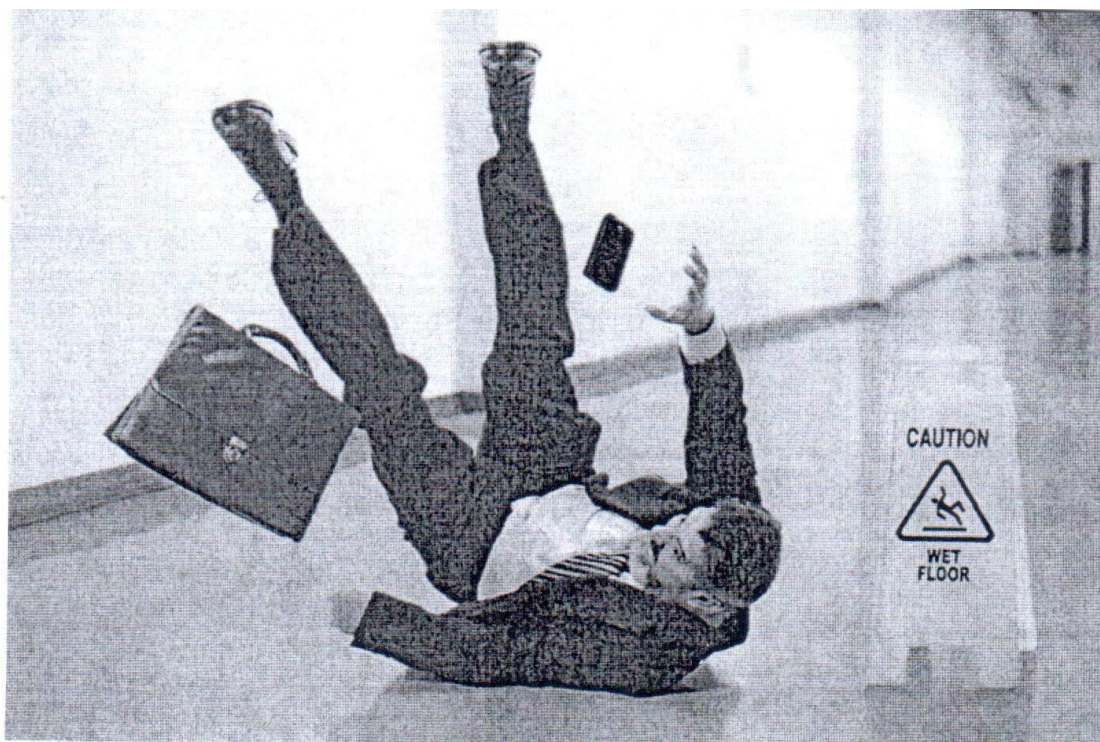




REPUBLIC OF MAURITIUS
MINISTRY OF PUBLIC SERVICE,
ADMINISTRATIVE & INSTITUTIONAL FORMS

TRAINING PROGRAMME ON
"A PRACTICAL APPROACH TO SAFETY AND
HEALTH"

For OMEs



1-Day TRAINING on "A Practical Approach to Safety and Health"

AIM:

The role of the Office Management Executives in Ministries/Departments is crucial as this cadre helps in lubricating the daily routine mechanism within the organisation by ensuring smooth office operations. Among the various duties of Office Management Executives, are Safety and Health checks, ergonomics issues and ensuring maintenance of physical environment. However, it is noted that very often Office Management Executives have the dilemma in taking appropriate actions in certain cases or certain issues are not being monitored as it should have been.

Therefore the aim of this training programme is to provide a comprehensive understanding of their role in connection with the requirements of OSHA 2005 which should ultimately help in enhancing their effectiveness.

LEARNING OBJECTIVES:

- Upon completion, participants should be able to:
 - (1) understand their role and responsibilities vis a vis safety and health.
 - (2) Develop skills and knowledge required to ensure management of safety and health in an effective manner.

PROGRAMME CO-ORDINATORS

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COURSE CONTENT:

Time	Programme details
08h45 – 09h00	Registration of participants
09h00 – 10h30	National Legislation related to Occupational Safety and Health Requirement of OSHA <ul style="list-style-type: none">➤ OSHA 2005➤ Other regulations E.g. First Aid regulations
10h30 – 10h45	Tea Break
10h45 – 12h00	Roles and Responsibilities on the effective management of Safety and Health Safe work practice <ul style="list-style-type: none">➤ Maintenance➤ Examination➤ Risk assessment➤ Electrical safety➤ Working at height➤ Personal Protective Equipment➤ Cleanliness of Office
12h00 – 13h00	Lunch
13h00 – 14h15	Ergonomics <ul style="list-style-type: none">➤ Definition➤ Risk factors & impacts➤ Control Measures➤ Poor Postures
14h15 – 14h30	Tea Break
14 30 – 15 45	Emergency preparedness <ul style="list-style-type: none">➤ Chemistry of fire➤ Identification of risk➤ Control measures➤ Bomb threat➤ Fire safety
15 45 – 16 00	Award of Certificate