

## **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**