

DATE: 03/06/ 2015

**INFORMATION CIRCULAR**

TO: All staff at UN Complex in Nairobi

RÉFÉRENCE:

FROM: Sahle Work Zewde  
DE: Director General,  
UNON



SUBJECT:

OBJET: **Occupational Health and Safety Advisory Committee**

1. The United Nations system recognizes the importance of protecting staff health and maintaining safe and healthy work environment for all. A recommendation on Occupational Safety and Health Framework has been adopted by the Chief Executive Board for Coordination, High-Level Committee on Management (CEB/2015/HLCM/7/Rev.2 dated 31 March 2015).
2. I am pleased to announce the establishment of the Occupational Health and safety Advisory Committee for the UNON complex (OHSAC) and its terms of reference, to help promote the health and wellbeing of UN staff based in Nairobi. The following will be members of the committee.

	Member	Alternate
1	Alexander Barabanov, UNON DAS (Chair)	Deborah Ernst, UNON
2	Joshua Anino, UNON JMS (Secretary)	Hage Chavaregi, UNON
3	Hellen Nyabera, UN Habitat	Lucy Halogo, UN Habitat
4	Mariama Daramy-Lewis, UNEP	Dennis Muchucha, UNEP
5	Stijn De-Mets, UNON S&SS	Patrick Mukhala, S&SS
6	Talia Owen-Frygyik, UNON FMST	Joseph Mwaura, UNON FMST
7	James Ohayo, NSU	Nebiyu Workineh, NSU
8	Jemmima Ogolla UNICEF	Julianne Birungi UNICEF
9	Violet Mutero, UN Women	Kenneth Oredo, UN Women
10	Hellen Magutu, ILO	Bernard Kiura, ILO

3. I request all staff to give them the support and cooperation they need to undertake this important task. You may send any representations or issues to the committee on the email address: [OHSAC.Gigiri@unon.org](mailto:OHSAC.Gigiri@unon.org)

**Terms of Reference – UN Nairobi Occupational Health and Safety Advisory Committee**

1. Being fully aware of the importance of the health and well-being of the staff for the work of the organization and in recognition of the responsibility for the provision of a safe and healthy working environment, the Director General has established an Occupational Health and Safety Advisory Committee. The committee's function is advisory. It is established to:
  - i. Support management and staff in addressing health and safety issues at the UN complex Gigiri work place;
  - ii. To ensure staff and management awareness of their occupational health and safety responsibilities and accountability;
  - iii. Advise management on reasonable and practical mitigating factors for any identified hazards and risks at the work place;
2. The committee provides advice to the Director General or her designated representative on matters relating to the health and safety of the staff working at the United Nations Complex, Gigiri. It is responsible for:
  - a. Discuss matters relating to the health and safety of staff and provide advice to management;
  - b. Request and review reports on potential hazards and serious or frequent accidents;
  - c. Advise on measures to improve the safety of working methods and procedures and the ergonomics of workplaces;
  - d. Provide advice on those major technological changes with possible significant effects on the health of staff;
  - e. Promote health and safety awareness and provision of support for information and training programmes on health and safety;
  - f. Coordinate the undertaking of risk assessments and maintain a record of related reports;
  - g. Coordinate occupational accident investigation and maintain a record of reports;
  - h. Wherever appropriate utilize the International Labor Organization (ILO) conventions, recommendations and codes of Practice to inform the advice to management and staff.
3. When considering any issue, the Committee shall identify and ensure due consideration of the cost implications of proposals.
4. The Joint Medical Service will initially serve as the secretariat of the committee.
5. Composition of the committee:
  - a. Chairperson (as designated by the Director-General from among the members);
  - b. Members:
    - i. Representative Joint Medical Service plus alternate;
    - ii. Representative Facilities Management and Transport Section plus alternate;
    - iii. Representative Nairobi Staff Union plus alternate;
    - iv. Representative Security and Safety Service plus alternate;
    - v. Representative Senior UNON administration plus alternate;
    - vi. Representatives major organizations resident in the UN Complex Gigiri plus alternates.
6. The Committee will normally meet on a quarterly basis and a quorum is achieved when 50% of its members are present. Extraordinary meetings may be called by the Director-General and/or Chairperson.
7. The Committee shall report to the Director-General on its deliberations and recommendations. The committee shall submit an annual report to the Common Services Board.

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