

# **Mahatma Gandhi Institute**

## **Safety and Health Policy**





### **1.0 Introduction**

The Safety and Health Policy shall earn the confidence of employees, students and the general public by demonstrating the institution's commitment to comply with all relevant safety and health legislation, where feasible, through the continual improvement of performance in all areas.


### **1.1 Our Role**

The Mahatma Gandhi Institute commits itself to comply to the highest standard of safety and health in accordance with the Occupational Safety and Health Act (OSHA) 2005 and other related regulations by demonstrating an ongoing commitment to improve Safety and Health standards as far as it is reasonably practicable while minimising the occurrence of accidents and safeguarding against hazards. We will ensure that this policy is communicated and understood at all levels in our institution and is periodically reviewed for its suitability and effectiveness pertaining to Occupational Safety and Health.

### **1.2 Aim**

The aims are to:

- ✓ Promote and maintain safety in the workplace and schools.
- ✓ Ensure the safety and wellbeing of all employees and students.
- ✓ Prevent injury, work related ill health and loss of life.
- ✓ Ensure compliance with all relevant statutory provisions.

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### 1.3 Statement of intent:


The Mahatma Gandhi Institute shall demonstrate the aptitude and commitment to constantly provide a safe and healthy workplace by:

- Developing a safety culture at the MGI.
- Carrying out appropriate audits, inspections and risk assessment exercise in all offices and schools.
- Ensuring that all offices and schools are properly maintained to provide a safe and conducive working environment.
- Meeting the required standards to prevent the occurrences of accidents and cases of work-related ill health.
- Providing and maintaining safety materials and equipment such as Personal Protective Equipment, Eye wash systems and Safety Showers in schools, first aid box, firefighting equipment and safety signage in all offices and schools.
- Designing and implementing appropriate Safety and Health training programs.
- Providing and ensuring that employees and students are equipped with necessary information, instructions and guidelines for safety measures and good practices.
- Demonstrating a commitment for the obtention of fire certificate for all MGI buildings and schools.
- Reviewing the policy at regular intervals in light of new legislations for continuous improvement in standards of safety and health.



**Mr Rajcoomar Rampertab, CSK**  
**Director General (MGI & RTI)**

**October 2023**

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## 2.0 Responsibilities

The overall responsibility for ensuring the safety and health and ensuring that the policy is put into practice is delegated to the:

**Director General (MGI & RTI)**

The day-to-day management of safety and health is delegated to the:

**Director (MGI)**

The responsibility to ensure that safety standards are complied and maintained in all secondary schools is delegated to the:

**Director-Schooling (MGI & RTI)**

## 2.1 Responsibilities are also delegated to Head of Schools, Head of Departments, Heads of Centres and Rectors of Secondary Schools for:

- Implementing the safety and health policy within their school/department/centre.
- Ensuring that accidents/incidents and near misses are properly reported and recorded.
- Identifying and reporting on safety and health issues and hazards within their respective work areas.
- Ensuring that recommendations made by the Safety and Health Officer to minimise, control and eliminate risks and hazards are implemented within their respective work areas.
- Nominating specific staff with designated safety roles, e.g. First Aiders, Risk Assessors and Fire Wardens/Marshalls.
- Ensuring that adequate numbers of staff are provided with appropriate training so that they can support the following management arrangements:
  - First aid.
  - Fire and emergency evacuation.
- Ensuring equipment, including personal protective equipment, is maintained in a safe condition and that substances hazardous to health are stored and used safely.
- Circulating communications relating to safety matters to staff within their control.





### 2.2 Establishment Section

The Establishment Section in consultation with the Safety and Health Officer will be responsible for:

- Arranging Health Surveillance and keeping records of staff.
- Recording all accidents, injuries and work-related ill health.
- Keeping record of staffs undergoing first aid course.

### 2.3 Safety and Health Officer

The Safety and Health Officer will be responsible for:

- Carrying out regular occupational safety and health audits to identify risks to safety and health.
- Assisting the Establishment Section in investigating into injuries and occupational accidents/incidents and advising on measures, where practicable to prevent recurrence.
- Monitoring risks of accidents to identify trends and introduce methods of reducing accidents.
- Conducting risk assessment exercise.
- Conducting safety and health training.
- Attending safety and health committee meetings.
- Advising on selection of personal protective equipment and any other safety related items.
- Recommending in writing any safety and health measures, which needs to be implemented.


### 2.4 Employee Representative

The Employee Representatives will:

- Represent the employees in Safety and Health Meetings/Committees.
- Investigate complaints by any employee relating to health and safety and welfare at work.
- Attend meetings of safety committees to which they are elected.

Employee representative(s) are:


- ❖ Mahatma Gandhi Institute Staff Association (MGISA)
- ❖ Mahatma Gandhi Institute Employees' Union (MGIEU)
- ❖ Association of Mahatma Gandhi Institute for Senior Staff (AMGISS)

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### 2.5 All staffs

The employees are responsible to:

- Take reasonable care for their own safety and health and that of other persons who may be affected by their acts or omissions at work.
- Wear and use any protective equipment or clothing at all times when there is a risk of bodily injury against which the equipment or clothing offers protection.
- Report forthwith to their Heads any situation that he has reason to believe, could present a risk to their safety and health.
- Report any bodily injury sustained by them, as a result of an accident arising out of, or in connection with, their work.

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## **3.0 Arrangements**

### **3.1 Risk Assessments**

- Risk assessments are carried out in order to identify hazards within the workplace and its activities, to consider who might be harmed by the hazard and assess the risk of the hazard causing harm.
- Risk assessments are carried out section-wise or activity based by a designated team.
- The risk ranking system used to help determine priorities for further actions is based from the Risk Assessment Guidelines of the Ministry of Labour, Industrial Relations and Employment.
- The findings of the risk assessment are recorded and the assessment is reviewed not later than 2 years, where the employer is informed by the Permanent Secretary that it is no longer valid or where there has been a significant change in the matters to which it relates.
- The findings and recommendations of the risk assessment are reported to the Safety and Health Committee.

### **3.2 Safety and Health Committee**

A Safety and Health Committee has been established as per OSHA 2005. The Safety and Health Committee meeting will be held at least once every two months and is chaired by the Director.

### **3.3 Safe Workplace, Machinery and Equipment**

The MGI is committed to maintain the buildings and structures to a safe standard, as far as is reasonably practicable and to ensure safe access to and egress from the premises. The MGI also ensures that all equipment are safely maintained at all times to ensure the safety of the employees, students and the public. Any problem found with any equipment, vehicle, plant, machine is reported immediately to the respective Head of Department.

The MGI also ensures that repairs and maintenance of all equipment, vehicles and machines are carried out by relevant competent persons. Every machinery is thoroughly examined by a registered machinery inspector at least once every 12 months. All machinery and equipment are kept in a good and safe working condition through preventive maintenance.

### **3.4 Safe handling, use and storage of chemicals**

- The Heads of schools/departments/centres have the responsibility to identify and keep track of chemicals used by their departments.





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- The Procurement Unit must ensure that all bid documents should require suppliers to mandatorily provide Material Safety Data Sheets for the chemicals/chemical products supplied.
- Material Safety Data Sheets will be compiled by the Procurement Unit and by the Head of departments.
- Assessments on chemicals will be reviewed every 2 years and as and when the need arises.

### **3.5 Provision for Personal Protective Equipment**

- Suitable personal protective equipment is provided to employees who may be exposed to any safety and health risk while at work.
- The Procurement Unit ensures that personal protective equipment comply with such standards as may be acceptable by the Mauritius Standards Bureau.
- Processes are established, implemented and maintained to control the procurement of products and services in order to ensure their conformity with the Occupational Safety and Health Regulations.

### **3.6 Fire Safety**

- Arrangements are in place to ensure that firefighting equipment including fire extinguishers and fire hose reels are examined and maintained in good operating condition by contractor.
- All means of escape are kept free from obstruction so that evacuation is made easier.
- Fire drills are carried out at least once every year to familiarize the staff and students on the procedures to be followed in the event of an emergency evacuation.
- Briefings and training on fire safety and evacuation are carried out with fire wardens.
- After the reinstatement of all fire alarm systems, they will be periodically tested by contractor to ensure their continued operation and response in the event of a fire.

### **3.7 Training**

- Work activities requiring specific Safety and Health training are identified through risk assessments.
- Training and instructions are provided to employees via workshops to enable them to work safely and responsibly, and to prevent work-related injury and ill health.





### 3.8 First Aid

- First aid facilities are provided at identified locations.
- All first aid boxes are clearly identified with a signage in schools.
- The contents of all first- aid facilities are regularly verified and replenished by the Heads of Schools/Departments/Centres, Laboratory Auxiliaries and Workshop Assistants to ensure that they comply to the required norms.

### 3.9 Accidents/Incident Reporting

- The Heads of Schools/Departments/Centres will be responsible to record and report occupational accidents or cases of work-related ill-health.
- They will also be responsible for reporting accidents, incidents, and dangerous occurrences to the Establishment Section.
- The Safety and Health Officer shall be informed of all occupational accident, injury or dangerous occurrence as soon as possible and will ensure that the Ministry of Labour, Human Resource Development, Employment and Training is informed of all notifiable work-related accidents, ill health and dangerous occurrences as per the OSHA 2005.
- The Safety and Health Officer in collaboration with the Establishment Section will ensure that accidents and dangerous occurrences are duly investigated and propose remedial measures to prevent recurrence.

### 3.10 Review of Safety Policy

The MGI acknowledges that the Safety and Health Policy is an important document that includes details of policy and procedures relating to safety and health. The Safety Policy will be reviewed as and when required to ensure its suitability, adequacy and effectiveness.