Labl Fashion

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CONTROLLED OPERATIONAL MANUAL

Health, Safety, Security and Emergency Management Manual

Prevent injury, ill health, fire, security loss and environmental harm and provide coordinated emergency response for workers, visitors, learners, contractors and community interfaces.

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Effective date	Upon Board/management approval
Review	Annual and after material legal, operational, incident or strategy change
Classification	Controlled internal and approved partner-use document

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1. Purpose, scope and authority

Prevent injury, ill health, fire, security loss and environmental harm and provide coordinated emergency response for workers, visitors, learners, contractors and community interfaces.

SCOPE Applies to facilities, machinery, cutting/sewing/pressing, electricity, chemicals/organic colour, manual handling, ergonomics, transport, visitors, tourism interfaces, contractors and emergencies.

This manual supports the Labl Fashion Strategic Plan and Comprehensive Business Plan 2027–2030. It does not replace applicable Kenyan law, binding customer/partner requirements, professional advice or a more stringent approved control. Where requirements conflict, work must pause and the manual owner must obtain an authorised decision.

2. Governing principles

- Work stops when immediate danger or uncontrolled serious risk exists.
- Risk is eliminated or controlled through hierarchy before relying on PPE.
- Competence, maintenance, guarding and housekeeping are operational requirements.
- Incidents and near misses are reported without retaliation and investigated for systemic causes.
- Off-site community activities follow community-led route and weather controls plus agreed escalation.

3. Roles and accountability

Role	Core accountability
Board/MD	Provide policy, resources, oversight and material-incident accountability.
Safety lead	Maintain risk system, legal register, training, inspections, incidents and emergency readiness.
Supervisors	Brief, observe, correct, stop work and account for people.
Workers/contractors	Follow controls, use equipment/PPE and report hazards/incidents.
Maintenance/electrical owner	Control isolation, inspection, repair and return to service.
Chemical/organic-colour owner	Control approval, storage, issue, use, wastewater and spill response.
Visitor host	Brief, supervise and account for visitors.
Community guide/liaison	Control off-site route/weather readiness and emergency hand-off.

4. Standard operating procedure

The following sequence is the minimum controlled workflow. The owner may add risk-based checks, but may not omit a required approval, evidence or safeguard without an authorised exception.

4.1 Hazard identification

Task/site/equipment/chemical/visitor/off-site hazards, people exposed and existing controls.

4.2 Risk assessment

Likelihood/severity, legal/technical requirements, hierarchy and responsible owner.

4.3 Work authorisation

Competence, guarding, maintenance, PPE, permit/isolation and emergency readiness.

4.4 Daily control

Pre-use checks, housekeeping, ergonomic rotation, heat/fatigue and abnormal-condition response.

4.5 Inspection/maintenance

Planned inspections, defects, isolation, repair, test and authorised return.

4.6 Emergency preparation

Scenarios, alarm, evacuation, first aid, fire, spill, security, contacts and drills.

4.7 Incident response

Care, contain, notify, preserve, investigate, correct and communicate learning.

4.8 Review

Trend hazards, health, incidents, drills, inspections and corrective-action effectiveness.

5. Control matrix

Control point	Required control
Machine safety	Guarding, needle/sharp control, emergency stop, authorised maintenance and isolation.
Electrical/fire	Safe installation, inspection, load control, extinguishers, clear exits and drills.
Ergonomics	Workstation fit, posture, lighting, breaks, task rotation and early symptom reporting.
Chemicals/colour	Approved inputs, SDS/information, labels, ventilation, PPE, spill and wastewater route.
Contractors	Prequalification, induction, method/risk assessment, supervision

Control point	Required control
	and closeout.
Visitors	Booking, zones, briefing, host, PPE, photography/data and emergency accountability.
Off-site tourism	Community guide, route/weather check, group limits, communications and emergency plan.
Incident escalation	Defined levels, statutory/customer/partner notification and Board reporting.

6. Exceptions, incidents and escalation

1. Stop or contain any condition that presents immediate danger, illegality, serious harm, uncontrolled loss, material product risk or unauthorised disclosure.
2. Notify the supervisor/manual owner promptly; preserve people, physical and digital evidence without obstructing urgent care or legal duties.
3. Classify the event, assign an owner, document immediate correction and determine customer, worker, community, regulator, insurer, funder or Board notification.
4. Investigate proportionately, identify contributing and systemic causes, approve corrective/preventive action and verify effectiveness before closure.
5. Record authorised deviations with reason, scope, duration, compensating controls and expiry; repeated exceptions require system change or escalation.

7. Records and evidence

Records must be accurate, dated, attributable, legible, protected, retrievable and retained under the approved retention schedule. Personal, customer, community, financial, research and security information receives access proportionate to risk.

Required record	Minimum evidence expectation
Hazard/risk register	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
Training/competence	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
Daily/pre-use check	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
Inspection and maintenance	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
PPE issue	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
Chemical/SDS register	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
Contractor permit	Owner, date/period, subject, decision/status, source or attachment,

Required record	Minimum evidence expectation
	approval where required and retention location.
Visitor register	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
Emergency contacts/drills	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
Incident/near miss investigation	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.
Corrective action	Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location.

8. Performance indicators and management review

Indicator	Review question
Recordable injuries/near misses	What does recordable injuries/near misses show about effectiveness, risk, trend, root cause and required decision?
Hazards closed	What does hazards closed show about effectiveness, risk, trend, root cause and required decision?
Inspections completed	What does inspections completed show about effectiveness, risk, trend, root cause and required decision?
Maintenance overdue	What does maintenance overdue show about effectiveness, risk, trend, root cause and required decision?
Training competence	What does training competence show about effectiveness, risk, trend, root cause and required decision?
Emergency drill performance	What does emergency drill performance show about effectiveness, risk, trend, root cause and required decision?
Chemical/spill incidents	What does chemical/spill incidents show about effectiveness, risk, trend, root cause and required decision?
Visitor/off-site incidents	What does visitor/off-site incidents show about effectiveness, risk, trend, root cause and required decision?
Corrective action closure	What does corrective action closure show about effectiveness, risk, trend, root cause and required decision?

The manual owner reviews indicators monthly or quarterly according to risk, reports material exceptions through the management pack and proposes changes during annual management review. A positive metric never overrides evidence of harm, legal breach or stakeholder grievance.

9. Competence, communication and training

- Identify roles that require induction, supervised practice, formal qualification, refresher training or independent authorisation.
- Assess competence through observed performance, records, tests, work results or authorised sign-off—not attendance alone.
- Communicate changes before their effective date and confirm affected users can access the current controlled version.
- Withdraw access or require supervision where competence has expired, changed or proved insufficient.
- Retain training, assessment, authorisation and refresher records.

10. Review, change and approval

Trigger	Required action
Annual review	Confirm continued suitability, legal/contractual alignment, evidence, indicators, incidents and user feedback.
Material incident or audit finding	Review affected control immediately and implement approved corrective change.
Legal, market or system change	Obtain competent review before the new requirement or release becomes effective.
Process/organisation change	Update roles, records, training, permissions and continuity arrangements.
Manual revision	Issue new version, change summary, approval, effective date and superseded-version withdrawal.

Appendix A — Operational templates

The following templates form the minimum annex set. The manual owner may issue controlled electronic equivalents in LaDOS or another approved system.

A.1 Risk assessment

Field	Required entry
Reference and date	Unique number, date/time and related customer/project/order/partner/person as applicable.
Owner and participants	Responsible owner, contributors, reviewer and approval authority.
Facts/evidence	Objective information, source, attachments, system references and limitations.
Decision/action	Decision, conditions, immediate control, actions, due dates and status.
Verification/closure	Verifier, effectiveness evidence, closure date and residual issue.

A.2 Machine pre-use checklist

Field	Required entry
Reference and date	Unique number, date/time and related customer/project/order/partner/person as applicable.
Owner and participants	Responsible owner, contributors, reviewer and approval authority.
Facts/evidence	Objective information, source, attachments, system references and limitations.
Decision/action	Decision, conditions, immediate control, actions, due dates and status.
Verification/closure	Verifier, effectiveness evidence, closure date and residual issue.

A.3 Chemical/colour safety check

Field	Required entry
Reference and date	Unique number, date/time and related customer/project/order/partner/person as applicable.
Owner and participants	Responsible owner, contributors, reviewer and approval authority.
Facts/evidence	Objective information, source, attachments, system references and limitations.
Decision/action	Decision, conditions, immediate control, actions, due dates and status.
Verification/closure	Verifier, effectiveness evidence, closure date and residual issue.

A.4 Contractor permit

Field	Required entry
Reference and date	Unique number, date/time and related customer/project/order/partner/person as applicable.
Owner and participants	Responsible owner, contributors, reviewer and approval authority.
Facts/evidence	Objective information, source, attachments, system references and limitations.
Decision/action	Decision, conditions, immediate control, actions, due dates and status.
Verification/closure	Verifier, effectiveness evidence, closure date and residual issue.

A.5 Emergency contacts and roles

Field	Required entry
Reference and date	Unique number, date/time and related customer/project/order/partner/person as applicable.
Owner and participants	Responsible owner, contributors, reviewer and approval authority.
Facts/evidence	Objective information, source, attachments, system references and limitations.
Decision/action	Decision, conditions, immediate control, actions, due dates and status.
Verification/closure	Verifier, effectiveness evidence, closure date and residual issue.

A.6 Evacuation/drill record

Field	Required entry
Reference and date	Unique number, date/time and related customer/project/order/partner/person as applicable.
Owner and participants	Responsible owner, contributors, reviewer and approval authority.
Facts/evidence	Objective information, source, attachments, system references and limitations.
Decision/action	Decision, conditions, immediate control, actions, due dates and status.
Verification/closure	Verifier, effectiveness evidence, closure date and residual issue.

A.7 Incident report

Field	Required entry
Reference and date	Unique number, date/time and related customer/project/order/partner/person as applicable.
Owner and participants	Responsible owner, contributors, reviewer and approval authority.
Facts/evidence	Objective information, source, attachments, system references and limitations.
Decision/action	Decision, conditions, immediate control, actions, due dates and status.
Verification/closure	Verifier, effectiveness evidence, closure date and residual issue.

A.8 Root-cause and corrective action

Field	Required entry
Reference and date	Unique number, date/time and related customer/project/order/partner/person as applicable.
Owner and participants	Responsible owner, contributors, reviewer and approval authority.
Facts/evidence	Objective information, source, attachments, system references and limitations.
Decision/action	Decision, conditions, immediate control, actions, due dates and status.
Verification/closure	Verifier, effectiveness evidence, closure date and residual issue.

Appendix B — Approval

This manual becomes controlled when approved by the authorised Labl Fashion authority. Printed copies are uncontrolled unless specifically registered.

Approved by	Capacity	Signature	Date
	Board Chair / delegated authority		
	Managing Director / Venture Lead		
	Manual owner		