

مركز أبوظبي للسلامة والصحة المهنية  
ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

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# **Abu Dhabi Occupational Safety and Health System Framework**

**(OSHAD-SF)**

**Manual**

**Version 3.1**

**March 2017**

ABU DHABI PUBLIC  
HEALTH CENTRE

مركز أبوظبي  
للصحة العامة



## Important Note:

(Document Republished for Continued Implementation  
under Abu Dhabi Public Health Center)

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## Acknowledgments

Abu Dhabi Occupational Safety and Health Center (OSHAD) profoundly acknowledge the great support provided by Abu Dhabi Emirate Executive Council in facilitating the development and issuance of Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).

The OSHAD-SF constitutes the joint efforts of OSHAD and all concerned Sector Regulatory Authorities (SRAs) in the Emirate, who worked together to integrate relevant regulatory requirements under a unified framework. The valuable input, contribution and constructive views of all SRAs are highly appreciated.

Hoping that OSHAD-SF will help in ensuring the provision of safe and healthy working places for all and in building the OSH culture across the Emirate.

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ABU DHABI OCCUPATIONAL SAFETY AND HEALTH CENTER

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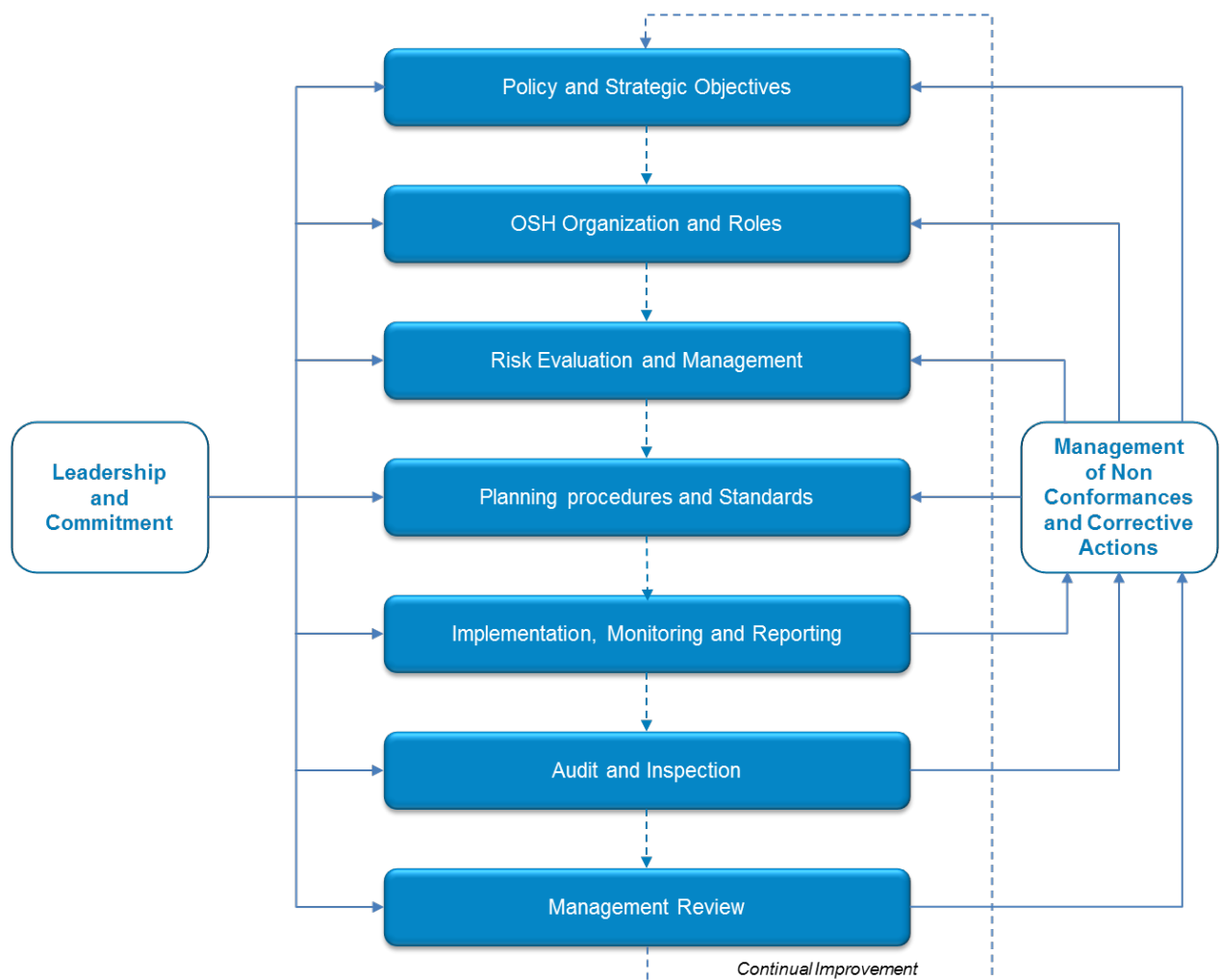
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## 1. Leadership, Commitment and Strategic Objectives

An Occupational Safety and Health Management System (OSHMS) is a management tool that integrates all Occupational Safety and Health (OSH) management components of a business into one coherent system. The integration of these components allows the business to achieve its objectives efficiently by minimizing occupational Safety and Health risks.

This integrated approach requires combining all OSH internal business management practices into one system that can be implemented by individual entities and which is mirrored by aligned requirements at the emirate level. The different management components of the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF) require effective links between them to ensure a complete system that operates as a whole both at the entity and emirate level. See Figure 1 below.



**Figure 1 – OSH MS – Main Management Components**

The OSHAD-SF incorporates the key requirements from the following International Standards: *Occupational Health and Safety System (OHSAS 18001)*; *Guidelines for Auditing Management Systems (ISO 19011)* and *Risk Management Principles (ISO 31000)*, into one integrated system that also recognizes the commitments and aspirations of Abu Dhabi Government and the unique features of Abu Dhabi's mandatory OSHAD-SF compared to conventional "voluntary" standards.

## 1.1 Commitment of the Abu Dhabi Government

The Government of Abu Dhabi Emirate is committed to protect and promote human health and safety for all inhabitants of the Emirate.

This commitment can be achieved through partnerships between the government and private sectors, coordinated by the *OSHAD-SF*, with the aim of ensuring that economic activities within Abu Dhabi Emirate are undertaken in a responsible, safe and sustainable manner.

The *OSHAD-SF* is a risk and performance based management system that defines the roles and responsibilities of all concerned parties and sets the minimum requirements required at Emirate level for development and implementation of individual entity OSHMS. It is an approach that recognizes the inter-relationships between entities, employees, contractors, the community, and the occupational environment in contributing to diverse risks.

## 1.2 Abu Dhabi Government vision

AD Emirate plan transforms Abu Dhabi Emirate Vision into Objectives and Programs for 5 years (2016-2020). The Objectives are the specific directions of the Emirate and are the interim results or goals or final outcomes that the Emirate aims to achieve in the coming five years. Each objective is to be achieved by implementing one Program or more.

Abu Dhabi Plan 2016-2020 includes one OSH Objective (Integrated System for Prevention and Preparedness to Ensure Safety of the Community) supported by one OSH Program (Implementation of Occupational Safety and Health System) which will be implemented through OSHAD (as a coordinating party) in coordination with the SRAs and GEs (as contributing parties).

The scope of the program covers development of OSH regulatory tools, effective Implementation of *OSHAD-SF* and building OSH capacities and OSH Concept.

The Emirate plan also includes Key Performance Indicators and five-year targets to measure the achievement of Objectives.

## 1.3 Aims

The aims of the *OSHAD-SF* include:

- integrate existing OSH laws and regulations;
- serve as a management tool to achieve compliance with Abu Dhabi Emirate OSH laws and regulations;
- ensure that the vision of Abu Dhabi Government is promoted and achieved;
- drive continuous improvement in the management of OSH issues to achieve the best outcomes while having regard to the social and economic development of the Emirate of Abu Dhabi; and
- develop appropriate management system and technical requirements to ensure OSH issues are addressed in a systematic matter.

## 1.4 Intent

The Abu Dhabi Government acknowledges the increasing and positive role being played by private and government entities in promoting improved occupational safety and health practices.

By developing a well-defined and structured System Framework that is to be embedded into daily activities of entities, the Government of Abu Dhabi has provided a tool that ensures long-term success in identifying, meeting and exceeding safety and health objectives and goals of the Emirate of Abu Dhabi.

The *OSHAD-SF* defines the minimum requirements to be met by entities seeking to establish a compliant OSHMS.

Therefore, private and government entities shall meet, and strive to exceed, the requirements of relevant Emirate and UAE legislation, including developing, implementing and maintaining a compliant OSHMS when officially informed by the concerned SRA.

## 1.5 Benefits

Effective implementation of the *OSHAD-SF* requirements by entities will lead to the following benefits:

- improved occupational safety and health standards;
- reduce injuries, illnesses and incidents in workplaces;
- reduced corporate risks and liabilities;
- robust occupational health programs;
- improved business efficiency; and
- Increased staff wellbeing and morale.



## 1.6 Distinctive Features

Although the *OSHAD-SF* incorporates the key features of the relevant international OSH standards, importantly it includes a number of distinctive features (Figure 2). These include:



**Figure 2 – The OSHAD-SF – Distinctive Features**

- **Regulatory Integration of OSH** – the main focus of Version 3.0 of the *OSHAD-SF* is to reduce OSH regulatory duplication and overlap through a systematic process of integration of the Federal and Emirates relevant authorities OSH requirements into the system. Refer to *OSHAD-SF – Mechanism 1.0 – Integration of OSH Requirements in the Emirate of Abu Dhabi* for more details.
- **Promotes and Rewards Self-Regulation** – entities are encouraged to voluntarily discover, disclose, correct, and prevent violations of relevant laws. By applying these concepts they may be rewarded with less frequent regulatory intervention and be less prone to OSH prosecution.
- **Incorporates International Standards** – but Stand Alone in Implementation – the system incorporates the key components of the relevant international standards but does not require entities to gain certification to these international systems by a third party if they do not wish to do so.
- **Based on Partnerships between Government and the Private Sector Entities** – the system is designed to encourage interaction and cooperation between the government and private sectors, in particular the interaction between entities and the concerned SRA's.
- **Performance Management** – it is a system requirement for SRA's and entities to establish OSH performance targets and goals and implement a monitoring program. For entities to obtain and maintain approval for their OSHMS they must comply with the monitoring and reporting requirements of the *OSHAD-SF*.
- **Risk Management** – One of the most important components in managing OSH hazards and risks is to ensure entities have a comprehensive risk management program implemented. Risk management provides a structured approach to identifying OSH hazards and risks. Having an understanding of all OSH hazards and risks allows an entity to measure and prioritize risk and take the appropriate action to reduce loss. An effective risk management program does not eliminate all OSH risks. However, having an appropriate and operational risk management program in place is a key component to ensure that an entity is committed to loss reduction or prevention.
- **Communication and Consultation** – a key component of the system is the inclusion of communication and consultation requirements. Employers have the duty to consult with employees and work together to eliminate or reduce work-related injuries and illness and to promote health and well-being. This is not only a legal responsibility - there are very real benefits for an employer to implement and maintain a consultative approach. It ensures a safe and healthy workplace, and that work practices, programs and procedures are actually created and maintained by the people who must work within these systems and be guided by them.
- **Capacity Building and “Emiratization”**- one of the key features of the system is the focus on capacity building within the field of expertise in Occupational Safety and Health within the Emirate. An important component of the capacity building initiative is to proactively encourage citizens of the Emirate to engage in the OSHMS initiative.
- **Cultural Change** – one of the long term goals of the OSHMS initiative is to effect cultural change within the inhabitants of the Emirate. It is intended that the *OSHAD-SF* will be a key tool in the process of achieving a positive OSH cultural change to achieve a safer and healthier future for the Emirate.

## 1.7 Accountability

The Government of Abu Dhabi Emirate, the Abu Dhabi Occupational Safety and Health Center (OSHAD) (Competent Authority), Sector Regulatory Authorities (SRA's) and government and private entities are responsible for improving the management of OSH activities in the Emirate.

The Government of Abu Dhabi Emirate will work with the Federal Government of the United Arab Emirates (UAE) to develop national consistency in the measures, policies and strategies developed and adopted for the protection of safety and health.

OSHAD shall encourage and maintain open communication and constructive dialogue with other government departments, concerned SRA's, relevant international OSH bodies, and the community, on OSH matters and make decisions and actions as open and as transparent as practicable.

Refer to *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation* for detailed description of Roles and Responsibilities.

## 1.8 Scope

The *OSHAD-SF* specifies mandatory management requirements for developing, implementing and maintaining an OSH management system to enable any high risk entity to control its OSH risks and continually improve its OSH performance.

The *OSHAD-SF* is a risk based system and as such recognizes that not all undertakings pose a high level of risk and as such has incorporated mechanisms and procedures to manage the undertakings of these entities whilst not adding significant burden.

The extent of the application by an entity of the mandatory requirements of the *OSHAD-SF* will depend on factors such as the nature of the entity's activities, the risks and complexity of its operations.

The purpose of this System Framework is to lead all entities in the Emirate of Abu Dhabi, both government and private, towards providing safe and healthy workplaces for their workforce.

The *OSHAD-SF* is designed to ensure employees' safety and the promotion and maintenance of the highest degree of physical, mental and social well-being of employees by preventing ill health, controlling risks and the adaptation of work to people, and people to their jobs.

The goal of all occupational safety and health programs is to foster a safe workplace. Through the protection of employees the system will also protect visitors, customers, suppliers, nearby communities, and other members of the public who are impacted by the workplace activities.

## 1.9 Compliance

The *OSHAD-SF* is the key OSH regulation in the Emirate of Abu Dhabi. Compliance of any entity to its different components is subject to the entity's classification under the system.

The *OSHAD-SF* recognizes that not all entities perform tasks and activities that contain a significant level of risk. Each SRA shall conduct a risk assessment to determine the underlying hazards and risks on all relevant sector entities, and to classify entities in terms of their overall risks.

There are three levels of classification under the *OSHAD-SF*, which include:

- ***Nomination as a high risk Entity:*** An entity officially nominated as high risk by a concerned SRA shall comply with all requirements of the *OSHAD-SF*, including developing a fully compliant OSHMS and gaining approval from the concerned SRA.
- ***Notification as a Medium Risk Entity:*** An entity that is officially notified by a concerned SRA as medium risk shall comply with the requirements of *OSHAD-SF – Mechanism 5.0 – OSH Requirements for Medium Risk Entities* and the relevant mandatory technical requirements (Codes of Practice, Mechanisms and Standards).
- ***Notification as a Low Risk Entity:*** Following official notification by the Sector Regulatory Authority, low risk entities shall be inspected to ensure compliance with the *OSHAD-SF*, within a timeframe specified by the SRA during the official notification.

All entities regardless of the risk classification assigned, shall comply with the mandatory technical requirements specified within the *OSHAD-SF* that are applicable to their activities / business undertakings.

### ***All other Entities:***

The *OSHAD-SF* nomination and notification process has been phased to ensure that adequate resources are in place to manage the requirements of the *OSHAD-SF*. This allows SRA's to focus on higher risk entities during initial stages to try and reduce these high risks rather than trying to focus on all entities at once. Over a period of time all entities that are operating within the emirate of Abu Dhabi will be nominated or notified to comply with the relevant requirements of the *OSHAD-SF*, in line with the risks their undertakings pose.

During this phase, entities that are yet to be nominated or notified shall strive to comply with the requirements of the *OSHAD-SF*, however it is important to note that this voluntary compliance will exclude any external interaction with OSHAD or government bodies who have been delegated authority from OSHAD as a Sector Regulatory Authority, unless otherwise directed by OSHAD or a Sector Regulatory Authority.

### 1.10 Applicability

The *OSHAD-SF* is applicable to all places of employment within the Emirate of Abu Dhabi. Employers, contractors and self-employed persons shall adhere to applicable requirements, however phased implementation of the system will take place through official nomination or notification of entities within concerned sectors (See Section 2).

In case of any conflict with any existing Federal or Emirate Laws and/or Regulations, the more stringent requirements will apply.

### 1.11 Statement of Independence

The *OSHAD-SF* describes the goals, objectives and general requirements needed by high risk entities to develop and implement a compliant OSHMS along with the compliance requirements for those entities who are deemed to be medium or low risk.

To assist sectors and entities, the *OSHAD-SF* requirements outlined in the *OSHAD-SF Elements* document constitute all requirements of a self-regulating management framework. It therefore allows entities to develop a standalone management system based entirely on the *OSHAD-SF*. It also allows entities the flexibility to incorporate these requirements into existing management systems.

The approach and mechanism for developing and implementing the entity's OSHMS remains the decision of the entity. It is likely that entities already implementing the principles of recognized international management system standards will find it easier to develop and implement an OSH MS in compliance to the *OSHAD-SF* requirements.

Conversely, an entity OSHMS that has been developed to meet the requirements of the *OSHAD-SF* will comprise components of various internationally recognized standards and associated elements such as OHSAS 18001 (occupational health and safety management standard).

### 1.12 International Cooperation and Collaboration

OSHAD is proactively working with various International OSH Regulatory Bodies and relevant OSH Professional Membership Bodies to share information and experience. These bodies have been chosen due to their vast previous experience in OSH regulatory environments and associated technical issues.

Through the signing of mutually beneficial agreements with these organizations OSHAD intends to develop, implement and enforce international best practice OSH regulations.

## 2. OSHAD-SF Administration

### 2.1 Administration Hierarchy

The *OSHAD-SF* relies on constructive relationships between OSHAD, the concerned SRA's and other relevant authorities, not only in the integration and development of OSH requirements, but also for the implementation, monitoring and enforcement of the *OSHAD-SF* requirements.

OSHAD recommends appointment of the relevant regulatory authority for each concerned sector to the Executive Council of Abu Dhabi who then assigns responsibility to implement the requirements of the *OSHAD-SF* within the concerned sector.

The appointment as a Sector Regulatory Authority can be withdrawn by the Executive Council of Abu Dhabi following recommendation by OSHAD.

One of the major advantages of this structure is that the SRA's assigned have expert technical knowledge of their concerned sector entities, activities and OSH risks and through their specific establishment laws have the power to license and enforce requirements onto these entities.

The hierarchy for administration of the *OSHAD-SF* is as in figure 3.

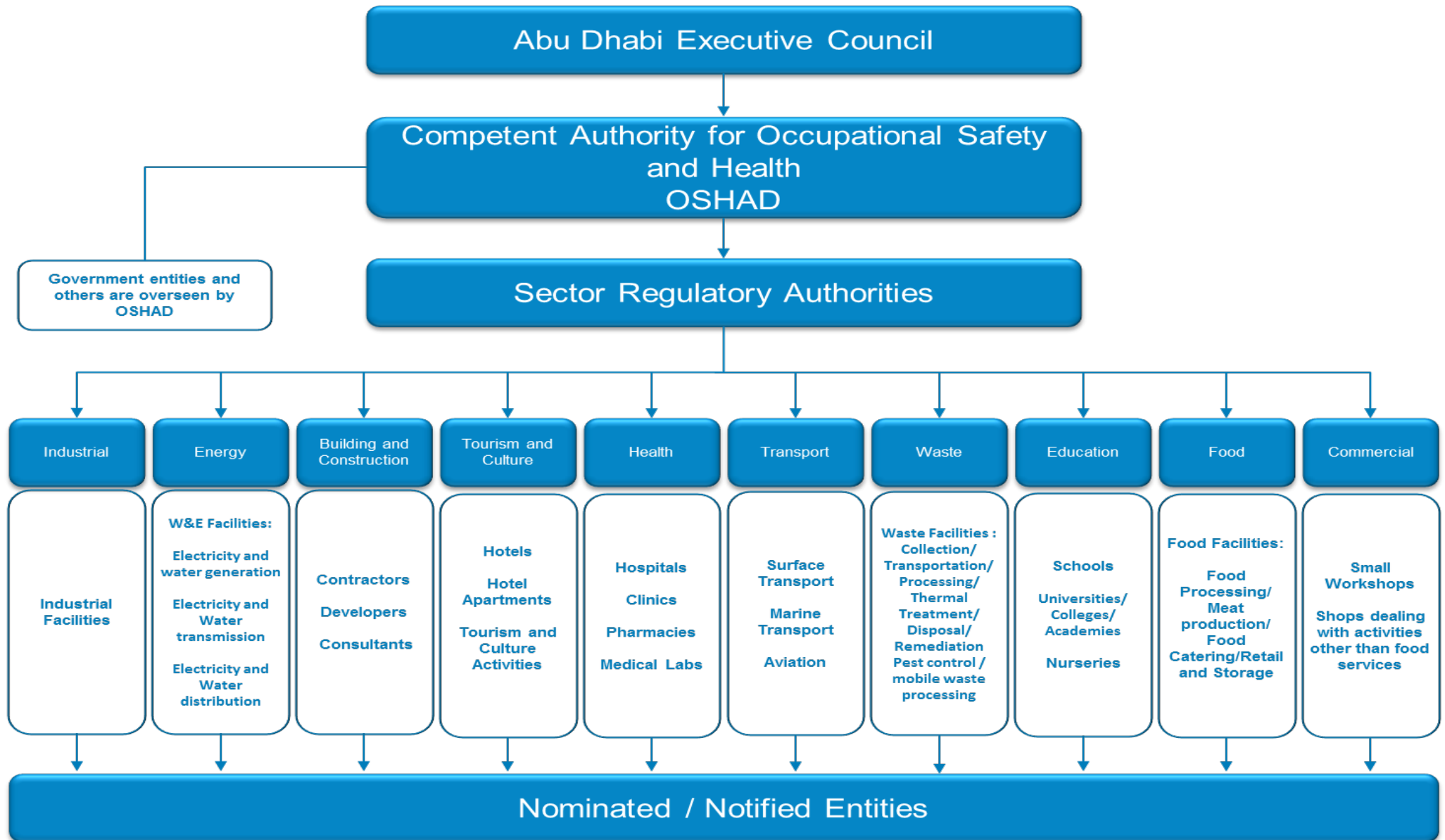
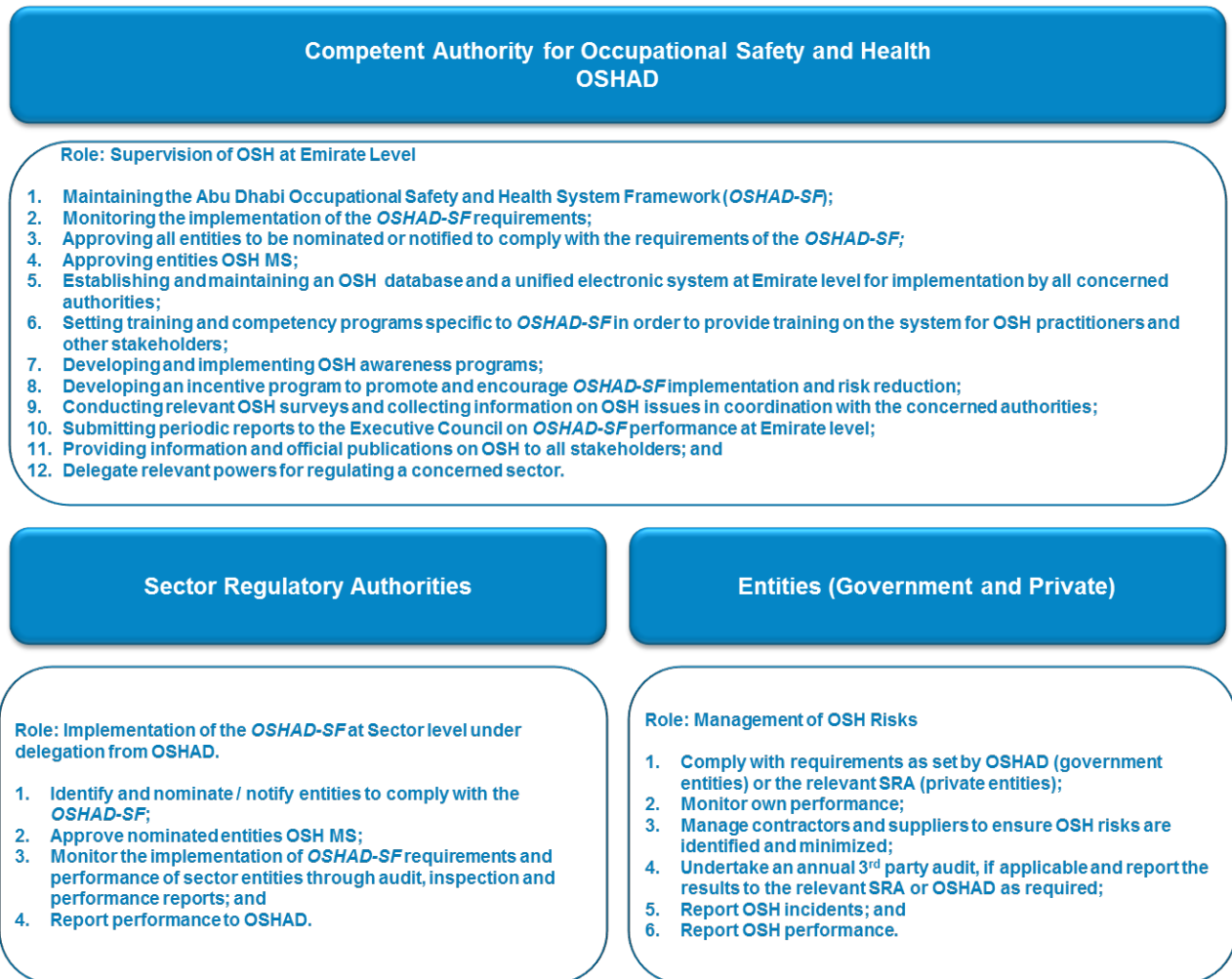


Figure 3 – The Abu Dhabi Emirate OSHAD-SF Administration Hierarchy



The system includes detailed roles and responsibilities as defined in *OSHAD-SF – Element 1 – Roles, Responsibilities and Self-Regulation*.



**Figure 4 – The Abu Dhabi Emirate OSH Administration Roles**

## 2.2 OSHAD-SF Authorization and Approval

The Executive Council of the Emirate of Abu Dhabi has authorized OSHAD to develop, implement and maintain the *OSHAD-SF* in consultation and coordination with relevant stakeholders.

## 2.3 Version and Distribution Control

OSHAD shall be responsible for the distribution and version control of the *OSHAD-SF*.

The master copy of the *OSHAD-SF* will be held and maintained by OSHAD. This master copy will define the current version of the *OSHAD-SF* and its individual documents. Updates to the *OSHAD-SF* will be developed by OSHAD and approved by the OSHAD Director General. For each modification/amendment, the version number of affected documents will be incremented.

The effective date of each document shall be indicated in the footer of the said document. This may differ from the date the document is uploaded to the OSHAD website.

The OSHAD website shall contain the current versions of all *OSHAD-SF documents*.



## 2.4 Registration of OSH Professional Entities

The OSH Professional Entity Registration Mechanism provides a centralized process to objectively verify the qualifications and / or competence of any professional entity that wishes to perform OSH activities and operations within the Emirate of Abu Dhabi and to ensure only those who are qualified and/ or competent to perform the works are permitted to do so.

*Please refer to OSHAD-SF – Mechanism 7.0 – OSH Professional Entity Registration for more details.*

## 2.5 Registration of OSH Practitioners

The OSH Practitioner Registration Mechanism provides a centralized process to objectively verify the qualifications and / or competence of any OSH Practitioner (or Individual) that wishes to perform OSH operations within the Emirate of Abu Dhabi.

*Please refer to OSHAD-SF– Mechanism 8.0 – OSH Practitioner Registration for more details.*

### 3. OSHAD-SF Documents

#### 3.1 Structure of the OSHAD-SF - Version 3.0

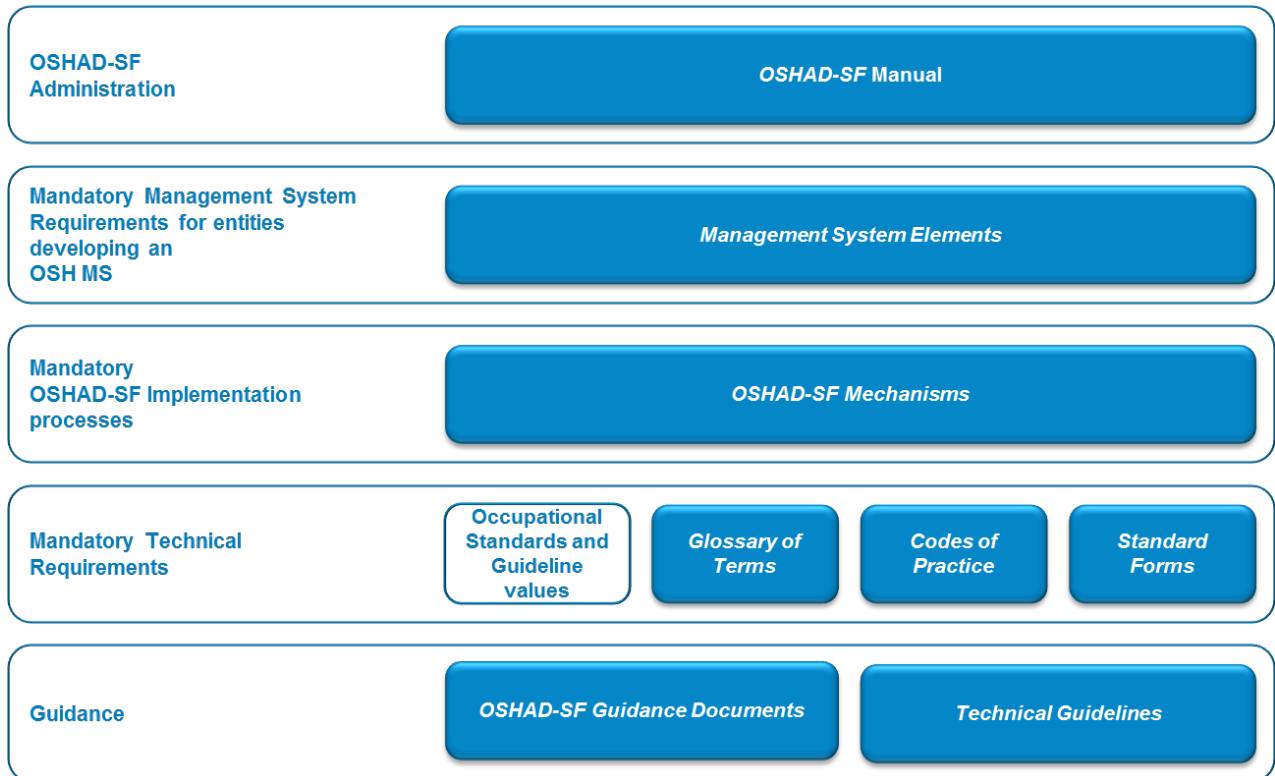


Figure 5 –OSHAD-SF Documents

#### 3.2 OSHAD-SF – Decrees

On 16th June 2009, Decree No. (42) of 2009 concerning the Abu Dhabi Environment, Health and Safety Management System Regulatory Framework (AD EHSMS RF) was issued by the Crown Prince, Chairman of the Executive Council.

This decree and associated AD EHSMS laid the grounds and led to the current *OSHAD-SF*, which concentrates only on the management of Occupational Safety and Health issues.

Further decrees or decisions issued by the Executive Council of Abu Dhabi in relation to OSHAD are listed below:

- Abu Dhabi Executive Council -Executive Committee Decision No. 2-S 3/2010 concerning establishment of Abu Dhabi Occupational Safety and Health Center, dated 1st February 2010.
- Abu Dhabi Executive Council – General Secretary Circular No. 12 of 2010 concerning Implementation of OSHMS by Government Entities in Abu Dhabi Emirate, dated 21 October 2010.
- Abu Dhabi Executive Council - Security, Justice and Safety Committee Decision 12/5/034/2015 concerning approval of OSH program within the Abu Dhabi 2016-2020 Strategic Plan, dated 26 November 2015.
- Abu Dhabi Executive Council-Circular No. 28 of 2015 concerning the use of AL ADAA OSH Electronic Application, dated 17 December 2015.

### 3.3 Glossary of Terms

The purpose of the glossary is to harmonize the definitions and understanding of commonly used OSH technical terms within the Emirate of Abu Dhabi. This is vital due to the diverse range of cultural backgrounds and languages spoken within the Emirate.

All efforts have been made to integrate existing definitions from relevant Competent Authorities.

### 3.4 OSHAD-SF - Manual

This Manual is designed to serve as a comprehensive guide to the *OSHAD-SF* and of its related requirements. It provides an overview of the *OSHAD-SF* structure and approach, and a brief description of its key requirements.

The *OSHAD-SF* Manual is an excellent source for obtaining a high-level understanding of the Emirate's OSH requirements and the tools available to meet those requirements.

### 3.5 Management System Elements

The Management System Elements document under the *OSHAD-SF* defines the mandatory management system components to be incorporated into an entity's OSHMS. These key components specify the minimum requirements of an entity's OSHMS.

Technical OSH issues and topics are not integrated in the Elements; they are addressed within the *OSHAD-SF - Codes of Practice* or *OSHAD-SF – Mechanisms*.

### 3.6 OSHAD-SF - Mechanisms

Mechanisms describe mandatory *OSHAD-SF* implementation processes and procedures (e.g. OSH Incident Reporting). These mechanisms include relevant process maps and are associated with standard *OSHAD-SF* Forms.

### 3.7 Codes of Practice (CoP)

A code of practice (CoP) provides minimum mandatory OSH technical requirements on a specific subject (e.g. Personal Protective Equipment). Each entity must ensure they are aware of the subject matter covered by the codes of practices and where this is part of their undertakings ensure that the minimum requirements are complied with.

Codes of practice are mandatory to all entities, regardless of risk classification.

### 3.8 Occupational Standards and Guideline Values

The Occupational Standards and Guideline Values include occupational threshold and exposure levels - the level of pollutants prescribed by regulations that are not to be exceeded during a given time in a defined occupational environment.

**Note:** OSH Standards and Guideline Values are currently non-mandatory requirements, however are based on international and local best practice. Entities are encouraged to incorporate these requirements to the extent possible, alongside other applicable international and local standards.

### 3.9 Technical Guidelines

A Technical Guideline provides non-mandatory information and guidance on how to achieve a requirement as defined in the *OSHAD-SF*. Guidance is not mandatory, but it should be adopted unless an entity chooses an alternative control measure or course of action that achieves an equivalent or better standard.

Technical guidelines are developed jointly by OSHAD and relevant subject Competent Authority – usually as a subordinate document to an approved Code of Practice.

### 3.10 OSHAD-SF Guidance Documents

A Guidance Document provides non-mandatory information, guidance and interpretation of an *OSHAD-SF* concept and/or principle.

Such documents also provide detailed interpretations of important principles, concepts and processes to be followed when developing and implementing an OSHMS.

### 3.11 OSHAD-SF Forms

Where an entity or SRA is required to report specific information to the relevant SRA or OSHAD, standard forms have been developed to assist this process and to ensure standardization of information submitted.

### 3.12 Individual Entity OSH MS

Entities that are officially nominated by a concerned SRA are required to develop, implement and maintain an appropriate OSHMS that addresses the specific OSH hazards and risks associated with the entity's activities.

An entity OSHMS must comply with the requirements of the *OSHAD-SF*.

## 4. OSHAD-SF Key Requirements

### 4.1 Risk Management

One of the most important components in managing OSH hazards and risks is to ensure entities have a comprehensive risk management program implemented.

Risk management provides a structured approach to identifying OSH risks. Having an understanding of all OSH hazards and risks allows an entity to measure and prioritize risk and take the appropriate action to reduce loss. Risk management has other benefits for an entity, including:

- protecting employees and other persons from harm;
- protecting the reputation and public image of the entity;
- increasing the stability of operations; and
- preventing or reducing legal liability.

An effective risk management program does not eliminate all OSH risks. However, having an appropriate and operational risk management program in place is a key component to ensure that an entity is committed to loss reduction or prevention.

Another key component of risk management is the management of change within an entity, (changes to processes, machinery, equipment, location, materials, chemicals, etc.). This process ensures that you have control over every stage of the change being made, and that impacts of the change are properly assessed prior to being introduced to your workplace. This advance assessment will help avoid any problems that may otherwise arise, such as the introduction of unforeseen OSH risks as a result of the uncontrolled change.

*OSHAD-SF – Element 2 - Risk Management* provides detailed information and requirements.

### 4.2 Legal Compliance

In order to comply with laws and regulations that apply, entities must first know what the requirements are and how they affect what they do. Compliance with legal requirements is one of the key components upon which each OSHMS shall be based. The potential costs of non-compliance (possible harm to employees, the community, revenue loss and impact on public image, for example) can be very high.

Thus, an effective OSHMS should include processes to:

- identify and communicate applicable legal and other requirements, and;
- ensure that these requirements are factored into the entity's management efforts.

An OSHMS shall include a procedure for identifying, having access to and analyzing applicable legal and other requirements to determine their impacts on its operations. "Other requirements" might include international standards, industry codes of practice, international conventions or similar requirements to which the entity might subscribe.

*OSHAD-SF – Element 9 – Compliance and Management Review* provides detailed requirements.

#### 4.3 Incident Notification, Investigation and Reporting

Incident investigation is an important tool for preventing reoccurrence of incidents and also to identify any opportunities for improvements within the entity's OSH MS. Entities have a duty to ensure that all incidents, no matter how small or trivial they may appear, are recorded and investigated.

The *OSHAD-SF* includes requirements that entities must consider when developing their OSH MS including:

- Competencies of those investigating incident's;
- Internal and external notification and reporting requirements; and
- Roles and Responsibilities of external and internal stakeholders.

In addition, the *OSHAD-SF* includes detailed OSH incident notification, investigation and reporting requirements. These include standard incident handling forms (Forms G, G1 and G2) and specified timelines for reporting. The *OSHAD-SF* also includes specific schedules of types of OSH incidents that are mandatory to report, which are:

- Schedule of Serious Dangerous Occurrences;
- Schedule of Serious Injuries;
- Schedule of Serious Occupational Illness / Diseases;

Requirements for incident notification, investigation and reporting are held within:

- *OSHAD-SF – Element 7 – Monitoring, Investigation and Reporting*; and
- *OSHAD-SF – Mechanism 11.0 – Incident Notification, Investigation and Reporting*.

#### 4.4 OSH Performance Monitoring and Reporting

The *OSHAD-SF* stipulates rigorous requirements within an entity's OSHMS for monitoring, measurement and reporting of OSH performance. These monitoring activities enable an entity to:

- evaluate OSH performance (e.g. KPI's, health surveillance, well-being programs);
- analyse root causes of problems;
- assess compliance with legal requirements;
- identify areas requiring corrective action, and
- improve performance and increase efficiency.

In addition, the *OSHAD-SF* includes detailed OSH Performance Monitoring and Reporting requirements. These include standard performance reporting forms (Forms E, E1 and E2,) and specified timelines for reporting. The *OSHAD-SF* also includes specific performance information that is mandatory to report, including:

- Annual Third Party Compliance Audit Results;
- Minimum Key Performance Indicators for the SRAs; and
- Minimum Key Performance Indicators for Private and Government Entities.

Detailed information and requirements are provided within:

- *OSHAD-SF – Element 7 – Monitoring, Investigation and Reporting*; and
- *OSHAD-SF – Mechanism 6.0 – OSH Performance Monitoring and Reporting*.

#### **4.5 Emergency Management and Response**

One of the key components of the *OSHAD-SF* is ensuring that all concerned Sectors and Nominated Entities develop an appropriate Emergency Management Program.

Despite an entity's best efforts, the possibility of incidents and other emergency situations still exists. Effective preparation and response can reduce injuries, protect employees and neighbors, reduce asset losses and minimize downtime.

Emergency preparedness and response programs shall include provisions for:

- assessing the potential for accidents and emergencies;
- preventing incidents and their associated impacts;
- plans / procedures for responding to incidents;
- periodic testing of emergency plans / procedures; and
- mitigating impacts associated with these incidents.

*OSHAD-SF – Element 6 - Emergency Management* provides detailed information and requirements.

#### **4.6 Management of Contractors**

The *OSHAD-SF* provides a systematic approach to the management of contractors so that the OSH risks from the engagement of contractors are assessed and minimized.

Entities have the obligation to ensure that contractors are performing work activities in a manner that is safe for employees and the community.

To do this the *OSHAD-SF* includes a number of features that include:

- introduction of "principal contractor" requirements for construction work;
- contractor's management process, for the selection, engagement and monitoring of contractors;
- risk management requirements for contracted work(s);
- training requirements for contractors; and
- communication and consultation requirements.

*OSHAD-SF – Element 3 – Management of Contractors* provides detailed information and requirements.



#### 4.7 Audit and Inspection

Once an entity has established its OSHMS, verifying the implementation of the system is critical. To identify and resolve OSHMS deficiencies the entity must actively seek them out.

Results of OSHMS audits and Inspections shall be linked with developed corrective and preventive action processes.

The *OSHAD-SF* includes requirements for OSH audits and inspections. Such monitoring activities are critical to OSH MS effectiveness. Systematic identification and reporting of OSH deficiencies to management provides a great opportunity to:

- maintain management focus on OSH issues;
- improve the OSHMS and OSH performance; and
- ensure cost-effectiveness of OSH Management.

*OSHAD-SF - Element 8 – Audit and Inspection* provides detailed information and requirements.

#### 4.8 Corrective and Preventative Action

For an OSH MS to be effective on an ongoing basis, each entity must have procedures for identifying actual and potential non-conformance and taking appropriate corrective and preventive action.

The *OSHAD-SF* includes detailed requirements that entities must incorporate into their OSH MS.

*OSHAD-SF - Element 8 – Audit and Inspection* provides detailed information and requirements.

#### 4.9 Training, Awareness and Competence

Under the *OSHAD-SF*, entities have a responsibility to identify, plan, monitor and record training needs for all employees and other relevant stakeholders.

Entities are required to develop a procedure to ensure the training of employees and other stakeholders and confirm they understand the necessary OSH technical and procedural requirements to perform their duties in a safe manner.

To do this the *OSHAD-SF* includes a number of requirements that include:

- provide appropriate induction training to all new and transferred employees;
- identify and deliver specific OSH training that enables employees to work safely;
- ensure employees have the appropriate competence for the duties they are required to perform; and
- maintain records of employee OSH training and competencies.

The *OSHAD-SF* requires that all employees shall receive appropriate OSH training. Such training shall be tailored to the different needs of various levels or functions in the entity. Training shall also be developed and conducted in an appropriate manner considering language and literacy requirements of participants. However, training is just one factor to establish and maintain competence of employees, which is typically based on a combination of education, training, and experience.



Hence, the *OSHAD-SF* establishes criteria to measure and maintain the competence of individuals performing tasks.

*OSHAD-SF – Element 5 – Training, Awareness and Competency* provides detailed information and requirements.

#### 4.10 Consultation and Communication

Consultation and communication with relevant stakeholders, particularly with employees is required under the *OSHAD-SF* when developing, implementing and maintaining an OSHMS.

Through consultation, employers can become more aware of OSH hazards and issues experienced by employees. Employees can provide suggestions on how to solve OSH problems. Participation enables the employee to contribute to determining how the work can be undertaken safely.

Effective communication requires mechanisms for information to flow top-down, bottom-up and across functional lines. Since employees are on the “front line,” they are an excellent source of information, issues, concerns and ideas.

Effective consultation and communication can result in:

- demonstrating management commitment;
- ensuring understanding of roles and expectations;
- improved management decisions through gathering a wider source of ideas about OSH;
- greater employee commitment to OSH through a better understanding of OSH decisions and employee ownership of the outcome of the consultation;
- greater openness, respect and trust between management and employees through developing an understanding of each other’s points of view;
- higher employee morale and job satisfaction through the employer demonstrating that employee views are valued and taken into account;
- healthier workplace and increased productivity;
- opportunities for learning through sharing of information, concepts and ideas; and
- reduced injury and disease with consequent benefits to the employer, employees and the general community.

Meaningful and effective consultation involves drawing on the knowledge, experience and ideas of employees and encouraging their participation and input to improve the systems the employer has in place for managing OSH.

Thus, an effective OSHMS shall include procedures for:

- communicating and consulting internally (between levels and functions within the entity), and
- soliciting, receiving, documenting and responding to external communications.

*OSHAD-SF – Element 4 – Communication and Consultation* provides detailed information and requirements.

#### 4.11 Operational Procedures

Where operations or activities are complex and/or the potential OSH impacts are significant, control measures shall include documented operational procedures. Procedures can help entities to manage their OSH risks, ensure regulatory compliance and achieve objectives. Procedures can also play a prominent role in employee training.

Risk management programs are critical in determining which operations shall be covered by documented operational procedures and how those operations shall be controlled. In determining which operations and activities need to be controlled, entities need to look beyond routine production or service. Activities such as equipment maintenance, management of on-site contractors, and services provided by suppliers or vendors will affect an entity's OSH performance significantly.

*OSHAD-SF – Element 9 – Compliance and Management Review* provides detailed information and requirements.

#### 4.12 Document Control and Record Retention

To ensure that everyone is working with the correct OSH documents, entities shall have a procedure that describes how such documents are controlled. Implementation of this procedure should ensure that:

- development, approval and distribution of OSH documents is controlled;
- OSHMS documents are accessible to all employees and relevant stakeholders;
- documents are periodically reviewed; and
- current versions are available and obsolete documents are removed.

Record management ensures entities are able to demonstrate that they are actually implementing the OSHMS as designed. While records have value internally, over time entities are required to provide evidence of implementation to external parties (such as clients, OSHMS auditors, SRA's, and OSHAD).

The *OSHAD-SF* provides minimum requirements for the retention of OSH documentation and records.

*OSHAD-SF – Element 9 – Compliance and Management Review* provides detailed information and requirements.

#### 4.13 Management Review

Management reviews are vital to continual improvement and for ensuring that the OSHMS will continue to meet the entity's needs over time. Management reviews also offer a great opportunity to keep the entity's OSH MS effective and efficient.

The key question that a management review process seeks to answer: "Is the system working?" (e.g. is it suitable, adequate and effective, given our activities and needs?)

*OSHAD-SF – Element 9 – Compliance and Management Review* provides detailed information and requirements.

## 5. Entity OSHMS Development and Implementation

### 5.1 Starting Point of Development

It is acknowledged by the Abu Dhabi Government that many entities within the Emirate have existing OSH management systems of varying levels of complexity.

For this reason the timeline set for implementation allows entities with limited systems in place additional time and guidance from OSHAD or the concerned SRA to develop their OSHMS.

The options for developing and implementing an OSHMS that meets the requirements of the *OSHAD-SF* are shown below:

- Entities without any management system in place, can develop an OSHMS based on the *OSHAD-SF*; or
- Entities with an occupational safety and health management system in place will have to incorporate the additional specific requirements of the *OSHAD-SF*. Key additional requirements include: the consideration of self-regulation, and the external reporting requirements of OSH incidents and performance.

**Note:** Following the direction of the Government of Abu Dhabi, the OSH Policy developed by an entity must be independent of any other policy adopted by the entity.

## 5.2 Steps for Development and Implementation of an OSH MS

Figure 6 illustrates steps for development and implementation of an OSHMS in compliance with the *OSHAD-SF*, compared to RADAR (Results, Approach, Deployment, Assessment, and Review) and PDCA (Plan, Do, Check, Assess) systems development methodologies.

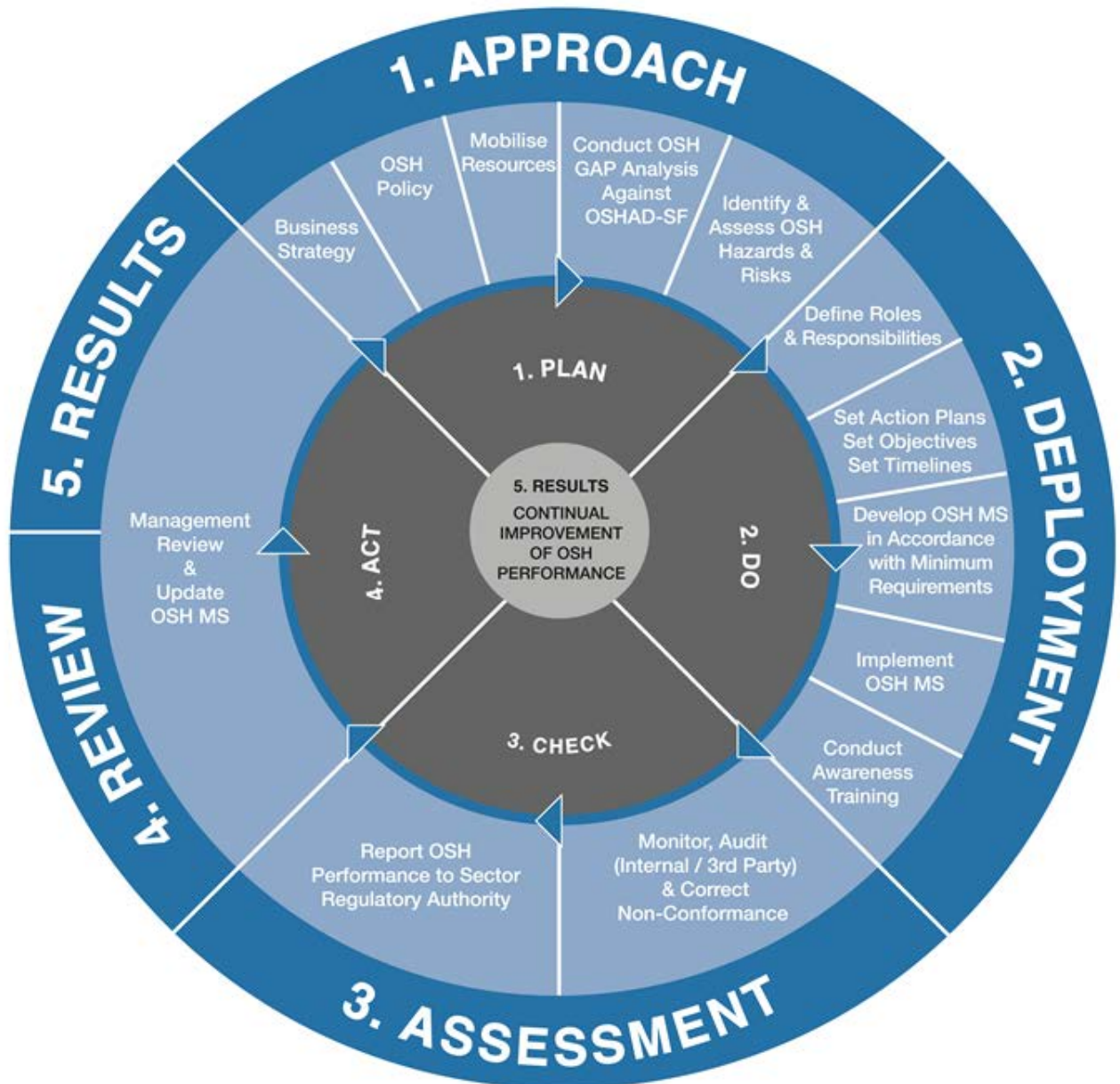


Figure 6 - The Development & Implementation Cycle under *OSHAD-SF* compared to RADAR and PDCA System Development Methodologies

### 5.2.1 Results: Continual Improvement of OSH Performance.

Continual improvement is an essential component of the OSHMS, which aims to improve organizational OSH performance over time. The continuous improvement cycle is commonly based on RADAR or PDCA cycles (Figure 6).

Embedded into the requirements of the *OSHAD-SF* is the need for regular reviews of the entities performance and adequacy of their OSHMS.

Another key component of the system is the focus on self-regulation. Entities may be rewarded for the self-identification and correction of non-conformances, contributing to the continual improvement of OSH performance, e.g., through streamlined permitting procedures.

### 5.2.2 Approach (Plan): During the planning stage you should:

- Mobilize resources;
- Develop OSH policy (commitment of top management);
- Perform a gap analysis of existing managements systems against the requirements of the *OSHAD-SF*; and
- Identify and Assess OSH risks.

### 5.2.3 Deployment (Do): At this point you should:

- Establish OSH roles and responsibilities;
- Set Action Plans, including Timelines for development and implementation;
- Set OSH Objectives and Targets;
- Develop OSHMS in accordance with the minimum requirements of *OSHAD-SF*;
- Implement OSHMS; and
- Conduct OSH awareness training.

### 5.2.4 Assessment (Check): Continually improve your management system by:

- Introducing performance measuring and monitoring practices;
- Monitoring OSH performance;
- Auditing and assessing the performance of the management system; and
- Identifying and correcting non-conformances.

### 5.2.5 Review (Act): Continual Improvement through:

- Management Review on the effectiveness of the system;
- Revision of OSH Objectives and Targets; and
- Updating OSHMS as necessary.

## 5.3 Guidance for OSH MS Development and Implementation

The *OSHAD-SF* Guidance Document, *OSHAD-SF - Guidance Document – OSH Roles, Responsibilities*, includes information to assist entities to comply with the requirements.

## 6. OSHAD-SF Update History

The initial AD EHSMS was issued in July 2009 in the form of a Manual and a set of codes of practice that defined overarching Framework requirements, in addition to a set of sector guidelines that outlined the basic requirements of the economic sectors initially targeted. It incorporated the main requirements any government entity/private entity needs to satisfy in order to develop and implement an OSH management system, taking into consideration that this is supplemented by entity specific procedures.

After finalizing the development of the System Framework and publishing it in July 2009, it became essential to have a central reference body to monitor the implementation of the system at Emirate level.

Starting October 2010, OSHAD initiated another series of consultation and communication activities with different Sectors to update the Framework issued in July 2009. The update was part of the periodic review and continuous improvement of the Framework, as well as in response to lessons learned from implementation, which highlighted the need for more integrated and uniform requirements across the Emirate. In March 2012, Version 2.0 was issued, which included, in addition to the Policy, Decree and Manual, a series of technical and system management documents (Elements, Mechanisms, Codes of Practice, Occupational Standards, Technical Guidelines, and Guidance Documents on Framework implementation).

Following the release of V2.0 in March 2012, further updates and changes have been identified and incorporated into the system framework. These have been incorporated as version 3.0 in order to reflect changes in the regulatory setting in the Emirate, incorporate lessons learnt during implementation, and introduce a number of changes advised by stakeholders.

The main changes introduced since the publication of Version 2.0 without redesigning the overall structure of the Framework can be summarized as follows:

- Updating requirements and document titles to focus on Occupational Safety and Health;
- Updating the format of all OSHAD-SF documents to incorporate new OSHAD Logo and branding;
- Update of mechanism 6.0 and 11.0 to focus on subject matter and remove duplication;
- Update of Mechanism 2.0 to focus on the Administration of the *OSHAD-SF*;
- Update of Mechanism 4.0 to include requirements of cancellation of an entity OSH MS approval certificate;
- Update of Element 6 to incorporate the requirements of CoP – 6.0 and 7.0;
- Removing CoP 6.0 – Emergency management Requirements and CoP 7.0 Fire Prevention, Planning and Control; and
- Various technical updates within the Codes of Practice following feedback.



## 7. OSHAD-SF Review

The OSHAD Director General will review and approve all additions and modifications to the *OSHAD-SF* as necessary (e.g., in view of new information and/or emerging circumstances). Refer to *OSHAD-SF – Mechanism 10.0* for further information.

The OSHAD Director General shall ensure that OSHAD conducts a review of the *OSHAD-SF* at least bi-annually.

The entire *OSDHAD-SF* shall undergo a thorough review in consultation with all relevant stakeholders, at a minimum every five (5) years from the date of issue.

## 8. Document Amendment Record

Version	Revision Date	Description of Amendment	Page/s Affected
2.0	Feb 2012	First Issue	All
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
		EHS changes to OSH	throughout
		Acknowledgements added	4
		New Logo of Department of Municipal Affairs and Transport added – Old logo of DMA and DoT removed	4
		Figure 2 updated	8
		Clause 1.2 added	6
		Under Clause 1.5: Integration of EHS permitting removed, and Risk Management added	8
		Clause 1.9 added (part of previous clause 1.7)	11
		Old Figures 3 & 4 merged into updated Fig 3.	14
		Old Figure 5 updated into Fig 4	10 -13
		Old Figure 6 & 7 removed and updated into figure 5	15
		Clause 3.9 (Sector EHSMS requirements) removed, and entire Section 3 updated	17-19
		Clause 4.3 split into 4.3 (incidents) and 4.4 (performance)	21
		Old Clause(s) 4.4, 4.5 & 4.6 updated numerically to 4.5,4.6 & 4.7	21 - 23
		Old Clause 4.7 updated numerically to 4.9	23
		Clause 4.8 added	23
		Old Clause(s) 4.8, 4.9, 4.10 & 4.11 updated numerically to 4.10, 4.11, 4.12 & 4.13	24 - 25
		Old Clause 4.12 deleted	25
		Clause 5.3 Deleted and incorporated into new 5.2.1	28
		Section 6 updated to reflect emerging requirements	30
		Section 7 updated to reflect emerging requirements	31
3.1	12 <sup>th</sup> March 2017	Editorial changes to clarify and harmonize requirements without changing them	Throughout
		Clause 3.11 added	19



