



Republic of
Mauritius

Health and Safety Policy

LOCAL GOVERNMENT SERVICE COMMISSION

MAY 2019

LOCAL GOVERNMENT SERVICE COMMISSION

VISION

To be recognized as an organization aiming at establishing excellence in all matters relating to Human Resource Management and Human Resource Development in the Local Government Service.


MISSION

To provide qualified and suitable human resources to Local Authorities in a timely manner.

This is the Safety and Health Policy Statement of the Local Government Service Commission

Our statement of general policy is to:

- ❖ provide adequate control of the health and safety risks arising out of our work activities.
- ❖ consult our employees on matters affecting their safety and health.
- ❖ provide and maintain safe plant and equipment.
- ❖ ensure safe handling and use of substances.
- ❖ provide information, instruction and supervision for employees.
- ❖ ensure all employees are competent to do their tasks and to give them adequate training.
- ❖ prevent accidents and cases of work-related ill health.
- ❖ maintain safe and healthy working conditions.
- ❖ comply with Schedule II of Fire Certificate.
- ❖ review and revise this policy as necessary at regular intervals.

Signed :  (Employer)
Date : 

1.0 Responsibilities and Arrangements

1.1 The Secretary is responsible for overall Safety and Health. An officer or a team delegated by the Secretary will be assigned with the day-to-day responsibility to ensure the implementation of this policy.

1.2 All employees should:

- cooperate with management and coordinators on safety and health matters;
- avoid interfering with any provision made to safeguard their safety and health;
- take reasonable care of their own safety and health; and
- report all safety and health concerns to the officer or team designated or set up for the purpose.

2.0 Risk Assessment

2.1 Risk assessments will be undertaken by a team comprising the Head of each of the following sections:

- Implementation
- Registry
- Finance
- Typing Pool
- Competition
- Administration
- Server Room

The Secretary may co-opt any other officer to form part of the team.

- 2.2 The findings of the risk assessment will be reported to the Secretary
- 2.3 All actions to remove or control risks will be approved by the Secretary and the Risk Assessment Team will be responsible to ensure the implementation of actions proposed.
- 2.4 Assessments will be carried out at regular intervals, as agreed by the team, but at least once every two years.

3.0 Safety and Health Committee

- 3.1 The Secretary will ensure that the Safety and Health Committee is established as per Section 21 of the Occupational Safety and Health Act (OSHA) 2005. The composition of the committee will be communicated by the Secretary to all employees.
- 3.2 The Safety and Health Committee will maintain proper communication with representative of both employer and employees and ensure consultations are held at least once every two months.

4.0 Safe plant and equipment

- 4.1 The Office Management Executive or any other officer delegated by the Secretary will be responsible for:
 - identifying all equipment or plant needing maintenance;
 - drawing up of effective maintenance procedures; and
 - implementing all identified maintenance activities.

- 4.2 Any problem found with plant or equipment should be reported immediately to the Office Management Executive or the officer designated for the purpose.
- 4.3 The Occupational Safety and Health Unit will advise on all safety and health standards for new plant and equipment before it is purchased.

5.0 Information, Instruction and Supervision

- 5.1 The Secretary will ensure that induction and/or job specific training are/is provided to all officers. The Occupational Safety and Health Unit of the Ministry of Civil Service and Administrative Reforms will ensure that the appropriate training is organised and all the training records will be kept by the Office Management Executive.
- 5.2 The Occupational Safety and Health Unit will advise on safety and health issues.

6.0 Accidents, First Aid and Work-related ill health

- 6.1 The Secretary will appoint a sufficient number of first aiders in accordance with First Aid Regulations 1989.
- 6.2 The Manager, Human Resource will ensure that all accidents and cases of work-related ill health are properly recorded and kept in an accident book.
- 6.3 The Head of Sections will be responsible for reporting accidents, incidents, diseases and dangerous occurrences to the Secretary. The Secretary will ensure that all cases are reported to the Ministry of Labour and Industrial Relations and Employment as per Sections 85 and 86 of the Occupational Safety and Health Act (OSHA) 2005.

7.0 Monitoring

7.1 The Office Management Executive or any other officer designated for the purpose, in collaboration with the Occupational Safety and Health Unit, of the Ministry of Civil Service and Administrative Reforms will ensure that working conditions are acceptable and safe working practices are being followed.

7.2 The Safety and Health Committee in collaboration with the Occupational Safety and Health Unit will advise on:

- accident investigation;
- work-related causes of sickness; and
- recommend action to prevent any recurrence.
