

GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Principal Safety and Health Officer
- Salary:** Rs 30,950 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 58,075 (18 061 082) (Personal to officers in post as at 31.12.15)
- Rs 27,075 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (18 056 081)
- Effective Date:** 09 May 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Safety and Health Officer/Senior Safety and Health Officer who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) are conversant with current legislation and practices related to safety and health;
 - (ii) possess good communication, supervisory, organising and interpersonal skills; and
 - (iii) are able to motivate and lead a team of officers.
- Role and Responsibilities:** To assist in the promotion of an occupational safety and health culture in the Civil Service and in ensuring compliance with the provisions of the Occupational Safety and Health Act.
- Duties:**
1. To be responsible to the Director, Safety and Health Unit through the Assistant Director, Safety and Health Unit for the performance of the following duties –
 - (a) to assist the Assistant Director, Safety and Health Unit in the day-to-day management of the Occupational Safety and Health Unit;
 - (b) to ensure that –
 - (i) assessment of risks are duly carried out and control/remedial measures are implemented in compliance with relevant legislation; and

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*for Senior Chief Executive
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- (ii) services provided to Ministries/Departments are in line with standards set in ISO quality objectives.
- (c) to develop, implement and monitor elements of Occupational Safety and Health Management System in the Civil Service;
- (d) to assist management in the formulation and implementation of policies, procedures and strategies for the improvement of occupational safety and health performance;
- (e) to organise, supervise and co-ordinate the work of subordinate staff and monitor their performance;
- (f) to provide training and coaching to subordinate staff;
- (g) to conduct, monitor and review risk assessment exercises in Ministries/Departments in compliance with relevant legislation;
- (h) to participate in meetings and committees relating to safety and health, as and when required;
- (i) to represent the Ministry in Court/Tribunal for cases pertaining to occupational accidents or other safety and health related issues;
- (j) to ensure follow up on the implementation of projects/programmes/procedures for enhancing work environment and safe work practices;
- (k) to design, plan, conduct and assess relevant training programmes in line with the requirements of occupational safety and health legislation in force;
- (l) to update and maintain a database of relevant statistics regarding occupational safety and health; and
- (m) to perform, whenever required, other duties relating to safety and health in compliance with relevant legislation.

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2. To use ICT in the performance of his duties.
3. 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 the Principal Safety and Health Officer in the roles ascribed to him.



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