



Ministry of Business, Enterprise and
Cooperatives
(Business and Enterprise Division)

Health and Safety Policy Statement

July 2017

MINISTRY OF BUSINESS, ENTERPRISE AND
COOPERATIVES

(BUSINESS AND ENTERPRISE DIVISION)

Safety and Health Policy Statement

The Ministry of Business Enterprise and Cooperatives (Business and Enterprise Division) is committed to ensuring compliance with the Occupational Safety and Health Act 2005 and other relevant regulations, as subsequently amended, falling under this Act.

Statement of Intent

Our Statement of General Policies are:

- providing and maintaining 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;
- providing and maintaining personal protective equipment and clothing to staff who by nature of their activities may be exposed to bodily injuries;
- seeking progressive improvements by consulting employees on matters affecting their health and safety at their place of work through Safety and Health Committees;
- providing information, instructions, training and supervision to employees as necessary to ensure safe systems of work; and
- ensuring that this Policy Statement is understood and implemented throughout the Ministry.

The Policy will be kept up-to-date and reviewed as and when required.

Signature

V.A. Putchay
Permanent Secretary

Date:

A. RESPONSIBILITIES

- I. The Permanent Secretary is responsible for the safety and health of all staff in 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 and Assistant Permanent Secretary have day-to-day responsibility for ensuring that the Health and Safety Policy is put into practice.
- III. The following designated officers have the overall responsibility to ensure that safety and health standards are maintained or improved:

S.N	Name	Designation	Section/Division/ Unit
i.	Mr. N. Rasmally	Office Management Executive	Business and Enterprise Division
ii.	Mrs. N. Soogund	Office Management Assistant	Business and Enterprise Division

- IV. Head of Sections have the duty to ensure that:
 - all established safety policies are administered and enforced in all areas;
 - all personnel are properly sensitized on the safety and health program and that they abide by the policies and procedures established;
 - proper information, instructions and assistance are given to supervisory staff in order to safeguard the safety and health of all employees;
 - Safety & Health Committee meeting is organized as prescribed by the **Occupational Safety & Health Act 2005**;
 - employees are provided with necessary tools, equipment and personal protective equipment;
 - necessary arrangements are made for health surveillance program for all concerned employees and for first aid training courses to them;
 - regular site supervision is carried out to ensure that employees adhere to safety and health policies and procedures;
 - all established safety rules and safe work practices are enforced and corrective actions are taken as and when required;
 - appropriate medical treatment, if required during office hours, including transportation to the nearest public hospital is organized; and
 - all accidents are immediately reported to HR Section for necessary action.

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

- cooperate with management 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 for example, 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 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, safe work practices and procedures; and
- abide by the “No Smoking” policy at the workplace.

B. ARRANGEMENTS

1.0 Risk Assessment

- 1.1 Risk assessments will be carried out for all members of staff, work activities and systems at least once every two years. The exercise is carried out by the Safety and Health Officer together with a team of officers. The results of the risk assessment will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health and safety.
- 1.2 The findings of the risk assessment will be discussed in the Safety and Health Committee and reported to the Permanent Secretary.
- 1.3 All actions required to minimize or control risks will be approved by the Permanent Secretary. Head of each Section will be responsible to ensure the implementation of the actions proposed.
- 1.4 Risk assessments will be reviewed not later than two years after any assessment or earlier where there has been a significant change in the matters to which it relates.

2.0 Safety and Health Committee

- 2.1 The Deputy Permanent Secretary will ensure that the 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 representative of both employer and employees and ensure consultations are held at least once every two months.

3.0 Safe Plant, Building and Equipment

- 3.1 The Heads of Section will be responsible for:
 - regularly monitoring the condition of buildings/infrastructure where staff are accommodated and supervising any renovation works and maintenance of yard;
 - identifying all equipment or plant needing maintenance;
 - ensuring effective maintenance procedures are developed and updated; and
 - ensuring that all identified maintenance activities are implemented and recorded.
- 3.2 Any problem found with plant or equipment should be reported to Head of Sections

4.0 Information, Instruction, Training and Supervision

- 4.1 The Deputy Permanent Secretary will ensure that safety and health induction training and/or job specific training are provided to all employees. The Manager, Human Resources will ensure that appropriate training is organized and all training records are kept.
- 4.2 The Safety and Health Officer will advise and conduct training on safety and health issues, act as Secretary to Safety and Health Committee as and when required, lead risk assessment exercises, investigate into accident at work, work-related ill health and safety and health complaints.

5.0 Accident, First Aid and Work-Related ill-Health

- 5.1 The Permanent Secretary will have to ensure that there is sufficient number of first aiders appointed at the Ministry and its outstations in accordance with First Aid Regulations 1989. A list of first aiders is to be affixed on the Notice Board and on the cover of the First Aid Boxes.
- 5.2 The first aid box(es) should be affixed at the Head Office and the Outstations.
- 5.3 The Human Resource Section will ensure that all accidents and cases of work-related ill health are properly recorded and kept in an accident book and same is reported to the Safety & Health Officer.
- 5.4 Heads of Sections will be responsible for reporting accidents, incidents, diseases and dangerous occurrences to the Manager, Human Resource. The Manager, Human Resource 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 2005.

6.0 Emergency Procedures – Fire and Evacuation

- 6.1 Head of Sections will have to ensure that:
 - emergency exits are regularly checked at the workplace and they are not obstructed.
 - fire extinguishers are maintained and checked every six months or once yearly;
 - fire drills are conducted at least once every year in the place of work requiring a fire certificate under Section 76, according to an established fire and emergency plan approved by the Fire Services and record of the fire drill is kept;
 - updated signage is placed at strategic locations and appropriate Assembly Points are designated; and
 - the list of fire wardens is clearly affixed.

7.0 Welfare

- 7.1 It is the policy of the Ministry to provide enough clean, suitable ventilated toilets, wash basins, soaps and drying facilities for those expected to use them.
- 7.2 The Ministry will provide drinking water and ensure that it is free from contamination and accessible to all employees.
- 7.3 Smoking is prohibited in the Ministry's premises.
- 7.4 Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to the immediate Supervisor and to Head of Sections.

8.0 Driving at Work

- 8.1 It is the policy of this Ministry to ensure that staff who are required to drive as part of their work activities are competent to drive.
- 8.2 All staff are responsible for ensuring that any car accident is reported to the **Office Management Executive** and to the **Manager, Human Resources**.

Signature of Responsible Officer :

Date :