

Abu Dhabi Occupational Safety and Health System Framework

(OSHAD-SF)

Mechanisms

**Mechanism 5.0 – OSH Requirements for
Medium Risk Entities**

Version 3.1

March 2017

ABU DHABI PUBLIC
HEALTH CENTRE

مركز أبوظبي
للصحة العامة



Important Note:

(Document Republished for Continued Implementation
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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.

OSHAD-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 *OSHAD-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 (in compliance with Federal Law No. 8, for 1980, Regulation of Labour Relations) 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 approved waste service providers (by the Center for Waste Management Abu Dhabi).
- (vi) notify concerned SRA of all *OSHAD-SF* 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. Refer Appendix 1: Concerned SRA and other Relevant Authorities Contact Details.

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 *OSHAD-SF — Mechanism 11.0 – OSH Incident Notification, Investigation and Reporting*.

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

- (vii) record all OSH incidents and perform OSH incident investigations (serious and non-serious):
 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 *OSHAD-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 *OSHAD-SF – Form G1*. *OSHAD-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 this mechanism.

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 *OSHAD-SF - Form G2*.

Note: refer to *OSHAD-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 *OSHAD-SF - Codes of Practice* as applicable to the undertakings of the entity

3. 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
		Minor amendments and editorial changes to provide further clarity without changing requirements	Throughout
		Change of scope of document from low risk to medium risk	All
		Clause 2.1(a) updated	4
		Clause 2.1(a)(i)(2) updated	4
		Clause 2.1(a)(vi) updated	5
		Clause 2.1(a)(vii) & (viii) updated	5
		Clause 2.1(b) updated to Clause 2.1(a)(ix)	6
		Appendixes updated from A,B,CD,E,F to 1,2,3,4,5,6,	8-13
		Appendix 1 updated	8
		Waste Water SRA removed from Appendix 1	8
3.1	19 th March 2017	Minor editorial changes to provide further clarification without changing the requirements	Throughout
		Clause 2.1(a)(viii) updated	5
		Clause 2.1(b) added	6

Appendix 1: Concerned SRA and other Relevant Authorities Contact Details

Sector	SRA	OSH Emergency Contact Hotline
Building and Construction	Department of Municipal Affairs and Transport (DMAT)	800 555
Commercial	Department of Municipal Affairs and Transport (DMAT)	800 555
Education	Abu Dhabi Education Council (ADEC)	02 6156 999
Energy	Abu Dhabi Water and Electrical Authority (ADWEA)	02 694 3666
Food	Abu Dhabi Food Control Authority (ADFCA)	028181111
Health	Health Authority Abu Dhabi (HAAD)	02 419 3666
Industry	Industrial Development Bureau	800 555
Tourism	Abu Dhabi Tourism and Culture Authority (ADTCA)	800 555
Transport	Department of Municipal Affairs and Transport (DMAT)	02 617 4515
Waste	Center for Waste Management – Abu Dhabi (CWM-AD)	800 555

Abu Dhabi Authorities	Emergency Contact
Abu Dhabi Police	999
Ambulance	999
Fire	999
Emergency and Disaster Management Operations Center - HAAD	02 419 3666 or 02 419 3660
Poison and Drug Information Center – HAAD	800 424
Coast Guard	999
Water and Electricity	999
Environment Agency Abu Dhabi (EAD)	800 9990
OSHAD	02 404 3800 / 3900

