



National Institute of Occupational Safety and
Health

Annual Report

2017



NIOOSH

**National Institute of
Occupational Safety and
Health • Sri Lanka**

National Institute of Occupational Safety and Health

Hon. W.D.J. Senevirathne

Minister – Ministry of Labour, Trade Union Relations & Sabaragamuwa Development

Hon. Rveendra Samaraweera

State Minister–Ministry of Labour, Trade Union Relations & Sabaragamuwa Development

Mr. Nimal Saranathissa

Secretary, Ministry of Labour, Trade Union Relations & Sabaragamuwa Development
Chairman, National Institute of Occupational Safety and Health

Dr. N. C. Amarasinghe

Director General, National Institute of Occupational Safety and Health

Audit Committee

- Dr. N. C. Amarasinghe - Director General, National Institute of Occupational Safety and Health
- Mr. M.Hettiarachchi – Chairman audit committee, Director, National Planning Department
- Mr. W.C. Jayathilaka – Observer, Audit superintend Auditor General Department
- Mr. M.C.Piris – Internal Auditor, Ministry of Labour and Labour Relations
- P. M. K. Perera – Assistant Director, National Institute of Occupational Safety and Health

Bank

People's Bank – Narahenpita

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National Institute of Occupational Safety and Health

Introduction

The National Institute of Occupational Safety and Health was Established in April 2005, as a policy making institution in the Ministry of Labour and Labour Relations with the objective of developing OSH culture in the country. The mandate of the institution is to create awareness on OSH, training and research on occupational safety & health. Currently functioning as a professional organization, dedicated to the advancement of workplace health & safety. The institute was founded upon the need to promote total physical, mental, and social wellbeing among the Sri Lankan employees, through providing information, training, education research, surveys, solutions, and management systems that ensure safety & health in working environments.

Having received the statutory powers in 2009 under the ministry of Laborur & Labour Relations of Sri Lanka NIOSH empowers employees and employers to raise the awareness assess the risks and implement world class solutions in improving health safety & welfare of their employees and stakeholders in any organization.

As we all know, healthy workforce is the building block of sustainable and economic development of any country and NIOSH is mandated to promote the fundamental human right for individuals to operate from safe and healthy working environment nurturing a safety culture and prevention of work related diseases across Sri Lanka.

It is very important to maintain the work life balance by all employees. But it is evident that the work pressure gives bad repercussions in person's life and the society as a whole. Due to poor working conditions, poor behavioral practices, unsafe behaviors and unsafe acts among the employees trigger work related accidents and diseases. These factors result in higher levels of absenteeism and turnover among the 8.7 million labor force of Sri Lanka.

The institute encourages and facilitate constant dialogue between organizations and stakeholders on relevant health and safety topics. Individual accountability is encouraged to proactively reduce economic implications due to occupational injuries and improve productivity in the work places, nurturing a healthier and motivated workforce.

NIOSH offers highly focused training programs conducted by the experts in the field of OSH, to provide information, tools, and skills with resources that helps organizations address occupational safety & health challengers. These efforts are complemented by liaising with occupational safety & health national and international institutions and universities and such

other organizations, to establish links and networks, in order to further develop research work on the subject.

The institute facilitates medial inspections environmental monitoring safety & health compliance auditing, risk assessments and training on a larger regional scale, forums, conferences, and networking events.

NIOSH as an institution always provide an unbiased, world class OSH service and create a safe and healthy working environment with the objective of minimizing occupational accidents and diseases and focuses to establish and sustain as a self-financing institute.

NIOSH staff is extremely happy to state that we could provide productive service to the consumers to their best satisfaction by performing the above activities in a very successful manner. It is evident that NIOSH has achieved a very high goal accomplishing the given objectives stated in the NIOSH Act No 38 of 2009 within a very short period it has could achieve a great success which we can be very proud of. The follow up study has further proved this fact that many institutions have constantly obtained the services of National Institute of Occupational Safety and Health.

During the recent past NIOSH has undertaken various programmers and steps to create awareness in terms of protection and safety of the health of employees in the respective institutions in collaboration with those institutions. During this year, too NIOSH has contributed much for the quality improvements of the services and to minimize occupational accidents and diseases among many industries.

NIOSH could establish “NIOSH Brand” among all the industries in all free trade zone industries as well as in all industrial sectors such as manufacturing sector, textile and garment manufacturing sector, agriculture sector, etc. providing a very successful service based on their requests in improving employees safety & health.

Vision.....

“To provide Occupational Safety, health and welfare to all”

Mission.....

“Empowering tripartite stakeholders through education, training and research in order to prevent all sorts of employment barriers for the sake of ensuring safety and health of work places and improving productivity”

**Message from the Minister , Mr. W.D.J.Senevirathne,
Minister , Ministry of Labour & Sabaragamuwa
Development**



The National Institute of Occupational Safety and Health (NIOSH) was established on 28th April 2005, but the statutory powers were given by a parliamentary act No. 38 of 2009 during the year 2009, under the Ministry of Labour Relations & Manpower Sri Lanka. This is the only policy making institution in the Ministry, which is committed to improve maintain and sustain a safe working environment in all industries and among all employees, through increasing awareness, and training. NIOSH mandate is to create awareness training, research on OSH, dissemination of updated information, advisory and consultancy services. I as the Minister to the Ministry of Labour, Trade Union Relations and Sabaragamuwa Development is proud to state that NIOSH is carrying out its mandate in a very professional manner across the country creating awareness on OSH among all employees, providing professional training to qualify safety officers, and improving the OSH status of industry with its professional services.

The activities carried out by NIOSH during the past few years showed its commitment in creating a healthy and healthy labor force in Sri Lanka. I appreciate the sacrifice made by NIOSH, to build a safe working environment in many industries.

I am grateful to all the staff including the Director General of National Institute of Occupational Safety and Health, who has played a tireless role in the advancement of National Institute of Occupational Safety and Health.

Hon . W.D.J. Senevirathne.

Minister of Labour, Trade Union Relations & Sabaragamuwa Development

Message from the Chair person of the Institute of occupational Safety & Health.



I as the Chairperson of NIOSH very proudly forwarding this Annual report of NIOSH 2017, to the parliament, which shows the progress of the institution. Furthermore, this annual report gives the information about the institutional development and its dedicated services provided to the industry in creating a safe working culture. The Annual report of NIOSH 2017 shows it's tireless efforts and the commitment of all staff members towards behavioral changers of employees in industry, to minimize the occupational accidents in Sri Lanka. **According to the latest International Organization statistics**, 2.3 million deaths occurred annually across the countries. The biggest mortality burden came from work – related diseases, accounting for 2million deaths whilst the remainder were due to occupational injuries. Economic costs of work - related injury and illness vary between 1.8 – 6 % of GDP in country estimates, averaged at 4 %.

Many factors such as the worker's own characteristics, family issues, home environment, commuting to work, types of equipment and materials used, and so on contributes to occur occupational accidents. Specifically, tiredness, stress, poor working conditions such as noisy, dirty, poor lighting, lack of safety equipment, inadequate training in the use of equipment, poor -attention, time of the day and many other factors may play a role in an accident. Therefore, all employees and employers should take this situations very seriously and need to commit for the prevention of occupational accidents and diseases.

Occupational injury prevention is a joint responsibility of all three stakeholders, Employers, employees and the state.

The National Institute of Occupational safety & health, Ministry of Labour, trade union relations and Sabaragamuwa development, which is my Ministry, as a government organization has taken the leadership in organizing this great event.

Last but not least I specially would like to appreciate the committed staff whom contributed immensely to improve and develop new strategies in preventing occupational injuries. Furthermore, I sincerely thank the small staff at NIOSH working very hard specially on weekends to coordinate with all the students, and the teachers.

Let's joint hands towards creating a safety culture in the country attributed to work. The biggest mortality burden came from work – related diseases, accounting for 2million deaths whilst the remainder were due to occupational injuries.

Economic costs of work - related injury and illness vary between 1.8 – 6 % of GDP in country estimates, averaged at 4 %.

Many factors may contribute towards setting the conditions for an accident or injury to occur, including the worker's own characteristics and family situation, home environment, events during the journey to work, types of equipment and materials used, and so on. Tiredness, stress, poor working conditions such as noisy, dirty working environment, poor lighting, lack of safety equipment, inadequate training in the use of equipment, poor -attention, time of day and many other factors are examples for such conditions in an incident. Accordingly all of us should take this situations very seriously and need to commit for the prevention of occupational accidents and diseases.

Occupational injury prevention is a joint responsibility of all three stakeholders, Employers, employees and the state.

The National Institute of Occupational safety & health, Ministry of Labour, trade union relations and Sabaragamuwa development, which is my Ministry, as a government organization has taken the leadership in providing technical support to the industry to create a safe working culture in the country.

Finally, I appreciate the committed staff whom contributed immensely to develop new strategies in preventing occupational injuries in the industry and I forward my gratitude to NIOSH for their successful endeavor.

Let's joint hands towards creating a safety culture in the country.

Secretary,

Mr.S.A.N. Saranathisa,

Secretary, Ministry of Labour, Trade Union Relations & Sabaragamuwa Development

Message from the Director General of the Institute of occupational Safety & Health.

The National Institute of Occupational Safety & Health was established and started its functions on 2011 year with a staff of eight with a mandate of creating awareness, training and research on Occupational Safety & Health.



As per the Act No 38 of 2009 the objectives of the institute were specified and at the initial stages of the institute and the strategies to achieve the objectives of the institution was developed accordingly.

The goal of the Institute is to provide a world class occupational safety & Health service to the industry while being a self-financing body. NIOSH is the leader in delivering professional safety and health information to all our stakeholders.

Within the last few years of its inception NIOSH could create occupational safety & health awareness among the industry and the general public through carrying out various activities such as organizing seminars, training sessions qualifying safety officers etc.

Since its inception in 2011, the National Institute of Occupational Safety & Health had served as the premiere platform for OSH professionals in Sri Lanka, to share and update their OSH knowledge and skills to meet the dynamic changes in the Sri Lankan working environment. NIOSH brings together regulators, practitioners, expert, researchers and suppliers towards a common aspiration which is to achieve a safer and healthier workplace for all.

NIOSH is committed to improve, maintain and sustain a safe working environment for all people, through increasing awareness and adherence to proper health and safety measures.

NIOSH always respects all our stakeholders and committed to deliver an unbiased and technical services based on the industrial requirement. We provide solutions for any occupational safety & health issue arising while in industrial operations, in order to minimize occupational diseases and injuries. We are the pioneers in providing technical training and creating awareness, provision of top-level occupational healthcare & safety practices in terms of business operators, prevention of occupational diseases, and occupational accidents, impact on occupational safety and health outcomes, provision of necessary OSH training for students, providing fitness to work services to industry, providing environmental monitoring services to the industry etc.

The trainings offered by our organization will ensure the safety of worker while at work, while ensuring safety of others in the workplace. The trainings enable individuals to identify specific hazards at their workplace and identify places where risk is high.

We utilize only the best scientific practices, the best scientific knowledge & resource to deliver our services. We maintain the best quality of our services by occupying the most qualified experts who has the hands-on experience to deliver the services. We provide the best quality OSH services looking for the future of the Sri Lankan industry.

We are the only government organization representing Ministry of Labour & Labour relations in connecting partnerships with the local industry, employers, employees, International organizations , universities and with professional communities in accordance with the global concepts. Furthermore we work with employers employees and all other stakeholders and committed to maintain *the relationships with all tripartite constituents.*

Dr. N.C. Amarasinghe
Director General
National Institute of Occupational Safety & Health.

OUR VALUES

In line with NIOSH objective and core business, NIOSH has painted its image as follows;

1 COMMITMENT

All NIOSH staff members are illustrating their commitment at the maximum level.

2 TRANSPARENCY

Work-related procedures and systems are always transparent to eliminate vested interest.

3 TEAMWORK

All staff members display high commitment by ensuring the objective of teamwork is achieved.

4 HONESTY

Interaction are be free from falsehood, presence and deceit.

5 PROFESSIONAL & PERSONAL INTEGRITY

NIOSH staff displays loyalty and honesty in service provision from the aspects of moral principles.

6 QUALITY

All products and services associated with NIOSH are in highest quality.

7 TECHNICAL EXPERTISE

All NIOSH staff members must illustrate comprehensive technical knowledge.

8 LEADERSHIP

All staff members are displaying excellent leadership qualities / levels.

9 COMMUNICATION

All staff members are constantly practicing effective communication.

10 HUMAN RESOURCE DEVELOPMENT

NIOSH promotes continuous human resource development to improve personal capability.

NIOSH SERVICE VALUES

Relevance

NIOSH is responsible in creating a safety culture in Sri Lanka. Our programs are responsive to the occupational safety and health problems found in today's workplaces and the workplaces of tomorrow

Quality

We utilize only the best Scientific Practices, the best scientific knowledge & resource to deliver our services. We maintain the best quality of our services by occupying the most qualified experts who have the hands-on experience to deliver our service. We provide the best quality OSH services looking for the future of the Sri Lankan industry.

experience to deliver our service. We provide the best quality OSH

Partnership-

We are the only government organization representing Ministry of Labour & Labor relations in connecting partnerships with the local industry, employers, employees, International organizations, universities and with professional communities in accordance with the global concepts. We accomplish our mission in partnership with industry, workers, governments and scientific and professional communities, both nationally and internationally and committed ***to maintain the relationships with all***

Access

Any interested party can obtain information about all NIOSH services and activities through expanded traditional and electronic access. Our web.

<http://www.niosh@gov.lk>

Performance

Our programs are results-oriented.

Accountability

Our programs are evaluated against the international and national OSH standards and we provide best solutions for any OSH related problems in industry.

Unbiased services

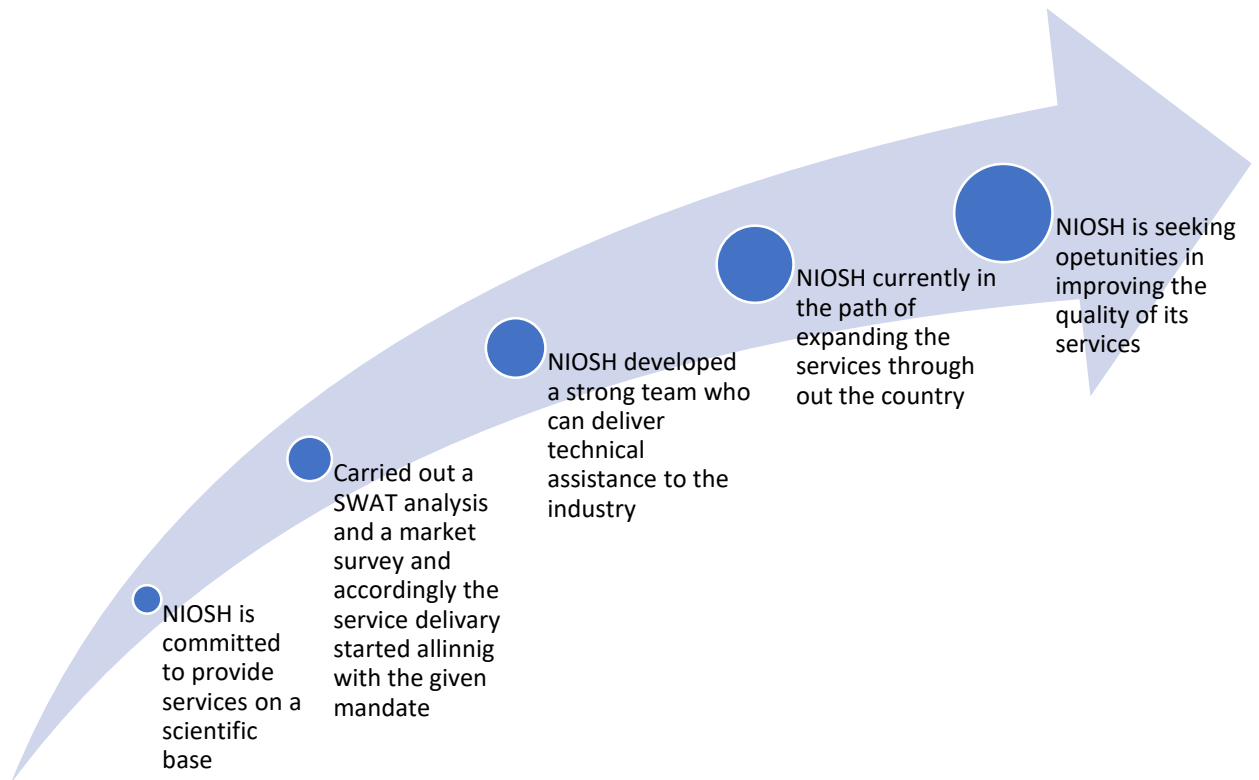
We maintain fair and unbiased service

Confidentiality

NIOSH ensures the confidentiality of our customer information

Diversity

Our employees reflect the full spectrum of diversity found in the workforce and our research and interventions reflect the diversity of



NIOSH development path

NIOSH Administrative Structure

According to the Act No 38 of 2009, the decision-making body of NIOSH is the Governing council board which comprises as a tripartite body. The Structure of the Governing Council Board is specified by the Act No 38 of 2009 comprising with representatives from 14 ministries and chaired by the Sectary to the Ministry of Labor & Trade Union Relations. Currently following members are representing government ministries and employers and employee unions.

Profile of the Governing council members



Chairman

Mr. S.A.N. Saranathissa

Sectary ,

Ministry of Labor & Trade Union Relations

Board members



Dr. Champika Amarasinghe

Director General

NIOSH

Mr. Rohitha Fernando
Chief Factories engineer
Department of Labour



Professor of Chemical Process Engineering
University of Moratuwa



Dr. Inoka Suraweera
Consultant Community Physician Ministry of Health



Dr. W.B. Wijerathne
Ministry of food and agriculture



Mr. P.M.K. Hettiarachchi
Director
Ministry of finance

Mr.H.N.P.Hettikandage

Mr.W.D.P.B. Wanniarachchi

Mr.D.M.G.B. Disanayaka

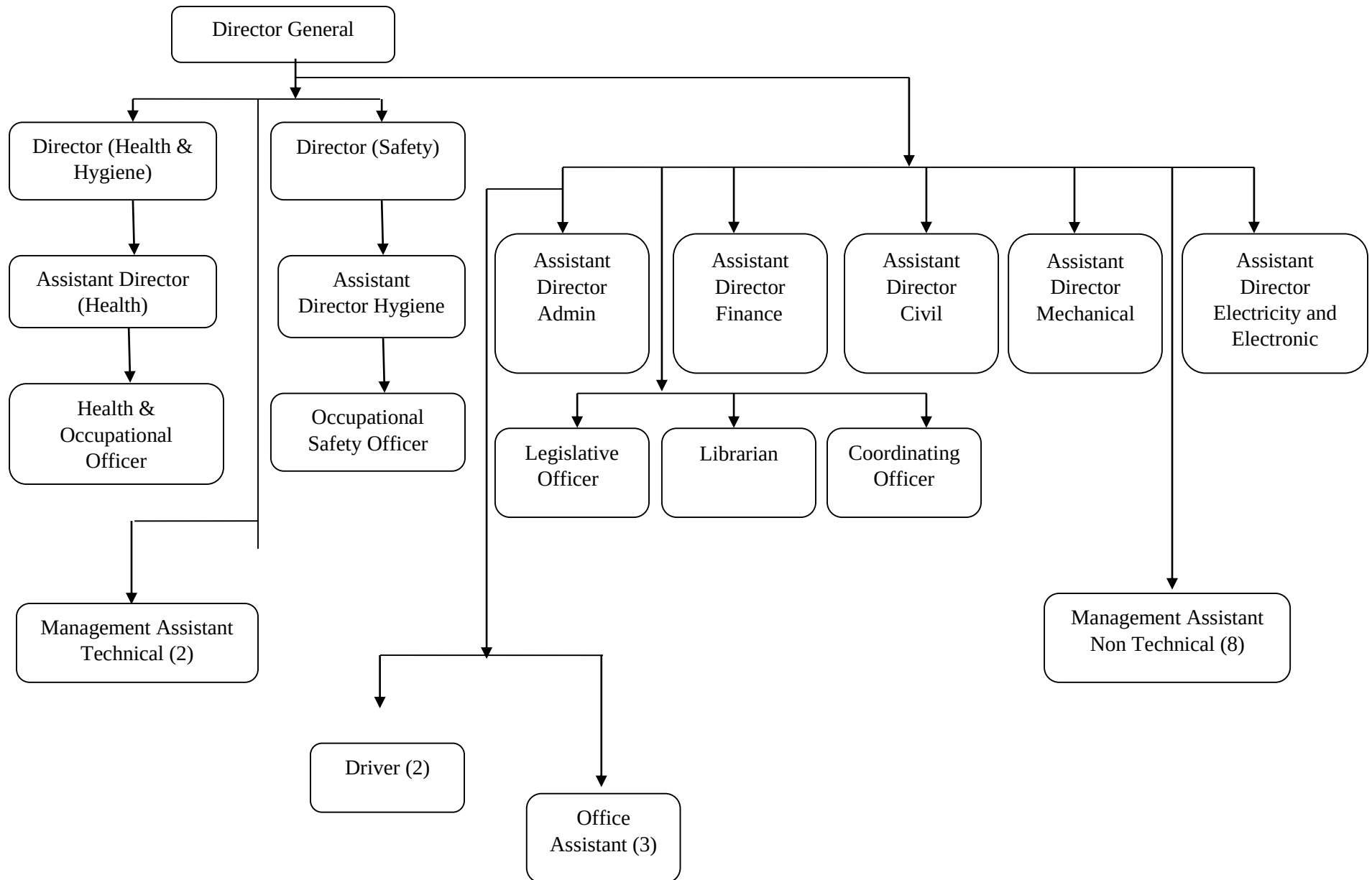
Mr.A.D.V.Kumara Weerasinghe

Mr.H.I.Rupasinghe

Mr.D.D.S.K.Dasanayake

Mr.P.B.Mallawaarachchi

Organization Chart



NIOSH Objectives

General Objectives

- (a) To advice the Government in the formulation of a national policy on Occupational safety & health & on the working environment both of employers & employees taking into consideration the nature of the occupation & safety of the employers & employees.
- (b) to advice the Government on measures required for the prevention of accidents and injuries relating, to Occupation at work places;
- (c) to conduct, undertake and assist in investigations, study programmes, surveys and research in the field of Occupational safety and health
- (d) to provide advisory services to any institution or person on the correct use of equipment, hazardous substances, physical, chemical or biological agents or products or any other hazards;
- (e) to educate and provide necessary training to employees, occupiers, workers or any other person required of knowledge and training in occupational safety and health and related subjects either in collaboration with any other institution or university in Sri Lanka or abroad, or by the Institute and award certificates or diplomas on completion of such education or training;
- (f)to provide required services on the correct use of equipment, hazardous substances, physical, chemical, biological agents or product and psychosocial hazards and avoidance of known hazards;
- (g) (i) to advise the Minister on legislative requirements with regard to standards, codes, practices and guidelines in matters relating to occupational safety and health

(ii) to evaluate and determine the work process, the substances and agents, the exposure to which is be prohibited, limited or made subject to supervision;
- (h) to undertake or collaborate in the collection, preparation, dissemination and publishing of information relating to occupational safety and health;
- (i) to organize or to sponsor conferences, seminars, workshops, symposiums or such other similar programmes and publish papers in connection with occupational safety and health;
- (j) to co-ordinate inter-ministerial projects , programmes and activities on occupational safety and health;
- (k) to establish and maintain libraries and laboratories for the purpose of promoting and furthering of the practice of occupational safety and health;
- (l) to develop research and special laboratories;

(m) to liaise and establish links and networks with relevant National and International Institutions, Universities or any other organizations in the field of occupational safety and health; and

(n) to establish national standards in the field of Occupational safety and health.

NIOSH Strategies to achieve our Objectives

- Assisting the government in developing the National OSH policy and timely updating
- Minimizing occupational injuries and diseases by creating awareness on occupational safety & health through focussed programmes such as chemical handling, constructions safety, prevention of occupational accidents and diseases, ergonomics, environmental safety, waste management and stress management etc.
- Undertaking and assisting in investigations in occupational safety and health through risk assessments across the spectrum of local industries and sectors, providing directions solutions and recommendations for improvements
- Setup a research and development fund and strengthen research teams at NIOSH to conduct occupational safety and health related research surveys, and surveys, and publish research papers. Furthermore, to link with local and foreign universities/institutions and get research done.
- Introduce the National Occupational safety & health excellence awards to reward and recognize the industry leaders across various disciplines for best practices in occupational safety and health.
- Conduct numerous trainings and qualifications and programs to create awareness and strengthen the professionalism on OSH.
- Development of standards and regulations to occupational safety & health
- Conduct demonstrations on proper use of personal protective equipment and any physical chemical and biological agents or products and any other hazardous substances
- Organize the National Occupational safety & health conference annually since 2011 with the participation of more than 450 industrial representatives.
- Introducing National Occupational Safety & Health management system to stream line the industry based on its occupational safety & health status with the objective of improving working environment to hazard free environment

**Programmes and Training Activities of the National Institute of Occupational
Safety and Health**

From 01.01.2017 – 31.12.2017

No	Name of the program	Commencement date
Level three	National Diploma in Occupational safety & Health	2017.03.26 - Batch No - 13 2017.07.02 – Batch No - 14 2017.11.26 – Batch No - 15
Level Two	Certificate in Occupational Safety & Health	2017.01.07 – Batch No -20 2017.01.25 -Batch No - 21 2017.02.03 – Batch No-22 2017.07.05 – Batch No -23 2017 .08.12 -Batch No - 24
Level Two	Environmental safety, waste management & disaster preparedness 10 day program	
Level one	Construction safety – 2 days program	2017.01.11 and 12
Level one	Waste management one day program	2017.01 20
Level one	Boiler safety one day program	2017.02 09
Level one	Industrial nurses one day program	2017.02.28
Level one	Safety & health for appeal industry supervisors	2017. 03. 20 and 21
Level one	Safety & health for hazardous industries one day program	2017 04.28

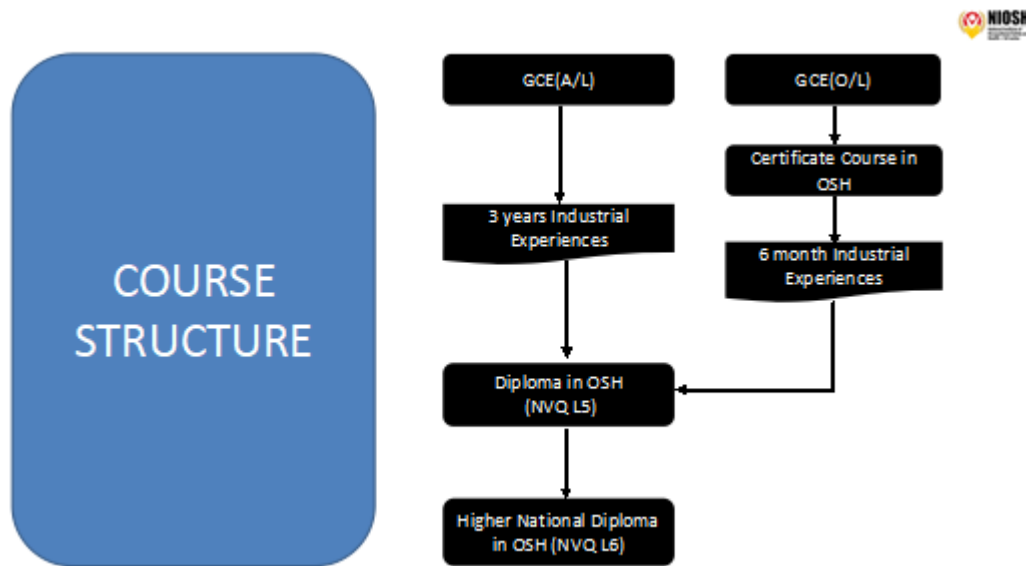
Level one	Confined space and Safety & Health one day program	2017.05.16
Level one	Occupational Safety and Health for Supervisors	2017 06.30
Level one	Occupational First aid one day program	2017 07.02/03/04
Level one	Construction safety 3 day program	2017.07 05/06/07
Level one	Electrical safety – two day program	2017.07.06.07
Level one	Chemical safety one day program	2017.07.18
Level one	OSHA 18001, one day program	2017.08.19

Special programs

16	Medical camp for flood affected victims at Rathnapura	2017.06.31
17	Mobilizing the occupational disabled victims	2017. 07.20
18	OSH for Japanies migrant workers	2017.06.05
Level Two training	TOT – Baticaloa	2017.07/27/28/29/30/31
Level Two training	TOT – Vavunia	2017.08/23/24/25/26/27
Level Two training	TOT – Baticaloa	2017.08/10/11/12/13/14
Level Two training	TOT – Vavunia	2017.09/07/08/09/10/11
Level Two training	Inccee	2017.10.11
24	Fitness to work medical camp – Avissawella	2017 .11.28
	Fitness to work medical camp – Koggala	2017.12.06
	Fitness to work medical camp – Katunayaka	2017.12.15

Training Courses, Workshops and Seminars Conducted during the Year 2017

NIOSH training path



The National Institute of Occupational Safety & Health has now streamlined its trainings according to the given schedule. Any student after Ordinary level qualifications can join with our certificate course and they can become a professional in Occupational Safety & Health.

The students who have qualified in Advanced level in schools also can join with our training path to become a qualified safety officer in future.

LEVEL 3 Training

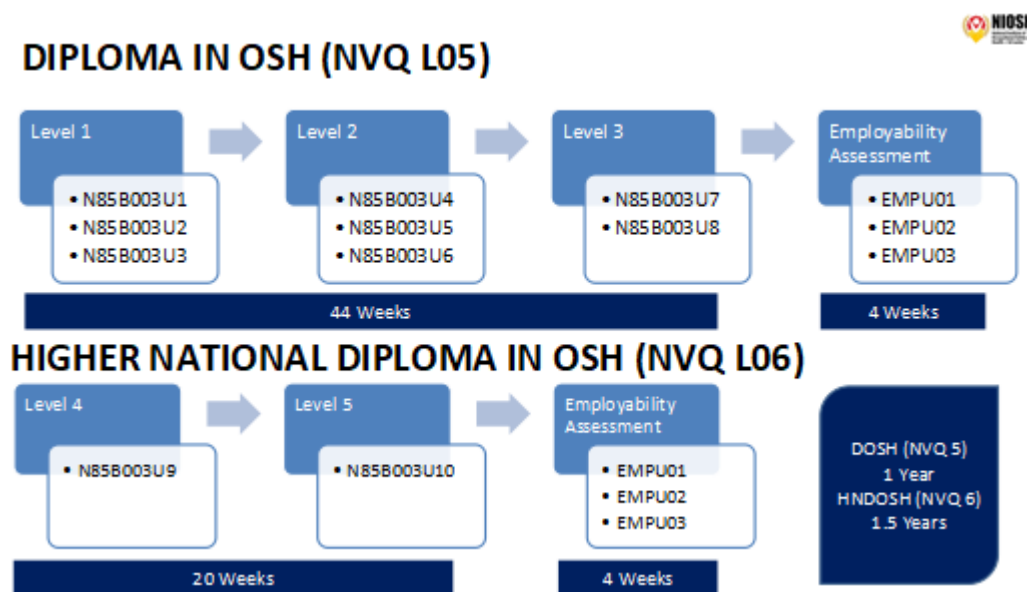
National Diploma in Occupational Safety and Health

✚ National Diploma in Occupational safety & health training was formulated after assessing the industrial need and requirement on OSH. Accordingly, there are three modules comprising with Occupational safety & health management module, occupational safety module and occupational health module. At the end of each module there are module exams and after exams the participants must produce a project report based on their learnings and there industrial experience. This training is designed in such a manner to provide classroom sessions and field training. Accordingly our field training partners are Loard star Pvt. Ltd. Ceylon Dock Yard Pvt. Ltd. Brandix Pvt. Ltd. Uni Leavers Pvt. Ltd etc. and INCCI Cement Pvt. Ltd.

✚ NIOSH conducted three diploma programs during the year 2017. During the year 2017 it was scheduled to conduct training for the three batches and we conducted three programs due to the high demand and batch 13, 14 and 15 which was initiated after conducting interviews for participants selection. The interviews were carried out during the months of February and March and the three batches were started during the months of February, March and November comprising with 42, 47 and 44 safety managers in each batch respectively.

✚ NIOSH is organizing a grand “Convocation” at Kings bury Hotel Main Ballroom in the month of October and it was held on the 12th of October 2017 and successfully completed the event.

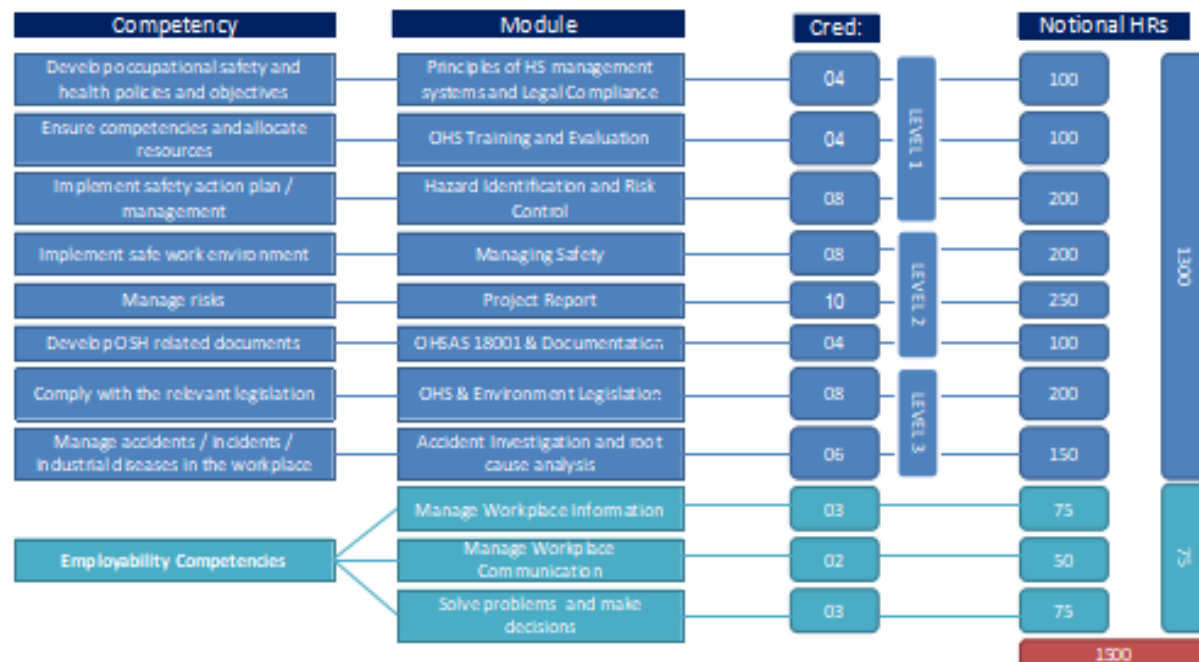
The training modules according to the curricula is as follows.



Most of our trainees are working in many other countries and we have observed a very high demand for the said qualification. On the other hand, those who seek employment abroad would be much benefitted since it is an added qualification to them.

NIOSH carried out an extensive project to improve the quality of the diploma and accordingly given figure has shown the module based training system which NIOSH is following in out diploma and based on the heigh demand we have we are going to start a Heigher National zdiploma in OSH for our trainees in during the year 2018/2019.

DIPLOMA IN OSH (NVQ L05)



Level 2 training

Certificate in Occupational Safety and Health

During the year 2017 NIOOSH successfully completed five certificate courses in Occupational Safety and Health. Duration of each training course was 15 weeks and more than 140 students were participated in all batches specifically batch No 20, 21, 22,23,24 and 25 respectively. The participants who successfully completed the training were awarded there certificated in the “Convocation ceremony” on the 12th October 2017. All these trainees are continuously monitored by the institute and it was proven that they immensely contribute to minimize occupational accidents at work places. All of our trainees are employed as safety officers in industry. Anyone interested in Occupational Safety and Health with Advanced Level qualifications can follow this course. A special certificate course was started on the request by the INCCI Cement Pvt. Ltd. during the month of September 2017 with the participation of 12 members.



- Weekday Certificate Course (Batch 16 th) 13th January 2017



Weekend Certificate course(Batch -19 th) 20 th August 2017

Environmental safety, waste management & disaster preparedness

This was a new initiative carried out by NIOSH during the year 2017. NIOSH received many requests from the industry to support them by organizing a 15-day training for environmental safety officers to maintain standard environmental management systems. Accordingly, NIOSH commenced a 15 day training for the said category of employees including related subjects.



Level one training

Occupational safety & Health for Construction sector

Occupational safety & Health for construction sector work shop was a two-day workshop with a participation of 35 employees. This was a special training organized by NIOSH with the objective of improving supervisory capacity of this category of workers specifically focusing occupational safety & health. They were taught on best OSH practices and motivational skill development was carried out. The training was conducted on the 11th and 12 of January 2017 at NIOSH auditorium.

Waste Management Training

This training was conducted on the 20th of January 2017 designed based on the request by the industry to teach the legislative and available practical waste disposal method in Sri Lanka. Accordingly, the waste management authority, and environmental authority resource personal were invited to conduct training sessions. NIOSH as the key training organizer for occupational safety & health conducted few sessions on the proper use on personal protective equipment while handling different types of waste.

Boiler operators one day training

Boiler operators training was conducted by the request of many industries and 16 were participated as an initial program on the 09th 02. 2017. They all were given certificates after successful completion of the program.

Occupational safety & Health one day program for industrial nurses

The National Institute of Occupational Safety & Health has commenced a training for industrial nurses in plantation sector, textile manufacturing and hotel sector on the 28th February 2017 with the participation of 18 industrial nurses. This one day training was designed to provide broad knowledge on practical aspects of hazard identification, negotiating skills risk assessment skills accident notification system and data handling. It was specifically designed to teach occupational safety & health decision making based on data and information.

Occupational Safety & Health for Apparel sector

This training was conducted on the 28th February 2017 as one day program specifically for apparel sector supervisory grade employees and 25 were participated in this program.

Occupational safety and working at height

This program was specifically organized on the 28th April 2017 at BMICH to train the employees who are working at height in construction sites. Eighty-five employees were given a hands on experience as there was a practical session.

One-day confined space safety training

This was a special program commenced on the 16th May 2017 which was organized by a special request by the industry and only 10 employees participated for the program.

OSH for supervisors and QA Assistants

This was a special training which was designed to complete within three days specially focusing the supervisory capacity employees with the objective of training the supervisors and the shop floor employees on the best OSH practice performance in any industry. They were given a hands-on experience to handle and were personal protective equipment's properly, and the practical techniques on risk assessments.



Occupational First-aid Training

This training was conducted on the 02, 03 and 04 July 2017 as a practical training, based on the request by different industries and the total participation was 9.

Three day construction training

This training was specially mend for the supervisors in the construction industry. Participation for the training was 09 and the training was conducted on the 05.06 and 07 July 2017.

Electrical safety Two day training

This was conducted as a two day workshop at the NIOSH on 06th & 07th July 2017 to improve skills of electricians on safe Electrical work. 22 electricians were participated from various companies.



Chemical safety one-day training

This training was conducted on the 18th July 2017 with the participation of 13 participants.

OSHA 18001 Training

This was a special training based on the request of many industries and it was conducted on the 18th July with the participation of 14 members.

National Seminars and awareness campaigns

Safety Week – National OSH promotional campaign

This is a very special OSH promotional campaign mandated to NIOSH according to the Act No 38 of 2009. Accordingly NIOSH organizes various activities during this National OSH week in order to promote safety & health among the work world and among the general public.

Launching of the School safety program

This was a new initiative by NIOSH commenced on the 9th October 2017 with the objective of promoting safety & health in schools. It was inaugurated at “Siri Piyarathana Mahavidyalaya at Padukka. This program was a very successful program as NIOSH could conduct a fire safety demonstration at the school premises. The students and teachers were very interested as they have never experienced this kind of a training by an outside party.



The banner features a purple background with a repeating pattern of silhouettes of people. At the top left is the logo of the Ministry of Labour, Trade Union Relations and Sabaragamuwa Development. In the center is a graphic of a red gear, a blue shield, and three stylized human figures in green, yellow, and blue. To the right of this graphic is the text "PREVENT Occupational Injuries & Diseases. RETURN Home Safe & Healthy." and the NIOSH logo. Below these elements is the title in Sinhala: "සුරක්ෂිත හෙටක්" ජාතික වෘත්තීය සුරක්ෂිතතා සැමරීම - 2017. Underneath the title is a dark purple bar with white text: "සුරක්ෂිතතාවය හා සෞඛ්‍යය පිළිබඳ පාසැල් දරුවන් දැනුවත් කිරීමේ වැඩසටහන". At the bottom, there is a line of text in Sinhala: "සංවිධානය ජාතික වෘත්තීය සුරක්ෂිතතා හා සෞඛ්‍යය ආයතනය හා කම්කරු වෘත්තීය සමිති සබඳතා හා සබරගමු සංවර්ධන අමාත්‍යාංශය".



National OSH conferences,

NIOSH is organizing the National OSH week on the 2nd week of October annually as the cabinet of Ministers have declared the 2nd week of October as the “National OSH week”. In order to commemorate this week, NIOSH organizes series of activities with all our stakeholders.

The second week of October is considered as the “National Safety Week” and the Ministry of Labor & Labor Relations, National Institute of Occupational Safety & Health and industrial stakeholders commemorates this week. The objective of this week is to promote Occupational Safety & Health culture in the country.

Activities as the preparation for the *National OSH week*

Theme – Prevent occupational injuries and diseases and return home safely.

E- flier used for promotion




National Occupational Safety & Health Conference - 2017

"Prevent all occupational injuries. Go home safe and healthy."

11th October 2017 | Kingsbury Hotel - Main Ballroom | 9 am Onwards

The second week of October is designated as the "National Occupational Safety & Health Week" by the cabinet of ministers in the year 2000. The National Institute of Occupational Safety & Health, Ministry of Labour is commemorating this week with the participation of our respective establishments with the objective of developing a safety culture in all workplaces and also annually further we emphasize on minimizing occupational diseases and accidents in all workplaces and reduce the absenteeism as a direct measure in improving productivity. Furthermore, the theme of the week is aligned with the concept of "Prevent all occupational injuries. Go home safe and healthy," where it highlights the importance of Occupational Safety & Health, Occupational injury prevention, Minimize absenteeism, and OSH based innovation and to invest on economic development drive.



**PREVENT
All Occupational Injuries.
GO HOME
Safe and Healthy.**

National Occupational Safety &
Health Conference - 2017
11th October, Sri Lanka

NATIONAL OCCUPATIONAL SAFETY & HEALTH CONFERENCE

Special Registration Offers:

NIOOSH Corporate Members - Buy 10 get 2 free

Non-members - Buy 10 get 1 free

Tickets are available now
LKR 5,000/-
Buy 10 tickets & get 1 free

For more information and reservations:
Director General,
National Institute of Occupational Safety & Health,
47, Colombo Road, Colombo - 05,
Tel: 911 2 581 455 / 911 2 588 872
• E-mail: info@niosh.gov.lk
• Official website: www.niosh.gov.lk



Dr. M. C. Amarasinghe - 0774497898
Ranjay Jendrapagoda - 077457758
Mubun Perera - 0773565382

• NIOOSH request Sponsorships:

Platinum	- LKR 800,000/-
Gold	- LKR 500,000/-
Silver	- LKR 300,000/-
Co-Sponsors	- LKR 100,000/-

• Program Book

Specifications of the Souvenir are as follows;

Size	- B5
Colour	- 04 Colour
Investment	
Full Page	LKR 10,000/-
Half Page	LKR 10,000/-
Back Page	LKR 50,000/-
Front Inner Page	LKR 50,000/-
Advertising on Agenda Page	LKR 20,000/-
Articles / Case Studies (Per Page)	LKR 20,000/-

The soft copy of the article/ graphic designs with a high resolution soft ware should be delivered to the institute on or before 28th of September 2017. The Program Book will be distributed on the National OSH Conference Day.

• Banners Display

Specifications of the Banners are as follows;

The banners should be received by the institute by 9th of October 2017. Late banners will not be displayed during the Conference Day.

Investment: LKR 3,000/-

• Digital Display

Digital display of the company profile will be accepted with a safety message and displayed only on the Conference, (on Main Screens)

Investment: LKR 3,000/- (For 15-20 Seconds)

Ticket

National Institute of Occupational Safety and Health (NIOSH) in collaboration with Ministry of Labour & Trade Union Relations  NATIONAL OCCUPATIONAL SAFETY & HEALTH CONFERENCE - 2017 11th of October 2017, 9am onwards - Grand Ballroom, Galadari Hotel Rs. 4000/-	 Ministry of Labour, Trade Unions Relations and Sabaragamuwa Development	 PREVENT Occupational Injuries & Diseases. RETURN Home Safe & Healthy. NATIONAL OCCUPATIONAL SAFETY & HEALTH CONFERENCE - 2017 12th of October 2017, 9am onwards - Grand Ballroom, Galadari Hotel Rs. 4000/- Dress Code: Formal Attire
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Press conference prior to the commencement of the week

The press conference was organized to publish the Hon. Ministers safety week message to the country. The Hon. Minister Mr. W.D.J. Senevirathne the minister labour & Trade Union Relations declared his commitment and ensured the Ministries commitment to upgrade the safety & health in the country.



**PREVENT
Occupational Injuries
& Diseases.
RETURN
Home Safe & Healthy.**

National Occupational Safety & Health Conference - 2017
11th October, Sri Lanka

National OSH Conference – 2017

This was one of our annual events organized by NIOSH with the objective of addressing the Human Resource managers and top management in industry. It was very impressive that NIOSH see the increasing the numbers of participants annually. It showed the commitment of the industry towards the safety culture.

The annual conference was very special to the country during the year 2017 as Mr. Deepak Kashyap from Singapore delivered a special guest lecture on “ SINGAPORE EXPERIENCE IN PREVENTING OCCUPATIONAL INJURIES. NIOSH always tries to address the new strategies in preventing occupational safety & health issues. In order to address the new concepts and thoughts on global OSH issues, NIOSH was able to get down the best speakers from Singapore complimented by the Sri Lankan speakers to share the OSH knowledge among our industrial community.





NIOSH Annual Convocation

This is another annual event NIOSH organizes to award the certificates to our Diploma Holders. There were more than 150 diploma and certificate holders and NIOSH organized this event very colorfully. This event was held at Kingsbury hotel Main Ballroom on the 11th of October 2017 with the patronage of the State Minister Mr. Ravindra Samaraweera, Ministry of Labor, trade Union relations and Sabaragamuwa Development and many other distinguish guests which was followed by a dinner which was sponsored by our spencer's. It was very attractive event as we



NIOSH poster campaign





Advisory services to industry on OSH management systems

Developed a safety & health management system and published among the required companies as to establish a safety management system in the said industry after conducting a risk assessment.

Provision of required services on the correct use of equipment,

Developed necessary dummies to demonstrate the proper use of personal protective equipment according to the job specifications and conducted trainings and awareness sessions for the employees on proper use of these personal protective equipment.



Fitness to work - Free medical screening camp

The National Institute of OSH has received a request on the 2017. 11.10 from the Swramawasana fund to conduct medical camps for the employees at Avissawella, Kogalla and Katunayaka, Mirijawela and Kundesala zones before the year end of 2017. The letter dated 2017.11.22 was signed by the General Manager SVF and accordingly it was stated that the GM has obtained its board approval.

Based on this request I Dr. Champika Amarasinghe Director General NIOSH has obtained its board approval by proposing a board paper dated 24th November 2017 and the NIOSH board approval was given to deliver the service.

NIOSH service delivery was commended by all three BOI zones and following services were provided for the employees in following zones;

Name of the zone	Date of service delivery	Delivered services
Avissawella zone		Fitness to work – physical examination by the doctors Non communicable disease screening – team of 2 doctors and 6 nurses - follow-up book was provided and hospital referrals were done Screening for vision testing – referred to hospital for specialist care if required Lung function testing Audiometric testing Skin examination and disease screening Blood testing for Hb, FBS, SGOT, SGPT BMI calculation and advisors Dental care and tooth filling
Kogala zone		Fitness to work – physical examination by the doctors Non communicable disease screening – team of 2 doctors and 6 nurses - follow-up book was provided and hospital referrals were done Screening for vision testing – referred to hospital for specialist care if required Lung function testing Audiometric testing Skin examination and disease screening Blood testing for Hb, FBS, SGOT, SGPT BMI calculation and advisors Dental care and fillings
Katunayaka zone		Fitness to work – physical examination by the doctors Non communicable disease screening – team of 2 doctors and 6 nurses - follow-up book was provided and hospital referrals were done Screening for vision testing – referred to hospital for specialist care if required Lung function testing Audiometric testing Skin examination and disease screening Blood testing for Hb, FBS, SGOT, SGPT BMI calculation and advisors Dental care and fillings
Mirijawela		Zones were not prepared to obtain services due to year end leave
Kundasela		Zones were not prepared to obtain services due to year end leave

Special considerations in service provision

1. This service provision was carried out by NIOSH based on the written requests by the General Manager SVF which stated the SVF board approval was obtained
2. NIOSH board approval was given to deliver the services
3. As NIOSH wanted to provide a service to the employees and industry, NIOSH added following services such as dental care, Non communicable diseases screening, skin examination, BMI and advisors and we delivered a very comprehensive service which was commended by the Zones.
4. The industry released an unexpected crowd during the lunch break and tea breaks. Therefore, the crowd management was impossible. Accordingly, NIOSH could not maintain the actual registration records which SVF management and the team evident for this. NIOSH was trying our best to maintain the good will of the Ministry.
5. NIOSH had referred some of the employees directly to Audiometry (To a sound proof room) and lung function testing without registering with the doctors as a strategy for crowd management
6. This activity was not in NIOSH activity plan but carried out based on SVF managing directors and the sectaries request.
7. It was a very hard task for NIOSH to organize this kind of work within one or two weeks' time (coordinate with BOI zones, with industry to minimize the time loss by giving a specific time slot to the industry, coordinate with dental care professionals, Non-communicable disease unit, nutrition unit etc.)
8. NIOSH visited all three zones prior to the camp to organize, coordinate and set the provisions with industry and BOI which the cost was not included in the budget.
9. NIOSH had to bear all logistic expenses the costs for logistics was not provided according to the agreed budget including transport, food printouts etc.

Final Out come of the fitness to work assessment is as follows;

NIOSH conducted the fitness to work assessment medical camp at Avissawella EPZ zone auditorium on the 24th November 2017.

NIOSH team visited Avissawella EPZ on the 16th November 2017 and had a discussion with the zonal director and 31 HR managers in the zone. According to there requests and available date NIOSH decided to be held the camp on the 26th November but we had to reschedule the program on the 30th November due to the unavailability of the SVF GM. Once again NIOSH had to reschedule this date due to the Symposium in the Ministry. Finally, NIOSH decided to schedule the program on the 24th November 2017. NIOSH obtained the lists of participants whom going to participate in different testing and based on their hazards exposed and accordingly NIOSH gave time slots to be participated in the clinic with the objective of minimizing the productive time loss.

As per the schedule NIOSH team visited the premises at 7.30am and started the clinic at 8.30am.



Following companies participated in the clinic;

Name of the company	Number participated
Teejay Lanka prints Pvt. Ltd	16
Teejay Lanka Plc.	80
MIDAS – Prime Polimer Division	100
YKK Lanka (Pvt) Ltd	80
Jay Jay Child wearer Lanka (Pvt) Ltd.	20
Lalan Rubber (Pvt) Ltd	57
MAS Kreeda	75
Kailash Metachem (Pvt) Ltd.	48
CBL Exports (Pvt) Ltd	160
Brandix Avissawella	20.
Avissawella Tea Factory	68
Concord Apperal (Pvt) Ltd	47
MAS Active (PVT) Ltd	51
BISHOFF Gamma	10
Lanmic Pvt. Ltd	5

Lanka Mineral	10
Latex Green	7
Prime Polymers (Pvt.) Ltd	18

Outcome of the Avissawella camp is as follows;

Testing	Number tested	Identified health issues	Percentage
Fitness to work physical examination	151	151	Fit to work
Non communicable disease screening	151	34	22%
vision testing	100	4	4%
Lung function testing	75	10	13%
Audiometric testing	61	2	3%
Skin examination	100	Nil	Nil
Blood testing for Hb, FBS, SGOT, SGPT	151	5	3%
Dental care and filling	100	77	77%
BMI calculation and advisors	151	68	45%

Koggala EPZ fitness to work medical testing out comes are as follows;

Following companies participated in the clinic;

Name of the company	Number participated
ACE Appeals Pvt. Ltd	5
Brandix Apperal Solutions Ltd.	38
Lanka Garments Pvt. Ltd	15
Trend settere Pvt. Ltd	30
Koggala Garments (Pvt) Ltd.	20
Fair mount Apperels (Pvt) Ltd	37
Nobel weare Pvt. Ltd.	25
Polytex Garments (Pvt) Ltd.	18
Vogue Tex (Pvt) Ltd	10
Unichella 1& 11	20.
Alpha Tex Pvt. Ltd.	17
BAFF Polymech (Pvt) Ltd	47
G.L.Yatching Asia (PVT) Ltd	57

Outcome of the Koggala EPZ is as follows;

Testing	Number tested	Identified health issues	Percentage
Fitness to work physical examination	137	2	1.4% Referred to hospital

			(Fallen and back injury on this day & Brest infection)
vision testing	137	6	4.3%
Lung function testing	88	18	20%
Audiometric testing	77	2	2.6%
Skin examination	137	12	8.7%
Blood testing for Hb, FBS, SGOT, SGPT	107	10	9.3%
BMI calculation and advisors	137	15	10.9%

Katunayaka EPZ fitness to work medical testing out comes are as follows;

Following companies participated in the clinic;

Name of the company	Number participated
MAIDAS Pvt. Ltd	18
Teejay Lanka Plc.	40
Prime Polimer Division	90
CBL (Pvt) Ltd	80
Next (Pvt) Ltd.	25
Isebella (Pvt) Ltd	57
UTP Pvt. Ltd	75
Expo engineering (Pvt) Ltd.	45
BBSL (Pvt) Ltd	120
Brandix	20.
KIK Pvt. Ltd	65
Concord Apperal (Pvt) Ltd	47
MAS Active (PVT) Ltd	11
BISHOFF Gamma	15
Lanmic Pvt. Ltd	10
Global Out let	8
Sho & Sho	7
Prime Polymers (Pvt.) Ltd	6

Following testing was conducted at Katunayaka camp;

Name of the test	Number participated
Fitness to work –physical examination	371
NCD screening	371
vision testing	371
Lung function testing	106
Audiometric testing	75
Skin examination	371
Blood testing for Hb, FBS, SGOT, SGPT	188
BMI calculation and advisors	371
Dental care and filling	100

Outcome of the Katunayaka EPZ is as follows;

Testing	Number tested	Identified health issues	Percentage
Fitness to work physical examination	371	2	0.5% Referred to Nigambo hospital
Non communicable disease screening	371	18	4.8%
vision testing	371	4	1.0%
Lung function testing	106	8	7.5%
Audiometric testing	75	2	2.6%
Skin examination	371	18	4.8%
Blood testing for Hb, FBS, SGOT, SGPT	188	5	2.6%
Dental care and filling	100	77	77%
BMI calculation and advisors	371	105	28%

NIOSH will provide all medical reports to the respective human resource managers through the BIO Zonal director.

This fitness to work medical camps were conducted with the objective of improving the health status of the employees.

Special projects - ILO NIOSH OSH TOT Program-2017

For years NIOSH operated in the western province and the knowledge cascading down to other parts of the country was inhibited by lack resources allocated for the Institute. NIOSH has identified that basic awareness regarding Occupational Safety and Health in the North and Eastern provinces were bear minimal. As an objective NIOSH is striving hard to create a Safety Culture among Sri Lankan industrial community which would yield and create a safer working environment to the employees and efficient and productive output to the employers.

As a stepping stone NIOSH with the collaboration of the International Labour Organization (ILO) planned a special certificate program in Occupational Safety and Health, to be held in the Northern and Eastern Provinces targeting Technical Instructors in the Technical colleges. Through this NISOH's and ILO's objective was to aware and educate instructors which in return would incorporate this knowledge in OSH for their respective field of studies and cascade the gathered knowledge among the students in the technical colleges. Through this the blossoming industries in the Northern and Eastern Provinces would be employing youth which is well equipped with the sufficient knowledge regarding Occupational Safety & Health.



The OSH certificate program was initiated on the month of July 2017. This was a 10-day in-house training program for each province and technical instructors from various technical colleges such as Miani technical college, VIVEKANANDA College Batticaloa, DTET Batticaloa, DTET Akkaraipattu, DTET Dehiattakandiya, Hardy College of Technology, DTET Mannar, ORHAN Vavuniya, DTET Vavuniya, Caritas Mannar, NYSC Vavuniya participated for this TOT. The program was held in Nelly Star hotel in Vavuniya and Miani Technical Institute Batticaloa. NIOSH allocated vehicles and employees of NIOSH to be based in Batticaloa and Vavuniya for 10 days to make this program a success.

The Training of Trainers (TOT) initiated on 27th of July 2017 with the presence of Dr. N.C Amarasinghe, Director General of National Institute of Occupational Safety and Health where DG NIOSH conducted a session regarding OSH introduction and Occupational Diseases.



Through years of training and development NIOSH identifies awareness is created effectively through practical exposure. Hence NIOSH consulted Fire brigade to get down fire trainers and fire truck to Vavuniya to give the trainers hand on experience in Fire Safety. Participants got the knowledge on how to tackle emergency situation regarding a fire and practical exposure on how to use fire extinguishers and water reels in an emergency situations. For all the participants it was a refreshing experience where they gathered a great learning experience.





The participants were equipped with sufficient knowledge on First Aid which is vital in an emergency situation. They were given a practical training regarding first aid principals which would enable them to get the right experience and incorporate the knowledge gathered in their own curriculums which in time to come would be cascading down to the technical student of these trainers.



The participants were equipped with the knowledge on Electrical safety, Legislations regarding Occupations in Sri Lanka, Working at height, working in confined spaces, Working environmental safety and chemical safety.



Finally NIOSH identified that employees in Northern and Eastern Provinces does not have access or awareness on Personal Protective Equipments (PPE). Best way to create awareness regarding PPE's is to educate these trainers and let them spread out the message to the technical student in future will be employed in the industries in the Northern Province.



Surveys and research in the field of Occupational safety and health

NIOSH recruited 2 undergraduate students to undertake Occupational Safety & Health related research as a partial fulfillment of their BSc (Honours) in Bio Medical science. The research topic was as follows;

Occupational accident reporting in Sri Lanka, current system, challenges and future possibilities in improvements.

Objective – To assess the status of occupational injury reporting system in Sri Lanka

Strategies

Following strategies were carried out to achieve the said objective by the team comprising with Dr. N.C. Amarasinghe, Director General, NIOSH, Gayan Gunathilaka and Ashen Senevirathne;

1. Literature review was carried out on existing occupational accident reporting system in Sri Lanka, and reporting according to International Labour Organization requirements
2. Occupational Accident Data collection from different sources and compilation and matching
3. Gap analysis based on existing data and information

Methodology

Started on 1st February 2017 the first task for team was to get insight on the process of reporting currently underway in Sri Lanka.

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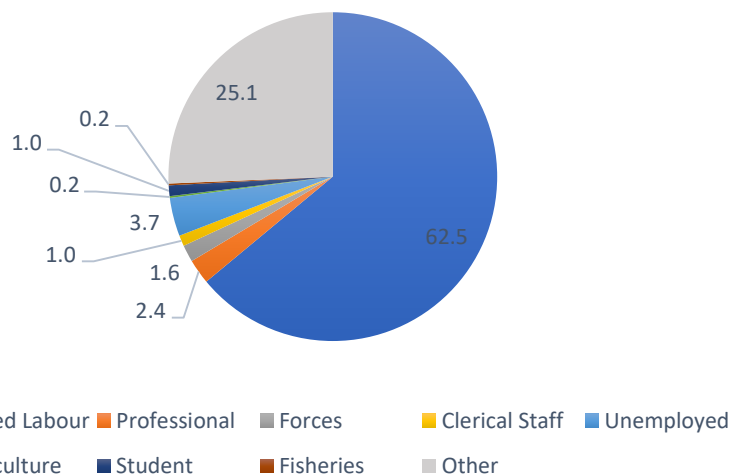
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Study findings are as follows;

In order to compare the figure of reported occupational accidents with the number of occupational accidents that are being treated for by the government hospitals, a study was implemented from the first of February 2017. Data was obtained from a trauma bulletin currently present at the National Hospital of Sri Lanka. This was due to there being no records being implemented in reporting occupational accidents at the hospitals and due to the inability of obtaining ethical clearance to access hospital records to collect data. Data collected under the trauma bulletin from 2016 April 1st to 2017 March 31st were considered for the analysis. The patients were categorized into 9 groups based on the type of work carried out by them. These groups are namely skilled labour, professional (administrative work), forces, clerical staff, unemployed (freelance workers), agriculture, students, fisheries, other (unskilled labourers, commuting accidents etc.). Based on this data that was obtained, during the one year period considered there were 8,774 reported occupational accidents. The number of accidents under each category is given below.

Skilled Labour	Professional	Forces	Clerical Staff	Unemployed	Agriculture	Students	Fisheries	Other	Total
5,485	210	143	91	324	15	90	15	2,201	8,774
62.51%	2.39%	1.63%	1.04%	3.69%	0.17%	1.03%	0.17%	25.09%	100%

**Occupational accidents reported to the NHSL during
1st April 2016 - 31st March 2017 (Percentage wise)**



This data is only obtained at the point at which the patient is admitted to the hospital. There is no follow up record for the patients so there is no method of establishing whether the patient was deceased following admission. In order to find the number of fatal occupational injuries, information from the Judicial medical officer's office was obtained. This was carried out by referring records at the office. There were 12 occupational accidents that caused death during the period of January to March 2017. It should be highlighted that there are no records being made on the region where the injury was sustained, therefore it leads to deviations in a statistical approach. This is the main reason for the inability to conduct a statistical analysis as patients may have been admitted from places out of the Colombo district.

Conclusion

Accordingly the relevant authorities should develop a proper system to collect reliable and timely data on occupational accidents and diseases

NIOSH Routine work

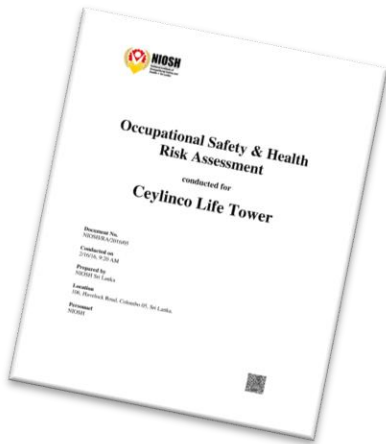
The National Institute of Occupational Safety and Health is conducting its routine work with the objective of enhancing health and ensuring safety of the workers in all work places. To accomplish these tasks NIOSH is carrying out following activities;

Environmental Monitoring – NIOSH take the responsibility to measure the working environmental hazards such as temperature, light, noise, flue gasses, indoor air quality to ensure the working environmental standards in industry. Currently NIOSH has delivered more than 183 workplace environmental monitoring services during the year 2017 only by one expert team.

Biological monitoring – NIOSH is undertaking the fitness to work assessment service which is one of the needs of the industry. Accordingly, NIOSH is carrying on physical examination, calculation on BMI, checking blood pressure and pulse rates, vision testing, series of blood testing, audiometric examination and lung function testing depending on the hazardous exposures among the employees.

Risk assessments and Auditing – NIOSH is conducting risk assessments and industrial OSH audits and assisting the industry by identification and provision of recommendations of mitigating the occupational hazards in industry. Currently NIOSH has introduced a new soft- wear to maintain the uniformity of the risk assessments and audits.

- **Assisting to Risk Assessments & Report writing**
- Introduced new technology for report writing (i-pad & online software with customized template)



Collaboration with the Universities during the safety week

NIOSH collaborated with the Faculty of Colombo, Department of Human Resource Management, Faculty of Moratuwa, Department of Mechanical Engineers and carried out a sessions and it was highly appreciated by the Vice Chancellor of the University of Moratuwa and gave his fullest commitment to improve OSH status and create a safety culture in the country.

NIOSH was collaborated with the Kothalawala Defense Academy and conducted few training sessions for the undergraduate students.

NIOSH is participating in postgraduate institute of Medicine and provide expert services for the post graduate students.

CSR programs by NIOSH

Medical camp for the flood victims at Rathnapura District

On Monday, Sri Lanka's Disaster Management Centre reported a higher death toll with 102 people still missing from the torrential rains in the country, which began on Thursday. More than 75,000 people are sheltering in relief camps, officials added.

The torrential rains - the worst to hit Sri Lanka since 2003 - have swamped western and southern regions with some of the most affected areas in Kalutara, Ratnapura and Matara. Army boats raced up and down waterlogged village streets as they rushed to evacuate people and bring relief supplies. A dozen military aircraft have also been sent out to rescue marooned villagers.

The National Institute of Occupational Safety & Health as the National authority in providing Occupational Safety & Health in the country, planned to support the victims whom disrupted their daily livelihoods. The medical arm of NIOSH will conducted medical camps with the support of "SLMC" at Sabaragamuwa province. Fifteen doctors, pharmacists and few nurses and the NIOSH team participated for the medical camp and supported the flood victims successfully.

Following services were provided;

1. Physical examination of all patients
2. Treatment for the specific disease conditions
3. One months drug pack for NCD's if necessary
4. Follow up if possible
5. 500 water bottles for needy
6. Pack of daily needs for the camps



Image: Locals try to escape floodwaters Rathnapura district

Tropical Cyclone Development Potential

IMAGE TIME: 28/1700Z

(PRODUCT OF JTWC/SATOPS)

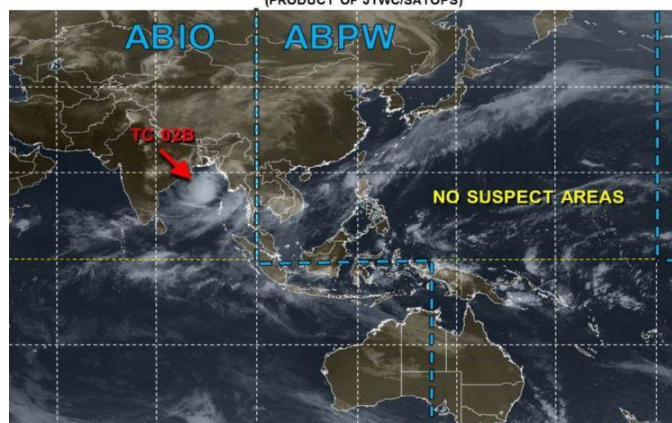


Image: Pic from National Oceanic and Atmospheric Administration - US Department of Commerce

NIOSH staff collected some money personally and Dr. Panduka Wijerathne volunteered to give some money to purchase other necessary goods for the flood victims and day to day needs were purchased and packed by the NIOSH staff. The SLMA was informed about the project to get down the doctors assistance and 18 doctors were volunteered to provide the assistance including Professor Chandrike Wijerathne and few consultants. Accordingly 18 doctors were conformed there participation.

The team reached to Rathnapura at 9.30am and were divided into 3 teams headed by NIOSH staff. Each team had 7-8 doctors and supportive staff. Main three locations were covered by three teams such as Rathnapura, Batugedars, Palmadulla and Kahawatha and Marapana.

Locations	Rathnapura/ Batugedara	Marapana	Palmadulla/Kahawattha
NIOSH team	NIOSH team Dr. Amarasinghe Sitara Madushani Madushani Lukshman	Charith Vinodini Lakmal Gayan	Mohan Ruwani Wasantha
Doctors team	Dr. Nipuni Amarasinghe Dr. Promod Dr. Lasantha	Prof. Chandrika Wijerathne Dr. Palika	Prof. B.J.C. Perera
Smawasana team			Tilak Driver
Supportive team	Vihara		Kahanda
Out comes			
Physical examinations	172	186	242

Drugs distributed to	172	186	242
Identified issues as a percentage	Skin and foot infections 33% Conjunctivitis – 03% Respiratory disorders 23% Diarrheas 10% Other conditions 31%	Skin and foot infections 45% Conjunctivitis – 00% Respiratory disorders 33% Diarrheas 10% Other conditions 12%	Skin and foot infections 10% Conjunctivitis – 02% Respiratory disorders 43% Diarrheas 5% Other conditions 40% (DM/Hypertension)
1 st Medical contact as at 31 st May	99%	95% (estate medical doctor has visited)	99%

Identified main issues after the clinics are as follows;

Six hundred people were participated in all mobile points and more than 97% of the participants who have participated in these mobile clinics stated that this was the 1st contact of a medical personal/Doctor after the flooding. But only in Palmadulla are the state medical officer has visited some places and treated.

All age groups were participated and 14.5% (73) were below 10 years of age the highest number of children (less than 10y) participation was observed at Palmadulla clinic. Very few (10 pregnant mothers were participated all three in the clinic locations.

Based on the location different disease conditions were prevalent and some of the elderly people were facing the problem of not having treatment for NCD's as the prescribed medicine were flooded and the team treated and gave treatment for few days as they were not aware about the exact treatment (the clinic book was flooded).

Basic care for women and children such as sanitary care was poor and support was required.

Furthermore, as the electrical supply was still was disturbed candles and match boxes was a basic requirement for most of the victims.

Appreciations

This was a joint effort initiated by NIOSH, and collaborated with SLMA. I Dr. Champika Amarasinghe Director General NIOSH, greatly appreciate the honorary service provided by all the SLMA team specially Professor Chandrika Wijerathne, Dr. Promode and Dr. Lasantha Wanigathunga.

A big thank you to the NIOSH team for the commendable service given by all of you to make this event successful during this national disaster.

Occupational rehabilitation & provision of artificial limbs for occupationally disabled victims

This was a very special project conducted by NIOSH specially to rehabilitate the occupationally disabled victims by an occupational accident. NIOSH supported 15 occupationally disabled victims by providing them with a very flexible artificial limb which was produced by a Sri Lankan developer. This limb was very user friendly and it could help the victim to rejoin the previous job he performed. Accordingly almost all the workers were able to remobilize with the artificial limb that they were donated.



“IT based Management System for NIOSH

NIOSH was able to develop the training data base with the collaboration of the Faculty of Moratuwa and currently all the trainees are included to the training data base and functioning smoothly with it.

Web Revamping

NIOSH was able to carry out the web revamping and the capacity of the website



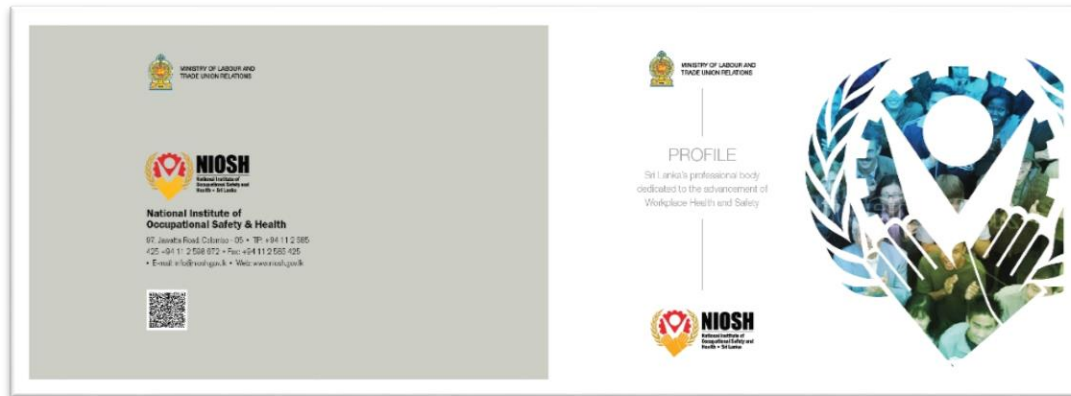
ISO 9001

NIOSH was able to obtain the ISO 1900/2015 and currently runs a smooth management system.



NIOSH profile

NIOSH was able to develop our profile during the year 2017 and we use it as a promotional tool.



NIOSH Corporate Video

NIOSH developed our corporate video and currently we are using this also as one of our promotional tool.

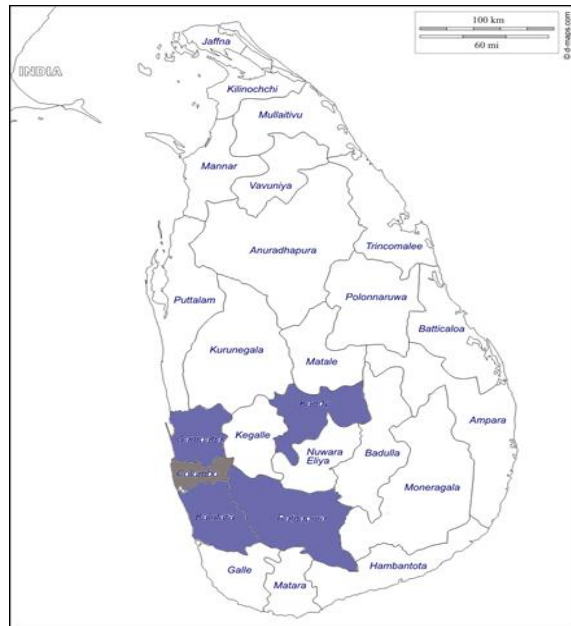
Institutional stability & its growth

The National Institute of OSH is now established its name as a main occupational safety & health service provider to the industry and we branded our name in the country.

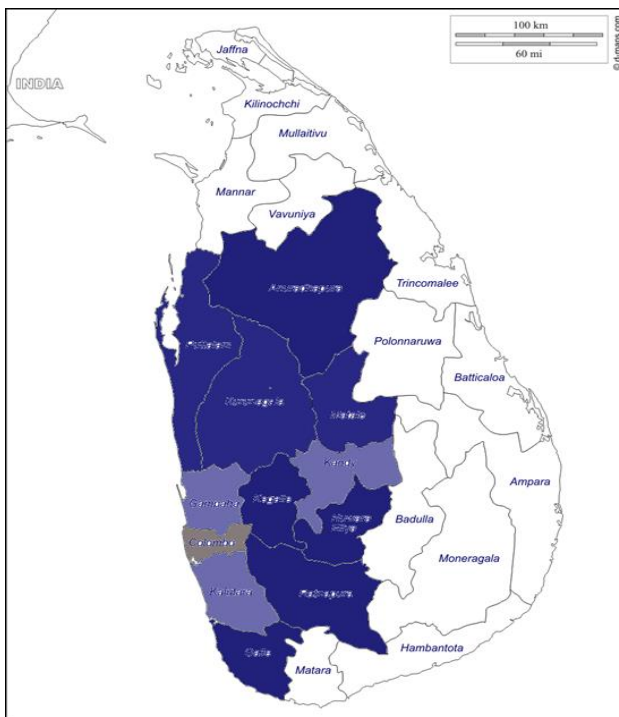
Spectrum of NIOSH service provision since 2011 to 2017



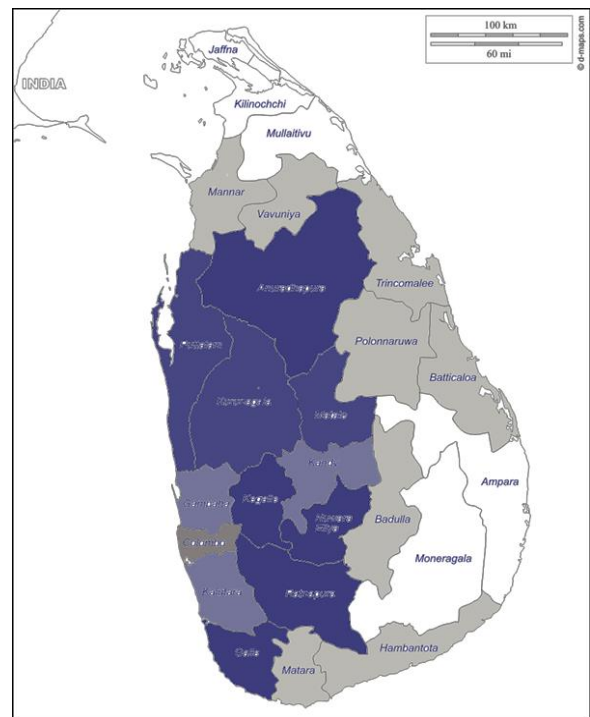
The service provision was only limited to western province covering only 33 industries in 2011



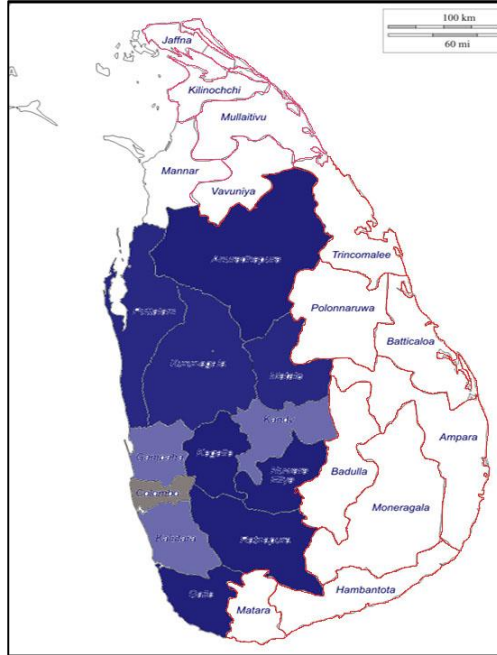
The service provision was limited to western province and central provinces covering only 60 industries in 2012



In 2013 services covered 90 factory in western, Central, Southern North western, North western, North provinces .



In 2015-2016 we can distributed our services to cover about 500 factories.



NIOSH has expanded our services throughout the country during the year 2017.

Occupational Safety and Health Reference Library

The Library which housed on the Ground Floor of the National Institute of Occupational Safety and Health is the only special library designated for occupational safety which consists of a large collection of subject specific books, periodicals, leaflets, bulleting, and articles. This is only a reference library which can use for any reader who is interested to learn about occupational safety & health. Furthermore, our library is opened for readers during all working days and weekends. During the year 2017 NIOSH recruited a new librarian to the library and redeveloped the infrastructure of the library with the guidance of the new librarian. New books and journals were also purchased during the year 2017 as a quality improvement of the institute.

Following categories of books are available in the library;

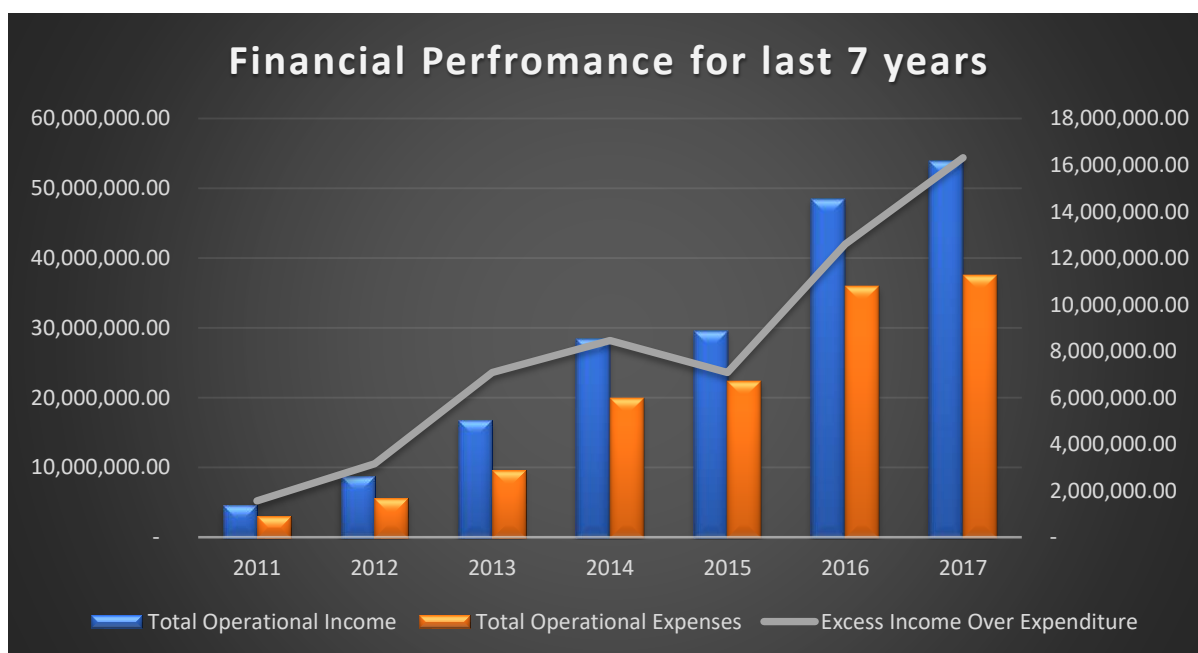
- Industry
- Environment
- Public

- Suitable environment for work
- Technical Safety
- Protection from Chemicals
- Occupational Diseases
- Legislation of Industrial Laws
- Toxicology
- Water and Sanitation

NIOSH staff recreations



Financial Analysis 2011 – 2017



Financial Analysis 2016 – 2017

	2016	2017
Income from Occupational Safety and Health Course	13,420,433.00	19,293,425.00
Income from Environmental Measurements	9,380,900.00	10,987,630.00
Income from the services rendered by co-operative Agreement made with other institutes	3,363,933.75	5,209,602.15
Income from Medical Test Activities	1,753,550.00	4,399,492.50
Income on Occupational Safety and Health Day	15,352,750.00	4,927,400.00
Income from Interest (NOISH Development Fund)	4,979,759.00	8,673,883.60
Income from NIOSH Membership	-	85,500.00
Other Income	247,308.00	313,679.25
Total	<u>48,498,633.84</u>	<u>53,890,612.50</u>

Statement of Financial position

National Institute of Occupational Safety and Health

Balance Sheet as at 31st December 2013

		2017	2016
		Rs	RS
<u>Assets</u>			
Current Assets			
Cash and cash equivalents	Note 1	9,306,905.65	4,458,171.75
Receivables	Note 2	11,771,304.84	14,223,633.35
Development Fund		<u>80,802,152.99</u>	<u>59,950,019.76</u>
		<u>101,880,363.48</u>	<u>78,631,824.86</u>
Non Current Assets			
Treasury Accounts		267,500.00	267,500.00
Plant Machinery & Equipment	Note 3	21,630,307.50	21,137,628.38
Capital Expenses Done by Ministry		-	-
		<u>21,897,807.50</u>	<u>21,405,128.38</u>
Total Assets		<u>123,778,170.98</u>	<u>100,036,953.24</u>
LIABILITIES			
Current Liabilities			
Payables	Note 5	5,063,745.51	1,997,414.53
		<u>5,063,745.51</u>	<u>1,997,414.53</u>
Total Liabilities			
Net Assets		<u>118,714,425.47</u>	<u>98,039,538.71</u>
NET ASSETS			
Accumulated surplus	Note 4	115,695,761.08	92,206,989.71
Donation medical equipment – National Science Foundation		2,028,664.39	4,182,549.00
		<u>990,000.00</u>	<u>1,650,000.00</u>
		<u>118,714,425.47</u>	<u>98,039,538.71</u>



W.J.L.U. Wijayaweera
Chairman
NIOSH



P.M.K. Perera
A.D. Finance
NIOSH

Statement of Financial Performance

National Institute of Occupational Safety and Health
As at 31st December 2017

<u>Revenue</u>	2017	2016
Treasury Grant	2,220,827.79	3,200,000.00
Operational income	<u>53,890,612.50</u>	<u>48,498,633.84</u>
	<u>56,111,440.29</u>	<u>51,698,633.84</u>
Less:		
<u>Expenses</u>		
Administration expenses	34,148,114.14	31,771,349.69
Financial charges	293.25	21,381.88
Depreciation	<u>3,428,586.53</u>	<u>4,104,282.61</u>
Total expenses	<u>37,576,993.92</u>	<u>35,897,014.18</u>
 Surplus for the year	 18,534,446.37	 15,801,619.99

Notes to the financial Statements

1. Significant accounting policies

1.1. Reporting entity

The National Institute of Occupational Safety and Health was established on 28th April 2005, under the Ministry of Labour Relations & Manpower Sri Lanka. NIOSH is committed to better working conditions for all people, through increasing awareness of and adherence to proper health and safety measures. The institute is located No.97, Jawatta Road, Colombo-05

1.2. Principal activities and nature of operations

NIOSH is committed to better working conditions for all people, through increasing awareness of and adherence to appropriate health and safety legislation. Their activities include the dissemination of updated information and advisory and consultancy services. They educate and train employers, employees and all other categories of people who will benefit from such training as well as co-operate in investigations studies surveys and research in the field of Occupational Safety and Health (OSH).

1.3. Basis of preparation

(a) Statement of compliance

The financial statements of the institute comprise the balance sheet, income statement, statement of changes in equity, cash flow statement, and note to the financial statement. These statements are prepared in accordance with Sri Lanka accounting standard for smaller enterprise (SLASSE) laid down by the institute of chartered accountants of Sri Lanka ("ICASL").

(b) Basis of measurement

The financial statements have been prepared on the historical cost basis. No adjustments have been made for inflationary factors in the financial statements.

(c) Functional and presentation currency

These financial statements are presented in Sri Lankan rupees, which is the company's functional currency.

(2) Property, plant and equipment

i. Recognition And Measurement

Items property, plant and equipment are measured at cost less accumulated depreciation and accumulated depreciation and accumulated impairment losses.

The cost of an item of plant and equipment comprise its purchase price and any directly attributable cost of bringing the assets to working conditions for its intended use

Expenditures incurred to replace a component of an item of property, plant and equipment that is accounted for separately is capitalized with the carrying amount of the component being written off. Other subsequent expenditure is capitalized only when it increases the future economic benefits embodied in the item property, plant and equipment. All other expenses as incurred.

ii. Property, plant and equipment

(a) Cost property, plant and equipment

iii. Depreciation

Depreciation is recognized in the income statement on a straight-line basis over the estimated useful lives of the asset.

The estimated useful lives for the current and comparative periods are as follows:

	Year
Plant & Machinery	10
Computer equipment	5
Furniture and fitting	10
Sound system items	5
Medical equipment	10
Other Assets	10

Depreciation policy is no depreciation for purchase year & fully depreciation in disposal year.

Income and Expenditure

(a) Incoming Resources

Income realized from institute main operational financial income is handling Occupational safety related courses, testing of health & environment monitoring programme.

(b) Interest

Interest earned is recognized on an accrual basis

iv. Liabilities and provision

(a) Provisions are recognized the director General of NIOSH has been appoint on secondment basis from 2012 by the Department of labour who paid salaries from 2012 January to 2013 June. The total cost Rs. 1, 1176,000.00 had provisions during this financial year. Plan to refund this money to department of labour during next year.

(b) Define contribution plans – Employees provident fund and Trust fund

Employees are eligible for EPF & ETF contributions in line with the respective statues and regulations. The institute contributes 12% and 3% of gross emoluments of employees to employees provident fund & employee trust fund respectively.

(c) Gratuity provision for three employees after complete the five year service period.



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தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No. }

LEW/NIOSH/1/17

ඔබේ අංකය
உமது இல.
Your No. }

දිනය
திகதி
Date }

31 August 2018

The Chairman

National Institute of Occupational Safety and Health.

Report of the Auditor General on the Financial Statements of National Institute of Occupational Safety and Health for the year ended 31 December 2017 in terms of Section 14(2) (c) of the Finance Act, No. 38 of 1971.

The audit of financial statements of the National Institute of Occupational Safety and Health for the year ended 31 December 2017 comprising the statement of financial position as at 31 December 2017 and the statement of financial performance, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information, was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 13(1) of the Finance Act, No. 38 of 1971 and Section 17(3) of the National Institute of Occupational Safety and Health Act, No. 38 of 2009. My comments and observations which I consider should be published with the Annual Report of the Institute in terms of Section 14(2) (c) of the Finance Act appear in this report. A detailed report in terms of Section 13 (7) (a) of the Finance Act, was issued to the Chairman of the Institute on 08 June, 2018.

1.2 Management's Responsibility for the Financial Statements

The management is responsible for the preparation and fair presentation of these financial statements in accordance with Sri Lanka Public Sector Accounting Standards and for such internal control as the management determines is necessary to enable the preparation of financial statements that are free from material misstatements whether due to fraud or error.





Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards consistent with International Auditing Standards of Supreme Audit Institutions (ISSAI 1000-1810). Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. Subsections (3) and (4) of Section 13 of the Finance Act, No. 38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

4 Basis for Qualified Opinion

My opinion is qualified based on the matters described in paragraph 2:2 of this report.



Financial Statements

2.1 Qualified Opinion

In my opinion, except for the effect of the matters described in paragraph 2:2 of this report the financial statements give a true and fair view of the financial position of the National Institute of Occupational Safety and Health as at 31 December 2017 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

2.2 Comments on Financial Statements

2.2.1 Sri Lanka Public Sector Accounting Standards

The following observations are made.

(a.) Sri Lanka Public Sector Accounting Standard 07

The following observations are made.

- (i) Household appliances and medical equipment costing Rs. 937,760 had been revalued to Rs. 429,000 in the year under review, and that revalued amount had been stated as addition of assets, but action had not been taken to identify the cost and accumulated depreciation thereof thereby eliminating from accounts.
- (ii) In terms of Paragraph 43 of the Standard, the fair value of items of Property, Plant and Equipment is usually their market value determined by appraisal. An appraisal of the value of an asset is normally undertaken by a member of the valuation profession who holds a recognized and relevant professional qualification. Nevertheless, the assets of the Institute had not been revalued by a Committee qualified properly in such a manner.

- (iii) In terms of Paragraph 49 of the Standard, if an item of Property, Plant and Equipment is revalued, the entire class of Property, Plant and Equipment to which that asset belongs shall be revalued. However, action had not been taken in that manner with respect to items costing Rs. 15.7 million and belonging to 2 classes of asset.
- (iv) When a class of Property, Plant and Equipment is revalued in terms of Paragraph 90 of the Standard, the facts to be made available from (a) to (g) of the Standard had not been disclosed.

(b.) Sri Lanka Public Sector Accounting Standard 02

The following observations are made.

- (i) Although the allocations for employee gratuity for the year under review had been Rs. 312,393, that value had been adjusted as Rs. 250,278 in the cash flow statement.
- (ii) Although the adjustments for the preceding years totalling Rs. 772,400 had not been adjusted to the income of the year under review, that had been adjusted under non-financial adjustments in the cash flow statement.
- (iii) Write-offs for 04 years amounting to Rs. 660,000 with respect to medical equipment received by the Institute as donations without financial impact, had been adjusted as deductions of trade and other payables under working capital adjustments in the cash flow statement.
- (iv) Although the sum incurred in the year under review for purchasing Property, Plant and Equipment amounted to Rs. 3,997,265, a sum of Rs. 4,086,265 was shown in the cash flow statement as the acquisition of Property, Plant and Equipment including the revalued amount of Rs. 89,000 for the furniture.
- (v) The interest income of the year amounting to Rs. 8,673,884 had not been adjusted to the surplus. The interest income of Rs. 1,372,664 received in cash had been shown as a cash outflow instead of being shown as a cash inflow under investment activities.

2.2.2 Accounting Policies

The following observations are made.

- (a.) A new accounting policy had been followed in the year under review in order to account the donations valued at Rs. 1,650,000 and received by the Institute from the National Science Foundation in the year 2013. However, that had not been disclosed in the financial statements. When a voluntary change in accounting policy has an effect on the current period or any prior period, that effect should be disclosed in terms of Paragraph 34 of the Sri Lanka Public Sector Accounting Standard 03, but it had not been done so.
- (b.) According to the financial statements presented for the year under review, the useful life of plant and machines had been 10 years. However, depreciation had been computed thereon by considering the useful life to be 5 years.
- (c.) Treasury provision amounting to Rs. 2,220,827 and Rs. 2,028,664 had been granted to the Institute through the annual budget for the year 2017 as revenue expenditure and capital expenditure respectively. However, as for accounting those monies, accounting policies had not been identified in accordance with Paragraph 12 of the Public Sector Accounting Standard 03 and disclosed.

2.2.3 Accounting Deficiencies

The following observations are made.

- (a.) A sum of Rs. 188,700 had been spent on 15 May 2015 for calibration of the medical instrument named Air Sampling Pump model Gil Air 3 RC valued at Rs. 288,403. The value had been capitalized to the relevant asset though, depreciation up to the year under review totalling Rs. 75,480 had not been brought to the accounts.
- (b.) Recurrent grants amounting to Rs. 308,188 reimbursed by the Treasury in the year 2017 for recurrent expenditure had been brought to accounts as capital grants.

- (c.) A sum of Rs. 15,975 spent from petty cash had not been brought to accounts as expenses of the year under review. As such, the profit of the year had been overstated by that amount.
- (d.) When the donations valued at Rs. 1,650,000 and received by the Institute from the National Science Foundation in the year 2013 had been brought to accounts, the writing off of donations valued at Rs. 165,000 in the year under review, had been credited to the allocation of depreciation account instead of being brought to accounts as other income.
- (e.) As Government grants had been brought to accounts on accrual basis, a sum of Rs. 3,628,340 had been shown under current assets in the statement of financial position as being receivable from the Ministry.

2.3 Accounts Receivable and Payable

The following observations are made.

- (a.) A balance of Rs. 267,500 as Treasury Account had remained unsettled over 7 years from the year 2010 under non-current assets in the statement of financial position for the year under review. As it was not possible to obtain the said amount from the Ministry of Finance, the Audit was informed by the Chairman that action would be taken to write off that amount in the future.
- (b.) According to the financial statements, action had not been taken even up to the year under review either to provide the relevant service or settle an advance of Rs. 204,137 received from the clientele. The delay with respect to the failure in settling that advance ranged from 12 to 30 months.
- (c.) The officer released by the Department of Labour for 2 years from 01 January 2012 to 31 December 2013, had served this Institute as the Directress General, and it had been requested that the amount of Rs. 1,170,996 paid as salaries, be reimbursed to the Department of Labour. Accordingly, allocations had been made in the year 2013 for the total expenditure on salary, but no action had been taken to settle that liability despite a lapse of 05 years.

3. Financial Review

3.1 Financial Results

According to the financial statements presented, the financial result for the year under review had been a surplus of Rs. 18,534,446 as compared with the corresponding surplus of Rs. 15,801,620 for the preceding year, thus indicating an improvement of Rs. 2,732,826 in the financial result for the year under review. The increase in the operating income of the year by Rs. 5,391,978 had mainly attributed to the said improvement.

The analysis on the financial results for the year under review and 04 preceding years indicated that the surplus of the year 2014 amounting to Rs. 19,441,777 had decreased to Rs. 18,534,446 by the year 2017. Once the employee remuneration and provision for depreciation on non-current assets had been taken into account, the overall contribution of the Fund in the year 2013 amounting to Rs. 17,104,796 had deteriorated to Rs. 12,721,122 in the year 2015. Nevertheless, the contribution had improved to Rs. 28,918,806 in the year under review.

4. Operating Review

4.1 Performance

4.1.1 Planning

A Corporate Plan had been prepared by the Institute relating to the period 2017-2022. But, the potential of the enterprise for achieving the objectives of establishing the Institute, weaknesses, opportunities in the business environment, and impediments had not been evaluated.

4.1.2 Functionality and Review

The following observations are made.

- (a.) In terms of Section 3 (1) h of the National Institute of Occupational Safety and Health Act, No. 38 of 2009, it is an object of the Institute to undertake or collaborate in the collection, preparation, dissemination and publishing of information relating to occupational safety and health, but the Institute had not acted in that manner.

- (b.) In terms of Section 3 (1) n of the said Act, it is an object to establish national standards in the field of occupational safety and health. However, such national standards had not been in use even by the end of the year under review.

4.2 Management Activities

A training programme on skills development relating to occupational safety and health had been held in the year under review for the Northern and Eastern provinces of Sri Lanka in accordance with the Agreement entered into by the Institute with the International Labor Organization. However, expenses amounting to Rs. 1,375,326 had been incurred on the programme and the balance amount of Rs. 924,063 had been identified as an income of the Institute without being remitted. A sum of Rs. 2,229,389 had been received from the International Labor Organization for that programme, and in case of any amount saved without being utilized after conclusion of the programme, that amount should be remitted to the said Organization in terms of Paragraph 4.6 of the Agreement.

4.3 Commencement of Projects on Lands / Properties not Vested Properly

The ownership of the land and building located at No. 97, Jawatta Road in which the Institute is maintained, had been vested in the Industrial Security Division of the Department of Labor on 08 June 2007. Action had not been taken even by 30 June 2017 to properly vest those assets in the Institute. Without taking over the ownership, capital expenses amounting to Rs. 1,121,965 and Rs. 5,644,437 had been incurred thereon in the year under review and the preceding year respectively.

4.4 Staff Administration

Although 09 years had elapsed since the establishment of the Institute, vacancies in the staff thereof existed over extensive period. By the end of the year under review, 08 vacancies existed including 04 vacancies in the senior management, and 04 vacancies in the operational level.

4.5 Sustainable Development

5.1 Achievement of Sustainable Development Goals

Every state institution should act in compliance with 2030 Agenda for Sustainable Development adopted by the United Nations. However, the National Institute of Occupational Safety and Health had not been aware as to how to act with respect to the activities under their purview in the year under review. Hence, action had not been taken to identify the sustainable development goals linked to those activities, targets and the milestones, and the indicators to measure the achievement of those targets.

6. Accountability and Good Governance

6.1 Procurement and Contract Process

6.1.1 Procurements

The following observations are made.

- (a.) Bids had been invited to obtain luxury vans and cars on rent in view of transportation requirements of the Institute. However, when bids had been evaluated, it had later been decided that the "Nano Cab Service" would be sufficient to fulfil the transportation requirements of the Institute, and only one bid had been received in that connection. As such, the Institute had been deprived of the opportunity to obtain the service at best price.
- (b.) In terms of Guideline 6.3.2 of the Government Procurement Guidelines-2006, late bids shall not be accepted and shall be returned unopened. However, when purchasing 03 portable Hemoglobin Analyzers valued at Rs. 150,000, and 600 Strips, each valued at Rs. 65 for the Institute in the year under review, the said items had been purchased from an institution that had submitted bids after the final date for submission of bids mentioned in the bid documents.

7. Systems and Controls

Deficiencies in systems and controls observed during the course of audit were brought to the notice of the Chairman from time to time. Special attention is needed in respect of the following areas of control.

Areas of Systems and Controls	Observation
(a.) Identification of Revenue	Existence of instances in which revenue had been identified without issuing invoices.
(b.) Staff Administration	Failure to take action to fill vacancies which had been essentially necessary for achieving the objective of the Institute.
(c.) General Administration relating to Information Technology	Failure of the Institute to establish and maintain a database relating to occupational hazards.
(d.) Procurement Process	• Failure to prepare bid documents by mentioning the date, time and place of opening bids. • Failure to appoint and approve a Committee for opening bids. • Failure to use the Formats in reporting the opening of bids specified in the Procurement Guidelines.

Sgd./ H.M. GAMINI WIJESINGHE
Auditor General

H. M. Gamini Wijesinghe.

Auditor General