

**STATUTORY SAFETY AND HEALTH AUDIT
FOR
RUBEN CENTRE**



P.O BOX 20094-00200 NAIROBI, KENYA

Pursuant to section 11 of the Occupational Safety and Health Act 2007

Section 13(1) of “The factories and other places of Work (safety and Health
Committee) Rules of 2004”

Conducted by Mr. James C. Osoro

Safety and Health Advisor

REG.NO.OSH / ADV 081

SEPTEMBER 2016

CERTIFICATION

Occupier Acknowledgement

Name: _____

Signature: _____

Date: _____ **Stamp:** _____

This report has been prepared subsequent to Occupational, Safety and Health Audit conducted on 29th September 2016.

OSH Auditor & Safety Advisor:

Name: James C. Osoro

Registration NO: OSH/ADV 81

PO Box 75735 -00200 Nairobi, Kenya

Mobile: 0717788123 / 0733244034.

Signature..... Date

Submission

The Occupational, Safety and Health audit report has been submitted to the Directorate of Occupational Safety and Health Services as required by the Occupational and Health Act, 2007

Report Received by **DOSHS:**

Name:

Signature/Stamp.....

EXECUTIVE SUMMARY

This Health and Safety audit report has been conducted subsequent to a health and safety audit conducted at Ruben Centre on the 29th September 2016. The audit was conducted in compliance to sections 11 of the occupational safety and Health Act, 2007 of the Laws of Kenya and the Factories and Other Places of Work (Safety and Health Committees) Rules, 2004 both of which require places of work to undergo annual safety and health audits by a health and safety advisor registered for that purpose by the Director of Occupational Health and safety as per section 10 of legal Notice No 31 of 2004.

Ruben Centre - engaged the approved safety and health advisor to carry out a safety and health audit of its facility premises located along Mukuru kwa Ruben, off Enterprise Rd. Industrial Area, Nairobi.

General housekeeping including maintenance of the facility grounds was found to be fair and is consistent with the required standards.

Several recommendations have been made following this audit. These recommendations touch on a range of risks and issues including the Centre's safety policy, fire safety, slips and falls, machinery safety, chemical safety, noise, manual handling, electrical safety, etc. On a positive note, the site has not had a fatal or serious injury in recent times. This positive performance should be leveraged and sustained to implement the safety and health improvement plan suggested at the tail end of this report. It is without a doubt that when all the recommendations have been implemented and sustained, safety standards on site will eliminate most risks workers, contractors and visitors are exposed to.

The Centre's has a total of 91 employees of which ... are male and are female.

The audit has revealed that the organization has made commendable progress towards compliance with the Occupational Safety and Health Act, 2007 and **the subsidiary legislation**. However, there are areas which need improvement and recommendations have been provided in this regard. Some of the areas to be address include;

- a. The workplace has not trained the Safety and Health committee members as required by the Factories and Other places of Work (Safety and Health Committees) Rules 2004 of Legal Notice Number 31.
- b. The workplace does not carry out quarterly workplace inspection for hazards by the safety and health committee members as required by this act.
- c. The workplace has not carried out mandatory safety and health training including; Safety and Health committee, First Aiders, and fire Marshals.

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1.1 Background Information

Ruben Centre approached the health and Safety advisor and consultant to carry out a statutory Safety and Health Audit of the facility in order to fulfill a requirement of OSHA 2007. The audit was conducted on 27th September 2016 in accordance with the requirements of OSHA 2007 and the Factories and Other Places of Work (Safety and Health Committee Rules) 2004.

1.2 Site and Process Description

Ruben Centre is located at Mukuru kwa Ruben. The Centre is a well established industry with well maintained buildings and facilities.

1.3 Objectives of the Audit

Objectives;

The objective of the safety and Health audit is described from two perspectives each indicating the expectations of the stakeholders involved in the safety and health auditing process.

From the occupiers' perspective, the objective of the audit was to;

- a. Identify the gaps that currently exist within the occupiers existing Safety and Health Management Systems in order to meet the standards set by the Occupational Safety and Health Act 2007.
- b. Fulfill a legal requirement in accordance with the Factories and Other places of work (Safety and Health Committee) rules, 2004.
- c. Create a safety and Health road map for achieving the standards of performance on Safety and Health. **All good**

From the Directorate of Occupational Safety and Health Services (DOSHS) perspective, the objectives amongst others of carrying out Safety and health audits are to;

- a. Identify the status and quality of safety and management systems at the occupiers' site.
- b. Characterize the Safety and health conditions at the workplace in terms of the adverse Safety and Health risks that may inherit in their operations.
- c. Characterize the incident recording, reporting and investigation procedures
- d. Characterize the status of the emergency response procedure at the occupiers' site.

1.4 Audit Scope

The audit covered the following areas of the facility;

- Offices
- Library
- Main Kitchen
- Weaving and beads room
- Tailoring and knitting room
- Primary school
- Charcoal making machine
- Child care
- School feeding program
- Clinic A &B

1.5 Audit Methodology

This audit has been conducted by James Osoro a Government-approved Safety and Health Advisor (Certificate No.OSH / ADV 081), as required by the Occupational Safety and Health Act 2007 and the Factories and Other Places of Work (Safety and Health Committees) Rules, 2004.

The audit methodology has been guided by the requirements of the Occupational Safety and Health Act (OSHA) 2007, all the relevant subsidiary legislations and the DOSHS safety and health audit code of practice.

As part of the audit, the following activities were carried out:

- All pertinent documents were reviewed;
- Interviews and discussions were held with key personnel for the identification of significant occupational safety issues that have arisen, or may arise, from the operation of the facility;
- Observations of tasks being carried on
- Existing internal control mechanisms to deal with health and safety risks were evaluated; and
- An assessment has been made of risks and compliance.

A visit was made to the site by James Osoro on 27th September 2016. The audit began by an opening meeting held with Ruben Centre's representatives Mr. Frank Oshea the managing director and Gideon. Recommendations have been made for control measures and an improvement plan has been suggested based on the audit findings.

Copies of the audit findings have been conveyed to Ruben Centre's management.

1.6 Legal and Regulatory Framework

1.6.1 Kenyan Laws relevant to the Site and its Activities

The principal safety and health legislation that applies to this site is the Occupational Safety and Health Act (OSHA) 2007. Aside from this, there are various subsidiary pieces of legislation that are pertinent to the various risks and activities of Ruben Centre. These include:

- Factories and Other Places of Work (Safety and Health Committee) Rules
- Factories and Other Places of Work (Medical Examination) Rules
- Factories and Other Places of Work (Fire Risk Reduction) Rules;
- Factories (First Aid) Rules
- Factories and Other Places of Work (Noise) Rules
- Factories and Other Places of Work (Chemical Safety) Rules;
- Factories (Protection of Eyes) Rules

1. Workplace Information:

NAME OF OCCUPIER	Ruben Centre
Situation of workplace	Mukuru kwa Ruben, Enterprise Road.
Postal address	P.O BOX 20094
Code:	00200
TOWN	Nairobi
Telephone	
Mobile Phone	0723 750819
Fax	
Website	www.rubencentre.org
Email	
Type of Industry	
- Total No of workers	91
- Total No of Female workers	
- Total No of Male workers	
- Persons below 18 years	None
- Interns	None
- Persons with Physical challenges	None
- Chair of Safety committee	None
- Person Responsible of OHS	None
- Date of Previous Audit	None
- Person who performed previous audit	None
- Date of current audit	27 th September 2016 - James Osoro OSH/ ADV 081
- Registration of the workplace cert No. and Date	Not registered. Registration with this report

2. Management of Occupational Safety and Health Policies

2.1 Safety policy

2.1.1. Written safety policy

Ruben Centre has not developed a Health and Safety Policy in line with the requirements of the OSHA 2007 Act. The occupational safety and health Act 2007 section 7(1), state that, **Except in such a case as may be prescribed, it is the duty of every occupier to-**

- a) **Prepare and as often as may be appropriate, revise a written statement of his general policy with respect to Safety and Health at work of his employees and the organization and arrangements for the time being in force for carrying out that policy, and**
- b) **To bring the statement and any revision of it to the notice of his entire employee”**

Recommendations:

It is recommended that Ruben Center should develop a Safety and Health policy Ok to include but not limited to the following:

- Should show commitment to continual improvement and prevention of occupational accidents and diseases
- A framework for setting and reviewing health and safety objectives
- A commitment to have the policy communicated to all persons working for or on behalf of the centre
- Committing resources to promote health and safety standards at the facility and where they do businesses.
- Show how occupational risks will be quantified /assessed and managed.
- The written policy should have statement of commitment, name and title of the signatory (Manager), signature and date of issue.
- Copies of the policy should be posited at strategic areas of the center.

2.1.2 Assignment of Responsibilities

The workplace has not assigned responsibility to senior managers, supervisors and other staff members on their roles in safety and health of this workplace. The Centre is yet to assign Safety and Health responsibilities to;

- Senior Managers
- Middle managers (supervisors)
- Other workers

Recommendations:

It is recommended that the facility should;

- a) Outline clear safety and health responsibilities for each of the following;
 - i. Senior managers
 - ii. Middle managers/ supervisors
 - iii. Shop floor workers (others workers) **have no idea of these**

2.1.3 Organization for Safety and Health in the Company

The Occupational safety and Health Act, 2007, No 15, part II, section 9 (10) states that, “**Every occupier shall establish a safety and health committee at the workplace.** Also the Factories and Other Places Of work (Safety and Health committees) rules 2004 requires the following composition.

Number of Employees	Number of Representative
20 to 100	3 Representative each from workers and management (min)
101 too1000	5 Representative each from workers and management (min)
Over 1000	7 Representative each from workers and management (min)

Ruben centre is yet to constitute such a committee for this workplace. However, this auditor was informed that the centre is in a process of constituting the committee in-order to comply with these rules.

Recommendations;

It is recommended that, the Centre should,

- a) **Constitute a Safety and Health Committee of 6 members with equal representatives from the management and the workers in the above proportions. The management**

representative is through nomination, whereas workers are required to elect their own representatives **General manager to fix**

- b) The Occupier (Centre) shall in not later than six (6) months after the coming into operation of these rules, **appoint a competent person**, being a member of the management staff, to be responsible for safety, health and welfare in the work place.
- c) The person appointed under paragraph (b) above shall be the secretary to the committee
- d) The occupier (Centre) shall in overseeing elections under paragraph (a) ensure as far as possible: -
 - i. Equitable representation of departments or units which are detached from the office;
 - ii. Gender parity
 - iii. Safety representatives shall serve on the Committee for a term of three years and shall be eligible for re-election or re-appointments for one further term.
 - iv. The occupier or his duly authorized representative, shall be the chairman of the Committee
- e) Ensure safety and health committee meet quarterly at a minimum.
- f) Ensure that the safety and health committee undergoes the 5 day OSHA training by DOHSS approved institutions.
- g) The functions of the Committee shall be to:-
 - i. Establish a schedule of inspection of the work place for each calendar year;
 - ii. Conduct health and safety inspections at least once in every three (3) months;
 - iii. Inspect, investigate and make recommendations to the occupier immediately any accident or dangerous occurrence takes place ;
 - iv. Identify occupational hazards and cases of ill-health among workers at the work place and make appropriate recommendations to the occupier;

- v. Compile statistics of accidents, dangerous occurrences and cases of ill-health as primary data for providing remedial measures, planning and allocation of resources;

2.1.4 Implementation of Safety Policy

The implementation of the policy ones developed should include the following among others in order to meet the requirements of this act

- 1) New employees – should include process of orientation for new employees, in relationship to Safety and health before they are deployed to their respective departments
- 2) Contractors and visitors to the site _ orientation programs in place for Contractors and visitor to this centre
- 3) Current employees – what are the continuity safety and Health awareness programs in place to ensure that employees / Teachers and Pupils work safely.

2.1.5 Performance Monitoring

Fire Equipment service is carried out by Trojan. Last service was on 11th June 2016. Next service was scheduled for November 2016.

The centre carries out fire drills annually, to create awareness on fire safety and how to respond during emergency. One such drill was done in July 2015.

Fire marshals were trained by the vendor 4 years ago. No awareness training on fire has been given to all workers, teachers and Pupils.

First aiders are not officially appointed but there is a procedure and identified people in the clinic who act as first aiders.

There were no training records related to occupational health and safety and any other specialized safety training as this has not been done.

There has not been any visit for DOHSS personnel on this site for the last few years.

Recommendations;

It is recommended that the facility should;

- a) Ensure that the safety and health committee carry out work place inspection quarterly and maintain records for inspection.

- b) Monitor this workplace performance, through trending of incidents/ accidents and recommend improvements.
- c) Ensure that all training records related to safety and health is kept for inspection.

2.1.6 Occupational Safety and Health Training Programs

The safety and health committee has not been constituted and training programs are to be prepared as per DOHSS requirements. However, other training program including HIV and Aids, Cancer awareness is a subject of regular discussions. The following is recommended for the training program;

Recommendations;

It is recommended that, the Centre should ensure;

- a) The 5 days training for the Safety and Health committee members is held as soon as possible. **Serious ?**
- b) Awareness training for staff on Safety and Health is done annually.
- c) First Aid training for first aiders to be done annually.
- d) Fire Marshall training to be done once every two years

2.1.7 Occupational Health Provisions

The centre offers the workers with a WIBA cover provided by Jubilee Insurance Limited to meet all their medical requirements as required by this law. However, no pre-employment medical examinations have been done. Medical examinations should be carried out regularly to include;

- Pre-employment Medical examinations
- Periodic medical examinations
- Fitness medical examination
- Food handlers medical examination which is to be done after every 6 months

The workplace (Centre) has not nominated any referral hospitals for staff at the centre.

Recommendations

It is recommended that the facility should;

- a) Carry out food handler's medical examination every 6 months for any staff handling water and food here.

- b) Carry out annual fitness medical examinations on all staff working in hazardous areas.

2.1.8 Occupational Health Programmes

The centre has not put in place any occupational health and safety programs. The organization should ensure that safety and health programs include the following;

- A. **Cancer** **tommy rot** and HIV & AIDS awareness
- B. Life style diseases

2.1.9 Occupational accidents and diseases information.

During the time of audit, the centre had not reported any fire occurrence at this site since 2012. No occupational diseases have been reported either on this site. However, No **general register** **good idea** is available to record all incidents / accidents as recommended by this act. The “Abstract of this Act” is available in one of the workplace to direct the workplace on the way forward.

Recommendations

It is recommended that the facility should;

- a) Avail a general register for recording all incidents/ accidents as required by this Act.
- b) Ensure that the “Abstract of this act” is posted at the workshops entry.
- c) Ensure trending of incidents / accidents is carried out and timely investigations done
- d) All accidents must be reported to DOHSS with complete investigation forms.

2.1.10.1 Operational Manuals

The centre has not provided operational procedures /work instructions for those who require them. Equipment like the weaving machine, charcoal making machine, are maintained by vendors and were found in good state of repair. However, no work instruction / procedures on operations were seen near the machines as required.

Recommendations,

It is recommended that, the centre should;

- Ensure that work instructions/ procedures are available at the work stations
- **Turn on**
- **Sit down**

- Start ????

2.1.10.2 Material Safety Data sheets (MSDS)

The chemicals used here include detergents in the kitchen, oils, fuels for the generator and motor vehicles. There are also some lubrication oils in use. No MSDS are available for these chemicals. During the time of audit, there was no record to indicate that employees were trained on use of MSDS.

Recommendations,

It is recommended that the facility should,

- a) Generate a list of all chemicals used on this site (including detergents) and keep inventory
- b) Acquires MSDS for all chemicals used here and avail them at the point of use.
- c) Train employees handling chemicals on how to use MSDS

2.1.11. Permits to Work (PTW)

The centre has not developed “permits to work” for non routine hazardous jobs done on this site. Some of the hazardous tasks done on this site include, working at height, confined spaces (water Tanks, sewer line, working on or near high Voltage).

Recommendations:

It is recommended that the facility should provide “Permit to work” given to all to authorize work at;

- a) Working at height
- b) Working on or near high voltage, e.g. main “switch gear and Generator”
- c) Working in a confined space e.g. inside water tanks, sewer lines etc.

2.1.12. Contractors and Suppliers

The centre has not developed any procedures for visiting contractors. The workplace issues LPO’s as a contract to the contractors and suppliers.

2.1.13 Emergency Response Plan

2.1.13.1 Emergency Response for fire explosion & collapse of structures

- The centre has in place firefighting equipment which includes portable fire extinguishers. Trojan Fire has been contracted to maintain fire equipment. The fire brigade has access from the main road.

Recommendations:

It is recommended that, the centre should ensure that,

- a) Clear maps/ drawings are posted at strategic points to show routes of escape to assembly points.
- b) Clear organizational structure of fire fighting teams to include;
 - i. Fire evacuation teams (Fire marshals)
 - ii. Fire fighting teams
- b) Frequent fire drills are conducted least once every twelve months
- c) The centre makes mutual arrangement with Fire agencies and Ambulance with service providers.

3. Workplace Safety, Health and Welfare Conditions

3.1 Safety

3.1.1. Machinery Safety

Machinery used on this site include; standby Generator, weaving machine and the charcoal making machine. No Machines were found connected directly to power. No machine was seen connected with worn out insulation. **Wow a tick** The spaces between each machine was more than one meter

3.1.2. Chemical safety

The materials normally stored at the Centre include office stationery, machine spare parts and consumables, personal protective equipment, and chemicals used in the clinic for cleaning and drugs. According to **legal notice No. 60**, the Factories and other places of work (**hazardous substances rules**), 2007, a hazardous substance means any chemical, waste, gas, medicine, drug, plant, animal or micro-organism which is likely to be injurious to human health or the environment. The following were the observation done during the audit time.

- a. No chemical emergency preparedness for any spillage and release was in place.
- b. No record of employee training on use of MSDS was available.

Recommendation:

It is recommended that the Company should;

1. Ensure that MSDS are available to staff doing receiving/ dispensing of chemicals and other materials.
2. Develop and display safe handling procedures for all chemicals.
3. A chemical inventory that should identify each chemical by the primary name on the label and the manufacturer or distributor of the chemical should be available
4. Train all concerned employees on the use of MSDS.

3.1.3. Plant safety

No plant available on this site

3.1.4. Electrical Safety

The centre has one qualified contractor in place to maintain electrical equipment and buildings. There is no maintenance program in place but the electrician is always on call in the event of any urgent need. No machine was seen with worn out or uninsulated wires and conductors. There were no machines exposed to wet conditions as all were inside buildings well protected from all sides. However, no electrical inspection, including; earth continuity test have been carried on the building and equipment as required by these OSH 2007 rules. Worth doing

Recommendations

It is recommended that the facility should;

- a) Carry out inspection on electrical panels and attachment, through, earth continuity testing every 6 months for the building and the equipment as per the requirements of these rules.
- b) Carry out infra-red testing on the main switch gear and major panels, annually.
- c) Establish a maintenance schedule for all equipment and installation at this facility and keep records for inspection.

3.1.5. Fire safety

The centre has not developed an elaborate fire policy to support fire safety management in the centre. No mandatory fire audit has been carried on this Centre. There are fire exits at the facility which were however found with no signage provided. There are several fire extinguishers installed on site. Trojan fire services has been contracted to provide services for this equipment. However, Fire awareness on how to use fire equipment has not been given to all employees. No fire audit had been carried out at this centre.

Ventilation at this site was found to be adequate from natural air flow and windows.

Recommendations;

It is recommended that, the facility should;

- i. Ensure Mandatory annual “fire Safety Audit is carried out by approved fire auditors
- ii. Ensure all employees are given fire awareness training.
- iii. Nominate fire Marshals and train them by a DOHSS approved training institutions.

3.2. Occupational Health and Hygiene Conditions

3.2.1. Personal protective Equipment (PPE)

The centre has put in place use of Personal protective Equipment (PPE’s) which include; overalls, hand gloves and dust coats for clinic staffs, gumboots and uniform used in the kitchen. Dust coats and masks for the workers working at the charcoal making machine, which was however, not found in use at the time of audit.

Recommendations:

It is recommended that the facility should;

- Enforce use of PPE’s including dust masks at the charcoal making machine.

3.2.2. Ventilation

The centre’s premises are well ventilated through open windows which were found adequate. Free flow of fresh air should be maintained at all times.

3.2.3. Overcrowding

Most staffs have adequate workspace with ceiling height being no less than 10 ft and a volume of not less than 10 cubic feet per person. Space provided to workers was found adequate.

3.2.4. Lighting

Lighting was found to be adequate as the work stations were well lit with florescent tubes. This was found to be satisfactory.

3.2.4. Radiation

There were no health and safety concerns noted in respect of this issue.

3.3 General conditions

3.3.1 Ergonomics

The centre has provided its workers with proper adjustable seats with backrest and tables with adequate leg room. No machines were seen that required re-designing.

3.3.2 Storage and Handling of Materials

Items are kept in storage cabinets.

3.3.3 Housekeeping

Drainage was found not flowing outside the school and canteen areas, thus causing danger to kids. Disposal of waste at the clinic is done through color coded liners. Disposal is done on site through incinerators. There is one Autoclave which is not used currently. Sharps are handled by a special box. It was noted that there are some furniture kept outside the classrooms. This is a hazard as they can fall on kids playing.

Recommendations

It is recommended that the center should;

- Ensure the drainages are unblocked and flowing freely to avoid any outbreak of diseases. Tell them to come and show us how
- Relocate the furniture stored outside to elsewhere to avoid injury to staff /pupils.

3.3.4 Welfare Services

There is First aid provided at the clinic. The school is provided with 16 toilets for boys and 16 toilets for girls. There is a hand washing place provided with flowing water and two other toilets for pupils with special needs. At the clinic patients are provided with 2 toilets for gents and 2 for the ladies. The Clinic staffs have 1 toilet for the gents and 1 for the ladies. Drinking water is provided through water purifiers at designated places. Tea is served at 10.00 AM to all staff. Lunch is also provided.

3.4 WALK ABOUT

3.4.1 Offices

There are 4 offices in the administration department. The area is provided with the following for fire protection:

- 1 x 2 Kg CO2 fire extinguisher
- Fire exits were provided, although no signs have been posted

3.4.2 Library

The library is well stocked with book shelves and has a seating capacity with benches and tables.

There are two entrances provided **but with no exit**

signs. **Oh my god ?** The area is provided with the

following for fire protection:

- 1 x 2 Kg CO2

Recommendations

It is recommended that the center should;

- Provide clear exit signs.

3.4.3 Main Kitchen

This kitchen is used to prepare food for staff and vocational students. The kitchen uses gas cylinders for cooking, which were found inside the kitchen. This is a hazard as an explosion can occur. Ventilation is through windows with wire mesh. The kitchen staff were found wearing good overalls and washing facilities are provided. However, it was noted that no fire extinguishers are provided in the kitchen. The Abstract of this Act was found posted here. There is no changing room provided for the staff. The staffs working here have not undergone the food handler's medical examination as required by public Health act.

Recommendations:

It is recommended that the facility should;

- Relocate the LPG cylinders outside and in a well-ventilated lockable cage.
- Provide a fire blanket in the kitchen **good idea**
- Provide 1 x 6Kg dry chemical fire extinguisher
- Continue to segregate waste bins at source

- Ensure that the 6 monthly food handler’s medical examination is done for all staff working here.
- Abstract of the Act to be kept in the main office or the workshop

3.4.4 Weaving Room

This is a small area used for weaving of beads. Workers use benches and are rotate every three months. Weaving is done while standing. One fire exit is provided but was found obstructed. Fire protection provided here includes;

- 1 x 2 Kg CO2 fire extinguisher

Recommendations:

It is recommended that the facility should;

- Provide better ergonomic seats for the weaving ladies
- Provide fire exits which should open towards the direction of escape
- Provide fire exit signs for all exit doors

3.4.5 Tailoring and Knitting room

Tailoring is done on sewing machines. **What an observation** The floor is concrete and the walls are made from metal. There are two exit doors provided which are also used as “Fire Exits”, however no signage has been provided.

Recommendations:

It is recommended that the facility should;

- Supply 1 x 9 Kg DCP fire extinguisher to this room

3.4.6 Primary School

This is a school with 2600 pupils in attendance. There are 40 classrooms and 53 teachers. Grills covering the water drainage outside area are a problem as they can cause injuries. Drainage was found not flowing and thus causing danger to kids. The school is provided with 16 toilets for boys and 16 toilets for girls. There is a washing place provided with flowing water and two other toilets for pupils with special needs. The plants enclosures were found erected dangerously with sharp iron sheet plates which can cut children.

Recommendations:

It is recommended that the facility should;

- Remove the sharp iron sheets to avoid injury to children

- Ensure the drainages are unblocked and flowing freely

3.4.7 Child Care

There are about 48 kids and 3 care givers here who take care of the kids. The room is well controlled with closed doors. The floors are made of concrete and the windows are of iron sheets. No fire extinguishers are provided here.

3.4.8 School feeding program

The kitchen uses the charcoal made on site for coking. The workers are provided with gumboots and uniforms. The food cooked here is supplied to the classrooms where it is served. Water is supplied from the borehole.

3.4.9 Clinic A

This clinic is used for the treatment of outpatients in the community. This operates from 8.00AM – 4.30 PM, Monday to Friday. Bio hazard waste disposal is through color coded liners which are as follows:

- Black is for paper and non infectious material
- Yellow is for Biohazard (gloves, etc)
- Red is for stain waste (Pathological waste)

Disposal is through incinerators as the Auto clove is currently not in use. Sharps are handled by a special box. The clinic has an administrator and 4 qualified nurses, 2 lab technicians, pharmacy technician, 1 nutritionist, occupational therapists and a sanitation officer. Emergency drills are done at least twice a year. Emergency exits are provided but in Red. The centre has provided the following for fire protection;

- 1 x 6 Kg DCP Fire extinguisher

Recommendations:

It is recommended that the facility should;

- Ensure that all exits are marked in green and with letters of at least 15 cm as per these rules.

3.4.10. Incinerators

The incinerator is outside the facility. However, the walls were found cracked and leaking. The incinerator chimney height was found to be too low and no top flap was provided. The incinerator burnt waste is removed every 3 days and the ash is damped at the pit.

Recommendations:

It is recommended that the facility should;

- Repair the walls of the incinerator as soon as possible
- Ensure regular cleaning of the incinerator to maintain the place clean
- Ensure the chimney stack is increased to at least 2.5m high with a flap on top

3.4.11. Generator

The generator is outside and is refueled using plastic jerricans. This is dangerous as it can cause an explosion from static charges while refilling.

Recommendations:

It is recommended that the facility should;

- Ensure that plastic containers are replaced with metal containers to avoid accumulation of static charges and fire explosion.

3.4.12. Clinic B

This clinic handles the community and is for nutrition, postnatal and immunization. Occupational therapy is also done at this site. Exit signages are given and in red colors. Lighting is adequate and ventilation was found sufficient. No fire detection is provided here.

Recommendations:

It is recommended that the facility should;

- Install a fire detection system at the facility to alert workers in the event of a fire outbreak.

4.0 Safety and Health Improvement Plan:

Section	Ref No.	Opportunity for Improvement	Recommended Action	Target
Workplace registration	1.0	Workplace not registered by DOHSS		
Management of Occupational Safety and Health Policies	2.1	The facility has not developed Occupational safety and Health policy for this centre. Employees not trained on this policy	Prepare an Occupational Health and Safety Policy. Train Employees on this Policy	
H&S Committee meetings	2.1.3	No S&H committee is constituted	Constitute a safety and health committee as per safety and committee rules of 2004	
Safety and Health Training Program	2.1.6	No safety and health training programs are in place.	Develop a training program for training on safety and health programs as required by this act	
Accidents and Dangerous Occurrences	2.1.9	No General register to record all accidents /incidents.	Purchase a general register from DOHSS to register all Accident / dangerous incidents.	
Emergency Response Plan	2.1.13	Fire emergency action Plan not posted. No maps or drawing to show route of escape to assembly points	Post Action to be taken in event of fire. Post maps/drawings only done for the facility.	
Machinery safety	3.1.1	Machines were well guarded and installed	No action required	
Electrical Safety	3.1.4	No signage to show what to do in the event of an electrical injury / accident at generator and switch gear room. No electrical monitoring for fault is being done.	Erect signage to show steps to be taken in the event of an electrical injury /accident. Carry out workplace inspection to electrical panels	

Fire Safety	3.1.5.	No fire training done	Ensure that a fire awareness training is done and training of Fire marshals done every 2 years	
Permits to Work	3.2.1	No “Permit to work” are used here	Develop and issue “Permits to work” to be used on site, for hazardous tasks, e.g. working at height ,confined spaces etc.	
Ventilation	3.2.2	Ventilation found satisfactory	No action required	
Lighting	3.2.4	Adequate Lights available	No action required	
Materials Handling	3.3.2	Employees involved in manual handling tasks have not received training on safe lifting techniques	Train all employees on manual lifting techniques	
Facilities and Housekeeping	3.3.3	Drainage was found blocked.	Ensure the drainages are unblocked and left flowing freely.	

Other training recommended by National Industrial Training Authority (NITA):
(Optional)

S/No.	Courses	Basic content	Target Group
1	Health and Safety	<ul style="list-style-type: none"> • Statutory Health and Safety Committee Training • Health and safety management • Occupational accidents and documentation • Occupational health and hygiene • Health and Safety policy management 	All Designated Health and Safety Committee members
2	Infection control management	<ul style="list-style-type: none"> • Infection control and management • Infectious diseases Transmission, prevention and management • Basic health care practices at work place 	All
3	First Aid	<ul style="list-style-type: none"> • First aid • Incident management • Casualty management 	All
4	Basic Life support training	<ul style="list-style-type: none"> • Basic Life Support • CPR/ lay rescuer • Evacuation and Post trauma management 	
5	Disaster management	<ul style="list-style-type: none"> • Emergency and disaster management • Emergency preparedness and response • Resource mobilization • Instituted command Structure 	
6	Fire safety management	<ul style="list-style-type: none"> • Fire response and management • Fire fighting skills and equipment • Evacuation and rescue • First aid application • Fire hazards and emergencies • Fire prevention control & Management • Damage control & loss prevention 	

5.0 PHOTOGRAPHIC REPORT

	
<p>Well mounted Fire Extinguisher</p>	<p>Damaged incinerator walls</p>
	
<p>Well managed Sharps in the Clinic</p>	<p>Blocked drainage at the school</p>
	
<p>Blocked Drainage outside playing Field</p>	<p>One of the Assembly Points</p>



Sharp Iron sheets Hazardous to pupils



LPG cylinder inside the Kitchen



Well managed Biohazard waste containers



Clean toilets at the school



Clean water for H/washing outside toilets



Damaged covers- Trip hazard to pupils

6.0. CONCLUSIONS

During this audit, a number of safety and health issues were observed and raised. Recommendations for proposed actions to address all the issues highlighted above, as well as suggested broad timeframes, have been provided in the safety and health improvement plan. This plan should however, be reviewed and set achievable targets. But once the targets are set, every attempt should be made to adhere to the improvement schedule.

Ruben Centre management is very positive and engaged with regard to health and safety of its employees and I believe that continual improvement of standards on site will be sustained into the future.

The occupier (Centre) is reminded that this audit is done annually as per the requirements of this act.

6.1. Annex

- Copy of Integrity Policy
- Copies of medical examination certificates