TEACHERS SERVICE COMMISSION POLICY

ON

SAFETY    HEALTH    AND    ENVIRONMENT
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PREFACE

Issues, which relate to the health and Safety of employees and clients and the conservation of the physical environment are of great concern in the world today, and inevitably affect the level of service delivery.

The Commission, as a response to these concerns, has therefore decided to come up with this workplace policy to guide the TSC employees at the TSC Headquarters on how to deal with issues regarding a safe and health-working environment for both the staff and the TSC clients. This policy offers basic guidelines on roles and responsibilities of employees, the Commission’s policy implementation strategy, monitoring and evaluation strategy, policy review, and awareness and sensitization Programmes on Safety, Health and Environment.

This policy document is the result of teamwork. It has been written and edited with major contributions from the Office Services Division and the TSC Policy Development Committee. I therefore thank these officers very sincerely. I also wish to thank the TSC Commissioners for their suggestions and input which were of great help in improving the quality of this document.

I sincerely hope that the employees at the TSC Headquarters will find the needed guidance in this policy.

MR. IBRAHIM HUSSEIN
COMMISSION CHAIRMAN
TEACHERS SERVICE COMMISSION
FOREWORD

The quality of the working and External Environments has assumed a high economic, political and scientific profile worldwide. It is no longer acceptable legally, morally or politically to accept impairment of both the environments. Hence, increasing attention is being paid, to overcome the conflict between economic growth and maintaining and improving the working and the natural environments. The Commission believes that, as a responsible citizen of Kenya, it has a responsibility to pay due regard to any impact which its activities might have on the working and physical environments.

It is a fact that the employees work performance largely depends on a safe and healthy-working environment. The main purpose of this policy is therefore to create a conducive working environment for the TSC employees and clientele at the TSC Headquarters and to ensure that they enjoy a safe and healthy working environment. The Commission therefore hopes to improve work performance and the level of service delivery through this policy.

I wish to thank the Office Services Division and members of the TSC Policy Development Committee for their effort and commitment in developing this policy. I also wish to thank all the TSC Commissioners for their important contributions to the contents of this policy.

GABRIEL K. LENGOIBONI
SECRETARY/CHIEF EXECUTIVE
TEACHERS SERVICE COMMISSION
# Glossary of Terms and Concepts

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission</td>
<td>The Teachers Service Commission.</td>
</tr>
<tr>
<td>Staff</td>
<td>The Teachers Service Commission staff at the Headquarters.</td>
</tr>
<tr>
<td>Clientele</td>
<td>Teachers, Heads of Educational Institutions, sponsors of schools, union officials and other stakeholders who visit the TSC regularly for services.</td>
</tr>
<tr>
<td>Safety</td>
<td>Includes behavior, tools and measures which need to be in place at the Commission in order to ensure that TSC employees and clients are safe and secure.</td>
</tr>
<tr>
<td>Environment</td>
<td>Means both internal and external environmental factors and conditions that affect the employees and clientele at the working place.</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>The right of every person, employees or job applicant to have his/her medical or other information kept secret.</td>
</tr>
<tr>
<td>Equality</td>
<td>A position or situation in which people have the same rights and advantages.</td>
</tr>
<tr>
<td>Equity</td>
<td>Fairness, impartiality. A situation in which no one has an unfair advantage.</td>
</tr>
<tr>
<td>Uniformity</td>
<td>The quality of being or looking the same as all other members of a group.</td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>The practice of choosing people for a job or education course who are usually treated unfairly because of their race, sex, etc.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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</tr>
<tr>
<td>Division</td>
<td>A Commission department is divided into several Administrative units called Divisions and each Division is made up of several sections.</td>
</tr>
<tr>
<td>Workplace</td>
<td>Occupational settings, stations and places where workers spend time for gainful employment.</td>
</tr>
<tr>
<td>Programme</td>
<td>A plan of action which includes planning, resource allocation, implementation, monitoring and evaluation.</td>
</tr>
<tr>
<td>Policy</td>
<td>A statement setting out an organization’s position on a particular issue.</td>
</tr>
<tr>
<td>Monitoring</td>
<td>Continuous assessment of a Programme.</td>
</tr>
</tbody>
</table>
• **ABBREVIATIONS AND ECRONYMS**

• ADS  Assistant Deputy Secretary
• CS  Commission Secretary
• DS (OS)  Deputy Secretary (Office Services Division)
• HOD  Head of Department
• MSDS  Materials and Safety Data Sheets
• NEMA  National Environment Management Authority
• P&S  Procurement and Stores
• SDS (A)  Senior Deputy Secretary (Administration)
• SDS (F)  Senior Deputy Secretary (Finance)
• SDS (HR)  Senior Deputy Secretary (Human Resources)
• SDS (S)  Senior Deputy Secretary (Staffing)
• SHE  Safety, Health, and Environment
• TSC  Teachers Service Commission
1.0 INTRODUCTION

The Safety, Health and Environment Policy (SHE) is established to give guidelines and directions on how to deal with issues regarding a safe and healthy working environment for the Teachers Service Commission staff at the headquarters as well as its clientele.

The SHE policy is coming at a time when these issues have become a global concern in an attempt to improve the working conditions and promote the productivity of employees all over the world.

Many organizations and government enterprises are seeking ways and means to improve the working conditions for their labour force in order to boost their productivity.

Research has shown that there is a positive relationship between a safe and healthy working environment in an organization and the employees’ work performance.

Promotion of positive health in terms of the biological, psychological, and physiological aspects of the Commission workers or its clients is paramount in improving work performance. It includes all the perils that impinge on the well being of the workers in the organization.

The Teachers Service Commission has therefore taken the initiative by establishing such an appropriate policy with a view to creating a conducive working environment for its employees and clientele at the Commission’s Headquarters.
1.1 BACKGROUND

The Teachers Service Commission (TSC) was established by an Act of Parliament, CAP 212 of the Laws of Kenya in 1967. It was mandated to register, recruit, remunerate, deploy and discipline teachers and to maintain teaching standards in public educational institutions.

In 1967, the Commission had a workforce of 35 members of the Secretariat Staff who were serving 39,725 teachers. Currently the workforce has increased to 2,400 members who are serving 235,000 teachers. The number of clients seeking services at the TSC HQS has increased over the years. This expansion in terms of numbers has underpinned the importance of having a safety, health, and environment policy in place at the headquarters.

This policy is intended to ensure that members of the TSC Secretariat staff and the Commission’s clientele enjoy a safe and healthy working environment.

1.2 RATIONALE

The increased number of human resource at the headquarters has led to the development of a Safety, Health and Environment policy. Identified complaints include:

Complaints regarding Office space have been a big challenge to the Commission because of its inadequacy. This has been occasioned by increased workload hence high number of personnel. Consequently, some members of staff are forced to share very little office space, thus exposing them to environmental hazards like dust, airborne infections, poor ventilation and inadequate natural lighting. This lack of office space has also been evidenced amongst our officers at the TSC units.

Technological development at the TSC HQS has also introduced new challenges to the working environment of the TSC staff. Fumes emitted by computers, printers, photocopy machines and the microfilming machines pollute the working environment.
The large numbers of clients visiting the Commission has also become a challenge in their management. Consequently, there is a lot of crowding at the lifts area, especially during the school holidays when more teachers find time to visit the Commission, thus creating a health hazard.

Due to the location of the Commission headquarters at the center of Nairobi business district, there is a lot of noise from motor vehicles and dust from the road, thus contributing to a poor working environment. In addition to the noise and air pollution, the roads surrounding the Bazaar building expose the TSC staff to the risk of road accidents.

The staff needs to be sensitized on disaster preparedness and management of fire outbreaks. There is therefore urgent need to train the staff on the same.

The Commission needs to have basic amenities such as a small First Aid Referral Center to cater for sudden illnesses especially amongst staff and clients. A clear mechanism of dealing with waste disposal needs to be put in place.

2.0 Policy Statement

The Commission shall endeavor to provide a safe and healthy working environment for all its employees and clientele. This shall be achieved through the operationalization of the existing legislation on health and environment as well as observing the rules and regulations regarding a safe environment.

3.0 AUTHORITY

This policy derives its authority from:

- The TSC Act Cap 212 of 1967.
- The TSC Code of Conduct & Ethics. (Legal Notice No. 137 of 2003).
The Environmental Management and Coordination Act of 1999
- The Environmental (Impact Assessment and Audit) Regulations of 2003 (Legal notice no. 101).

4.0 OBJECTIVES

This policy aims to:

1. Provide and maintain safe and healthy working environment to all the TSC staff and the TSC clients on the Commission’s premises.
2. Pay due regard to all impacts of the Commission’s activities on the physical environment.
3. Establish procedures for assessing and reviewing the Safety, Health and Environmental impacts of the Commission’s present and future activities on a regular basis.
4. Seek continually to identify pro-active and cost-effective measures, which it can take to safeguard the Health and Safety of all TSC staff and clients in its premises, and the physical environment.
5. Comply with all applicable legislation and TSC policies.

5.0 SCOPE

This policy shall apply to the TSC Commissioners, Secretariat Staff and the TSC clients but does not apply to non- TSC staff occupying offices within the Headquarters and their clients.

6.0 PRINCIPLES

The principles that guide this policy include;
- Equality
- Equity
- Uniformity
7.0 ROLES AND RESPONSIBILITIES

This policy will be implemented by the Commission Secretary (CS) through the Senior Deputy Secretary - Administration (SDS (A) in collaboration with other departments of the Commission.

8.0 GENERAL GUIDELINES

- The Commission will hold each employee responsible and accountable for own health and safety and that of colleagues and the Commission’s clients within their places of work.
- Visitors (clients) shall be restricted to areas they are visiting and shall be expected to observe all warning signs and instructions.
- All members of the staff and the Commission’s clients must respond to all alarms.
- No client or member of staff under the influence of alcohol or drugs shall enter the Commission’s premises.
- An approved gate pass must accompany all items carried out of the Commission’s premises.
- Clients visiting the Commission must obtain passes from the Commission’s front office.
- The Commission reserves the right to search anybody entering or leaving its premises.
- Contractors working within the building must have proper authority and should ensure safe-working practices at all times.
- Only road worthy vehicles with a valid road licence and insurance cover should enter the Commission premises.
- Repair of personal vehicles within the commission premises is prohibited.
- All persons or items coming into the Commission’s premises shall be subjected to security checks.
- Smoking is prohibited within the Commission premises.
• All staff members will be expected to maintain high standards of personal hygiene in the work place.
• All those responsible for food handling should be dressed in appropriate attire, and should have up to date medical certificates of good health.
• High standards of cleanliness should be maintained at all times in all places of work.
• All electrical appliances should be switched off appropriately after use.
• Gas equipment should be correctly placed and operated and the cooking gas should be switched off immediately after use.
• Hawking of foodstuffs, tea or any other items is prohibited at the Commission premises.
• In order to effectively communicate the policy, the Administration Department shall:
  
  i. Interpret the policy and educate the staff accordingly.
  
  ii. Release appropriate circulars, memos and notices to all stakeholders.

9.0 POLICY IMPLEMENTATION

The Commission shall design appropriate strategies, use existing institutional framework and provide specific tools for the implementation of this policy. The Commission will also monitor the policy regularly to ensure its relevance and effectiveness in meeting the policy objectives.

9.1 THE SAFETY, HEALTH AND ENVIRONMENT STEERING COMMITTEE

There shall be a SHE Steering Committee charged with the responsibility of policy implementation, review and budgeting allocations. This committee will comprise of heads of departments and shall meet quarterly in a calendar year. The SDS (A) shall chair the committee. A list of the SHE Steering Committee members has been provided as appendix 111.
9.2 IMPLEMENTATION STRATEGY

In addition to establishing a SHE steering committee, the Commission will also use the existing administrative structures to implement this policy. The following will be the roles of the implementers:

9.2.1 The **Senior Deputy Secretary - Administration** is the Senior Manager with the responsibility for the Commission’s Safety, Health and Environment and shall:

- Preside over the Commission’s Safety, Health and Environment Steering Committee.
- Monitor and evaluate the performance of the Commission’s SHE policy.
- Disseminate the SHE Policy and other relevant information within the Commission.
- Co-ordinate all SHE activities of the Commission and review them periodically for compliance and progress.
- Identify Commission projects and Programmes for which environmental audit and environmental assessment and monitoring and monitoring must be conducted and ensure that the Commission is in compliance with necessary conditions.

- Ensure that an environmental audit report on any ongoing project is prepared and submitted to the National Environment Management Authority (NEMA) annually or as the Authority may prescribe.
- Ensure that the Commission is in compliance with the conditions of the National Environment Management Authority’s environmental management plan.
9.2.2 **Heads of Departments** shall be responsible for all the SHE matters in their respective departments and shall advice the SDS (A) accordingly.

9.2.3. The **Deputy Secretary – Office Services** Division shall be the technical adviser to the Commission on all SHE matters and shall:

- Report to the SDS (A).
- Be the Secretary to the Commission’s SHE Steering Committee.
- Maintain all statutory registers, reports and records ensuring that the extracts of Acts or regulations are displayed as required by Law.
- Implement SHE management systems, programmes and procedures to achieve the SHE policy objectives and targets.
- Identify and evaluate all existing and potential threats to the Commission’s business arising from environmental impacts, Health and Safety risks.
- Recommend actions to the top Management team and develop and implement agreed internal control systems, procedures and solutions.
- Prepare a quarterly report to the SDS (A) and submit an annual report on the state of the Environment, and employees’ Health and Safety to the management.
- Investigate all accidents, environmental incidents and report to the Commission and evolve remedial measures.
- Ensure that the Commission adheres to occupational health and safety rules and regulations.
- Organize general or specialized SHE training for all employees at all levels.
- Organize Disaster Management training and practices on the procedures to be followed to evacuate the premises in case of an emergency.
- Identify a First Aid Team and initiate training for them.
- Ensure that all employees and contractors:
- Fully understand the procedures they must follow to safeguard the environment, health and Safety during their work activities.

- Receive appropriate instruction.

- Follow procedures correctly and ensure proper supervision

**The DS (OS) will also initiate the following:**

- All newly recruited employees must undergo SHE induction training before placement.

- General or specific SHE training will be given to serving employees on need basis.

- Training on emergency evacuation procedures will be carried out to all employees during induction and thereafter.

- Undertake and coordinate surveys to seek the views of the employees on occupational Health and Safety concerns from time to time and collate and disseminate information on the findings of such surveys.

- Advise the Commission on the efficiency and adequacy of the environmental management plan of each project being undertaken by the Commission.

- Carry out appropriate corrective measures for mitigating the environmental degradations revealed during any audit study.

- Initiate and coordinate awareness and sensitization programmes on Safety, Health and Environment.
9.2.4 The Monitoring of the implementation of this policy will be undertaken as follows:

I. Periodic meetings to evaluate the SHE performance in each department/division/section.
II. Questionnaires to identify individual experiences, exposures and needs.
III. Reports on emerging issues/weaknesses observed in the policy.
IV. Accident reports. See Appendix IV for the accident report form.
V. Environmental Audit Reports on TSC Projects.
VI. TSC Staff Appraisal Reports.

9.3 IMPLEMENTATION TOOLS

The implementation tools include;

- Statutory registers, reports and records
- Occupational health and safety rules and regulations
- First Aid Kits
- Fire Extinguishers
- Survey instruments
- Commission SHE Programmes
- Environment Audit activities
- Protective gear
- Any other relevant documents

9.4 THE INSTITUTIONAL FRAMEWORK FOR THE IMPLEMENTATION OF THE POLICY

The Commission will stipulate the institutional framework for the implementation of this policy as illustrated in Appendix 11.

10.0 MONITORING AND EVALUATION

The SHE Steering Committee and the Commission’s Monitoring and Evaluation Committee will ensure that there is continuous monitoring and evaluation.
11.0 REVIEW OF THE POLICY

The Commission’s SHE policy will be reviewed from time to time.
APPENDIX 1 Other Roles and Responsibilities

Senior Deputy Secretary (F)

The SDS (F) shall:
- Facilitate the implementation of the SHE policy by providing the necessary funds.
- Monitor the use of financial resources for environmental management.

Senior Deputy Secretary (HR)

The head of HR shall ensure:
- As far as is reasonably practicable, the suitability of each employee for the job which he/she is employed. This shall include one’s health condition, training, discipline, and pre-employment medical examinations.
- That SHE training is organized for all new employees and those on transfer to new jobs.
- And will also advice on disciplinary action to be taken against SHE offenders.

ADS (PROCUREMENT AND STORES)

- The ADS (P&S) will ensure that machinery, equipment, articles, substances, etc procured conform to the SHE guidelines.
- He/she will request the suppliers or manufacturers of items to provide technical information and materials and safety data sheets (MSDS) on the items detailing dangers, operational restrictions and safety precautions to be applied and pass them over to the ultimate users with copies to the DS (OS).

HEADS OF DIVISIONS AND SECTIONS

Each Head of Division/Section is responsible for the Health and Safety of all persons working or passing through his/her
Division/Section and for the equipment under his/her control and shall:

- Ensure that all employees have received the SHE induction training and are aware of their duties and responsibilities in all SHE matters covered by the various Acts and Commission guidelines.
- Carry out periodic SHE reviews of his Section/Division to ensure that all deviations are under control.
- Immediately inspect any SHE hazard reported to him/her and take the required remedial action. He/she will check the hazard after it has been remedied to ensure that right conditions/practices have been restored.
- Besides taking the most appropriate action, Inform the relevant head of department/division immediately an accident occurs and complete an accident report form for the attention of the SDS (A) as soon as is reasonably practicable.
- Ensure that within his/her Division/Section, all practical steps are taken to prevent recurrence of any accident, ill health or environmental degradation.
- Submit a quarterly Sectional/Divisional report to the Head of Division – Office Services with copies to the relevant Head of Department.

**DUTIES OF EMPLOYEES**

- Employees are required to have a thorough understanding of the Commission’s SHE Policy and their obligations (where applicable) and all relevant legislative requirements.

- It shall be the duty of every employee while at work:
  
  a) To take reasonable care of the environment and the health and Safety of himself and of other persons who may be so affected by his/her acts or omissions at work.

  b) As regards any duty or requirement imposed on his/her employer or any other person under any of the relevant
statutory provisions, to cooperate so far as is necessary to enable that duty or requirement to be performed or complied with.
NOTES

1. The Commission Secretary shall implement the policy through the SDS (A).
2. The SDS (F) shall ensure that funds needed for implementing the SHE policy are made available.
3. The SDS (HR) shall ensure that each employee undergoes the pre-employment medical examination and is trained on SHE matters.
4. The SDS (HR) shall also advice on disciplinary action to be taken against SHE offenders.
5. The SHE Steering Committee will be responsible of Policy implementation, review and budgeting allocations.
6. The Employees are required to have a thorough understanding of the Commission’s SHE Policy and their obligations.
APPENDIX 111

COMPOSITION OF THE SHE STEERING COMMITTEE

SDS (A)    CHAIRMAN
SDS (S)    MEMBER
SDS (F)    MEMBER
SDS (IA)    MEMBER
SDS (HR)    MEMBER
DS (OS)    SECRETARY
DS (ADM)    MEMBER
DS (HRD)    MEMBER
DS (EMIS)    MEMBERS
ADS (P&S)    MEMBER

Note that the quorum of each meeting will be 6 members.
APPENDIX IV

ACCIDENT REPORT FORM

Report of an accident by or on behalf of an officer

TO: DS (OS)

1) Officer:

Name...........................................................................................................
TSC No......................................................................................................
Designation..............................................................................................
Division/Section.......................................................................................  

2) Accident Details:

Date and Hour............................................................................................
Place............................................................................................................
Cause of accident.......................................................................................  
.................................................................................................................  
.................................................................................................................

a) If caused by machinery,

State name of the machine and the part which has caused the accident......  
...............................................................................................................  
...............................................................................................................  
...............................................................................................................  

b) State whether it was caused by mechanical power at the time.............  
...............................................................................................................  
...............................................................................................................  
...............................................................................................................
c) State exactly what the injured person was doing at the time:

3. Injury:

a) Was the injury fatal?

b) Particulars:

c) To what hospital or medical practitioner was the injured officer sent:

Reporting Officer:

Name:

Designation:

Division/Section:

Copy to: The relevant Head of Department