

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 9.0 – Workplace Wellness**

**Version 3.0**

**July 2016**

ABU DHABI PUBLIC  
HEALTH CENTRE

مركز أبوظبي  
للصحة العامة



## Important Note:

(Document Republished for Continued Implementation  
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## 1. Introduction

- (a) This Code of Practice (CoP) applies to all employers within the Emirate of Abu Dhabi. This Code of Practice is designed to incorporate requirements set by OSHAD and Sector Regulatory Authorities in the Emirate of Abu Dhabi.
- (b) This CoP aims to contribute to the prevention of the common health conditions found in the occupational environment. The requirements found in this document are designed to ensure control measures are implemented in accordance with the hierarchy of controls and those control measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities.
- (c) This CoP aims to improve the health and wellbeing of employees in Abu Dhabi Emirate in order to have a more productive and healthy workforce. In particular, it aims to promote awareness and prevention of the most common health conditions that affect the population of the Emirate such as cardiovascular disease, stress, tobacco use and other general health issues.
- (d) It also aims to establish requirements and standards for workplace health promotion programs. The goal is to improve the health and wellbeing of employees and other relevant persons and thereby contribute to workplace wellness.

## 2. Training and Competency

- (a) Employers shall ensure that OSH training complies with the requirements of:
- (i) *OSHAD-SF – Element 5 – Training, Awareness and Competency;*
  - (ii) *OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration; and*
  - (iii) *OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration.*
- (b) Employers shall provide training to the coordinator for workplace health promotion to help them in performance of their duties.
- (c) Employers shall train all employees on the requirements of the workplace health promotion programs.

## 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 perform regular health needs assessment (at least yearly) to determine common health risk factors at work and of employees.
- (c) Employers shall allocate responsibility for coordination of the workplace health promotion program to a competent person (eg. OSH Officer).
- (d) Employers shall actively enhance workplace wellness through a planned, implemented and evaluated workplace health promotion program.

#### 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.
- (b) Employees shall report any activity or event which they believe is reasonably practicable to endanger their safety or that of another person.

### 3.2 Planning and Assessment

- (a) Employers shall evaluate each site or operation to determine if hazards are present and the workplace shall be assessed using risk management practices as required by *OSHAD-SF – Element 2 – Risk Management*.
- (b) Employers shall ensure the following:
  - (i) an assessment of the various risks is undertaken and systems of work are established; and
  - (ii) that effective procedures and control measures are in place, which are implemented in order to manage activities safely and without risk to health.

### **3.3 Workplace Health Promotion Program**

#### **3.3.1 Minimum Requirements**

- (a) At a minimum, the workplace health promotion program, as far as reasonably practicable, shall include:
  - (i) provision of access to stress management activities;
  - (ii) provision of access to physical activity options;
  - (iii) provision of access to healthy food choices; and
  - (iv) provision of smoke free environment.

#### **3.3.2 Program Monitoring, Evaluation and Reporting Requirements**

- (a) Employers shall evaluate the process, impact and outcome of all initiatives within the workplace health promotion program to determine if they are being implemented as planned, are achieving the desired effect, and not resulting in any unintended negative consequences. The results of these evaluations shall be considered in the planning of subsequent initiatives.
- (b) During program evaluations, employers shall take into consideration external and environmental factors that can affect workplace wellness (eg. workplace stress, ventilation, indoor air quality, lighting, etc.).
- (c) At a minimum, the following information shall be documented for initiatives within the workplace health promotion program:
  - (i) details of goal and objectives of workplace health promotion initiative;
  - (ii) details of strategies and activities implemented;
  - (iii) details of methods used for process, impact and outcome evaluation; and
  - (iv) detailed results of evaluation.
- (d) Entities are required to report the above to their concerned Sector Regulatory Authority upon request.

## 4. References

- *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation*
- *OSHAD-SF – Element 2 – Risk Management*
- *The Buck Consultants. Working well: a global survey of health promotion and workplace wellness strategies. Survey report. San Francisco, CA, USA; November 2009*
- *World Health Organisation. Healthy workplaces: a global model for action. Geneva, Switzerland; October 2009. Available at: [http://www.who.int/occupational\\_health/healthy\\_workplaces/en/index.html](http://www.who.int/occupational_health/healthy_workplaces/en/index.html)*



## 5. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
3.0	1 <sup>st</sup> 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



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