

MINUTES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING
HELD ON 31ST OCTOBER 2024 AT KEPHIS HEADQUARTERS MEETING ROOM FROM
11:00 AM TO 12.53 PM.

Present

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| 1. | Mr. Peter Kamuti | Chairperson |
| 2. | Mr. Antony Thuo | Member |
| 3. | Mr. Moses Kichwen | Member |
| 4. | Mr. Martin Mtsonga | Member |
| 5. | Ms. Angeline Ruto | Member |
| 6. | Mr. Victor Kibet | Member |
| 7. | Mr. Eddie Lihanda | Member |
| 8. | Mr. Stephen Esharanda | Member |
| 9. | Ms. Teresia Kimani | Secretary |

Absent with Apology

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| 1. | Mr. Bernard Kiilu | Member |
| 2 | Mr. Charles Mutethia | Member |

Agenda

1. Opening prayers
2. Confirmation of quorum
3. Remarks from chairperson
4. Introduction of members
5. Review of appointment and mandate
6. Planning of Occupational Health and Safety Annual Implementation Work Plan
7. AOB

MINUTE	AGENDA	ACTION
Min 1/31/10/2024	Opening prayers The meeting was called to order by chairperson and requested Mr. Stephen Esharanda to open with a word of prayers	Chairperson
Min 2/31/10/2024	Confirmation of quorum Members agreed that the meeting met the Quorum and that it was in order to proceed with the meeting.	All
Min 3/31/10/2024	Remarks from chairperson The Chair officially congratulated the members for their appointment and urged the members to work together as a team with a lot of commitment.	Chairperson
Min 4/31/10/2024	Introduction of members Each and every attendee introduce him/herself and pledged to cooperate with the team members	All
Min 5/31/10/2024	Review of appointment and mandate The Chair led the team members on reviewing the roles outlined in the appointment letter and agreed that all roles were well captured in line with the KEPHIS Work plan 2024 – 2025. Below are the committee roles: 1. Review of KEPHIS Health and Safety Policy Mr. Moses Kichwen informed the committee that the Policy review (June 2024) had started and was still at the draft stage. Members agreed to go through it and share any comments if any in consultation experts from DOSH office before submitting it for approval by the Managing Director. 2. Implement Health and Safety Policy 3. Implement recommendations of health and safety survey Mr. Stephen Esharanda stated that survey used to be undertaken both internally and externally although it was noted that it has been a while now since external experts were involved in the survey. 4. Reporting on implemented activities	Chairperson All

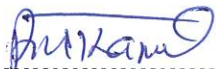
	5. Handle any other issues on health and safety in the Corporation	
Min 6/31/10/2024	Planning of Occupational Health and Safety Annual Implementation Work Plan <i>Below are the activities which were outlined in Work plan 2024 - 2025</i> ❖ Employee sensitization on the OSH Act – Time line May-25 Members agreed to plan for the staff sensitization for both the KEPHIS OHS Policy and OHS Act upon approval of the reviewed policy. ❖ Undertake risk assessment and Health audit – Time line Jan-25 It was noted during last year no risk assessment was conducted since the activity was not included in the PC 2023 – 2024. Mr. Victor Kibet informed members that all regional offices have renewed their workplace registration certificate with exception of Naivasha and Muguga office. Its renewal status report to be issued later by Mr. Victor Kibet. Members agreed to cluster the offices for an easy risk assessment exercise as follows; - Cluster 1 Nairobi region – HQ, JKIA, Muguga & Namanga - Cluster 2 Mombasa region – Mombasa, Loitoktok and Lungalunga - Cluster 3 Upper Eastern region – Embu, Timau, Nyeri & Moyale - Cluster 4 Central Rift – Nakuru and Naivasha - Cluster 5 North Rift – Kitale, Eldoret, Suam, Lwakhakha & Malaba - Cluster 6 – Kisumu, Busia and Isebania Chairperson instructed secretariat to draft a training memo request to Managing Director for approval for OHS members and also to include one (1) member from the regional office.	All Victor All Teresia

Teresia	❖ Undertake review of policy as necessary – Timeline Sep-24 Secretariat was instructed by the Chairperson to draft memo to Managing Director requesting for Policy Review by 6th November 2024 Members agreed to review the policy internally. Also organize for participation for staff, management and invite DOSH Officer for confirmation. ❖ Undertake Fire drills for 4 Regional offices – Time Feb-25 Mr. Martin Mtsonga was instructed by the chairperson to confirm whether the activity was included in the PC 2024 – 2025 after the meeting. Members identified the following stations which fire drills will be conducted; • Nakuru • Headquarters • Kitale • Embu Members agreed to notify the stakeholders during fire drills days including county fire office. ❖ Undertake OSH committee training on fire marshals and first aiders – Time line Dec-24 Mr. Martin Mtsonga was instructed by the chairperson to confirm whether the activity was included in the PC 2024 – 2025 after the meeting. Members agreed secretariat to draft training request memo to the Managing Director for approval by end of November 2024 which will include committee members of headquarters and representatives of regional offices. ❖ Servicing of Fire Equipment – Time line Aug-24 It was confirmed by Mr. Victor Kibet that servicing was on going and there was a quite a number of gaps which were identified on the fire equipments. Chair instructed members to: 1. Identify the gaps in the service report & come up with recommendation matrix. 2. Mr. Stephen Esharanda to share the service report with	Victor/Stephen
Martin		
All		
All		
Martin		
Teresia		

	the committee once ready. 3. Members to share audit template with Audit department so that it can be incorporated in their audit scope. ❖ <i>Establishment of Emergency Evacuation plans – Time line Mar-25</i> It was noted that plans were existing but not updated. Members agreed to form subcommittee and come up with the updated plans. The following were chosen to form the subcommittee; • Mr. Victor Kibet • Mr. Antony Thuo • Mr. Stephen Esharanda • Ms. Angeline Ruto • Mr. Martin Mtsonga	Victor/Stephen
Min 7/31/10/2024	AOB 1. Mr. Martin Mtsonga to liaise with DOSH office concerning their training calendar and notify the team	

There being no other business the Chairperson adjourned the meeting at 12.53 pm with a word of prayer from Mr. Stephen Esharanda. Date of next meeting to be announced later.

Approved for circulation

Chairperson..........Date 11/11/2024.....

Confirmed during the next meeting

Chairperson.....Date

Secretary Date

KENYA PLANT HEALTH INSPECTORATE SERVICE

45

Memo



REF: KEPHIS/HQ/1/179/Vol.II/44

Date: 11th June 2024

To: Managing Director

Through; Ag. Director Corporate Services

Forwarded to nothing. B. S. 11/6/24

Through; ^{for} Ag. Deputy Director, Human Capital

Forwarded. 11/06/2024

From: The Chairman, OSH Committee

SUBJECT: OSH COMMITTEE MINUTES

The OSH committee had a meeting to deliberate on its activities for the 2023_2024FY.

Attached is the committee's minutes for your perusal.

T.Osoro

Chairman, OSH Committee

**MINUTES OF OCCUPATIONAL SAFETY AND HEALTH COMMITTEE MEETING HELD
ON 7th JUNE 2024 AT THE MEETING ROOM FROM 11:00 A.M TO 12.30 P.M**

Members Present

1. Timothy Osoro - Chairperson
2. Moses Kichwen - Member
3. Mellon Kabole – Member
4. Stephen Esharanda – Member
5. Anthony Thuo – Member
6. Fridah Chelimo – Secretary

Meeting Apologies

1. Lilian Vuhya – Member
2. Benson Utali – Member
3. Allan Ndungu- Member
4. Eddie Lihanda-Member

Agenda

1. Preliminaries.
2. OSH Policy Overview
3. Review of OSH Audits
4. Registration of workplaces
5. A.O.B

MINUTE	AGENDA	ACTION
Min 1/7/06/2024	Preliminaries The meeting started with prayer. The chairperson called the meeting to order for both those present and online members.	OK 12/6/24
Min 4/7/06/2024	OSH Policy Overview It was noted that the OSH Policy was in place but last revised in August 2016 and the committee were taken through the document. It was noted that there is need to review the document in order to align with current KEPHIS instruments and new government policies and regulations was long overdue. As required in the annual work plan, the chair was tasked to fast track the June 2024 deadline for review of the policy document.	Due to budget Contract to be done in 3 weeks conference room 12/6/24
Min 5/7/06/2024	Review of OSH Audits It was noted that the committee was required to do a basic risk Audit for purposes of compliance. This however was partially covered during the last audit and the risk champion's regular updates in the Risk committee.	OK 12/6/24
Min 6/7/06/2024	Registration of Workplaces The chairperson informed the members that Registration of Workplaces will expire in the month of July and there was need to request for an approval to get a renewal done on time.	Chairperson / Secretary urgently take action 12/6/24

There being no other business the meeting was adjourned at 12:30 p.m. with a word of prayer.

Approved for circulation

Chairperson.....Date 11/06/2024

Confirmed during the next meeting

Chairperson.....Date

SecretaryDate