Republic of Mauritius

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

SAFETY AND HEALTH POLICY
The Ministry of Public Service, Administrative and Institutional Reforms is committed to providing and maintaining a safe and healthy working environment to its employees, visitors and contractors and recognises its responsibilities as an employer under the Occupational Safety and Health Act 2005 and other relevant regulations.

Our safety and health policy is to ensure that:

- heads of sections account for the safety and health of all employees working under their supervision.
- employees perform their duties and responsibilities in a safe and healthy manner.
- arrangements are in place for the consultation and participation of employees on safety and health matters.
- relevant safety and health training are provided to employees.
- appropriate personal protective equipment are provided and worn by employees where required.
- appropriate procedures on the safe use and handling of equipment and substances are established and adhered to.
- emergency procedures, including evacuation in case of fire or other significant incident are implemented.
- an Occupational Safety and Health Management System based on ISO 45001: 2018 standard is implemented to continually improve on safety and health.

B.BOYRAMBOLI
Secretary for Public Service
June 2021
The overall responsibility for safety and health of all employees of this Ministry rest on the Secretary for Public Service. However, the day to day management of safety and health responsibility is delegated to the Permanent Secretary.

Responsibilities are also delegated to officers as follows:

**Head of Sections**

The Head of Units are responsible for:

- implementing the safety and health policy within their sections;
- ensuring that regular safety audits are carried out at their respective section and any identified unsafe condition is eliminated or adequately controlled;
- ensuring that staff had received adequate safety and health training;
- ensuring that a sufficient and suitable risk assessment had been carried out at their section;
- ensuring that accidents/incidents and near misses are properly reported and recorded;
- establishing effective arrangements for staff consultation with regards to the management of safety and health within their section;
- adopting an open attitude which encourages staff to raise and discuss safety and health issues within their respective work areas.

**Director, Human Resource Management/Deputy Director Human Resource Management**

The Director, Human Resource Management/Deputy Director, Human Resource Management will be responsible for:

- ensuring staff receive necessary safety and health training;
- arranging and organising appropriate training programmes;
ensuring accidents/incidents are reported and recorded; and
ensuring implementation of all safety and health recommendations.

Office Management Executive
The Office Management Executive or any other designated officer will be responsible for implementing all recommendations on safety and health with regards to equipment and infrastructure.

Safety and Health Officer
The Safety and Health Officer will be responsible for:

- ensuring regular inspections and follow-up visit at the workplace to make sure that employees are working in a conducive environment;
- investigating into any occupational accidents/incidents;
- assisting in the risk assessment exercises;
- conducting safety and health training;
- attending safety and health committee meetings;
- advising on selection of personal protective equipment and any other safety related items; and
- advising on any matter relating to safety and health.

Employees
The employees are responsible for:

- taking reasonable care of their own safety and health and comply with safe work practices in order to avoid work related accidents;
- cooperating with management on all safety and health matters;
SAFETY AND HEALTH RESPONSIBILITIES

- reporting any accident, incident and near-miss to their immediate supervisor and the Human Resource Section;
- avoiding interference with any provision made to safeguard their safety and health;
- reporting all safety and health concerns to their supervisor; and
- wearing any personal protective equipment issued to them whenever required.
ARRANGEMENTS FOR THE MANAGEMENT OF SAFETY AND HEALTH

Risk assessment
Sufficient and suitable risk assessments will be carried out to meet the requirements of the OSHA 2005 and its subsidiary regulations. All risk assessment would be reviewed at an interval of two years or earlier, where required.

Safety and Health Committee
A safety and Health Committee is established as per Section 21 of the OSHA 2005 in the Ministry. A meeting is held at least once every two months to address safety and health matters arising at the place of work.

Fire Safety and Evacuation
A fire drill exercise is carried out at least once every year as per the Fire and Evacuation Plan approved by the Mauritius Fire and Rescue Service to familiarise the building occupants on the fire procedures to be followed in the event of any emergency evacuation.

Briefing and training on fire safety and evacuation are being regularly carried out with fire wardens.

Arrangements are in place to ensure that firefighting equipment including fire extinguishers, fire hose reels and fire sprinklers are maintained in good operating condition by Sicom Ltd at all times.

Fire doors are maintained in good conditions at all times.
ARRANGEMENTS FOR THE MANAGEMENT OF SAFETY AND HEALTH

The fire alarm and detection system are periodically tested by Sicom Ltd to ensure their continued operation and response in the event of a fire emergency.

All means of escape at the workplace are kept free from obstruction and free from risk.

Training
Training and instruction are provided to employees to enable them to work safely and responsibly, and to prevent work-related injury and ill-health.

Induction training on occupational safety and health is provided to all employees on joining the service.

First-aid
First-aid facilities are provided at identified locations at the workplace. The location of the first-aid facilities have been communicated by the means of a notice affixed in the lobby at all levels in the building.

The contents of all first-aid facilities are regularly verified and replenished to ensure that they comply to the required norms.

A sufficient number of employees have been trained to serve as first-aiders in the Ministry.

The name and contact details of assigned first-aiders are conspicuously posted in the lobby at all levels.
Safe plant, process, machinery and equipment
All machinery and equipment are kept in a good and safe working condition through preventive maintenance.

Procurement
A “buy-safe” policy is adopted in the Ministry. Processes are established, implemented and maintained to ensure procurement of product and services conforms with the requirements of the Occupational Safety and Health Management System.

Contracting
It is ensured that the requirements of the Occupational Safety and Health Management System are met by contractors and their workers.

Occupational safety and health criteria is defined and applied during the selection of contractors, which is included in the contractual document.
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