

Abu Dhabi Occupational Safety and Health System Framework

(OSHAD-SF)

Mechanisms

**Mechanism 12.0 – Notification Requirements for OSH
Awareness Activities**

Version 3.1

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ABU DHABI PUBLIC
HEALTH CENTRE

مركز أبوظبي
للصحة العامة



Important Note:

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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 / OSHAD-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 *OSHAD-SF*, OSHAD 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, OSHAD and the *OSHAD-SF*. This coordination shall ensure that awareness activities do not conflict with those of other SRA's / OSHAD / or any other relevant authorities.
- (c) OSHAD will support these activities by ensuring consistent key messages and interpretations of the requirements of the *OSHAD-SF*, a strategic approach of coordination between the concerned SRA's, and organizing technical support for specific OSH related issues.

2.2 OSHAD role in Awareness activities

- (a) OSHAD shall oversee all OSH awareness activities undertaken by SRA's and government entities as per the scope of this mechanism.
- (b) OSHAD may, at any time request an SRA or Government Entity to expand the awareness activity to include other/all sectors/other stakeholders.
- (c) OSHAD may, at any time, request an SRA or Government Entity to suspend or cancel a planned awareness activity.
- (d) OSHAD shall develop, design, document and implement emirate wide OSH awareness activities to promote the role of OSHAD, SRA's and the *OSHAD-SF*.
- (e) OSHAD 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, OSHAD shall lead specific types of awareness activities, including but not limited to the following:
 - (i) Conferences related to OSH or the *OSHAD-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 encouraged to utilize the OSHAD Approved Mark as part of their merchandising and marketing. On approval of the entity's OSHMS the concerned SRA shall provide the entity with an electronic copy of the OSHAD Approved Mark along with the guidelines on how this can be used.
- (b) Sector Entities are not permitted in any way to utilize the logo of OSHAD on any material.
- (c) If Sector Entities are planning awareness events, they may request OSHAD to assist with the development or attend planned events related to the *OSHAD-SF* or OSH by contacting OSHAD through info@oshad.ae.
- (d) OSHAD shall review each submission and respond based upon the merit of the event and current direction and other commitments of OSHAD.

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 OSHAD.
- (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 OSHAD.
- (d) When developing an awareness activity schedule or individual awareness activity, OSHAD encourages SRAs to utilize awareness activities in the most efficient and effective manner, including, but not limited to:
 - (i) distributing / sharing OSH/*OSHAD-SF* awareness materials with other SRAs, Entities or relevant Stakeholders;
 - (ii) planning and coordination of OSH/*OSHAD-SF* awareness workshops / events to allow other parties' representatives to attend if possible;
 - (iii) planning and coordination of specific OSH/*OSHAD-SF* issue awareness campaigns with OSHAD, 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 OSHAD of all awareness activities and actively promote the *OSHAD-SF* by including the OSHAD 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 OSHAD Website to assist entities and other relevant stakeholders access the *OSHAD-SF*. It is the policy of OSHAD for SRA's to provide links to documents of the *OSHAD-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 OSHAD 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 OSHAD of all awareness activities that are planned. Notification shall be in line with the requirements below.

6.1 Events

Events	
Definition	<ul style="list-style-type: none"> A gathering for group of people involving several entities / speakers to discuss matters related to OSH.
Activity Examples	<ul style="list-style-type: none"> workshops, training sessions, seminars.
OSHAD 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 OSHAD logo Technical review of awareness materials against requirements of <i>OSHAD-SF</i>
Notification and Timescales	<p>By using <i>OSHAD-SF – Form L</i>. OSHAD shall be notified at least 3 weeks in advance. 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.
OSHAD role	<ul style="list-style-type: none"> • Technical review of planned media releases / information against the requirements of the <i>OSHAD-SF</i> • Review of the use of the OSHAD Logo • Adding OSHAD statements / information; • Coordination with other relevant SRA's / Government Entities if required <p>Note: only OSHAD will publish data related to incidents in press releases</p>
Notification and Timescales	<ul style="list-style-type: none"> • By using <i>OSHAD-SF – Form L</i>. • Planned media release: OSHAD 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: OSHAD will provide feedback within 3 working days. • Unplanned media release: OSHAD will provide feedback when possible.

6.3 OSH Publications

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

6.4 Safety Alerts

Safety Alert	
Definition:	Is 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
OSHAD Role	<ul style="list-style-type: none"> Technical review of planned publication / information; Approving utilization of the OSHAD logo Coordination with relevant SRA's / Government Entities if required.
Notification and Timescales	<ul style="list-style-type: none"> By using <i>OSHAD-SF – Form L</i>. OSHAD shall be notified at least one week before planned production.
OSHAD Review and Approval	<ul style="list-style-type: none"> OSHAD will review and provide feedback / approve plans and material within 3 days.

7. OSHAD-SF - Standard Forms

Form L – OSH Awareness Activity Notification Form.

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

8. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
2.0	Feb 2012	New Document	N/A
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
		EHS changes to OSH	Throughout
		Section 1 updated to clarify the revised scope of the document	3
		Section 2 rewritten into sections 2,3,4,5 & 6	4-10
3.1	19 th March 2017	Clause 3(a) updated	6
		Clause 3(c) updated	6

