

1.0 SAFETY AND HEALTH POLICY STATEMENT

Statistics Mauritius is committed to ensuring the safety and health of all staff and those who could be impacted by its activities.

Statistics Mauritius endeavors to adopt best practices in Occupational Safety and Health and to abide by its statutory duties in line with the Occupational Safety and Health Act (OSHA) 2005 and other related legislations in so far as is reasonably practicable.

In addition, the organisation undertakes to:

- i. provide and maintain a conducive working environment, working conditions, equipment and system of work within the workplace;
- ii. carry out risk assessments, implement adequate control measures and review same as and when necessary;
- iii. provide all staff with such information, training, instruction and supervision as is necessary;
- iv. provide and maintain Personal Protective Equipment and clothing to staff who, by nature of their activities, may be exposed to bodily injuries;
- v. ensure communication to all interested parties on safety and health matters; and
- vi. ensure continual improvement of safety and health through the implementation of a management system; and

This Policy will be kept up-to-date and reviewed as and when required.

2.0 ORGANISATIONAL RESPONSIBILITIES

2.1 The Responsible Officer

The Director of Statistics is responsible for the safety and health in Statistics Mauritius and hereby undertakes to comply with the requirements of the OSHA 2005 and other related legislations.

2.2 Employees

All employees have the following responsibilities as per the OSHA 2005 and other related legislations:

- i. taking reasonable care for safety and health of oneself and others;
- ii. cooperating with management on safety and health matters;
- iii. avoiding interference with any provision made to safeguard their safety and health;
- iv. reporting all safety and health concerns to their supervisor/Responsible Officer, for example, incidents, near misses, injuries or any situation that could present a risk to safety and health;
- v. use the appropriate equipment and personal protective equipment provided by Statistics Mauritius at all times and where there are risks of bodily injuries and health hazards;
- vi. giving support in matters pertaining to reduction and control of accidents and illnesses;
- vii. be responsible for keeping tools, equipment and personal protective equipment clean and in good condition; and
- viii. report the loss, destruction or defect in the personal protective equipment or clothing provided by the employer at the workplace; and
- ix. abide to the “No Smoking” and “No Alcoholic Drinks” policy at the workplace.

2.3 Assistant Manager, Human Resources

The Assistant Manager, Human Resources will be responsible for:

- i. ensuring that staff receive necessary safety and health training;
- ii. arranging and organising appropriate training programmes;
- iii. ensuring accidents/incidents are reported and recorded; and
- iv. ensuring implementation of all recommendations on safety and health with regards to the personnel.

2.4 Safety and Health Officer

The Safety and Health Officer will be responsible for:

- i. ensuring regular inspections and follow-up visit at the workplace to make sure that employees are working in a conducive environment;
- ii. investigating into occupational accidents/incidents;
- iii. assisting in the risk assessment exercises;
- iv. conducting safety and health trainings;
- v. attending safety and health committee meetings;
- vi. advising on selection of personal protective equipment and any other safety related items; and
- vii. advising on any safety and health measures to be implemented by the employer.

2.5 Office Management Executive

The Office Management Executive, or any other designated officer, is responsible for implementing all recommendations on safety and health with regards to equipment and infrastructure.

3.0 SAFETY AND HEALTH ARRANGEMENTS

3.1 Risk Assessment

Risk assessments will be carried out by a team comprising of officers from Statistics Mauritius together with the Safety and Health Officer. Risk assessments will be reviewed at least every two years or earlier where there has been significant change in the matters to which it relates. The findings of the Risk Assessment will be communicated and recorded in writing.

3.2 Periodic workplace inspections

Periodic workplace inspections will be carried out by the Safety and Health Officer to ensure that any unsafe conditions found are subsequently removed or adequately controlled.

3.3 Reporting of accidents / incidents and near misses

It will be ensured that accidents / incidents and near misses are properly reported to the Assistant Manager, Human Resources.

4.0 Safety and Health Committee

There shall be a Safety and Health Committee established as per OSHA 2005. The Safety and Health Committee meeting will be held at least once every two months. It will thus maintain proper communication with representatives of both Statistics Mauritius and its employees.

5.0 First-Aid and work-related accidents, ill health and dangerous occurrences reporting

- a) Head of Divisions/Units/Sections shall be responsible for reporting accidents, incidents, and dangerous occurrences to the Assistant Manager, Human Resources. The latter will ensure that the Ministry of Labour, Human Resource Development and Training is informed of all notifiable work-related accidents, ill health and dangerous occurrences. He will also ensure that First Aiders and facilities are available.

The Assistant Manager, Human Resources shall ensure that a record of all injuries, accidents and incidents are recorded in “accident and incident record book/register”. The Safety and Health Officer will ensure that accidents and dangerous occurrences are duly investigated and shall propose remedial measures to prevent recurrence; and

- b) The Assistant Manager, Human Resources shall ensure that the Protocol on the Management of Injury and Illness at the Workplace, as required by the Ministry of Public Service, Administrative and Institutional Reforms, is implemented at Statistics Mauritius. This protocol standardizes procedures for the management of injuries/illness at work and outlines the steps that should be taken by Statistics Mauritius in the event of such an occurrence at the workplace.

6.0 Welfare

- a) It is the policy of Statistics Mauritius to provide enough clean, suitably ventilated toilets, wash basins, hand wash and drying facilities for those expected to use them; and
- b) Statistics Mauritius will provide drinking water and ensure that it is free from contamination and accessible to all employees.

7.0 Emergency Procedures – Fire and Evacuation

Arrangements should be made with the building owner to ensure that:

- i. emergency exits at the workplace are not obstructed;
- ii. fire extinguishers are available, maintained and checked yearly;
- iii. a fire drill is carried out yearly as per the established Fire and Emergency Plan approved by the Mauritius Fire and Rescue Services and a record thereof be kept;
- iv. signages are provided at strategic locations and at the designated Assembly Point; and
- v. training is provided to the Fire Warden Team.