



# BLAIRGOWRIE

## YACHT SQUADRON INC.



### Marina & Yard Induction Checklist

Document	Marina & Yard Induction Checklist
Distribution	Contractors, Members, Non-Members, Visitors & Staff
Further Information	Marina Manager, General Manager
Date Ratified by GC	TBA

### Induction Checklist and Personal Details

Undergoing a marina and yard induction is a requirement prior to undertaking any works both in the marina and yard. Please check off each item and fill in any relevant information in easy to read block letters.

Section 1 – Details (*if already a marina access card user please skip to step 2*)

Business Name:			
A.B.N			
Given Name:		Surname:	
Position:			
Contact Numbers:	Office:	Mobile:	
Emergency Number:	Name:	Mobile:	

Section 2 – Checklist Items (*please tick off as each item as it's addressed*)

Guided Tour of Facility	BYS Evacuation and Emergency Procedures
Marina & Yard Contractor Rules ( <i>please read</i> )	Safety Barriers
Marina Rules	Cars
Marina & Yard Operating Hours	Pedestrian Access
BIA Marina Access System	Access Gates
Contractor Fees	Reporting Hazards and Unsafe Procedures
Hot Work Permit	Accidents & First Aid
Safe Work Method Statement	Waste Oil & Battery Disposal
Specific Hazards	Common Sense
Operating Equipment	Disclaimer
Wash Down Bays	Related Forms

Inductors Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Issue Date:</b> 1/5/2018	<b>Issued By:</b> Marina Manager	<b>Version:</b> 1.0	<b>Review Date:</b> 1/4/2018
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