



Welcome

Seaview Marina (SML) welcomes you and your staff to our modern facility. We work under the New Zealand Clean Marinas Programme that is a subsidiary of international programmes in place worldwide.

The marina has operated since 1993 and works to achieve satisfaction for our users and visitors in a safe and healthy environment.

The users and their guests have right of entry to the marina facilities, including the floating piers. The Marina CEO is responsible for the total facility and the Boatyard Supervisor is responsible for the boatyard and the marina.

Only contractors that have received induction by the marina office and hold appropriate insurance may be employed for contract work on boats or on the marina facility.

There are environmental and health and safety regulations and best management practices that we must follow in the boatyard to ensure all can work without disturbance or damage from other boats. We expect that every member and contractor will maintain the principles of SML and respect other members and our Safety, Health and Environmental rules and regulations.



Seaview Marina Site Map





General Information

Boatyard and Marina Rules

1. Boat owners, visitors and contractors at the marina must comply with all instructions by the marina CEO and staff.
2. Vehicles must be parked inside the painted yellow lines at the boatyard. This helps ensure that the marina travel lift can be manoeuvred between the haul-out bay and boatyard cradles. Vehicles may need to be moved if in the way of the travel lift.
3. Dry sanding of boats is not permitted without the use of a vacuum assisted sander.
4. Drop cloths are to be used to capture scrapings and cradle sites are to be swept up throughout the job to keep contaminants to a minimum.
5. Please keep your site tidy as you work and clean up your site when you have completed your time on the boatyard.
6. A Hot Work Permit is required for any welding or gas cutting work undertaken in the marina. Hot Work Permits can be obtained from the marina office.
7. Any cranes, scissor lifts, Hiabs, cherry pickers or similar lifting devices will need a permit. These can be obtained from the office.
8. No grinding of steel, sandblasting or spray painting work is to be undertaken unless the vessel is fully encapsulated. The encapsulation must be approved by the boatyard supervisor.
9. Seaview Marina has two waste oil tanks, one is on the main causeway adjacent to pier F the other is on the boatyard opposite the diesel pump.
10. Cradle arms or acro-props must not be moved without consultation with the boatyard staff.
11. Protective gear must be worn when water blasting, antifouling, grinding etc.



General Information

Contractor's rights of Access and conduct

Contractors either engaged by SML or its licencees are granted access to the boatyard and marina subject to reading, understanding and agreeing to the information provided in this document.

Contractors must report to the marina office to sign-in before commencing work, on each working day. At the end of that day's work, contractors must then sign-out at the marina office before leaving the site.

Contractors will be issued with access to all relevant areas of the marina. SML reserve the right to revoke access at any time.

Insurance

Copies of current contractor insurance certificates **must** be provided to *SML* at the front office prior to any contract work commencing onsite. Public Liability and Ship Repairers (or equivalent) insurance are compulsory for every contractor/company. Ship Repairer insurance cover provides consequential damage protection for vessels other than the one being worked on. Check with your insurer to ascertain what insurance you will need for the work you will be doing.



Amenities

Toilet facilities

Through centre door of the Wellington Marine Centre, from the boatyard.

At the ground (ablution block) level of the marina administration building.

At the ablution building adjacent to E Pier.

At the public ablution building in the boat ramp parking area (Cnr. Port Road and Marine Drive).

Coffee Cart

Located next to Burnsco at gate 3 is Compass Coffee, where you can get something to eat and the best coffee in Seaview

Lunch Room

A kitchenette (equipped with a fridge and microwave oven) is located in the Wellington Marine Centre meal room, off the boatyard. There is also a hot drink dispensing machine.

The nearest supermarkets are at Petone, although marina staff can point out local shops and service stations if convenience items are required.



Health and safety

The safety of all visitors and staff at Seaview Marina is of the utmost importance. Seaview Marina Ltd (SML) aim to provide and maintain a safe working environment for all visitors, contractors and staff to the Marina.

Preventing injuries is the responsibility of everyone. All contractors and sub-contractors must comply with the rules and regulations of the marina as well as have a Health and safety plan they review, maintain and work by.

It is expected that contractors and their staff are suitably trained for the work they are undertaking and use correct Personal Protective Equipment (PPE). Contractors are responsible for the conduct and actions of their staff whilst on SML property.

Accidents, Incidents or Near Miss Reporting

All accidents, incidents or near misses resulting in injury to people or damage to property must be reported to the office.

Hot work Permits

Gas cutting or welding can only be carried out after obtaining a Hot Work Permit from the Marina office. Please note; damage resulting from hot work may not be covered by your insurance company. **We recommend you check with your insurance company before undertaking Hot Work.**

If you are intending doing any Hot Work while your boat is in the water, you will need to obtain a Hot Work Permit from the Harbour Master - 04 830 4160



Health and Safety

Hiab, Crane and Scissor Lift Permit

Contractors needing to use a crane, Hiab, scissor lift or cherry picker on SML property will need to apply for a permit from the office. Full details of the work to be done date and approximate time on site will need to be provided along with evidence of insurance.

Cradles, Blocking, Acrow Props etc

All boats are set up on the hardstand by experienced SML operators. If any adjustments need to be made you must contact an SML hardstand operator to make those changes. This includes changes to any cradles, blocks, wedges, acrow props or other device used by the Marina to set up the boat.

Power Tools and Leads

All power tools and leads used at Seaview Marina will need to be checked and tagged by an approved electrician. The office has a list of contractors who do this, please contact them if you need any tools certified.



Health and Safety

Applying and Removing Paints at Seaview Marina

Modern marine paints are hazardous materials and need to be treated as such, whether they are being applied or removed care must be taken with regards to the operator, other marina users and the environment.

Seaview marina only allows spray painting in unit 3 or on the boatyard if the boat is fully encapsulated. This needs to be discussed with marina staff.

It is expected that contractors use the correct personal protective equipment, overalls, respirators, gloves etc. You are responsible for your overspray

All hazardous materials need to be removed by the contractors ie; used paint tins, solvent rags, used solvents etc

Dry Sanding antifoul on the boatyard is not allowed.

When scraping antifoul, the paint scrapings must be regularly (half hour approx) cleaned up so as to minimise them spreading across the boatyard and into the marine environment.

Electrical sanders must be used with vacuum cleaners attached when sanding in the marina.



Health and Safety

Working at Height

When working at height everyone needs to take the utmost care. Any staging or scaffolding needs to be set up to current NZ safety standards. If you are working on a boat on the hardstand it is difficult to avoid working at height, this is a time when a lot of accidents occur and taking extra care of both yourself and those around you is critical.

Check ladders and scaffold are all properly secured and be aware of any loose lifelines and loose equipment on the deck that can be slipped or tripped up on. Ladders are not a work platform. So please do not work off them.

Seaview Marina has three scaffold towers for use on the boatyard, please contact marina staff for more information.

Worksafe have a lot of information on their site including these best practice guidelines.

Health and Safety

Safe Use of Ladders

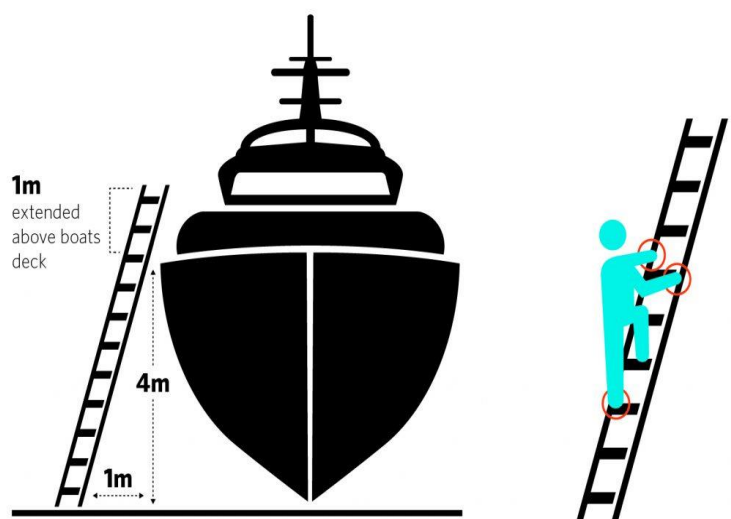
Ladders should only be used for access or egress, do not use ladders as work platforms.

Make sure the ladder extends at least one metre above the boats deck and is properly secured.

Ensure the ladder is setup on a firm footing and secure the ladder at the top.

Always setup and use ladders at a safe angle '4 up and 1 out'.

You should always maintain a minimum of 3 points of contact whilst using ladders.





Emergency Response Plan

Incidents and emergencies can happen at any time, being prepared for them can make it easier to deal with them in a timely and safe manner. Keeping people safe is of the utmost importance.

Seaview Marina has an Emergency Station on every pier which has life rings, fire extinguishers and fire hoses as well as an emergency alarm button that will sound an alarm and activate a light at the gate of each pier. This is to indicate where the alarm is sounding for emergency response vehicles. The hardstand has spill response kits (in yellow bins) at the diesel pump, next to the travel lift dock and in the hardstand workshop in the Wellington Sea Centre. A Defibrillator is located outside the main office door so is accessible at all hours. The Wellington Marine Centre evacuation point is at the coffee cart next to Burnsco.

Storms and Heavy Weather

Heavy weather and storms can pose a direct threat to boats both on and off the water. Checking the weather regularly and preparing the boat for an upcoming event can minimise or eliminate damage.

Secure all loose items – kayaks, fenders biminis, lines, temporary tarpaulins, paddle boards etc

Disconnect shore power leads

Double check all sails are secure, including headsails. If you have a furling headsail and are on the hardstand it is extremely important to secure it from getting loose and pulling the boat out of the cradle.

Spill Response

The first consideration in a spill is the safety of people nearby.

You must know how to safely store and use all the chemicals you bring on site. You may be asked for documentation on dangerous products brought onto SML property.

Call emergency services and evacuate the area.

Control the spill.

Stop the spill from entering the marina.

Shut off valves.

Turn off bilge pumps.

Plug the hole.

Roll the drum.

Spill kits are on site for small spills.

Contact the Marina office.



Emergency Response Plan

Fire in the Marina

Raise the alarm, there are emergency alarm buttons on each pier at the emergency stations.

Evacuate people from the area.

Call 111 and ask for the Fire Service. The address is:

Seaview Marina, 100 Port Rd, Seaview, Wellington

Your safety is of the utmost importance, only if it is safe are you to try to put out the fire.

There are fire extinguishers on every pier as well as emergency alarm buttons and fire hoses.

Otherwise retreat to a safe distance.

If the fire is on a boat in the water do not cut it free from the pier, if possible secure it with a chain

Ensure the fire service has good access and someone is on hand to direct them to the fire.

Remember, use a fire extinguisher on a fuel or electrical fire not a fire hose.

Earthquake and Tsunami

In an earthquake, keep away from windows and heavy furniture, take cover, use a doorway or strong table. Drop, Cover, Hold. If you are on the hardstand be aware and move away from the boats.

If the earthquake is a strong one, don't wait for a tsunami alarm, head for high ground immediately.

Long and Strong, Get Gone

If a Tsunami warning sounds head for high ground immediately. Do not go in the water and do not return until advised to do.



Emergency Response Plan

Emergency Response Plan

In an Emergency use the R.A.C.E. principle:

Rescue – or assist any person in immediate danger

Alarm – raise the alarm and follow your emergency procedures

Contain – in the case of a fire or spill

Evacuate – all nonessential personnel to the emergency evacuation meeting place

Fire, Ambulance or Police, Dial 111

Marina Manager – 0274435330

Marina Office – 04 568 3736

Hardstand Supervisor - 0275022888

Harbour Master – 0800 496 734

Coastguard – Channel 14 and Channel 62