



**COUNTY GOVERNMENT  
OF BUNGOMA**

# **COUNTY ASSEMBLY OF BUNGOMA**

## **OCCUPATIONAL SAFETY AND HEALTH POLICY**

### **DECEMBER, 2023**

**COUNTY ASSEMBLY SERVICE BOARD**

## Table of Contents

|  |            |
|--|------------|
| <b>PREFACE .....</b>                                   | <b>iv</b>  |
| <b>DEFINITION OF TERMS .....</b>                       | <b>v</b>   |
| <b>ABBREVIATIONS.....</b>                              | <b>vii</b> |
| <b>1.0 INTRODUCTION.....</b>                           | <b>1</b>   |
| <b>1.1 Background.....</b>                             | <b>1</b>   |
| <b>1.2 Rationale .....</b>                             | <b>1</b>   |
| <b>1.3 Scope and Purpose.....</b>                      | <b>1</b>   |
| <b>1.4 Policy Statement .....</b>                      | <b>2</b>   |
| <b>1.5 Guiding Principles .....</b>                    | <b>2</b>   |
| <b>2.0 ADMINISTRATION OF THE POLICY.....</b>           | <b>3</b>   |
| <b>2.1 Safety and Health Committee.....</b>            | <b>3</b>   |
| Duties of the SHC.....                                 | 3          |
| <b>2.2 Occupational Safety and Health Officer.....</b> | <b>3</b>   |
| Duties of the OSHO .....                               | 3          |
| <b>HEALTH AND SAFETY ADVISORS .....</b>                | <b>4</b>   |
| <b>4.0 OSH ARRANGEMENTS .....</b>                      | <b>5</b>   |
| Training.....  | 5          |
| Risk assessment.....                                   | 5          |
| Ergonomics.....  | 5          |
| Environmental Management Systems.....                  | 5          |
| <b>5.0 ROLES AND RESPONSIBILITIES .....</b>            | <b>6</b>   |
| Heads of Departments/Sections .....                    | 6          |
| General Members of Staff .....                         | 6          |
| Honorable Members .....                                | 6          |
| Visitors .....   | 7          |
| <b>6.0 IMPLEMENTATION GUIDELINES.....</b>              | <b>8</b>   |
| <b>6.1. Implementation Procedures .....</b>            | <b>8</b>   |
| Monitoring and Evaluation .....                        | 8          |

|  |           |
|--|-----------|
| <b>Inspection</b> .....  | <b>8</b>  |
| <b>OSH Audit</b> .....   | <b>8</b>  |
| <b>Fire Safety Audit</b> .....                                 | <b>8</b>  |
| <b>Noise Survey</b> .....                                      | <b>9</b>  |
| <b>Air Quality Assessment</b> .....                            | <b>9</b>  |
| <b>Accident and Incident Reporting and Investigation</b> ..... | <b>9</b>  |
| <b>Transport Safety</b> .....                                  | <b>9</b>  |
| <b>Driver</b> .....  | <b>9</b>  |
| <b>Vehicle</b> .....   | <b>10</b> |
| <b>Pedestrian</b> .....  | <b>10</b> |
| <b>Road</b> .....  | <b>10</b> |
| <b>Contractors</b> .....                                       | <b>10</b> |
| <b>Fire Safety</b> .....                                       | <b>10</b> |
| <b>Personal Protective Equipment Issuance and Use</b> .....    | <b>10</b> |
| <b>Emergency Preparedness</b> .....                            | <b>11</b> |
| <b>Medical Surveillance</b> .....                              | <b>11</b> |
| <b>7.0 PREVENTION AND INTERVENTION STRATEGIES</b> .....        | <b>12</b> |
| <b>7.1 Prevention</b> .....                                    | <b>12</b> |
| <b>7.2 Intervention</b> .....                                  | <b>12</b> |
| <b>8.0 SANCTIONS</b> .....                                     | <b>13</b> |
| <b>9.0 LINKS TO OTHER POLICIES</b> .....                       | <b>13</b> |
| <b>10.0 POLICY REVIEW</b> .....                                | <b>13</b> |
| <b>APPENDIX IB</b> .....                                       | <b>20</b> |
| <b>APPENDIX IIA</b> .....                                      | <b>21</b> |



## **FOREWORD**

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

The County Assembly 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 Honorable Members, employees and the County Assembly community at large.

It is aimed at catering for the needs of employees and the Honorable Members' 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.

A handwritten signature in blue ink, reading "Emmanuel M. Situma".

**Hon. Emmanuel M. Situma**  
**Chairperson, County Assembly Service Board**



## **PREFACE**

Occupational Health and Safety (OHS) is a practice that deals with the safety, health, welfare and wellbeing of people when they are at work. Providing a safe working environment for staff is a legal responsibility of the County Assembly of Bungoma. OHS requires both the prevention and treatment of any health issues that staff may experience during or because of their work.

The County Assembly 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 Policy is to provide a framework on prevention, reduction, early detection and management of Occupational Health and Safety among the Honorable Members and employees of the County Assembly.

This Policy expresses the County Assembly's 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 or congregate at the County Assembly.

A handwritten signature in blue ink, appearing to read 'Charles W. Wafula', with a large, stylized initial 'C'.

**Charles W. Wafula**  
**Secretary, County Assembly Service Board**

## **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                      |
| 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 County Assembly 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 Honorable Members 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 County Assembly's 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 or congregate at the County Assembly. The Policy aims at informing staff, Honorable Members, stakeholders and the community around the County Assembly 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, CASB undertakes to ensure that the working environment of the County Assembly and its environs adheres to the laws, rules and regulations on occupational health and safety in the work place.

This Policy shall apply to the entire County Assembly fraternity including Honorable Members and their Ward staff, employees on permanent terms, those on contract, students on attachment and visitors to the County Assembly, and will apply to all activities conducted on the County Assembly precincts, the Ward offices and to all County Assembly-sponsored events.

### **1.3 Scope and Purpose**

This Policy shall apply to all work places in the County Assembly 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 Honorable Members and employees of the County Assembly.

The specific objectives are to:-

- i.To enable the County Assembly create awareness on OSH
- ii.Assist the County Assembly 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 County Assembly, 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 analyze 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**

## **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 County Assembly appointed by the CEO who shall advise the County Assembly 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.

#### **Duties of the SHC**

- i.To provide expert advice and assistance on OSH related matters
- ii.To identify potential dangers within the County Assembly 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 County Assembly.
- 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 County Assembly shall appoint an OSHO amongst the members of Staff who shall be tasked with the overall role of advising the Committee and the County Assembly 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) Advice the County Assembly and Committee on Environmental Management and Compliance.
- x) Liaise with DOSHS approved experts and Government agencies.

### **HEALTH AND SAFETY ADVISORS**

The County Assembly 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 County Assembly

**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 County Assembly.

**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 County Assembly 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 County Assembly to implement OSH effectively, the following shall be done;

##### **Training**

The County Assembly shall provide suitable and sufficient OSH training for its employees and Honorable Members as follows:

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

##### **Risk assessment**

- a. The County Assembly 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.

##### **Ergonomics**

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

##### **Environmental Management Systems**

The County Assembly 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, Honorable Members and visitors shall be responsible for the general health and safety in their respective areas as follows:

### **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 County Assembly 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 staff an integral element of departmental/section working.
- e. Provide the necessary information and instruction to enable departmental/section staff to perform their work in a safe manner, and encourage and support their attendance at relevant County Assembly 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.

### **General Members of Staff**

All employees of the County Assembly are expected to comply with any safety arrangements that are in force within the County Assembly 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 supervisors by filling the employee exposure report form in Appendix IIA & IIB as applicable.

### **Honorable Members**

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

The Honorable Members should;

- a) Report accidents, dangerous occurrences, unsafe circumstances and work-

related ill health to the Speaker as soon as possible.

b) Participate in training programs organized by the Service Board.

**Visitors**

All visitors should adhere to the County Assembly OSH Policy. Orientation of visitors will be done by the Sarjeant At Arms Departments.

## **6.0 IMPLEMENTATION GUIDELINES**

### **6.1. Implementation Procedures**

- a. The Service Board 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 Clerk who will be responsible for co-ordination and information on OSH and report to the Committee that deals with OSH in the County Assembly.
- c. There will be sensitization activities to staff and Honorable Members to promote awareness of this Policy.
- d. The Policy will be made available to all Honorable Members and staff.
- e. The County Assembly will allocate the applicable budget to facilitate the implementation of the Policy.
- f. The Board will adapt mechanisms for early detection of Occupational Health and Safety hazards in order to offer timely solutions.
- g. All members of staff and Honorable Members are charged with the responsibility to ensure that County Assembly is a safe working environment.
- h. The Human Resource committee of the Board shall receive quarterly reports and make recommendations to the Board.

### **Monitoring and Evaluation**

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

#### **Inspection**

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

#### **OSH Audit**

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

The County Assembly shall carry out annual Health and Safety Audits of its entire workplace and Ward offices.

#### **Fire Safety Audit**

The County Assembly shall seek the services of DOSHS approved Fire Safety Auditors to carry out annual FSA in the County Assembly and its Ward offices.



### **Noise Survey**

The County Assembly shall seek the services of DOSHS approved Noise Assessment Experts to carry out annual Noise Surveys in the County Assembly and its Ward Offices.

### **Air Quality Assessment**

The County Assembly shall seek the services of DOSHS approved Air Quality Assessment Experts to carry out annual air quality assessment in the County Assembly and its Ward offices.

### **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 County Assembly accident reporting procedures will be adhered to when reporting accidents and incidents.

### **Transport Safety**

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

### **Driver**

- i) When using County Assembly vehicles, the driver shall adhere to the guidelines issued to them by the Transport Section.
- ii) With the exception of ambulances and security vehicles, the driving speed on the County Assembly precinct 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 County Assembly is prohibited.
- vi) Vehicles must be parked in the exit mode when parking within the County Assembly.
- vii) Anyone riding a motorcycle within the County Assembly must put on an

appropriate helmet and a reflective jacket.

viii) Driving while under the influence of alcohol or illegal drugs is prohibited

ix) The County Assembly shall offer periodic road safety training/awareness to County Assembly drivers

### **Vehicle**

i) The Transport Section shall keep a maintenance schedule for all County Assembly vehicles to ensure they remain roadworthy.

ii) The County Assembly shall provide means of transport suitable for persons with disability.

### **Pedestrian**

i) Pedestrians should use the footpaths provided while walking along the roads within County Assembly.

### **Road**

i) The County Assembly shall provide pedestrian footpaths along all roads within the County Assembly and pedestrian crossings for safe crossing by pedestrians.

### **Contractors**

i) Contractors must adhere to the County Assembly'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.

### **Fire Safety**

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

### **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.

### **Emergency Preparedness**

- i) The County Assembly shall develop Emergency Action Plans (EAPs) for all possible emergency situations within its workplace and Ward offices; Fire outbreak, disease outbreak, chemical spillage, and terrorist threat.
- ii) The emergency plans developed shall be communicated to those (Honorable Members, employees and visitors) who have the potential of being exposed to the emergencies addressed.
- iii) The County Assembly 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.

### **Medical Surveillance**

- i. The County Assembly 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 County Assembly shall carry out pre-employment medical examination and annual medical examination based on the potential hazards at the workplace(s).
- iii. The County Assembly 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 County Assembly 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 County Assembly 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 County Assembly 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 County

Assembly 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 found to violate OSH Policy will face disciplinary action as stipulated on the County Assembly Human Resources Policy.

## **9.0 LINKS TO OTHER POLICIES**

This Policy should be used alongside the following references:

- i. The OSH Act of 2007
- ii. Ministry of Health OSH guidelines
- iii. 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 County Assembly is updated annually as well as monitor both staff and Honorable Members to evaluate the degree of satisfaction with the services provided in the County Assembly.

**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/No .....Date 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 ac-

quiring 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 giv-

en?.....If yes ;

a) which ones

.....

.....

.....

b)when?.....

.....

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

Name of Medical Practitioner.....

KMP&DB No.....

Signature .....Date .....

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

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**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 \_\_\_\_\_



COUNTY GOVERNMENT OF BUNGOMA

## CONTACTS

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**Bungoma County Assembly**



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