THE KENYA POWER & LIGHTING COMPANY PLC

OPERATING PROCEDURES

IN RESPECT OF

OCCUPATIONAL SAFETY & HEALTH AUDIT

Date of Commencement: 2006.03.01

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Part A – Terms, Definitions and Abbreviations

1. **DOSHS** – Directorate of Occupational Safety and Health Services
2. **HoS** - Head of Section, Occupational Health and Public Safety
3. **KP** - Kenya Power
4. **OSH** – Occupational Safety and Health
5. **OSHA** – Occupational Safety and Health Act
6. **RSE** - Regional Safety Engineer
7. **SHE** – Safety, Health & Environment Department
8. **SOSHA** – Statutory Occupational Safety and Health Audit

Part B – Purpose

This procedure outlines the steps to be followed when carrying out annual Statutory Occupational Safety and Health Audit for Kenya Power workplaces.

Part C - Scope

This procedure covers initiation of statutory safety audit, when the audit is conducted to the time when Occupational Safety and Health audit reports and implementation matrices are handed over by external safety advisors to Kenya Power for implementation.

Part D- Method

1. Every new financial year HoS initiates procurement process to source for external safety and health advisors to conduct SOSHA while also submitting lists of all KP workplaces to be audited to Supply Chain and Logistics Division.
2. When successful, Supply Chain and Logistics Division shall communicate to the HoS names and contact information of successful bidders for progression of audit process.
3. When not successful, Supply Chain and Logistics Division communicates to the HoS and the procurement process is repeated. When successful after repeat Supply Chain and Logistics Division communicates the names and contact information of successful bidders to HoS for progression of audit process.
4. HoS convenes opening meeting between the external safety advisors, SHE-Central Office and SHE - Regional offices for introduction, affirmation on the audit work plan and arrangements for submission of reference documents requested by external safety advisors for audit purposes.
5. Upon conclusion of physical workplace visits, the external safety advisors collate the data and prepare report for each audited workplace. The compiled reports are submitted to KP safety audit oversight team for review. When reports submitted are accepted, an audit debrief meeting is convened at the Central Office for the external auditor to present summarized findings for the audit undertaken.
6. When concerns are raised from submitted reports during review, the soft copy reports are returned to external safety advisor for improvements thereafter resubmission for review. Once the KP safety audit oversight team is satisfied with improvements made, a debrief meeting is convened at the Central Office for the

external safety advisor to present summarized audit findings.

7. The external safety advisor then proceeds to make hard copies of the audit reports for signing by respective RSE's, thereafter submission of 3 copies to regional DOSHS offices for receipt and acknowledgement. 1 copy is retained at DOSHS office, 1 copy is thereafter returned to SHE regional office and 1 other copy kept at SHE-Central office.
8. Based on findings of OSH audits, the external safety auditor shall complete the KP SOSHA implementation matrices and submit to HoS.

Part E – Responsibilities

HoS shall be responsible for implementing and maintaining this procedure

Part F – References

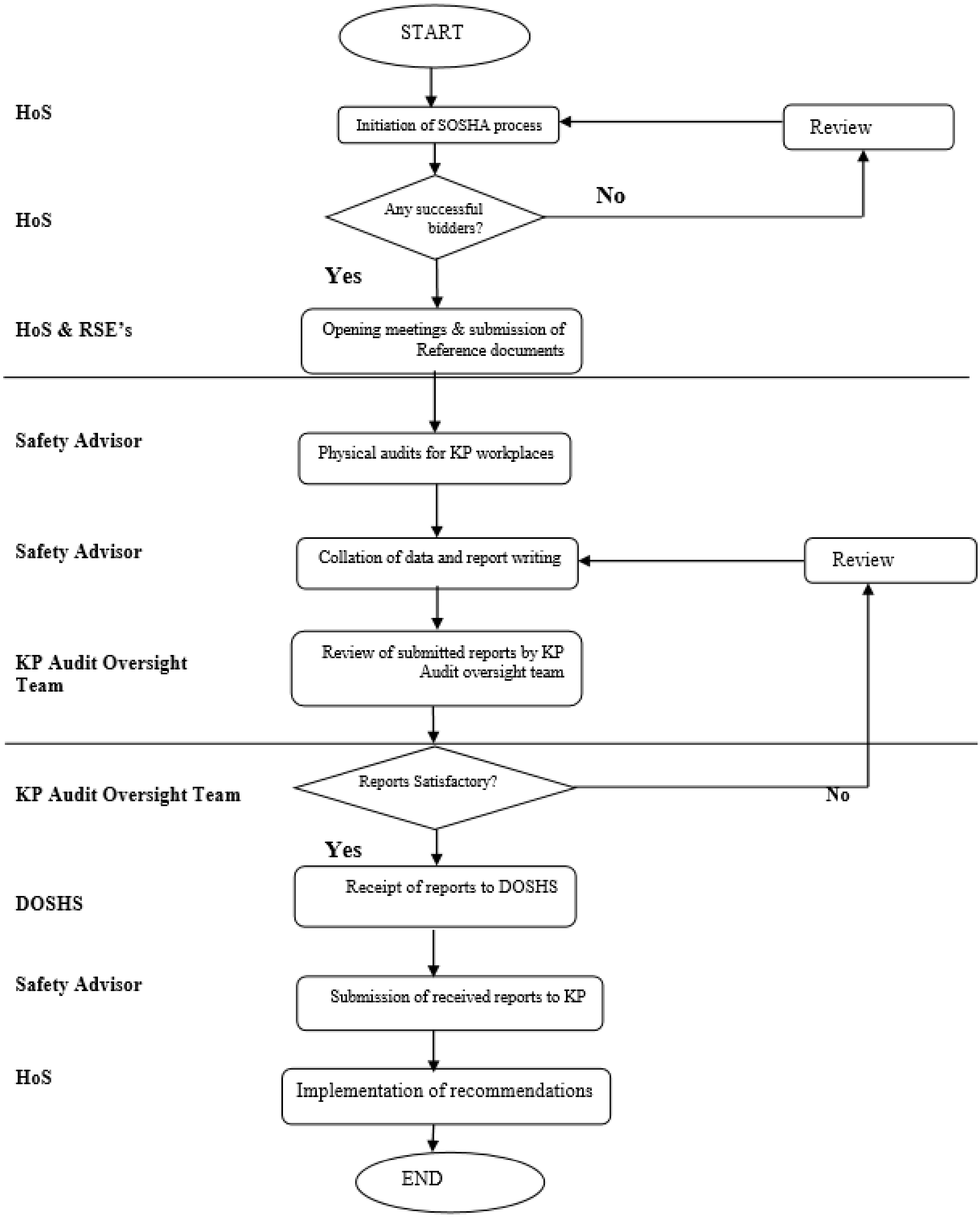
1. The Occupational Safety and Health Act (OSHA) 2007
2. The Safety and Health Committees Rules, Legal Notice No. 31 of 2004.
3. The Code of Practice on Occupational Safety and Health Auditing of 2005
4. KPLC Supply Chain Policy
5. KPLC Safety, Health & Environment Policy
6. KPLC Sustainability Policy

Part G – Appendices

1. Process Map
2. Process inputs and Outputs
3. Key Performance Indicators (KPIs)
4. Records

See further details/information of the Appendices below

1. Process Map


START
HoS
Initiation of SOSHA process
Review
HoS
Any successful bidders?
No
Yes
HoS & RSE's
Opening meetings & submission of Reference documents
Safety Advisor
Physical audits for KP workplaces
Safety Advisor
Collation of data and report writing
Review
KP Audit Oversight Team
Review of submitted reports by KP Audit oversight team
KP Audit Oversight Team
Reports Satisfactory?
No
Yes
DOSHS
Receipt of reports to DOSHS
Safety Advisor
Submission of received reports to KP
HoS
Implementation of recommendations
END

2. *Process Inputs and Outputs*

S/No.	Inputs	S/No.	Outputs
1.	Contract between KP and External Safety Advisor	1.	Audit report for all workplaces audited
2.	Occupational Safety reference documents	2.	Copies of DOSHS received reports for each workplace audited
3.	Financial resources	3.	OSH Audit implementation matrices
4.	Personnel involved in the process		

3. *KPIs*

3.1 Carry out annual statutory safety and health audits

3.2 Attain 80% implementation of Occupational Safety and Health Audits recommendations

4. *Records*

4.1 Occupational Safety and Health Audits implementation matrices

4.2 Occupational Safety and Health audits reports

Procedures Issuance:-

1. *By Divisional Head - General Manager, Human Resource & Administration*
2. *Responsible Lead Manager - Manager, Safety Health & Environment*
3. *Section - Environment and Social Section*

** These Procedures are revisable under the authority of the Divisional Head*

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