

# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

## OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY

### **1.0 INTENT**

- 1.1** This policy affirms the Ministry of Finance, Strategic Planning, National Development and Statistics commitment to providing a safe and healthy work environment for all employees, preventing occupational illnesses and injuries.

### **2.0 REFERENCE DOCUMENT**

- 2.1** This policy complements the requirements of the Fiji Health and Safety at Work Act 1996 (HASAWA 1996), including but not limited to:
- Legal Notice No. 25: HASAWA (General Workplace Conditions Regulation 2003)
  - Legal Notice No. 30: HASAWA (Control of Hazardous Substances Regulations 2006)
  - Legal Notice No. 68: HASAWA (Representatives and Committees Regulations 1997)

### **3.0 APPLICATION**

- 3.1** This policy applies to all MOF work environments.

### **4.0 ABBREVIATIONS**

- **HASAWA 1996:** Fiji Health and Safety at Work Act 1996
- **HOD:** Heads of Division
- **MOFSPND&S:** Ministry of Finance, Strategic Planning, National Development and Statistics
- **OHS:** Occupational Health and Safety
- **PSFSPND&S:** Permanent Secretary for Finance, Strategic Planning, National Development and Statistics
- **TOR:** Terms of Reference

### **5.0 REQUIREMENTS OF THE POLICY**

#### **5.1 MOFSPND&S Responsibilities**

- 5.1.1** The MOFSPND&S, as an employer, is responsible for the health and safety of its employees and will strive to provide a safe and healthy work environment.
- 5.1.2** The MOFSPND&S will:
- Comply with all statutory requirements of HASAWA 1996.
  - Provide necessary information, training, instruction, and supervision to ensure the health and safety of staff, contractors, visitors, and the public.

- Provide and maintain safe buildings, facilities, equipment, and systems of work.
- Implement and regularly update a comprehensive OHS program and related procedures.

5.1.3 All HOD, managers, and supervisors are accountable for the safety of personnel under their supervision.

5.1.4 HOD, managers, supervisors, and OHS representatives will ensure that visitors, contractors, and clients are informed of and assisted with evacuation procedures and on-site safety protocols, in accordance with HASAWA Legal Notices 25 and 30.

## **5.2 OHS Committee**

5.2.1 The Corporate Services Unit will establish and support the OHS Committee.

5.2.2 The OHS Committee will operate in accordance with HASAWA 1996 requirements and standards.

5.2.3 The OHS Committee will consist of:

- A Chairperson, elected by workers.
- Worker representatives, nominated by workers (one per wing at Ro Lalabalavu House and two from each other MOFSPND&S Station).
- Two Management Representatives, nominated by the PSFSPND&S and Executive Management Team.

5.2.4 The Committee may appoint a Deputy Chair and Secretary within 30 days of election.

5.2.5 The quorum for OHS Committee meetings is at least 50% of worker representatives and one Management Representative.

5.2.6 The Corporate Services Unit will provide administrative support to the OHS Committee.

## **5.3 Roles and Responsibilities of the OHS Committee**

5.3.1 The OHS Committee will develop its procedures and TOR in accordance with the reference documents listed in section 2.1.

5.3.2 The OHS Committee will meet quarterly, and signed minutes will be submitted to the Manager, Corporate Services.

5.3.3 OHS issues will be addressed and resolved by the Management Representatives during OHS meetings.

5.3.4 Management Representatives will provide quarterly OHS updates to the Heads of Division (HOD) for presentation to the Executive Management.

5.3.5 In urgent OHS situations that require immediate management attention, the OHS Chairperson, in coordination with the Management Representatives, may contact the HOD or PSFSPND&S for a decision.

5.3.6 The OHS Committee will ensure that First Aid and CPR training is provided to all OHS Representatives.

5.3.7 All OHS Committee members will be trained Fire Wardens.

## **5.4 ROLES AND RESPONSIBILITIES OF THE OHS COMMITTEE**

5.4.1 The OHS Committee will develop its procedures and TOR in accordance with the reference documents listed in section 2.1.

5.4.2 The OHS Committee will meet quarterly, and signed minutes will be submitted to the

Manager, Corporate Services.

- 5.4.3 OHS issues will be addressed and resolved by the Management Representatives during OHS meetings.
- 5.4.4 Management Representatives will provide quarterly OHS updates to the Heads of Sections (HOS) for presentation to the Executive Management.
- 5.4.5 In urgent OHS situations that require immediate management attention, the OHS Chairperson, in coordination with the Management Representatives, may contact the HOD or PSFSPND&S for a decision.
- 5.4.6 The OHS Committee will ensure that First Aid and CPR training is provided to all OHS Representatives.
- 5.4.7 All OHS Committee members will be trained Fire Wardens.

## **5.5 CHILDREN IN THE WORKPLACE**

- 5.5.1 Employees bringing children to the workplace must inform their immediate supervisor.
- 5.5.2 Parents are responsible for their children's safety and must ensure they do not disrupt staff or enter restricted areas.

## **5.6 SUBSTANCE CONSUMPTION AT THE WORKPLACE**

- 5.6.1 Cigarette smoking is permitted only in designated areas.
- 5.6.2 Smoking in non-designated areas will result in disciplinary action.
- 5.6.3 The consumption of illegal drugs is strictly prohibited and will result in disciplinary action.
- 5.6.4 The consumption of kava or alcohol is prohibited, except for special events with PSFSPND&S approval.

## **6.0 EFFECTIVE DATE**

- 6.1 This policy is effective upon endorsement by the PSFSPND&S.

## **7.0 REVIEW OF POLICY**

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

Signature: \_\_\_\_\_



**Permanent Secretary, Ministry of Finance,  
Strategic Planning, National Development & Statistics**



Date: \_\_\_\_\_

24/03/2025.