**BILATERAL COOPERATION BETWEEN SAINT VINCENT AND THE GRENADINES AND BARBADOS ON OCCUPATIONAL HEALTH AND SAFETY**

**Kingstown, Saint Vincent and the Grenadines - September 10-14, 2018**

**SUMMARY:**

St. Vincent and the Grenadines recently enacted its Occupational Health and Safety (OSH) Act in 2017, and is seeking administrative and technical capacity building with respect to its implementation. In response to that, experts from the Ministry of Labour and Social Partnership Relations of Barbados will travel to Saint Vincent and the Grenadines, to share information and best practices on OSH and provide specific technical assistance to effectively implement the OSH Act. Experts will work with the Ministry of Agriculture, Forestry, Rural Transformation, Industry and Labor of St. Vincent and the Grenadines.

This activity will take place under the auspices of the Inter-American Network for Labor Administration (RIAL). The RIAL is the cooperation mechanism of the Inter-American Conference of Ministers of Labor (IACML) of the Organization of the American States (OAS). The objective of the RIAL is to facilitate bilateral and multilateral cooperation among the Ministries of Labor of the Americas to strengthen their institutional and human capacities.

**OBJECTIVES**:

**General:**

* Provide assistance in the development of administrative and technical capacity for the implementation of the Occupational Safety and Health Act 2017.

**Specific:**

* Conduct an assessment of the state of readiness for the implementation of the OSH Act by a) reviewing existing workplace inspection protocols and methodologies; b) identifying the strengths and weaknesses/shortcomings, and making recommendations for capacity building;
* Conduct training in the application of tools, apparatuses, and mechanisms used in workplace audits;
* Conduct on-site training in workplace audits/assessments;
* Offer guidance on best practices on standard operational procedures and guidelines for departmental functioning under the OSH Act; and
* Provide information and technology transfer.

**PARTICIPANTS:**

**MINISTRY OF LABOUR AND SOCIAL PARTNERSHIP RELATIONS OF BARBADOS**

**Mrs. Alison Elcock**

Senior Safety and Health Officer(ag)

**Mr. Errol Goodridge**

Safety and Health Officer

**Ministry of Agriculture, Forestry, Rural Transformation, Industry and LaboUr of St. Vincent and the Grenadines**

**Ms. Arlene Lewis**

Labour Commissioner

**Ms. Racquel Jacobs Lawrence**

Deputy Labour Commissioner

**Mr. Steve Stewart**

Economist

**Ms. Susan Clarke**

Senior Labour Officer

**Ms. Eloise Exeter**

Senior Labour Officer

**Ms. Zhinga Greaves**

Senior Labour Officer

**Ms. Cherry-Ann Williams**

Employment Officer

**Ms. Ereen Archibald**

Labour Officer

**LIST OF ACTIVITIES:**

**Activity 1 –** Pre-visit review of the following by Barbados in preparation for the expert visit to St Vincent and the Grenadines (SVG): **OSH Act, Accident and Occupational diseases (Notification) Act**; Job Descriptions relevant for the administration of the OSH Act; any other relevant OSH documents. All items are to be supplied by SVG.

**Activity 2 –** Review inspection process including pre-visit and post visit activities

This activity will involve the review of the inspection process including any preparations to guide the inspection; inspection to a factory and non-factory setting e.g. hotel to gauge readiness to administer the Act, appropriateness of the inspection form will be considered; post inspection activities such as data collection and statistical reporting on individual and departmental basis.

Consideration will also be given to any provisions in the Act that empower other agencies.

**Activity 3 –** To evaluate the readiness of other agencies empowered to administer sections of the Act; as well as the extent of collaborations with other agencies not empowered by the Act. Readiness of key agencies should be considered in evaluating the national response.

Meeting with staff to discuss role of other agencies and parties in OSH administration; consider extent of existing collaborations with others e.g. Ministry of Health; Environment Protection; Ministry of Agriculture; Standards Authority; Unions; Employers’ Associations.

**Activity 4 –** To share information on best practices for effective OSH administration: web-based resources; ILO-OSH 2001 Guidelines for OSH Management Systems; Promotional Framework on OSH; Role of public awareness activities; technical resources

(IAQ/Ergonomics/Wellness/Mechanical Engineering/Chemicals/Construction)

**Activity 5 –** To share information on best practices in accident Investigation and its relevance to promoting OSH. The protocols that exist for the reporting of accidents to the Labour Department in St Vincent and the Grenadines (LD-SVG) by employers will be reviewed. The preparation of accident statistics and the process of investigating accidents by LD-SVG will also be examined.

**Activity 6 –** To provide written recommendations for OSH administration in St Vincent and the Grenadines. A draft document to be submitted to SVG within two weeks after the visit with the final document submitted within four weeks of the visit.

**AGENDA**

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| **Time** | **Activity** | **Venue** |
|  | **Pre-visit – SEPTEMBER 3 – 10TH, 2018 – Activity 1** |  |
|  | * Review of: OSH Act, accident notification Act and other relevant legislation; job descriptions; any other relevant information supplied by SVG
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|  | **DAY 1 –MONDAY, SEPTEMBER 10TH, 2018 – Activity 2** |  |
| 8:30 a.m. – 12.00 p.m. | * Meet with Staff and key personnel of the Labour Department;
* Review the organisational chart; geographical coverage; industrial divisions and general practices; non-factory sectors identified as priorities; existing human resources; existing equipment resources; OSH Act, the National OSH Policy; identified national priorities
* Review existing inspection protocols and methodologies and other relevant documents; pre-inspection activities.
 | DoL C R |
| 1:30 p.m. – 4:15 p.m. | * Conduct factory/non-factory workplace inspection e.g. hotels; post inspection activities
 | DoL C R |
|  | **DAY 2 – TUESDAY, SEPTEMBER 11TH, 2018 – Activity 3** |  |
| 8:30 a.m.– 10:30 a.m. | * Meeting with staff to discuss the roles of key stakeholders; identify existing efficiencies and areas for improvement
 | DoL C R |
| 10.30 a.m.– 12.00 p.m. | * Meeting with key stakeholders empowered by the Act to gauge their readiness to administer Act e.g. Fire Service, Competent Persons
 | DoL C R |
| 1:30 p.m. – 2.30 p.m. | * Meeting with Unions and Employers’ Associations to discuss their current concerns about OSH Act administration and expectations for the future.
 | DoL C R |
| 2:45 p.m. – 4:15 p.m. | * Meeting with other agencies e.g. Environmental Protection, Ministry of Health, Ministry of Agriculture, national advisory body on OSH; OSH consultants etc.
 | DoL C R |
|  | **DAY 3 – WEDNESDAY, SEPTEMBER 12TH, 2018 - Activity 4** |  |
| 8:30 a.m. –12.00 p.m.  | * Share with Staff information on best practices for departmental functioning under the OSH Act, inspection tools and apparatuses, reporting mechanisms and litigation procedures; the enforcement policy observed by Barbados Labour Department; web-based resources; ILO-OSH 2001 Guidelines for OSH Management Systems; Promotional Framework on OSH; Role of public awareness activities; technical resources (IAQ/Ergonomics/Wellness/Mechanical Engineering/Chemicals/Construction);
 | DoL C R |
| 1:30 p.m. –4:15 p.m. | * Conduct training exercises for Staff in the application of inspection tools/apparatuses, and mechanisms used in workplace inspections.
* Workplace inspection
 | DoL C R |
| **DAY 4 – THURSDAY, SEPTEMBER 13TH, 2018 – Activity 5** |
| 8:30 a.m. – 4.15 p.m. | * To share information with Staff on best practices when conducting accident investigations. Focus would be placed on reviewing accident reporting protocols; preparation of accident statistics with reference to ILO statistical guidelines;
* Introduction to accident investigation using case studies
 | DoL C R |
| **DAY 5 – FRIDAY, SEPTEMBER 14TH, 2018 – Activity 6**  |
|  8.30 a.m. –12.00 p.m.  | Activity 6* Hold discussions and briefings with Staff and other Stakeholders on their findings and observations;
* Present the review findings to Staff by identifying gaps, strengths and weaknesses.
 | DoL C R |
| **Post-Visit – Activity 6**  |
|  | * Submission of recommendations to SVG (September 28th)
* Final document submitted (October 12th)
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