



REPUBLIC OF MAURITIUS

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

**Circular Letter No. 12 of 2024**

**E/152/75/39**

29 February 2024

**From: Secretary for Public Service**

**To: Supervising Officers in charge of Ministries/Departments**

**Safety and Health Committee**

The Occupational Safety and Health Act (OSHA) 2005 aims, *inter-alia*, at promoting and regulating Occupational Safety and Health standards at work. In accordance with section 21 of OSHA 2005, all workplaces with more than 50 employees are required to establish a Safety and Health Committee.

2. The purpose of a Safety and Health Committee is to bring employees and management together in a non-adversarial and cooperative effort to promote safety and health for a safer and healthier workplace. Safety and Health Committees help to assist in making continuous improvement of safety and health programmes.

3. Safety and Health Committees are responsible for a number of important functions, including, among others:

- (i) developing and implementing safety and health programmes;
- (ii) providing training and education to employees on safety and health matters;
- (iii) investigating workplace accidents and incidents; and
- (iv) making recommendations to management on how to improve safety and health.

4. In line with the provisions of section 21 of OSHA 2005, the Safety and Health Committee shall consist of a Chairperson, who shall be the employer or a senior member of management who is responsible for safety, health and welfare of employees at the place of work. Accordingly, the Committee shall be chaired by an officer of the rank of Deputy Permanent Secretary or above and shall comprise an equal number of representatives from both the management and employees' side. It is strongly advised that a representative of the Human Resource cadre forms part of the Committee from the management side.

5. The meetings of the Safety and Health Committee shall be held during normal working hours and at least once every two months or at any earlier time at the request of any representative of the employer or the employees on that Committee. The Committee should give notice of the holding of the meeting, including the date, time and venue of the meeting to the Ministry of Labour, Human Resource Development and Training not less than 10 days before the meeting is scheduled.

6. Your Ministry/Department should submit the written record of proceedings, signed by the Chairperson, the Secretary and one member representing the employees, to the Director, Occupational Safety and Health Division of the Ministry of Labour, Human Resource Development and Training and copied to the Director, Safety and Health Unit of this Ministry, within 10 days of the meeting.

7. The establishment of a Safety and Health Committee at any specific workplace is instrumental in fostering a culture of safety, ensuring legal compliance, promoting employee well-being and contributing to the overall success and sustainability of the organisation.

8. I am, therefore, making an appeal to you to ensure strict compliance with the provisions of OSHA 2005 regarding Safety and Health Committees with a view to maintaining and promoting a safe and healthy work environment. You are also requested to bring the contents of this Circular Letter to the attention of Departments/Parastatal bodies falling under the purview of your Ministry as well as Local Authorities.



**K. Conhye**  
**Secretary for Public Service**

**Copy to:**

- (i) Secretary to Cabinet and Head of the Civil Service**
- (ii) Permanent Secretary, Ministry of Labour, Human Resource Development and Training (Labour Division)**