



OCCUPATIONAL SAFETY AND AUDIT REPORT

TYPE OF AUDIT; Internal Audit Report 2022

AUDIT SCOPE: KEPHIS

AUDIT DATES: June 2022

AUDITORS: OSH committee teams

Introduction/Background

The safety and audit was carried out within the month of June 2022 all the KEPHIS offices

Occupational Health and Safety (OHS) focuses primarily on protecting employees in the workplace from accidents, injuries, and exposure to harmful substances. While accidents can happen at any time, it is still the employer's responsibility to ensure that they take steps to reduce the risk of incidents and maintain a safe working environment. Prioritizing OHS at workplace has several key benefits, including:

- Reduced risk or accidents or injuries by identifying and mitigating hazards
- Improved efficiency and productivity due to fewer employees missing work from illness or injury
- Improved employee relations and morale (a safer work environment is a less stressful work environment)
- Reduced costs associated with accidents or injuries (healthcare and rehabilitative costs, losses in productivity, impact on employees' well-being)
- Lower insurance premiums resulting from fewer workplace incidents and workers' compensation claims

The most important aspect of a good Occupational Health and Safety policy is identifying these hazards and ensuring that employees have the training, safety equipment, and other resources needed to work safely. Failure to implement effective policies and precautions can lead to injuries, reduced productivity due to the absence or loss of skilled labor, workers' compensation claims, and possible penalties from the Occupational Safety and Health Administration (OSHA).

Objectives:

1. Check on OSH policies compliance with all state laws and regulations, the OSHA Act 2007.
2. Evaluate employers/employees wellness, knowledge and implementation safety standards.
3. Gather information about one or more aspects of the workplace in order to evaluate the risk levels on safety and health of employees.

Audit Summary

The areas audited were selected based on the requirements of Occupational Safety and Health Act 2007.

Detailed Report

Positive findings in all the offices

- The offices were all registered under the Directorate of Occupational Safety Services.
- There was evidence of an enforceable OSH policy in place communicated and understood to all staff.
- Safety and health trained committees members were available who sensitizes staff and oversees on safe work place procedures.
- There was evidence of employed person's participation in review of safety and health measures alongside evaluation of risk assessments and its preventive measures.
- Compliance to employee's duties awareness was demonstrated. No notices of accidents and dangerous occurrences have been reported in the general registers available.
- All general welfare provisions as provided for in the OSHA 2007 act were in place.
- The staff were adequately provided with appropriate work stations, PPE's, equipment, appliances and hand tools in protection of employee ergonomics at work place.
- There were well maintained structures provided with safe means of access and egress, proper signage and fire prevention equipment.

- Orientation of new staff on knowledge and usage of safety and health equipment was being undertaken.
- For One stop boarder points and offices where KEPHIS is hosted, fire drills were being done by the occupier.
- All station committees undertake mock audits to check on safety and information roll-out of its staff and offices.

Areas of improvement

KEPHIS HEADQUARTERS

- Training of committee members on replacement for those who have exited the institution.
- There is need to train and maintain the fire marshal and first aiders regularly as per the OSHA 2007 Act.
- No evidence of periodical medical examinations, there is need to conduct periodic medical examination for staff exposed to high risk.
- Undertaking of post-employment medical examinations for staff during exit from service.

KEPHIS Muguga Office

- Need for appointment letters for newly appointed members of committees.
- Need for subcontracted service provider for disposal of waste/obsolete chemicals
- No evidence of periodical medical examinations, there is need to conduct periodic medical examination for staff exposed to high risk.
- Undertaking of post-employment medical examinations for staff during exit from service.
- Establishment of First Aid room required
- Procurement of general register needed as a requirement of the OSHA 2007 act.
- The officers to be provided with Eskimo jackets and heaters because of exposure to the cold work environment.

KEPHIS Mombasa

- Obsolete first aid kits in offices and some vehicles.

1. Only pre-employment medical examinations were done, Need for periodical medical/post-employment examinations to be undertaken for those in risk of exposure to hazardous and injurious substances
2. Identification/profiling, categorization and continuous evaluation of Occupational Safety and health associated risks with respective mitigation measures.
3. Basic OSH training for committee members required.

Isebania/Busia PIU Office

1. Though the station is on rented premises that give little room for modifications, the occupier can be consulted for installation of smoke detectors.
2. The committee to collaborate with occupier to do an evacuation plan.
3. There is need to do more signage for the rooms.
4. Training of Fire marshals and First aiders required.
5. Identification/profiling, categorization and continuous evaluation of Occupational Safety and health associated risks with respective mitigation measures.
6. Only pre-employment medical examinations were done, Need for periodical medical/post-employment examinations to be undertaken for those in risk of exposure to hazardous and injurious substances.

Kisumu Regional Office

- Training of fire marshals and first aiders required.
- No nearby medical facility pre-qualified by the current health provider for staff medical requirements. The closest in in Voi, 110km away.

KEPHIS Taveta PIU Office

- General registers unavailable.
- Malfunctioning air conditioning systems rendering rooms stuffy due to the hot coastal weather.
- Lack of item storage space capacity and obstruction of pathways at administration office door, accounts office corridor and fire exit.
- First aid and fire marshals training and staff sensitization required.

KEPHIS Nakuru Office/Naivasha

1. Fire marshals and first aid staff training required.
2. Purchase of general register for the stations.
3. Periodic medical examinations were recommended for staff to detect occupational diseases especially in Nakuru office where Laboratory work is involved.
4. There is need to install an instant shower for use by laboratory staff in case of chemical spillage at the lab.
5. There is need to procure the nylon carpet for Naivasha office floor since it is owned by Agricultural Finance Corporation (AFC) hence no modification can be done.
6. Ear muffs, Masks, overalls and Eskimo jackets for safer access to cold rooms and farms (Plant operators).
7. First aid box needs to be replenished.

KEPHIS JKIA Office

1. No officer has been trained on basic first aid
2. Loose wires connections noted in some offices

KEPHIS Namanga Office.

1. Congestion in the office space thus limiting movement
2. There are no trained first aiders

KEPHIS Loitoktok office.

1. Evidence of Electrical loose connection within the office.
2. No officer trained on basic first aid.

KEPHIS Kitale Region

1. Installation of good walk way ramps.

2. First Aid Boxes need to be replenished.
 3. Access to healthcare is a problem among staff at the Border Posts due to lack of hospitals supporting the medical provider.
 4. PPEs such as Eskimo jackets for access to cold-room, khaki trench coats to be provided.
 5. Routine medical check-ups to be done for diagnosis of occupation diseases.
 6. More staff to be deployed to Border Post where there is only one staff in the Border office.
 7. Routine medical examinations and post-employment (exit examinations) be conducted.
 8. Staff in the lab to be examined regularly.
 9. Improve on essential signage- No smoking signs are also available.
- KEPHIS Embu Region**
- Embu Office**
1. OSH committee training required.
 2. Training course for first aider and fire marshal recommended.
 3. Installation of fire detector's and fire suppression equipment's.
 4. Pre-employment and periodical medical examinations recommended for the officer supporting in the kitchen
- Nyeri Office**
1. Participation and inclusion of Nyeri officers input on OSH matters is recommended.
 2. Procurement of the requested PPE's eg Eskimo recommended
 3. Need to obtain general registers and abstracts as required by law.
 4. Sourcing a more office space is recommended
 5. There was however no fire extinguisher at the office as it had been provided to Nairobi for repair - procurement of fire extinguisher equipment recommended
 6. Request Kenya School of Agriculture to provide for separate toilet for gender separation as well as allow KEPHIS to renovation of the current one.

7. Training of fire marshals and first aiders recommended
8. Hanging cable and power rating- proper cabling of electrical installation recommended
9. Inclusion of Nyeri risks and input into the main Embu region OSH register and committee minutes is recommended

Isiolo/Moyale office

1. Insufficient space for serving walk-in clients/visitors and store - recommendation to have an additional container (40 ft) or its alternative to accommodate the office and other operations.
2. Supply of fire suitable first aid kit and fire extinguishers highly recommended
Purchase of a first aid kit recommended
3. Procurement Eskimo is recommended – to shield from extreme cold weather
4. Recommended to have gender-based separation of toilets

Timau Office

1. Insufficient space for serving walk-in clients/visitors and store - recommendation to have an additional container (40 ft) or its alternative to accommodate the office and other operations.
2. The container hosts the cooking are and store which exposes the risk to fire - recommendation to separate the store from the kitchen and installation fire extinguishing equipment
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Recommendations.

The gaps identified below are common institutional Occupational Safety and health challenges that require attention;

1. Occupational Health and Safety training for all members in safety committees and regular sensitization of all staff on Occupational health and safety matters.
2. Occupational safety and health committee members and interested staff to be trained on First aid and fire marshals



Signed:

There is evidence of compliance to Occupational Safety and Health Act and regulations demonstrated in the regional offices. The offices to continue maintaining the good standards and a safe working environment.

Conclusion:

3. Equip/purchase of the first aid boxes.
4. Procurement of General registers and occupational health and safety abstracts to be distributed in all offices as required by OSHA act 2007.
5. Installation of fire detection and suppression equipment's. Supply of additional firefighting (fire extinguishers) equipment in some offices.
6. Planning and execution of periodical medical examinations and exit medical examinations for all staff.

11/179

Kenya

KENYA PLANT HEALTH INSPECTORATE SERVICE

Memo



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

Date: 5th August 2022

To: Managing Director

Through; Ag. Director Corporate Services

Through; Ag. Deputy Director, Human Capital

From: The Chairman, COVID 19/OSH Committee

Please review. It is recommended that the committee be authorized to develop a work plan & budget for the recommended actions.

Forwarded.

05/08/22
05/08/22
05/08/22

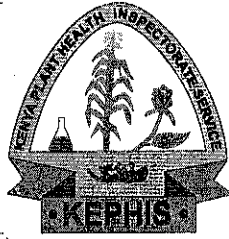
SUBJECT: REPORT ON OSH AUDITS IN KEPHIS STATIONS

The OSH committee carried out its annual safety and health audits in the month of June/July.

Attached is the report for the committees findings in all the KEPHIS stations.

T.Osoro

Chairman, OSH Committee



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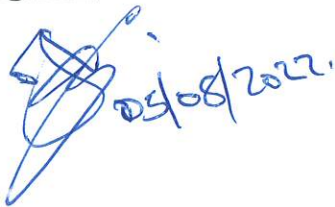
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Conclusion:

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Signed:

A handwritten signature in blue ink, followed by the date "05/08/2022".

Chairman OSH committee
You may consider my observations
& amend appropriately. *John*



22/9/23
Memo

REF: KEPHIS/HQ/1/179/Vol.II/ (42)

Date: 12th September 2023

To: Managing Director

Through; Ag. Director, Corporate Services

Forwarded for review & approval of recommendations
John 20/09/23

Through; Ag. Deputy Director, Human Capital

for.

Forwarded for approval.
John 12/09/23

From: The Chairman, Occupational Safety and Health (OSH) Committee

John 12/09/23

SUBJECT: OCCUPATIONAL SAFETY AND HEALTH AUDITS REPORT

The Occupational Safety and Health Act 2007 and KEPHIS PC on safety and security measures requires the OSH committee to undertake Occupational Safety and Health audits on implementation workplace safety measures.

The safety audits were carried out in the month of June 2023 as per approved memo and respective stations reports dispatched accordingly.

Attached find the summary of the audit findings and recommendations arrived at by the internal auditors for all the stations.

Kindly advise on the recommendations.

T.Osoro

Chairman, OSH Committee

- General observations
1. All staff have medical cover with provision for Annual Medical Exam!
 2. There was a lot of negative reporting in HQ & Mombasa and Fair in KSM.
 3. Observations and conclusion are not aligned (not in sync!).
- we cannot force*

The following is a list of the names of the persons who have been
admitted to the office of the Secretary of the State of New York
since the 1st of January, 1880, and who have been sworn in
as members of the office of the Secretary of the State of New York.

1880

1881

1882

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AUDIT DATES:	June 2023
AUDITORS:	OSH committee teams

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The safety and audit was carried out within the month of June 2023 all the KEPHIS offices by the internal occupational Health and Safety (OHS) auditors. The main focus on protecting employees in the workplace from accidents, injuries, and exposure to harmful substances was emphasized. The OSHA Act 2007 provides the employer's responsibility to ensure that necessary steps to reduce the risk of incidents happening and maintenance of a safe working environment. Prioritizing OHS at workplace has several key benefits, including:

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- The staff were adequately provided with appropriate work stations, PPE's, equipment, appliances and hand tools in protection of employee ergonomics at work place.
- There were well maintained structures provided with safe means of access and egress, proper signage and fire prevention equipment except in a few areas where obstructions of pathways were identified.
- Orientation of new staff on knowledge and usage of safety and health equipment was being undertaken.
- For One stop boarder points and offices where KEPHIS is hosted, fire drills were being done by the occupier.
- All station committees undertake mock audits to check on safety and information roll-out of its staff and offices.

Areas of improvement

KEPHIS headquarters

- The Procurement staff have not been sensitized on safe handling of chemicals Procurement of chemicals including flammable solvents centrally done and temporarily stored by supplies office, hence a risk to the entire store. There was no special storage handling facility available.
- Expired chemicals and chemical wastes at the analytical chemistry laboratory kept at the basement seems to have taken longer awaiting disposal and fumes were finding way to the molecular biology lab endangering lives of staff.
- OSH 2007 act requires that working areas with possible chemical splash should have eye wash in place but all labs at KEPHIS HQ had no such provisions. *Is this true?*
- The act provides that periodical medical/post-employment examinations to be undertaken to staff handling hazardous chemicals/substances but there was no evidence that such was being done apart from pre-employment medical examination.
- It's a requirement that a fire drill and staff awareness training be done annually to evaluate evacuation procedures and staff preparedness but there was no evidence to demonstrate that these had been done *Is this true?*

KEPHIS Muguga Office

- The work station had no specialized wash facility for persons with disability.
- The offices were overcrowded with the high number of casuals, interns, students on attachment and permanent staff.
 - ✓ The management to provide enough working space to ease the congestion.
 - ✓ There were complaints from staff that chairs provided are not comfortable for long sitting hours.
- The fume hood at DNA extraction room molecular lab is not effective
- The samples are stored at -8°C in cold rooms but staff are not provided with eskimo jackets for accessing the same.
- OSH act requires that working areas with possible chemical splash should have eye wash in place but all labs at KEPHIS Muguga had no such provisions. *Is this true?*
- The lab staff did not have a steady supply of milk due to delayed procurement processes. *Where is written that milk is antidote for chemicals??*

KEPHIS Mombasa

- The boiler unit for soil sterilization was inspected by an industrial vessel inspector and condemned for not meeting necessary safety requirements as per OSH ACT 2007 section 67 but is still in use.
- ✓ The management to purchase and install a modern boiler which has all the safety provisions as required by the safety act.
- ✓ The management to ensure the personnel who handle the steam boiler are trained and licensed to handle such as required by the law.
- The management to purchase and install a modern incinerator for waste disposal.
- There's no proper waste disposal and segregation mechanisms in place.

- First aid and fire marshals training and staff sensitization required.
- Lack of item storage space capacity and obstruction of pathways at administration office door, accounts office corridor and fire exit.
- Malfunctioning air conditioning systems rendering rooms stuffy due to the hot and humid coastal weather.

- Sanitation conveniences inadequate. Only one cloakroom each for male and female available (No water flow available). *Negative attitude in reporting. I have also found water.*
- General welfare provisions inadequate. Only one functional drinking water dispenser available at the Deputy Directors office.

- Provision of adequate specific PPE's required. Supply of adequate water floaters for inspectors during deep sea inspections.

- General registers unavailable.

- Congested tea preparation room that was not meeting fire safety requirements. *Does K20th have enough staff?*
- Congested working areas due to the influx of temporal staff (Interns, Casuals and attachées). This has prompted use of plastic chairs to accommodate the high number of interns and attachées.

- Only employment entry medical examinations done. Periodical and exit medical examinations not done.

- OSHA act structural requirements to be relooked into. The office has steep staircase for access and egress and no ramps available for PWD's. *Is this reports or Leveland?*

Issue 2

- There were stacks of equipment and office material (samples, files among others) in most of the rooms leading to congestion and limited air flow. These was pronounced in the inspector's offices and administration office. *→ What toxic chemical is used in Nairobi??*
- There was no safe system for collection, recycling and disposal of waste especially toxic laboratory waste.

KEPHIS Lungalunga PIU Office

- Fire marshals and First aid training and staff.
- Unavailability of First Aid boxes.
- Long working hours for staff/Interns and skilled casuals due to country regulations on extended working hours. Staff work up to 9.00pm and beyond they remain on call.

KEPHIS Taveta PIU Office

- It was noted that there was no protection against allergens, the available PPES were not able to protect against allergens.
- Fire marshals and First aid training required by staff.
- Long working hours for staff/Interns and skilled casuals due to country regulations on extended working hours. Staff work up to 9.00pm and beyond. Many a times they remain on call.
- Visible open data cabling for computers that may lead to accidents.

KEPHIS Kisumu Regional Office

- Though the station is on rented premises that give little room for modifications, the occupier can be consulted for installation of smoke detectors. *← fair reporting as opposed to MSA!*
- The committee to collaborate with occupier to do an evacuation plan.
- There is need to do more signage for the rooms.
- Only pre-employment medical examinations were done, Need for periodical medical/post-employment examinations to be undertaken for those in risk of exposure to hazardous and injurious substances.

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KEPHIS Nakuru Office/Naivasha

- Implementation of the last OSH audit findings still pending
- Formalization and training of new OSH committee members required

- The OSH committee needs to hold quarterly meetings and document the deliberations
- Periodic medical examinations were recommended for staff to detect occupational diseases especially in Nakuru office where Laboratory work is involved.
- There was need to install an instant shower for use by laboratory staff in case of chemical spillage at the lab.

KEPHIS JKIA Office

- Congestion in the office space thus limiting movement
- There are no trained first aiders

KEPHIS Namanga Office.

- Congestion in the office space thus limiting movement

- There are no trained first aiders

KEPHIS Loitoktok office.

- Evidence of Electrical loose connection within the office.
- No officer trained on basic first aid.

KEPHIS Kitale Region

1. Installation of good walk way ramps.

2. First Aid Boxes need to be replenished.

3. Access to healthcare is a problem among staff at the Border Posts due to lack of hospitals

supporting the medical provider.

4. PPES such as Eskimo jackets for access to cold-room, khaki trench coats to be provided.

5. Routine medical check-ups to be done for diagnosis of occupation diseases.

6. More staff to be deployed to Border Post where there is only one staff in the Border office.

7. Routine medical examinations and post-employment (exit examinations) be conducted.

Doc if near the
at no good
clinics
nearby??

But OSH committee says there is conflict.

how long does one stay in the cold room??

8. Staff in the lab to be examined regularly.
9. Improve on essential signage- No smoking signs are also available.

KEPHIS Embu Region

Embu Office

- The existing functional Safety and Health Committee to incorporate the officers in Timau and Nyeri as committee members
- Medical examinations done during on boarding of staff to the organization. The office to carry out medical examination to the staff at the cafeteria section.
 - ✓ OSH committee training required.
 - ✓ Training course for first aider and fire marshal recommended.
 - ✓ Installation of fire detector's and fire suppression equipment's.
 - ✓ Pre-employment and periodical medical examinations recommended for the officer supporting in the Kitchen

← officers to use Annual medical exam

KEPHIS Nyeri Office

- Participation and inclusion of Nyeri officers input on OSH matters is recommended.
- Procurement of the requested PPE's eg Eskimo recommended
- Need to obtain general registers and abstracts as required by law.
- Sourcing a more office space is recommended
- There was however no fire extinguisher at the office as it had been provided to Nairobi for repair - procurement of fire extinguisher equipment recommended
- Request Kenya School of Agriculture to provide for separate toilet for gender separation as well as allow KEPHIS to renovation of the current one.
- Training of fire marshals and first aiders recommended
- Hanging cable and power rating- proper cabling of electrical installation recommended
- Inclusion of Nyeri risks and input into the main Embu region OSH register and committee minutes is recommended

← not necessary. Does Nyeri has a cold storage room??

← is this a requirement? that MAF cannot use same toilet?

KEPHIS Isiolo/Moyale office

1. Insufficient space for serving walk-in clients/visitors and store - recommendation to have an additional container (40 ft) or its alternative to accommodate the office and other operations.
2. Supply of fire suitable first aid kit and fire extinguishers highly recommended Purchase of a first aid kit recommended
3. Procurement Eskimo is recommended - to shield from extreme cold weather
4. Recommended to have gender-based separation of toilets

KEPHIS Timau Office

1. Insufficient space for serving walk-in clients/visitors and store - recommendation to have an additional container (40 ft) or its alternative to accommodate the office and other operations.
2. The container hosts the cooking area and store which exposes the risk to fire - recommendation to separate the store from the kitchen and installation fire extinguishing equipment.
3. Supply of fire suitable first aid kit and fire extinguishers highly recommended.

Recommendations.

The gaps identified below are common institutional Occupational Safety and health challenges that require attention;

1. Occupational Health and Safety training for all members in safety committees and regular sensitization of all staff on Occupational health and safety matters.

2. Occupational safety and health committee members and interested staff to be trained on first aid and fire marshals

3. Equip/purchase of the first aid boxes.

4. Procurement of General registers and occupational health and safety abstracts to be distributed in all offices as required by OSHA act 2007.

5. Installation of fire detection and suppression equipment's. Supply of additional firefighting (fire extinguishers) equipment in some offices.

6. Planning and execution of periodical medical examinations and exit medical examinations for all staff.

use it!
urge HSC staff to
exam pension.
cover have financial
All staffs medical

Conclusion:

There was evidence of compliance to Occupational Safety and Health Act and regulations in KEPHIS offices. The offices to continue maintaining the good standards and a safe working environment.

Signed:

 12/09/2023

