

1.0 Purpose

The purpose of this procedure is to ensure effective processes are in place to make sure before any hazardous work is undertaken within the Nassau Cruise Port Limited facilities a permit to work shall be issued.

2.0 Responsibility

The Occupational Health and Safety Manager (OHSE) is responsible for ensuring that the following procedures are effectively implemented and maintained.

3.0 Procedures

3.1 Permits to Work Systems

Permits to work are control measures for hazardous operations which provide safety barriers to effectively control or eliminate the hazard.

- The permit should specify the period of validity (maximum 24 hours).
- Only the work specified on the permit should be undertaken.
- The authorizing person shall ensure all specified measures are in place before signing the permit and remain responsible until the work is completed.
- Anyone who takes over from the authorizing person shall sign the permit.
- The person who carries out the work should countersign the permit to indicate an understanding of the permit contents and when the work is completed, notify the authorizing person (who should not be the same person) so the permit can be closed.

The following are examples of work operations that warrant the issue of a permit. These examples are not exhaustive, and in all cases where hazardous operations are carried out, work permits shall be used.

3.2 Hot Work: Permit to Commence Hot Work

A risk assessment shall be carried out before any person is allowed to commence hot work, including burning, welding etc.

- Area must be clear of dangerous materials, and gas free.
- Adjacent areas must be checked.
- Ventilation must be adequate.
- Fire watch in attendance.
- Firefighting Equipment must be present and in good order.
- Personal protective equipment must be worn.
- A permit to commence hot work may only be issued when all the above precautions have been taken.

3.3 Enclosed Spaces: Permit to Enter

A risk assessment shall be carried out before any person enters an enclosed space where the atmosphere may not contain sufficient oxygen to sustain life or where the atmosphere may contain toxic fumes.

- The space shall be well ventilated, and the Oxygen content of the air shall be measured prior to entry.
- The atmosphere must be tested for toxic fumes prior to entry.
- In the event that atmosphere measurement is not conclusive, breathing apparatus shall be worn.
- Equipment for emergency extraction of persons shall be on standby.
- A responsible person shall be in attendance throughout and be in communication with those that enter.
- A permit to enter may only be issued when all the above precautions have been taken.

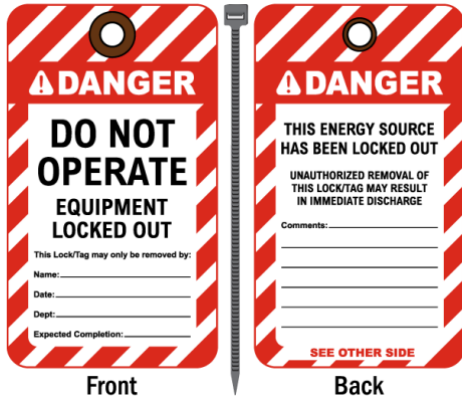
3.4 Lockout / Tag out: Safety Mechanism when Working on Machinery or Equipment

A risk assessment shall be carried out before any person undertakes work on machinery or uses equipment or systems (including electrical systems) that may be a hazardous operation.

The purpose of the Lockout/Tag out procedure is to protect workers and others to avoid injuries by preventing unintentional start-up or activation of equipment or systems.

A designated authorized employee should perform the following lockout/tagout procedures to prevent the unexpected release of energy during equipment maintenance, repair, and set-up:

- **Prepare:** Notify affected employees. Identify procedure and hazards from the risk assessment.
- **Shut down:** Turn off the equipment/system using the manufacturers or employer's procedures. Inform any affected employee.
- **Isolate** machine from energy source.
- **Apply lockout devices** such as padlock to keep the equipment in a safe isolated condition. Then **place Tags or Signs** to indicate "Danger Locked out DO NOT OPERATE. The tag should indicate the name of the authorized person.
- The lockout device must be under the exclusive control of the authorized person performing the servicing or maintenance.
- **Check stored energy** (capacitors in electrical equipment, fuel, hydraulic, pneumatic pressures etc.)
- **Verify isolation.**
- After completion, notify affected employees prior to start up.
- Bring equipment back online under supervision of competent person.



Records:

Forms: IMSP-OHSE-FORM-008 – Risk Assessment Form

IMSP-OHSE-FORM-010 – Permit to Work Form

IMSP-OHSE-FORM-011 - Hot Work Form

IMSP-OHSE-FORM-012 - Enclosed Space Entry Form