



REPUBLIC OF MAURITIUS

ENHANCEMENT OF WORK ENVIRONMENT (EWEP) GUIDELINES

Ministry of Civil Service and Administrative Reforms
Occupational Safety and Health Division



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1.0

OBJECTIVES OF THE GUIDELINES

Understand. Aid. Facilitate.

The overall objective of the Guidelines is to foster a better understanding of the Enhancement of Work Environment Programme with the ultimate purpose of optimizing the potential benefits of the Programme by Ministries/Departments and enhancing its effectiveness.

The purpose of the Guidelines is to:

- i) provide an outline of the different phases of the Enhancement of Work Environment Programme (EWEP);
- ii) facilitate Ministries/Departments in formulating relevant projects;
- iii) understand the proper mechanism under which project/s are considered; and
- iv) Maximize on the use of the available funds under the Programme.



2.0

INTRODUCTION

What? Why? How?

Enhancement of Work Environment Programme (EWEP)

The Enhancement of Work Environment Programme (EWEP) is a scheme for funding of safety and health projects, under the budget of the Ministry of Civil Service and Administrative Reforms (MCSAR), with a view to uplifting the safety and health standards of work environment. It provides a meaningful opportunity to Ministries/Departments to identify relevant projects and have them implemented with the required funding.

Occupational Safety and Health Act (OSHA) 2005



The MCSAR, representing the State as Employer, has the legal obligation to ensure that public officers in Ministries/Departments operate in a safe and healthy environment, in accordance with the requirements of the Occupational Safety and Health Act (OSHA) 2005. In order to uplift the standard of safety and health in the work environment, EWEP was introduced in 2011. Most Ministries/Departments have benefitted from this Programme over the past 7 years and some 590 projects have been funded.

Mission of MCSAR

As part of its mission, MCSAR is committed to -

“Supporting the creation of the necessary conditions for a conducive working environment to inspire and improve the morale of public officers”





Modus Operandi of the EWEP

The EWEP operates within a collaborative framework involving Supervising Officers of Ministries/Departments, Chairperson of Sectoral EWEP Committee and officers of the Safety & Health cadre.

Their roles and responsibilities are as defined hereunder:

Supervising Officers of Ministries/Department

Supervising Officers, as representatives of employer, have a mandatory duty to ensure that public officers are provided with working environments that are safe and without risks to health, in line with relevant legislations.

Supervising Officers must ensure that:

- a Sectoral EWEP Committee, chaired by an officer not below the rank of an Assistant Permanent Secretary or above or a senior official of similar rank from the technical grade, is set up and made fully functional;
- all projects submitted under the EWEP are based on the recommendations made by Safety and Health Officers through risk assessments.
- Departmental Warrants provided under EWEP are utilized judiciously and solely for the implementation of approved project/s.

Sectoral EWEP Committee (SEC)

The SEC should be set up in Ministries/Departments as per Circular Letter No 43 of 2017, dated 28 June 2017.

The membership of SEC should consist of representatives from the following cadres:

- Administrative;
- Office Management Executive;
- Procurement & Supply;
- Finance; and
- Safety & Health.

The SEC should examine and assess project proposals identified by the Safety and Health Officers. After scrutiny, the Chairperson should validate the projects and submit the duly filled in Project Proposal Form (PPF)* to the MCSAR.

The Chairperson of the SEC should regularly report on progress of project implementation and attend EWEP Coordination Meetings, as and when required, at the MCSAR.



* as at appendix I (Page 18)

Safety & Health Officer

Safety and Health Officers advise Ministries/Departments on safety and health matters and facilitate compliance with the provisions of OSHA 2005 and related legislations. The Safety and Health Officers, by the very nature of their duties, carry out various activities, such as safety audits, risk assessments, investigations, OSHMS implementation, amongst others.

For the purpose of EWEP, projects directly related to safety and health should be identified through risk assessments. These projects should, as far as possible, go towards mitigating risks and enhance the standard of safety and health a work.



3.0

CRITERIA FOR STREAMLINING OF PROJECTS

The Mechanism

To fully benefit from the EWEP, safety and health related projects are classified to minimize restriction on projects and thus create a gateway to allow Ministries/Departments to come up with more viable projects.

Projects are classified into 3 different categories as follows:

Category I	Category II	Category III
Easily implementable safety and health projects.	Any safety and health project which is a priority and would considerably enhance the work environment.	Any safety and health project which is complex.
Examples		
Provision of First Aid Boxes, water purifiers, lockers, etc...	Pigeon proofing, provision of A/C, mobile compactors, etc...	Renovation works, ultrasound for pigeon proofing, bulk purchase of Fire Extinguishers, etc...

Rationale for Prioritization of Projects

(i) Risk Rating

Projects with higher risk rating would be a priority if the degree of risk has been assessed and confirmed by the Safety and Health Officer.

(ii) Cost and Duration of Projects

The cost and duration of a project have a direct impact on the success of the project. Projects of shorter duration and no massive financial implications will be given priority of consideration.

(iii) Funding

Projects which would be partially funded by the client Ministry/Department will also be given priority.

(iv) Stakeholders

Complex projects requiring the intervention of different stakeholders for their implementation should be preceded by appropriate consultations to ensure that all the relevant inputs are forthcoming.

4.0

EWEP FLOWCHART

Step by Step Guide

The EWEP Flowchart outlines the steps to be followed. The mechanism comprises 3 phases, as follows:

PHASE I

This phase is carried out at the level of the client Ministry/Department.

Identification of projects through Risk Assessment by the Safety and Health Officer/Senior Safety and Health Officer



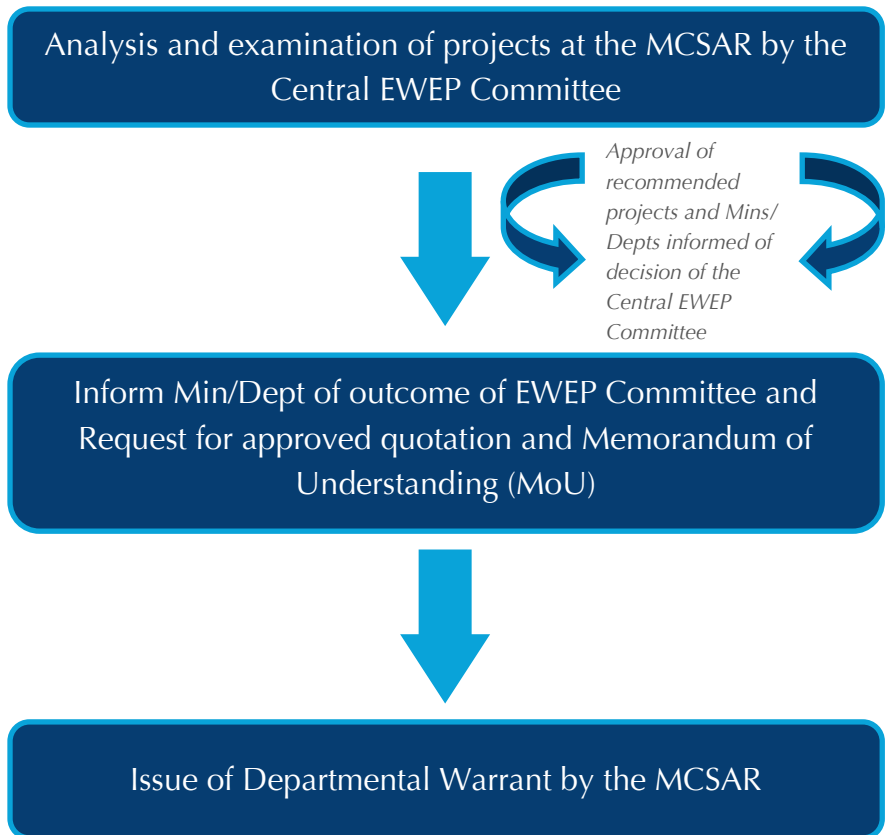
Meeting of Sectoral EWEP Committee & validation of projects



Submission of duly signed Project Proposal Form (PPF)

PHASE II

This phase is carried out at the level of the Ministry of Civil Service and Administrative Reforms.



PHASE III

This phase is carried out at the level of the client Ministry/Department.

Regular reporting on progress of projects by Sectoral EWEP Committee, as the case may be



Submission of **Project Completion Certificate** by Ministries/ Departments



How to submit proposals?

Proposals should be submitted on the Project Proposal Form at (Appendix 1). Applications should be sent to the following address:

**The Director, Safety and Health Unit
Ministry of Civil Service and Administrative Reforms
SICOM Building II, 3rd Floor
Cnr Chevreau and Reverend Lebrun Streets
Port Louis**

It is important that all proposals conform to the EWEP Guidelines and be made on the Project Proposal Form. Proposals that are not consistent with the Guidelines will **not** be considered. For any further information, contact:

**Tel: 405-5765/405-4105
Fax: 208-8642
E-mail: oshmcsar@gmail.com**

5.0

APPENDIX

Useful Documents

Appendix I

Ministry of Civil Service and Administrative Reforms Enhancement of Work Environment Programme (EWEP) Project Proposal Form—Financial Year 2018/2019

1. Applicant Organisation

Ministry/Department : _____

Address : _____

Building owned by : Government Private

2. Project Description

(a) Project title: _____

(b) Indicate the exact location where the project will be implemented.

(a) Safety and Health problem identified:

(c) Number of employees affected : _____

(d) Date of Risk Assessment : _____

Risk Rating: H M L

(e) Brief project description and how the project will be implemented.

Appendix I (ctd)

3. Project Management

- (a) Project Duration : _____ months
- (b) Materials and equipment will required and the estimated costs

Items	Costs (Rs)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL	

** If more than 10 items, please fill in attached proforma*

- (c) Reasons for which your Ministry/Departments **cannot** fund the whole project under its own budget.

- (d) Is your organisation prepared to meet part of the costs? Yes/No

If yes, please specify the quantum: Rs _____

- (e) State whether the project requires the involvement of other authorities/ stakeholders to be consulted in the conceptualization of the project?
Please name the concerned authorities.

Appendix I (ctd)

4. Endorsement

Chairperson of SEC

Name : _____

Designation : _____

Signature : _____

Safety and Health Officer

Name : _____

Designation : _____

Signature : _____

Name of Supervising Officer :

Name of Ministry/Department :

Seal of
Ministry/
Department

Office Use Only

Checklist

Category		Funding	
Risk Assessment		Duration	
Cost Estimate		Authorities	
Endorsement			

Name of PSHO : _____

Date : _____

Signature of PSHO : _____

Appendix II

MEMORANDUM OF UNDERSTANDING

BETWEEN

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
(FUNDING MINISTRY)

AND

MINISTRY/DEPARTMENT:

(CLIENT MINISTRY/DEPARTMENT)

Appendix II (ctd)

AGREEMENT

This Memorandum of Understanding (MOU) is made by and between, on the one hand, *Ministry of Civil Service and Administrative Reforms* (hereinafter called the "Funding Ministry") and, on the other hand, the *Ministry/Department*.....
.....(hereinafter called the "Client") for the purpose of achieving the aims and objectives of the project under the "**Enhancement of Work Environment Programme**" for the Financial Year 2018-2019.

WHEREAS

The Client Ministry undertakes to use the funds provided

- (i) solely for the implementation of the recommended project;
- (ii) for completion of the project within the agreed time frame; and
- (iii) reporting on progress every month till the completion of the project.

Obligations

In the event the Client Ministry fails to undertake the completion of the project within the time frame set, the Funding Ministry reserves the right to stop further disbursement of funds and may claim return of funds disbursed.

Funding Ministry: Civil Service and Administrative Reforms

DONE and SIGNED at

..... on
this day of 2018/2019.

Name : Signature:

.....

Designation :

Client Ministry/Department :

Project Title :

DONE and SIGNED at

..... on
this day of 2018/2019.

Name : Signature:

.....

Designation :

Appendix III

CERTIFICATE OF COMPLETION

This is to certify that the project/s mentioned below, funded under the Enhancement of Work Environment Programme (EWEP) of the Ministry of Civil Service and Administrative Reforms for the Financial Year _____ has been completed (photo enclosed).

Project Title	Amount (Rs)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Chairperson of Sectoral EWEP Committee:

Client Ministry/Department : _____

Name : _____

Designation : _____

Signature : _____

Seal of
Ministry/
Department

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Occupational Safety and Health Unit

Level 3, SICOM Building II,

Cnr Chevreau & Reverend Lebrun Streets, Port Louis

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