

مركز أبوظبي للصحة 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 16.0 – OSH Requirements for People of Determination**

**(People with Special Needs)**

**Version 3.1**

**November 2017**

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 within the Emirate of Abu Dhabi. This CoP is designed to incorporate requirements set by UAE and Abu Dhabi Regulatory Authorities. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.
- (b) A Person of Determination (Person with special needs) is defined within Federal Law No.29 of 2006 as: Every person suffering from a temporary / permanent, full /partial deficiency or infirmity in his physical, sensational, mental, communicational, educational or psychological faculties to an extent decreasing the possibility of satisfying his ordinary requirements in the conditions of people without special needs.
- (c) People of Determination (people with special needs) are issued with a card granted by the Ministry of Community Development, as per the requirements of Law 29 of 2006 In Respect Of the Rights of People with Special Needs and a card, My Service, issued by Zayed Higher Organization for Humanitarian and Special Needs
- (d) This CoP establishes the requirements that all employers shall implement as applicable when employing any person of determination so that the risks associated with the employment of people of determination are considered and managed in an appropriate manner that ensures reduction or prevention of occupational incidents they may be exposed to in workplaces.
- (e) For the purposes of this CoP, “Reasonable Adjustments” are defined as the duty to make sure that, as far as is practicable, a person of determination has the same access to everything that is involved in doing and keeping a job as an able bodied person. This can include changing the manner employment is structured, removal of physical barriers and/or providing additional support for a person with special needs.
- (f) Employers shall ensure they comply with all applicable legal requirements, specifically Federal Law No. 29 of 2006 in respect of the rights of People with Special Needs, and Circular 7 or 2017 Concerning Guide for the Classification of People of Determination (guide for the Classification of Disabilities in Abu Dhabi Emirate – 2016), Issued by the Executive Council (Executive Committee) of Abu Dhabi Emirate.

## 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– OSH Professional Entity Registration; and*
  - (iii) *OSHAD-SF – Mechanism 8 – OSH Practitioner Registration.*
- (b) Employers shall provide training to all people of determination and any other person who may be affected by specific working arrangements or requirements implemented as part of the person of determination employment.
- (c) As a minimum, employers shall ensure specific training is provided to the person of determination and any other person affected by or who provides specific support to the person of determination on the following issues:
- (i) Specific work instructions introduced due to the employment of a person of determination;
  - (ii) Emergency Evacuation procedures; and
  - (iii) Induction training
- (d) The training requirements identified in section 2(c) shall be additional to the normal training provided to all employees within the entity.
- (e) Training provided shall include practical and theoretical training.
- (f) Training and training material shall be conducted in a language and method appropriate for the person of determination. Training materials shall be provided in a format that the person of determination can easily understand
- (g) Employers shall maintain a record of the required training that contains the following:
- (i) name and ID number of the employee;
  - (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 01 – Roles, Responsibilities and Self-Regulation Section 3.2.5*.
- (b) Employers shall ensure that prior to employing a person of determination, a risk assessment, which considers the specific needs of the person to be employed is undertaken on those activities that the person of determination is or may be involved in. The risk assessment shall also consider any additional risks that may emerge following the employment of the person of determination.
- (c) The risk assessment shall consider the workplace the person shall be employed within and any reasonable adjustments that are required to provide the person with access to all normal facilities that are provided to non-disabled person.
- (d) The employer shall ensure that the person of determination, and any other person affected by specific working arrangements or requirements implemented as part of the person of determination employment, are fully consulted during the risk assessment process.
- (e) The risk assessment shall follow the hierarchy of controls as defined within *OSHAD-SF – Element 02 – Risk Management*, however shall also consider if his/her condition actually affects their ability to undertake the role / task in a safe manner.
- (f) The risk assessment shall be undertaken in accordance with *OSHAD-SF – Element 2 – Risk Management* and shall be documented.
- (g) Employers shall ensure that any medical information related to the person of determination is treated as confidential, unless required for the purposes of ensuring the safety and health of the person of determination or others affected.
- (h) Employers shall ensure that all relevant documents related to OSH are available in a language or format that the person of determination is able to understand.

#### 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 ensure that the employer is fully aware of any special conditions or equipment that may be required.

### 3.2 Emergency Management Plan and Evacuation

- (a) Employers shall ensure that emergency evacuation plans are developed in line with the requirements of *OSHAD-SF – Element 6 – Emergency Management*.
- (b) Employers shall ensure that people of determination are considered in the development of any emergency management plans and emergency evacuation plans.

#### 3.2.1 Personal Emergency Evacuation Plans

- (a) Employers shall ensure that a Personal Emergency Evacuation Plan (PEEP) is developed for each person who is identified as having special needs.
- (b) Each person of determination shall be allocated a designated “buddy” who will provide the person with assistance during an emergency evacuation. A 2<sup>nd</sup> ‘buddy’ shall be allocated to ensure cover is available for any period the 1<sup>st</sup> buddy is away from the workplace. Employers shall ensure that one of the allocated buddies is available at the workplace at all times when the person of determination is present.
- (c) A template for recording an individual PEEP is included as Appendix 1. The PEEP shall include, but not limited to the following elements:
  - (i) Details of the person of determination;
  - (ii) Normal location of the person of determination;
  - (iii) Contact details of all parties involved with the PEEP;
  - (iv) Information on the persons impairment that may affect him/her evacuating the building;
  - (v) Manner in which the person will be informed of an emergency;
  - (vi) Names of designated people that will provide assistance
  - (vii) Any equipment that may be required
  - (viii) Step by Step process of the personalized evacuation.
- (d) The person of determination shall be consulted on the development of the PEEP and allocation of the designated buddy(s).
- (e) The designated buddies and the person of determination shall be trained in the requirements of the PEEP.
- (f) The employer shall ensure that the PEEP(s) are practiced during all evacuation drills as required by the employer’s Emergency Management Plan.

### 3.3 Access to Welfare Facilities

- (a) Employers shall ensure, so far as is reasonably practicable, that people of determination have full access to all welfare facilities as would a normal bodied person.
- (b) Where full access is not available, employers shall make reasonable adjustment to provide this access to the person of determination.

### **3.4 Consultation and Communication**

- (a) Employers shall ensure that people of determination are consulted on any specific issue which may affect their safety and health.
- (b) Employers shall ensure that people of determination are fully involved in the development of any specific procedures and/or programs developed as part of the employment of a person of determination.

### **3.5 Review**

- (a) Employers shall ensure that a full review of all documentation linked to the person of determination is undertaken at least every 6 months.
- (b) The person of determination shall be consulted during the review.
- (c) The review shall focus upon the effectiveness of implementation of the procedures or arrangements in place to accommodate the employment of the person of determination.



## 4. References

- *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation*
- *OSHAD-SF – Element 5 – Training, Awareness and Competency*
- *OSHAD-SF – Element 6 – Emergency Management*
- *Federal Law no. 29 of 2006 in respect of the Rights of people with Special Needs, as amended by the Federal Law No. 14 of 2009.*
- *Circular 7 of 2017 Concerning Guide for the Classification of People of Determination (guide for the Classification of Disabilities in Abu Dhabi Emirate – 2016), Issued by the Executive Council (Executive Committee) of Abu Dhabi Emirate*
- *Health and safety for disabled people and their employers – Health and Safety Executive UK.*

## 5. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
3.0	1 <sup>st</sup> July 2016	First Issue	All
3.1	19 <sup>th</sup> November 2017	Title of Document updated to OSH Requirements for People of Determination	All
		People / Person with Special Needs updated to People / Person of Determination	Throughout
		Clause 1(c) Updated	3
		Clause 1(f) Updated	3
		References updated to include circular 7 of 2017 issued by Abu Dhabi Government, and to amend title of Federal Law 29 of 2006	8

## Appendix 1: – Minimum requirements for a PEEP.

Personal Emergency Evacuation Plan	
<b>Section One: Details of Person of Determination</b>	
Name	
Department	
Normal Location	
Contact Details	
Person's impairment	
<b>Section Two: How will the person be informed of an Emergency</b>	
Current alarm system Verbally Individual pager Other means: - specify	
<b>Section Three: Designated Assistance</b>	
The following persons have been designated to provide assistance in the event of an emergency:	
Name	
Contact details	
Name	
Contact details	
<b>Section Four: Method of assistance</b>	
<i>Detail what assistance designated buddies will provide during an evacuation and any specific training or equipment required</i>	
<b>Section Five: Personal Evacuation Plan (step by step procedure)</b>	
1	
2	
3	
4	
5	
<b>Section Six: Monitoring and Review</b>	

*Include details of any monitoring and review activities required for the plan*

**Section Seven: Acceptance**

Individual	Name	Signature	Date
Plan developed By:			
OSH Manager			
Line manager			
Affected Individual			
Designated Buddy			
Designated Buddy			

