



JOB DESCRIPTION

JOB TITLE: Safety and Crisis Management Manager
SERVICE LINE: Safety and Crisis Management
REPORTS TO: Deputy Director - Operations
DATE CREATED: August 29 2018
DATE MODIFIED: 10 July, 2025

JOB SUMMARY

The Safety & Crisis Management Manager is responsible for developing, implementing and administering a comprehensive safety management program for the Port Authority of the Cayman Islands ("PACI"). The Manager conducts field audits, investigations and job safety analyses; develops and conducts safety, hazardous materials and safety training programs and meetings; and performs related work as assigned.

RESPONSIBILITIES & MAIN DUTIES

Operations

- Audits safety policies and procedures and assists in updating and drafting new policies and procedures
- Develops, implements and administers a comprehensive safety program, including industrial safety, occupational health and safety, handling hazardous materials and hazard abatement.
- Updates and maintains PACI's Hurricane and Oil Spill Response Plan and SOPs.
- Conducts Hurricane Response, Oil Spill Response exercises and Fire Drills.
- Conducts First Aid and CPR Training.
- Ensures continued compliance with PACI policies, procedures, rules, and regulations
- Creating and maintaining crisis management plans, coordinating with internal and external stakeholders, and leading the response to various emergencies.
- Keep abreast of changes in safety regulations and best practices in crisis management.
- Investigate accidents and safety breaches, and prepare reports to identify root causes and prevent future incidents.
- Identifies potential safety issues and recommends corrective actions, as well as follow-up verification
- Ensures safety records are maintained in accordance with regulatory requirements
- Conducts special and periodic health and safety inspections to identify safety and environmental hazards, and maintains records of inspections
- Responds to the scene of employee personal injury accidents and environmental related incidents, conducts accident / incident investigations, and produces investigation reports
- Maintains departmental safety-related data and accident statistics for reporting purposes
- Observes employees performing job duties to ensure safety compliance

- Assists Risk Management with the handling of Worker's Compensation claims to include injury investigations, scheduling medical appointments, handling work restrictions as ordered by medical practitioners and return to work assignments
- Conducts employee training on managing employee health and in worksite safety practices
- Annually review and maintain the Port Authority's Hurricane Plan. Conduct bi-annual hurricane exercises.
- Conducts safety drills and exercises.
- Assists in the development of Safety and Crisis Management budgets
- Provides input to management on establishing appropriate Key Performance Indicators (KPI), and is responsible for analyzing and measuring the department's performance.
- Assists in any area and task necessary for pre/post potential natural disaster.
- If not required for these duties during any time you are on pay, you may be required to carry out any other work within your capability. This includes general laboring tasks where minimal instruction is required.
- Undertakes any reasonable training that the Company may require. This includes training for current or new duties as well as the periodic reassessment of existing certifications.
- Strives to achieve consistently high levels of productivity and customer service, meeting the performance targets that will be set and reviewed on a rolling basis.
- Ensures compliance to all policies, procedures, Standard Operating Procedures ("SOP"), with recommendations for action and continuous improvement.
- Implement security measures to protect personnel, property and critical infrastructure during crises.
- Regularly reviewing and updating safety and crisis management programs based on lessons learned.

Management

- Coordinates advanced job safety, employee hazard and risk management hazard analyses of facilities, equipment, work areas and work practices.
- Conducts safety and health program reviews.
- Recommends the purchase of training materials.
- Assists department managers in ensuring department and employee compliance with health and safety regulations

Communications

- Drafts and prepares new safety policies, procedures and guidelines.
- Work with various departments and external agencies (e.g., emergency responders).
- Conducts and participates in safety meetings with departments.
- Prepares reports of findings and recommendations.
- Ensures completion of incident documentation and necessary reporting.
- Maintains departmental safety-related data and accident statistics for reporting purposes.
- Assists Risk Management with the handling of Worker's Compensation claims to include injury investigations, scheduling medical appointments, handling work restrictions as ordered by medical staff and return to work assignments.

QUALIFICATIONS/ EDUCATION

- A Bachelor degree from a recognised college or university with a major in Occupational Health and Safety, or a similar OSHA certification.

- At least four (4) years of experience in a workplace safety position, with a minimum of two (2) years in a senior level role.
- A thorough knowledge of: conducting accident and workplace safety audits and investigations; operations and associated safety and chemical / hazardous materials issues; development of injury and illness prevention programmes; and standard safety equipment used in public work occupations.
- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from staff, customers, and the general public.
- Must have a valid Cayman Islands driver's license.
- Understanding of safety regulations, risk assessment methodologies, and crisis management principles.

PREFERRED SKILLS

- Proficiency with Microsoft Office applications.
- Knowledge of the principles and practices of employee management.
- Methods and practices for conducting accident and work place safety audits and investigations.
- Injury and Illness Prevention programs and its safety and environmental policies and practices.
- Operations and associated safety and chemical/hazardous materials issues.
- Standard safety equipment used in public works occupations.
- Principles and practices of sound business communication.
- Excellent time management and organizational skills with the ability to multi-task in a fast-paced environment.
- Quickly gain proficiency in new computer programs.
- Interacts professionally with employees from all levels within the organization.
- Professionally handle difficult customer situations.
- Makes timely decisions and exhibit independent problem-solving techniques.

PERSONAL ATTRIBUTES

- Teambuilding and leadership skills.
- Friendly, honest, punctual, reliable, pleasant and willing to help where necessary.
- Able to get along with people from different levels within the organization.
- Courteous and conduct oneself in a professional manner at all times.
- Detailed oriented, discrete, diligent and dependable.
- Self-starter and able to use sound judgement.
- Possess cultural awareness and sensitivity.

SUPERVISION OF OTHERS

- Direct supervisory responsibility as per PACI's Organizational Chart, as defined in the PACI Human Resources Policies and Procedures and / or as outlined in the Cayman Islands Port Authority Law (1999 Revision).
- The incumbent is directly responsible for the supervision of the Safety & Crisis Management Officer.

WORKING CONDITIONS

Environment

Work is performed primarily in a standard office environment with occasional travel to different sites. This is a full-time position. Standard days and hours of work are weekdays 8:30am – 5:00pm. The incumbent may be required to work extended hours including evenings, weekends and public holidays and may be required to travel (primarily to the Sister Islands, the Caribbean and North America).

Physical

Primary functions require sufficient physical ability and mobility to work in an office setting. This includes the ability to stand or sit for prolonged periods of time, and to occasionally stoop, bend, kneel, crouch, reach, and twist. Additionally, the incumbent may be required to lift, carry, push, and/or pull light to moderate amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Travel to other locations using various modes of private and commercial transportation is occasionally required. The incumbent must verbally communicate to exchange information.

Vision

Sight in the normal visual range with or without correction is required. Constant use of sight abilities including depth perception, peripheral vision, hand/eye/foot coordination, visual acuity in near, mid and far-range while operating equipment and the ability to adjust focus.

Hearing

Hear in the normal audio range with or without correction.

The Port Authority of the Cayman Islands reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the incumbent of such change(s) within two weeks of the review.

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AGREED BY:

Jobholder: _____

Signature: _____

Date: _____

Manager: _____

Date: _____

Port Director: _____

Date: _____