



OCCUPATIONAL HEALTH AND SAFETY POLICY

1.0 POLICY STATEMENT

Vitaseed Oil Mills Limited is committed to ensuring a safe, healthy, and conducive working environment for all employees, contractors, visitors, and other stakeholders. Our goal is to provide and maintain safe working conditions, prevent work-related injuries and illnesses, and foster a culture of continuous improvement in occupational health and safety (OHS) standards.

2.0 OBJECTIVES

Vitaseed Oil Mills Limited shall

- I. comply with all applicable Kenyan occupational health and safety laws, regulations, and industry standards.
- II. Provide and maintain a safe workplace by identifying and mitigating potential hazards.
- III. Offer health and safety training and capacity-building programs for all employees.
- IV. Foster a proactive safety culture by encouraging employee participation and accountability in health and safety matters.
- V. Implement global best practices in OHS to enhance workplace safety and efficiency.
- VI. Establish and maintain an effective incident reporting and investigation system to prevent recurrence.
- VII. Ensure the provision and proper use of personal protective equipment (PPE) and other safety gear.
- VIII. Promote the health and well-being of employees through wellness programs and regular medical check-ups.

3.0 SAFE WORKING CONDITIONS

Vitaseed Oil Mills Limited will:

- a. Identify, assess, and control workplace risks to minimize potential accidents and hazards.
- b. Maintain and regularly inspect machinery, equipment, and workspaces to ensure they are safe and operational.
- c. Provide emergency preparedness and response plans, including fire safety, first aid, and evacuation procedures.
- d. Ensure adequate ventilation, lighting, and ergonomics in all workspaces to support employee well-being.

4.0 HEALTH AND SAFETY TRAINING & CAPACITY BUILDING

- i. All employees shall undergo mandatory occupational health and safety training at the commencement of their employment and periodically thereafter.
- ii. Specialized training shall be provided for high-risk roles to ensure adherence to safety protocols.
- iii. Managers and supervisors shall receive leadership training on OHS to ensure compliance and accountability at all levels.
- iv. Regular workshops, drills, and awareness campaigns shall be conducted to enhance safety consciousness.

5.0 INJURY AND ILLNESS-FREE WORKPLACE

- a) Vitaseed Oil Mills Limited aims to achieve a zero-accident and zero-illness workplace through continuous risk assessments and preventive measures.
- b) Employees are encouraged to report unsafe conditions and near-miss incidents without fear of retaliation.
- c) The company will provide adequate medical assistance and rehabilitation support for work-related injuries and illnesses.

6.0 ADOPTING BEST PRACTICES

- a. The company shall benchmark and integrate internationally recognized OHS best practices to improve safety management systems.
- b. Continuous research and collaboration with industry experts shall be undertaken to implement innovative safety solutions.
- c. A proactive approach shall be adopted in adopting new safety technologies and methodologies.

7.0 POLICY IMPLEMENTATION & REVIEW

- i. The management shall allocate adequate resources to ensure the successful implementation of this policy.
- ii. Regular OHS audits and evaluations shall be conducted to measure policy effectiveness and identify areas for improvement.
- iii. This policy shall be reviewed periodically to align with emerging safety trends and regulatory changes.

8.0 RESPONSIBILITIES

- iv. **Management:** Ensure compliance with OHS regulations, allocate resources, and lead by example in enforcing safety measures.
- v. **Supervisors:** Monitor adherence to safety protocols, conduct training, and address safety concerns promptly.
- vi. **Employees:** Adhere to all safety guidelines, report hazards, and participate in safety programs.
- vii. **Health & Safety Committee:** Oversee implementation, conduct risk assessments, and provide recommendations for improvement.

9.0 CONCLUSION

Vitaseed Oil Mills Limited is dedicated to creating and maintaining a safe and healthy work environment. Every individual in the organization has a role to play in ensuring occupational health and safety. Through collective effort, continuous improvement, and adherence to best practices, we shall achieve an injury-free and productive workplace.

Managing Director
Vitaseed Oil Mills Limited
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