

## DOCKMASTER CHECKLIST

### FUEL AND OIL SPILLS

### ACTION AND RESPONSE

#### DEFINITION OF A SPILL OR SLICK

A small spill is broadly defined as less than 1 litre. A medium spill is 2 to 5 litres and anything over 5 litres is serious and must be reported immediately to the Marina Manager on 0408 996 080.

#### ACTION REQUIRED

- Small oil spills and drips can be dispersed using chemical dispersant, but it is preferable to utilise the oil absorbent cloth or drysorb powder where possible.
- In the event of a medium or serious oil spill being sighted on the marina the following action must be adhered to:
  - The Marina Manager or Assistant Manager must be informed immediately to organise a response team.
  - The Marina Manager/Assistant Manager is to coordinate the operation and deploy all dockmasters as deemed necessary. He will also keep the Executive Management updated with the events.
  - The Marina Manager/Assistant Manager will make all decisions regarding notification of the appropriate authorities in the event of a spill ie. EPA, NSW Maritime, National Parks, etc. The EPA should be advised as soon as possible, by calling 131 555.
  - The spill must be contained by surrounding its perimeter with the OIL SPILL BOOM.
  - If spillage occurs from a vessel, surround the entire hull with the floating boom and deploy oil absorbent pads onto the slick.
  - If spillage is within a berth area, contain the spill with the OIL SPILL BOOM, plug any gaps between the concrete casements with absorbent cloth and deploy oil absorbent pads onto the slick.

- Ensure FIRE EXTINGUISHERS are close at hand.
- Isolate the source of the oil/fuel leak. If a fuel line is leaking at the fuel wharf shut down the appropriate gate valve on the supply lines (located under the metal plate at the main entrance to the Marina) and turn off electrical supply to the pumps. If fuel is leaking from a boat bilge turn off bilge pump, isolate batteries, open all hatches for venting fumes. Contact owner.
- Keep any persons not involved with the containment operation well clear of the area, under no circumstances allow any person to smoke or start engines of any vessel in the area.
- If fumes overcome a person, remove them from the area (up wind) and administer first aid as required. (See First Aid Procedures, below.)
- The Marina Manager is to send a detailed Incident Report to the OH & S Advisor within 24 hours of the incident occurring.

## FIRST AID PROCEDURES

In the event of a person being effected by oil / fuel spill the following first aid procedures should be used.

## SYMPTOMS AND SIGNS

- Person may complain of a headache
- Chest may feel tight and may find it difficult to breath
- There may be facial swelling and redness especially around the eyes
- Pulse rapid
- Person may feel nauseated and may be vomiting
- Person may lose consciousness or go into shock (in severe cases)

## TREATMENT

- Remove person from the area restore fresh air and adequate breathing
- Call the emergency services immediately
- Loosen all tight clothing from around the neck and maintain open airway.
- Remove any clothing that may be contaminated.

- If breathing becomes difficult place the person in the recovery position
- If they lose consciousness remember the resuscitation procedures.
- Be prepared to treat the person for shock
- Arrange urgent removal to hospital.



# **CHAPTER 8**

## **ENVIRONMENTAL MANAGEMENT**

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**Clean Water and A Clean Environment Are Essential To Good Boating.**

**d'Albora Marinas Is Committed To Being Environmentally Compatible.**

## Section 8.1

### **STATEMENT OF PURPOSE: CLEAN AND PROTECT THE ENVIRONMENT**

The Environmental Protection Authority (EPA) is the regulating body for our marina. By law, we are required to operate our business within strict guidelines issued to us in our EPA Licence. All employees must be totally committed to remaining fully compliant with our EPA Licensing requirements, and adhering to d'Albora Marinas environmental management policies.

#### **8.1.1 Introduction**

d'Albora Marinas is totally committed to providing high quality facilities, customer satisfaction, and productive use of our resources. The creation and maintenance of a clean and safe work environment must be regarded as an essential part of our business practices.

**CLEAN WATER AND A CLEAN ENVIRONMENT ARE ESSENTIAL  
TO GOOD BOATING**

**and**

**GOOD BOATING EXPERIENCES ARE ESSENTIAL  
TO OUR MARINA'S SUCCESS AND PROFITS**

**An unclean foreshore and dirty water harms the environment,  
spoils boating enjoyment and hurts marina business.**

To protect our waters and marine life from possible boat and marina pollutants is a major goal of our marina. Every customer and EVERY employee must work together to keep our Marina and boating environment clean.

This chapter has some basic, common sense approaches to help keep our water, shore and marina complex clean and neat.

#### **8.1.2 Water Pollution**



Within the Protection of the Environment Operations Act 1997 (POEO Act 1997) water pollution is defined as:

“.... placing ... into or onto waters, any matter so that the physical, chemical or biological condition of the waters is changed”, or

“.... placing ... into or onto waters, any refuse, litter, debris or other matter ..... likely to make the waters unclean, noxious, poisonous or impure, detrimental to the health, safety ... of persons; poisonous or harmful to aquatic life, animals, birds or fish in or around the waters ...”

### 8.1.3 Pollution Control

#### *Pollution is Everybody's Business*

Whether we like it or not, people pollute in everything we do and everywhere we go. Sometimes the amount of pollution is so small that it is never recognised, just a small drop in a big ocean. At other times those small drops can add up to a much larger volume that can harm the environment. Marinas and boats ARE NOT major polluters, but they can adversely affect the environment. Since many boats congregate in our Marina, it is the policy of d'Albora Marinas to do everything possible to discourage anyone from polluting whilst at the same time encouraging and helping all customers and visitors do the right thing.

All Employees are part of the Marina team. We must all be dedicated to cleaning up, eliminating contaminants before they contaminate and clearing up anything that spoils our marina environment.

**Any employee found to be in breach of these policies, procedures and environmental guidelines may face instant dismissal or be formally warned for unsatisfactory performance.**

**Any customer, outside contractor or visitor found to be in breach of these policies, procedures and environmental guidelines, may be held liable for any costs associated with the cleanup, have Marina use privileges terminated and face legal action for the recovery of any fines imposed under the POEO Act.**



## Section 8.2

### BOAT SEWERAGE MANAGEMENT

#### 8.2.1 Introduction

Boat sewerage can be a major source of pollution and, if ingested through contaminated shellfish, can cause serious illness and in some cases, death.

Some boats are equipped with a Y-valve for direct discharge overboard when the sewerage holding tank is full. As the entire Sydney Harbour is a designated No-Discharge Area, it is illegal to dump any untreated sewerage into the waters of this Marina.

The d'Albora Marinas boat sewerage management rules are simple and short:

- **NO OVERBOARD DISCHARGE OF ANY SEWERAGE ALLOWED...NONE!**
- People must use our onshore toilets.
- Holding tanks are to be pumped out regularly at designated pump out stations.
- Formaldehyde chemical additives to holding tanks are banned.
- Porta-potties must be emptied at designated pump out stations.

*Middle Harbour waters are clean, and we aim to keep it that way.*

#### 8.2.2 Marina Toilets and Showers

- All staff should encourage customers to come ashore to the Marina's bathrooms instead of using their boat's toilets.
- We have plenty of hot water for showers, plus clean, comfortable, and dry toilet areas.
- Encourage customers to keep the bathrooms clean and neat.
- Dockmasters will regularly check bathrooms for cleanliness and encourage customers to report any deficiencies or matters requiring rectification. However, ALL Marina staff have an obligation to ensure that bathrooms are kept clean, neat and tidy.

#### 8.2.3. Holding Tank Pump Out Availability

- Holding tanks can be pumped out at our facility on D Arm. This is a free of charge service and is available seven days a week between 8:30am and 4:30pm.
- A checklist for the operation of the pump out facility is contained in Chapter 7. A copy is also contained in the Dockmasters binder.

## Section 8.3





## **LITTER CONTROL**

### **Everyone Must Help Keep Our Marina Clean**

#### **Litter Control Is Serious Business**

**Dumping plastic and rubbish into the water is against the law in most countries in the world.**



#### **8.3.1 d'Albora Marinas Litter Control Policies Are Simple:**

- Boat operators are to bring back what they take out.
- **OVERBOARD DUMPING IS ILLEGAL AND NOT TOLERATED.**
- Used batteries of all types (engine and flashlight) are to be disposed of correctly or deposited in the area designated, adjacent to the shed at the top of D Arm. The Dockmaster will then arrange for their collection and disposal.

Rubbish bins are located at the Fuel wharf and customers should be encouraged to use them at all times.

#### **8.3.2 Recycling Makes Environmental and Economic Sense**



d'Albora Marinas encourages all people to RECYCLE as much as possible. Bins for the recycling of glass have been placed at the fuel wharf. All other recyclable materials should be taken home by the customer for recycling.

With everyone's co-operation, we will ensure that our environment is kept clean, safe and protected, in order for everybody to enjoy now and in the future.



## Section 8.4

### OIL AND FUEL POLLUTION PREVENTION

#### 8.4.1 Introduction

Oil and fuel pollution from boats and marinas is not acceptable and our aim is to prevent it from occurring at any time. Even one drop of oil or fuel can quickly spread out forming a large sheen on the water's surface, which can harm marine life.

#### 8.4.2 d'Albora Marinas Oil And Fuel Pollution Control Policies Are Simple

- Overboard Dumping of ANY OIL OR FUEL PRODUCTS IS ILLEGAL and NOT TOLERATED IN THIS MARINA. Offenders are liable for prosecution under the POEO Act 1997.
- All boat bilges must have oil absorption pads that are replaced as needed. This is a requirement under the marinas Terms and Conditions of berthing.
- All boat engines are to be properly maintained to prevent oil and fuel leaks, and to get maximum fuel efficiency while running.
- Engine anti-freeze is to be disposed of properly. It must NOT be dumped into the water as it will kill marine life.
- Waste engine oils are to be disposed of properly. Sailor Marine provides a waste oil collection facility available to all customers for a minimal fee. Customers should be encouraged to use this service or to take their waste oil products away for recycling or disposal.
- Boats are to be washed using normal water pressure. Only mild, bio-degradable detergents are to be used.

Sailor Marine Chandlery has bilge oil absorption pads, environmentally friendly detergents and cleaning products for sale.



### 8.4.3 Security and Safety of Bulk Fuel

To prevent a pollution incident arising from our bulk fuel storage and associated re-fuelling equipment, it is imperative that all employees be constantly aware of the potential for such an incident to occur.

Where any employee suspects that the bulk fuel tanks, fuel lines or bowsers have developed a leak, or if any seepage is evident, the matter should be reported to the on-duty Dockmaster immediately.

All fuel lines, tanks and bowsers are inspected regularly as part of our maintenance programme. Tanks and bowsers are locked at all times when not in use and the power supply to the bowsers is shut off outside of normal working hours.

## Section 8.5

### BOAT AND ANTIFOULING PAINT CONTROL

#### 8.5.1 Introduction

Boat paint contains many types of chemicals, some of which can be harmful to marine life. This is particularly true of antifouling paint that is made specifically to retard plant and animal growth on boat hulls. The problem they cause is when pieces of the paint are chipped, sanded or water blasted off the boat and then washes into the water.

#### 8.5.2 d'Albora Marinas Paint Control Policy

- **OVERBOARD DUMPING OF ANY PAINT SANDINGS IS NOT TOLERATED.**
- Protect from wind blown drifting of dust by using dust extractors.
- All boat sanding and hull washing is to be done in designated areas where the paint residue can be collected and not washed into the waterway.
- All paint stripping and sanding wastes are to be collected for proper disposal and are not to be left lying on the ground to be washed into the water as rain runoff.
- Only anti-fouling paints that comply with current regulations are to be used. Lead based paints or paints containing Tri-butyl-tin (TBT) are not to be applied or used in this Marina. Offenders may be liable for prosecution under the Protection of the Environment Operations Act 1997.
- Liquid paint or thinners are not to be dumped into the water as they will harm marine life. Offenders may be liable for prosecution under the Protection of the Environment Operations Act 1997. All used paint cans, thinners, and used brushes are to be taken out of the Marina for proper disposal in land based designated receptacles for recycling.
- All persons involved in painting or sanding in this Marina are to wear proper protective clothing and respirators at ALL times while working on any boat.
- Employees are to ensure that customers are aware that the Marina's Shipwright and Engineering staff are available to sand and paint boats in environmentally safe areas and give quality jobs.
- Encourage customers to let the professionals at our marina do the dirty work.

**HARSH PENALTIES EXIST FOR OFFENDERS WHO POLLUTE THE ENVIRONMENT.**



### **d'Albora Marinas' Bottom Line**

***This Marina does not welcome people who pollute the environment on land or sea.***



