

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.

3.16 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.

