SFM Marine

Visitor Induction

NORTH FREMANTLE & HENDERSON

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Welcome to SFM Marine

This induction outlines the site requirements for visitors, boat owners & clients (Visitors) entering any SFM Marine (SFM) yards or premises.

This induction will highlight the safety requirements associated with the yards of SFM Marine Northport & Henderson.

If you are unsure of any safety aspect, please speak with the SFM HSES Advisor.

At the end of this induction, you will be required to read and sign a copy of the Site Rules.

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Visitor Duty of Care

- Ensure your own safety and health.
- Avoid adversely affecting the health and safety of other persons through any act or omission.
- Comply with any reasonable instruction given by SFM for health and safety.
- Wear PPE as instructed and required.
- Do not misuse, damage or alter any equipment provided in the interests of health & safety.
- Report any injury or harm to any SFM personnel.

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Code of Conduct

Visitors will conduct themselves in a respectful manner when on site.

Be respectful of staff, contractors, vessel owners and others.

Do not behave in a manner that is considered aggressive, bullying or harassing to other workers or any other people on site.

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Site Entry Requirements

Upon Entry to both SFM worksites, all visitors must sign in at reception.

Visitors must wear as a minimum the following PPE:

- Enclosed shoes – at all times – **“NO Thongs, Sandals, Crocs or Barefeet!”**
- High Vis clothing – Vests are available at reception.
- If dropping off or picking up a vessel – fully enclosed shoes must be worn on embarkation or disembarkation

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Site Entry Requirements

All visitors must adhere to the following:

- No dogs or any other pets are allowed ONSITE at any time.
- Unaccompanied minors are prohibited unless specific authorisation is granted by the SFM Marine General Manager.
- SFM Marine Yards are monitored by CCTV cameras. Any damage or incident to any property within the yard will be thoroughly investigated by SFM whom will be seeking compensation if the entity is found to be liable.
- Car parking is restricted to the visitor parking in front of the office. No private vehicles are to enter the yard.
- Swimming or Fishing is NOT Permitted at SFM Marine at any time

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Shore Power

- It is the vessel owner's responsibility to arrange for shore power to be connected to their vessel if required.
- Shore power leads must be supplied by the vessel owner.
- Shore power leads must have a current test tag on them.

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Drug and Alcohol

No illicit drugs or alcohol are permitted on site at any time.

Any visitor or contractor caught consuming alcohol on site will be asked to leave the yard. SFM Management will be informed and further action taken.

The use of any illicit drugs is prohibited onsite, if compromised SFM Management will ask you to leave.

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Emergencies



If an emergency were to occur (fire, injury etc.) you must do the following:

- Make the area safe and remove yourself from the danger area.
- If required ring “000” for an Ambulance or Fire/Rescue.
- Call SFM HSES Advisor on 0484 310 602 or SFM Emergency 0477 208 864 or contact your nearest SFM employee.
- Follow the instructions given to you by SFM personnel.
- Provide first aid if you are able and it is safe to do so.
- Never put yourself in harms way in an emergency.



Contact your nearest SFM employee for assistance.

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Report All Incidents and Injuries

Inform the HSES Advisor, Yard Manager or an SFM employee as soon as possible.

By reporting an incident or injury as soon as possible we can determine how to stop this occurring in the future.



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Boat Lifting (Both yards)

During boat lift operations, all persons are to keep 10m away from the lifter.

- When the vessel is underslung in the lifter, non SFM personnel are to stay clear of the vessel and lifter.
- Do not approach the lifter operator during a lift.
- Do not walk onto the jetty during a boat lift, unless you are authorised to do so.
- If you see a someone in the immediate area, advise them of the boat lift and to move to a safe distance and await further direction

If UNCERTAIN – STOP and await further guidance from a SFM employee





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Lift Procedure (Both yards)

Persons dropping off a boat are required to stay onboard to assist in the boat lift process as directed by SFM personnel.



Launching

- When the vessel is to be launched, the vessel owners are required to wait in a safe location by the lifting bay where the vessel is to be launched.
- Once SFM personnel bring the vessel to the lifting bay, the vessel will be positioned and a suitable boarding ladder will be put in place for you to safely embark.
- Once the vessel is lowered into the water, the owner is to check their boat for serviceability and once done, they can start their boat engine/s.
- When the owner is ready to be released from the slings, they are to signal the lifter operator to lower the slings, then reverse away from the lifter.



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Smoking & Vaping

Smoking and Vaping is NOT permitted within the office areas, workshops or enclosed areas.

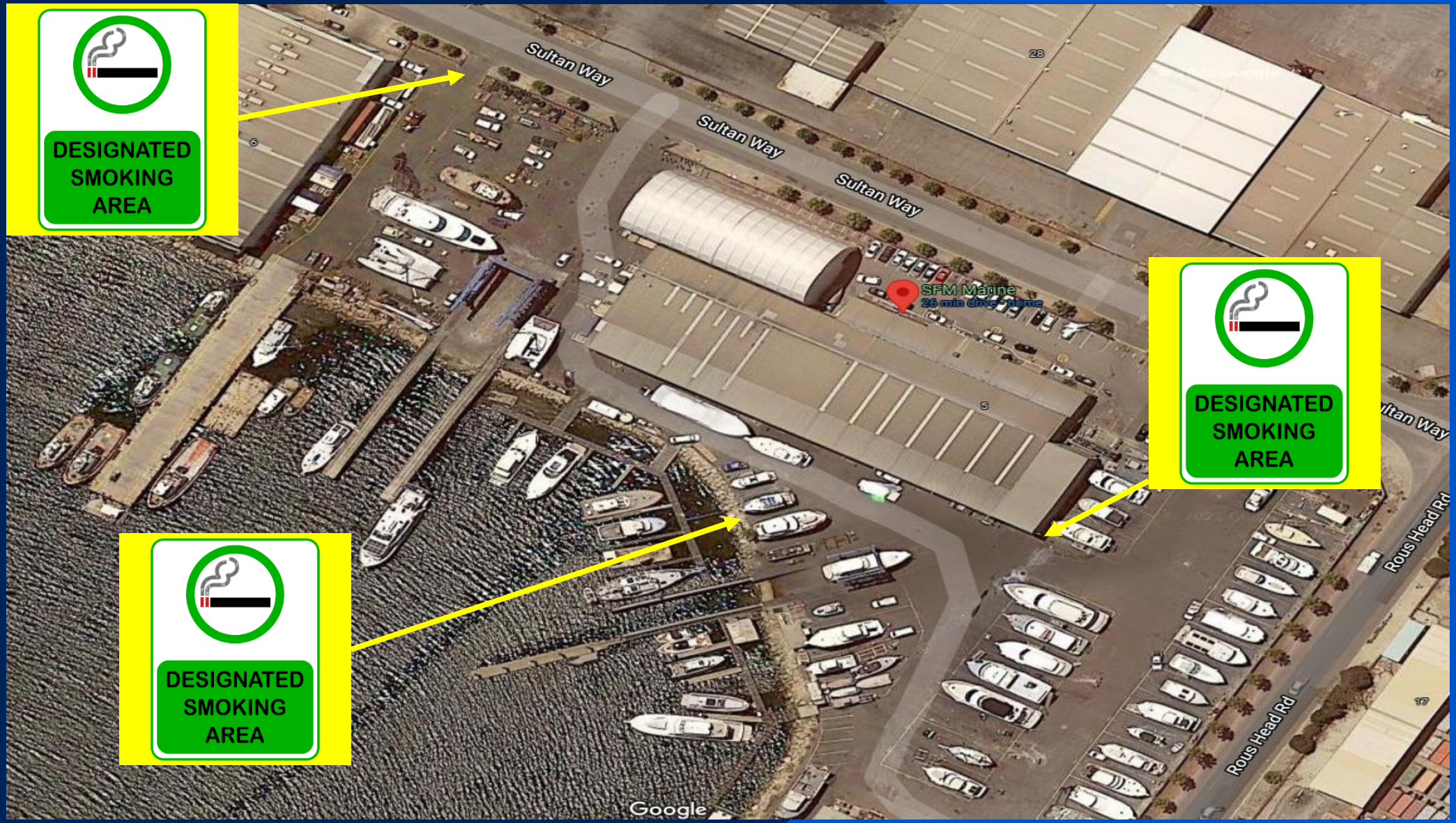
Smoking is only permitted in designated smoking areas.

Do not discard cigarette butts on the ground, only in designated butt trays .

Designated Smoking Areas are as follows within the SFM Fremantle and Henderson yards.

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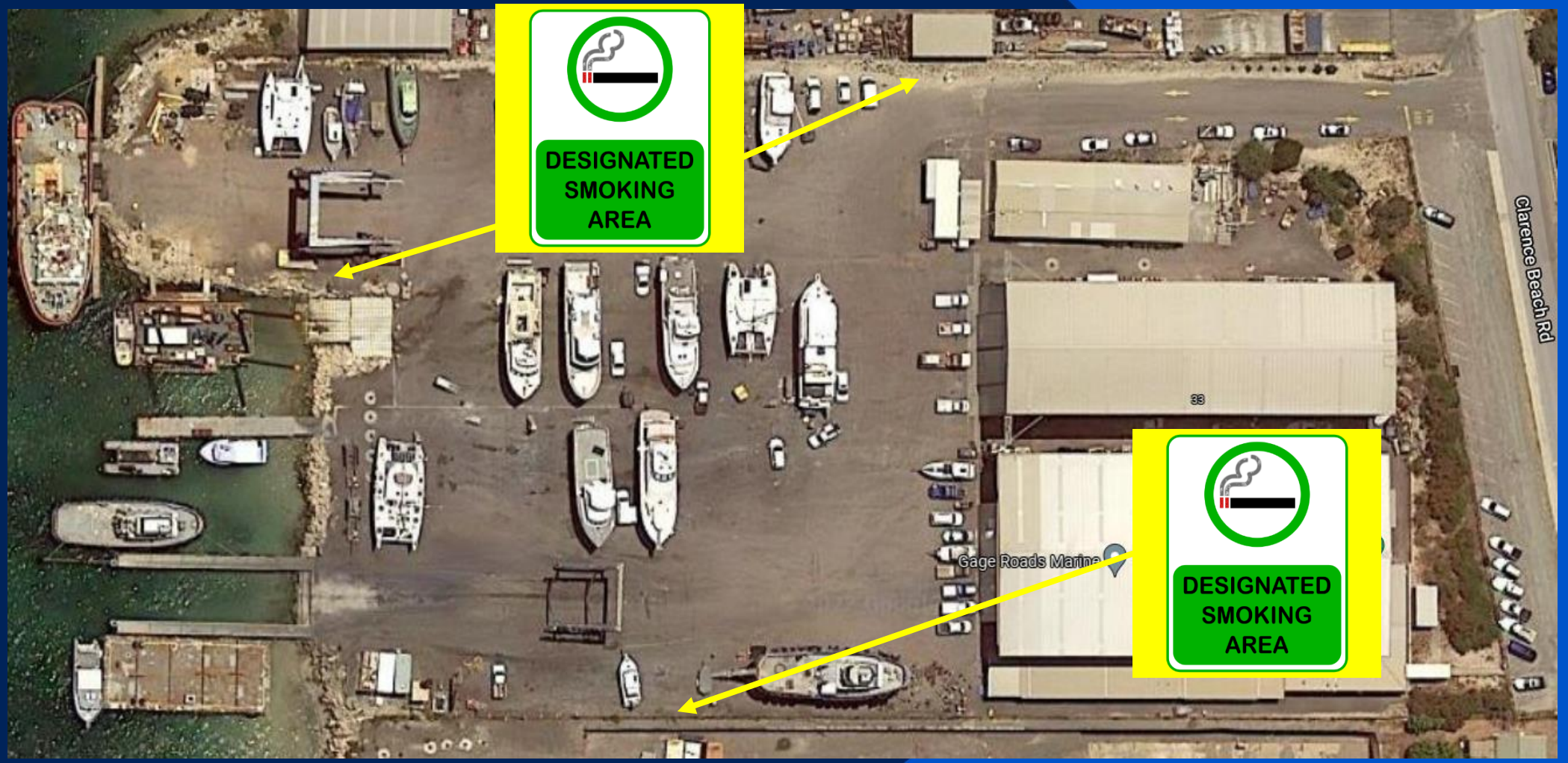
Smoking – SFM Fremantle Yard



Do not discard cigarette butts on the ground, only in designated butt trays

Smoking – SFM Henderson Yard

Do not discard cigarette butts on the ground, only in designated butt trays



SFM Northport Yard

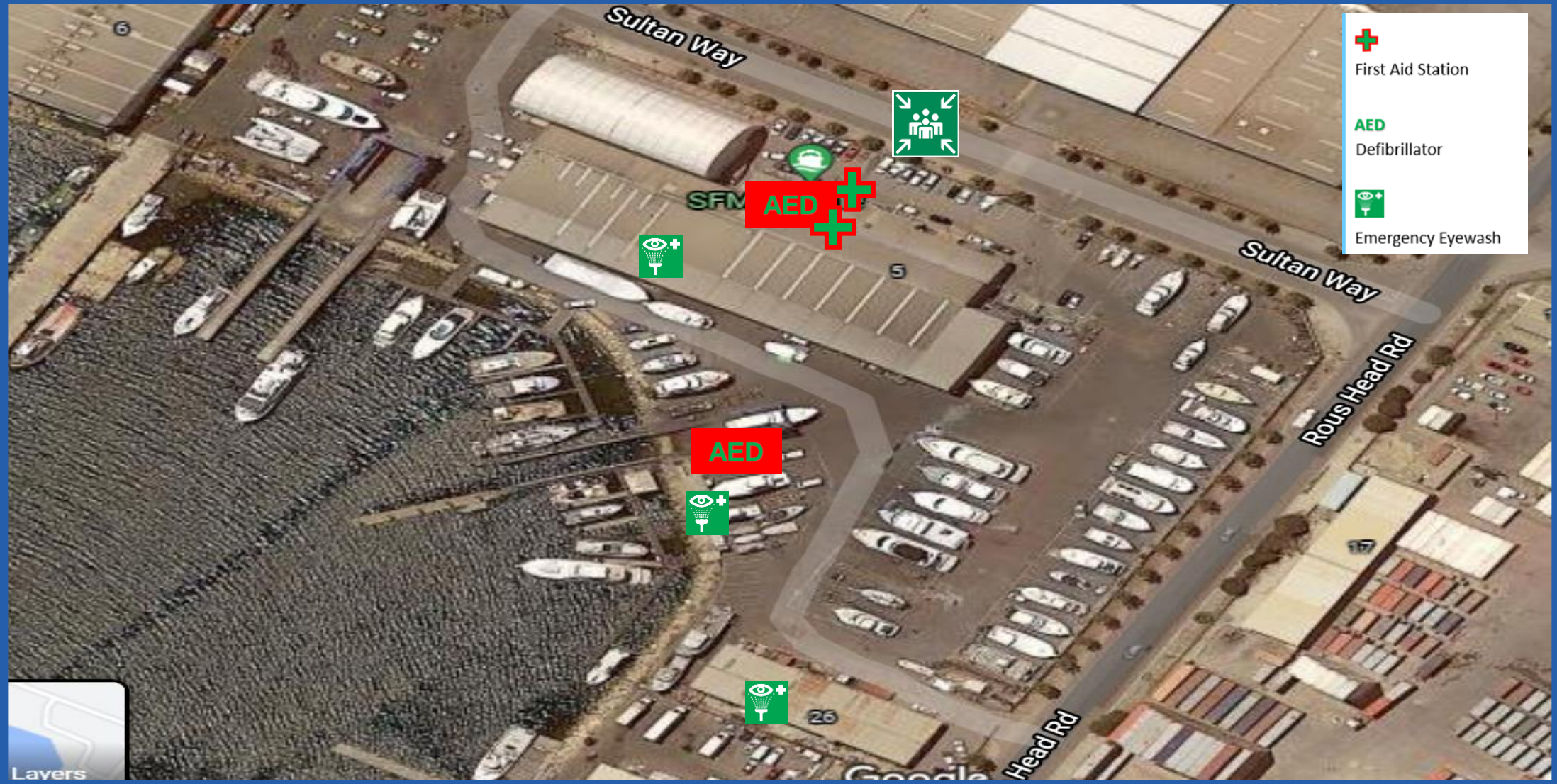
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SFM Northport Evacuation Muster Point



If an evacuation is required go to the muster point and wait for further instructions

SFM Northport First Aid Kit Locations

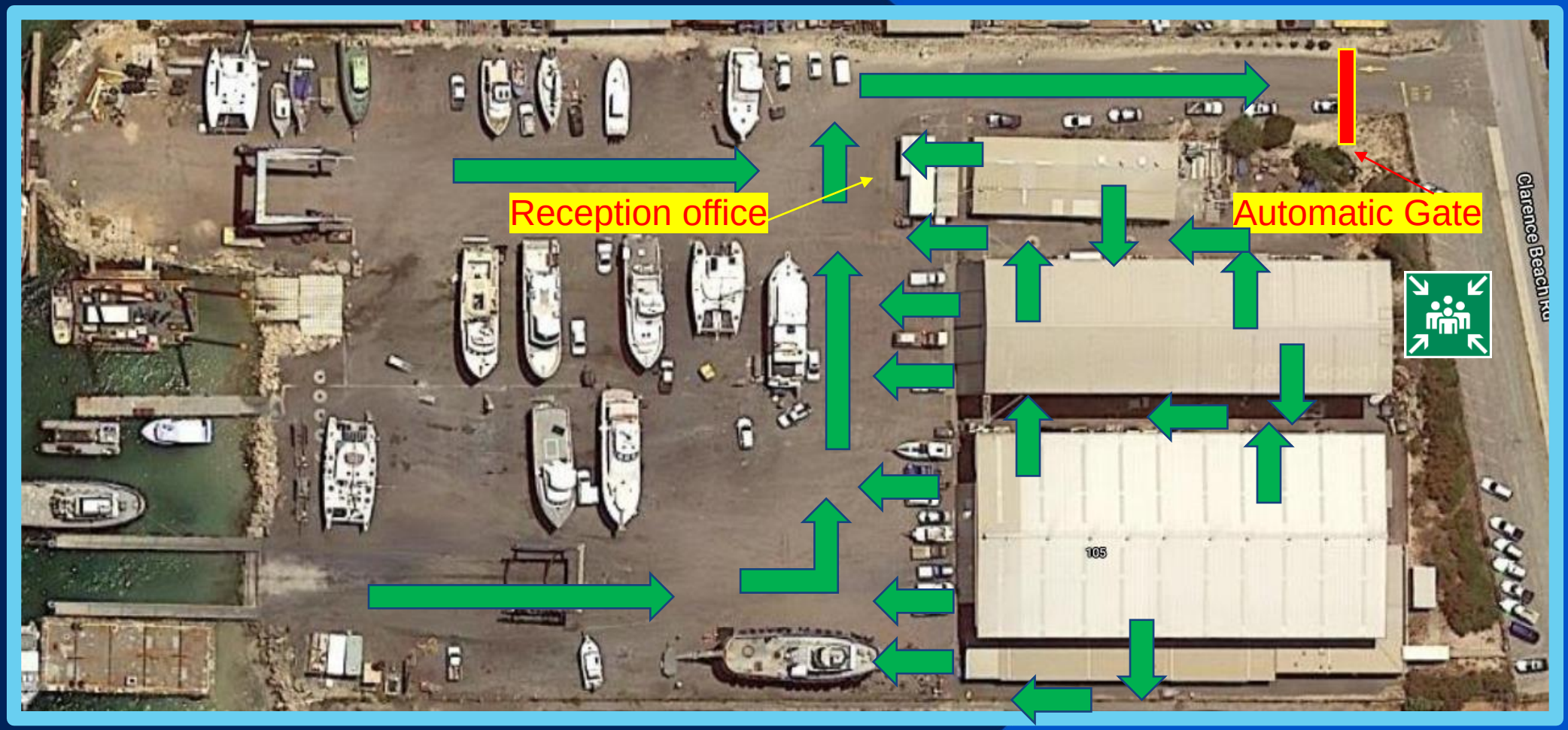


SFM Henderson Yard

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SFM-QHSE-0007

SFM Henderson Evacuation Muster Points



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Environmental - Henderson First Aid Kits



First Aid Station

AED
Defibrillator

Emergency Eyewash

Thank you

Please read the Site Rules carefully before signing, you will be held to account.

If you have any questions, please ask the HSES Advisor 0484 310 602

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