



Republic of Mauritius

# SAFETY AND HEALTH POLICY



MINISTRY OF HOUSING AND LANDS

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## 1.0 SAFETY AND HEALTH POLICY STATEMENT

Ministry of Housing and Lands is fully committed to ensure the safety and health of all staff and those who could be affected by its activities.

This organization promises to pursue best practice in Occupational Health and Safety (OHS) and to fulfill its statutory duties with regard to Occupational Safety and Health Act (OSHA) 2005 and related Legislations at all times so far as is reasonably practicable. This Ministry undertakes to:

- provide and maintain a conducive working environment;
- provide and maintain a system of work which is safe and without risk to health;
- carry out risk assessment, implement adequate control measures and review them regularly;
- provide all staff with such information, training, instruction and supervision as is necessary to ensure they are competent in safety and health at work;
- ensure that all equipment and procedures meet health and safety requirements and any other related standards;
- monitor safety performance and audit to maintain and improve/meet agreed standards;
- assign responsibilities at all level to assist in the application of statutory provisions, to formulate policies and monitor health and safety performance; and
- allocate sufficient resources for the implementation of safety and health measures.

Signed: .....

**M. S. Ayoob Saab**  
Senior Chief Executive

Date: 15/11/2025

## 2.0 ORGANISATIONAL RESPONSIBILITIES

The Ministry of Housing and Lands fully accepts its responsibility for safety and health in the workplace and will discharge this through its organisational responsibilities.

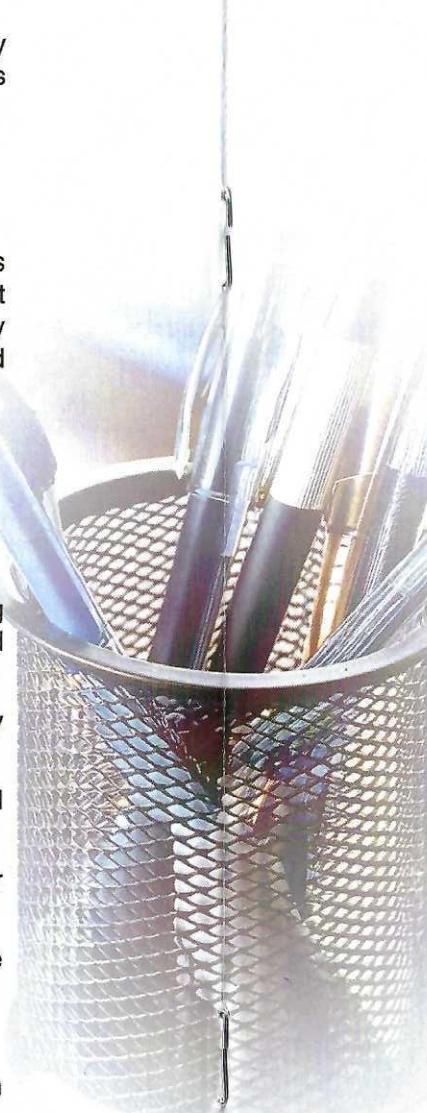
### 2.1 THE ACCOUNTING OFFICER

The Responsible Officer is responsible for the overall arrangements and for ensuring that the Ministry's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the safety, health and welfare of all employees and others who may be affected by its operations.

### 2.2 EMPLOYEES

The employees should:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- comply with any directive given by management for safety and health;
- cooperate with management and coordinators on safety and health matters;
- avoid interfering with any provision made to safeguard their safety and health;
- wear Personal Protective Equipment and clothing where necessary;
- take reasonable care for their own safety and health; and
- report all safety and health concerns to the officer or team designated or set up for the purpose.



## 3.0 SAFETY AND HEALTH ARRANGEMENTS

It is essential that all employees familiarize themselves with the content of this safety and health policy manual to ensure that they have a good understanding of all safety and health measures.

### 3.1 RISK ASSESSMENT

Risk assessments will be undertaken by a team comprising the Head of each of the following section, including the assigned Safety and Health Officer of the Ministry of Public Service and Administrative Reforms.

- (i) Administration;
- (ii) Human resources;
- (iii) Finance;
- (iv) Procurement and Supply;
- (v) Technical cadres as may be required; and
- (vi) Office Auxiliary

- The Responsible Officer may co-opt any other officer to form part of the team.
- The findings of the Risk Assessment will be reported to the Responsible Officer.
- Risk Assessment will be carried out at regular intervals, as agreed by the team, but at least once every two years.

## 4.0 SAFETY AND HEALTH COMMITTEE

The Responsible Officer will ensure that the Safety and Health Committee is established in line with the requirements of Occupational Safety and Health Act 2005 and will be held accordingly.

The Safety and Health Committee will maintain proper communication with representatives of both employer and employee sides and ensure consultations are held at least once every two month.

The Safety and Health Committee will be chaired by a Deputy Permanent Secretary of the Ministry.

## 5.0 INSPECTION

- The Ministry shall monitor the safety and health performance both actively and reactively;
- The Safety and Health Officer, shall monitor the working conditions to ensure that safe working practices are being followed by regular audit and site visits;
- Any risk or hazard which may impair on the safety or health of every employee and or member of the public shall be immediately communicated to all concerned parties; and
- The Head of Section assisted by the Safety and Health Officer shall be responsible for investigating accidents, dangerous occurrences and any complaints made by an employee as set down in section 20 of the Occupational Health and Safety Act 2005.



## 6.0 ACCIDENTS/INCIDENT REPORTING

- The Responsible Officer will appoint a sufficient number of first aiders in accordance with the requirements of the First Aid Regulations 1989.
- The Manager, Human Resource, in charge of Human Resource Section, will ensure that all accidents and cases of work-related ill health are properly recorded and kept in an accident register.
- Head of Sections will be responsible for reporting accidents, incidents, diseases and dangerous occurrences to the Responsible Officer and implementation of remedial measures following investigation.
- The Safety and Health Officer will ensure accidents and dangerous occurrences are duly investigated and remedial measures recommended.
- The Responsible Officer will ensure that all cases pertaining to accidents, work related ill health and dangerous occurrences are reported to the Ministry of Labour and Industrial Relations as per sections 85 and 86 of the Occupational Safety and Health Act 2005.

## 7.0 SAFE PLANT AND EQUIPMENT

The Office Management Executive or any other officer delegated by the Responsible Officer will be responsible for

- Identifying all equipment or plant needing maintenance;
- Drawing up of effective maintenance procedures; and
- Implementing all identified maintenance activities.

Any problem found with plant and equipment should be reported to the Office Management Executive or the officer designated for the purpose.

## **8.0 SAFETY AND HEALTH TRAINING**

The Responsible Officer will ensure that induction and/or job-specific safety and health training is/are provided. The Human Resource Section, in collaboration with the Occupational Safety and Health Unit of the Ministry of Public service and Administrative Reforms, will ensure that appropriate training is organised and all the training records will be kept at the Human Resource section.

## **9.0 PROVISION OF PERSONAL PROTECTIVE EQUIPMENT**

The Ministry shall ensure that:

- Suitable personal protective equipment is provided to its employees who may be exposed to a risk to their safety or health while at work;
- Each employee shall fill the issue of PPE when collecting any personal protective equipment;
- As per Occupational Safety and Health (Personal Protective Equipment) Regulations 2012, the personal protective equipment comply with such standards as may be acceptable by the Mauritius Standards Bureau; and
- Every employee who has been provided with personal protective equipment shall forthwith report to his employer, any loss of, or obvious defect in that personal protective equipment.



*This policy will be reviewed and, if necessary, revised in the light of legislative or organisational changes.*