



SPARTAN RELIEF SUPPLIES LTD

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HEALTH AND SAFETY POLICY

1. Introduction

The Kenya Occupational Health and Safety Act 2007 (OSHA) provides for the health, safety and welfare of persons employed, and all persons lawfully present at workplaces and related areas such as location, vessel, land where a worker is in the course of employment. The act mandates employers to provide and maintain plant and systems and procedures of work that are safe and without risk to workers' health. Spartan Relief Supplies Limited recognises and complies with its moral and legal obligation to provide a safe environment for its employees in line with the OSHA and other relevant guidelines.

2. Policy Statement

Spartan Relief Supplies Limited is committed to ensuring and promoting, so far as is reasonably practicable, the health, safety, welfare and environment of its employees and others who may be affected by it and seeks the co-operation of all employees for that purpose. Spartan Relief Supplies Limited recognises that injuries and illnesses may happen in any environment and its objective is to reduce the incidence of these in the workplace to an absolute minimum and always to aspire to employ best practice so far as reasonably practical. We acknowledge that health and safety in the workplace is the responsibility of all staff.

3. Purpose

This policy sets out Spartan Relief's commitment to ensure the health and safety of its staff and premises. It enables Spartan to meet its legal and moral obligations as well as lay out the roles and responsibilities of those involved in ensuring the health and safety of staff in the workplace.

4. Scope

This policy applies to all employees of Spartan Relief Supplies Limited. It also applies to visitors to any Spartan Relief premises.

5. Designated Health and Safety lead

The General Manager has been designated as the lead in health and safety within Spartan Relief Supplies Limited. The Health and Safety lead will be responsible for creating relevant guidelines to supplement this policy. This includes risk assessments, training, receiving and managing health and safety concerns.

6. Facilities

Spartan Relief Supplies Limited will ensure proper cleanliness, ventilation, lighting, drainage of the floor, sanitary convenience, avoid overcrowding and control air pollution, noise and vibration at the workplace. Staff must not deliberately create situations that will be deemed to be a potential hazard to others but must ensure the facilities are at all times kept in the appropriate condition. Hazards and warning signs will be put in place to ensure that staff are well aware of any areas that may pose a threat to their safety, such as spillages or wet floors. Where these are displayed staff must take responsibility to avoid and be cautious when moving around such areas. Spartan Relief Supplies Limited will provide safe equipment at



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the workplace, which may include appropriate seats, adjustable desks, screens, desktops to minimise any health and safety risks to staff. Staff must make use of such equipment when provided.

7. Provision of Personal Protective Equipment

Where necessary, Spartan Relief Supplies Limited will provide guidelines as well as protective equipment to staff working with equipment or on areas that may present a health or safety risk. Where these are provided, staff must adhere to this policy, follow the guidelines and use the equipment provided.

8. First Aid Kit

First aid kit has been provided at the main office and warehouses to ensure that staff get immediate help if taken ill or injured at work. The first aid kit is in the custody of the health and safety lead who will ensure it is suitably stocked.

9. Fire Safety

Spartan Relief Supplies Limited premises are adequately equipped with fire equipment. Guidance on how to use them will be provided to staff to ensure they are well acquainted with safety measures. Emergency plans have been put in place, which includes evacuation and assembly procedures, posted evacuation maps, reporting and communication practices, training, and drills. Appointed fire marshals as led by the Health and Safety lead shall oversee the implementation of the emergency plans.

10. Training and Awareness

All employees are inducted and trained on this policy and supporting guidelines. It is mandatory that each member understands the requirements of this policy. Spartan Relief Supplies Limited will also provide training to staff who will be tasked to work on any equipment that may be considered hazardous or pose a risk to their health and safety. The training will inform the users of any risks and imminent danger.

11. Reporting a Concern

If staff notice a defect or potential risk whether it be in an office, or elsewhere in the workplace they must report it to the Health and Safety Lead immediately. All security incidents must also be reported immediately. Staff who have any concerns regarding their health and safety at work are encouraged to report it to the Health & Safety Lead. Such concerns may include accidents or incidents, near misses or work-related illnesses. Staff may also report concerns using the whistleblowing procedures as set out in Spartan Relief Supplies Limited's Whistleblowing Policy.

12. No Retaliation

Spartan Relief Supplies Limited does not tolerate any form of retaliation or discrimination against any staff or person who has reported a concern. The full protections for persons making reports can be found in Spartan Relief's Whistleblower Policy.



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13. Managing Health and Safety Concerns

All concerns received regarding health and safety risks will be managed accordingly by the Health and Safety Lead. Where necessary investigations may be conducted to address reported concerns, these will be overseen by the health and safety lead and be conducted in line with the stipulations written down in the whistleblowing policy. Deliberate violations of this policy can be grounds for disciplinary action or where a criminal offence has occurred; it may necessitate reporting to authorities. Staff who are injured at the workplace will be compensated in line with the Workers Injury Benefits Act. The health and safety lead will make external reports of injury at the workplace to the Director in line with the Workers Injury Benefits Act.

14. Security

Spartan Relief Supplies Limited values the security and wellbeing of staff and has put in place measures to ensure that the security of staff is safeguarded when undertaking work duties. Staff must report security concerns to the Health and Safety Lead. Security risk should be assessed prior to staff traveling to project location.

15. Roles and Responsibilities

All staff have a responsibility to read, understand and fully comply with the requirements of this policy and any other health and safety guidelines. All staff have a mandatory duty to report health and safety concerns and potential hazards they come across and observe all safety rules and instructions. Staff must also ensure their health and safety and that of other persons who may be affected by their actions or omissions.

The Directors are responsible for overseeing the full implementation of this policy in all aspects of operations, including the investigations of complaints related to this policy.

16. Review of this Policy

Health and safety lead is responsible for overseeing and updating this policy and taking into consideration any legal obligations and other external requirements. This policy will be reviewed after every two years.

Version Control

Version	Author	Date
1.0	HKG	31 December 2022