



REPUBLIC OF KENYA

THE OCCUPATIONAL SAFETY AND HEALTH ACT, 2007

Section 44 of the Occupational Safety and Health Act, 2007 requires that before any person occupies or uses any premises as a workplace he shall apply for the registration of such premises by sending to the Director of Occupational Safety and Health Services a written notice containing the particulars set out in the Fourth Schedule of the Act. When completed, it should be sent to the Director of Occupational Safety and Health Services, Ministry of Labour, Social Security and Services.

APPLICATION FOR REGISTRATION OF A WORKPLACE

I HEREBY APPLY for the registration of the premises of which particulars are given below, which premises I intend to occupy as a workplace.

1. Name of the workplace County

2. (a) Situation: Plot No. Street Town District

(b) P.O. Box Code Town

(c) Tel. Mobile Email

(d) Registered office (if any)

3. Name of intending occupier

(In case of a firm, names of each director/partner should be entered.. If more than two attach a separate piece of paper with the required details) (Please state FULL names)

4. Name of owner of the premises or building. *(If different from 3 above)*

Name.....Address.....

5. Nature of the work to be carried on.....

6. Name of manager

7. Are chemical substances to be used? Yes No. *If yes, attach a list of chemical, trade name and chemical safety data sheets for each chemical.*

8. Are machines/equipment to be used? Yes No.
If yes, state the source of energy to be used (e.g. electric, steam, gas or oil)

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9. Are power presses to be used? Yes No.

If yes, attach separate piece of paper giving the particulars of each power press in the format given below:-

Type of Power Press	Description	Distinctive number	Country of manufacture	Year of manufacture

10. Are passenger or goods lifts to be used? Yes No.

If yes, attach a separate piece of paper giving the particulars in respect of each such lift in the format given below:-

Type	Description	Distinctive Number	Country and year of manufacture	Date of the last thorough examination	Name of Approved Person by whom the examination was made	*M.P.W. L

11. Are steam boilers to be used? Yes No.

If yes, attach a separate piece of paper giving the particulars in respect of each such boiler in the format given below:-

Type	Description	Distinctive Number	Country and year of manufacture	Date of the last thorough examination	Name of Approved Person by whom the examination was made	*M.P.W.P in psi or Kg/cm ²

12. (a) Number of persons to be employed in the workplace. Male Female..... Total

(b) Are persons to be employed in shifts? Yes No.

If yes, state the maximum number to be employed at any one shift.

13. Have the premises previously been used as a workplace? Yes No.

If yes, state name of the workplace

14. Name of Director/Partner/Proprietor

Date20.....

.....
Signature of Director/Partner/Proprietor

.....
Full Name

Note:-

1. This form should be accompanied with DOSH 23, (Self-Assessment Form) together with OSH Levy and registration fee payment (KShs. 5000) banking slip in the name of workplace.

2. It is an offence for any person to occupy or use any premises as a workplace without first having been issued with a certificate of registration. Where the Director of Occupational Health and Safety Services refuses to issue a certificate of registration, he must, if so required by the applicant, state in writing the grounds of such refusal. Appeal against the Director of Occupational Health and Safety Services' refusal to register is provided for under section 44(6) of the Act.

* M.P.W.P: Maximum Permissible Working Pressure,

* M.P.W. L: Maximum Permissible Working Load.