



Republic of Mauritius

# Safety and Health Policy

## Ministry of Local Government and Disaster Risk Management

## 1.0 SAFETY AND HEALTH POLICY STATEMENT

The Ministry of Local Government and Disaster Risk Management is fully committed to ensure the safety and health of all staff and those who may be affected by its activities.

This organization promises to pursue best practice in Occupational Safety and Health and to fulfill its statutory duties with regard to Occupational Safety and Health Act (OSHA) 2005 and related Legislations at all times so far as is reasonably practicable. Moreover the organisation undertakes to:

- manage safety and health in a systematic and structured manner to ensure continual improvement;
- provide and maintain a conducive working environment;
- provide and maintain a system of work which is safe and without risk to health;
- Carry out risk assessment, implement adequate control measures and review same whenever necessary;
- provide all staff with such information, training, instruction and supervision as is necessary;
- ensure that all equipment meet safety and health requirements and any other related standards;
- assign responsibilities at all level to assist in the application of statutory provisions, and monitor safety and health performance; and
- allocate sufficient resources for the implementation of safety and health measures.

***Virendra Kumarsingh DABY (Mr)***  
***Senior Chief Executive***

## **2.0 ORGANISATIONAL RESPONSIBILITIES**

### **2.1 The Supervising officer**

The Supervising Officer is responsible for the overall arrangements and for ensuring that operations are executed in such a manner as to ensure, so far as is reasonably practicable, the safety and health of all employees and any other person who may be affected by the operation of the Department.

### **2.2 Head of Units**

The Head of Units are responsible for:

- assisting the Senior Chief Executive in meeting their safety and health responsibilities;
- implementing the safety and health policy within their units;
- ensuring that staff (and others where appropriate) receive the training necessary for safe working;
- ensuring suitable and sufficient risk assessments have been carried out and appropriate control measures are in place and maintained; and
- ensuring that accidents / incidents and near misses are properly reported, recorded and appropriate investigations and reviews are undertaken and acted upon.

### **2.3 Employees**

The employees are responsible for:

1. taking reasonable care of their own safety and health and comply with safe work practices in order to avoid work related accidents;
2. cooperating with management on safety and health matters;
3. avoiding interference with any provision made to safeguard their safety and health;
4. wearing personal protective equipment wherever necessary, and
5. reporting all safety and health concerns to their immediate supervisor.

### **2.4 Human Resource Section**

The Human Resource Section will be responsible for:

1. ensuring staff receive necessary safety and health training; and
2. ensuring accidents/incidents are reported and recorded.

### **2.5 Safety and Health Officer**

The Safety and Health Officer will be responsible for:

1. ensuring regular inspections and follow-up visit at the workplace to make sure that employees are working in a conducive environment;
2. investigating into occupational accidents/incidents;
3. assisting in the risk assessment exercises;
4. conducting safety and health training;

5. attending safety and health committee meetings;
6. advising on selection of personal protective equipment and any other safety related items;  
and
7. advising on any safety and health measures to be implemented by the employee

## **2.6 Office Management Executive**

The Office Management Executive or any other designated officer is responsible for implementing all recommendations on safety and health with regards to equipment and infrastructure.

## **3.0 SAFETY AND HEALTH ARRANGEMENTS**

It is essential that all employees familiarize themselves with the content of this safety and health policy manual.

### **3.1 Risk Assessment**

Risk assessments will be undertaken by a team comprising the head of stations/units, staff representatives and the safety and health officer. Risk assessment shall be reviewed at least once every two years or as per section 10 of the OSHA 2005.

### **3.2 Safety and Health Committee**

A Safety and Health Committee has been established as per OSHA 2005. The Safety and Health Committee meeting shall be held at least once every two months. The Safety and Health Committee will be chaired by the Supervising Officer or a member of top management delegated by him.

### **3.3 Accidents/Incident Reporting**

- a) The head of stations/units will be responsible to record occupational accidents or cases of work related ill-health. They will also be responsible for reporting accidents, incidents, and dangerous occurrences to the Human Resource Section. The latter will ensure that the Ministry of Labour, Human Resource Development, Employment and Training are informed of all notifiable work related accidents, ill health and dangerous occurrences as per the OSHA 2005.

- b) The safety and health officer shall be informed of all occupational accident, injury or dangerous occurrence as soon as possible. The safety and health officer will ensure accidents and dangerous occurrences are duly investigated and propose remedial measures to prevent recurrence.

### **3.4 Safe Plant and Equipment**

The Head of Units shall be responsible to inform the Office Management Executive of all equipment or plant needing maintenance and repairs. The latter will ensure all the necessary maintenance or reparation works are promptly carried out.

### **3.5 Safety and Health Training**

The Department in collaboration with the Occupational Safety and Health Division of the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) will ensure that appropriate safety and health training is provided to staff.

### **3.6 Provision of Personal Protective Equipment**

- The Department shall provide suitable personal protective equipment to employees who may be exposed to any safety and health risk while at work.
- The Department shall ensure that personal protective equipment complies with such standards as may be acceptable by the Mauritius Standards Bureau.
- Every employee who has been provided with personal protective equipment shall report to his immediate supervisor of any loss or defect in that personal protective equipment.

### **3.7 Procurement**

A 'Buy Safe' policy will be adopted. Processes will be established, implemented and maintained to control the procurement of products and services in order to ensure its conformity with the Occupational Safety and Health Management System.

### **3.8 Contractors**

It will be ensured that the requirements of the Occupational Safety and Health Management System are met by contractors and their workers.

The Department will ensure that its procurement processes define and apply occupational safety and health criteria for the selection of contractors. These criteria will be included in the contractual document.

### **3.9 Management Review**

Top Management will review the organisation's safety and health policy at least once every six months to ensure its:

- Continuing suitability;
- Adequacy; and
- Effectiveness.