

FREQUENTLY ASKED QUESTIONS STARTING A BUSINESS OHS

Qn: What are the requirements that I need to attach with the application form?

Ans: Company Registration Certificate
OHS Policy
Current NFA Certificate
Emergency evacuation Plan

Qn: What are the fees like?

Ans: \$90

Qn: If I'm running a Hotel/Resort and selling liquor in the premises, what licenses do I need to apply for and how much are the fees?

Ans: Hotel and Liquor License; Fees - \$90

Qn: How long after submitting my documents will I get a feedback on inspection logistics?

Ans: Within 1 day

Qn: Do I need to provide transportation for the inspector?

Ans: Yes

Qn: For cheque payments, who do I write it out to?

Ans: The Ministry of Employment – OHS

Qn: After the inspection is completed, how soon can I receive my compliance letter?

Ans: Within 3 days

Qn: If I have received an Improvement Notice for any non-compliance and I still haven't rectified the issue within the given timeframe, what must I do?

Ans: Write a commitment Letter with the company letter-head stating that you need more time to rectify the specified issue.

Qn: Is it possible to do e-banking?

Ans: Yes

Qn: What is the Ministry's bank details for e-banking?

Ans: Bank account name – Occupational Health and Safety Education & Accident
Bank Name – Bank of the South Pacific
Bank account number – 3623614
Bank Branch – Pacific House, Suva
TIN NO. – 90-00011-0-1

Qn: Who provides the OHS Policy?

Ans: The Company employer

Qn: Can you send me a sample of the OHS Policy?

Ans: Please visit this website (Click [HERE](#))

Qn: Why is it important to have an emergency evacuation plan?

Ans: In case of any emergency that may arise during working hours, the emergency evacuation plan gives a guideline on which safe route to take to get to the assembly point and the necessary actions you need to take to evacuate the premises safely