



Abu Dhabi Occupational Safety and Health System Framework (ADOSH-SF)

Mechanisms

Mechanism 11.0 - Incident Notification, Investigation and Reporting

Version 4.0

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1. Introduction

This mechanism is designed to define the procedures to be utilized by Abu Dhabi Public Health Center (ADPHC), Sector Regulatory Authorities (SRAs) and Entities to manage OSH Incident Notification, Investigation and Reporting.

This mechanism has been designed to ensure fair, transparent and consistent implementation of the ADOSH-SF.

2. Key Definitions

- (a) All definitions relevant to the ADOSH-SF are held within ADOSH-SF - Glossary of terms, however key definitions relevant to this Mechanism are listed below:
- (i) Lost Time Injury (LTI): Any absence from work resulting from work-related Fatalities, Permanent Total Disabilities, Permanent Partial Disabilities and Lost Workday Cases.
 - (ii) Lost WorkDay Case (LWDC): A work-related injury or illness that results in an injured person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift, supported by a medical report from an approved medical practitioner.
- Note: Lost Time Injury (LTI) vs. Lost Work Day Case (LWDC): A lost time injury is a reporting requirement and is a collection of a number of different consequences that can occur following an incident, such as a fatality, permanent disability etc. A lost Work Day Case is a single injury or illness which has resulted in a work day being lost, excluding fatalities.**
- (iii) Serious OSH Incident: A work related incident that requires notification to SRA and consisting of or resulting in:
 1. Fatality;
 2. Serious Injuries;
 3. Serious Occupational Illness;
 4. Serious Dangerous Occurrence
 - (iv) Restricted Workday Case (RWDC): is a work-related injury or illness that results in limitations on work activity that prevent an individual from doing any task of his/her normal job or from doing all of the job for any part of the day.
- (b) Notification: Under ADOSH-SF, this term includes notifying the Serious Incidents to concerned SRA using the ADOSH-SF - Form G - Serious OSH Incident Notification within:
- (i) 24 hrs. for fatalities; or
 - (ii) 3 working days for other serious incidents.
- (c) Reporting: Under ADOSH-SF, this term includes:
- (i) reporting of incident investigation findings (using ADOSH-SF - Form G1 - Serious OSH Incident Investigation); and
 - (ii) reporting incidents in Quarterly Performance Report (ADOSH-SF - Form E - Entity Quarterly OSH Performance Report to the relevant SRA, or ADOSH-SF - Form E2 - Government Entity Quarterly OSH Performance Report to ADPHC).
- (d) OSH Investigation: Under ADOSH-SF, this term refers to the internal investigation undertaken by the entity and/or the SRA investigation for the purpose of identifying the root causes of OSH incidents and identifying appropriate corrective actions to prevent reoccurrence.

Note: OSH incident investigations for judicial purposes, including required control of the incident location and the collection of evidence, can only be undertaken by an investigator assigned by the Abu Dhabi Police, the Public Prosecutor's Office or the Court.

3. Classification of OSH Incidents

3.1 Incident Types

(a) The types of OSH incidents recognized under ADOSH-SF are listed below:

- (i) Lost Time Injury;
 - 1. Fatality;
 - 2. Permanent Total Disability;
 - 3. Permanent Partial Disability; and
 - 4. Lost Workday Case;
- (ii) Serious Injury;
- (iii) Serious Occupational Illness / Disease;
- (iv) Serious Dangerous Occurrence;
- (v) Restricted Work Case;
- (vi) Medical Treatment Case;
- (vii) First Aid Injury;
- (viii) Equipment / Property Damage; and
- (ix) Near Miss

Schedule A specifies the List of Serious Dangerous Occurrences.

Schedule B specifies the List of Serious Injuries.

Schedule C specifies the List of Serious Occupational Illnesses / Diseases.

3.2 Recordable vs. Reportable Incidents

- (a) High- and medium-risk entities shall ensure that all incidents are recorded, whether reportable (refer to 3.2(b)) or not, to ensure effective collection of OSH incident and performance data.
- (b) The term "Reportable" as used in this Mechanism refers to Notification & Reporting requirements as per clauses 2(c) & 2(d) of this mechanism.
- (c) Refer to Schedule No. 1 of Cabinet Resolution No. 33 OF 2022 Concerning Work Injuries and Occupational Diseases, and Schedule A (Serious Dangerous Occurrences), Schedule B (Serious Injuries) & Schedule C (Serious Occupational Illnesses / Diseases) of this mechanism.

3.3 Establishing Work Relationship

- (a) An illness or injury to an employee shall be considered as work-related if:
 - (i) it occurred on the way to or back from work provided that the trip to or from the place of work is made without interruption or deviation from the normal route (as given under the definition of work injury within Federal Law No. 33 of 2021 Regarding the Regulation of Employment Relationship); or
 - (ii) it arises from a work practice; or
 - (iii) it arises from the conditions in a workplace; or
 - (iv) it is caused by an employee during and by reason of carrying out their duties.
- (b) This includes, but is not limited to, illnesses, injuries or incidents at an entity-controlled site.
- (c) Work related Injuries / illnesses include the recurrence, aggravation or exacerbation of previous work-related injuries.
- (d) Whether a case involves a work-related injury or Illness is determined by the nature of the original event or exposure that caused the case, not by the resulting condition of the affected employee.

3.4 Pre-existing Medical / Health Conditions

- (a) When reporting work related incidents that involve occupational illness and injury the entity shall take into consideration pre-existing medical / health conditions and aggravation of an existing illness or injury. Refer to definition of work-related injury / illness in Sections 3.1 & 3.3 of this mechanism for more details.

3.5 Penetration (SHARPS) injuries

- (a) A penetration injury is an injury with a risk of infectious disease transmission (such as needle-stick injury):
 - (i) All penetration injuries are to be recordable;
 - (ii) When a person is injured by a sharp KNOWN to be contaminated with a blood borne virus (BBV) e.g. Hepatitis B or C or HIV, this will be reported as a serious dangerous occurrence (refer to schedule A);
 - (iii) When a person receives a sharps injury and a BBV acquired by this route sero converts (escalates), this shall be reported a Serious Occupational Illness / Disease (refer to schedule C); and
 - (iv) If the injury itself is so severe that it must be reported, this will be reported as a serious injury (refer to schedule B)

3.6 Other Persons

- (a) Entities, except as stipulated in 3.6(c), shall record, investigate and report any serious work-related incidents that occur to other persons (non-employees) as a result of the entity's work practices, work conditions, entity undertakings or presence at an entity controlled workplace or site.
- (b) Other persons or non-employees shall include but not limited to:
 - (i) non-nominated contractors / sub-contractors ;
 - (ii) customers;
 - (iii) students;
 - (iv) members of the public;
 - (v) visitors; and
 - (vi) any other person(s) at the workplace / site.
- (c) If an incident occurs to a non-employee / other person who is employed by a nominated entity:
 - (i) The nominated entity who is in control of the workplace or work practice where the incident occurred shall be responsible for the internal investigation of the incident.
 - (ii) The entity undertaking the internal incident investigation shall invite a member of the other person's employer to participate as a member of the investigation team.
 - (iii) the entity who is the other persons employer shall be responsible for official notification and reporting of the incident.
 - (iv) Refer to section 4.4 for requirements on notification and reporting of incidents at construction sites managed by a "Principal Contractor".

Note: As per international practice, incidents involving aircraft passengers, international sea passengers, aircraft or sea craft crew whilst on board the craft are not to be reported under ADOSH-SF.

Incidents that occur to passengers or crew whilst accessing the craft within the Emirate of Abu Dhabi shall be reported as per the requirements of this document.

Note: LWDC are not applicable to other persons.

4. Entity OSH Incident Notification and Reporting Procedure(s)

- (a) The entity OSH Incident Notification and Reporting Procedure(s) shall address, at a minimum (refer to Appendix 1 for Incident Notification, Investigation and Reporting Process):
- (i) Process for identification and notification, both internally and externally;
 - (ii) hierarchies, timetables and responsibilities for incident notification and reporting;
 - (iii) internal OSH incident reporting requirements; and
 - (iv) external OSH incident reporting requirements (in line with the requirements of section 4.1 of this mechanism);

4.1 Serious OSH Incident Notification and Reporting Requirements

- (a) The entity shall officially notify the concerned SRA as follows:
- (i) Within 24 hours of an incident occurring at a workplace which results in Fatality;
 - (ii) Within maximum of 3 working days from the date of an incident occurring at a workplace which results in the following incident types (serious incidents):
 1. Serious Dangerous Occurrence (Schedule A);
 2. Serious Injury (Schedule B); and
 3. Receipt of a written diagnosis or other knowledge of the occurrence of a Serious Occupational Illness or Disease arising out of and in the course of work (Schedule C).
- (b) OSH injuries / illnesses shall be notified to SRA's based on immediate judgment of their severity, where a medical report is not available at the time of notification.
- (c) The entity shall notify the concerned SRA of relevant OSH incidents by completing and submitting ADOSH-SF Form G - Serious OSH Incident Notification (mandatory for entities with an approved OSH MS and for Medium Risk Entities complying with minimum requirements stipulated in ADOSH-SF - Mechanism 5.0).
- (d) Incidents may not only require notification to the concerned SRA, but also to Abu Dhabi Police and other relevant authorities as per their stipulated reporting requirements (such as Ministry of Human Resources and Emiratization, etc.).
- (e) The actual severity and consequences of the notified injury / illness once established based on investigation and diagnosis by licensed health care professional and supported by medical report shall be reported in the Serious OSH Incident Investigation report to the SRA (Form G1) as well as in the entity performance report to the SRA (Form E/E2).
- (f) Incident recording and reporting shall be based on actual severity of consequence as established by the investigation process and/or medical report. Incident escalation where applicable is important for necessary update in records and initiating the reporting process.

Note: If a LWDC transforms into Fatality or Permanent Total / Partial Disability, it will no longer be considered as LWDC. Incident Severity, Statistics and KPIs shall be updated accordingly for severity of injury and number of lost workdays. Such escalation applies to all types of incident / injury.

- (g) Although contractual or other obligations may require entities to notify and report OSH Incidents to other relevant stakeholders (such as. Client, Relevant Authority), "ADOSH-SF Notification and Reporting" shall only be to the concerned SRA that the entity is nominated by.

4.2 OSH Incidents with Multiple Consequences

- (a) A single OSH incident may result in multiple consequences.
- (b) In case the consequences are multiple injuries, injury details for each person should be completed as part of the incident notification.
- (c) ADOSH-SF - Form E, E1 and E2 have been designed to collate multiple consequences of single incidents. This is to correctly account for the number of injuries and incidents while calculating injury rates / frequencies.

Note: refer to Appendix 2 for an example.

4.3 Medium & Low Risk Entities Notification and Reporting

- (a) Entities officially notified to comply with *ADOSH-SF - Mechanism 5.0 - OSH Requirements for Medium Risk Entities* shall follow these requirements for Serious OSH Incident Notification & Reporting:
 - (i) Notification of all "Serious OSH Incidents" as soon as practicable (as per the requirements of section 4.1), by submitting ADOSH-SF - Form G - Serious OSH Incident Notification;
 - (ii) Submitting internal investigation Reports for all "Serious OSH Incidents" as stipulated in section 5 of this mechanism, by completing and submitting ADOSH-SF - Form G1 - Serious OSH Incident Investigation.
- (b) For notified Low Risk Entities, the concerned SRA shall undertake the internal OSH investigation when notified of fatalities.

4.4 Principal Contractor OSH Incident Notification and Reporting Process

- (a) Principal contractors of construction work shall notify, investigate and report relevant OSH Serious incidents to the Building and Construction SRA (as per ADOSH-SF - CoP 53.0 - OSH Management during "Construction Work") for their operations and all construction subcontractors that are not nominated.
- (b) At a workplace where "Construction Work" is being undertaken and there is a principal contractor assigned the following OSH performance and incident reporting hierarchies apply:
 - (i) all OSH Serious incidents at the workplace shall be notified to the principal contractor;
 - (ii) if a sub-contractor or project manager / client representative / supervising consultant is involved in an OSH Serious incident and they do have an approved

OSH MS, they are responsible for notifying, investigating and reporting the incident to the concerned SRA; and

- (iii) if a sub-contractor or project manager / client representative / supervising consultant is involved in an OSH Serious incident and they are not nominated, the principal contractor is responsible for notifying, investigating and reporting the incident to the concerned SRA.

5. Entity Internal OSH Incident Investigation

- (a) The entity internal OSH Incident Investigation Procedure(s) shall address, at a minimum (refer to Appendix 1 for Incident Notification, Investigation and Reporting Process):
- (i) process for classification of incidents and incident types;
 - (ii) process of recording, investigating and analyzing OSH incidents;
 - (iii) roles and responsibilities of all stakeholders involved in incident investigations;
 - (iv) that investigations are performed by competent person(s), as required by ADPHC and in consultation and coordination with relevant stakeholders;
 - (v) terms of reference for investigations;
 - (vi) contents of an investigation report;
 - (vii) that investigations are performed in a timely manner;
 - (viii) process to determine the root causes of OSH incidents;
 - (ix) opportunities for corrective and preventative control measures; and
 - (x) effective communication of the outcomes of the investigation to relevant stakeholders.

5.1 Internal Investigation team

- (a) The entity shall ensure that the person(s) designated to undertake the internal OSH investigation are competent in the application of techniques employed in the investigation.
- (b) The entity shall ensure that persons designated to undertake internal OSH investigations are sufficiently independent from the process or procedure being investigated.
- (c) The entity shall provide additional technical expertise where required due to the complexity of the internal OSH investigation or the technical nature of the investigation.
- (d) Depending on the severity of OSH incidents, it may be deemed appropriate and/or necessary to utilize the services of professional investigators to assist in the internal OSH investigation of the root causes of the incident.

5.2 Preserving Incident Site and Evidence

- (a) If an incident notified is deemed to require the intervention of the Abu Dhabi Police or other judicial authority:
- (i) The entity shall, as far as reasonably practicable, preserve and not disturb the site where an incident has occurred until the relevant authorities (Police, Civil Defense) arrive on site or direct the employer to take other action.
 - (ii) The entity shall preserve all evidence associated with the incident until such time as the relevant authorities (Police, Civil Defense) deem necessary to ensure that all relevant evidence is collected.

- (iii) Notwithstanding these requirements, the entity may take such steps as reasonably necessary to preserve the life or safety of any person, or prevent further damage to property.
- (b) For incidents that do not require the intervention of Abu Dhabi Police or other judicial authorities, the entity shall preserve the incident location and collect and preserve all relevant evidence as far as reasonably practicable to ensure an effective OSH internal investigation.

5.3 Process of investigating and analyzing OSH incidents

- (a) The entity shall ensure that all work related incidents, including near misses and dangerous occurrences, are investigated. The focus of investigation shall be to identify root causes, prevent future incidents and injuries and not to assign blame for the incident.
- (b) The entity shall initiate an internal investigation of all incidents as soon as practicable, in which:
 - (i) the level of investigation shall be proportional to the magnitude of the occurrence;
 - (ii) the entity shall use methods, processes and techniques sufficient to identify the root cause(s) of the occurrence;
- (c) The internal investigation shall consider available outcomes from any Abu Dhabi Police or other judicial investigation and the results of any relevant medical reports.
- (d) The entity shall utilize the findings of investigations to improve the control of hazards or significant impacts on other operations within the entity.
- (e) On completion of the internal investigation, or sooner where warranted, the findings of the investigation, along with corrective actions or other necessary steps identified by the employer, shall be communicated to relevant members of the workforce.
- (f) The entity shall ensure that the findings of all investigations are reviewed and analyzed to identify the following as a minimum:
 - (i) Reoccurring incident(s);
 - (ii) Common incident contributors; and
 - (iii) Common trends.

5.4 OSH Investigation Reports

- (a) An internal OSH incident investigation report shall include information such as, but not limited to:
 - (i) type of OSH incident;
 - (ii) details of the injured person (e.g. gender, occupation, experience, training, etc);
 - (iii) details of the location;
 - (iv) details of the event;

- (v) evidence collected (e.g. arrangements and location for witness interviews, the statements of the interviewees, photographs of the scene, OSHMS documents, maintenance registers);
 - (vi) actual consequences (e.g. people, assets, reputation) and potential consequences of the incident;
 - (vii) details of the investigation outcome (e.g. equipment maintenance records; risk assessments / registers; the status of the implementation of the emergency plan and procedures, where appropriate);
 - (viii) recommendations (corrective action plan) on preventing the recurrence of a similar incident (the recommendations shall prioritise the actions with target completion dates and stipulate the action parties and responsibilities);
 - (ix) the person(s) responsible for the investigation, their authority and competency requirements; and
 - (x) the direct and indirect causes of the incident.
- (b) The entity shall ensure that all completed internal OSH investigation reports are reviewed and accepted by the 'management representative' or a person with formal delegated authority.
- (c) Corrective actions identified as part of the investigation shall be managed in accordance with *ADOSH-SF - Element 8 - Audit and Inspection*.

5.5 Completing and Reporting Serious OSH Incident Investigations

- (a) These requirements are applicable to all Serious OSH Incidents notified to the concerned SRA using Form G (refer to section 4) by entities with an approved OSH MS as well as for Medium Risk Entities complying with minimum requirements stipulated in *ADOSH-SF - Mechanism 5.0*.
- (i) The internal incident investigation report, as per the requirements of section 5.4, shall be completed and submitted to the concerned SRA within 30 calendar days of the date of the incident as an attachment to the completed ADOSH-SF - Form G1.
 - (ii) The completed ADOSH-SF - Form G1 shall identify OSH injuries / illnesses in terms of their actual severity and consequences based on diagnosis by licensed health care professional and supported by medical report.
 - (iii) Entities shall submit the corrective action plan, as defined in section 5.4 to the relevant SRA as part of the completed investigation report. The entity shall update the relevant SRA on the progress of the corrective actions.
 - (iv) Where applicable, entities are required to update incident investigation reports as soon as relevant information becomes available.
 - (v) ADPHC acknowledges that specific components of the final report may not be available within 30 calendar days of the incident - such as outcomes of official Abu Dhabi Police investigation or the results of specific scientific/medical investigations or tests. This should not delay the submission of the entity's investigation report.

6. SRA Requirements for Notification, Investigation and Reporting of Incidents

- (a) The concerned SRA shall develop, document, implement and maintain a systematic process for the recording, notifying, investigating, monitoring, analyzing and closure of all serious incidents that are notified and reported to them by entities within the concerned sector.
- (b) The SRA shall ensure that the person(s) designated to undertake the OSH investigation and/or review of the investigation are competent in the application of techniques employed in the investigation.

6.1 OSH Incident Notification

- (a) The SRA shall develop, document, implement and maintain a system to allow entities to notify and report incidents to them as per the requirements of this mechanism.
- (b) The SRA shall ensure that the system developed, as per section 6.1(a) is communicated to all entities within the concerned sector.
- (c) The concerned SRA shall officially notify ADPHC of below listed serious incidents (classified based on injury severity known at the time of the incident) as soon as practicable but maximum within one working day after receiving the notification:
 - (i) Fatality;
 - (ii) Serious Dangerous Occurrence (Schedule A);
 - (iii) Serious Injury (Schedule B); and
 - (iv) Serious Occupational Illness (Schedule C).
- (d) The concerned SRA shall notify ADPHC, through appropriate means, of other Serious Incidents that the concerned SRA believes ADPHC should be aware of. Examples include:
 - (i) an incident that may affect members of the general community (e.g. release of a hazardous material); and
 - (ii) an incident that may be of public interest and may be reported in the media.

6.2 OSH Incident Investigation

- (a) The SRA shall ensure that all incidents notified to them by entities are investigated in line with the requirements of section 5 of this document.
- (b) The SRA shall monitor the progress and quality of all internal incident investigations notified to them. The SRA shall take appropriate action if it considers the entity internal OSH investigation being undertaken to be inadequate or inappropriate.
- (c) The SRA shall ensure that the type and level of internal investigation undertaken by an entity shall be proportionate to the actual or potential consequences of the event.
- (d) The SRA shall undertake an independent OSH investigation for all fatal incidents reported to them. The purpose of the SRA investigation will be to identify the root causes of the incident and identify areas of improvement/corrective action for all stakeholders involved in the incidents.
- (e) The concerned SRA may conduct an investigation for any other serious incidents it deems necessary to identify the root causes of the incident and identify areas of improvement/corrective action for all stakeholders involved in the incidents.
- (f) All SRA investigations shall be done in accordance with the requirements of this mechanism and any ADPHC OSH investigation policies notified to the SRA.
- (g) ADPHC may, at any time, request the SRA to undertake an independent investigation to meet the objectives of this mechanism for an incident that has been notified.

6.3 Submission and Review of OSH Investigations

- (a) The SRA shall ensure that all completed internal OSH incident investigations by entities are submitted within 30 calendar days. Where this is not possible due to information not being fully available or the investigation incomplete, the SRA shall ensure that an ongoing record of communication is kept and all stakeholders, including ADPHC, are aware of the timescales for completion.
- (b) The SRA shall ensure that the completed OSH internal incident investigation report includes all information as required by Section 5.4 of this document. Reports submitted not containing all required information shall be officially rejected and returned to the entity for corrective action.
- (c) The SRA shall review all submitted investigations for completeness and to ensure the root cause of the incident has been identified, within 5 working days of receipt of the completed investigation.
- (d) The SRA shall review the corrective action plan submitted, as part of the internal OSH incident investigation, to ensure it is reasonable and appropriate. The SRA may request additional corrective action where required.
- (e) The SRA shall ensure that all completed investigations, including ADOSH-SF - Form G1, are submitted to ADPHC within 3 working days of review by the SRA.

- (f) ADPHC may request, at any time, additional investigation or action on a submitted internal investigation.

6.4 Monitoring Corrective Actions.

- (a) The SRA shall ensure that entities regularly update the status of corrective actions identified within the internal investigation report.
- (b) Where timescales have not been met, the SRA shall seek official clarification from the entity as to the status of the corrective action. The SRA shall ensure that ADPHC is regularly updated with regards to the status.
- (c) The SRA shall monitor the effective implementation of all corrective actions and confirmation of the implementation shall be done through audits and inspections.

6.5 Incident Analysis

- (a) The SRA shall develop, document, implement and maintain a systematic process to review and analyze the notified incidents and completed incident investigations.
- (b) As a minimum this review shall identify:
 - (i) Repeating entities;
 - (ii) Incident causation;
 - (iii) Reoccurring trends;
 - (iv) Root Cause(s); and
 - (v) Statistical data as required.
- (c) The SRA shall publish safety alerts or notices in line with the requirements of *ADOSH-SF - Mechanism 12.0 - Notification Requirements for OSH Awareness Activities*.

7. Role of ADPHC in an OSH Investigation

7.1 Role of ADPHC in Incident Monitoring, Coordination and Investigation

- (a) ADPHC shall monitor the concerned entities and SRA's to ensure appropriate OSH investigations are undertaken on Serious Incidents as per the requirements of section 4 of this mechanism.
- (b) SRA's and/or other Competent Authorities can request ADPHC to lead / assist / participate in the required OSH incident investigation.
- (c) For investigations required as per section 6 of this mechanism, ADPHC can at any time:
 - (i) lead and/or coordinate investigations for incidents that require notification to ADPHC within 24hrs;
 - (ii) directly lead investigations of Serious OSH incidents, as deemed appropriate by the ADPHC Director General; and
 - (iii) undertake an independent investigation of any incident notified under the requirements of this mechanism.

7.2 Media Activities

- (a) All media reporting or contact with the media shall be managed in accordance with the requirements of ADOSH-SF - Mechanism 12.0 - Notification Requirements for OSH Awareness Activities.

8. ADOSH-SF - Standard Forms

Form G – Serious OSH Incident Notification

This form is to be submitted by entities to the concerned SRA to notify a Serious Incident. It requires details of the incident and shall be submitted as per the reporting requirements: a) for fatalities within 24 hrs. of incident and b) for other Serious Incidents within maximum of 3 working days from the date of incident. The concerned SRA to notify ADPHC about the Serious Incident using Form G within one working day form receipt of the notification.

Form G1 – Serious OSH Incident Investigation

This form is to be submitted by entities to the concerned SRA to summarize Serious Incident Internal Investigation findings. The full OSH Incident investigation shall be attached to the completed ADOSH-SF - Form G1. It requires details of the incident investigation and shall be submitted as per the reporting requirements: as soon as practicable - Maximum 30 Calendar Days from Date of Incident - For all Serious Incidents notified to SRA by Form G.

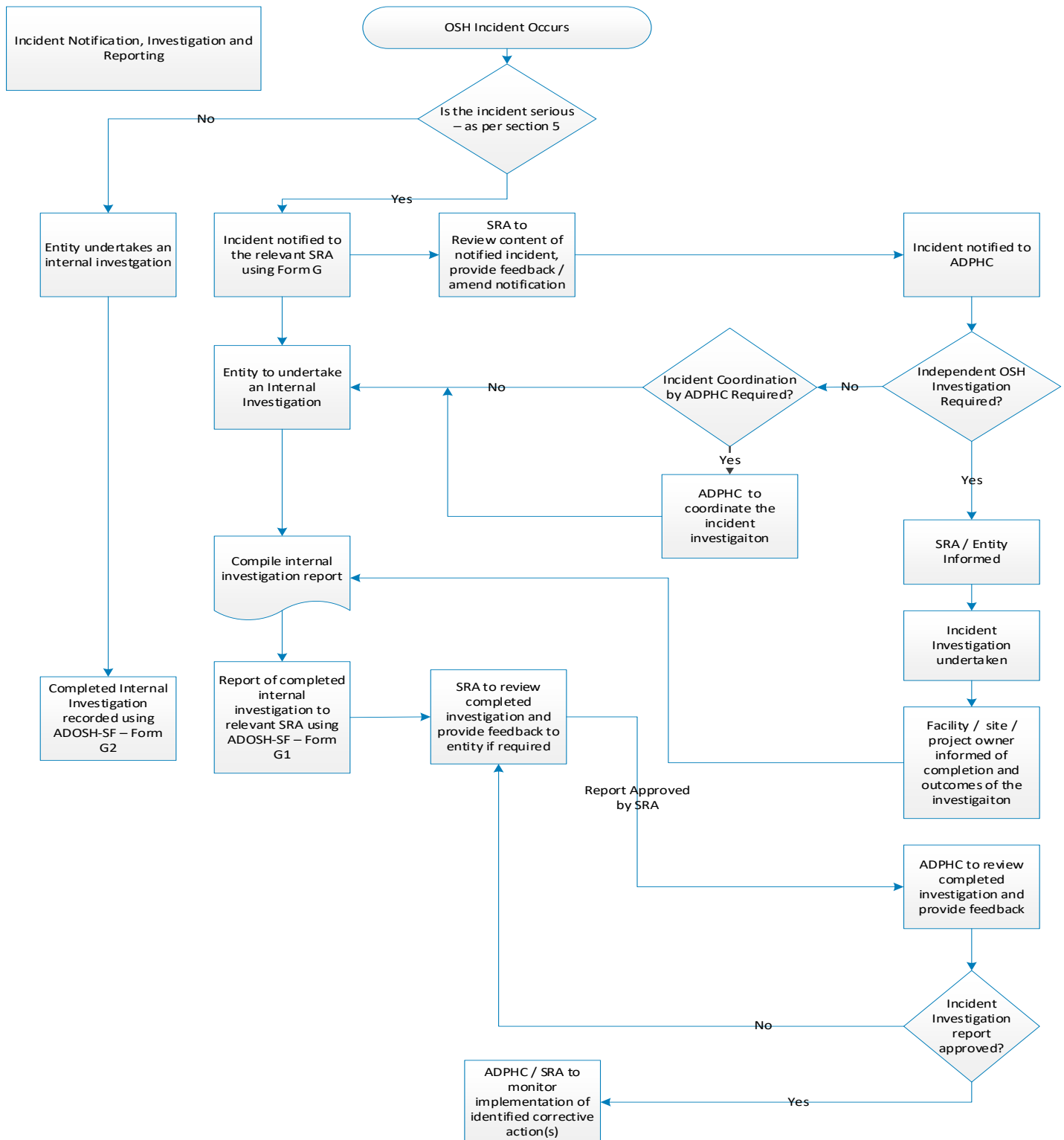
Form G2 – Non-Serious OSH Incident Investigation

This form shall be used internally by high- and medium-risk entities for recording and investigating non-serious Incidents not requiring notification to the SRA.

9. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
4.0	15 th July 2024	System acronym updated from OSHAD-SF to ADOSH-SF to accurately reflect document title	Throughout
		Change from OSHAD to ADPHC	
		Change of Logo	
		Requirements for internal recording of non-serious incidents further clarified (Clause 3.2(a) and Section 8)	
		Section 3.1 reduced to only identify the types of OSH incidents recognized under ADOSH-SF.	6
		Update Clauses 3,2(c) and 3.3(a)(1) to refer to federal law No 33 of 2021 and Cabinet Resolution No 33 of 2022.	6, 7
		Requirements for incidents involving other persons (Clause 3.6(a)) limited to serious OSH incidents	8
		From clause 4.3(a), delete reference to low-risk entities	10
		Amended clause 6.1(c) (now put in two successive clauses) to clarify SRA role in notifying ADPHC of incidents	15
		Deleted previous Section 7.1 and Form K (regarding role of ADPHC in monitoring and coordination of internal OSH investigations), and amended titles within Section 7.0	18, 19
		From schedule B, delete leading paragraphs repeating requirements stated in body of the document	26
		Schedule C (Occupational Diseases) updated to reflect contents of schedule 1 in Cabinet Resolution No 33 of 2022.	27, 28
		Schedule D (Emergency Contact Numbers) deleted	NA
Other (minor) editorial changes throughout the document without changing requirements.	Throughout		

Appendix 1: Incident Notification, Investigation and Reporting Process



Appendix 2: OSH Incidents with Multiple Consequences

Incident description: A tanker truck while delivering petrol to a construction site rolled over and an ambulance was called to the site. The driver (employee of the entity) received minor cuts and bruises. A passenger (employee of the entity) got an arm injury. The truck received substantial damage however with no flammable release. The passenger (employee of the entity) was treated at hospital, diagnosed with arm fracture and advised 6 days sick leave.

Notification of Serious Incident and Non-Serious Consequences in Form G:

While notifying the “Serious Incidents”, “Other Consequences” section shall be filled in Section 3 of Form G for “Non-Serious” Consequences resulting from the same Incident.

While notifying the “Incident” and “Consequences” for above mentioned Incident in Incident Notification Form (Form G) below shall be considered:

- Serious Injury (1) - Lost Workdays Injury to Passenger (entity’s employee);
- Medical Treatment Case (1) - for Driver (entity’s employee); and
- Equipment/Property Damage (1) - Damage to the truck

Fig 1: below shows how section 3 of Form G shall be completed for above mentioned tanker incident.

3. Incident Information					
Date of Incident	DD/MM/YYYY		Time (24 hr):		
Type of Incident:	<input type="checkbox"/> Fatality	<input type="checkbox"/> Serious Dangerous Occurrence	<input checked="" type="checkbox"/> Serious Injury		<input type="checkbox"/> Serious Occupational Illness
		Mechanism 11 Schedule A	Mechanism 11 Schedule B	Mechanism 11 Schedule C	
Other Consequences: (equipment/property damage or non-serious injuries resulting from the same incident but excluding the serious injured person (s) reported above)	Restricted Workday Case	Medical Treatment Case	First Aid Case	Equipment / Property Damage	Near Miss
		1		1	

Fig 1: Notification of Serious Incidents with Multiple Consequences

Important: Only the injury with highest severity shall be notified for an individual injured person (i.e. for each person in an incident, one injury must be included irrespective of escalation level of the injury severity, and multiple injuries shall not be reported for same person). For example, if an injured person (passenger in this incident) received first aid or medical treatment immediately at an incident site and later diagnosed for Lost Workday Injury (fracture) by Registered Medical Practitioner, Section 3 shall be filled only for “Serious Injury” for this employee (passenger).

Reporting of Incident and Consequences in Performance Reports (Form E)

While reporting the “Incident” and “Consequences” for above mentioned Tanker Incident in Performance Report (Form E) the below shall be considered:

- Number of Incidents to be reported: 1
- Number of consequences to be reported: 3 (as listed below)
- Medical Treatment Case (1) - Driver (entity’s employee) receiving medical treatment from a medical professional;
- Equipment / Property Damage (1) - Damage to the truck; and
- Lost Workdays Injury (1) - Passenger (entity’s employee) was diagnosed with arm fracture and advised 1 week (6 days) rest.

Fig 2 below shows how the incident and the consequences would be reported in Form E.

KPI 2-02 Total Incidents (From my Entity) (Total No. of incidents that occurred during the reporting quarter)					1	
Entity (s) Employees Injuries & Illness Consequences		No.	Lost Workdays	Other Consequences	No.	
Lost Time Injuries	Fatality			Serious Dangerous Occurrence		
	Permanent Total Disability			Equipment / Property Damage	1	
	Permanent Partial Disability					
	Lost Workdays Cases					
	a) Lost Workdays Injuries	1	6			
	b) Lost Workdays Occupational Illness					
Restricted Workday Case						
Medical Treatment Case		1				
Total Injuries & Illness for calculating KPI 2-03 (TRCF)		2				
Total Lost Workdays for calculating KPI 2-04 (LTISR)			6			
Total Consequences (Summation of Injuries, illnesses and other Consequences)					3	

Fig 2: Reporting Incident with Multiple Consequences in Occupational Health & Safety Performance Summary for Entity

Schedule A: Serious Dangerous Occurrences

Explosion or Fire

- (a) Explosion or fire in a room or place in which persons are at work, and which results in substantial damage to the structure of the site, or to any machinery or plant there, and the explosion or fire is a result of the ignition of dust, gas or vapor. The incident shall have also resulted in the complete suspension of ordinary work at the site or stoppage of machinery or workplace for at least 5 hours.
- (b) Electrical short circuit or failure of electrical machinery, plant or apparatus, which results in an explosion, fire or structural damage and involves its stoppage or disuse for at least 5 hours.
- (c) Explosion or fire affecting any site in which persons are at work and causing complete suspension of ordinary work in the site for at least 24 hours.

Failure and/or Collapse of Equipment

- (a) Failure or collapse of false-work / formwork or its supports.
- (b) Collapse, partial collapse, overturning or failure of load-bearing parts of scaffold, lifts and lifting plant, equipment and/or accessories.
- (c) Failure of a breathing apparatus / equipment while in use or during testing immediately before use.
- (d) Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.
- (e) The collapse, overturning, failure or malfunction of, or damage to, any plant/equipment that the employee is in contact with that had the potential to cause injury / illness.

Machinery Damage

- (a) Bursting of a revolving vessel, wheel, grindstone or grinding wheel moved by mechanical power.
- (b) Explosion or failure of the structure of a steam boiler, receiver or any container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.

Collapse of Building / Structure or Excavation

- (a) Any unintended collapse or partial collapse of:
 - (i) any building or structure (whether above or below ground) under construction, reconstruction, alteration or demolition; and / or
 - (ii) any floor or wall of any building (whether above or below ground) used as a place of work; and / or
 - (iii) of an excavation or any shoring supporting an excavation.

Electric Lines, Cables and Pipelines

- (a) Any unintentional incident in which plant or equipment either:
 - (i) comes into contact with overhead or underground electric lines, cables or pipeline; or
 - (ii) causes an electrical discharge from such an electric line by coming into close proximity to it; and/or
 - (iii) causes an overhead line be at an height less than that required by regulation.

Malfunction of Radiation Generating Equipment

- (a) Any incident in which:
 - (i) the malfunction of a radiation generator or its ancillary equipment causes it to fail to de-energize at the end of the intended exposure period; or
 - (ii) the malfunction of equipment causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period.

Escape of Flammable Liquids and Gases

- (a) The sudden, unintentional, uncontrolled release inside a building:
 - (i) of 100 kilograms or more of a flammable liquid; and / or
 - (ii) of 10 kilograms or more of a flammable liquid at a temperature above its normal boiling point; and / or
 - (iii) of 10 kilograms or more of a flammable gas.
- (b) The sudden, uncontrolled release In the open air of 500 kilograms or more of any of the material referred to in sections (i), (ii) and (iii) above.

Escape of Hazardous Materials

- (a) The accidental release or escape of any materials in any quantity sufficient to cause the death, major injury or any other damage to the health of any person.

Biological Agent

- (a) Any incident which resulted in or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

Penetration (SHARPS) Injury

- (a) when a person is injured by a sharp KNOWN to be contaminated with a blood borne virus (BBV) e.g. Hepatitis B or C or HIV.

Schedule B: Serious Injuries

Serious Injuries requiring notification to SRA include the below-listed work-related injuries:

- (a) An injured person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift, supported by a medical report from an approved medical practitioner.
- (b) immediate medical treatment of the injured person(s) as an in-patient in a hospital;
- (c) medical treatment of the injured person(s) within 48 hours of exposure to a substance;
- (d) immediate medical treatment of the injured person(s) for:
 - (i) fracture (not including fingers or toes);
 - (ii) the loss of a distinct part or organ of the body, including the amputation of any part of body;
 - (iii) loss of consciousness and/or requiring resuscitation;
 - (iv) a serious head injury;
 - (v) a serious eye injury, including loss of sight (temporary or permanent);
 - (vi) exposure to a hazardous material;
 - (vii) the separation of skin from any underlying tissue (such as scalping or de-gloving);
 - (viii) electric shock or electrical burn;
 - (ix) serious burns due to thermal and chemical agents;
 - (x) entrapment of a body part in machinery/equipment/plant;
 - (xi) a spinal injury;
 - (xii) dislocation of joint;
 - (xiii) the loss of bodily function; and
 - (xiv) Serious laceration

Schedule C: Serious Occupational Illnesses / Diseases

List reproduced from Cabinet Resolution No. (33) of 2022 Concerning Work injuries and Occupational Diseases - Schedule 1:

No.	Disease	Occupation Causing the Disease
1	Poisoning by Lead and lead components	Any occupation that requires use or handling of lead or its compounds containing lead
2	Poisoning by mercury and its components	Any occupation that requires the production, use or disposal of mercury and its components, in addition to any work involving exposure to dust or gases of mercury or its components or materials containing mercury.
3	Poisoning by arsenic and its components	Any work that requires the production, use or disposal of arsenic and its components, in addition to any work involving exposure to dust or gases of arsenic or its components or materials containing arsenic.
4	Poisoning by antimony and its components	Any occupation that requires use or handling of antimony or its components or exposure to the dust or gases of antimony or its components or items containing antimony
5	Poisoning by phosphorous and its components	Any occupation requiring use or handling of phosphorus or its components or exposure to the dust or gases of phosphorus or its components or items containing phosphorus
6	Poisoning by petroleum, its gases, derivatives or components	Any occupation that requires use or handling of benzene (petroleum) and its derivatives or its compounds or exposure to the dust or vapors of benzene (petroleum) whether in solid, liquid or gaseous form
7	Poisoning by Manganese and its components	Any work that requires the production, use or disposal of Manganese and its components, in addition to any work involving exposure to dust or gases of manganese or its components or materials containing Manganese.
8	Poisoning by sulfur metal and its components	Any occupation that requires use or handling of sulfuric metal or its components or any items having sulfuric content or exposure to the dust and gases of sulfuric metal and its components or any items having sulfuric content.
9	Poisoning by chloroform or carbon tetrachloride.	Any occupation that requires use or handling of chloroform or carbon tetrachloride or exposure to the gases containing them
10	Diseases resulting from Radium or radioactive substance or (X-rays)	Any occupation that requires exposure to radium or any other radio-active substance or X-rays.
11	Chronic skin disease and burns of the skin and the eye	Any occupation that requires use or handling of tar or coal tar equipment, mineral oil or kerosene or cement, flour or similar dust or any of their compounds, products or residues

No.	Disease	Occupation Causing the Disease
12	Eye affections from the heat and light, and the consequences of such affections	Any occupation that requires recurrent or continuous exposure to reflection of light, heat or radiation emitted by molten glass, hot or molten metals or exposure to powerful light and high temperature that could cause harm to eye or sight
13	Pneumoconiosis resulting from: 1. Silicosis (Silicon dust) 2. Asbestosis (Asbestos dust) 3. Byssinosis (cotton dust) 4. Any other dust	Any occupation that requires exposure to silicon dust or any items with silicon content in a concentration of more than 5%, such as work in rock cement factories, sandblasting of metals or any other occupation requiring a similar exposure, as well as any work requiring exposure to asbestos or cotton dust to such an extent as to result in such a disease.
14	Anthrax	Any occupation that requires contact with animals affected by such a disease or with their skins, horns and hair
15	Ascites	Any occupation that requires contact with animals affected by this disease
16	Pulmonary Tuberculosis	Any occupation in hospitals providing treatment to patients affected by this disease
17	Enteric Fever	Any work in hospitals specialized in the treatment of this disease

Additional Reportable Occupational Illness / Diseases:

No.	Disease	Occupation Causing the Disease
1	Legionella	Any work requiring contact with water storage, distribution, and treatment systems that are contaminated with Legionella bacteria. This includes swimming pools, hot tubs, showers, cooling towers, and similar types of equipment
2	Cumulative Trauma Disorder	Any work requiring repetition of a task that results in a muscular skeletal disorder
3	Vibration white finger	Any work with equipment that continually vibrates the hands and causes reduced blood flow to the fingers
4	Whole body vibration syndrome	Any work with equipment that exposes the body to whole body vibration and shocks and results in pain and injury
5	Hand arm vibration syndrome	Any work with equipment that continually vibrates the hands and causes reduced blood flow to the fingers
6	Cancer	Any occupational exposure to chemicals that results in cancer
7	Tenosynovitis	Any work exposure that results in the inflammation of the fluid-filled sheath that surrounds a tendon
8	Pleural Disease	Any work exposure that causes an accumulation or reduction of pleural fluid



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