



Ministry of Civil Service and Administrative Reforms

05 February 2010

Ministry of Civil Service and Administrative Reforms **Circular Note No 1 of 2010**

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officer i/c Ministries/Departments

Posting of Safety and Health Officers

The Occupational Safety and Health Act 2005 requires, *inter alia*, that every employer having 500 or more, but not more than 2000, employees at one or more places of work, should employ at least one Safety and Health Officer full-time.

2. The Ministry of Civil Service and Administrative Reforms which is responsible for safety and health in the public service is now in a position, following the last recruitment exercise, to post Safety and Health Officer/Senior Safety and Health Officer to Ministries/Departments with a view to ensuring the safety, health and welfare at work of public officers in accordance with the provision of the Occupational Safety and Health Act 2005 and Section 20 in particular. It is to be pointed out that one Safety and Health Officer/Senior Safety and Health Officer may be required to serve one or more Ministry/Departments

3. The Safety and Health Officer/Senior Safety and Health Officer posted to your Ministry/Department will work under your direct supervision or that of an Officer not below the rank of Principal Assistant Secretary designated by you. A

scheme of service of Safety and Health Officer/Senior Safety and Health Officer is herewith enclosed for ease of reference.

4. You may wish to note that the Occupational Safety and Health Unit of this Ministry will also be monitoring the activities of the Safety and Health Officers/Senior Safety and Health Officers. This Unit may be contacted for any query or advice on safety and health issues. Additionally, the system put in place requires that Safety and Health Officers/Senior Safety and Health Officers must submit a workplan, as approved by you to this Ministry and a monthly meeting will be organised at this Ministry to monitor progress. Safety and Health Officers/Senior Safety and Health Officers may be called upon to attend working sessions at this Ministry as and when required.

5. With a view to improving the existing standard of safety and health in your organisation, your personal support and assistance would oblige.



S.K. Pather
Supervising Officer

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

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Civil Service and Administrative Reforms
- Post:** Safety and Health Officer/Senior Safety and Health Officer
- Salary:** Rs 14,200 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (18 35 58)
- Effective Date:** 19 June 2009
- Qualifications:**
 - A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date: 19 JUN 2009

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

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C. The Diploma in Occupational Health and Safety of the University of Mauritius or the Diploma in Occupational Safety and Health Management of the University of Technology, Mauritius or an equivalent qualification in accordance with Part 1 of the First Schedule to the Occupational Safety and Health Act.

D. Candidates should be computer literate.

Experience in the field of occupational health and safety is desirable.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience claimed.

Duties:

1. To advise on all matters relating to safety and health.
2. To assist in the preparation, elaboration and implementation of plans to maintain adequate safety and health measures.
3. To ensure compliance with legislation related to occupational safety and health.
4. To inspect all places of work within the public service, assess all risks and make recommendations thereon.
5. To design, plan, implement and evaluate training programmes aimed at meeting the requirements of occupational safety and health legislation in force.
6. To audit and review any safety and health measures and procedures to ensure occupational safety and health.
7. To investigate any occupational accident and recommend on measures to prevent its occurrence.
8. To act as Secretary to Committees concerning safety and health matters.
9. To perform such other duties as provided for in occupational safety, health and welfare legislation.

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CERTIFIED CORRECT

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... **30 JUN 2009**

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

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10. To perform word processing and other basic ICT functions.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Safety and Health Officers/Senior Safety and Health Officers in the roles ascribed to them.



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R. R. U.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date.....
19 JUN 2009