



HUMAN RESOURCES CIRCULAR No.05 OF 2018

FROM: Director of Human Resources

TO: Permanent Secretaries
Constitutionally Established Heads
Heads of Department
Ministerial Human Resources Managers

PC: Governor
Deputy Governor
Members of the Service Commissions

DATE: 06th September 2018

Re: Approval of the Workplace Health and Safety Policy and Procedure Manual and Release of the Reference Guide for Managing Occupational Accidents and Incidents

The purpose of this circular is to (1) announce Cabinet's approval of the Workplace Health and Safety Policy and Procedure Manual and Management Framework, and (2) provide the Policy and Reference Guide for Managing Occupational Accidents and Incidents.

Health and Safety continues to remain a priority for the Government of the Virgin Islands, especially during these extraordinary times of rebuilding and transformation of the Public Service. This is a significant milestone in the Public Service's efforts to meet our statutory obligations and compliance with the Labour Code, 2010. Thank you for participating in the initial site-visits, interviews and the many consultation meetings during the development of the policy. The approval of this document now allows us to move forward with the full implementation of the Workplace Health and Safety Programme and Management Framework. It will also help to strengthen our collaborative efforts to promote and protect the health, safety and welfare of Public Officers, employees and clients.

As leaders, you are especially requested to become familiar with this important policy and share it with your teams, as it will serve as an official guide for health and safety matters in the Service.

Official Launch and Implementation of the Workplace Health and Safety Policy

I am pleased to share that the Health and Safety Unit has been working diligently towards the implementation of the Policy and has a series of supporting activities in progress. A communication and public relations campaign has been launched, inclusive of a series of trainings, site visits and on-going health and safety exchanges. This will precede and follow the official launch of the Policy during Public Service Week in October 2018. During the official launch, the *Joint Workplace Health and Safety Oversight Committee* will also be formally established. For ease of reference and to promote a greener Service, all documents mentioned in this circular are uploaded on Governments' Portal.

Reference Guide for Managing Occupational Accidents and Incidents

To complement the health and safety programme, my team has produced the '*Reference Guide for Managing Occupational Accidents and Incidents*'. This document provides practical guidance for Managers, Supervisors, Public Officers and employees as it relates to the management of occupational accidents and injuries in the Service.

The enclosed publication is a tool which also promotes a harassment free-workplace. Any contrary occurrences are reportable under the Workplace Health and Safety Policy.

The Reference guide will explain:

- What and when to report incidents
- Who should report incidents
- Procedures and responsibilities (*Management and Officers*)
- Benefits applicable to occupational injury and sickness
- Compensation claim procedures

- How to handle the relocation of Officers, and more

Heads of Departments are encouraged to ensure that your teams are also familiar with the Reference Guide.

In addition to ensuring continuous adherence to best safety practices, Managers should also make certain that their Departments are equipped with and follow specific industry standards, operating procedures, and departmental and service wide health and safety policies.

Please make every effort to model safety and encourage your teams to exercise diligence and caution in the execution of their duties, for their personal safety, that of fellow co-workers and the clients we serve.

For support and guidance on all health and safety matters you may contact the Health and Safety Coordinator, Mrs. Dawn Leonard at dleonard@gov.vg or hmail@gov.vg.

Remember, health and safety is everyone's business.



Michelle Donovan Stevens
Director of Human Resources

For support or to address any questions/concerns about Health and Safety

HR PARTNERS:

DEPARTMENT OF HUMAN
RESOURCES SUPPORT:

Dawn Leonard, Health and
Safety Coordinator, Contact
extensions 2178 or 4777 | Email
dleonard@gov.vg or
hmail@gov.vg

MINISTERIAL SUPPORT:

Contact your Ministerial Human
Resources Manager

RELATED RESOURCES AVAILABLE ON GOVERNMENT'S WEBSITE:

- Incident Report Form
- FAQ- *Managing Occupational Accidents and Incidents*
- Reference Guide for Managing Occupational Accidents and Incidents
- Labour Code, Part IX
- Workplace Health and Safety Policy and Procedure Manual