



Document Policy Number DTI/POL003

HEALTHYAND SAFETY POLICY

MAY 2025

VERSION 1 MAY 2025

**Amee Arcade, Westlands
P.O Box 52342-00100, Nairobi
Tel: +254 759 950 087**



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1. Policy Statement

Dermal Training Institute is committed to providing a safe and healthy environment for students, staff, and visitors in compliance with:

- Occupational Safety and Health Act (OSHA), 2007 (Kenya)
- Work Injury Benefits Act (WIBA), 2007
- Public Health Act (Cap. 242)
- TVETA Standards for Training Institutions.

2. Responsibilities

A. Management Responsibilities

- Ensure compliance with Kenyan health and safety laws.
- Provide safety equipment (fire extinguishers, first aid kits).
- Conduct annual risk assessments and emergency drills.
- Train staff and students on safety procedures.

B. Staff Responsibilities

- Follow safety protocols in classrooms, labs, and clinics.
- Report hazards immediately to the Safety Officer.
- Supervise students during practical sessions.

C. Student Responsibilities

- Use equipment safely (e.g, dermal tools, chemicals).
- Report injuries or unsafe conditions.
- Attend mandatory safety briefings.

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3. Key Safety Measures

A. General Safety

✓ **Fire Safety:**

- Clearly marked emergency exits.
- Fire extinguishers inspected quarterly.
- Evacuation drills conducted twice a year.

✓ **First Aid:**

- Trained first-aiders available on-site.
- First aid kits in labs, admin offices, and common areas.

✓ **Hygiene & Sanitation:**

- Handwashing stations with soap and sanitizer.
- Regular disinfection of dermal tools and workspaces.

B. Practical Training Safety

✓ **Chemical Handling:**

- Safety Data Sheets (SDS) for all chemicals.
- Gloves for use while performing specific Aesthetic services to avoid Contra contamination.
- Proper ventilation in treatment rooms.

✓ **Equipment Safety:**

- Sterilized and inspected tools before use.

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- No unauthorized use of lasers or electrical devices without proper training or guidance by an expert.

✓ Waste Disposal:

- Sharps containers for needles/blades.
- Biohazard waste disposed of per NEMA regulations.

C. Workplace Ergonomics

- Adjustable chairs/tables for students during theory sessions.
- Breaks encouraged during long practical sessions.

4. Incident Reporting & Emergency Procedures

A. Reporting Accidents

- Immediate notification to the Safety Officer.
- Accident logbook maintained for audits.

B. Emergency Contacts

Emergency Contact

- Medical Emergency 999 / 112 (Kenya Emergency Line)
- Nairobi County Fire Emergency Numbers: 0202344599/0202222181
- Police 911 / 999

C. Evacuation Plan

- Assembly point: Designated safe zone (parking lot).
- Disabled persons: Assisted evacuation protocol.

5. Training & Awareness

- Mandatory induction for new students/staff on safety rules.

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- Annual refresher training on:
 - ✓ Fire safety
 - ✓ First aid
 - ✓ Chemical handling

6. Monitoring & Compliance

- Monthly inspections by the Safety Committee.
- Corrective actions for violations (e.g., warnings, suspension).
- Annual policy review for updates.

7. Policy Enforcement

- Non-compliance may lead to disciplinary action under Derma Training Institute Code of Conduct.
- TVETA & OSHA will be notified in case of major breaches.

Implementation

- ✓ Display safety posters in high-risk areas (Especially the Practical room).
- ✓ Maintain records of drills, inspections, and incidents.
- ✓ Review policy annually or after major incidents.

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8. Safety Policy Checklist

Dermal Training Institute SAFETY POLICY CHECKLIST
(To be reviewed quarterly by the Safety Committee)

1. General Safety Compliance

Fire Safety

- Fire extinguishers (serviced & tagged).
- Clearly marked emergency exits (unobstructed).
- Evacuation drills conducted (last date: //__).

First Aid

- Fully stocked first aid kits (check expiry dates).
- At least 2 trained first-aiders on-site.

Hygiene & Sanitation

- Handwashing stations with soap/sanitizer.
- Daily disinfection of high-touch surfaces.

2. Practical Training Safety

Chemical Safety

- Safety Data Sheets (SDS) available for all chemicals.
- Gloves available at all times.

Equipment Safety

- Dermal tools sterilized before use.
- Electrical equipment well maintained and dermal needling pens well sterilized

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Waste Management

- Sharps containers in treatment rooms.
- Biohazard waste disposed via licensed provider from NEMA

3. Incident Preparedness

Emergency Protocols

- Emergency contacts displayed (fire, medical, police).
- Evacuation maps posted in all rooms.

Accident Reporting

- Accident logbook maintained (last entry: ____).
- Staff trained on incident reporting procedures.

4. Training & Documentation

Staff/Student Training

- Safety induction for new enrollees (verify records).
- Annual refresher training completed.

Record-Keeping

- Inspection reports filed (last audit: ____).
- Safety policy accessible to all (website/handbook).

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Action Plan for Non-Compliance

Issue Identified	Corrective Action	Deadline	Responsible Person
(Example) Expired fire extinguisher	Replace/service	48 hours	Facilities Manager

Review & Sign-Off

Safety Officer's Name: _____

Signature: _____ Date: //__

Next Review Date: //__

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