

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.