



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

28 June 2017

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From : Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To : Supervising Officers i/c of Ministries/Departments

Enhancement of Work Environment Programme (EWEP) -
Financial Year 2017-2018

As you are aware, government is committed to provide decent workplaces to officers in line with occupational safety and health standards. In this endeavour, the Ministry of Civil Service and Administrative Reforms (MCSAR) has been assisting Ministries and Departments through the "Enhancement of Work Environment Programme" (EWEP) in carrying out general improvement works with a view to improve service delivery.

2. It is widely acknowledged that over the years, EWEP has greatly contributed in upgrading and modernizing the physical and structural layouts of several workplaces across the Civil Service. Based on benefits accrued from EWEP, this Ministry is pursuing with this programme and inviting Ministries/Departments to come up with new project proposals for upgrading works that would contribute considerably to improve the safety and health of employees in specific workplaces and further motivate them to improve their overall performance.

3. The attention of Supervising Officers is kindly invited to the following:

(i) EWEP operates within a collaborative framework involving Supervising Officers and Safety and Health Officers in identifying projects;

(ii) Supervising Officers, as employers, have a mandatory duty to ensure that public officers are provided with working environments that are safe and without risk to health, in line with relevant Occupational Safety and Health (OSH) legislations;

(iii) Supervising Officers must ensure that the recommendations made by the Safety and Health Officers through risk assessments and safety audits are taken on board through projects under the EWEP;

(iv) Project Proposals relating to safety and health nuisances such as infestation of pigeons, rats and other pests, upgrading of electrical installations, provision of fire safety arrangements, first aid facilities and upgrading of office safety are usually entertained under the programme;

3(v) Supervising Officers shall ...

(v) Supervising Officers shall refrain from submitting projects in respect of which funds are available under relevant vote items of the respective Ministries/Departments e.g. office furniture and equipment, maintenance of buildings amongst others;

(vi) This programme does **not** entertain requests for major infrastructural/structural works such as upgrading works, exterior painting of buildings and the like which are catered for either by the Ministry of Public Infrastructure and Land Transport for Government buildings or by landlords for private buildings under their obligations as owners under the "Lease Agreement" and "Landlord and Tenant Act";

(vii) However, MCSAR may consider projects holistically, i.e. items that would integrate a project as a whole;

(viii) Funding of the same projects will **not** be carried forward to the next financial year; and

(ix) A certificate of project completion **should** be forwarded to this Ministry for control and monitoring purposes.

4. In order to assist the EWEP Committee [chaired by the Ministry of Civil Service and Administrative Reforms (MCSAR) and comprising representatives of relevant stakeholders] to take timely decisions in the allocation of funds for projects under EWEP, it has been decided that henceforth, a **Sectoral EWEP Committee (SEC) should** be set up at the level of each Ministry/Department to scrutinize all projects proposed for consideration by MCSAR.

5. Supervising Officers of Ministries/Departments are, therefore, kindly invited **to set up a Sectoral EWEP Committee (SEC) at latest by Friday 07 July 2017** and chaired by **an officer not below the rank of an Assistant Permanent Secretary or above** or **a Senior Official of similar rank from the Technical grade**. Furthermore, the Chairperson of the SEC of Ministries/Departments would be regularly convened to attend Coordination meetings to be chaired by the Senior Chief Executive of this Ministry to report on the status of implementation of respective projects.

6. The Sectoral EWEP Committee **should** comprise of representatives from the following cadres; - Administrative, Office Management Executive, Procurement and Supply, Finance, **Safety and Health** and the Chairperson of the Safety and Health Committee. The Committee should, in the first instance, examine a list of projects **already identified by Safety and Health Officers** in line with the **revised set of EWEP Criteria (Annex I)**, and subsequently submit the project proposals on the **prescribed forms (Annex II)** as per set procedures **at latest by Friday 21 July 2017**.

7. For any additional information/clarification you may require, the Principal Safety and Health Officer servicing your organization may be approached.

8. This Ministry relies on your cooperation for the effective and efficient monitoring, disbursement of funds allocated by way of Department Warrant within the required time frame and successful implementation of projects under EWEP.


N. G. Tiroumalechetty (Mrs)
for Senior Chief Executive

Encl.

Copy to: Secretary to Cabinet and Head of the Civil Service.

REVISED SET OF CRITERIA FOR EWEP

1. Renovation works which can be **easily implemented** such as partitioning, painting of ceiling, walls, floorings, waterproofing, replacement of broken naco windows, etc;
2. Appliances to ensure cleanliness of work premises (e.g. high water pressure cleaner, vacuum cleaner, blower etc);
3. Any device to ensure adequate ventilation to maintain a comfortable temperature such as extractor fan, air conditioning units, fume hoods, etc;
4. Facilities to control excessive glare such as blinds, curtains, solar film etc;
5. Upgrading of toilets in exceptional cases (complete fittings e.g. aluminum type);
6. Supply of wholesome drinking water in exceptional cases;
7. Amenities for washing facilities on exceptional cases;
8. Provision of solar water heaters in exceptional cases;
9. Provision of Mess room facilities in exceptional cases;
10. Storage facilities such as mobile filing compactors, containers, lockers etc.;
11. Electrical installations that are potentially dangerous and which may lead to electrocution and outbreak of fire;
12. Facilities for improving fire safety standards;
13. Pigeon, pest, termite, rodent and bug infestation with a high risk of safety and health problems;
14. Potentially hazardous manual lifting leading to high risk of musculoskeletal disorders;
15. Any other appliances/devices which may improve/enhance condition of work with regards to safety, health and welfare facilities; and
16. Any other safety and health related project identified by the team which is deemed a priority.

Ministry of Civil Service and Administrative Reforms

Enhancement of Work Environment Programme

Project Proposal Form

1. Applicant Organisation

Ministry/Department:.....
.....

Address:.....
.....

Building Owned by : Government Private Owner

2. Project Description

(a) Project Title
.....

(b) Give a short description of what needs to be put in place/renovated.
.....
.....

(c) Indicate the exact location where the project will be implemented.
.....

(d) What are the benefits expected?
.....
.....

(e) What is the number of employees and, *where applicable, the number of customers on a monthly basis*, expected to benefit from the project?

.....

3. Duration and Cost of Project

(a) Duration of Projectmonths

(b) Estimated Costs of Project
(Breakdown of cost estimates should be annexed)

(c) Is your organisation prepared to meet part of the costs?

Yes No

If yes, Please specify the amount: Rs _____

(d) Name and designation of your EWEP project Coordinator
.....

4. State whether project has been identify through:

A risk assessment ()

Please insert date of risk assessment:..../..../....

An audit ()

Please insert date of audit:..../..../....

Tick as appropriate

Then proceed to **4.1**

4.1 State whether project has been discussed with the Safety and Health Officer serving the Ministry/Department and the Project Coordinator.

If yes, please state the date of the meeting: _____

Name and Signature of Project Coordinator: _____

Name and Signature of Safety and Health Officer: _____

4.2 Other details on the Project/Remarks (if any)

Name of Supervising Officer :-----

Ministry/Department :-----

Signature :-----

Date :-----