

## **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 3<sup>rd</sup> 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.