



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

02 August 2018

Circular Letter No 61 of 2018
E/152/75/22/40V3

From: Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

Return of Attendance and Statement of Leave

As you are aware, the Occupational Safety and Health Division has been set up in the Ministry of Civil Service and Administrative Reforms (MCSAR) to be responsible for safety and health matters in respect of public officers in Ministries/Departments. To this effect, the team of officers of the Occupational Safety and Health Division is deployed to carry out inspection visits to places of work falling under the broad umbrella of the Civil Service with a view to advising the different Ministries/Departments on how to comply with the provisions of Safety and Health legislations. The duties devolving upon these officers comprise, amongst others:

- ❖ carrying out inspections/visits in Ministries/Departments to assess the level of safety and health;
- ❖ effecting follow-up visits to ensure that recommendations made by them are timely and properly implemented;
- ❖ attending to complaints on safety and health matters made by public officers and Staff Unions;
- ❖ investigating into cases of occupational accident/injury;
- ❖ mounting and conducting training sessions on safety and health for public officers;
- ❖ advising on selection of personal protective equipment;
- ❖ assisting in the implementation of Occupational Safety and Health Management Systems in Ministries/Departments;
- ❖ identifying projects related to Safety and Health through risk assessment under the Enhancement of Work Environment Programme.

2. You would have understood that, by the very nature of their work, Safety and Health Officers have, on a regular basis, to be either outposted to Ministries/Departments or be outside the offices of the Ministry of Civil Service and Administrative Reforms on inspections/visits to Ministries/Departments, as well as to the respective sites and outstations scattered around the island. In most cases, visits are carried out in numerous sites/workplaces every week to comply with the requirements of OSHA 2005. It has been reported that there is no proper mechanism in place to register the attendance of these officers when they are performing inspections/visits. Admittedly, it is neither practical nor convenient to require those officers to come back to the Ministry of Civil Service and Administrative Reforms to record their time of departure after effecting the visits.

3. Moreover, this Ministry's ...

3. Moreover, this Ministry's attention has been drawn through Internal Audit Reports to the effect that:-

(i) return of attendance in respect of Safety and Health Officers posted on secondment to Ministries/Departments is not being submitted to this Ministry on a monthly basis; and

(ii) in most cases, there is no system in place to record the time of arrival and departure of the Safety and Health Officers whenever they carry out inspections/visits in outstations.

4. Such a state of affairs does not blend with best practices and does not respect the accountability requirements enshrined in the terms and conditions governing the tenure of a public office. There is no proper monitoring of the attendance of the officers concerned and no support to certify mileage claims for payment. In other words, the existing practice does not constitute a reliable and secured control mechanism.

5. It is, therefore, imperative that a workable arrangement be developed and put in place so that every Ministry/Department can have a good and reliable attendance recording system to monitor the time of arrival and departure of officers of the Occupational Safety and Health Division, whenever they are on official business in Ministries/Departments and even in the outstations and other workplaces. For that matter, the HR Section of your Ministry/Department can design a separate attendance document to capture the relevant entries when the officers of the Occupational Safety and Health Division visit your organization or any site falling under the aegis of your Ministry/Department.

6. In order to facilitate the timely submission of return of attendance including the time of arrival and departure of officers of the Occupational Safety and Health Division posted on secondment to Ministries/Departments, a standard Proforma has been devised. A copy of which is herewith enclosed at **Annex A**.

7. Additionally, it has been decided that officers performing safety and health audits on the cluster mode in Ministries/Departments/Outstations will henceforth be required to fill in the Proforma as at **Annex B** which must be duly signed by the Officer in charge of the Ministry/Department/Outstation concerned or by an appropriate officer designated for the purpose.

8. The duly filled in forms should be forwarded on a monthly basis and **at latest by the first week of each month** to the HR Policy Unit of this Ministry for appropriate action.

9. I am sure that I can rely on your cooperation in the matter.



S. K. Pather
Secretary for Public Service

Encl.

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

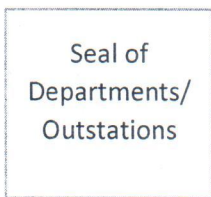
Return of Attendance for Official Site Visits

MINISTRY/ DEPARTMENT:.....

Dear Sir/ Madam

This is to certify that Mr/ Mrs*

Principal Safety and Health Officer/ Safety and Health Officer/Senior Safety and Health Officer* has carried out safety and health audit/ site visit/ other on fromhrs to.....hrs.



Signature of Officer-in-Charge:.....

Section/Unit/Site:.....

Name:.....

Grade:.....

Date:.....

**Delete as appropriate*