5.0 Leadership - Management Responsibility

5.1 Leadership and Commitment

5.1.1 General:

Top management of Arawak Port Development (APD) demonstrates leadership and commitment concerning the APD Quality, Environmental, Occupational Health and Safety (OHSE), Integrated Management System (IMS) by:

➢ Ensuring that the Quality, Environmental, and OHSE, policies, and the IMS management objectives are established and are compatible with the organizational objectives.

➢ Ensuring the integration of the management system requirements into the organization's business processes.

➢ Ensuring that the resources for the Integrated Management System are available.

➢ Communicating the importance of effective IMS management and of conforming to the Integrated Management System requirements.

➢ Ensuring that the Integrated Management System achieves its intended results and outcome(s).

➢ Directing and supporting persons to contribute to the effectiveness of the Integrated Management System.

➢ Promoting cross-functional collaboration within the organization.

➢ Promoting continual improvement.

➢ Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

➢ Ensuring that the approach used for managing risk in IMS management is aligned with the organization's approach to managing risk.

➢ Taking accountability for the effectiveness of the Integrated Management System.

➢ Promoting the use of the process approach and risk-based thinking.

➢ Engaging, directing, and supporting persons to contribute to the effectiveness of the Integrated Management System.

➢ Taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.

➢ Developing, leading, and promoting a culture in the organization that supports the intended outcomes of the Integrated Management System.

➢ Protecting workers from reprisals when reporting incidents, hazards, risks, and opportunities.

➢ Ensuring the organization establishes and implements a process(es) for consultation and participation of workers.

➢ Supporting the establishment and functioning of health and safety committees.

Customer focus

Top management demonstrates Leadership and Commitment concerning customer focus by ensuring that:

➢ Customer and applicable statutory and regulatory requirements are determined, understood, and consistently met.

➢ The risks and opportunities that can affect the conformity of products and services and the ability to enhance customer satisfaction are determined and addressed.

➢ The focus on enhancing customer satisfaction is maintained.

Policy

Top management has established Quality, Environmental, and OHSE, Management policies within the IMS that:

➢ Are appropriate to the purpose of the organization, including the nature, scale, and environmental impacts of its activities, products, and services.

➢ Provides a framework for setting IMS management objectives.

➢ Includes a commitment to satisfy and fulfill legal and other applicable requirements.

➢ Includes a commitment to the protection of the environment, including prevention of pollution and other specific commitment(s) relevant to the context of the organization.

➢ Includes a commitment to continually improving the Integrated Management System to enhance IMS performance.

➢ Includes a commitment to fulfill its compliance obligations.

➢ Includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health and is appropriate to the purpose, size, and context of the organization and the specific nature of its OHSE risks and OHSE opportunities.

➢ Provides a framework for setting the OHSE objectives.

➢ Includes a commitment to eliminate hazards and reduce OHSE risks.

➢ Includes a commitment to workers' consultation and participation and workers' representatives where they exist.

➢ Includes a commitment to leadership within the field of event sustainability management.

➢ References its statement of purpose and values.

➢ The Quality, Environmental and OHSE management policies within the IMS are:

- Consistent with the organizational plan.

- Consistent with other relevant organizational policies.

- Available and maintained as documented information.

- Communicated, understood, and applied within the organization.

- Available to stakeholders and interested parties, as appropriate.

- Implemented and periodically reviewed and, if required, updated

Organizational roles, responsibilities, and authorities

Top management ensures that the responsibilities and authorities for relevant roles are assigned and communicated within the organization.

Top management assigns the responsibility and authority for:

- Ensuring that the Integrated Management System conforms to the requirements of the International Standard.
- Ensuring the suitability, adequacy, and effectiveness of the Integrated Management System.
- Reporting on the performance of the Integrated Management System to top management.
- Ensuring the promotion of customer focus throughout the organization.
- Ensuring that the integrity of the Integrated Management System is maintained when changes to the IMS are planned and implemented.

Consultation and participation of workers

The organization establishes, implements, and maintains a process(es) for consultation and participation of workers at all appropriate levels and functions, and, where they exist, workers' representatives in the development, planning, implementation, performance evaluation, and actions for improvement of the IMS (OHSE) Management System.

The organization shall:

- ➢ Provide mechanisms, time, training, and resources necessary for consultation and participation.
- ➢ Provide timely access to clear, understandable, and relevant information about the Integrated Management System.
- ➢ Determine and remove obstacles or barriers to participation and minimize those that cannot be removed.

- ➢ Emphasize the consultation of non-managerial workers on the following:

  - Determining the needs and expectations of interested parties.

  - Establishing the OHSE policy.

  - Assigning organizational roles, responsibilities, and authorities, as applicable.

  - Determining how to fulfill legal requirements and other requirements.

  - Establishing OHSE objectives and planning to achieve them.

  - Determining applicable controls for outsourcing, procurement, and contractors.
  - Determining what needs to be monitored, measured, and evaluated.
  - Planning, establishing, implementing, and maintaining an audit program(s).
  - Ensuring continuous improvement.

- ➢ Emphasize the participation of non-managerial workers in the following:
  - Determining the mechanisms for their consultation and participation.
  - Identifying hazards and assessing risks and opportunities.
  - Determining actions to eliminate hazards and reduce OHSE risks.
  - Determining competence requirements, training needs, training and evaluating training.
  - Determining what needs to be communicated and how this will be done.
  - Determining control measures and their effective implementation and use.
  - Investigating incidents and nonconformities and determining corrective actions.

Document reference number	Reference Procedure
APD -IMSP-013	Occupational Health & Safety
APD -IMSP-010	Accident / Incident Investigation