



**Islamic Republic Of Afghanistan
Kabul Municipality**



**HEALTH AND SAFETY
STANDARD OPERATING PROCEDURE**

**DEPARTMENT OF HUMAN RESOURCES
IN COOPERATION WITH
ALL KABUL MUNICIPAL DEPARTMENTS**

H.E Mohammad Yonus Nawandesh

Signature: _____



Islamic Republic Of Afghanistan Kabul Municipality



Overview: Kabul Municipality is committed to the health and safety of its greatest asset—municipal workers.

Purpose: It is the purpose of this SOP to outline the procedures necessary to prevent and protect municipal workers from health and safety threats on the job.

Benefit: The implementation of this SOP will ensure that Kabul employees work in a healthy and safe environment, and that when such an environment is inherently unsafe (such as sanitation workers) to mitigate the exposure to unsafe and unhealthy environment. .

Applicability: This SOP will apply to all workers in the city.

Policy: This SOP will effect positively upon the operations of the Kabul Municipality and bring effective changes to the Kabul Municipality as a whole.

Definitions

- “accident” means an accident arising out of and in the course of an employee’s employment and resulting in a personal injury, illness or the death of the employee.
- “hazard” means a source of or exposure to danger.
- “healthy” means free from illness or injury attributable to occupational causes.
- “issue” means personal safety equipment / protective clothing as well as other clothing and uniforms not compulsory by law.
- “machinery” means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.
- “medical surveillance” means a planned program of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an medical doctor
- ”occupational health” means including occupational hygiene, occupational medicine and biological monitoring,
- “occupational hygiene” means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace which may cause illness or adverse health effects to persons,
- “risk” means the probability that injury or damage will occur.
- “safe” means free from any hazard.

Procedures:

1. Injury Reporting



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All injuries and incidents must in terms of OHSA reported immediately or as soon as practically possible for assessment, recording or possible investigation.

2. **Wearing of Personal Protective Clothing (PPC)**

Occupations must be identified which requires PPC to be worn by the employee. Employees will be required to sign for the PPC issued, to follow the procedure and undergo training required for correct usage. Where safety clothing or equipment has been issued, it shall be deemed as an offense if it is not worn at all times, and thus disciplinary action according to the disciplinary code must be instituted on non-compliance.

4. **Workplace Safety and Protective Clothing Rules.**

As safety is the constant concern of this municipality, every precaution must be taken to provide a safe workplace. Human Resources Department representatives must make regular inspections and conduct safety meetings as prescribed. Occupational Health and Safety Representatives must meet with management to plan and implement improvements in the safety program.

5. Kabul Municipality regards the safety of employees of utmost importance and any willful or habitual violation of safety rules shall be considered causes for disciplinary actions. The cooperation of every employee is necessary to ensure safe places of work. Unsafe conditions or hazards must immediately be reported to the supervisor, or the Occupational Health and Safety Representative. Employees must give earnest consideration to the rules of safety presented to them by poster signs, discussions with their supervisors, posted department rules, etc.

6. **Accident reporting:** Any injury at work – no matter how small – must be reported immediately to the supervisor and receive first aid attention.

7. **Specific safety rules and guidelines:** To ensure the safety, of employees the following rules and guidelines must be observed and obeyed by all employees:

- Observe and practice the safety procedures established for the job.
- Sickness or injury, no matter how slight, must be reported at once to the supervisor. In no case must an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Employees are not to wear loose clothing or jewelry in the vicinity of machinery.
- The attention of employees must never be distracted as it might cause him or her to be injured.
- Employees must, where required, wear protective equipment, such as, safety glasses, masks, gloves, hair nets, etc.
- Materials, skids, bins, boxes or other equipment must be piled so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. **FIRE DOORS AND AISLES MUST BE KEPT** clear at all times.
- Work areas must be kept clean at all times.
- Compressed air must be used only for the job for which it is intended and clothes must not be cleaned with it.
- Smoking regulations must be observed.
- Machines must be shut down before cleaning, repairing, or leaving.
- Speed that is safe for existing conditions must not be exceeded.
- Running and wrestling are strictly forbidden.
- Access to fire extinguishers must not be blocked.



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- No tampering with electric controls or switches is allowed.
- Machines or equipment must only be operated upon proper instruction and authorization to do so by the supervisor.
- Employees must lift loads by using their legs and not their backs.
- Machine guards must be kept in their intended places.
- Objects must not be thrown.
- Spilled liquid, oil, or grease must be cleaned immediately.
- Hard sole shoes and appropriate clothing must be worn.
- Trash and paper must be placed in proper containers and not in cans provided for cigarette butts.

8. **Safety checklist:**

It is every employee's responsibility to be on the lookout for possible hazards. Should one of the conditions on the list hereunder be observed – or any other possible hazardous situation – it must immediately be reported to his/her supervisor:

- Slippery floors and walkways.
- Tripping hazards, such as hose links, piping, etc.
- Loose handrails or guard rails.
- Loose or broken windows.
- Dangerously piled supplies or equipment.
- Broken windows.
- Unlocked doors and gates.
- Electrical equipment left operating.
- Open doors on electrical panels.
- Leaks of steam, water, oil, etc.
- Blocked aisles.
- Blocked fire extinguishers, hose sprinkler heads.
- Blocked fire doors.
- Evidence of any equipment running hot or overheating.
- Oily rags.
- Evidence of smoking in non-smoking areas.
- Roof leaks.
- Directional or warning signs not in place.
- Safety devices not operating properly.
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.

9. **Safety equipment:** Supervisors must see that employees receive the protective clothing and equipment required for the job. Employees must use it as instructed and take care of it. Employees will be charged for loss or destruction of these articles only when it occurs through negligence.

- Safety shoes: The Municipality must designate which jobs and work areas require safety shoes. Under no circumstances must an employee be permitted to work in sandals or open-toe shoes.
- Safety glasses: The wearing of safety glasses by all shop employees is mandatory.



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- Seat belts: All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on municipal business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

10. **Clean work areas:** Work locations must be kept clean and orderly. Machines and other objects (merchandise, boxes, shopping carts, etc) must be kept out of the center of aisles. Trash must be placed in the proper receptacles. Shelves must be stocked carefully in order that so merchandise will not fall over upon contact.

11. **Wear and use of personal safety gear:** Employees are compelled to wear and use the relevant issues. Supervisors must continuously check on employees and report deviations to the relevant manager and the Director. No employee may use or wear issues in his/her private time or on private use. All uniforms and personal safety gear remain the property of the Municipality.

12. **Working in raining conditions:** Every employee who works in the open must wear suitable protective clothing when raining. Depending on the level, rate or concentration of the rainfall, the supervisor concerned may require employees who work in the open to continue working whilst raining provided that such employees wear suitable protective clothing.

The supervisor concerned must evaluate the rainfall level, extent, concentration and the effect it has on the safety, health and qualitative production of employees working in the rain. Should the supervisor be of the view that the level, rate or concentration of the rainfall affects the safety, health, effectiveness or qualitative production of the employees, he/she must order work to be abandoned forthwith and order such employees to move to a suitable place identified by the supervisor where there is shelter. Should the supervisor upon his/her assessment of the weather conditions be of the view that there is slim and/or no prospect of the stoppage of rainfall, he/she may instruct the employees to abandon work and to return to the relevant depot, workshop or plant.

Any employee removed from a worksite in the open due to rain may be expected to perform other duties at the depot, workshop or plant, which will not expose him/her to rain.

ORGANIZATION: ROLES AND RESPONSIBILITIES

1. Responsibilities of Kabul Municipality:

- Identify potential hazards which may be present while work is being
- done, and any equipment is being used.
- Ensure that plant, tools, equipment and machinery are safe, maintained in good working order and those materials and operational processes are without risk to health.
- Establish the precautionary measures that are necessary to protect his or her workers against the identified hazards and provide means to implement these precautionary measures in order to reduce or remove the risks associated with the hazards.
- Provide the necessary information, instructions, training and supervision.
- Not permit anyone to carry on with any task unless the necessary precautions have been taken.
- Enforce the necessary control measures in the interest of health and safety.



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- See to it that work being done and equipment being used is under the general supervision of a worker who has been trained to understand the hazards associated with the work and such a worker must ensure that the precautionary measures are implemented and maintained.

2. Duties of the Human Resources Department:

- Ensure full compliance with this SOP
- Recommend to the Municipal Mayor written appointments indicating duties, functions and responsibilities.
- Report all deviations, deficiencies and concerns to the Municipal Mayor for authorization, action and implementation within reasonable timeframes.
- Ensuring that all aspects of the program are identified assessed, suitable risk control measures are implemented, maintained, evaluated and reviewed for efficiency and compliance.
- Incident Investigations
- Internal Audits.
- Monitoring of compliance with this SOP.
- Training, development and facilitation of employees.
- Support structures for representatives and committees.
- Report on incidents, trends, risks.

3. Duties of Employees:

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act.
- Follow all the health and safety rules and procedures that are provided and communicated by the employer or anyone authorized or competent to do so.
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is required.
- Inform his/her supervisor of any unhealthy circumstances or acts that they are aware of.
- Formally report any incident that they were involved in or aware of that could cause a health risks or that may results in an injury.
- Not to interfere with, damage or misuse anything that is provided in the interest of health or safety. This applies to intentional and or careless or irresponsible actions

PREPARED BY:

APPROVED BY:

DG Policy and Coordination

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