

MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION

(Industry Division)

Safety and Health Policy Statement

OCCUPATIONAL SAFETY & HEALTH POLICY	
<p><u>Safety and Health Policy Statement</u></p> <p>The Ministry of Industry, Commerce and Consumer Protection (Industry Division) is committed to ensure compliance with the Occupational Safety and Health Act 2005 and any other relevant regulations falling under this Act.</p> <p>Statement of Intent</p> <p>Our statement of general policy is:</p> <ul style="list-style-type: none">• provide and maintain a safe and healthy working environment, working conditions, equipment, and systems of work in the workplace;• managing safety and health risks to which employees might be exposed at work by implementing control measures identified through risk assessments;• seek progressive improvements by consulting employees on matters affecting their health and safety at their place of work through Safety and Health Committees;• provide information, instruction, training and supervision to employees as necessary 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. <p>Signature: _____ Date:28/10/15</p> <p>Permanent Secretary (Mr. T. Appadu) _____ Review date:27/10/17</p>	

OCCUPATIONAL SAFETY & HEALTH POLICY

A. RESPONSIBILITIES

- I. The **Permanent Secretary** is responsible for **Safety and Health in the “Industry Division of the Ministry”** and hereby undertakes to comply with the requirements of the Occupational Safety and Health Act (OSHA) 2005 and other related legislations.
- II. The **Deputy Permanent Secretary or any other designated officer** has day-to-day responsibility for ensuring that the health and safety policy is put into practice.
- III. The following **officers** have the overall responsibility in the following areas to ensure that safety and health standards are maintained or improved.
- IV.

SN.	Name	Designation	Section/ Division
1.	Mr. A.Somanah	Director	Assay Office
2.	Mr. R.Gopee	Director	MAURITAS

- V. **The Officers at sub-paragraph AIII** have the duty to:

- Ensure that :
 - i. all established safety policies are administered and enforced in all areas;
 - ii. all personnel are properly sensitized on the safety and health program and that they are abiding by policies and procedures established;
 - iii. proper information, instructions and assistance are given to supervisory staff in order to safeguard the safety and health of all employees;
 - iv. Safety & Health Committee meeting is organized as prescribed by the **OSHA 2005 and other related legislations**; and
 - v. Personal protective equipment are duly provided and that they are replaced as and when required.
- Provide employees with necessary tools, equipment and personal protective equipment and ensure that these meet required standards.
- Carry out regular supervision to ensure that employees are abiding by safety and health policies and procedures.
- Enforce all established safety rules and safe work practices as well as take corrective actions as and when required.
- Organise appropriate medical treatment, if required, during office hours, including transportation to hospital whenever the need arises.
- All accidents are immediately reported to HR Section for necessary action.

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V. All the *employees* have the following responsibilities as per *OSHA 2005 and other related legislations*:

- cooperate with Management and Coordinators on safety and health matters;
- take reasonable care for safety and health of oneself and others;
- report all safety and health concerns to the responsible officers/immediate supervisors e.g. incidents, near misses, injuries, illnesses or any situation that could present a risk to safety and health;
- give support in matters pertaining to reduction and control of accidents and illnesses;
- use appropriate tools and equipment as required for the job;
- not wilfully or recklessly make inoperative any guard provided on any machinery;
- use the appropriate equipment and personal protective equipment provided by the Ministry ,at all times when there is risk of bodily injury and health hazards;
- be responsible for keeping tools, equipment and personal protective equipment clean and in good condition;
- report the loss, destruction or defect in the personal protective equipment or clothing provided by the employer at the workplace;
- report any defects on tools and equipment;
- use correctly safety devices provided;
- suggest ways to eliminate hazards by cooperating with health and safety committee members and representatives;
- read, understand and comply with workplace safety and health policy, safework practices and procedures; and
- abide to the “No Smoking” and “No Alcoholic Drinks” policy at the workplace.

B. ARRANGEMENTS

1.0 Risk Assessments

1.1 Risk Assessments will be carried out at the workplaces falling under the Industry Division and will be carried out and reviewed every two years or earlier if there are changes in matters to which it relates.

1.2 The results of the risk assessments will be recorded in writing. Findings of the risk assessments will be reported to the Permanent Secretary and discussed in Safety and Health Committees.

1.3 Action to control, mitigate and eliminate risks will be approved by the Permanent Secretary. The Office Management Executive or any other designated officer will be responsible to ensure implementation of the proposed recommendations.

1.4 Regular follow up visits will be effected by the Safety and Health Officer to ensure that the control measures are being implemented.

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2.0 Safety and Health Committees

2.1 The Deputy Permanent Secretary will ensure that Safety and Health Committee is established as per Section 21 of the Occupational Safety and Health Act (OSHA) 2005.

2.2 The Safety and Health Committee will maintain proper communication with representatives of both employer and employees and ensure consultations are held at least once every two months.

3.0 Safe Equipment

3.1 The Office Management Executive or any designated officer to whom the responsibility for safety and health has been assigned will be responsible for:

- i. identifying all equipment needing maintenance;
- ii. ensuring effective maintenance procedures are drawn up;
- iii. implementing all identified maintenance; and
- iv. ensuring that records of such maintenance are kept.

3.2 Any defective equipment should be reported to the Office Management Executive or any designated officer so that necessary remedial actions can be taken.

4.0 Information, Instructions and Supervision

4.1 Advice and training pertaining to health and safety would be provided by the Safety and Health Officer.

4.2 The Human Resource Division will:

- a) ensure that trainees are under proper supervision
- b) identify training needs and will arrange for such trainings; and
- c) maintain training records

5.0 Monitoring

5.1 The Safety and Health Officer will:

- i. carry out inspections and follow-ups to ensure that employees are working in an environment conducive to their safety, health and welfare; and
- ii. investigate into occupational accidents/incidents and communicate findings to the Permanent Secretary.

5.2 The Office Management Executive or any other designated officer is responsible for acting on investigation's recommendations to prevent recurrence of occupational accidents/incidents

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6.0 Accident, First Aid and Work-related ill-health

6.1 First Aid facilities should be available at the Ministry and its departments.

6.2 Sufficient number of first aiders should be appointed in accordance with First Aid Regulations 1989.

6.3 All accidents and cases of work related ill-health should be reported to the Human Resource Division. All such cases should be properly recorded and kept in an accident log book.

6.4 Health surveillance (if required) shall be arranged and proper records have to be kept by the Human Resource Division and the officers designated at paragraph AIII.

6.5 The designated Officers are responsible for reporting accidents/incidents, diseases and dangerous occurrences to the Permanent Secretary. The Permanent Secretary will have to ensure that all cases 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 (OSHA) 2005.

Signature of Permanent Secretary :

(Mr. T. Appadu)

Date : .28/10/15.....