



THE KENYA POWER & LIGHTING COMPANY PLC

OPERATING PROCEDURES

IN RESPECT OF

PUBLIC SAFETY AWARENESS CAMPAIGNS

Date of Commencement: 2006.03.01

Table of Contents

<i>No.</i>	<i>Item</i>	<i>Page No.</i>
1.	<i>Terms, Definitions and Abbreviations.....</i>	3
2.	<i>Purpose.....</i>	4
3.	<i>Scope.....</i>	4
4.	<i>Method.....</i>	4
5.	<i>Responsibilities.....</i>	5
6.	<i>References.....</i>	5
7.	<i>Appendices.....</i>	5

Part A - Terms, Definitions and Abbreviations

1. **EMCA** means Environmental Management and Co-ordination Act, Cap. 387
2. **HoS** refers to Head of Section, Occupational Health and Public Safety
3. **KP** means Kenya Power
4. **MD&CEO** refers to Managing Director & Chief Executive Officer
5. **M-SHE** refers to Manager - Safety, Health and Environment Department
6. **SHE** refers to Safety, Health and Environment Department
7. **RSE** refers to Regional Safety Engineer

Part B - Purpose

This procedure outlines the steps to be followed when planning and carrying out public safety awareness campaigns by the SHE to sensitize the public on safe use of electricity, avoidance of electrical hazards and to comply with the requirements of EMCA and the Energy Act, 2019.

Part C - Scope

The procedure covers initiation of public safety awareness programs, planning for the programs, conducting the actual safety awareness sessions and reporting on public safety campaigns carried out by Kenya Power.

Part D - Method

Safety Awareness Campaign Steps

1. In the first month of every financial year, the HoS shall develop a program for public safety awareness campaigns and submit it to M-SHE for approval within 14 days.
2. When approved, HoS shall prepare relevant documentation justifying the public campaigns programs for approval by the General Manager, Human Resource and Administration and MD & CEO within 7 days.
3. If approval is not granted at any level of authority, HoS shall revise the program based on reasons for non-approval and re-submit.
4. When approved, HoS shall communicate to various stakeholders requesting for public safety awareness meetings at least two weeks before the meetings.
5. HoS shall receive approval from the stakeholders on the public safety awareness meetings at least a week before the meetings.
6. If approval is not granted by stakeholders, follow-up shall be done by HoS.
7. HoS in consultation with the stakeholders shall set up public safety awareness campaign date.
8. HoS shall together with Public Safety Assistants develop a schedule for the public safety campaigns for approval by the M-SHE 14 days before the campaign is conducted.
9. HoS together with Public Safety Assistants and RSEs shall conduct public safety awareness campaigns as planned.
10. The Public Safety Assistants or the RSEs, as applicable, shall within 3 days after completion of every public safety campaign, compile a report of the campaign
11. The RSEs or Public Safety Assistants shall circulate the reports to relevant departments within one day of completion of report for action on concerns raised by the public.
12. The RSEs shall follow up on recommendations made by the public or stakeholders in their respective regions and provide updates to HoS on monthly basis.

Part E - Responsibilities

HoS is responsible for the effective implementation and maintenance of this procedure.

Part F - References

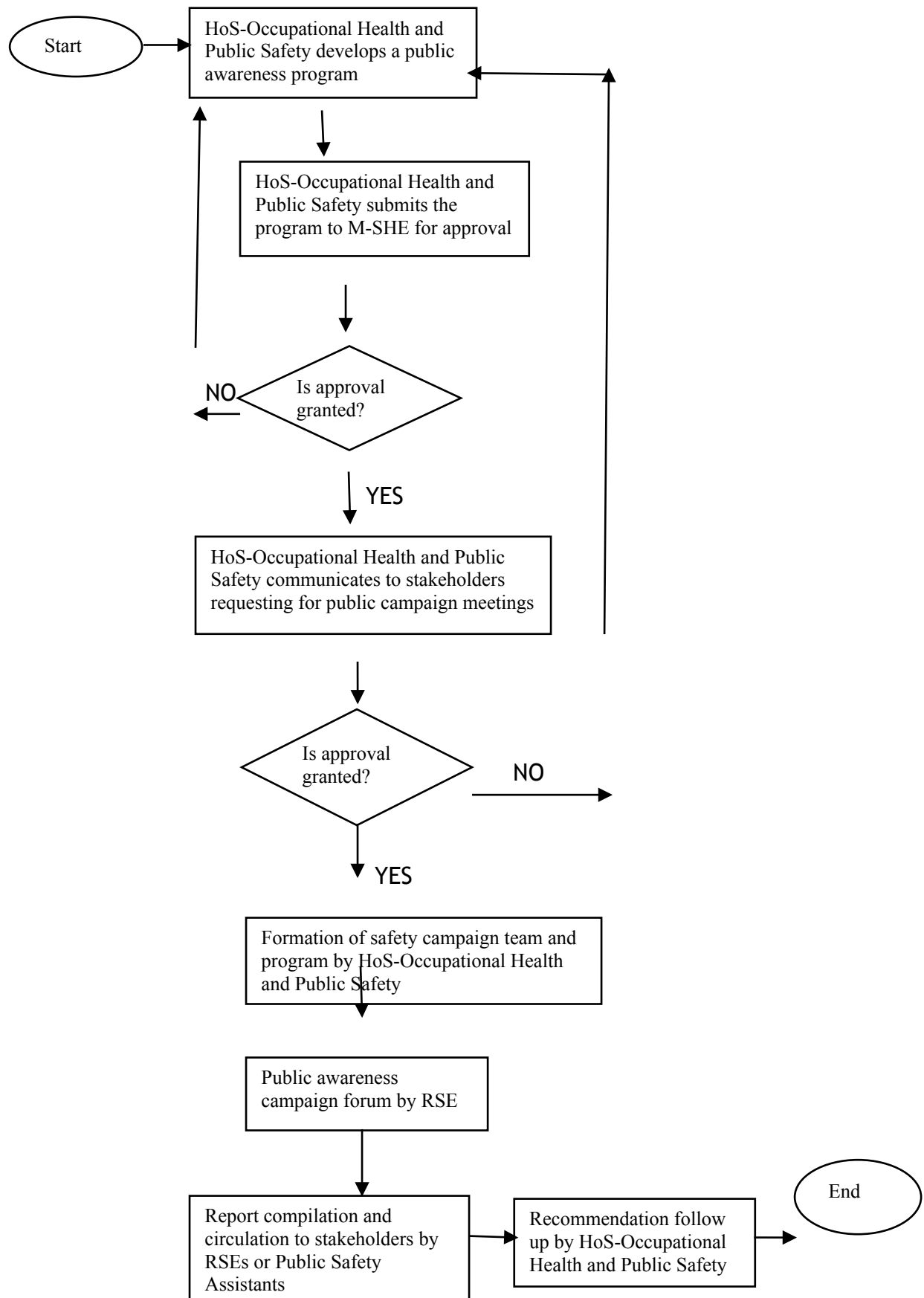
1. Environmental Management Co-ordination Act Cap. 387
2. Energy Act, 2019
3. Occupational Safety and Health Act, 2007
4. KPLC Safety, Health and Environment Policy
5. KPLC External Communications Policy
6. KPLC Sustainability Policy
7. KPLC Stakeholder Management Policy

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



2. *Process Output and Inputs*

S/No.	Inputs	S/No.	Outputs
1.	Information, Education and Communication materials	1.	Public safety awareness reports
2.	Human Resource	2.	Public safety attendance sheets
3.	Budget		
4.	Stakeholders		
5.	Safety awareness forums		

3. *KPIs*

- 3.1 Number of public safety awareness campaigns in a financial year
- 3.2 Reduction in number of electrocutions affecting the public

4. *Records*

- 4.1 Public safety awareness reports
- 4.2 Public safety attendance sheets
- 4.3 Public electrocutions monthly tracking report

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*

_____END_____