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Ministry of Civil Service Affairs and Administrative Reform

31 March 2005

Circular Letter No. 13 of 2005
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From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Protective Clothing/Equipment

In accordance with Section 5 of the Occupational Safety, Health and Welfare (OSHW) Act 1988, it is the responsibility of the employer to ensure the safety, health and welfare of all his employees at work. It is also the duty of the employer to provide protective clothing/equipment as stipulated under Section 60 (1) of the OSHW Act which reads as follows:-

"Where any process carried out at a place of work is likely to cause bodily injury and such bodily injury cannot be prevented by other means, every person employed in that process and liable to such bodily injury, shall be provided with such suitable and appropriate personal protective equipment and clothing as will protect him from risk of injury."

2. In this connection, Supervising Officers are usually requested to issue items of personal protective clothing/equipment to eligible officers at the date they are due.

3. Section 6 of the OSHW Act lays down the duties and responsibilities of employees:

"(1) Every employee shall, while at work-

- (a) take reasonable care for the safety and health of himself and of other persons who may be affected by his acts or omissions at work;*
- (b) co-operate with his employer in the discharge of any duty or requirement placed upon the employer under this Act;*
- (c) wear any protective equipment or clothing provided by the employer in pursuance of this Act at all times when there is a risk of bodily injury against which the equipment or clothing affords protection;*
- (d) report forthwith to his employer the loss, destruction or other defect in the protective equipment or clothing; and*
- (e) not smoke at the place of work, except at specific areas demarcated for that purpose.*

(2) Any person who wilfully or recklessly damages, interferes with or misuses anything provided in the interests of safety, health or welfare in pursuance of this Act shall commit an offence."

4. However, it has been reported that quite a number of officers do not wear the protective clothing/equipment provided to them while at work. This situation is not acceptable.

5. In view of the above, you are advised to set up an Internal Audit System to ascertain that officers who are provided with items of protective clothing/equipment do wear them in the performance of their duties. In this respect, the officers should be required to sign a written undertaking, as at Annex, at the time the items of protective clothing/equipment are issued to them.



K. Ponnusamy
Senior Chief Executive

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

Annex to Ministry of Civil Service Affairs and Administrative Reforms

Circular Letter No. 13 of 2005

I,

holding the post of

in the Ministry/Department

acknowledge receipt of the following items of protective clothing/equipment :-

<u>Items</u>	<u>Type</u>	<u>Scale of issue</u>
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2. I undertake to wear the above items of protective clothing/equipment while on duty, failing which I may render myself liable to disciplinary action.

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Signature of officer

Date: