



OCCUPATIONAL HEALTH AND SAFETY POLICY

JUNE 2024



KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY

OCCUPATIONAL HEALTH AND SAFETY POLICY REVIEW SHEET

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KONZA TECHNOPOLIS IDENTITY

Vision

A leading global Technopolis and hub of Innovation

Mission

To develop a thriving sustainable smart city and a vibrant innovation ecosystem contributing to Kenya's knowledge Economy

Core Values

- i. Nurturing
- ii. Innovation
- iii. Collaboration
- iv. Excellence

Strategic Objectives

- Develop and manage a world-class smart city with a vibrant, safe and secure, healthy, and sustainable ecosystem.
- Form partnerships with other actors in the National Innovation System, to recruit, attract, and develop high-end talent as well as create relevant, and smart innovative solutions and commercialize them.
- Mobilize adequate and sustainable funding to meet the Authority's mandate and changing needs of the business community and residents.
- Create a strong brand and image of Konza Technopolis that will attract, facilitate, and retain investors.
- Ensure that the Authority has the adequate institutional capacity to fulfil its mandate.

ABBREVIATIONS AND ACRONYMS

CEO	Chief Executive Officer
CM PPCE	Chief Manager Physical Planning Compliance and Environment
COM	Construction Operation and Management
CPR	Cardiopulmonary Resuscitation
CSP	Certified Safety Professional
DOSHS:	Directorate of Occupational Safety and Health Services
DSC	Display Screen Equipment
EA	Environment Audit
EAP:	Emergency Action Plans
EEP	Emergency Evacuation Plan
EMS:	Environmental Management Systems
FSA:	Fire Safety Audit
KT	Konza Technopolis
KM/H	Kilometres per Hour
H&S:	Health and Safety
H&SC:	Health and Safety Committee
M SHE	Manager Safety Health and Environment
NTSA:	National Transport and Safety Authority
OSHO:	Occupational Safety and Health Officer
OSH:	Occupational Safety and Health
OSHA:	Occupational Safety and Health Act
OSHP	Occupational Safety and Health Plan
PPE:	Personal Protective Equipment
PPCE	Physical Planning Compliance and Environment
PSM	Process Safety Management
PSSR	Pre-start safety Review.
SHE	Safety Health and Environment Division
SHMS	Safety and Health Management System
SOP	Standards Operating Procedures
VDU	Visual Display Unit

WHO: World Health Organization
WIBA: Work Injury Benefits Act

DEFINITIONS

The following definitions apply to this policy:

First Aid. Immediate assistance, emergency care, or treatment given to an ill or injured person before regular medical aid can be obtained.

Accident: Any unplanned, sudden event which causes injury to people or damage to buildings, plant, material or the environment.

Audit: means periodic evaluation of work environment and organizational management system in workplace for prevention of accidents, occupational diseases, ill-health or damage to property.

Authority or organization: Means the Konza Technopolis Development Authority as constituted under the Legal Notice No.23 2012.

Committee: the safety and Health Committee established pursuant to section 127 of the Act and the Factories and Other Places of Work (Safety and Health Committees) Rules, 2004

Contractor: a person whose services have been contracted by the Authority

Administrative Controls: Is the limiting of daily exposure to hazard by adjusting work tasks or schedules and sensitisation on safety and health rules. Committee: Safety and Health Committee.

Dangerous occurrence: Readily identifiable event as defined under the Occupational Safety and Health Act, 2007, that causes damage to property with potential to cause an injury or disease to persons at work or the public.

Employee: a person employed by the authority

Engineering Controls: Are physical changes to the work area or process that effectively minimize exposure to hazards.

Ergonomics: An applied science concerned with designing and arranging things people use so that the people and things interact most efficiently and safely.

Fatal accident: One that causes death. **Hazard:** An existing potential condition that alone or interacting with other factors can cause harm.

Hazard: a potential source of harm to people, property or environment

Incident: in this context shall refer to the occurrence of unplanned event that interrupts the completion of an activity. It may be a minor or major event that results in a crisis such as an accident.

Minor Accident: Occurrence arising out of or in the course of work which results in lost time and injury of less than three (3) days.

Occupational Disease: Any disease or disorder that occurs because of work or working conditions.

Occupational Safety: The health and well-being of people employed in a work environment.

Risk Assessment: A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and the effects it would have on people's health.

Risk Management: The forecasting and evaluation of financial risks, together with the identification of procedures to avoid or minimize the impact of occupation safety and health risks. This is done through establishing the context, identifying, analysing, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable organizations to minimize losses and maximize opportunities.

Risk: means 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;

Serious Accident: One which at least one person is injured and results to more than three (3) days absentia at workplace

Stakeholder: refers to visitors, clients, suppliers, vendors, licensees, service providers, and the public.

Tenants: Includes, anyone who rents or leases within KT.

Workplace: includes any land, premises, location, vessel or thin at, in, upon or near which a work is in the course of employment

FOREWORD

Occupational, Health and Safety is both an individual and shared responsibility of all employees, students and stakeholders. The authority is committed to develop and maintain effective Occupational Health, Safety and Welfare arrangements to protect its staff and all stakeholders who interact with its operations by providing an effective Occupational Health and Safety Management System.

The Authority will take reasonable and practical steps to ensure implementation of the occupational, health and safety requirements. It will endeavour to improve and enforce work safety conditions prioritising accident prevention, hazard control and preservation of health. This Policy has taken cognizance of the key issues that relate to Occupational Health and Safety which may affect and hamper service delivery. It provides a framework for implementation structures and programmes that will form a road map in providing an environment that ensures that occupational health and safety of all employees, and the KT community at large.

It is aimed at catering for the needs of employees and empowering and improving their ability to handle all issues that may lead to a good working environment for increased productivity and enhanced service delivery.



John Paul Okwiri, OGW

CHIEF EXECUTIVE OFFICER

1 INTRODUCTION

The Authority recognizes and commits itself to the achievement of the highest standards of health and safety in the workplace, and the elimination or minimization of health and safety hazards and risks that may affect its employees. In this regard, it will implement policies and programmes that assure their protection from such hazards and disasters. The policies and programmes will be implemented in compliance with the provisions of Occupational Safety and Health Act, 2007 and other Labour Laws

1.1 SCOPE

The OSH policy guideline primarily provides guidance to:

- i. All employees within the KoTDA;
- ii. Prospective employees of the KoTDA
- iii. Clients, contractors, and visitors at KoTDA.
- iv. KT Tenants.

1.2 APPLICATION

This Policy shall apply to all Authority workplaces where any person is at work, whether temporarily or permanently and shall be guided by the existing laws and other relevant regional and international labour standards without any exceptions. The policy shall also apply for domestication and application on all investments within the Technopolis.

1.3 PURPOSE

The purpose of this Policy is to:

- i. Provide comprehensive guidelines that define the Konza Technopolis Occupational, Health and Safety requirement within the workplace.
- ii. Secure the safety, health and welfare of persons at work; and
- iii. Protect persons other than persons at work against risks to safety and health arising out of, or in connection with, the activities of persons at work.

1.4 OBJECTIVES

To ensure a safe and healthy work environment for employees throughout the KT based on the following objectives:

- i. To provide and maintain, as far as practicable, offices, site, systems and equipment that are safe and without risk to the health of employees;
- ii. To take steps to eliminate or mitigate, as far as practicable, any hazard or

- potential hazard to the safety or health of employees;
- iii. To establish, as far as practicable, what hazards to the health or safety of persons are attached to any work which is performed.
 - iv. To provide such information, instructions, training and supervision as may be necessary to ensure, as far as practicable, a safe and healthy working environment for all employees
 - v. To take all necessary measures to ensure that the requirements and standards in terms of the Occupational Safety and Health Act are complied with by every person in employment or on premises under the control of the Authority;
 - vi. To enforce such measures as may be necessary in the interest of safety and health;
 - vii. To ensure that any work performed, and apparatus used are under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the Authority are implemented.

1.5 PRINCIPLES

1.5.1 KOTDA PRINCIPLES

The Authority will strive to continuously improve the occupational health, safety and environmental performance by adhering to the following principles:

- i. Developing and improving programs and procedures to ensure compliance with all applicable laws and regulations;
- ii. Ensuring that personnel are properly trained and provided with appropriate safety and emergency equipment, where applicable;
- iii. Taking appropriate action to correct hazards or conditions that endanger health, safety and the environment;
- iv. Considering occupational safety and Health factors in all operating decisions including planning and acquisition;
- v. Encouraging personal accountability and emphasizing compliance with standards and conformance with Authority policies and best practices during employee training and in performance reviews;
- vi. Communicating our desire to continuously improve our performance and fostering the expectation that every employee will follow this policy and report any

Occupational health, or safety concern to management;

- vii. Monitoring progress through periodic evaluations.

1.6 LEGAL AND REGULATORY FRAMEWORK

- i. Occupational Safety and Health Act, 2007
- ii. Work Injury Compensation WIBA 2007 Act
- iii. Building code 1968

1.6.1 Subsidiary Legislation

- i. The Factories and Other Places of Work (Safety and Health Committees) Rules, 2004
- ii. The Factories and Other Places of Work Act (Medical Examination) Rules, 2005
- iii. The Factories and Other Places of Work (Hazardous Substances) Rules, 2007
- iv. The Factories and Other Places of Work (Fire Risk Reduction) Rules, 2007
- v. Factories (Woodworking Machinery) Rules, Cap 514, Sub, L.N. 431/1959, L.N. 514/1990
- vi. The Factories and Other Places of Work (Docks) Rules, L.N. 306/1962
- vii. The Factories and Other Places of Work (Protection of Eyes) Rules, 1977 L.N. No 44
- viii. The Factories and Other Places of Work (Electric Power) Rules, 1979 L.N. 340
- ix. Factories (Building Operations and Works of Engineering Construction) Regulations 1984. L.N. 40
- x. Environmental Management and Coordination Act, 1999
- xi. Planning and Building Regulations, 2009
- xii. The Factories (First Aid) Rules 1977.L.N. 160
- xiii. Factories and other places Rules, 2004
- xiv. The Factories and Other Places of Work (Noise Prevention and Control) Rules, 2005

2 POLICY MANAGEMENT

This policy will be implemented by the Chief Executive Officer (CEO) through the Chief Manager of Physical Planning, Compliance and Environment in collaboration with the Manager Health Safety and Environment and all staff. It is the responsibility of the Manager Health, Safety and Environment to ensure that these procedures are implemented and maintained.

2.1 RESPONSIBILITIES OF AUTHORITY.

Safe work environment for staff, contractors and visitors

Adherence to the Relevant act and relevant policies

Provide PPEs

3 GENERAL SAFETY

3.1 WORKPLACE

- viii. The Authority shall ensure that his workplace shall not, while work is carried on, be so overcrowded as to cause risk of injury to the health of the persons employed therein;
- ix. The Authority will provide and maintain, for the use of employee whose work is done standing, suitable facilities for sitting, sufficient to enable the employee to take advantage of any opportunities for resting which may occur in the course of his/her employment;
- x. The floor of every workroom shall be cleaned at least once every day by washing or, if it is effective and suitable, by sweeping or by any other method;
- xi. The Authority will provide and maintain adequate and suitable facilities for washing in all workplaces, which shall be conveniently accessible and shall be kept in a clean and orderly condition.
- xii. The Authority will provide and maintain an adequate supply of wholesome drinking water at suitable points conveniently accessible to all employees and stakeholder;

3.2 MAINTENANCE PHYSICAL ASSETS

The Authority will ensure the physical assets are maintained to meet the health, safety and environmental standards under relevant legislation such as Occupational Safety and Health Act (OSHA), Environmental Management and Coordination Act (EMCA) and in line with Kenya Constitution, 2010.

3.3 REGISTRATION OF WORKPLACE.

The Authority shall ensure all workplaces inspected and registered before occupation in accordance with OSHA 2007.

3.4 WORKING AT HEIGHT

- xiii. No employee such as health and safety representatives, Maintenance employees, Cleaners, etc. shall work in an elevated position, unless such work is performed safely from a ladder or scaffolding, or a position where such person has been made as safe as if he/she was working from scaffolding.
- xiv. The scaffold supervisor shall ensure that the scaffold is erected, added to, altered or dismantled in accordance with these Regulations
- xv. All scaffolds shall be inspected by a Health and Safety officer before use, ensure scaffold tag is present and up to date

3.5 SLIPPING HAZARDS

- xvi. The Authority shall from time to time conduct an assessment of all hazards in the workplace.

3.6 SMOKING

The Authority shall ensure that all workplaces are smoke free. Smoking is prohibited throughout all workplace with no exceptions.

3.7 VENTILATION

The Authority shall ensure that every workplace is well ventilated, either by natural or mechanical means, in such a way. Regular tests and reviews of the adequacy of ventilation shall be conducted in all relevant workplaces. Records of ventilation reviews shall be maintained.

3.8 PREGNANT WORKERS

The Authority recognize that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy, such assessments will consider the workers duties working conditions and hours, where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced.

3.9 WORK PROCESSES WHICH MAY HARM PERSONS BELOW EIGHTEEN YEARS.

The Authority will not allow a person below the age of eighteen years to be employed at any workplace or work process, or perform work, which by its nature or the circumstances, in which it is carried out, is likely to harm the person's safety or health.

3.10 SUPERVISION OF APPRENTICES AND INDENTURED LEARNERS.

No person undergoing apprenticeship or indentured learnership will be allowed to visit to Konza Technopolis unless adequate supervision and protection against hazardous work conditions and environment is provided and maintained.

3.11 ERGONOMICS AT THE WORKPLACE

Machinery, equipment, personal protective equipment, appliances and hand tools used in all workplaces shall comply with the prescribed safety and health standards and be appropriately installed, maintained and safe guarded.

3.11.1 MANUAL HANDLING

The following control measures shall be implemented to control health risks due to manual handling in office work environments:

- i. Avoid the need for manual handling, as far as reasonably practicable.
- ii. Use a lifting device or seek assistance to lift loads greater than 15 kg in weight.
- iii. Educate and train personnel in identifying manual handling hazards and good handling technique

3.11.2 Display Screen Equipment (DSE)

The Authority will carry out risk assessments and provide information instruction and training to its entire DSE user staff and Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety .

3.11.3 Stress

Stress is usually caused by a sequence of events that may be related to a person's work, personal circumstances, or a combination of these. Stress is rarely caused entirely by work-related factors, but work may be a major factor. If a person complains about work-related stress, the following control measures shall be implemented:

- i. Listen to, and be understanding of their concerns
- ii. Act promptly to resolve the problem, if able to do so
- iii. Involve the person concerned in deciding how to deal with the p

4 TRAINING AND CAPACITY BUILDING

4.1 TRAINING OF THE COMMITTEE.

The Authority shall provide training for every member of the Committee per the prescribed basic training course in Occupational Safety and Health within a period of six months from the date of appointment, and thereafter further training from time to time.

4.2 INDUCTION PROGRAM FOR NEW EMPLOYEES

- i. Every new staff shall be taken through the OSH Policy statement and OSH guidelines
- ii. All new staff shall be trained on risk assessment and risk registers.
- iii. All staff shall be taken through a safety orientation of the KoTDA premises or sites.
The orientation form should be signed by the employees and the supervisor.

4.3 INTERNAL FACILITY TRAINING (ALL EXISTING STAFF)

- i. All staff shall be taken through the OSH Policy statement, risk assessment, risk registers and OSH guidelines
- ii. Continuous sensitization program

4.4 VISITOR ORIENTATION

A visitor orientation and control program shall be established to ensure visitors are safe and do not enter hazard areas unescorted.

4.5 INDUCTION OF CONTRACTED /SHORT TERM STAFF

All contractors and short-term staff shall undergo OSH induction training depending on the contract and the job.

4.5.1 CONTRACTORS

- i. All contractors shall undergo contractor safety training as part of their contractual requirement. The KoTDA OSH contact person shall ensure orientation for the contractor.
- ii. It shall be the responsibility of the contractor to ensure the CSP requirement are adhered to which include induction procedures.

4.5.2 SHORT TERM STAFF

The staff shall be treated the same as other KoTDA staff in matters of OSH

5 HEALTH AND SAFETY ADVISORS

The Authority will seek the services of the following DOSHS approved Health and Safety specialists when need arises;

- i. Safety and Health Advisor
- ii. Occupational Safety and Health Trainer
- iii. Designated Health Practitioner.
- iv. Air Quality Monitor
- v. Fire Safety Auditor
- vi. Approved Plant Examiner
- vii. Approved First Aid Trainer and
- viii. Any other OSH Expert required.

6 ACCIDENT, INCIDENTS AT WORKPLACE / SITES

6.1 PROCESS OF REPORTING AND INVESTIGATION

Once an incident (accidents, near-misses, dangerous occurrence incidents of occupational diseases/outbreak of unusual illness) occur some kind of emergency response may be required, which can be anything from lockdown and evacuation to using First Aid-kit or fire appliances – or nothing at all. Once the situation is safe and persons have been treated, then it is important to report the incidents to the H&S committee member using available reporting form.

6.2 REPORTING OF ACCIDENT AND OCCUPATIONAL DISEASES FOR COMPENSATION

Immediately the H&S Committee chairperson is informed of an accident or an occupational disease resulting in death or injury to an employee under whom he is directly deployed, s/he with assistance of the CM PPCE and HR division should make a claim for compensation in accordance with the procedure for compensation.

6.3 COMPENSATION TO EMPLOYEES IN CASE OF INJURY OR DEATH

- i. The Authority will procure a Group Personal Accident Insurance for all the employees.
- ii. Only accidents arising out of and during an employee's employment resulting to injury or diseases arising from occupational hazards or death are compensable.

6.4 APPROVAL AND DISTRIBUTION OF COMPENSATION

- (i) If it is considered by the Director of Occupational Safety and Health Services that the Authority is liable to pay compensation, he will send a demand note to the CEO indicating the amount of money to be paid to the injured or sick employee, or the dependent(s) of a deceased employee.
- (ii) The payment of the money due for compensation to the injured or deceased employee shall be made within ninety (90) days of lodging of the claim.

7 EMERGENCY/EVACUATION PLAN

7.1 GENERAL

- xvii. The Authority will develop Emergency Action Plans (EAPs) for all possible emergency situations within its Authority facilities and other Worksites; accidents, Fire outbreak, disease outbreak, explosions, floods, chemical spillage, bomb threats and terrorist threat.
- xviii. The emergency plans developed will be communicated to those (employees, contractors, tenants and visitors) who have the potential of being exposed to the emergencies addressed.
- xix. The adequacy and effectiveness of the EAP developed will be tested by conducting periodic drill

7.2 FIRE EVACUATION

- xx. An Emergency Evacuation Plan (EEP) which will be incorporated within the KoTDA SHMS and:
 - a) included within all inductions for new and or transiting employees,
 - b) displayed on notice boards at each site and;
 - c) regularly communicated.
- xxi. CM PPCE in association with the Security unit and appointed fire marshal will maintain the evacuation procedures and will coordinate an evacuation drill twice a year providing feedback to the appropriate CEO or head of site as well as employees as required;

7.3 FIRE PREVENTION

- i. No hazardous or highly flammable materials should be stored in stations without the approval of the CEO;
- ii. Positions of firefighting equipment must not be interfered with nor should firefighting equipment such as hose reels and extinguishers be used for purposes other than firefighting.

7.3.1 KoTDA FIRE PREVENTION MEASURES -

- i. Firefighting drills are conducted in all premises used by employees in accordance with the requirement of the Occupational Safety and Health Act, 2007 and

- ii. Firefighting equipment are procured and well serviced

7.3.2 KoTDA's TENANTS FIREPREVENTION MEASURES:

- i. avoid the risk of fire;
- ii. control quickly and efficiently any outbreak of fire;
- iii. bring about a quick and safe evacuation of persons.

7.4 FIRE ESCAPE

- i. The Authority will put in place measures to ensure a safe fire exit for all staff and everyone within Konza Technopolis.

7.5 FIRE MARSHALS

- i. The Authority will ensure the CM PPCE has identified suitable and sufficient Fire Marshals on site and arranges training.
- ii. MHSE will check that suitable and enough fire marshals are allocated, and training information and instruction is completed and tied in with the OSH planning.
- iii. The role of Fire Marshals will be determined by the risks, needs and emerging challenges.

7.6 FIRE/EMERGENCY RESPONSE TRAINING AND DRILLS

The H&S Committee in collaboration with Safety health and Environment Division shall organize:

- i. Fire and Emergency response training including drills annually or semi-annually where practicable.
- ii. Fire and Emergency workshops/seminars from time to time.
- iii. Carry out a Fire Risk Assessment and audit thereafter.
- iv. Liaise directly with concerned organizations in matters of Fire and emergency response
- v. Keep record of all training and drills.

8 FIRST AID

- i. The Authority will take reasonable steps that are necessary under the circumstances, to ensure that employees at work receive prompt first aid treatment in case of injury or emergency as speculated in the Factories (First-Aid) Rules, 1977
- ii. The first aid box or boxes will contain suitable first aid equipment of the General Safety Regulations in terms of the Occupational Safety and Health Act.
- iii. The Health Safety and Environment Division will establish a First Aider Team to assist

with first aid treatment at the workplace. The identified members will be trained at Authority expense to obtain a valid certificate of competency in first aid, issued by only recognized Institution.

- iv. Provided that any certificate of competence issued in accordance with this paragraph shall be valid for one year only and must be renewed annually as speculated in the Factories (First-Aid) Rules, 1977

8.1 TRAINING.

- i. All employees will be offered Training first aid, CPR and AED will include the means of accessing emergency response services.

8.2 FIRST AID EQUIPMENT.

- i. The Authority will provide a first aid box or boxes at the workplace which will be available and accessible for the treatment of injured employees at the workplace;
- ii. First Aid Kits will also be provided for each KoTDA vehicle;
- iii. First aid kits will be readily accessible and stored in a convenient area. The size of the kit will be determined by the number of employees in the office, based on supplier's recommendations;
- iv. The first aid kit for the office and the KoTDA vehicle will comply with current KEBS standards.

8.3 FIRST AID ROOM & EQUIPMENT

The Authority shall provide A well-equipped FIRST Aid Room.

9 PERSONAL PROTECTIVE EQUIPMENT

The object of this Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. PPE will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

It is the responsibility of employees, staff and visitors to wear PPEs, take care and maintain.

The Authority will provide and maintain a PPE Program with accurate and updated records on Issuance and Maintenance.

9.1 HAZARD ASSESSMENT.

- i. Based on a general assessment of all work sites, it is OSH policy that all employees will utilize

safety glasses, safety shoes and hard hats on construction sites and safety glasses and safety shoes on all general industrial sites. KoTDA field personnel will also abide by any required PPE based on the hazard assessment or OSHP

- ii. At the start of any inspection/audit or other field activity, the H&S Division will assess the need for PPE, which would include the employer's PPE assessment.
- iii. All employees will abide by the employer's or OSHA's PPE policy, whichever requires the greater protection.
- iv. If during an inspection/audit or other field activity, the OSHA experts encounter a hazardous condition requiring the use of PPE, not addressed by the employer's PPE hazard assessment, the OSHA expert will promptly address the hazardous condition with the employer and do the appropriate PPE before proceeding unless other appropriate action eliminates the hazard.

10 ACCESS AND IDENTITY CONTROL

10.1 ENTRY TO KONZA TECHNOPOLIS

- i. In addition, all emergency exits are for emergency evacuations/use only. They should be kept clear, well-marked and should not be used for routine passage;
- ii. Access Control Procedures to be utilised.

10.2 RESTRICTED AREAS

- i. Access to controlled areas within the Authority shall be restricted to authorized persons and; accessing such areas unlawfully constitutes a disciplinary offence. Approved identification security passes should, therefore, be always worn.
- ii. Authorized staff who sponsor visitors into restricted areas shall be responsible for safety of their guests and ensuring that they abide by the Authority security requirements and procedures.
- iii. Restricted areas shall include the Authority Critical infrastructure
- iv. All doors to and from restricted areas must be always kept secure to allow access by authorized persons wearing approved identification badges.
- v. Dual control access will be strictly observed in some specified areas.

10.3 PREVENTION OF UNAUTHORISED ENTRY

- iv. Construction sites in built-up areas and alongside vehicular and pedestrian traffic routes should be fenced to prevent the entry of unauthorized persons. MOVED TO

RESTRICTED SECTION

11 TRANSPORT SAFETY

The Authority takes cognisance of the hazards and risks posed by the Traffic Act, 2012 and all users of the road infrastructure provided by the Authority will adhere to the provisions of the Traffic Act 2012 and any other guidelines from NTSA.

11.1 DRIVER

- v. When using Authority vehicles, the driver will adhere to the guidelines issued to them by the Transport Section. Except for ambulances, fire engines and security vehicles, the driving speed on KT for all other automobiles is limited to 40Km/h on the auto boulevard and 30Km/h to the access roads and active construction sites.
- vi. Driving while under the influence of alcohol or illegal drugs is prohibited
- vii. The Authority will offer periodic road safety training/ awareness to Authority drivers

11.2 VEHICLE

- viii. The Authority will maintain a maintenance schedule for all Authority vehicles to ensure they remain roadworthy.
- ix. The Authority will provide means of transport suitable for persons with disability.
- x. Contractors will provide defined routes and areas with controlled traffic for the circulation of delivery and private vehicles within KT during construction period.

11.3 PEDESTRIAN

- xi. No pedestrian is allowed on road/site under construction within KT
- xii. Pedestrians should use the footpaths provided while walking along the roads within KT and cross the roads at designated pedestrian crossings or footbridges.
- xiii. No pedestrian should use his/her phone while crossing any road.

11.4 ROAD

- xiv. The Authority will provide pedestrian footpaths along all roads within the KT and pedestrian crossings/ foot bridges for safe crossing by pedestrians.
- xv. All pedestrian crossings will be appropriately marked, and the markings maintained. Every pedestrian crossing will be provided
- xvi. The Authority will ensure that the roads within the KT are in good condition and provide adequate signage.

12 CONSTRUCTION

12.1 GENERAL

The project Site shall compile and maintain a register of applicable Kenyan OSHA: The Occupational Safety and Health Act, 2007 will be used as a minimum requirement.

12.2 THE SITE PLAN

Site Plans of all Construction sites within KT are available to depict the following:

- | | |
|---|---|
| i. Position of exits | vi. Name of First Aiders |
| ii. Evacuation routes: | vii. Name of fire Marshals: |
| iii. Position of first aid boxes | viii. Name of Safety & Security Personnel. |
| iv. Position of Firefighting Equipment; | ix. Emergency Procedures & Emergency Contacts |
| v. Assembly areas: | |

12.3 TOOLBOX TALKS

- i. Toolbox Talks are a means of providing structured interaction between KoTDA Employees and their supervisors /managers on OSH related issues. The Supervisor should explain and discuss OSHE -related subjects and problems in a clear and concise manner to ensure understanding by all participants.
- ii. Toolbox Talks are a valuable tool to improve Employees' hazard awareness and to encourage safe work practices.
- iii. The talks are intended to discuss OSH-related subjects and problems in a constructive fashion and not to conduct a fault finding or complaining exercise. Suggestions by all participants are actively encouraged. Meetings shall be conducted daily and attendance at these meetings is compulsory. Records of these meetings shall be maintained

12.4 CONTRACTOR OSH MANAGEMENT

12.4.1 CONTRACTOR ENGAGEMENT

- i. The Authority will ensure that contractors, subcontractors and their employees do not cause harm to employees or themselves, or anyone else, while undertaking their works.
- xvii. The authority shall develop a system for the post- contract evaluation of the OSH Compliance performance of Contractors involved in medium

and/or high-risk category contracts is in place.

- xviii. To monitor ongoing contractor performance, the Authority will conduct annual or post-contract evaluations using the contractor OSH review form,

12.5 DESIGN, CONSTRUCTION, COMMISSIONING & DECOMMISSIONING

The Authority will ensure assessment and management of process and OSH risks are an integral part of project design and construction, enabling sound OSH performance throughout the planning, construction and commissioning of facilities and sites

By default, contract review shall occur as detailed in the OSH Annual Plan, but the Authority must ensure reviews are conducted upon completion of a contract or if any concerns are raised about a contractor's performance.

12.6 TENANTS OSH ENGAGEMENT.

- (i) All tenants will submit a commissioning plan document for approval to KoTDA, that incorporates OSH & Environmental risk management and defines responsibilities and competencies. The plan ensures that the facility, plant and equipment conform to the required standards for start-up and operability.

12.7 SPECIAL PROVISION

12.7.1 PERMIT TO WORK.

- i. All Tenants/Contractors will issue a permit to work to any employee, likely to be exposed to hazardous work processes or hazardous working environment, including such work processes as the maintenance and repair of confined spaces, and the maintenance of machinery and equipment, electrical energy installations, indicating the necessary precautions to be taken.
- ii. All Tenants/contractors will provide a report quarterly on work permits issued to its employees to the CEO KoTDA

12.7.2 BARRICADING

- i. All barriers or barricading used on the project shall be of a suitable material, strength and height sufficient to perform the task required of it. Where there is a risk of fall of over 1.2 metres then rigid barriers must be used.
- ii. Floor openings, stairwells, platforms and walkways, and trenching where a person can fall any distance shall be adequately barricaded and where necessary, well lit.
- iii. Barricades may also be used to prevent personnel, visitors or unauthorized persons entering an area where risk of injury is high e.g., during overhead work activity or electrical testing etc. Such barricading must provide clear visual warning and be of contrasting colours. The reason for the barrier shall be attached by means of a tag or label

12.7.3 DUST

Dust suppression techniques will be implemented, such as applying water or non-toxic chemicals to minimize dust from vehicle movements. PPE, such as dusk masks, should be used where dust levels are excessive.

12.7.4 CONFINED SPACES AND EXCAVATIONS

The occupational hazards associated with confined spaces and excavations in construction and decommissioning sites should be prevented according to the following recommendations:

- i. Providing safe means of access and egress from excavations, such as graded slopes, graded access route, or stairs and ladders
- ii. Fencing or other safeguards mechanism provided shall be of substantial construction, constantly maintained and kept in position while the parts required to be fenced or safeguarded are in motion or in use
- iii. Avoiding the operation of combustion equipment for prolonged periods inside excavations areas where other workers are required to enter unless the area is actively ventilated
- iv. Controlling site-specific factors which may contribute to excavation slope instability including, for example, the use of excavation dewatering, side-walls support, and slope gradient adjustments that eliminate or minimize the risk of collapse, entrapment, or drowning
- v. Engineering measures should be implemented to eliminate, to the degree feasible, the existence and adverse character of confined spaces.
- vi. Permit-required confined spaces should be provided with permanent safety measures for venting, monitoring, and rescue operations, to the extent possible. The area adjoining an access to a confined space should provide ample room for emergency and rescue operations

12.7.5 HOUSEKEEPING

The following rules for housekeeping shall apply on Site:

- i. All scrap, construction waste, organic waste, mixed waste and packing material shall be brought to specially designated areas. This waste will be segregated, well covered and put in enclosed points to reduce contact. This waste shall be collected from these areas for disposal daily or when need arises.
- ii. The accumulation of waste is prohibited.
- iii. Individual work sites shall be always reasonably clean.

12.7.6 INDUSTRIAL VEHICLE DRIVING AND SITE TRAFFIC.

- i. All employers will ensure that all industrial vehicle operators are trained and licensed in the safe operation of specialized vehicles such as forklifts, including safe loading/unloading, load limits
- ii. Establishing rights-of-way, site speed limits, vehicle inspection requirements, operating rules and procedures (e.g. prohibiting operation of forklifts with forks in down position), and control of traffic patterns or direction.

12.7.7 TRAINING AND SUPERVISION OF INEXPERIENCED WORKERS.

Every tenant will ensure that an employee from other undertakings or establishments including contractors and sub-contractors engaged in work at the tenant's workplace receive appropriate instructions regarding safety and health risks including emergency procedures at the workplace during their activities at the workplace and action to be taken in case of an emergency.

The training referred to in will not be at the expense of the employee and will take place during working hours. Any person who fails to comply with any of the provisions of this section commits an offence and will be liable per the provision of the OSH Act 2007

13 MONITORING AND EVALUATION

- i. OSH performance and systems will be monitored, audited and reviewed to identify trends, measure progress, assess compliance and drive continuous improvement.
- ii. OSH Planning will be an integral part of the Authority annual planning with strategic objectives, goals and annual targets to drive performance improvement.
- iii. The H&S Committee shall put in place monitor and evaluate the degree of satisfaction with the services provided and then strive to implement the recommendations made in the assessments.

14 PERFORMANCE MEASURE

- i. Annual Audits Conducted i.e. Fire Safety Audit, Occupational Safety and Health Audit and Risk Assessment;
- ii. Inspection Report
- iii. Emergency Evacuation plan
- iv. Number of employees trained;
- v. Number of accidents, near-misses, incidents of occupational diseases reported and documented;
- vi. Number of documented complaints from employees and stakeholder
- vii. PPE Program Report

15 POLICY REVIEW

In consultation with the Committee, this Policy will be reviewed every three (3) years or as need arises, informed by existing data. The Committee will further ensure that data relating to this Policy in the Authority is updated annually as well as monitor all stakeholder to evaluate the degree of satisfaction with the services provided.

