

REPUBLIC OF KENYA

Ministry of Labour and Human Resource Development

TRAINING CURRICULUM FOR WORKPLACE SAFETY AND HEALTH COMMITTEES

The Factories and Other Places of Work (Safety and Health Committee) Rules LN No. 31/2004

Directorate of Occupational Health and safety Services



DOHSS vision is a healthy worker in a safe workplace

TRAINING CURRICULUM FOR OCCUPATIONAL SAFETY AND HEALTH COMMITTEES

Preamble

This curriculum has been developed for the purpose of ensuring uniformity, consistence and standardisation of the scope and content of the occupational health and safety training for the workplaces Safety and Health Committee members. Every trainer approved under the Factories and Other Places of Work (Safety and Health Committees) Rules, Legal Notice No.31 of 2004, shall strictly adhere to this curriculum.

1. Occupational Safety and Health Management

Safety and Health Management Contents:

- Elements of safety management
- Elements of safety policy and effective implementation
- Worker participation
- Motivation for safety enhancement
- Management of change
- Role of training
- Performance monitoring
- Administrative elements of the Factories and Other Places of Work Act Cap 514 including:
 - Ø Registration of workplaces
 - $\ensuremath{\mathcal{O}}$ Documents required to be kept under the Act
 - Ø Mention existing subsidiary legislation
 - Ø Powers of occupational safety and health officers
 - Ø Prohibition notices
 - $\ensuremath{\ensuremath{\mathcal{O}}}$ Improvement notices
 - $\ensuremath{\varnothing}$ Offences relating to contraventions under the Act.
- Health and safety committee rules
 - Ø Formation of Committees
 - Ø Organisation of the committee
 - Ø Functions and duties of the committee
 - $\ensuremath{\ensuremath{\mathcal{O}}}$ Meetings and minutes of the committee
 - Ø Roles in the committee
 - Ø Duties of the occupier
 - Ø Duties of registered safety and health advisers
 - Ø Training of the committee
 - Ø Health and safety audit
 - \varnothing Offence in relation to audits and other offences

$2^{1}/_{2}$ HRS

1HRS

$1^{1}/_{2}$ HRS

- Ø Dangerous occurrences as defined under the seventh schedule in the Factories and Other Places of Work Act, Cap 514:
- Ø Evacuation and emergency response
- Ø Economic importance of accident prevention
- Ø Accident investigation techniques
- Ø Accident analysis and classification
- \emptyset Accident reporting
- Personal protective equipment (PPE) 1HRS
 Ø Type of PPE
 Ø Personal hygiene in the use of PPE
 Ø Maintenance of PPE
 Ø Criteria for selection
 Ø Training & education on correct use of PPE
 Ø Demonstration on proper usage of PPE
 Safe work procedures 1¹/₂HRS
 - Ø Job hazard identification and analysis
 - Ø Importance of Operational Manual information
 - Ø Safety precautions with practical examples
 - Ø Permit to work
 - Ø Role of training
 - Ø Performance monitoring
 - Ø Work in confined spaces
 - Ø Ergonomics
- Workplace inspection techniques
 - Ø Types of inspections
 - Ø Preliminary preparation of the inspection
 - Ø Executing the inspection
 - Ø Data analysis and report writing
 - Ø Implementation of the findings
 - Ø Use of check lists
 - Ø Hazard spotting practical
- 2. Occupational Safety
 - Machinery safety:
 - ØMeaning of Machinery:
 - Prime Movers;
 - Transmission machinery
 - Ø Hazards associated with machinery
 - Ø Mechanical hazards;

1¹/₂HRS

 $2^{1}/_{2}$ HRS

- Ø Types of motions of machinery parts
- Ø Machinery safeguards
 - § Guarding of dangerous parts of machinery
 - § Protection against electrical hazards;
- Ø Training inexperienced workers;
- Ø Safe use of hand tools
- Ø Wood working machinery rules
- Ø Eyes protection Rules
- Construction Safety

Contents:

- Ø Overview of building operations and works of engineering construction rules
- Ø Excavations
- Ø Scaffolding
- Ø Formwork
- Ø Roof work
- Ø Ladders
- Ø Demolition
- Ø Work under & over water
- Ø Tunnelling
- Ø Explosives
- Ø PPE
- Ø Hazards and their prevention
- Docks rules for ports and harbours L. N. No.306/1962
 - Ø General provisions on board ship
 - Ø General provisions in conducting the processes
 - Ø Special duties
- Plant Safety

1 HRS

 $1^{1}/_{2}$ HRS

- Ø Meaning of Plant:
 - § Pressure vessels including:
 - ü Steam boilers
 - ü Steam receivers
 - ü Air receivers
 - ü Cylinders for compressed, liquefied and dissolved gases;
 - § Lifting machines including:
 - ü Cranes and other lifting machines
 - ü Hoists and lifts
 - ü Lifting tackle
- Ø Hazards associated with plants
- Ø Examination of plant
- Ø Maintenance of plant and preventive measures

$1^{1}/_{2}$ HRS

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- Fire Safety

1¹/₂HRS

- Ø Causes of fire
- Ø Prevention of fire
- Ø Fire prevention policy
- Ø Ways of controlling the spread of fire
- Ø Classes of fire
- Ø Fire fighting equipment
- Ø Emergency response preparedness and evacuation procedures
- Electrical Safety

1HRS

- Ø Electrical equipment
- Ø Electrical hazards;
- Ø Static electricity
- Ø Electric Power Special Rules L.N. No.340/1979

3. Occupational Hygiene

- Chemical safety
 - Ø Classification of chemical agents (dusts vapours, fumes gases, mist)
 - Ø Mode of exposure to chemical agents;
 - \emptyset Overview of effects to chemical agents exposure;
 - Ø Control measures to chemical hazard exposure;
 - Ø Overview of exposure limits
 - Ø Importance of Material Safety Data Sheets (MSDS)
 - Workplace health hazards

Ø Identification of workplace health hazards prevention and control

- Physical agents §
- § Chemical agents
- § **Ergonomics factors**
- § **Biological agents**
- § Psychosocial factors
- Ø Methods of controlling workplace hazards
 - Local exhaust ventilation systems (Lev) §
 - General ventilation systems
 - § § § **Engineering controls**
 - Isolation
 - § Substitution
 - § PPE
- 3. Occupational Health
 - Occupational diseases

2 HRS

Ø Definition of occupational diseases

 $1^{1}/_{2}$ HRS

- 2 HRS

 $1^{1}/_{2}$ HRS

- Ø Prescribed occupational diseases in Kenya
- Ø Factors contributing to occupational diseases, prevention and control
- Ø Investigation of occupational diseases
- Ø Medical examinations and work involving risks to health
- Ø Role of occupational health services at the workplace
- Stress at work
 - Ø Definition of stress
 - Ø Causes and prevention of stress
 - Ø Signs and symptoms
 - Ø Effects of stress
 - Ø Coping mechanisms
 - Ø Role of the employer in stress prevention
- First Aid Management
 - Ø Definition of First Aid
 - Ø Role of First Aiders at workplace
 - Ø First Aid Rules -LN 160/1977
 - Ø Emergency procedures and preparedness
- HIV/AID Awareness
 - Ø Definition of HIV/AIDS
 - Ø Mode of transmission and intervention methods
 - Ø Demography of HIV/AIDS
 - Ø Signs and symptoms
 - Ø Effects of HIV/aid
 - Ø Prevention measures of HIV/Aids
- Alcohol And Drug Abuse
 - Ø Definition of Drug abuse/Drug dependence
 - Ø Classification of drug of abuse
 - Ø Factors contributing to drug abuse
 - Ø Effects of drug abuse
 - Ø Preventive strategies and interventions

Take note that: The Time allocated for this course shall not be less than thirty - (30hrs) contact hours.

1¹/₂HRS

 $1^{1}/_{2}$ HRS

1HR

1HRS