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REF: KRC/ADMIN/P14/001

# OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL POLICY

NAME:	SIGNATURE:	DATE:
PREPARED BY: MANAGER (A & OHS)		16/03/2021
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CONTROLLED BY: MR		16/03/2021
APPROVED BY: MANAGING DIRECTOR		12/4/21
APPROVED BY: THE CHAIRMAN BOARD OF DIRECTORS		14/4/2021

 <p><b>KENYA RE</b></p> <p><b>KENYA REINSURANCE CORPORATION</b></p>	<b>DOC REF: KRC/ADMIN/P14/01</b>
	Issue Date: 19.11.2014
	Re-Issue no: 01
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	<i>Title: Occupational Safety, Health and Environmental Policy</i>

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**VERSION HISTORY/AMENDMENT SHEET**

<b>Date</b>	<b>Issue No.</b>	<b>New Issue No</b>	<b>Revision Number</b>	<b>Sections/ Page</b>	<b>Description/Summary of Revision</b>	<b>Name of person who identified change</b>
04:09:2020	01	01		All pages	<ul style="list-style-type: none"> <li>Reformatted and added new reference number, and Chairman of Board to Sign Policy</li> <li>Added table of Index</li> <li>Added Amendment sheet</li> </ul>	Manager Admin


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## 01. SAFETY, HEALTH AND ENVIRONMENTAL POLICY STATEMENT

It is the goal of the Kenya Reinsurance Corporation Limited (KRCL) and its employees to ensure that all programs and all activities relating to its businesses protect and promote the health and safety of our stakeholders, employees, suppliers, visitors, the general public and the environment. To achieve this goal, Kenya Reinsurance Corporation Limited is committed to complying with all applicable safety and environmental regulations, accreditation requirements, and consensus standards. Kenya Reinsurance Corporation Limited will strive to protect and enhance the environment by pursuing environmental sustainability initiatives.

Primary responsibility for safety and environmental compliance at Kenya Reinsurance Corporation rests with the CEO, General Manager (Property and Administration), HR Manager, General Manager (Finance) and the A, H&S Manager. They are responsible for ensuring that safety and environmental issues are given an appropriate level of attention and the needed support. The operational component of the safety and environmental programs has been delegated to the Manager – A, H&S. This Office operates in a collaborative manner with a other managers to provide policies, educational opportunities, program management and consultative services that support the mission of the Corporation while continuously improving the safety, health and sustainability of the workplace environment as well as the natural environment.

The overall success of the safety and environmental programs depends upon the conscientious and collaborative efforts of the board, departments, management, supervisors, and employees. Kenya Reinsurance Corporation Board and Management are expected to demonstrate leadership through display of proper attitudes and deeds by providing the necessary resources so as to ensure environmental compliance, improvement and sustainability. Observance of safety and environmental policies in the performance of work is a fundamental and essential responsibility of every

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member of the Corporation. Adequate care must be taken in performance of every task in a safe and environmentally responsible manner, regardless of the importance or urgency of the activity. Accordingly, safety and environmental compliance must be addressed in every employee's evaluation to a degree relevant to the employee's job responsibilities. In addition, safety and environmental compliance must be a component of the instruction within each activity. Failure to follow or enforce safety and environmental policies will be handled in accordance with the applicable Environmental Management policy.


It is imperative that all employees actively promote and support this policy by observing applicable rules while continuously improving their safety and environmental skills by taking advantage of available training and resources. In addition, employees are encouraged to promptly report any unsafe conditions to their supervisors and the Office of A, H&S Manager.

## **02. General Policy:**

Kenya Reinsurance Corporation will, so far as is reasonably practicable provide;

- Adequate resources to ensure the proper provision for the implementation of the HS&E management systems and compliance with current legislation and adopted guidance.
- Plant, work equipment and systems of work, which are safe, and without risk to health.
- Arrangements for the safe use, handling, storage and transport of articles and substances for use at work and minimize the environmental impact of such processes.
- Employees with such information, instruction, training and supervision as is necessary to enable the employee to ensure his or her health and safety at work and the safety of others that may be affected by their acts or omissions.



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- A working environment that is safe and without risks to health, with adequate means of access and egress, and adequate welfare arrangements.
- Arrangements for effective employee consultation regarding health, safety and environmental matters.
- Monitoring procedures to maintain agreed standards and ensure that steps are taken to reduce the likelihood of days lost from work related injury and ill health.
- Access to adequate competent advice on Health, Safety and Environmental matters to assist in applying the provisions of health, safety and environmental law.
- Information, advice, facilities and products to promote the economic minimization of energy use, waste produced, fuel usage and water consumption.


It is the responsibility of the Managing Director of Kenya Reinsurance Corporation to ensure that the organization and arrangements for implementing this policy are documented and are available for Public viewing.

### **03.HEALTH AND SAFETY**

At Kenya Reinsurance Corporation the integrated HS&E Management system forms the basis of the approach to HS&E matters across the Corporation.

The Corporation Chief Executive, on behalf of the Board Directors is responsible for the health and safety performance of the Corporation and is signatory to the HS&E Policy statement which is displayed at various locations in the Corporation in the official language.

The Corporation Administration, Health & Safety Manager is a dedicated resource to communicate and support the implementation of common HS&E principles across the Corporation. A dedicated HS&E coordinator (PROPERTY CARETAKERS) are appointed in each of its four (4) Commercial properties.

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Kenya Reinsurance Corporation has engaged qualified competent HS&E consultants to provide advice and support to the business.

The key principles for the Corporation require: common written procedures; local risk assessments for hazardous activities, and HS&E inspections carried out across all businesses using competent personnel with inspection reports detailing any issues and target actions.

The key hazards in terms of accident frequency are manual handling, slips, trips & falls. The principal hazard in terms of severity remains Traffic Management.


Since the Corporation aligned its management system with OSH ACT 2007, It has taken a proactive approach to health and safety through; the provision of HS&E competent persons, provision and reviewing of risk assessments, provision of training, instruction and support to managers and the workforce and carrying out branch inspections and audits.

The Corporation has approved online/ email accident reporting system. This facility has improved the flow and speed of information to the Corporation Administration, Health & Safety Manager and enabled the business to broaden the scope of central accident recording and analysis. The process has also provided for improved follow-up and close-out of identified actions.

There shall be quarterly Health, safety and Environmental Committee meetings to review the reports received and monitor the process of the policy implementation.

#### **04. ENVIRONMENT**

At Kenya Reinsurance Corporation the integrated Health, Safety and Environmental ("HS&E") Management system has been devised and developed to achieve continuous improvement. These principles form the basis of the approach to HS&E matters across the Corporation.

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The Corporation Chief Executive, on behalf of the Board Directors is responsible for the environmental performance of the Corporation and is signatory to the HS&E Policy statement which is displayed various locations in the Corporation in the local language.

The Corporation's principle environmental hazards are identified through the Aspects and Impacts Register and Corporate Risk Assessment.


The Corporation has a robust record for legal compliance and environmentally sound operations which it submits to the NEMA on quarterly basis.

Kenya Reinsurance Corporation Limited is committed to reduction of Carbon waste through reduction of fuel, energy and water consumption and waste reduction.

Kenya Reinsurance Corporation actively seeks to:

- Minimise the use of all materials, supplies and energy – and wherever possible use renewable or recyclable materials;
- Minimise the quantity of waste produced in all aspects of our business;
- Service all machines, vehicles and equipment;
- Adopt an environmentally sound transport policy;
- Communicate our Environmental Policy to all staff and encourage them to participate in the achievement of our goals;
- Supply and promote, wherever possible, those products which contribute to energy conservation and do not damage the environment; and
- Ensure that the Company continues to meet present and future environmental standards and legislation.



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### **05. Corporate Responsibility (CR) Policy**

Kenya Reinsurance Corporation recognizes its corporate and social responsibilities to its Shareholders, customers, suppliers, employees and other stakeholders and is committed to conducting business in a manner which achieves sustainable growth whilst fulfilling legal and moral obligations.

We aim to achieve our business objectives in a caring and responsible manner recognizing the economic, social and environmental impacts of our activities.

### **06. Business Principles and Code of Ethics**


The Corporation is committed to ensuring that its business is conducted in all respects according to the highest ethical and professional standards, taking into account legislation and customs in the countries and regions it operates in.

### **07. Environment**

The Corporation seeks to minimize the environmental impact of its activities through the prevention of pollution, minimizing waste, and good environmental management practices, using environmental management systems, which are where applicable externally audited.

### **08. Health and Safety**

The Corporation is committed to high standards of health and safety, recognizing its duty and the benefits of providing safe working conditions.

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Kenya Reinsurance Corporation motor vehicles are purchased and operated in the most efficient manner to ensure that they are energy efficient vehicles with the aim of achieving a green fleet operation.

### **09. Suppliers**

The Corporation regards suppliers as partners and work with them to achieve aspirations in the delivery of its products and services.

Kenya Reinsurance Corporation is committed to working with its suppliers to understand where products are sourced and ensure that the principals of environmental sustainability are upheld. Kenya Reinsurance Corporation works to ensure that the welfare of workers and labour conditions within its supply chain meet or exceed recognized standards.

### **10. Customers**


The Corporation recognizes that its business depends on its customers. Every employee is responsible for ensuring that customers are professionally and appropriately handled.

### **11. Community**

The Corporation endeavors to contribute to the communities in which it operates.

### **12. Employees**

We provide equal opportunities to all existing and prospective employees recognizing that the reputation is dependent on the quality, effectiveness, and skill base of its employees. The Corporation is committed to the fair and equitable treatment of all its employees and specifically to prohibit

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discrimination on the grounds of race, religion, sexual orientation, nationality, or ethnic origin.

Opportunities are available to persons living with disability in accordance with their abilities and aptitudes on equal terms with other employees.

### 13. Revision of Policy

This policy will be reviewed every two (2) years to whenever changes take place to reflect operational and legislative changes and any 'lessons from experience'. A copy of this policy document will be availed to all Kenya Reinsurance Corporation Limited Buildings Caretakers.

### 14. Board Approval

This policy has been approved by the Board of Directors during the sitting of ..... and becomes effective immediately.

Signed

\_\_\_\_\_

Chairman

\_\_\_\_\_

Date

Signed

\_\_\_\_\_

Managing Director

\_\_\_\_\_

Date