

مركز أبوظبي للصحة المهنية والسلامة  
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

أوشاد  
oshad

# Abu Dhabi Occupational Safety and Health System Framework

(OSHAD-SF)

Code of Practice

CoP 30.1 – Working in International Locations

Version 3.1

July 2019

ABU DHABI PUBLIC  
HEALTH CENTRE

مركز أبوظبي  
للصحة العامة



## Important Note:

(Document Republished for Continued Implementation  
under Abu Dhabi Public Health Center)

(إعادة نشر الوثيقة لاستمرار التطبيق بإشراف مركز أبوظبي للصحة العامة)



ADPHC\_AE



ADPHCAE



ADPHC.AE



ADPHC-AE

WWW.ADPHC.GOV.AE



+971 56 231 2171

## Table of Contents

1.	Introduction .....	3
2.	Training and Competency .....	4
3.	Requirements .....	5
3.1	Roles and Responsibilities .....	5
3.2	Planning and Risk Assessment .....	5
3.3	International Work Procedure / Program .....	5
3.4	Insurance Cover and Liability .....	7
4.	References .....	8
5.	Document Amendment Record .....	9

## 1. Introduction

- (a) This Code of Practice (CoP) applies to all employers within the Emirate of Abu Dhabi. This CoP is designed to incorporate requirements set by OSHAD and Sector Regulatory Authorities in the Emirate of Abu Dhabi.
- (b) This CoP establishes the requirements and standards for managing the risks associated with working in international locations where the living environment, infrastructure, culture and political climate can differ considerably from that encountered in Abu Dhabi.
- (c) The planning of international travel and work for employees shall also include considerations of the threat of terrorism and of emerging diseases that may pose a risk to international travellers.
- (d) These requirements shall be used in the risk assessment and planning stage of an international activity. Employers and employees preparing for international work shall find out the conditions likely to be encountered en route and at their destination and then take steps to minimize and control the likely risks. The main areas of risk that should be considered are identified in this CoP.
- (e) For purposes of this CoP, the term “employees” covers volunteers and temporary workers contracted by the employer to do work on behalf of the employer in international locations.

## 2. Training and Competency

- (a) Employers shall ensure that OHS training complies with the requirements of:
- (i) *OSHAD-SF – Element 5 – Training, Awareness and Competency; and*
  - (ii) *OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration; and*
  - (iii) *OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration.*
- (b) Employers shall ensure appropriate training for personnel required to implement the requirements of this CoP and that the risks associated with the intended international travel and work are understood and communicated to employees traveling.
- (c) Training shall be tailored to the specific requirements of the countries and worksites intended to be visited and include any unique issues or requirements. The following subjects shall be part of the employee training program:
- (i) potential and identified hazards and risks (including security and threats to personal safety, disease prevention, possible natural disasters);
  - (ii) emergency procedures developed;
  - (iii) first aid, medical response and medical insurance information;
  - (iv) communication procedures and protocols;
  - (v) the need to follow all other instructions as given by staff or employees on site that do not conflict with the above; and
  - (vi) basic cultural and legal requirements, including but not limited to:
    - 1. climate;
    - 2. minimum dress requirements;
    - 3. driving requirements;
    - 4. local transportation (bus, taxi, train, etc);
    - 5. food (varieties, availability of halal food, etc); and
    - 6. alcohol, tobacco and other drugs.
- (d) Employers shall maintain a record of the required training that contains the following information:
- (i) name and ID number;
  - (ii) Emirates ID number;
  - (iii) subject(s) of training;
  - (iv) training provider;
  - (v) date(s) of training; and
  - (vi) person(s) providing the training.

## 3. Requirements

### 3.1 Roles and Responsibilities

#### 3.1.1 Employers

- (a) Employers shall undertake their roles and responsibilities in accordance with the general requirements of *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation Section 3.2.5*.
- (b) Employers shall undertake their roles and responsibilities in accordance with the general requirements of *OSHAD-SF – Element 2 – Risk Management*.
- (c) Employers shall undertake their specific roles and responsibilities in accordance with *OSHAD-SF - CoP 30.0 – Lone Work and/or in Remote Locations*.

#### 3.1.2 Employees

- (a) Employees shall undertake their roles and responsibilities in accordance with the general requirements of *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation Section 3.2.7*.

### 3.2 Planning and Risk Assessment

- (a) Employers shall ensure that:
  - (i) their OSH policy commits to protect the health and safety of employees when deployed to international locations, and to provide the manpower and material resources required for this purpose;
  - (ii) their OSH risk assessment covers the various risks encountered when working in international locations in accordance with the general requirements of *OSHAD-SF – Element 2 - Risk Assessment*, and systems of work are established which are safe to all parties involved or affected including the public; and
  - (iii) appropriate control measures are implemented as per applicable *OSHAD-SF* requirements in order to manage activities safely and without risk to health.
- (b) Planning shall take account of any travel advisories put out by the UAE Ministry of Foreign Affairs and International Cooperation.

### 3.3 International Work Procedure / Program

- (a) Although Employers may only have limited control of international places of work, they shall be required, as far as reasonably practicable to ensure the safety, health and welfare of employees while on those premises.
- (b) Entities which employees are required to travel to and work in international locations on a regular basis shall develop and implement an international travel and work procedure and / or program.

- (c) This procedure and / or program shall include, but is not limited to:
- (i) determining the possible hazards that may be encountered during the international activity, including health and safety risks associated with long or frequent travel;
  - (ii) assessing the risks associated with the possible hazards and ensuring first aid, medical treatment and emergency response procedures are developed and effectively communicated;
  - (iii) ensuring appropriate training, as per Section 2.0 of this document;
  - (iv) obtaining up-to-date information on safety and security at the intended international locations, including law and order and any conflicts;
  - (v) ensuring in advance that travelling employees have all required documentation, visas, certificates, approvals, etc;
  - (vi) obtaining information on health hazards, especially epidemics, at the intended international locations, and ensuring travelling employees have had appropriate immunizations to protect them from exposure to disease;
  - (vii) obtaining information on what the overseas entity / location has in place for OSH;
  - (viii) considering the OSH risks and hazards of intended employee accommodation, which should be managed by considering requirements of both *OSHAD-SF – 18.0 – Employer Supplied Accommodation* and the legal and technical requirements applicable to the international work location;
  - (ix) ensuring adequate OSH supervision when carrying out construction or other high risk activities at international locations;
  - (x) ensuring all employees take necessary PPE as required;
  - (xi) ensuring employees are aware of the need to undertake a site induction. (If the overseas company does not have one in place, then develop an induction checklist that your employee(s) can implement over there, eg who do they report to if there is an incident, where are the first aid kits, emergency evacuation point, etc.);
  - (xii) identifying arrangements, contacts and lines of communication (including out of working hours contacts) in the event there is need for out of hours assistance or employees are working in isolation;
  - (xiii) identifying procedures for incident reporting during travel and work at international locations;
  - (xiv) considering gender specific requirements;
  - (xv) obtaining and considering relevant OSH regulations applicable to the international location;
  - (xvi) ensuring there is a point of contact in the overseas entity / location who has responsibility for your employee while on their premises;
  - (xvii) outlining to the overseas entity / location what safe systems of work the employer has in place to ensure employees' OSH and welfare while working off site;
  - (xviii) incorporating strategies to minimize the risks to health and safety; and
  - (xix) employee debriefing following posting to identify gaps and lessons learned.

### 3.4 Insurance Cover and Liability

- (a) Employers shall ensure that travelling employees are covered by appropriate insurance and liability cover, including but not limited to medical cover.
- (b) Insurance provisions for vehicles and equipment shall also be considered.
- (c) Employees undertaking fieldwork and work off-site shall be informed of the extent of insurance provisions prior to commencing the international work.



## 4. References

- *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation*
- *OSHAD-SF – Element 2 – Risk Management*
- *OSHAD-SF – Element 5 – Training, Awareness and Competency*
- *OSHAD-SF – Element 6 – Emergency Management*
- *OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration*
- *OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration.*
- *OSHAD-SF – CoP 4.0 – First Aid and Medical Emergency Treatment*
- *OSHAD-SF – CoP 18.0 – Employer Supplied Accommodation – General Requirements*
- *OSHAD-SF – CoP 30.0 – Lone Work and/or in Remote Locations*

## 5. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
3.0	1 <sup>st</sup> July 2016	First Issue	N/A
3.1	21 <sup>st</sup> July 2019	Minor editorial updates without changing requirements	Throughout

