



ADSE OCCUPATIONAL HEALTH AND SAFETY POLICY

SIGNATURE PAGE

ANGLICAN DEVELOPMENT SERVICES EASTERN
OCCUPATIONAL HEALTH AND SAFETY POLICY
REVIEWED BY THE BOARD



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Board Chairman

21st June 2024

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Date



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Chief Executive Officer

21st June 2024

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Date

ADSE is committed to providing a safe and healthy work environment for all employees, contractors, visitors, and others who may be affected by our operations. We recognize our moral and legal responsibility to take all reasonable precautions to prevent injuries, illnesses, and accidents in the workplace.

Most notably, ADSE recognises its obligations under Kenya's Occupational Safety and Health Act, 2007, Work Injury Benefits Act, 2007, Public Health Act, 2012 and commits to meet these standards in order to minimise risk of harm across its business practices. ADSE operates with the intention to meet the following objectives:

- Protect and promote the health, safety and welfare of personnel, partner and contractor workers and anyone else who may be affected by its activities, including local communities.
- Meet its responsibilities and duties as a direct and indirect employer and do all that is reasonable and practicable to prevent accidents, injuries, and occupational ill health and to sustain the well-being of the workforce.
- Ensure that all employees are properly trained and have adequate supervision.
- Investigate all incidents, accidents, injuries, and near misses to prevent recurrence.
- Foster a culture of safety awareness and accountability among all employees.

To meet these objectives, ADSE will also, so far as is reasonably practicable:

- Provide and maintain safe working environments, which are without risk to human health, safety, and welfare, including measures such as making cautionary signs available in strategic areas, regular inspection and maintenance of all buildings and equipment, provision, and maintenance of fire prevention equipment.
- Set standards that comply with the relevant statutory and - where applicable - international requirements that reflect best industry practice for its different projects.
- Safeguard employees, members of local communities and others from foreseeable hazards connected too ADSE work activities.
- Educate and train all personnel to be aware of their own responsibilities in respect of the health and safety matters associated with their work, ensuring they participate in the prevention of accidents and cooperate with measures taken to prevent disease.
- Issue and enforce the use of appropriate personal protective equipment, where required.
- Manage any accidents, incidents, emergencies, or complaints in an effective manner, notifying the relevant authorities of problems as soon as realistically practicable and, as necessary, cooperating in any investigations and follow-up actions.
- Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Monitor health and safety performance.

Employees are expected to:

- Follow all health and safety rules, policies, and procedures.

- Use required personal protective equipment.
- Report incidents, accidents, unsafe acts, conditions, and near misses promptly. Incidents and accidents will be investigated and documented by ADSE as per internal reporting requirements.
- Participate in safety training activities as required.

ADSE has a dedicated Health and Safety Committee that has overall responsibility for ensuring that the contents of this policy are adhered to. All ADSE employees are expected to help maintain a safe and secure work environment, meaning that they too share a communal responsibility.

Detailed plans and procedures are provided within each project/program's dedicated Occupational Health and Safety Management Plan.

ADSE Occupational Health and Safety Policy	
Description & Responsibility	Date & Responsibility
Person Responsible	Chief Executive Officer
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Signed off By Chief Executive officer	June 2024
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