



**KENYA PLANT HEALTH INSPECTORATE SERVICE  
(KEPHIS)**

**Occupational Safety & Health Policy**

**Revised August, 2016**

## **FOREWORD**

Safety and Health issues have become a global concern in an attempt to improve the working conditions and promote productivity of employees worldwide. Promotion of Safety and Health measures is paramount in any organization as there is a positive relationship between Safe and Healthy working environment and employees work performance. Improved staff morale, good employee relations, high productivity, low absenteeism, reduced medical expenses and litigation, reduced cost on maintenance and purchase of machines and equipment; are some of the benefits which accrue from Safety and Health management at the work place.

Kenya Plant Health Inspectorate Service (KEPHIS) has developed this policy with an intention to keep staff conscious of the regulations, procedures and precautions necessary in ensuring safe and healthy practices at the workplace. All staff working within the Corporation's premises is therefore required to familiarize themselves with this policy and perform the obligations outlined in this policy.

The purpose of this policy is to provide guidelines for establishing and maintaining safe and healthy working conditions in all stations of the Corporation and to promote safe practices by all staff. To achieve this, it is desirable that all staff adhere to safe and healthy working practices to minimise workplace accidents and occupational diseases.

Esther Kimani, PhD

**MANAGING DIRECTOR**

## DEFINITION OF TERMS

|                                       |                                                                                                                                                                                             |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accident</b>                       | An unfortunate incident that happens unexpectedly and unintentionally resulting in harm, damage, injury or loss.                                                                            |
| <b>Committee</b>                      | The Safety and Health committee.                                                                                                                                                            |
| <b>Corporation</b>                    | Kenya Plant Health Inspectorate Service (KEPHIS).                                                                                                                                           |
| <b>Customer</b>                       | An internal or external public.                                                                                                                                                             |
| <b>Employee</b>                       | An individual employed by the Corporation other than a casual employee as defined in Employment Act Cap 226.                                                                                |
| <b>Environment</b>                    | The surroundings or conditions in which an employee operates.                                                                                                                               |
| <b>E-Waste</b>                        | This applies to various forms of electrical and electronic equipment that is discarded.                                                                                                     |
| <b>Hazard</b>                         | Any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.                                                                    |
| <b>Incident</b>                       | An unexpected and usually unpleasant thing that happens in the course of duty.                                                                                                              |
| <b>Occupational Safety and Health</b> | A structured process of collecting independent information on the efficiency, effectiveness and reliability of the safety and health management and drawing up plans for corrective action. |
| <b>Occupier</b>                       | The person or persons in actual occupation of a workplace, whether as the owner or not and includes an employer.                                                                            |
| <b>Policy</b>                         | A guide that establishes the parameters for decision making and action.                                                                                                                     |
| <b>Risk</b>                           | The probability of occurrence of an adverse effect from a substance on people or the environment combined with the magnitude of the consequence of that adverse effect.                     |
| <b>Risk Assessment</b>                | Identification, assessment and prioritization of a hazard.                                                                                                                                  |

|                                  |                                                                                                                                                                                                |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Safety and Health Advisor</b> | Any person who holds a minimum qualification of a certificate in occupational safety and health from a recognized institution and has at least five (5) years proven experience in that field. |
| <b>Stakeholder</b>               | Any person, organization, development partners or Government agency that impacts on operations of the Corporation.                                                                             |
| <b>Substance</b>                 | Means any natural or artificial matter whether in solid, liquid, gas or vapour form.                                                                                                           |
| <b>Warden/Fire Marshal</b>       | A staff member that has been appointed and trained by the Corporation to be in-charge of fire safety issues in the Corporation.                                                                |
| <b>Workplace</b>                 | Includes, any land, premises, location, vessel or thing, at, in, upon, or near which, a worker performs duties in the course of employment.                                                    |

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## **1.0 INTRODUCTION**

### **1.1 Policy Statement**

Kenya Plant Health Inspectorate Service (KEPHIS) recognizes the importance of safeguarding the safety and health of its employees, customers and stakeholders against risks and hazards arising from employment or their association with the Corporation. This policy has thus been developed to guide staff, customers and stakeholders on how to deal with issues regarding a safe and healthy working environment.

### **1.2 Policy Objectives**

The objectives of Occupational Safety and Health (OSH) policy are:

- a) To provide and maintain a safe and healthy working environment;
- b) To ensure that the Corporation complies with all applicable safety, Health and environmental legislations;
- c) To integrate Safety and Health procedures into all operations of the Corporation;
- d) To lay a framework for conducting risk assessments and safety audits;
- e) To provide a basis for sensitization of employees on safety and health;
- f) To establish procedures for the safe handling and transportation of equipment and substances used at work;
- g) To provide suitable personal protective equipment and clothing as appropriate and guide on proper usage;
- h) To promote a positive culture of improving safety and health for all employees and customers.

### **1.3 Scope of the Policy**

This policy applies to all staff, external customers and stakeholders of the Corporation.

### **1.4 Legal Framework**

The policy derives its legal framework from the relevant laws and other legal documents, circulars and other operational policies. It is specifically anchored on the following statutes:

- a) The Employment Act (2007);
- b) The Labour Institutions Act (2007);
- c) The Work Injury Benefits Act (2007);
- d) The Labour Relations Act (2007);
- e) The Occupational Safety and Health Act (2007);
- f) Disability Act (2003).

### **1.5 Guiding Principles**

- a) The Occupational Safety and Health (OSH) Policy shall spell out the roles and responsibilities of employer, employees and the Occupational Safety and Health (OSH) Committee;
- b) All occupational accidents and health incidents are preventable;
- c) Belief in the integration of preventive and rehabilitative health services into the health care system;
- d) The appropriation of fair compensation and rehabilitation benefits by providing meaningful, accessible and equitable compensation and rehabilitation to affected employees in the Corporation in case of occupational diseases and accidents arising in the course of employment;
- e) The employer shall bear the cost of occupational accidents and diseases suffered by employees in the course of duty, including the cost of medical treatment, compensation and rehabilitation;
- f) Occupational safety and health shall be managed like any other Corporation function.
- g) Belief in compliance and good performance in occupational safety and health management in the Corporation.

## **2.0 COMMON SAFETY MEASURES AND PROCEDURES**

### **2.1 Safety against Fire**

The potential causes of fire within the Corporation's workplace may include but not limited to: faulty electric connections, Exposed live wires, operations in kitchens/designated cooking areas and laboratories, Smoking in offices, laboratories

and vehicles, leaking gases or explosions. KEPHIS will undertake the following safety Measures against fire:

- a) Constant surveillance and inspections to detect faulty electrical connections and live wires;
- b) Mounting fire extinguishers and other firefighting equipment at appropriate points including motor vehicles;
- c) Prohibiting smoking within its compounds and vehicles;
- d) Keeping exits, aisles, and corridors free of obstacles, hazards, and combustible materials. Exit signs shall be visible and properly labeled and should not be blocked;
- e) Periodical training in fire drills, emergency response and evacuation procedures;
- f) Provision of fire blankets in the kitchens and laboratories;
- g) Maintaining combustible materials at a safe distance from heat sources or electrical equipment;
- h) Ensure electrical equipment is disconnected from electrical outlets or circuits when being adjusted, lubricated, moved, or cleaned;
- i) Ensure electrical plugs, cords, and extension cables are maintained in good condition and not overloaded;
- j) Ensure that unauthorized persons are not allowed access to laboratories;
- k) Ensure correct materials acquisition and storage, proper ventilation, and proper grounding of equipment;
- l) Ensure equipment is in good working order with periodic maintenance;
- m) Ensure work area is neat and clean;
- n) Sensitize employees on hazards, risks, safe work practices and procedures.

## **2.2 Safety in Working Areas and Condition of Floors**

KEPHIS takes cognizance of the significance of the safety of its workers, their physical and psychological comfort. The Corporation shall ensure that:

- a) The right/correct office furniture is provided for the job;
- b) Offices are adequately ventilated;
- c) Office cleanliness is maintained;
- d) Electrical cables are safely fixed;

- e) Enough office accommodation is provided;
- f) Adequate and appropriate sanitary facilities are provided;
- g) Personal protective equipment are provided and enforce their use;
- h) Air conditioners are provided where necessary;
- i) Floors are free of material that can lead to tripping, slipping, and falling hazards;
- j) Slippery floors are well labeled;
- k) Emergency equipment and controls are not blocked, while staircases and pathways are not used as storage areas;
- l) Work areas are kept neat and clean upon completion of operations or at the end of each workday. This is particularly important for areas with hazardous materials and equipment.

### **2.3 Chemicals and Hazardous Materials' Safety**

- a) Chemical containers, including safety cans and wash bottles, shall be labeled with contents, capped and in good condition. Contents label shall include full name of material; formula and abbreviations;
- b) An updated chemical inventory shall be maintained in all laboratories;
- c) Excess solvents shall be stored in approved safety cans or solvent storage cabinets;
- d) Approved safety cans shall be equipped with self-closing lids, and flame arrestors intact;
- e) All containers shall be kept closed except when in use;
- f) Chemicals and hazardous materials shall be stored in areas designated for such use;
- g) Waste chemicals shall not be poured down the drain to the sanitary sewer unless approved;
- h) Chemical, infectious, and radiological waste containers shall be labeled and chemical compositions specified;
- i) Biohazard disposal containers shall be properly used. A disposal program shall be in place in all laboratories.

### **2.4 Smoking in the Corporation's Premises and Vehicles**

Smoking is prohibited in all the Corporation's facilities or vehicles.

## **2.5 Use of Alcoholic Beverages in the Corporation's Premises and Vehicles**

- a) The use, possession, and distribution of alcoholic beverages are prohibited in any property of the Corporation (unless specifically authorized). However consumption of alcohol is prohibited in the Corporation's vehicles;
- b) Corporation drivers are not allowed to drive a Corporation vehicle while under influence of alcohol.

## **2.6 Moving and Lifting of Loads**

- a) Staff should not carry a load that is more than can be carried safely;
- b) Staff should always have a clear view over the load. If the load interferes with normal walking, help should be obtained;
- c) Greasy, wet, slippery, or dirty objects should be wiped clean before handling.

## **2.7 Protective Gear & Equipment Care and Use**

- a) All deserving staff will be assigned equipment and protective gear for use in their respective line of duty;
- b) All Tools and equipment including vehicles shall be kept in a clean and maintained condition. All equipment shall be inspected before and after use to identify any possible safety defects;
- c) Equipment shall be operated by appropriately trained employees and shall only be used for the purposes for which they were designed;
- d) Staff should use the protective gear assigned to them for the safe performance of their duties. **(See appendix 1);**
- e) Equipment and personal protective equipment (PPE) needing repair or replacement shall be reported to the supervisor.

## **2.8 Electrical circuits and lighting**

- a. Electrical vault rooms and generator rooms shall not be used for storage and shall be locked at all times;
- b. All electrical equipment, including lighting fittings and connections should comply with Electricity regulations set by the Kenya Power and Lighting Company;
- c. Only authorized personnel may work on electrical panels, alter existing wiring, or install electrical wiring;

- d. No electrical panel, switch, or wiring should be left open without protection;
- e. Work should not be conducted on electrical circuits or equipment with wet clothing or shoes, or while hands or feet are immersed in water. Protected circuits are required on electrical outlets installed near water-use areas;
- f. Adequate and suitable lighting will be provided in all working places, approaches, dangerous openings or places where lifting or lowering is going on. Any faulty bulbs shall be reported to the supervisor for appropriate action;
- g. Precautions shall be taken by all with respect to live electrical equipment on site and overhead cables.

## **2.9 Gas cylinder storage requirements**

- a. All gas cylinders, including empties, should be adequately secured to prevent them from falling while in use, being transported or being stored;
- b. Cylinder storage areas shall be well labeled with the name of the gas being stored;
- c. Cylinders shall not be stored near flammable substances, in continued dampness, or near salts or other corrosive material;
- d. Cylinders shall be stored in a location that prevents tampering and vandalism.

## **2.10 Safe access and movement in buildings and compound**

- a) Hazards associated with safe access or movement at a workplace may be as a result of but not limited to:
  - i. Inadequate lighting;
  - ii. Unguarded staircase;
  - iii. Substandard construction of staircase;
  - iv. Lack of passageway;
  - v. Lack of appropriate signs;
  - vi. Lack of alleys for wheelchairs;
  - vii. Falling trees and branches.
- b) The following safety measures in regard to safe access shall be observed:
  - i. A substantial handrail shall be maintained on both sides of a staircase;
  - ii. Adequate lighting for all parts and steps of the stair case shall be provided;

- iii. The staircases shall be required to meet the nationally agreed standards in terms of width, length and overhead heights;
- iv. Steps, passageways shall be of good construction, adequately lit and appropriate warning signs shall be put where necessary;
- v. Safe and sufficient access to and exit from every workplace to be provided and maintained, so far as it is reasonably practicable;
- vi. The Corporation shall contact the Kenya Forest Service for pruning of trees in the compound and along the access roads.

### **2.11 Safe use of Corporation vehicles**

- a) Staff shall follow the prevailing Transport Policy alongside this policy. Risks while using Corporation's vehicles may be associated but not limited to:
  - i. lack or failure to use safety belts;
  - ii. carelessness;
  - iii. mechanical condition of the vehicle;
  - iv. Overloading;
  - v. Intoxication.
  
- b) KEPHIS shall encourage:
  - i. Use of safety belts;
  - ii. That the rated safe carrying load of Corporation vehicles is observed;
  - iii. That there is no access to the vehicle by un-authorised persons;
  - iv. That vehicles are maintained and properly serviced;
  - v. That vehicle engines are turned off when the vehicle is not in use, is being refueled, or is located near a building air intake.

### **2.12 Waste disposal**

- a) Hazardous chemical waste shall be disposed off in accordance with good laboratory practice;
- b) Other disposals shall be in accordance with prevailing regulations;
- c) Contracted laboratory waste disposal companies shall be registered with the National Environment Management Authority (NEMA).

## **2.13 Emergency Procedures**

### **a) Evacuation Plans in the event of a fire**

- i. Evacuations of buildings can occur for several reasons. If the building alarm sounds, staff should leave the building immediately using the nearest exit. However where one can manage, they should control the fire using the firefighting equipment provided;
- ii. Once outside the building, staff shall go to the designated evacuation point;
- iii. Staff should not re-enter the building until allowed to.

### **b) In the event of an accident in a Corporation vehicle**

Staff should follow the procedure stipulated in the Transport policy

### **c) In the event of an accident in other areas**

Staff should report all accidents to their supervisor and also fill the form on the appendix 2 and forward it to the Supervisor for appropriate direction.

## **2.14 Communicable diseases**

Staffs are encouraged to notify their supervisor in confidence if they have any disease that can easily be transmitted to their colleagues in order to facilitate precautionary measures and assistance.

## **2.15 First aid kits**

First aid kits will be provided in designated areas and shall be well equipped.

## **3.0 ROLES AND RESPONSIBILITIES**

A Safe and healthy work environment is a collective responsibility of the Corporation/occupier, employees and customers. The specific responsibilities of each are:

### **3.1 Employer**

In line with this Policy the Employer shall be required to:

1. Provide and maintain plant and systems and procedures of work that are safe and without risks to health.

2. Make proper arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. Provide such information, instruction, training and supervision as is necessary to ensure the safety and health at work of every person employed.
4. Maintain the workplace in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks to health.
5. Provide and maintain a working environment for every person employed that is, safe, without risks to health, and adequate as regards facilities and arrangements for the Duties of occupiers.
6. Informing all persons employed of any risks from new technologies and imminent danger.
7. Ensuring that every person employed participates in the application and review of safety and health measures.
8. Carry out appropriate risk assessments in relation to the safety and health of persons employed and, on the basis of these results, adopt preventive and protective measures to ensure that under all conditions of their intended use, all chemicals, machinery, equipment, tools and process under the control of the employer are safe and without risk to health and comply with the requirements of safety and health provisions in the Occupational Safety and Health Act (OSHA), 2007.
9. Send a copy of a report of risk assessment carried out under this section to the area occupational safety and health officer.
10. Take immediate steps to stop any operation or activity where there is an imminent and serious danger to safety and health and to evacuate all persons employed as appropriate.
11. Register the workplace unless such workplace is exempted from registration under (OSHA), 2007.
12. Prepare and, as often as may be appropriate, revise a written statement of the general policy with respect to the safety and health at work of employees and the organisation and arrangements for the time being in force for

carrying out that policy; and to bring the statement and any revision of it to the notice of all of employees.

13. Prepare a safety and health policy statement.
14. Not dismiss an employee, injure the employee or discriminate against or disadvantage an employee in respect of the employee's employment, or alter the employee's position to the detriment of the employee by reason only that the employee— (a) makes a complaint about a matter which the employee considers is not safe or is a risk to his health; (b) is a member of a safety and health committee or (c) exercises any functions as a member of the safety and health committee.
15. Establish a safety and health committee at the workplace and sub-committees in the regions.
16. Ensure members of the OSH committee are trained on their roles upon appointment.
17. Not penalise an employee who is a member of a work place safety and health committee for performing duties assigned as a member of the safety and health committee.
18. Ensure health audit of the workplace is carried out at least once in every period of twelve months by a safety and health advisor; send a copy of the report to the Director of Occupational Safety and Health Services and preserve a copy for inspection by the occupational safety and health officer.
19. Provide sufficient resources for the development, acquisition, implementation and maintenance of safety and health standards of employees at the workplace.

### **3.2 Supervisor**

In line with this Policy the Supervisors shall be required to:

- a) Keep abreast of legal, regulatory and staff and customer requirements on safety and health;
- b) Bring the Corporation Occupational safety and health Policy to the attention of all staff under their supervision;

- c) Provide information, training and supervision for all employees on the correct use of plant, equipment, chemicals and other substances used;
- d) Ensure all staff have sufficient knowledge or information to carry out their duties safely;
- e) Lead by example to ensure compliance with OSH requirements;
- f) Ensure good housekeeping standards are observed and maintained;
- g) Participate in hazard identification, assessment, control or elimination where possible;
- h) Report all defects related to the Corporation's safety systems of work and procedures;
- i) Monitor the safety and health of employees under their supervision;
- j) Encourage employees to fully support injury and illness prevention;
- k) Ensure all accidents and incidents are reported in accordance with the Corporation's procedures and assist in the investigation of the same;
- l) Remain well informed about workplace health and safety performance;
- m) Participate in Risk Assessments.

### **3.3 Occupational Safety and Health Committee**

The Committee will be required to meet at least once in every quarter. In line with this Policy the Committee shall:

- a) Review OSH Policy as need arises;
- b) Evaluate and advise the management on occupational health and safety issues;
- c) Implement, monitor and evaluate OSH strategies employed by the Corporation and give appropriate recommendations to Management;
- d) Keep abreast of legal requirements on safety and health;
- e) Undertake annual internal safety and health risk assessments and audits and make appropriate recommendations. The risk assessment on occupational safety and health will be done before the audit, every year.

- f) Study reports from safety and health risk assessments and audits and make recommendations;
- g) Provide information on safety and health at the workplace.

### **3.4 Employees**

In line with this Policy all employees shall be required to:

- a) Ensure own safety and health and that of other persons who may be affected by ones acts or omissions at the workplace.
- b) Co-operate with the employer or any other person in the discharge of any duty or requirement imposed on the employer or that other person by Occupational Safety and Health Act (OSHA) or any related regulation on safety and health.
- c) At all times wear or use any protective equipment or clothing provided by the employer for the purpose of preventing risks to safety and health.
- d) Comply with the safety and health procedures, requirements and instructions given by a person having authority over one for own or any other person's safety.
- e) Report to the supervisor, any situation which one has reason to believe would present a hazard and which one cannot correct.
- f) Report to the supervisor any accident or injury that arises in the course of or in connection with ones work.
- g) With regard to any duty or requirement imposed on the employer or any other person by or under any other relevant statutory provision, co-operate with the employer or other person to enable that duty or requirement to be performed.
- h) Report to the immediate supervisor any situation which the employee has reasonable grounds to believe presents an imminent or serious danger to the safety or health of that employee or of other employee in the same premises, and until the occupier has taken remedial action, if necessary, the occupier shall not require the employee to return to a work place where there is continuing imminent or serious danger to safety or health.
- i) Familiarize self and comply with the provisions of this policy and related legislations on occupational safety and health;

#### **4.0 Implementation**

This policy will be implemented by the Managing Director through the Safety and Health Committee. The Corporation shall design appropriate strategies, use existing institutional framework and provide specific tools and resources for its implementation.

#### **5.0 Monitoring and Evaluation**

The Safety and Health Committee shall monitor and evaluate the policy regularly to ensure its relevance and effectiveness through the following:

- a) Quarterly meetings to evaluate the performance of the Corporation on occupational safety and health.
- b) Annual surveys to establish implementation, effectiveness and challenges of the Safety and Health Policy.
- c) Report on risk assessment, hazard or accident(s), safety and health audit(s) and any other issues on health and safety in the Corporation.

#### **6.0 Review of the Policy**

The Corporation's Safety and Health Policy will be reviewed regularly to be in tandem with change in legislation, status and emerging issues.

## **APPEDICES**

### **Appendix 1: List of Protective gear provided by the Corporation**

The following protective gear will be provided by the institution to staff performing the indicated duties. However the list may not be exhaustive:

1. Inspectorate and variety testing
  - a. Dustcoats - field inspection & variety testing
  - b. Gumboots - field inspection & variety testing
  - c. Dungaree - field inspection
  - d. Boots - field inspection & variety testing
  - e. Ear masks - factory staff
  - f. Eye goggles - field inspection & variety testing
  - g. Bush hats - field inspection & variety testing
  - h. Hand gloves - variety testing
2. Laboratory & sampling for laboratory analysis
  - a. Dust and gas masks
  - b. Hand and surgical gloves
  - c. Dust coats
  - d. Laboratory boots and eye goggles
  - e. Gum boots
3. Farm staff
  - a. Dust masks
  - b. Aprons
  - c. Eye goggles
  - d. Gumboots
  - e. Dust coats
  - f. Rain coats
  - g. Umbrellas
4. Drivers
  - a. Green dust coats
  - b. Gumboots
  - c. Dust mats
5. Motorbike Rider

- a. Helmet
- b. Gloves
- c. Waterproof jackets

## Appendix 2: KEPHIS Accident Report Form

1. Name of reporting officer.....
2. Station .....
3. Brief description of accident .....  
.....  
.....  
Signature..... Date.....
4. Date of and location of accident ..... time .....
5. Number of people injured.....
6. Names of people injured  
(i) .....  
(ii) .....  
(iii) .....
7. Details of injuries sustained .....  
.....
8. Name of witnesses  
(i) .....  
(ii) .....  
(iii) .....
9. Name of person in charge at the time of accident.....
10. Statement on cause and recommendations as to how accident of this nature can be prevented.  
.....  
.....  
Signature..... Date .....
11. comments by General Manager/Other Supervisor  
.....  
.....  
.....

### **Appendix 3: Fire/Emergency procedure**

1. DO NOT PANIC! Stay calm and do not return to the building to pick valuables;
2. Activate the fire alarm system;
3. Notify appropriate emergency service contact number (999).

Remember to:

- a) State your name;
- b) Give the exact location of the fire (including building, floor, room number, etc.);
- c) Provide information about the fire (i.e., how fast it is spreading, and indicate if people are trapped).

**Note** .ONLY attempt to control a fire if it is small (waste basket size);

4. Use appropriate fire extinguisher by using the following instructions ;

P - PULL safety pin from handle

A - AIM the fire extinguisher nozzle at the base of the fire

S - SQUEEZE the trigger handle

S - SWEEP the spray from side to side.

5. Close doors behind you but do not lock;
6. Leave the building immediately by the nearest available exit, alert others fire!  
Fire!;
7. Move away from the doors to allow others behind you to emerge from the exits. Do not obstruct entrances, move to the fire assembly points and wait for further instructions;
8. In order to prevent injury;
  - a) Do not run, push, or overtake
  - b) Use stairs - do not use the lifts

c) Stay away from the building until the “all clear” sign is given by the KEPHIS Warden or Fire Service.

5. Assist persons with disabilities or injuries from the scene of fire (if they can walk). If not alert the fire marshals immediately about their location;
6. If you encounter smoke or any blockage along an exit route choose an alternate path and keep your head low to avoid suffocation;
7. Follow the instructions of the KEPHIS Emergency Wardens and/or the Fire Divisional Officers;
8. Treat any alarm as a REAL emergency and not just a drill.

#### **Appendix 4: Evacuation procedure**

1. Alarm bell will be sounded;
2. People will be asked to leave the building immediately by the nearest available exit. They will be expected to stay calm;
3. Wardens will be distributed to buildings to pick persons with special needs;
4. In order to prevent injury, the wardens will keep informing employees and customers;
  - a) Not to run, push, or overtake
  - b) Use stairs and not the lifts
  - c) Not to return to their desks, office or room
  - d) Not to return to the building until the "all clear" sign is given by the
  - e) KEPHIS fire Marshall or Fire Service.
5. Wardens will be assigned to clear people away from the doors to allow others behind to emerge from the exits to avoid obstruction;
6. Employees and customers will be directed to assembly points ;
7. Further instructions will be given regularly.

## **Appendix 5: Transportation of equipment and disposal of chemicals and other hazardous substance Procedure**

1. No employee will be allowed to engage in the policy handling or transportation of any equipment or a load which is likely to cause employee bodily injury without appropriate personal protective equipment (PPEs);
2. Suppliers or employees supplying, distributing, conveying or handling chemicals or other toxic substances shall ensure that they are packaged, conveyed, handled and distributed in a safe manner so as not to cause any ill effect to any person or the immediate environment;
3. All obsolete chemicals and empty chemical containers shall be returned to the stores for proper disposal;
4. Suppliers of chemicals and other hazardous substances shall avail Material Safety Data Sheets (MSDS) for the said substances;
5. All measures shall be taken to protect employees against inhalation of the dust or fumes and to prevent their accumulation in any workstation;
6. Every effort will be made to eliminate or control sound energy or vibration emitted which may result to hearing impairment or ill health. To this end all employees at risk shall be advised to wear appropriate PPEs.

## **Appendix 6: Electronic Waste (E-waste) Management Procedure**

1. Separate e-waste from other waste to facilitate collection, treatment and recycling
2. Ensure e-waste is properly stored;
3. Develop Memorandum of Understandings (MoUs) with PROs for take-back, recycling and refurbishing of e-waste at life-end;
4. Adhere to recommended disposal methods especially expiry dates;
5. Sell or donate e-waste to licensed refurbishers;
6. Take back equipment to the supplier, manufacturer, importer or assembler if they allow it;
7. Dispose e-waste generated to the e-waste collection point;
8. Dump e-waste at the licensed dumping site specified for the e-waste;
9. Provide efficient transport for e-waste;
10. Monitor the processes of e-waste handling regularly.

## **Appendix 7: Hazard identification, Risk assessment and control Procedure**

1. To ensure a continuous process of identifying hazards, assessing their level of risk to employees, customers and to implement controls to reduce risks;
2. The OSH Committee will conduct inspection of the whole Corporation every three (3) months. The inspection will be recorded in General Register.
3. Hazards will be assessed to ascertain the level of risk in order to prioritize them and determine risk controls.
4. Forward reports to the KEPHIS management for action.

## **REFERENCES**

1. The Employment Act (2007).
2. The Labour Institutions Act (2007).
3. The Work Injury Benefits Act (2007).
4. The Labour Relations Act (2007).
5. The Occupational Safety and Health Act (2007).
6. Disability Act (2003).