

مركز أبوظبي للصحة والسلامة المهنية  
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

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# Abu Dhabi Occupational Safety and Health System Framework

**(OSHAD-SF)**

**Code of Practice**

**CoP 14.1 – Manual Tasks Involving the Handling of People**

**Version 3.1**

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ABU DHABI PUBLIC  
HEALTH CENTRE

مركز أبوظبي  
للصحة العامة



## Important Note:

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## 1. Introduction

- (a) This Code of Practice (CoP) applies to all employers and places of business within the Emirate of Abu Dhabi that have exposure to risk due to the manual handling / lifting of people (e.g. patients in a hospital) that can cause or aggravate work-related musculoskeletal disorders (WRMDs) or other related injuries and illnesses. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.
- (b) This CoP applies to any workplace activity requiring the use of force by a person to hold, support, transfer (lift, lower, carry, push, pull, slide), or restrain another person at a workplace.
- (c) The principal method of reducing risk is by avoiding hazardous manual handling operations. If it is not reasonably practicable to eliminate this completely, it shall be carefully and critically assessed. The employer shall take the task, the load, the working environment, individual capabilities and other factors into account to ensure appropriate control measures are developed and implemented.

## 2. Training and Competency

- (a) Employers shall ensure that OSH training complies with the requirements of:
  - (i) *OSHAD-SF – Element 5 – Training, Awareness and Competency;*
  - (ii) *OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration; and*
  - (iii) *OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration.*
- (b) Training programs shall be developed to meet the needs of specific occupational groups or working teams.
- (c) Employers shall ensure all employees and relevant other persons that perform manual handling of people are at a minimum trained on:
  - (i) safe work practices and worksite procedures;
  - (ii) how to identify problems with a task or action and choose appropriate solutions (basic risk management);
  - (iii) the types of workplace injuries associated with the manual tasks performed, their causes, early signs of injury and risk factors;
  - (iv) when transferring a person (lifting, carrying, pushing, etc), employees shall know:
    - 1. when to call for help;
    - 2. how to safely use all mechanical aids and assistive devices;
    - 3. how to set up and adjust the work area for safe and efficient handling; and
    - 4. have the ability to apply the principles of safe handling (when physically handling).
- (d) Employers shall ensure that line managers and supervisors shall receive training to enable them to implement and monitor established safe practices.
- (e) Refresher training shall be conducted on an annual basis.
- (f) Training programs shall be reviewed and updated when there is a change in handling equipment, control measures, or legislation/standards.
- (g) Employers shall maintain a record of the required training that contains the following:
  - (i) name and ID number;
  - (ii) Emirates ID number of the employee;
  - (iii) subject(s) of training;
  - (iv) date(s) of training; and
  - (v) person providing the training;

## 3. Requirements

### 3.1 Roles and Responsibilities

#### 3.1.1 Employers

- (a) Employers shall undertake their roles and responsibilities in accordance with the general requirements of *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation* Section 3.2.5.
- (b) Employers shall comply with the applicable requirements of *OSHAD-SF – CoP 14.0 – Manual Handling and Ergonomics*.
- (c) Employers shall develop and implement control measures and safe work practices to reduce employee's exposures to manual handling and ergonomic risks.
- (d) Employers shall consider control measures, including engineering control measures to remove or reduce employee exposure to hazards associated with manual handling and ergonomics.
- (e) Employers shall assess the employee's capability to perform manual handling operations which might create safety and health risks.
- (f) Employers shall ensure equipment utilized in the lifting / handling of a person is fit for purpose.
- (g) Employers shall ensure equipment utilized in the lifting / handling of a person is inspected, tested, certified and maintained as per the manufacturer's requirements.
- (h) Employers shall ensure, when developing procedures for evacuation of a building during an emergency, that they consider the effect of people handling on employees.
- (i) Employers shall ensure maintenance is performed on equipment used to handle people as per the manufacturer's instructions and preventative maintenance plan.
- (j) Employers shall monitor the use of equipment used to handle people to ensure employees are using the equipment appropriately.

#### 3.1.2 Employees

- (a) Employees shall undertake their roles and responsibilities in accordance with the general requirements of *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation* Section 3.2.7.
- (b) Employees shall report any activity or defect relating to manual handling of people which they believe is reasonably foreseeable to endanger their safety or that of another person.
- (c) Employees shall comply with safe work practices and standard operating procedures.
- (d) Employees shall use appropriate equipment or safety devices provided by the employer in accordance with any training or instruction received in the use of the work equipment or device concerned.

- (e) Employees shall not perform any task requiring training until they have received the required training and it is documented.
- (f) Employees shall not operate any piece of equipment that they are not familiar with and appropriately trained on its use.

### **3.2 Planning and Assessment**

- (a) Employers shall perform a risk assessment in accordance with *OSHAD-SF – Element 2 – Risk Management* to determine the risks associated manual handling of people and implement control measures and safe work practices to reduce employees exposures to task that could cause an injury.

## 4. References

- *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation*
- *OSHAD-SF – Element 2 – Risk Management*
- *OSHAD-SF – Element 5 – Training Awareness and Competency*
- *OSHAD-SF – Mechanism 7.0 -OSH Professional Entity Registration*
- *OSHAD-SF - Mechanism 8.0 - OSH Practitioner Registration*
- *OSHAD-SF – CoP 14.0 – Manual Handling and Ergonomics*
- *Manual Tasks Involving the Handling of People Code of Practice 2001, Workplace Health and Safety Queensland, Department of Justice and Attorney-General, Queensland Government, Australia*
- *Manual Handling in Health Care Services, A Guide to the Handling of People, Occupational Safety and Health Branch, Labour Department, Government of the People’s Republic of China*



## 5. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
3.0	1 <sup>st</sup> 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
		Acknowledgements deleted	2/3
		Preface Deleted	4
		EHS changes to OSH	Throughout
		Clause 2(g) added	4
		Clause 3.1.1(c) deleted	5
		References updated to reflect removal of associated Technical Guides	8
3.1	18 <sup>th</sup> June 2017	Minor editorial changes throughout the document without changing requirements	Throughout
		References updated	8



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