



KMTC is ISO 9001:2015 Certified

Kenya Medical Training College



OCCUPATIONAL SAFETY & HEALTH
POLICY

MAY 2019

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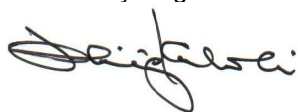
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PREFACE

The College's foresight is to achieve excellence, empower people through learning and to enrich lives by being a dynamic, well run College creating a stimulating and innovative learning environment that is sensitive and responsive to the needs of the individual and the wider community. This will be achieved through equality of opportunity, respect for and between individuals, and by providing an environment in which staff, learners and the wider community are supported, valued and empowered to fulfil their maximum potential. The Board of Kenya Medical Training College accepts the legal duties of care as set out in the Occupational and Safety Act of 2007 and all other relevant legislation. We acknowledge our moral and ethical obligations to the continuous improvement in the management of health and safety risks to all stakeholders i.e. staff, learners, contractors and visitors. To enable us to meet our objectives in ensuring that all risks are addressed and controlled effectively, the College intends to provide the necessary resources with which to fulfil our commitment.

The Board of Directors will ensure the strategic direction of health and safety issues relative to our operations by adopting effective risk management policies and practices to identify and manage such risks. The continuity of business and effective contingency planning is also a key element of our responsibility. All stakeholders are charged to give due care and consideration in their work to health and safety issues and our corporate vision. As part of their duties they must also take all reasonable care for themselves and others, use safe and healthy practices, report hazards and unsafe practices according to College procedures. Further, they are also required to assist in the development of and take a full and active part in any health and safety initiatives in order to meet the health and safety aims of the College. It is vital that health and safety implications must be considered when making strategic decisions. Health and safety must therefore be considered not as an add-on but, as an essential core factor in everything we do.



Prof. Philip Kaloki, MBS,

Chairperson, KMTC Board of Directors.

FOREWORD

Occupational, Health and Safety is both an individual and shared responsibility of all employees, students and stakeholders. The College is committed to develop and maintain effective Occupational Health, Safety and Welfare arrangements to protect its staff, students and all stakeholders who interact with its operations by providing an effective Occupational Health and Safety Management System. The College 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, students and the College community at large. It is aimed at catering for the needs of employees and the students' and empowering and improving their ability to handle all issues that may lead to a good working and studying environment for increased productivity and enhanced service delivery.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

DEFINITION OF TERMS

Accident:	Any unplanned, sudden event which causes injury to people or damage to buildings, plant, material or the environment.
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.
Engineering Controls:	Are physical changes to the work area or process that effectively minimizes 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.
Incident:	The occurrence of an 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 as a result 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:	A situation involving exposure to danger, harm or loss.
Serious Accident:	One which at least one person is injured and results to more than three (3) days absentia at workplace.

ABBREVIATIONS

DOSHS:	Directorate of Occupational Safety and Health Services
EAP:	Emergency Action Plans
EMS:	Environmental Management Systems
FSA:	Fire Safety Audit
ILO:	International Labour Organization
KMTC:	Kenya Medical Training College
NTSA:	National Transport and Safety Authority
OSHO:	Occupational Safety and Health Officer
OSH:	Occupational Safety and Health
OSHA:	Occupational Health and Safety Act
PPE:	Personal Protective Equipment
SH:	Safety and Health
SHC:	Safety and Health Committee
WHO:	World Health Organization
WIBA:	Work Injury Benefits Act

1.0 INTRODUCTION

1.1 Background

Occupational Safety and Health (OSH) is an area concerned with protecting the safety, health and welfare of people engaged in work or employment by fostering a safe and healthy work environment. The College recognises that failures in health and safety management can potentially lead to loss of life, personal injury, damage to property and legal action. Controlling risk is thus one of the main roles of the Management. The wellbeing of the students and employees is of paramount importance. A safe and healthy work environment promotes work productivity and is a key element of worker human dignity.

In Kenya, the status of OSH has been an issue of growing importance that has seen the Government establish the Directorate of Occupational Safety and Health Services (DOSHS) and the enactment of legislation that would enable the enforcement of occupational health and safety conditions.

This Policy expresses the Kenya Medical Training College's (KMTC) willingness to create an environment for growth by and among its members and its commitment to the physical and emotional health and well-being of all those who work, study or congregate at the College. The Policy aims at informing staff, students, stakeholders and the community around the College about occupational safety and health.

1.2 Rationale

It is a requirement of law that all places of work need to be compliant with basic safety requirements in respect to building designs, maintenance and provision of basic safety equipment and safety principles by ensuring that the work environment has an elaborate Occupational Health and Safety Management System.

To promote occupational safety and health, KMTC undertakes to ensure that the working environment of the College and its environs adheres to the laws, rules and regulations on occupational health and safety in the work place.

This Policy shall apply to all campuses of Kenya Medical Training College (KMTC) including students, full-time, part-time and temporary faculty and other staff; and to alumni, friends and guests on the College campuses, and will apply to all activities conducted on the College estate and to all College-sponsored events.

1.3 Scope and Purpose

This Policy shall apply to all work and study places in the College guided by the existing laws and other relevant regional and international labour standards without any exceptions. The main focus shall be the prevention and control of work related accidents and diseases, compensation of workers injured in the course of their duty and those who contract occupational diseases.

1.4 Policy Statement

The broad objective of the Policy is to provide a framework on prevention, reduction, early detection and management of Occupational Health and Safety among the students and employees of KMTC.

The specific objectives are to:-

- i) To enable the College create awareness on OSH.

- ii) Assist the College in managing occupational accidents and diseases through prevention or intervention.
- iii) To ensure knowledge and understanding of laws, rules and regulations on OH through training.
- iv) To enable the College, establish a safe and healthy productive working environment.
- v) Providing an effective Occupational Health and Safety Management System (HSMS) to help manage health and safety risks.
- vi) Continuous improvement of Occupational Health and Safety performance following industry best practice.
- vii) Providing adequate resources to analyse and review accident trends to prevent recurrence.
- viii) To plan, implement, monitor and review measures to address risks with regards OSH.

1.5 Guiding Principles

The Policy shall be guided by the existing laws and policies on OSH, ILO Conventions Codes of Practice and the guidelines in OSH and WHO and ILO action plans.

2.0 ADMINISTRATION OF THE POLICY

2.1 Safety and Health Committee

The Policy will be administered by the Security, Health and Safety Committee of the College appointed by the CEO who shall advise the College on the management on OSH. The Committee will ensure safety and healthy working environment at all times and act as the overall overseer of the implementation of OSH.

The Composition of the Committee shall be:

- i. Deputy Director, Administration and Finance - Chairperson
- ii. Corporation Secretary
- iii. Deputy Director Academics
- iv. Registrar
- v. Legal Services Manager
- vi. Chief Security Officer
- vii. Human Resource Manager
- viii. Officer responsible for Occupational Safety and Health - Secretary

Duties of the SHC

- i. To provide expert advice and assistance on OSH related matters.

- ii. To identify potential dangers within the College that would affect OSH.
- iii. To establish and ensure that measures and standards of OSH are properly adhered to in the interest of safety and health.
- iv. To monitor the effectiveness of health and safety provision with the College.
- v. Conducting training and awareness sessions for supervisors and workers on OSH practice and legislation.
- vi. Create a culture where each person is responsible for safety of self and others.

2.2 Occupational Safety and Health Officer

The College shall appoint an OSHO amongst the members of Staff who shall be tasked with the overall role of advising the Committee and the College Management on OHS.

Duties of the OSHO

- i. Investigating/recording incidents, accidents, complaints and cases of ill health by filling the notice form in Appendix IA & IB as applicable.
- ii. Identifying potential hazards and recommending adequate hazard control measures.
- iii. Undertaking risk assessment and site inspections.
- iv. Determining ways of reducing risks.
- v. Assisting in the formulation and implementation of internal OSH policies/strategies.
- vi. Compiling OSH statistics.
- vii. Ensuring compliance with current OSH legislations.
- viii. Ensure that Supervisors and workers are aware of OSH practices and legislation.
- ix. Advise the College and Committee on Environmental Management and Compliance.
- x. Liaise with DOSHS approved experts and Government agencies.

3.0 HEALTH AND SAFETY ADVISORS

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

i) Safety and Health Advisor

To carry out Annual Health and Safety Audits of the workplace under the management of the College.

ii) Occupational Health and Safety Trainer

To train the HSO Committee and offer any other training or awareness on OSH.

iii) Designated Health Practitioner

To carry out annual pre-annual and post medical examination of employees who have a likelihood of being exposed to hazardous substances at their workplace within the College.

iv) Air Quality Monitor

Carry out annual air quality, monitoring and assessment at specific workplaces with a high potential of air pollution to determine the exposure levels of the potential pollutants.

v) Fire Safety Auditor

Carrying out annual statutory fire safety audits of workplaces under the management of the College and statutory training of fire marshals.

vi) Approved Plant Examiner

To carry out the statutory examination of plants and equipment's; cranes and other lifting equipment; steam boilers,; steam receivers, air receivers; cylinders for compressed, liquefied and dissolved gases; chains; ropes and lifting tackles, hoists ; lifts and refrigeration plants.

vii) Approved First Aid Trainer

Statutory training of first aiders.

4.0 OSH ARRANGEMENTS

In order for the College to implement OSH effectively, the following shall be done;

i) Training

The College shall provide suitable and sufficient OSH training for its employees and students as follows:

- a. Routine OSH awareness.
- b. Training of fire marshals.
- c. Training of SHC.
- d. Training of first aiders.

ii) Risk assessment

- a. The College shall carry out an annual risk assessment of all its operations and processes as provided in OSHA.
- b. A review of the risk assessment shall be done after twelve months or whenever there are changes in processes, work activities or upon occurrence of any incident.

iii) Ergonomics

The College will ensure that all workplaces, tools and machinery are designed to the respective persons interacting with them.

iv) **Environmental Management Systems**

The College will put EMS in place to ensure that environmental considerations are integrated in all its operations and processes. The main areas of EMS will be Environmental Impact Assessment and Audit, Energy, Waste Management and Conservation of Water Resources.

5.0 **ROLES AND RESPONSIBILITIES**

All staff, students and visitors shall be responsible for the general health and safety in their respective areas as follows:

i) **Heads of Departments/Sections**

Heads of Department/sections are tasked with the general Health and Safety management and oversight of their departments/sections.

The roles of the Head of Department/ Section include;

- a. Keep themselves up to date with the requirements of College policies and legislation.
- b. Ensure that the safety management in the department/section complies with the OSH Policy.
- c. Ensure that health and safety is integrated in the departmental/section operations.
- d. Make safety training and supervision of students and/or staff an integral element of departmental/section teaching.
- e. Provide the necessary information, instruction and training to enable departmental/section staff to perform their work in a safe manner, and encourage and support their attendance at relevant College and external safety training events.
- f. Take personal action, and empower members of the staff, to suspend or stop any dangerous activity not carried out within the requirements of the OSH policy.

ii) **Campus Principals**

The Principals of Campuses are responsible for Health and Safety Management within their campuses. The roles of the Campus Principals include;

- a. Establish and chair the Campus OSH Committee.
- b. Keep themselves up to date with the requirements of College policies and legislation.
- c. Ensure that the safety management within the campus complies with the OSH Policy.
- d. Submit reports on the effectiveness of safety management and a copy of the minutes of the Campus OSH Committee to the College OSO.
- e. Make safety training and supervision an integral element of Campus.
- f. Provide the necessary information, instruction and training to enable Campus staff to perform their work in a safe manner, and encourage and support their attendance at relevant College and external safety training events.
- g. Take personal action, and empower members of the staff, to suspend or stop any dangerous activity not carried out within the requirements of the OSH policy.

iii) General Members of Staff

All employees of the College are expected to comply with any safety arrangements that are in force within the College and are also under a legal obligation to take reasonable care for the health and safety of themselves and others.

Employees should report accidents, dangerous occurrences, unsafe circumstances and work-related ill health to their line managers by filling the employee exposure report form in Appendix IIA & IIB as applicable.

iv) Students

All students are expected to comply with any safety arrangements that are in force within the College and are also under a legal obligation to take reasonable care for the health and safety of themselves and others.

The students should;

- a) Report accidents, dangerous occurrences, unsafe circumstances and work-related ill health to their immediate supervisors/instructors as soon as possible.
- b) Participate in training programs provided by their supervisors and instructors.

v) Visitors

All visitors should adhere to the College OSH Policy. Orientation of visitors will be done by the respective Section Heads or Heads of Departments.

6.0 IMPLEMENTATION GUIDELINES**6.1. Implementation Procedures**

- a. KMTC Management will undertake the overall implementation of the OSH Policy.
- b. There shall be an OSHO who shall be the Co-ordinator of the Policy appointed by the CEO who will be responsible for co-ordination and information on OSH and report to the College Administration and to the Committee that deals with OSH in the College.
- c. There will be sensitization activities to staff and students to promote awareness of this Policy.
- d. The Policy will be made available to all students and staff.
- e. The College will allocate the applicable budget to facilitate the implementation of the Policy.
- f. KMTC will adapt mechanisms for early detection of Occupational Health and Safety hazards in order to offer timely solutions.
- g. All members of staff and students are charged with the responsibility to ensure that KMTC is a safe working environment.
- h. The Human Resource committee of the Board shall receive quarterly reports and make recommendations to the Board of Directors.

6.2 Monitoring and Evaluation

The SH Committee shall oversee the implementation of OSH Policy and a safe and healthy working environment in the College. The performance monitoring shall be done as follows:

6.2.1 Inspection

The Committee shall ensure that a OSH inspection is carried out once every quarter as provided for in OSHA.

6.2.2 OSH Audit

The College will seek the services of a DOSHS approved safety advisor to carry out the statutory Health and Safety audits of its workplace annually.

The College shall carry out annual Health and Safety Audits of its entire workplace and Campuses.

6.2.3 Fire Safety Audit

The College shall seek the services of DOSHS approved Fire Safety Auditors to carry out annual FSA in the College and its Campuses.

6.2.4 Noise Survey

The College shall seek the services of DOSHS approved Noise Assessment Experts to carry out annual Noise Surveys in the College and its Campuses.

6.2.5 Air Quality Assessment

The College shall seek the services of DOSHS approved Air Quality Assessment Experts to carry out annual air quality assessment in the College and its Campuses.

6.2.6 Accident and Incident Reporting and Investigation

All work related accidents, dangerous occurrences and ill health will be identified, recorded and investigated to establish their underlying causes and to enable them to be remedied. The College accident reporting procedures will be adhered to when reporting accidents and incidents.

6.2.7 Chemical Safety

All students and members of staff shall adhere to the Standard Operating Procedures for chemical safety in each laboratory.

6.2.8 Transport Safety

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

6.2.8.1 Driver

- i) When using College vehicles, the driver shall adhere to the guidelines issued to them by the Transport Section.
- ii) With the exception of College ambulances and security vehicles, the driving speed on campus for all other automobiles is limited to ten (10) kilometres per hour.
- iii) All the traffic markings and signage must be obeyed.
- iv) All drivers should fasten their safety belts and ensure all their passengers have fastened their safety belts before driving.
- v) Giving driving lessons within the College is prohibited.
- vi) Vehicles must be parked in the exit mode when parking within the College.
- vii) Anyone riding a motorcycle within the College must put on an appropriate helmet and a reflective jacket.
- viii) Driving while under the influence of alcohol or illegal drugs is prohibited
- ix) Pedestrians should use the footpaths provided and cross the road at designated pedestrian crossings or footbridges.
- x) The College shall offer periodic road safety training/ awareness to College drivers

6.2.8.2 Vehicle

- i) The Transport Section shall maintain a maintenance schedule for all College vehicles to ensure they remain roadworthy.
- ii) The College shall provide means of transport suitable for persons with disability.

6.2.8.3 Pedestrian

- i) Pedestrians should use the footpaths provided while walking along the roads within KMTC and cross the roads at designated pedestrian crossings or footbridges.
- ii) No pedestrian should use his/her phone while crossing any road.

6.2.8.4 Road

- i) The College shall provide pedestrian footpaths along all roads within the College and pedestrian crossings/ foot bridges for safe crossing by pedestrians. All pedestrian crossings shall be appropriately marked and the markings maintained. Every pedestrian crossing shall be provided

with sufficient appropriate signage and a speed bump shall be erected ten (ten) meters from the pedestrian crossing.

- ii) The College shall ensure that the roads within the College are in good condition and provide adequate signage.

6.2.8.5 Contractors

- i) Contractors must adhere to the KMTC's OSH Policy.
- ii) Before commencement of works, all contractors must submit their Environmental, Safety Management Plan (ESMP).
- iii) All contractors must appoint a qualified health and Safety Officer to be in charge of OSH management at their sites.

6.2.9 Fire Safety

Preventive and reactive arrangements for fire outbreaks within the College shall be provided for in the College Fire Safety Policy standard operation procedures.

6.2.10 Personal Protective Equipment Issuance and Use

- i) PPE shall be issued at workplaces where there is potential of residual risks after other hazard control measures have been put in place.
- ii) Every section head/ supervisor will determine the PPE to be issued and create a register for proper management of the same.

6.2.11 Emergency Preparedness

- i) The College shall develop Emergency Action Plans (EAPs) for all possible emergency situations within its campuses and other workplaces; Fire outbreak, disease outbreak, chemical spillage, and terrorist threat.
- ii) The emergency plans developed shall be communicated to those (students, employees and visitors) who have the potential of being exposed to the emergencies addressed.
- iii) The College shall ensure that all workplaces at high elevations are provided with safe means of escape for the physically challenged e.g ramps.
- iv) Heads of sections/department shall be responsible for the evacuation of the physically challenged under their jurisdiction.
- v) The adequacy and effectiveness of the EAP developed will be tested by conducting periodic drills.

6.2.12 Medical Surveillance

- i) The College shall establish a medical surveillance programme based on the findings of Health and Safety risk assessments, Health and Safety Audits, Noise Survey reports and air quality monitoring reports.

- ii) The College shall carry out pre-employment medical examination and annual medical examination based on the potential hazards at the workplace(s).
- iii) The College shall carry out post-employment medical examination (s) based on the hazards that the employee(s) was exposed to in the course of his or her work.

7.0 PREVENTION AND INTERVENTION STRATEGIES

7.1 Prevention

The prevention strategies are steps and actions taken or put into place to stop or prevent an accident or hazard from occurring. The College will ensure it puts into place the following prevention Strategies:

- i) To establish effective controls i.e. engineering controls, administrative controls and provide PPEs necessary for employees' protection.
- ii) To ensure equipment, machines, tools and buildings are serviced and maintained regularly.
- iii) To establish a management of change program which provides for any modifications or additions to equipment's, machines or processes and ensure they are understood and controlled by training employees on the changes.
- iv) To establish an occupational health program which allows the College to respond effectively to workplace injuries and illness and to monitor potential health problems.
- v) To ensure effective planning for emergencies by conducting emergency drills, posting emergency contacts, emergency eyewash and safety showers.
- vi) To monitor verification of contractors compliance with applicable safety and health regulations by conducting regular inspections of the site.
- vii) To establish an effective reporting mechanism of injuries and illnesses incurred as a result of the work.

7.2 Intervention

Intervention is an action taken to ensure maintenance of a safe and healthy workplace free of hazards, accidents and incidents. The College will ensure it puts into place the following intervention strategies:

- i) To conduct accident investigations at the workplace in order to gather information on cases of occupational disease and injuries to determine the best cause of action.
- ii) To establish and actualize accident reporting mechanisms that is to be followed when accidents or incidents occur at the workplace or during the course of duty.
- iii) To ensure corrective action mechanism are put into place and communicated at the workplace.

- iv) To develop and establish Standard Operating Procedures within the College and in specific places like the Laboratories, Kitchen, Hotel and Corridors on various issues.
- v) To conduct systematic monitoring of health events and exposures in workplace in order to prevent and control occupational hazards and their associated diseases and injuries.

8.0 SANCTIONS

Any staff member or student found to violate OSH Policy will face disciplinary action as stipulated on the College Human Resources Policy.

9.0 LINKS TO OTHER POLICIES

This Policy should be used alongside the following references:

- i) The KMTC Safety and Security Policy
- ii) The OSH Act of 2007
- iii) Ministry of Health OSH guidelines
- iv) Work Injury Benefits Act of 2007

10.0 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 College is updated annually as well as monitor both staff and students to evaluate the degree of satisfaction with the services provided in KMTC.

APPENDIX IA: NOTICE BY EMPLOYER OF AN OCCUPATIONAL ACCIDENT/ DISEASE OF AN EMPLOYEE

ML/DOSHS/FORM 1

REPUBLIC OF KENYA

DIRECTORATE OF OCCUPATIONAL SAFETY AND HEALTH SERVICES

NOTICE BY EMPLOYER OF AN OCCUPATIONAL ACCIDENT/DISEASE OF AN EMPLOYEE

PART 1

1. Employer/Occupier Particulars:-

ii. Name of Employer/

iii. WIBA* registration No..... OSHA* Registration No.

iv. Full Address P. O. Box.....Physical Location.....

v. E- Mail address..... Tel.....

vi. Nature of Work

vii. Name and address of Insurance Company which has insured employee against accident

.....

.....

2. The Injured/sick employee's particulars :-

i. Name.....

ii. Sex.....

iii. Age.....

iv. Occupation

v. Full Address.....

vi. E- Mail address.....Tel:

vii. Identity Card No. *(In case of fatal injury, Death Certificate No.).....

viii. Home County: District: Division:

Location: Sub-location

3. Occupational Accident

- i. Date of Accident Time:Fatal /Non fatal
- ii. Has the worker resumed working Yes/NoDate of resumption
- iii. Place where accident took place.....
- iv. What is the injured worker's Occupation.....
- v. What duties was the employee undertaking at the time of the accident?
-
- vi. Length of service with the present employer.....
- vii. What work is the worker employed to undertake.....
- viii. Cause of Injury.....
- ix. Type of Injury
- x. Part of Body Injured.....

4. Occupational Disease

Detail about the occupational disease affecting the employee.

- i. Date of diagnosis of the occupational disease
- ii. Name of medical practitioner who made the diagnosis
- i. Date the employer was notified of the disease by the employee or medical practitioners.....
- iv. Describe the cause of the occupational disease
-
-

5. Total monthly earning at the date of the accident/disease:- salary/wage Ksh.

Allowances paid regularly (including house, medical etc)Ksh.....

Overtime payment or/and other special remuneration for work done whether by way
of bonus otherwise if of constant character and for work habitually performed.....
Ksh.

Total earning per month Ksh.....

Total earnings paid to the employee during the period of incapacity Ksh.....

Name of employer or person notifying on behalf of Employer

Signature

Designation

Date

Note:-

In the case of injury to an employee involving incapacity for work for three or more consecutive days, it is requested that the employer complete Part 1 in triplicate and then dispatch the forms immediately as hereunder:

1. One copy: - To the Occupational Health and Safety Officer in charge of the District in which the accident occurred.
2. 2 copies: - To the medical practitioner attending or examining the injured/sick employee. The forms to be forwarded to the Occupational Health and Safety Officer immediately the doctor completes part II.
3. Please attach any evidence detailing any payment forming part of the employee's total earning that the employee has been paid during the period of temporary disablement when he/she was out of work as a result of the injury.
4. Indicate who has paid for the medical bills.

In the case of an occupational accident/disease causing the death of an employee, Part 1 should be completed in duplicate and then dispatched as hereunder:

5. One copy: - Immediately to the Occupational Health and Safety Officer in charge of the District in which the death occurred.
6. The other copy together with a copy of the death certificate:- to the Occupational Health and Safety Officer in charge of the District in which the death occurred.
7. The original form should be filled as original on both pages (not carbon copied).

PART 2 (for use by the Medical Practitioner)

MEDICAL REPORT

Name of employee.....

Date admitted to hospital.....Discharged.....

In-patient No.

Attendance as out-patient from.....to.....

Out –patient No.

Type of injury.....or

Occupational disease

Is there permanent incapacity?.....*Yes/No

If yes please give:

a) Details and nature of permanent incapacity.....

.....

b) Percentage of permanent incapacity to be indicated in both words and figures(reference must be made to the first and second schedule of the Work Injury Benefit Act No. 13 of 2007).....

.....

.....per cent.

Temporary incapacity :-(Duration of absence from work in days, from the date of injury or acquiring occupational disease/or diagnosis of occupational disease to the time of resumption of duty or death).....(employee's working days)

Is a further examination required before final assessment of permanent incapacity can be given?.....If yes ;

a) which ones

.....

b) when?.....

c) Who paid the medical bills (Employee or Employer).....

Name of Medical Practitioner.....

KMP&DB No.....

SignatureDate

Name of Hospital/Clinic/Private Practice.....

PART 3

(For use by Occupational Health and Safety Officer)

Compensation *is / is not being claimed on behalf of the employee/dependants of the deceased employee.

District and Accident Register No.....

Station..... Date.....

Occupational Health and Safety Officer

*Delete whichever is inapplicable

APPENDIX IB: DANGEROUS OCCURRENCES REPORTING FORM

State the dangerous occurrence in accordance with the First Schedule OSHA, 2007

.....

Describe the nature of the occurrence and what was involved.....

.....

.....

.....

.....

Notified by: Name..... Signature.....

Email Date_...../...../20.....

APPENDIX IIA: HAZARD REPORTING FORM

Name:

Date:

Location:

Equipment:

Description of the hazard:

Suggested corrective action:

Signature:

Supervisor's remarks:

Corrective action taken:

Signature of Supervisor:

Date:

APPENDIX IIB: EMPLOYEE EXPOSURE REPORT FORM

To be completed by staff within 12 hours of exposure

Last Name _____ First Name: _____ Middle Initial _____

Department/Section _____ Job Title: _____ ID/Personal No. _____

Date/Time of Exposures: _____ / _____

Hazard(s): _____

Type of Exposure (e.g. inhalation, ingestion, contact, fall): _____

Cause of Exposure _____

Was personal protective equipment available? Yes No

Was personal protective equipment used? Yes No

What type of personal protective equipment was used? _____

Severity of Exposure: (Minor, Moderate or Major) _____

Describe: _____

Attention required:

1. First Aid

2. Medical Treatment (admission, outpatient)

3. Not necessary

Did the employee lose time from work? Yes No

Estimate time lost: _____

Were other employees exposed? Yes No

List Names

How would you prevent recurrence?

Exposed employee's signature_____ Date_____

Supervisor's Name: _____ Signature: _____ Date _____

APPROVAL

Title : Occupational Safety and Health Policy

Contact : Deputy Director Finance and Administration

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.

15th May 2019

Date



KMTC is ISO 9001:2015 Certified.

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