

## **OCCUPATIONAL SAFETY AND HEALTH AUDIT – REQUEST FOR PROPOSAL (RFP) BRIEF**

Cytonn Investments is an independent investment management firm, with offices in Nairobi - Kenya and D.C. Metro - U.S. We are primarily focused on offering alternative investment solutions to individual high net-worth investors, global and institutional investors and Kenyans in the diaspora interested in the high-growth East-African region. We currently have over Kshs.77 billion of investments and projects under mandate, mainly in real estate.

In order to deliver the best investment returns and services to our clients, we strive to have a safe working environment. It is in this regard that we plan to conduct an audit to determine the effectiveness of occupational safety and health systems and to identify the strengths and opportunities for improvements.

Safety and Health audit will be used to establish standards against which future audits will be measured. The following Audits shall be conducted;

### **1. Legislative Compliance Audits**

Undertaken to determine if workplace practices meet legislative requirements as outlined by the Occupational Safety and Health Act, 2007. A compliance audit will;

- Identify hazards,
- Unsafe work practices and procedures,
- Systems of work that do not meet legislated standards.

The hazards addressed during a legislative compliance audit are determined by the workplace environment.

### **2. Hazard Specific Audits**

It will address use of hazardous substances, and involve the inspection and testing of current workplace control methods.

Seven elements relating to workplace will be addressed in this audit. They include:

- Hazard identification, risk assessment and control
- Work environment
- Noise
- Electricals
- Hazardous substances
- Manual tasks
- Information, instruction and training

### 3. Management System Audits

The audit will look into;

- Workplace structures, planning activities, responsibilities, implemented procedures, review cycles and measurement and evaluation issues.
- The existence of a safety and health policy that is communicated to staff,
- management commitment,
- Allocation of responsibilities
- Accountability for health and safety matters; consultation, hazard identification, evaluation and control, provision of information and training of staff, incident recording, investigation, analysis and review, measuring and evaluating work safety and health performance.

We therefore invite proposals to provide these services, latest by 31<sup>st</sup> July 2017, 5:00 p.m.

Proposals to include, but not limited to, proposed solution and contents, time commitments and cost of services.

Proposals should be sent in soft copy to [hr@cytonn.com](mailto:hr@cytonn.com).

For any questions, please contact any of the undersigned, as appropriate. We are available for any pre-proposal discussions.

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