SAFETY AND HEALTH ORGANIZATIONAL RESPONSIBILITIES

In order to ensure that safety and health is successfully managed within the organization, the following responsibilities have been allocated.

1. **Senior Management (Secretary for Public Service, Permanent Secretary, Deputy Permanent Secretary)**
   
   Responsible for:
   * the overall Occupational Safety and Health of MCSAR with the support of Director, Safety and Health Unit,
   * ensuring the Occupational Safety and Health Management System and Policy are developed and implemented,
   * monitoring the effectiveness of the Occupational Safety and Health Management System and Policy,
   * promoting the commitment of MCSAR to excellence in Occupational Safety and Health performance; and
   * reviewing all investigations comprehensively to ensure their accurate completion.

2. **Assistant Director Safety and Health, Principal Safety & Health Officer, Safety and Health Officer/Senior Safety and Health Officer**
   
   Responsible for:
   * working with all levels of MCSAR to develop and implement Occupational Safety and Health System and Policy, including risk management and evacuation plan,
   * providing expert Occupational Safety and Health advice; and
   * keeping up to date with changes to OSHA 2005 and its related legislations.

3. **Head of Sections (Directors, Deputy Director, Assistant Director, Managers, Assistant Managers, Assistant Permanent Secretaries, Office Management Executive)**
   
   Responsible for:
   * implementing the Occupational Safety and Health Management System and Policy,
   * ensuring compliance by all employees, contractors and visitors with regard to both the Management System and Policy
   * monitoring the effectiveness of the Occupational Safety and Health Management System
   * ensuring the Occupational Safety and Health Management System and Policy are included in the planning phase of any new project,
   * ensuring safe work practices are adhered to; and
   * ensuring all employees, contractors and visitors comply with the requirements of the Occupational Safety and Health System and Policy.
4. **Employees**

   Responsible for:
   - ensuring they comply with the Occupational Safety and Health Management System and Policy and all safe work practices,
   - ensuring their own safety and that of others in the workplace,
   - cooperating with management to ensure their safety,
   - immediately reporting any unsafe condition, dangerous occurrence or injury to their immediate supervisor, Office Management Executive and the Occupational Safety and Health Division,
   - ensuring they are able to competently and safely perform any work they undertake,
   - wearing and Personal Protective Equipment (PPE) issued to them; and
   - observing the premises as a non-smoking zone.