



INTRODUCTION

It is a fundamental requirement of Westhaven Marina that its business is conducted safely for the benefit of all employees and other people in or near the workplace. Your company must have Public Liability Insurance for cover up to \$2 million. A copy of your cover note confirming this is required.

Westhaven Marina's objective is the elimination of all incidents or situations which could result in personal injury or damage to property and the environment.

The Health & Safety in Employment Act 1992 obligates Westhaven Marina through ownership of the property and facilities, to ensure activities are carried out safely.

To assist us to meet our statutory obligations and health and safety objectives, we have developed this document.

FUNDAMENTAL REQUIREMENTS

(a) The contractor/business partner wishing to operate in Westhaven Marina will nominate a person who will be responsible and accountable for occupational Health and Safety and the prevention of environmental pollution (Resource Management Act).

Westhaven Marina has appointed Russell Mathieson, Manager - Marinas, (Ph 09 360 5871) to provide guidance to your company with regard to health and safety matters on Westhaven Marina property.

(b) All work carried out by the contractor/business partner and his/her subcontractors shall comply with

statutory regulations and their amendments. The contractor/business partner is responsible for the acts and omissions of his/her employees, agents, subcontractors and their employees whilst on Westhaven Marina property.

(c) Westhaven Marina shall have the right to inspect the contractor/business partner's provision for occupational health and safety.

(d) The contractor/business partner and any subcontractors shall comply with all Westhaven Marina's procedures and bylaws, copies of which are available at the Marina Office.

(e) The contractor/business partner must be able to prove that all employees required to carry out any work on Westhaven Marina property have been adequately trained or have adequate knowledge and experience on the kind of work, plant or substances that they may be required to administer.

(f) The contractor/business partner shall be responsible for providing safety equipment that meets approved New Zealand standards or equivalent to his/her own employees and that this equipment is used or worn as required.

(g) The contractor/business partner shall report all incidents/lost time accidents to Westhaven Marina. The Department of Labour, Occupational Safety and Health Division, accident report form or an alternative form approved by Westhaven Marina may be used. Westhaven Marina acknowledges the requirements of the Privacy Act and asks that personal details i.e. name, address, date of birth and sex be deleted from the Westhaven Marina copy. Incidents include spills or discharge of hazardous/toxic substances and trade

wastes.

(h) The contractor/business partner shall provide suitable and sufficient first aid equipment for his/her employees and subcontractors whilst on Westhaven Marina property.

(i) The contractor/business partner will be responsible for listing all hazardous substances that they will bring onto Westhaven Marina property. The list shall identify the name and quantity of the substance in addition to the IMDG classification.

(j) The contractor will advise Westhaven Marina immediately of any new hazard created during the contract and will take all practicable steps to avoid harm being caused to any person as a result of such hazard.

(k) The contractor/business partner has a duty to protect from harm all persons who are in or in the vicinity of their work area.

(l) Westhaven Marina may require the contractor/business partner to cease work if the terms and conditions of this safety commitment are not complied with. This may result in the contract being terminated.

Please ensure that you make yourself familiar with the Westhaven Marina Health and Safety documentation which is available to view at the Marina Office. This documentation includes:

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



Personal Identification Number (PIN)

Once we have processed your application we will then issue individuals with their own PIN (this will give access to the piers within the marina via PIN activated security gates). It is agreed that your listed contractors acknowledge that these PIN's are for their individual use for the purpose of carrying out contracted work, are to be treated with confidentiality and are not to be disclosed. Issued PIN's will be registered to your company and the individual user.

For security reasons please advise the Marina Office if any staff member ceases employment with your company so that we can cancel their PIN. Alternative PIN's can be readily issued should new employees need them.

Car Parking in Westhaven Marina

Each Westhaven Contractor will be issued with their own Contractors Parking Permit which will allow them to park in the permit parking area (yellow parallel lined parks) at Westhaven Marina from Monday to Friday for the purpose of carrying out contracted work.

EMERGENCY CONTACT NUMBERS

Fire	
Ambulance	111
Police	
Ponsonby Fire Station	(09) 376 3558
Ponsonby Police Station	(09) 359 3100
Auckland Regional Council	
Water Pollution Hotline	(09) 377 3107
Harbourmaster	(09) 362 0397
Westhaven Marina Security	(09) 360 5881
	VHF Channel 13

Westhaven Marina

137 Westhaven Drive,
P O Box 1560, Auckland
Tel: 0800 MARINAS
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VHF Channel 13

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**Health & Safety
Commitment
for Westhaven
Contractors**