



Training on range of labour related subjects.

The Labour Department comprises three sections:

- (i) The Occupational Safety and Health Section
- (ii) The Industrial Relations Section, and
- (iii) The National Employment Bureau.

Our services include workplace inspections; providing advice and guidance; conflict resolution; local and overseas job placements; accident investigations; and training on a variety of topics.

The Labour Department Act, Cap. 23, mandates the Department to investigate all representations made to the Chief Labour Officer, whether brought by employer or employee. The source of such information is not disclosed.

INDUSTRIAL RELATIONS

Some Key Industrial Relations Tips

Working Hours – The Shops Act, Cap. 356A provides for a 40-hour work week and an 8-hour

work day, excluding the lunch hour. Hours of work for other categories of workers are not stipulated by legislation though the majority of businesses operate on a 40-hour work week.

Overtime is voluntary – under The Shops Act, overtime should be paid at a rate of time and one half for work after eight hours on an ordinary work day, while double time is paid for overtime on Public Holidays.

It is an offence to penalise an employee for not working overtime.

Public Holidays – Weekly and monthly paid workers are paid in accordance with contractual arrangement. For daily or hourly paid workers, a common practice is to pay for the public holiday if the worker works on the working day before and the working day after the respective holiday(s).



Monitoring for potential workplace hazards.

Workplace inspections.

Vacation is governed by the Holiday with Pay Act, Cap. 348. An Employee is entitled to three weeks annual vacation after the first year of service and four weeks on completion of five years of service. **There is no national minimum wage** – only Shop Assistants are guaranteed a minimum wage of \$6.25/hour. In all other cases wages may be negotiated between the employer and the individual worker or their representative Trade Union.

Severance Pay only applies in cases of redundancy, extended lay-off/short time or natural disasters. Payment should be made within two months of termination. A person must complete two years of service to be eligible for severance. The payment is calculated on the average weekly insurable earnings for the last two years at a ratio of 2 ½ weeks per year for the first 10 years, 3 weeks per year for the next 10 years and 3 ½ weeks per year for the next 13 years.

Industrial Relations Services

- Workplace Inspections
- Advice on Industrial Relations
- Conciliation of Disputes
- Resolution of Workplace Conflict
- Investigation of complaints

- Maternity Leave
- Conditions of Employment
- Holiday With Pay
- Maternity Leave
- Conditions of Employment
- Holiday With Pay
- Suspensions
- Resignations
- Dismissals
- Lay-offs
- Payment of Wages

- Facilitate Training
- Enforcement of Labour Legislation

OCCUPATIONAL SAFETY AND HEALTH

Routine Factory Inspections

As prescribed under the Factories Act, Cap. 347, random, unannounced visits are made to workplaces which fit the definition of a factory. The inspection is done to assess working conditions and determine compliance with the Act.

The following persons may be invited to participate in the walk-through inspection:

- the most senior officer (or delegate)
- the employees' representative e.g. union delegate
- other relevant personnel e.g. maintenance officer

Accident Investigations

Section 3 of the Accident and Occupational Diseases (Notification) Act, Cap. 338, requires all employers to notify the Chief Labour Officer of accidents arising from employment, that result in injury to employees, causing them to be away from their normal duties for more than 3 days. This does not apply to domestic workers in a private household.

Section 5 of Cap. 338 also requires the employer or any medical practitioner attending an employee to



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Section 5 of Cap. 338 also requires the employer or any medical practitioner attending an employee to

notify the Chief Labour Officer of any suspected case of Occupational Disease.

Section 101 of the Factories Act stipulates that the scene of an accident not be disturbed, without the authorisation of the Chief Labour Officer.

The Factories Act allows for the release of accident reports where the accident occurs within a workplace that is classified as a factory. The Accident Investigation Report can be made available to the following persons, on payment of a fee:

- the injured person or his/her authorised representative
- the Trade Union representing the workers in the factory
- the Attorney-at-Law representing the occupier of the factory

The objective of an accident investigation is to determine the root cause of the accident and to ensure that measures are implemented to prevent a recurrence.

Complaints

Under the Factories Act, it is an offence to penalise an employee because he/she requests a visit from the Labour Department.

Other services provided under these Acts include advisory visits, training and hazards surveillance.

NATIONAL EMPLOYMENT BUREAU

The services of the National Employment Bureau are available to all employers – whether it is a large firm, small business or individual employer.

The National Employment Bureau provides services in the recruitment and selection of workers according to each employer's specifications.

The National Employment Bureau can also pre-screen and refer suitably qualified candidates to an



Consultative interviews.

employer who requires assistance in the filling of vacancy/vacancies.

When an employer seeks to have a vacancy filled by the National Employment Bureau, that employer can expect a response from the N.E.B. within three (3) working days.

The vacancy will also be advertised on the Ministry of Labour's website (<http://labour.gov.bb/>) and on the National Employment Bureau's weekly job listing, at no cost to the employer.

For Job Seekers

The National Employment Bureau assists prospective job seekers by facilitating their access to employers and their recruitment process.

Persons can register with the National Employment Bureau for employment opportunities and they are also free to utilize its Resource Centre.

The Resource Centre offers:

- Opportunity to type résumés
- Free use of Winway Résumé – the user friendly résumé programme
- Free use of the Interest Profiler and the Career Key to assist in identifying the best career choice
- Free internet access for online job searches and emailing résumés

The National Employment Bureau also provides in-house soft skills training workshops and lectures to

organizations upon request to prepare persons for the world of work.

Hospitality Programmes

Career opportunities are available in the Hospitality Industry both in the United States and Canada. Positions are mainly in the areas of Housekeeping and Food and Beverage. Prior experience would be an asset but is not mandatory. Duration of contract is usually four (4) to nine (9) months.

Farm Labour Programme

Job opportunities are available on Canadian Farms which include harvesting, cultivating, pruning, spraying, canning, irrigation, fertilizing, hand-thinning, grading, etc. Experience in agriculture would be an asset, but is not compulsory.

Documents to be produced for programmes:

- Barbados National Identification Card
- Résumé or Curriculum Vitae
- Barbados Passport (for overseas programmes only)
- Four (4) passport-sized photographs
- Police Certificate of Character
- Two (2) Job References; and
- Birth Certificate

The Unemployment Retraining Fund

Under the Unemployment Retraining Fund Programme unemployed persons who have paid unemployment contributions are entitled to be trained. The National Insurance Board has been designated to manage this account while the Ministry of Labour, through the National Employment Bureau will administer the selections and referrals to approved training institutions:- the Samuel Jackman Prescod Polytechnic and the Barbados Vocational Training Board.

The training selected must be full time and shall not exceed one (1) year.

Temporary lay-offs are not eligible for retraining.



The Labour Department

2nd Floor East Warrens Office Complex Warrens St. Michael
Tel: 535-1500 Fax: 535-1571 Email: labour@labour.gov.bb