

مركز أبوظبي للصحة المهنية
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

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Abu Dhabi Occupational Safety and Health System Framework

(OSHAD-SF)

Code of Practice

CoP 18.1 – Temporary Employer Supplied Accommodation

Version 3.1

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ABU DHABI PUBLIC
HEALTH CENTRE

مركز أبوظبي
للصحة العامة



Important Note:

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1. Introduction

- (a) This Code of Practice applies to all employers within the Emirate of Abu Dhabi. This Code of Practice is designed to incorporate requirements set by UAE and Abu Dhabi regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.
- (b) This CoP was developed by the Abu Dhabi Occupational Safety and Health Center and the Department of Municipal Affairs and Transport in accordance with the Abu Dhabi 2030 Plan, to enhance occupational safety and health requirements of employees, and to promote the concept of temporary labor accommodation in accordance with the policies of the UAE and international agreements with respect to the rights of laborers for prevention of incidents and injuries. It must be considered as one of the main documents for the licensing of temporary labor accommodations by the Department of Municipal Affairs and Transport..
- (c) The requirements in this CoP shall be considered as the main criteria for the design, construction, management and operation of the temporary labour accommodation pursuant to the laws and local bylaws and the best international practices, and that requires the relevant parties such as consultant offices, contracting companies and establishments and developers to comply with and implement it.

2. General Requirements

2.1 General

- (a) Employers shall comply with the requirements of *OSHAD-SF – CoP 18.0 – Employer Supplied Accommodation – General Requirements*.

2.2 Requirements of the License of Temporary Labour Accommodation

- (a) The employer shall have a valid license for building or constructing a project.
- (b) The employer shall comply with the limited period agreed to in the license of the temporary labour accommodation associated with the period of completing the building project.
- (c) The employer shall comply with implementing this CoP and conditions of the license of the temporary labour accommodation and abide with the terms of the lease/hire contract.
- (d) It is not allowed to commence execution of the construction work of the temporary labour accommodation without obtaining the consent of the licensing party and receive the license.
- (e) It is not allowed to commence utilizing and occupying the temporary labour accommodation unless after obtaining the completion certificate.
- (f) The employer shall, in case of applying to increase the housing units or making any engineering change, submit all the plans and documents to the licensing authority to obtain the required approvals.
- (g) It is strictly forbidden to use the temporary labour accommodation in any other purposes or uses.
- (h) The employer shall, in case of applying to extend the use of the temporary labour accommodation, in case of signing a new project contract, submit all the documents to the licensing authority to obtain the required approvals.
- (i) The employer shall be committed to vacate the temporary labour accommodation at the expiry of the lease period or in case of request of the licensing authority for non-official reasons, during the period specified in the lease contract.
- (j) The employer shall be committed to restate the place/land of the temporary labour accommodation to the previous state and to remove all the remains to the approved locations by the Center for Waste Management - Abu Dhabi.
- (k) The employer shall obtain all the No Objection Certificates (NOC) from the specified official authorities to complete the licensing procedures and obtain the lease certificate.
- (l) The required area allocated for the temporary labour accommodation shall be proportional with the number of labourers and individuals using it.

- (m) The employer, in case of using the double (2) floors units, in the temporary labour accommodation, shall submit all the plans and constructional studies to the licensing authority to obtain the required approvals as per the law regulating the construction works.

2.3 Planning Criterion for the Sites Allocated for the Temporary Labour Accommodation

- (a) The site shall be far from the families houses with a distance not less than 5 Km.
- (b) The site shall be far from the public and main roads.
- (c) The site shall be far from the investment or commercial compounds and the tourism or archaeological.
- (d) The site shall be far from the pollution sources (eg. garbage chute, swamps and sewerage collection stations) rain drainage and floods and far from the birds and animal breeding farms as per the approved criterion by the concerned local authorities.
- (e) The site shall be far from the water supplies of the local or public water supplies or the ground water wells.

2.4 Engineering Criterion for Building the Temporary Labour Accommodation

2.4.1 General Criterion

- (a) The building shall cover from 60-65% of the plot area leased for the temporary labour accommodation and that rate shall be stated in the engineering plans submitted to the license authority.
- (b) The building shall comply with the occupational capacity of the temporary labour accommodation stated in the following schedule:

SN	Area (Square Meter)	Occupational Capacity
1	13,000 m2	700 Labourers
2	10,000 m2	600 Labourers
3	9,500 m2	500 Labourers
4	4,000 to 5,000 m2	300 Labourers

- (c) The land used and allocated for the temporary labour accommodation shall be settled.
- (d) The distance separating the housing units shall not be less than 5 meters.
- (e) The housing units shall be at a distance not less than 10 meters from the facilities and services buildings such as the warehouses, kitchen, bathrooms and dining halls.
- (f) All the units shall be designed and constructed in accordance to the certified criterion and certified engineering specifications by the building licensing department.
- (g) An accommodation area not less than 3 square meters shall be allocated for each labour.

- (h) All the units and services and facilities shall fulfil the health and safety requirements to be used for the appropriate use that protect the persons residing therein.
- (i) The periodic maintenance shall be carried out to the extent that guarantees the fulfilment of such requirement all through occupation.
- (j) It is strictly forbidden to dig wells in the temporary labour accommodation.

2.4.2 Materials

- (a) It is a must to use the sustainable materials for building the temporary labour accommodation.
- (b) It is a must to use the fire resistance caravans, that conform with the civil defence standards.
- (c) No flammable materials are permitted to be used within the materials of the caravans either in the walls, floors, ceilings or internal supports like wood.
- (d) The inflammable materials or those having high resistivity, such as (sandwich panel) filled with rock wool or derivatives or gypsum or Calciosilicat or the cement boards of fiber cement or any other proposed inflammable materials are accepted.
- (e) In case of using the thermal insulation materials, it is forbidden to use quick flammable materials or which produces poisonous gases such as the polystyrene or polyurethane material. It is allowed to use the rock wool or mineral wool or similar inflammable materials that do not negatively affect health and safety and conforms to the civil defence standards.
- (f) The services units (kitchen, electricity, gas, communication) shall be constructed from concrete walls or the concrete blocks, and also the floors shall be made of concrete. It is necessary that the construction methods of all buildings, shall comply with all the regulations, legislations and criterion of the building licensing authorities.

2.4.3 Lighting

- (a) There shall be natural lighting for each housing unit by making two windows or at least one window.
- (b) To provide the fixed lighting units at the occupied areas and in all sides of the housing unit and services and facilities so as to cover the minimum requirements of the lighting level as per the following schedule and according to safety considerations:

Location	Area / Activity	Minimum/Medium Limit (Lux)
General	Passages, corridors, hall, staircase, entry, reception, etc	100
Housing Units	Bedrooms	100
	Kitchen	150
	Cooling stores	100
	Common work area	100
	Entertainment areas	150
	Ablution area	100
Location	Area / Activity	Minimum / Medium limit (Lux)
Housing Units	Storage rooms / stores	100
Laundry	Reception / sorting / washing / drying	150
	Dry clean	150
	Clothes ironing / test / repair	200

- (c) To use lamps of low consumption power.
- (d) The external lighting level of the pedestrians shall allow pedestrians to distinguish the borders of the walking area and change of direction and juncture of passages and any encumbrances or potential risks.
- (e) The lighting poles/bases shall be fixed such as not to hinder the movement of pedestrians or emergency services.

2.4.4 Ventilation and Air Conditioning (A/C)

- (a) All the housing units and services shall be provided by appropriate A/C and ventilation units with disposal pipes for A/C (water produced by A/C) and connect with the water disposal system.
- (b) The area of the windows shall not be less than 10% of the floor area of the room and with 50% that can be opened.
- (c) Appropriate ventilation systems shall be fixed in the services units and facilities such as bathrooms, storage rooms, kitchens, and other areas that contain pollution sources in order

to preserve the quality of the internal air and supply it by the external air as per the rates stated in the following table:

Occupation Category	Liters/Second/ Person	Occupation category	Liters/Second/ Person
Dining rooms	5.0	Laundry room	5.0
Kitchens	25.0	Bathrooms	25.0
Bedrooms	5.0	Lavatories	25.0
Corridors/halls	5.0	Security office	5.0
Offices	5.0	Prayer room (mosque)	5.0
TV and entertainment hall	7.5	First Aid room	5.0

(d) The kitchens, bathrooms, lavatories air shall be renewed in the rate not less than what is stated in the following table:

Location	Ventilation Rate L/S/U	Ventilation Rate Liter/Second/M2
Kitchens		3.5
Bathrooms	25/35	
Lavatories	25/35	

(e) The relevant humidity rate shall range between 30% and 60% in all the air conditioned areas.

2.4.5 Design and Distribution of the Master Plan of the Temporary Labour Accommodation

- The employer shall submit the design maps and master plan of the temporary labour accommodation and specify and distribute all the units, services and proposed facilities as per the standards and conditions provided in this CoP.
- All plans and designs shall be executed upon the approval of the licensing authority and without any change.
- Any proposed changes or amendments shall be submitted for approval by the licensing authorities.
- Any changes, or additions in the temporary labour accommodation not approved by the licensing authority is deemed as cancelled and shall be removed.

2.4.6 Design and Distribution of the Protection, Fire Alarm and Fire-Fighting Systems

- (a) All the design, supply and erection of protection, fire alarm and fire fighting systems shall be in accordance to the latest published version of the *UAE Fire and Life Safety Code* and as per Civil Defence requirements.
- (b) Necessary approvals must be obtained for the design from Civil Defence Department (Building Licensing).
- (c) The employer must obtain "Certificate of Fitness" from AD Civil Defence for the protection, alarm and fire extinguishers equipment, before occupying the temporary labour accommodation by the license applicant.
- (d) The temporary labour accommodation shall be organized to allow for easy access of the civil defence machineries and equipment to all the sides of the buildings.
- (e) Reasonable tracks shall be specified (3 meters) for the entry of the fire extinguishing equipment and ambulance in case of emergency.
- (f) The emergency entries and exits shall be clear and secured for use during emergency and to be marked.
- (g) The emergency roads and passages shall be lighted by appropriate emergency lights that operate during the switch off of the main current.
- (h) Assembly points shall be fixed for the labours at the temporary labour accommodation in cases of emergency and security and easy access shall be considered in that location.
- (i) The employer shall provide and distribute boards and guidelines for emergency escape route and location of assembly points and safety, shall be displayed in all units and shall be located in a appropriate way and clear for use.
- (j) Smoke detectors, fire alarm and fire protection shall be in each unit.
- (k) Fire extinguishers shall be provided and distributed in an appropriate form with the distribution and uses of the units as per the latest published version of the *UAE Fire and Life Safety Code*.
- (l) Fire Hydrants supplied with rubber hoses shall be provided and distributed as per the latest published version of the *UAE Fire and Life Safety Code*.
- (m) The employer shall provide a general announcement system and fire alarm system through microphones for emergency and evacuation.
- (n) A manual or automatic fire alarm device shall be provided.
- (o) Appropriate communication methods for reporting emergency cases shall be implemented.

- (p) The employer shall provide the units, services and facilities with an alarm system to be controlled in the unit by a fire alarm board which shall be fixed in a secured location (Management office of the Temporary Labour Accommodation or the Security Office).
- (q) All the special services rooms, such as electricity or communications, etc. shall be provided with a gas extinguishing system as per the latest published version of the *UAE Fire and Life Safety Code*.
- (r) All the special services units, in which the gas extinguishers systems are installed, shall be insulated to preserve the extinguishing gas in the secured area by appropriate design for at least 10 minutes.
- (s) Water tanks for emergency and fire-fighting shall be provided according to the latest published version of the *UAE Fire and Life Safety Code* requirements of the temporary labour accommodation.
- (t) Emergency water pumps shall be provided and operated by diesel in case of switching off the main electric current.

2.4.7 Design and Distribution of Emergency and Evacuation Entries and Exits

- (a) Emergency and evacuation entries and exits must be designed and distributed to suit the size of the temporary labour accommodation and shall not be restricted.
- (b) The number of entries shall not be less than 2 and number of exits shall not be less than 2 for emergency and evacuation uses.
- (c) Reasonable tracks shall be specified (3 meters) for the entry of the fire-extinguishing equipment and ambulance in case of emergency.
- (d) The emergency entries and exits shall be clear and secured for use during emergency and shall not be restricted.
- (e) The emergency roads and passages shall be lighted by appropriate emergency lights that operate during the switch off of the main current.

2.4.8 Design and Distribution of Sanitary Facilities

- (a) The sanitary facilities must be designed and distributed to be at a distance of not less than 30 meter from the housing units, dining halls and kitchen.
- (b) The roads and passages to the sanitary shall be clear and accessible.

2.4.9 Design and Distribution of Internal Roads and Pedestrian Passages

- (a) Internal roads and pedestrians passages must be designed and distributed to suit the size of the temporary labour accommodation, and safety requirements.
- (b) The employer shall consider emergency cases when designing and distributing the internal roads and pedestrian passages.

- (c) The employer shall provide appropriate space for movement and security in the temporary labour accommodation.
- (d) The guidance boards shall show clearly on the internal roads and passages.

2.4.10 Design and Distribution of Water and Electricity Networks

- (a) The drawings of the design & distribution of water & electricity shall be in accordance with the Standard Specifications for Distribution Company's General Guidelines (ADDC/AADC) and The Electricity Supply Regulations 2007 and The Electricity Wiring Regulations (Third Edition) issued by Regulation and Supervision Bureau. Drawings shall be approved by the relevant Distribution Company for Electricity (ADDC/AADC).
- (b) The employer shall ensure that the design and operation of water and electricity network is approved by distribution Company's and within the general guidelines (ADDC/AADC) and the regulation from RSB as per *OSHAD-SF – CoP 18.0*.
- (c) The water and electricity drawings must include the following:
 - (i) ensure a systematic approach to defining and communicating OSH roles and responsibilities;
 - (ii) single-line diagram;
 - (iii) fire alarm control panel;
 - (iv) fire alarm distribution and emergency lights detectors;
 - (v) emergency lights drawings;
 - (vi) site lay out plan for small power and telephone;
 - (vii) light points locations;
 - (viii) lighting switches drawings;
 - (ix) power diesel generator and electrical room; and
 - (x) load schedule and voltage drop calculations per RSB / ADWEA requirements.
- (d) The electric substations and all transformers to be cooled by oil as per the regulations and standards of RSB / ADWEA.
- (e) The employer shall ensure the electricity room is far from the housing units inside the temporary labour accommodation which shall be equipped with the fire preventive equipment and tools as per Civil Defence requirements.
- (f) The electricity room must be fully equipped as per the regulations and standards of RSB / ADWEA.
- (g) Equipment and distribution panels and work calculation must be distributed in accordance to the regulations and standards of RSB / ADWEA.
- (h) The automatic electric insulation must be provided to all units.

- (i) The A/C units and cooling units must be supplied with three phase electric sources.
- (j) There shall be 13 amperes wall sockets for all the housing units, services and facilities as per the needs.
- (k) If reasonably practicable the solar energy must be used for the services and facilities units.
- (l) All the external Distribution Board to be weather proof.
- (m) Provide Source Power Distribution Board for each unit.
- (n) Central heaters shall be used in the facilities.
- (o) Water tanks and pumps must be erected in accordance to the General Guidelines of the Distribution Companies (ADDC/AADC).
- (p) The number and size of the water tanks shall be based on the General Guidelines of the Distribution Company & the RSB's Water Supply Regulations.
- (q) The water network shall be designed and equipped by water consumption rationalization.
- (r) The employer shall ensure appropriate periodic maintenance and test to water tanks and water network as per the regulation from RSB and *OSHAD-SF – CoP 18.0*.
- (s) No filters or any other water treatment apparatus shall be connected directly to the service connection. Water treatment apparatus that utilize chemicals for water disinfection, or treatment processes that may alter water quality characteristics prior to metering shall not be installed. Where further treatment is required for certain applications, the Distribution Company must be consulted. Water quality tests are to be done in accordance with the RSB's Water Quality Regulations and CoP of cleaning tanks..
- (t) Emergency Tanks: where ground storage tanks are considered, the allocation of separate tanks for fire fighting purposes is prohibited unless prior approval has been obtained from the Distribution Company. The lower part of a ground storage tank should be reserved for fire service by maintaining a constant water level either by means of a suction pipe invert level or another approved device. The allocated fire reserve shall be held completely within the ground tank's actual capacity. The Department of Civil Defence is the only reference for determining the quantity & application of water allocated for fire fighting purposes.
- (u) Drinking water tanks shall be in accordance with the Distribution Company's General Guidelines (ADDC/AADC) & RSB's Water Supply Regulations and CoP of cleaning tanks.
- (v) Approval of water tanks location by the relevant Municipality is required.

2.4.11 Design and Distribution of Gas Network

- (a) The gas network shall be designed and distributed to the services units as per the Civil Defence Standards.
- (b) Gas network shall be approved by the Civil Defence.

- (c) In case of using the gas cylinders, they shall be located in a secured location outside the kitchen in the open air (outdoor) and to be surrounded by metallic mesh as per the standards of the civil defence.
- (d) The gas pipes shall be extended from the cylinders to the oven or stove, in a secured manner and provided it with automatic breaker in case of any leakage of gas inside the kitchen.

2.4.12 Design and Distribution of Sewerage Network

- (a) The sewerage network including the sizing of sewage tanks shall be designed in accordance with the specifications of Abu Dhabi Sewerage Services Company (ADSSC) and Department of Municipal Affairs and Transport Building Codes - International Private Sewage Disposal Code..
- (b) The design and distribution of the internal sewerage network shall comply with Building Codes - International Private Sewage Disposal Code and be approved by the Municipality..
- (c) The discharge of the sewerage water shall be carried out in one of the following ways:
 - (i) Connect the sewerage lines of the temporary labour accommodation with the public sewerage services (ADSSC Network) if available;
 - (ii) Contract with a tankering company registered by ADSSC and CWM to remove the sewer water from the temporary sludge holding tank.; and/ or
 - (iii) Build sewerage treatment facility capable of meeting the RSB Recycled Water and Biosolids Regulations. In this case, the owner needs to contact the Regulation and Supervision Bureau to obtain a Sewerage Services Licence.

2.5 Requirement for the Design and Distribution of the Proposed Units, Services and Facilities

2.5.1 Accommodation Management Office

- (a) An office shall be provided to the manager of the temporary labour accommodation and shall be separated from the housing units and services and to be fully equipped.
- (b) A reception shall be provided in the management office.

2.5.2 The Housing Units / Rooms

- (a) The housing units/rooms shall be constructed and prepared so that the occupants shall be enjoying good comfort and security in a healthy and clean environment.
- (b) The area allocated for each labours shall not be less than three square meters.
- (c) The allowed number of labours in each room shall be from 8 to 10 persons as a maximum, and to comply with the area allocated to each labours.
- (d) The height of the ceiling of the bedroom shall not be less than 7 feet.

- (e) A single bed with a cabinetwork of 2 meters high with a lock shall be provided to each person.
- (f) The distance between 2 beds shall not be less than 36 inches from both sides and at the front and back, and the height of the bed shall not be less than 12 inches from the floor and in case of using two storey beds, then the distance between the two beds shall not be less than 48 inches from both sides and the back, provided that the distance between the upper bed and lower bed shall not be less than 27 inches. Three storey beds are forbidden as well as the double beds.
- (g) Shoes shelves shall be located outside the housing units at the entries.
- (h) The floors of the housing units/rooms shall be washable and cleanable.
- (i) The area of the windows shall be 10% of the floor area of the room with 50% that can be opened.

2.5.3 The Mosque

- (a) A temporary mosque that suits the requirements of the temporary labour accommodation shall be provided and equipped with all the requirements and materials as a place of worship.
- (b) Emergency door/doors shall be provided on the opposite sides of the entry/entries.

2.5.4 First Aid Room / Clinic

- (a) A first aid room or a clinic shall be provided to suit the number of the individuals in the temporary labour accommodation.
- (b) The place of the first aid room or the clinic shall be selected to be easily accessed.
- (c) The first aid room/clinic shall be equipped with all supplies necessary as per *OSHAD-SF – CoP 4.0 – First Aid and Medical Emergency Treatment*.

- (d) First Aider shall be provided in accordance to the number of individuals as per the following table:

No. of Employees at Establishment	Part-Time First-Aider (performing other jobs and partially available on site)	Full Time First Aider
Less than 50 employees	1	- - -
50 – 250 employees	1	1
250 – 500 employees	2	2
500 – 1000 employees	3	3

- (e) The first aid room/clinic shall be prepared and supplied with all the medical materials as per the number of the individuals in accordance with following table:

Items	No. of Employees				
	1 – 10	11 – 25	26 – 50	51 – 100	101 – 150
Form (Guidance Card)	1	1	1	1	1
Plastic Band aids	40	75	150	300	450
Adhesive Plaster 5 inches X 10 yards	1	1	1	2	3
Adhesive Plaster 1 inch X 10 yards	1	1	1	2	3
Absorbent Cotton (Bundle)	1	1	1	1	2
Gauze Bandage 1 inch	1	1	2	4	6
Gauze Bandage 2 inch	1	2	4	8	10
Gauze Bandage 3 inch	1	2	4	8	10
Gauze Bandage 3 X 3 inch	1	2	5	10	15
Sterilized oval eye pads	1	3	3	6	9
Triangular Bandages	1	2	2	4	6
Ammonia Inhalant (bottle)	1	1	1	2	2
Eye wash	2 Oz.	4 Oz.	4 Oz.	4 Oz.	4 Oz.
First Aid Cream	1	1	1	1	2
Calamine Lotion	1 Oz.	2 Oz.	2 Oz.	4 Oz.	6 Oz.
Cotton Tipped Applicator – 6	25	50	100	200	300

inches					
Rescue Breather	-	1	1	1	1
Surgical Scissors	1	1	1	1	1
Anti-septic Solution	250ml	500ml	500ml	500ml	1000ml

Contents	No. of Employees		
	250 – 1000	1001 – 3000	3001 – 5000
Stretcher	1	2	3
Wheelchair	1	2	3
A sink with Cold and Hot Running Water	1	2	3
Drinking Water	1	2	3
Paper Towels, Soap and Nail Brushes	1	2	3
Smooth Topped impermeable Work Surfaces	1	2	3
Clean Garments for Use by First Aiders	1	2	3
Clinical Thermometer	1	2	3
One Wash Bottle	1	2	3
A Couch with pillow and Blankets Frequently cleaned	1	2	3
Dressing Trolley (two shelves with caster wheels)	1	2	3
Kidney Tray (medium size (2) number).	1	2	3
Different Size Splints	1	2	3
Full Content Mobile First Aid box	1	2	3

- (f) The first aid room/clinic shall be prepared to work round the clock (24 hours) seven days a week (24/7) including the weekends, public holidays, Eid, religious and national occasions.
- (g) A pre-planned schedule shall be developed for the method of transferring the patients to the nearest medical center or hospital.

2.5.5 The Kitchen

- (a) The temporary labour accommodation shall be designed and prepared with a kitchen as per Abu Dhabi Food Control Authority.
- (b) The location of the kitchen shall be selected to be far from the housing units and near the dining hall by 30 meters.
- (c) The kitchen shall be equipped in a form that secures the safety, health and cleanness conditions.
- (d) Appropriate ventilation and lighting shall be provided to the kitchen.
- (e) An appropriate chimney shall be provided to suck the odours from the kitchen.
- (f) The floor of the kitchen shall be from ceramic for easy cleaning and shall not be a slippery type.
- (g) The kitchen shall be provided by cold/hot water system.
- (h) The kitchen shall be connected with the sewerage system in an appropriate manner.
- (i) The gas cylinders, shall be located in a secured location outside the kitchen in the open air (outdoor) and to be surrounded with metallic mesh as per the standards of the civil defence.
- (j) The gas system shall be erected in accordance to Civil Defence standards.
- (k) The kitchen shall be provided and equipped with appropriate insecticides.
- (l) The kitchen shall be operated by persons holding valid health cards.
- (m) A store shall be provided for storing the foodstuffs as per *OSHAD-SF – CoP 19.0 – Occupational Food Handling and Food Preparation Areas*.
- (n) The foodstuffs shall be stored and kept in accordance to *OSHAD-SF – CoP 19.0 – Occupational Food Handling and Food Preparation Areas*.
- (o) Smoking is strictly forbidden in the kitchen.
- (p) The cleanliness and tidiness of the kitchen shall be maintained at all times.

2.5.6 Dining Room

- (a) A dining hall shall be provided to serve 35% to 40% of the total employees.
- (b) A dining hall shall be built in an appropriate manner and away from the housing units.
- (c) The dining shall be equipped with all requirements such as tables, chairs and other relevant supplies.
- (d) Notices shall be put stating the meals timings.

- (e) The dining hall shall be operated by personnel that are medically checked periodically.
- (f) The cleanness of the dining hall shall be preserved continuously.
- (g) Emergency exits shall be provided to the dining hall to suit the hall size.

2.5.7 The Lounge

- (a) Appropriate social lounges shall be allocated for the employees equipped with all comfort and entertainment means.
- (b) Smoking is strictly forbidden in the lounge.
- (c) Emergency exits shall be provided in the lounges to suit the size of the lounge.
- (d) The cleanliness of the lounge shall be preserved continuously.

2.5.8 The Laundry

- (a) A laundry shall be provided within the services units and be appropriate for the total number of employees.
- (b) A store shall be provided for the washing materials in an appropriate location and maintained it regularly.
- (c) The laundry shall be kept always clean.
- (d) The discharge network of the laundry shall be connected with the sewerage network of the temporary labour accommodation.

2.5.9 Sanitary Facilities (Bathrooms)

- (a) The sanitary facilities shall be designed in accordance with Abu Dhabi Uniform Plumbing Code or International Plumbing Code.
- (b) The sanitary facilities shall be provided at the rate of one lavatory a bath and a wash basin for each 8 employees to 10 employees.
- (c) Provide urinals that do not need water at the rate of one to 25 persons.
- (d) Cold and hot water shall be provided through the central heating unit (alternatively use solar energy).
- (e) The floors of the sanitary facilities shall be built with non-slip materials which can be easily cleaned.
- (f) Windows not less than 10% of the floor area of the bathroom shall be provided with 50 % that can be opened.
- (g) The sanitary facilities shall be equipped with all the appropriate supplies and requisites.

- (h) The cleanliness of sanitary facilities shall be continuously maintained with appropriate detergents and sterilizers.
- (i) Appropriate natural and artificial ventilation shall be provided in the sanitary facilities.
- (j) The sanitary facilities shall be connected with the sewerage network of the temporary labour accommodation and maintained regularly.

2.5.10 Entertainment Facilities

- (a) Reasonable entertainment facilities shall be provided to the employees to allow them to practice sports such as football grounds, volleyball, basketball, etc and shall be away from the housing units and in accordance with applicable regulations.
- (b) The entertainment facilities shall be maintained and kept always clean.

2.5.11 Stores / Warehouse

- (a) The store shall be designed and built within the services location and far from the housing units by 30 meters.
- (b) The store shall be provided and supplied with all the fire protection control measures as per the latest published version of the *UAE Fire and Life Safety Code*.
- (c) The store shall be always kept safe and clean.
- (d) The store shall be organized and used safely.

2.5.12 Communication Services

- (a) Reasonable coverage shall be maintained for the communication network inside the temporary labour accommodation as per Telecommunication Authority standards.
- (b) Reasonable number of public telephones shall be provided inside kiosks within the services units proportionate to the number of the users.

2.5.13 Drinking Water

- (a) Drinking water tanks shall be in accordance with Distribution Company's General Guidelines (ADDC/AADC) & RSB's Water Supply Regulations and CoP of clearing tanks.
- (b) Periodic maintenance and technical test shall be carried out.
- (c) The pure drinking water must be supplied to the number of the individuals of the temporary labour accommodation and to make periodic and continuous test on the quality of water and keep the relevant reports.

2.5.14 Electric Generator Room (Diesel Generators)

- (a) The room of the electric generator that is operated by diesel shall be designed and built away from the housing units.
- (b) The electric generator room shall be equipped with all the fire prevention and protection mean as per the civil defense standards (The latest published version of the *UAE Fire and Life Safety Code*).
- (c) All the connections of the electric generators shall be erected in a secured manner as per the Civil Defense standards.
- (d) The diesel fuel used shall be in accordance to the accredited specification in the Emirate.
- (e) Emissions generated from the operation shall be controlled as required by applicable standards and regulations.

2.5.15 Emergency Water Pumps Room (Diesel Pumps)

- (a) The room of the emergency water pumps shall be designed and built away from the housing units.
- (b) The emergency water pump room shall be equipped with all the fire prevention and protection mean as per the civil defense standards.
- (c) All the connections of the electric generators shall be erected in a secured manner as per the Civil Defense standards.
- (d) The diesel fuel used shall be in accordance to the accredited specification in the Emirate.
- (e) Emissions generated from the operation shall be controlled as required by applicable standards and regulations.

2.5.16 Fuel and Gas tanks

- (a) The fuel (diesel) and gas tanks shall be designed and built away from the housing units and services as per the latest published version of the *UAE Fire and Life Safety Code*.
- (b) The fuel and gas tanks shall be equipped with all the fire prevention and protection mean as per the civil defence standards.
- (c) All the connections of the fuel and gas tanks shall be erected in a secured manner as per the latest published version of the *UAE Fire and Life Safety Code*.
- (d) The diesel fuel shall be supplied to operate the generators for 24 hours without interruption.
- (e) A cement basin shall be built to contain any leakage of the diesel fuel from the tanks equivalent to 110% of the total volume of the liquid fuel and provide the necessary connections to empty it in case of leakage.

- (f) Not to store any type of fuel or chemicals and hazardous materials, within a limit of 100 meters from the shore.

2.5.17 Parking (Cars and Buses)

- (a) Appropriate parking areas shall be allocated for the cars and buses outside the temporary labour accommodation.
- (b) Vehicles and buses parking shall be appropriately far from the entries and exits of the temporary labour camp.
- (c) The parking shall not form any obstacles for emergency actions and the assembly points of the individuals in the temporary labour accommodation.
- (d) Secured passages shall be allocated for individuals clearly and appropriately by placing the guidance boards and regulate the places for assembly of the individuals at the parking areas.
- (e) Waiting places for the individuals shall be specified in the parking areas.

2.5.18 Garbage Chute

- (a) A garbage dump for collecting and storing the wastes shall be built to suit the number of employees in the temporary labour accommodation and shall be away from the housing units and services units.
- (b) Containers shall be provided and distributed for collecting the wastes among all the housing units, services and facilities.
- (c) Wastes shall be disposed as per *OSHAD-SF – CoP 54.0 – Waste Management*.

2.5.19 Entries and Exits

- (a) Entries/exits shall be designed, built and distributed to suit the number and size of the temporary labour accommodation.
- (b) The width of entries/exits shall not be less than 3 meters.
- (c) The entries/ exits shall be kept totally free from obstacles.
- (d) The main entries/exits shall be separated from the emergency entries and exits.
- (e) Safety guidance shall be placed at the entries/exits in a clear manner.

2.5.20 Other Services

- (a) Other appropriate services shall be provided such as barber saloon, or grocery and to implement the general hygiene conditions.
- (b) The services shall be restricted to the users of the temporary labour accommodation and within the borders of the services limits.

3. Health, Safety and Security Criterion

3.1 Security Criterion

3.1.1 The Temporary Fence

- (a) A temporary fence shall be built for the temporary labour accommodation as per the law of regulating the construction works.

3.1.2 Entries and Exits Monitor

- (a) A guard shall be provided round the clock on the entries and exits of the temporary labour accommodation and equip them with appropriate monitor cameras.

3.1.3 Labour Disputes

- (a) All the labour disputes shall be referred, if it was not reasonably practicable to solve in the temporary labour accommodation to the concerned security parties.

3.2 Temporary Labour Accommodation Management Criterion

3.2.1 Manager of Temporary Labour Accommodation

- (a) A competent manager/official shall be appointed for the Temporary Labour Accommodation management.
- (b) The manager/official of the Temporary Labour Accommodation shall abide to all laws and regulations relevant to the Temporary Labour Accommodation.
- (c) The manager/official shall manage and operate the Temporary Labour Accommodation in a secured and effective manner as per the conditions and procedures of this CoP.
- (d) The manager/official of the accommodation shall maintain the security, safety and health criteria of the Temporary Labour Accommodation and provide all the comfort and security arrangements for the individuals.
- (e) The manager/official of the accommodation shall ensure the execution of the periodic maintenance.
- (f) The manager/official of the accommodation shall assure the efficiency of the emergency and evacuation plan and make the periodic training.
- (g) The manager/official of the accommodation shall conduct the periodic inspection and implement the resulting corrective measures.

3.3 Systems and Instructions

- (a) The systems and instructions of the Temporary Labour Accommodation shall be developed and shown to all the individuals and displayed in appropriate locations. Those instructions shall include:
- (i) entry and exit system for the accommodation;
 - (ii) OSH control measures in the housing, services and facilities units;
 - (iii) emergency and evacuation system in case of fire;
 - (iv) it is forbidden to use the cooking stoves or washing machines inside the housing units;
 - (v) smoking is forbidden in the housing and services units and only allowed in the places allocated;
 - (vi) it is not allowed to bring animals into the temporary labour accommodation; and
 - (vii) it is not allowed to play loud music that disturb others.

3.4 Documents and Archive of the Temporary Labour Accommodation

- (a) All documents and reports shall be maintained and saved in the management of the Temporary Labour Accommodation and shall be updated regularly and continuously.

3.5 Banning of Alcoholic Drinks

- (a) It is strictly banned to bring alcoholic drinks or use it inside the Temporary Labour Accommodation.

3.6 Banning of Entry of Women

- (a) No women are allowed to enter the Temporary Labour Accommodation.

3.7 Transportation

- (a) Reasonable and secured transportation shall be provided as per the standards of the traffic department to move the persons to and from the Temporary Labour Accommodation.

3.8 Health Criterion

3.8.1 Cleanness of Rooms and Facilities

- (a) The employer shall provide instructions, guide boards and warning panels and circulate the same among the individuals of the temporary labour accommodation.

3.8.2 Public Health Pest Control

- (a) The employer shall provide and enforce guidelines for public health and circulate them among all individuals in the temporary labour accommodation.

3.9 Safety Criterion

3.9.1 Emergency and Fire-Fighting Team

- (a) An emergency and fire-fighting team shall be formed from those having experience and training for emergency situations.
- (b) The employer shall organise periodic drills to test the efficiency and readiness of the emergency team and maintain the relevant records and reports.
- (c) The employer shall ensure that emergency and fire-fighting cover is provided 24/7.
- (d) All appropriate tools, equipment and devices shall be provided to the emergency team to perform its duties appropriately.

3.9.2 Electric Tools and Connections

- (a) The employer shall implement the requirements of the latest version of the RSB Electricity Wiring regulations regarding the erection and connection of the instruments and electrical wiring.
- (b) The employer shall assure periodically and continuously of the maintenance of all the electrical instruments and connection in the housing, services and facilities unit.
- (c) The employer shall provide the safety guidelines of erection, connection and use of electrical instruments.

3.9.3 Gas Cylinders

- (a) Gas cylinders shall only be used in the main kitchen approved for the temporary labour accommodation.
- (b) The employer shall ensure ongoing maintenance is undertaken on all electrical instruments and connections in the housing, services and facilities units.
- (c) The gas network shall be linked with the gas cylinders by an automatic valve that shuts in case of gas leakage.

4. References

- *OSHAD-SF – CoP 18.0 – Employer Supplied Accommodation – General Requirements*
- *Resolution of the Cabinet number 13 of 2009 regarding the approval of the general criterion CoP of the group labour accommodation and supplemented services*
- *Regulation and Supervision Bureau (RSB) Regulations(the latest published verison):*
 - *The Water Quality Regulations*
 - *The Water Supply Regulations*
 - *The Electricity Supply Regulations*
 - *The Electricity Wiring Regulations*
 - *Water Distribution Code*
 - *Water Transmission Code*
 - *Electricity Distribution Code*
 - *Electricity Transmission Code*
 - *Recycled Water and Biosolids Regulations*

5. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
2.0	Feb 2012	First Issue	N/A
2.01	April 2015	Re issued to align with <i>AD EHS RI – CoP 18.0</i> as updated.	None
3.0	1 st July 2016	Change of Logo	All
		Change from AD EHS Center to OSHAD	throughout
		Change of document title: AD EHSMS RF to OSHAD-SF	Throughout
		Acknowledgements deleted	2/3
		Preface Deleted	4
		EHS changes to OSH	Throughout
		Clause 2.4.10(a)(b)(o)(p)(r)(s)(t)(u) updated to provide further clarity on Requirements	10-11
		Clause 2.4.12(a)(b) updated to provide further clarity on Requirements	13
		Clause 2.4.12(c)(i)(ii)(iii) updated to provide further clarity on Requirements	13
		Clause 2.5.9(a) updated to provide further clarity on Requirements	18
		Clause 2.5.13(a) updated to provide further clarity on Requirements	18
		Clause 3.9.2(a) updated to provide further clarity on Requirements	18
		Additional References added	28
3.1	2 nd July 2017	Minor editorial changes throughout the document without changing requirements.	Throughout

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