

**Ministry of Industrial Development, SMEs and Cooperatives
Industrial Development Division**

OCCUPATIONAL SAFETY and HEALTH POLICY

SAFETY AND HEALTH POLICY STATEMENT

The Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division) is committed to ensure compliance with the Occupational Safety and Health Act 2005 (OSHA 2005) and any other relevant Regulations falling under this Act.

STATEMENT OF INTENT

OUR STATEMENT OF GENERAL POLICY IS:

- to provide and maintain a safe and healthy working environment, working conditions, equipment, and systems of work in the workplace;
- to manage safety and health risks to which employees might be exposed at work by implementing control measures identified through risk assessments;
- to seek progressive improvements by consulting employees on matters affecting their safety and health at their place of work through Safety and Health Committees;
- to provide information, instruction, training and supervision to employees as necessary to ensure safe systems of work;
- to ensure that this Policy Statement is implemented throughout the Ministry;
- to ensure strong leadership and commitment to occupational safety and health activities and make appropriate arrangements for the establishment of an Occupational Safety and Health Management System (OSHMS); and
- to review and revise this policy as and when required at regular intervals.

DATE: 24 August 2023

OCCUPATIONAL SAFETY & HEALTH POLICY

A. RESPONSIBILITIES

- I. The **Permanent Secretary** is responsible for Safety and Health and hereby would ensure compliance with Occupational Safety and Health legislations, including compliance with Occupational Safety and Health requirements pursuant to National Laws and Regulations and Practices.
- II. The **Deputy Permanent Secretary or any other designated officer** has day-to-day responsibility for ensuring that the Safety and Health Policy is put into practice.
- III. The following Officers have the overall responsibility to ensure that safety and health standards are maintained or improved in their respective Sections/ Departments:

SN	Name	Designation	Section/Division
1.	Mr. Y. K. P. Lucknauth	Director, Assay Office	Assay Office
2.	Mr. R.N. Gopee	Director, MAURITAS	MAURITAS

- IV. The Officers at sub-paragraph AII and AIII have the duty to:
 - Ensure that:
 - i. all established safety policies are administered and enforced in all areas;
 - ii. all personnel are properly sensitised on the safety and health program and that they abide 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 meetings are organised as prescribed by the ***OSHA 2005 and other related legislations***; and
 - v. personal protective equipment is 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 items/ equipment 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 for staff, if required, during office hours, including transportation to hospital whenever the need arises.
 - Ensure that the *“Protocol on Management of Injury and Illness at the Workplace”* is adhered to.
 - All accidents are immediately reported to Human Resource Section for necessary action.

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- V. All **employees** have the following responsibilities as per the **OSHA 2005** and **other related legislations** to:
- 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 willfully 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 Safety and Health Committee members and representatives;
 - read, understand and comply with workplace safety and health policy, safe work practices and procedures; and
 - abide to the “No Smoking” and “No Alcoholic Drinks” policy at the workplace.

B. ARRANGEMENTS

Risk Assessments

Risk Assessments will be carried out by a team of Officers at the workplaces falling under the Industrial Development Division and will be carried out and reviewed every two years or earlier if there are changes in matters to which it relates.

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 Committee meetings.

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.

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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Safety and Health Committee

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

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.

Safe Equipment

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.

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

Information, Instructions and Supervision

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

The Human Resource Section will:

- i. ensure that trainees are under proper supervision;
- ii. identify training needs and will arrange for such trainings; and
- iii. maintain training records.

Monitoring

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.

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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Accident, First Aid and Work-related ill-health

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

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

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

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

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, Human Resource Development and Training as per Sections 85 and 86 of the Occupational Safety and Health Act (OSHA) 2005.

DATE: 24 August 2023