



PARLIAMENTARY SERVICE COMMISSION

OCCUPATIONAL SAFETY AND HEALTH POLICY

(Adopted by the Parliamentary Service Commission on 19th March, 2025)

Parliament Buildings,
NAIROBI.

MARCH, 2025

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LIST OF ABBREVIATIONS

BOSM	Board of Senior Management
Covid-19	Novel Corona Virus
CBS	Chief of the Order of the Burning Spear
DD	Day
MPs	Members of Parliament
M&E	Monitoring and evaluation
OSH	Occupational Safety and Health
MM	Month
PPEs	Personal Protective Equipment
PSC	Parliamentary Service Commission
RTD	Retired
YYYY	Year

DEFINITION OF TERMS

‘accident’ means any unplanned, sudden event which causes injury to people or damage to buildings, plants, material, or the environment;

‘Committee’ means the Occupational Health and Safety Committee established pursuant to Section 7 of the Occupational Safety and Health Act, No. 15 of 2007;

‘contractor’ A person or firm that agrees to furnish materials or perform services for a specified price to PSC;

‘dangerous occurrence’ means any of the events set out under the First Schedule to the Occupational Safety and Health Act, No. 15 of 2007;

‘employee’ means a person who is under a contract of employment with PSC;

‘ergonomics’ means the designs or modification of the workplace to optimize human well-being, attributes, and capabilities for the overall system performance of the PSC;

‘fatal accident’ means an accident that causes death;

‘hazard’ means anything that has the potential to cause harm, injuries, or long-term health problems;

‘incident’ means the occurrence of a minor event, accident or catastrophe that interrupts the completion of an activity;

‘minor accident’ an occurrence arising out of or in the course of work which results in lost time or injury of less than three days;

‘occupational disease’ Any disease or disorder that occurs as a result of work or work-related conditions;

‘occupier’ shall have the meaning as defined under Section 2 of the Occupational Safety and Health Act, 2007;

‘precincts of Parliament’ shall have the meaning assigned to it under Section 3 of the Powers and Privileges Act;

‘risk’ means the probability that damage to life, health, or the environment will occur as a result of a given hazard;

‘risk assessment’ means a systematic process of evaluating the potential risk that may be involved in the execution of the functions of Parliament.

‘risk management’ means making decisions to minimize the adverse effects of risks to Parliament;

‘safety culture’ the way in which safety is managed in the workplace and often reflects “the attitudes, beliefs, perceptions, and values that employees share in relation to safety;

‘serious accident’ means an accident where at least one person is injured and results in more than 3 days of absence from the workplace; and

‘stakeholder’ means a person who has an interest in the work of Parliament and can either affect or be affected by parliamentary business and includes service providers and visitors to Parliament.

PREFACE

The Parliamentary Service Commission is established under Article 127 of the Constitution and, Article 127(6)(e)(i) mandates the Commission to perform such other functions as are necessary for the health and well-being of Members and staff of Parliament or as may be prescribed by national legislation.

Section 7 of the Occupational Safety and Health Act, *No. 15 of 2007* “the Act”, provides that every occupier shall prepare and, as often as appropriate, revise a written statement of his general policy with respect to the safety and health at work of the employees and the organization and, develop mechanisms for implementation of the policy. The Act defines “an occupier” as the person or persons in actual occupation of a workplace, whether as the owner or not and includes an ‘employer’.

This safety and health policy responds to the statutory obligation imposed on the Commission under Section 7 of the Act. It sets levels of responsibilities for the various offices of the Commission and obligates Members and staff of Parliament and stakeholders to comply with safety and health guidelines. The policy manifests the commitment of the Commission to the safety and health of Members and staff of Parliament and stakeholders. It provides a platform for inter-service collaboration on matters of health and safety.

This policy contemplates the successful institutionalization of a “*safety and health first culture*” and demands positive action, teamwork and the commitment of each Member and staff of Parliament and stakeholders of the institution.

It contains guidelines on safety and health for:

- (a) All Members and staff of Parliament;
- (b) The properties of Parliament; and
- (c) All stakeholders, visitors or any other entity within the premises of Parliament.

We extend our sincere appreciation to the Commission and the members of the Committee for their active participation in the discourse that preceded the development of this policy as follows: Maj. Samson Sorobit (RTD) [*Chairperson of the Committee*], Mr. Peter Mwaura; Mr. Zakayo Mogere, Maj. Kirungu Majiba (RTD), Maj. Bernard Masinde (RTD), Ms. Noor A. Galghan, Ms. Linet Misati, Mr. Douglas M. Mbuvi, Ms. Leah Kamweru and Mrs. Esther Wandai Mugo and Ms. Dorothy A. Odhiambo, members of the Secretariat.

We are indebted to the Commission for the facilitation availed to the Committee in the execution of its mandate leading up to the development of this policy.



Jeremiah M Nyegenye, CBS
Clerk of Senate / Secretary,
Parliamentary Service Commission, Parliament of Kenya,
March, 2025

CHAPTER ONE

A. Background on Occupational Safety and Health

Article 127 of the Constitution establishes the Parliamentary Service Commission [hereinafter referred to as ‘the Commission’] and Article 127(6) (a), provides that the Commission shall be responsible for providing services and facilities towards the efficient and effective functioning of Parliament.

Article 127(6)(e)(i) of the Constitution, empowers the Commission to perform such other functions necessary for the health and well-being of Members and staff of Parliament or as may be prescribed by national legislation.

The Occupational Safety and Health Act, No. 17 of 2007 in this policy referred to as ‘the Act’ is the overarching national legislative framework on occupational health and safety. Section 7 of the Act obligates every occupier to prepare a general policy on health and safety in the workplace.

The safety and health of employees and cultivation of a conducive workplace are important considerations for the modern workplace. Inevitably, the safety and health of employees determine the level of service delivery and success of an organization. This informs the Commission’s commitment to the provision of a safe and healthy workplace for Members and staff of Parliament and stakeholders.

Members and staff of Parliament owe a duty of collective responsibility for safety and health to themselves, each other and the institution. A safe and healthy workplace promotes everyone’s general well-being and contributes to the productivity of employees and the output of the organization.

This policy guides the administration and management of matters relating to workplace health and safety in Parliament.

The Occupational Safety and Health Committee is established pursuant to Section 7 of the Act and mandated to coordinate matters of safety and health in Parliament in terms of Section 9 of the Act.

B. Application and Scope

This policy applies to Members and staff of Parliament and stakeholders of the institution while in the precincts of Parliament or as may be determined by the Commission.

C. Purpose of the Policy

The purpose of this policy is to promote safety, eliminate or reduce opportunities for injury, prevent damage to property and reduce environmental pollution while championing compliance with the relevant safety and health laws, regulations, directives, or codes on safety. This Policy complements other existing institutional health and safety guidelines, directives, and other related administrative measures.

D. Policy Statement on Safety and Health in Parliament

The Commission is committed to the promotion of the occupational health and safety of Members and staff of Parliament and stakeholders within the Parliamentary precincts.

To this end, the Commission has established mechanisms to enhance compliance with the relevant statutory and regulatory requirements, guidelines and best practices in institutional safety and health.

The Commission is further committed to the prevention of work-related injury and ill-health by eliminating occupational safety and health risks, through sustained monitoring and evaluation of safety and health in the workplace.

The Commission shall ensure this policy is implemented at all levels of the organization and reviewed periodically in terms of Section 7 of the Act to keep it current.

E. Main objective of the Policy

The principal objective of this policy is to provide guidelines for the effective and efficient organization and management of matters relating to occupational safety and health matters in Parliament towards the attainment of ultimate wellness and well-being for MPs and staff.

F. Specific Objectives

The specific objectives of this policy are to-

1. Provide structures for the institutionalization and governance of matters of safety and health;
2. Establish administrative and communication channels for matters of occupational safety and health;
3. Establish, mainstream and promote wellness, safety and health matters for MPs and staff;

4. Establish mechanisms to facilitate the domestication and integration of a culture of “Occupational Safety and Health First” in Parliament;
5. Promote active participation by MPs and staff in all health and safety aspects;
6. Provide structures for the award of incentives and awards to members and staff of Parliament who demonstrate notable commitment to the promotion of the wellness, health and overall well-being of all members and staff of Parliament and its stakeholders;
7. Provide a framework for monitoring and evaluation of safety and health programs; and
8. Provide for the capacity building of MPs and staff in matters of safety and health.

CHAPTER TWO

POLICY COORDINATION AND IMPLEMENTATION: INSTITUTIONAL ARRANGEMENTS

A. The Parliamentary Service Commission

The Commission shall—

1. Provide policy direction on matters of safety and health in Parliament;
2. Define the organization risk appetite for PSC; with respect to safety and health
3. Ensure compliance with the Act, the policy and other institutional guidelines by Members and staff of Parliament and stakeholders;
4. Set the risk culture for PSC by setting the ‘tone’ at the top; that bolsters PSC safety culture
5. Provide necessary budgetary allocations towards staff training, and securing tools for the committee for efficient operationalization and effective implementation of OSH services on a continuous basis.

B. Members of Parliament

Each Member of Parliament shall—

1. Ensure their actions and decisions contribute towards a healthy and safe workplace and environment;
2. Cooperate with the responsible person or authorities on all matters of health and safety;
3. Adhere to the physical and administrative health and safety measures relevant to their work;
4. Familiarize themselves and comply with the relevant institutional and national laws on health and safety;
5. At all times comply with all laid down institutional work procedures;
6. Use the appropriate personal protective clothing (PPE’s) whenever undertaking duties that require the use of PPE’s;
7. Report all work-related injuries, accidents and incidents of any nature including the ill-health of respective staff.

C. The Heads of Service

The respective Heads of Service shall—

1. Observe strict compliance with the relevant legislations, orders, guidelines, circulars or directives among others, as the case may be;

2. Mainstream occupational health and safety in the implementation of the approved PSC Strategic Plan;
3. Provide leadership in implementing and maintaining a structured risk management process to identify, assess, and manage risks.
4. Provide and maintain a safe workplace and work procedures and processes that are safe and without risks to health;
5. Provide and maintain a conducive working environment for all members and staff of Parliament;
6. Conduct appropriate risk assessments in relation to the occupational health and safety of all members and staff of Parliament;
7. Adopt preventive and protective measures to ensure that under all conditions of their intended use, equipment, tools and processes within the precincts of Parliament are safe and without risk to health;
8. Develop and update on a regular basis, service-specific risk registers;
9. Establish a liaison mechanism on health and safety for purposes of coordinating matters of safety, health and wellness;
10. Allocate resources necessary for the effective implementation of this policy and the agreed mitigation strategies;
11. Provide ongoing education and training in skills required to manage risks within their services;
12. Provide appropriate mechanisms to ensure that all members and staff of Parliament are informed of—
 - (a) Any risks associated with new technologies; and
 - (b) Any imminent danger likely to impact their safety and present a risk to their health.
13. Establish a clear process for conduct of annual occupational safety and health risk audits.

D. Directors and Heads of Department

The respective Directors and Heads of Department shall-

1. Provide and maintain safe work procedures and processes;
2. Mainstream PSC risk management framework within their directorates/departments;
3. Provide such information, instruction, training and supervision;
4. Submit regular reports to the Risk Management Committee/Occupational Safety and Health Committee of the plans and any emerging risks within their directorates and/or departments;

5. Designate the directorate/departmental risk champion;
6. Provide and maintain safe means of access to and egress from precincts of Parliament;
7. Proactively manage health and safety risks across the Parliamentary Estate to achieve consistent and acceptable levels of control;
8. Establish and implement robust arrangements for dealing with incidents and emergencies;
9. Proactively initiate relevant training on basic safety and health techniques and approaches for members and staff of Parliament;
10. Proportionately and effectively management of health and safety risks;
11. Provide mechanisms to mainstream health and safety compliance as a management responsibility;
12. Facilitate the integration of health and safety in institutional planning, decision-making making and procurement processes;
13. Inculcate the right safety culture to support the effective implementation of this policy;
14. Designate the directorate/departmental safety champion
15. Adopt recognized best practices and exposure to emerging developments in institutional health and safety;
16. Establish mechanisms to encourage the ownership of health and safety by each Member of Parliament and staff.

E. The Occupational Safety and Health Committee

Section 9 of the Act obligates each occupier to establish an institutional Safety and Health Committee which shall-

1. Review the prevailing measures for the prevention of injury and illness to members and staff of Parliament, and other third parties within the institution and propose changes in tandem with emerging global best practices;
2. Review compliance with all institutional measures on health and safety;
3. Coordinate the training of members and staff of Parliament on occupational safety and health;
4. Conduct inspections to assess the safety of facilities;
5. Ensure that a copy of the **institutional report of risk assessment** is sent to the area occupational safety and health officer;
6. Facilitate measures for the immediate termination of any operation or activity that presents an imminent and serious danger to safety and health and coordinate measures for the evacuation of all persons, as appropriate;
7. Coordinate and ensure the registration of Parliament as a workplace as required under the Act;

8. Establish mechanisms for the pro-active detection and aversion of potential hazards in the workplace;
9. Record and process information on injuries, illness, damage, and loss of working hours due to work-related occurrences;
10. Assess accident trends, review overall institutional safety performance, and make recommendations to spur improvement in areas of weakness;
11. Organize workplace talks on injuries, health, and welfare;
12. Keep abreast with and recommend codes of practice and best practices in safety and health;
13. Administer the institutional safety and health programs in collaboration with other safety champions;
14. Coordinate investigations into injuries and accidents in the workplace;
15. Prepare and file institutional inspection reports.

F. Staff

Each staff shall be responsible for their health and safety and by extension, the health and safety of other persons and the safety of all properties within the Parliamentary Estate. The staff will be expected to-

1. Familiarize themselves with the PSC Risk Management framework and practices;
2. Bear the primary responsibility for risks within their job functions;
3. Ensure their actions and decisions contribute towards a healthy and safe workplace and environment;
4. Adopt and inculcate the PSC risk and occupational safety and health culture within their areas of responsibility;
5. Adopt deliberate measures to ensure their actions and decisions contribute to the successful implementation of this policy;
6. Cooperate with the responsible person or authorities on all matters of health and safety;
7. At all times, adhere to the physical and administrative health and safety measures relevant to their work;
8. Familiarize themselves and comply with the relevant institutional and national laws on health and safety;
9. At all times comply with all laid down institutional work procedures;
10. Use the appropriate personal protective clothing (PPEs) whenever undertaking duties that require the use of PPEs;
11. Immediately, report any health and safety problems or concerns to their immediate supervisor, manager or other persons or authorities responsible for safety and health in Parliament;

12. Be responsible for reporting all work-related injuries, accidents and incidents of any other nature including the ill-health of members or other staff of Parliament; and
13. Not intentionally or through acts of negligence, expose the organization to unacceptable risks,

G. Stakeholders

Every person shall be responsible for their occupational safety and health and that of other persons as well as properties within the precincts of Parliament. They will be expected to-

1. Ensure that their actions and decisions contribute towards a safe and healthy workplace and environment;
2. Cooperate with the responsible person or authorities on all matters of safety and health;
3. Adhere to the physical and administrative safety and health measures relevant to their work;
4. Comply with the relevant institutional work procedures on safety and health;
5. Use appropriate personal protective equipment (PPEs) when undertaking duties that require their use;
6. Immediately report any safety and health incidents to the designated person;
7. Adopt any other measure to ensure their actions and decisions contribute to the successful implementation of this policy.

CHAPTER THREE

MONITORING, EVALUATION AND REVIEW

The monitoring, evaluation and review framework plays a very critical role in the implementation and delivery of this policy. It will ensure that the policy implementation process is based on sound evidence on is fundamental in achieving to achieve the stated objectives.

The policy monitoring and evaluation will support strategic planning and policy-making by improving the links between policy interventions and their outcomes, initiatives and policy impact on institutional behavioral change. It will largely enhance accountability, promote learning and enhance PSC policy efficiency and effectiveness

S/NO	Objectives	Key Performance Indicators	Initiatives
1	Provide structures for the institutionalization and governance of matters of safety and health	Approved and effectively operational governance structures	Establish occupational safety and Health committees
2	Establish administrative and communication channels for matters of occupational safety and health	Approved PSC communication policy that incorporates Safety and Health matters	Establish PSC communication policy
3	Establish, mainstream and promote wellness, safety and health matters for MPs and staff	Structured Wellness Committee in each Service	Functional Wellness and Safety Committee
4	Establish mechanisms to facilitate the domestication and integration of a culture of “Occupational Safety and Health First” in Parliament	Approved safety and health measures that promotes safety and health culture	Safety Champions established in each directorate and independent departments
5	Promote active participation by MPs and staff in all health and safety aspects	Programmes to include MPS and staff	

6	Provide structures for the award of incentives and awards to members and staff of Parliament who demonstrate notable commitment to the promotion of the wellness, health and overall well-being of all members and staff of Parliament and its stakeholders	Approved PSC safety and health reward scheme	Incentives matched with the reward system
7	Provide a framework for monitoring and evaluation of safety and health programs	Approved Monitoring and Evaluation tool	Established M&E measurement tool
8	Provide for the capacity building of MPs and staff in matters of safety and health	Safety and health matters included in all capacity building programmes	Safety and Health Curriculum establish

CHAPTER FOUR

A. Feedback

Members and staff of Parliament and stakeholders may provide feedback or propose the revision of this policy by submitting their proposals or comments to the Chair of the Committee and, the Clerk of the Senate and Secretary to the Commission.

B. Approval and Review Details

<i>Approval and Review</i>	<i>Details</i>
<i>Approval Authority</i>	<i>Relevant approval authority, i.e. PSC Committee, BoSM, and Service Boards</i>
<i>Advisory Committee to Approval Authority</i>	<i>Relevant advisory committee</i>
<i>Next Review Date</i>	<i>The relevant committee chairperson updates this information</i>

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<i>Original Approval Authority and Date</i>	<i>Relevant approval authority and first approved date DD/MM/YYYY</i>
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<i>Notes</i>	<i>If relevant, add notes to alert readers about the document this one replaces</i>