

POLICY & PROCEDURES

OCCUPATIONAL HEALTH, SAFETY, AND SECURITY (OHSS)



RABAI EMPOWERMENT FOR COMMUNITY

Building passion for humanity through action to community

TABLE OF CONTENTS

1. INTRODUCTION	3
1.1 PURPOSE OF THE OHSS POLICY	3
1.2 SCOPE AND APPLICABILITY	3
1.3 GUIDING PRINCIPLES AND COMPLIANCE STANDARDS	3
2. OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY	4
2.1 WORKPLACE SAFETY PROCEDURES	4
2.2 EMERGENCY PREPAREDNESS & RESPONSE	4
2.3 FIRST AID AND MEDICAL SUPPORT	4
2.4 MENTAL HEALTH AND WELL-BEING	4
3. SECURITY POLICY	5
3.1 PHYSICAL SECURITY PROCEDURES	5
3.2 CYBERSECURITY AND DATA PROTECTION	5
3.3 WORKPLACE VIOLENCE AND CONFLICT MANAGEMENT	5
3.4 TRAVEL AND FIELDWORK SAFETY	5
4. ROLES AND RESPONSIBILITIES	6
4.1 MANAGEMENT’S RESPONSIBILITIES	6
4.2 EMPLOYEES’ RESPONSIBILITIES	6
4.3 HEALTH, SAFETY, AND SECURITY COMMITTEE	6
5. INCIDENT REPORTING AND INVESTIGATION	6
5.1 REPORTING PROCEDURES	6
5.2 INVESTIGATION AND CORRECTIVE ACTIONS	6
6. MONITORING, EVALUATION, AND COMPLIANCE	7
6.1 SAFETY AUDITS AND INSPECTIONS	7
6.2 TRAINING AND AWARENESS PROGRAMS	7
7. REVIEW AND AMENDMENT OF POLICY	7
8. APPROVAL AND IMPLEMENTATION	7
9. ACKNOWLEDGMENT AND COMPLIANCE COMMITMENT	7

1. INTRODUCTION

1.1 Purpose of the OHSS Policy

The Occupational Health, Safety, and Security (OHSS) Policy aims to ensure a safe, secure, and healthy work environment for all employees, volunteers, and stakeholders at Rabai Empowerment for Community (RefCom). This policy is designed to:

- a) Prevent workplace injuries, illnesses, and security risks.
- b) Ensure compliance with national and international standards.
- c) Promote a culture of safety, risk awareness, and well-being.

1.2 Scope and Applicability

This policy applies to:

- a) All RefCom employees, volunteers, interns, and contractors.
- b) Visitors, partners, and community members participating in RefCom activities.
- c) All workplaces, project sites, and field locations where RefCom operates.

1.3 Guiding Principles and Compliance Standards

This policy is based on:

- a) ISO 45001 (Occupational Health & Safety Management System) – Promotes workplace safety.
- b) ILO Occupational Safety and Health (OSH) Guidelines – Ensures fair and safe working conditions.
- c) UN SDG 8 (Decent Work and Economic Growth) – Encourages safe workplaces.
- d) UN SDG 16 (Peace, Justice, and Strong Institutions) – Enhances security in work environments.
- e) Kenya's Occupational Safety and Health Act, 2007 – Provides legal workplace safety regulations.

2. OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY

2.1 Workplace Safety Procedures

- a) All employees must undergo safety training during onboarding.
- b) Personal Protective Equipment (PPE) must be worn in high-risk areas.
- c) Workstations and tools must be regularly inspected for hazards.
- d) Hazardous materials must be handled, stored, and disposed of properly.

2.2 Emergency Preparedness & Response

- a) Fire extinguishers and first aid kits must be available in all work locations.
- b) Regular fire drills and evacuation exercises will be conducted.
- c) Emergency contacts must be posted in visible locations.

2.3 First Aid and Medical Support

- a) A first aid station and trained first responders must be available at each worksite.
- b) Employees must report injuries, illnesses, or exposure to hazardous conditions immediately.
- c) Work-related injuries must be recorded in the Incident Register.

2.4 Mental Health and Well-being

- a) Counseling services and stress management programs will be provided.
- b) A zero-tolerance policy for harassment, bullying, and discrimination is enforced.

3. SECURITY POLICY

3.1 Physical Security Procedures

- a. Access to work sites must be restricted to authorized personnel.
- b. Security guards and CCTV surveillance will be used in critical locations.
- c. Visitors must sign in and be accompanied by an authorized staff member.

3.2 Cybersecurity and Data Protection

- a. Employees must use strong passwords and multi-factor authentication (MFA).
- b. Organizational data must be stored securely and regularly backed up.
- c. Unauthorized sharing of sensitive information is strictly prohibited.

3.3 Workplace Violence and Conflict Management

- a. Employees must report threatening behavior, harassment, or violence.
- b. A Conflict Resolution Team will handle disputes and grievances.
- c. Physical confrontations and verbal abuse will result in immediate disciplinary action.

3.4 Travel and Fieldwork Safety

- a. Employees traveling for work must inform supervisors and register their location.
- b. A check-in system must be used for employees in remote project sites.
- c. All fieldwork must include a risk assessment and emergency plan.

4. ROLES AND RESPONSIBILITIES

4.1 Management's Responsibilities

- a) Provide safe working conditions and enforce safety regulations.
- b) Ensure all employees receive health, safety, and security training.
- c) Investigate and resolve workplace safety and security issues.

4.2 Employees' Responsibilities

- a) Follow all safety and security procedures at the workplace.
- b) Report hazards, security risks, or incidents immediately.
- c) Participate in training and drills for emergency preparedness.

4.3 Health, Safety, and Security Committee

- a) Conduct risk assessments and safety audits.
- b) Develop and review safety and security procedures.
- c) Address employee concerns related to workplace health and security.

5. INCIDENT REPORTING AND INVESTIGATION

5.1 Reporting Procedures

- a) All workplace accidents, injuries, and security threats must be reported within 24 hours.
- b) Incident reports must be submitted to the Health, Safety, and Security Committee.

5.2 Investigation and Corrective Actions

- a) All incidents will be thoroughly investigated to determine causes and preventive measures.
- b) Corrective actions will be implemented to avoid recurrence.

6. MONITORING, EVALUATION, AND COMPLIANCE

6.1 Safety Audits and Inspections

- a) Workplace safety inspections must be conducted quarterly.
- b) Annual audits will assess compliance with OHSS regulations.

6.2 Training and Awareness Programs

- a) Employees must receive regular training on workplace health and safety.
- b) Fire drills and emergency response training must be held biannually.

7. REVIEW AND AMENDMENT OF POLICY

- a) This policy shall be reviewed every two years or as needed.
- b) Amendments shall be made based on workplace assessments, new laws, and emerging risks.

8. APPROVAL AND IMPLEMENTATION



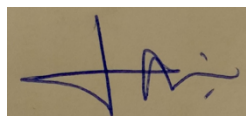
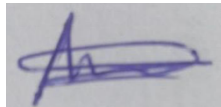
This policy is approved by the Board of Directors of RefCom and shall take effect immediately.

9. ACKNOWLEDGMENT AND COMPLIANCE COMMITMENT

All employees must sign an acknowledgment form confirming their understanding and commitment to this policy.

This policy is effective as of Dec 9th 2024 and will remain in force until further notice.

Approved by:

S/NO	Names, Postal Addresses, position held and Occupations of Directors	ID number of Director	Mobile Number of Director	Signatures of Directors
1.	James Katana Gibson	21005098	0723 734 303	
2.	Edward Chongwa Gamimbah	14499314	0721 786 550	
3.	Lennox Ringa Mwabaya	28186907	0718 056 796	
4.	Alicia Wanjoru Pauline	35195779	0796 981 760	
5.	Douglas Shauri Saha	11876086	0711 449 317	