



**Directorate of Occupational Safety  
and Health Services**

## **Registering a Construction Site**

### **User Guides**



# Construction Site Registration

The first step is to access the Construction Sites Menu Item.

NOTE: You must have registered or linked at least one workplace to see the rest of the menu items

The screenshot shows the 'Workplace' management page. The left sidebar contains a menu with the following items: Dashboard, Workplace Registration, Audits, My Summary, Plant Management, Work Injury Management, and Construction Sites. The 'Construction Sites' item is highlighted with a white circle. The main content area displays a table of registered workplaces with the following columns: Phone No, Status, Payment Status, Renewals, License Expiry Date, Close/Reopen Status, and Action.

Phone No	Status	Payment Status	Renewals	License Expiry Date	Close/Reopen Status	Action
254-0712345678	Approved	Paid	0	14 May 2025	Request close branch	View Edit Delete Refresh
254-0712345678	Approved	Paid	0	30 April 2025	Request close branch	View Edit Delete Refresh
254-0712345678	Approved	Paid	2	Make Payment for renew workplace	Request close branch	View Edit Delete Refresh
254-0712345678	Approved	Paid	3	12 February 2024	Request close branch	View Edit Delete Refresh
254-0712345678	Approved	Paid	2	12 February 2024	Request close branch	View Edit Delete Refresh





# Construction Site Registration

Click on the 'Add Construction Site' button to register your construction



Construction Site

miro



Directorate of Occupational Safety and Health Services



# Construction Site Registration

Start by entering the Basic Details as prompted.  
Click +Add More to add the details of Directors/  
Partners/Proprietors

## Add Construction Site

Basic Detail

Site Profiles

Machinery & Plants

Transport Safety Measures

Safety Supervisor/Officer

Facilities & Hazards

NCA ID No.\*

Verify Identity

Name of Contractor\*

CR12 Certificate

Physical Address\*

Address to which communications should be sent

State whether main contractor or sub-contractor\*

Approximate date of commencement

Probable duration of work (Months)

How many workers are you likely to employ on the site?

Male

Female

Other

Total

Name of Directors/Partner/Proprietor

[+Add More](#)

Cancel

Save & Next



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# Construction Site Registration

Make sure to fill the details as prompted.

NOTE: For commercial constructions there is payment associated with the area coverage. For total coverage, add all the areas of the floors and input the total

Basic Detail | **Site Profiles** | Machinery & Plants | Transport Safety Measures | Safety Supervisor/Officer | Facilities & Hazards

SITES PROFILES

Name\*  Plot No\*

Street\*  Town\*

County\*  Sub County\*

Phone No\*  Name of developer

Nature of Work\*

Type\*

Attach Architectural Plan

[+Add More Machinery](#)

**Edit Construction Site**

Basic Detail | Site Profiles | **Machinery & Plants** | Transport Safety Measures | Safety Supervisor/Officer | Facilities & Hazards

Lift Type\*

Description  Distinctive Markings

Country  Year

Last Maintenance Date  Date of Last Examination

[+Add More Machinery](#)

Basic Detail | Site Profiles | Machinery & Plants | **Transport Safety Measures** | Safety Supervisor/Officer | Facilities & Hazards

Are there Transport Safety measure on site?  
 Yes  No

Operator Competence\*

Mobile Machines have Reverse Signals?  
 Yes  No

Site has Signalers?  
 Yes  No

[+Add More Safety Measure](#)

**Edit Construction Site**

Basic Detail | Site Profiles | Machinery & Plants | Transport Safety Measures | **Safety Supervisor/Officer** | Facilities & Hazards

Safety Supervisor / Officer

Name\*  Phone no\*

Email  Certificate

[+Add More Officer](#)







# Construction Site Registration

Enter the details of facilities available and hazards as requested to fill.

Remember to check the declaration check box and finally submit.

[← Edit Construction Site](#)

Basic Detail | Site Profiles | Machinery & Plants | Transport Safety Measures | Safety Supervisor/Officer | **Facilities & Hazards**

NUMBER OF SANITARY AND WASHING FACILITIES

Male				Female			
Toilets	Urinals	Showers/Bathrooms	Hand Washing	Toilets	Urinals	Showers/Bathrooms	Hand Washing

Provision Of Welfare Facilities

First Aid Box ?  
 Yes  No

First Aid Room ?  
 Yes  No

Drinking Water ?  
 Yes  No

Shelter for workers to take cover during unfavorable ?  
 Yes  No

List The Expected Hazards /unsafe Conditions In Your Workplace  
[+Add More Hazard](#)

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What Precautions Have You Taken Or Intend To Take To Control The Above Hazards?  
[+Add More Precautions](#)

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List The Protective Appliances And Clothing (ppe) Provided To Workers (if Any)  
[+Add More Protective Appliance](#)

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Ventilation  
[+Add More Ventilation](#)

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Fire Precaution  
[+Add More Fire Precaution](#)

I declare that the information given herein is true to the best of my knowledge and belief

[Previous](#) [Submit](#)





# Construction Site Registration

You will be prompted to make the necessary payment  
Click on the blue highlighted text 'Make Payment' to pay

**Construction Site** + Add Construction Site

Ref. Number	Name of Contractor	Address	Status	Payment Status	Certificate Expiry Date	Actions
SITE-019	John Doe	P.O. Box, 89983 – 80100, Mombasa, Kenya	Pending	Unpaid <a href="#">Make Payment</a>		

Showing 1 to 1 of total 1 entries

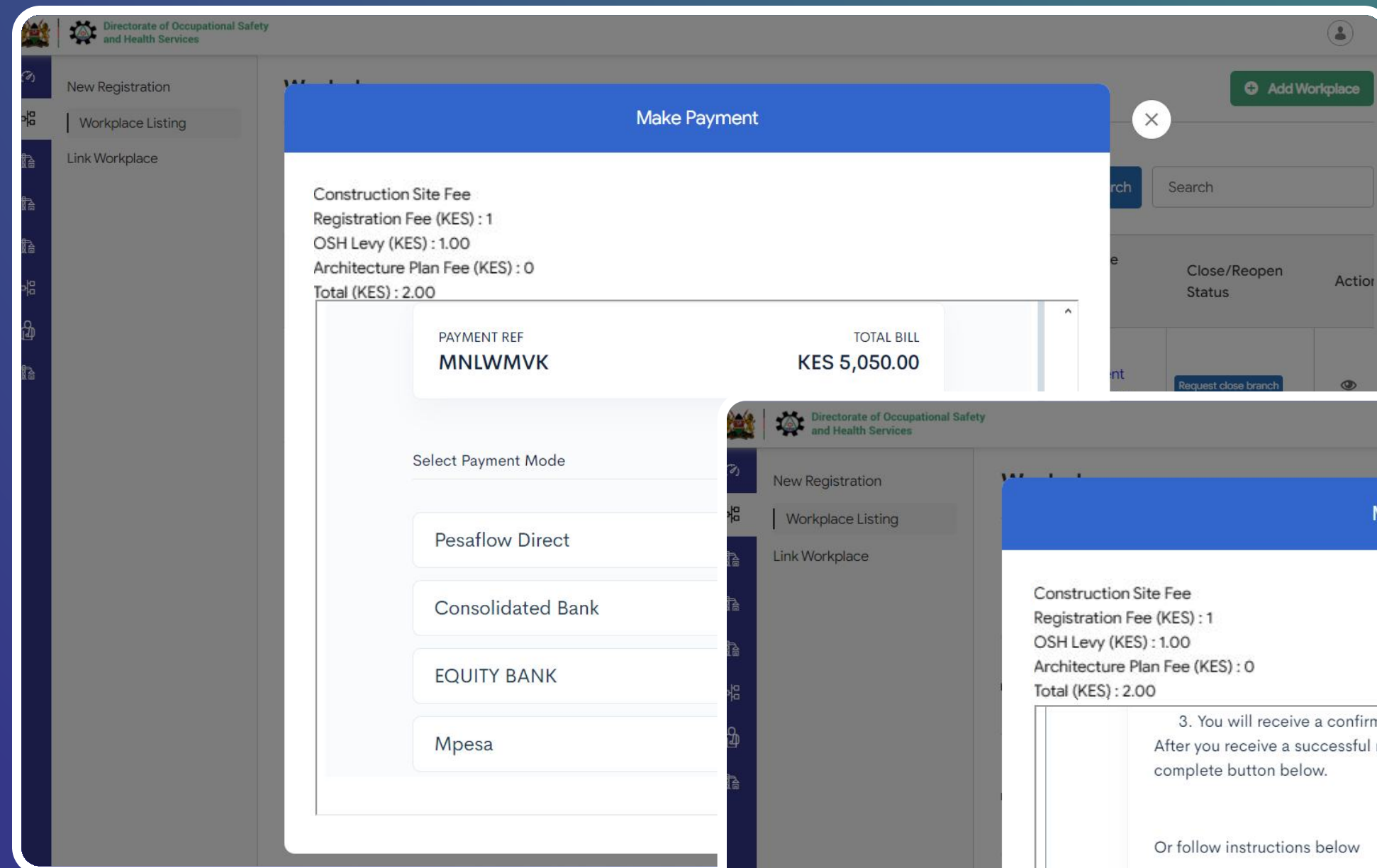




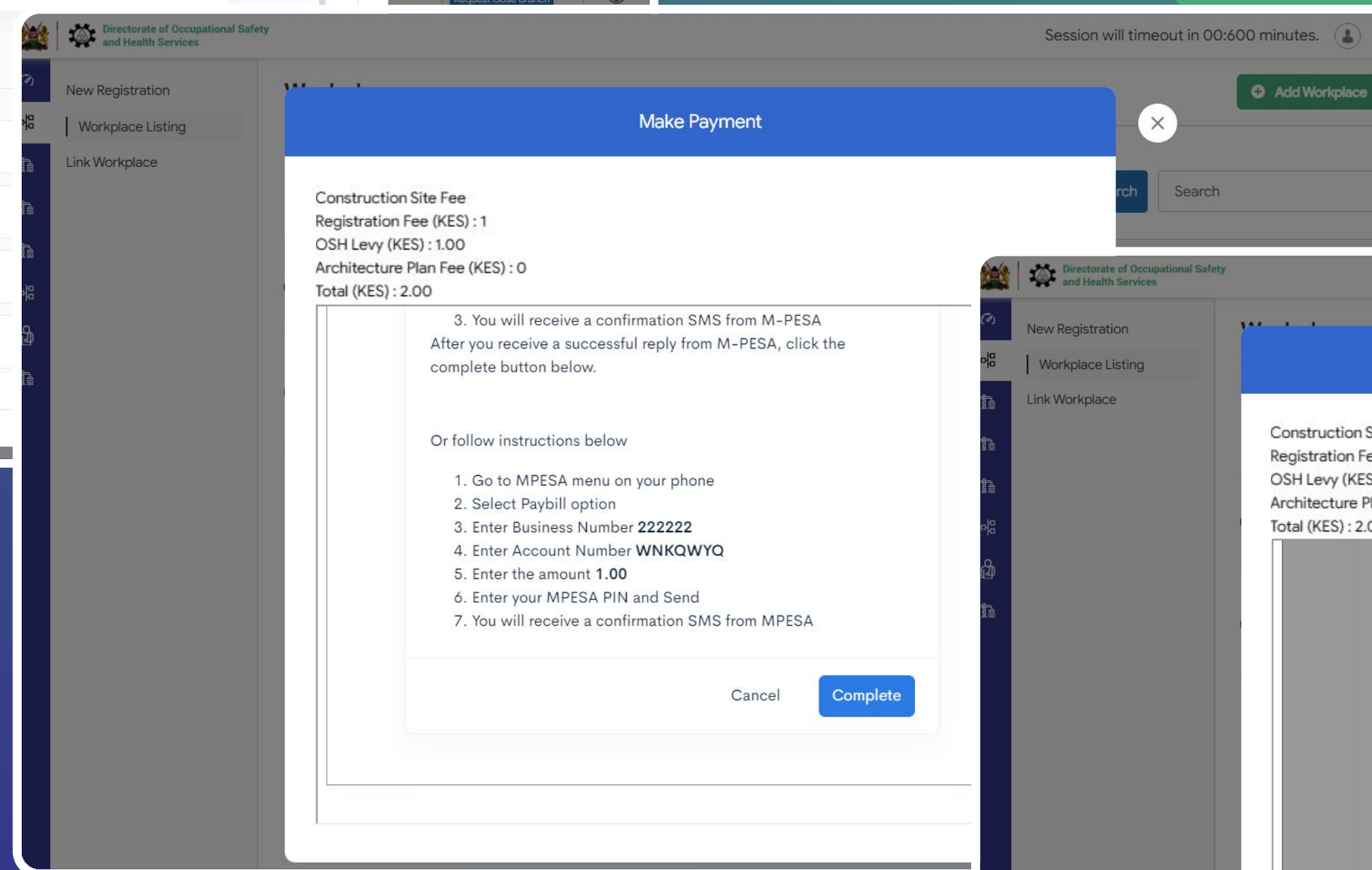


# Construction Site Registration

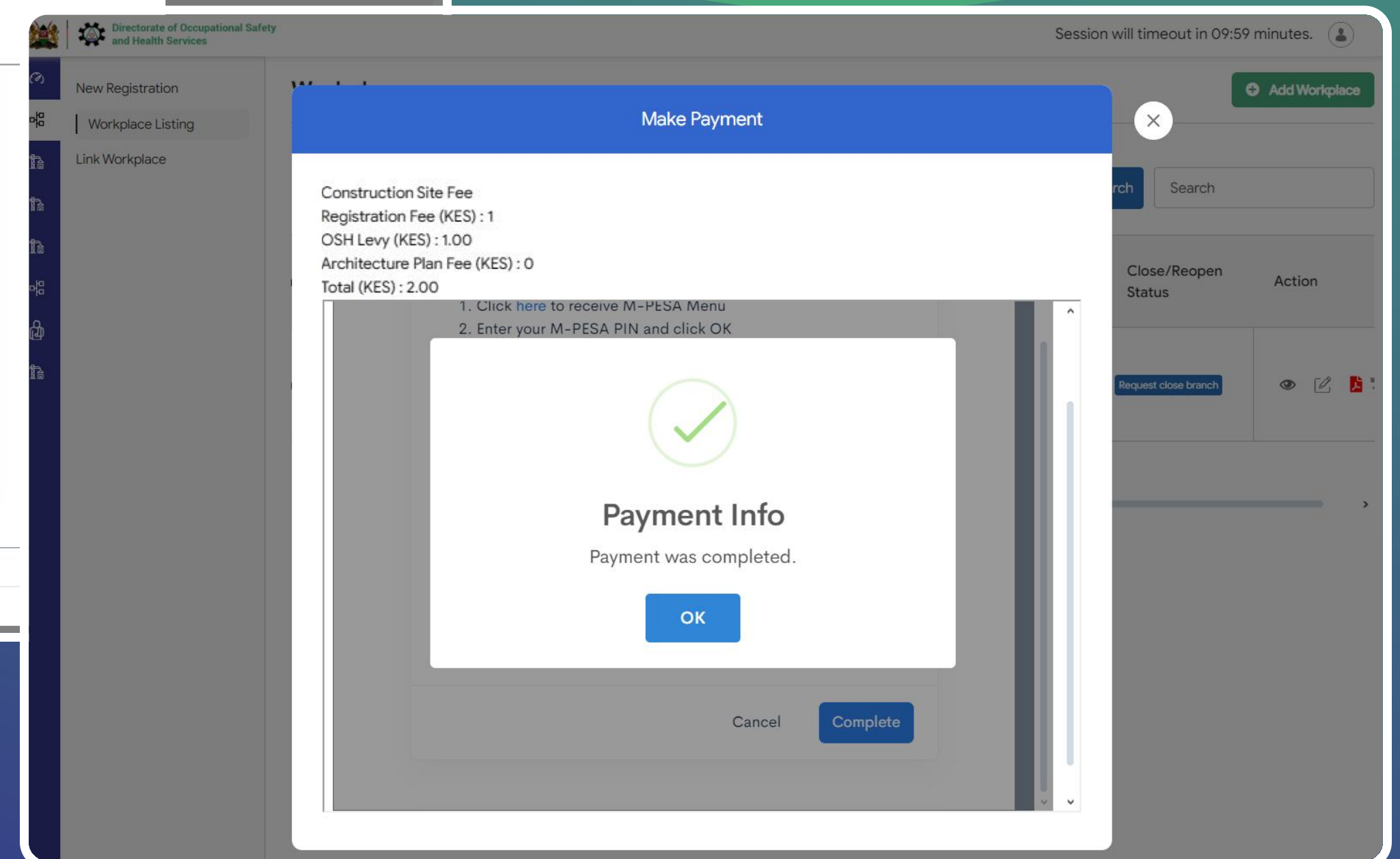
## Step 1



## Step 2



## Step 3



E-Citizen will prompt for payment upon clicking on Make Payment for renew workplace

1. Select your Mode of Payment
2. Make your payment
3. Remember to click on the 'Complete' button after receiving payment confirmation message





# Construction Site Registration

Your Construction Site listing will appear as follows after registration. You will be able to download certificates and do renewals also.

Directorate of Occupational Safety and Health Services

## Construction Site

[Add Construction Site](#)

Ref. Number	Name of Contractor	Address	Status	Payment Status	Certificate Expiry Date	Actions
SITE-016	[REDACTED]	[REDACTED]	Approved	Paid	13 February 2025	
SITE-013	[REDACTED]	[REDACTED]	Approved	Paid	30 January 2025	
SITE-012	[REDACTED]	[REDACTED]	Approved	Paid	08 January 2025	
SITE-010	[REDACTED]	[REDACTED]	Approved	Paid	Expired 19 December 2024	
SITE-004	[REDACTED]	[REDACTED]	Approved	Paid	19 December 2024	

Showing 1 to 5 of total 5 entries

[/abncloud.com/dosh](#)

