



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

Mechanisms

Mechanism 12.0 - Notification Requirements for OSH Awareness Activities

Version 4.0

July 2024

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1. Introduction

This mechanism is designed to define the requirements to be met when planning awareness activities and/or contact with the media in relation to OSH / ADOSH-SF.

The purpose is to ensure that OSH awareness activities conducted by SRAs and Government Entities are planned and undertaken in a coordinated manner to ensure appropriate, accurate, timely and consistent OSH information is communicated to the intended audience.

Awareness activities addressed within this mechanism are limited to those delivered by an SRA or a Government Entity to external stakeholders, i.e. not to their own employees.

This mechanism also provides basic guidance and requirements when SRA's and Government Entities are required to respond to unplanned enquiries from the media after OSH incidents.

This mechanism has been designed to ensure fair, transparent and consistent coordination of OSH related awareness activities.

2. Requirements

2.1 General Requirements

- (a) As the Competent Authority for Occupational Safety and Health within the Emirate of Abu Dhabi and for the ADOSH-SF, ADPHC has a role to ensure OSH related awareness activities are presented in a coordinated and disciplined manner and include information that is appropriate, accurate and consistent.
- (b) The purpose of this mechanism is not to limit or hinder SRAs or Government Entities OSH awareness activities, but to ensure a coordinated approach and to protect the reputation of the Emirate of Abu Dhabi, ADPHC and the ADOSH-SF. This coordination shall ensure that awareness activities do not conflict with those of other SRA's / ADPHC / or any other relevant authorities.
- (c) ADPHC will support these activities by ensuring consistent key messages and interpretations of the requirements of the ADOSH-SF, a strategic approach of coordination between the concerned SRA's, and organizing technical support for specific OSH related issues.

2.2 ADPHC role in Awareness activities

- (a) ADPHC shall oversee all OSH awareness activities undertaken by SRA's and government entities as per the scope of this mechanism.
- (b) ADPHC may, at any time request an SRA or Government Entity to expand the awareness activity to include other/all sectors/other stakeholders.
- (c) ADPHC may, at any time, request an SRA or Government Entity to suspend or cancel a planned awareness activity.
- (d) ADPHC shall develop, design, document and implement emirate wide OSH awareness activities to promote the role of ADPHC, SRA's and the ADOSH-SF.
- (e) ADPHC shall review and approve all awareness materials developed by an SRA or Government Entity with particular regard to:
 - (i) Consistent and accurate information;
 - (ii) Applicability to other Sectors / Stakeholders; and
 - (iii) On-going awareness activities.

2.3 Exclusions

- (a) As the competent authority for OSH in the Emirate of Abu Dhabi, ADPHC shall lead specific types of awareness activities, including but not limited to the following:
- (i) Conferences related to OSH or the *ADOSH-SF*;
 - (ii) Invitation to international speakers at any OSH event;
 - (iii) Printed or Electronic Guidance / Guidelines / Handbooks / Booklets;
 - (iv) Training Materials and Tools (e.g. checklists, educational presentations);
 - (v) OSH Campaigns; and
 - (vi) OSH Movies / Video's / DVD's.

3. Awareness activities by Approved Sector Entities

- (a) Sector Entities with an Approved OSHMS by their relevant SRA are not permitted in any way to utilize the logo of ADPHC on any merchandising or marketing material.
- (b) If Sector Entities are planning awareness events, they may request ADPHC to assist with the development or attend planned events related to the ADOSH-SF or OSH by contacting ADPHC.
- (c) ADPHC shall review each submission and respond based upon the merit of the event and current direction and other commitments of ADPHC.

Note: Government entities shall comply with the notification requirements as defined in section 5 of this mechanism.

4. SRA Awareness Activities

- (a) Each SRA shall develop, document, implement and maintain an awareness activity plan for the forthcoming calendar year. The plan shall be reviewed at least annually.
- (b) The awareness activity schedule shall be approved, prior to implementation, by ADPHC.
- (c) The awareness activity schedule shall include, as a minimum:
 - (i) Two planned OSH awareness events for nominated entities and/or entities with an approved OSHMS based on topic;
Note: The above may include participation in emirate wide activities planned/undertaken by ADPHC.
- (d) When developing an awareness activity schedule or individual awareness activity, ADPHC encourages SRAs to utilize awareness activities in the most efficient and effective manner, including, but not limited to:
 - (i) distributing / sharing OSH/ADOSH-SF awareness materials with other SRAs, Entities or relevant Stakeholders;
 - (ii) planning and coordination of OSH/ADOSH-SF awareness workshops / events to allow other parties' representatives to attend if possible;
 - (iii) planning and coordination of specific OSH/ADOSH-SF issue awareness campaigns with ADPHC, SRA's and other relevant stakeholders; and
 - (iv) ensuring the most effective and cost-efficient processes for the production and distribution of awareness materials.
- (e) SRA's shall notify ADPHC of all awareness activities and actively promote the ADOSH-SF by including the ADPHC logo on awareness materials, in accordance with the notification process outlined in Section 6 of this document.
- (f) SRA's shall include appropriate links to the ADPHC Website to assist entities and other relevant stakeholders access the ADOSH-SF. It is the policy of ADPHC for SRA's to provide links to documents of the ADOSH-SF rather than providing electronic versions of the documents for inclusion on SRA websites.

5. Government Entity Awareness Activities

- (a) Each government entity shall notify ADPHC of all awareness activities that are planned for external parties. Notification shall be in line with the requirements listed in section 6 below. External awareness activities are those which will be delivered to persons not directly employed by the entity and/or to the general public.

6. Awareness Activity Notification and Approval

- (a) Each SRA and Government Entity shall notify ADPHC of all awareness activities that are planned. Notification shall be in line with the requirements below.

6.1 Events

Events	
Definition	A gathering for group of people involving several entities / speakers to discuss matters related to OSH.
Activity Examples	workshops, training sessions, seminars.
ADPHC role	<ul style="list-style-type: none"> • Contacting / notifying other relevant SRA's / Government Entities, as required. • Distribution of invitations to relevant SRA's and Government Entities, as required. • Approving utilization of the ADPHC logo • Technical review of awareness materials against requirements of ADOSH-SF
Notification and Timescales	<ul style="list-style-type: none"> • By using ADOSH-SF - Form L. • ADPHC shall be notified at least 3 weeks in advance. <p>Note: if international speakers are to be invited this shall be done as per the requirements of clause 2.3 of this document.</p>
Review and Approval	Initial approval shall be provided within one week following receiving the notification

6.2 Media Activities

Media Activities	
Definition	Any written or recorded methods of communications, which is directed to one or more news media for announcing something related to OSH.
Activity Examples	<ul style="list-style-type: none"> • Press releases, news release, press statement or video release. • Planned media release (articles, interviews, press releases related to OSH) • Unplanned media contacts & responses.
ADPHC role	<ul style="list-style-type: none"> • Technical review of planned media releases / information against the requirements of the ADOSH-SF • Review of the use of the ADPHC Logo • Adding ADPHC statements / information. • Coordination with other relevant SRA's / Government Entities if required <p>Note: only ADPHC will publish data related to incidents in press releases</p>
Notification and Timescales	<ul style="list-style-type: none"> • By using ADOSH-SF - Form L. • Planned media release: ADPHC shall be notified one week before release. • Unplanned media release: notification within maximum 24 hours following the release

Review and Approval	<ul style="list-style-type: none"> Planned media release: ADPHC will provide feedback within 3 working days. Unplanned media release: ADPHC will provide feedback when possible.
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6.3 OSH Publications

OSH Publications	
Definition:	The development and distribution of awareness materials.
Activity Examples:	Written and/or Electronic: <ul style="list-style-type: none"> Brochures / Flyers / Information Sheets / Fact Sheets Newsletters / Posters
ADPHC Role	<ul style="list-style-type: none"> Technical review of planned publication / information. Approving utilization of the ADPHC logo Coordination with relevant SRA's / Government Entities if required.
Notification and Timescales	<ul style="list-style-type: none"> By using ADOSH-SF - Form L. ADPHC shall be notified at least 2 weeks before production.
ADPHC Review and Approval	ADPHC will review and provide feedback / approve plans and material within one week.

6.4 Safety Alerts

Safety Alert	
Definition:	Short guidance material that highlights an incident, unsafe practice or outcome of an incident investigation to business. Safety alerts outline required action to be taken to prevent the incident from reoccurring or to prevent the unsafe practice.
Activity Examples:	Written and/or Electronic: <ul style="list-style-type: none"> Information Sheets / Fact Sheets
ADPHC Role	<ul style="list-style-type: none"> Technical review of planned publication / information. Approving utilization of the ADPHC logo Coordination with relevant SRA's / Government Entities if required.
Notification and Timescales	<ul style="list-style-type: none"> By using ADOSH-SF - Form L. ADPHC shall be notified at least one week before planned production.
ADPHC Review and Approval	ADPHC will review and provide feedback / approve plans and material within 3 days.

7. ADOSH-SF - Standard Forms

Form L - OSH Awareness Activity Notification Form.

This form is used for notification of Sector OSH Awareness Activities. ADOSH-SF Forms are available at www.adphc.gov.ae

8. Document Amendment Record

<i>Version</i>	<i>Revision Date</i>	<i>Description of Amendment</i>	<i>Page/s Affected</i>
4.0	15 th July 2024	<i>System acronym updated from OSHAD-SF to ADOSH-SF to accurately reflect document title</i>	Throughout
		<i>Change from OSHAD to ADPHC</i>	
		<i>Change of Logo</i>	
		<i>Minor editorial changes throughout the document without changing requirements.</i>	
		<i>Clause 3(a) (on the use of ADPHC Approved Mark) deleted and the clause next to it (now Clause 3(a)) amended in consequence</i>	6
		<i>From current clause 3(b), deleted reference to ADPHC email address</i>	



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