



## **People's Forum for Rebuilding Democracy (PFRD)**

### **Occupational Health and Safety (OHS) Policy**

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#### **1. Policy Statement**

The People's Forum for Rebuilding Democracy (PFRD) is committed to providing and maintaining a safe and healthy working environment for all its employees, volunteers, elected officials, members, contractors, and visitors. This OHS Policy aims to prevent injuries, ill health, and accidents while promoting wellbeing, efficiency, and productivity in all party operations and offices.

PFRD shall comply with all relevant Kenyan laws and regulations, including:

- The **Occupational Safety and Health Act (OSHA), 2007**
- The **Work Injury Benefits Act (WIBA), 2007**
- The **Political Parties Act, 2011**
- The **Employment Act, 2007**
- Relevant County Health and Safety Regulations

The party acknowledges that a safe working environment is essential to achieving its mission of democratic engagement, inclusivity, and effective service to citizens.

#### **2. Purpose**

This policy aims to:

- Ensure compliance with occupational safety and health laws in Kenya.
- Promote awareness and responsibility for health and safety at all organizational levels.
- Establish preventive measures to minimize accidents, injuries, or health hazards.
- Protect the physical and mental wellbeing of all PFRD staff and visitors.
- Integrate health and safety principles into all PFRD activities and operations.

### 3. Scope

This policy applies to:

- All PFRD staff, interns, volunteers, consultants, and visitors.
- All PFRD offices, branches, and event venues across Kenya.
- All political, administrative, and outreach activities organized under PFRD.

### 4. Guiding Principles

1. **Safety First:** Health and safety considerations take priority over operational expediency.
2. **Legal Compliance:** All PFRD activities shall comply with the Occupational Safety and Health Act (2007) and related laws.
3. **Prevention over Reaction:** Prevention of hazards and risks shall take precedence over corrective measures.
4. **Shared Responsibility:** Every person in the organization is responsible for maintaining a safe work environment.
5. **Transparency and Reporting:** All safety incidents must be promptly reported, recorded, and reviewed.

### 5. Responsibilities

#### 5.1 The National Executive Committee (NEC)

- Provide leadership and allocate resources for implementing this policy.

- Approve and review safety procedures annually.
- Appoint a competent **Safety Officer** or **Health and Safety Committee**.

## 5.2 The Secretary-General

- Ensure compliance with all OHS laws and regulations.
- Oversee policy dissemination and enforcement across all branches.
- Ensure adequate budgetary allocation for safety and welfare activities.

## 5.3 The Safety Officer

- Conduct regular safety inspections and risk assessments.
- Maintain records of incidents, injuries, and corrective actions.
- Train staff and volunteers on health and safety procedures.
- Liaise with the **Directorate of Occupational Safety and Health Services (DOSHS)**.

## 5.4 Supervisors and Branch Managers

- Implement OHS measures at office or branch level.
- Ensure new employees are trained and oriented on OHS requirements.
- Report all accidents and unsafe conditions immediately.

## 5.5 Employees and Volunteers

- Take reasonable care of their health and safety.
- Report any unsafe acts, equipment, or working conditions.
- Cooperate fully with management in OHS programs and investigations.

# 6. Workplace Safety and Environment

## 6.1 Office Safety

- All offices must have **adequate lighting, ventilation, and space**.
- Furniture and fittings must be ergonomically designed to prevent strain.
- Electrical installations must be properly grounded and inspected annually.

## 6.2 Fire Safety

- Fire extinguishers and smoke detectors must be installed, inspected, and serviced regularly.
- Emergency exit routes must be clearly marked and unobstructed.
- All staff must undergo **annual fire drills** and training on fire response.

### 6.3 Emergency Preparedness

- Emergency response plans shall be developed and posted at visible points.
- First aid kits shall be available and maintained in every office.
- At least one staff member per office must be trained in **basic first aid**.

### 6.4 Electrical and Equipment Safety

- Only qualified technicians may install or repair electrical systems.
- All ICT and electrical equipment must be checked for faults periodically.
- Faulty devices must be reported immediately and removed from service.

### 6.5 Office Hygiene and Sanitation

- Offices shall be cleaned daily and waste disposed of properly.
- Safe drinking water and sanitary facilities shall be available.
- Handwashing and sanitation facilities must be maintained at all times.

## 7. Psychological and Mental Health

PFRD recognizes mental wellbeing as essential for productivity and morale.

- Counseling and support mechanisms shall be available for staff dealing with stress, harassment, or trauma.
- The party shall promote **a culture of respect, inclusivity, and non-discrimination** in all its workplaces and events.

## 8. Occupational Health and Welfare

- All employees are entitled to medical examination and treatment in case of workplace injury, as per **WIBA 2007**.

- Pregnant or nursing staff shall be provided with a conducive and safe working environment.
- Reasonable accommodations shall be made for persons with disabilities.

## 9. Training and Awareness

- All new employees and volunteers shall undergo **OHS induction training**.
- Regular refresher courses and drills will be held semi-annually.
- Training records shall be kept by the Safety Officer.

## 10. Risk Assessment and Reporting

- Routine workplace inspections and risk assessments shall be carried out quarterly.
- Any incidents, injuries, or near misses must be reported within 24 hours to the Safety Officer.
- A written **Incident Report Form** must be completed for every event and corrective actions documented.

## 11. Health and Safety Committee

PFRD shall establish a **Health and Safety Committee** in line with OSHA 2007, consisting of management and employee representatives.

- The Committee shall meet quarterly to review incidents and recommend improvements.
- Minutes of meetings shall be filed and made available to DOSHS inspectors.

## 12. Visitors and Members of the Public

Visitors and members attending PFRD events shall be protected from exposure to hazards.

- Safety instructions shall be provided during large gatherings or political rallies.
- Security officers shall assist in crowd control and emergency evacuation.

### 13. Compliance and Monitoring

- Compliance audits shall be conducted annually or after significant incidents.
- External inspections may be requested from **DOSHS** for certification.
- Corrective and preventive actions (CAPA) shall be documented.

### 14. Disciplinary Action

Failure to comply with this policy or safety regulations may result in disciplinary action, including suspension, termination, or prosecution, in accordance with Kenyan law.

### 15. Policy Review

This policy shall be reviewed **annually** or upon significant change in operations, legal requirements, or following a major safety incident.

### 16. Approval and Adoption

This **Occupational Health and Safety Policy** was approved by the **National Executive Committee (NEC)** of the People's Forum for Rebuilding Democracy (PFRD) on this day, //20\_\_.

**Signed:**

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*Party Leader / National Chairperson*  
**People's Forum for Rebuilding Democracy (PFRD)**

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*Secretary-General*  
**People's Forum for Rebuilding Democracy (PFRD)**

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*Health & Safety Officer*  
**People's Forum for Rebuilding Democracy (PFRD)**