

Standard Operating Procedure (SOP) to facilitate the use of Field Uniform



Department of Labour, MoLHR

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Abbreviations

MoLHR: Ministry of Labour and Human Resources

MoCHA: Ministry of Home and Culture Affairs

SOP: Standard Operating Procedure

OHS: Occupational Health and Safety

Background

1. As per the Section 27 of the Labour and Employment Act of Bhutan 2007, Labour Inspectors are empowered to:
 - i. Enter at reasonable times, any workplace where work is being performed by an employee.
 - ii. Inspect and investigate during regular working hours and other reasonable times where any such place of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment and materials therein.

For the purpose of promoting and maintaining a safe and healthy workplace for all employees, routine, follow up and special inspections are carried out annually. In addition, an Occupational Health and Safety (OHS) assessment of enterprise is also conducted to implement and ensure the working environment at workplace is healthy and safe for workers and the general public.

PURPOSE

1. The Field Uniforms for Labour Officers are designed to communicate the importance of having field uniform in the workplaces and to promote safe working environment. Over the years, the inspectors have faced lots of inconveniences while inspecting dangerous machines with moving and revolving parts, steep and narrow roof edges and structural beams.

It is known facts that most of the industries in our country, especially in the construction, manufacturing and mining sectors involve hazardous working environment and pose risk to the inspectors. With field uniform, the inspectors now can conduct inspections and assessment on time and safely.

SCOPE

1. This SOP covers all Labour Officers of the Department of Labour and Regional Offices, Ministry of Labour and Human Resources and any person authorized by the Department of Labour to conduct workplace inspection.

DESIGN AND COLOUR

1. The Field Uniform for Labour Officers is more likely a combat type with pant and long-sleeve worn by public uniformed services for everyday field work consisting pockets like other field uniform and reflective strip on it with the colour approved by the Department of Law and Order, MoHCA

PROCEDURE

1. The field uniform shall be worn by all Labour Officers intended for inspection and any person authorized by the Department of Labour to conduct workplace inspection.
2. The uniform shall not be modified or worn with other uniform or cloths;
3. Labour Officers shall not wear uniform in the offices or visit other office unless on workplace inspection and investigation purposes;
4. The uniform shall be worn with the approved safety gears and PPEs to provide maximum protection from exposure to workplace hazards;
5. The uniform should be more comfortable and should not be worn with tightly fitted;
6. No pins, flags, tie tacks, tie bars or other such paraphernalia will be worn with the uniform unless approved from the Department of Law and Order, MoHCA;
7. Labour officers will not lend uniform to another for any reason;

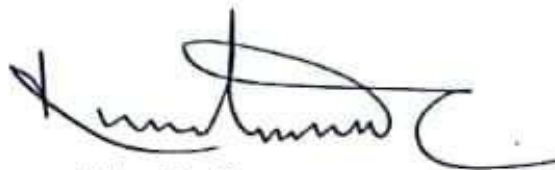
BUDGET

1. The Department of Labour and Regional Offices under MoLHR should propose budget for Field Uniform and Safety Gears for Labour Officers.

DISTRIBUTION

1. The Department of Labour, MoLHR will issue one set of Field Uniform for Labour Officers under Department but however Regional Offices may have to follow same quotation for procurement to have same field uniform.

Approved by:



Lham Dorji

DIRECTOR

we have to propose the new budget head in the next FY.