



**MINISTRY OF HOUSING AND
LAND USE PLANNING
VALUATION
DEPARTMENT**



SAFETY AND HEALTH POLICY

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STATEMENT OF INTENT

Our statement of general policy is to:

- provide and maintain a safe and healthy working environment, equipment, and systems of work in the workplace;
- manage safety and health risks to which employees might be exposed at work by implementing control measures identified through risk assessments;
- constantly improve health and safety at the place of work through Safety and Health Committees;
- provide information, instruction, training and supervision to employees to ensure safe systems of work;
- ensure that this Policy Statement is understood and implemented throughout this Ministry department; and
- review and revise this policy as necessary at regular intervals.

1.0 RESPONSIBILITIES AND ARRANGEMENTS

1.1 The Permanent Secretary of the Ministry is responsible for overall Safety and Health. An officer or a team delegated by the Permanent Secretary will be assigned with the day-to-day responsibility to ensure the implementation of this policy.

1.2 All employees should:

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

2.0 RISK ASSESSMENT

2.1 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, Administrative and Institutional Reforms:

- Office Management Executive
- Human Resources
- Procurement and Supply
- Finance
- Registry
- Representative of Staffs from the Professional Cadre
- Representative of staffs from the Technical Cadre
- Representative from the Trade Unions
- Office Auxiliary

2.2 The Permanent Secretary may co-opt any other officer to form part of the team.

2.3 The findings of the risk assessment will be reported to the Permanent Secretary.

2.4 All actions to remove or control risks will be approved by the Permanent Secretary and the Risk Assessment Team will be responsible to ensure the implementation of actions proposed.

2.5 Risk assessments will be carried out at regular intervals, as agreed by the team, but at least once every two years.



3.0 SAFETY & HEALTH COMMITTEE AND RESPONSIBILITY

3.1 The Permanent Secretary will ensure that the Safety and Health Committee is established in line with Section 21 of the Occupational Safety and Health Act (OSHA) 2005. The composition of the Committee will be communicated by the Secretary of the Safety and Health Committee to all employees.

3.2 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 months.

3.3 The Safety and Health Committee will be chaired by the Deputy Director of the Valuation Department.

3.4 The Office Management Executive or any other officer delegated by the Permanent Secretary will be responsible for:

- identifying all office equipment and furniture needing maintenance;
- drawing up of effective maintenance procedures;
- implementing all identified maintenance activities.

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

3.6 The Occupational Safety and Health Division of the Ministry of Public Service, Administrative and Institutional Reforms will advise on all safety and health standards for new office equipment and furniture before it is purchased.

4.0 INFORMATION, INSTRUCTION AND SUPERVISION



4.1 The Permanent Secretary will ensure that induction and job specific training are provided to all officers. The Human Resource Section, in collaboration with Occupational Safety and Health Unit, will ensure that the appropriate training is organised and all the training records will be kept at the Human Resource Section.

4.2 The Human Resource Sections or any competent Officer delegated by the Permanent Secretary are responsible to:

- provide information, instruction, training and supervision to employees to ensure their safety and health at work; and
- identify, in consultation with the Safety and Health Committee, work activities requiring specific Safety and Health training.

4.3 The Safety and Health Officer of the Ministry of Public Service, Administrative and Institutional Reforms will advise on safety and health issues.

5.0 SAFE USE OF OFFICE EQUIPMENT AND SAFE WORKPLACE

5.1 The Office Management Executive or any other officer delegated by the Permanent Secretary will be responsible for:

- identifying all office equipment and Furniture needing maintenance;
- drawing up of effective maintenance procedures;
- implementing all identified maintenance activities with the consultation with the Safety and Health committee.

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

5.3 The Occupational Safety and Health Division of the Ministry of Public Service, Administrative and Institutional Reforms will advise on all safety and health standards for new equipment and furniture before it is purchased.

5.4 After such equipment and furniture is purchased, it will be upon the safety and Health committee to come up with its implementations and installation.

6.0 ACCIDENT REPORTING MECHANISM

6.1 The Permanent Secretary 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 Deputy Director or any competent Officer delegated by the Permanent Secretary 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 PROCEDURE

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:

- all buildings housing their respective sections have a valid fire certificate as per section 76 of the Occupational Safety and Health Act 2005;
- fire extinguishers are kept in appropriate conditions, examined and serviced at least once yearly;
- 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;
- means of escape are maintained and kept free from obstructions at all times;
- there are sufficient employees in their respective sections trained on Fire Safety and evacuation procedures;
- emergency procedures in case of fire are properly displayed at the workplace; and
- fire drills are carried out as per requirements of Occupational Safety and Health Act 2005.

8.0 PROVISIONS FOR FIRST AID



8.1 The Permanent Secretary is responsible to ensure that appropriate arrangements are available for first aid.

8.2 The Deputy Director 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 MONITORING

8.1 The Office Management Executive or any other officer designated for the purpose, in collaboration with the Safety and Health Officer from the Ministry of Public Service, Administrative

and Institutional Reforms, will ensure that working conditions are acceptable and safe working practices are being followed.

8.2 The Safety and Health Committee in collaboration with the Safety and Health Officer of the Ministry of Public Service, Administrative and Institutional Reforms, will advise on:

- accident investigation;
- work-related causes of sickness; and
- action to prevent any recurrence,
- To review and make recommendations this Safety and Health Policy Manual as and when required and accordingly to any change of legislations governing the Health and Safety Act.