

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.