

OUTER ISLANDS DEVELOPMENT CORPORATION SAFETY AND HEALTH MANUAL

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Responsibilities and Arrangements

A. Responsibility

I. General Manager

The responsibility of ensuring Occupational Safety and Health (OSH) of all employees of the corporation is designated to the head of the corporation, **the General Manager**. The General Manager pledged to comply with the requirements of the Occupational Safety and Health Act 2005 and other relevant legislation related to Safety and Health.

II. Deputy General Manager

The Deputy General Manager who is the head of Administration has day-to-day responsibility for ensuring that the Health and Safety Policy is put into practice.

III. Resident Manager

Resident Manager (RM) have the overall responsibility to ensure adequate compliance to the safety and health legislation and ensure that OSH procedures and policies duly approved and validated by the top management is understood by employee's working on both the North & South Islands of Agalega. The RM is responsible to ensure Safety, Health and Welfare of employee's working and residing in Agalega. The RM have a vital role in helping to devise such policies and safe work procedures taking into accounts certain aspect of the workplace and fully support the implementation of such approved program.

IV. Designated Officers

The following designated officers have the overall responsibility to ensure that safety and health standards are maintained or improved:

S. N	Designation	Section/Workplace
1.	Assistant Resident Manager (North)	North Agalega
2.	Assistant Resident Manager (South)	South Agalega
3.		Packing Unit
4.		Head Office

5. Head of Section / Foreman duties towards Safety and Health

Duties of head of section are to ensure:

- All S&H policies and procedures duly validated are enforced and administered accordingly in all areas;
- Employees are properly sensitized on the corporation's safety and health vision and that they abide by the policies and procedures established;
- Adequate and proper information, instructions and assistance are given to supervisory staff to protect the safety and health of all employees.
- Employees are provided with the necessary tools, equipment and personal protective equipment so as they can execute the tasks safely;
- Welfare facilities are at the disposal of the employee such as first aid box, clean water to drink and a place to take meal. It is also important to ensure, where an employee is subjected to a Health Surveillance program, necessary arrangement is provided to that employee.
- Regular site supervision is carried out to ensure that employees adhere to the Safety and Health Policies and Procedures;
- All established safety and Health rules and safe working practices are enforced, and corrective actions are taken as and when required;
- Arrangement for transportation to the hospital, in case of medical emergency at work or injury during working hours.
- All accidents and work-related injuries or Illness (Occupational Diseases) are immediately reported to the HR department.

6. Duties of employees

Duties of employees are:

- Cooperate fully with the management on safety and health matters
- Take reasonable care for OSH of oneself and other who may be affected by his acts or omissions at work;
- Report any matter related to safety and health to the responsible officers/ immediate supervisors such as work-related injuries, incidents, near misses, illnesses or any situation that could present a risk to safety and health;
- Give a firm support in issues such as the reduction and control of workplace accidents and injuries at work
- Ensure that they are using the proper tools and equipment as and when require for the job;
- Refrain from willfully or recklessly make inoperative any safety guards or safety devises on any machine;
- Use appropriate personal Protective Equipment provided and to maintain it in good working condition. It is also required by an employee to keep his/her PPE clean and in a hygienic condition;
- Report the lost, defect or destruction in their personal protective equipment;
- Report any defect on any tools or equipment's;
- Use correctly safety devices provided;
- Participate actively in safety & Health committee by cooperating with other members, on matters of how to eliminate hazards

- Read, understand and comply with workplace safety and health policy, safe work practices and procedures; and
- Refrain from the use of any illicit substances and being in a drunkenness state while working or operating machinery or any equipment.
- Do not smoke at work place, unless at a place demarcated for that purposes.

Any person, who willfully or recklessly damages, interferes with or misuses anything provided in the interest of safety, health or welfare in pursuance of this Act shall commit an offence.

7. Duties of Safety and Health Officer

Duties of Safety and Health and Safety are:

The duties of a registered safety and Health officer have been enumerated in section 20 of the Occupational Safety and Health no. 28 of 2005.

The duties of a Safety and Health are as follows:

- Carry out regular Occupational Safety and Health audits to identify risks to Safety and Health;
- Assess the need for preventative measures to safeguard the safety and health of employees and any other person not in the employment of the employer;
- Advise the employer in writing on practicable measures and appropriate techniques to be implemented to minimize any risk in any process in the undertaking of his employer;
- Design and implement appropriate training programmes to meet the requirements of this Act and any other enactment dealing with Occupational Safety and Health, and keep proper records thereof;
- Review any measures, method, procedure or technique adopted to ensure Occupational Safety and Health at intervals of not more than 2 years or at such intervals as the Permanent Secretary may direct in writing and keep a proper record thereof;
- Recommend in writing to the employer appropriate Occupational Safety and Health Programmes, where the circumstances so justify;
- Develop effective communication systems on Occupational Safety and Health between the employer and any employer;
- Inspect all places of work under his responsibility at least once every month and record his findings in the register provided by the employer;
- Exercise adequate supervision to ensure the effective implementation of arrangement made, and preventive measures taken, by the employer; and
- Enquire into –
 - All complaint made by an employee;
 - Occupational accidents and dangerous occurrences at any place of work and make a report thereon,

And recommend in writing any safety and health measures to be implemented by the employer.

B. Arrangement

1. Risk Assessment

- 1.1. As per the requirement of the main act, section 10 stipulate on conducting a risk assessment, which shall be **suitable and sufficient** aiming at identifying any risks to which any employee is exposed whilst he is at work. The same section also make mention about assessing risk for people not in the employment also. This exercise is carried out by a team which shall comprised of employees and management staffs who shall backed the Safety and health officer by providing him with information regarding a particular task, process or location in order to identify and assesses the risk.
- 1.2. Findings should be recorded in a register and same should be communicated in the safety and health committee. For better management of risk at work place an action plan should be devised, so as the policies concerning health and safety could be rendered effective.
- 1.3. The corrective action would be approved by the head of the corporation and proposed action should be implemented by the head of section, which shall aim at minimizing or control risk.
- 1.4. The risk assessment will be reviewed not later than 2 years after any assessment or earlier where there has been a significant change in the matters to which it relates.

2. Safety and Health Committee

- 2.1. The General Manager/ Deputy General Manager will ensure that the Safety and Health Committee is set up as per section 21 of the Occupational Safety and Health Act 2005.
- 2.2. The meeting should be held at least once every 2 months, where representative of both employer and employees to promote proper communication between both parties.

3. Safe plant, Building and Equipment

Head of section will be responsible for:

- 3.1. Regular monitoring regarding condition of the buildings/infrastructure where staff are accommodated and supervising any renovation works and maintenance of yard;
- 3.2. Identify plant and equipment which is subjected to maintenance
- 3.3. Ensuring effective maintenance procedures are developed and updated; and
- 3.4. Ensuring that all identified maintenance activities are implemented and recorded;
- 3.5. Machine examination carried out at such interval that may be required by law to be done by a Registered Machinery inspectorate.

Any problem with any plant and equipment should be reported immediately with the head of sections.

4. Information, Instruction, training and supervision

The General Manager will ensure that Safety and Health induction training and/or job specific training is provided to all employees. Coordinator/Human Resource Officer will ensure that appropriate training is organized, and all training records are kept. Safety and Health Officer will advise and conduct training on safety and Health issues.

5. Accident, First Aid and First Aider and Work-related ill-health

- 5.1. The General Manager will have to ensure that there is sufficient number of employees who are trained to act as First Aider at Agalega and the Head office in Mauritius.
- 5.2. First Aid box should be available at head office and on different site in Agalega. The First aid box should be replenished as per the First Schedule of the First Aid Regulation 1989 depending on the number of workers working in that workplace.
- 5.3. The Human Resource section will have to ensure that reported cases of Occupational Accident, near misses and work related ill health are properly recorded and kept in an accident register and same should be reported to the Safety and Health Officer.
- 5.4. Head of section will be responsible for reporting accidents and incident, diseases and dangerous occurrences to the manager, Human Resource. The Manager, Human will ensure that all cases as per the section 85 and 86 (11th schedule) of OSHA 2005 is reported to the Ministry of Labour and industrial Relations and Employment.

6. Emergency Procedures and Evacuation

Fire outbreak

Location: Head office (Mauritius)

Instruction in case of fire

When you hear a fire alarm, please remain calm and follow these instructions immediately.

1. Do not panic
2. Turn off power supply
3. Leave your office and close the door behind you
4. Do not use elevator
5. Proceed immediately to the assembly point (ken Lee Car Park).
6. Carry out roll call for the staff
7. Report any missing staff upon the arrival of the Fire Brigade.

7. Welfare Facilities

- 7.1. It is the policy of the corporation to provide enough clean water to drink;
- 7.2. suitable ventilated toilets, wash basins, soaps and drying facilities for those expected to use them;
- 7.3. Smoking is prohibited in the Corporation's premises; and

7.4. Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to the immediate supervisor and to the Head of Section.

8. Safety and Health Inspection

8.1. Safety and Health issues will be monitored by carrying out spot check visits or reactively by investigating any accident/incident /near misses or ill health.

8.2. Safety and Health Officer assisted by responsible officer or RM shall monitor working conditions to ensure each and everyone is abiding by safety rules and that control measures implemented are effective.

8.3. Any risk or Hazard which may impair on the safety or health of employee's and or member of the public shall be immediately communicated to all concerned parties.

9. SAFE SYSTEM OF WORK

What is a safe system of work?

A safe system of work is a formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or risks minimized.

When is a safe system of work required?

Many hazards are clearly recognizable and can be overcome by physically separate people from them, e.g. by using effective guarding on machinery.

A safe system of work is needed when hazards cannot be physically eliminated and some elements of risk remain. The following principles should be applied to routine work as well as to more special cases such as:

- Cleaning and maintenance operations
- Making changes to work layouts, materials used or work methods
- Employees working away from base or working alone
- Breakdowns or emergencies
- Controlling activities of contractors on your premises
- Loading, unloading and movements of vehicles.

Five steps to a safety system of work:

- Assess the task
- Identify the hazards
- Define safe methods
- Implement the system
- Monitor the system

10. Driving at Work

The corporation will ensure that those whom driving forms part of their work activities are competent enough to drive.

All Staff is responsible to for ensuring that any vehicle accident is reported to the Resident manager or directly to the General Manager of the Corporation.