

1.0 Purpose:

The purpose of this procedure is to ensure that effective processes are in place to undertake Occupational Health and Safety (OHSE) Meetings by the Health and Safety Department, with the objective of establishing clear lines of communication, consultation and participation of workers and others for providing safe and healthy workspaces within the Nassau Cruise Port Limited facility.

2.0 Responsibility:

The OHSE Manager is responsible for ensuring that the following procedures are effectively implemented and maintained.

3.0 Procedure:

The OHSE Manager shall comply with the requirements and objectives contained in the NCPL OHSE (OHSE) Policy, Company Manual, and IMS procedures as appropriate.

3.1 Safety Committee Meetings:

- A Health and Safety committee shall be appointed by the OHSE Manager.
- Monthly OHSE meetings will be held with workers (including their representatives if any) and conducted in full cooperation with Heads of Department and Managers.
- An agenda will be prepared and a written summary of each meeting highlighting major discussion items, and outstanding issues.
- Standard meeting agenda will cover the followings at minimum:
 - Last meeting minutes review.
 - Review accidents and incidents and determine any actions to further eliminate hazards and reduce OHSE risks.
 - Accidents - statistics and analyses.
 - Review of OHSE program developments and ongoing items.
 - Department OHSE concerns.

- Department workforce and their representatives (if any) consultation and feedback on all OHSE matters.
 - Worker's representatives (if any) shall be fully involved in investigations of incidents and in the decision-making process for the enhancement of occupational health and safety matters.
 - Assessment of training needs and improvements as required.
 - Communicate the meeting results to managers and workers and their representatives as appropriate.
 - Those that are present will sign to record their attendance at meetings.
- Arrange for special meetings to be held as necessary, for example to brief department input on significant program developments.

3.2 OHSE Program:

- NCPL's OHSE program provides information on general health matters and issues in addition to the direct project related OHSE program.
- Provision shall be made in the program for identifying and assessing health risk, provision of appropriate controls and a screening program to detect affected personnel at the workplace.
- The objectives of the program are to protect the health of individuals working in hazardous environments on project sites.
- The OHSE program shall have a fitness to work process including (minimum).

The following meetings and risk reduction talks will be conducted on the project to ensure that a high level of consultation on OHSE issues and requirements are established and maintained:

- NCPL shall use risk assessment tools (Risk assessment and JSA) to identify and mitigate the risks involved in project.
- For all mitigations, NCPL standards, contract and host government legislation requirements shall be used. International standards shall be used as guidance for setting NCPL requirements where no other requirements exist.

3.2 OHSE Stand-down (STAFF) Meetings:

OHSE stand-down meetings will be conducted when there is a need to communicate to the entire workforce information on a new safety initiative, operational tasks or when a serious accident has occurred, or a major hazard event has resulted from work activity.

- Stand-downs will also be called to motivate the workforce, e.g., safety lotteries, feedback programs, etc.

IMSP-OHSE-004 OHSE DEPARTMENT- SAFETY COMMITTEE MEETINGS

