



REPUBLIC OF MAURITIUS

MINISTRY OF PUBLIC INFRASTRUCTURE
AND LAND TRANSPORT



SAFETY AND HEALTH POLICY

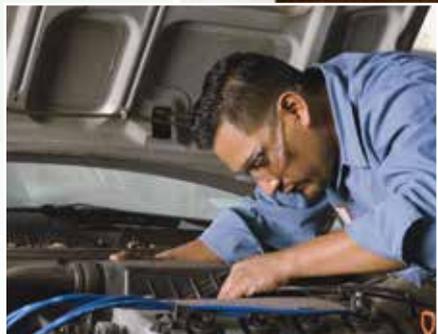




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SAFETY AND HEALTH POLICY STATEMENT

The Ministry of Public Infrastructure and Land Transport (MPILT) is responsible, inter alia, for ensuring that:

- a) all Government buildings are constructed in an eco-friendly manner and maintained with best applicable environment practices;
- b) the fleet of Government vehicles are properly maintained, economically and sustainably managed; and
- c) a modern, safe and efficient land transport system is available for mobility of people and goods.

In an endeavour to providing a safe and healthy environment to its employees as well as its customers and preserving its assets and property, the MPILT undertakes, as far as is reasonably practicable, to:

- aim for zero accident while at work and zero case of work-related ill-health;
- provide and maintain safe plant and equipment;





- ensure safe use, handling, storage and transport of equipment and materials;
- sensitize, train and supervise employees on their safety and health at work; and
- revise and review periodically this Policy in consultation with its employees in accordance with the Occupational Safety and Health Act 2005.

A handwritten signature in black ink that reads "Jean Maxy Simonet".

Jean Maxy Simonet

Senior Chief Executive

November 2017

1.0 RESPONSIBILITIES

- 1.1 The Senior Chief Executive is responsible for the overall safety and health of employees at MPILT.
- 1.2 Permanent Secretaries, Heads of Sections and Officers delegated by the Senior Chief Executive are assigned with the day to day responsibility to ensure the implementation of this Policy.
- 1.3 The Heads of Sections include the following:
 - a) Deputy Permanent Secretaries;
 - b) Directors of Technical Units;
 - c) Officers-in-Charge, Sections;
 - d) Managers, Finance Section;
 - e) Managers, Human Resource Section;
 - f) Managers, Internal Control; and
 - g) Managers, Procurement & Supply Section.
- 1.4 Employees are responsible to ensure that:
 - they take reasonable care of their own safety and health;
 - they comply with all legal provisions, safe work practices and policies made to safeguard their safety and health; and





- they report all safety and health concerns to their respective Head of Section or any competent Officer designated for the purpose.

2.0 SAFETY AND HEALTH COMMITTEE

2.1 The Senior Chief Executive is responsible to ensure that:

- a) the Safety and Health Committee is established as per Section 21 of the Occupational Safety and Health Act 2005; and
- b) the composition of the Committee is communicated to all employees.

2.2 The functions of the Safety and Health Committee are to:

- ensure that safety and health of all officers are valued within the Ministry;
- promote co-operation between the employer and the employees in achieving and maintaining safe and healthy working conditions;
- analyse issues related to safety, health and welfare of employees and make proposals to the employer to address them promptly;
- ascertain provision of protective equipment to employees and sensitize them on their usage;
- ensure that risk assessments and control measures are carried out and reviewed periodically with regard to safety and health;





- make recommendations to the Senior Chief Executive on training requirements and education programmes pertaining to safety and health for particular employees or group of employees at all levels of the Ministry;
- discuss occupational accidents, dangerous occurrences and occupational diseases and make recommendations to the Senior Chief Executive;
- recommend amendments to the present policy in light of reports, inspections, observations and introduction of new procedures; and
- carry out other activities/tasks incidental or conducive to the performance of the functions of the committee.

2.3 The Safety and Health Committee should maintain proper communication with representatives of both employer and employees and ensure that a meeting is held at least once every two months.

3.0 RISK ASSESSMENT

- 3.1 Risk assessments should be carried out at regular intervals and reviewed at least once every two years, to mitigate the risks arising from work activities.
- 3.2 Risk assessments should be effected section-wise by a designated team comprising the following members:
- Head of Section;
 - OME of the section;
 - Safety & Health Officer;
 - Employee representative of the section; and
 - Any competent officer delegated by the Senior Chief Executive.
- 3.3 The findings and recommendations of the risk assessment should be reported to the Safety and Health Committee.
- 3.4 The Safety and Health Committee is responsible to ensure the timely implementation of actions and control measures proposed and approved by the Senior Chief Executive.





4.0 SAFE PLANT, EQUIPMENT AND VEHICLES

- 4.1 All plant and equipment should be safely maintained at all material time to ensure the safety of the employees and the public.
- 4.2 Heads of Sections or any competent Officer delegated by the Senior Chief Executive are responsible to ensure that:
 - a) all equipment, vehicle, lift and machine in their respective sections are properly maintained and where required, examined as per Occupational Safety and Health Act 2005; and
 - b) repair and maintenance of all equipment, vehicle, lift and machine in their respective sections are carried out by relevant competent persons.
- 4.3 Any problem found with any equipment, vehicle, plant, machine should be reported immediately to the respective Head of Section and Office Management Executive of the section or any competent Officer designated by the Senior Chief Executive for that purpose.

5.0 INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

- 5.1 The Senior Chief Executive should ensure that:
- a) job specific training and regular training on fundamental aspects of safety and health is provided to employees by appropriate professionals; and
 - b) induction training is provided to newly recruited officers to acquaint them with all the aspects of safety and health related to their job.
- 5.2 Heads of Sections or any competent Officer delegated by the Senior Chief Executive are responsible to:
- a) provide information, instruction, training and supervision to employees to ensure their safety and health at work; and
 - b) identify, in consultation with the Safety and Health Committee, work activities requiring specific Safety and Health training.





6.0 ACCIDENT REPORTING MECHANISM

- 6.1 The Senior Chief Executive is responsible to ensure that appropriate mechanisms are set up for reporting, recording and treatment of accidents at work.
- 6.2 All accidents or work related injuries should be reported immediately to Heads of Sections or Officers delegated by the Senior Chief Executive .
- 6.3 The Heads of Sections or any competent Officer delegated by the Senior Chief Executive should ensure that approved forms are duly filled in and submitted to the Human Resource Section with copy to the Safety and Health Officer.
- 6.4 The Safety and Health Officer should carry out an investigation in cases of injuries and submit recommendations to prevent recurrence of similar accidents/injuries, as and when required.
- 6.5 The Manager, Human Resources should notify the Occupational Health and Safety Division of the Ministry of Labour, Industrial Relations, Employment and Training for all cases of injuries as specified in the Eleventh Schedule on the prescribed form at the thirteenth Schedule of the Occupational Safety and Health Act 2005.

7.0 FIRE SAFETY AND EVACUATION

- 7.1 The Senior Chief Executive is responsible to ensure that appropriate fire safety and evacuation procedures are in place at MPILT.
- 7.2 The Heads of Sections or any competent Officer delegated by the Senior Chief Executive should ensure that:
- a) all buildings housing their respective sections have a valid fire certificate as per section 76 of the Occupational Safety and Health Act 2005;
 - b) fire extinguishers are kept in appropriate conditions, examined and serviced at least once yearly;
 - c) Fire Alarm and Detection System in all workplaces are maintained by the relevant landlords as per Section 75 of the Occupational Safety and Health Act 2005;
 - d) means of escape are maintained and kept free from obstructions at all times;
 - e) there are sufficient employees in their respective sections trained on Fire Safety and evacuation procedures;
 - f) emergency procedures in case of fire are properly displayed at the workplace; and
 - g) fire drills are carried out as per requirements of Occupational Safety and Health Act 2005.





8.0 PROVISIONS FOR FIRST AID

- 8.1 The Senior Chief Executive is responsible to ensure that appropriate arrangements are available at MPILT for first aid.
- 8.2 The Heads of Sections or any competent Officer delegated by the Senior Chief Executive should ensure that in all workplaces, there are adequate:
- equipment and facilities to enable first-aid treatment to be rendered to any employee if he/ she is injured or becomes ill at work;
 - first aid boxes/ kits appropriate to the size of the workplace and as prescribed by the statutory regulations under the Occupational Safety and Health Act 2005; and
 - qualified first aid officers as prescribed by the statutory regulations under the Occupational Safety and Health Act 2005.
- 8.3 First aid boxes/ kits should be easily visible, maintained and replenished regularly as per the First Aid Regulations.
- 8.4 The Human Resource Section should ensure that training on first aid is organized regularly and certificates of the designated first aiders are renewed as and when required.

9.0 PROTECTIVE EQUIPMENT

- 9.1 The Senior Chief Executive is responsible to ensure that appropriate and suitable personal protective equipment are provided to employees whenever work is carried out where there is risk of bodily injury.
- 9.2 The Heads of Sections or Officers delegated by the Senior Chief Executive should ensure that:
- a) all personal protective equipment issued comply with the OSH (Personal Protective Equipment) Regulations 2012 and all other relevant legislations;
 - b) personal protective equipment are replaced whenever required;
 - c) appropriate accommodation is made available for keeping of personal protective equipment; and
 - d) adequate supervision is exercised to ascertain that all Personal Protective Equipment is worn by employees at work and properly maintained.





10.0 SAFE USE OF CHEMICALS

- 10.1 The Senior Chief Executive is responsible to ensure that appropriate procedures and processes are set up for the safe use, handling, transport and disposal of chemical substances in accordance with the Dangerous Chemicals Control Act 2004 and all other relevant legislations.
- 10.2 The Heads of Sections or any competent Officer delegated by the Senior Chief Executive should ensure that:
- a) all employees abide by the procedures and processes set up for the safe use, handling, transport and disposal of chemical substances;
 - b) all chemicals are stored in an appropriate and safe place;
 - c) all chemicals are accompanied by their respective Material Safety Data Sheet and the safety procedures mentioned thereat are respected at all times; and
 - d) all chemicals are disposed safely as per current legislations and Material Safety Data Sheet guidance to protect the environment.

11.0 MANUAL HANDLING

- 11.1 The Senior Chief Executive is responsible to ensure that safe manual handling procedures and processes are implemented at MPILT.
- 11.2 The Heads of Sections or any competent Officer delegated by the Senior Chief Executive should ensure that:
- a) manual handling activities are adequately controlled to prevent injuries;
 - b) all manual work involving heavy lifting or forceful exertions should be adequately supervised and monitored;
 - c) lifting aids are provided where repetitive and heavy lifting is being performed; and
 - d) adequate consideration is given to the hierarchy of risk control when deciding on control measures relating to manual handling activities.





12.0 HEALTH SURVEILLANCE

- 12.1 The Senior Chief Executive is responsible to ensure that appropriate health surveillance of the employees is effected at MPILT.
- 12.2 The Manager, Human Resources or any competent Officer delegated by the Senior Chief Executive should ensure that:
- a) health surveillance are carried out, at least once every six months, wherever an employee is exposed to any substance hazardous to health, as listed in the ninth schedule of Occupational Safety and Health Act (OSHA) 2005 or the exposure to a substance that is likely to cause an identifiable occupational disease, as mentioned in the fourteenth schedule of OSHA 2005 or under the advise of a medical practitioner.
 - b) record of health surveillance at the workplace is kept as per the requirements of the Occupational Safety and Health Act 2005.

13.0 MONITORING OF POLICY

- 13.1 The Senior Chief Executive is responsible to establish appropriate indicators to monitor the effectiveness of this Policy.
- 13.2 The Senior Chief Executive should ensure the regular monitoring of the effectiveness of this Policy and take appropriate actions for review of the Policy as and when required, in accordance with the Occupational Safety and Health Act 2005.





SAFETY RULES
are your
Best Tools

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