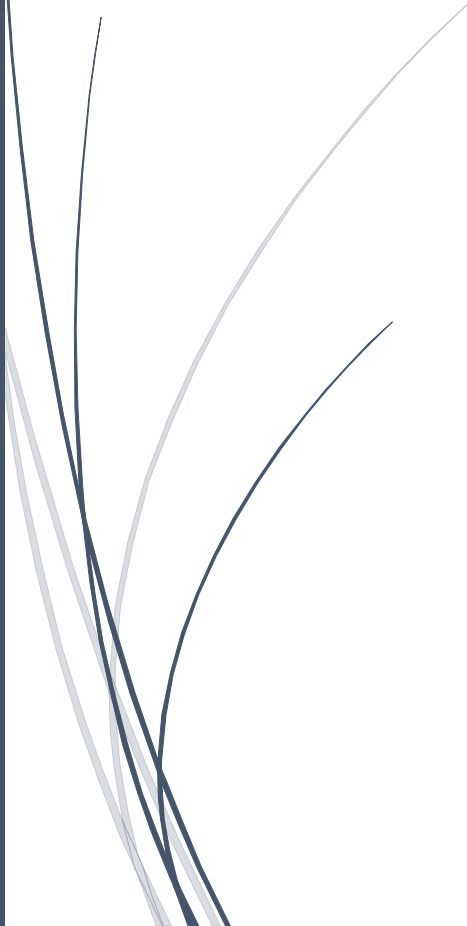


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Year 2025

REPUBLIC OF MAURITIUS

REGISTRAR-GENERAL'S DEPARTMENT SAFETY AND HEALTH POLICY STATEMENT



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REGISTRAR-GENERAL'S DEPARTMENT

SAFETY & HEALTH POLICY STATEMENT

1.0 GENERAL STATEMENT

The Registrar-General is strongly committed to a policy that enables all work activities to be carried out safely and with all possible measures taken to remove or at least reduce risks to the health, safety and welfare of staff, contractors, customers and anyone else who may be affected by our operations. Management will provide top-level support of safety program initiatives.

Our statement of general policy is to:

- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimize the exposure to significant hazards.
- Consult our employees on matters affecting their safety and health.
- Comply with the Occupational Safety and Health Act 2005 and other regulations
- Provide and maintain safe equipment.
- Provide information, instruction and supervision for employees.
- Ensure that all employees are competent to do their tasks safely and to provide adequate training to them.
- Minimize workplace accidents and cases of work related ill-health.
- Maintain safe and healthy working conditions.
- Promote continual improvement through the implementation of an Occupational Safety and Health Management System, and
- Review and revise this policy as necessary at regular intervals.

.....

S. Gukhool (Mrs)

Registrar-General

Date: 20 November 2025

2.0 ORGANISATIONAL RESPONSIBILITIES

2.1 Responsibilities

The Registrar-General is responsible for the overall arrangements and ensures that operations are executed in a manner that is reasonably practicable, for the safety, health and welfare of all employees and other stakeholders as well who may be directly or indirectly affected by the operations of its organisation.

2.2 Head of Units:

Head of Units are responsible for:

- assisting the Registrar-General in meeting their health and safety responsibilities;
- implementing the health and safety policy within their units;
- ensuring that periodic workplace inspections are carried out and any unsafe conditions found are subsequently removed or adequately controlled;
- ensuring that staff (and others where appropriate) receive the necessary training for safe working;
- ensuring that suitable and sufficient risk assessments have been carried out and also appropriate control measures have been set in place and are properly maintained;
- ensuring that accidents / incidents and near misses are properly reported and recorded and appropriate investigations and reviews are undertaken and acted upon;
- establishing effective arrangements for staff consultation vis-a-vis the management of safety and health within their unit; and
- creating an open environment which encourages staff to raise and discuss health and safety issues within their respective work areas.

2.3 Employees

Employees are responsible for:

1. taking reasonable care of their own safety and health and comply with safe work practices in order to avoid work related accidents;
2. cooperating with management on safety and health matters;
3. avoiding interference with any provision made to safeguard their safety and health;
4. wearing personal protective equipment and wherever necessary; and
5. reporting all safety and health concerns to their head of unit.

2.4 Human Resource Manager

The Human Resource Manager will be responsible for:

1. ensuring that staff receive the necessary safety and health training;
2. arranging and organising appropriate training programmes;
3. ensuring accidents/incidents are reported and recorded; and
4. Ensuring implementation of all recommendations on safety and health with regards to the personnel.

2.5 Safety and Health Officer

The Safety and Health Officer will be responsible for:

1. Carrying out regular inspections and follow-up visit at the workplace to make sure that employees are working in a conducive environment;
2. investigating into occupational accidents/incidents;
3. assisting in the risk assessment exercises;
4. conducting safety and health training;
5. attending safety and health committee meetings;
6. advising on selection of personal protective equipment and any other safety related items; and
7. advising on any safety and health measures to be implemented by the employer.

2.6 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 undertaken by a team comprising of the Head of Units, Staff Representatives and the Safety and Health Officer.

Risk assessment will be reviewed at least every two years or earlier if deemed necessary so as to be in conformity with section 10 of the Occupational Safety & Health Act 2005.

3.2 Safety and Health Committee

A Safety and Health Committee has been established as per OSHA 2005.

The Supervising Officer must ensure that Safety and Health Committee meeting is held at least every two months.

The Safety and Health Committee is chaired by an officer of the grade of Deputy Registrar-General and where all matters relating to safety and health are discussed.

3.3 Accidents/Incidents Reporting

- a) Head of Sections will be responsible for the reporting accidents, incidents, and dangerous occurrences to the Human Resource Manager.

The latter will ensure that the Ministry of Labour and Industrial Relations are promptly informed of all notifiable work related accidents, ill health and dangerous occurrences.

The Human Resource Manager must also ensure that a record of all injuries, accidents and incidents are recorded in “accident and incident record book/register.”

The Human Resource Manager will inform the Safety & Health Officer of all accident, injury or dangerous occurrence as soon as possible.

- b) The Safety and Health Officer must ensure that all accidents and dangerous occurrences are duly investigated and will have to propose remedial measures to prevent recurrence.

3.4 Safe Plant and Equipment

Each Head of Units shall be responsible to inform the Office Management Executive of all equipment or plant needing maintenance.

The latter will have to ensure that all the necessary maintenance or reparation works in relation to the above are promptly attended to.

3.5 Safety and Health Training

The Registrar-General will ensure that appropriate safety and health training is provided to staff.

3.6 Provision of Personal Protective Equipment

- The Registrar-General shall provide necessary personal protective equipment to employees who may be exposed to any safety and health hazard while at work;
- The Registrar-General shall ensure that personal protective equipment comply with such standards as may be acceptable by the Mauritius Standards Bureau; and
- An employee who has been issued personal protective equipment shall promptly report to Management any loss or damage caused to the equipment entrusted to him.

3.7 Procurement

A 'Buy Safe' policy shall be adopted. Processes will be established, implemented and maintained as per the procurement of products and services in order to ensure that they are in conformity with the Occupational Safety and Health Management System.

3.8 Contractors

It will be ensured that the requirements of the Occupational Safety and Health Management System are met by contractors and by their workers also.

The Registrar-General's Department will need to ensure that its procurement processes define and apply occupational safety and health criteria for the selection of contractors. These criteria will be included in the contractual document.