



Republic of
Mauritius

Safety and Health Policy

LOCAL GOVERNMENT SERVICE COMMISSION

APRIL
2022

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 and maintain a safe and healthy working environment by implementing control measures identified through risk assessments in order to manage the health hazards to which the employees might be exposed to.
- ❖ consult our employees on matters affecting their safety and health at their place of work through Safety and Health Committee.
- ❖ ensure safe handling and use of equipment and materials.
- ❖ provide information, instruction and supervision to employees in order to safeguard their health and safety.
- ❖ sensitize and train employees on their safety and health at work.
- ❖ comply with the Occupational Safety & Health Act 2005 together with its subsidiary regulations relevant to the office of the Commission.
- ❖ review and revise this policy periodically in consultation with the employees at regular intervals.

Signature :  (Employer)
Name: R. Jaunky
Designation: Secretary, Local Government Service Commission
Date : 26 April 2022

1.0 Responsibilities and Arrangements

1.1 The Secretary, Local Government Service Commission (LGSC) is responsible for overall Safety and Health at the LGSC. An officer or a team delegated by the Secretary, LGSC 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
- Information Technology (IT)

The Secretary, LGSC 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, LGSC.
- 2.3 All actions to control, mitigate and eliminate risks will be approved by the Secretary and the Risk Assessment Team will be responsible to ensure the implementation of actions proposed.
- 2.4 Risk assessments will be carried out at regular intervals, as agreed by the team and reviewed every two years or earlier, if there is a need.

3.0 Safety and Health Committee

- 3.1 The Secretary, LGSC 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;
 - implementing all identified maintenance activities; and
 - ensuring that records of such maintenance are kept properly.

- 4.2 Any defective equipment should be reported immediately to the Office Management Executive or the officer designated so that necessary remedial actions can be taken.

5.0 Information, Instruction and Supervision

- 5.1 The Human Resource Division will ensure that:
- (i) induction and/or job specific training is/are provided to all officers;
 - (ii) identify training needs and will make the necessary arrangements for such training; and
 - (iii) maintain training records.
- 5.2 The Occupational Safety and Health Unit of the Ministry of Public Service, Administrative and Institutional Reforms will ensure that the appropriate training is organised and all the training records will be kept by the Office Management Executive.
- 5.3 The Occupational Safety and Health Unit will advise and provide training on safety and health issues.

6.0 Accidents, First Aid and Work-related ill health

- 6.1 The Secretary, LGSC will appoint a sufficient number of first aiders in accordance with First Aid Regulations 1989.
- 6.2 The Manager, Human Resources 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, LGSC. The latter will ensure that all cases are reported to the Ministry of Labour, Human Resource Development and Training 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 Public Service, Administrative and Institutional 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 Officer will advise on:

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

8.0 Risk Management Strategy

8.1 The Secretary, LGSC will ensure the implementation of all measures aimed at managing risks, in accordance with directives and guidelines issued by the relevant authorities.

8.2 The LGSC has embarked on the adoption of an Occupational Safety and Health Management System (OSHMS) on the basis of the ISO 45001 guidelines. The ISO 45001 is designed to prevent work - related injury and enhance safety at the workplace.

9.0 Covid-19

- 9.1 The office of the Commission has established a General Protocol to be followed at the workplace to curb the spread of 'Covid-19' virus. The employees are requested to comply with the guidelines set out in the Protocol as set within the office of the Commission.

Local Government Service Commission
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