



MINISTRY OF FINANCIAL SERVICES
AND GOOD GOVERNANCE

SAFETY

AND

HEALTH

POLICY



VISION

Transform Mauritius into a Centre of Excellence and promote wealth and good governance.

MISSION

To provide guidance and support for the enforcement of good governance, promotion of financial services and reengineering of public sector bodies to eradicate fraud, corruption, malpractices and irregularities in all aspects of public life and restore the national values of the country.

STATEMENT OF INTENT

Our statement of general policy is to:

- provide and maintain a safe and healthy working environment, equipment, and systems of work in the workplace;
- manage safety and health risks to which employees might be exposed at work by implementing control measures identified through risk assessments;
- constantly improve health and safety at the place of work through Safety and Health Committees;
- provide information, instruction, training and supervision to employees to ensure safe systems of work;
- ensure that this Policy Statement is understood and implemented throughout the Ministry; and
- review and revise this policy as necessary at regular intervals.

Signed:



Date: 27.10.2017

C. BHUGUN

Permanent Secretary

1.0 RESPONSIBILITIES AND ARRANGEMENTS

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

1.2 All employees should:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- cooperate with management and coordinators on safety and health matters;
- comply with any directive given by management for safety and health;
- wear personal protective equipment and clothing where necessary;
- avoid interfering with any provision made to safeguard their safety and health;
- take reasonable care for their own safety and health; and
- report all safety and health concerns/hazards to the Safety and Health 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 section, including the assigned Safety and Health Officer of the Ministry of Civil Service and Administrative Reforms:

- Administration
- Human Resources
- Procurement and Supply
- Finance
- Registry
- Office Auxiliary

2.2 The Permanent Secretary may co-opt any other officer to form part of the team.

2.3 The findings of the risk assessment will be reported to the Permanent Secretary.

2.4 All actions to remove or control risks will be approved by the Permanent Secretary and the Risk Assessment Team will be responsible to ensure the implementation of actions proposed.

2.5 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 Permanent Secretary will ensure that the Safety and Health Committee is established in line with Section 21 of the Occupational Safety and Health Act (OSHA) 2005. The composition of the Committee will be communicated by the Secretary of the Safety and Health Committee to all employees.
- 3.2 The Safety and Health Committee will maintain proper communication with representatives of both employer and employee sides and ensure consultations are held at least once every two months.
- 3.3 The Safety and Health Committee will be chaired by the Deputy Permanent Secretary of the Ministry.



4.0 SAFE PLANT AND EQUIPMENT

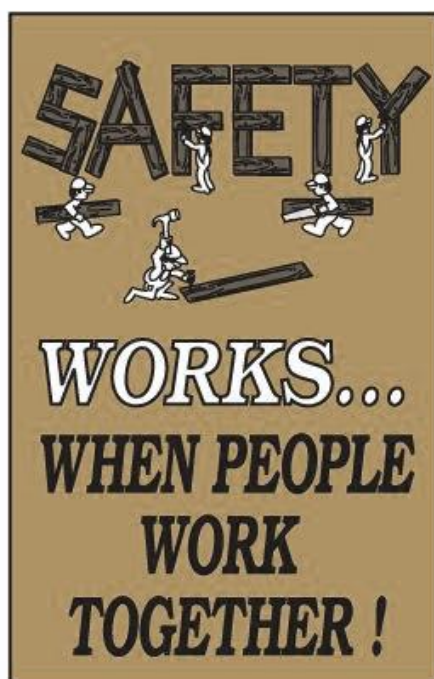
- 4.1 The Office Management Executive or any other officer delegated by the Permanent Secretary will be responsible for:
- identifying all equipment or plant needing maintenance;
 - drawing up of effective maintenance procedures;
 - implementing all identified maintenance activities.
- 4.2 Any problem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

‘WE ALL SHARE THE BENEFITS OF A HEALTHY AND SAFE WORKPLACE’

~Anonymous

5.0 INFORMATION, INSTRUCTION AND SUPERVISION

- 5.1 The Permanent Secretary will ensure that induction and/or job specific training are/is provided to all officers. The Human Resource Section, 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 Human Resource Section.
- 5.2 The Safety and Health Officer of the Ministry of Civil Service and Administrative Reforms will advise on safety and health issues.



6.0 ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- 6.1 The Permanent Secretary will appoint a sufficient number of first aiders in accordance with First Aid Regulations 1989.
- 6.2 The Manager, Human Resource, in charge of the Human Resource Section, will ensure that all accidents and cases of work-related ill health are properly recorded and kept in an accident register.
- 6.3 Head of Sections will be responsible for reporting accidents, incidents, diseases and dangerous occurrences to the Permanent Secretary.
- 6.4 The Permanent Secretary will ensure that all cases pertaining to accidents, first-aid and work-related ill health are reported to the Ministry of Labour, Industrial Relations, Employment and Training as per Sections 85 and 86 of the Occupational Safety and Health Act 2005.

‘BE ALERT, DON’T GET HURT’

7.0 MONITORING

7.1 The Office Management Executive or any other officer designated for the purpose, in collaboration with the Safety and Health Officer from the Ministry of Civil Service and Administrative Reforms, 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 Safety and Health Officer of the Ministry of Civil Service and Administrative Reforms, will advise on:

- accident investigation;
- work-related causes of sickness; and
- action to prevent any recurrence.

'SAFETY COMES IN A CAN

I CAN

YOU CAN

WE CAN

BE SAFE'

