

MINISTRY OF ECONOMY
OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY
INTERNAL USE ONLY

1.0 INTENT

1.1 This Policy affirms the Ministry of Economy's commitment to provide a healthy and safe work environment for its employees and prevent occupational illness and injury.

2.0 REFERENCE DOCUMENT

2.1 The Policy is issued to complement requirements under the Fiji Health and Safety at Work Act 1996 (HASAWA 1996).

3.0 APPLICATION

3.1 This Policy applies to all MOE work environment.

4.0 ABBREVIATIONS

HASAWA 1996- Fiji Health and Safety at Work Act 1996
HOS - Heads of Sections
MOE – Ministry of Economy
OHS – Occupational Health and Safety
PS - Permanent Secretary for Economy
TOR – Terms of Reference

5.0 REQUIREMENTS OF THE POLICY

5.1 MOE'S RESPONSIBILITIES

5.1.1 As an employer, MOE is responsible for the health and safety of its workers and therefore, will make every effort to provide a healthy and safe work environment.

5.1.2 MOE will:

- (i.) comply with all the statutory rules and requirements of the HASAWA 1996;
- (ii.) provide all relevant information, training, instruction and supervision, to ensure that the health and safety at work for staff, contractors, visitors, and the members of the public are taken care of;
- (iii.) provide and maintain all buildings, facilities, equipment and systems of work that are safe and which do not pose undue risk to health; and
- (iv.) ensure that a health and safety program and procedures are implemented and updated regularly.

5.1.3 All HOS, Managers and supervisors are responsible and accountable for the safety of the people working under their supervision.

5.2 OHS COMMITTEE

5.2.1 The Office Services Department is responsible to appoint an OHS Committee.

5.2.2 The OHS Committee will comply with all requirements and standards set in the HASAWA 1996.

5.2.3 The OHS Committee shall comprise of:

- (i.) Chairperson, who shall be elected by workers;

- (ii.) Members, nominated by the workers. Each Division is required to elect two workers for each Wing at Ro Lalabalavu House, and all other MOE Stations; and
- (iii.) 2 Management Representatives, nominated by the employer (PS and Executive Management Team) as part of the Committee.

5.2.4 The Committee may appoint a Deputy Chair and Secretary within 30 days from the date it is elected.

5.2.5 The minimum quorum required for the OHS Committee meetings would be at least 50% of worker reps and 1 Management representative.

5.2.6 Office Services will be responsible to provide administrative support to the OHS Committee.

5.3 ROLES AND RESPONSIBILITIES OF THE OHS COMMITTEE

5.3.1 The OHS Committee may determine its own procedures and TOR.

5.3.2 The OHS Committee shall be required to meet once every quarter and the signed minutes of the meeting must be submitted to Manager, Office Services.

5.3.3 All matters or issues arising as an OHS issue shall be resolved by the management Representatives during the OHS Meetings.

5.3.4 The Management Representatives shall provide quarterly updates to HOA to present to the Executive Management.

5.3.5 In exceptional situations, where OHS matters need urgent attention, or decision of the management, and if ignored may result in serious harm to the Ministry or its employees, the OHS Chairperson in liaison with the Management Representatives, may contact HOA or PS and seek a decision.

5.3.6 The OHS Committee shall ensure that First Aid and CPR Trainings are provided to all OHS Representatives.

5.3.7 All OHS Committee Members must be trained Fire Wardens.

5.4 CHILDREN IN THE WORKPLACE

5.4.1 In an event, where an employee needs to bring children to workplace, the employee is must inform his/her immediate supervisor.

5.4.2 Parents are fully responsible for the safety of their children and must ensure that children do not distract other staff members, or enter into hazardous or non-permitted areas.

5.5 CONSUMPTION OF SUBSTANCES AT WORKPLACE

5.5.1 Cigarette smoking is only allowed in the designated areas.

5.5.2 Any staff member caught smoking in a non-designated area will be disciplined accordingly.

5.5.3 The consumption of kava or alcohol in the workplace is strictly prohibited, unless permitted for special

events and approval by the PS.

6.0 EFFECTIVE DATE

6.1 This Policy will come into effect on the date of its endorsement by the PS.

7.0 REVIEW OF POLICY

7.1 The Policy will be reviewed after every two (2) years, or earlier if necessary



Makereta Konrote
Permanent Secretary