

**KENYA MARINE AND FISHERIES RESEARCH
INSTITUTE**

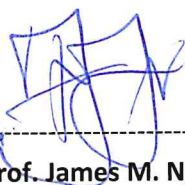
EMPOWERING THE PUBLIC ON ROAD SAFETY

ROAD SAFETY POLICY

SEPTEMBER 2020

APPROVAL OF THIS POLICY

The Institute adopted this policy on 20th of September 2020. The Institute Management shall review this policy from time to time and in any case within a period not exceeding five years. All amendments will be communicated in writing. This will provide assurance that this Policy will remain consistent with her mandate, objectives, roles and responsibilities.



Prof. James M. Njiru (PHD)
DIRECTOR – KMFRI

ABBREVIATIONS

KMFRI	-	Kenya Marine and Fisheries Research Institute
HQ	-	Headquarters
DG	-	Director
AA	-	Automobile Association of Kenya
BOM	-	Board of Management
GOK	-	Government of Kenya
WIBA	-	Work Injury Benefits Act
OSHA	-	Occupational Safety Health Act
NTSA	-	National Transport Safety Authority
DL	-	Driving License
ESC	-	Electric Stability Control
ABS	-	Anti-Skid Brake System
RSP	-	Road Safety Policy
PC	-	Performance Contracting
RSC	-	Road Safety Committee
RSCS	-	Road Safety Committee Secretary

DEFINITION OF TERMS

1. **Institute:** represents KMFRI and its constituent Centres and Stations
2. **Fleet:** number of vehicles being managed

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1. SECTION ONE: ESTABLISHMENT OF THE INSTITUTE

1.1. Introduction

Kenya Marine and Fisheries Research Institute (KMFRI) is a state corporate body, established in 1979 Under the Science and Technology Act (Cap 250), which has since been repealed by the Science, Technology and Innovation Act No. 28 of 2013. Both Acts, in principle recognize the need to create an Environment conducive to effective research necessary for national development. This, calls for the Creation of a team of adequate, competent and dedicated research scientists as well as Support personnel. The Institute has nine (9) stations and Centres all over the country undertaking the same activities Mombasa, Shimon, Nairobi, Sagana, Naivasha, Baringo, Kegati, Sangoro and Kisumu.

1.2. Vision

A Centre of Excellence in Innovative research in marine, fisheries and the blue Economy for development.

1.3. Mission

To generate and disseminate scientific information for sustainable development for the Blue Economy.

1.4. Core values

To fulfil her mandate and realize its mission, the operation of KMFRI are guided by the following core values

- Integrity
- Transparency and accountability
- Professionalism
- Team work
- Equity and equality

1.5. Strategic objectives

1. To conduct innovative research for the Blue Economy;
2. To transfer knowledge and innovative technologies to communities and stakeholders;
3. To mobilize and manage financial and human resources;
4. To strengthen institutional structure and capacity; and
5. To promote local and international collaborations and partnerships.

2. SECTION TWO: DETAILS OF THE ROAD SAFETY POLICY

2.1. Policy Statement

Road traffic injuries are among the leading causes of death worldwide, impeding the economic well-being and performance of Nations. The injuries result to more than a million deaths annually as well as disabling many persons, majority of whom are economically active. In Kenya, according to the statistics from the National Transport and Safety Authority, more than 3,000 road deaths occur annually. Statistics from the department of civil registration indicate that about 6,500 people die because of

road traffic injuries every year while many more are injured. The deaths and injuries are attributed to road safety management and coordination challenges especially in implementing the set road safety strategies.

Some road safety risk factors that contribute towards traffic injuries and crashes include; over-speeding, driver fatigue, poor training, road engineering's, environmental conditions, low levels of awareness on road safety, vehicle conditions among others.

The Institute is committed to mainstreaming road safety programmes in its operations in order to contribute towards the reduction of road traffic injuries and resulting deaths. This policy will give guidelines on integrating road safety, minimizing the risks of road accidents for her fleet, fewer repairs to KMFRI vehicles and increased employee productivity.

The policy comes at a time when KMFRI is experiencing tremendous growth in its workforce and number of participants, necessitating well streamlined transport services.

2.2. Scope of the Policy

This Road Safety Policy will apply to all employees, suppliers, participants, consultants, facilitators, visitors, motor vehicles and motorcycles. KMFRI will use the policy to spearhead the implementation of the set guidelines. It will be a reference point for public sector road safety programmes and will ensure that road safety issues become an integral part of the day to day business.

The policy shall be reviewed regularly and where evidence supports an action, it shall be updated to enhance its effectiveness.

2.3. Objectives of the Policy

The objectives of this Policy and Procedures Manual is to:

- a. To provide a guideline on road safety in KMFRI Centres and Stations that will ensure road safety issues are an integral part of all activities across all the programmes undertaken to prevent and manage Road Traffic injuries and fatalities
- b. To reduce the number of actual or potential road traffic crashes and injuries involving KMFRI employees and increase their productivity as fewer days are lost due to injuries
- c. To enhance compliance with the traffic law and regulations and minimize risks of penalties and conviction for traffic offences.
- d. To promote a culture of safe driving among KMFRI Vehicle drivers and staff in order to prevent and minimize road traffic crashes and injuries involving KMFRI employees.
- e. To reduce and control costs, such as wear and tear, fuel, insurance premiums, legal fees and claims from the employees and third parties, fewer vehicles off the road for repair as a result of road crashes and injuries.
- f. To provide a mechanism for informed road safety decisions about driver training, staff road safety induction and sensitization; and vehicle purchase and identifying where health and safety improvements can be made
- g. To protect staff , reduce work-related ill health, stress and improves workplace morale and wellbeing
- h. Provide effective tools for work place road safety monitoring, evaluation and documentation.

- i. To promote sensitization and awareness campaigns on the Road Safety risk factors among the employees
- j. To increase public (customer) confidence in Government business
- k. To reduce environmental impact i.e. less pollution if vehicles are well maintained.

2.4. Legal Framework Informing the Policy

This Road Safety Policy is formulated in compliance with the relevant laws, regulations and procedures. The use of the Policy shall take cognizance of policy pronouncements from the Government. Where any policy, rules, regulations, procedures or provisions of the Policy is in conflict with the applicable Kenyan Laws and other statutory requirements, the latter shall prevail. Where necessary, the Director (DG) shall issue clarifications in writing.

Reference was mainly made to the following legal, policies and institutional documents during the formulation of this Policy:

- i) **Constitution of Kenya, 2010:** Espouses the rights of every Kenyan citizen including protection to the fundamental right to life
- ii) **The NTSA Act 2012.**
- iii) **Traffic Act.** The Act sets out all traffic offences and penalties
- iv) **The Occupational Safety and Health ACT, 2007 that** provides for the safety, health and welfare of workers and all persons lawfully present at workplaces. This includes driving or riding at work, whether in a company vehicle, a hired vehicle or the employee's own vehicle.
- v) **Work Injury benefits Act. 2007 (WIBA)** sets out a compensatory framework for all work related injuries
- vi) **Radiation Protection Act (Cap.243).** Sets forth guidelines to transport and securement of Hazardous materials.
- vii) **Pharmacy and Poisons Act (Cap. 244)** Highlights prescriptions and effects of use of certain pharmaceutical drugs some that have effects on drivers while on the road
- viii) Kenya Government Act of Parliament No. 9. 2012
- ix) Public Officer Ethics Act (No. 4 of 2003);
- x) Kenya Government Strategic Plan, 2018-2023.
- xi) Public Service Code of Conduct and Ethics, 2016
- xii) Kenya Marine and Fisheries Research Institute career guidelines and procedures manual

2.5. Policy Areas

2.5.1. Road Safety Management and Coordination

Road safety management and coordination aims at reducing the risk of motor vehicle accidents, prevent accidents, reduce the severity and consequences of injury. KMFRI in adherence with the NTSA guidelines shall form road safety committees at headquarters, Center and Station levels. The committees will be responsible for:

- (i) Ensuring that road safety policy guidelines are implemented.
- (ii) Implementation of the work plan on road safety mainstreaming

- (iii) Establish and sustain collaborations and partnerships to support road safety programmes
- (iv) Coordinate the development and implementation of road safety policies

2.5.2. KMFRI Motor Vehicles

KMFRI as a government entity shall own motor vehicles which will be used for its official operations. The Director shall charge the responsibility of managing the fleet to an appropriate department/section. Acquisition of the motor vehicles shall be done in accordance with the procurement laws. On assessment and recommendation by the Ministry of Transport, a criteria for disposing off depreciated motor vehicles shall be developed. Matters on KMFRI vehicle management, maintenance and inspection shall be as stipulated in the KMFRI Transport Policy.

2.5.3. Speed Management

Speed management involves a balanced effort between speed, speeding and safety. The policy recommends the following as it relates to the drivers, staff and fleet:

1. Adherence to all regulatory speed limits on the roads
2. The speeds of 30kph to be observed in areas with high number of pedestrians i.e. around s, hospitals, markets, estates etc.
3. Speed limiters should be fitted in the official vehicles
4. Speeds should be monitored internally 24/7 in ALL official vehicles and in case of violations a disciplinary action to be taken
5. Repeat offenders will be taken to the Authority for DL cancelation/ revocation/ suspension and profiling
6. Develop and adopt a NO policy to encourage/incentivize drivers to speed on the roads
7. All staff, clients and relevant stakeholders should be sensitized on speed as a risk factor.

2.5.4. Vehicle Crash Involvement

- a) A comprehensive crash investigation and report forms to be adopted to monitor the following:
 - i. Number of crashes per year; number of driver-at-fault crashes;
 - ii. Crash incidence per 100,000 vehicle kilo meters (or similar);
 - iii. Costs of repairs and replacements; costs per 100,000 vehicle kilometers (or similar);
 - iv. Time lost due to crashes; rehabilitation costs.
- b) The Crash report forms to include **recommendations** and a **timetable** for implementing any remedial action.
- c) The crash report forms and crash kits should be in all vehicles.
- d) The drivers and other staff to be involved in implementing remedial action
- e) Train the drivers/auditors/and others relevant officers on taking a crash investigation.
- f) Make reports on the vehicle safety performance

2.5.5. Incentives and Disincentives

On incentives and disincentives, the policy recommends:

- a) Provision of a platform to enable members of the public to comment on the driving performance of your employees (e.g. phone numbers on the back of vehicles).

- b) Good drivers- those who have abided by the traffic rules- to be recognized on the official scheme of incentives.
- c) Positive and negative driver performance will be identified by the feedback from the clients/staff after every journey/trip.
- d) Records on all traffic infringements including crashes to be used in monitoring the driving performance of your employees.
- e) Every vehicle to have a file with a trip report where the staff record their feedback of each trip on the driver's performance
- f) A disciplinary action/recommendation for training to be taken on the poor driver's performance.
- g) Any case of indiscipline portrayed by any driver to be reported to the relevant department

2.5.6. Training, sensitization and Education

- a) Training needs analysis based on driver's performance to be conducted to determine what driver training programs would be best for them. Choose courses that have a component of on-road driving with supervised instruction in an actual road situation and offer discussion about the human aspects or driving errors. Consider varying levels of ability in your staff (including literacy) and adapt training programs accordingly.
- b) All new and transferred employees to undergo training on road safety.
- c) Ensure all managers and supervisors are trained in their roles related to road safety.
- d) KMFRI shall provide refresher-training programs as appropriate.
- e) All drivers to have the opportunity to acquire basic first aid training.
- f) Through RSC activities such as road speed bumps signages and pedestrian crossing between KMFRI main gates.

2.5.7. Use of Alcohol, Drugs and Substance

- a) Sensitization shall be done to drivers and staff on the effect of alcohol, prescription medications/drugs and the effects they can have on driving performance, behaviour and capacity shall be done.
- b) Zero alcohol policy on driving at all times shall be embraced
- c) Disciplinary action shall be taken on cases of drunk driving in accordance to the human resource policy and procedures
- d) Any reports on drunk driving by the public including from the social media shall be taken seriously and appropriate action taken.
- e) Drivers under medication should report and not to be forced to drive under these prescriptions medications
- f) Drivers are not to take medications/drugs without knowing the effects when driving

2.5.8. Fatigue Management

- a) All drivers and staff shall be sensitized to plan their work and schedules to ensure they have adequate rest before and when driving especially long journeys
- b) ALL drivers to adhere to the maximum number of hours on long journeys.

- c) Staff training and sensitization on all matters of fatigue and fatigue management shall be done through the Human Resource department
- d) Drivers and staff be given adequate time to rest between driving sessions

2.5.9. Driving Safety Rules

All staff should be sensitized on the dangers of not observing the safety rules when on board a motor vehicle. The rules include:

- a) Wearing safety belts for all occupants
- b) No use of alcohol and drugs in the motor vehicle
- c) No excess passengers
- d) Only authorized persons will board KMFRI vehicles
- e) First aid kit to be availed in all motor vehicles

NB; Failure to observe the safety rules will attract penalties as stipulated in the traffic act.

2.5.10. Driver Management

ALL drivers to comply with the Rules of The Road at all times and follow instructions as stipulated in the KMFRI Transport Policy.

2.5.11. Journey planning

- a) Drivers and safety managers to plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- b) Drivers to carry out a full daily walk around check prior to using the vehicle
- c) Driver to report any near misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy
- d) Report vehicle defects before the next vehicle use

2.5.12. Incident and accident reporting and management

The Institute should keep records of the vehicles. These shall include the following:

- i. Accident reporting and follow up reports
- ii. PC Quarterly reports
- iii. Incidents and near misses
- iv. Training and road safety sensitization evaluation reports

2.5.13. Staff Welfare

- a) Drivers to wear a seat belt and make sure all occupants wear their seatbelt at all times
- b) Drivers to only drive when fit to do so
- c) Drivers to never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- d) Drivers to be insured and only drive an insured vehicle.

2.5.14. Use of mobile phone

Mobile phones should not be used in vehicles while driving (including hands-free)

2.5.15. Ethics and etiquette

- a) All drivers should be inducted on:
 - i. Work ethics and etiquette
 - ii. Courtesy and integrity values
- b) All drivers should always dress officially

3. SECTION THREE: DUTIES AND RESPONSIBILITIES

To achieve the intended purpose of this policy, KMFRI shall appoint a Transport Officer to head the transport section and execute the transport functions at the HQ, Centres and Stations

3.1. KMFRI Management

KMFRI Management shall:

- a. Provide individual and joint strategic leadership and direction on all safety and health matters.
- b. Appropriate adequate financial, human and technical resources for the implementation of Road Safety Management Plan.

3.2. The Director

The Director has the overall responsibility for safety and health matters in the Institute, which includes among others:

- a. Formulate the Road Safety Policy;
- b. Advising the BOM on Road Safety Policy matters;
- c. Allocating the necessary resources for all road safety programs.
- d. Appointing management representatives to the Road Safety Committee;
- e. Designate a Road Safety Committee Secretary (designated RSCS) to be in charge of Road Safety;
- f. Ensuring Heads of Division/Departments/Sections are accountable for Road Safety performance in their functional areas;
- g. Ensure that obligations established by the Policy are carried out. This includes ensuring compliance with applicable laws on road safety, rules, regulations, standards and procedures;
- h. Provide overall responsibility for Policy direction and implementation and ensuring Road Safety is a line management function;
- i. Chair of the Road Safety Committee or his appointee.

3.3. Head of Divisions

The heads of divisions shall:

- a. To be conversant with the requirements on the Road Safety Policy and ensure its full communication, implementation and compliance;
- b. Make proposals to the Road Safety Committee on ways to improve safety and health matters;

- c. Monitor road safety compliance & performance in their divisions;
- d. Responsible for concluding road safety audit queries;
- e. Ensure that all Campus directors are aware of KMFRI's Road Safety Policy and its requirements;
- f. Receive and escalate the Road Safety complaints to the Director.

3.4. Centre Directors and station coordinators

The Centre Directors and station coordinators shall:

- a. Ensure that the formulated Road Safety Policy (RSP) is implemented;
- b. Advise the Director on Road Safety Policy matters;
- c. Allocating the necessary resources for all Road Safety programs.
- d. Appointing management representatives to the Road Safety committee;
- e. Designate a Road Safety Committee Secretary (designated RSCS) to be in charge of Road Safety;
- f. Ensuring Head of Departments/Sections are accountable for Road Safety performance in their functional areas;
- g. Ensure that obligations established by the Policy are carried out. This includes ensuring compliance with applicable laws on road safety rules, regulations, standards and procedures.
- h. Provide overall responsibility for Policy direction and implementation and ensuring Road Safety is a line management function
- i. Chair of their respective Road Safety Committee
- j. Consult with their representative and/or Road Safety Committee with respect to new, existing or planned facilities or equipment that may present a safety and health or hazard to determine specific measures that may need to be implemented to control these hazards before exposure;
- k. Ensure that a risk assessment is completed for any planned activities /where employees are involved;

3.5. Heads of Department and Sections

The Heads of Departments and sections shall:

- a. To be conversant with the requirements on the Road Safety Policy and ensure its full communication, implementation and compliance;
- b. Make proposals to the Road Safety Committee on ways to improve safety and health matters;
- c. Monitor safety and health compliance & performance in their departments and sections;

3.6. Secretary to Road Safety Committee

The Secretary to RSC shall:

- a. Ensure full compliance with the Traffic Act, and all other related legislation
- b. Review and report on KMFRI's Road Safety performance annually.
- c. Monitor employees' road safety measures and procedures are in accordance with KMFRI's Road Safety Policy.
- d. Ensure that all directors, head of departments and employees are aware of KMFRI's Road Safety Policy and its requirements.
- e. Receive and share internal road safety information on new products/activities
- f. Advise KMFRI on all road safety measures and requirements.

3.7. Road Safety Committee

The Road Safety Committee will comprise of members from different departments. The duties and the responsibilities of the committee shall be:

- a. To help management in implementing and monitoring road safety policies and procedures;
- b. To identify areas where training is required and advise management for implementation;
- c. To ensure that there are adequate procedures and programmes for implementation of statutory requirements relating to road safety;
- d. To periodically review the measures taken to ensure road safety is enhanced and embraced
- e. To investigate potential accident occurrences and to examine the causes of accidents caused while in use of GoK Vehicle;
- f. To compile and review statistics of accidents, dangerous occurrences and cases regarding to road safety.
- g. To investigate complaints by employees relating to road safety brought forward by the public or employees
- h. To make presentations to the management on general matters relating to road safety to the employees in the workplace;
- i. To represent employees in road safety committee meetings;
- j. To keep itself informed about road safety standards in similar workplaces;
- k. To have such other functions as may be directed by the Director.

3.8. Human Resource Management:

- a) To ensure that drivers are trained on soft skills including communications, road courtesy, customer care among others
- b) To coordinate and ensure that All drivers undertake periodic driver refresher training and re-training including defensive driver courses
- c) To conduct induction of new staff and drivers and sensitize on issues relating to road safety including the traffic rules and other safety measures such as wearing seat belts and avoiding alcoholic drinks or drunk driving
- d) Ensure that reported cases on driver's performance such as drunk driving and other serious offenses are handed over to the NTSA for necessary action such as DL cancellation and other appropriate measures
- e) Ensure that all drivers have been trained on first aid training
- f) Sensitize the staff and drivers on matters relating to fatigue and fatigue management
- g) Sensitize on prescription medications/drugs and the effects they can have on driving performance, behaviour and capacity shall be done
- h) To include driving performance and capability to be incentivised and included in general staff performance and reward accordingly.
- i) During recruitment of drivers the HRM should ensure:
 1. Specifying a safe driving record as a mandatory requirement in KMFRI job descriptions
 2. Have job applicants provide details of their driving record, including crashes and traffic infringements.
 3. Assess an applicant's attitude to safety during the job interview
 4. Verify the applicant's driving licence with NTSA before hiring them.

5. Verify applicants' driving records with previous employers.
6. Require the applicants to undergo a practical driving assessment
7. All applicants are medically fit to drive
8. Mandatory defensive driving program

3.9. Transport Officer

Duties and responsibilities of the Transport officer shall be guided by the KMFRI Transport Policy

3.10. Drivers

Duties and Responsibilities of drivers' shall be guided by the KMFRI Transport Policy.

3.11. Employees

All KMFRI employees have specific responsibilities to comply with established road safety policies, standards, rules, procedures, and regulations.

Specific responsibilities include:

- a. To take reasonably practicable precautions for their own safety especially on road
- b. To comply with all rules and regulations on matters of road safety;
- c. Report to the immediate supervisor any accident, incident near miss or injury that arises during the journey in the course of work
- d. Comply with the road safety procedures in place;
- e. Give feedback of every journey to monitor the performance of the drivers and the condition of the vehicle
- f. Not to smoke in the vehicles or use any drug/alcohol
- g. To make suggestions to Management on matters of road safety;
- h. Show respect to the driver.

4. SECTION FOUR: MONITORING, EVALUATION AND REPORTING

Monitoring will be continuous by the heads of administration in the Centres and Stations while evaluation will take place annually. Quarterly and annual reporting will be done to inform planning and decision-making. Appropriate and suitable monitoring, evaluation and reporting tools shall be developed and adopted for use.

5. SECTION FIVE: EFFECTIVE DATE OF THE POLICY

This policy is effective from the date signed by the Director KMFRl.

