



KENYA VETERINARY ASSOCIATION (KVA)

HEALTH, SAFETY AND WELLBEING POLICY AND PROCEDURES

DOCUMENT CONTROL

Field	Details
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Status	Final, Approved and Adopted
Effective date	September 17, 2026
Applies to	NEC, BEC, Trustees, KVA members, staff, consultants, interns, students on attachment/attachees, volunteers, contractors, implementing partners under KVA responsibility, programme beneficiaries, visitors and other persons affected by KVA activities.
Review cycle	Every three years from latest effective date, or earlier following legal, operational or technological change, audit findings, a significant data incident or NEC direction.

VERSION CONTROL

Version	Date	Summary of changes	Approved by
1.0	17/09/2026	Initial policy for approval	NEC

RELATED KVA POLICIES AND PROCEDURES

- Safeguarding Policy and Procedures
- Overtime Policy
- Flexihour Policy
- Gender Equality, Disability and Social Inclusion (GEDI) commitments and guidance
- Human resource Policy
- Finance Policy
- Data protection and confidentiality procedures
- Project- or donor-specific safety requirements, where applicable

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1. POLICY STATEMENT

The Kenya Veterinary Association (KVA) NEC is committed to providing, so far as is reasonably practicable, safe and healthy working and programme environments for BEC, KVA members, staff, volunteers, interns, attachees, programme beneficiaries and other persons affected by its activities.

KVA shall identify and control foreseeable risks, promote timely reporting of hazards and incidents, and ensure that programme targets, deadlines or financial considerations do not override the safety of people.

2. SCOPE AND OBJECTIVES

Scope

This Policy applies across KVA offices, programmes, field activities, travel, trainings, animal-health activities and public events. It covers the NEC, BEC, Trustees, KVA members, employees, consultants, interns, students on attachment/attachees, volunteers, contractors, implementing partners under KVA responsibility, programme beneficiaries, visitors and members of the public affected by KVA activities.

Objectives

The objectives of this policy include:

- Protect persons affected by KVA activities through proportionate controls and competent supervision;
- Assess and control health and safety risks before activities commence;
- Prepare for emergencies and ensure timely incident reporting, investigation and corrective action;
- Provide appropriate information, training, first aid, PPE and other safety resources; and
- Continually improve health and safety performance through monitoring and review.

3. LEGAL AND POLICY FRAMEWORK

KVA shall comply with applicable Kenyan law, including the Occupational Safety and Health Act, 2007; Work Injury Benefits Act, 2007; Employment Act, 2007; Public Health Act; HIV and AIDS Prevention and Control Act, 2006; Data Protection Act, 2019; relevant veterinary, environmental and county laws and requirements; and applicable donor or contractual requirements that do not reduce protections required by law.

4. GUIDING PRINCIPLES

KVA shall apply prevention and duty of care; proportionate, risk-based controls; participation and good-faith reporting without retaliation; inclusion and accessibility; respect for dignity and confidentiality; and a do-no-harm approach for staff, beneficiaries and communities.

5. ROLES AND RESPONSIBILITIES

5.1 KVA National Executive Council

Provides governance oversight, approves the Policy, ensures adequate organisational attention and resources, and receives escalation of significant or systemic risks.

5.2 Chief Executive Officer (CEO)

The Chief Executive Officer (CEO), or a designated person appointed in the absence of the CEO, leads implementation, assigns responsibilities, ensures statutory compliance and resources, and oversees corrective action following significant incidents.

5.3 Health and Safety Focal Person

The CEO shall designate a Health and Safety Focal Person to coordinate implementation, maintain the KVA health and safety risk register, receive and track hazard and incident reports, follow up corrective actions, support risk assessments and briefings, and report significant or recurring risks to the CEO.

5.4 Programme/Project Managers and Team Leaders

Integrate safety into planning and budgets; complete risk assessments using Annex 1 and applicable KVA procedures; brief and supervise teams; ensure required PPE, first aid and emergency arrangements; protect beneficiaries; manage partner compliance; stop activities where risk is unacceptable; and report identified risks, incidents and corrective actions to the Health and Safety Focal Person for tracking and monitoring.

5.5 Staff, Consultants and Volunteers

Take reasonable care of themselves and others, follow safety procedures, use equipment correctly, work only within their competence, and promptly report hazards, incidents and near misses.

5.6 Programme Beneficiaries

Shall receive understandable safety information and be supported to follow reasonable safety instructions. Participation shall not be required where an activity presents an unreasonable risk.

6. RISK MANAGEMENT AND STOP-WORK AUTHORITY

Risk assessment shall form part of activity planning. The responsible person shall identify hazards and persons at risk, assess likelihood and severity, select controls, communicate them and review their effectiveness. Controls should follow the hierarchy of elimination, substitution, engineering/physical controls, administrative controls and PPE.

Significant or higher-risk activities require a documented risk assessment. Any employee or authorized field team member may stop or suspend an activity where there is a serious and imminent danger; work shall resume only after adequate controls are in place. No person shall be penalized for exercising this authority in good faith.

7. WORKPLACE AND OFFICE SAFETY

KVA shall maintain safe access, clearly marked and unobstructed emergency exits and evacuation routes, appropriate lighting and ventilation, suitable workstations, safe electrical

systems, sanitation and drinking water, fire-safety arrangements, first-aid supplies and control of common slip, trip and fall hazards. Renovation, construction or development works shall not obstruct emergency exits or create uncontrolled hazards. Staff shall promptly report unsafe conditions or damaged equipment to the Health and Safety Focal Person or, where urgent, to the responsible manager.

8. FIELD, TRAVEL AND SECURITY SAFETY

Field planning shall consider road and transport conditions, weather, remoteness and communications, security, healthcare access, disease outbreaks, animal-related hazards, heat and hydration, accessibility, accommodation and evacuation needs. The Programme/Project Manager or Team Leader, supported by the Health and Safety Focal Person where necessary, shall provide an appropriate pre-deployment briefing and ensure teams have necessary emergency contacts, first aid, water, PPE and communications.

Vehicles used for official travel shall be roadworthy, appropriately insured and fitted with functional seat belts for all occupants. Roadworthiness shall be verified before use through the applicable inspection/roadworthiness documentation and a basic pre-trip check. Drivers shall be appropriately licensed, comply with traffic laws, avoid impairment and handheld phone use, and take a rest break of at least 15 minutes after every two hours of continuous driving, or earlier where fatigue is evident. Seat belts shall be worn at all times, and overloading is prohibited. Motorcycles and motorised bicycles used for official travel shall, at a minimum, require an appropriate helmet and reflective clothing/reflector for the rider and any passenger, in addition to applicable legal requirements. KVA may postpone, relocate or cancel travel where the activity risk assessment or KVA risk register shows that residual travel or security risk remains unacceptable.

9. VETERINARY, BIOLOGICAL AND HAZARDOUS-MATERIAL SAFETY

Animal handling, vaccination, sampling and other veterinary activities shall be undertaken or supervised by competent personnel using appropriate restraint, safe positioning, hygiene and infection-prevention measures. Bystanders shall be separated from hazardous procedures and exposure to aggressive or inadequately restrained animals shall be avoided.

Where relevant, KVA shall provide suitable PPE and ensure safe handling, labelling, storage, transport and disposal of sharps, veterinary medicines, vaccines, biological materials, disinfectants and other hazardous substances. Cold-chain products shall be maintained under required conditions and expired or damaged products shall not be used.

Used sharps shall be placed immediately in puncture-resistant containers. Following a needle-stick or potentially infectious exposure, the affected person shall undertake appropriate first aid, report promptly, obtain clinical risk assessment and post-exposure management where indicated, and ensure the incident is documented confidentially.

10. BENEFICIARY, EVENT, FOOD AND WATER SAFETY

Health and safety of beneficiaries shall be considered from programme design through close-out. Before potentially hazardous activities, participants shall receive information, in an accessible language and format, on significant risks, precautions, restricted areas, emergency

arrangements and how to report concerns. Additional precautions shall be considered for children, older persons, pregnant women, persons with disabilities and others who may face greater risk.

For trainings, meetings and public events, the designated Event/Activity Lead shall consider venue capacity, emergency exits, fire safety, accessibility, sanitation, crowd management, first aid and emergency contacts. Participants shall receive a proportionate health and safety briefing at the start of the event, including emergency exits, assembly points and how to obtain assistance. Where KVA provides food, refreshments or drinking water, reasonable measures shall be taken to minimise food-safety and dehydration risks.

11. EMERGENCY PREPAREDNESS, FIRST AID AND FIRE SAFETY

KVA offices and programmes shall make proportionate arrangements for foreseeable emergencies, including serious injury or illness, vehicle accidents, fire, animal attacks, zoonotic or sharps exposure, severe weather, security incidents and evacuation from remote locations. Field teams shall know relevant emergency contacts and, where appropriate, the nearest accessible health facility and other relevant contacts e.g., the area CDVS.

Appropriate first-aid kits shall be available. In an emergency, priority shall be to make the area safe, provide first aid within competence, obtain professional medical assistance or referral, notify the responsible manager and report the incident. Staff shall be familiar with applicable fire alarms, exits, assembly points and evacuation arrangements.

12. PSYCHOSOCIAL WELLBEING AND IMPAIRMENT

KVA shall seek to manage foreseeable psychosocial risks including excessive workload, unreasonable working hours, bullying or harassment, workplace conflict and traumatic or prolonged field deployment. Workloads should be planned reasonably and staff encouraged to seek appropriate support where needed.

No person shall undertake safety-sensitive duties while impaired by alcohol, illegal drugs, medication, illness or another substance to an extent that creates a safety risk. Necessary work restrictions relating to prescribed medication may be communicated to the CEO without disclosure of unnecessary medical details.

13. CONTRACTORS, CONSULTANTS AND PARTNERS

KVA shall communicate applicable health and safety requirements to contractors, consultants and partners. Significant safety responsibilities shall be reflected in relevant agreements or activity plans, and KVA may stop work undertaken on its behalf where there is an imminent or unacceptable risk.

14. INCIDENTS, NEAR MISSES AND SAFETY CONCERNS

Injuries, occupational illness, vehicle or animal-related accidents, sharps or significant biological/chemical exposures, fires, serious security incidents, beneficiary injuries, dangerous occurrences and significant near misses shall be reported promptly. Immediate priority is medical assistance and prevention of further harm; a written report should normally be completed within 24 hours or as soon as practicable.

Significant incidents shall be investigated proportionately to establish what happened, immediate and underlying causes, control failures, corrective actions, responsible persons and timelines. The purpose is prevention of recurrence rather than blame.

Safety concerns may be reported to the Health and Safety Focal Person. A person may bypass the focal person and report to the CEO or designated person where necessary. Good-faith reports shall be addressed without retaliation.

15. TRAINING AND AWARENESS

KVA shall provide health and safety induction and role-appropriate training. Depending on exposure, this may cover first aid, fire and road safety, field security, zoonotic disease prevention, infection prevention and control, animal handling, sharps, PPE, emergency response, incident reporting and psychosocial wellbeing. Programme-specific briefings shall be required where the activity risk assessment or KVA health and safety risk register identifies additional or elevated risks.

16. SAFEGUARDING, GEDI AND CONFIDENTIALITY

Health and safety measures shall be implemented consistently with KVA safeguarding and Gender Equality, Disability and Social Inclusion (GEDI) commitments. Risk assessments shall consider differential risks and reasonable accommodation, and safety communication shall consider language, literacy and accessibility. Where an incident also raises a safeguarding concern, the safeguarding procedures shall apply alongside this Policy.

Personal and medical information obtained through health and safety processes shall be limited to those with a legitimate need to know, protected in accordance with applicable data-protection requirements and not used for unfair discrimination.

17. RECORDS, MONITORING AND COMPLIANCE

KVA shall maintain appropriate records of risk assessments, inspections, training, incidents and investigations, corrective actions, emergency drills and statutory requirements. Personal or medical records shall be appropriately protected.

Implementation shall be monitored through inspections, review of programme risks and incidents, corrective-action follow-up, staff and beneficiary feedback, partner compliance and management review. Persistent or deliberate non-compliance may result in corrective or disciplinary action in accordance with applicable KVA procedures and Kenyan law.

Concerns about wrongdoing or retaliation may be raised through KVA's approved Whistleblowing and Non-Retaliation arrangements. This Policy does not create a separate whistleblowing process. Immediate safety reporting and emergency escalation under this Policy remain mandatory.

This Policy governs occupational, workplace, travel, field and programme health and safety. Where an incident also involves abuse, exploitation, harassment, discrimination or another safeguarding concern, the KVA Safeguarding Manual and GEDI Policy shall govern the safeguarding response. Personal and health information arising from safety incidents shall be handled under the KVA Data Protection Policy and retained under the Records Management and Retention Policy.

18. REVIEW AND APPROVAL

This Policy shall be reviewed every three years, or earlier following significant legal, operational or risk changes. It becomes effective upon approval by the KVA National Executive Council (NEC).

Approval item	Details
Approval date	Wednesday, 16th September 2026
Effective date	Thursday, 17th September 2026
Next scheduled review	Monday, 17th September 2029
Policy version	1.0

President

Name: **DR. KELVIN OSORE**

Signature: 

Date: **THURSDAY, 17TH SEPTEMBER 2026.**

— END —

ANNEX**ANNEX 1: ACTIVITY HEALTH AND SAFETY RISK ASSESSMENT FORM**

Programme/Project	
Activity	
Location	
Date	
Person completing assessment	

Hazard	Who may be harmed / how	Existing controls	Likelihood 1–5	Severity 1–5	Risk rating	Additional controls / responsible person / due date

Risk rating guide

Risk level	Interpretation	Action
Low	Acceptable with routine controls	Proceed and monitor
Moderate	Additional attention required	Implement controls and monitor
High	Unacceptable until reduced	Do not proceed until risk is reduced
Critical	Intolerable	Do not proceed in proposed form

Checklist: ☐ Travel/road safety ☐ Animal handling ☐ Zoonotic/biological exposure ☐ Needles/sharps ☐ Medicines/vaccines ☐ Chemicals/disinfectants ☐ Heat/weather ☐ Water/food safety ☐ Security ☐ Venue/crowd safety ☐ Accessibility ☐ Children/vulnerable participants ☐ Emergency medical access ☐ Other: _____

Overall residual risk	☐ Low ☐ Moderate ☐ High ☐ Critical
Activity approved by	

Signature / Date	
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ANNEX 2: INCIDENT / NEAR-MISS REPORTING FORM

Incident reference no.	
Date and time	
Location	
Programme/Project	

A. Type of incident

☐ Injury ☐ Illness ☐ Near miss ☐ Vehicle accident ☐ Animal-related incident ☐ Needle-stick/sharps exposure ☐ Biological exposure ☐ Chemical exposure ☐ Fire ☐ Security incident ☐ Beneficiary incident ☐ Other: _____

B. Person(s) affected

Name	
Category	☐ KVA staff ☐ Consultant/volunteer ☐ Programme beneficiary ☐ Contractor ☐ Visitor/public ☐ Other
Contact, if appropriate	

C. Description of what happened

D. Immediate action and medical attention

☐ First aid only ☐ Referred to health facility ☐ Hospitalised ☐ Not required

Health facility / medical referral	
Immediate action taken	
Further action required	
Reporting details	Reported by: _____ Date/time: _____ Supervisor/Manager notified: _____

ANNEX 3: FIELD SAFETY CHECKLIST

Complete before deployment. Mark N/A where an item is not relevant to the activity.

Check	Yes	No/N/A	Comments / action required
Activity risk assessment completed	☐	☐	
Team briefed on hazards and controls	☐	☐	
Vehicle/transport arrangements confirmed	☐	☐	
Driver appropriately licensed	☐	☐	
Emergency contacts available	☐	☐	
Nearest appropriate health facility identified	☐	☐	
First-aid kit available	☐	☐	
Drinking water available	☐	☐	
Required PPE available	☐	☐	
Vaccines/medicines safely stored	☐	☐	
Cold-chain arrangements confirmed	☐	☐	
Sharps containers available	☐	☐	
Animal restraint arrangements adequate	☐	☐	
Communication/mobile coverage considered	☐	☐	
Security situation assessed	☐	☐	
Weather conditions considered	☐	☐	
Beneficiary safety briefing planned	☐	☐	
Accessibility requirements addressed	☐	☐	
Safeguarding considerations addressed	☐	☐	
For animal-health activities: competent veterinary supervision confirmed	☐	☐	
Animal restraint and bystander separation arrangements adequate	☐	☐	
Hand hygiene, sharps disposal and contaminated-waste arrangements confirmed	☐	☐	
Medicines/vaccines stored correctly and cold chain confirmed where required	☐	☐	
Farmers/animal owners will receive relevant safety instructions	☐	☐	

Team Leader: _____ Signature: _____ Date: _____

ANNEX 4: EMERGENCY RESPONSE QUICK GUIDE

1. Stop	Stop the activity and prevent further exposure to danger.
2. Make safe	Only where it is safe to do so, remove people from immediate danger.
3. Assist	Provide appropriate first aid within the responder's competence.
4. Refer	Contact emergency services or arrange transport to an appropriate health facility.
5. Notify	Inform the responsible KVA supervisor or manager.
6. Preserve information	Where safe and appropriate, preserve relevant information needed to establish what happened.
7. Report	Complete the required incident report.
8. Review	Investigate the incident and implement corrective measures before resuming the activity where necessary.

Emergency contacts

National emergency service	_____
Nearest health facility	_____
KVA responsible manager	_____
Project/Field Team Lead	_____
Other relevant contact	_____

ANNEX 5: CORRECTIVE ACTION REGISTER

Ref. no.	Finding / hazard	Corrective action	Responsible person	Due date	Status	Date closed / verified by

Corrective actions arising from serious incidents shall remain open until implementation has been verified by an appropriately authorised person.