

ABOUT OPTISAFE

Optisafe offers a full health safety and environment consultancy services across Kenya and the UK. Optisafe, a subsidiary of Optimum Security Group UK, through working with governments, large and small organizations, offer Safety Health and Environment solutions. We have gained a wealth of knowledge and experience to help us pro-actively tailor solutions to meet individual business needs. With this we hope to grow our range through training in Safety related courses with a specific interest in construction safety. We are looking to be approved by relevant bodies in Kenya to help us drive Kenya into a new level of competence.

Experience that spans the last twenty three years in health and safety, and an ISO 9000 certification gives Optisafe the confidence to be a market leader in this field, with a promise to offer exceptional expertise specifically designed to meet our client's particular needs. By employing a risk-based approach to our recommendation, we are able to offer you solutions by comprehensively assessing your individual security & safety needs, and delivering a thorough risk and vulnerability evaluation of what you require. One of our core beliefs is the Zero Harm Agenda. We believe in helping our Clients remove their business from harm's way. Employees are an organizations asset and also an organizations greatest responsibility. We have invested a great deal in an empowered workforce, technological research and cost-saving innovation to create a value culture that will nurture long term relationships based on trust, honesty, integrity and loyalty in the hope of initiating a ripple of the success to you through effective service and delivery.

Our consultants have many years of health and safety experience and hold an impressive number of qualifications to their names. Some of the qualifications are Post graduate studies in Occupational Health and safety, Degrees in various fields, NEBOSH Training, Environment experts, DOSHS approved advisors, Environment Institute of Kenya members, IOSH members e.t.c. Our experienced course trainers go an extra mile to deliver exceptional levels of training to our clients.

We ease the client's burden of complying with the legislations by efficiently implementing the legislations for them. We provide the knowledge, business skills and practical experience to shape safety, Health and environmental compliance around the needs of different organization. We always ensure that our work complies with both legal and client's requirements in the most cost effective way.

We provide both in-house and on-site, high quality training. All courses are delivered in a relaxed structured environment. Our trainers are well qualified, professional and friendly. They have both teaching and practical experience in their specialist fields allowing them to offer real-life solutions to clients. This enables them to offer efficient, effective, information-rich training.

ZERO HARM AGENDA

Zero harm is one of our core operating beliefs. As we help customers remove people from harm's way, it is imperative that we lead by example within our facilities throughout the world.

Since our employees are our greatest asset, they are also our greatest responsibility. We believe that every employee should be able to rely on having a safe working environment, so they can return home — without injury — to family and friends every day. Our approach identifies hazards and potential risks so that we can put in place effective controls that keep our people safe and preserve our environment.

Our Solutions:

1. Audits
2. Managed Safety Services
3. Training
4. Project Safety Management
5. Fire Safety Management

Our Safety slogan:



OUR SERVICES



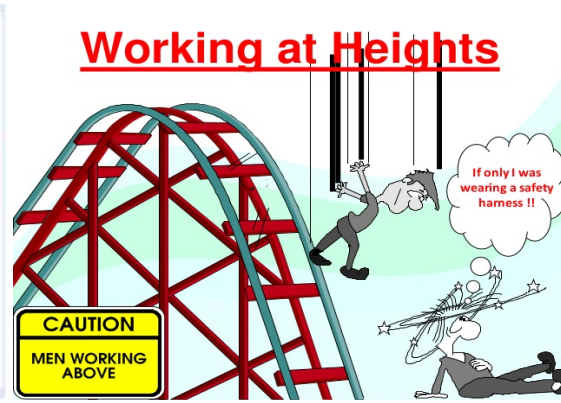
**SAFETY AUDIT
AT
WORKPLACE**



TRAINING



**WORK PLACE
RISK
ASSESSMENTS**



SAFETY TRAININGS

Optisafe hopes to be a construction safety training body that will improve and encourage competence in the industry through our benchmark to the UK best practices. This shall borrow from UK relevant construction bodies such as CITB and the Construction Skills and Competence Schemes (CSCS).

Site Supervisor Safety Training (2 days)

This course is for those considering, or already have, supervisory responsibilities. It is the standard training for all supervisors working on construction sites and provides an understanding of health, safety, welfare and environmental issues. It highlights legal responsibilities and the need to promote health and safety to supervise effectively.

At the end of the course one will have an understanding of:

- health and safety law and how it applies to supervisors
- your supervisory responsibilities in controlling site safely
- risk assessments and the need for method statements
- effective site inductions, toolbox talks and method statement briefings
- monitoring site activities effectively
- timely intervention when bad practice is identified

Site Management Safety Training (5 days)

This course is for those considering, or already have, responsibilities for planning, organizing, monitoring, controlling and administering groups of staff e.g. site manager. It covers all relevant legislation affecting safe working in the building, construction and civil engineering industries. It highlights the need for risk assessment in the workplace, the implementation of the necessary control measures and adequate communication to sustain a health and safety culture within the workforce.

It is standard training for all supervisors working on sites and provides an understanding of health, safety, welfare and environmental issues. It highlights legal responsibilities and the need to promote health and safety to supervise effectively.

At the end of the course you will be able to:

- implement all health, safety, welfare and environmental legislation affecting your daily work

- implement new guidance and industry best practice
- state your duties and responsibilities with regards to health, safety, welfare and the environment

Achieving Behavioural Change (1 day)

This course teaches one to adopt behavioural change relating to site safety in a construction setting. It provides an understanding of how attitude, behaviour, communication and worker engagement, at all levels, can help prevent the chances of accidents occurring.

At the end of the course one will have an understanding of:

- the basic legal duties of employers and employees
- define hazards, risks and control measures
- list possible causes of accidents
- understand the link between attitude and behaviour
- understand the costs of poor safety performance
- understand the benefits of good safety performance
- put ABC into practice
- successfully complete the course assessment

Mental Health First Aid 2-day Course

Mental Health First Aid (MHFA) is an internationally recognized training course, designed to teach people how to spot the signs and symptoms of mental ill health and provide help on a first aid basis.

The course is relevant for the general population and teaches a set of skills which enables them to support someone experiencing mental health issue.

Our MHFA instructors deliver training covering the topics below, each with a focus on how to apply

Mental Health First Aid Skills:

- Mental Health First Aid, mental health and depression
- Depression and suicidal crisis
- Anxiety, personality disorders, eating disorders and self-harm
- Psychosis, schizophrenia and bipolar disorder

Site Environmental Awareness Training Scheme (SEATS) - Day

This course has been developed for site supervisors/managers with the aim of providing candidates with

an introduction to environmental issues on construction sites.

It is designed to meet the basic environmental knowledge that the sub-contract chain are required to prove to major contractors, and covers the environmental aspects. The course will bring the candidates environmental and sustainability knowledge up to date by giving a thorough overview of the subject, relevant legislation and industry best practice.

It will enable them to identify, control and minimize the environmental impacts of their work and where possible identify environmental improvement opportunities.

Course Content:

- Why is the environment important?
- Environment Management Systems
- Ecology
- Contaminated Land
- Waste Management
- Pollution and Water Management
- Being a Good Neighbour
- Energy and Resources

Asbestos awareness training-1 and a half days

With the rise of asbestos related diseases globally especially with construction workers who have to handle them at some point. This course is necessary to create awareness on the best way to avoid the asbestos impacts to health.

The course content shall cover;

- the properties of asbestos, its health effects including the increased risk of lung cancer for asbestos workers who smoke
- types, uses and likely occurrence of asbestos
- general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos into the workplace
- how to avoid the risks from asbestos, for example: for building work no employee should carry out work which disturbs the fabric of a building

Scaffold Inspection training 2 days

This course shall be necessary for workers involved with the use of scaffolds at workplaces.

At the end of the course students will have a working knowledge of the legal requirements and will be able to competently inspect scaffold that are compliant within the scope of the Operational Guide.

- Work at Height Regulations (requirements and legal overview)
- Key points relating to stability
- Desk top exercise: constructing tied independent scaffold using drawings and charts
- Use and application of tubes couplers and configurations
- Safe access and egress
- Safe erection and dismantling techniques
- Practical inspection of live scaffold

Mobile Elevated Work Platforms (MEWPs)-1 Day

This course is designed for anyone responsible for **planning or overseeing the use of MEWPs** in any industry including construction, as well as other industries, including retail, airports, leisure parks, industrial cleaning, tree surgery and numerous other sectors should take this course

The course covers all relevant legislation and standards and will ensure managers:

- Understand the different types of MEWPs and how to select the right one for the job
- Know exactly how to plan and supervise the use of MEWPs
- Can implement effective accident prevention and control strategies
- Understand operator training and familiarization requirements
- Learn what factors to consider before entering a hire contract
- Recognize how inspection, pre-use and the daily maintenance of machines is so important in helping to protect your organization

Directors Role for Health and Safety (1 day)

This one-day interactive course has been designed for company Directors with the aim of recognizing the human and financial implications of health and safety legislation non-compliance.

The course will provide a summary of how to promote a positive organizational culture for health and safety. Workshop exercises throughout the day will give delegates the opportunity to discuss their

thoughts about health and safety and their responsibilities in an open forum.

It provides an understanding of health, safety, welfare and environmental issues. It highlights legal responsibilities and the need to promote health and safety to supervise effectively.

At the end of the course trainees will be able to:

- Recognize the moral, economic and legal costs/implications of decisions made in the boardroom that make their business liable
- understand the importance of strategic management of risks
- appreciate the consequences of failing to manage health and safety effectively
- understand the importance of competent duty holders cooperating, communicating and coordinating health and safety throughout the whole project
- recognize the need to appoint competent health and safety assistance and the limitations of such an appointment
- identify the basic tools for introducing a proactive health and safety culture into their organization

Health and Safety Awareness (2 days)

This course is for those working within the construction and civil engineering industry.

The course highlights potential hazards when working on site and provides practical advice on keeping yourself and your colleagues safe. It covers your individual and employer's responsibilities, including what you can do if you think anyone's health and safety is being put at risk.

It is the standard training for all supervisors working sites and provides an understanding of health, safety, welfare and environmental issues. It highlights legal responsibilities and the need to promote health and safety to supervise effectively.

At the end of the course you will have an understanding of:

- the need to prevent accidents
- health and safety law
- how your role fits into the control and management of the site
- risk assessments and method statements

- performing safely and asking for advice
- how to report unsafe acts to prevent an accident

Working at height Training (1 day)

This working at height training course covers the basics of safety around the use of fall arrest equipment and working at height. Course covers the following:-

- Legislation & Regulations around working at height.
- Fall restraint.
- Fall arrest.
- Working at height hazard management.
- Inspection of harnesses/lanyards/anchorage.
- Selection and fitting of a harness.
- Safe use of ladders.
- Fall Dynamics.
- Selecting fall arrest for working with MEWP's.
- Logging & maintenance of working at height equipment

At the end of the course one will be able to understand and identify risks of working at height and apply suitable mitigations to address them.

Confined Space Training (1 day)

This one-day course covers the safety rules and risks for workers who must enter confined spaces—including (but not limited to) manholes, pipelines, pits, process vessels, silos, storage bins, tanks, and underground vaults. It covers risks that have the potential to have—a hazardous atmosphere, materials that may potentially engulf the entrant, has internal configurations that may trap or suffocate the entrant or, has inwardly converging walls or downward-sloped floors that may trap or suffocate the entrant.

Objectives of this course are for the student to:

- Understand the scope & application of OSHA's various confined space entry standards
- Identify "Confined Spaces", then determine if they are "Permit Required"
- Understand OSHA requirements for developing and maintaining a "Permit-required confined

space entry program" permit

- Know responsibilities of entrants, attendants, entry supervisors, contractors
- Identify when you may utilize OSHAs "Alternate Entry" and "Reclassification" procedures
- Understand the requirements for "Rescue & Emergency Services"
- Have a basic knowledge of the general use and limitations of related equipment

Fire Marshal training (3 Days)

This course is aimed at persons who are selected to undertake Fire Marshall duties by their employers. A comprehensive course to prepare staff for this role as well as giving an in depth background to fire safety in the workplace. It is a legal requirement to give staff this training.

Course content includes the following:

- Introduction & Registration
- Legislation and guidelines
- Fire Triangle
- Classes of Fire
- How Fires Spread
- Human Behaviour in Fire Situations
- How to Extinguish Fires
- Common Causes of Fire
- Basic Fire Prevention
- Fire Doors & Escape Routes
- Emergency Lighting
- Actions in the Event of a Fire
- Fire Procedures specific to your premises
- Assembly points and their importance
- Fire Equipment and Extinguishers
- General duties of a Fire Marshall
- Responsibilities of a Fire Marshall in an emergency situation

- Periodic checks of Fire Equipment and safety

systems

- Certification

First aid at Work training (4 days)

This course is suitable for persons who are deemed suitable and are intended to fulfill the role of an 'appointed person' at the workplace. Participants will be required to work at floor level for practical sessions.

Course Content will include:

The First Aid at Work Syllabus Includes:

- First Aid Priorities
- Managing Incidents
- Basic Life Support
- Examination of a Casualty
- Unconsciousness
- Control of Bleeding
- Fractures
- Burns and Scalds
- Common Illnesses
- Heart Attacks
- Eye Injuries
- Dressings
- Recording and Reporting
- Regulations
- First Aid Kits

Students will be independently examined on the final afternoon of the course

Risk assessment training (1 day)

This course is for employees in the workplace who are involved in Risk Assessment to meet statutory obligations under the OSHA 2007.

Course content will include;

- Health & Safety at Work
- Hazard spotting and risk identification
- Risk Analysis
- Risk elimination or reduction
- Preparation of a risk assessment and the ability to implement sensible control measures
- Practical Risk Assessment in the Workplace

Management of Health & Safety

1. 4.2 SAFETY AUDITS

OSH Audits

Occupational Safety and Health Act, 2007

Key Areas

- Management of Occupational Health and Safety
- Occupational Safety at Workplaces: Machinery Safety, Chemical Safety, Electrical Safety, Construction Safety, Plant Safety, Fire Safety
- Occupational Health and Hygiene Conditions: PPE, Ventilations, Lighting, Vibrations, pressures, thermal conditions etc
- Information Systems: Permit to Work, Material Safety Data Sheets, Operation manuals, Contractors and Suppliers, Emergency Response Plans e.t.c.

Fire Safety Audits

Fire Risk Reduction Rules (FRR), legal notice no. 59 of 2007

Occupational Safety & Health Act (OSHA) Of 2007

Seeks to;

Appreciate the design and fire soundness of the facilities within

Establish the utility and availability of fire extinguishers

Establish possible causes of fire within the assembly and incidental damages /losses.

Draw a risk analysis report on fire and mitigation measures

Establish the staff and other people's knowledge, awareness and reaction in case of fire outbreak.

Establish the staff and other people's knowledge, awareness and reaction in case of fire outbreak.

Establish gaps in fire preparedness including systems of fire detection, Fire Assembly points, liaison with the fire brigade and other preparedness measures in place

Recommend a comprehensive Pro-active Fire Preparedness Report for attention and action on Fire Preparedness

Occupational Risk Assessment Audits

Occupational Health and Safety Act 2007 (Section 6(3) and 6(4))

Identify risks in a workplace

Rate the risk using a risk matrix

Summary of findings, potential person at risks

Mitigation and control measures

Occupational Noise assessment

OSHA 2007

Noise prevention and Control rule 2005

The Environment and Co-ordination (Noise and excessive vibration pollution control) Regulations, 2009

Key Areas:

Health effects of Noise

Noise exposure Standards

Noise Calibrated Machine

Method and results of Noise assessment

Result discussion

Recommendation and mitigation measures

Air quality Monitoring

OSHA 2007 and Environmental Management and Co-ordination (Air Quality) Regulations, 2009

“air quality” means the concentration prescribed under or pursuant to the Act of a pollutant in the atmosphere at the point of measurement“

Air quality thus assesses amount of air pollutants in the workplace environment that may impact negatively the health of workers

Scope

Sources of pollutants; Stationary sources and Mobile sources

Occupational air quality Limits

Measuring and testing concentration levels and quantity

Providing compliance status, control measures and recommendations

Environmental Impact assessments and Environmental audits

The environmental (impact assessment and audit) regulations, 2003 (legal notice no. 101)

a) EIA (For new projects)

Description of the national environmental legislative and regulatory framework, baseline information,

The technology, procedures and processes to be used, in the implementation of the project;

The materials to be used in the construction and implementation of the project;

The products, by-products and waste generated project

Description of the potentially affected environment;

Environmental effects of the project including the social and cultural effects and the direct, indirect, cumulative, irreversible, short-term and long-term effects anticipated;

Alternative technologies and processes available and reasons for preferring the chosen technology and processes;

Analysis of alternatives including project site, design and technologies and reasons for preferring the proposed site, design and technologies

Environmental management plan proposing the measures for eliminating, minimizing or mitigating adverse impacts on the environment; including the cost, time frame and responsibility to implement the measures;

Action plan for the prevention and management of foreseeable accidents and hazardous activities in the course of carrying out activities or major industrial and other development projects;

Measures to prevent health hazards and to ensure security in the working environment for the employees and for the management of emergencies

Identification of gaps in knowledge and uncertainties which were encountered in compiling the information;

Economic and social analysis of the project;

b) EA (For ongoing projects)

Identify types of activities

Materials used, including non-manufactured materials, the final products, and by products, and waste generated;

Identifying technical activities, processes and operations of the project;

National environmental legislative and regulatory frameworks on ecological and socio-economic matters

Potentially affected environment on ecological and socio- economic matters;

Past and on-going concerns of the project;

Identification of all environmental and occupational health and safety concerns of the project;

Efficacy and adequacy of the environmental management plan of the project;

Recommendations for corrective activities, their cost, timetable and mechanism for implementation;

Measures taken under the environmental management plan to ensure implementation is of acceptable environmental standards

Summary outlining the key findings, conclusions and recommendations

MANAGED SAFETY SERVICES

Where organizations look at safety beyond mere compliance to statutory laws, which in itself can be tedious to adhere to, Optisafe looks to provide Safety as a managed service. We design, set up and implement a safety management system in phases which gradually embed an infrastructure within the core business functions of the organization. This will enable all processes, equipment and areas, remain safe, assuring the health, safety and welfare of Employees, Contractors, Visitors and all other persons affected by the Institutions operations.

In a bid to keep to our promise of giving your organization a customized solution to suit its needs and capacity, our managed service plan includes a readily accessible **Health and Safety Policy, 24-hour access to our call line for any advice or help needed and Legal Consultation with regards to Occupational Health and Safety**

Safety Policies

We will work with you to draw up a Safety Policy that works for your business and Risk Assessment Method Statement (RAMS) for your project. Our team of experts will create for you a safety policy that is **Simple** – For all to understand, **Interactive** – One that speaks to the employees about safety and also listens to their concerns and suggestions, **Informative** – Tells all employers and employees what they need to know to work safely under all conditions, **Positive** – One that focuses on exchange of information and ideas to improve workplace safety and prevent accidents and illness, and **Productive**–One that allows successful interactions

between organizations and employees in spreading the safety message to all who need to hear it.

Safety management systems

Health and Safety Management is the strategy for eliminating or reducing hazards so that people are not injured or affected by disease. Good Health and Safety Management allows compliance with legislation and this is spearheaded by the Occupational Safety Health and Act 2007. The case for effective management of occupational health and safety is now overwhelming. It is not just regulatory and ethical issues, but also sound economic reasons for reducing work-related accidents and ill health and for improving the quality of environment. The costs of accidents and ill-health can have a significant negative effect on the financial viability of an organization thus an economic implication.

This involves site safety supervision for a client throughout the operation phase ensuring safe working procedures are put in place and equally low accident levels. It is currently what Optisafe is conducting at the East Africa Breweries Limited (EABL). Safety supervisors ensures daily reports on accidents and near misses are reported ,accidents investigated and measures put in place to control them. They also ensure they have tool box talks with the employees to create awareness on safety issues concerned. Toolbox talks are conducted daily covering different topics. Site managers oversee that all safety measures put in place are followed and they develop Permit to work system documents for the activities that are of high risk. Other activities that are not of high risks follow the rules and procedures put in place. I.e. Standard operating procedures. On site supervision ensures all aspects of safety are adhered to and thus a safe working environment, a safe employee and a safe nation.

CURRENT PROJECTS

Optisafe Kenya Limited is currently managing safety systems at the EABL Ruaraka. This is whole operation of safety system including Safety supervision and management. We implement a Safety Management System that as a minimum

- Identifies safety hazards
- Ensures that remedial action necessary to maintain an acceptable level of safety is implemented
- Provides for continuous monitoring and regular assessment of the safety level achieved
- Aims to make continuous improvement to the overall level of safety

We have deployed a competent team of 10 Site safety supervisors and 1 safety manager who have are adequately experienced in matters safety.

The supervisors are assigned different areas and are expected to make daily reports, weekly and monthly reports regarding the safety situation. Meetings are usually held weekly amongst the team to discuss arising safety matters and strategize a better way of handling safety challenges they face. Contractor management is key to safety management as the team ensures the contractors are compliant with safety regulations and standards set. The safety supervisors organize daily toolbox talks on different topics depending with the project being undertaken. Basically the toolbox talks are meant to alert the employees of possible risks and how to control or prevent them. They ensure that machines and Protective clothing have been inspected for safety and are correctly used. They identify risks at the workplace and provide preventive and control measures.

Safety Optisafe is involved in project safety management in Kisumu for EABL construction of a new brewery plant from the old one. It is a complete new project costed at 15 billion KSH and Optisafe is proud to offer services. The main contractor is the KRONES and is keen with safety

issues. Majorly the work of the team deployed in Kisumu is to ensure that the Permit to Work is followed correctly and that the safe work procedures set are followed at all times. It is not as involving as the EABL Ruaraka one but still works towards zero harm. They ensure no short cuts are made in the course of work and that all employees understand the need for safety.

Optisafe also currently are overseeing safety at the EABL Uganda for warehouse renovation. The Optisafe team ensures all Machinery safety, electrical and construction safety issues are addressed.

Optisafe equally undertakes safety audits in different workplaces like the banking industry, pharmaceuticals like Cosmos, manufacturing e.t.c.

Testimonials

We work hard at delivering the best possible service and building great relationships with our clients.

Here is what some of our clients say about us.

Optisafe Kenya Limited are a professional, extremely reliable and very helpful organization. As our long standing “Competent Person” they always respond swiftly to any of our health and safety concerns with practical, experienced advice. It is reassuring to know that all our Health and Safety Policies, procedures and associated documentation is efficiently managed.

I would certainly recommend Optisafe Kenya Limited to any potential client.

KRONES Limited

I have been trained with Optisafe and have found them to be excellent training providers, competitively priced and easy to access.

The trainers are not only good at teaching they are also experts in their field, which adds an extra dimension to the training received, especially for those of us who are not experts and struggle with the unknown.

The training facilities are good and the never ending stream of drinks and biscuits most welcome, the group I was with evaluated all alternative venues against this criteria.

Optisafe really care about their students, always going the extra mile to make sure individuals needs are met.

Student

Optisafe as our Competent Person have provided us with a first class service. During our partnership they have helped us to establish a robust Health and Safety Management system. Their professional and helpful attitude is apparent at all times, always available at the end of the phone whenever we have needed their assistance or advice. I would have no hesitation in recommending Optisafe Kenya Limited.

Cosmos Pharmaceutical Limited