

1.0 Purpose

The purpose of this procedure is to ensure procedures are in place for the effective use of personal protective equipment and to ensure safe work practices are implemented and maintained within the Nassau Cruise Port Limited facilities.

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 Procedure

Department Heads and Supervisors shall ensure that workers under their supervision engage in safe work practices and wear suitable personal protective equipment, which must be worn whenever their health / safety is at risk, when risks cannot be avoided or reduced to an acceptable level by any other means.

The mandatory undertaking of safe work practices and use of personal protective equipment and training in its use, as described above shall be part of the personnel orientation for new hires and emphasized during subsequent training and safety committee meetings.

3.1 Personal Protective Equipment

Department Heads shall ensure the availability and effective use of the following personal protection equipment, which includes but is not limited to:

- **Hearing Protection:** Ear Protectors (muffs and plugs) must be worn by workers when in noisy situations for example, in areas that contain loud machinery etc.
- **Head Protection:** Hard hats (safety helmets) must be worn in all areas when there is a danger of falling objects.
- **Face and Eye protection:** Safety goggles, spectacles and face masks must be worn when there is the slightest risk of injury to eyes, or face such as when, using a grinding or lathe machine, Painting, Working with hazardous liquids.

- **Body Protection:** Belts, aprons, high visibility clothing must be worn when undertaking hazardous activities.
- **Safety Harnesses:** Must be worn when working in circumstances where a fall would result in injury or death.
- **Respiratory Protective Equipment:** Dust masks, respirators and breathing apparatus.
- **Head and Foot Protection:** Gloves, safety boots and shoes.

As mentioned, these examples are not exhaustive, and in all cases where hazardous operations are carried out, personal protective equipment must be used.

3.2 Safe Work Practices

- Tools should be used only for the purpose for which they are designed. Use of unsuitable tools or equipment may lead to accidents.
- Loose clothing or jewelry should never be worn whilst using machinery, and long hair should be tied back or covered.
- Only those competent to use the equipment should do so.
- New personnel should always be trained in the proper use of any equipment they are required to use.
- Power operated equipment may be dangerous unless properly maintained, handled, and used, by competent persons.
- Correct safety guards should be securely fixed to appliances and machinery requiring them.
- Vibrations caused by reciprocating tools (pneumatic drills, hammers etc.) can give rise to a permanent disablement of the hands if used for long periods of time. Workers should be advised to limit the time exposure to 30 minutes or less without a break unless the risk assessment indicates a lesser period of use.

- Fixed installations such as work shop machines and bench machines should only be operated by competent personnel and not used if a guard or safety device is missing, or defective.
- Abrasive wheels should only be used by competent persons in accordance with the manufacturer's instructions.
- Workers using hydraulic/pneumatic /high pressure equipment should have received adequate training and be competent to use the equipment.
- Lifting equipment is required to be of adequate strength and stability for each load, and adequately secured, anchored, counterbalanced, or supported by outriggers.
- Safe working loads should never be exceeded.
- The operator should check safety devices are functional.
- The manufacturers instructions must be followed.
- Every lifting operation must be properly planned, appropriately supervised, and carried out in a safe manner.

The above-mentioned activities are not exhaustive, and in all cases where hazardous operations are carried out, safe work practices must be adhered to.