

**BETTING GAMING & LOTTERIES
COMMISSION (BGLC)**

**CASINO GAMING COMMISSION
(CGC)**

**JAMAICA RACING COMMISSION
(JRC)**

Occupational Safety and Health
Policy and Procedures

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1 PREAMBLE

The BGLC/CGC/JRC is a statutory government entity with the remit to regulate the betting and gaming industry in Jamaica. These three entities will be merged to form the Jamaica Gaming Commission and will be located at 78 cef Hagley Park Road, Kingston 10.

It is the intention of the BGLC/CGC/JRC to create the kind of work environment that protects the safety, health and wellbeing of the employee, enabling them to perform at the highest levels of productivity.

2 INTRODUCTION

This policy seeks to address the physical, mental and emotional safety and health of employees while at work, with due regard to the duties and responsibilities of both employer and employees in this regard.

It is intended that the framework of this policy will conform to the requirements of THE OCCUPATIONAL SAFETY AND HEALTH ACT, 2017 as the legal instrument that is binding on all persons conducting a business or undertaking (employers or contractors) to provide for the safety, health and welfare of employees while they are at work. Schedule III of the Act prescribes the framework that guides the formation of this OSH Policy.

The Act also prescribes the appointment of inspectors to carry out inspections and ensure compliance with the law and conformity with the national policy which is regulated by the Ministry of Labour and Social Security Occupational Safety and Health Department (OSHD). These inspectors are empowered to inspect the working conditions of the BGLC/CGC/JRC at a reasonable time without warning and will therefore be admitted to the BGLC/CGC/JRC without hindrance or interference.

3 OBJECTIVES

- To provide for the safety, health and wellbeing of every person employed by the BGLC/CGC/JRC in the performance of their work.
- To provide management and employees of the BGLC/CGC/JRC with a sound, flexible framework for addressing safety and health in the workplace.

- To create an enabling work environment where all employees, including the disabled, can engage in work in a safe and healthy manner.
- To prevent accidents and injury to health arising out of, linked with or occurring in the course of work.

4 AUTHORITY

This policy is developed in adherence to Section 84 - 87 of the OCCUPATIONAL SAFETY AND HEALTH ACT OF JAMAICA, 2017 and is in compliance with the National Policy on Occupational Safety and Health.

5 PHILOSOPHY STATEMENT

The BGLC/CGC/JRC undertakes the responsibility to become the place of choice to work, where the safety, health and wellbeing of our employees are our first priority. In this regard, the Board and the Executive Director, through its management team and the members of staff, will work together in minimizing or eliminating OSH risks that might jeopardize the health and safety of employees of the organisation.

6 GUIDING PRINCIPLES

The BGLC/CGC/JRC will take a proactive approach to resolving OSH issues through the implementation of a Risk Management OSH Programme (i.e. a process of hazard identification, hazard evaluation, risk assessment and risk management strategy). This approach will be applicable in all branches and locations of the BGLC/CGC/JRC. This policy, through its schedules and attachments, will provide the standards to make ready the workplace for the safety and health of all employees in accordance with the Jamaica OSH Act and its Regulation, ILO Conventions and the adaptation of international best practices where applicable.

The concept of continuous improvement shall be key to these procedures. The focus shall be on achieving goals, monitoring performance and evaluating outcomes, enabling the workplace to progress along the path to higher levels of safety and health achievement.

The BGLC/CGC/JRC shall strive to continuously improve its occupational health, safety and environmental performance by adhering to the following principles:

- Developing and improving programs and procedures to ensure compliance with all applicable laws and regulations.
- Ensuring that employees are properly trained and provided with appropriate safety and emergency equipment, where applicable.
- Taking appropriate action to correct hazards or conditions that endanger health, safety and the environment.
- Considering safety and environmental factors in all operating decisions including planning and acquisition.
- Engaging in sound hygiene practices.
- Developing, enabling work environments to ensure and safeguard the wellbeing of all employees.

7 RELATED DOCUMENTS

This section lists related documents needed to provide the employees with the additional guidelines to ensure that safe and healthy working conditions are maintained within the Commissions.

These documents may from time to time have changes related to their respective area and therefore users are reminded to review the related documents to identify any updates.

- Emergency & Disaster Procedures- relevant for the following situations:
 - ✓ Natural Disasters
 - ✓ Fire
 - ✓ Bomb Threats
 - ✓ Civil Unrest
- Human Resources Manual containing but not limited to
 - ✓ Vacation, Sick and Maternity leave policies
 - ✓ Health Benefits
- Managing the sick and injured employees
- Special Activities Manual such as:
 - ✓ Courier Services,
 - ✓ Janitorial activities

- ✓ Special events and their related activities (e.g. team building exercises, sporting activities)
- ✓ Requirements for special safety and health equipment, procedures or considerations
- Work from Home Policy
 - ✓ Procedures & Guidelines for working from home

7.1 Related National Policies

- [National Workplace Policy on HIV and AIDS](#)
- [The Disabilities Act, 2014](#)
- [Tobacco Control Laws](#)
- [Dangerous Drugs Act, 2015](#)

8 CORE ELEMENTS OF BGLC/CGC/JRC SAFETY AND HEALTH PROGRAMME

- a) The Joint Responsibility System where management and employees participate in
 - The OSH Committee
 - Prevention and control
 - Hazard identification and assessment
 - Risk Management education and training of the OSH principles
 - OSH Communication
- b) Conducting periodic program evaluation and improvement throughout the organisation based on the following:
 - As far as practicable, provide and maintain work systems and equipment that are safe and without risk to the health of the employees.
 - Steps to eliminate or mitigate, as far as practicable, any hazard or potential hazard to the safety or health of employees.
 - Arrangements for ensuring, as far as practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transportation of goods, equipment, material, or employees in pursuit of work for the organisation.

9 COMMUNICATION POLICY

Existing employees in the organisation with effect from (date to be announced) must be sensitised and orientated on the OSH risk of the working environment and the OSH Policy for BGLC/CGC/JRC.

Hereafter every new employee to the organisation shall be orientated in accordance with this policy and its requirements.

9.1 Procedure

This policy shall be available either by soft or hard copy with the expectation that the rules and concepts contained therein are binding on the employer and every employee, and they shall peruse this policy and report any environmental, health or safety concerns to management through the appropriate communication system set up under the policy.

The BGLC/CGC/JRC shall make every effort to ensure that every employee is sensitized on the policy and its contents and every employee will indicate that they have seen and accepted the terms and conditions contained therein. In this regard, a declaration must be signed by every employee indicating that they have read and understood its contents.

9.2 The OSH Workplace Information System

All information and knowledge on hazards and risks within the organisation will be made accessible to management and employees through the channels of an OSH workplace information system called the BGLC/CGC/JRC Occupational Safety and Health Workplace Information System (OSHWIS) in keeping with the employees' right to know about hazards and the action taken to mitigate them. This system shall be interactive, allowing for employees to register their complaints and concerns on OSH matters.

The OSHWIS shall be mounted on an electronic intranet system with the capability of interacting with employees and allowing for feedback to questions and concerns registered on the system. It shall include but, not be limited to, information on the physical, chemical, biological, and psychosocial risks identified within the organisation, whether by way of an internal audit or identified through external inspection by the

OSH Department of the Ministry of Labour. This system will be maintained and updated by BGLC/CGC/JRC OSH Committee.

Information about any health risk identified within BGLC/CGC/JRC shall be shared with all employees and the appropriate action taken to address such risk and promote safety and health.

10 EMPLOYEES' PARTICIPATION

In the OSHWIS management and employees are jointly responsible for safety, with each party playing a vital role in OSH. However management has the more responsible role.

10.1 Responsibility of Management

Management shall have an ongoing obligation to control serious, recognized hazards and provide the leadership, vision, and resources needed to implement an effective safety and health program. Management leadership means that the Board and management, and supervisors at all levels:

- Are fully committed to continuously improving workplace safety and health performance.
- Make employees' safety and health a core organisational value.
- Provide sufficient resources to implement the safety and health program.
- Visibly demonstrate and communicate their safety and health commitment to employees, contractors and, when necessary, clients.
- Set an example through their own actions, such as wearing protective equipment where it is required.
- Are amenable to accepting and implementing contemporary OSH concepts and principles in order to create and maintain a safe and healthy work environment.
- The Executive Director shall appoint a senior member to report to the Executive Director or the Board on all OSH matters, including findings, Committee decisions and actions.

10.2 Responsibilities of Employees

Employees and their representatives are to be involved in setting goals, identifying and reporting hazards, investigating incidents and tracking progress. All employees, including contractors and temporary employees, must understand their duties and responsibilities under the program.

Employees are encouraged to communicate openly with management and to report safety and health concerns without fear of retaliation and conversely to cooperate with management to find reasonable solutions to OSH concerns.

Any potential barriers or obstacles to employees' participation in the program (for example, language, lack of information, or disincentives) shall be removed or addressed.

10.3 Joint Health and Safety Representatives/Committees

A **Joint Safety and Health Committee** is the key to the joint responsibility system at the workplace and must consist of 50% Management and 50% employee representatives. Co-chairs shall be elected from the membership of the Committee, i.e. one chairperson coming from the employee representative and one from the management/supervisory membership. A member from any of the groups shall be elected as secretary to take minutes and keep the records. Minutes must be taken at all meetings held and attendance records kept of all training workshops conducted.

The term of office of the Committee shall be two (2) years with fifty percent (50%) of the Committee retired at each period. Each employee member of the Committee is eligible for re-election and, in the case of management appointees, are eligible for re-appointment at the end of each term.

The Committee will report directly to the senior member of staff so appointed by the Executive Director who will report to the Executive Director or the Board accordingly. The members of the Committee will be trained to perform the necessary inspections and audits as detailed in the following sections.

The Committee members shall be required to conduct the following:

- Collect and review annually, existing information about workplace hazards, collect new and current information by using the OSH Questionnaire or by performing a "walkthrough" inspection.
- Commission the conduct of an OSH Audit every three (3) years or when there are renovations, where new equipment is introduced or where major changes are made in the operations of the organisation.
- Review the OSH Policy every five (5) years or as necessary, to ensure that it is current.

- Develop a clear plan and procedure for conducting incident and accident investigations so an investigation can begin immediately after an incident or accident occurs.
- Perform Job Hazard Evaluation and do the risk assessment analysis to identify and address any trends in injuries or illnesses linked to hazards identified in the organisation.
- Using risk management techniques to determine the risk (severity and likelihood) of incidents or accidents that could result from each hazard identified and use this information to prioritize corrective actions.

11 HAZARDS IDENTIFICATION AND RISKS

The BGLC/CGC/JRC are committed to identifying hazards in a proactive way as part of its OSH Programme. A hazard is the potential of a thing or process or condition to do harm. In practical terms, a hazard is often associated with a condition, process or activity that has the ability to do harm and, if left uncontrolled, can result in an injury or illness. This policy promotes the prevention and early identification of hazards, and their elimination or control as early as possible.

Risk management techniques will be employed for the management of hazards that are identified. In keeping with this technique, hazards will be dealt with in the following hierarchy of management levels:

- Option 1 Eliminate the hazard
- Option 2 Substitute the hazard
- Option 3 Guard around the hazard
- Option 4 Implement administrative controls
- Option 5 Utilize Personal Protective Equipment – (to be considered only when all above have failed)

12 OSH PROGRAMME

The BGLC/CGC/JRC OSH Programme (see programme document) will commence with hazard identification by the walk through inspection method pursued at least once in every period of twelve (12) months by the OSH Committee. These inspections can also be done outside of this period when deemed necessary by the OSH Committee. The information gleaned from the exercises shall be reviewed by the OSH Committee for decision as to the necessary action to be taken after assessing the risk. Hazard

identification and evaluation leads to opportunities to improve program performance and hence should be conducted at least once annually.

The initial assessment of existing hazards, risk assessment, compliance status and control measures is contained in the OSH Audit Report dated (to be announced). The OSH Audit will facilitate the commencement of the BGLC/CGC/JRC OSH Programme, by (date to be announced).

13 OSH Committee Training

Failure to identify or recognize hazards is frequently one of the “root causes” of workplace injuries, illnesses and incidents, and indicates that the safety and health program is ineffective. In this regard, BGLC/CGC/JRC will endeavor to train and certify members of the OSH Committee, to among other things, identify hazards and assess them.

13.1 OSH Committee Duties

The OSH Committee shall perform regular site safety and health walkthrough inspections so that new or previously unrecognized hazards and failures in hazard controls are identified. The walkthrough is done by physically walking through the departments/branches and noting as many hazards as possible. The walkthrough group members should observe the work processes, methods and practices. A walkthrough inspection of the worksite should begin with discussions with the supervisory staff, and employees. During this discussion, the leader of the group assigned to perform the walkthrough should explain the process and purpose of the activity.

When required supervisors should provide an explanation of activities and present any departmental health or safety concerns. All physical hazards will be managed through a system of identification, evaluation, risk assessment and subsequently control. These hazards will be regularly inspected and routinely managed by monitoring.

14 CHECKLIST METHOD

When a checklist is used, the questions below should be addressed but are not limited to the following:

- a) Have common safety or health problems been noticed among the employees?
- b) Do any hazards exist that are not on the checklist?
- c) Do the employees have any questions about occupational safety and health?
- d) Are there any additional safety and health concerns or suggestions?

Such hazards that shall be subjected to checklist inspection shall include but not limited to:

- a) Electrical hazards
- b) Floor surface condition:
 - Trip hazards
 - Slip hazards
- c) Fire prevention
 - The presence of fire hazards
 - Emergency exits and corridors
- d) Lighting – fixtures and lamination
- e) Air conditioning – its location (intake vents) and maintenance
- f) Temperature and humidity
- g) Stairways
- h) Noise
- i) Lifting and handling material, equipment and tools

14.1 OSH SURVEY

Another method of monitoring is the **OSH Survey**, the use of which is discretionary and is mainly to get feedback from employees in an anonymous way. In keeping with the rights of the employees to participate in hazard identification, this method can be used by the Committee in the assessment of the OSH Programme.

15 JOB HAZARDS ANALYSIS

The BGLC/CGC/JRC will undertake to do hazard analysis for any job that is considered high risk or dangerous so as to manage the risk associated with such jobs. A job hazard analysis is the third technique that can be used to monitor and identify hazards. This technique focuses on the actions in job tasks as a way to identify hazards before they occur.

It will be the duty of the OSH Committee to identify high risk jobs and when so designated, carry out the necessary risk management techniques to protect employees so engaged.

BGLC/CGC/JRC, on identifying hazards in the workplace, will employ the following processes to manage hazards and related risks.

- When deemed necessary by the inspector, further analysis should be done after the walkthrough to further assess the hazards of specific jobs, processes, and/or phases of work when it is suspected that a hazard is most probable and has the most severe consequences.
- Hazard analysis must be routinely reviewed and updated every three (3) years.

However, if an accident, injury, or illness is associated with a specific job or process, the hazard analysis should be reviewed immediately to determine whether changes are needed.

16 CHEMICAL MANAGEMENT

Chemicals used in the organisation for any product, in particular but not limited to; air fresheners, cleansers, sanitizers, toners, inks, pesticides or any solvents shall not, unless reviewed by the OSH Committee contain the following:

- Benzene or Benzedrine products
- Vinyl Chloride
- Carbon Tetrachloride
- Ethylene
- Lead
- Organic Mercury

17 WORKING ENVIRONMENT

The BGLC/CGC/JRC, will through engineering and strict monitoring, ensure that workplace environmental air quality is maintained at levels that are in keeping with local regulations and international code of practice standards, that is, to be in the range of:

- Carbon Dioxide <800 PPM
- Temperature 21– 24 °C (69.8-75.2 °f)
- Relative humidity >35% <60%

18 ERGONOMICS (WORKSTATIONS)

The appropriate ergonomic considerations will be applied to all workstations to ensure that employees are efficient, effective and comfortable in carrying out their jobs and, as much as possible, the workstations should be engineered to fit the employee so as to eliminate any health issues such as **Cumulative Trauma Disorders** that may arise due to poorly constructed workstations.

The following guide shall apply to all workstations to satisfy the workstation index rating scheme developed for the BGLC/CGC/JRC:

Employee satisfaction	-	10
Efficiency	-	8
Effectiveness	-	8
Adoptability	-	6
Comfort	-	4
Index	-	36

*With the standard being >20 points = satisfactory; >30 points = very good.
(Note: >33 points is the generally accepted standard).*

19 PSYCHOSOCIAL RISK FACTORS AND HAZARDS

Besides physical hazards, biological hazards and chemical hazards, work-related stress has the potential to negatively affect the organisation's productivity because of its impact on individuals' mental and emotional health and, as a consequence, affects the organisation's overall productivity. Therefore, workplace stress is recognized as a major challenge to employees' health as well as the health of the organisation.

To eliminate or control the psychosocial risk factors within the organisation and build an enabling work environment where the risk of ill health and accidents are low, the following risk factors will be managed by the organisation through social and health promotion activities:

- a) Lack of physical activity – for those persons in sedentary work.
- b) Violence present- security arrangements for employees who are exposed to violence from clients and coworkers, prevention of sexual harassment

and workplace bullying, by putting in place procedures and policies to prevent their occurrence.

- c) Lack of proper nutrition – by providing the means or access to nutritious and healthy meals through subsidy or subsidized meals.
- d) Lack of healthy sleep – through the promotion of resting each day for appropriate length of times.
- e) Stress related health issues – by promoting stress management techniques and reducing the stress levels in the organisation through the management of work situations and working conditions.
- f) Alcohol & drugs – by promoting the prevention of drugs and alcohol abuse and mental health problems triggered by work situations and conditions.
- g) Mental health is recognized to be among the leading causes of early retirement from work, high absence rates, overall health impairment and low organisational productivity. BGLC/CGC/JRC will engage in mental health promotion and seek to refer its employees for appropriate treatment when these health issues are identified. Employees so identified will be treated in keeping with the process outlined in “Managing the sick and Injured Employees” clause.

19.1 Factors Influencing Wellbeing

The BGLC/CGC/JRC will take the necessary action to ensure psychosocial wellbeing of our employees. It will be a part of the responsibility of the OSH Committee to ensure the implementation of provisions in regard to:

- Clean, quality restrooms
- Clean, quality sick bay
- First-aid supplies
- Work time management to prevent exhaustion and burn out from poorly managed extended workdays
- Clean quality lunchroom with the appropriate ambiance

- Access to quality meals
- Poor working situations (unreasonable targets – stress)
- No stigma and discrimination against, in particular, persons infected or affected by life threatening illnesses
- Proper housekeeping and hygiene
- A healthy work environment (no smoking)
- Proper environmental working standards
- Promoting and maintaining the prevention of drugs and alcohol abuse programmes at work

20 MANAGING THE SICK AND INJURED EMPLOYEES

Employees who are injured at work are to be afforded medical treatment at the expense of BGLC/CGC/JRC. These employees are to be treated at the designated facility. The designated facility is the one so designated by BGLC/CGC/JRC.

20.1 Work Related Injuries and Illnesses

Employees injured at work will be assigned sick leave as prescribed by a medical certificate. This leave will not be subtracted from the usual allotment of yearly sick leave granted for routine illness.

Employees who are affected by declared public health illnesses will be afforded sick days in accordance with a medical certificate (as stipulated by the Ministry of Health). Sick leave that has been so designated will not be subtracted from the normal allotment for sick leave.

20.2 Public Health Contagions

In a public health crisis, when fifteen percent (15%) of the workforce is directly affected, BGLC/CGC/JRC will take the necessary precaution to prevent the spread of the disease at work. The action to be taken includes but is not limited to hand washing, sanitizing, prophylactic respiratory mask and, in the case of mosquito borne disease, the use of mosquito repellent etc.

If the public health crisis is extended to the point where more than eighty percent (80%) of the workforce is affected, BGLC/CGC/JRC will close its operations and advise employees to stay home until the crisis lessens.

Accidents on the way to work and on the way home from work will be deemed to be workplace accidents and hence will be treated as workplace accidents. Such accidents are to be reported to the Ministry of Labour and Social Security as a workplace accident.

20.3 Non related work illnesses

Employees who are injured in non work related incidents can be considered for compassionate benefits such as extended sick leave and be entitled to a visit from the organisation in the case that they are hospitalised.

All employees in the hospital from any illness whether work related or otherwise will be treated the same with visits from BGLC/CGC/JRC and other considerations as the Human Resources Department deems appropriate.

20.4 Life threatening Illness

Employees who have been diagnosed with a life threatening illness shall be treated with dignity and afforded the confidentiality to prevent stigma and discrimination from occurring. In certain prognosis, for example HIV/AIDS, the case must be handled as outlined in the National HIV/AIDS Policy. In other instances where the illness is not subjected to national policy, the treatment will be in keeping with protecting the dignity of the employee and keeping the matter confidential.

20.5 Mental Illness

Employees who are identified with mental illnesses are to be treated with dignity. It will be the duty of the Human Resource Management Department to refer such employees to the national programme for treatment or referred to the dedicated health facility for assessment and treatment. The treatment or referral of employees so affected must be kept confidential.

21 SICK BUILDING SYNDROME OR BUILDING RELATED ILLNESS

On the occasion when employees are falling ill due to suspected work environment issues that cannot be readily identified, it will be the duty of the OSH Committee to record information that must be referred to an OSH specialist who will use the information in the determination of the problem. The information that is to be captured include:

- a) The symptom profile
- b) The attack rate
- c) The area of the work environment where the frequency of illness and the number of persons affected are the most prevalent.

An OSH professional should be engaged to assist the OSH Committee with resolving the issue if the Committee is not able to resolve the issue or bring the situation under control.

During the crisis, employees that are affected are to be referred for treatment and diagnosis at the designated physician. The cost related to these treatment will be underwritten by BGLC/CGC/JRC.

Where necessary, sick leave granted under these conditions should be treated as work related illness and should not come from normal allotted leave.

22 RECORDABLE INJURIES AND ILLNESSES

When determining whether to record a case on the workplace accident log, noting that the record keeping guidelines classify injuries and illnesses differently is important.

An occupational injury is an injury such as a cut, puncture wound, fracture, sprain or strain, which results from a work accident or from an exposure involving a single incident in the work environment. **Injuries** are always the result of instantaneous events.

An occupational illness is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure factors associated with employment.

An occupational disease occurs when the employee develops a particular disease that is associated with exposure to a particular hazard and that hazard has been identified in the workplace. The list of occupational diseases recognized in Jamaica is found in the National Insurance Act. According to the schedule of **occupational diseases** in the National Insurance Act, all occupational deaths and nonfatal illnesses are also recordable and reportable.

23 ACCIDENT AND RECORD ANALYSIS

Illness and injuries (work related) will be reported to the OSH Committee and said Committee will keep the records of these cases. It will be the duty of the OSH Committee to analyze injury and illness records for indications of sources and locations of hazards, and jobs that experience higher numbers of injuries. By analyzing injury and illness trends over time, patterns with common causes can be identified and prevented. Any accidents or near miss incidents that occur within the organisation are to be recorded and reported to the OSH Committee in keeping with OSH Act.

The BGLC/CGC/JRC in accordance with the OSH Act, requires the OSH Committee to make arrangement for the collection of injury and illness records for employees at each of Commissions' locations/branches.

Every recordable injury and illness must be recorded and reported immediately from the time of the injury or illness. This log is to be maintained on a calendar year basis.

24 INCIDENT OR ACCIDENT REPORTS

It is a requirement of the BGLC/CGC/JRC that supervisors and employees must complete all forms or reports on accidents and non-injury incidents and submit to the BGLC/CGC/JRC OSH Committee.

25 CONFIDENTIALITY OF RECORDS

The BGLC/CGC/JRC is sensitive to the issue of personal privacy. In this regard, all medical records will be treated in the strictness of confidentiality. No one, except those so designated, will have access to the medical records of another employee without the related employee's consent. While employees' medical records are subject to strict confidentiality, the accident and injury log is not considered a medical record.

26 EMERGENCY/EVACUATION PLAN

An emergency management plan that identifies duties and responsibilities of the emergency management team will be established for BGLC/CGC/JRC. This emergency management plan will include; the action to be taken when an employee is injured at work, first-aid treatment, notification to family, communication to the rest of the staff.

The emergency plan shall also include the action to be taken when the country is threatened by natural disasters such as storms, hurricane, public disorder, public health emergencies, earthquakes and other such incidents.

In keeping with the BGLC/CGC/JRC's Emergency Management Policy and Procedures all new employees /team members/ personnel will be made aware of the emergency management and evacuation procedures at orientation. Emergency drills shall be conducted at least once per year to ensure that everyone remains current with plans and procedures related to specific emergencies and incidents.

27 SAFETY AND HEALTH TRAINING

Training helps employees develop the knowledge and skills they need to understand workplace hazards and how to handle them in order to prevent or minimize their own exposure.

The BGLC/CGC/JRC will undertake to administer three levels of OSH training for its employees:

1. Orientation – all employees who enter into employment, whether contract work or permanently employed, shall be orientated to the OSH risks at BGLC/CGC/JRC.
2. Sensitization for all employees at BGLC/CGC/JRC in regards to hazards and risks at BGLC/CGC/JRC. The BGLC/CGC/JRC, through safety and health promotion, will from time to time inform employees of issues relating to their health and safety.
3. The OSH Committee will be trained on the management of OSH in the organisation to include the skills of hazard identification, hazard evaluation, risk assessment and risk management.

Documentation of training must be maintained and be available for review in the event of an inspection by the national authorities. Documentation of training assures that initial or periodic training is accomplished within established time frames.

New employees need to be orientated so as to recognize, understand and avoid potential hazards to themselves and others in the workplace. Contract employees also need orientation to recognize the hazards of the workplace. Employees who work under high risk conditions (e.g. bearers, contractors, window cleaners, etc.) will also require special training.

27.1 Periodic Safety and Health Training

The Executive Director and senior management team, should receive periodic sensitization and education on the OSH Act and the BGLC/CGC/JRC Policy to ensure continuing support and understanding of the safety and health program.

The Board of Commissioners should be sensitized about the requirements of the OSH Act in particular the duties and responsibilities of the Board under the Act.

All supervisors are responsible for communicating the BGLC/CGC/JRC's OSH Programme

goals and objectives to their direct reports as well as to ensure OSH performance and to hold subordinates accountable. In addition to the general orientation training, supervisors should receive information from the OSH Committee about the current components of the program and recommendations for improvements.

28. POLICY JURISDICTION

This policy is binding on all employees, contractors, management and the Board of the BGLC/CGC/JRC.

Service providers, suppliers, or persons who are contracted to carry out specific tasks or jobs at the BGLC/CGC/JRC will be required to have equal or compatible OSH policies and be provided with access to this policy.

CONFIRMATION AND ACCEPTANCE OF POLICY

I acknowledge that I have read, understood and received a copy of the Occupational Safety & Health Policy & Procedures of **BETTING GAMING AND LOTTERIES COMMISSION** and agree that I will be bound by its terms.

Employee Name in Full (Print)

Employee's Signature

Date

Witnessing Manager's Name in Full (Print)

Witnessing Manager's Signature

Date

(Upon execution by employee and witnessing manager, this page should be returned to the Human Resources Division)