SFM MARINE

# SITE SAFETY RULES

## Welcome to SFM Marine

*We take the health and safety of SFM Marine's ('SFM') workforce and that of our contractors, customers and visitors (collectively 'you') seriously and pride ourselves on providing a safe and secure site. The following are some general rules that provide instructions on how work on site is to be conducted, and will help keep you, our staff and other parties on site safe during your time with us.*

### 1. Safety Induction and these Site Safety Rules

You must complete the relevant safety induction and provide a signed copy of these site safety rules to SFM before you will be allowed on site. Please contact the HSE Advisor on the number provided below with any questions in respect of the induction process or site safety rules.

### 2. Authorised Access Only

You may be provided with an access code or key fob that allows entry via the main gate to either or both SFM sites located at Henderson or Northport. Do not provide your code or key fob to others without permission from SFM.

If you are provided with a key fob, you must return the key fob either at the request of an SFM representative or at the conclusion of the works you are currently overseeing or undertaking. Failure to return the key fob will incur a $100 replacement fee.

If you have not been issued a code or key fob, you will need to contact SFM to obtain access by calling reception at either site, Northport on (08) 9430 7623 or Henderson on 0428 314 757. Do not attempt to enter any restricted areas without authorisation from an SFM representative.

You must only bring people on site that are reasonably required to be present to undertake the required works. These people must also complete a safety induction and sign a copy of these site safety rules. No social gatherings are allowed on site.

### 3. Attendance on site

Each time you arrive on site, you will need to report to the Main Office to sign in. You will also need to sign out when you leave site. You will also be required to sign in using the COVID 19 sign in register where required to by the WA State Government.

Prior to arrival on site and commencement of works, vessel owners must provide copies of (I certificates of currency for vessel, workers' compensation and public liability insurances (as applicable) and (ii) the intended scope of works to be performed on their vessel to SFM. No works may commence before the scope of works has been reviewed and approved by SFM.

### 4. Visitors must be escorted

All visitors to site must report to the office and must follow the direction of all SFM representatives.

Any visitor who does not complete a safety induction or sign the site safety rules must always be accompanied by an SFM representative whilst attending either site.

### 5. SFM approved contractors

All contractors performing works on site must be approved by SFM before undertaking any works ('approved contractors').

In addition to complying with any other requirements outlined in these rules (including completion of the SFM induction process), approved contractors must provide copies of all certificates of currency in respect of all insurances reasonably required to undertake the works prior to undertaking any work on site. Approved contractors are responsible for ensuring that their insurances are current for the duration of works and are expected to provide a copy of their insurance renewal to the HSE Advisor on a yearly basis whilst undertaking work at the site.

### 6. Risk Assessments to be completed and provided

Prior to undertaking any work, approved contractors must prepare, hold and maintain risk assessments for all work to be completed on vessels on site. You may be required to provide a copy of a Job Safety Analysis (JSA), Safe Work Method Statement (SWMS) or other risk assessment document to the Yard Manager or HSE Advisor. A "Safety board" will be provided to support your safe planning of work. Safety boards must be updated daily and displayed at all times for each vessel whilst on site.

### 7. Working on site

Due to ongoing Health, Safety and Environment ('HSE') requirements, only SFM personnel or approved contractors are permitted to undertake works on site. This covers all works including, but not limited to, preparation and application of antifoul painting, Propspeed application, paint preparation including sanding, any other marine painting, hot works or any sand blasting on site but excludes water blasting. Only SFM personnel are permitted to undertake water blasting. Acid washing is strictly **not** permitted on site.

A safe work procedure is required for all works conducted on site. Works involving Hotworks, Confined Spaces, and Working at Heights must also have a Job Hazard Analysis (JHA) undertaken with the required safe control measures in place to ensure

work is conducted in a safe manner without any harm to other people. A site notification may be issued in respect of any of these works (and any others where the Yard Manager or HSE Advisor deems it necessary) to alert others as required.

The Yard Manager or HSE Advisor's approval is required to proceed with all works.

It is the responsibility of approved contractors and vessel owners to ensure that vessels are adequately screened off and/or encapsulated to prevent paint overspray, chemicals or debris impacting adjacent boats, cars, wet berths, personnel, other work areas or the environment. Vessel owners will be liable for any damage to third party's vessels caused by works carried out by any approved contractors working on their vessels.

A summary of activities and further requirements is set out below.

| Task | Details |
|---|---|
| Water Blasting | All water blasting of any vessel's hull, or from the water line down, must be undertaken in designated areas by SFM personnel only. |
| Painting | All painting on site requires prior SFM approval. Please ensure that you have approval from the HSE Advisor before commencing any painting on site.<br><br>All abrasive blasting and atomised spray painting on site must only be carried out in a shed or dome. This includes, but is not limited to, sand blasting, 2 pack paint, gel coat, primers etc.<br><br>Airless spray, roller or brush painting of antifoul is permitted on the hardstand.<br><br>Screens and/or encapsulation are required for all painting on site and it is the responsibility of approved contractors and vessel owners to ensure that their activities are adequately contained and surrounding structures are sufficiently protected. |
| Acid Washing | Acid washing is **not** permitted on site. |
| Wet Sanding | Wet sanding must be contained on site with the use of appropriate absorbent socks and booms or an alternative appropriate containment mechanism approved by SFM. |
| Dry Sanding | Dry sanding may only be carried out with prior SFM approval. Dry sanding must only be performed with appropriate vacuum and dust extraction fitted to power tools. |
| Grinding | Approved contractors and vessel owners must ensure that there is adequate protection and containment of all grinding on aluminium vessels including aluminium swarf. Debris from any aluminium grinding must be cleaned up at the conclusion of the task or at a minimum at least daily. |
| Working at heights | All work above 1.8 metres or above the gunnel or super structure must be conducted with either an appropriate harness or with certified scaffolding. Ladders are not to be used as a work platform. Scissor lifts may be used as an elevated mobile work platform. |

## 8. Vehicles

The speed limit for all vehicles whilst on site is 5km/h, which is walking pace.

Vessel owners and approved contractors must park their vehicles in a carpark nearest to their assigned boat bay. A maximum of 2 vehicles is permitted per boat bay.

All visitors should park in designated car parking out the front of the main reception at Northport or out the front of the site at Clarence Beach Road, Henderson.

All vessel owner and approved contractor vehicles parked on the site must clearly display the owners name and mobile number in case the vehicle needs to be moved. If it is necessary for a vehicle to be moved, SFM will take all reasonable steps to locate the owner of the vehicle to request removal.

Vessel owners and approved contractors must ensure that any vehicle does not obstruct or come into contact with any of the boat stands in close proximity.

## 9. Fitness for Work

Approved contractors must ensure that at all times they are fit and capable to perform works. Alcohol and illicit drugs are strictly prohibited on site. If SFM reasonably believes that anyone is under the influence of alcohol or illicit drugs they will be required to leave the site immediately.

## 10. Conduct yourself appropriately

Whilst on site, we expect all approved contractors, vessel owners and visitors to conduct themselves in an appropriate manner. Aggressive or violent behaviour will not be tolerated and offenders will be banned from site permanently. Suspicious or violent activity will also be reported to the Police where appropriate.

## 11. Follow all instructions of SFM personnel

SFM personnel will help ensure your safety, and that of others, whilst on site. Control of SFM's sites is SFM's responsibility and accordingly all approved contractors, vessel owners and visitors must abide by the instructions of SFM personnel at all times.

## 12. First Aid and Emergency Management

In the unlikely event of an emergency, please follow all instructions from SFM personnel, including any orders to evacuate the site. Muster points are located at the main gates and are signposted. If First Aid is required, please alert an SFM employee. First Aid Officers are available on site in case of injury.

## 13. Smoking only allowed in designated areas

Smoking is only permitted in designated smoking areas. Please ensure that all cigarette butts and any other related refuse is disposed of into appropriate bins. The rest of the site is strictly non-smoking.

## 14. Tools and Equipment must be in good working order

Any tools or equipment brought on to site must be in good working order. This includes ensuring that tool guards are in place. All power tools used for sanding/grinding/cutting must have suction (vacuum) hoses and an appropriate collector for the surface materials removed from the boat.

Mechanical sanding, spray painting, welding, grinding and dirty work must be confined to your designated area and appropriate encapsulation and equipment for protecting surrounding structures including screens, tarps, drop sheets must be used at all times.

SFM takes no responsibility for lost, stolen or damaged tools or equipment while you are on an SFM site.

## 15. Electrical Equipment – Testing and tagging

Any electrical equipment, including power tools, must be tested and tagged before being used on site. On arrival, or at any time whilst on site, your electrical equipment may be inspected by an SFM representative.

## 16. Personal Protective Equipment and Clothing (PPE)

Appropriate PPE must be worn at all times. Safety glasses and/or hearing protection are recommended for use within active working areas. Approved contractors are responsible for ensuring that they are wearing appropriate PPE depending on the works being undertaken at any given time. The HSE Advisor may be consulted for advice on appropriate PPE where required.

## 17. Footwear

Enclosed shoes are to be worn at all times. The wearing of thongs, sandals or other open footwear, or being barefooted, is prohibited. We understand that you may take your shoes off whilst on board a vessel. However, on disembarking the vessel, enclosed footwear must be worn at all times. There are no exceptions to this rule.

## 18. Hazardous Substances and Chemicals

Before you can bring any chemicals or hazardous substances onto site, you will need to provide a copy of the relevant Safety Data Sheet (SDS) to the HSE Advisor and seek approval to bring the substance onto site.

Waste oil and chemicals must be deposited into the waste drum located on site. Oil filters and oily rags must be placed in hydrocarbon bins located on site. Only completely empty oil containers may be deposited in the rubbish bins provided.

Where you are undertaking tasks involving diesel, hazardous substances or chemicals and there is a risk of spillage and/or seepage, appropriate bunding and/or containment measures must be used to contain any potential spill.

Any cost incurred by SFM associated with the management, clean up or disposal of hazardous substances or chemicals associated with a vessel or workspace will be charged to the vessel owner accordingly.

## 19. Mobile Plant, Cranes and Fixed Plant

Only SFM representatives are permitted to use the boat lifting cranes at any time. You must remain at least 10 metres from the boat lifting cranes when they are in use.

Forklifts, scissor lifts or fixed plant may only be used with prior SFM approval. Scissor lifts are available for hire for a charge at each site and a familiarisation introduction will be conducted by SFM prior to use. A High-Risk Licence will be required (including harness and lanyard) to operate an EWP boom lift. Please contact the Yard Manager or HSE Advisor with any questions relating to the use of these items of equipment.

## 20. Boarding Ladders and Scaffolding

Boarding ladders will be made available at each site once vessels are placed on the hardstand.

You are not to use your own scaffolding or ladders onsite at any time. Scaffolding and scissor lifts are available for hire for a charge at each site via contacting the respective Yard Manager or HSE Advisor. Under no circumstance is any scaffolding to be reconfigured at any time. Any person who reconfigures any scaffolding will be charged the cost of recertifying that scaffold.

## 21. Vessels on SFM Marine hardstand

Only SFM personnel are permitted to lift, move, block or stand vessels.

Boat cradles, stands, blocks, props or any other items used to stand and/or support your vessel on the hardstand are not to be moved or repositioned at any time by anyone except SFM personnel.

There must be no discharge of black & grey water, bilge or any other fluids from a vessel while the vessel is on the hardstand.

No one is permitted to stay on their vessel outside of business hours whilst it is on the hardstand.

## 22. Vessels in for plumbing repairs at SFM facilities

For any vessel that requires plumbing to its black and/or grey water systems, the vessel owner must ensure that lines and holding tanks have been discharged prior to arrival at SFM. The only exception will be where black and/or & grey systems have blockages or are inoperable. Additional charges may apply where the appropriate discharge is not completed prior to arrival to SFM.

Any discharge of black and/or grey water on the hardstand that is necessary for the purposes of conducting plumbing repairs must be made into appropriate intermediate bulk containers (IBCs) or be conducted through an approved external waste service provider.

## 23. Report all hazards and incidents

In the event that you identify a safety hazard, or in the event of a safety incident, please notify the Yard Manager at the relevant site or the HSE Advisor as soon as possible and in any event before you leave site. Contact details are provided below.

## 24. Report any Environmental Issues and Spills

SFM operates in a sensitive environment and needs to ensure we are taking all steps to protect it. All environmental issues, including spills, must be reported promptly to the relevant Yard Manager or HSE Advisor. Bins for various types of waste are provided throughout the site. Please dispose of any rubbish/waste in appropriate bins and do not dispose of rubbish or waste in the ocean or stormwater drains. Spill Kits are also provided throughout the sites which are to be used where a spill incident occurs. Use of these kits or any excessive waste/rubbish removal will be charged to vessel owners as required.

## 25. Children

Any children attending the site must be supervised by an accompanying adult at all times.

## 26. Pets

Under no circumstances are any pets or other animals permitted at any SFM site.

## 27. Hours of Business

Hours of business are weekdays 07.00am to 4.00pm. Both sites are closed on weekends and public holidays. No work is to be undertaken after hours, on weekends or on public holidays unless prior SFM written approval is obtained.

## 28. COVID 19 Site Entry Requirements

All approved contractors, owners and visitors must comply with SFM's COVID-19 policies as they apply from time to time, a copy of which will be provided prior to entry on site.

***By working together, we can help ensure a safe site for the benefit of everyone.***
***Thank you for your cooperation and assistance.***

**Key Contacts on Site:**

| Name | Position | Mobile |
|---|---|---|
| Shane Sparkman | Yard - Northport | 0437 792 335 |
| John Graham | Yard Manager – Henderson | 0428 314 757 |
| Michael Bowra | Yard Coordinator – Northport | 0457 043 403 |
| Rob Ker | HSE Advisor – Northport & Henderson | 0484 310 602 |
| After Hours Emergencies | After Hours Emergencies | 0477 208 864 |

***I acknowledge receipt of the Site Safety Rules and agree to comply with these requirements.***

| Print Name | Company | Signature |
|---|---|---|
| | | |
| **Date** | **Mobile** | **Email Address** |
| | | |