



Republic of Mauritius

Safety and Health

Policy

**Ministry of Local Government
and Outer Islands**

1.0 POLICY STATEMENT

1. The Ministry of Local Government and Outer Islands aims at providing, so far as is reasonably practicable, all staff a safe environment to be able to work in, without exposing themselves to any personal injury or ill health.
2. It recognises the need to identify the significant work place hazards and implement any necessary measures, to eliminate or reduce any associated risks.
3. Management and staff will work proactively together to ensure that all plans, procedures and systems of work are designed to take full account of safety and health issues.
4. The Ministry will aim to prevent, or reduce the nature and severity of all workplace accidents and prevent any incidents of ill health, in compliance with the Occupational Safety and Health Act 2005 and regulations made thereunder.
5. All employees are expected to co-operate with the Ministry, to enable the latter to comply with any statutory duty placed upon it.
6. The Ministry is embarking in a systematic approach to manage safety and health by implementing the ILO-OSH 2001.
7. Establish appropriate procedures to be followed in the event of a fire or accident or other hazards.
8. Ensure that all employees be provided with adequate safety and health information, instruction, supervision and training and where applicable the necessary Personal Protective Equipment.

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(Permanent Secretary)

Date: 15 May 2017

2.0 ORGANISATIONAL RESPONSIBILITIES

The Ministry of Local Government and Outer Islands fully accepts its responsibility for safety and health in the Ministry as well as in the different units operating under its aegis and will discharge this through its organisational responsibilities.

The Permanent Secretary

The Permanent Secretary is responsible for the overall arrangements and for ensuring that the Ministry's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees and others who may be affected by its operations.

In particular the Permanent Secretary will:

1. ensure that there is an effective Safety and Health Policy and that all employees are made aware of their individual responsibilities;
2. understand and ensure, through the appointment of competent persons, that the Ministry's responsibilities under the **Occupational Safety and Health Act 2005 (OSHA 2005)** and any relevant Acts of Parliament and regulations are met;
3. ensure that all employees co-operate with management and coordinators on safety and health matters;
4. ensure that all employees avoid interfering with any provision made to safeguard their safety and health;
5. ensure that all employees take reasonable care for their own safety and health;
6. ensure that notification and reporting procedures to the relevant statutory authorities are carried out;
7. all safety and health concerns are reported to the officer or team designated or set up for the purpose.

Since the Ministry of Local Government and Outer Islands has various outstations, the responsibilities as regard safety and health may be shared as follows:

SN	LOCATION	RESPONSIBLE OFFICER
1	Level 3	Mr. Ramphall, Office Management Executive
2	Level 10	Mr. Ramphall, Office Management Executive
3	Enforcement Unit	Mr. M. Marie, Principal Technical Enforcement Officer
4	Field Services Unit	Mr A. Lazer, Chief Inspector
5	Office Safety	Mr. Ramphall, Office Management Executive
6	On Site Officers	Immediate Supervisors

3.0 SAFETY AND HEALTH ARRANGEMENTS

It is essential that all employees familiarize themselves with the content of this Safety and Health Policy Manual to ensure that they have a good understanding of all safety and health measures.

3.1 Risk Assessment

- a) The Ministry shall organize suitable and sufficient risk assessments according to section 10 of the Occupational Safety and Health Act 2005.
- b) The Safety and Health Officer may assist in risk assessment process by providing technical advice.
- c) The findings of the risk assessments shall be recorded according to section 11 of the Occupational Safety and Health Act 2005 and will be reported to the Permanent Secretary/ Safety & Health Officer/ Manager, HR.
- d) Assessments will be reviewed every 2 years or when the work activity/procedure/workforce changes, new equipment is brought in the process, whichever is the earlier.

3.2 Safety and Health Committee

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.

3.3 Inspection

- a) The Ministry shall monitor the safety and health issues by carrying out spot check visits or reactively by investigating any accident/incident/near miss or ill health.
- b) The Safety and Health Officer, assisted by, shall monitor the working conditions to ensure the Ministry's safe working practices are being followed by regular audit and site visits.
- c) Any risk or hazard which may impair on the safety or health of every employee and or member of the public shall be immediately communicated to all concerned parties.
- d) The Safety and Health Officer shall be responsible for investigating accidents, dangerous occurrences and any complaints made by an employee as set down in **section 20 of the Occupational Health and Safety Act 2005**.

3.4 Accidents/Incident Reporting

- a) All accidents and cases of work-related ill health are to be recorded using the Internal Incident/Accident reporting and investigation of an injury to be carried by Safety and Health Officer.
- b) All cases shall be filed in the statistical form by HR Department.
- c) The Management is responsible for reporting accidents, diseases and dangerous occurrences to the Ministry of Labour, Industrial Relations and Employment.

3.5 Fire Safety and Evacuation

The Permanent Secretary shall ensure:

- escape routes are checked every month;
- fire extinguishers are maintained and checked every year
- the emergency evacuation is tested by means of Fire Drill;

- assembly points are communicated to all staff
- ensure that in every place of work, a sufficient number of employees are trained in the proper use of the means of extinguishing fire.

In case of Fire, the evacuation procedures shall be strictly followed by everyone.

3.6 Safety and Health Training

- a) The Ministry shall ensure that job-specific safety and health training is identified, arranged. The Safety and Health Officer may carry out training with Officers as and when required.
- b) All training records for each employee will be kept at the Human Resource Department accordingly.

3.7 Provision of Personal Protective Equipment

The Ministry shall ensure that:

- suitable personal protective equipment is provided to its employees who may be exposed to a risk to their safety or health while at work;
- each employee shall fill the issue of PPE when collecting any personal protective equipment;
- as per Occupational Safety and Health (Personal Protective Equipment) Regulations 2012, the personal protective equipment comply with such standards as may be acceptable by the Mauritius Standards Bureau;
- every employee who has been provided with personal protective equipment shall forthwith report to his employer, any loss of, or obvious defect in that personal protective equipment.

3.8 First Aid

- a) The Permanent Secretary will appoint a sufficient number of first aiders in accordance with First Aid Regulations 1989.
- b) The Heads of Division will be responsible for reporting accidents, incidents, near misses, diseases and dangerous occurrences to the Permanent Secretary. The Permanent Secretary 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.

- c) As per Occupational Safety, Health and Welfare (First-Aid) Regulations 1989, the Permanent Secretary must provide and maintain a suitably located first-aid box or a similar container at every place of work.
- d) The Permanent Secretary shall provide a portable first-aid kit to every employee or group of employees, as warranted by the circumstances, where work is required to be performed in an isolated location.
- e) The Permanent Secretary shall ensure that First Aiders undergo regular refresher courses.

This policy will be reviewed and, if necessary, revised in the light of legislative or organisational changes.