

SAFETY FIRST



MINISTRY OF CIVIL SERVICE AND
ADMINISTRATIVE REFORMS

7 TIPS FOR AN EFFECTIVE SAFETY & HEALTH COMMITTEE

To make the Safety and Health Committee effective, the committee must be built on a foundation of **management commitment** and must be **accountable** for achieving its goals. The committee must accomplish the following:

- ④ Involve employees in achieving the committee's goals.
- ④ Identify workplace hazards.
- ④ Review reports of accidents and near misses.
- ④ Keep accurate records of committee activities.
- ④ Evaluate its strengths and weaknesses.
- ④ Rotate the committee's focus among a variety of topics.
- ④ Bring in new committee members when the committee becomes stale.



ABOUT THE OSH DIVISION:

The OSH Division aims at insuring an environment free of hazards as far as is reasonably practicable and facilitating modernization of offices to improve and enhance the work environment of public officers.

ENQUIRY

For enquiries on this brochure and any advice on occupational safety and health matters, please contact the Occupational Safety and Health Division of the MCSAR on:

Tel: 405 4104
Fax: 208 8642



Information on the services offered by the OSH Division can also be found on our website:

www.civilservice.govmu.org



WHY HOLD SAFETY AND HEALTH COMMITTEES (SHCs)?



The purpose of safety and health committees is to bring employees and management together in a non-adversarial, cooperative effort to promote safety and health for a safer and healthier workplace. Safety and health committees help to assist in making continuous improvement of safety and health programs.

HOW MANY MEMBERS DOES MY SAFETY & HEALTH COMMITTEE NEED?

The OSHA 2005 recommends the establishment of SHC where the number of employees is ≥ 50 .

➔ 4 members: 50 or more but less than 100 employees

➔ 8 members: More than 100 employees



Note: *If the organization has more than one location, a centralized SHC that represents the safety and health concerns of employees at all locations can be established.*

WHO CAN BE A MEMBER OF SAFETY & HEALTH COMMITTEE?

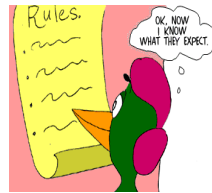
- 🚧 Any employer-selected member can form part of the committee
- 🚧 Employees can elect members to represent them.
- 🚧 The safety and health committee must have an equal number of employer-selected members and employee-elected (or volunteer)



Note: *Your safety committee cannot have a majority of employer-selected members.*

ESTABLISHING GROUND RULES

Rule 1: Set a repeating meeting schedule



The committee must meet at least once every two months or earlier at request during normal working hours and the Permanent Secretary of the

Ministry of Labour, IR, E & T (MoLIRET) should be informed in not less than 10 days. The written record of proceedings should be signed by the Secretary, the Chairperson and one member representing the employees and sent to the Director, OSH, MoLIRET within 10 days of the meeting.



Rule 2: Follow a written agenda

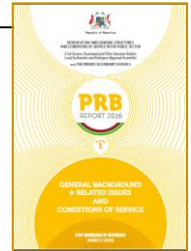
The agenda outlines the meeting's discussion topics. It also helps structure the meeting, reminds representatives of their responsibilities and keeps the discussion focused.

Rule 3: Take accurate minutes

Accurate meeting minutes are important to document the committee's reports, evaluations, recommendations and accomplishments.

ENHANCEMENT OF WORK ENVIRONMENT PROGRAMME (EWEP) AS AN AGENDA

PRB 2016 in one of its recommendations has emphasized on the importance of Safety and Health Committee whereby management has to ensure that the Committee is fully operational and carries out its functions as per the OSHA 2005.



Furthermore, the Safety and Health Committee or Departmental Safety and Health Committee is also responsible to come up with projects under the Enhancement of Work Environment Programme with a view to rendering the work environment conducive.

