. Any work done on the equipment will also be recorded and stored.

## **“Minor vessel repair and maintenance work”**

Only minor vessel repair or maintenance work can be completed at the Marina. Any major work must be completed in a purpose-built yard away from the Marina.

**Shareholders agree they are responsible for managing and directing Contractors engaged by them to complete minor repair or maintenance work on their vessel at the Marina**

Shareholders agree with Wanaka Marina it is their responsibility to direct and manage the Contractors engaged by them (to complete minor repair or maintenance work on their vessels) at the Marina.

Wanaka Marina expects shareholders to complete the following induction process, which includes making the Contractor aware of the following:

- Emergency procedures,
- Location of first aid and lifesaving equipment,
- Incident and accident reporting procedures; and making the Marina hazard map available to Contractors.

Wanaka Marina will make this information available to Shareholders by providing them with a Shareholder’s Health and Safety Package. Wanaka Marina will also ensure there is a mechanism for communication with shareholders, by providing relevant contact details in the package and having a contact form available on the website: <http://www.wanakamarina.co.nz/CONTACT>

Any updates to the Shareholders Health and Safety package will be communicated to Shareholders, and any other relevant information, including planned work or activities at the Marina

Wanaka Marina reserves the overall right to refuse a contractor to access the Marina if it has concerns about the Contractor.

# Marina Hazard Map

