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16 February 2026

CIRCULAR NO. 4 OF 2026

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MAINSTREAMING OF OCCUPATIONAL SAFETY AND HEALTH IN THE PERFOMANCE MANAGEMENT SYSTEM WITHIN MDAs.

1.1 It has been noted that there has been limited programming on Occupational Safety and Health (OSH) in the Public Service mainly because the current legal framework excludes the Public Service from coverage.

1.2 However, the OSH Bill before Parliament is expected to extend coverage to all workplaces, including the Public Service, with a view to strengthening workplace safety and health in the Public Service.

1.3 The Commission accordingly mandated Directors responsible for Gender Mainstreaming, Inclusivity and Wellness to oversee OSH in the Public Service. Several capacity building initiatives including training on OSH have been undertaken to equip these Directors with functional understanding of OSH issues.

1.4 All Permanent Secretaries are accordingly required to ensure that performance contracts for Directors responsible for Gender Mainstreaming, Inclusivity and Wellness for 2026 mainstream the key performance indicators on OSH as outlined in the attached document. (**Flag A refers**).

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MRS. S. MZEMBE
SECRETARY
PUBLIC SERVICE COMMISSION

cc. Chairman, Service Commissions
Head, Pay and Benefits Development and Management
General Manager, Rewards and Benefits Development and Management
Manager, Retirement Planning and Industrial Relations

KEY PERFOMANCE INDICATORS FOR OCCUPATIONAL SAFETY AND HEALTH FUNCTIONS ACROSS MINISTRIES, DEPARTMENTS AND AGENCIES(MDAS).

Key Result Area1: Occupational Safety and Health

Outcome: Reduced OSH incidents and accidents

Output	KPI	Annual Target	Means of Verification	Responsible Person
Hazard Identification and Risk Assessment conducted	% of workplaces /work stations with documented Hazard Identification and Risk Assessment	>100%	Hazard Identification and Risk Assessment reports	Director, Gender Mainstreaming, Inclusivity and Wellness

Output	KPI	Annual Target	Means of Verification	Responsible Person
OSH Committee established	Number of OSH Committees established	100%	Appointment letters	Director, Gender Mainstreaming, Inclusivity and Wellness

Output	KPI	Annual Target	Means of Verification	Responsible Person
OSH Training facilitated	Number of OSH trainings facilitated	> 4 annually (1per quarter)	Training reports Registers	Director, Gender Mainstreaming, Inclusivity and Wellness

Summary of RBM Logic Framework

Impacts – Safer, healthier and productive workforce

Outcomes- reduced OSH risks, improved OSH compliance, improved health and well-being of workers, reduced OSH accidents and incidents at the workplace

Outputs- Hazard Identification and Risk Assessment reports, OSH Committees reports, training reports, wellness activities reports

Assumptions – adequate resources, management support and staff participation

Risks- underreporting, limited funding, weak enforcement

Roles

Director Gender Mainstreaming, inclusivity and Wellness- direct accountability of all KPIs

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