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KISII NATIONAL POLYTECHNIC

OCCUPATIONAL HEALTH AND SAFETY POLICY

KNP/AHSP/15

First Edition 2020

CONTROLLED

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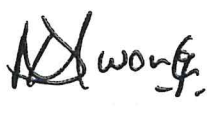

OCCUPATIONAL HEALTH AND SAFETY POLICY		Policy No. KNP/AHSP/15
Principal's Signature		Date 6/5/2021
Approval by Governing Council Chairman's Signature		Date 6/5/2021
Responsible Office	CHAIR – Health & Safety Committee	

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1.0 INTRODUCTION

1.1 PURPOSE OF THE POLICY

To promote a safe health environment by implementing effective systems for the prevention of occupational diseases and ill health accidents.

1.2 SCOPE OF THE POLICY

The policy covers safety in all work places within the Kisii National Polytechnic and in as far as OSHA legally provides.

1.3 PROCEDURES

Covid-19 procedures shall be followed to report and isolate the suspected case as indicated in clause 1.11.10 and as provided elsewhere in this policy.

1.4 ADMINISTRATOR FOR POLICY COMPLIANCE

The principal shall ensure that the users comply with the policy

1.5 ADMINISTRATORS FOR POLICY IMPLEMENTATION

The following shall be implementing the policy

The principal

The Human resource office

The MR office

Health and safety committee

1.6 ADMINISTRATORS FOR POLICY REVIEW

The Human resource office

The MR office

1.7 APPROVAL AUTHORITY

Approval of the policy shall be done by the Governing council.

1.8 MANAGEMENT OF POLICY RECORD

The policy shall be available in:

The institution email: kisiipolytechnic@gmail.com

1.9 RESOURCES

Occupational safety and Health Act

WHO/MOH protocols and guidelines.

1.10 DEFINITIONS

MOH - Ministry of Health

WHO - World Health Organization

OSH - Occupational Safety and Health.

PPEs - Personal Protective Equipment.

Users -Allperson who may be affected by the provision of this policy.

NB/ All other definitions are as provided in the glossary.

1.11 VISION, MISSION AND CORE VALUES

1. Vision

“To be the preferred training institution for technical and vocational skills development”

2. Mission

To develop highly qualified, globally competitive and innovative human resource by providing quality Training, applied Research & extension and Entrepreneurship skills that are responsive to market demands.

3. Core values

1. Professionalism and Excellence
2. Creativity and Innovativeness
3. Team work
4. Integrity
5. Accountability and Transparency

4. Mandate

The mandate of the polytechnic is to develop an institution with excellence in training, scholarship, entrepreneurship, research, consultancy, community service and products with emphasis on technology, its development, impact and application within and outside Kenya.

2.0 Policy Statement

It is the policy of the Polytechnic to provide guidelines and standards for the prevention and protection of employees against accidents and occupational illnesses arising at and during the course of work. It also provides procedures to be followed as a result of occurrence of such accidents and modalities for the administration and payment of compensation for work related injuries and accidents contracted during and outside the course of work.

The Polytechnic recognizes its responsibility to provide a healthy, drug and alcohol free environment within which employees shall work. Drug and alcohol abuse affects the responsible conduct of business, teaching and learning and therefore shall not be tolerated.

The Polytechnic shall provide the necessary interventions in terms of educational forums, counselling and other therapeutic measures for affected employees.

The Polytechnic has put in place measures for the management of HIV/AIDS and COVID-19 at the workplace and the rehabilitation of employees who may be facing challenges of drugs and substance abuse.

The Polytechnic shall demonstrate commitment to Occupational Health and Safety and the environment and provide necessary safeguards at all work stations and sites.

Waste generated by Polytechnic activities shall be disposed of in a manner, which shall not cause damage to the environment.

2.1 Guidelines to General Safety

The Principal shall maintain healthy and safe working conditions for all users to ensure there is no personal injury caused by accidents.

All users shall always consider safety to themselves and others when performing their duties. They should not cause injury, ill health or environmental damage at all times.

2.1.1 Emergency Preparedness

- i. The Polytechnic shall plan for foreseeable incidents such as accidents, explosions, fire, etc. and prepare and outline procedures to be followed in such events.
- ii. The Principal shall have a responsibility of ensuring that all users are informed of and are fully conversant with the emergency procedures.

2.1.2 Fire Precautions

- i. The Principal is responsible for ensuring that fire protection facilities are provided in all buildings and that the facilities are adequate and maintained as advised by Occupational Health and Safety Committee.
- ii. The Principal is responsible for enforcing all fire precaution measures as directed by both the State Department responsible for Public Works and the State Department responsible for Labour.
- iii. General information on fire precautions and fire equipment is contained in publications which are obtainable on application from the delegated Fire personnel in the State

Department responsible for Public Works. Regulations regarding fire safety are obtainable from the State Department responsible for Labour.

2.1.3 Fire Prevention

- i. The Occupational Health and Safety Committee is responsible to ensure that advice is provided on all matters concerning fire prevention, firefighting, and fire protection and fire demonstrations at the Polytechnic.
- ii. The State Department responsible for Public Works shall ensure that new buildings under construction are provided with adequate fire cover. However, the Polytechnic is responsible for the subsequent replacement of portable equipment and provision of refill for such equipment with advice from Fire Officers and the Occupational Health and Safety Committee.
- iii. Alterations shall not be carried out on buildings without prior consultation with the Fire Officers and the Occupational Health and Safety Committee. Any means of escape from a building should be kept clear of any obstruction which would make it difficult for occupants of the building to escape in case of fire.
- iv. No hazardous or highly inflammable materials shall be stored in buildings without the approval of the Principal Fire Officer in compliance with the Act and with the Factories and Other Places of Work (Fire Risk reduction) Rules.
- v. 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.
- vi. The Polytechnic must have a Safety and Occupational Health and Safety Committee headed by a responsible employee and constituted in accordance with the Factories and Other Places of Work (Safety and Health Committee) Rules.
- vii. Fire Officers may recommend any measures which they deem necessary for purposes of safety. It is the responsibility of the user to whom such recommendations are addressed to ensure that appropriate steps are taken to implement the measures with minimum delay. Any user who fails to implement such recommendations shall be held personally responsible for the consequences and in case of subsequent fire outbreak; the user shall be liable for disciplinary action and/or prosecution.
- viii. Fire Prevention Committee shall be established at the Polytechnic in liaison with government firefighting officers.
- ix. The Principal shall ensure that:
 1. Health and safety committee is formed;
 2. The committee members and all employees are trained; and
 3. Firefighting drills are conducted in all Sections at least once in every twelve months in accordance with the requirement of the Factories and Other Places of Work (Fire Risk Reduction) Rule

2.1.4 Notification of Fires

- i. All fires, however small, must be reported to the Estates Officer or other Government agencies i.e. the Police or any administrative office within twenty four (24) hours. The building or premises so affected by fire must be guarded and no evidence should be interfered with until investigations are over.

- ii. It is the responsibility of whoever detects a fire to initiate alarm, inform the Police and Fire Brigade, and try to control the fire during its initial stages.
- iii. All buildings must be fitted with fire detectors, alarms, water storage tanks and pumps dedicated to firefighting only and separate from the normal water supply.

2.1.5 Medical Examination

The Principal shall ensure that all users working in hazardous occupations will undergo periodic medical examination by the designated health practitioner.

2.2 Provision of Protective Clothing and Uniform

- i. The Principal shall ensure that all employees who are employed in any process involving exposure to wet or to any injurious or offensive substances are provided with adequate, effective and suitable protective clothing and appliances.
- ii. All employees shall be responsible for ensuring that uniforms and protective clothing issued to them are maintained in a clean and suitable condition. The Principal will issue soap or other cleaning detergents.
- iii. Uniforms must be worn at all times when an employee is on duty. In the event of loss, the employee shall be held responsible for the cost of replacement.
- iv. An employee who is issued with uniform must when on duty, appear in such uniform neat and clean, with the identifications properly exhibited. Stern disciplinary action shall be taken against any employee who deliberately fails to wear uniform and name tag issued to him.
- v. Any article of uniform shall be renewed only after completion of the minimum of period for which they have been prescribed to last.
- vi. Where the uniform has been produced for inspection and replaced in accordance with the relevant clause above, the employee may be permitted to retain the old uniform for his personal use, provided that he does not wear it again on duty and provided that any Polytechnic insignia is removed.

2.3 Safe Use of Potentially Dangerous Equipment

The Principal shall ensure that all plants including steam boilers, other equipment and pressure vessels are properly maintained and that they undergo the statutory examinations as per the requirement in the Occupational Safety and Health Act.

2.4 Compensation in Case of Injury or Death

Only accidents and occupational diseases arising out of and in the course of a user's employment resulting to injury or occupational disease or death are compensable.

2.4.1 Approval and Distribution of Compensation

- i. If it is considered by the principal of Occupational Health and Safety Services that the Governing Council is liable to pay compensation, the Principal of Occupational Health

and Safety Services shall send a demand note to the Principal indicating the amount of money to be paid to the injured/sick user or the dependents of a deceased user.

- ii. The payment of the money due for compensation to the injured or deceased user shall be made within reasonable time.
- iii. The injured user or the dependent(s) of the deceased user shall sign a certificate of acknowledgement of payment and complete agreement form in triplicate.
- iv. Copies of such certificate and of the appropriate agreement form shall then be distributed as follows:
 1. One copy to be handed to the user or, in case of fatal accident, to the dependent(s);
 2. One copy to be returned to the Principal; and
 3. The other copy to be retained by the Principal of Occupational Safety and Health Services.

2.4.2 Recourse to Court

- i. Where the user is not satisfied with the amount of compensation computed by the Principal of Occupational Safety and Health Services, he/she may raise an objection to the said Principal.
- ii. In case the user is not satisfied with the decision of the Principal in response to the objection raised, the aggrieved party may appeal to the Industrial Court.

2.4.3 Compensation Payable during Sick Leave under Work Injury Benefits Act (WIBA)

A user on sick leave as a result of accident or occupational disease shall be entitled to full pay.

2.5 Reporting Injury, Serious Illness or Death

- i. In case of a user's injury, serious illness or death, an immediate report by telephone, or special means including e-mail should be made to the Principal, stating relevant particulars of the employee.
- ii. The next-of-kin must be informed immediately and be made aware of the circumstances under which the employee sustained injuries or met his death.
- iii. In addition to the report, a death certificate should be submitted as soon as possible to facilitate processing of final dues.
- iv. The accident should also be reported to the principal of Occupational Health and Safety Services within 24 hours in accordance with the requirement of the Occupational Health and Safety Act.

2.6 HIV/AIDS as a Workplace Issue

HIV/AIDS shall be treated like any other challenging issue at workplace. All users have a role to play in the wider struggle to mitigate the effects of the pandemic.

2.6.1 Fighting Stigma and Discrimination

A user shall not be discriminated or stigmatized on the basis of HIV status. It will therefore, be an offence for any person to discriminate another on the ground of actual, perceived or

suspected HIV status in relation to employment, access to education, credit, insurance, travel, health care and habitation or any other ground.

2.6.2 Safe and Healthy Work Environment

It shall be the responsibility of the Supervisors to minimize the risk of HIV transmission by adopting First Aid/Universal infection control precautions at Polytechnic.

2.6.3 Screening for Purposes of Employment/Recruitment

HIV screening shall not be a requirement for job seekers, recruitment or for persons in employment and admission of students. Users with HIV-related illness should be allowed to work for as long as they are fit to work and HIV infection should therefore, not be a cause for termination of employment.

2.6.4 Health Care Services

Users, including spouses and children, are eligible to affordable health care services and to benefit from statutory and occupational schemes.

2.6.5 Additional Sick Leave/Less Working Hours

Sick leave shall be provided to users affected or infected with HIV/AIDS as stipulated in the relevant regulations.

2.7 Drug and Substance Abuse

- i. Addiction to drugs or substance shall be treated like any other disease. An employee who is determined to deal with drug and substance abuse problem by engaging in rehabilitation services will be referred to a Medical Practitioner for evaluation.
- ii. The Polytechnic will provide both in-patient and out-patient rehabilitation services. If absence from work is required as part of in-patient rehabilitation, sick leave will be granted. For out-patient rehabilitation, annual leave will apply. The family of the officer will be involved through Employee Family Assistance Programme (EFAP).

2.7.1 Guiding Principles

- i. The Polytechnic as the employer shall:
 1. Promote the health, well-being and safety of all users, their families and surrounding community;
 2. Ensure that no user with drug/substance problem will be disciplined for requesting help in overcoming the problem or for involvement in rehabilitation effort;
 3. Ensure that no user is discriminated against in providing Drug and Substance Abuse rehabilitation services;
- ii. The user shall:
 1. Report for duty and remain sober while at work;
 2. Create conducive working environment for each other;
 3. Seek advice and follow recommended treatment promptly once one suspects that he has a problem; and
 4. Recognize that problems related to drug/substance abuse are not an excuse for poor performance.

2.7.2 Return-To-Work Agreement/ Readmission

- i. A user who has been in Counselling and rehabilitation must sign and abide to the terms set forth in a Return-to-work Agreement as a condition for continued employment.
- ii. Failure to change the undesirable behaviour through counselling and rehabilitation will lead to disciplinary measures which would include termination of service on medical grounds or expulsion if the user is a student.

2.8 Protection of the Environment

- i. All users shall endeavour to protect the environment in the performance of their duties.
- ii. All actions that contribute to the air, water and general environmental pollution should be prevented or minimized.
- iii. Users shall ensure that waste generated at work places is handled, collected and disposed of properly.
- iv. Senior users and supervisors shall be responsible for inspecting their respective work places for environmental, health and safety hazards, and devise suitable measures for their management.

2.9 First Aid Kit

The Polytechnic shall provide First Aid Kits in strategic points and in all vehicles. The standard First Aid Kit should have:-

- i. Antiseptic disinfectant/cream
- ii. Adhesive plaster
- iii. Dressing materials
- iv. Pain killers
- v. Dissecting kit
- vi. Snake bite reliever

3.0 Covid-19 protocols and guidelines

3.1 Introduction

In this coronavirus (covid-19) institution policy you will find all the essential guidelines all users shall follow during the coronavirus outbreak.

3.2 Policy brief and purpose

This institution policy includes the measures it is actively taking to mitigate the spread of coronavirus. All users are kindly requested to follow all the rules from MOH, WHO and MOE diligently to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. Every case shall be treated with utmost confidence.

3.3 Scope

This coronavirus policy applies to all users e.g. trainees, employees and service provider who physically learn and work in our institution. It is recommended that all users should read through this action plan to ensure compliance.

3.4 Leadership and management

Effective leadership plays a pivotal role in actualization of organizational goals through management of the physical infrastructures and establishing mechanisms to address the emotional needs of all users. The principal shall:

- i. Ensure that information on covid-19 related measures is accessible to all trainees, staff and service providers including those with disabilities through sign language interpretation, captioning and easy to read format.
- ii. Maintain a complete database of trainees and staff information on contact numbers and addresses of their next of kin.
- iii. Ensure behavioral change, health education and training session are offered to trainees and staff to maintain desired behaviors on hygiene and social distance.
- iv. Provide clear communication to the institution and parents on arrangements on boarding students.
- v. Establish and operationalize an institution covid-19 response committee of not more than 5 members including one trainee and one non-teaching staff.
- vi. Constitute an active Covid-19 response committee as provided for in the ministry of education guidelines as read together with 9.2.

3.5 General hygiene rules and safety protocols

- i. All users shall wash hands thoroughly with running water and soap for at least 20 seconds or sanitize if water not provided after using toilet, before eating and coughing /sneezing into sanitary towels.
- ii. All users shall cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue discard it properly to the red dustbin with bin liner and wash your hands or sanitize immediately.
- iii. All windows shall be opened regularly to ensure proper ventilation.
- iv. Avoid touching your face particularly eyes, nose and mouth with your hands to prevent from getting infected.
- v. If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with others and take extra precautionary measures e.g. by staying at home.
- vi. Pedal-operated dust bins with liners shall be availed within the institution's structures for waste collection.
- vii. The principal shall enhance signage in all areas of the institution compound to enhance movement and social distancing.
- viii. All users shall wear mask properly when in the institution at all times.
- ix. Hygiene messages shall be displayed in strategic places.
- x. Thermal monitoring /screening shall be done to all users at point of entry.
- xi. All users shall not share personal protective equipment (PPEs) e.g. lab coats, footwear, gloves, safety goggles, masks, glasses and face shields.

- xii. Fumigation of classes, hostels, washrooms, laboratories, library and buses shall be done on weekly basis.
- xiii. Daily cleaning of college buildings, classrooms, washing points and sanitation facilities to be carried out at least twice in a day.

3.6 Food handlers in the institution

- i. All food handlers shall have the requisite food handling certificate and covid-19 certificate before handling food and to be retested after every three months.
- ii. All food handlers shall have a symptomatic screening for covid-19 on daily basis and those with symptoms of covid-19 (fever, cough, shortness of breath, breathing difficulties fatigue and loss of smell and test) should seek medical attention.
- iii. All food handlers shall wear PPEs on daily basis.
- iv. All food handlers shall promote frequent and effective hand washing.
- V. All food handlers shall avoid close contact with anyone showing signs and symptoms of covid-19.

3.7 Work from home requests

All users above 58 years of age and those with underlying conditions e.g. diabetic, asthma, Blood pressure and cancer shall be requested to work or study from home.

3.8 Sick leave

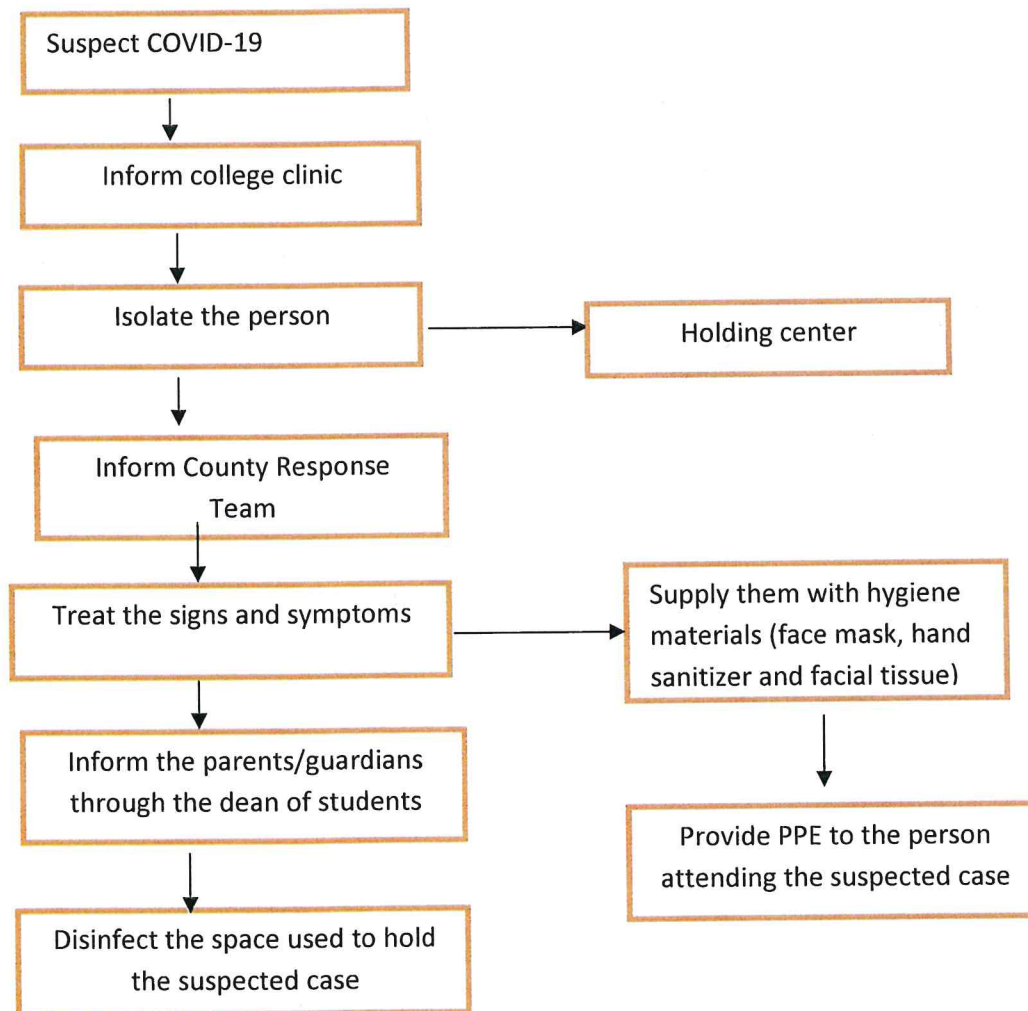
All users who test positive for covid-19 be allowed sick leave until recovery and shall report to work/class with a medical clearance certificate from a government hospital or recognized private health facility.

3.9 Fighting stigma and Discrimination

All users shall not be discriminated or stigmatized on the basis of covid-19 status. It will be therefore an offence for any person to discriminate another on the ground of actual, perceived or suspected of covid-19 status in relation to employment, access to education, credit, travel, health care services, habitation or any other services offered by the institution.

3.10 Procedure for separating suspect case of covid-19

When a user develops any symptom of illness consistent with covid-19 (new onset or worsening cough or shortness of breath or at least two of the following symptoms; fever of 37.5 and above, chills, muscle ache, headache, sore throat, loss of taste and smell) should follow the procedure below to report and isolate the suspect:



3.0 POLICY REVIEW

This policy will be reviewed periodically, but at least every five years to take account of emerging issues and trends.