



Republic of Mauritius

Safety and Health Policy

Ministry of Civil Service and Administrative Reforms

This is the Safety and Health Policy Statement
of the
Ministry of Civil Service and Administrative Reforms

Our statement of general policy is to:

- aim for a zero accident workplace and zero cases of work-related ill health;
- consult our employees on matters affecting their safety and health;
- provide adequate control of the safety and health risks arising out of our work activities;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction, training and supervision for all employees;

review and revise this policy at regular intervals.

Signed: (Employer)

Date: Review date:.....

1.0 Responsibilities and Arrangements

1.1 The Supervising Officer is responsible for overall Safety and Health. An officer or a team delegated by the Supervising Officer will be assigned with the day-to-day responsibility to ensure the implementation of this policy.

1.2 All employees should:

- cooperate with management and coordinators on safety and health matters;
- avoid interfering with any provision made to safeguard their safety and health;
- take reasonable care of their own safety and health;
- report all safety and health concerns to the officer or team designated or set up for the purpose.

2.0 Risk Assessment

2.1 Risk assessments will be undertaken by a team comprising the Head of each of the following Divisions:

- Policy and Management;
- Civil Service Administration and Human Resource Management;
- Administrative Reforms; and
- Human Resource Development (HRD).

The Supervising Officer may co-opt any other officer to form part of the team.

2.2 The findings of the risk assessment will be reported to Principal Assistant Secretary, Policy and Management.

2.3 All actions to remove or control risks will be approved by the Supervising Officer and the Risk Assessment Team will be responsible to ensure the implementation of actions proposed.

2.4 Assessments will be carried out at regular intervals, as agreed by the team, but at least once every two years.

3.0 Safety and Health Committee

- 3.1 The Supervising Officer will ensure that the Safety and Health Committee is established as per Section 21 of the Occupational Safety and Health Act (OSHA) 2005. The composition of the committee will be communicated by the Supervising Officer to all employees.
- 3.2 The Safety and Health Committee will maintain proper communication with representative of both employer and employees and ensure consultations are held at least once every two months.

4.0 Safe plant and equipment

- 4.1 The Office Superintendent or any other officer delegated by the Supervising Officer will be responsible for:
- identifying all equipment or plant needing maintenance;
 - drawing up of effective maintenance procedures;
 - implementing all identified maintenance activities.
- 4.2 Any problem found with plant or equipment should be reported to the Office Superintendent or the officer designated for the purpose.
- 4.3 The Occupational Safety and Health Unit will advise on all safety and health standards for new plant and equipment before it is purchased.

5.0 Information, Instruction and Supervision

- 5.1 The Supervising Officer will ensure that induction and/or job specific training are/is provided to all officers. The Human Resource Development Division (HRDD), in collaboration with Occupational Safety and Health Unit will ensure that the appropriate training is organised and all the training records will be kept at the HRDD.
- 5.3 The Occupational Safety and Health Unit will advise on safety and health issues.

6.0 Accidents, First Aid and work-related ill health

- 6.1 The Supervising Officer will appoint a sufficient number of first aiders in accordance with First Aid Regulations 1989.
- 6.2 The Director, Human Resource Management will ensure that all accidents and cases of work-related ill health are properly recorded and kept in an accident book.
- 6.3 Health surveillance (if required) will be arranged by the Occupational Safety and Health Unit and proper records will be kept by the Officer-in-Charge of that unit.
- 6.5 The Heads of Division will be responsible for reporting accidents, incidents, diseases and dangerous occurrences to the Supervising Officer. The Supervising Officer will ensure that all cases are reported to the Ministry of Labour and Industrial Relations and Employment as per Sections 85 and 86 of the Occupational Safety and Health Act (OSHA) 2005.

7.0 Monitoring

- 7.1 The Office Superintendent or any other officer designated for the purpose, in collaboration with the Occupational Safety and Health Unit, will ensure that working conditions are acceptable and safe working practices are being followed.
- 7.2 The Safety and Health Committee in collaboration with the Occupational Safety and Health Unit, will advise on:
- accident investigation;
 - work-related causes of sickness; and
 - recommend action to prevent any recurrence.

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