



INSPECTOR FIELD MANUAL

Version 04/2022

Refusal to Work Policy and Procedure

Operational Procedure for Approvals (Certificate) for leasing of premises or part thereof as an Industrial Establishment

Operational Procedure for Approvals for Construction or Modification of a Factory or Warehouse

OSH Agency: Inspectorate Doc# 13 OSHA/RTW	Inspectors' Field Manual Refusal to Work Policy (General)	Section: Refusal to Work Page: Last Reviewed: 21/08/2015 Version: 3 Approved By: Chief Inspector
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12 Refusal to Work Policy

Referenced Documents:

- i OSH Act (88:08) Secs 14-21
- ii Refusal to Work Form- Hotline Operator (Appendix 18 pg. 164)
- iii Refusal to Work Letter- Justified (Appendix 19 pg. 168)
- iv Refusal to Work Letter- Not Justified (Appendix 20 pg. 173)
- v Refusal to work Procedure (General) Document #13 OSHA/RTW pg. 154
- vi Refusal to work Procedure (Internal) Document #14 OSHA/RTW pg. 160
- vii Refusal to Work Procedure Flow Chart (Internal) (Figure # 7 pg. 159)
- viii Refusal to Work Procedure Flow Chart (General) (Figure # 8 pg. 162)

12.1 Policy Statement

The purpose of this policy is to ensure that appropriate measures are put in place so that staff members of the OSH Agency are provided with an operational framework for handling reports of refusal to work that are received by or on behalf of any persons refusing to work in conditions or with equipment that are perceived to be hazardous or injurious to health or life.

12.2 Policy Objective

This policy will serve to guide Safety and Health Inspectors and is formulated in accordance with the OSH Act, which establishes the general principles and approach for refusal to work that all duty holders are expected to follow.

The main objective is to standardize the approach used by Safety and Health Inspectors to handle reports received regarding instances of refusal to work.

12.3 Scope

This Policy applies to all employees of the OSH Agency.

12.4 Responsibilities

It shall be the responsibility of the employee of the OSH Agency receiving a report of a refusal to work to ensure that the Chief Inspector is notified of the situation. The person receiving the report should ensure the following information is taken and the Refusal to Work Form- Hotline is duly completed.

- The date and time of the report being taken;
- The name of the Industrial Establishment from where the report of the refusal to work emanated;
- The name, position and contact information of the person that makes the report to the Chief Inspector.

It is the responsibility of the Chief Inspector to ensure reports of refusal to work satisfy the criteria outlined under the OSH Act and are investigated within 24 hours from the receipt of the report.

12.5 Procedural Focus

This policy shall be implemented in conjunction with the OSH Act and all other policies of the Agency, including:

- 11 Hours of Work Policy
- 12 Work From Home Policy
- 13 Disciplinary Policy

This policy will be reviewed every two years subject to any legislative and/or policy requirements.

Approved by the Occupational Safety and Health Authority on 27th July, 2022.



.....

Chairman

Occupational Safety and Health Authority

Refusal to Work Policy Reference Number: OSHA/IFM/POL/04/2022

Effective Date:

Revision Date:

OSH Agency: Inspectorate Doc# 14 OSHA/RTW	Inspectors' Field Manual Refusal to Work Procedure (Internal)	Section: Refusal to Work Page: Last Reviewed: 21/08/2015 Version: 3 Approved By: Chief Inspector
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13. Refusal to Work Procedure (General)

The OSH Act - Sections 14 to 21- provide the operational framework for administering the refusal to work procedure.

13.1 The Right to Refuse Unsafe Work

Work refusal is permitted under the OSH Act to protect the health and safety of employees in the workplace. The refusal requires a **subjective, personal belief** by the refusing employee that the job or workplace is hazardous or injurious to the life or health of the employee.

Every employee has the right to refuse to do unsafe work. An employee who exercises his or her right to refuse to perform unsafe work must follow the correct procedure.

At the first stage of the refusal, the employee must have “sufficient reason to believe” that either some machinery, plant, device or thing he or she operates/ is to operate or the physical condition of the workplace /actual work situation poses an unacceptable risk of imminent danger to himself or another employee.

13.2 Defining what is meant by the term “Sufficient Reason”

Reasons for refusal to work must be based on verifiable information, so that an employee refusing to work must be in a position to produce evidence to support a claim of a threat of serious or imminent danger. Evidence must be factual rather than speculative.

The following examples form part of the evidence used to determine if there is sufficient reason to believe that a threat of serious or imminent danger exists:

- (i) reports by a competent person verifying poor air quality and or;
- (ii) medical reports verifying poor ergonomics.

13.3 Defining what is meant by “Serious and Imminent Danger”

An imminent danger is a workplace hazard that puts the employee at immediate serious risk of death, a health hazard or serious physical harm. For example, it may be a safety hazard such as an unstable trench or exposed electrical wire that could cause a serious or fatal accident immediately under present conditions or it may be a health hazard such as toxic substances or dangerous fumes, dusts, or gases that could cause death or irreversible physical harm, shorten life, or reduce physical or mental performance. Consequently, the following conditions must be met before a hazard becomes an imminent danger:

- There must be a threat of death or serious physical harm. "Serious physical harm" means that a part of the body is damaged so severely that it cannot be used or cannot be used very well.
- For a health hazard there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately.
- The threat must be immediate or imminent. This means that you must believe that death or serious physical harm could occur within a short time

13.4 Persons limited in their right to refuse Unsafe Work

Not everyone has a right to refuse to do unsafe work. The OSH Act provides that the right to refuse to do unsafe work is limited or restricted for certain classes of employees; the types of work of these employees are listed below:

- a) A person employed in, or a member of the Police Service to which the Police Service Act applies.
- b) A full time, or a volunteer, fire-fighter as defined in the Fire Service Act;
- c) A member of the Defence Force or Prison Service etc.;

Two types of activities are proper bases to limit and prohibit the right to refuse to do unsafe work under the Act. Either is sufficient to limit the right to refuse to do unsafe work. The first occurs when the circumstances that forms the basis of the refusal to do unsafe work is inherent in the employee's tasks or is a normal condition of the employee's employment.

The second occurs when *the employee's refusal to work directly endangers the life, health or safety of another person*. The term 'health' may include the mental and physical wellbeing of a person.

Persons with a limited right to refuse work are expected to act in accordance with Section 14(4) of the OSH Act.

13.5 Reporting Refusal to Work

An employee's refusal to work must be promptly reported to the employee's employer or his representative and a representative of the safety and health committee. It is essential that the employee communicates the safety and health reasons for refusing to work to the aforementioned person/s.

13.6 Investigating Refusal to Work

Once an employee has reported his / her refusal to work to his/her employer / his representative, the employer is required to conduct an investigation in accordance with Section 16 of the OSH Act.

The employer or his representative of the refusing employee has an important role to play in the initial investigation. The OSH Act stipulates that the investigation shall be conducted, by the Safety and Health Committee, in the presence of a Trade Union/ employee representative and the employer or his or her representative, in the presence of the refusing employee.

If there is no Safety and Health Committee, the employee shall report his/her refusal to work to the employer and the Chief Inspector. The employee's refusal will be investigated in accordance with Section 18 of the OSH Act.

13.7 Responsibility for the initial Investigation

The initial investigation may either resolve the issue underlying the refusal to work or result in a continuing refusal by the same employee. Where the matter is resolved, the employee will return to work.

While the refusal to work is being investigated, the employee shall - during normal working hours - be in a safe place in the Industrial Establishment and make himself / herself available to assist, if necessary, in the carrying out the investigation.

The employer may also assign the employee reasonable alternative work during his normal hours; or where assignment of reasonable alternative work is not practicable, give other directions to the employee. But an employer must in no way adversely affect the employment of an employee or alter his position to his prejudice as a result of a genuine refusal to work situation.

If the employee continues to refuse to work after the initial investigation, the employer shall report to the Chief Inspector for further investigation. Pending the investigation and decision of the Chief Inspector, no employee shall be assigned to use or operate the equipment, machine, device or article or to work in the Industrial Establishment or in the part of the Industrial Establishment being investigated as long as there is continuing imminent and serious danger to the life or health of any employee or person and until after the employer or his representative has taken adequate remedial action.

13.8 Responsibility of Inspectors to Investigate refusal to work

It shall be the responsibility of the Chief Inspector to ensure that the relevant Senior Inspector is notified of the report of refusal to work. The Senior Inspector shall be responsible for ensuring that the report of refusal to work is investigated. This responsibility may be delegated to the Safety and Health Inspector II and this investigation may be conducted singly or by a team that may or may not include the said Senior Inspector.

A lead investigator shall in all instances be identified by a Senior Inspector or Chief Inspector within twenty-four (24) hours of a report being received. It shall be the responsibility of the lead investigator to ensure that the report of refusal to work is investigated within twenty-four (24) hours of receipt of the report.

The investigating Inspector shall visit the employee's workplace within twenty-four (24) hours and conduct an investigation of the circumstances surrounding the continuing refusal to work. The investigation must be conducted in the presence of the employer or his representative, the refusing employee and trade union/employee representative.

The Inspector who conducts the investigation shall decide whether the machine, plant, equipment, device or thing or the workplace or part thereof is likely to endanger the employee or another person and shall give his decision upon completion of the investigation in writing **within twenty four (24) hours**.

13.9 Reviewing the decision of an Inspector

A person who is aggrieved by the decision of the Inspector may apply to the Chief Inspector to review the decision of the Inspector.

A person who is aggrieved by a decision of the Chief Inspector may seek redress by application to the Industrial Court in accordance with Section 18 OSH Act. See Figure 7 page 159 Refusal to Work Procedure (General) Flow Chart.

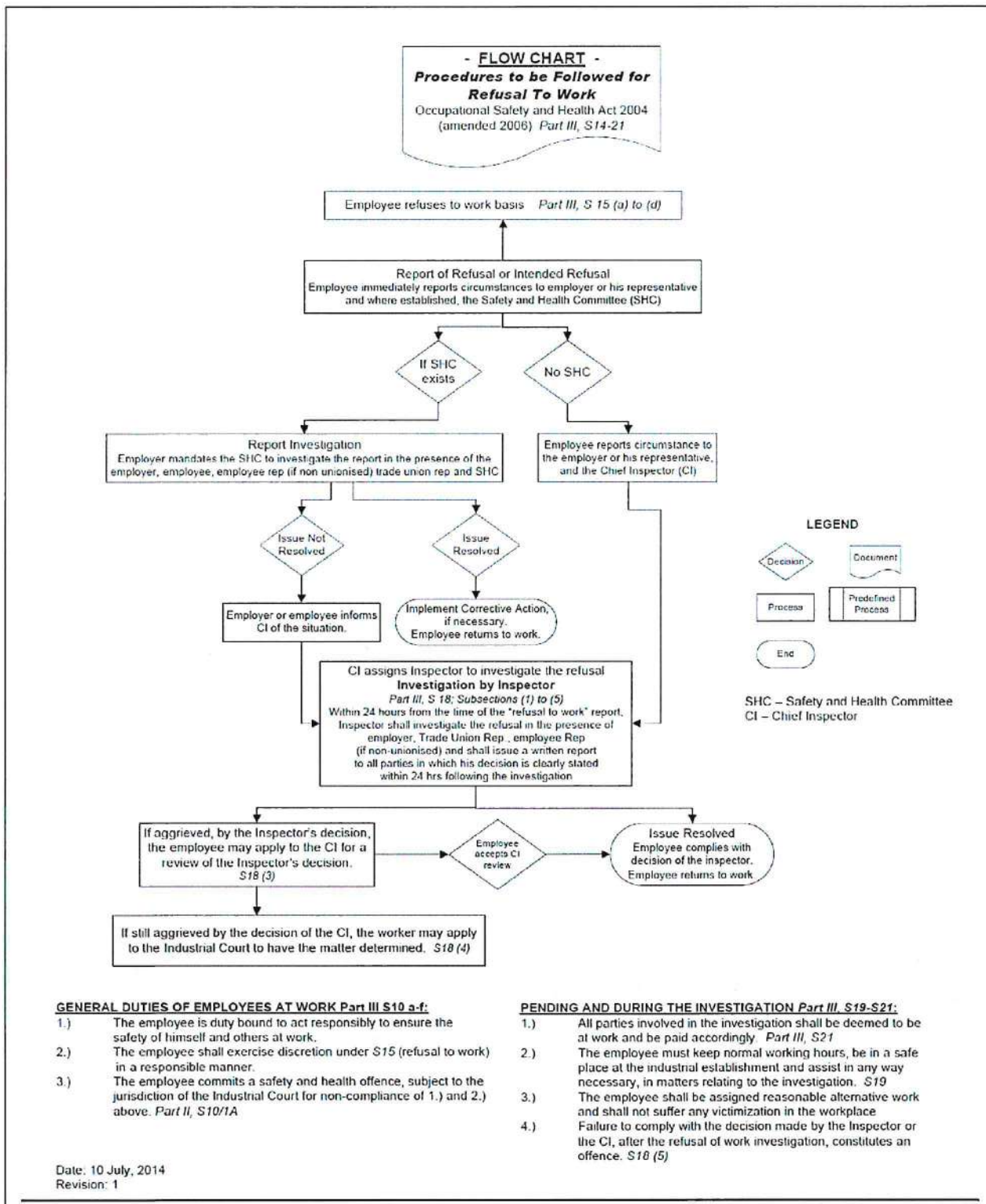


Figure 7 - Refusal to Work Procedure Flow Chart (General)

14 Refusal to Work Procedure for Inspectors

Once a legitimate Refusal to Work (RTW) notice is received by the OSH Agency, it has twenty-four (24) hours in which to initiate an investigation into the situation.

A RTW notice may be submitted to the OSH Agency in two (2) forms:

- A hard copy addressed to the Chief Inspector
- Via the Hotline/Walk-In where the Hotline Operator will utilize the *'Hotline Operator Refusal to Work Data Form'* to record the necessary information. See Appendix 18 pg. 164

This RTW notice will then be reviewed by the Chief Inspector or Senior Inspector to confirm whether or not the procedures were followed in accordance with Sections 15 & 16 of the OSH Act.

All RTW notices shall meet the following criteria to be investigated by the Agency:

- a) RTW reported to employer or his representative and a representative from the Safety & Health Committee
- b) RTW investigated by (a)
- c) If the matter is unresolved after internal investigation or if there is no Safety and Health Committee.

If these criteria are not met, the Chief Inspector or Senior Inspector instructs the employee or Industrial Establishment to follow the procedures set out in Sections 15 & 16 of the OSH Act.

Once these criteria are met, the following steps are taken: **Assign to SHI for investigation**

- The CI or SI assigns the RTW notice to a SHI II □
The SHI II assigns to a SHI I.

14.1 SHI I initiates investigation

- The SHI I, once assigned the RTW, immediately visit the Industrial Establishment in question

- The SHI I , in the presence of the employer or his representative and a union representative or an employee representative and the employee initiates an investigation into the RTW
- During the investigation, the employee shall be in a safe place of work/or not allowed to operate equipment/machinery in accordance with Sections 19 and 20 (1) of the OSH Act.

**The SHI I must consult with his team leader during the RTW investigation.*

14.2 Determine whether or not there is an imminent danger situation:

- Upon completion of the investigation, the SHI I must confirm whether or not there was an imminent danger situation to warrant the RTW notice.

** SHI I shall utilise definition in the Agency's Refusal to Work Policy*

14.3 Imminent Danger situation exist:

- The SHI I shall give his decision in writing to the employer, employee, Safety and Health Committee and Union within twenty-four (24) hours after completion of the investigation using the '*Refusal to Work (Justified) letter*'. See Appendix 19 pg. 168
- Once corrective measures are implemented to remove the imminent danger, the SHI I shall confirm that the employee is safe to return to work.

14.4 Imminent Danger Situation does not exist:

- SHI I shall give his decision in writing to the employer, employee, Safety and Health Committee and Union in twenty-four (24) hours after completion of the investigation using the '*Refusal to Work (Not Justified) letter*'. See Appendix 20 pg. 173
- The employee shall return to work.

**See Figure 8 pg. 162 Refusal To Work Procedure Flow Chart (Internal).*

This procedure will be reviewed every two years subject to any legislative and/or procedure requirements.

Approved by the Occupational Safety and Health Authority on 27th July, 2022.



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Chairman
Occupational Safety and Health Authority

Refusal to Work Procedure Reference Number: OSHA/IFM/PRO/04/2022

Effective Date:

Revision Date:

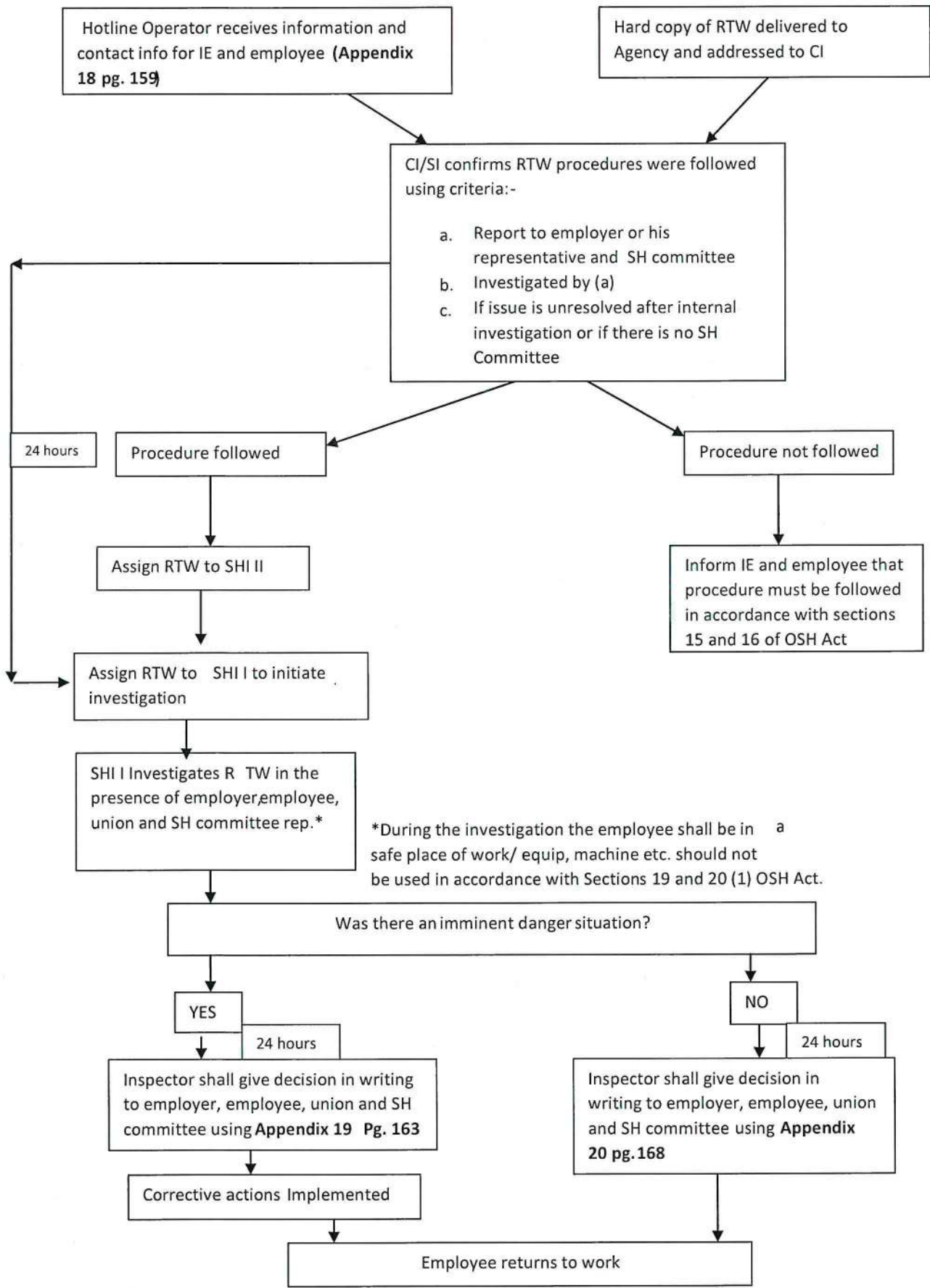


Figure 8- Refusal to Work Procedure Flow Chart167 - Internal

APPENDIX 18



HOTLINE OPERATOR

REFUSAL TO WORK PROCEDURE IN ACCORDANCE WITH SECTION 16 & 17

Name of the Industrial Establishment:

Name of person notifying:

Name and Position of person/s refusing to do work:

Contact information cell/ land line:

Date and time of refusal:

Notification Date:

SECTION 1

Did the following occur upon refusal? (If there is a safety and health (SH) committee fill in below, if there is no SH committee go to Section 2)

 YES NO

1. Did the employee inform his employer or his representative?

2. Is there a SH committee in the IE

3. Did the employee inform a representative of the safety and health committee? YES NO YES NO

4. Was there an investigation into the matter of refusal by the employer representative, employee representative and SH committee?

YES NO

SECTION 2

Did the employee inform his employer or his representative of the intended refusal? YES NO

SECTION 3

What is/ are the condition/s that led to the refusal to work?

APPENDIX 19



Levels 4 & 5
DUKE PLACE, 50-54 DUKE STREET
PORT OF SPAIN

Telephone: 1 (868) 299-0300 ext. 2072 Fax: 1(868) 623-5905 – Website: [http:// www.osha.gov.tt](http://www.osha.gov.tt)

REPORT ON REFUSAL TO WORK INVESTIGATION AT (IE)

(File No.)

(Date)

(To whom it is addressed)

(Name of Industrial Establishment)

(Address of Industrial Establishment)

Dear Sir/Madam,

I, *(Name of Inspector)*, being an Inspector appointed pursuant to Section 71(1) of the Occupational Safety and Health Act Chapter 88:08 (OSH Act) hereby give you notice that I am of the opinion that the _____ *egg workplace conditions* at _____ located at _____, **constitute serious and imminent danger** and therefore justify a refusal to work in accordance with Section 15 of the OSH Act. The reasons for my said opinion are based on my findings following the investigation of the employees' notification of refusal to work received on ___ (Date) _____.

Details of Investigation:

1. An opening meeting was held on _____ in the presence of the following:

Name	Organisation	Position

2. An inspection was conducted on _____ in the presence of the following:

Name	Organisation	Position

3. A close out meeting was held on _____ in the presence of the following:

Name	Organisation	Position

4. Other details.....egg. Document review

Findings:

1. *Category: (insert applicable 'Part' from OSH Act) Complaint: (verbatim) Findings:
 Risk: (if compliant, remove section)
 Non-Compliance with OSH Act: (if compliant, remove section)*

Example:

Category: Health

Complaint: No lighting on the catwalk above the auditorium.

Findings: There were no artificial or natural lighting provided for employees to work on the catwalk.

Risk: Risk of serious bodily injury associated with falling off the catwalk.

Non-

Compliance with

OSH Act: Section 33(1)

2. *Category:*

Complaint:

Findings:

Risk: (if compliant, remove section)

Non-Compliance with OSH Act: (if compliant, remove section)

3. *Category:*

Complaint:

Findings:

Risk: (if compliant, remove section)
Non-Compliance with OSH Act: (if compliant, remove section)

4. *Category:*
Complaint:
Findings:
Risk: (if compliant, remove section)
Non-Compliance with OSH Act: (if compliant, remove section)

5. *Category:*
Complaint:
Findings:
Risk: (if compliant, remove section)
Non-Compliance with OSH Act: (if compliant, remove section)

Conclusion:

In light of the above, I hereby state the following:

.....
Until the existing dangers are removed and you have complied with the OSH Act

Example:

In light of the above, I hereby state that no work is to be conducted on the catwalk above the auditorium until the existing danger is removed and you have complied with the OSH Act

For further information or clarification on the above please contact Mr./Ms. _____ at _____ or send an email to _____.

Kindly be guided accordingly.

.....
Safety and Health Inspector I
Occupational Safety and Health Agency

Received By (Signature):.....

Received By (Block Letters):.....

Job Title:

Date & Time:.....

CC:

APPENDIX 20

Name	Organisation	Position

7. A close out meeting was held on _____ in the presence of the following:

Name	Organisation	Position

8. Other details.....egg. Document review

Findings:

- Category: (insert applicable 'PART' from OSH Act) Complaint: (verbatim) Findings: Risk: (if compliant, remove section) Non-Compliance with OSH Act: (if compliant, remove section)*

Example:

Category: Fire

Complaint: No fire certificate for building

Findings: A valid Fire certificate was produced by the Industrial Establishment. There were sufficient safety provisions in case of a fire and these include: fire extinguishers, fire hose reels and a functional fire alarm system. This was in accordance with Section 26(2) of the OSH Act.

2. *Category:*

Complaint:

Findings:

Risk: (if compliant, remove section) Non-Compliance with OSH Act:

3. *Category:*

Complaint:

Findings:

Risk: (if compliant, remove section) Non-Compliance with OSH Act:

4. *Category:*

Complaint:

Findings:

Risk: (if compliant, remove section) Non-Compliance with OSH Act:

5. *Category:*

Complaint:

Findings:

Risk: (if compliant, remove section) Non-Compliance with OSH Act:

Conclusion:

It is expected that these findings will be addressed and a report on the status of the corrective measures be submitted to the OSH Agency within _____ calendar days of receipt of this letter.

Also, be advised that a re-inspection of the establishment will be conducted within _____ calendar days to ensure compliance.

It should also be noted that failure to implement corrective measures in a timely manner may result in issuance of an enforcement notice.

For further information or clarification on the above please contact Mr./Ms. _____ at _____ or send an email to _____.

Kindly be guided accordingly.

.....
Safety and Health Inspector I
Occupational Safety and Health Agency

Received By (Signature):.....

Received By (Block Letters):.....

Job Title:

Date & Time:.....

CC:

OSH Agency: Inspectorate Doc#15 OSHA/AP	Inspectors Field Manual Approval Procedure Sections 57 (1)	Section: Approvals Page: Last Reviewed: 21/08/2015 Version: 3 Approved By: Chief Inspector
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15. Operational Procedure for Approvals (Certificate) for leasing of premises or part thereof as an Industrial Establishment

Referenced Documents:

- i. OSH Act (88:08) Sects 57(1)
- ii. File # - OSHA 57(1) IF (Appendix 20 pg. 173)
- iii. File # - OSHA 57(1) Certificate No. (Appendix 21 pg. 179)

A key function of the Agency is to approve applications under Sections 57(1) of the OSH Act.

15.1 Section 57(1) Approval

Under this section, the duty-holder shall request certification from the Chief Inspector for leasing of his premises or part thereof, as an Industrial Establishment.

The Inspector shall conduct an inspection and determine whether or not the premises are suitable for occupation as an Industrial Establishment according to specified documented criteria.

If deficiencies are observed, the Inspector shall articulate these in a letter to the duty-holder. See Appendix 21 pg. 179 for 57(1) initial inspection letter template.

Once these deficiencies are addressed and the Inspector is satisfied, the Inspector shall send a final letter to the duty-holder certifying the premises as an Industrial Establishment for leasing purposes.

See Appendix 22 pg. 182 for 57(1) final approval certificate template.

This procedure will be reviewed every two years subject to any legislative and/or procedure requirements.

Approved by the Occupational Safety and Health Authority on 27th July, 2022.



.....

Chairman

Occupational Safety and Health Authority

Operational Procedure for Approvals (Certificate) for leasing of premises or part thereof as an Industrial Establishment Reference Number: OSHA/IFM/PRO/04/2022

Effective Date:

Revision Date:

OSH Agency: Inspectorate Doc#16 OSHA/AP	Inspectors' Field Manual Approval Procedure Sections 59 (1)	Section: Approvals Page: Last Reviewed: 21/08/2015 Version: 3 Approved By: Chief Inspector
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16. Operational Procedure for Approvals for Construction or Modification of a Factory or Warehouse

Referenced Documents:

- i. OSH Act (88:08) Sects 59(1)
- ii. File # OSHA 59(1) IF (Appendix 23 pg. 184)
- iii. Approval # OSHA 59(1) Approval. (Appendix 24 pg. 187)

16.1 Section 59(1) Approval

Once a duty-holder intends to construct or modify a factory or warehouse, he must apply for approval from the Chief Inspector. The Chief Inspector shall give his determination within thirty (30) days of receipt of the application. If not, the application will be deemed approved for the intended purpose.

The Inspector reviews the application and may conduct a site inspection. If the application has deficiencies according to the Agency's Application for Approval of Building Plan for Factory or Warehouse, the Inspector shall inform the duty-holder using the 59(1) initial inspection letter. See Appendix 23 pg. 184.

Once these deficiencies are addressed, the Inspector gives final approval using the 59(1) final approval letter seen in Appendix 24 pg. 187. The Inspector shall ensure that all building plans are stamped with the Agency's 'Approved' stamp before returning them to the duty-holder.

This procedure will be reviewed every two years subject to any legislative and/or procedure requirements.

Approved by the Occupational Safety and Health Authority on 27th July, 2022.



.....

Chairman

Occupational Safety and Health Authority

Operational Procedure for Approvals for Construction or Modification of a Factory or Warehouse Reference Number: OSHA/IFM/PRO/04/2022

Effective Date:

Revision Date:

APPENDIX 21



Levels 4 & 5
DUKE PLACE, 50-54 DUKE STREET
PORT OF SPAIN

Telephone: 1 (868) 299-0300 ext. 2072 Fax: 1(868) 623-5905 – Website: [http:// www.osha.gov.tt](http://www.osha.gov.tt)

Inspection Findings of premises prior to leasing as an Industrial Establishment

(File No.)

(Date)

(To whom it is addressed)

(Name of Industrial Establishment)

(Address of Industrial Establishment)

Dear Sir/Madam,

Reference is made to your correspondence dated.....requesting that the above mentioned building be inspected for compliance in accordance with section 57(1) of the Occupational Safety and Health Act Chapter 88:08 (OSH Act). Consideration for intended use of the said building was for (*Intended purpose*).

In this regard, a safety and health inspection of the building was made onby the undersigned in the presence of.....

The following items below should be rectified, prior to occupancy:-

Example

- *There was no functioning air conditioning system present in the work rooms inspected. Ensure that all work rooms are suitably ventilated by a functioning air- conditioning system or provisions are made to ensure that there is adequate and suitable ventilation by the circulation of fresh air, in accordance with Section 36 of the OSH Act.*

- *The emergency exit route had a wash sink along the gangway; ensure that access and egress is maintained that is safe without risks to health, in accordance with Section 6(2) (e) of the OSH Act.*
- *Ensure that adequate sanitary conveniences (toilets) are provided for the workforce, so as to fulfil the requirements for providing adequate welfare amenities, in accordance with Section 6(2) (f) of the OSH Act.*
- *A fire certificate must be obtained from the Fire Authority in accordance with section 26 (2) of the OSH Act.*

The proposed space should not be used for the specified purpose until the aforementioned breaches of the OSH Act are addressed and the approvals of the other Regulatory Agencies have been obtained.

The OSH Agency should be informed when the above-mentioned breaches are addressed so that a re-inspection can be conducted.

For further information and clarification on the above, please contact the undersigned at the above listed numbers.

Yours respectively,

.....
/f/ Chief Inspector

APPENDIX 22



**Levels 4 & 5
DUKE PLACE, 50-54 DUKE STREET
PORT OF SPAIN**

Telephone: 1 (868) 299-0300 ext. 2072 Fax: 1(868) 623-5905 – Website: [http:// www.osha.gov.tt](http://www.osha.gov.tt)

Certificate of Approval for leasing of premises

(File No.)

Date

Name

Job description,

Address

Sir/Madam,

Reference is made to your application dated.....regarding the above subject.

Inspections conducted by the undersigned revealed that the premises is suitable for the intended purpose. As such the Chief Inspector certifies the premises in accordance with Section 57 (1) of the Occupational Safety and Health Act Chapter 88:08.

Yours respectfully,

----- /f/

Chief Inspector

APPENDIX 23



Levels 4 & 5
DUKE PLACE, 50-54 DUKE STREET
PORT OF SPAIN

Telephone: 1 (868) 299-0300 ext. 2072 Fax: 1(868) 623-5905 – Website: [http:// www.osha.gov.tt](http://www.osha.gov.tt)

OSHA 59(1) Inspection Findings based on applications to construct or modify a Factory or Warehouse.

(File No.)

(Date)

(To whom it is addressed)

(Name of Industrial Establishment)

(Address of Industrial Establishment)

Dear Sir/Madam,

Reference is made to the above subject. Plans submitted to the OSH Agency were reviewed by the undersigned on *date* in accordance with section 59(1) of the Occupational Safety and Health Act Chapter 88:08 (OSH Act).

The following deficiencies were observed:

Example

Ground floor:

- *There are no emergency lights.*
- *Perimeter Lights were not observed.*
- *One only washroom and toilet to be shared by both male and female (evidence of maximum number of employees and gender needed to validate choice).*

The plans did not show the following as indicated by the OSH Agency's Application for Approval of Building Plan Factory or Warehouse Form:

1. The nature of the processes to be undertaken at the facility and any materials or equipment to be used.
2. Storage facilities including those for the storage of explosives and flammable materials, for harmful substances, for finished products and yard storage.
3. Mechanical handling equipment: cranes, conveyors, industrial trucks.
4. Illumination of the buildings perimeter
5. Elevators and /or Lifts that may be installed
6. Ventilation and or Air Conditioning system that may be used.
7. Machinery Layout
8. Boilers, Air Pressure Containers that may be used.
9. Walkways, ramps and platforms
10. Number of Employees that may be anticipated
11. Other Health and Safety Aspects such as water, waste disposal, first aid, personal protective gear, isolation of noisy operations.
12. Fire Control, including water supply adequate for fire fighting.
13. Transportation facilities: roadways, parking lots
14. Each set of plans submitted for approval shall comprise: -
 - a. Floor plans indicating the usage of all areas or rooms; and
 15. Where applicable:

- i. The locations of the following: -
 1. Material storage areas;
 2. Aisles and corridors;
 3. Passageways and means of escape in case of fire;
- ii. The locations, types and capacities of fire extinguishers.

Construction works should not proceed until the deficiencies are addressed and the aforementioned requirements listed are submitted and approved by the OSH Agency.

For further information and clarification on the above, please contact the undersigned at the above listed numbers or *cell number* or send email to *address*.

.....
NAME
Safety and Health Inspector I
/f/ Chief Inspector

APPENDIX 24



Levels 4 & 5
DUKE PLACE, 50-54 DUKE STREET
PORT OF SPAIN

Telephone: 1 (868) 299-0300 ext. 2072 Fax: 1(868) 623-5905 – Website: [http:// www.osha.gov.tt](http://www.osha.gov.tt)

Approval to construct or modify a Factory or Warehouse.

(Date)

(To whom it is addressed)
(Name of Industrial Establishment)
(Address of Industrial Establishment)

Dear Sir/Madam,

Reference is made to the above subject and to the following:

- a. Your application dated.....
- b. OSH Agency inspection conducted on
- c. Documents submitted in support of the application (pursuant to the request by the OSH Agency) on

Approval is hereby granted, in accordance with 59(1) of the Occupational Safety and Health Act Chapter 88:08 (OSH Act), for the construction/modification of *(Factory/Warehouse)* as proposed (drawings #.....).

Note that a Notice of Building Operations and Work of Engineering Construction (Section 63 of the OSH Act) should be accordingly served on the Chief Inspector.

Be informed also that the *(Factory/Warehouse)* would be inspected by the OSH Agency prior to commissioning.

For further information or clarification on the above, please contact Mr./Ms.at *cell number* or send email to:

Please be guided accordingly.

Yours respectfully,

.....
(f) Chief Inspector

APPENDIX 25

Handwritten text, likely bleed-through from the reverse side of the page. The text is mostly illegible due to fading and bleed-through, but some words like "The" and "and" are visible. There are also some faint lines that appear to be part of a table or list structure.