



REPUBLIC OF MAURITIUS

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

TRAINING PROGRAMME

ON

“SAFETY & HEALTH IN THE WORKPLACE”

for

Newly recruited Management Support Officers



2020

1-Day TRAINING on “Safety and Health in the workplace”

AIM:

This programme has been designed as an introduction to safety and health in the workplace. The course provides information that helps employees understand the best practices and safety procedures that should be adhered to in order to prevent accidents and ill-health as a result of their work activities.

The course also provides participants with the required level of understanding in complying with safety and health regulations. It gives a full overview of the key safety and health topics that employees should have knowledge of in order to work safely and comply with the law.

OBJECTIVES:

By the end of this course participants will:

- understand the responsibilities of employers and employees under safety and health legislation.
- know how to follow the correct safety procedures in the workplace.
- understand the hazards and ill-health effects associated with specific work activities and processes.
- have knowledge of basic safety and health procedures.
- recognize the importance of undertaking a risk assessment to prevent and control hazards.

PROGRAMME CO-ORDINATORS

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COURSE CONTENT:

Module One: Introduction to Safety and Health Law

This module looks at why addressing safety and health is important and introduces the Occupational Safety and Health Act 2005.

- Benefits of safety and health
- Common workplace accidents
- Factors that impact on safety and health
- Occupational Safety and Health Act 2005
- OSH Regulations

Module Three: Manual Handling and Ergonomics

This module looks at the best practices for manual handling that ensure employees move loads safely. It also explains how to set up computer workstations ergonomically.

- Introduction to Manual Handling
- Manual handling injuries and best practices
- Lifting, lowering, pushing and pulling
- Ergonomics and Workstations design

Module Two: Workplace Safety

This module looks at some of the most common workplace hazards. It explains what can be done to manage risks and prevent them from causing harm.

- Slips, trips and falls
- Housekeeping
- Electrical safety
- Fire safety
- Welfare facilities
- First aid
- Workplace stress

Module Four: Risk Assessment and Hazardous Substances

This module explains what a risk assessment is used for and outlines each of the stages involved in the risk assessment process. This module looks at the impact that hazardous substances can have on health, and discusses some control measures for reducing the risks.

- 5 steps to risk assessment
- Hazardous substances
- Routes of entry
- Hierarchy of control

Time	Programme details
08 45 – 09 00	Registration of participants
09 00 – 10 30	Introduction to Safety and Health Law
10 30 – 10 45	Tea Break
10 45 – 12 00	Risk Assessment and Hazardous Substances
12 00 – 13 00	Lunch
13 00 – 14 15	Workplace Safety
14 15 – 14 30	Tea Break
14 30 – 15 45	Manual Handling and Ergonomics
15 45 – 16 00	Award of Certificate

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