

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 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 53,200 (18 044 079) (Personal to officers in post as at 31.12.15)
- Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (18 044 074)
- Effective Date:** 09 May 2017
- Qualifications:**
- A. A diploma in Occupational Health and Safety or Occupational Safety and Health Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess sound communication and interpersonal skills; and
- (ii) be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To be responsible to the Director, Safety and Health Unit through the Principal Safety and Health Officer for the performance of the following duties –
- (a) to inspect all places of work within the Civil Service, assess all risks and make recommendations thereon;
- (b) to facilitate compliance with legislation related to occupational safety and health in the Civil Service;
- (c) to assist in –
- (i) the preparation, elaboration and implementation of plans to maintain adequate safety and health measures;
- (ii) the formulation of policies relating to safety and health; and

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CERTIFIED CORRECT



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

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- (iii) ensuring that appropriate mechanism for the effective planning, organising, controlling, monitoring and reviewing of preventive and protective measures are established.
  - (d) to advise on the selection of personal protective equipment and any other safety related items;
  - (e) to act as secretary to safety and health committees, as and when required;
  - (f) to report regularly to the Occupational Safety and Health Unit on progress in the implementation of projects/programmes for enhancing work environment;
  - (g) to report on safety and health matters to the Principal Safety and Health Officer on a regular basis; and
  - (h) to perform such other duties as provided for in the Occupational Safety and Health Act and any other relevant legislation.
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 Safety and Health Officer/Senior Safety and Health Officer in the roles ascribed to him.



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*for Senior Chief Executive  
Ministry of Civil Service and  
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09 May 2017

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