

## NOAKES SITE RULES

### Welcome to Noakes Boat and Shipyard – North Sydney

#### General

- No DIY onsite
- All unsecured valuables and Class 1 drugs are to be removed from your vessel before arriving at Noakes.
- Yachts are requested to remove self-furling sails before being lifting to the hard stand.
- All visitors and contractors must report to our first floor office in the administration building before proceeding to the yard.
- All visitors and contractors must complete a site induction. This must be done before commencement of work.
- All visitors and contractors must sign in and out from the site office every day prior to accessing and leaving site.
- All visitors and contractors must wear identification passes issued by Noakes during their stay in the yard.
  - Loss of identification card will incur a fee of \$10 and Noakes Security Gate card will incur cost of \$20 to replace.
- The yard is open from 7.30am to 4pm Monday to Friday and 8am to 2pm Saturday.
- Noise restrictions apply before 8am and after 4pm.
- If painting repairs are requested we will make every effort to colour match as per point 8.2 in our 'Terms of Business'.
- Vehicle parking is NOT permitted on the hardstand, no responsibility will be accepted for vehicles on the hardstand or the adjacent car parks and vehicle owners do so at their own risk. Noakes Boat and Shipyards reserves the right to remove any vehicle from the premises.
- Only Noakes staff are permitted to spray paint and waterblast on the premises.
- Only Noakes staff can complete hot works, unless by prior arrangement
- Only Noakes staff are permitted to move or adjust boat stands and or securing devices.
- Work(s) in addition to the planned scope of work must be arranged through the Noakes office.
- Please do not approach Noakes' staff directly for additional work requests.
- A levy of \$100 per contractor per day will be applied to any contractors working onsite, not managed by Noakes.
- Safety equipment can be purchased from the Noakes Store. Please ask at the Noakes Office.
- Smoking is only permitted in the designated area adjacent to Shed 1 in the yard.
- All rubbish to be placed in bins provided.
- No photography of Defence/Police vessels or personnel. For more information please see our Social Media Policy.

#### Environmental

- All customers must observe 'Noakes Environmental Management Plan' available from the site office. Other information can be found on the EPA and local Council websites.
- Customers and contractors accept full financial responsibility for all and any fines issued to Noakes by the EPA for pollution incidents resulting from their actions.
- All visitors and contractors must sign in and out all HAZCHEM in the folder located in the site office.
- Sanding, scraping, applying paint, etc., directly over the water is not permitted at any time.
- Slipway Customers – work must always be undertaken above the tide line. If the tide line is above catchment drain, suitable bunding and encapsulation must be in place.

#### Contractors

- Contractors must wear appropriate safety equipment at all times. This includes but is not limited to; long sleeve top, long pants, enclosed footwear, high-vis vest and hard hat.
- Contractors must register at the Noakes office and must supply a copy of your insurance Certificate of Currency for Public Liability, ship Repairer's Liability and Certificates of currency for Worker's Compensation where PTY LTD or sole traders and Partnerships certificates of currency for personal accidents and illness. This must be done before commencement of work.
- Contractors and their staff must complete a site induction. This must be done before commencement of work.
- JSEA must be completed and handed into HSEQ Manager prior to commencement of work.

#### Payment

- All project work will be invoiced weekly and prompt settlement is expected for work to continue.
- All Noakes' invoices must be settled in full prior to the vessel's launch and departure.
- Storage fees for vessels may be charged if invoices remain unpaid.
- Sale and/or disposal of property: Vessel(s) or property abandoned in our care after a period of 28 days with or without moneys owing, Noakes will be entitled to sell the vessel(s) or property to recover all costs. The method of disposal will be at Noakes' discretion, regardless of the nature or value of the vessel(s) or property.