

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

اوشاد
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The Abu Dhabi Occupational Safety and Health Practitioners Course



Learner Guide V.8 November 2017



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Purpose of this course

The purpose of the course is to confirm the participants existing knowledge of the Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).

This course is not intended to be an introduction to Occupational Safety and Health. We expect that everyone attending is already functioning as a Safety Practitioner and are attending in order to ensure that they are aware of the specific regulatory requirements within the Emirate of Abu Dhabi.

Practitioners should be aware that this document presents key requirements of OSHAD-SF; hence it is their responsibility to review OSHAD-SF documents on the OSHAD website to understand the full requirements applicable to them and to monitor for updates and amendments.

Practitioners should also understand the requirements and how they apply to their organization's.

OSH Registration Scheme - Qudorat

The participants are required to pass the assessment for the Abu Dhabi Occupational Safety and Health Practitioner Course as a requirement for registration under the [Qudorat](#) system developed by OSHAD (Abu Dhabi Occupational Safety and Health centre).



Qudorat Registration

After successful completion of OSH Practitioner Course:

1. Make sure to Register Yourself at Qudorat Registration System
2. Visit Qudorat website on: <https://registration.oshad.ae>
3. Select the suitable category "Practitioner"
4. Complete the Online application by following the given instructions
5. Specify the type of registration (Generalist, Auditor, etc.) – Mechanism 8 v3
6. Upload the required documents (experience, qualification, registration etc.)
7. Submit the application for evaluation
8. Contact OSHAD for any desired clarification on Registration Process
 - Email: registration@oshad.ae
 - Contact: +97124043900 - +97124043900



Course Objectives

The course objective is to confirm that the OSH practitioner has an understanding of the following aspects of OSHAD-SF

1. OSHAD-SF System Framework.
2. OSHAD-SF Document Structure.
3. OSHAD-SF Mandatory Requirements:
 - a. Elements;
 - b. Mechanisms;
 - c. Codes of Practice; and
- d. Occupational Standards and Guideline Values.
4. Forms for reporting performance and incidents as per the OSHAD-SF.
5. Guidance documents available

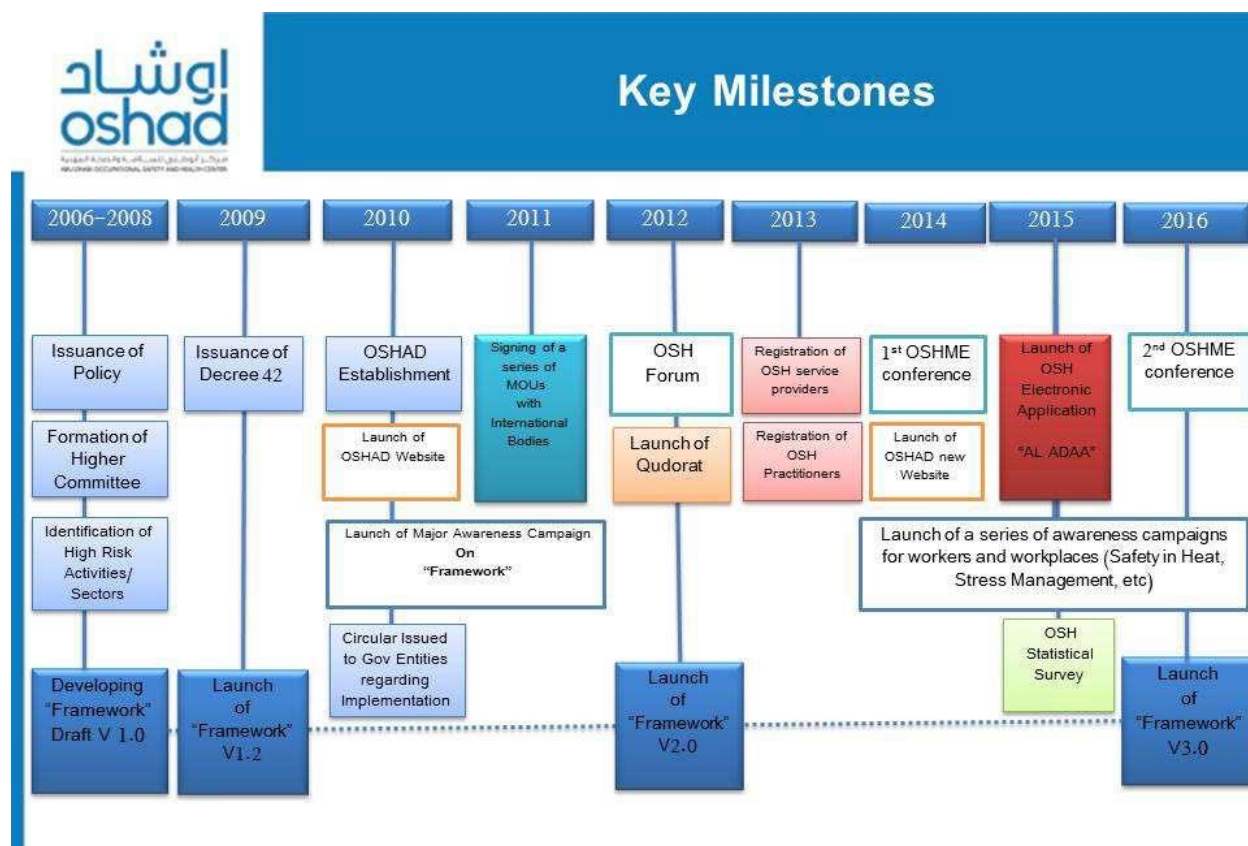


Module 1

Introduction to the Abu Dhabi Occupational, Safety and Health System Framework (OSHAD-SF)

MODULE 1: Introduction to the Abu Dhabi Occupational, Safety and Health System Framework (OSHAD-SF)

1.1 Key milestones in the development of OSHADSF



1.2 Scope

Occupational Safety and Health:

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 OSH programs is to foster a safe and healthy work place. 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 environment.



1.3 Applicability

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 Sector Regulatory Authority (SRA) (see Section 1.6) shall conduct a risk assessment to determine the underlying hazards and risks on all relevant sector entities.

However, all entities must comply with the Codes of Practice regardless of their risk classification.

There are three levels of classification, 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, and with the technical requirements of relevant Mandatory Requirements (Codes of Practice, Mechanisms, and Standards).

Notification as a Medium Risk Entity: An entity that is officially notified to do so, shall comply with the requirements of OSHAD-SF – Mechanism 5.0 – OSH Requirements for Medium Risk Entities and the technical requirements of relevant Mandatory Requirements (Codes of Practice, Mechanisms and Standards).

Notification as a Low Risk Entity: Following notification by the Sector Regulatory Authority, low risk entities shall be managed by the SRA and inspected to ensure compliance with the OSHAD-SF, within a timeframe specified by the SRA during the official notification.

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 SRAs to target higher risk entities during the initial stages rather than trying to focus on all entities at once, and prioritize the reduction of higher risks. 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 the Sector Regulatory Authority.

1.4 Distinctive Features of the OSHAD SF

Regulatory Integration of OSH – the main focus of OSHAD-SF is to reduce OSH regulatory duplication and overlap through a systematic process of integration into the system of the OSH requirements of several Federal and Emirate authorities. Refer to– [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 SRAs.

Performance Based System – it is a system requirement for SRAs 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.

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 that a safe and healthy work environment, and work practices, programs and procedures are actually created and maintained by the people who must work within these systems and be guided by them.

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 company;
- 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 factor 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 the change is properly evaluated prior to being introduced to your workplace. This avoids any problems that may arise by ensuring the effects of the change are assessed carefully in advance, such as the introduction of unforeseen OSH risks caused by the change.

OSHAD-SF Element 2 - Risk management provides detailed information and requirements.

Capacity Building and “Emiratisation”- 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 encourage citizens of the Emirate to engage in the OSHAD -SF initiative proactively.

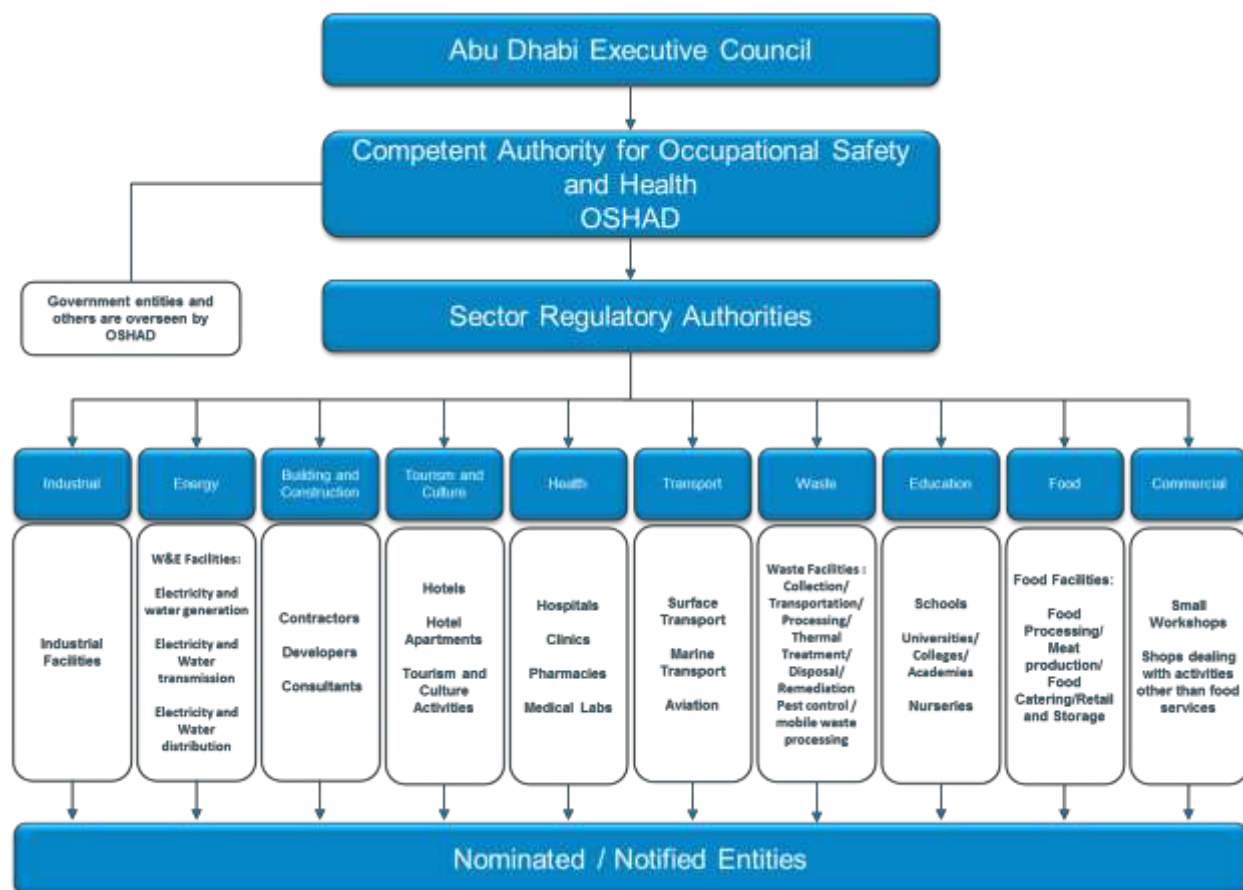
Cultural Change – one of the long term goals of the OSHAD-SF initiative is to effect cultural change within the inhabitants of the Emirate. It is intended that the OSHAD-SF will be a key tool in the process of achieving a positive OSH cultural change to achieve a safer, healthier and sustainable future for the Emirate.

1.5 Benefits

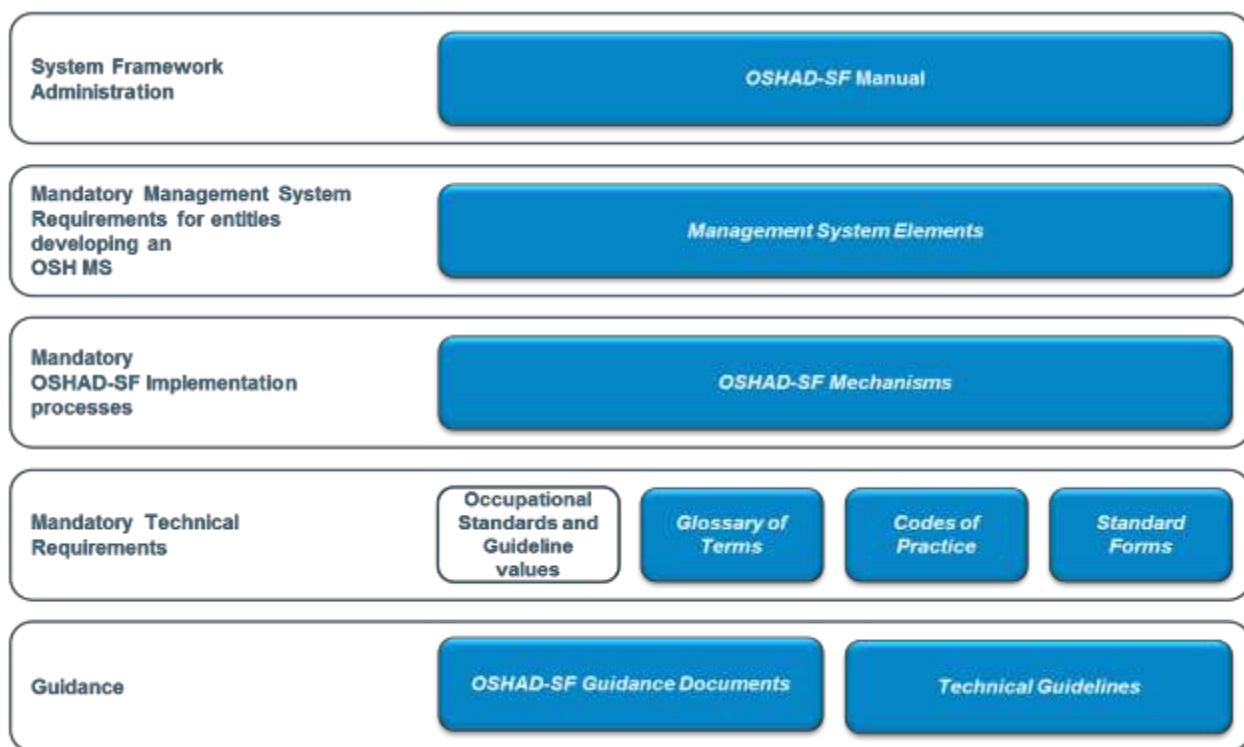
- Improved OS&H standards;
- Reduced injuries, illnesses and incidents in workplaces.
- Reduced corporate risks and liabilities.
- Robust occupational health programs.
- Improved business efficiency.
- Increased Staff wellbeing and morale.



1.6 Administrative Hierarchy



1.7 OSHAD-SF – Documents



This course will address in detail requirements of OSHAD-SF Elements (Module 2) and Mechanisms (Module 3), together with applicable OSHAD-SF Forms. Other OSHAD-SF documents are described below.

Occupational Standards and Guideline Values

The Occupational standards and Guideline Values documents the Air Quality Threshold Limit Values (TLV) and noise standards set for occupational exposure under the OSHAD-SF and the derivation and sources of such TLVs and standards.

- **NOTE:** OSH standard 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 internal and local standards.

Glossary of Terms

The purpose of this 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.



Codes of Practice

Each CoP provides mandatory minimum OSH technical requirements on a specific subject (e.g. PPE) that each entity must comply with. CoPs are mandatory for all entities, regardless of risk classification. The basic make-up of the codes of practice consists of:

- **Introduction;** (e.g. Who it applies to, purpose and explanation of applicable laws);
- **Training and Competency;**
- **Requirements;** (Roles and Responsibilities etc.); and
- **References** (international references used to ensure best practice is achieved).

Standard Forms

OSHAD-SF Standard Forms stipulate OSHAD-SF information to be provided and requirements that need to be complied with. However, in implementation the same information would be submitted and processed through the OSH Electronic Application (Al-ADAA) provided by OSHAD for use by entities and Sector Regulatory Authorities.

Guidance

OSHAD-SF provides two kinds of guidance documents

Technical Guidelines (Non-mandatory information and guidance in support of mandatory requirements)

- Occupational Air Quality Management
- Management of Contractors
- Process of Risk Management
- Safe Removal of Asbestos Containing Materials
- Safe Work in Confined Spaces
- Safety in the Heat
- Training, Awareness and Competency
- Consultation and Communication
- OSH Incident Notification, Investigation and Reporting

OSHMS Guidance Documents (provide information, guidance and / or interpretation of an OSHAD-SF concept or principle).

- OSH Roles and Responsibilities



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Code of Practice 2.0 – Personal Protective Equipment

www.oshad.ae

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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) PPE is defined in the glossary as: Any device, appliance or equipment (including clothing or sunscreen affording protection against the weather) designed to be worn or held by an individual for protection against one or more health and safety hazards, or minimize their exposure to workplace risks. It includes, but is not limited to, items such as facemasks and respirators, eye protection, high visibility clothing, coveralls, goggles, helmets, safety harnesses, gloves and footwear.
- (c) This CoP does not apply to general clothing worn whilst at work, such as corporate clothing with the primary purpose of presenting a corporate image. However any uniform or clothing provided to protect against a specific risk, such as high visibility vests, shall be deemed as PPE and covered under these requirements.

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) The training shall be delivered to all persons who are required to use the PPE or could be affected by the misuse of the PPE.
- (c) Training shall include;
 - (i) the risk(s) which the PPE shall avoid or limit;
 - (ii) the limitations of the PPE;
 - (iii) when and where the PPE shall be worn;
 - (iv) what PPE shall be worn;
 - (v) how to correctly don, doff, adjust and wear PPE;
 - (vi) the correct care, cleaning, useful life, maintenance and disposal of the PPE;
 - (vii) identification of defects and reporting procedures;
 - (viii) correct storage of PPE;
 - (ix) inspection of PPE prior to, during and after use; and
 - (x) procedures for recording issue and use of PPE.



- (d) Training provided shall include practical and theoretical training.
- (e) Training shall be conducted in a language and method appropriate for the workforce.
- (f) Training shall include a test of competency and employees shall demonstrate an understanding of the training delivered. Employees unable to demonstrate a sound understanding the training provided shall not be permitted to undertake the task(s) that require the use of the said PPE until appropriate retraining has been undertaken and understanding demonstrated.
- (g) Refresher training shall be provided at appropriate intervals and include the criteria listed in Section 2(c) of this CoP.
- (h) 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;
 - (v) person providing the training; and
 - (vi) type of PPE issued.

Requirements

Roles and Responsibilities

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) Every employers shall ensure that appropriate PPE is provided to all employees who may be exposed to a risk to their health or safety whilst at work.
- (c) All PPE provided to employees shall be provided at no cost to the employee. Employees may only be charged for PPE if they wilfully damage, misuse or misplace PPE.



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 they follow all the rules and regulations set by the employers and shall not misuse items provided for the purpose of safety.
- (c) Employees shall ensure that they immediately report any hazard or information that may affect, adversely or otherwise, the works being undertaken.

General Requirements

- (a) Employers are to ensure that PPE is hygienic and otherwise free of risk to health, and that PPE is provided to a person for their personal use only.
- (b) PPE provided to employee's shall meet appropriate international standards, including American National Standards Institute / Australian Standard / European (CE Marking), or equivalent.
- (c) Employers shall ensure that other persons in the workplace (e.g. visitors) are provided with appropriate PPE when in areas where PPE is required and that the PPE is used correctly.



Planning and Assessment

- (a) Employers shall evaluate each site or operation to determine if hazards are present and the workplace shall be assessed using risk management practices as required by *OSHAD-SF – Element 2 – Risk Management*.
- (b) Employers shall ensure that the risk assessment is reviewed on a regular basis in line with the requirements of *OSHAD-SF – Element 2 – Risk Management*.
- (c) Prior to providing employees with PPE, employers shall ensure that all other means of protecting the employee from risk to their health or safety, in line with the health and safety hierarchy of control identified within *OSHAD-SF – Element 2 – Risk Management*, have been examined, and where reasonably practicable, implemented.

Selection of PPE

- (a) Where it is determined that PPE is required to avoid or limit exposure to risk, employers shall ensure that:
 - (i) it is appropriate for the risk or risks involved, the conditions at the place where exposure to the risk may occur, and the period for which it is worn;
 - (ii) it takes account of ergonomic requirements and the state of health of the person or persons who may wear it, and of the characteristics of the workstation of each such person;
 - (iii) it is capable of fitting the employee correctly, if necessary, after adjustments within the range for which it is designed;
 - (iv) where the PPE is provided for protection against chemicals, chemical protection / penetration is assessed and factored into the PPE replacement; and
 - (v) so far as is reasonably practicable, it is effective to prevent or appropriately control the risk or risks involved without increasing overall risk.
- (a) Employers shall ensure that where the presence of more than one risk to health or safety makes it necessary for employees to wear or use simultaneously more than one item of PPE, such equipment is compatible and continues to be effective against the risk or risks in question.
- (b) Employers shall ensure that where they supply non-PPE clothing and footwear (e.g. corporate uniforms) that an appropriate risk assessment is performed as per the requirements of *OSHAD-SF – Element 2 – Risk Management*.



Maintenance of PPE

- (a) Employers shall ensure that any PPE provided to employees is maintained (including replaced or cleaned as appropriate) in an efficient state, in working order and in good repair.
- (b) Employers shall ensure that an appropriate inspection regime is developed and implemented for all PPE issued.

Storage Facilities for PPE

- (a) Employers shall ensure that appropriate storage facilities are provided for the appropriate storage and protection of PPE when it is not being used.
- (b) The storage for PPE shall ensure prevention of:
 - (i) damage from chemicals, sunlight, high humidity, heat and accidental knocks;
 - (ii) contamination from dirt and harmful substances;
 - (iii) the possibility of losing the PPE; and
 - (iv) contamination from multi users.
- (c) Where it is required that PPE shall not be used by other persons, employers shall ensure that the accommodation provided is secure and can only be accessed by the user of the PPE.

Consultation & Communication

- (a) Employers shall communicate to all employee's, visitors and interested parties;
 - (i) areas where PPE is required;
 - (ii) types of PPE required;
 - (iii) risks present within these areas; and
 - (iv) procedures for issue of PPE.
- (b) Employers shall ensure that appropriate signage is erected in all areas where PPE is required in accordance with *OSHAD-SF – CoP 17.0 – Safety Signage and Signals*.

Cost of Personal Protective Equipment

- (a) All necessary protective equipment shall be provided by the employers at no cost to employees, as per *Article 91 of Federal Law No. 8 of 1980*.
- (b) Other protective equipment shall also be provided, at no cost, by the employers as per the results of risk assessment:
 - (i) everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; and



- (ii) ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses and sunscreen.
- (c) Employers shall pay for replacement of employers-provided PPE, except when the employee has lost or intentionally damaged the PPE.
- (d) If an employee wishes to provide their own PPE, employers shall be responsible for assuring that it provides appropriate protection based on the risk assessment, including appropriate maintenance, and sanitation of such equipment.

Respiratory Protection General Requirements

- (a) Wherever an employee is exposed to airborne contaminants in excess of the Threshold Limit Values (TLV) as stated in the *OSHAD-SF – Occupational Standards and Guidelines Values*, employers shall provide respiratory protection to that employee. Appropriate and effective respirators shall be provided until such time as:
 - (i) exposures are reduced to levels below the TLV through engineering control measures and other means; or
 - (ii) in those scenario where engineering or other control measures are not effective in reducing the employee's exposure below the TLV.
- (b) Employers shall provide appropriate respiratory protection in accordance of the results of risk assessment.
- (c) Employers shall ensure that the respirators do not exceed the assigned protection factor as set by the manufacturer of the respirator.
- (d) Where the use of respirators is required employers shall establish and maintain a written Respiratory Protection Program, with required worksite-specific procedures and elements for required respirator use. The program shall be administered by an appropriately trained and competent person and at a minimum shall:
 - (i) cover each employee required by this section to use a respirator;
 - (ii) be updated as necessary to reflect those changes in workplace conditions that affect respirator use;
 - (iii) employers shall include in the program the following procedures / provisions, as applicable:
 1. for selecting respirators for use in the workplace;
 2. for appropriate use of respirators in routine and reasonably foreseeable emergency scenario ;
 3. include respiratory "fit test" requirements;
 4. schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators;
 5. ensure appropriate air quality, quantity, and flow of breathing air for supplied air respirators;



6. training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency scenario ;
 7. training of employees in the appropriate use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; and
 8. ensure regularly evaluating the effectiveness of the program.
- (iv) where exposures do not exceed the TLV employers shall provide respirators at the request of employees, or for voluntary use. Where the voluntary use of disposable filtering face piece respirators only are used, at exposures below the TLV, a written respiratory protection program is not required.
- (e) Employers shall designate a competent person who is competent through appropriate training or experience commensurate with the complexity of the program to administer and oversee the respiratory protection program and conduct the required evaluations of program effectiveness.
- (f) Employers shall provide respirators, training, and medical evaluations at no cost to the employee.
- (g) Where disposable respirators are used employers shall supply an appropriate number of respirators to allow replacement as required by conditions in the workplace.
- (h) Appropriate medical surveillance shall be maintained of work area conditions and degree of employee exposure, as per *OSHAD-SF – CoP 5.0 – Occupational Health Screening and Medical Surveillance* When there is a change in work area conditions or degree of employee exposure that may affect respirator effectiveness, employers shall reevaluate the continued effectiveness of the respirator.
- (i) Employers shall conduct evaluations of the workplace as required to ensure that the provisions of the current written Program are being effectively implemented and that it continues to be effective. Respiratory Protection Program evaluations shall be conducted annually.

Respirator Use

- (a) Employers shall provide each employee required to use respiratory protection with a respirator that is clean, sanitary, and in good working order.
- (b) Employers shall develop a schedule to replace respirator filters based upon the manufactures requirements, the use of the respirator and effective life of the respirator.
- (c) Employers shall ensure that respirators are cleaned and disinfected as required and recommended by the respirator manufacturer and including:
- (i) respirators issued to more than one employee shall be cleaned and disinfected before being worn by different employees;
 - (ii) respirators maintained for emergency use shall be cleaned and disinfected after each use; and



- (iii) all respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the face piece and exhalation valve.
- (d) All respirators used in routine scenario are to be inspected before each use and during cleaning.
- (e) All respirators maintained for use in emergency scenario are to be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for appropriate function before and after each use.
- (f) Employers shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the manufacturer's recommendations.
- (g) Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's approved parts designed for that respirator.

Supplied Air Systems

- (a) Employers shall ensure that compressed air supplied to respirators meet the following specifications:
 - (i) oxygen content (v/v) of 19.5% - 23.5%;
 - (ii) hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
 - (iii) carbon monoxide (CO) content of 10 ppm or less;
 - (iv) carbon dioxide content of 1,000 ppm or less;
 - (v) lack of noticeable odour; and
 - (vi) contains no concentration of toxic material(s)
- (b) Employers shall ensure that compressors or cylinders used to supply breathing air to respirators are constructed and situated so as to:
 - (i) prevent entry of contaminated air into the air-supply system;
 - (ii) minimize moisture content so that the dew point at 1 atmosphere pressure is 5.5 degrees C below the ambient temperature;
 - (iii) have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters shall:
 - 1. be maintained and replaced or refurbished periodically following the manufacturer's instructions; and
 - 2. have a tag containing the most recent change date and the signature of the person authorized by employers to perform the change. The tag shall be maintained at the compressor.
- (c) For compressors that are not oil-lubricated, employers shall ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm.



- (d) For oil-lubricated compressors, employers shall use a high-temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals appropriate to prevent carbon monoxide in the breathing air from exceeding 10 ppm. Refer to OSHAD-SF – CoP 36.0 – Plant and Equipment and OSHAD-SF – CoP 49.0 – Compressed Gases and Air.
- (e) Employers shall ensure that breathing air couplings are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.

Respirator Training and Competency

- (a) Prior to requiring an employee to use a respirator in the workplace, employers shall provide a training program appropriate to ensure that each employee can demonstrate knowledge of at least the following:
- (i) why the respirator is required and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
 - (ii) what the limitations and capabilities of the respirator are;
 - (iii) how to use the respirator effectively in emergency scenario , including scenario in which the respirator malfunctions;
 - (iv) how to inspect, put on and remove, use, and check the seals of the respirator;
 - (v) the procedures for maintenance and storage of the respirator;
 - (vi) how to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
 - (vii) the general requirements of this section.
- (b) Training shall be conducted in a language and method that is understandable to the employee, at a time and place convenient to the employee, and at no cost to the employee.
- (c) Retraining is to be administered annually, and when the following scenario occur:
- (i) changes in the workplace or the type of respirator render previous training obsolete;
 - (ii) inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill; or
 - (iii) any other situation arises in which retraining appears necessary to ensure safe respirator use.



References

- OSHAD-SF – Element 1 – OSH Policy, Roles, Responsibilities and Self-Regulation
- OSHAD-SF – Element 2 – Risk Management
- OSHAD-SF – Element 5 – Training, Awareness and Competency
- OSHAD-SF – CoP 5.0 – Occupational Health Screening and Medical Surveillance
- OSHAD-SF – CoP 17.0 – Safety Signage and Signals
- OSHAD-SF – CoP 36.0 – Plant and Equipment
- OSHAD-SF – CoP 49.0 – Compressed Gases and Air
- INDG288 – Selection of Suitable Respiratory Protective Equipment – HSE – UK
- L25 – PPE at Work Regulations and Guidance – HSE – UK

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
		Clause 1(b) updated	3



Module 2

OSHAD-SF – ELEMENTS

Learning Outcomes

1. Understand key requirements of the elements of OSHAD-SF.
2. Develop and apply the organizational OSHMS in compliance with the elements of OSHAD-SF.



MODULE 2 OSHAD-SF – ELEMENTS

The OSHAD-SF Elements define 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.

1. Roles, Responsibilities and Self-Regulation;
2. Risk Management;
3. Management of Contractors;
4. Communication and consultation;
5. Training, Awareness and Competency;
6. Emergency Management;
7. Monitoring, Investigation and Reporting;
8. Audit and Inspection; and
9. Compliance and Management Review.



Element 1 Roles, Responsibilities and Self-Regulation

The aims and intent of this Management System Element is to:

- Ensure that the OSH roles and responsibilities within an entity implementing an OSH Management System are clearly-defined and a systematic process is in place for communication of these requirements; and
- Define the roles and responsibilities of stakeholders under the OSHAD-SF.

Requirements

To demonstrate compliance an entity shall;

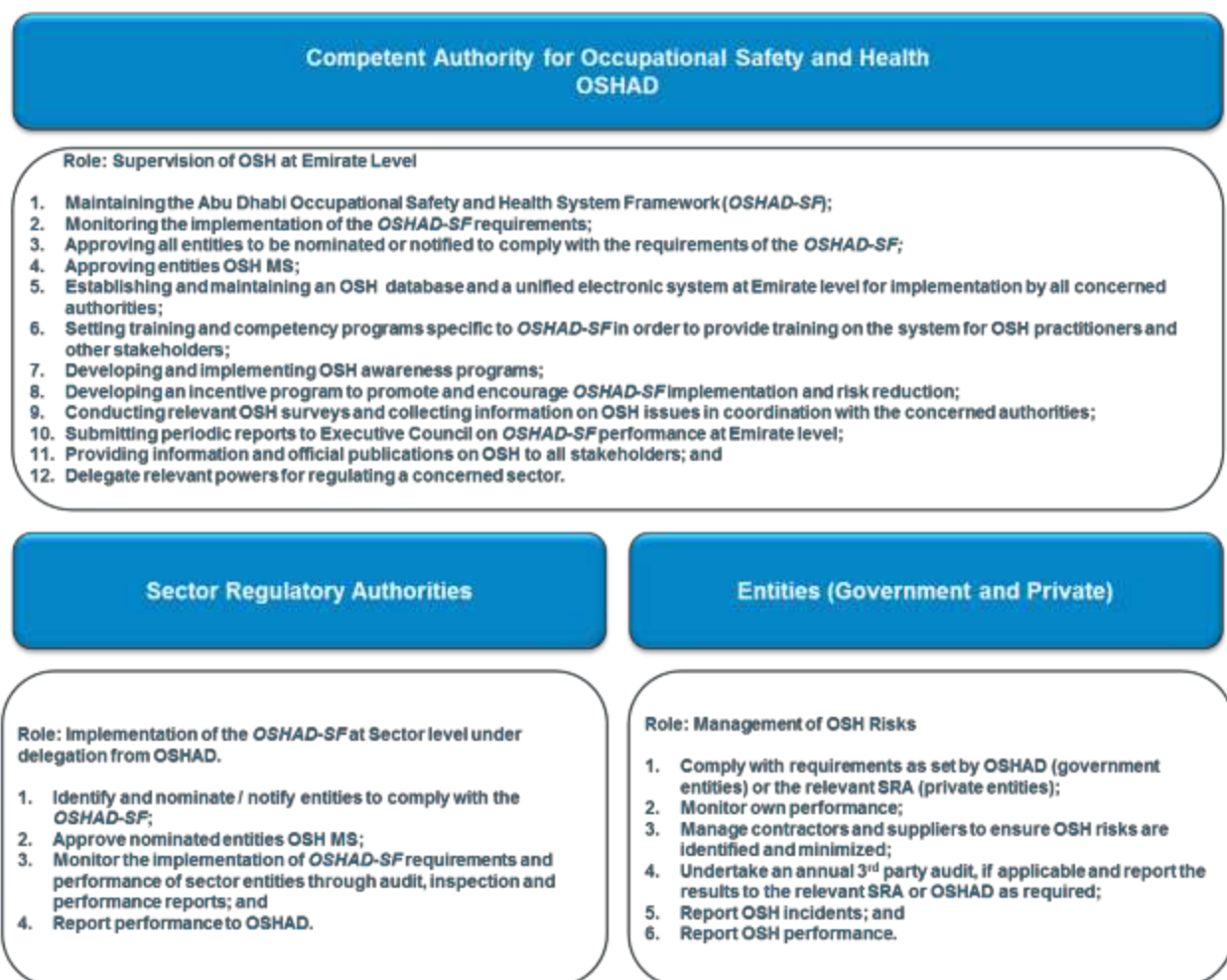
- Develop, implement and maintain appropriate OSH Roles and Responsibilities Procedure(s); and
- Actively participate in Self-Regulation of OSH

Roles and Responsibilities procedure(s) shall, at a minimum:

- Ensure top management is ultimately responsible for the OSHMS and OSH matters;
- Appoint a member of top management as the Occupational Safety and Health Management Representative with specific responsibility and authority for ensuring that the OSH MS is implemented and maintained and performance reports are presented to top management at least quarterly;
- Ensure appropriate and competent OSH resources to develop, implement and maintain an OSHMS, and where an entity has been classified as high risk by the appropriate SRA, to implement a full OSHMS, with at least one GRADE A practitioner employed (defined by OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration);
- Establish clearly defined and documented OSH roles and responsibilities and delegated authorities for each role within the entity;
- Ensure roles and responsibilities link with those of external stakeholders as appropriate and applicable. Establish clearly defined roles and responsibilities for an OSH Committee as required by OSHAD-SF – *Element 4 Communication and consultation*.
- Ensure effective communication of roles and responsibilities to all employees and stakeholders; and



- Establish the means to measure employee conformance against their defined roles, responsibilities and accountabilities.



Element 2 Risk Management

The aims and intent of this Element is to:

- Ensure a systematic approach to risk management;
- Ensure OSH hazards and risks are identified, assessed and appropriate control measures are implemented and monitored; and
- Prescribe standard methodologies in which the risk management process shall be conducted and compliance can be assessed.



Requirements

To demonstrate compliance an entity shall;

- Develop, implement and maintain appropriate Risk Management Procedure(s); and
- Conduct an OSH review of all activities, products and services (e.g. Risk Assessment / Registers).

NOTE: Refer to OSHAD-SF – Technical Guideline – Process of Risk Management

Risk Management program shall, at a minimum:

- Ensure risk management is an integral part of management and embedded in the entity culture and practices;
- Ensure risk management shall be applicable to all activities that an entity undertakes and/or phases of a project / development (from design to decommissioning/demolition);
- Define risk management methodologies and competencies;
- Be based on consultation with employees, contractors and other relevant stakeholders.
- **Incorporate the recognized steps of risk management, which include:**
 - Identify all OSH hazards in the workplace;
 - Assess the risks of these hazards;
 - Formulate control measures to reduce the risk to an acceptable and as low as reasonably practicable (ALARP) level;
 - Review the program on a regular basis; and
 - Incorporate a management of change process within the entity.



- Address routine and non-routine activities of all persons having access to the workplace;
- Address supply chain and contractor undertakings;
- Address human behaviour;
- Identify hazards outside the workplace capable of adversely affecting the environment and/or health and safety of employees;
- Address potential risk to persons not in the entity's employment;
- Address plant, machinery, equipment, substances and materials at the workplace;
- Address the design of work areas, processes, work organization and operating procedures; and;
- Ensure documentation, recording and communication of the results of risk management activities.



Element 3 Management of Contractors

The aims and intent of this Element is to:

- Ensure a systematic approach to the management of contractors so that risks to safety and health of contractors, employees, the community and the environment are minimised; and
- Provide specific requirements for the Building and Construction Sector for the management of OSH aspects of contractors engaged in “construction work”. Including the need for a full OSH MS dependant on the level of risk.

Requirements

An Entity shall;

- implement and maintain appropriate management of Contractors Procedure(s)
- develop, implement and maintain appropriate procedure(s) in compliance with OSHAD-SF – CoP 20.0 – Safety in Design (Construction), if applicable; and
- develop, implement and maintain appropriate procedure(s) in compliance with OSHAD-SF – CoP 53.0 – OSH Management during ‘Construction Work’, if applicable

Management of Contractors Procedure, including:

- **Establishment of Project OSH Requirements** - the process of pre-qualifying contractors and/or including project OSH requirements in tender / specification documentation;
- **Evaluation / Selection** - the process for evaluation and selection of contractors that possess appropriate OSH management tools commensurate with the scope of works;
- **Contractual Agreement** - the contractual agreement process between the client and the contractor (once selected) includes a clear scope of works and the project specific requirements for OSH management;
- **Co-ordination and Communication** - the process of agreeing on the method of co-ordination of contractor(s) activities, with clear arrangements for communicating the OSH information and requirements to all relevant stakeholders;



- **Mobilization / Work in Progress** - the process of ensuring OSH management is implemented during mobilization to the workplace / site and during work activities to achieve the successful completion of the scope of work;
- **Monitoring Performance** - the process of defining measures that are used to periodically evaluate contractor OSH performance and compliance against legislative and project specific OSH requirements and goals;
- **Commissioning** - the process of ensuring OSH management during the commissioning of buildings / machinery / plant / equipment;
- **Demobilization / Decommissioning** - the process of ensuring OSH management is implemented during demobilization / decommissioning activities, including transportation of personnel, equipment and supplies/materials not used, including the disassembly, removal and site cleanup of any offices, buildings or other facilities assembled on the site; and
- **Contract Close-Out** - the contractual agreement process at the completion of scope of works. This step is particularly important for contracts that contain construction work. This is when official “control” of the site is returned to the Entity / Client / Developer.

IMPORTANT NOTE: Element 1 clause 4 (b) allows for

(iii) requiring all contractors of works, services or supplies that are assessed to pose significant OSH hazards and risks to have an approved OSHMS; and

(iv) requiring all other contractors or suppliers to comply with OSH requirements commensurate with the risks of the supplied works, services or supplies.

Reference

- Mechanism 9 – Appointment of Principal Contractor for “Construction Work”
- CoP 20.0 – Safety in Design (Construction)
- CoP 53.0 – OSH Management during ‘Construction Work’
- Guidance Documents: OSHAD-SF TG - Management of Contractors



Element 4 Communication and Consultation

The aims and intent of this Element is to:

- Ensure a systematic approach to the management of OSH:
- Consultation activities; and
- Communication and awareness

Requirements

An Entity shall;

- Develop, implement and maintain appropriate **Communication Procedure(s)**
- develop, implement and maintain appropriate **Consultation procedure(s)**

Communication Procedures shall address at a minimum;

- Internal communication throughout the various levels of the entity;
- Communication with contractors and other visitors to the workplace
- Relevant communication with external stakeholders; and
- Development of an annual OSH performance report, to be used for internal communication and management review purposes (external stakeholder communication / distribution is optional).

Consultation Procedure(s),

a) Shall address at a minimum:

- Ensure effective consultation and participation of employees in OSH matters;
- Appropriate involvement in risk management activities;
- Appropriate involvement in OSH incident investigation;
- Involvement in the development and review of OSH policies & objectives;
- Structure of consultation committees and meetings; and
- Consultation with contractors and other external stakeholders.

b) Consultation shall take place at every stage of the risk management process including when:

- new work processes, equipment or tools are being designed, purchased or modified;
- identifying hazardous activities which require assessment;



- establishing priorities for the assessment of hazardous activities and during the risk assessment process
- deciding on control measures to manage risk
- reviewing the effectiveness of implemented control measures and identifying whether further hazards and risks are created by the chosen control measures; and
- deciding the contents of OSH procedural documents

c) An entity / project / facility / site with greater than 50 employees, or as warranted by risk assessment, shall establish an OSH committee or equivalent. Employees and management shall be represented on and participate in OSH Committee activities.

IMPORTANT NOTE: the OSH committee should not be confused with a committee overseeing the implementation of the system or other management committees. The OSH committee is a forum for all staff to put forward OSH issues and receive feedback.

d) The committee shall be chaired by a member of top management or a person with formal delegated authority.

e) The OSH Committee meetings shall be recorded and documented. The record of the meeting shall be available to all stakeholders and displayed at appropriate locations.

f) OSH Committee shall meet a minimum of 4 times a year. The employer shall provide facilities, resources and assistance to the OSH Committee as may reasonably be required for the purpose of carrying out the committees functions and duties.

g) OSH Committee duties include;

- review of issues and circumstances in the workplace which may affect the safety and health of persons in the workplace, including OSH aspects and impacts;
- to promote co-operation between management and employees in achieving and maintaining healthy and safe working conditions; and
- to exercise such other functions and duties as may be prescribed or conferred on the committee by the employer in assuring the health and safety of employees.

h) Consultation shall allow:

- sharing of information relevant to OSH aspects in the workplace with employees; and
- that the employees are advised of the outcome of the consultation in a timely manner.



Element 5 Training, Awareness and Competency

The aim and intent of this Element is to:

- Ensure a systematic approach to the management of identifying, implementing and monitoring OSH training;
- Ensure all employees, contractors and visitors receive appropriate OSH training; and
- Ensure a systematic approach to identifying, assessing and monitoring the competencies that are required to ensure tasks can be performed in a safe manner by all employees and contractors.

Requirements

An Entity shall;

- develop, implement and maintain appropriate **OSH Training and Awareness Procedure(s)** and
- develop, implement and maintain appropriate **OSH Competency procedure(s)**

OSH Training Procedure(s) shall address, at a minimum:

- Identification and evaluation of OSH training needs (e.g. Training Needs Analysis).:
- When undertaking a training needs analysis, the entity shall consider the following requirements.
- OSH Management System training.
- Competency requirements for identified roles and tasks.
- Risk management requirements.
- Requirements of relevant operational control procedures.
- OSH roles and responsibilities.
- OSH emergency response and management.
- OSH inductions, generic and site-specific (including contractors and other persons), that at a minimum include compliance with Article 98 of Federal Law No.8 (1980) on Regulation of Labour Relations.
- OSH consequences of non-conformance to specified procedures.
- Relevant, subject-specific OSH training (e.g. Manual Handling, Safety in the Heat, etc.).
- Specialized task-specific training (e.g. Confined Spaces etc.).



- Entities shall ensure all identified training requirements are evaluated and planned based on risk (eg. OSH Training Matrix).

Planning the implementation and provision of the required training:

When planning and implementing training entities shall consider the following as a minimum:

- Learning aims and objectives;
- Level of responsibility and competence;
- Frequency of training;
- Types of training;
- Literacy, numeracy, language and other learning requirements;
- Course selection/material development;
- Trainer competency;
- Assessment activities;
- Training records; and
- Refresher training requirements.

Following delivery of training, entities shall ensure that training is evaluated including:

- Learning outcomes;
- Training delivery.
- Entities shall ensure all external OSH training shall be performed by OSH Training and Service Entities registered with OSHAD as per the requirements of *OSHAD-SF – Mechanism 7.0 OSH Professional Entity Registration*.
- All OSH training which leads to a certification of competency will be provided by a person registered with OSHAD as per the requirements of *OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration*.



OSH Competency Procedure(s) shall address, at a minimum:

- Identifying OSH competency requirements for all roles or tasks within the organisation.
- Process to measure individual competencies against those that have been identified for the role or task;
- Process to ensure that employees and other persons under its control performing tasks are competent on the basis of appropriate education, training or experience;
- Methods of assessing competencies;
- Process to record competencies;
- Maintaining and improving competencies; and
- A system to review the OSH competency procedure(s).

Reference

Guidance Documents: OSHAD-SF TG - Training, Awareness and Competency



Element 6 Emergency Management

The aims and intent of this Element are to:

- Ensure a systematic approach to emergency management planning and response; and
- Facilitate harmonization of relevant Competent Authority(s) requirements and provide a clear hierarchy of control in the event of significant emergencies.

Requirements

An Entity shall;

- Develop, implement, document and maintain appropriate **Emergency Management Procedure(s)** in compliance with the requirements of this document and all relevant Federal and Local Authorities requirements (eg. Latest edition UAE Fire and Life Code and Business Continuity Management Standard – AE/HSC/NCEMA 7000).

Emergency Management procedure(s) shall address, at a minimum:

1) Identification of potential Emergency Scenario

- a) The entity shall develop procedure(s) to identify all potential emergency scenario that could have an impact upon their undertakings or cause danger to persons or property
- b) The identification of potential emergency scenario shall be risk based and follow the requirements of OSHAD SF – Element 2 – Risk Management
- c) During this identification entities shall consider the following information:
 - Legal Requirements,
 - Results of Risk management Activities,
 - Previous Incidents,
 - Emergency scenario that have occurred elsewhere, especially in similar operations or industries.
 - Entities shall consider emergency scenario that can occur
 - Example emergency scenario include:
 - Incidents leading to serious injuries/fatalities or ill health;
 - Explosion / fire;
 - Release of hazardous materials or gases;
 - Natural disaster (e.g. storm, flood, earthquake);



- Bomb threat / terrorism / unrest;
 - Pandemic of communicable or infectious disease;
 - Communications failure;
 - Radiological accident; and
 - Biological agent release.
- f) As part of the identification and assessment of emergency scenario , entities shall consider how identified emergencies will impact upon:
- immediate surroundings,
 - All persons in the vicinity,
 - Persons with special needs.

2. Planning for emergency scenario .

- a) Emergency Response Plans (ERPs) are action execute documents that are produced and maintained to safeguard people, property or business from foreseeable emergency scenarios.
- b) Entities shall develop specific ERP for all identified emergency scenarios.
- c) As a minimum each entity shall develop:
- Fire Management Plan, in line with the requirements of the UAE Fire and Life Safety Code 2011; and
 - Emergency Evacuation Plan.
- d) Each ERP shall be:
- appropriate to the size and nature of the employers activities and commensurate with the emergencies it intends to manage;
 - based on examination of each Emirate, national and international standards;
 - linked with other plans where appropriate;
 - flexible;
 - straightforward and easy to understand;
 - in place prior to any operations involving the underlying inherent risk;
 - communicated to employees and relevant parties;
 - put in use when an emergency occurs;
 - well controlled and maintained.





e) To ensure emergency scenario are managed in a manner appropriate to the risk, entities shall evaluate the emergency situation using the tiers below;

Tier 1: Events are typically of localised significance and can be handled using resources immediately available within / to the employer;

Tier 2: Events are typically of regional or Emirate significance and may require involvement of specialized emergency services; and

Tier 3: events are typically of international significance and may require access to national / international resources and emergency response services.

f) When developing ERP entities shall at a minimum include the following information:

- Document Control – including authorisation, distribution, revision record and glossary of terms & abbreviations;
- Introduction – Aim and Objectives, Scope, Roles and Responsibilities;
- Linkage with other plans - Key stakeholders;
- Risk Assessment – Credible scenarios, Worst case scenario, Tiered Response definitions;
- Organization – Tier 1,2,3 Organization of operation;
- Emergency Response Activities – Alerts, immediate reactions. Operating Procedures, Communications Systems;
- Post Incident Activities – Site restoration, post incident evaluation;
- Training and Exercises – Training Plan and matrix, Exercises and Drills;
- Checklists;
- Reporting Requirements;
- Appendices.

g) ERPs shall be subject to exercises, tests or drills at a frequency necessary to assure that all participants are aware of and able to perform required duties under the Plan.

Following each exercise, test or drill:

- Performance of the exercise, test or drills shall be reviewed and documented; and
- The plan shall be modified as necessary to resolve deficiencies noted in the review.

h) ERP shall be reviewed at least annually or whenever significant operational changes or conditions in the workplace need additional review. When the plan is reviewed:

- all affected persons shall be informed of significant changes in duties, actions and obligations under the Plan; and
- all controlled copy holders of the plan shall receive exact revision updates.



3) Emergency personnel.

- Employers shall ensure appropriate emergency personnel / allocated based on the results of emergency planning and risk assessment.
- Employers shall ensure emergency personnel receive and maintain appropriate training and competency levels.
- Employers shall clearly document emergency personnel duties and responsibilities.
- Employers shall ensure that all staff are aware of the identity of emergency personnel duties and responsibilities.
- Employers shall ensure that all staff are aware of the identity of emergency personnel and how to contact them in the case of an emergency.

4. Identification of Emergency Personnel.

During an emergency situation all members of the entity's emergency team / personnel shall be identifiable.

5. Emergency Operations Centre (EOC)

To enhance communication and coordination during emergencies, an area shall be assigned where decision makers gather during an emergency.

The Emergency Operations Centre shall be of a size, design, equipment, manning level, and leadership structure that is commensurate with the size and potential risks of the entity.

6. Communication and Reporting

- a) The emergency management communications system shall address at a minimum:
- dissemination of relevant information,
 - issuing alarms,
 - issuing and receiving of notification of potential or actual emergencies,
 - activation of the appropriate response plans,
 - reporting of incidents and outcomes of their investigations,
 - any required communications with media.



- b) Emergency contact information, notification and reporting procedures, evacuation plans shall be communicated.
- c) Alarm systems shall be appropriate, comply with Abu Dhabi Building Codes/applicable international standards, and consider persons with special needs
- d) Entity shall have procedures in place to assure that notification of emergencies are received in a timely manner.
- e) Emergencies shall be recorded and reported to relevant authorities.

7. Emergency Evacuation Plan shall be in place for each entity.

8. Periodic Testing of Emergency Response Procedures.

9. Review and Update of Emergency Response Procedures.



Element 7 Monitoring, Investigation and Reporting

The aims and intent of this Element is to:

- Ensure a systematic approach to the OSH monitoring, investigation and reporting;
- Ensure accurate, timely and informative data on incidents, injuries and occupational illnesses is collected and analyzed; and
- Ensure effective investigation is conducted, identifying root causes, and appropriate corrective actions are implemented.

Requirements

An Entity shall;

- Develop, implement, document and maintain appropriate **OSH Targets and Objectives Procedure(s)**
- develop, implement and maintain appropriate **OSH Incident (including Hazard and Near Miss) Investigation procedure(s)**
- develop, implement and maintain appropriate **OSH Monitoring procedure(s)**
- develop, implement and maintain appropriate **OSH Reporting procedure(s)** and
- ensure compliance with *OSHAD-SF – Mechanism 6.0 – OSH Performance Monitoring and Reporting* and *OSHAD-SF – Mechanism 11.0 – Incident Notification, Investigation and Reporting*;
-

OSH Targets and Objectives Procedure(s) including, as minimum:

- Ensure documented OSH targets and objectives, including as a minimum the mandatory key performance indicators as defined within *OSHAD-SF – Mechanism 6.0 – OSH Performance Monitoring and Reporting*;
- Ensure all targets and objectives are effectively communicated at appropriate levels throughout the organization;
- Ensure targets and objectives, where practicable shall be measurable;
- incorporate requirements of
- The entity OSH policy,
- Legal requirements,
- Risk Management programs,
- Relevant Competent Authorities requirements; and



- OSHAD-SF mandatory key performance indicators, as defined in OSHAD-SF Mechanism 6.0 – Performance Monitoring and Reporting;
- The entity shall develop, document, implement and maintain program(s) for achieving the set targets and objectives, including resources, methods, timeframes, monitoring and evaluation activities and responsibilities.
- The entity shall ensure that where targets and objectives are not being met, a corrective action plan is developed and communicated to top management; and
- The entity shall ensure targets, objectives and procedures(s) are reviewed periodically, at least annually, to ensure they remain relevant and appropriate.

OSH Incident Investigation Procedure(s), including:

- Compliance with *OSHAD-SF – Mechanism 11 – OSH Incident Notification, Investigation and Reporting*;
- Address the process of recording, investigating and analyzing OSH incidents;
- Ensure investigations are performed by competent person(s) in consultation and coordination with relevant stakeholders;
- Ensure investigations are performed in a timely manner;
- Address the process of determining the root causes of OSH incidents;
- Identify opportunities for corrective and preventative control measures; and
- Ensure effective communication of the outcomes of the investigation to relevant stakeholders.

OSH Monitoring Procedure(s) including as a minimum:

- Monitoring of the entity's OSH targets and objectives;
- Monitoring the effectiveness of OSH programs and control measures;
- Proactive and reactive measures of performance to monitor compliance with applicable Federal Occupational Standards and OSHAD-SF Occupational Standards and Guideline Values;
- Other relevant requirements of OSHAD and the OSHAD-SF;
- Requirements outlined in SRA/Competent Authorities permits/licenses/no objection certificates or equivalent;
- Requirements outlined in approved OSH Plans and Studies;
- Requirements outlined by relevant SRA/Competent Authority (-ies); and



- Description of methodologies and instruments used to monitor, including calibration requirements and records.

The monitoring process should be risk-based and include at a minimum:

- Occupational air, noise and other relevant work amenities (e.g. Lighting and ventilation);
- Ergonomic and workplace design factors;
- Wellness programs;
- Waste management;
- Hazardous substances;
- Health surveillance;
- Occupational illnesses; and
- OSH hazards, near-misses and incidents.

OSH Reporting Procedure(s) includes the following.

- Hierarchies, timetables & responsibilities for reporting (Internal & External).
- OSH performance & incident reporting requirements, including:
- OSH Incidents to the concerned SRA as required;
- Quarterly OSH performance to the concerned SRA;
- Annual 3rd party external audit results to the concerned SRA;
- Requirements of *OSHAD-SF – Mechanism 6.0 OSH Performance Monitoring and reporting* and *OSHAD-SF Mechanism 11.0 – OSH Incident Notification, Investigation and Reporting*; and
- Other legal and regulatory reporting requirements.
- Requirements in permits / licenses / no objection certificates / equivalent.
- Requirements outlined in approved OSH Plans and Studies.
- Requirements outlined in relevant *AD OSH Mandatory Requirements*.
- Other requirement outlined by the entity's approved OSHMS.



Element 8 Audit and Inspection

The aims and intent of this Element are to:

- Ensure a systematic approach to OSHMS audit and OSH inspection;
- Ensure regular OSHMS audits and OSH inspections are conducted; and
- Ensure that OSH non-conformances are identified and an appropriate corrective action plan is implemented as early as possible.

Requirements

An Entity shall;

- Develop, implement, document and maintain appropriate risk based **OSH MS Audit Procedure(s)**
- develop, implement and maintain appropriate risk based **OSH Inspection procedure(s)**
- develop, implement and maintain appropriate **Non-Conformance and Corrective Action procedure(s)**
- Undergo an annual external third party compliance audit of the entity OHSMS, as per the requirements of OSHAD-SF – Mechanism 6.0 – OSH Performance Monitoring and Reporting

OSH MS audit program / procedure(s) shall address, at a minimum:

- Scope, criteria, and objectives of audits to be conducted;
- Audit program responsibilities, competencies and resources;
- Audit program planning and implementation processes, including
 - Documented criteria,
 - Frequency and schedules,
 - Methods of collecting and verifying information,
 - Reporting audit results,
 - Nonconformance and Corrective Action processes and
 - Audit program record keeping;
- Audit program monitoring and review; and
- Internal and external reporting requirements.



The internal audit criteria shall be fully documented and cover all relevant requirements to the entity such as:

- Federal and Local OSH Legislation;
- OSHAD-SF Requirements;
- Other specific entity requirements.

OSH inspection program / procedure(s) shall address the following, at a minimum

- The Scope, criteria and objectives of inspections to be conducted.
- Inspection program responsibilities, competencies and resources.
- Inspection program planning and implementation processes, including:
 - Criteria;
 - Frequency and schedules;
 - Methods of collecting and verifying information;
 - Reporting inspection results;
 - Non-conformance and corrective action process; and
 - Inspection program record keeping.
- OSH Inspection program monitoring and review.
- Internal reporting requirements.

Annual Third Party External OSH MS Compliance Audit

- Each entity shall undergo an annual third party OSH MS compliance audit that as a minimum meets the following criteria:
- A review of the entity's approved OSH MS to ensure regulatory compliance to the OSHAD-SF,
- A systematic examination to determine whether activities and related results conform to planned arrangements. The audit shall determine whether these arrangements are implemented effectively and are appropriate in achieving the entity's objectives.
- The Entity shall ensure that the scope and duration of the audit is reasonable and in line with the size and complexity of their operations. Entities shall give consideration to the guidelines within the *International Accreditation Forum (IAF) guideline: IAF-MD5:2013*.



- Entities shall undertake their initial third party external compliance audit within one year of official notification of approval of their entity OSH MS from the concerned SRA.
- Subsequent annual audits shall be undertaken within one year of the previous third party external compliance audit date.

IMPORTANT NOTE: Government entities shall be advised on the need to undertake an annual third party audit by OSHAD or relevant body.

Annual 3rd Party OSHMS Compliance Audit Reporting.

- The annual external compliance audit results shall be submitted to the concerned SRA by completing and submitting *OSHAD-SF Form F – Annual External OSH MS Audit Form* and the detailed audit report within 30 calendar days from date of the audit.
- The entity shall submit a detailed action plan for all major non-compliance(s) identified during the audit, including timescales for completion.
- The entity shall ensure that the SRA is updated as to the progress of implementation of the corrective actions.
- The intent of the audit reporting is to provide evidence and inform the SRA of the level of compliance of an entity.

Competency requirements for OSHMS auditing Personnel.

- Internal OSH MS auditors shall be suitably knowledgeable, experienced and competent to undertake OSH MS audits and have adequate knowledge of the OSHAD-SF.
- External Auditors, Certification Bodies and Consultancy Offices engaged to undertake an annual third party external compliance audit shall be approved by OSHAD for conducting the third party external OSH MS compliance audit in compliance with *OSHAD-SF Mechanism 7.0 OSH Professional Entity Registration* and *OSHAD-SF Mechanism 8.0 – OSH Practitioner Registration*.
- To ensure objectivity and that no conflicts of interest exist, the third party external audit shall not be performed by an auditor/company who has assisted or is employed by an entity



that was contracted to develop and/or implement the entity's OSH MS within the last two years. Entities are to select an audit team that has relevant sector specific experience.

Non-conformance and corrective action procedure(s), shall address at minimum:

- Identifying and correcting non-conformity(s) and taking actions(s) to mitigate their OSH consequences;
- The means to report potential non-conformances at appropriate levels throughout the organisation.
- The means to record, monitor and manage all reported non-conformances appropriate to the organisation.
- Recording and communicating the results of corrective action(s) and preventative action(s) taken; and
- Reviewing the effectiveness of corrective action(s) and preventative action(s) taken as part of the close-out procedure.

Reference:

OSHAD-SF TG – Audit and Inspection



Element 9 Compliance and Management Review

The aims and intent of this Element is to:

- Define system compliance requirements; and
- Ensure a systematic approach to the review of the entity's OSHMS.

Requirements

To demonstrate compliance an entity shall develop, implement and maintain:

- an appropriate Integrated OSH Policy;
- an appropriate Legal Compliance Procedure(s);
- an appropriate Operational Procedures(s);
- an appropriate Document Control(s);
- an appropriate OSH Record Retention Procedure(s);
- an appropriate Management of Change Process;
- an appropriate Management Review Procedure(s);and
- Develop, implement and maintain appropriate programs and procedures prescribed under all **OSHAD-SF Management System Elements**.

OSH Policy, including as a minimum the following requirements:

- The ability to demonstrate safety and health commitments;
- Be authorized by Top Management;
- Be appropriate to nature & scale of the entity's OSH risks;
- Include commitment to
- Prevent injury and illness,
- Enhance employee health and wellbeing,
- Identify and manage OSH risks,
- Comply with legal requirements,
- Set, monitor and review OSH targets and objectives,
- Provide appropriate OSH resources and
- Improve continually;
- Be communicated to all relevant stakeholders; and
- Be reviewed periodically to ensure it remains relevant and appropriate.

Note: the OSH policy must be independent of any other policy adopted by the entity.



Legal Compliance Procedure(s) including as a minimum:

- The provision of resources, both internal and external, to meet legal requirements;
- The means to identify and access relevant legal and other requirements (e.g. Legal Register);
- A mechanism to ensure relevant legal and other requirements are considered;
- A means to evaluate compliance to all legal requirements;
- A means to determine any changes that affect the applicability of legal requirements;
- A process to identify what legal information is required at each level throughout the organisation and how this will be communicated;
- Communication channels to all relevant stakeholders of legal requirements;
- A documented register of all applicable legal requirements that contains the following as a minimum-
 - OSH Law/Regulation full title, as gazetted,
 - Applicable clause(s), article(s) or reference(s),
 - Applicable process/activity impacted by the legal requirement,
 - Internal OSHMS procedure(s)/document(s) to ensure compliance and
 - Compliance monitoring requirements;
- The documented register shall be reviewed periodically (as a minimum annually), to ensure it remains relevant and appropriate.

Operational procedure(s) including the following as a minimum:

- Operations and activities that are associated with identified hazard(s) that require implementation of control measure(s) to manage risk(s);
- Control measures related to supply chains (purchase of goods, equipment and services);
- Control measures related to contactors and other visitors to the workplace; and
- Stipulated operating criteria / instructions, maintenance instructions / integrity programs where their absence could lead to an increase in OSH risk(s).

Such documented procedures are to be fully integrated into the OSHMS and appropriately referenced through risk management programs. The entity shall undertake a minimum of ONE review per year to ensure operational controls are reviewed to ensure they are up to date.



Document Control procedure(s), including as a minimum those to:

- Ensure appropriate review and approval processes;
- Ensure documents remain legible, and identifiable;
- Ensure that changes and current revision status of documents are identified;
- Ensure relevant version control to prevent unintended use of obsolete documents; and
- A controlled distribution process for OSH documents to ensure that applicable documentation is readily available at points of use.

Record Retention:

- A process to maintain OSH records as necessary to demonstrate conformity to the requirements of this document and Section 3 of *Federal Law No. 8, of 1980, on Regulation of Labour Relations*;
- A process to ensure identification, storage, protection, retrieval, retention and disposal of records;
- A Process to retain OSH documents / records for a minimum period of 5 years; and.

Note: where specific OSHAD – SF mandatory requirements state a lesser time scale, this shall be reflected in the entity OSH MS procedure.

- A process to retain medical/occupational health records for a minimum period of employment plus 30 years thereafter.

Management of Change Process; including:

- Consider change management requirements when developing all OSH MS procedures, processes and programmes.;
- Ensure that changes in organizational structure, personnel, plant, machinery, equipment, materials, documentation, processes or procedures do not result in the inadvertent introduction of hazards and increased risk;
- Analyze changes in operational procedures or processes to identify any required changes in training, documentation or equipment;
- Analyze changes in location, equipment or operating conditions for any potential hazards;
- Ensure that information on changes is documented and OSH risks are assessed prior to implementing the planned changes; and
- Ensure that all personnel are made aware of (and understand) any changes in requirements, procedures and applicable control measures.



Management System Review procedure(s), including:

- Ensure top management reviews the entity's OSHMS, at planned intervals to ensure its suitability and effectiveness - minimum of one full review per year;
- Identify key review team members;
- Specify clear roles and responsibilities assigned to review team members;
- Define the process of recording, implementing and communicating the results of management reviews; and
- Define the criteria for the review.
- Record the result of the OSH Management system review, along with any recommendations or changes.
- Any recommendations and changes that are to be implemented shall be assigned timescales and individual responsibilities.

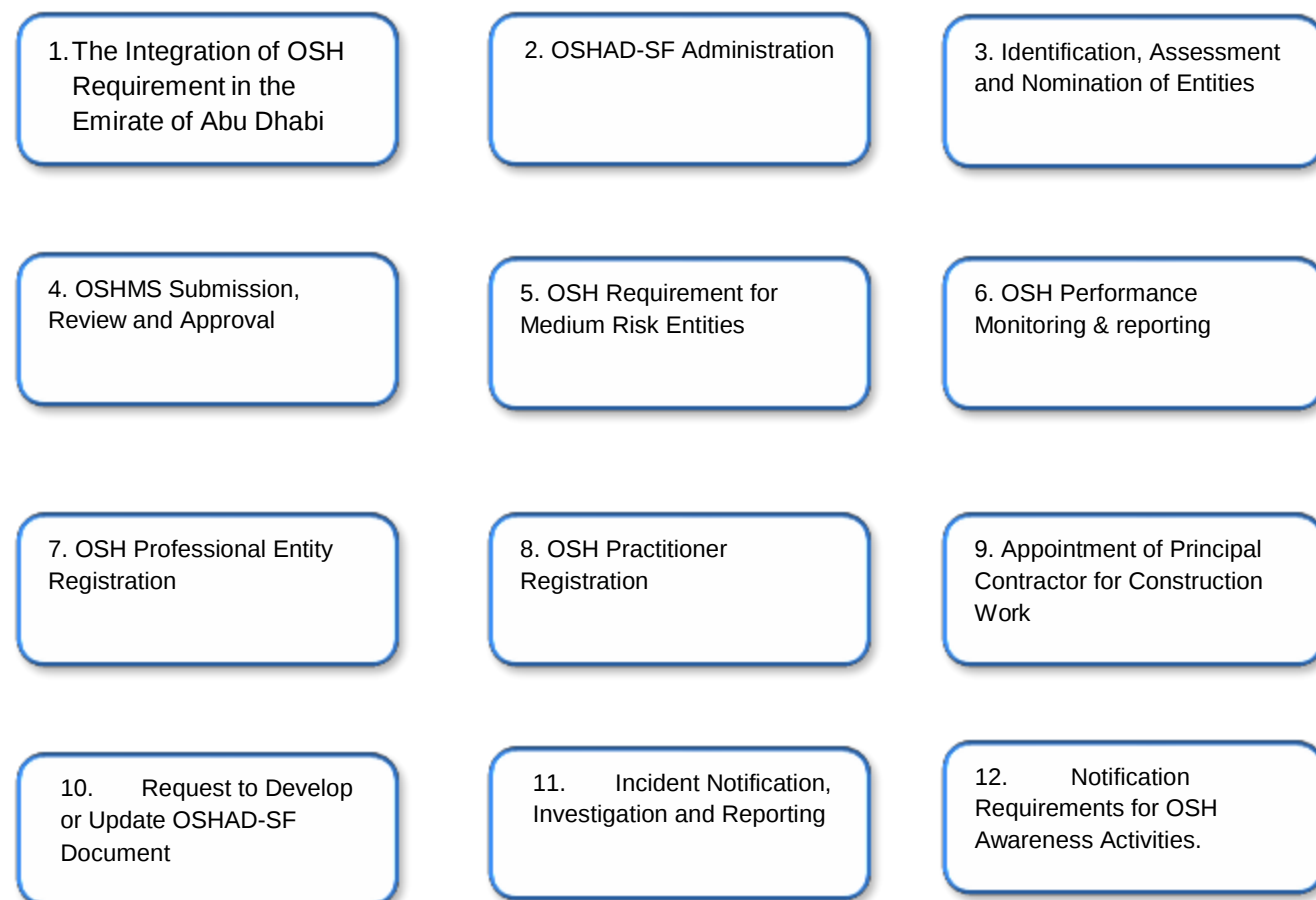
Module 3

OSHAD-SF- MECHANISMS



MODULE 3 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.



All mechanisms have been designed to ensure fair, transparent and consistent implementation of the *OSHAD-SF*.



Mechanism - 1.0

The Integration of OSH Requirements in the Emirate of Abu Dhabi

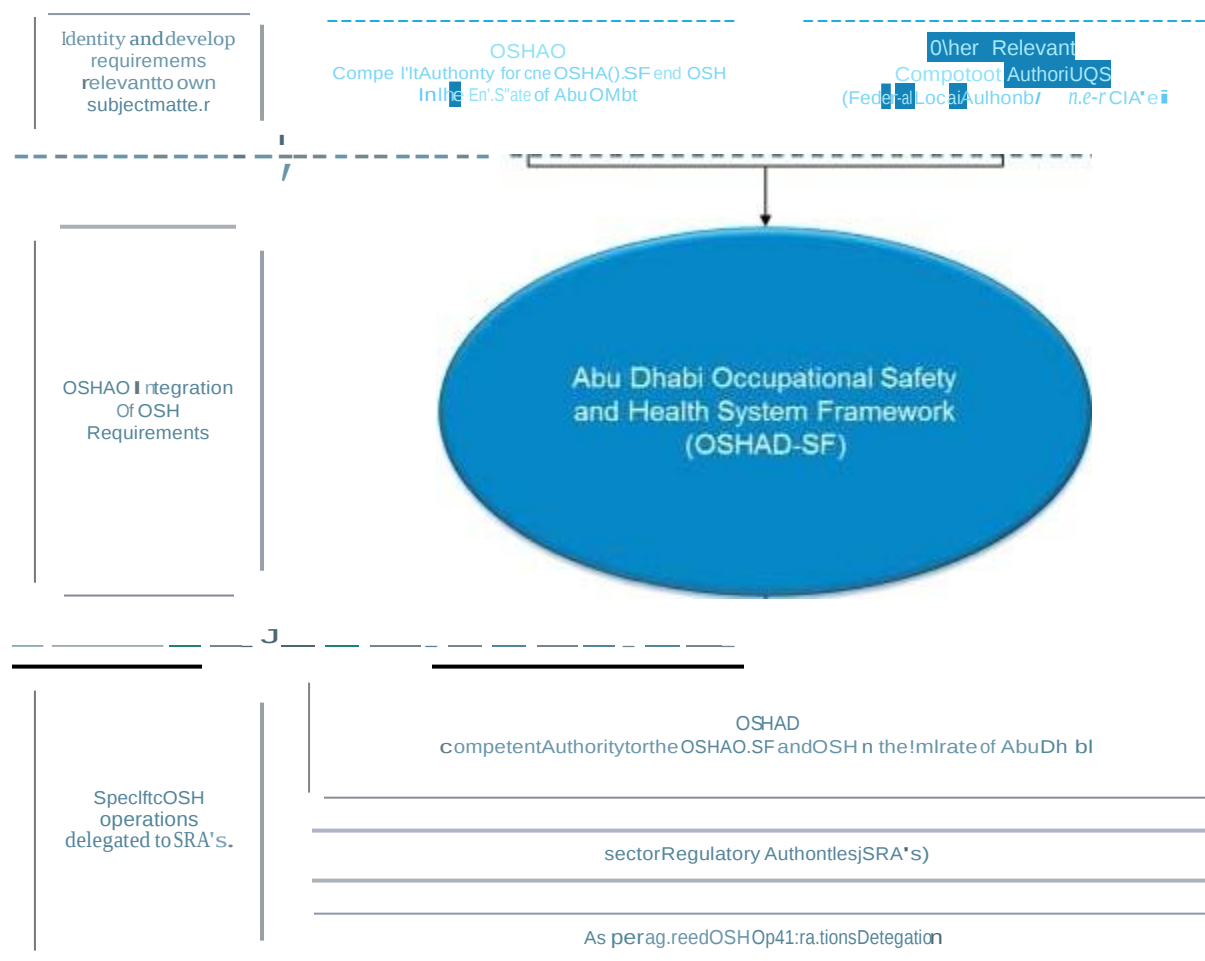
Mechanism 1.0 defines the procedures to be utilized by OSHAD, Competent Authorities (CA's), Sector Regulatory Authorities (SRA's) and Entities to manage the integration of OSH requirements throughout the Emirate of Abu Dhabi.

Integration of relevant Federal and Emirate authorities' OSH requirements is an important process to advance and harmonize the OSH regulations.

Benefits of developing integrated regulations will provide the following:

- Streamlined and harmonized requirements;
- Regulatory transparency for government and private sector business
- Confidence for investors and private sector business by providing stable and harmonized OSH regulations;
- Clearly defined OSH obligations for all stakeholders;
- Drive improvement in OSH performance; and
- Create a competitive advantage for the Emirate of Abu Dhabi.

OSH Requirements Integration Process:





Mechanism - 2.0

OSHAD - SF Administration

Mechanism 2.0 relates to the way in which the Occupational Safety and Health System Framework (OSHAD – SF) operates. Its various components include the following:

- This mechanism identifies key roles and responsibilities of OSHAD and the SRAs for the administration and implementation of OSHAD-SF.

Note: Roles and Responsibilities of Sector entities are held within OSHAD- SF - Elements 1.

- OSHAD has the authority to identify a new economic sector within the Emirate that requires a Sector Regularity Authority to oversee the implementation of OSHAD – SF and identify the most suitable government authority to take duties of the SRA for this sector.
- Sector Assessment Process - to ensure assignment of the sector to the appropriate Sector Regulatory Authority.
- Appointment of a Sector Regulatory Authority (SRA) – once the need has been established, the assessment completed, and the appropriate body identified, OSHAD will recommend the body to the Executive Council for approval. Upon approval OSHAD will commence planning with the new SRA to implement the OSHAD-SF in the new sector.
- The top management of the SRA shall ensure appropriate resources (human, financial, equipment, etc.) to fully implement their role. At minimum, each SRA shall have 3 full-time dedicated OSH personnel that are registered with OSHAD as per OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration, including a manager / team leader / section head registered as Grade A Generalist, and at least one additional person with an internationally recognized OSH Lead Auditor qualification.
- The SRA will need to upgrade their internal OSHMS and other systems to cover/include their undertakings as an SRA under OSHAD-SF.
- OSHAD shall, on an annual basis, issue Annual Performance Targets for all SRA's to comply with.



- Performance targets for each SRA will be monitored by means of Audits, performance reviews and reports. Should these fall short of requirements corrective action will be implemented. OSHAD will then report to the Executive Council with overall reports on the SRAs, and benchmark performance.
- In the light of poor performance, or owing to changes in laws or policy, approval for an SRA can be withdrawn.



SRA Performance Management:

OSHAD shall, on an annual basis, issue Annual Performance Targets for all SRA's to comply with.

Timescale	August	September	October	November
Owner	OSHAD	OSHAD	SRA	OSHAD
Action	Initial targets set for each year will be based on previous mid-year	Targets communicated to, and agreed with,	SRA develops Action plan based on targets and	Action Plan for the next calendar year approved.

Annual Performance Targets shall be decided based upon the following:

- OSHAD-SF – Mechanisms;
- Previous year's performance;
- Available resource(s);
- Other SRA performance;
- Feedback from SRAs;
- Objectives of OSHAD strategic plans; and
- Requirements set by the Executive Council of Abu Dhabi



Performance Monitoring of SRA's:

OSHAD shall monitor the performance of SRA's for implementation of the OSHAD-SF and its requirements through a number of means including but not limited to:

- Audits;
- OSH Performance reports; and
- Performance review meetings.

Issues identified as a result of performance monitoring shall be officially communicated to the relevant SRA. Where SRAs are seen to fail to meet annual action plan / performance requirements consistently, OSHAD shall invite the SRA for a meeting to discuss performance and corrective action.

The meeting agenda shall cover:

- Current status of the SRA;
- Issues leading to current performance; and
- Corrective action plan.

OSHAD shall provide the Executive Council of Abu Dhabi with an annual report on the overall performance of all SRAs, including benchmarking of performance.

Withdrawal of Appointment of SRA:

As the competent authority for OSH and the *OSHAD-SF* in the emirate of Abu Dhabi, OSHAD has the right to recommend to the Executive Council of Abu Dhabi withdrawal of appointment as an SRA.

Recommending withdrawal of appointment as an SRA shall be based upon:

- Performance issues;
- Changes in policies, laws, direction of Abu Dhabi Government; and
- Change of OSHAD Policy / Direction.



Mechanism - 3.0

Identification, Assessment and Nomination of Entities

Mechanism 3.0 is for SRAs to identify entities within their sector, and for whom the SRA will be responsible for ensuring compliance with the OSHAD-SF.

The SRA will determine the level of risk involved in the operations of its entities (High, Medium and Low). The risk level for each entity will determine the management “tool” (see below) to be used by that entity to demonstrate compliance with OSHAD –SF.

The SRA will seek official approval from OSHAD for including entities within its sector and for its entities’ risk ranking. Procedures will be included in order to achieve these ends.

The determination of entity risk ranking will be based on the complexity, nature and frequency of the activities performed, the size of the entity in terms of employees, the nature of contractors, the use of hazardous materials, and the proximity to residential areas or sensitive locations (such as schools and hospitals). The risk ranking of entities will have to be reviewed every three years.

Where an entity is involved in several main operational activities with overlapping sectors, the SRA should raise the issue with OSHAD to resolve the matter. Form A1 shall be used for this purpose.

The SRA will maintain a register of all the entities within its sector, recording the name, main undertaking, risk classification, and entity classification code and registration number.

Entity Compliance Requirements:

High Risk Entities: will be “nominated” to develop an operational OSHMS to manage hazards in compliance with the OSHAD-SF. The concerned SRA will provide *Form A*, and the entity will register with the SRA within a 30 day timescale, committing to develop its OSHMS within 12 months of nomination. Form B is used to modify or update information, including any changes to the OSHMS development and implementation timelines. OSHMS implementation should start within a month of its approval date. Reporting should start within the next quarter following approval. Incident reporting should start immediately following nomination/registration., An annual third party audit is to be undertaken within 1 year of approval.



Medium Risk Entities: will be “notified” by the SRA and be expected to comply with *Mechanism 5.0 - OSH Requirements for Medium Risk Entities*. A compliance inspection will be performed by the SRA within 6 months of notification, recording the outcome of this inspection. Ongoing inspections will be risk-based and include analysis of annual Occupational Injury Register data (as per the requirements of *Mechanism 5.0*). The SRA can reassess an entity and their compliance status at any time.

Low Risk Entities: Will be “notified” by the relevant SRA, which will also ensure that at least one OSH inspection occurs every three years. Low Risk Entities shall be managed by their SRA in a manner relevant to their risk and operation. The entity will have to notify serious incidents and the SRA shall investigate notified fatalities.



Form A

General Information				
Name of Entity:				
Type of Business Activities:				
Sector Name:	☐ Building and Construction ☐ Education ☐ Food ☐ Commercial ☐ Industry ☐ Tourism & Culture ☐ Waste ☐ Transport ☐ Health ☐ Energy			
Number of Employees:				
Current OSH Resources:	Director / Manager:		Advisor / Officer / Technical / Other:	
Contact of Head Office within Emirate:	Address:	Coordinates: Zone : _____ Northing : _____ Easting : _____		
	Telephone No.:	E-mail Address:		
	Fax No.:	P.O. Box:		
Authorized Contact Person:				
Authorized Contact Person Position / Title:				
Contact Details of Authorized Person:	Telephone No.:	E-mail Address:		
	Fax No. :	P.O. Box :		
Other Offices / Sites / Projects Operating Under this Entity Operating License:	Address:		Coordinates:	
			Zone	Northing



Location Map(s):	☐ Location map(s) of Head Office and Branches attached.
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Schedule of Developing & Implementing of OSHMS	
Target Date for Completing the Development of OSHMS:	_____ (Day) _____ (Month) _____ (Year)

Occupational Health & Safety Management System (OHSMS)	
☐	Have an OHSMS in place and certified to OHSAS 18001.
☐	Have an OHSMS in place based on OHSAS 18001 but not certified by third party.
☐	Have an OHSMS in place but not certified by third party.
☐	No OHSMS in place.

Declaration			
I declare that all information provided in this document is true, correct and complete. I understand that if I utilize the service of consultants for OSH MS development and/or implementation that they must be registered to perform this work in the appropriate category as per OSHAD's requirements.			
Signature of the Authorised Contact Person:		Official Stamp :	
Date : (DD/MM/YYYY)			

Official Use
Assigned Classification Code: _____
Assigned Registration Number: _____



Deadline for completing the development of OSHMS: _____ (Day) _____ (Month) _____ (Year)

Note: Implementation of the Entity's OSHMS shall commence within 30 days of receiving approval from the concerned SRA.

Note: Incident Reporting Requirements shall commence from the date of approval.

Note: OSH Performance Reporting Requirements shall commence in the quarter following quarter of approval.

Note: Annual Third Party External Compliance Audit shall be undertaken with (12) twelve months from the date of approval.

Relevant Authority Stamp	Entered into Database by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	____ / ____ / ____
	Reviewed by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	____ / ____ / ____



Form A1

General Information		
Name of Entity:		
Number of Employees:		
Entity Offices / Branches in Abu Dhabi Emirate:	☐ Abu Dhabi ☐ Al Ain ☐ Western Region	
Other Sites / Projects Operating Under this Entity:	Total No. of Offices / Branches:	
Contact of Head Office within Abu Dhabi Emirate:	Telephone No.:	E-mail Address:
	Fax No.:	P.O. Box:
Authorized Person providing Information:	Name:	
	Position:	
	Telephone No.:	E-mail Address:
	Fax No. :	P.O. Box :

Entity Activities		
Trade License No. (Attach copy)		
Activity/Activities as specified in the trade license:	Title of Activity	Indicate if operational (yes/no)



Main Operational Activity / Activities of the Entity		
Other licenses issued for the Entity (Attach copies)	1..... 2..... 3.....	

Indicate the sector that your activities are related to:	☐ Energy	☐ Transport	☐ Tourism
	☐ Construction	☐ Industry	☐ Food
	☐ Health	☐ Waste	☐ Commercial
	☐ Education	☐ Other (specify):	
Remarks / Other Information			

Declaration			
I declare that all information provided in this document is true, correct and complete.			
Signature of the Authorized Person providing the Information:		Official Stamp :	
Date : (DD/MM/YYYY)	____/____/____		



Official Use	
Part A – To Be Filled by the SRA	
Meeting with / site visit to the entity: ☐ Not Required ☐ Done: ____ (Day) ____ (Month) ____ (Year)	
<i>Sector or sectors, that entity activities fall under</i>	☐ Energy ☐ Transport ☐ Tourism ☐ Construction ☐ Industry ☐ Food ☐ Health ☐ Waste ☐ Commercial ☐ Education ☐ Other (specify):
Main Operational Activity / Activities of the Entity that are subject to OSHAD-SF:	
Decision: ☐ Nominate entity within own sector. ☐ Entity needs to be nominated by (name SRA / Sector) _____, because: _____ ☐ Refer entity to OSHAD for decision on the SRA to nominate, because: _____	
Date Entity Notified of SRA Decision: ____ (Day) ____ (Month) ____ (Year)	
Relevant Authority Stamp and Authorized Signature	Entered into Database by:
	Name:
	Signature:
	Date: (DD/MM/YYYY) ____ / ____ / ____
	Reviewed by:
	Name:



	Signature:	
	Date: (DD/MM/YYYY)	____ / ____ / ____

Part B – To Be Filled by OSHAD													
Date Form A1 Received: (DD/MM/YYYY)	____ / ____ / ____												
Meeting Date: (DD/MM/YYYY)	____ / ____ / ____												
Sectors participating in the Meeting	<table><tr><td>☐ Energy</td><td>☐ Transport</td><td>☐ Tourism</td></tr><tr><td>☐ Construction</td><td>☐ Industry</td><td>☐ Food</td></tr><tr><td>☐ Health</td><td>☐ Waste</td><td>☐ Commercial</td></tr><tr><td>☐ Education</td><td>☐ Other (specify):</td><td></td></tr></table>	☐ Energy	☐ Transport	☐ Tourism	☐ Construction	☐ Industry	☐ Food	☐ Health	☐ Waste	☐ Commercial	☐ Education	☐ Other (specify):	
☐ Energy	☐ Transport	☐ Tourism											
☐ Construction	☐ Industry	☐ Food											
☐ Health	☐ Waste	☐ Commercial											
☐ Education	☐ Other (specify):												
Decision: ☐ Entity needs to be nominated by (name SRA / Sector) _____: Justification: _____													
Date (DD/MM/YYYY):													
Center Stamp and Authorized Signature													



Form B

General Information			
Name of Entity:			
Classification Code::		Registration Number:	

Item Requiring Amendment		Updated Information			
☐	Type of Business Activities:				
☐	Contact Details of Head Office:	Address:	Zone : _____		
		Telephone No.:	Coordinates: Northing : _____		
		Fax No.:	Easting : _____		
		E-mail Address:			
		P.O. Box :			
☐	Authorized Contact Person:				
☐	Authorized Contact Person Position:				
☐	Contact Details of Authorized Person:	Telephone No.:	E-mail Address:		
		Fax No.:	P.O. Box :		
☐	Other Branches / Site Office:	Address:	Coordinates:		
			Zone	Northing	Easting
☐	Location Map(s):	☐ Current Location map(s) of Head Office and Branches are attached.			

Other Information requiring Amendment / Additional Information

(Please list and attach any relevant documents / evidence)

Comments:

Declaration			
I declare that all information provided in this document is true, correct and complete.			
Signature of the Authorised Contact Person:		Official Stamp :	
Date : (DD/MM/YYYY)	____ / ____ / ____		

Official Use		
Remarks: (a) Comment/Actions on the information submitted : (b) Revised deadline for completing the development of OSHMS : ____ (Day) ____ (Month) ____ (Year)		
Relevant Authority Stamp	Entered into Database by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	
	Reviewed by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	
	____ / ____ / ____	
	____ / ____ / ____	



Mechanism - 4.0

OSHMS Submission, Review and Approval

Mechanism 4.0 defines the procedures to be utilized by OSHAD and Sector Regulatory Authorities (SRAs) to manage the review, approval and implementation of a developed OSHMS.

OSHMS Submission, Review and Approval of a Developed OSHMS

- When an entity has completed the development of their OSH MS (documentation), it shall be submitted to the concerned SRA for review against the minimum requirements of the *OSHAD-SF*.
- Submittal of the entity OSH MS shall include a completed and authorized *OSHAD-SF – Form C*.
- If the entity utilizes a consultant to help develop their OSHMS, its name and Qudorat registration number shall be recorded on *OSHAD-SF - Form C*.
- The consultancy office shall be registered and approved, at the time of submission, to perform this work by OSHAD. If the consultancy office is not registered and approved, at the time of submission, by OSHAD, the OSHMS shall be automatically rejected.
- *OSHAD-SF – Form I – Evaluation of OSHSM* shall be completed by the SRA as part of the review process for all submitted OSHMS.
- Where a consultant is utilized to develop the OSH MS, the SRA shall submit the completed *OSHAD-SF – Form I* to OSHAD. The final determined grade of each OSH MS developed by approved OSH Consultancy Office shall be recorded. OSHAD shall utilize this information as part of the annual renewal of the professional entity registration process.
- Concerned SRA's shall undertake reviews of submitted entities OSHSM and provide official feedback to the entity within 60 calendar days from the submission date.
- Following review of the OSHMS, the SRA shall provide the entity official feedback on the outcome of the OSH MS review. If the system is deemed non-compliant this feedback shall include specific information on any changes, updates or modification required.
- The SRA shall implement process to monitor entities compliance with timescale for submission of their OSHMS, including meeting with the entity.



- OSHMS meeting OSHAD – SF conditions for approval shall be issued a certificate following the template presented by OSHAD and highlighting the key conditions for OSHMS approval.
- Each SRA shall have a procedure for renewal of entity's OSHMS certificate, which shall be granted only if minimum criteria set by OSHAD-SF are met.
- An entity whose OSHMS certificate was cancelled or suspended, may appeal the SRA's decision to OSHAD within 20 days of receiving the notification from the SRA. The decision of OSHAD shall be final in all appeals.



Form C

General Information					
Name of Entity:					
Classification Code:		Registration Number :			
Type of Business Activities:					
Number of Employees:		Percentage of time engaged in office based activities:		Percentage of time engaged in on-site / field based activities:	
OSHMS Development:	☐ Developed by Internal OSH Resources:		Name of Internal Manager Leading OSHMS Development:		
	☐ Developed by Registered OSH Consultancy:		Consultancy Office Name:		
			Registration Certificate Number:		
Date(s) of OSHMS Document Submission:	☐ First Submission Date ____ (Day) ____ (Month) ____ (Year) ☐ Subsequent Submission Date ____ (Day) ____ (Month) ____ (Year) Subsequent Submission Number _____				

OSHMS Information		
OSH Requirements:		List where system addresses the specific requirement.
1.0 Submittals and Report Organization		
1.1	Completed Form C Submitted with system	
1.2	Clearly defined document structure – easy to navigate	
1.3	Description of the type of business activities undertaken	
1.4	Defines scope of the OSHMS	
2.0 OSH Policy		
2.1	Occupational Safety and Health Policy (OSH Policy)	
2.2	Authorized / Signed by Top Management	
2.3	Is appropriate to the nature and scale of Entity's Risks	



2.4	Policy includes commitment to: • prevention of injury and illness • enhancement of employee health and wellbeing • Identification and management of OSH risks • legal compliance • setting, monitoring and reviewing OSH targets and objectives • provision of appropriate OSH resources • continual improvement	
2.5	Evidence of commitment for communication to all stakeholders	
2.6	Ensures OSH Policy is reviewed periodically	
3.0 Roles and Responsibilities		
3.1	Roles and Responsibilities procedure developed	
3.2	Ensures top management is ultimately responsible for OSH and the OSHMS	
3.3	Member of Top Management appointed as OSH Management Responsibility	
3.4	Ensures appropriate Competent OSH resources to implementing and maintain the OSH MS - if classified as high risk the entity must employ as a minimum one Grade A practitioner as defined by <i>OSHAD-SF Mechanism 8.0</i>	
3.5	Establishes clearly defined and documented OSH roles, responsibilities and delegating authorities for each role within the entity	
3.6	Ensures effective communication of roles & responsibilities to all employees	
3.7	Establishes the means to measure employee conformance against their defined roles, responsibilities and accountabilities	
4.0 Targets and Objectives		
4.1	OSH Targets and Objectives procedure developed	
4.2	Ensures documented & effectively communicated OSH targets & objectives	
4.3	Ensures targets and objectives, where practicable shall be measurable	
4.4	Incorporates requirements of: • the entity OSH policy • legal requirements • Risk Management programs • relevant Competent Authorities targets and objectives • OSHAD-SF mandatory key performance indicators, as defined in <i>Mechanism 6.0 – OSH Performance Monitoring and Reporting</i>	
4.5	Includes program(s) for achieving the targets and objectives, that include at a minimum, the methods, timeframes, monitoring activities and responsibilities	
4.6	Includes mechanisms to ensure that where targets and objectives are not met, corrective actions are developed and communicated to top management.	



4.7	Ensures targets, objectives and program(s) are reviewed periodically	
5.0 Legal Compliance		
5.1	Legal compliance procedure developed	
5.2	Ensures the means to identify and access relevant legal requirements	
5.3	Includes mechanisms to ensure legal requirements are considered when developing OSH MS procedures, processes and programs.	
5.4	Includes a means to evaluate compliance to all relevant legal requirements	
5.5	Includes mechanisms to determine any changes to legal requirements that may affect the applicability of legal requirements	
5.6	Includes a process to identify what legal information is required at different levels throughout the organization and how this will be communicated	
5.7	Includes a documented legal register that contains the following as a minimum: • OSH Law / Regulation full title as gazetted • Applicable clause(s), Article(s) or references • Applicable process(s) / Activity impacted by the legal requirement • Internal OSH MS procedure(s) / Document(s) references to ensure compliance to the legal requirement • Compliance monitoring requirements	
5.8	Includes an annual review of legal requirements	
6.0 Risk Management		
6.1	Risk management procedure developed	
6.2	Ensures risk management is an integral part of management and embedded in the entity culture and practices	
6.3	Ensures risk management shall be applicable to all phases of a project /development (from design to decommissioning)	
6.4	Defines risk management methodologies and competencies	
6.5	Is based on consultation with employees, contractors & other stakeholders	
6.6	Incorporates the recognized steps of risk assessment, which include: • identify all OSH hazards in the workplace • assess the risks of these hazards • formulate a hazard management program to reduce the risk to an acceptable and as low as reasonably practicable (ALARP) level • review the program on a regular basis • incorporates a management of change process within the entity	



6.7	Procedure(s) address: • routine & non-routine activities of all persons having access to the workplace • supply chain and contractor undertakings • human behavior (inc people with special needs and young persons) • hazards outside the workplace capable of adversely affecting the safety and health of employees • potential risk to persons not in the entity's employment • plant, equipment , substances and materials at the workplace • Inclement weather • the design or work areas, processes, plant, machinery, equipment, work organization and operating procedures	
6.8	Ensures documentation & recording of the results of risk management activities	
6.9	Incorporates the OSH Control Hierarchy	
6.10	Completed an OSH impacts review of all products, activities and services	
6.11	Appropriate Operational / Process Safety control measures developed, if applicable	
6.12	Appropriate Safety Case control measures developed, if applicable	
7.0 Contractor Management		
7.1	Management of Contractors procedure developed	
7.2	Incorporates the steps of the "Management of Contractors Process" – Element 03, As applicable	
7.3	Includes specific "construction work" processes & responsibilities – as per OSHAD-SF - CoP 53.0 – OSH Management during "Construction Work – if applicable	
8.0 Emergency Management		
8.1	Emergency Response and Management program / procedures developed	
8.2	Includes risk-based identification and response to potential emergency scenario , including normal and abnormal conditions	
8.3	Defines specific emergency response & management roles, responsibilities & resources	
8.4	Appropriate risk-based emergency response and management plan(s), including: • Fire management Plan • Emergency Evacuation plan • threat-specific • facility specific • appropriate support / functional plans	
8.5	Specific plans developed to deal with appropriate emergencies and high-risk hazards. Includes: • provision of appropriate resources (human, equipment, facilities, training) • arrangements for external stakeholder communications and requirements • arrangements for communications with local authorities & emergency services, if applicable	



8.6	Ensures periodic emergency response and management tests and exercises	
8.7	Ensures monitoring and review of plans and procedures annually	
9.0 Specific Entity Standard Operating Procedures		
9.1	Appropriate SOP's developed	
9.2	Addresses operations & activities that are associated with identified hazard(s) that require implementation of control measure(s) to manage risk(s)	
9.3	Includes controls related to supply chains (purchase of goods, equipment & services)	
9.4	Includes controls related to contactors and other visitors to the workplace	
9.5	Includes stipulated operating criteria / instructions where their absence could lead to an increase in OSH risk(s)	
10.0 Management of Change		
10.1	Management of Change process developed	
10.2	Ensures that changes in organizational structure, personnel, documentation, processes/procedures does not inadvertently introduce new hazards or increased risk	
10.3	Analyzes changes in operational procedures or processes to identify any required changes in training, documentation or equipment	
10.4	Analyzes changes in location, equipment or operating conditions for potential hazards	
10.5	Ensures that all personnel are made aware of and understand any changes in requirements, procedures and applicable control measures	
11.0 Training		
11.1	OSH Training procedure developed	
11.2	Appropriate compliance and reference to <i>OSHAD-SF - Mechanism 7.0 and 8.0</i>	
11.3	Appropriate monitoring and measuring of training results	
11.4	Identifying and evaluating OSH training needs (eg. Training Needs Analysis and OSH Training Matrix), and providing appropriate OSH training including: • OSH Management System training\ • Competency requirements for identified roles or tasks • Risk Management requirements • Requirements of relevant operational control procedures • OSH roles and responsibilities • OSH emergency response and management • OSH inductions (generic and site-specific) • OSH consequences of non-conformance to specified procedures • relevant subject specific OSH training • specialized task-specific training	



11.5	Planning the implementation of the training: • learning aims and objectives • level of responsibility and competence • frequency and types of training • literacy, numeracy, language and other learning requirements • course selection / material development • trainer competency • assessment activities • training records • refresher training requirements	
11.6	Ensures review of OSH training program	
12.0 Competency		
12.1	OSH Competency procedure developed	
12.2	Ensures that person(s) under its control performing tasks are competent	
12.3	Identifies and evaluate OSH competency requirements, including: • relevant OSH competencies • task-specific competences • methods of assessing competencies • recording competencies; and • maintaining and improving competencies	
12.4	Ensures review of OSH competency program	
13.0 Hazard, Near Miss, Incident Reporting and Investigation		
13.1	OSH Hazard, Near Miss, Incident Reporting & Investigation procedure(s) developed, in compliance with <i>OSHAD-SF - Mechanism 11 – Incident Notification, Investigation and Reporting</i>	
13.2	OSH Incident Investigation Program addresses at a minimum: • record, investigate and analyze OSH incidents • ensure investigations are performed by competent person(s) in consultation with relevant stakeholders • ensure investigations are performed in a timely manner • determine the root causes of OSH incidents • identify opportunities for corrective and preventative actions • effective communication of outcomes of investigations to relevant stakeholders	
13.3	OSH Reporting Procedure addresses at a minimum: • hierarchies, timetables and responsibilities for reporting • internal OSH performance and incident reporting requirements • external OSH performance and incident reporting requirements, including: ○ OSH Incidents to the SRA / CA as required ○ quarterly OSH performance to the SRA ○ annual third party external compliance audit results to the SRA / CA ○ requirements of Mechanism 6.0 – OSH Performance Monitoring and Reporting ○ other legal and regulatory reporting requirements • requirements outlined in CA permits / licenses / no objection certificate / etc • requirements outlined in approved OSH Plans and Studies • requirements outlined in relevant OSHAD-SF documents	



14.0 Communication and Consultation		
14.1	Communication procedure developed, addressing: • internal communication throughout the various levels of the entity • communication with contractors and other visitors to the workplace • relevant communication with external stakeholders • development of an annual OSH performance report	
14.2	Consultation procedure developed, addressing: • appropriate OSH committee established • appropriate consultation and participation of employees in OSH matters • appropriate involvement in risk management activities • appropriate involvement in OSH incident investigation • involvement in the development and review of OSH policies and objectives • structure of consultation committees and meetings • consultation with contractors and other external stakeholders	
15.0 Inspection		
15.1	OSH inspection program / procedure(s) developed, addressing: • scope, criteria, and objectives of inspections to be conducted • inspection program responsibilities and resources • Inspection program planning and implementation processes, including: ○ criteria ○ frequency and schedules ○ methods of collecting and verifying information ○ reporting inspection results ○ non-conformance and corrective action process ○ inspection program record keeping • inspection program monitoring and review • internal reporting requirements	
16.0 Audit		
16.1	OSH audit program / procedure(s) developed, addressing • scope, criteria, and objectives of audits to be conducted • audit program responsibilities, competencies and resources • audit program planning and implementation processes, including: ○ documented criteria ○ frequency and schedules ○ methods of collecting and verifying information ○ reporting audit results ○ nonconformance and corrective action ○ audit program record keeping • audit program monitoring and review • internal and external reporting requirements	
16.2	Ensures internal OSHMS auditors are suitably competent to undertake OSH audits.	
16.3	Ensures annual external third party compliance audits to be performed by registered Auditors in OSHAD	
17.0 OSH Performance Monitoring		
17.1	OSH Performance Monitoring procedure developed	



17.2	OSH Monitoring Program addresses at a minimum: • monitoring of the entity's OSH targets and objectives • monitoring the effectiveness of OSH programs and controls • proactive and reactive measures of performance to monitor conformance with OSH programs and controls • OSH Standards and Guideline Values and Federal OSH Standards • appropriate elements outlined in relevant OSHMS • elements outlined in CA permits / licenses / no objection certificate / etc • elements outlined in approved OSH Plans and Studies • elements outlined by relevant SRA / Competent Authority(s) • description of methodologies and instruments used to monitor, including, calibration requirements and records	
17.3	The monitoring of occupational health and safety includes at a minimum: • occupational noise, air and lighting • ergonomic and workplace design factors • waste management • wellness programs • hazardous substances • health surveillance • occupational illnesses • OSH hazards, near-misses and incidents	
18.0 Document Control		
18.1	Document Control procedure developed	
18.2	Ensures: • documents are reviewed and updated as required • documents remain legible, traceable and secure • relevant version control to ensure unintended use of obsolete documents • appropriate review and approval processes • appropriate distribution process for OSH documents	
19.0 Record Retention		
19.1	Record Retention procedure developed	
19.2	Ensures: • maintenance of OSH records as necessary to demonstrate conformity to the requirements • identification, storage, protection retrieval, retention & disposal of records • retention of OSH documents for a period of 5 years • retention of medical / occupational health records - period of employment + 30 years	



20.0 Management Review

20.1	Management System Review procedure developed, addressing: • ensure top management review the entity(s) OSHMS, at planned intervals to ensure its suitability and effectiveness; • identify of key review team members; • specify clear roles and responsibilities assigned to review team members; • defines the process of recording management reviews; • ensure management reviews shall include at a minimum: ○ review of the OSHMS by OSH staff; ○ status of action on previous OSH MS reviews ○ adequacy of recourses for maintaining an effective OSHMS ○ risk management program ○ results of internal and external audits; ○ other changes that affect the organization ○ OSH performance against targets and objectives; ○ changes to legal and other requirements; ○ relevant communications and complaints; ○ OSH incidents, investigations, non-conformances and corrective actions; and ○ recommendations for continual improvement	
* Please attach all OSHMS documents being submitted with this form.		

Declaration

I declare that all information provided in this document is true, correct and complete.

Signature of the Authorised Contact Person:		Official Stamp:	
Date :	____ / ____ / ____		

Official Use

Approval of OSHMS as Submitted by Entity:

- ☐ Yes
- ☐ No, reasons / amendments required:

Date for resubmission of OSHMS for Review and Approval: (If Applicable)

☐ Not Required

☐ _____ (Day) _____ (Month) ____ (Year)



Note: Implementation of the Entity's OSHMS shall commence within 30 days of receiving approval from the concerned SRA.

Note: Incident Reporting Requirements shall commence from the date of approval.

Note: OSH Performance Reporting Requirements shall commence in the quarter following quarter of approval.

Note: Annual Third Party External Compliance Audit shall be undertaken with (12) twelve months from the date of approval.

Date Entity Notified of Decision: ____ (Day) ____ (Month) ____ (Year)

Evaluation of OSHMS Form Completed and Submitted to OSHAD (OSHAD-SF – Form I)

☐ Yes

Relevant Authority Stamp

Entered into Database by:

Name:

Signature:

Date: (DD/MM/YYYY)

____ / ____ / ____

Reviewed by:

Name:

Signature:

Date: (DD/MM/YYYY)

____ / ____ / ____



Mechanism - 5.0

Requirements for Medium Risk Entities

Mechanism 5.0 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.

Medium Risk Entity Requirements

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 Labor Relations*) as a minimum:

- Ensure employee training, both site and task specific;
- Ensure hazards and risks are assessed;
- Provide safe and appropriate plant, equipment and tools;
- Provide safe and appropriate safety and welfare facilities, as required;
- Consider health issues;
- 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;
- Record OSH incidents and perform OSH incident investigations for all incidents (serious and non-serious);
- submit a copy of their Occupational Injuries Register on an annual basis to the concerned SRA.

Complete and maintain at a minimum the following OSH records and registers:

- Training register;
- PPE register;
- Occupational injuries register;
- Hazard and risk register;
- Incident investigation records; and
- Hazardous substance registers. (If applicable).

The entity may use the standard templates appended to this mechanism.
Should comply with the requirements of OSHAD- SF – code of practices
as applicable to the undertaking entity.



Mechanism - 6.0

OSH Performance Monitoring & Reporting

Mechanism 6.0 defines the procedures to be used by OSHAD, SRAs and Entities to manage minimum OSH performance monitoring and reporting process and criteria by means of Quarterly Performance reports and Third Party Audit reports.

Quarterly Performance Monitoring

Quarterly performance reports will be delivered by entities with approved OSHMS using the relevant form (OSHAD SF – *Form E* for Entities within sectors, and OSHAD SF – *Form E2* for government entities) to the SRA (for entities with Sectors) or OSHAD (for Government Entities).

These reports have to be delivered within set timescales, and quarterly reporting shall start with the quarter following the approval of an entity's OSHMS. The information required in the reports include: the number, frequencies and costs of OSH incidents and consequences, the overall cost of OSH Management, training of entity employees, entity OSH resources and their registration in Qudorat, and management of contractors.

SRAs will develop and implement procedure meeting OSHAD –SF requirements to monitor the performance of entities with respect to:

- Audit and inspection results;
- Incident investigation reports,
- Performance reporting,
- Closure of corrective actions,
- Lost time injury rate,
- Total reportable case frequency,
- Number of fatalities,
- Reporting requirements,
- Overall OSH performance.

Continuous noncompliance will result in reviewing the approval certificate (in line with the requirements *Mechanism 4.0*).



Third Party Audit

A Third Party Compliance Audit will also be required by the SRA for entities with approved OSHMS (in accordance with *Element 8.0*). This will be used to determine compliance with the OSHAD-SF, and the audit report shall be reviewed by the SRA to ensure there are suitable Corrective Action Plans, and suitable timescales for correcting any noncompliance. The SRA will provide feedback to the entity on the outcomes of Audit Report review, as well as to OSHAD on the performance of the auditing company.

If the auditing company or its' auditor are not registered by Qudorat at the time of audit, the audit shall be automatically rejected.

The SRA shall ensure the entity provides a corrective action plan for the identified non-compliance with an agreed timescale and shall monitor and verify closure of the Corrective Action plans.

Form E – Entity Quarterly OHS performance report

This form is to be submitted by sector entities to the concerned SRA to report their quarterly performance.

Form E1 – Sector Quarterly OHS Performance report

This form is to be submitted by the relevant SRA to OSHAD to report quarterly performance within the sector

Form E2 – Government Entity Quarterly OHS Performance report

This form is to be submitted by government entities to OSHAD to report their quarterly performance.

Form E4 – OSH Implementation costs in Entities within Sectors

This form is to be submitted by sector entities to the concerned SRA on an annual basis as a summary of OSH costs for OSH management and OSH incidents.

Form E5 – OSH Implementation costs in Government Entities

This form is to be submitted by government entities to OSHAD on an annual basis as a summary of OSH costs for OSH management and OSH incidents.

Form F – Entity Annual External OSH MS Audit Report

This form is to be submitted to the concerned SRA within 30 days of the audit.



Form E

General Information					
Classification Code:			Registration Number:		
Name of Entity:				OSHMS Approval Date:	
Address of Entity:				Telephone Number	
Contact Details of OSH Focal Point:	Name:				
	E-mail:			Telephone Number	
Number of Employees:		Working Hours Performed this Quarter*			
*Working Hrs. = No. of employees x working hrs. x No. of workdays (This simple formula is to be used only if no accurate mechanism available)					
Reporting Period:	Year: YYYY	☐ Q1 (Jan-Mar)	☐ Q2 (Apr-Jun)	☐ Q3 (Jul-Sep)	☐ Q4 (Oct-Dec)
Reporting Timeframe:		Mid April	Mid July	Mid October	Mid-January

Occupational Health & Safety Performance – Mandatory Reporting to Sector Regulatory Authority

Note: Refer to OSHAD SF - Mechanism 11.0 for reporting of incident with multiple consequences and its schedule B and C for Guidance on Injuries & Illness

Occupational Health & Safety Performance Summary for Entity, Contractors & Other Persons

KPI 2-01	Total Incidents (From My Entity and Non- Nominated Contractor)(sum of KPI 2-02 & 3-01)	
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Occupational Health & Safety Performance Summary for Entity

KPI 2-02		Total Incidents (From my Entity) (Total No. of incidents that occurred during the reporting quarter)			
Entity (s)	Employees Injuries & Illness Consequences	No.	Lost Workdays	Other Consequences	No.
Lost Time Injuries	Fatality			Serious Dangerous Occurrence	
	Permanent Total Disability			Equipment / Property Damage	
	Permanent Partial Disability				
	Lost Workdays Cases				
	a) Lost Workdays Injuries				
	b) Lost Workdays Occupational Illness				
Restricted Workday Case					
Medical Treatment Case					
Total Consequences (Summation of Injuries, illnesses and other Consequences)					



KPI 2-03 Total Reported Case Frequency (TRCF) [Total Injuries & illness reported in KPI 2-02 (Lost Time Injuries, Restricted Workdays and Medical Treatment Cases)]	Number of Total Injuries & Illness Reported in the Reporting Period	Number of Working Hours in Reporting Period	$\frac{TRC \times 1,000,000}{\text{Working Hours}}$

KPI 2-04 Lost Time Injury Severity Rate (LTISR) [Total Lost Workdays reported in KPI 2-02] Zero LWDs for Fatality & Permanent Total Disability	Number of Workdays lost due to Injuries & illness in the Reporting Period	Number of Working Hours in Reporting Period	$\frac{\text{No. of Days Lost} \times 1,000,000}{\text{Working Hours}}$

KPI 2-05 Lost Time Injury Frequency Rate (LTIFR) [Total Lost Time Injuries reported in KPI 2-02 (Fatality, Permanent Total Disability, Permanent Partial Disability & Lost Workdays Cases)]	Number of Lost Time Injuries in the Reporting Period	Number of Working Hours in Reporting Period	$\frac{\text{No. of LTI's} \times 1,000,000}{\text{Working Hours}}$

KPI 2-06 Number of Near Miss & First Aid Cases for Entity:	Near Miss	First Aid Cases

Occupational Health & Safety Performance Summary for Contractors (hired by or working for Entity but not Nominated currently with any concerned SRA/does not fall under any current Sector).				
KPI 3-01		Total Incidents (From Non-Nominated Contractor) (total No. of incidents that occurred during the reporting quarter)		
Contractor (s) Employees Injuries & Illness Consequences		No.	Other Consequences	No.
Lost Time Injuries	Fatality		Serious Dangerous Occurrence	
	Permanent Total Disability		Equipment / Property Damage	
	Permanent Partial Disability			
	Lost Workdays Cases			
	a) Lost Workdays Injuries			
	b) Lost Workdays Occupational Illness			
Restricted Workday Case				
Medical Treatment Case				
Total Consequences (Summation of Injuries, illnesses and other Consequences)				

KPI 3-02 Number of Near Miss & First Aid Cases for Contractors:	Near Miss	First Aid Cases

KPI 3-03 Number of Monitoring Activities	Total No. of Contractors		Inspections Performed on Contractors	
	Review / Approval of Contractor OSH Procedures.		Contractor Incidents Investigated by Entity.	



Performed on Contractor(s) / Supply Chain by Entity (nominated/ non-nominated):	Specific Requirement / Part System Audit Performed on Contractors		Corrective Notices Issued to Contractors:	
	Full OSHMS Audit Performed on Contractor		Breach Notices Issued to Contractors:	

Injury and Illnesses Consequences Summary for Other Persons (Visitors, Students, Hotel Guests, Passengers, etc.)

KPI 4-01 Number of Fatalities & Injuries for other Persons:	Total consequences (Summation of Fatalities & Injuries)		
	Fatality	Other Injuries	

KPI 4-02 Number of Near-Miss & First Aid Cases for other Persons:	Near Miss	First Aid Cases

OSH Resources, OSHMS Development, Implementation and Enforcement Summary for Entity

KPI 5-01- OSH Resources (Cumulative)	Number of OSH Employees	Number of OSH Nationals Employees	<u>No. of OSH Nationals Employees x 100</u> Number of OSH Employees
	Number of OSH Employees that passed the OSHAD-SF Practitioner Course	Number of OSH Employees Registered at Qudorat till date	

KPI 5-02 Average Number of Training Hours per Employee	Number of OSH Training Hours Undertaken	<u>No. of OSH Training Hours undertaken by Employees</u> Total No. of Employees

No. of Participants	Title	Training Level	Training Provider	Training Hours

Note: Additional information can be attached on a separate sheet if required

KPI 5-03 Third Party OSHMS Compliance Audit	Annual 3 rd Party OSHMS Compliance Audit conducted this year and form F submitted (YES/NO)	
	If YES, include date of audit	

Number of Corrective Notices (warning notices, improvement notices) received from the SRA as a result of non-compliance to OSHMS requirements	Number of warning notices received:	
	Number of improvement notices received:	
	Number of prohibition notices received:	

KPI 5-05 Number of Breach Notices (fines / penalties / enforceable undertakings) received from the SRA as a result of non-compliance to OSHMS requirements	Number of fines / penalties received:	
	Number of enforceable undertakings (<i>entity's commitment to spend money to rectify OSHMS non-compliance</i>):	
	Total value of all fines / penalties/ enforceable undertakings enforced (AED):	

Declaration			
I declare that all information provided in this document is true, correct and complete.			
Signature of the CEO / MD: (Top Manager):		Official Stamp:	
Date : (DD/MM/YYYY)	____/____/____		

Official Use		
Remarks :		
Relevant Authority Stamp	Entered into Database by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	____/____/____
	Reviewed by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	____/____/____

Form E1

General Information						
Classification Code:				Sector Regulatory Authority:		
Reporting Period:	Year: ____	☐ Q1 (Jan-Mar)	☐ Q2 (Apr-Jun)	☐ Q3 (Jul-Sep)	☐ Q4 (Oct-Dec)	
Reporting Timeframe:		End of April	End of July	End of October	End of January	
Sector Summary:	Number of Entities Reporting:		Total Number of Employees:		Total Working Hours Performed This Quarter:	

Occupational Health and Safety Performance - Compulsory Reporting to Competent Authority		
KPI 1-01 - Cumulative Number of Entities Nominated (High Risk)	Total Number of "High Risk" Entities Nominated to develop full OSHMS:	
	Total Number of Entities approved)full OSHMS):	
KPI 1-02 – Cumulative Number of Entities Notified (Medium/Low Risk Entities)	Total Number of "Medium Risk" Entities Notified to comply with Mechanism 5:	
	Total Number of "Low Risk" Entities Notified:	
KPI 1-03 –This Quarter Number of entities with an approved OSHMS complying with quarterly OSH performance reporting requirements	Total number of entities with an approved OSHMS who should submit their OSH Performance Report:	
	Percentage of entities with an approved OSHMS complying:	
KPI 1-04 – This Quarter Number of SRA investigations of incidents	Number of serious incidents notified or reported by entities with an approved OSHMS:	
	Number of serious incidents notifications/reports received by the SRAs involving entities without an approved OSHMS:	
	Number of investigations performed by SRA:	
	Percentage of investigations performed by SRA (out of total incidents notified or reported this quarter):	
KPI 1-05 –This Quarter Number of SRA inspections of entities	Number of nominated/notified entities inspected (excluding those with approved OSHMS):	
	Number of entities with an approved OSHMS inspected:	
	Percentage of entities with an approved OSHMS inspected (out of total entities inspected this quarter):	
KPI 1-06 – Cumulative Number of SRA Audits of entities	Number of entities with approved OSHMS audited by SRA:	
	Percentage of entities with approved OSHMS audited by SRA:	
*KPI 1-07 – This Quarter Number of OSHMS Workshops / Seminars or Similar Training Conducted by the SRA	Total Number of workshops/Seminars:	
	Total Number of Participants:	
	Total Training hours (for all participants in all workshops) :	



No. of Participants	Title	Training Level	Training Provider	Training Hours
KPI 1-08– This Quarter		Total Number of Awareness Notifications (workshops, publications, press releases, etc.) sent to the Center:		
Number of Awareness Activities conducted by the SRA		Percentage of Awareness Notifications approved by the Center (out of total submitted this quarter):		

**Note: Additional information can be attached on a separate sheet if required*

Occupational Health & Safety Performance Summary for Sector Entities, Contractors & Other Persons		
S-KPI 2-01	Total Incidents (From Sector Entities and Non- Nominated Contractor working with Sector Entities) (sum of S-KPI 2-02 &3-01)	

Occupational Health & Safety Performance Summary for Sector Entities				
S-KPI 2-02		Total incidents (From Sector Entities)		
Entity (s) Employees Injuries & Illness Consequences	No.	Lost Workdays	Other Consequences	No.
Lost Time Injuries	Fatality		Serious Dangerous Occurrence	
	Permanent Total Disability		Equipment / Property Damage	
	Permanent Partial Disability			
	Lost Workdays Cases			
	a) Lost Workdays Injuries			
	b) Lost Workdays Occupational Illness			
Restricted Workday Case				
Medical Treatment Case				
Total Consequences (Summation of Injuries, illnesses and other Consequences)				

S-KPI 2-03	Number of Total Injuries & Illness Reported in the Reporting Period	Number of Working Hours in Reporting Period	$\frac{TRC \times 1,000,000}{\text{Working Hours}}$
Total Reported Case Frequency (TRCF) [Total Injuries & illness reported in KPI 2-02 (Lost Time Injuries, Restricted Workdays and Medical Treatment Cases)]			



S-KPI 2-04 Lost Time Injury Severity Rate (LTISR) [Total Lost Workdays reported in KPI 2-02] Zero LWDs for Fatality & Permanent Total Disability	Number of Workdays lost due to Injuries & illness in the Reporting Period	Number of Working Hours in Reporting Period	<u>No. of Days Lost x 1,000,000</u> Working Hours

S-KPI 2-05 Lost Time Injury Frequency Rate (LTIFR) [Total Lost Time Injuries reported in KPI 2-02 (Fatality, Permanent Total Disability, Permanent Partial Disability & Lost Workdays Cases)]	Number of Lost Time Injuries in the Reporting Period	Number of Working Hours in Reporting Period	<u>No. of LTI's x 1,000,000</u> Working Hours

S-KPI 2-06 Number of Near Miss & First Aid Cases for Sector Entities:	Near Miss	First Aid Cases

Occupational Health & Safety Performance Summary for Contractors *(hired by or working for Sector Entities but not Nominated currently with any concerned SRA/does not fall under any current Sector).*

S-KPI 3-01		Total Incidents (From Non-Nominated Contractor working with sector entities) (total No. of incidents that occurred during the reporting quarter)		
Contractor (s) Employees Injuries & Illness Consequences		No.	Other Consequences	No.
Lost Time Injuries	Fatality		Serious Dangerous Occurrence	
	Permanent Total Disability		Equipment / Property Damage	
	Permanent Partial Disability			
	Lost Workdays Cases			
	a) Lost Workdays Injuries			
	b) Lost Workdays Occupational Illness			
Restricted Workday Case				
Medical Treatment Case				
Total Consequences (Summation of Injuries, illnesses and other Consequences)				

S-KPI 3-02 Number of Near Miss & First Aid Cases for Contractors:	Near Miss	First Aid Cases

S-KPI 3-03	Total No. of Contractors		Inspections Performed on Contractors	
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Number of Monitoring Activities Performed on Contractor(s) / Supply Chain by Sector Entities(nominated/ non-nominated):	Review / Approval of Contractor OSH Procedures.		Contractor Incidents Investigated by Entity.	
	Specific Requirement / Part System Audit Performed on Contractors		Corrective Notices Issued to Contractors:	
	Full OSHMS Audit Performed on Contractor		Breach Notices Issued to Contractors:	

Injury and Illnesses Consequences Summary for Other Persons (Visitors, Students, Hotel Guests, Passengers, etc in Sector Entities.)

S-KPI 4-01 Number of Fatalities & Injuries for other Persons:	Total consequences (Summation of Fatalities & Injuries)		
	Fatality	Other Injuries	

S-KPI 4-02 Number of Near-Miss & First Aid Cases for other Persons:	Near Miss	First Aid Cases

OSH Resources, OSHMS Development & Implementation Cost and Enforcement Summary for the Sector

S-KPI 5-01- OSH Resources in entities within Sector (Cumulative)	Number of OSH Employees	Number of OSH Nationals Employees	<u>No. of OSH Nationals Employees x 100</u> Number of OSH Employees
	Number of OSH Employees that passed the OSHAD-SF Practitioner Course	Number of OSH Employees Registered at Qudorat till date	

S-KPI 5-02 Average Number of Training Hours per Employee	Number of OSH Training Hours Undertaken	<u>No. of OSH Training Hours undertaken by Employees</u> Total No. of Employees

S-KPI 5-03 Number of Sector Entities with approved OSHMS completed annual 3 rd Party OSHMS Compliance Audit and report approved by SRA	Total number of entities with approved OSHMS completed annual 3 rd Party compliance Audit and submitted report	
	Percentage of entities with approved OSHMS completed annual 3 rd Party compliance Audit.	



S-KPI 5-04 Number of Corrective Notices (warning notices, improvement notices) issued by the SRA as a result of non-compliance to OSHMS requirements within its Sector	Number of warning notices issued:	
	Number of improvement notices issued	
	Number of prohibition notices issued:	

S-KPI 5-05 Number of Breach Notices (fines / penalties / enforceable undertakings) issued by the SRA as a result of non-compliance to OSHMS requirements within its Sector	Number of fines / penalties issued:	
	Number of enforceable undertakings (<i>entity's commitment to spend money to rectify OSHMS non-compliance</i>):	
	Total value of all fines / penalties/ enforceable undertakings enforced (AED):	

Declaration			
I declare that all information provided in this document is true, correct and complete.			
Signature of the Authorised Contact Person :		Regulatory Authority Official Stamp:	
Date : (DD/MM/YYYY)	____ / ____ / ____		

Official Use		
Remarks :		
Competent Authority Stamp	Entered into Database by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	____ / ____ / ____
	Reviewed by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	____ / ____ / ____



Form E2

General Information					
Classification Code:			Registration Number:		
Name of Entity:				OSHMS Approval Date:	
Address of Entity:				Telephone Number	
Authorized OSH Contact Person:	Name:				
	E-mail:			Telephone Number	
Number of Employees:		Working Hours Performed this Quarter*			
*Working Hrs. = No. of employees x working hrs. x No. of workdays (This simple formula is to be used only if no accurate mechanism available)					
Reporting Period:	Year:	☐ Q1 (Jan-Mar)	☐ Q2 (Apr-Jun)	☐ Q3 (Jul-Sep)	☐ Q4 (Oct-Dec)
Reporting Timeframe:		Mid April	Mid July	Mid October	Mid-January

Occupational Health & Safety Performance – Mandatory Reporting to OSHAD

Note: Refer to OSHAD-SF - Mechanism 11.0 for reporting of incident with multiple consequences and for Guidance on Injuries & Illness

Occupational Health & Safety Performance Summary for Entity, Contractors & Other Persons

KPI 2-01 **Total Incidents (From My Entity and Non- Nominated Contractor)(sum of KPI 2-02 & 3-01)**

Occupational Health & Safety Performance Summary for Entity					
KPI 2-02	Total Incidents (From my Entity) (Total No. of incidents that occurred during the reporting quarter)				
Entity (s)	Employees Injuries & Illness Consequences	No.	Lost Workdays	Other Consequences	No.
Lost Time Injuries	Fatality			Serious Dangerous Occurrence	
	Permanent Total Disability			Equipment / Property Damage	
	Permanent Partial Disability				
	Lost Workdays Cases				
	c) Lost Workdays Injuries				
	d) Lost Workdays Occupational Illness				
Restricted Workday Case					
Medical Treatment Case					
Total Consequences (Summation of Injuries, illnesses and other Consequences)					



KPI 2-03 Total Reported Case Frequency (TRCF) [Total Injuries & illness reported in KPI 2-02 (Lost Time Injuries, Restricted Workdays and Medical Treatment Cases)]	Number of Total Injuries & Illness Reported in the Reporting Period	Number of Working Hours in Reporting Period	$\frac{TRC}{\text{Working Hours}} \times 1,000,000$

KPI 2-04 Lost Time Injury Severity Rate (LTISR) [Total Lost Workdays reported in KPI 2-02] Zero LWDs for Fatality & Permanent Total Disability	Number of Workdays lost due to Injuries & illness in the Reporting Period	Number of Working Hours in Reporting Period	$\frac{\text{No. of Days Lost} \times 1,000,000}{\text{Working Hours}}$

KPI 2-05 Lost Time Injury Frequency Rate (LTIFR) [Total Lost Time Injuries reported in KPI 2-02 (Fatality, Permanent Total Disability, Permanent Partial Disability & Lost Workdays Cases)]	Number of Lost Time Injuries in the Reporting Period	Number of Working Hours in Reporting Period	$\frac{\text{No. of LTI 's} \times 1,000,000}{\text{Working Hours}}$

KPI 2-06 Number of Near Miss & First Aid Cases for Entity:	Near Miss	First Aid Cases

Occupational Health & Safety Performance Summary for Contractors (hired by or working for Entity but not Nominated currently with any concerned SRA/does not fall under any current Sector).

KPI 3-01		Total Incidents (From Non-Nominated Contractor) (total No. of incidents that occurred during the reporting quarter)		
Contractor (s) Employees Injuries & Illness Consequences		No.	Other Consequences	No.
Lost Time Injuries	Fatality		Serious Dangerous Occurrence	
	Permanent Total Disability		Equipment / Property Damage	
	Permanent Partial Disability			
	Lost Workdays Cases			
	c) Lost Workdays Injuries			
	d) Lost Workdays Occupational Illness			
Restricted Workday Case				
Medical Treatment Case				
Total Consequences (Summation of Injuries, illnesses and other Consequences)				

KPI 3-02 Number of Near Miss & First Aid Cases for Contractors:	Near Miss	First Aid Cases



KPI 3-03 Number of Monitoring Activities Performed on Contractor(s) / Supply Chain by Entity (nominated/ non-nominated):	Total No. of Contractors		Inspections Performed on Contractors	
	Review / Approval of Contractor OSH Procedures.		Contractor Incidents Investigated by Entity.	
	Specific Requirement / Part System Audit Performed on Contractors		Corrective Notices Issued to Contractors:	
	Full OSHMS Audit Performed on Contractor		Breach Notices Issued to Contractors:	

Injury and Illnesses Consequences Summary for Other Persons (Visitors, Students, Hotel Guests, Passengers, etc.)

KPI 4-01 Number of Fatalities & Injuries for other Persons:	Total consequences (Summation of Fatalities & Injuries)		
	Fatality	Other Injuries	

KPI 4-02 Number of Near-Miss & First Aid Cases for other Persons:	Near Miss	First Aid Cases

OSH Resources, OSHMS Development & Implementation Cost and Enforcement Summary for Entity

KPI 5-01- OSH Resources (Cumulative)	Number of OSH Employees	Number of OSH Nationals Employees	<u>No. of OSH Nationals Employees x 100</u> Number of OSH Employees
	Number of OSH Employees that passed the OSHAD-SF Practitioner Course	Number of OSH Employees Registered at Qudorat till date	

KPI 5-02 Average Number of Training Hours per Employee	Number of OSH Training Hours Undertaken	<u>No. of OSH Training Hours undertaken by Employees</u> Total No. of Employees

No. of Participants	Title	Training Level	Training Provider	Training Hours

Note: Additional information can be attached on a separate sheet if required



KPI 5-03 Third Party OSHMS Compliance Audit	Annual 3 rd Party OSHMS Compliance Audit conducted this year and form F submitted (YES/NO)	
	If YES, include date of audit	

Declaration			
I declare that all information provided in this document is true, correct and complete.			
Signature of the CEO / MD: (Top Manager):		Official Stamp:	
Date : (DD/MM/YYYY)	_/_/___		

Official Use		
Remarks :		
Relevant Authority Stamp	Entered into Database by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	_/_/___
	Reviewed by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	_/_/___



Form E4

General Information			
Name of Entity:		Classification Code:	
Type of Business Activities:			
Sector Name:	☐ Building and Construction ☐ Education ☐ Energy ☐ Food ☐ Commercial ☐ Health ☐ Industry ☐ Tourism ☐ Transport ☐ Waste		
Address:	Telephone No.:	E-mail Address:	
	Fax No.:	P.O. Box:	
Authorized Contact Person:			
Authorized Contact Person Position / Title:			
Contact Details of Authorized Person:	Telephone No.:	E-mail Address:	
	Fax No. :	P.O. Box :	
Annual Budget allocated for OSHMS implementation (AED):		Year:	
Details of Actual Expenditure <i>(during the same year)</i>			
1. OSH Management Costs (AED)			
Manpower:	OSH Manpower Direct Costs <i>(Salaries of full time OSH staff, Part time OSH staff, internal OSH consultant and related financial costs)</i>	OSH Manpower Indirect Costs <i>(Man hours lost for non-OSH staff who have spent time managing OSH issues, through supervision, inspection, internal audit, etc)</i>	



Training:	OSH Training Direct Costs <i>(Internal and external OSH training)</i>	OSH Training Indirect Costs <i>(Man hours lost during internal and external training)</i>	
Events/Campaigns:	OSH Awareness Events/Campaigns Direct Costs <i>(Costs of OSH special events/campaigns)</i>	OSH Awareness Events/Campaigns Indirect Costs <i>(Man hours lost during OSH special events/campaigns)</i>	
Consultancy/Audits:	OSH Consultancy Costs <i>(Cost of consultancy services for gap analysis, risk assessment, system development, etc)</i>	Third Party Audit <i>(Cost of third party annual audits)</i>	
Equipment:	OSH Equipment Capital Costs <i>(Purchase of OSH equipment, such as fire extinguishers, first aid kits, etc. and cost of safety system purchases or upgrades such as alarm systems)</i>	OSH Equipment Maintenance Costs <i>(Maintenance of OSH equipment)</i>	
Other Costs related to/associated with OSH Management:			
2. OSH Incidents Costs (AED)			
Assets:	Repair & Maintenance Costs <i>(Property, Machinery, Structure, Vehicle, etc.)</i>	Replacement Costs <i>(Property, Machinery, Structure, Material, Vehicle, etc)</i>	
Restoration/Productivity:	OSH Incident Scene / Area Restoration Costs <i>(Cost of cleanups, arrangement to make the area safe)</i>	Productivity Loss <i>(Includes total value of production, total man hours, total work hours lost)</i>	
Legal:	Legal Cost <i>(lawyers, Judicial prosecutions, etc)</i>	Compensation Claims	Penalties



Injury:	Injury Cost (Treatment, Hospital, Transport, Insurance, etc.)		Other Costs (relevant to / associated with the Incident)
Total Expenditure for OSH Implementation:	OSH Management Costs (AED)	OSH Incidents Costs (AED)	Grand Total (AED)

Comments (Please add any additional comment if needed)

Declaration			
I declare that all information provided in this document is true, correct and complete.			
Signature of the Authorized Contact Person:		Official Stamp :	
Date : (DD/MM/YYYY)	____/____/____		

Form E5

General Information			
Name of Entity:		Classification Code:	
Type of Business Activities:			
Address:	Telephone No.:	E-mail Address:	
	Fax No.:	P.O. Box:	
Authorized Contact Person:			
Authorized Contact Person Position / Title:			
Contact Details of Authorized Person:	Telephone No.:	E-mail Address:	
	Fax No. :	P.O. Box :	
Annual Budget allocated for OSHMS implementation (AED):		Year:	
Details of Actual Expenditure <i>(during the same year)</i>			
1. OSH Management Costs (AED)			
Manpower:	OSH Manpower Direct Costs <i>(Salaries of full time OSH staff, Part time OSH staff, internal OSH consultant and related financial costs)</i>	OSH Manpower Indirect Costs <i>(Man hours lost for non-OSH staff who have spent time managing OSH issues, through supervision, inspection, internal audit, etc)</i>	
Training:	OSH Training Direct Costs <i>(Internal and external OSH training)</i>	OSH Training Indirect Costs <i>(Man hours lost during internal and external training)</i>	
Events/Campaigns:	OSH Awareness Events/Campaigns Direct Costs <i>(Costs of OSH special events/campaigns)</i>	OSH Awareness Events/Campaigns Indirect Costs <i>(Man hours lost during OSH special events/campaigns)</i>	
Consultancy/Audits:	OSH Consultancy Costs	Third Party Audit	



	(Cost of consultancy services for gap analysis, risk assessment, system development, etc)	(Cost of third party annual audits)
Equipment:	OSH Equipment Capital Costs (Purchase of OSH equipment, such as fire extinguishers, first aid kits, etc. and cost of safety system purchases or upgrades such as alarm systems)	OSH Equipment Maintenance Costs (Maintenance of OSH equipment)
Other Costs related to/associated with OSH Management:		

2. OSH Incidents Costs (AED)			
Assets:	Repair & Maintenance Costs (PROPERTY, Machinery, Structure, Vehicle, etc.)	Replacement Costs (PROPERTY, Machinery, Structure, Material, Vehicle, etc)	
Restoration/Productivity:	OSH Incident Scene / Area Restoration Costs (Cost of cleanups, arrangement to make the area safe)	Productivity Loss (Based on monthly average wage per Grade, total work hours lost per month and total work hours per month)	
Legal:	Legal Cost (lawyers, Judicial prosecutions, etc)	Compensation Claims	
Injury:	Injury Cost (Treatment, Hospital, Transport, Insurance, etc.)	Other Costs (relevant to / associated with the Incident)	
Total Expenditure for OSH Implementation:	OSH Management Costs (AED)	OSH Incidents Costs (AED)	Grand Total (AED)



Comments (Please add any additional comment if needed)

Declaration

I declare that all information provided in this document is true, correct and complete.

Signature of the
Authorized Contact
Person:

Official
Stamp :

Date :
(DD/MM/YYYY)

____/____/____



Form F

General Information	
Name of Entity:	
Registration Number:	
Number of Sites/Locations (including Head Office)	

Audit Details			
Scope of Audit:			
	Number of Sites / Locations Visited:		
Reporting Period:	From: To:	Audit Man Days Performed:	
OSH 3 rd Party Auditing Company:		Qudorat Registration No.:	
OSH 3 rd Party Lead Auditor:		Qudorat Registration No.:	

Mandatory Documents to be attached	
☐	3 rd Party Audit Report attached
☐	Corrective Action Plan attached

OSHAD SF Elements		Number of Minor Non-Conformities	Number of Major Non-Conformities
1.	OSH Policy		
2.	Roles and Responsibilities		
3.	Targets and Objectives		
4.	Legal Compliance		
5.	Risk Management		
6.	Contractor Management		
7.	Emergency Response and Management		



OSHAD SF Elements		Number of Minor Non-Conformities	Number of Major Non-Conformities
8.	Operational Procedures		
9.	Management of Change		
10.	Training, Awareness & Competency		
11.	Hazard, Near Miss, Incident Investigation & Reporting		
12.	Communication and Consultation		
13.	Audit and Inspection (Non-Conformance)		
14.	OSH Performance Monitoring		
15.	Document Control and Record Retention		
16.	Management Review		
Total:			

Corrective Action Plan for Major Non Compliances (NC):		
NC No.	Corrective Action	Target Date

Entity Declaration:			
I declare that all information provided in this document is true, correct and complete.			
Signatory of the Authorized Contact Person :		Official Stamp:	
Date : (DD/MM/YYYY)	____/____/____		

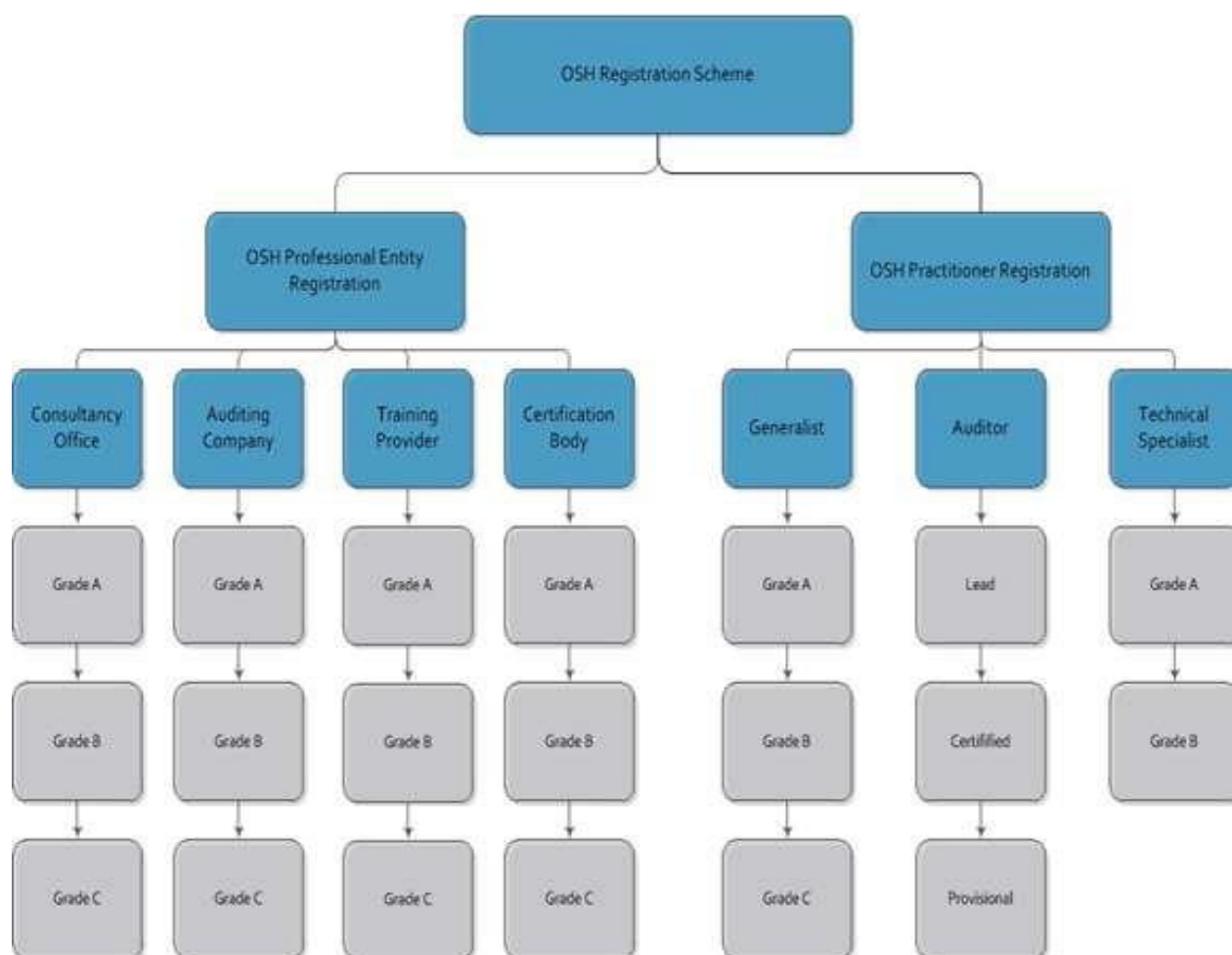
Official Use		
Remarks:		
Relevant Authority Stamp	Entered into Database by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	____ / ____ / ____
	Reviewed by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	____ / ____ / ____

Mechanism - 7.0 & 8.0

OSH Professional Entity registration and OSH Practitioner Registration

Mechanism 7 and 8 are concerned with ensuring that all those fulfilling roles in OSH within the Emirate of Abu Dhabi are qualified and competent based on experience, skill sets, training, education and qualifications.

These Mechanisms recognize 3 types of Practitioners and 4 types of Professional Entities, each subdivided into 2 or 3 grades (see below).





In addition, the OSH Practitioner Registration Mechanism recognises the following Practitioners as OSH Trainers:

- Grade A or B Generalist holding a training qualification and/or 2 years of demonstrable training experience; or
- Lead or Certified Auditor holding a training qualification and/or 2 years demonstrable training experience; or
- Grade A Technical Specialist holding a training qualification and/or 2 years demonstrable training experience.

Specific fields of work for OHS practitioners and professional entities are defined and announced by OSHAD as appropriate.

The mechanisms set detailed process and criteria for registration.

Associated with this mechanism are the standard forms, I, L, M, P, N, O and Q.

Standard Forms:

Form I – Consultancy Evaluation Form

Form M – OSH Professional Entity Project Experience Form

Form P – OSH Professional Entity Declaration and Code of Conduct Template

Form N – OSH Practitioner Resume Template

Form O – OSH Practitioner CPD Form

Form Q – OSH Practitioner Declaration and Code of Conduct Template

Mechanism – 9.0

Appointment of Principal contractor for “Construction Work”

Mechanism 9.0 is designed to define the procedures to be utilized by OSHAD and Building and Construction Sector Regulatory Authority to manage the appointment of a principal contractor on sites where “Construction Work” is being undertaken.

Requirements for Appointment of Principal Contractor

- This mechanism has been developed as part of the *OSHAD-SF* and prescribes the process for nominating and appointing principal contractors for “Construction Work” in the Emirate of Abu Dhabi.
- This mechanism has been developed to regulate the process of notification of projects and the appointment of principal contractors in the Building and Construction Sector.
- The Building and Construction SRA will administer and enforce the appointment process as part of the Municipality Building Permit Approval Procedure.
- The aim of this mechanism is to regulate the process for the appointment of an appropriate entity to perform this important role.
- Refer to *OSHAD-SF - CoP 53.0 – OSH Management during “Construction Work”* for more information on the appointment of principal contractors and the obligations of all relevant stakeholders.

Form H – Notice of Appointment of a Principal Contractor

This form shall be submitted to the Building and Construction SRA by the Developer / Client of all projects that include:

- “Construction Work” with a duration of 90 days or more; or
- “Construction Work” involving 100 staff or more on site at any time during the project; or
- 1,800 man days or more planned construction work.

This form shall be completed and approved before “Construction Work” is to begin on site.



Mechanism – 10.0

Request to Develop or Update OSHAD-SF Document

Mechanism 10.0 defines the requirements to be met in requesting and processing a proposed change to any issued *OSHAD-SF* or associated document.

The purpose is to ensure that proposed changes are beneficial to the system, adequately described and justified and submitted in an appropriate manner for efficient review by OSHAD.

Submission of Requests

- Requests shall be submitted directly to OSHAD.
- All requests shall be submitted using *OSHAD-SF - Form J - Request for Modification of the OSHAD-SF*.
- Additional evidence shall be included in the proposed request, where applicable, as part of the justification for the change(s).
- Requests made in any other manner shall not be considered.

Criteria and process for review of the submitted request are described in the Mechanism.

Form J - Request for Modification of OSHAD-SF.

This form is used to request a change to the *OSHAD-SF* or associated document.



Form J

General Information of Requester			
Name:		Date: (DD/MM/YYYY)	
Position / Title:			
Name of Sector / Entity:			
Contact Details:	Telephone No.:		E-mail Address:
	Fax No. :		P.O. Box :
Classification Code:		Registration Number:	

Modification Request Details			
☐ Change of Existing Requirement in Documents & Forms under the <i>OSHAD-SF</i>			
☐ Introduction of New Requirement in Documents & Forms under the <i>OSHAD-SF</i>			
☐ Cancellation and Removal of Existing Requirement in Documents & Forms under the <i>OSHAD-SF</i>			
Document Name:		Version Number:	
Document Section Number:		Page Number:	
Existing Situation:			
Description of Change Requested:			
Reason for Change / Amendment / Introduction / Removal:			



OSHAD Use Only:					
Change Request Reference Number:					
Change Significance:	☐ Minor ☐ Significant				
Decision::	☐ Accepted ☐ Not Accepted				
	☐ Incorporate immediately ☐ Incorporate at 6-monthly interval				
Justification / Comments:					
Reviewer Name:		Signature:		Date: (DD/MM/YYYY)	
Manager Name:		Signature:		Date: (DD/MM/YYYY)	
OSHAD Authorized Signatory:		Signature:		Date: (DD/MM/YYYY)	
Requestor Informed of Decision:					



Mechanism – 11.0

Incident Notification, Investigation and Reporting

Mechanism 11.0 defines the procedures to be utilized by OSHAD, Sector Regulatory Authorities and Entities to manage OSH Incident Notification, Investigation and Reporting.

Note: Although key relevant definitions are provided here, it is important to always refer to the Glossary of Terms for the correct definition and use of all the relevant terms under OSHAD-SF.

Key Definitions:

Lost Time Injury (LTI): Any absence from work resulting from work-related Fatalities, Permanent Total Disabilities, Permanent Partial Disabilities and Lost Workday Cases.

Lost Workday Case (LWDC): A work-related injury or illness that results in an injured person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift, supported by a medical report from an approved medical practitioner.

Note: Lost Time Injury (LTI) vs. Lost Work Day Case (LWDC): A lost time injury is a reporting requirement and is a collection of a number of different consequences that can occur following an incident, such as a fatality, permanent disability etc.

A lost Work Day Case is a single injury or illness which has resulted in a work day being lost, excluding fatalities.



Serious OSH Incident: A work related incident that requires notification to SRA and consisting of or resulting in:

- Fatality;
- Serious Injuries;
- Serious Occupational Illness;
- Serious Dangerous Occurrence

Restricted Workday Case (RWDC): is a work-related injury or illness that results in limitations on work activity that prevent an individual from doing any task of his/her normal job or from doing the entire job for any part of the day.

Notification: Notification under *OSHAD-SF* includes notifying the Serious Incidents to concerned SRA using the *OSHAD-SF - Form G – Serious OSH Incident Notification* within (a) 24 hrs. for fatalities or (b) within 3 working days for other serious incidents.

Reporting: Under *the OSHAD-SF* includes (a) reporting of incident investigation findings (using *OSHAD-SF - Form G1 – Serious OSH Incident Investigation*) and (b) reporting incidents in Quarterly Performance Report (*OSHAD-SF - Form E – Entity Quarterly OSH Performance Report* to the relevant SRA or *OSHAD-SF - Form E2 – Government Entity Quarterly OSH Performance Report* to OSHAD).

OSH Investigation: Under the *OSHAD-SF*, the term incident investigation shall refer to the internal investigation undertaken by the entity and/or the SRA investigation for the purpose of identifying the root causes of OSH incidents and identifying appropriate corrective actions to prevent reoccurrence.



Classification of OSH Incidents

Incident Types

The types of the OSH incidents to be recorded, notified and/or reported are listed below:

- Lost Time Injury;
- Fatality;
- Permanent Total Disability;
- Permanent Partial Disability; and
- Lost Workday Case;
- Serious Injury;
- Serious Occupational Illness / Disease;
- Serious Dangerous Occurrence;
- Restricted Work Case;
- Medical Treatment Case;
- First Aid Injury;
- Equipment / Property Damage; and
- Near Miss

Schedule A specifies the List of Serious Dangerous Occurrences.

Schedule B specifies the List of Serious Injuries.

Schedule C specifies the List of Serious Occupational Illnesses / Diseases.

Entities should note that regardless of the classification, all incidents shall be recorded and investigated internally.



Recordable vs. Reportable Incidents

- The entity shall ensure that all incidents shall be recorded, whether reportable (next point) or not, to ensure effective collection of OSH incident and performance data.
- The term “Reportable” as used in this Mechanism refers to Notification & Reporting requirements as defined above.
- Refer to Schedule No. 1 of Federal Law No. 8 of 1980 and Schedule A (Serious Dangerous Occurrences), Schedule B (Serious Injuries) & Schedule C (Serious Occupational Illnesses / Diseases) of this mechanism.

Entity OSH Incident Notification and Reporting Procedures(s)

The entity OSH Incident Notification and Reporting Procedure(s) shall address, at a minimum:

Process for identification and notification, both internally and externally;
hierarchies, timetables and responsibilities for incident notification and reporting;
internal OSH incident reporting requirements; and
external OSH incident reporting requirements

Serious OSH Incident Notification and reporting requirements:

The entity shall officially notify the concerned SRA as follows:

- Within 24 hours of an incident occurring at a workplace which results in Fatality;
- Within maximum of 3 working days from the date of an incident occurring at a workplace which results in the following incident types (serious incidents):
 - a. Serious Dangerous Occurrence (*Schedule A*);
 - b. Serious Injury (*Schedule B*); and
 - c. Receipt of a written diagnosis or other knowledge of the occurrence of a Serious Occupational Illness or Disease arising out of and in the course of work (*Schedule C*)
- OSH injuries / illnesses shall be notified to SRA's based on immediate judgment of their severity, where a medical report is not available at the time of notification.
- The entity shall notify the concerned SRA of relevant OSH incidents by completing and submitting *OSHAD-SF Form G – Serious OSH Incident Notification* (mandatory for entities



with an approved OSH MS and for Medium Risk Entities complying with minimum requirements stipulated in *OSHAD-SF – Mechanism 5.0*).

- The actual severity and consequences of the notified injury / illness once established based on investigation and diagnosis by licensed health care professional and supported by medical report shall be reported in the incident investigation report to the SRA (Form G1) as well as in the entity performance report to the SRA (Form E/E2).

IMPORTANT NOTE: If a LWDC transforms into Fatality or Permanent Total / Partial Disability, it will no longer be considered as LWDC. Incident Severity, Statistics and KPIs shall be updated accordingly for severity of injury and number of lost workdays. Such escalation applies to all types of incident / injury.

OSH Incidents with Multiple Consequences:

- A single OSH incident may result in multiple consequences.
- In case the consequences are multiple injuries, injury details for each person should be completed as part of the incident notification.
- *OSHAD-SF – Form E, E1 and E2* have been designed to collate multiple consequences of single incident. This is to correctly account for the number of injuries and incidents while calculating injury rates / frequencies.
- Appendix 2 of Mechanism 11 includes an example.

Medium & Low Risk Entities Notification and Reporting:

- Entities officially notified to comply with *OSHAD-SF – Mechanism 5.0 – OSH Requirements for Medium Risk Entities* shall follow these requirements for Serious OSH Incident Notification & Reporting:
 1. Notification of all “Serious OSH Incidents” as soon as practicable. submitting *OSHAD-SF – Form G – Serious OSH Incident Notification*;
 2. Submitting internal investigation Reports for all “Serious OSH Incidents” as stipulated, by completing and submitting *OSHAD-SF – Form G1 – Serious OSH Incident Investigation*.
 - For notified Low Risk Entities, the concerned SRA shall undertake the internal OSH investigation when notified of fatalities



Principal Contractor OSH Incident Notification and Reporting Process:

- Principal contractors shall notify, investigate and report relevant OSH incidents to the Building and Construction SRA (as per *OSHAD-SF – CoP 53.0 – OSH Management during “Construction Work”*) for their operations and all construction subcontractors that are not nominated.
- At a workplace where “Construction Work” is being undertaken and there is a principal contractor assigned the following OSH performance and incident reporting hierarchies apply:
 - a. all OSH incidents at the workplace shall be notified to the principal contractor;
 - b. if a sub-contractor or project manager / client representative / supervising consultant is involved in an OSH incident and they do have an approved OSH MS, they are responsible for notifying, investigating and reporting the incident to the concerned SRA; and
 - c. if a sub-contractor or project manager / client representative / supervising consultant is involved in an OSH incident and they do not nominated, the principal contractor is responsible for notifying, investigating and reporting the incident to the concerned SRA.

Entity Internal OSH Incident Investigation:

The entity internal OSH Incident Investigation Procedure(s) shall address, at a minimum:

- process for classification of incidents and incident types;
- process of recording, investigating and analyzing OSH incidents;
- roles and responsibilities of all stakeholders involved in incident investigations;
- that investigations are performed by competent person(s), as required by OSHAD and in consultation and coordination with relevant stakeholders;
- terms of reference for investigations;
- contents of an investigation report;
- that investigations are performed in a timely manner;
- process to determine the root causes of OSH incidents;
- opportunities for corrective and preventative control measures; and
- effective communication of the outcomes of the investigation to relevant stakeholders



Internal Investigation team:

- The entity shall ensure that the person(s) designated to undertake the internal OSH investigation are competent in the application of techniques employed in the investigation.
- Depending on the severity of OSH incidents, it may be deemed appropriate and/or necessary to utilize the services of professional investigators to assist in the internal OSH investigation of the root causes of the incident.

Preserving Incident Site and Evidence:

- The employer shall, as far as reasonably practicable, preserve and not disturb the site where an incident has occurred until the relevant authorities (Police, Civil Defense) arrive on site or direct the employer to take other action.
- The employer shall preserve all evidence associated with the incident until such time as the relevant authorities (Police, Civil Defense) deem necessary to ensure that all relevant evidence is collected.
- Notwithstanding these requirements, the entity may take such steps as reasonably necessary to preserve the life or safety of any person, or prevent further damage to property.

Process of investigating and analyzing OSH incidents:

- The entity shall ensure that all work related incidents, including near misses and dangerous occurrences, are investigated. The focus of investigation shall be to identify root causes, prevent future incidents and injuries and not to assign blame for the incident.
- The entity shall initiate an internal investigation of all incidents as soon as practicable, in which:
 - (a) the level of investigation shall be proportional to the magnitude of the occurrence;
 - (b) the entity shall use methods, processes and techniques sufficient to identify the root cause(s) of the occurrence.



OSH Investigation Reports

An internal OSH incident investigation report shall include information such as, but not limited to:

- type of OSH incident;
- details of the injured person (e.g. gender, occupation, experience, training, etc.);
- details of the location;
- details of the event;
- Evidence collected (e.g. arrangements and location for witness interviews, the statements of the interviewees, photographs of the scene, OSHMS documents, maintenance registers);
- actual consequences (e.g. people, assets, reputation) and potential consequences of the incident;
- details of the investigation outcome (e.g. equipment maintenance records; risk assessments / registers; the status of the implementation of the emergency plan and procedures, where appropriate);
- recommendations (corrective action plan) on preventing the recurrence of a similar incident (the recommendations shall prioritize the actions with target completion dates and stipulate the action parties and responsibilities);
- the person(s) responsible for the investigation, their authority and competency requirements; and
- The direct and indirect causes of the incident.



Completing and Reporting Serious OSH Incident Investigations:

These requirements are applicable to all Serious OSH Incidents notified to the concerned SRA (using Form G) by entities with an approved OSH MS as well as for Medium Risk Entities complying with minimum requirements stipulated in *OSHAD-SF – Mechanism 5.0*.

- The internal incident investigation report, shall be completed and submitted to the concerned SRA within 30 calendar days of the date of the incident as an attachment to the completed *OSHAD-SF – Form G1*.
- The completed *OSHAD-SF - Form G1* shall identify OSH injuries / illnesses in terms of their actual severity and consequences based on diagnosis by licensed health care professional and supported by medical report.
- Entities shall submit the corrective action plan, to the relevant SRA as part of the completed investigation report. The entity shall update the relevant SRA on the progress of the corrective actions.
- OSHAD acknowledges that specific components of the final report may not be available within 30 calendar days of the incident – such as outcomes of official Abu Dhabi Police investigation or the results of specific scientific/medical investigations or tests. This should not delay the submission of the entity's investigation report.



Submission and Review of OSH Investigations:

- The SRA shall ensure that all completed internal OSH incident investigations by entities are submitted within 30 calendar days. Where this is not possible due to information not being fully available or the investigation incomplete, the SRA shall ensure that an ongoing record of communication is kept and all stakeholders, including OSHAD, are aware of the timescales for completion.
- The SRA shall review all submitted investigations for completeness and to ensure the root cause of the incident has been identified, within 5 working days of receipt of the completed investigation.
- The SRA shall review the corrective action plan submitted, as part of the internal OSH incident investigation, to ensure it is reasonable and appropriate. The SRA may request additional corrective action where required.
- The SRA shall ensure that all completed investigations, including *OSHAD-SF - Form G1*, are submitted to OSHAD within 3 working days of review by the SRA.
- OSHAD may request, at any time, additional investigation or action on a submitted internal investigation

Other issues addressed in the Mechanism:

- Establishing work relationship
- Pre-existing medical/health conditions.
- Penetration (sharp) injuries.
- Definition and handling of “other persons”.
- Role of SRA in notification, investigation and reporting incidents, as well as in monitoring corrective action and incident analysis.
- Role of OSHAD in OSH incident investigation.



OSHAD-SF - Standard Forms

Form G – Serious OSH Incident Notification

This form is to be submitted by entities to the concerned SRA to notify a Serious Incident. It requires details of the incident and shall be submitted as per the reporting requirements: a) for fatalities within 24 hrs. of incident and b) for other Serious Incidents within maximum of 3 working days from the date of incident. The concerned SRA to notify OSHAD about the Serious Incident using Form G within one working day within 1 day form receipt of the notification.

Form G1 – Serious OSH Incident Investigation

This form is to be submitted by entities to the concerned SRA to summarize Serious Incident Internal Investigation findings. The full OSH Incident investigation shall be attached to the completed OSHAD-SF – Form G1. It requires details of the incident investigation and shall be submitted as per the reporting requirements: as soon as practicable – Maximum 30 Calendar Days from Date of Incident - For all Serious Incidents notified to SRA by Form G.

Form G2 – Non-Serious OSH Incident Investigation

This form is for Entity Internal Use and Recordkeeping. All non-serious Incidents not requiring immediate notification to SRA should be investigated internally and results recorded using Form G2 only.



Form G

Notification To:

Notification Date:

(DD/MM/YYYY)

To be submitted to the concerned Sector Regulatory Authority a) for fatalities within 24 hrs. of incident and b) for other Serious Incidents within maximum of 3 working days from the date of incident.

1. Reporting Entity Information:		Incident No. (for official use by SRA)	
Name of Entity:			
Sector:		Classification Code:	
Registration Number:			
Address of Entity:			
Authorized Contact Person:		Email Address:	
Telephone Number:		Mobile Number:	

2. Reporting on behalf of a Non-Nominated Contractor (hired by or working for Entity but not Nominated currently with any concerned SRA/does not fall under any current Sector).		☐ Yes	☐ No
Name of Contractor:			
Type of Business:			
Address:			

3. Incident Information				
DD/MM/YYYY			Time (24 hr):	
Type of Incident:	☐ Fatality	☐ Serious Dangerous Occurrence	☐ Serious Injury	☐ Serious Occupational Illness
		Mechanism 11Schedule A	Mechanism 11Schedule B	Mechanism 11Schedule C
Other Consequences resulting from this incident	Restricted Workday Case	Medical Treatment Case	First Aid Cases	Equipment / Property Damage
Incident Description: (Attach additional pages if required)				
Incident Location on Site:				
Incident Workplace Address:				
Region where incident occurred:	☐ Abu Dhabi	☐ Al Ain	☐ Western region	
Applicable Reports:	☐ Police	☐ Medical	☐ Other (Specify)	
Attached:	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	



4. Injury Type based on Immediate Judgment of the Severity:

The actual severity and consequences of the notified injury based on diagnosis by licensed health care professional and supported by medical report shall be reported in the incident investigation report to the SRA (Form G1) as well as in the entity performance report to the SRA (Form E/E2).

☐ Injury causing the affected person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift

☐ Immediate medical treatment of the injured person(s) as an in-patient in a hospital;

☐ Medical treatment of the injured person(s) within 48 hours of exposure to a substance;

Immediate medical treatment of the injured person(s) for:

☐ fracture (not including fingers or toes)

☐ electric shock or electrical burn;

☐ loss of a distinct part or organ of body including the amputation of any part of body;

☐ serious burns due to thermal and chemical agents;

☐ loss of consciousness and/or requiring resuscitation;

☐ entrapment of a body part in machinery / equipment / plant

☐ a serious head injury;

☐ a spinal injury;

☐ a serious eye injury including loss of sight (temporary or permanent);

☐ dislocation of joints

☐ the loss of bodily function; and

☐ exposure to a hazardous material;

☐ Serious laceration

☐ the separation of skin from any underlying tissue (such as scalping or de-gloving);

☐ Other

5. Injury Severity known at the time of Incident

The actual severity and consequences of the notified injury based on diagnosis by licensed health care professional and supported by medical report shall be reported in the incident investigation report to the SRA (Form G1) as well as in the entity performance report to the respective SRA (Form E/E2).

☐ Fatality

☐ Permanent Total Disability

☐ Permanent Partial Disability

☐ Lost Workdays Injury

☐ Lost Workdays Occupational Illness

6. Injured Person's Personal Details (For Injuries):

In case of an incident with more than one injured person, complete the information for each person using separate forms

Name:		Occupation:	
Relationship with Entity:	☐ Entity Employee	☐ Contractor Employee	☐ Other Person (e.g. Visitor,)
Nationality:		Date of Birth:	
Passport Number:		Length of Service:	__ Years __ Months
Contact Phone Number:		Gender:	☐ Male ☐ Female



7. Actions Taken Immediately after the Incident:

(Attach additional pages if more space is required)

No.	Actions	Responsibility	Status
1.			
2.			
3.			

Declaration by Reporting Entity:

I declare that all information provided in this document is true, correct and complete.

Signature of the Authorized Contact Person :		Official Stamp:	
Date : (DD/MM/YYYY)			

Official Use by SRA

Requires Reporting to OSHAD: ☐ Yes ☐ No Requires SRA Investigation / Follow-up: ☐ Yes ☐ No

Remarks:

Relevant Authority Stamp	Entered into Database by:	
	Name:	
	Signature:	
	Date: (DD /MM /YYYY)	
	Reviewed by:	
	Name:	
	Signature:	



Form G1

Appropriate Investigation to be completed as per Mechanism 11.0

To be completed and submitted to SRA as soon as practicable

Maximum 30 Calendar Days from Date of Incident - For all Serious Incidents notified to SRA by Form G

Reporting To:		Reporting Date: (DD/MM/YYYY)	
Part A – Incident Information (as notified in Form G)			
1. Reporting Entity Information:	Incident No. (for official use by SRA)		
Name of Entity:			
Sector:		Classification Code:	
Registration Number:			
Address of Entity:			
Authorized Contact Person:		Email Address:	
Telephone Number:		Mobile Number:	

2. Reporting on behalf of a Non-Nominated Contractor (hired by or working for Entity but not Nominated currently with any concerned SRA/does not fall under any current Sector):	☐ Yes	☐ No
Name of Contractor:		
Type of Business:		
Address:		

3. Incident Information:			
Date of Incident: (DD/MM/YYYY)		Time (24 hr):	
Incident Type:			
Lost Time Injuries	☐ Fatality		
	☐ Permanent Total Disability		
	☐ Permanent Partial Disability		
	☐ Lost Workdays Injury		
	☐ Lost Workdays Occupational Illness		
☐ Serious Dangerous Occurrence			



4. Incident Details:			
Brief description of the main circumstances leading to the Incident: <i>(Attach additional pages if requires)</i>			
Incident Location on Site:			
Incident Workplace Address			
Region where incident occurred:	☐ Abu Dhabi	☐ Al Ain	☐ Western region
Applicable Reports:	☐ Police	☐ Medical	☐ Investigation report and Photos ☐ Other (Specify)
Attached:	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

5. Injured Person's Personal Details (For Injuries):			
<i>In case of an incident with more than one injured person, complete the information for each person using separate forms</i>			
Name:		Occupation:	
Relationship with Entity:	☐ Entity Employee	☐ Contractor Employee	☐ Other Person (e.g. Visitor,)
Nationality:		Date of Birth:	
Passport Number:		Length of Service:	___ Years __ Months
Contact Phone Number:		Gender:	☐ Male ☐ Female

Part B – Incident Investigation Summary	
1. Incident Causes Details: <i>To be supported with the incident investigation report</i>	
Immediate Cause (Unsafe Act)	☐ Failure to secure ☐ Failure to warn ☐ Removing / Defeating Safety Devices ☐ Failure to use PPE properly ☐ Operating at improper speed ☐ Lack of awareness / knowledge ☐ Lack of attention / concentration ☐ Violation / taking shortcuts ☐ Operating equipment without authority ☐ Servicing equipment in operation ☐ Using defective equipment / tools ☐ Using equipment improperly ☐ Improper lifting/ loading/ placement ☐ Improper position for task ☐ Horseplay (<i>practical joke with harmful impacts</i>) ☐ Others _____



Immediate Cause (Unsafe Conditions)	☐ Inadequate guards or barriers ☐ Inadequate warning system or notice ☐ Inadequate ventilation ☐ Fire and explosion hazards ☐ High / Low temperature exposure ☐ Hazardous gases/dusts/vapors/fumes ☐ Defective tools, equipment or materials ☐ Others _____	☐ Inadequate or improper protective equipment ☐ Inadequate or excess illumination ☐ Congestion/ restricted action/ poor access ☐ Poor housekeeping, disorder ☐ Excessive noise exposure ☐ Radiation exposure ☐ Equipment failure
Root Causes (Personal factor)	☐ Physical Capability <i>(Any sensory deficiency, Inadequate size or strength or physical disabilities)</i> ☐ Mental State <i>(poor judgment, memory failure, poor condition, fears or emotional disturbance)</i> ☐ Behavior <i>(save time, avoids discomfort, improper supervisory, inadequate disciplinary process or inappropriate aggression)</i> ☐ Human Error	☐ Physical Condition <i>(previous injury/illness, Fatigue, blood sugar or Impairment due to drugs)</i> ☐ Skill Level <i>(Inadequate required skill, lack of coaching on skill or infrequent performance of skill)</i> ☐ Mental Stress <i>(Frustration, confusion/conflicting directions, emotional overload, extreme meaningless activities or concentration/judgment demands)</i> ☐ Others _____
Root Causes (System Factor)	☐ Inadequate Training / Knowledge transfer ☐ Inadequate / Missing Work Procedures (SoP) ☐ Inadequate Purchasing/Material handling ☐ Inadequate Tools/Equipment ☐ Inadequate Risk Assessment / Management ☐ Inadequate Contractor Management ☐ Inadequate Management of Change ☐ Others _____	☐ Inadequate Leadership Supervision ☐ Inadequate Incident Investigation / Analysis ☐ Inadequate Engineering / Design / Controls ☐ Inadequate Maintenance ☐ Inadequate Communication ☐ Inadequate Planned Inspections ☐ Inadequate Emergency Response Plan



2. Injury Details:

To be supported with diagnosis by Licensed Health Care Professional and/or Medical Report

Nature of Injury / Illness:		☐ Abrasions / Bruising	☐ Amputation - Traumatic	☐ Bite / Sting
		☐ Burn	☐ Concussion	☐ Crush / Internal Injury
		☐ Cuts/ Laceration / Open Wound	☐ Hearing Loss / Deafness	☐ Dislocation
		☐ Electric Shock	☐ Foreign Body under Skin	☐ Fracture
		☐ Foreign Body in Eye	☐ Infectious Disease	☐ Hernia
		☐ Heat Related Illness	☐ Occupational Illness / Disease	☐ Musculoskeletal Disorder - Chronic / RSI
		☐ Nerve / Spinal Cord Injury	☐ Psychological (Stress)	☐ Poisoning / Toxic Effect - Ingestion
		☐ Poisoning / Toxic Effect – Inhalation	☐ Strain / Sprain	☐ Respiratory Disease
		☐ Skin Irritation / Disease	☐ Other _____	☐ Other _____

Mechanism of Injury / Illness:	☐ Bite / Sting	☐ Biological Factors	☐ Cave-In or Collapse
	☐ Chemicals / Substances / Radiation	☐ Drowning / Submersion	☐ Dust / Fumes / Gases
	☐ Extreme Temperature / Fire	☐ Electricity	☐ Equipment / Property Damage
	☐ Hit by Moving Object / Crush / Vehicle	☐ Manual Handling	☐ Fall from Height
	☐ Occupational Violence	☐ Penetrating Injury (needle stick, puncture wound)	☐ Mental Stress
	☐ Repetitive Motion	☐ Slip, Trip and Fall	☐ Sound / Pressure
	☐ Struck by Falling Object	☐ Other Unspecified Mechanism:	

Agency / Source of Injury / Illness:		☐ Animal / Human	☐ Confined Space	☐ Environmental Conditions
		☐ Fixed Machinery / Plant	☐ Infectious Agent	☐ Materials or Chemical Substances
		☐ Mobile Plant / Equipment	☐ Non-Powered Equipment / Tools / Appliances	
		☐ Powered Equipment / Tools / Appliances	☐ Road Transport / Vehicles	☐ Scaffolding or Ladders
		☐ Sharps / Scalpels / Needles / etc.	☐ Trench or Excavations	☐ Other

Bodily Location:	☐ Head / Neck	☐ Cervical Spine	☐ Ear	☐ Eye
		☐ Face (excluding eye)	☐ Forehead	☐ Mouth
		☐ Neck	☐ Nose	☐ Scalp / Skull
	☐ Trunk	☐ Abdomen	☐ Back	☐ Genitals
		☐ Pelvis	☐ Spine	☐ Thorax
	☐ Upper Extremity	☐ Clavicle (Collar Bone)	☐ Elbow	☐ Fingers (other than Thumbs)
		☐ Forearm	☐ Hand	☐ Shoulder
		☐ Thumb	☐ Upper Arm	☐ Wrist
	☐ Lower Extremity	☐ Ankle	☐ Buttocks	☐ Foot
		☐ Hip / Groin	☐ Knee	☐ Lower Leg
☐ Thigh		☐ Toes		
☐ Internal	☐ Arteries	☐ Brain	☐ Heart	



	Organs	☐ Intestines	☐ Kidney	☐ Liver
		☐ Lungs	☐ Spleen	☐ Stomach
	☐ General	☐ Heat Related	☐ Occupational Illness	☐ Other:

3. Actions Taken Immediately after the Incident: (Attach additional pages if more space is required)			
No.	Actions	Responsibility	Date Completed:
1.			
2.			
3.			

4. Incident Root Cause(s): (Refer to Section 1. Attach additional pages if more space is required)	
1.	
2.	
3.	

5. Corrective Actions to prevent Recurrence: (Attach additional pages if more space is required)			
No.	Actions:	Person Responsible:	Target Date
1.			
2.			
3.			

6. Incident Cost: (Approximate / Best Estimate)		
No.	Item / Area	Amount (Dhs.)
1.	☐ Injury Cost (Treatment, Hospital, Transport, Insurance, etc.)	
2.	☐ Legal Cost (Compensation claims, judicial prosecutions, etc. – Federal Law No. 8)	
3.	☐ Productivity Cost (Business disruptions, Delays, Production loss / day, Material, Salaries, etc.)	
4.	☐ Asset Cost (Property, Machinery, Equipment, Structure, Vehicle, etc. – Repair & Maintenance)	
5.	☐ Asset Cost (Property, Machinery, Equipment, Structure, Material, Vehicle, etc. – Replacement)	
6.	☐ Enforcement Action (Penalty Issued by Authority)	
7.	☐ Incident Scene / Area Restoration Cost (arrangements to making safe, cleanup, etc.)	
8.	☐ Other Cost relevant to / associated with the Incident	



9.	Total Cost	
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7. Risk Assessment:

(considering / implementing the post incident corrective actions and controls): Refer to OSHAD SF Technical Guideline on Process of Risk Management

Probability:	☐ Rare	☐ Possible	☐ Likely	☐ Often	☐ Frequent
Severity of Consequence:	☐ Insignificant	☐ Minor	☐ Moderate	☐ Major	☐ Catastrophic
Level of Residual Risk:	☐ Low	☐ Moderate	☐ High	☐ Extreme	

8. Declaration by Injured Person (If applicable / possible)

I declare that all information provided in this document is true, correct and complete.

Name of Injured Person or Representative:		Signature of Injured Person or Representative:	
Date : (DD/MM/YYYY)			

Declaration by Reporting Entity:

- ☐ I declare that all information provided in this document is true, correct and complete.
- ☐ Complete investigation report attached – as per Mechanism 11.0 – Incident Notification, Investigation and Reporting
- ☐ Relevant evidence included / attached to report (e.g. Copies of Relevant Procedures, Permits to Work, Photos, Drawings, MSDS, Copy of Police Report, Copy of Medical Report, Interviews, etc.)
- ☐ I declare that corrective actions listed in this form and/or the attached investigation report will be fully implemented in a timely manner

Incident Investigation Status:	☐ Closed – Completed	☐ Report attached
Signature of the CEO / MD: (Top Manager)		Official Stamp:
Date : (DD/MM/YYYY)		

Official Use by SRA

Requires Reporting to OSHAD	☐ Yes	☐ No	Requires SRA Investigation / Follow-up	☐ Yes	☐ No
Remarks:					



Relevant Authority Stamp	Entered into Database by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	
	Reviewed by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	

Note: Personal information will not be disclosed to other parties without entity's consent unless required to do so by law

Form G2

Appropriate Investigation to be completed as per Mechanism 11.0

All non-serious Incidents not requiring notification to SRA should be investigated and results recorded using this Form (G2)

Part A – Incident Information			
1. Reporting Entity Information:			
Name of Entity:			
Sector:		Classification Code:	
Registration Number:			
Address of Entity:			
Authorized Contact Person:		Email Address:	
Telephone Number:		Mobile Number:	
2. Incident involving a Non-Nominated Contractor (hired by or working for Entity but not Nominated currently with any concerned SRA/does not fall under any current Sector):			☐ Yes ☐ No
Name of Contractor:			
Type of Business:			
Address:			
3. Incident Information:			
Date of Incident (DD/MM/YYYY)		Time (24 hr):	
Incident Type:			
☐ Restricted Work Case			
☐ Medical Treatment Case			
☐ First aid Injury			
☐ Equipment / Property Damage			
☐ Near-miss			
4. Incident Details:			
Brief description of the main circumstances leading to the Incident: (Attach additional pages if more space is required)			
Incident Location on Site:			



Incident Address:	Workplace	
Medical Report: (If applicable)		

5. Injured Person's Personal Details (For Injuries):

In case of an incident with more than one injured person, complete the information for each person using separate forms

Name:		Occupation:	
Relationship with Entity:	☐ Entity Employee	☐ Contractor Employee	☐ Other Person (e.g. Visitor,)
Nationality:		Date of Birth:	
Passport Number:		Length of Service:	____ Years ____ Months
Contact Phone Number:		Gender:	☐ Male ☐ Female

Part B – Incident Investigation Summary

1. Incident Causes Details:

To be supported with the incident investigation report

Immediate Cause (Unsafe Act)	☐ Failure to secure	☐ Operating equipment without authority
	☐ Failure to warn	☐ Servicing equipment in operation
	☐ Removing / Defeating Safety Devices	☐ Using defective equipment / tools
	☐ Failure to use PPE properly	☐ Using equipment improperly
	☐ Operating at improper speed	☐ Improper lifting/ loading/ placement
	☐ Lack of awareness / knowledge	☐ Improper position for task
	☐ Lack of attention / concentration	☐ Horseplay (<i>practical joke with harmful impacts</i>)
	☐ Violation / taking shortcuts	☐ Others _____

Immediate Cause (Unsafe Conditions)	☐ Inadequate guards or barriers	☐ Inadequate or improper protective equipment
	☐ Inadequate warning system or notice	☐ Inadequate or excess illumination
	☐ Inadequate ventilation	☐ Congestion/ restricted action/ poor access
	☐ Fire and explosion hazards	☐ Poor housekeeping, disorder
	☐ High / Low temperature exposure	☐ Excessive noise exposure
	☐ Hazardous gases/dusts/vapors/fumes	☐ Radiation exposure
	☐ Defective tools, equipment or materials	☐ Equipment failure
	☐ Others _____	



Root Causes (Personal factor)	☐ Physical Capability (Any sensory deficiency, Inadequate size or strength or physical disabilities)	☐ Physical Condition (previous injury/illness, Fatigue, blood sugar or Impairment due to drugs)
	☐ Mental State (poor judgment, memory failure, poor condition, fears or emotional disturbance)	☐ Skill Level (Inadequate required skill, lack of coaching on skill or infrequent performance of skill)
	☐ Behavior (save time, avoids discomfort, improper supervisory, inadequate disciplinary process or inappropriate aggression)	☐ Mental Stress (Frustration, confusion/conflicting directions, emotional overload, extreme meaningless activities or concentration/judgment demands)
	☐ Human Error	☐ Others _____

Root Causes (System Factor)	☐ Inadequate Training / Knowledge transfer	☐ Inadequate Leadership Supervision
	☐ Inadequate / Missing Work Procedures (SoP)	☐ Inadequate Incident Investigation / Analysis
	☐ Inadequate Purchasing/Material handling	☐ Inadequate Engineering / Design / Controls
	☐ Inadequate Tools/Equipment	☐ Inadequate Maintenance
	☐ Inadequate Risk Assessment / Management	☐ Inadequate Communication
	☐ Inadequate Contractor Management	☐ Inadequate Planned Inspections
	☐ Inadequate Management of Change	☐ Inadequate Emergency Response Plan
	☐ Others _____	

2. Injury Details:

To be supported with diagnosis by Licensed Health Care Professional and/or Medical Report

Nature of Injury / Illness:	☐ Abrasions / Bruising	☐ Amputation - Traumatic	☐ Bite / Sting
	☐ Burn	☐ Concussion	☐ Crush / Internal Injury
	☐ Cuts/ Laceration / Open Wound	☐ Hearing Loss / Deafness	☐ Dislocation
	☐ Electric Shock	☐ Foreign Body under Skin	☐ Fracture
	☐ Foreign Body in Eye	☐ Infectious Disease	☐ Hernia
	☐ Heat Related Illness	☐ Occupational Illness / Disease	☐ Musculoskeletal Disorder - Chronic / RSI
	☐ Nerve / Spinal Cord Injury	☐ Psychological (Stress)	☐ Poisoning / Toxic Effect - Ingestion
	☐ Poisoning / Toxic Effect – Inhalation	☐ Strain / Sprain	☐ Respiratory Disease
	☐ Skin Irritation / Disease	☐ Other _____	☐ Other _____

Mechanism of Injury / Illness:	☐ Bite / Sting	☐ Biological Factors	☐ Cave-In or Collapse
	☐ Chemicals / Substances / Radiation	☐ Drowning / Submersion	☐ Dust / Fumes / Gases
	☐ Extreme Temperature / Fire	☐ Electricity	☐ Equipment / Property Damage
			☐ Fall from Height



	☐ Hit by Moving Object / Crush / Vehicle	☐ Manual Handling	☐ Mental Stress
	☐ Occupational Violence	☐ Penetrating Injury (needle stick, puncture wound)	
	☐ Repetitive Motion	☐ Slip, Trip and Fall	☐ Sound / Pressure
	☐ Struck by Falling Object	☐ Other Unspecified Mechanism: _____	

Agency / Source of Injury / Illness:		☐ Animal / Human	☐ Confined Space	☐ Environmental Conditions
		☐ Fixed Machinery / Plant	☐ Infectious Agent	☐ Materials or Chemical Substances
		☐ Mobile Plant / Equipment	☐ Non-Powered Equipment / Tools / Appliances	
		☐ Powered Equipment / Tools / Appliances	☐ Road Transport / Vehicles	☐ Scaffolding or Ladders
		☐ Sharps / Scalpels / Needles / etc.	☐ Trench or Excavations	☐ Other _____
Bodily Location:	☐ Head / Neck	☒ Cervical Spine	☐ Ear	☐ Eye
		☒ Face (excluding eye)	☐ Forehead	☐ Mouth
		☐ Neck	☐ Nose	☐ Scalp / Skull
	☐ Trunk	☐ Abdomen	☐ Back	☐ Genitals
		☐ Pelvis	☐ Spine	☐ Thorax
	☐ Upper Extremity	☐ Clavicle (Collar Bone)	☐ Elbow	☐ Fingers (other than Thumbs)
		☐ Forearm	☐ Hand	☐ Shoulder
	☐ Thumb	☐ Upper Arm	☐ Wrist	
☐ Lower Extremity	☐ Ankle	☐ Buttocks	☐ Foot	
	☐ Hip / Groin	☐ Knee	☐ Lower Leg	
	☐ Thigh	☐ Toes		
☐ Internal Organs	☐ Arteries	☐ Brain	☐ Heart	
	☐ Intestines	☐ Kidney	☐ Liver	
	☐ Lungs	☐ Spleen	☐ Stomach	
☐ General	☐ Heat Related	☐ Occupational Illness	☐ Other: _____	

3. Actions Taken Immediately after the Incident:			
(Attach additional pages if more space is required)			
No.	Actions:	Responsibility	Date Completed: (DD/MM/YYYY)
1.			
2.			
3.			



4. Incident Root Cause(s):

(Refer to Section 1. Attach additional pages if more space is required)

1.	
2.	
3.	

5. Corrective Actions to Prevent Recurrence:

(Attach additional pages if more space is required)

No.	Actions:	Person Responsible:	Target Date(DD/MM/YYYY)
1.			
2.			
3.			

6. Incident Cost:

(Approximate / Best Estimate)

No.	Item / Area		Amount (Dhs.)
1.	☐	Injury Cost (Treatment, Hospital, Transport, Insurance, etc.)	
2.	☐	Legal Cost (Compensation claims, judicial prosecutions, etc. – Federal Law No. 8)	
3.	☐	Productivity Cost (Business disruptions, Delays, Production loss / day, Material, Salaries, etc.)	
4.	☐	Asset Cost (Property, Machinery, Equipment, Structure, Vehicle, etc. – Repair & Maintenance)	
5.	☐	Asset Cost (Property, Machinery, Equipment, Structure, Material, Vehicle, etc. – Replacement)	
6.	☐	Enforcement Action (Penalty Issued by Authority etc.)	
7.	☐	Incident Scene / Area Restoration Cost (arrangements to make safe, cleanup, etc.)	
8.	☐	Other Cost relevant to / associated with the Incident	
9.		Total Cost	



7. Risk Assessment

(considering / implementing the post incident corrective actions and controls) Refer to OSHAD SF Technical Guideline on Process of Risk Management

Probability:	☐ Rare	☐ Possible	☐ Likely	☐ Often	☐ Frequent
Severity of Consequence:	☐ Insignificant	☐ Minor	☐ Moderate	☐ Major	☐ Catastrophic
Level of Residual Risk:	☐ Low	☐ Moderate	☐ High	☐ Extreme	

8. Declaration by Injured Person (If applicable)

I declare that all information provided in this document is true, correct and complete.

Name of Injured Person or Representative:		Signature of Injured Person or Representative:	
Date : (DD/MM/YYYY)	____/____/____		

9. Reviews & Approvals:

- ☐ Complete investigation report attached – as per Mechanism 11.0 – Incident Notification, Investigation and Reporting.
- ☐ Relevant evidence included / attached to report (e.g. Copies of Relevant Procedures, Permits to Work, Photos, Drawings, MSDS, Copy of Police Report, Copy of Medical Report, Interviews, etc.)
- ☐ Corrective actions listed in this form and/or the attached investigation report will be fully implemented in a timely manner

Incident Investigation Status: ☐ Closed – Completed ☐ Report attached

Signature of Investigation Team Leader	Signature of OSH Manager or Equivalent
Date (DD/MM/YYYY) ____/____/____	Date (DD/MM/YYYY) ____/____/____







Mechanism – 12.0

Notification Requirements for OSH Awareness Activities

Mechanism 12.0 defines the requirements to be met when planning awareness activities and/or contact with the media in relation to OSH / *OSHAD-SF*.

- The purpose is to ensure that OSH awareness activities conducted by SRAs and Government Entities are planned and undertaken in a coordinated manner to ensure appropriate, accurate, timely and consistent OSH information is communicated to the intended audience.
- Awareness activities addressed within this mechanism are limited to those delivered by an SRA or a Government Entity to external stakeholders, i.e. not to their own employees.
- This mechanism also provides basic guidance and requirements when SRA's and Government Entities are required to respond to unplanned enquiries from the media after OSH incidents.

General Requirements:

- As the Competent Authority for Occupational Safety and Health within the Emirate of Abu Dhabi and for the *OSHAD-SF*, OSHAD has a role to ensure OSH related awareness activities are presented in a coordinated and disciplined manner and include information that is appropriate, accurate and consistent.
- The purpose of this mechanism is not to limit or hinder SRAs or Government Entities OSH awareness activities, but to ensure a coordinated approach and to protect the reputation of the Emirate of Abu Dhabi, OSHAD and the *OSHAD-SF*. This coordination shall ensure that awareness activities do not conflict with those of other SRA's / OSHAD / or any other relevant authorities.
- OSHAD will support these activities by ensuring consistent key messages and interpretations of the requirements of the *OSHAD-SF*, a strategic approach of coordination between the concerned SRA's, and organizing technical support for specific OSH related issues.



OSHAD role in Awareness activities:

OSHAD shall review and approve all awareness materials developed by an SRA or Government Entity with particular regard to:

- Consistent and accurate information;
- Applicability to other Sectors / Stakeholders; and
- On-going awareness activities

Awareness materials shall be submitted to OSHAD using Form L.

Awareness Activities Subject to the Mechanism:

- Events (e.g., workshops, training sessions, seminars).
- Media activities (e.g., press releases / statements or video release).
- OSH publications (e.g., Brochures, Flyers, Information / Fact Sheets, Newsletters / Posters).
- Safety Alerts (Information / Fact Sheets; written or electronic).

Exclusions

As the competent authority for OSH in the Emirate of Abu Dhabi, OSHAD shall lead specific types of awareness activities, including but not limited to the following:

- Conferences related to OSH or the *OSHAD-SF*;
- Invitation to international speakers at any OSH event;
- Printed or Electronic Guidance / Guidelines / Handbooks / Booklets;
- Training Materials and Tools (e.g. checklists, educational presentations);
- OSH Campaigns; and
- OSH Movies / Video's / DVD's.



Awareness activities by Approved Sector Entities

- Sector Entities with an Approved OSHMS by their relevant SRA are encouraged to utilize the OSHAD Approved Logo as part of their merchandising and marketing. On approval of the entity's OSHMS the concerned SRA shall provide the entity with an electronic copy of the OSHAD Approved logo along with the guidelines on how this can be used.
- Sector Entities are not permitted in any way to utilize the logo of OSHAD on any material.
- If Sector Entities are planning awareness events, they may request OSHAD to assist with the development or attend planned events related to the *OSHAD-SF* or OSH by submitting.
 - OSHAD shall review each submission and respond based on the merit of event and current direction and other commitments of OSHAD.

OSHAD-SF - Form L directly to OSHAD.

Form L - OSH Awareness Activity Notification Form.

This form is used for notification of Sector OSH Awareness Activities.



Form L

Awareness Activity Information			
Entity Name:			
SRA Name:			
Type of Awareness Activity:	☐ Event	☐ Media Activiy	☐ OSH Publication ☐ Safety Alert
Start Date of Awareness Activity:	--/ -- / ----	Intended End Date:	--/ -- / ----
Contact Person Name:	Phone Number:		
Contact Persons Role:	Email Address:		
Entity Undertaking Awareness Activity:	☐ Sector Regulatory Authority		☐ Government Entity
OSHAD Participation, Involvement, Assistance Requested:	☐ No ☐ Yes →		Details:
Description of Activity:	Details:		
Awareness Activity Materials Attached (soft or hard copy), if applicable: (eg. Program of Workshop, Presentation Slides, Media Releases / Brochures / Posters /etc)	☐ Attached → ☐ Not Applicable		Details:
Intended Audience: (eg. Sector Entities, Media, General Community, Employers, Contractors, etc)			



Opportunity to Coordinate with other Stakeholders?	☐ Yes → ☐ OSHAD ☐ Other SRA's ☐ Government Departments ☐ Other Relevant Authorities ☐ No
Does the Awareness Material Intend to refer to the OSHAD -SF/ OSHAD or display the OSHAD Logo?	☐ Yes ☐ No
Other Relevant Information:	



OSHAD Official Use

- ☐ Awareness Activity Approved as Submitted
- ☐ Modifications Required (Resubmittal Required)

Details of Modifications Required:

Competent Authority Stamp	Reviewed by:	
	Name:	
	Signature:	
	Date: (DD/MM/YYYY)	



Documents of the Abu Dhabi Occupational Safety and Health System
Framework (OSHAD-SF) - **Version 3.1 (March 2017)**

First - Mandatory Requirements

OSHAD-SF Manual

Glossary of Terms

Management System Elements

1 -	Roles, Responsibilities and Self-Regulation
2 -	Risk Management
3 -	Management of Contractors
4 -	Communication and Consultation
5 -	Training, Awareness and Competency
6 -	Emergency Management
7 -	Monitoring, Investigation and Reporting
8 -	Audit and Inspection
9 -	Compliance and Management Review



Occupational Standards and Guideline Values

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 international and local standards.

Mechanisms

1 -	The Integration of OSH Requirements in the Emirate of Abu Dhabi
2 -	OSHAD-SF Administration
3 -	Identification, Assessment and Nomination of Entities
4 -	OSHMS Submission, Review and Approval
5 -	OSH Requirements for Medium Risk Entities
6 -	OSH Performance Monitoring and Reporting
7 -	OSH Professional Entity Registration
8 -	OSH Practitioner Registration
9 -	Appointment of Principal Contractor for "Construction Work"
10 -	Request to Develop or Update OSHAD-SF Document
11 -	Incident Notification, Investigation and Reporting
12 -	Notification Requirements for OSH Awareness Activities

Codes Of Practice

1.0	Hazardous Materials
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1.1	Management of Asbestos Containing Materials
1.2	Lead Exposure Management
2.0	Personal Protective Equipment
3.0	Occupational Noise
3.1	Vibration
4.0	First Aid and Medical Emergency Treatment
5.0	Occupational Health Screening and Medical Surveillance
8.0	General Workplace Amenities
9.0	Workplace Wellness
9.1	New and Expectant Mothers
9.2	Managing Work-Related Stress
10.0	Rehabilitation and Return to Work
11.0	Safely in the Heat
12.0	Prevention and Control of Legionnaires Disease
13.0	Violence in the Workplace
14.0	Manual Handling and Ergonomics
14.1	Manual Tasks Involving the Handling of People
15.0	Electrical Safety
16.0	OSH Requirements for People with Special Needs



17.0	Safety Signage and Signals
18.0	Employer Supplied Accommodation – General Requirements
18.1	Temporary Employer Supplied Accommodation
19.0	Occupational Food Handling and Food Preparation Areas
20.0	Safety in Design (Construction)
21.0	Permit to Work Systems
22.0	Barricading of Hazards
23.0	Working at Heights
24.0	Lock-out / Tag-out (Isolation)
25.0	Driver Fatigue Prevention
26.0	Scaffolding
27.0	Confined Spaces
28.0	Hot Work Operations (e.g., Welding and Cutting)
29.0	Excavation Work
30.0	Lone Working and/or in Remote Locations
30.1	Working in International Locations
31.0	Working On, Over or Adjacent to Water
33.0	Working On or Adjacent to a Road
34.0	Safe Use of Lifting Equipment and Lifting Accessories



35.0	Portable Power Tools
36.0	Plant and Equipment
37.0	Ladders
38.0	Concrete Placing Equipment
39.0	Overhead and Underground Services
40.0	False work (Formwork)
41.0	Steel Erection
42.0	Pre-Cast Construction
43.0	Temporary Structures
44.0	Traffic Management and Logistics
45.0	Underwater Activities
46.0	Underground Construction
47.0	Machine Guarding
48.0	Spray Finishing
49.0	Compressed Gases and Air
50.0	Abrasive Blasting and Associated Protective Coating Work
51.0	Powered Lift Trucks
52.0	Local Exhaust Ventilation
53.0	OSH Management During "Construction Work"



53.1	OSH Construction Management Plan
54.0	Waste Management
Forms	
From A	Registration for OSH MS Development
Form B	Amendment to Entity Information
Form C	Submission of OSH MS for Review and Approval
FORM A1	Identification of Entity Main Operational Activity
Form E	Entity Quarterly OSH Performance Report
Form E1	Sector Quarterly OSH Performance Report
Form E2	Government Entity Quarterly OSH Performance Report
Form E4	OSH Implementation costs in Entities within Sectors
Form E5	OSH Implementation costs in Government Entities
Form F	Entity Annual External OSH MS Audit Report
Form G	Serious OSH Incident Notification
Form G1	Serious OSH Incident Investigation
Form G2	Non-Serious OSH Incident Investigation
Form H	Appointment of Principal Contractor For Construction Work
Form J	Request for Modification of OSHAD-SF
From L	OSH Awareness Activity Notification



Form M	OSH Professional Entity Project Experience Form
Form N	OSH Practitioner Resume Template
Form O	OSH Practitioner CPD Form
Form P	OSH Professional Entity Declaration and Code of Conduct Template
Form Q	OSH Practitioner Declaration and Code of Conduct Template

Second – Guidance (Technical Guidelines)

1.0	Audit and Inspection
2.0	Communication and Consultation
3.0	Management of Contractors
4.0	Occupational Air Quality Management
5.0	OSH incident notification, investigation & reporting
6.0	Process of Risk Management
7.0	Safe Removal of Asbestos Containing Materials
8.0	Safe Work in Confined Spaces
9.0	Safety in the Heat
10.0	Training, Awareness and Competency
11.0	Dealing with adverse weather conditions
12.0	Laboratory safety
13.0	New and Expectant mothers A Guide for Employers
14.0	Dealing with Adverse Weather Conditions for School Transportation



Guidance Documents

(About OSHAD-SF)

	OSH Roles and Responsibilities
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