



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

Mechanisms

Mechanism 5.0 - OSH Requirements for Medium Risk Entities

Version 4.0

July 2024

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1. Introduction

This mechanism is designed to define the minimum OSH requirements for sector entities that have been assessed by the concerned Sector Regulatory Authority (SRA) as medium risk and do not require a fully compliant OSHMS to manage their risks.

ADOSH-SF - Mechanism 3.0 - Identification, Assessment and Nomination of Entities outlines the process that the concerned SRA shall undertake in assessing the risk of a sector entity.

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

2. Requirements

2.1 Medium Risk Entity Requirements

- (a) Entities assessed by the concerned SRA to be medium risk shall develop, implement and maintain OSH records that comply with the following OSH requirements as a minimum:
- (i) ensure employee training, including:
 - 1. site specific OSH induction training for new employees;
 - 2. task / equipment specific basic work rules / standard operating procedures;
 - 3. identified risk and hazards;
 - 4. hazardous substances; and
 - 5. first aid / fire / emergency response.
 - (ii) ensure hazards and risks are assessed:
 - 1. what can go wrong?;
 - 2. who can get hurt?; and
 - 3. what control measures can be implemented to make the workplace safer?
 - (iii) provide safe and appropriate plant, equipment and tools:
 - 1. ensure plant, equipment and tools are installed, operated and maintained to manufacturer's specifications;
 - 2. ensure plant, equipment and tools are inspected regularly and have relevant certification, where applicable (e.g. lifting equipment, etc); and
 - 3. ensure plant, equipment and tools are only operated by competent persons and utilized for tasks they were designed to perform.
 - (iv) provide safe and appropriate safety and welfare facilities, as required, including:
 - 1. first aid box / equipment / personnel;
 - 2. fire fighting equipment;
 - 3. drinking water;
 - 4. toilets, showers, hand basins, soap, towels, etc;
 - 5. place to store clothing / Personal Protective Equipment (PPE), etc; and
 - 6. somewhere to rest and eat meals.
 - (v) consider health issues, including:
 - 1. supply of appropriate PPE;
 - 2. appropriate immunizations (if applicable);
 - 3. protection from exposure to hazardous materials;
 - 4. appropriate ventilation and lighting;
 - 5. reasonable work temperature;
 - 6. appropriate space and equipment to safely perform the tasks; and

7. clean workplace with appropriate waste containers and waste is disposed of utilizing waste service providers licensed by the authority regulating waste management in Abu Dhabi emirate.
- (vi) notify the concerned SRA (and other relevant authorities, as applicable) of all serious OSH incidents as soon as practicable, within 24 hours in case of a fatality or within 3 days in case of other serious incident.

Note: Serious OSH Incident is a work-related incident consisting of or resulting in:

- Fatality;
- Serious Injury;
- Serious Dangerous Occurrence; and/or
- Serious Occupational Illness / Disease.

Note: For more information on Serious OSH Incidents refer to *ADOSH-SF – Mechanism 11.0 - Incident Notification, Investigation and Reporting*.

Note: ADOSH-SF - Form G - Serious OSH Incident Notification Form shall be used to notify OSH incidents to Concerned SRA.

- (vii) record all OSH incidents (serious and non-serious) and perform OSH incident investigations for all:
1. discover the causes of the incident - find out why and how it happened - what went wrong?;
 2. identify what to change or improve to prevent a repeat of the incident by controlling or eliminating hazards and risks?
 3. Keep records of all incidents and incident investigations;
 4. In case of a serious incident, report the completed investigation report, to the concerned SRA, within 30 calendar days of the date of the incident, as an attachment to the completed *ADOSH-SF - Form G1*.

Note: Form G1 is to be submitted by entities to the concerned SRA to summarize Serious Incident Investigation findings. The full OSH Incident investigation should be attached to the completed ADOSH-SF - Form G1. ADOSH-SF - Form G1 can be accepted as a full investigation report where the information within is suitable and sufficient in relation to the complexity and severity of the incident and covers the requirements of clause 5.4 of to ADOSH-SF – Mechanism 11.0 - Incident Notification, Investigation and Reporting

Note: Form G2 is for Entity Internal Use and Recordkeeping and shall be used to record non serious injuries. All non-serious Incidents not requiring immediate notification to SRA should be investigated and results recorded internally using ADOSH-SF - Form G2.

Note: refer to ADOSH-SF - Mechanism 11.0 - Incident Notification, Investigation and Reporting for further information.

- (viii) Complete an Occupational Injuries Register on an annual basis and make it available to the concerned SRA, as required;

(ix) complete and maintain at a minimum the following OSH records and registers:

1. training register;
2. PPE register;
3. occupational injuries register;
4. hazard and risk register;
5. incident investigation records; and
6. hazardous substance register (if applicable).

Note: Standard Templates are included in the appendices of this document. Entities may use other formats as long as they record the same information as a minimum.

- (b) Comply with the requirements of the *ADOSH-SF Codes of Practice* as applicable to the undertakings of the entity.
- (c) The entity shall, if over 100 persons are employed, employ, as a minimum, one OSH General Practitioner as defined by *ADOSH-SF - Mechanism 7.0 -Occupational Safety and Health Practitioner and Service Provider Registration*.

3. 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>From clause 2.1(a), delete reference to Federal Law No. 8, for 1980 (Regulation of Labor Relations)</i> | |
| | | <i>Clause 2(c) added regarding OSH Manpower requirements</i> | |
| | | <i>Delete Appendix 1 (Contact Details of SRAs and Relevant Authorities), and amend numbering of remaining appendices and clause 2.1(a)(vi) accordingly</i> | |
| | | <i>Minor editorial changes to provide further clarification without changing requirements.</i> | |

Appendix 1: Training Attendance Register

| Training Attendance Register | | | | | | |
|------------------------------|------------------|----------|--|----------------|--------------------|-------------------|
| Entity Name: | | | | Location: | | |
| Date of Training | Name of Employee | Position | Type of Training (eg Induction, First Aid) | Hours Attended | Employee Signature | Trainer Signature |
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