



statements:

- The enterprise regards the promotion of Occupational, Safety and Health within its work places and environs as **an essential responsibility and mutual objective of management and all employees** of the enterprise.
- The enterprise policy is to do all that is reasonably **practical to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards and risks**, including the public in so far as they come in contact with the enterprise or its products.
- **The enterprise, accordingly is committed to:**
 - provide and maintain **safe and healthy working conditions** at each of its locations in keeping with the relevant statutory the requirements;
 - provide **integrated safety, job training and instructions** for all employees and additional safety training where appropriate;
 - provide all **safety devices and protective equipment** required by statute and supervise their use;
 - ensure that **articles and substances** purchased for use at work have been so designed and constructed **as to be safe and without risk of health**, and that full

- information is made available suppliers where additional precautions are required;
- maintain continuing attention to all aspects of safety by:
 - **regular internal safety inspections** of all work locations by suitably qualified persons,
 - consulting and **keeping employees informed** on safety matters,
 - ensuring that all **entries and exits are known** to all employees, customers and other persons using the premises;
 - establishing and meeting regularly with the
 - **enterprise Safety Committees**; and providing and maintaining a **work place that is safe, and without risks to health**, and has adequate facilities for the welfare of all employees.
 - **Every employee has a responsibility to:**
 - exercise **reasonable skill and care** for the health and safety of him/her and of all other persons at work place;
 - **co-operate with management** in its statutory duties of maintaining a high standard of safety and health at work;
 - **report all accidents** that have led, or may lead to injury; and
 - **co-operate in the investigation of accidents** with the view to prevent a recurrence.



CAGI

Labour

Inspections and Occupational

+ Safety and Health Policy



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As part of its advisory responsibility, CAGI has provided information and guidance to member companies on **labour inspections and the essential elements for the development of policies on occupational safety and health**, as outline here under.

The purpose of this *advisory* note is to provide information and guidance to Employers on Labour Inspections of work places, and for the development of Enterprise Occupational Safety and Health Policy.

The Ministry of Labour Human Service and Social Security has recently embarked on a training Programme designed to enhance the knowledge, skills and capability of the staff of its Inspectorate Unit for more effective service. This is in keeping with the mandate of the Ministry under national law and international labour standards to undertake regular systematic and integrated labour inspections of all workplaces **both in the private and public sectors**.

The ministry must be commended for this initiative to conduct labour inspections in a revitalized way. **Labour inspection is an essential element of Labour Administration Services which require an adequate number of suitably qualified and trained staff** in all areas of Labour Administration activities including: *national labour policy through the application of national law and international labour standards; industrial relations; research and labour market information and analysis; human resource planning and development; and regional and international labour affairs.*

The Purpose of Labour Inspections

The main purpose of a programme of labour inspections is to:

1. Ensure **compliance with the labour laws** and related regulations designed to protect all employees and the working environment; and
2. Provide an **active advisory service to employers and their agents, and**



employees with the view to promoting compliance and improvement at the work place.

It is generally accepted that the best way of ensuring compliance is to **prevent any violations of labour regulations through a prevention-oriented inspection system** guided by international labour standards, which provide an indispensable and universal framework for the status and functioning of labour inspections.

Labour inspectors are part of the public administration system and **their essential task is to ensure compliance with all labour and employment protection standards on statutory and contractual terms and conditions of employment** and their occupational safety and health, and also to develop labour relations in an orderly and constructive way.

Employers recognize that the responsibilities of labour inspectors include:

- the promotion of a **coherent national policy** on labour inspections;
- the **protection of workers** from all forms of danger and exposure in the working environment in all branches of economic activities;
- undertaking **regular, systematic social**

and **safety** inspections of work places in an integrated way;

- the **enforcement of legal provisions** relating to:
 - (i) terms and conditions of employment;
 - (ii) work place occupational safety and health, and
 - (iii) the employment of children, young persons, and women;
- **informing and advising employers and workers on the law;**
- **explaining what the law means;**
- **indicating where legal requirements are not met;**
- **explaining to employers what needs to be done to comply with the law;** and
- report on problems and defects not covered by law;
- **obligations of Labour Inspectors:**
- to **notify employers** of their presence;
- to **maintain strict confidence** in relation to information and operational processes;
- to be **independent and impartial** in the discharge of their duties; and
- to have **no direct or indirect interest** in an enterprise under supervision or labour inspection

Types of Inspection Visit:

- **Routine visit** – to ascertain compliance with the law, conditions of employment, health and safety
- **Follow-up visit** to determine compliance in keeping with guidance;
- **Special visit in response to a specific complaint from a worker/trade union/ any other person**

Occupational Safety and Health Policy

In line with Guyana's Labour legislation including the Occupational Safety and Health Act No. 32 of 1997, and ratified ILO Conventions (which are international treaties), an enterprise written policy should include the principles contain in the following