



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

ROAD SAFETY POLICY

OCTOBER, 2022

Foreword

Road Traffic injuries (RTIs) are among the ten leading causes of death worldwide. This is largely attributed to Road safety management and coordination challenges in implementing road safety strategies. These losses are tragic hence the urgent need for action to mainstream road safety to improve the situation. Road safety is a Sustainable Development Goal (SDG), and all countries across the globe are called upon to develop and implement multisectoral, sustainable road safety strategies and programs to achieve this goal.

There are a number of road safety risk factors that have been found to cause these crashes and injuries. These range from speeding, driver fatigue, drunk driving, inadequacies in driver training and recruitment, road engineering challenges, environmental conditions, low levels of awareness on road safety, vehicle conditions among others.

The management recognizes the importance of having a positive road safety culture based organization thereby ensuring synergized efforts towards reducing the risk of workplace road traffic crashes and collisions. This will be achieved through mainstreaming road safety in KEPHIS policies and programs. The road safety policy will facilitate integration of road safety programs, assist in proactively managing workplace road traffic injuries, reduce road accidents, increase employee productivity and reduce costs associated with injury and vehicle repairs.

Therefore, the Management shall use this policy as a tool, to continuously improve road safety at the workplace.

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MANAGING DIRECTOR

Definition of Terms

Employee -means a person who works for KEPHIS under a contract of employment;

Exposure -means the amount of a workplace vulnerability to injury as a result of road traffic incidence;

Near misses -missed collisions

Road Traffic injuries (RTI) injuries related to road traffic collisions, they could be fatal, serious or slight

Road Traffic crash vehicle collision resulting in injury

Road Traffic fatalities deaths related to road traffic crashes

Seat belt is a vehicle safety device designed to secure the driver or a passenger of a vehicle against harmful movement that may result during a collision or a sudden stop.

Workplace includes, any land, premises, location, vessel or thing, at, in, upon, or near which, a worker is, in the course of employment;

Road users - anyone who uses a road, such as a pedestrian, cyclist or motorist and is exposed to certain road safety risks

Traffic crashes, injuries and fatalities (deaths) - in this document **a crash** is defined as a road traffic collision that resulted in an injury or fatality.

Injury refers to non-fatal cases from a road traffic crash.

Service refers to Kenya Plant Health Inspectorate Service (KEPHIS)

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1.0. Introduction

Kenya Plant Health Inspectorate Service (KEPHIS) is a regulatory body that is established by the KEPHIS Act No.54 of 2012. KEPHIS is mandated to implement the Agriculture Produce (Export) Act CAP 319, Plant Protection Act CAP 324, and the Seeds and Plant Varieties Act CAP 326. The role of the Corporation is to undertake regulatory function in the agricultural sector in matters relating to plant protection, seeds and plant varieties that assures the quality of agricultural inputs and produce, thereby promoting sustainable agricultural and economic growth.

The impact of road traffic crashes, injuries and fatalities has caused devastating economic, and psychosocial suffering to individuals, households and organizations. Fleet Management plays a vital role in facilitating mobility to all the directorates within the service and therefore must minimize the risks through the adoption of a safety culture within its operations.

KEPHIS is committed to ensuring road safety and managing risks to an acceptable level across all areas of its operations, so that its objectives can be achieved. This policy commitment extends to third party interaction. To effect this, KEPHIS will communicate to all staff and stakeholders their role in road safety and provide the means for employees to play that role.

1.1 Purpose

The purpose of this Road Safety Policy is to provide a framework for implementation of effective and efficient guidelines that will promote road safety, prevent and manage road crashes and fatalities in the Service.

1.2 Scope

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

1.3 Objectives of the Policy

- a) To provide a framework for mainstreaming of road safety that will ensure road safety issues are an integral part of all activities in the service.
- b) To reduce the number of actual or potential road traffic crashes and injuries involving employees and other stakeholders.
- c) To enhance compliance with the traffic law and regulations and minimize risks of penalties and conviction for traffic offenses.

- d) To promote a road safety culture in order to prevent and minimize road traffic crashes and injuries.
- e) To reduce and control costs associated with road traffic crashes and incidents.
- f) To provide a mechanism for informed road safety decisions about driver training, staff road safety induction and sensitization; and vehicle purchase.
- g) To promote sensitization and awareness campaigns on the Road Safety risk factors among the employees

1.4 Legal and Regulatory Environment

The following Acts and Regulations are the guiding Framework for implementation of the Road Safety Policy Guidelines

- a) **NTSA Act 2012** - Establishes NTSA as the lead agency in road safety management and coordination.
- b) **Traffic Act** -The Act sets out all traffic offenses and penalties.
- c) **The Occupational Safety and Health ACT, 2007** - provides for the safety, health and welfare of workers and all persons lawfully present at workplaces.
- d) **The Kenyan constitution 2010** - Espouses the rights of every Kenyan citizen including protection to the fundamental right to life.
- e) **Work Injury Compensation WIBA 2007 Act** - sets out a compensatory framework for all work related injuries.
- f) **Radiation Protection Act (Cap.243)** - Sets forth guidelines to transport and securement of Hazardous materials.
- g) **Pharmacy and Poisons Act (Cap. 244)** - Highlights prescriptions and effects of use of certain pharmaceutical drugs some that have effects on drivers while on the road.

2.0. Policy Areas and Guidelines

2.1 Road Safety Management and Coordination

KEPHIS shall ensure implementation of the road safety work plan, establishment and sustenance of collaborations and partnerships to support road safety programs.

2.2 Driver Recruitment

In addition to the recruitment guidelines as stipulated in the Human Resources Policy and procedures manual, KEPHIS commits to the following:

- a) Specifying a safe driving record as a mandatory requirement in the job specification for advertisements.
- b) Assessment of attitude to safety during the job interview.
- c) Verification of an applicant's license with NTSA before hiring.
- d) Verification of an applicant's driving records with previous employers.
- e) Practical driving assessment.
- f) Mandatory defensive driving training.

2.3 Staff Induction Programs

The Service shall ensure the following during staff induction:

- a) All new employees shall undergo a formal induction program that includes road safety policy and procedures.
- b) All new drivers shall be trained on operation of the allocated vehicles including safety features of the vehicle.

2.4 Speed Management

Drivers and staff shall be required to observe the following in management of speed:

- a) Adherence to all regulatory speed limits on the roads.
- b) Speeds to be reduced to 30kmph in areas with high number of pedestrians i.e. around schools, hospitals, markets, estates etc.
- c) Speed limit of 10kmph to be adhered to in all KEPHIS premises.
- d) Speed limiters to be fitted in all official vehicles as per the Traffic Act.
- e) Speeds are monitored internally 24/7 in all official vehicles and enforce compliance to set guidelines.
- f) Speed offenders shall be subjected to the disciplinary provisions as per the HR Policy and Procedure manual
- g) Annual staff sensitization on speed management shall be done.

2.5 Vehicle Selection and Maintenance

The Service shall observe the following guidelines in vehicle selection and maintenance:

- a) Adherence to best practice in selecting and maintaining vehicles.
- b) Adherence to minimum body standards as envisaged in the Traffic Act and body building standards.
- c) Development of vehicle purchase specifications that include relevant safety features.

- d) Inspection of purchased vehicles to ensure they conform to the supplied specifications before payment.
- e) Periodic motor vehicle inspections as per regulatory guidelines.
- f) Fitting all vehicles with first aid kit, securely fitted fire extinguisher and emergency triangle.
- g) Ensuring that all vehicles are well maintained by ensuring that the equipment promotes driver, operator and passenger safety by:
 - i. Servicing the vehicles as per manufacturer's recommendations.
 - ii. Setting up procedures where drivers check allocated vehicle oil, water, tyre pressure and general cleanliness on a daily basis and record the inspection on a pre-use check sheet.
 - iii. Retaining records on all repairs and replacement done on vehicles.
 - a) Identification and rectification of all defects as soon as practical.

2.6 Vehicle Crash Involvement

The Service shall:

- a) Maintain a comprehensive crash investigation and reports forms.
- b) Monitor the number of crashes per year, number of driver-at-fault crashes, crash incidences, costs of repairs and replacements, time lost due to crashes and rehabilitation costs on KEPHIS vehicles.
- c) Maintain crash report forms and emergency kits in all vehicles.
- d) Involve staff in implementing remedial action and consult with those staff who will be affected.
- e) Train appropriate staff in crash investigation.
- f) Evaluate remedial measures implemented.
- g) Drivers and all employees using official vehicles shall be required to adhere to the provisions of the Traffic Act (Cap 403) and report any cases/ incidences within 24hours.

2.7 Incentive and Disincentive

- a) Recognize good driving and sanction poor driving performance through the KEPHIS performance management tool. Exemplary performance will be rewarded while poor performance will be sanctioned through the KEPHIS Rewards and Sanctions Policy.
- b) Branding of KEPHIS Fleet to enable members of the public to provide feedback on drivers' performance.
- c) Provide Drivers with feedback about their performance.

2.8 Training and Education

KEPHIS shall:

- a) Conduct annual training needs assessment to determine the skills gap.
- b) Develop, implement and evaluate training programs for drivers as per the needs identified.
- c) Ensure all managers and supervisors are trained in their roles relating to road safety.
- d) Evaluate facilities, resources and use only qualified and experienced trainers.
- e) Retain training records
- f) Provide refresher training programs as appropriate.
- g) Conduct annual staff sensitizations on road safety.

2.9 Anti-Drunk and Anti-Drug Driving

KEPHIS shall:

- a) Implement sensitization programs to create awareness to staff on the effects of drugs and alcohol driving performance.
- b) Adherence to the KEPHIS Alcohol and Drug Abuse and HR Policy and procedure manual
- c) Adopt zero tolerance to use of alcohol and drugs when driving.
- d) Drivers report to their supervisors when on these medications.

2.10 Fatigue Management

KEPHIS shall:

- a) Ensure implementation of work schedules and leave rota for staff to manage fatigue.
- b) Sensitize management and staff on the importance of journey planning to ensure they have sufficient rest before and during driving.
- c) All drivers adhere to the maximum number of driving hours (8) in a period of 24 hours.
- d) Monitor drivers to avoid fatigue including log in hours.
- e) Annual staff sensitization on fatigue and fatigue management.

2.11 Seat Belt Wearing

The Service shall:

- a) Sensitize staff on the benefits of wearing seatbelts.

- b) Ensure seat belts are clean and serviceable at all times.
- c) Ensure staff wear seat belts at all times before commencing and during a journey.
- d) Place reminder notices on notice boards within the vehicle.
- e) Instruct drivers to remind passengers to wear seat belts.

2.12 Driver Management

All Service drivers shall be required to observe the following:

- a) Comply with the rules of the road at all times.
- b) Undertake periodic driver refresher training and re-training.
- c) Have a valid driver's license as appropriate.
- d) Immediately notify their supervisor or manager if their driver license has been suspended or canceled, or has had limitations/caveat placed upon it for any reason.
- e) Ensure they are medically fit to drive at all times.
- f) Comply with driving hours regulations and have regular breaks while driving.
- g) Avoid use of destructive gadgets including mobile phones in vehicles while driving (including hands-free).
- h) Carry out a full daily walk around check prior to using the vehicle.
- i) Display the highest level of professional conduct when driving Service vehicles.
- j) Regularly check the oil, tyre pressure, radiator and battery levels of Service vehicles they regularly use.
- k) Assess hazards while driving and anticipate 'what if scenarios'.
- l) Drive within the legal speed limits including adjusting to the prevailing conditions.
- m) Wear a seatbelt and remind all occupants to wear their seat belt at all times.
- n) Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.
- o) Report any near-misses, crashes and incidents, including those that do not result in injury, and follow the collision procedures outlined in this policy.
- p) Report vehicle defects as soon as they are detected.
- q) Never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation.
- r) Plan journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments.

- s) Avoid loads for which the vehicle is unsuited, or unauthorized passengers or excess passengers than there are seat belts.

2.13 Ethics and Etiquette

The Service shall:

- a) Sensitize drivers/staff on work ethics and etiquette.
- b) Courtesy and integrity values.

3.0. Roles and Responsibilities

3.1 KEPHIS Management

- a) Ensure that Road Safety Policy, work plans and decisions are developed and implemented.
- b) Ensure establishment and operationalization of the Road Safety Committee.
- c) Monitoring and evaluation of the road safety mainstreaming as per the Road safety policy guidelines including the road safety work plan.
- d) Provide necessary support towards effective implementation of the Road Safety Policy.

3.2 Road Safety Committee

- a) Coordinate the development, review and implementation of the road safety policy.
- b) Development of budget proposal on Road Safety activities for the management approval.
- c) Sensitization and awareness campaigns on the Road Safety risk factors among the employees.
- d) Monitoring and evaluation of the implementation of Road safety activities in line with the Implementation Plan.
- e) Promoting collaboration, partnerships and networking with key stakeholders to enhance advocacy and implementation of Road Safety activities.
- f) Coordination of the design and production of Information, Education and Communication materials on road safety within the institution.
- g) Review all incident, and crash investigation reports and make further recommendations to management, to mitigate future occurrences.
- h) Consult with professionals who are technically qualified to advise the committee on road safety matters.

3.3 KEPHIS Staff

- a) Observing road safety guidelines in all their undertakings
- b) Reporting cases of road crashes, near misses and any other incidences that may lead to traffic crashes and injuries in the workplace.
- c) Providing timely information required in the evaluation of the implementation of Road Safety policies.

4.0. Monitoring, Evaluation, Reporting and Research

4.1 Monitoring Evaluation and Reporting

The Service shall develop monitoring and evaluation tools to track the progress of implementation of road safety activities. The focal point officer on road safety will coordinate reporting and compilation of quarterly and annual reports to management. The Service will utilize research undertaken by various agencies on Workplace related Road Safety to inform Road Safety interventions and Policy directions.

5.0 Review of the Policy

The Road Safety Policy will be reviewed when need arises to be in tandem with change in legislation, status and emerging issues.