



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE
ADDRESSED TO THE **FINANCIAL SECRETARY** AND THE
FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE

P.O. BOX 512
KINGSTON
JAMAICA

February 2, 2022

Circular No. 4

Ref No.:

Cabinet Secretary
Permanent Secretaries
Heads of Departments
Chief Executive Officers
Chief Personnel Officer

Occupational Safety and Health

The Ministry with responsibility for the Public Service has the authority, responsibility and accountability for the development of a sound and sustainable Occupational Safety and Health Management System (OSH-MS) for the Public Service. This is in accordance with the provisions of Chapter 12 (Health, Safety and Welfare) of the Staff Orders for the Public Service, 2004 and as a requirement in light of the impending OSH Act for Jamaica.

Consequently, an Occupational Safety and Health Unit has been established to:

1. Oversee the development of an OSH Policy and Programme within each Ministry Department and Agency (MDA);
2. Provide policy advice on OSH related matters;
3. Audit and monitor OSH compliance within the MDAs against an established OSH audit tool for the Public Service.

To facilitate preliminary discussions, MDAs are to submit the following information by February 18, 2022:

1. The name and contact details for the person(s) with responsibility for OSH within your MDA.
2. If no such OSH representative is currently available, the name and contact details for the Head of Human Resource within your MDA.

In the event of questions or concerns, please contact Mrs. Donesa Green-McKenzie (Director, Occupational Safety and Health) from the Employee Welfare Management Section of the MOFPS at (876) 932-5357 or donesa.mckenzie@mof.gov.jm.

Darlene Morrison
Financial Secretary