



REPUBLIC OF KENYA

*Revised Scheme of Service
for
Occupational Health and Safety Personnel*

February, 2007

ISSUED BY THE PERMANENT SECRETARY, MINISTRY OF STATE FOR PUBLIC SERVICE
OFFICE OF THE PRESIDENT
NAIROBI

REVISED SCHEME OF SERVICE FOR OCCUPATIONAL HEALTH AND SAFETY PERSONNEL

1. AIMS AND OBJECTIVES

- (i) To provide for a clearly defined career structure which will attract, motivate and retain suitably qualified Occupational Health and Safety Personnel in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training and advancement within the grading structure on the basis of qualifications, knowledge of the job, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry of Labour and Human Resource Development in conjunction with the Public Service Commission, and in consultation with the Permanent Secretary, Ministry of State for Public Service. In administering the Scheme, the Permanent Secretary will ensure that the provisions of the Scheme are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Permanent Secretary will ensure that appropriate induction, training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualification/specialization and experience required for both efficient and effective performance of their duties and advancement within the career structure. Officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Permanent Secretary will consult the Permanent Secretary, Ministry of State for Public Service.

3. OCCUPATIONAL HEALTH AND SAFETY SERVICES FUNCTIONS

The Occupational Health and Safety Services function entails:- approval of plans and enforcement of the Factories and other Workplaces Act (Cap 514) Laws of Kenya; systematic inspection of factories and other warehouses, building construction and works of engineering, docks, and other premises where boilers and/or lifts are used; dissemination of Occupational Health and Safety information to employers, employees

and other stakeholders; carrying out medical examinations of employees in the workplaces; investigation of accidents and cases of occupational diseases in the workplace with a view to preventing recurrences; monitoring, evaluating and control of environmental hazards in the work places; identifying dangerous machinery, plant and equipment, environmental factors and work practices that may have adverse effects on safety, health and Welfare of employees; conducting research and related activities in the field of occupational health and safety; collection of occupational health and safety statistics; and instituting legal proceedings against those contravening the provisions of the Factories and Other Workplaces Act (Cap 514) Laws of Kenya;

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes eight (8) grades of Occupational Health and Safety Personnel, who will be designated and graded as follows:-

Designation	Job Group
Occupational Health and Safety Officer II	‘J’
Occupational Health and Safety Officer I	‘K’
Senior Occupational Health and Safety Officer	‘L’
Chief Occupational Health and Safety Officer	‘M’
Principal Occupational Health and Safety Officer	‘N’
Assistant Director, Occupational Health and Safety Services	‘P’
Deputy Director, Occupational Health and Safety Services	‘Q’
Director, Occupational Health and Safety Services	‘R’

(b) Conversion to the New Grading Structure

Serving officers will convert to the new grading structure and designations as follows:-

Present Designation	Job Group	New Designation	Job Group
Occupational Health and Safety Officer III	‘J’	Occupational Health and Safety Officer II	‘J’
Occupational Health and Safety Officer II	‘K’	Occupational Health and Safety Officer I	‘K’
Occupational Health and Safety Officer I	‘L’	Senior Occupational Health and Safety Officer	‘L’
Senior Occupational Health and Safety Officer	‘M’	Chief Occupational Health and Safety Officer	‘M’

.....	Principal Occupational Health and Safety Officer	‘N’
Assistant Director, Occupational Health and Safety Services	‘N’	Assistant Director, Occupational Health and Safety Services	‘P’
Deputy Director, Occupational Health and Safety Services	‘P’	Deputy Director, Occupational Health and Safety Services	‘Q’
Director, Occupational Health and Safety Services	‘Q’	Director, Occupational Health and Safety Services	‘R’

Note: The Grades of Occupational Health and Safety Officer II/I, Job Group ‘J/K’ (for non professional degrees) and Occupational Health and Safety Officer I/Senior Occupational Health and Safety Officer, Job Group ‘K/L’ (for professionals) will form a common establishment for the purpose of this Scheme.

(c) Serving Officers

Serving officers will adopt as appropriate to the new grading structure and designations provided in the Scheme of Service though they may not possess the minimum qualifications/experience required for the grades. However, for advancement to the higher grades, all officers must possess the prescribed minimum qualifications and/or experience required for appointment to the higher grades.

5. PROVISION OF POSTS

A scheme of service does not constitute authority for creation of posts. Any additional post(s) required under the new grading structure must be included in the Ministry’s establishment proposal for consideration and approval by the Permanent Secretary, Ministry of State for Public Service in the normal manner.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will be made in the grades of Occupational Health and Safety Officer II/I, Job Group ‘J/K’ provided the candidate is in possession of the minimum basic qualifications stipulated in the grade. In exceptional circumstances, however, direct appointment beyond these grades may be made by the Public Service Commission on recommendation of the Permanent Secretary administering the Scheme and in consultation with the Permanent Secretary, Ministry of State for Public Service provided the candidate is in possession of the minimum qualifications and experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) for approved experience acquired after obtaining the requisite minimum qualifications for the grade will be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment or promotion to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME

The Scheme of Service sets out the minimum qualifications and/or experience required for appointment or advancement from one grade to another. It is emphasized, however, that these are the minimum requirements, entitling an officer to be considered for appointment to the higher grade. In addition, advancement from one grade to another will depend on:-

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit, ability and initiative as reflected in work performance and results; and
- (iii) the approval of the Public Service Commission.

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- (i) Bachelor of Science Degree in any of the following disciplines:- Chemistry, Physics, Botany, zoology, Biochemistry, Engineering, Computer Science or its equivalent, from a recognized institution.
- (ii) Master of Science Degree in any of the following disciplines:-Occupational Safety and Health, Chemistry, Physics, Biology, Biochemistry or its equivalent from a recognized institution.
- (iii) Management course lasting not less than four (4) weeks from a recognized institution.
- (iv) Such other qualifications as may be adjudged to be equivalent by the Permanent Secretary, Ministry of State for Public Service.

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from 1st August, 2006. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. OCCUPATIONAL HEALTH AND SAFETY OFFICER II, JOB GROUP 'J'

(a) Duties and Responsibilities

This will be the entry and training grade for Occupational Health and Safety Officers. An officer at this level will assist in the enforcement of Factories and Other Places of Work Act (Cap 514) and its subsidiary legislation to ensure safe places of work; compiling information on safety and health hazards; maintenance of statistics on accidents, dangerous occurrences and occupational diseases; inspecting and ensuring the safety of machinery, plants, processes, electrical installation and equipment; monitoring of environmental hazards which include physical and biological hazards, toxic chemicals, gases and vapours, ionising and non-ionising radiations, noise and vibrations; and ensuring proper lighting and general ventilation of work places.

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of a Bachelor of Science Degree in any of the following disciplines: Chemistry, Physics, Zoology, Biochemistry, or its equivalent and relevant qualifications from a recognized institution.

II. OCCUPATIONAL HEALTH AND SAFETY OFFICER I, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level entails:- enforcement of the Factories and Other Places of Work Act (Cap.514) and its subsidiary legislation; monitoring and evaluation of the environmental hazards and recommending control measures; participating in general inspections of industrial plants, machinery, electrical installations, building constructions and works on engineering; participating in investigation of accidents, complaints, dangerous occurrences and incidences of occupational diseases; participating in research and/or survey in occupational health and safety and Industrial hygiene; collecting occupational health and safety statistics; and participating in the dissemination of information on occupational health and safety to employers, employees and other stakeholders.

(b) Requirements for Appointment

Direct Appointment

For appointment to this grade, a candidate must be in possession of Bachelors of Science Degree in any of the following disciplines:- Engineering, computer Science or other equivalent and relevant qualifications from a recognized institution;

Promotion

For appointment to this grade, an officer must have:-

- (i) served in the grade of Occupational Health and Safety Officer II, or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

III. SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level will be expected to assist in carrying out regular and systematic inspection of work places to ensure compliance with the provisions of the Factories and other Places of Work Act; approving plans for new, extended or modified factories covered by the Factories and Other Places of Work Act; undertaking investigation of accidents, dangerous occurrences and occupational diseases and recommending remedial measures; initiating, implementing and appraising occupational Health and Safety programmes and projects; instituting legal proceedings in cases of contravention of the Factories and Other Places of Work Act; carrying out inspections of industrial plants, machinery, electrical installations, building constructions and works of engineering; and monitoring, evaluating and controlling of environmental hazards in the work places.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) served in the grade of Occupational Health and Safety Officer I or in a comparable and relevant position in the Public Service, for a least of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

IV. CHIEF OCCUPATIONAL HEALTH AND SAFETY OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

Work at this level will involve carrying out regular and systematic inspection of work places to ensure compliance with the provisions of the Factories and Other Places of Work Act; approving plans for new, extended or modified factories and other places of work covered by the Factories and Other Places of Work Act; co-ordinating and carrying out research and/or survey programmes on occupational health, safety and

industrial hygiene; surveillance of employee's health in relation to work; monitoring, evaluating and controlling environmental hazards in the workplaces; developing and maintaining occupational health and safety information for dissemination to stakeholders; participating in setting of occupational safety and health standards for the control of accidents, dangerous occurrences and ill health at workplaces; and ensuring carrying out of medical examinations of employees.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Senior Occupational Health and Safety Officer or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) a Management course lasting not less than four (4) weeks from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

V. PRINCIPAL OCCUPATIONAL HEALTH AND SAFETY OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

An officer at this level may be deployed to head a District office or deputize the Provincial Head. Specifically, work at this level will entail initiation of policy review and updating of the Factories and Other Places of Work Act on matters of occupational health and safety and industrial hygiene; supervision, direction, planning and co-ordination of activities in the field; setting safety standards for designs of Industrial machinery, plant and equipment; provision of specialist opinion whenever necessary; dissemination of occupational health and safety information to stakeholders; developing and maintaining an effective programme of collection, compilation and analysis of occupational health statistics covering work injuries, illnesses and dangerous occurrences; setting specifications and standards of design and quality of personal protective equipment; provision of epidemiological surveillance of occupational diseases and the working environment; carrying out research and/or survey on occupational health and safety; ensuring carrying out of medical examinations on employees; and approval of court proceedings in cases of contraventions of the Factories and Other places of Work Act in consultation where necessary with the Deputy Director, Occupational Health and Safety Services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Chief Occupational Health and Safety Officer or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) demonstrated professional competence and administrative capabilities in enforcement of the Factories and other Places of Work Act.

VI. ASSISTANT DIRECTOR, OCCUPATIONAL HEALTH AND SAFETY SERVICES, JOB GROUP 'P'

(a) Duties and Responsibilities

An officer at this level may be deployed to head a Provincial office. Specific duties and responsibilities at this level entail managing a division in the Department of occupational health and safety services; advising employers and workers on occupational health and safety matters; developing and maintenance of occupational health and safety information for dissemination to stakeholders; developing and maintaining an effective programme of collecting, compiling and analyzing occupational health and safety information; monitoring and evaluating work environment hazards; development and determination of permissible levels of exposure to environmental contaminants; investigating electrical, mechanical, civil and chemical accidents in factories, construction sites and other places that fall under the Factories and Other Places of Work Act; supervising and monitoring persons appointed for examination and testing of plants and equipment under the Factories and other places of Work Act; approval of plans for new, extended or modified factories and other workplaces covered by the Factories and other places of Work Act; and co-ordination and inspection of machinery, plants, processes, electrical installations and equipment, building construction sites and works of engineering to ensure their safety.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Principal Occupational Health and Safety Officer or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) a Masters degree in any of the following discipline:- Occupational Safety and Health, Physics, Zoology, Bio-Chemistry or other equivalent and relevant qualifications from a recognized institution; and
- (iii) demonstrated professional competence and administrative abilities in Occupational Health and Safety Services.

VII. DEPUTY DIRECTOR, OCCUPATIONAL HEALTH AND SAFETY SERVICES, JOB GROUP ‘Q’

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director, Occupational Health and Safety Services for managing occupational health and safety services. An officer at this level will head a Division at the Department Headquarters. Specifically, duties will entail initiation of policy review and updating of the Factories and Other Places of Work Act; co-ordination and organization of investigations, research and surveys in occupational health and safety and hygiene issues; provision of epidemiological surveillance of occupational diseases at the working environment; setting of specifications and standards for the design and quality of personal protection equipment; and setting of safety standards for industrial machinery and equipment and approval of plans for new, extended or modified factories and other places covered by the Factories and Other Places of Work Act (Cap.514).

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Assistant Director, Occupational Health and Safety Services or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) a Masters degree in any of the following disciplines:- Occupational Safety and Health, Physics, Zoology, Biochemistry or other equivalent and relevant qualifications from a recognized institution; and
- (iii) demonstrated professional competence in the overall administration of Factories and Other Places of Work Act, (Cap.514), Laws of Kenya.

VII. DIRECTOR OCCUPATIONAL HEALTH AND SAFETY SERVICES, JOB GROUP ‘R’

(a) Duties and Responsibilities

The Director of occupational health and safety Services will be responsible to the Permanent Secretary for overall management of occupational health and safety services; formulation, development and implementation of occupational health and safety policies; administration of Factories and Other Places of Work Act, (Cap. 514) Laws of Kenya; provision of expert advise to the Government and stakeholders; chairman of the National Advisory Board Committee on occupational health and safety services; authorization of approved persons appointed under the act; staff training and development; implementation of programmes in the department; and liaising with international organizations, local institutions and other Government departments in regard to Occupational Health and Safety matters.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Deputy Director, Occupational Health and Safety Services or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) a Masters degree in any of the following disciplines; Occupational Safety and Health, Physics, Zoology, Bio-Chemistry or other equivalent and relevant qualifications from a recognized institution; and
- (iii) demonstrated professional competence and administrative ability in occupational health and safety matters.