



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

Circular Letter No. 40 of 2015
E/152/75/22/91

29 October 2015

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Training Programme on Sustainability in Managing Safety and Health

Safety and health governance is a fundamental part of an organization's overall risk function. Failure to manage safety and health risks effectively entails both human and financial costs. This can lead to loss of lives of employees and can have a bearing on their families and friends with the risks of legal prosecution.

2. To assist in the coordination of efforts in educating all stakeholders in respective organisations in the management of safety and health, this Ministry is mounting a **2-day Training Programme on Sustainability in Managing Safety and Health** for officers from Mid Management level and above.

3. The training programme is scheduled as from the third week of November 2015 at the Lecture Room, 6th Floor, Fooks House, 24 Bourbon Street, Port Louis. A copy of the training programme specifying the course modules and duration is at **Annex I**.

4. In this connection, it would be appreciated if you could nominate, **in order of priority, a maximum of ten (10) officers**. The required information as per **enclosed proforma at Annex II** should reach the Occupational Safety and Health Division of this Ministry, 3rd Floor Wing A, Sicom Building 2, Corner Chevreaux and Jean Reverend Lebrun Streets, Port Louis by **Friday 06 November 2015, at latest**. Soft copies should also be submitted on email address **smungroo@govmu.org**

5. The Circular Letter together with the proforma may also be accessed on the website of this Ministry at the following address: **http:civilservice.govmu.org**

6. *Should you require...*

6. Should you require any additional information, please do not hesitate to liaise with Mr. S.S. Mungroo/Mr R. Khaytoo on phone numbers 405-4100 (Ext: 10008/10024).

7. I rely on your usual collaboration and support in our capacity building initiative for the improvement of safety and health in the civil service.



P. Jhugroo
Senior Chief Executive

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

Enc.



Republic of Mauritius

Ministry of Civil Service and Administrative Reforms

ANNEX I

Training Programme on Sustainability in Managing Safety and Health



Dates:

Batch 1: 16-17 November 2015

Batch 2: 18, 25 November 2015

Batch 3: 26-27 November 2015

Batch 4: 02-03 December 2015

Venue:

Lecture Room
6th Floor, Bourbon Street
Port Louis

2- day Training Programme on Sustainability in

Managing Safety and Health

OBJECTIVES

The objectives of the course are, inter alia, to enable participants to:

- know the safety and health responsibilities at different levels
- determine ways of meeting safety and health responsibilities
- understand consequences of non-compliances
- take leadership in developing and implementing an OSH program
- exercise due diligence with respect to safety and health at work

PROGRAMME CO-ORDINATORS

- ❖ Mr S. COOLEN
Director, Safety and Health Unit
Tel: 405 4104 Fax: 210 8667
Email: scoolen@govmu.org
- ❖ Mrs A.B RAMJATTUN
Principal Safety and Health Officer
Tel: 405 4100 Ext: 10022 Fax: 208 8642
Email: abramjattun@govmu.org
- ❖ Miss V. MOLOAH
Principal Safety and Health Officer
Tel: 405 4100 Ext: 10024 Fax: 208 8642
Email: vmoloah@govmu.org
- ❖ Mr. S. S. MUNGROO
Management Support Officer
Tel: 405 4100 Ext: 10008 Fax: 208 8642
Email: smungroo@govmu.org

Dates:

Batch 1: 16-17 November 2015

Batch 2: 18, 25 November 2015

Batch 3: 26-27 November 2015

Batch 4: 02-03 December 2015

Venue:

Lecture Room

6th Floor, Bourbon Street

Port Louis

Programme

DAY ONE	
<i>08:45 hrs – 09:00 hrs</i>	Registration of Participants
<i>09:00 hrs – 09:30 hrs</i>	Welcome Address
<i>09:30 hrs – 09:45 hrs</i>	<i>Tea Break</i>
<i>09:45 hrs – 11:00 hrs</i>	Responsibility of Employer as a Basic Principle
<i>11:00 hrs- 12:15hrs</i>	Consequences of Non Compliances and Liabilities
<i>12:15 hrs – 13:00 hrs</i>	<i>Lunch – A networking opportunity</i>
<i>13:00 hrs – 14:15 hrs</i>	Evolution of Safety and Health in the Civil Service
<i>14:15 hrs – 14:30 hrs</i>	<i>Tea Break</i>
<i>14:30 hrs – 16:00 hrs</i>	Challenges of Managing Safety and Health

DAY TWO	
<i>09:00 hrs – 10:15 hrs</i>	Essential Principles of Safety and Health Governance
<i>10:15 hrs – 10:30 hrs</i>	<i>Tea Break</i>
<i>10:30 hrs – 12:00 hrs</i>	Strategies for Improving OSH Management Performance
<i>12:00 hrs – 13:00 hrs</i>	<i>Lunch – A networking opportunity</i>
<i>13:00 hrs – 14:15 hrs</i>	Measuring Performance of OSH for Continual Improvement
<i>14:15 hrs – 14:30 hrs</i>	<i>Tea Break</i>
<i>14:30 hrs – 15:45 hrs</i>	Delivering Best Practices
<i>15:45 hrs – 16:00 hrs</i>	Closing Remarks, Evaluation and Award of Certificates

Training Programme on Sustainability in Managing Occupational Safety and Health

Ministry/Department:

Sn	Title	Surname	Other Name/s	Designation	Contact Details
1.					Off: Mob: Fax: E-mail:
2.					Off: Mob: Fax: E-mail:
3.					Off: Mob: Fax: E-mail:
4.					Off: Mob: Fax: E-mail:
5.					Off: Mob: Fax: E-mail:
6.					Off: Mob: Fax: E-mail:

7.					Off: Mob: Fax: E-mail:
8.					Off: Mob: Fax: E-mail:
9.					Off: Mob: Fax: E-mail:
10.					Off: Mob: Fax: E-mail:

Certified by:

Name of officer:

Signature:

Designation:

Date: