

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 53.0 – OHS Management during Construction Work

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 within the Emirate of Abu Dhabi. This CoP is designed to incorporate requirements set by Abu Dhabi Occupational Safety and Health Center (OSHAD) and Sector Regulatory Authorities in the Emirate of Abu Dhabi.
- (b) This CoP establishes the requirements and standards so that the risks associated with the activities of contractors on a construction site are assessed, and that control measures are implemented, in accordance with the hierarchy of controls, to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities.
- (c) This CoP provides specific management requirements for all persons/employers involved in construction work, as per the definition of “construction work” provided within *OSHAD-SF – Glossary of Terms*.
- (d) These requirements are in addition to those general requirements outlined within *OSHAD-SF– Element 3 – Management of Contractors*.

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 –OHS Professional Entity Registration; and*
 - (iii) *OSHAD-SF – Mechanism 8.0 – OHS Practitioner Registration.*
- (b) Every employer shall ensure that all persons within their organisations are competent to undertake the specific roles and responsibilities as described within this CoP.
- (c) Competency Assessments shall be undertaken, specific to construction work, on the competence of contractors and individuals prior to engaging organisations / persons to undertake task(s) within a construction project.
- (d) Every employer shall ensure that each of his employees receives appropriate instruction and training to undertake the roles they are engaged for within the construction project.
- (e) Every employer shall ensure that specialist training is provided to persons who, through their roles and responsibilities, are required to undertake tasks which present specific risks that are only present through the delivery of the said task.
- (f) The employer shall maintain a record of training required under this section. The record shall contain:
 - (i) employee's name and ID number;
 - (ii) Emirates ID number;
 - (iii) name of person providing the training; and
 - (iv) date of training.
- (g) The employer shall maintain employee training records required for the duration of employment plus one year.

3. Requirements

3.1 Definitions

3.1.1 Construction Work

(a) Construction Work includes:

- (i) work to erect, construct, extend, alter, convert, fit-out, commission, renovate, repair, refurbish, disassemble, demolish and/or decommission a structure / building / services infrastructure, or part of a structure / building / services infrastructure; or
- (ii) work connected with site preparation, earthworks, land reclamation, excavation, piling, provision of services infrastructure or landscaping for works mentioned in paragraph (1); or
- (iii) the assembly or installation of prefabricated components to form a structure / building / services infrastructure, or part of a structure / building / services infrastructure for work mentioned in paragraph (1); or
- (iv) the disassembly of prefabricated components for work mentioned in paragraph (1) that, immediately before the disassembly, formed a structure / building / services infrastructure or part of a structure / building / services infrastructure.

(b) Construction Work is deemed complete when control, operation and possession of the workplace is officially returned to the developer / client through the contractual arrangement process.

3.1.2 Developer / Client for Construction Work

(a) The developer / client for construction work is the person / entity who finances and/or commissions the construction work; and

- (i) may engage a project manager / client representative / supervising consultant to plan, manage and monitor the project / development on their behalf; and
- (ii) may appoint a principal contractor to manage, supervise and perform the construction work.

3.1.3 Project Manager / Client Representative / Supervising Consultant / Resident Engineer for Construction Work

(a) The project manager / client representative / supervising consultant / resident engineer for construction work is the entity appointed by the developer / client to carry out the management, planning and monitoring of the construction work on behalf of the developer/client.

(b) If the developer / client fails to appoint a project manager / client representative / supervising consultant / resident engineer to a workplace the developer / client is taken to be the project manager / client representative / supervising consultant / resident engineer and assume all obligations of the project manager / client representative / supervising consultant / resident engineer.

3.1.4 Definition of the Principal Contractor for Construction Work

- (a) The principal contractor for construction work is:
 - (i) the person / entity appointed by the developer / client to manage, supervise and perform the construction work; and
 - (ii) the entity who is in control of the site, site access and all construction works at the work site, including work performed by sub-contractors.
- (b) If the developer / client fails to appoint a principal contractor to a work site the developer / client is taken to be the principal contractor and assume all obligations of the principal contractor.

3.1.5 Definition of a Sub Contractor(s)

- (a) A Sub Contractor is any contractor on site where “Construction Work” is taking place who are not the officially appointed “Principal Contractor”, regardless of contractual arrangement.
- (b) The subcontractor shall report to and be managed by the principal contractor.

3.2 Requirement for the Appointment of a Principal Contractor

- (a) If “Construction Work” is to be undertaken the Developer / Client shall obtain the relevant approval / permit / license / no objection from the Building and Construction Sector Regulatory Authority(SRA).
- (b) Refer to *OSHAD SF – Mechanism 9.0 – Appointment of Principal Contractor for Construction Work*.

3.3 Roles and Responsibilities

3.3.1 Responsibilities of the Competent Authority

- (a) Monitoring the implementation of the principal contractor process and mechanism by the Building and Construction Sector Regulatory Authority.

3.3.2 Responsibilities of the Building and Construction Sector Regulatory Authority

- (a) The Building and Construction SRA shall ensure implementation, monitoring and enforcement of the appointment of principal contractor process and mechanism by:
 - (i) ensuring all relevant requirements of the *OSHAD-SF* are met as part of the approval process, including but not limited to:
 1. Risk Assessments;
 2. *OSHAD-SF – CoP 53.1 – OHS Construction Management Plan (OHS-CMP)*;
 3. Demolition and Decommissioning Plan;
 4. Appointment of a Principal Contractor;
 5. Hazardous Material / Asbestos Management; and
 6. Monitoring and Reporting.
 - (ii) monitoring clients / developers and principal contractors compliance to requirements of this CoP; and
 - (iii) enforcement of the provisions of this CoP, including penalties for non-compliance.
- (b) If the developer / client is an individual (eg. building a personal villa, very small individual building project), they cannot be expected to fulfil all obligations of the developer / client. The consultant shall provide appropriate mechanisms to ensure the appointment of principal contractor process is implemented.

3.3.3 Responsibilities of the Developer / Client

- (a) The developer / client of a project / development where construction work is to be performed shall:
 - (i) appoint a principal contractor to the work site of the project / development, if applicable;
 - (ii) ensure that all roles, as listed in Section 3.3.3/3.3.4/3.3.5/3.3.6, are competent and have appropriate OSH resources considering the scope of works and risks and hazards associated with the project / development;
 - (iii) ensure the principal contractor's OSH Management System, including OSH resources, are appropriate for the scope of works and risks and hazards associated with the project / development;
 - (iv) use the approved mechanism in appointing a principal contractor (*OSHAD-SF Mechanism 9.0 – Appointment of a Principal Contractor for Construction Work*);
 - (v) ensure there is only one principal contractor appointed for the construction work at any particular time;
 - (vi) obtain all relevant licenses, permits, non-objection certificates from all relevant government agencies;

- (vii) prior to any construction work commencing ensure the principal contractor has developed a OSH construction management plan that is appropriate to the scope of works and risks and hazards associated with the project / development and it has been reviewed and approved by the Building and Construction Sector Regulatory Authority;
- (viii) consult with:
 - 1. the designer about how the construction work in connection with the design shall be undertaken in a way that prevents or minimizes all risks to occupational safety and health;
 - 2. the project manager / client representative / supervising consultant (if appointed) about how the construction work shall be planned and managed in a way that prevents or minimizes all risks to occupational safety and health; and
 - 3. the principal contractor about how the construction work shall be undertaken in a way that prevents or minimizes all risks to the occupational safety and health.
- (ix) If the developer / client is aware of any information about hazards and risks relating to the site at which the construction work is to be undertaken, the developer / client shall provide this information to the designer, project manager / client representative / supervising consultant / resident engineer and principal contractor. Examples of hazards and risks relating to a site:
 - 1. underground services;
 - 2. access and egress difficulties;
 - 3. hazardous and/or sensitive adjoining neighbours; and
 - 4. presence of asbestos containing materials.
- (b) The developer / client is ultimately responsible for ensuring compliance to all OSH legislative requirements at the work site and shall implement appropriate monitoring programs to ensure compliance is being achieved on the project / development. The appointment of a project manager / client representative / supervising consultant / resident engineer does not absolve the developer / client of their obligations.

3.3.4 Responsibilities of the Project Manager / Client Representative / Supervising Consultant / Resident Engineer

- (a) A project manager / client representative / supervising consultant / resident engineer have an obligation, on behalf of the developer / client, to ensure construction work is planned and managed in a way that prevents or minimizes risk to the safety and health by:
- (i) ensuring that prior to any “Construction Work” is undertaken all stakeholders are fully aware of their OSH regulatory duties;
 - (ii) Reviewing the OSH plan developed by the principal contractor and ensuring it is project specific and in compliance with OSHAD SF- Cop 53.1 - OSH Construction Management plan before submission to SRA through Municipal Electronic Permitting System (MEPS) for approval
 - (iii) actively participating in all OSH activities, for example;
 - 1. work site OSH induction;
 - 2. OSH training;
 - 3. OSH promotional activities;
 - 4. communication and consultation activities;
 - 5. OSH monitoring; and
 - 6. reporting OSH hazards and incidents.
 - (iv) monitoring and coordinating all OSH aspects during the design process, ensuring that, risks and hazards are reduced to as low as reasonably practicable, as per the requirements of *OSHAD-SF – Element 2 – Risk Management*;
 - (v) ensuring that information is provided to all relevant stakeholders on residual hazards and risks;
 - (vi) monitoring the principal contractor and sub-contractor compliance to all regulatory and site OSH requirements and notifying the principal contractor of all hazards and OSH non-compliances identified on site;
 - (vii) periodically reporting to the developer / client the OSH performance and compliance of the principal contractor and sub-contractors, as per the requirements of *OSHAD-SF – Element 7 – Monitoring, Investigation and Reporting*; and
 - (viii) periodically auditing the OSH compliance and performance of the principal contractor to ensure compliance to all regulatory and site OSH requirements, and reporting the findings to the developer / client; and immediately reporting identified continued non-conformance by the principal contractor and/or sub-contractor to the developer / client.

3.3.5 Responsibilities of the Principal Contractors

- (a) A Principal Contractor has an obligation to plan, coordinate, supervise and oversee construction and demolition work in a way that prevents or minimizes impacts to the environment and risks to the health and safety of all persons at or near the work site during the work.
- (b) Develop and implement an appropriate project-specific OSH construction management plan as per Section 3.4.
- (c) Develop and implement an OSH demolition / decommissioning management plan as per Section 3.5, if necessary.
- (d) Develop, implement and maintain a project risk register that incorporates all known risks, hazards and impacts from the project. The principal contractor shall also ensure that risk assessments and method statements developed for the project are appropriate, including those developed by sub-contractors and other persons working on the project.
- (e) Notify relevant stakeholders of any matter of which the principal contractor is aware of, or as far as reasonably practicable shall be aware of, that may affect the capacity of that stakeholder to comply with their obligations.
- (f) Ensure that any subcontractors or other persons appointed to work on the project / development are competent, in line with the requirements of *OSHAD-SF – Element 3 – Management of Contractors*.
- (g) Consult and communicate with designers, project managers, employees and sub-contractors who are involved in the construction / demolition work in relation to identifying hazards associated with the construction / demolition work and assessing risks that may result due to hazards.
- (h) Monitor and enforce the compliance of all persons at the work site to all relevant OSH obligations.
- (i) If the principal contractor reasonably believes that a person / entity at the work site is not complying with their OSH obligation:
 - (i) direct the person / entity to comply with the OSH obligations; and
 - (ii) if the person / entity fails to comply with the direction, ensure the person stops work until they comply with their obligations.
- (j) Investigate all hazards, incidents and OSH non-compliances identified.
- (k) Ensure all appropriate incidents are reported to relevant authorities.
- (l) Protect members of the public from injury or illness caused by work activities at or near the workplace.

3.3.6 Responsibilities of Construction Subcontractors

- (a) Construction subcontractors have an obligation to comply with all provisions of this CoP and to recognize the important supervisory and coordination role that the appointed principal contractor has been granted on a site where “Construction Work” is conducted under this CoP. See Figure 1.

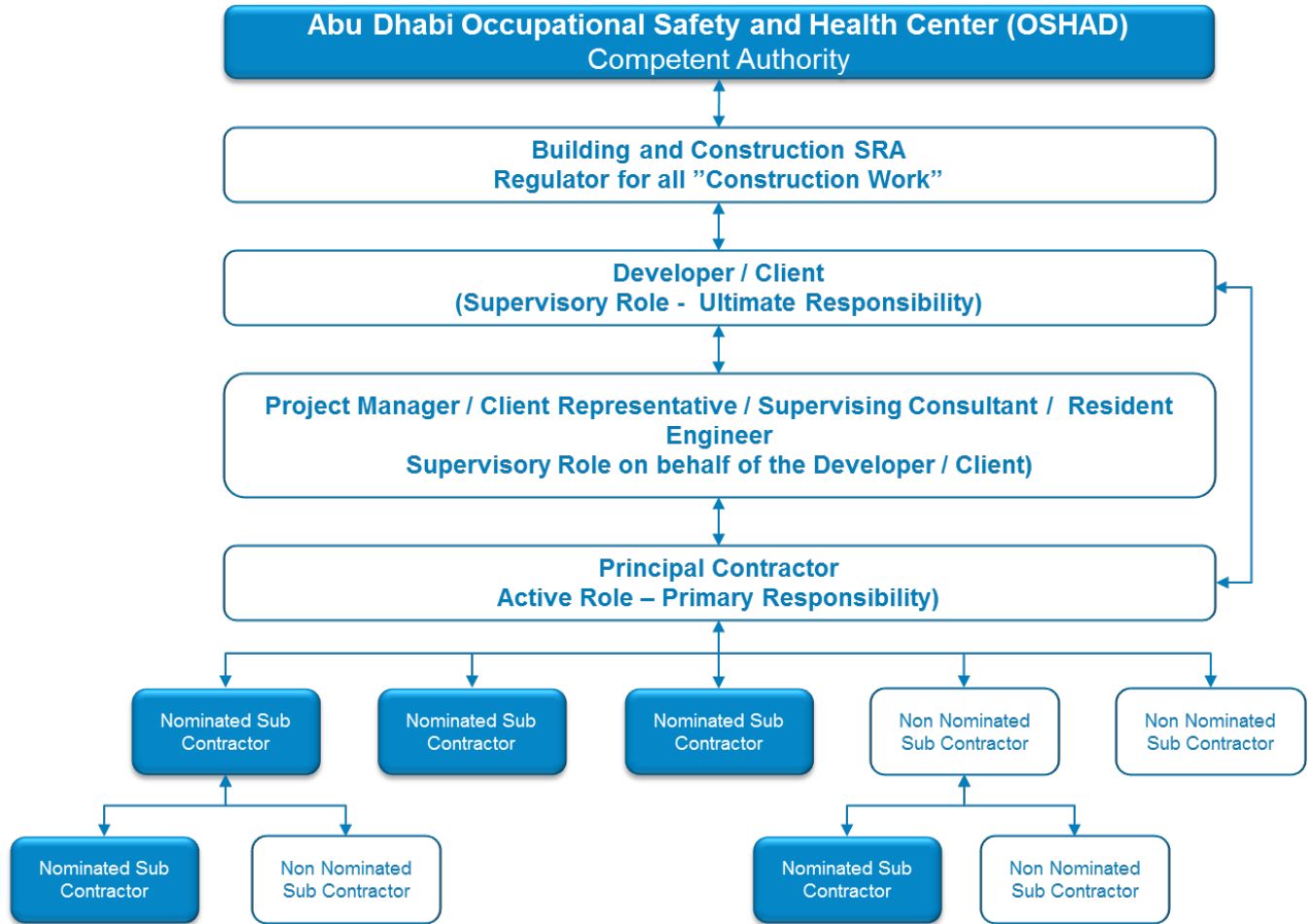


Figure 1 – Typical Construction Site Hierarchy

3.4 Management of Construction Work

- (a) A specific OSH Construction Management Plan, in compliance with the requirements of *OSHAD-SF – CoP 53.1 – OSH Construction Management Plan* that is appropriate to the scope of works, risks and hazards associated with the construction activities is to be developed then reviewed and approved by the Building and Construction Sector Regulatory Authority before work is to commence.

3.5 Management of Demolition / Decommissioning Work

- (a) Demolition / decommissioning work is considered a high risk activity and as such specific consideration shall be given to these risks prior to any demolition / decommission works commencing.
- (b) Prior to work commencing:
 - (i) a specific OSH demolition / decommissioning plan that is appropriate to the scope of works, risks and hazards associated with the demolition / decommission activities is to be developed; and
 - (ii) the demolition / decommissioning plan shall be reviewed and approved by the Building and Construction Sector Regulatory Authority and the relevant SRA.
- (c) The demolition / decommissioning plan shall include, but is not limited to:
 - (i) location of site and distance of structure from site boundary;
 - (ii) overall height and dimensions of buildings / structures;
 - (iii) description of buildings / structures and their structural support;
 - (iv) location of services, hazardous substances, underground structures and adjoining retaining structures;
 - (v) description of methodology to be used including equipment and the movement of equipment;
 - (vi) description of methods for collection, segregation, handling, recycling and disposal of demolished materials/waste including hazardous substances;
 - (vii) proposed sequence / phases of carrying out the work and estimate of time for each stage;
 - (viii) risk assessments;
 - (ix) details of control measures to be implemented (eg. dust control);
 - (x) location, extent and type of exclusion zones and other control measures;
 - (xi) traffic management plan; and
 - (xii) other documents as necessary to substantiate proposals for documented methodology.

3.6 OSH Performance and Incident Reporting Process

- (a) Principal contractors are to report relevant OSH performance and incident data to the Building and Construction SRA (as per *OSHAD-SF – Element 7 – Monitoring, Investigation and Reporting*) for their operations and all construction subcontractors that are not “nominated entities” as per OSHAD-SF.
- (b) Figures 2 and 3 below indicate the OSH performance and incident reporting hierarchies:
- (i) all OSH incidents at the work site shall be reported to the principal contractor; and
 - (ii) if a sub-contractor or project manager / client representative / supervising consultant is involved in an OSH incident and they are nominated under the OSHAD-SF, they are responsible for reporting the incident to the SRA using *OSHAD-SF – Form G – Serious OSH Incident Notification*;
 - (iii) if a sub-contractor or project manager / client representative / supervising consultant is involved in an OSH incident and they are not nominated under the OSHAD-SF, the principal contractor is responsible for reporting the incident to the SRA using *OSHAD-SF – Form G – Serious OSH Incident Notification*.

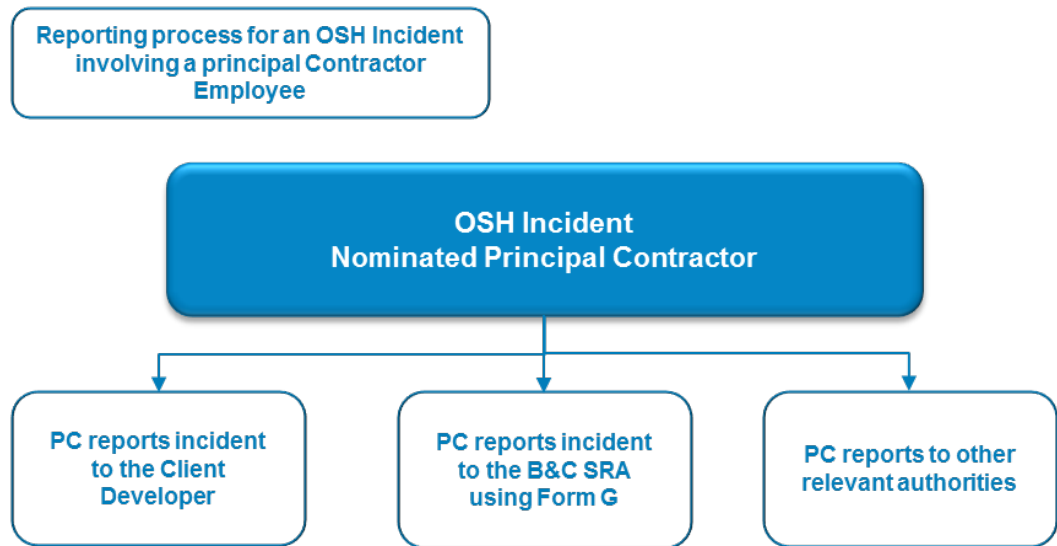


Figure 2 – Reporting Process for OSH Incident involving PC Employee

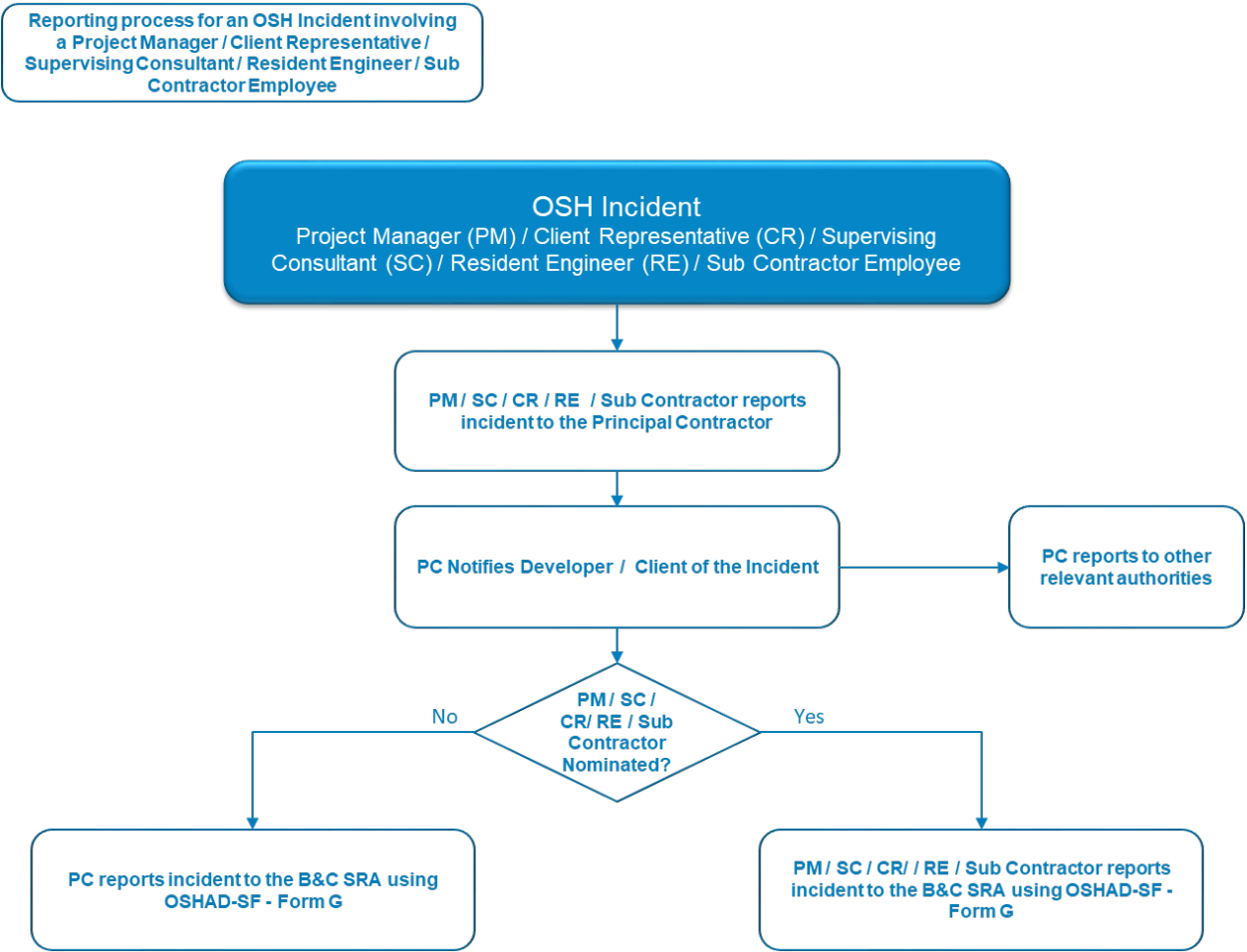


Figure 3 – Reporting Process for OSH Incident involving PM / CR / SC / RE / Sub Contractor Employee

4. References

- *OSHAD-SF – Element 2 – Risk Management*
- *OSHAD-SF – Element 3 – Management of Contractors*
- *OSHAD-SF– Element 5 – Training, Awareness and Competency*
- *OSHAD-SF– Element 7 – Monitoring, Investigation and Reporting*
- *OSHAD-SF – Mechanism 7.0 –OHS Professional Entity Registration*
- *OSHAD-SF – Mechanism 8.0 – OHS Practitioner Registration*
- *OSHAD SF – Mechanism 9.0 – Appointment of Principal Contractor for Construction Work*
- *OSHAD-SF – CoP 53.1 – OSH Construction Management Plan*
- *L144 – Managing Health and Safety in Construction – HSE Books - ISBN 978 0 7176 6223 4*

5. Document Amendment Record

| Version | Revision Date | Description of Amendment | Page/s Affected |
|---------|-----------------------------|--|-----------------|
| 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 |
| | | Acknowledgements deleted | 2/3 |
| | | Preface Deleted | 4 |
| | | EHS changes to OSH | Throughout |
| 3.1 | 4 th August 2019 | Clause 3.1.1 numbering updated | 5 |
| | | Clause 3.1.4 numbering updated | 6 |
| | | Old Clause 3.1.4(a)(ii) deleted | 6 |
| | | Old Clause 3.2(b) deleted | 6 |
| | | Old Clauses 3.3.2(i)1 & 3.3.2(ii) deleted | 7 |
| | | Old Clause 3.3.3(v) deleted | 8 |
| | | Clause 3.3.4(a)(ii) added | 9 |
| | | Clause 3.4(b) deleted | 11 |
| | | Old clauses 3.5(b) and (c) merged (for clarity) into new Clause 3.5(b) | |
| | | Figure 3 updated to include sub-contractor | 13 |
| | | References updated | 14 |
| | | Minor editorial changes for added clarity without affecting requirements | Throughout |

