



NASSAU
CRUISE PORT



INTEGRATED MANAGEMENT SYSTEM

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENTAL
(OHSE) DEPARTMENT PROCEDURES

- Ø Quality Management System: ISO 9001:2015.
- Ø Environmental Management System: ISO 14001:2015.
- Ø Occupational Health And Safety Management System: ISO 45001:2018.
- Ø Asset Management System: ISO 55001:2014.
- Ø Event Management System: ISO 20121:2012.

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IMSP-OHSE-001	Health, Safety & Environmental Operation	8	January 1 st , 2023	00	-
IMSP-OHSE-002	Environmental Management	4	January 1 st , 2023	00	-
IMSP-OHSE-003	Inspections	2	January 1 st , 2023	00	-
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*OHSE Department- Occupational Health, Safety and Environmental Department.

1.0 Purpose

The purpose of this procedure is to ensure effective processes are in place to achieve a safe, efficient, environmentally responsible and pollution free working environment at the Nassau Cruise Port Ltd.

2.0 Responsibility

The Occupational Health and Safety Manager (OHSE) and Department Heads as appropriate are responsible for ensuring Occupational Health, Safety and Environmental Procedures and Plans are implemented and maintained in accordance with the procedures that follow:

3.0 Procedures

The Occupational Health and Safety Manager shall comply with the requirements and objectives contained in NCPL Policies, Company Manual, and IMS Procedures as appropriate and ensure that information that impacts the Occupational Health, Safety and the Environment are communicated to workers at all levels.

The key objectives of preventing workplace-related injuries and or ill health, eliminating hazards, minimizing risks and protection of the environment shall be complied with in order to promote a safe and environmentally friendly workplace. Stakeholders as appropriate shall be made aware of safety requirements to ensure they are operating in compliance with good safe work practices.

3.1 Occupational Health and Safety Budget

NCPL ensures that all necessary resources for the continued improvement of the Occupational Health, Safety and Environmental System are allocated.

The OHSE Manager prepares an annual budget plan which is submitted to the budget committee for review and final approval by the CEO.

3.2 Occupational Health, Safety and Environmental (OHSE) Inspections

OHSE Inspections are carried out on a scheduled basis.

The condition of the facilities and equipment are examined, and signed reports furnished to the OHSE Manager for review and determination of further action if any.

NCPL facilities receive a bi-annual Fire/Safety Inspection; Tours and Excursions operations are assessed annually as aligned with the Port Department regulations.

Third party suppliers' equipment entering and leaving the port are visually inspected. Maintenance and service requirements are submitted annually and inspection occur prior to entry by the facilities and safety department.

Reference: IMSP-OHSE-003 Inspections.

3.3 Occupational Health, Safety and Environmental (OHSE) Training

OHSE training is required to be undertaken by all staff based on job function.

The OHSE Manager obtains an annual occupational health, safety and environmental training request from Department Heads and a schedule for training is implemented.

The OHSE Manager ensures that effective training takes place.

Adjustments are made as identified after consultation with Human Resources Director.

3.4 Occupational Health, Safety and Environmental (OHSE) Committee Meetings with Worker Participation.

The following meetings are planned or attended to promote safety:

- Stakeholders OHSE meeting held and chaired by department personnel.
- Operational and construction meetings are attended, and safety topics discussed. All meetings are documented with HR.
- The OHSE Manager reviews the calendar and ensures that monthly staff OHSE meetings are held and properly attended with action items documented along with follow up information.

Reference: IMSP-OHSE-004 Safety Committee Meetings.

3.5 Environmental Responsibility

The OHSE Manager shall ensure that the cruise port operations considers its impact on the environment by ensuring:

- Proper spill/ hazard response program is in place.
- That staff are carrying out their work with a concern for the environment.
- That third-party vendors are acting responsibly towards the environment.
- That there are ways that any person can submit environmental concerns.
- Means of addressing these concerns.

Reference: IMSP-OHSE-002-Environmental Management.

3.6 Incident/Accident Investigations

The Occupational Health and Safety personnel shall attend all incidents and accidents to identify root cause via investigation.

The Occupational Health and Safety Department shall undertake the following:

- Attend incidents/accidents on notification from the Security Department within the cruise port facility.
- Implement remediation measures, corrective actions and engineering controls, following accidents.
- Drug and Alcohol testing if required, for employees involved in incidents/accidents.
- Submit a Notice of Damage to the party in default, specific to property damages or spills.

Reference: IMSP-010 Accident & Incident Investigations.

3.7 Risk Analysis and Hazard Reduction

NCPL has developed a Risk and Opportunity Register to identify and evaluate risks associated with the Occupational Health, Safety and Environmental System. Hazards are identified and controlled using the Hierarchy of Controls method.

The Occupational Health and Safety Manager shall ensure that:

- Actual work is observed; deviations from any written procedure are noted and discussed with staff and managers. If changes are needed to the written process, this is done in consultation with the various department managers.
- Risks are identified for job/ tasks performed, special projects to be done and safety measures to prevent accidents from occurring are implemented.

All risk identified are mapped on the NCPL risk matrix and risk that cannot be mitigated to ALARP are recorded on the company's risk register.

Reference: IMSP-012 Risk and Opportunities Management.

3.8 Staff Wellness / Occupational Health

OHSE Department personnel shall monitor Occupational Health and Wellness issues that affects NCPL personnel and report to OHSE Manager.

Incidents/Accidents that occur within the facility that involves staff injuries or illness shall be investigated and have a consultation with the HR to document injuries and illness, to obtain loss time from work and the extent of injuries.

Remediation measures shall be implemented to prevent any possibility of other personnel being affected.

3.9 Drills / Exercises

To ensure that staff are prepared to act in emergency situations, the Occupational Health and Safety Department Manager shall:

- Identify the areas that require Emergency preparedness.
- Agree on a timetable for execution of Drills and Exercises.
- Drills/Exercises are managed in such a way to observe and improve upon any areas that are lacking.

3.10 Fire Safety Program

Throughout the port facility there must be proper working and serviced fire extinguishers, hydrants and standpipe hoses as well as properly cleared and working pumps.

- Routine servicing is done on all equipment.
- Extinguishers are changed as needed.
- Proper inspections records kept.
- Other logs kept updated.
- Personnel must be able to operate Fire Extinguishers.
- Training of personnel to be done.
- Training of marshals to be done.
- Proper training logs kept.

3.11 Orientation of Staff and Contractors / Visitors

The OHSE Manager shall ensure that a comprehensive orientation and indoctrination program is developed and carried for all visitors entering the Port Facility beyond the administration building.

Reference: IMSP-OHSE-005 – Orientations.

3.12 Communication

The Occupational Health and Safety Department shall ensure that all stakeholders receive up to date and relevant safety information electronically when required. The OHSE Manager shall take into consideration all barriers to receiving the information by stakeholders.

Communication includes:

- Signage.
- Newsletters, Flyers, Banners, Bulletins, etc.
- Information posted to website.
- News Outlets.
- Face to Face.

- Meetings.
- Message to include projects going on, cautionary measures to be taken, health news, etc. Occupational Health and Safety Department shall ensure there is a means for third parties to launch concerns and ask questions. OHSE email and telephone numbers are made available to all.

3.13 Safety Campaigns

To drive the safety culture the OHSE Manager shall promote safety campaigns as recommended by workers, safety representative or department heads.

3.14 Safety Compliance Scheme

The OHSE Manager ensures that corrective actions measures are taken with respect to all persons who breach NCPL Safety requirements, this is accomplished by way of disciplinary reporting.

3.15 Purchasing

All purchases for the OHSE Department are done in accordance with NCPL's purchasing procedures. All goods received are verified and inventoried against the purchase order and categorized accordingly as per chart of accounts.

4.0 Records

- Daily Safety Reports.
- Confidential Accidents and Damage Report.
- Employee Incident Report/NIB Form.
- Damage/Spills Report.
- Health and Safety Orientation.
- Facility Inspection Record.
- Fire Extinguisher Record.



- First Aid.
- Staff Safety Meeting Record.
- NCPL Quarterly Meeting.
- Training Record.



1.0 Purpose

The purpose of this procedure is to ensure that continued environmental awareness, compliance and performance is achieved with the intent to improve efficiency, reduce costs, and minimize negative impacts on the environment within the Nassau Cruise Port Limited facilities.

2.0 Responsibility

The Occupational Health and Safety Manager (OHSE) is responsible for ensuring that environmental plans and procedures are complied with, in accordance with the procedures that follow.

3.0 Procedure

The OHSE Manager shall comply with the Environmental requirements and objectives contained in NCPL Policies, Company Manual, and IMSP-014 – Environmental Management System , as appropriate.

NCPL's Environmental Management includes the following:

➤ Waste Management Plan:

- Waste Management Plan: This is documented within the facilities department.
- Operational vessel management is requested via the ships agent to be processed through NCPL facility.
- All waste collected and exiting the port facility is recorded via the vehicular entry access log with the security department for invoicing purposes.

➤ Spill Prevention Plan:

- All stakeholders have been informed in the Nassau Cruise Port Ltd tariff under the environmental management that no spills of ANY kind are accepted within the cruise port facility.
- Furthermore, the NCPL tariff specifically identifies a calculated charge based on clean up and remediation by NCPL facilities department.

➤ **Pollution Control:**

- Vessels are not allowed any overboard discharge within the Nassau Cruise Port Limited facility.
- In the event that any Vessel violates the above regulation, the OHSE Manager who will ensure that a report of the event will be submitted to the Department of Environmental Planning and Protection.
- Monthly reports are submitted of all environmental incidents occurring within the port facility.

➤ **Hazardous Material Management:**

- All hazardous materials will be handled and used by trained personnel.
- All hazardous material will be stored in an isolated container specific to safety data sheets (SDS); SDS booklet will be positioned at the entrance of the storage container.

➤ **Natural Resources Management.**

➤ **Ecology Management.**

➤ **Land Management.**

➤ **Dust, Vibration, Noise Management.**

➤ **Traffic Management / Vehicle Emissions:**

- Vehicles entering the port facilities to facilitate goods or services for vessels docked within the NCPL facility are ONLY allowed access based on pre-approval by the operations department.
- Vehicle condition and functionality are inspected by the gate entry office prior to escort by the security department.

- All vehicles are escorted from the entrance gate to the assigned vessel for operations by the security department by a golf cart.
- An entry access form is signed by both the escorting security and the approved vehicle driver on entry and exit.
- The security escorts the vehicle out of the facility once the task has been completed.

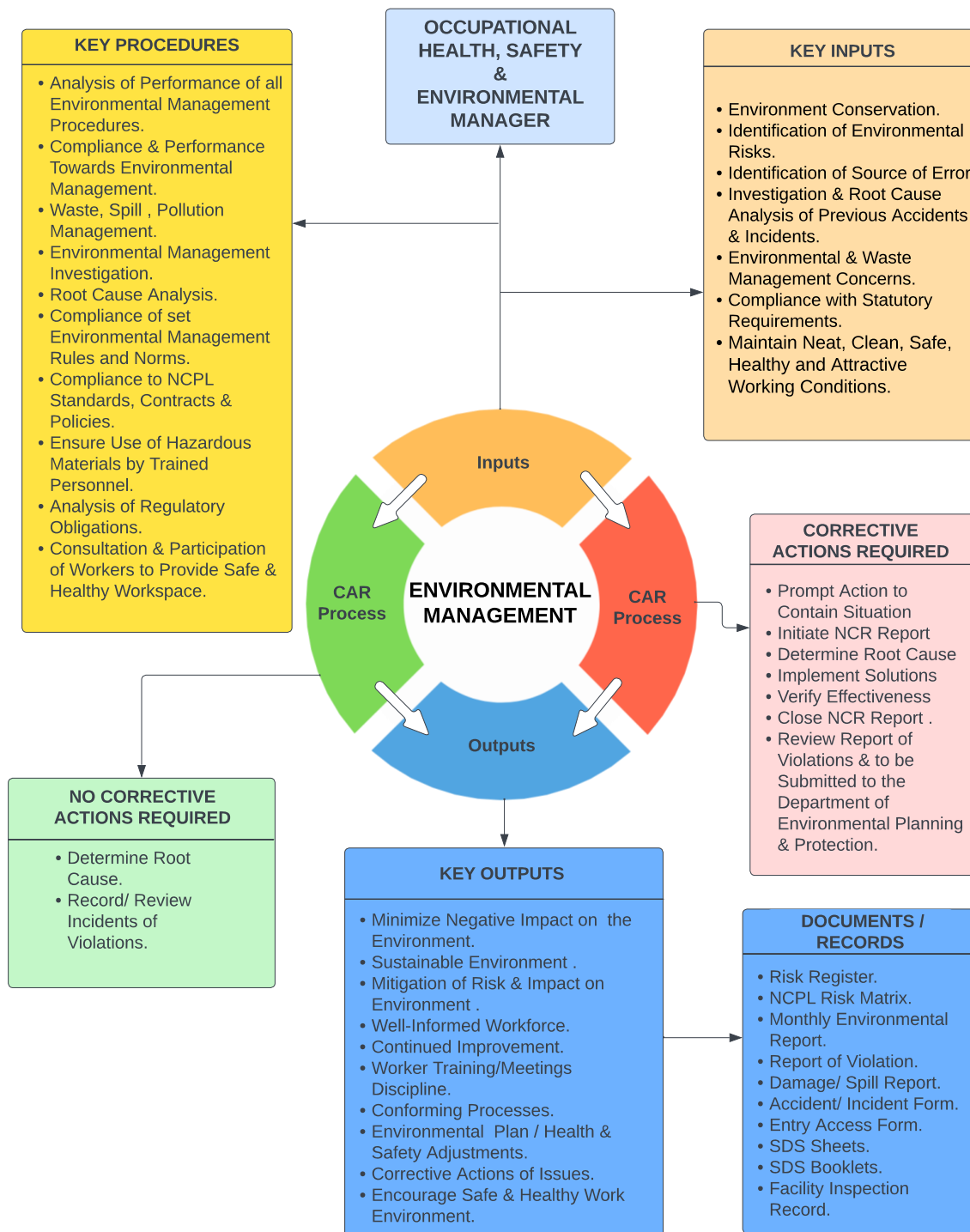
➤ Air Emissions:

- No vessels are allowed to discharge smoke from their stacks within the Nassau Cruise Port Limited facility.
- In the event that any Vessel violates the above regulation, the operations personnel will inform the OHSE Manager who will ensure that a report of the event will be submitted to the Department of Environmental Planning and Protection.
- Monthly reports are submitted of all environmental incidents occurring within the port facility.

NCPL Environmental Management shall comply with government and local legislation.

Reference procedures: IMSP-014- Environmental Management.

IMSP-OHSE-002 OHSE DEPARTMENT - ENVIRONMENTAL MANAGEMENT



1.0 Purpose

The purpose of this procedure is to ensure processes are in place for completing effective Occupational Health, Safety and Environmental (OHSE) inspections within the Nassau Cruise Port Limited facilities.

2.0 Responsibility

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

3.0 Procedure

- The OHSE performance of the NCPL sites will be proactively monitored through an integrated system of formal audits, assessments, OHSE observations and compliance checking processes.
- OHSE inspections will be conducted on a regular and continual basis to monitor the compliance to the facilities standards and to develop mitigation plans when / if non-compliance is observed.
- These facility inspections cover all activities and all project work areas, including temporary facilities such as shipping berths, marketplace and storage areas, office facilities, and construction work areas.
 - The department will develop specific OHSE Key Performance Indicators (KPIs) appropriate to the scope of works for each calendar year.
- The following are examples of oversight assurance and self-verification activities that will be scheduled and implemented:
 - Daily inspections (OHSE) as part of normal work activities.
 - Daily OHSE self-assessments, audits, and inspections.
 - Daily compliance monitoring.
 - Management field visits (NCPL, Tours etc.)
 - Incident / Accident Investigation.

- OHSE Meetings.
- Corporate assessments and 3rd party audits.
- Site inspections will be scheduled to facilitate the attendance by the OHSE Manager or delegate, facility managers, OHSE personnel, area supervisors/ workers and safety representatives as applicable.
- Site inspections will be undertaken in ALL work areas to ensure adequate coverage of all activities onsite and will be sufficiently limited in size so communications between team members may be easily performed.
- Each of these inspections may be followed by meetings if standards noncompliance and/or at-risk behaviors are severe; however applicable NCPL personnel will document the results of the inspection to report findings, actions taken, and actions required.
- A review, assessment and metrics process will be developed and implemented by the Department Managers in the facilities to rate and quantify overall NCPL OHSE performance.
- Reviews include Accident/Incident Investigations and analysis leading to recommendations and implementation of corrective actions; proactive monitoring shall be achieved by establishing key performance compliance metrics.
- Performance shall be monitored to ensure compliance with plans utilizing established key oversight and self-verification activities.
- The OHSE Manager is responsible for developing processes required to measure and analyze the performance of the OHSE Management System and associated policies and procedures.

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



1.0 Purpose

The purpose of this procedure is to ensure effective processes are in place to undertake the Occupational Health, Safety and Environmental (OHSE) Orientation for all employees and persons who visit Nassau Cruise Port Limited facilities.

2.0 Responsibility

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

3.0 Procedure

The Human Resources (HR) Manager carries out the orientation program for all newly hired personnel on the first day of hire and thereafter arranges OHSE orientation with the Occupational Health and Safety Manager as follows:

- Initial OHSE training will be provided via new employee HR orientation.
- Each employee, regardless of rank, and including subcontractor employees assigned to the project as well as any visitors will receive an OHSE orientation prior to commencing work; the orientation shall provide awareness of the project objectives and shall be tailored to address those in attendance.
- All visitors to the Nassau Cruise Port Limited facility will be required to complete the Occupational Health, Safety and Environmental awareness introduction session prior to accessing the port facility.
- Once the awareness session has been completed, all visitors will be escorted to NCPL security process for access badges to be assigned.
- Visitor badges require an individual to have a formal GVT-issued identification for submission before receiving a visitor badge (identification will be returned on exit of the facility)

- The OHSE orientation training program will include, but not be limited to, the following topics:
 - NCPL's commitment to OHSE policies.
 - Employee responsibilities.
 - Zero incident policy.
 - Behavioral safety.
 - Incident prevention involvement.
 - Incident reporting and investigation.
 - Emergency communication.
 - Evacuation procedures.
 - Fire prevention and protection.
 - Specific health and safety requirements.
 - Security policy and Access control.
 - Vehicle safety, including man/machine interface.
 - PPE.
- The OHSE orientation will be delivered by the OHSE manager or supervisor supported by the operation-based presentation including technical and operational OHSE topics.
- Orientation sessions will be scheduled to support the volume of people for groups to be kept to a reasonable size (no more than 6 persons) to facilitate training.
- Orientation sessions will be facilitated on a weekly basis and needs to be scheduled by the Department Manager with the OHSE Manager/Supervisor.
- Personnel who have not completed a full induction are not permitted to commence work until they have completed the required security access control protocols.
- Files and documentation pertaining to the OHSE orientation will be maintained by the OHSE department and made available upon request for auditing purposes.

1.0 Purpose

The purpose of this procedure is to ensure effective procedures are in place to be followed by ALL employees in the event of any emergency within the Nassau Cruise Port Limited facilities.

2.0 Responsibility

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

3.0 Procedure

3.1 Emergency Response Plan (ERP)

NCPL emergency preparedness and response plans (ERP's) and safety arrangement plans address the need for emergency response by identifying potential emergency situations and actions needed to address them.

- The ERP describes the action(s) that personnel should take in the event of an emergency and provide direction on how and when to appropriately activate notification and emergency procedures.
- A facility-wide emergency drill is conducted annually specific to the day-to-day operations.
- The plan describes scenarios for potential emergencies, including:
 - Medical emergencies.
 - Fire.
 - Bomb Threats.
 - Adverse Weather.
 - Natural Disasters.
 - Evacuation
- The ability of the facility's workforce and visitors to promptly take appropriate actions in the event of an emergency is essential to their well-being.

- The ERP outlines resources, capabilities, and methods that can be employed to provide safe and timely emergency response related to fires, medical, and other emergency scenarios.
- Site emergency teams are selected, trained, and resourced to provide response during emergencies.
- Training is provided for all employees, with additional training provided for the response team.
- Drills are conducted periodically during the project to test the effectiveness of the plan.
- Emergency response equipment is identified and mobilized to ensure adequate emergency coverage is available.
- Emergency response personnel receive and maintain appropriate training for their role and perform practice drills as scheduled.

The ERP and its associated procedures apply to personnel and visitors at all project job sites and offices.

- Evacuation of the Nassau Cruise Port Ltd facility will proceed as follows:
 - In the event of an emergency onboard a vessel, the vessel will be asked by the Nassau Cruise Port Ltd PFSO to release from the berth, and Harbor Patrol and the RBDF will take control of the response efforts as applicable.
 - In the event of an emergency onshore, the Nassau Cruise Port Ltd coordinated efforts to evacuate the facility of all personnel towards the pre-identified muster stations will be facilitated by the site emergency teams.

1.0 Purpose

The purpose of this procedure is to ensure effective processes are in place to formally assess risks in the workplace and apply appropriate control measures in order to achieve Safe Working Spaces within the Nassau Cruise Port Limited facilities.

2.0 Responsibility

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

3.0 Procedure

The OHSE manager and others shall comply with the requirements and objectives contained in NCPL Policies, Company manual and IMS procedures, including IMSP-012: Risks and Opportunities and IMSP-017: Management of Change, which are deemed to form part of this procedure.

3.1 Risk Assessments

- Risk Assessments aims to identify hazards and to assess the potential risks specific to each activity.
- It specifies the control measures required to reduce the probability of the hazard arising and the consequences if it does arise.
- The necessary accountability and competence are also indicated. Risk levels shown are prior to implementation of the specified Hazard Prevention / Mitigation measures, which have been selected to reduce risks to “as low as reasonably practicable” (ALARP).
- This approach is reinforced by the Job Hazard Analyses process and the communication via toolbox talks to the workforce.

NCPL Risk Assessment of the port operations has been developed to provide an analysis of the activities involved in all aspects of the operation.

- NCPL aims to apply a hierarchy of risk prevention, control, and mitigation for the work scope and then to follow a three-step approach, which entails:
 - Hazard Identification
 - Risk Assessment
 - Specification of Control and Recovery Measures.

3.2 Job Safety Analysis (JSA)

- A JSA is a written analysis of a work activity developed to determine how to perform the job safely. Heads of Department and Supervisors must complete a JSA for each major scheduled work activity before the work activity begins.
- The JSA shall list each step of the job and the hazards involved in each step. It must include safe procedures and appropriate preventive measures to prevent a fatality, injury, or other incident for each step/hazard identified.
- If any scope in the JSA changes, work must stop and a new JSA shall be initiated. The JSA enables supervisors to give accurate instructions to first line supervisors for each job to be performed during a work shift.

The following guidelines will be followed to facilitate the JSA meeting process:

- The OHSE Manager shall make available personnel and material resources identified in the JSA.
- The Supervisor shall present the work process and lead the group through the sequence of events for the work.
- OHSE personnel shall monitor JSA meetings and provide technical input as required.

Note: Personnel shall receive the necessary training regarding JSA during the new employee orientation.

Management of Change (MOC)

- All aspects of change have the potential to impact on OHSE. This can occur due to, design development during engineering phase, changes during construction, law & legislation revisions, operational activities, or organizational modifications.
- A MOC process has been established and prior to implementing any changes that could affect the occupational health, safety, security of people and/or environment.
- The procedure IMSP -017 Management of Changes shall be complied with.
- The process captures changes and formally reviews them to evaluate the impact, if any, on people, plant, materials, engineering and working procedures and incorporate into the change modifications necessary to ensure OHSE requirements have been fully addressed and standards have not been compromised.
- Within this process, a detailed work plan shall be prepared for the activities that will change. The potential impacts of the change shall be assessed and managed by a specific hazard assessment.
- Changes that may affect OHSE and work progress are handled in three categories and managed by implementing the tools as given below:

Change Category	Examples
Observations	Task Based Changes such as minor changes on hand tools, weather conditions, workplaces etc.
JSA	Changes that require revision(s) on Method Statement such as work methods, heavy equipment changes etc.
Assessments, Risk Assessment Workshops etc.	Changes that may affect entire facility such as contractual matters, host facility conditions etc.

References: IMSP-017: Management of Change Procedures.

IMSP-012: Risks and Opportunities.

Records: Risk Assessment: Job Safety Analysis Reports

Management of Change Form

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.

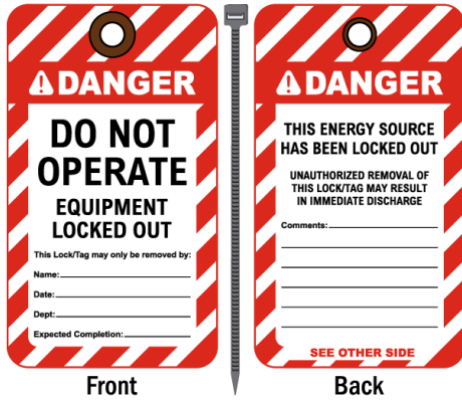
3.4 Lockout / Tag out: Safety Mechanism when Working on Machinery or Equipment

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

1.0 Purpose

The purpose of this procedure is to ensure effective procedures are in place to appoint health and safety representatives within the Nassau Cruise Port facilities.

2.0 Responsibility

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

3.0 Procedure

A health and safety representative is an employee elected or selected to consult with, and make representations to, the OHSE Manager and Heads of department on safety, health and welfare matters. These representations shall be considered and acted on if necessary.

3.1 Appointment of Health and safety Representatives

The OHSE manager shall ensure that health and safety representatives are appointed from suitably experienced and competent workers.

3.2 Duties of Health and Safety Representatives

The following duties shall be carried out by health and safety representatives:

- Investigate employee complaints relating to safety, health, and welfare at work.
- Conduct workplace inspections of the whole or part of the place of work as part of a planned inspection program together with the appropriate OHSE inspector.
- Accompany the appropriate head of department when Investigating accident and incidents where practicable.
- Attend Safety Committee meetings.
- At the OHSE inspectors' discretion, attend any interviews with employees, where the employee requests their presence.
- Make representations to the OHSE manager relating to safety, health, and welfare at the workplace.

- If any Health, Safety or welfare issue is not resolved, including investigations of accidents or dangerous occurrences at the workplace, bring such matters before the CEO.
- Be advised and informed by OHSE department on Safety, Health, and Welfare matters.
- Liaise with other health and safety representatives.
- Report cases of good practices and opportunities for improvement.
- Take part in audits to the extent practicable.

Employees should be encouraged to raise concerns, make comments, or suggestions directly with the OHSE Manager or with their respective department heads and health and safety representatives.

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.