



Health & Safety Policy for Relim Consulting Services Limited
Effective Date: 1st January 2025

1. Purpose

Relim Services is committed to ensuring a safe and healthy work environment for all employees, contractors, clients, and visitors. This policy aligns with Kenya's Occupational Safety and Health Act (OSHA), 2007 and other relevant health and safety regulations.

2. Scope

This policy applies to:

All employees, including full-time, part-time, and temporary staff.
Contractors, suppliers, and visitors interacting with the Company.
All workplaces and operations under the control of the Company.

3. Responsibilities

A. Management Responsibilities

Ensure compliance with Kenyan health and safety laws.
Provide a safe workplace, proper equipment, and necessary training.
Conduct regular risk assessments and safety audits.
Investigate and take corrective action on reported hazards or incidents.

B. Employee Responsibilities

Follow all health and safety procedures.
Report any hazards, unsafe conditions, or injuries immediately.
Use protective equipment (PPE) where required.
Participate in health and safety training.

C. Health & Safety Officer

Conduct workplace safety inspections.
Ensure emergency response readiness.
Maintain records of incidents and safety improvements.

4. Workplace Safety Measures

A. Fire Safety

Fire extinguishers and alarms must be accessible and regularly maintained.
Employees must be trained in fire evacuation procedures.
Emergency exits must remain clear and well-marked.

B. First Aid & Medical Emergencies

A first aid kit must be available in the workplace.
At least one employee must be trained in first aid procedures.
Report injuries or illnesses immediately for prompt response.

C. Workplace Ergonomics & Hygiene

Workstations must be ergonomically designed to prevent strain.
Clean and well-ventilated office spaces must be maintained.
Employees should follow proper hygiene practices to prevent infections.

D. Equipment & Electrical Safety

Employees must use work equipment safely and report malfunctions.
Electrical appliances must be checked regularly for safety compliance.

E. Communicable Diseases

Maintain sanitation stations and hygiene practices.
Employees must report symptoms and seek medical attention if unwell.
Work-from-home options or sick leave may be granted in case of illness.

5. Reporting Hazards & Incidents

Employees must report hazards, accidents, or near-misses to:

Health & Safety Officer: Mr. Jared Otieno (+254 728 849448)

Email: relimconsultingservices@gmail.com

All reports will be investigated, documented, and acted upon without retaliation.

6. Compliance & Training

All employees must undergo mandatory health and safety training.
Regular safety drills (e.g., fire drills, first aid training) will be conducted.
Non-compliance may result in disciplinary action, including termination.

7. Review & Amendments

This policy will be reviewed every 3 years or as per legal requirements.

Approved by:
Bernard Omondi
Managing Director
1st January 2025