



Presentation
The Registration of Industrial
Establishments in Guyana
Occupational Safety and Health Department
Ministry of Labour
November 2022

Outline of Presentation

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Brief outline

Occupational Safety and Health (OSH) Department

- The OSH Department is charged with the responsibility of monitoring, encouraging and enforcing the practice of good safety and health standards at work.
- Its Objective is to improve working conditions and environment in Guyana with the emphasis on preventative rather than curative measures.
- It provides information, advisory, supervisory and regulatory services to assist employers, workers and trade unions in the recognition and control of workplace hazards/stresses **including the registration of “industrial establishments.”**

Brief outline

Occupational Safety and Health (OSH) Department (cont'd)

- Its legal authority is derived from the Occupational Safety and Health Act, No. 32 of 1997, Chap. 99:06 Laws of Guyana and the regulations made there under.
- The OSH Act is the primary legislation governing workplace safety and health. It applies to every industrial establishment and it provides for enforcement of the law where compliance is not achieved voluntarily.
- An “**Industrial Establishment**” under the Occupational Safety and Health Act means a factory, shop, office, or workplace and any building or other structure or other premises appertaining thereto but does not include premises occupied for residential purposes only.

The Registration of Industrial Establishments

- Every Industrial Establishment is required to be registered under the Occupational Safety and Health Act, Chapter 99:06 with the Occupational Safety and Health Department, Ministry of Labour, Brickdam, Georgetown.
- In keeping with Sections 6 & 7 of the OSH Act, every person who is the owner or employer of an industrial establishment shall :
 - (a) Within thirty days in the case of an existing unregistered establishment
 - (b) Within thirty days of the commencement of operations of a new establishment
- © Within thirty days after the anniversary of every certificate of registration , or continuation of registration or renewal of registration under the OSH Act, make application in the prescribed form for the registration of the establishment.

Registration of Industrial Establishment (cont'd)

- **Particulars that are contained in the application forms.**
 - (a) The names and addresses of the owner and occupier of the industrial establishment .
 - (b) The address and location of the industrial establishment
 - (c) The nature and object of the process carried on in the establishment
 - (d) The number of employees normally and at the date of application
 - (e) The hazardous chemicals and hazardous physical agents
 - (f) Whether the industrial establishment or mine is a major hazard installation.

FORM 1

APPLICATION FOR REGISTRATION OF AN INDUSTRIAL ESTABLISHMENT

Occupational Safety & Health (Fees and prescribed Forms) Regulations 2006,
reg. 3 (1).

To the Occupational Safety & Health Authority

Georgetown

I hereby apply for the *registration / continuation of registration / renewal of
registration of the Industrial Establishment specified below as a *new / existing
Industrial Establishment.

Name and Address of Owner _____

Name and Address of Occupier _____

Address of Industrial Establishment _____

Name and Object of the process
carried on in the Industrial Establishment _____

Type of Industrial Establishment _____

Hazardous chemicals and hazardous

physical agents present in the

Industrial Establishment _____

Does the Industrial Establishment or mine

constitute a major hazard installation? _____

		Adults		Young persons	
		18 years of age and over		Between 15 and 18 Years of age	
A	Number normally employed	M	F	M	F
B	Number employed at the date of application				

Signed: _____

Owner / Occupier / Manager

Dated this day of 20

*delete whichever is not applicable

The Application for Registration Process

- Every application for registration, continuation of registration, or renewal of registration shall be made in the prescribed form and accompanied by the prescribed fee. In the case of registration: \$1,000.00 and renewal: \$500.00.
- The completed application form is required to be submitted to the OSH Department of the Ministry of Labour.
- On receipt of the application for registration, the particulars are verified and a registration certificate is issued within one month of the commencement of the process.
- In addition anyone who intends to erect or cause to be erected a new industrial establishment or any new building appurtenant to an existing establishment is required to give notice in writing to the OSH Department and furnish the Department with such drawings and plans as may be requested.

Change in particulars of Registration

- In the event that there are changes in the particulars of registration , the owner or occupier is required to make an application for the changes in registration.
- This is to be done within thirty (30) days after the changes have taken place.
- The register will subsequently be amended and the applicant issued with a verification of the registration of the changes.
- If it is found that the Industrial Establishment is not operated as such, the name can be removed from the register of industrial establishments.

Failure to Register

- **A failure to Register an industrial establishment constitutes a breach of the Occupational Safety and Health Act and can result in legal actions being instituted against the defaulter.**

End of Presentation

Questions/Comments