



**KENYA REINSURANCE CORPORATION**

**DOG-REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02






Revision: 01

Revision date: 03/09/2015

**Title: Occupational Safety, Health and Environmental Policy**

**REF: KRC/P&A/002**

## **OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL POLICY**

<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>PREPARED BY:</b> <b>MANAGER(A &amp;OHS)</b>		8/9/2015
<b>AND: GENERAL MANAGER (P&amp;A)</b>		08/09/2015
<b>CONTROLLED BY :</b> <b>QMR</b>		15/9/15
<b>RECOMMENDED BY:</b> <b>MANAGING DIRECTOR</b>		18/9/15
<b>APPROVED BY:</b> <b>CHAIRMAN OF THE BOARD</b>		22/9/15

Controlled Copy: Circulation Authorized by Quality Management Representative



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

## TABLE OF CONTENTS

	Page
1. Sign off.....	1
2. Table of Contents.....	2
3. Ammendment sheet.....	3
4. Safety, Health & Environment Policy Statement.....	4-5
5. General Policy.....	6
6. Health & Safety.....	7-8
7. Environment.....	9-10
8. Corporate Responsibility Policy Statement.....	10
9. Corporate Responsibility on Environment.....	11
10. Corporate Responsibility on Health & Safety.....	11
11. Corporate Responsibility on Suppliers.....	11&12
12. Corporate Responsibility on Customers.....	12
13. Corporate Responsibility on Community.....	12
14. Corpotare Responsibility on Employees.....	12
15. Revision of Policy.....	12
16. Approval (Board Sign-Off).....	13



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

**Title: Occupational Safety, Health and Environmental Policy**

**Amendment Sheet**

Date	Issue No.	Old Rev. No.	New Rev. No.	Section(s) /Page	Description /Summary of Revision	Name of Person who identified change	Sign	Sign/Approved by Mr./AMR
3/9/15	02	01	02	4-13	Time 000 to 00	J-K. RUGA	[Signature]	[Signature]

Controlled Copy: Circulation Authorized by Quality Management Representative



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

## **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 Managing Director, General Manager (Property and Administration), HR Manager, General Manager (Finance) and the Manager Administration, Health & Safety. 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, Administration, Health & Safety. This Office operates in a collaborative manner with 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

Controlled Copy: Circulation Authorized by Quality Management Representative



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date:03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

sustainability. Observance of safety and environmental policies in the performance of work is a fundamental and essential responsibility of every 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 Administration, Health & Safety Manager.



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

## **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 policy 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.
- 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.

Controlled Copy: Circulation Authorized by Quality Management Representative





**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

**Title: Occupational Safety, Health and Environmental Policy**

## **HEALTH AND SAFETY**

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

The Corporation's Managing Director, on behalf of the Board of 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's 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) is appointed in each of its four (4) properties. 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 company aligned its management systems with OSH ACT 2007, we have taken a proactive approach to Occupational 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.

Alongside these activities in 2013, the Company commenced an accident reduction campaign which includes a greater element of reactive health and

---

Controlled Copy: Circulation Authorized by Quality Management Representative

---



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

safety measures. The aim of the campaign is to reduce the frequency of accidents across the Corporation. This will be achieved through:

- Developing an accident reporting system to improve the flow and speed of information to the Corporation Administration, Health & Safety Manager and enable the business to broaden the scope of central accident recording and analysis. The process provides for improved follow-up and close-out of identified actions. This programme supports the key objective to develop a Corporation wide communication process for accident information.
- Establishment a Safety and Health Committee. This committee has been constituted by the Managing Director and meets quarterly to deliberate on pertinent matters such as review of incidents or accidents that have occurred in the business, to ensure that they have been investigated and recorded properly, fully and in a timely manner and that actions have been identified and taken to reduce the likelihood of the accident /incident recurring.
- Training for Management and staff. This was is a key objective from 2013 and the first such training which was undertaken in 2014.
- Specifically targeting housekeeping within the business. A formal audit process has been undertaken and will continue to be conducted on annual basis across the Corporation. These inspections and audits will be carried out by a certified OHS auditor supported by senior management and all the Corporation employees.





**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

## **ENVIRONMENT**

At Kenya Reinsurance Corporation the policies have been devised and developed to achieve continuous improvement of the Natural Environment. These policies and principles form the basis of the approach to HS&E matters across the Corporation.

The Managing Director on behalf of the Board of Directors is responsible for the Environmental 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's principle environmental hazards are identified through the Aspects and Impacts Register and Corporate Risk Assessment. The Register was reviewed in 2013 through each business' Management Review process to provide a qualitative measure of performance at a local level.

The Corporation's performance against its legal compliance and environmental complaints is a measure of how seriously it takes its responsibilities for the local environment. The Corporation has an excellent record for legal compliance and environmentally sound operations and can continue to report that it had had no prosecutions, no action from the authorities and no environmental incidents reported through internal processes.

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



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

Kenya Reinsurance Corporation is also pleased to report its performance on: management and governance, risk assessment and accounting for Climate Change.

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 its business;
- Service all machines, vehicles and equipment regularly
- 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.

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

We are committed to ensuring that our 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 we operate in.

Controlled Copy: Circulation Authorized by Quality Management Representative



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date:03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

## **Environment**

We seek to minimize the environmental impact of our activities through the prevention of pollution, minimizing waste, and good environmental management practices, using environmental management systems, which are where applicable externally audited. We are committed to conducting our activities and operations in line with current legislation and best environmental practice seeking continual improvement and innovation within all Corporation businesses and activities.

## **Health and Safety**

We are committed to high standards of health and safety, recognizing our duty and the benefits of providing safe working conditions. We aim to achieve continuous improvement in health & safety performance through the use of robust, and where applicable, externally audited health and safety management systems.

Kenya Reinsurance Corporation accepts that motor vehicles are responsible for significant emissions to the atmosphere and by reducing distances travelled; we can benefit the environment and the health of our staff and the general public. Our policy is to purchase and operate the most energy efficient vehicles commercially available with the aim of achieving a green fleet operation.

## **Suppliers**

We regard suppliers as our partners and work with them to achieve our aspirations in the delivery of 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



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

works to ensure that the welfare of workers and labour conditions within our supply chain meet or exceed recognized standards.

### **Customers**

We recognize that our business and livelihood depends upon our customers. Every employee is responsible for ensuring that customer contact is professional and appropriate. We aim to ensure that our customers receive the level of service and quality of product they have come to expect from Kenya Reinsurance Corporation.

### **Community**

We endeavor to contribute to the communities in which we operate, particularly those neighboring our sites, through the support of community initiatives and local charities. Each business unit is encouraged to develop programmes, which address the needs of their local community alongside the contributions that Kenya Reinsurance Corporation makes annually to its partner charities.

### **Employees**

We provide equal opportunities to all existing and prospective employees recognizing that our reputation is dependent on the quality, effectiveness, and skill base of our employees. We are committed to the fair and equitable treatment of all our employees and specifically to prohibit discrimination on the grounds of race, religion, sexual orientation, nationality, or ethnic origin. Opportunities are available to disabled persons in accordance with their abilities and aptitudes on equal terms with other employees.

### **Revision of Policy**

This policy will be regularly updated 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.

---

Controlled Copy: Circulation Authorized by Quality Management Representative



**KENYA REINSURANCE CORPORATION**

**DOC REF: KRC/CR/02**

Issue Date: 03.09.2015

Issue no: 02

Revision: 01

Revision date: 03/09/2015

***Title: Occupational Safety, Health and Environmental Policy***

### **Board Approval**

This policy has been approved by the Board of Directors during its 427<sup>th</sup> meeting on 6<sup>th</sup> November 2014 and becomes effective immediately.

Signed

A handwritten signature in dark ink, appearing to be 'D. K. ...', written over a horizontal line.

Chairman

22/09/2015

Date

A handwritten signature in dark ink, appearing to be 'M. ...', written over a horizontal line.

Managing Director

18/9/2015

Date

Controlled Copy: Circulation Authorized by Quality Management Representative