



Ministry of Labour and
Foreign Employment

OCCUPATIONAL SAFETY AND HEALTH

National Guidelines on Establishing Bipartite OSH Committees at Workplaces 2023



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National Guidelines on Establishing Bipartite OSH Committees at Workplaces

2023





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Introduction

Occupational safety and health (OSH) is a discipline that prevents work-related injuries and diseases and protects and promotes workers' health. Occupational health entails promoting and maintaining the highest degree of physical and mental health and social well-being of workers in all occupations. It aims at the improvement of working conditions and the environment. The employer is responsible for the overall safety and health of workers; hence, the employer must ensure all possible practical measures in respect of the safety and health at work of all workers in the workplace are taken in addition, to the welfare of the workers. The employer must make arrangements to control and prevent physical, chemical, biological, ergonomic, psychosocial, or any other hazards that affect the safety and health of workers, visitors and neighbours.

This document outlines the guidelines for establishing Bipartite Occupational Safety and Health (OSH) Committees at workplaces.

“A safe and healthy working environment is a fundamental principle and right at work”

In 2022, at the 110th International Labour Conference of the International Labour Organization, the delegates adopted 'a safe and healthy working environment' as a universal fundamental principle and right at work¹. This adaptation supports the national agenda to make provision for the safety, health, and welfare of all persons at work for the protection of other persons against risks to safety or health arising out of the activities at workplaces and persons at work.

¹ [110th International Labour Conference: International Labour Conference adds safety and health to Fundamental Principles and Rights at Work \(ilo.org\)](https://www.ilo.org/public/eng/mediacentre/pressreleases/2022/02/20220201-110th-ILC-adds-safety-and-health-to-fundamental-principles-and-rights-at-work)



OSH Management Systems

The employer is responsible for the workplace's overall Occupational Safety and Health Management Systems. It aims to provide a method to assess and improve performance in preventing workplace incidents and accidents via the effective management of hazards and risks in the workplace. The application of Occupational Safety and Health Management Systems (OSHMS) is based on relevant OSH criteria, standards, and performance.

The system should contain the main elements of policy, organizing, planning, implementation, evaluation, and action for improvements toward a safe and healthy working environment. Occupational safety and health systems are most effective when developed and implemented through the engagement of both workers and the management of the workplaces, which eventually becomes the OSH culture by promoting a preventative safety and health culture in the organizations.



OSH Culture

A positive OSH culture is one in which management and workers value the right to a safe and healthy working environment and actively participate. It is built on open communication and dialogue between workers and employers, where workers feel comfortable sharing their thoughts about accidents, incidents, and concerns.

OSH MANAGEMENT SYSTEMS AND OSH CULTURE

- To effectively control OSH risks, prevent occupational accidents and diseases - and thus improve productivity - employers should establish a sound OSH management system as an integral part of their overall business management.
- OSH management systems are a logical and valuable tool for continually improving OSH performance within a workplace. They include a set of actions and processes that establish, monitor, and evaluate the workplace's efforts to keep workers safe and healthy and comply with national laws.
- Key elements for their successful application include ensuring both management's commitment and the active participation of workers in their joint implementation. In addition, an OSH management system is only effective when accompanied by a positive OSH culture in the workplace. Such an OSH culture should not be separate from – or in addition to – an organizational culture but constitute an integrated part of it.
- The OSH management systems should contain policy, organizing, planning and implementation, evaluation, and action for improvement.
- Functional OSH committees will function as the vehicle to promote the OSH culture through proactive mechanisms to prevent accidents and incidents and create awareness of OSH.



Occupational Safety and Health (OSH) Policy

An occupational health and safety policy authorized by the workplace's top management shall clearly state overall health and safety objectives and a commitment to improving health and safety performance.

The policy shall at least outline the following (Refer to Annex 01 for a Sample OSH policy):

- Be appropriate to the nature and scale of the workplace's OSH risks.
- Include a commitment to continual improvement.
- Include a commitment to comply with current applicable OSH legislation and other requirements to which the workplace subscribes.
- State the Role of a Bipartite OSH committee and the designated OSH officer in promoting OSH standards.
- Include provisions to resolve disputes on workplace safety and for reporting of injuries, illnesses, fatalities, poisonings, commuting accidents and dangerous occurrences related to health and safety.

OSH POLICY

It shall be the duty of every employer of a workplace that has more than 50 workers declare a written statement of a general policy with respect to the safety and health of all persons at the workplace



-
- Be documented, implemented, and maintained.
 - Be communicated to all employees with the intent that employees are made aware of their individual obligation to OSH.
 - Be available to interested stakeholders in their national language.
 - Be reviewed periodically to ensure that it remains relevant and appropriate to the workplace.



Bipartite Occupational Safety and Health (OSH) committees

THE BIPARTITE OSH COMMITTEE

It is recommended to have a bipartite OSH committee in every workplace where 25 or more workers are employed at any time.

A Bipartite OSH Committee is a bipartite platform that consists of management and union/workers representatives with different roles, expertise, and experiences that assist the employer in creating a culture of safety to improve the workforce's health, safety,

and well-being. It will also serve as an advisory body for the workplace's decisions concerning OSH. The designated OSH officer will be responsible for driving the OSH policy through the Bipartite OSH committees.

Designated OSH officer

The designated OSH officer has sufficient skills, knowledge, and experience who assists employers and workers in assessing, designing, planning, and implementing safety and health activities and helps maintain an effective OSH management system.



DESIGNATED PERSON FOR OSH

At any time more than 100 workers are working together, a designated person for Occupational safety and health must be appointed. The designated safety officer must have qualifications as outlined in Table 1. The NVQ (OSH) qualifications must be issued by NIOSH or through an Institution accredited by NIOSH.

Qualifications

Number of workers	Minimum Qualifications*
100 - 500	NVQ 4 (OSH)
500 -1000	Relevant Degree with NVQ 5(OSH)
1000 - 2000	Relevant Degree with NVQ 6 (OSH) or PG, Dip.in OSH
Above 2000	M.Sc. (OSH) or M.Sc. with NVQ 6 (OSH)

Table 1

*For workplaces that employee less than 100 employees separate guidelines will be issued based on the sector and the risk exposure.



Why establish Bipartite OSH Committees?

The objective of a Bipartite OSH committees is to provide a platform for good communication, coordination and cooperation between workers and their representatives and their employers, to ensure that working processes are safe, and workers enjoy optimal physical and mental health.

- The Bipartite OSH Committee supports the OSH/Safety Officer and top management in performing several OSH tasks, such as regularly monitoring safety conditions and providing training; the committee also provides advice on OSH issues.
- Group decisions have the advantage of making use of the group's wider field of experience; workers are in daily contact with machines, know the risks, and can provide valuable input about hazards and their remediation.
- Success in achieving a safe workplace depends on the workers' collaboration and adherence to safety instructions; the OSH procedures can be improved by letting workers' representatives participate in their drafting and implementation.
- Regular meetings at a proper location ensure excellent and regular communication to understand unsafe conditions and acts in the workplace.



- The Bipartite OSH committee will try to reach a consensus on all layers of the organization and OSH policy deployment. To this end, the employer representative with decision-making powers will attend each committee meeting as often as possible.
- Bipartite OSH committee will enable workplace cooperation while working towards a common goal of driving together to achieve a safe and healthy work environment. As a result of that, industrial peace will be ensured.

FUNCTIONAL OSH COMMITTEES

A functional OSH committee could be used as a proactive mechanism to prevent hazards and risks in the workplace and promote the culture of safety. Results of an efficient OSH program would include i.e. reduction in the number of accidents and incidents, improve productivity, reduced absenteeism, enhance overall employee wellbeing, improved workplace corporation and reduction of neagative consequences.



Establish fully empowered Bipartite OSH committee within the workplace which has representations from different layers.

Involve all key stakeholders in the decision-making process to uplift safety standards.

Publish required policies, procedures and SOPs to mitigate risk factors within the work place.

Practice root cause analysis through incident investigation and promote precautionary actions to avoid unsafe conditions and unsafe acts in the workplace.

Review the active status of OSH management system periodically and follow-up with an action plan to sustain OSH governance.

Organize professional trainings considering the risk exposure level indicated through risk assessment in the workplace.

Facilitate focused groups to receive awareness on Occupational Health aspects in timely manner.

Conduct environmental monitoring periodically by a professional institution to understand deviations from the OSH standards in a workplace. Determine short term, mid term and long term actions to control such risk factors according to hierarchy of Risk Control.

GOOD OSH PRACTICES



How to set up a Bipartite OSH Committee?

Composition and size of the committee

- Equal representation (50%) from worker representatives² and management.
- Maximum size of the committee depending on the total number of workers in the workplace.
- Women must be represented in the committee based on gender composition.
- Total number of the committee shall not be less than 6 or more than 22:

The number of representatives varies depending on several parameters:

- The size of the workplace.
- The number of workers, departments, and worksites.
- The geographical location.
- The type of activity and the associated risks.
- The number of trade unions present at the workplace.
- The number of employers.
- If the employer has several business units, it is recommended to establish bipartite OSH committees at each unit.

² Worker representative: In accordance with the Workers' Representatives Convention, 1971 (No. 135), any person who is recognized as such by national law or practice, whether they are:

- trade union representatives, namely representatives designated or elected by trade unions or by members of such unions; or

elected representatives, namely representatives who are freely elected by the workers of the enterprise in accordance with provisions of national laws or regulations or of collective agreements, and whose functions do not include activities which are recognized as the exclusive prerogative of trade unions in the country concerned



Composition of the committee

Total Number of Workers	Maximum size of the Committee
25 - 100	06
100 - 500	08
500 - 1000	10
1000 - 2000	16
2000 - 3000	20
3000 +	22



Composition – Management (Occupier) Representatives

Management Representatives

Key Decision Makers (KDM) appoint the management and staff representatives to the OSH committee.

The designated OSH Officer must be on the committee and facilitate the process of setting up the committee.

KDMs should encourage management representatives to maintain transparency.

To ensure the efficient work of the OSH committee, it is recommended that a senior occupier with the power to make decisions be appointed as a member.

It is recommended to take gender and inclusion aspects into account.

Representation: Different operations, shifts, contract modalities, gender, and languages must be represented.



Composition – Worker Representatives

Trade Union/ Worker Representative

If there is one trade union in the workplace, that union is the collective bargaining agent, and it appoints the union representatives to serve on the committee.

If there is more than one trade union at the workplace, the collective bargaining agent appoints the union representatives to serve on the committee.

It is recommended that the trade union Executive Committee of the workplace appoints members of the Executive Committee, including OSH specialists. It is recommended to take gender representation into account

If there is no trade union in the workplace, the worker representatives on the OSH committee will be either elected by their co-workers freely through a direct and secret vote or nominated by existing worker representation platforms

Persons with a solid commitment to OSH, experience in involving risk mitigation activities at the workplace, trained individuals on OSH in the industry, and good communication skills should be considered when nominating members to the OSH committee

Representation: Different operations (based on risk and hazards), shifts, contract modalities, gender, and languages must be represented. The committee must reflect the gender composition of the workforce. A designated member from each functional safety aspect is mandatory (Nursing Officer, Chief Fire Warden, First Aider, Chemical Safety Inspector, Contractor Safety In Charge, etc.).



Timelines for the setup and continuation of the committee

- Establish a bipartite OSH committee within three months from the date the guidelines are published
- The first meeting is convened within one month after both sides have nominated and elected their representatives.
- The full committee shall continue for two years from the date of its first meeting.
- Any replacements for the representatives should be included within one month, followed by the nomination guidelines.

Activities of the OSH Committees

The OSH Committee is responsible for advising management on OSH, assisting management in implementing the legal requirements and other regulations on OSH, monitoring the implementation of OSH regulations, organizing training for various groups in the workplace and liaising with management, and workers, promoting OSH culture in the workplaces.



Role of Management representatives	Role of Workers representatives
Facilitate and empower a Bipartite OSH committee at the workplace	Participate, engage, and actively involve yourself in improving the OSH culture at your workplace
Participate in committee meetings and follow up on action points	Engage in root cause analysis to avoid unsafe acts and conditions
Invest in the training of OSH committee members.	Practice OSH at work and be a role model to influence others
Support OSH committee initiatives.	Enable an effective communication channel within the workplace on OSH matters.
Enable a preventive mindset for a healthy and safe workplace	Raise awareness about OSH among the workforce and influence other members.
Attend periodic management reviews on OSH matters and fast-track the decision-making process to remediate risk factors.	Communicate OSH meeting minutes among all sections, shifts, and work groups in an effective manner
Allocate a budget to operationalize the agreed work plans discussed at the OSH committee to ensure a safe working environment.	Work collaboratively with the OSH committee and external parties, such as district factory inspection engineers, for risk mitigation plans and precautionary actions to maintain a safe workplace.
Initiate a mechanism to obtain active contributions on OSH matters from on-site service providers at the committee meeting.	



Roles and Responsibilities of the OSH Committee

The bipartite OSH committee promotes occupational safety and health standards, regulations, and good practices in their respective workplaces

The role of the OSH Committee is to advise management on OSH, to assist management in implementing the act, ordinance, rules, and other regulations on OSH, to monitor the implementation of OSH regulations, to organize training for various groups at the workplace, and to liaise with management and workers.

Bipartite OSH committee to participate in developing, implementing, and monitoring the workplace's occupational safety and health policies and procedures.

The Bipartite OSH Committee should be consulted when planning and developing OSH management systems, drafting an OSH policy, undertaking a risk assessment, adopting preventive and protective measures, organizing workers' training, etc.

To be involved and participate actively, workers must be provided with appropriate information and training. Employers should also inform workers of designed OSH policies and procedures, the results of risk assessment and control measures in place, changes in the work environment, equipment, systems of work, or substances used for work, etc. This information can be shared through the OSH representatives or the Bipartite OSH committee. OSH representatives can also obtain information through their external sources. The Bipartite OSH Committee should collect and disseminate health and safety information.

The Bipartite OSH committee should be communicating with workers: communication between workers and OSH representatives is a crucial element to ensuring worker involvement, support, cooperation, and the dissemination of information. OSH representatives should maintain close interaction with all workers to achieve true participation in OSH within the workplace. For this reason, they have the right to communicate with other workers on safety and health matters during working hours in the workplace. OSH representatives must hold regular meetings with workers to keep them informed and take time to talk with them individually if necessary, asking about health effects and any important risks, consulting on priorities and strategies, etc.



The Bipartite OSH Committee should participate in developing and delivering training and information campaigns. Support the formation and training of the workplace's firefighting, evacuation, and first aid teams, as well as raise awareness about psychosocial issues, and communicate with both management and the workers about its activities (including letting workers know about solutions to the issues they raised or reasons for delays in solving issues).

Regular site inspections are one of the most common duties of the OSH representatives and Bipartite OSH committees. The Bipartite OSH Committee can carry out workplace inspections (walk-through surveys) on a regular basis. Walk-through surveys should be considered an early warning tool. Workplace inspections are undertaken to check housekeeping, fire safety, and working practices, ensuring any deficiencies can be spotted quickly. To perform this task, OSH representatives must have access to all parts of the workplace. The designated OSH officer must report to the DoL via the online portal³ (application) on the self-assessment findings identified by the Bipartite OSH committee once every quarter (every three months).

The Bipartite OSH Committee should take the lead in identifying and managing hazards. While it is the responsibility of the employer to conduct risk assessments and monitor the working environment, it is critical to include workers' OSHA representatives in the process. The risks and hazards identified through walk-through surveys should be communicated to management, and OSH representatives should participate in establishing the measures and procedures to eliminate or minimize the risks. Risk assessment should include mechanical, chemical, biological, electrical, pressure, temperature, radiation, gravity, motion, sound, and psycho-social aspects.

The Bipartite OSH committee can propose and negotiate preventive measures. OSH representatives contribute to negotiations with the employer on OSH matters and to the decision-making process, formulating proposals and initiatives to prevent accidents and diseases and protect workers' health and physical integrity.

³ Applicable once the DoL publishes the OSH reporting app via the MoL webpage and the Android and Apple app stores



The Bipartite OSH Committee should liaise in investigating accidents, occupational diseases, and near misses. Examining the causes of accidents, diseases, and dangerous occurrences is a crucial activity where OSH representatives can play an important role. Through investigations, lessons can be learned, and appropriate solutions put in place to prevent recurrences.

The Bipartite OSH committee must be registered with the District Factory Inspecting Engineer's office in the relevant area or using the online registration portal. The committee shall cooperate with relevant authorities in the area and provide the necessary inputs in a pandemic, disaster, and emergency situation. OSH representatives should participate in the inspection visits and investigations of the competent authorities, formulate comments and observations, and maintain the contact details of OSH experts and authorities.

The Bipartite OSH committee should ensure that the employer complies with health and safety requirements. OSH representatives have the right to report to the competent authorities when they consider that the prevention and protection measures adopted by the employer and the means to implement them do not comply with the law or are unsuitable for guaranteeing workers' health and safety.



Role of the MoL in strengthening OSH committees

District Factory Inspection Engineers of the DoL to implement the legislative requirements and promote good practices.

Occupational Hygiene Division to guide OSH members to support management to maintain relevant standards related to industrial health.

General OSH training for OSH committee members provided by NIOSH or by any person qualified on OSH through an institution accredited by NIOSH.

OSH management systems training should be aligned to NOSH-MS, provided by any person qualified on OSH management systems through NIOSH or an Institution accredited by NIOSH.



Improvement Plan

- An improvement plan is a key tool for the workplace as well as for the OSH committee to keep track of the issues raised by government inspections, workplace risk assessments, third-party audits, or other compliance assessments.
- Each issue should be inserted in the plan. Issues raised by workers should also be inserted in the plan if they cannot be solved directly by the occupier. For each issue, the plan to solve the non-conformity is described in one column, and the progress in solving the issue is noted in another column. The use of an improvement plan ensures the progress is systematically recorded (refer to Annex 2 for a sample format).
- In addition to an improvement plan, the OSH committee can make formal recommendations to top management as sometimes the management members of the committee do not have the authority to approve a committee's decisions (e.g., if the recommendation is particularly important or expensive). A majority decision between the members makes the decisions of the committee.
- The top management must comply with the OSH committee's recommendation. The OSH committee members shall liaise with District Factory Inspection Engineers to receive direction/ technical advice/ recommendations to remediate OSH issues in the workplace.



Training for OSH Committee members

With proper training, the members will be able to conduct their tasks effectively.

- All Committee members need to be trained on the tasks and procedures of the OSH Committee, hazard identification, accident investigation, raising and solving OSH issues, etc.
- This training can be done internally in case the OSH/Safety Officer has the required know-how or by any person having the qualifications accredited by the NIOSH.
- The OSH/Safety Officer also must ensure that the Committee members are informed about the latest legislation and workplace OSH regulation changes.
- The employer must make the necessary arrangements for training: providing paid time off during working hours for training participants, training room, and covering all expenses. Maintaining a log of relevant technical training provided to OSH committee members is mandatory. Please refer to Annex 04 for a sample draft.



The Bipartite OSH Committee members will be trained in the following:

- Purpose and operation of the Committee.
- Committee procedures.
- Methods of conducting committee meetings.
- How to access all regulations that apply to the facility.
- Hazard identification in the workplace.
- Conduct risk assessments.
- Conducting effective accident and incident investigations.
- Keeping records and basic monitoring activities.
- Any technical training as required.



Operations of the Committee

- Annually elect a chairperson and may identify and elect other positions to facilitate committee functions.
- Conduct a site inspection at least once every quarter.
- The committee will publish the annual meeting dates and inform all workplace levels.
- Hold meetings at least once every quarter (Meeting may be held once a month until six months from the formation of the committee). Urgent meetings could be organized with short notice.
- Report to the DoL using the online portal (application) on the self-assessed findings once every quarter.
- Follow a formal agenda that consists of discussion on accidents, incidents, near misses, occupational health issues, preventive measures, reports on unsafe conditions and acts, follow-up on non-conformities escalated by external assessments, and a status update on previous committee meeting minutes.
- Document and maintain meeting minutes, including a list of attendees, issues discussed, open and resolved action items, and the next meeting date.
- Identify an effective way of communicating about the committee's work and making the meeting minutes available to all workers.
- Establish a system to allow the committee members to receive and report safety, health, and well-being suggestions from the entire workforce.



- Create a process in which management responds to all committee recommendations before the next meeting or within 30 days, whichever happens first.
- The committee will review and implement procedures for investigating all safety and health-related incidents, including injury accidents, illnesses, deaths, chemical spills, and fires.
- Update the status of the workplace's risk assessment periodically. Follow-up actions to mitigate such risks on a priority basis.
- The committee will assess the committee process annually and make corrections and improvements as necessary to make the process more efficient and effective.
- Meeting minutes to be forwarded to the District Factory Inspecting Engineer once every quarter.



Rights of the representatives

Resources and time to perform their duties:

- OSH representatives must have reasonable time during paid working hours to carry out their safety and health functions.
- The workplace could also provide them with suitable facilities and resources that enable them to perform their functions successfully.

Access to information and training:

- OSH representatives must have the knowledge and skills necessary to perform their function effectively.
- They should be given information on all relevant issues related to health and safety and should be appropriately trained.
- OSH representatives have the possibility to contact District Factory Inspection Engineers or have recourse to specialists to advise on safety and health problems.

Treated with respect and without any discrimination:

- The OSH representatives must be treated with respect and be free from all types of discrimination, and they should be able to receive support from the union, other types of workplace committees, etc.



Annexures

ANNEX 01 | SAMPLE OCCUPATIONAL SAFETY AND HEALTH POLICY

OSH Policy

There shall be an occupational health and safety policy authorized by the workplace's top management that clearly states overall health and safety objectives, a commitment to improving health and safety performance.

The policy shall:

- Be appropriate to the nature and scale of the workplace's OSH risks.
- Include a commitment to continual improvement.
- Include a commitment to comply with current applicable OSH legislation and other requirements to which the workplace subscribes
- Role of a Bipartite committee and qualified OSH officer in promoting OSH standards.
- Include provisions to resolve workplace safety disputes and reporting of injuries, illnesses, fatalities, poisonings, commuting accidents and dangerous health occurrences related to health and safety.
- Be documented, implemented, and maintained.
- Be communicated to all employees with the intent that employees are made aware of their individual obligation to OSH.
- Be available to interested parties.
- Be reviewed periodically to ensure that it remains relevant and appropriate to the workplace.



Sample General Policy

The occupational health and safety of all persons employed within the workplace and those visiting the workplace is of the utmost importance. Resources in line with the importance of occupational health and safety will be made available to comply with all relevant Acts and Regulations and ensure that the workplace is safe and without health risks.

Management Responsibility

Promoting and maintaining occupational health and safety is primarily the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the workplace.

Bipartite Occupational Health and OSH committees

The Bipartite Occupational Health and Safety workplace Committee will try to reach a consensus on all aspects of the workplace's Occupational Safety and Health policy and program. To this end each committee meeting will be attended, as often as possible, by the employer's representative who has the necessary power to authorize action in response to the committee's recommendations. In the event of a dispute on matters related to safety, health and welfare to resolve it through negotiations, and where resolution is not possible to accept the ruling of the representative of the Commissioner General.

Occupational Health and Safety Program

To implement the general provisions of this policy, a programme of activities and procedures will be set up, continually updated,



and effectively carried out. The programme will relate to all aspects of occupational health and safety, including:

- Occupational Safety and Health training and education
- Work design, workplace design and standard work methods
- Changes to work methods and practice, including those associated with technological change
- Safety rules, including penalties
- Emergency procedures and drills
- Provision of Occupational Safety and Health equipment, services, and facilities
- Workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries and illnesses, dangerous occurrences commuting accidents and
- Provision of information to employees
- Contractors and sub-contractors

Specific Responsibilities

a) Occupier

Each occupier must ensure that this policy and the Occupational Safety and Health programme are effectively implemented in their areas of control and to support occupiers and hold them accountable for their specific responsibilities

1. The occupier will always be held accountable for detecting unsafe or unhealthy conditions, behavior, or dangerous occurrences.



2. If the occupier does not have the necessary authority to fix a problem, they will be held accountable for promptly reporting the matter and any recommendations for remedial action to an occupier with the necessary authority.
3. The occupier with the necessary authority will be held accountable for taking prompt remedial action to eliminate unsafe or unhealthy conditions, behavior, or dangerous occurrences.

b) Employees

Employees must cooperate with the OSH policy and programs to ensure their health and safety and the health and safety of others in the workplace.

c) Sub-contractors and On-site service providers

All contractors and sub-contractors engaged to perform work on the premises of the workplace or locations are required, as part of their contract, to comply with the occupational health and safety policies, policies, procedures, and programs of the workplace and to observe directions on OSH from designated officers of the workplace. Failure to comply or follow a rule will be considered a breach of the contract and sufficient grounds for termination.



ANNEX 03 | ANNUAL OSH COMMITTEE MEETING SCHEDULE

No	Month 2023	Scheduled Date	Participation M W	Remediation Update
1	January			
2	February			
3	March			
4	April			
5	May			
6	June			
7	July			
8	August			
9	September			
10	October			
11	November			
12	December			

ANNEX 04 | TRAINING LOG OF OSH COMMITTEE MEMBERS

Emp. No	Name	Department	Need Analysis	Training Completed	Knowledge Sharing Session Date	Completed Project/ Assignment



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