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### Revision History

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03	OSH manual	03	03/05/2023	02/05/2024	Whole document
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### LIST OF ABBREVIATIONS

<b>AD</b>	:	Abu Dhabi
<b>ADEK</b>	:	Abu Dhabi Department of Education and Knowledge
<b>OSHAD-SF</b>	:	Abu Dhabi Occupational Safety and Health System Framework
<b>RIS</b>	:	Raha International School
<b>CWM-AD</b>	:	Centre for Waste Management, Abu Dhabi
<b>CoP</b>	:	Code of Practice
<b>CAR</b>	:	Corrective Action Report
<b>EMP</b>	:	Emergency Management Plan
<b>EAD</b>	:	Environment Agency- Abu Dhabi
<b>EL</b>	:	Exposure Limit
<b>HAZOP</b>	:	Hazard and Operability
<b>ISO</b>	:	International Organization for Standardization
<b>KPI</b>	:	Key Performance Indicator
<b>MSDS</b>	:	Material Safety Data Sheet
<b>OSH</b>	:	Occupation Health & Safety
<b>OSHMS</b>	:	Occupational Health & Safety Management System
<b>OSH</b>	:	Occupational Safety and Health
<b>PTW</b>	:	Permit to Work
<b>PPE</b>	:	Personal Protective Equipment
<b>RESP</b>	:	Registered Environmental Service Provider
<b>SRA</b>	:	Sector Regulatory Authority
<b>TLV</b>	:	Threshold Limit Value
<b>WMP</b>	:	Waste Management Plan

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## 1.0 INTRODUCTION TO OCCUPATIONAL HEALTH AND SAFETY ABU DHABI (OSHAD-SF)

On 6th December 2006, the Executive Council of Abu Dhabi Emirate approved "Abu Dhabi Emirate OSH Policy". The policy aims to achieve excellence in the management and protection of the environment, health and safety, through partnership between all government and private sectors to ensure activities within Abu Dhabi Emirate are undertaken in a responsible, safe and sustainable manner.


In June 2007, a Higher Committee was established with high level representatives from various government entities in Abu Dhabi Emirate, for the purpose of supervising the development of an Abu Dhabi Occupational Safety and Health Center (OSHAD) Framework for implementation within the Emirate of Abu Dhabi. Abu Dhabi Occupational Safety and Health Center (OSHAD) Framework is an Abu Dhabi Government Initiative that was developed to control environmental impacts resulting from workplaces and to ensure safe and healthy conditions for all workers in the Emirate. The OSHAD-SF initiative was officially launched at the national symposium held on 25, 26 and 27 February 2008. Following that, it went through a detailed revision process by different sectors, and in July 2009, documents were re-issued under "Abu Dhabi OSHAD Regulatory Framework".

The first version of the OSHAD-SF Regulatory Framework (version 1.2, issued July 2009) and the second amended version of the OSHAD-SF Regulatory Framework (version 2.0, issued Feb 2012) includes the OSH Policy, the OSHAD Decree (issued 16th June 2009), the OSHAD Manual, Codes of Practice and Guidance Documents. The third and the current version of the OSH System called as OSHAD-SF was developed and released on 01 July 2016. These are published on: [www.oshad.ae](http://www.oshad.ae)

## 2.0 DISTINCTIVE FEATURES OF OSHAD-SF


Although the OSHAD-SF incorporates the key features of the relevant international OSH standards, importantly it includes a number of distinctive features. These include the following

1. **Regulatory Integration of OSH** – the main focus of Version 3.1 of the OSHAD-SF is to reduce OSH regulatory duplication and overlap through a systematic process of integration of the Federal and Emirates relevant authorities OSH requirements into the system. Refer to OSHAD-SF – Mechanism 1.0 – Integration of OSH Requirements in the Emirate of Abu Dhabi for more details.
2. **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.
3. **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.
4. **Based on Partnerships between Government and the Private Sector Entities** – the system is designed to encourage interaction and cooperation between the government and private sectors, in particular the interaction between entities and the concerned SRA's.
5. **Performance Based System** – it is a system requirement for SRA's and entities to establish OSH performance targets and goals and implement a monitoring program. For entities to obtain and maintain

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approval for their OSHMS they must comply with the monitoring and reporting requirements of the OSHAD-SF.

6. **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 workplace, 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.
7. **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 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. 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.
8. **Capacity Building and “Emiratization”**- one of the key features of the system is the focus on capacity building within the field of expertise in Occupational Safety and Health within the Emirate. An important component of the capacity building initiative is to proactively encourage citizens of the Emirate to engage in the OSHMS initiative.
9. **Cultural Change** – one of the long-term goals of the OSHMS initiative is to effect cultural change within the inhabitants of the Emirate. It is intended that the OSHAD-SF will be a key tool in the process of achieving a positive OSH cultural change to achieve a safer and healthier future for the Emirate.

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### 3.0 ABU DHABI OCCUPATIONAL HEALTH AND SAFETY CENTER (OSHAD)

On 2nd February 2010, the Executive Council of Abu Dhabi Emirate issued a Decree approving the establishment of Abu Dhabi OSH Center. The Center aims to ensure the implementation of Abu Dhabi Occupational Safety and Health Center (OSHAD-SF) through provision of an integrated regulatory framework for management of all issues related to occupational health and safety as well as environmental impacts resulting from working places, in addition to building capacities in the OSH field.

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

### 4.0 OVERVIEW OF THE REGULATORY AUTHORITY

Based on the power vested by the Executive Council of Emirate of Abu Dhabi on OSH Higher Committee, it has designated Department of Education and Knowledge (ADEK) as the OSH Regulatory Authority for the educational schools within Abu Dhabi Emirate. ADEK in its regulatory role is the nodal agency for the entities within the education sector.

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Being the OSH regulatory authority for the education sector in Abu Dhabi, ADEK has policy to comply with OSHAD-SF, Codes of Practices to communicate the requirement of OSH management as a key factor in successful business development to all educational institutions within Emirate of Abu Dhabi. ADEK considers the establishment of priorities, programs and practices as vital for integrating good environmental, health and safety management into all entities' business.

## 5.0 Raha International School (RIS)

Raha International School (RIS) is a co-educational private school situated in Al Raha Gardens, Abu Dhabi, United Arab Emirates. Raha was the first school in Abu Dhabi to be fully authorized to offer all three IB programmes recognized by the Abu Dhabi Department of Education and Knowledge (ADEK).

Raha International School (RIS) is part of Taaleem, the United Arab Emirates' second largest school provider for early years, primary and secondary schools, founded in 2004.

Raha International School (RIS) announced that it would be opening a second campus in September 2020. The new campus will cater for up to 3,000 K-12 students. It will be in Khalifa City, near to the current Gardens Campus and has been designed by Architects CPG from Singapore, who have built award winning educational facilities globally, with sustainability as a key driver in the design. The new campus will first open EY1 to Grade 2 in 2020 and all primary grades are expected to open by 2021.

### Campus & Facilities

Raha International School is one of the most sought-after schools in Abu Dhabi and opened its doors in 2006. Situated on 14 acres of beautifully landscaped property, the campus features several large piazzas and wide walkways lined with palm trees, with an abundance of open space and play areas. The spacious and bright classrooms are equipped with computers, interactive white boards, and Apple TV.

### Whole School Facilities


- Three libraries
- Chemistry, physics, and biology labs
- Design technology studios
- Three music studios and additional practice rooms
- Three visual arts studios
- ICT labs
- Three gymnasiums
- Two tennis courts
- 25-meter swimming pool
- Beginners' swimming pool
- Multi-Sport pitch
- Two football pitches
- Dining hall
- Fully equipped health Centre
- Arts Centre
- Full theatre auditorium with orchestra pit and a capacity to seat 600 people
- Wireless internet throughout

### Our Mission

To transcend the ordinary and be the higher performing school in UAE by,

- ✓ Empowering and equipping the individuals to excel



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- ✓ Providing a happy, caring, and inclusive community
- ✓ Inspiring authentic and thoughtful actions locally and globally
- ✓ Creating a passion for lifelong, inquiry - based learning.

### **Our Vision**

To fulfil dreams by providing an, exceptional educational journey,

Ensuring individual in an ever-changing global context

To develop a global community whose members are:

- Inquirers
- Open minded
- Knowledgeable
- Caring
- Thinkers
- Risk- Takers
- Communicators
- Balanced
- Principled
- Reflective.

## **6.0 ABOUT THE MANUAL**


This Occupational Health and Safety Management System Manual describes the management system adopted by Raha International School located in Abu Dhabi. This Occupational Health and Safety Management System Manual is a means of ensuring that OSHAD-SF requirements are followed by Raha International School to meet the requirements of the customers, interested parties, and the applicable legal and regulatory requirements.

The Manual includes the standards, policies and procedures for the identification of occupational environment, health, and safety legal and other requirements, management of risks, contractors and service providers; It also includes the mechanisms of implementation, monitoring, assessment and auditing, the procedures of emergency, disaster and crisis management, accidents reporting and investigation, periodical management review for its continual improvement.

This manual also describes the arrangements for process sequence and process interaction, employee competence, hazard identification, risk assessment & determining controls, communication, participation, consultation, legal requirements, emergency preparedness, incident investigation, the suitability of contractors and the arrangements for preventing nonconformance, improvement and preventive action together with systematic auditing and review of the entire system.

The OSH manual is developed on the basis of ISO 45001: 2018, ISO 14001: 2004, ISO 19011: 2011, ISO 31000:2009, OSHAD-SF and considering applicable UAE Laws and Regulations to which Raha International School Subscribes.

**Abu Dhabi Department of Education and Knowledge (ADEK) is the assigned Sector OSH Regulatory Authority for Raha International School.**

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## 7.0 PURPOSE OF THIS MANUAL

The Occupational Health and Safety Management System (OSHMS) Manual of Raha International School primarily aims to provide an overview of the OSH management system structure being observed by the School.

The purpose of this document is to lead Raha International School towards providing safe and healthy workplaces for the workforce and minimizing the environmental impacts emerging out of its activities.

The key areas of concern for this OSH manual include:

- **Occupational Health and Safety; and**
- **Environmental impacts resulting from the Workplace.**

This management system specifies the system's documented structure, implementation approach and a brief description of the key procedures and other related documents of the system. In addition, the purpose of the OSHAD is to:

- To identify, assess and control all OSH risks associated with the School's activities, processes and operations, including those carried out by contractors, visitors and other interested parties in the workplace.
- To meet and comply with the OSHAD-SF v3.1 as per Ministerial Decree No.42 of 2009; including the requirements of the Department of Education and Knowledge (ADEK).


## 8.0 SCOPE OF MANUAL

The purpose of this Occupational Health and Safety Management System (OSHMS) which has been developed in accordance with the OSHAD-SF v3.1 (Occupational Safety and Health Abu Dhabi) is to provide an overarching framework for managing Occupational health and safety hazards and risks associated with Raha International School operational activities. This OSHMS provides a common approach and system for identifying and managing occupational, health and safety risks associated with Raha International School operational activities.

**The Scope of this manual cover the whole teaching scope of Raha International School covering the overall campus.**

The scope of the Occupational Health and Safety management system for Raha International School includes:

- a) Comply with all legal and other requirements applicable to Raha International School activities in relation with Occupational Health and Safety matters.
- b) To provide instructions and to assign responsibilities for controlling those operations and activities those are associated with OSH Risk and Impact.
- c) To provide and specify the methodology of OSH risk & impacts assessment; and the development of controls as appropriate for Raha International School.
- d) To provide effective and systematic Incident investigation and reporting mechanisms, to ensure that further risks of workplace incidents are eliminated.
- e) To ensure that all waste generated as the result of school activities is stored, handled and disposed of in a manner that takes account of Local Government Regulations, Contractor and Client requirements.
- f) To mitigate, prepare for, respond to and recover from operational emergencies as may occur in or near the Project during execution of work.

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## 9.0 AMENDMENT OF DOCUMENTS

The version number and revision details of this OSH manual are recorded on the “Document Revision History Record” specified on the cover page of this manual. It is the responsibility of the HSE Officer to update these details, whenever changes and revisions are made to this document.

For minor changes, only the affected part of the document shall be changed. Changed area(s) shall be identified by bold and italic letters and issue number shall remain the same except for the revision number which will increment after each revision. In case of major changes or when numbers of minor changes are high, the issue number shall be incremented and the current revision number will be reset to zero.


## 10.0 NORMATIVE REFERENCE

The following international standards and applicable local laws and regulations have been used as reference documents for the development and implementation of Raha International School Power Division:

- OSHAD-SF v3.1                      Occupational, Safety and Health Abu Dhabi-System Frame work
- CoP                                      Code of Practices.
- ISO 19011:2011                      Guidelines for Auditing Management Systems
- ISO 31000:2009                      Risk Management, Principles and Guidelines

### a) Federal Laws & Ministerial Orders

- Federal Decree-Law No. (33) of 2021.
- Cabinet resolution no. (1) of 2022 on the implementation of federal decree-law no. (33) of 2021.
- Federal Law No.13 of 2020 on Public Health 8
- Ministerial Resolution No. (44) of 2022 Regarding Occupational Health and Safety and Labor Accommodation
- Federal Law No. 8 of 1980 – Ministry of Labor & Social Affairs (Amendment 1986);
- Ministerial Decree No. 12/2006 - By-Laws of The Federal Law No. 24 of 1999 – Protection of air against pollution;
- Federal Law No (14) of 1976 – Industrial standards & Specifications
- Federal Law No (27) of 1981 – Control of Communicable Diseases
- Ministerial Order No. 32:1982 – Ministry of Labor & Social Affairs (Protection from Risk Work);
- Ministerial Decision No. 37/2:1982 – Medical Care for Employees;
- Federal Environment Law No. 24:1999 – Protection & Development of Environment.
- Federal Decree No. 11 of 2008 on the human resources in the federal government (article 65, clauses 3 & 7, article 67, clause 2, article 77, clauses 1, 2 & 3, articles 78,79 & 80).
- EHS Guidelines in the Federal Government 2015.
- Educational Facilities Emergency Plan and related Procedures Appendix - National Emergency, Crisis and Disaster Management Authority (NCEMA) 2015.


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#### **b) Local Laws & Regulations**

- Local Law No 16:2005, Article 14 – Reorganization of the Abu Dhabi Environment Agency;
- Local Law No 21:2005 – Waste Management in Emirates of Abu Dhabi;
- Local Law No 23:2005 – Regulation Regarding the Health Insurance Scheme;
- Executive Council Decree No (42) 2009 on OSHAD in Abu Dhabi Emirates;
- Abu Dhabi Executive Council-Circular No. 28 of 2015 concerning the use of AL ADAA OSH Electronic Application.
- Abu Dhabi Executive Council -Executive Committee Decision No. 2-S 3/2010 concerning establishment of Abu Dhabi Occupational Safety and Health Center, dated 1st February 2010.
- Abu Dhabi Executive Council – General Secretary Circular No. 12 of 2010 concerning Implementation of OSHMS by Government Entities in Abu Dhabi Emirate, dated 21 October 2010.
- Abu Dhabi Executive Council - Security, Justice and Safety Committee Decision 12/5/034/2015 concerning approval of OSH program within the Abu Dhabi 2016- 2020 Strategic Plan, dated 26 November 2015.

#### **c) Codes of Practices**

- OSHAD-SF - CoP 1.0 – Hazardous Material;
- OSHAD-SF - CoP 1.1 – Management of Asbestos containing Materials;
- OSHAD-SF - CoP 2.0 – Personal Protective Equipment;
- OSHAD-SF - CoP 3.0 – Occupational Noise;
- OSHAD-SF - CoP 3.1 – Vibration;
- OSHAD-SF - CoP 4.0 – First Aid and Medical Emergency Treatment;
- OSHAD-SF - CoP 5.0 – Occupational Health Screening and Medical Surveillance;
- OSHAD-SF - CoP 8.0 – General Workplace Amenities;
- OSHAD-SF - CoP 9.0 – Workplace Wellness;
- OSHAD-SF - CoP 9.1 – New and Expectant Mothers;
- OSHAD-SF - CoP 9.2 – Managing Work-Related Stress;
- OSHAD-SF - CoP 10.0 – Rehabilitation and Return to Work;
- OSHAD-SF - CoP 11.0 – Safety in Heat;
- OSHAD-SF - CoP 12.0 – Prevention and Control of Legionnaires Disease
- OSHAD-SF - CoP 13.0 – Violence in workplace;
- OSHAD-SF - CoP 14.0 – Manual Handling & Ergonomics;
- OSHAD-SF - CoP 15.0 – Electrical Safety;
- OSHAD-SF - CoP 16.0 – OSH Requirements for People with Special Needs;
- OSHAD-SF - CoP 17.0 – Safety Signage and Signals;

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- OSHAD-SF - CoP 19.0 – Occupational Food Handling and Preparation Areas;
- OSHAD-SF - CoP 21.0 – Permit to work;
- OSHAD-SF - CoP 22.0 – Barricading of Hazards;
- OSHAD-SF - CoP 23.0 – Work at Heights;
- OSHAD-SF - CoP 24.0 – Tag-out – Lock-out;
- OSHAD-SF - CoP 25.0 – Driver Fatigue Prevention;
- OSHAD-SF - CoP 28.0 – Hot work Operations;
- OSHAD-SF – CoP 30.1 – Working in International Locations;
- OSHAD-SF - CoP 34.0 – Safe Use of Lifting Equipment and Lifting Accessories;
- OSHAD-SF - CoP 35.0 – Portable Power Tools;
- OSHAD-SF - CoP 36.0 – Plant and Equipment;
- OSHAD-SF - CoP 39.0 – Overhead and Underground Services;
- OSHAD-SF - CoP 44.0 – Traffic Management & Logistics;
- OSHAD-SF – CoP 48.0 – Spray Finishing;
- OSHAD-SF - CoP 49.0 – Compressed Gases and Air;
- OSHAD-SF - CoP 51.0 – Powered Lift Trucks;
- OSHAD-SF - CoP 52.0 – Local Exhaust Ventilation;
- OSHAD-SF - CoP 53.0 – OSH Management during Construction Work;
- OSHAD-SF - CoP 54.0 – Waste Management;
- UAE Fire & Life Safety Code of Practice.

## 11.0 ABBREVIATIONS AND DEFINITIONS


**11.1 Accountability:** Obligation to report on performance of tasks or process

**11.2 Audit:** A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.


**11.3 Auditor:** Person with the competence to conduct an audit.

**11.4 Continual Improvement:** The process of enhancing the health & safety management system to achieve improvements in overall performance in line with the organization’s overall performances and policy.

**11.5 Corrective Action:** Steps that are taken to remove the causes of an existing non-conformity or undesirable situation. The corrective action process is designed to prevent the recurrence of nonconformities or undesirable situations.

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- 11.6 Document:** Information and its supporting medium (note: the medium can be paper, electronic, or optical computer disk, photograph or master sample, or a combination thereof).
- 11.7 OSH Incident:** A single event/incident which has caused or could have caused fatality, injury, illness and/or damage (loss) to assets, entity reputation or to third parties.
- 11.8 OSH Objective:** Is the overall health & safety goal that an organization sets itself to achieve. Objectives should be quantifiable wherever practicable
- 11.9 OSH Performance:** Measurable results of the OSHAD related to the entities control of its health & safety risks, based on its policy, objectives and targets.
- 11.10 OSH Policy:** A public statement of the intentions and principles of action of Raha International School regarding its health, safety, giving rise to its strategic and detailed objectives.
- 11.11 OSHAD:** An integrated management system developed and implemented to include all factors related to the environment, health & safety for the purpose of protecting the environment and human health and ensuring safety of employees in the workplace.
- 11.12 Environment:** The biosphere in which different forms of life are manifested and consists of two elements: Natural Element: comprises living creatures to include man, animal, plant and other living creatures, natural resources to include water, soil, organic and inorganic substances and natural systems.
- Environment: Water, air, soil, animals, plants, and social.
- 11.13 Environmental Aspects:** Any element of Raha International School activities, and services that can interact with the environment. A significant environmental aspect is an environmental aspect that has or can have significant environmental impact.
- 11.14 Environmental Impacts:** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the entities activities, or services.
- 11.15 Findings:** A deficiency that could result in a notice of nonperformance or other enforcement action under Federal or Provincial Regulations or facility permits. Findings are normally a result of non-compliance with applicable orders, directives, or regulatory/permit requirements.
- 11.16 Interested Party:** Person or group inside or outside the workplace like customers, employees, neighbors and others, who are concerned with or affected by the OSH performance of Raha International School.
- 11.17 Nonconformity:** Non-fulfillment of a requirement. Specifically, a nonconformance is any deviation from work standards, practices, procedures, regulations, management system performance, etc. that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environment, or a combination of these.

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**11.18 Occupational Health Hazard:** Any substance, physical effect, or condition with potential to harm people, property or the environment. This is an agent with potential to cause harm to health. These agents may be biological, chemical, physical, ergonomic or psychological in nature. Hazards are normally classified according to the severity of their adverse health effects.

**11.19 Occupational Health Risk Assessment:** The systematic identification of health hazards in the workplace and subsequent evaluation of risks. This process takes existing control measures into account and identifies and recommends further preventive or control actions where appropriate.

**11.20 Operational Controls:** Documented procedures, manuals, and other reference materials.

- People: injury or harm to physical or psychological health;

**11.21 Preventive Action:** Action to eliminate the cause of a potential non-conformity.

**11.22 Record:** Document stating results achieved or providing evidence of activities performed.

**Risk = Frequency x Consequences.**

**11.23 Risk Assessment:** The process of determination of risk, usually in a quantitative or semi-quantitative manner. It is an evaluation of the likelihood of undesired events and the likelihood of harm or damage being caused together with the value judgments made concerning the significance of the results.

**11.24 Risk:** It is the product of the measure of the likelihood of occurrence of an undesired event and the potential adverse consequences which this event may have upon.


**11.25 Target:** A detailed performance requirement (quantified where practicable) pertaining to the organization, that arises from the OSH objectives and that needs to be met in order for the objectives to be achieved.

**Reference:** ISO 9001:2008, ISO45001:2018, ISO 14001:2004, OSHAD-SF v3.1 Glossary of Terms.

## 12.0 OSH MANAGEMENT SYSTEM FRAMEWORK

Raha International School's OSHMS was developed to address the minimum OSH requirements of OSHAD-SF and Department of Education and Knowledge (ADEK) Requirements pertaining to environmental, health & safety management system. The OSH MS documentations are composed of 5 parts as described below:

- Part 1 – OSH Management System Elements.
- Part 2 – OSH Management System Activities Catalogue.
- Part 3 – Reference Documents Codes and Standards.
- Part 4 – Shortfall and Remedial Action.
- Part 5 – OSH Hazards, Effects and Aspects.

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### 13.0 OSH MANAGEMENT SYSTEM ELEMENTS

#### 13.1 OSH Policy

Raha International School has established, documented and maintained an OSH Policy statement that are consistent with the requirements of OSHAD-SF. (Refer to RIS -OSH-M 02 OSH Policy). The School Principal and HSE Officer ensures that a review of the OSH Policy is carried out on an annual basis; and is revised or updated when there is a change of management, change in the business plan, change in the services of Raha International School, change in legal requirements, etc.

Raha International School's OSH Policy demonstrates

1. Safety and Health Commitments;
2. Authorized by the School Principal;
3. Appropriate to the nature and scale of Raha International School OSH risks;
4. Includes commitment to prevention of injury and illness;
5. Includes commitment to enhancement of employee health and wellbeing;
6. Includes commitment to identification and management of OSH risks;
7. Includes commitment to Legal Compliance;
8. Includes commitment to Setting, monitoring and reviewing OSH Resources;
9. Includes commitment to Continual Improvement;

The OSH Policy is communicated

to all employees and staff. The HSE Officer ensures that it is understood by all employees, contractors, vendors, service providers, clients, visitors and other interested parties through induction trainings, regular meetings, OSH orientations & seminars, e-mails, posters, and other means of communication.

**Reference:** "OSH Policy - RIS -OSH-M 02 "

### 13.2 Roles, Responsibility and Self-Regulation


#### 13.2.1 OSH Roles and Responsibilities

Raha International School's Principal provides resources and defines roles, responsibility, and authority necessary to establish, implement, maintain, improve, and review OSHMS Compliance and the Management System. Raha International School has also specifically developed a documented procedure for managing and controlling the OSH roles and responsibilities necessary for the efficient and effective implementation of the OSHAD.

This procedure shall, at a minimum, address the following:

1. Ensuring top management is ultimately responsible for the OSHAD and OSH matters;
2. 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 implement and maintained and performance reports are presented to top management at least quarterly;



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3. Ensuring provision of appropriate and competent OSH resources to develop, implement and maintain OSHAD; (Provision of at least one Grade A Practitioner as defined by OSHAD-SF – Mechanism 8.0 – OSH Practitioner Registration)
4. Establishing clearly defined and documented OSH roles and responsibilities
5. Delegation of authority for each role within Raha International School.
6. Ensure Roles and Responsibilities link with those of external stakeholders as appropriate and applicable;
7. Ensuring effective communication of roles and responsibilities to all employees and stakeholders;
8. Establish clearly defined roles and responsibilities for an OSH Committee as required by OSHAD-SF – Element 4 – Communication and Consultation;
9. Establishing the means to measure employee conformance against their defined roles, responsibilities and accountabilities.

**Reference:** “Roles and Responsibility Procedure (RIS -OSH-P03)”

### 13.2.2 Roles & Responsibilities of Internal and External Stakeholders

Clearly defined OSH roles and responsibilities are established and communicated for each employees of the School, such as:

- School Principal;
- Operations Manager.
- Facilities Manager.
- HSE Officer;
- Employees and Staff;
- Students;
- Contractors/ Visitors;
- Others;

These roles and responsibilities are documented through formal organizational charts and job descriptions which are circulated in all levels and functions of the organization. The HSE Officer ensures that each employee knows his or her individual OSH responsibilities and obligations; and that they perform their work in accordance with their duties and functions.


The School Principal of Raha International School ensures that since it has been nominated by the ADEK for development of full compliance OSHAD-SF and has classified as a High-Risk Entity.

**References:** “Roles and Responsibility Procedure (RIS -OSH-P03)”

“Raha International School Organization Chart 2023-2024 RIS -OSH-P03-F01”

### 13.2.3 Management Representative

The OSH MR has been appointed by the School Principal, who in addition to his other responsibilities has the responsibility & authority to:

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- Ensure that the processes needed for the OSHAD shall be established, implemented & maintained.
- Report on the performance of the OSHAD to the Top Management at least on a quarterly basis and need for improvements if any.
- Ensure the promotion of awareness of customer requirements, legal requirements and other requirements throughout the organization.

**References:** “OSHMR Appointment Letter”

### 13.2.4 Self-Regulation & Enforcement

Raha International School demonstrates ‘self-regulation’ in the through the implementation of the OSH MS. This concept of self-regulation will prevent the school from incurring fines and prosecutions due to negligence, failures/repetitive failures or noncompliance to specific regulatory requirements.

In order to participate in ‘self-regulation’, the management of Raha International School has developed and implemented this OSH MS that is

1. Fully compliant to relevant Federal Laws, Local Laws
2. OSHAD-SF requirements, Department of Education and Knowledge (ADEK) Requirements and OSH Policy &
3. Objectives as defined by the management.


The School Principal and the OSH Committee demonstrates a pro-active approach to establish self-regulation and is demonstrated through the following activities:

- Development and Implementation of OSH MS;
- Internal/External OSHAD Audits;
- Workplace site inspections;
- Periodic Internal and External Reporting;
- Other enforcement activities.

In case a violation has been incurred requiring certain fines and penalties, the management of Raha International School as represented by the School Principal recognizes that enforcement action will take place and be carried out by the Department of Education and Knowledge (ADEK) when no action is taken to rectify an identified OSH nonconformity.

Raha International School implementing an OSHAD plays an important leadership role in supporting the implementation of OSHAD-SF by:

1. Promoting to relevant stakeholders their involvement and compliance to the system;
2. Promoting OSH Performance improvements success;
3. Requiring all contractors of works, services or supplies that are assessed to pose significant OSH hazard and risks to have an approved OSHAD;
4. Requiring all other contractors or suppliers to comply with OSH requirements commensurate with the risks of the supplied works, services and supplies.

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### 13.3 Risk Management

#### 13.3.1 Risk Management Program

To demonstrate compliance Raha International School shall

- Develop, Implement and maintain appropriate Risk Management Procedure/Program;
- Conduct an OSH review of all activities, and services (eg. Task Risk Assessment/Risk Registers).

Raha International School has specifically developed a documented procedure for identifying, assessing and controlling all identified OSH risks arising from the school's activities, and services which

1. Ensures risk management is an integral part of management and embedded in Raha International School's culture and practices.
2. Ensuring risk management is applicable to all the activities that an entity undertakes and or phases of a project / development plan (from design to decommissioning / demolition)
3. Defines risk management methodologies and competencies;


This risk management program is based on consultation with employees, contractors and other relevant stakeholders. The procedure for OSH risk assessment contains (5) five recognized steps in risk assessment as follows:

- 1) **Step 1:** Identify all OSH hazards in the workplace;
- 2) **Step 2:** Assess the risks of these hazards;
- 3) **Step 3:** Formulate control measures to reduce the risk to an acceptable and as how as reasonably practicable (ALARP) level;
- 4) **Step 4:** Review the program on a regular basis; and
- 5) **Step 5:** Incorporate a management change process within the entity.

The HSE Officer is basically responsible for documenting a Risk Assessment and Control Register and ensuring that it is regularly updated to address the specific control measures that need to be implemented to mitigate OSH consequences.

The risk register contains all inputs to the identified activities, and services of Raha International School taking into consideration the following:

- Routine & non-routine activities of all persons having access to the workplace;
- Supply chain and contractor undertakings;
- Human behavior, including people with special needs and young persons;
- Hazards outside the workplace capable of adversely affecting the environment and/or health and safety of employees;
- Potential risk to persons not in the entity's employment;

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- Plant, equipment, substances and materials at the workplace;
- The design or work areas, processes, plant, machinery, equipment, work organization and operating procedures

**References:** "Risk Management Procedure (RIS -OSH-P06)"  
 OSH Risk Assessment & Control Register (RIS -OSH-P06-F1)

### 13.3.2 Operational Safety / Safety Case

Raha International School will implement operational control safety and safety case as deemed necessary and practicable.

## 13.4 Management of Contractors

### 13.4.1 Management of Contractor Process

Raha International School has specifically developed a documented procedure for managing and controlling the environmental, health & safety risks arising from engaging a subcontractor/vendor. The following steps are considered by the School management; and are being addressed in this documented procedure, which covers the overall contractor's management process.

To manage the safety and health risk arising from engaging contractors, Raha International School shall implement the relevant steps of the following contractor management process

- Establishment of Project OSH Requirements;
- Evaluation / Selection of Contractors;
- Contractual Agreement;
- Co-ordination and Communication;
- Mobilization/Work in progress;
- Monitoring Performance;
- Commissioning;
- Demobilization / Decommissioning;
- Contract Close-out.

**Reference:** "Management of Contractors Procedure (RIS -OSH-P07)"


## 13.5 Communication & Consultation

Raha International School has specifically developed a documented procedure for managing the internal and external communication processes; and ensuring effective consultation with all the stakeholders in matters related to OSH. The procedure is divided into 2 sections, such as:

### 13.5.1 Communication

The communication procedure addresses how Raha International School will manage the following:

- Internal communication means in various levels and functions of the School;
- Communication with contractors and other visitors to the workplace;

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- Communication with external stakeholders;
- Development of an annual OSH Performance report, to be used for internal communication and management review purpose.

### 13.5.2 Consultation

In developing the OSH MS and all relevant inputs to the system, including risk assessment, the management is taking into consideration the consultation with and participation of employees, contractors/vendors and other external stakeholders.

The consultation procedure addresses how the School will manage the following:

- Consultation and participation arrangements of employees in OSH matters;
- Involvement in risk management process;
- Involvement in OSH incident investigations;
- Involvement in the development and review of OSH policies/objectives;
- Structure of consultation committees and meetings;
- Consultation with contractors & external stakeholders.

Raha International School has established an OSH Committee and its duties include:

- Responsible for Implementation of OSH MS and monitor the performance.
- Implementing and monitoring the risk management program.
- Participating in hazard and incident investigations.
- Ensure compliance with the relevant OSH legislation and other requirements, Policy and Procedures.
- Ensure that all the employees are fully aware of their responsibilities towards the OSH through suitable means.
- Ensure independent internal and External OSH audits are conducted to meet OSH MS requirement.


The OSH Committee shall meet a minimum of **4 times a year**. Top Management has provided all the facilities, resources and assistance to the OSH Committee as may reasonably be required for the purpose of carrying out the Committee's functions and duties.

Employees and Top Management are represented on and participate in OSH Committee activities. The Committee is chaired by a School Principal. The OSH Committee meetings are recorded and documented.

**Reference:** "Communication & Consultation Procedure (RIS -OSH-P14)"

### 13.6 Training & Competency

Raha International School has developed a documented procedure for planning, implementing and evaluating the effectiveness of OSH training and defining the competence of OSH resources necessary for ensuring successful and effective implementation of OSHAD. The procedure is divided into 2 sections, such as:

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### 13.6.1 OSH Training

Raha International School has established a procedure which addresses and defines the following:

- Identification and Evaluation of OSH Trainings;
- Training requirements are evaluated and planned based on risk;
- Planning of training;
- Implementation of training;
- Evaluation of training effectiveness.
- Review of training procedure.

Raha International School ensures implementation of both internal and external trainings which are all specified in the documented procedure. Raha International School only allows external trainings to be conducted by an external OSH Training & Service Entities which are registered to OSHAD and/or approved by the Department of Education and Knowledge (ADEK) Authorities, as per the requirements of OSHAD-SF v3.1 – Mechanism 7.0 – “OSH Professional Entity Registration”.

### 13.6.2 OSH Competency and Awareness

Procedure which addresses the competency requirement of Raha International School has been established, which defines the following:

- Identifying competency requirements of all employees in terms of education, training, skills and experience;
- Methods for individually measure and assess competencies;
- Recording competencies;
- Maintaining and improving competencies;
- Review of competency procedure.

**Reference:** “Training Procedure (RIS -OSH-P11)”  
“Competency and Awareness procedure RIS -OSH-P12)”


## 13.7 Emergency Management

Raha International School has developed a documented procedure for managing, planning, controlling and responding to all potential OSH incidents and other emergency situations through the establishment of an effective Emergency Management Program. The emergency management procedure specifies the following:

### 13.7.1 Emergency Management Program

Emergency management covers the following:

- Identification of Potential emergency situations and potential incidents through risk-based assessments of emergency situations and preparing the appropriate emergency response plans;
- Planning for Emergency Situations by allotting and delegating Roles, responsibilities and resources essential for managing all emergency situations;

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- Provision of appropriate resources / Emergency Personnel (e.g. manpower, equipment, etc.)
- Emergency Operations Centre (EOC);
- Reporting arrangement with internal and external stakeholders;
- Communications and arrangements with external stakeholders;
- Communications and arrangements with the Department of Education and Knowledge (ADEK) and relevant emergency services, (e.g. Police, Ambulance and Fire/Civil Defence units).
- Emergency Evacuation Plans;
- Periodic Testing of Emergency Response Procedure;
- Review and update of Emergency Response Procedure;

### 13.7.2 Threat-Specific Emergency Response Plan

All threat-specific emergency situations related to the activities, processes and operations of Raha International School are specifically identified through risk assessments and that the necessary response plans are specified in the documented procedure. Specific plans are developed to handle and deal with foreseeable emergencies and high-risk hazards, such as:

- Injury requiring first aid application;
- Fire/explosion;
- Earthquake;
- Spills;
- Bomb Threat;
- Severe Weather Conditions;
- Collapse of Silos
- Utility Failure;
- Armed Robbery (violence);

**Reference:** “Emergency Management Procedure (RIS -OSH-P08)”

## 13.8 Monitoring, Investigation & Reporting


Raha International School has developed a documented procedure for OSH monitoring, investigation and reporting, which aims to provide internal requirements for carrying out the monitoring processes. The procedure addresses the following:

### 13.8.1 OSH Targets and Objectives

The school monitors and measures its OSH performance, targets and objectives, which are established within the organization. The management ensures that all OSH targets and objectives are SMART (i.e. Specific, Measurable, Attainable, Realistic and Time-Bounded).

The Management of Raha International School is determined to comply with the minimum OSH targets and objectives (or “KPIs” – Key Performance Indicators) set forth by the OSHAD-SF Department of Education and Knowledge (ADEK).

OSH Management Programs are planned and implemented in order to achieve Raha International School’s overall OSH targets and objectives. Achieving the OSH targets and

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objectives require the support and cooperation of everyone within the organization. The OSH targets and objectives are clearly documented and are communicated to the workforce.

The HSE Officer and OSH Committee are responsible for the monitoring of OSH targets, objectives and KPIs in Raha International School. The status of the school's OSH performance is reported to the Department of Education and Knowledge (ADEK) on a quarterly basis using the prescribed format of OSHAD-SF through Al Adaa online reporting system (i.e. Form E – "Entity OSHAD Quarterly Performance Report").

The School Principal and the management team is responsible for reviewing the OSH performance on a continuing basis in order to ensure that it remains relevant and appropriate to Raha International School.

### 13.8.2 Incident Investigation & Reporting

Raha International School will perform proper handling and reporting on incidents through an effective Incident Investigation and Reporting Procedure. This procedure was developed and implemented which addresses the following:

- Recording of incidents;
- Reporting and notification to Department of Education and Knowledge (ADEK);
- Investigation of OSH accident and near-miss incidents;
- Determining the underlying OSH deficiencies and other factors that might be causing or contributing to the occurrence of incidents;
- Identifying the need for corrective actions and opportunities for preventive actions;
- Dealing with corrective and preventive actions according to relevant procedures;
- Performing the investigations in a timely manner and communicating the results of investigations to the relevant stakeholders.

The HSE Officer and the management team ensures that the results of incident investigations are communicated to concerned employees, Department of Education and Knowledge (ADEK), and other interested parties, wherever necessary and/or required. Records of incident investigations are maintained by the HSE Officer.


### 13.8.3 OSH Monitoring & Reporting

Raha International School monitors its OSH performance on an on-going and continual basis; and are reviewed during Management Systems Review meetings, quarterly OSH performance meetings or as often as required.

It shall be noted that all the mandatory OSH reporting to Department of Education and Knowledge (ADEK) shall be done through **Al Adaa** Online System.

The OSH performance reporting to Department of Education and Knowledge (ADEK) shall be done according following table:



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For Submission	In-Charge	Required Time Frame	Reporting System
Form E – Entity Quarterly Performance Report	HSE Officer	2 <sup>nd</sup> Calendar week of every quarter; April, July, October, January (Following Year)	AI Adaa Online System
Form F – Entity Annual External OSHAD Audit Report	HSE Officer	Within 30 working days from the date of audit	AI Adaa Online System
Form G – Serious OSH Incident Notification	HSE Officer	Maximum 24 hours after the occurrence of an incident	AI Adaa Online System
Form G1 – Serious OSH Incident Investigation	HSE Officer	Within 30 days after the occurrence of an incident	AI Adaa Online System
Form J – Request for Modification in OSHAD SF	HSE Officer	As and when required	AI Adaa Online System

#### References:

- “OSH Performance Monitoring & Reporting Procedure (RIS -OSH-P17)”
- “Objectives, Targets & Programs Procedure (RIS -OSH-P04)”
- “OSH Incident Investigation & Reporting Procedure (RIS -OSH-P13)”
- “OSH Objectives and Targets (RIS -OSH-P04-F1)”

### 13.9 Audit and Inspection


The management of Raha International School has specifically developed a documented procedure for planning, implementing and reporting the OSH internal and external audit of the School's OSHAD, including inspections in order to provide guidance on the process involved in auditing the compliance to OSHAD requirements. The procedure is established in accordance with the requirements of OSHAD-SF v3.1 Element 08 – Audits and Inspections. The audit and inspection procedure addresses the following:

#### 13.9.1 OSH Audit Program

OSH internal audits are carried out on an annual basis and are conducted to ensure that the OSHAD are consistently and effectively implemented and maintained. The results of these audits are reported to the School Principal by the OSH MR.

The OSH MS audit program shall address at a minimum,

- a) Scope, criteria, and objectives of audits to be conducted;
- b) Audit program responsibilities, competencies and resources;
- c) Audit program planning and implementation processes, including;
  1. Documented criteria;
  2. Frequency and schedules;
  3. Methods of collecting and verifying information;
  4. Reporting audit results;
  5. Nonconformance and corrective action process; and
  6. Audit program record keeping;

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- d) Audit program monitoring and review; and
- e) Internal and external reporting requirements.

### 13.9.2 Qualifications of OSH Auditors

The OSH internal audits are carried out by competent and trained auditors of the School who has enough experience in auditing environmental, health & safety management system.

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 3<sup>rd</sup> party external OSH MS compliance audit.

**References:** “ Audit Procedure (RIS -OSH-P16)”

### 13.9.3 OSH Inspection Program

In order to monitor the implementation of Occupational, Health and Safety Management System, regular OSH site inspections are conducted in the workplace. The HSE Officer prepares an annual OSH inspection plan and duly approved by the School Principal.

The OSH inspection program shall address at a minimum,

- a) Scope, criteria, and objectives of inspections to be conducted;
- b) Inspection program responsibilities, competencies and resources;
- c) Inspection program planning and implementation processes, including;
  1. Documented criteria;
  2. Frequency and schedules;
  3. Methods of collecting and verifying information;
  4. Reporting audit results;
  5. Nonconformance and corrective action process; and
  6. Inspection program record keeping;
- d) Inspection program monitoring and review; and
- e) Internal reporting requirements.


Competent and trained OSH inspectors are assigned to conduct OSH inspections as per the inspection plan; and record all findings in OSH inspection reports. Corrective and preventive actions are carried out for all reported deficiencies and nonconformities.

**References:** “Inspection Procedure (RIS -OSH-P15)”

## 13.10 Nonconformance, Corrective & Preventive Action

A documented procedure for nonconformity, corrective & preventive actions is developed and implemented in accordance with the requirements of OSHAD-SF Element 08 – Audits and Inspections. This procedure specifies the process for:

- Identification of nonconformance;
- Reporting Non-conformances
- Determining the root-cause;
- Taking corrective/preventive actions;

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- Recording and communicating the results;
- Verifying the effectiveness.

Actual non-conformances can be identified from following ways:

- Complaints from the Stakeholders;
- Internal and External Audits;
- Results of incidents investigations;
- HSE inspections; and
- Identified by employees and students;

**References:** “Nonconformance, Corrective & Preventive Action Procedure (RIS -OSH-P19)”

### 13.11 Legal Compliance Program

Raha International School is committed to comply with all applicable legal and other requirements relevant to environmental, health & safety.

Therefore, a procedure has been established for

1. Provision of resources to meet legal requirements;
2. Identifying and accessing legal requirements;
3. Analyzing, communicating, monitoring and evaluating the compliance with legal requirements;
4. Communication Channels to all relevant stakeholders of legal requirements.

In addition to the above, other requirements to which Raha International School subscribes has also been considered and evaluated, in order to determine their impacts on the School’s operations.


In order to determine the effectiveness of compliance with legal requirements, the HSE Officer periodically implements the evaluation of compliance with legal requirements with the assistance of the School’s qualified and trained OSH auditors and/or other competent persons. Any violation or deviation away from the legal requirements shall be handled in accordance with the procedure for Nonconformity, Corrective & Preventive Action.

**References:** “Legal Requirements Compliance Procedure (RIS -OSH-P05)”

### 13.12 Operational Procedures

Operational control programs or standard operating procedures are developed in order to put control measures on activities, processes and operations which have significant OSH risks. The goal of these control measures is to reduce the risk into “as low as reasonably as possible” all identified risks. These control measures are developed and implemented by taking into consideration the existing OSH Codes of Practices being prescribed by the OSHAD and all other existing national and international standards. As a general rule, these operational control procedures and SOPs are implemented to contractors and visitors working or is present in the workplace.

**Reference:** “Operational Control Procedure (RIS -OSH-P09)”

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### 13.13 Document Control

Raha International School has developed a documented procedure for controlling all OSH-related documents developed and used in the implementation of the School's OSHAD. This procedure specifies the requirements for the following:

- Identification & control of OSH documents;
- Review and Approval;
- Distribution/Issuance;
- Revision/Amendments;
- Retrieval & Disposal.

The OSHMR ensures that documents remain legible, traceable and secured from loss, damage and deterioration. Obsolete copies of OSH documents are immediately removed from any point of location in order to prevent unintended use of obsolete copies of documents. Updated copies are provided to relevant recipients of documents. Control of external documents are specified in the procedure, which include documented copies of the standards, federal laws, legislations, decrees and codes of practices. Controls over the distribution of these external documents are carried out in order to ensure that only current issues are in circulation.

**Reference:** "Document & Records Control Procedure (RIS -OSH-P18)"

### 13.14 Records Retention

A documented procedure for the retention of OSH related records is developed to control all OSH-related records (e.g. training records, incident reports, audit/inspection records, etc.) that are generated by the School within a given period of time. In addition, provisions for the proper and safe keeping of OSH records are specified in the documented procedure, which includes processes for identification, storage, retrieval, protection and disposal of OSH records.

All records are kept for a minimum of 5 years in compliance with the OSHAD-SF requirements and Education Sector regulations. For any medical/occupational health-related records, the retention period will be during the minimum period of an individual's employment, plus 30 years thereafter.


**Reference:** "Document & Records Control Procedure (RIS-OSH-P18)"

### 13.15 Management Review Program

Raha International School has developed a documented procedure for planning, implementing and reporting the OSHAD performance review in order to assess the suitability and adequacy of the system.

The Management Systems Review is regularly conducted on a yearly basis or may be frequency may be increased as deemed necessary by the School Principal and/or OSHMR. This is to ensure that the monitoring and review of the School's OSHAD is being performed on a consistent and regular basis. The management systems review is presided by the School Principal who has all the authority to make decisions, directions and plan of actions.

Following are the inputs of management reviews:

	<b>OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM</b> <b>Raha International School</b> <b>Occupational Health and Safety Management System Manual</b>		
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- Review of the OSHAD by entity OSH Staff;
- Status of the outcome of the previous Management Systems Review meeting;
- Adequacy of resources for maintaining an effective OSHAD
- OSH Policy and status of the OSH targets, objectives & management programs;
- Current OSH Performance & results of monitoring/reporting;
- Relevant communication and complaints from internal and external sources;
- Results of internal and external OSH audits;
- Changes to legal and other requirements;
- Other changes that impact the organization;
- Risk Management Program;
- Updates on the OSHAD procedures, manual, work instructions and relevant records;
- Status of OSH incident investigations and corrective/preventive actions;
- Changing circumstances, including developments in legal and other requirements related to the OSH;
- Recommendation for continual improvements.

Review outputs containing management's decision and directives are recorded in the minutes of meeting and communicated to all relevant department heads for implementation and support.


**Reference:** "Management Review Procedure (RIS -OSH-P20)"

### **13.16 Management of Change**

Raha International School considers the 'management of change' as one of the important key factors in the implementation of OSHAD. This management of change may include changes to process, equipment, location, materials, etc. The HSE Officer ensures that in all stages of the change being made, evaluation and control measures are being considered prior to implementation at the workplace. This process will ensure that no problems will take place and that any existing risks are eliminated, if not reduced, in order to ensure protection of the environment, including good health & safety of the employees, contractors and visitors. The procedure for management of change includes following main elements:

- Change Initiation;
- Risk Management;
- The Change Management Plan;
- Implementation;
- Review and Documentation.

**Reference:** "Management of Change Procedure (RIS -OSH-P10)"

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#### 14.0 REFERENCE DOCUMENTS and CODES & PRACTICES


The following external documents are used as reference to this OSH Manual and in the development of the OSHAD of Raha International School Power Division:

##### 14.1 Federal Laws & Ministerial Orders

- Federal Decree-Law No. (33) of 2021.
- Cabinet resolution no. (1) of 2022 on the implementation of federal decree-law no. (33) of 2021.
- Federal Law No.13 of 2020 on Public Health 8
- Ministerial Resolution No. (44) of 2022 Regarding Occupational Health and Safety and Labor Accommodation
- Federal Law No. 8 of 1980 – Ministry of Labor & Social Affairs (Amendment 1986);
- Ministerial Decree No. 12/2006 - By-Laws of The Federal Law No. 24 of 1999 – Protection of air against pollution;
- Federal Law No (14) of 1976 – Industrial standards & Specifications
- Federal Law No (27) of 1981 – Control of Communicable Diseases
- Ministerial Order No. 32:1982 – Ministry of Labor & Social Affairs (Protection from Risk Work);
- Ministerial Decision No. 37/2:1982 – Medical Care for Employees;
- Federal Environment Law No. 24:1999 – Protection & Development of Environment.
- Federal Decree No. 11 of 2008 on the human resources in the federal government (article 65, clauses 3 & 7, article 67, clause 2, article 77, clauses 1, 2 & 3, articles 78,79 & 80).
- EHS Guidelines in the Federal Government 2015.
- Educational Facilities Emergency Plan and related Procedures Appendix - National Emergency, Crisis and Disaster Management Authority (NCEMA) 2015.

##### 14.2 Local Laws & Regulations


- Local Law No 16:2005, Article 14 – Reorganization of the Abu Dhabi Environment Agency;
- Local Law No 21:2005 – Waste Management in Emirates of Abu Dhabi;
- Local Law No 23:2005 – Regulation Regarding the Health Insurance Scheme;
- Executive Council Decree No (42) 2009 on OSHAD in Abu Dhabi Emirates;
- Abu Dhabi Executive Council-Circular No. 28 of 2015 concerning the use of AL ADAA OSH Electronic Application.
- Abu Dhabi Executive Council -Executive Committee Decision No. 2-S 3/2010 concerning establishment of Abu Dhabi Occupational Safety and Health Center, dated 1st February 2010.
- Abu Dhabi Executive Council – General Secretary Circular No. 12 of 2010 concerning Implementation of OSHMS by Government Entities in Abu Dhabi Emirate, dated 21 October 2010.

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- Abu Dhabi Executive Council - Security, Justice and Safety Committee Decision 12/5/034/2015 concerning approval of OSH program within the Abu Dhabi 2016- 2020 Strategic Plan, dated 26 November 2015.

### 14.3 Codes of Practices (As applicable only to Raha International School)

- OSHAD-SF - CoP 1.0 – Hazardous Material;
- OSHAD-SF - CoP 2.0 – Personal Protective Equipment;
- OSHAD-SF - CoP 3.0 – Occupational Noise;
- OSHAD-SF - CoP 3.1 – Vibration;
- OSHAD-SF - CoP 4.0 – First Aid and Medical Emergency Treatment;
- OSHAD-SF - CoP 5.0 – Occupational Health Screening and Medical Surveillance;
- OSHAD-SF - CoP 8.0 – General Workplace Amenities;
- OSHAD-SF - CoP 9.0 – Workplace Wellness;
- OSHAD-SF - CoP 9.1 – New and Expectant Mothers;
- OSHAD-SF - CoP 9.2 – Managing Work-Related Stress;
- OSHAD-SF - CoP 10.0 – Rehabilitation and Return to Work;
- OSHAD-SF - CoP 11.0 – Safety in Heat;
- OSHAD-SF - CoP 12.0 – Prevention and Control of Legionnaires Disease
- OSHAD-SF - CoP 13.0 – Violence in workplace;
- OSHAD-SF - CoP 14.0 – Manual Handling & Ergonomics;
- OSHAD-SF - CoP 15.0 – Electrical Safety;
- OSHAD-SF - CoP 16.0 – OSH Requirements for People with Special Needs;
- OSHAD-SF - CoP 17.0 – Safety Signage and Signals;
- OSHAD-SF - CoP 19.0 – Occupational Food Handling and Preparation Areas;
- OSHAD-SF - CoP 21.0 – Permit to work;
- OSHAD-SF - CoP 22.0 – Barricading of Hazards;
- OSHAD-SF - CoP 23.0 – Work at Heights;
- OSHAD-SF - CoP 24.0 – Tag-out – Lock-out;
- OSHAD-SF - CoP 25.0 – Driver Fatigue Prevention;
- OSHAD-SF - CoP 28.0 – Hot work Operations;
- OSHAD-SF - CoP 34.0 – Safe Use of Lifting Equipment and Lifting Accessories;
- OSHAD-SF - CoP 35.0 – Portable Power Tools;
- OSHAD-SF - CoP 44.0 – Traffic Management & Logistics;
- OSHAD-SF - CoP 47.0 – Machine Guarding;

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- OSHAD-SF - CoP 53.0 – OSH Management during Construction Work;
- OSHAD-SF - CoP 54.0 – Waste Management;
- UAE Fire & Life Safety Code of Practice.

### 15.0 Nonconformity, Corrective & Preventive Action Procedure

Raha International School identifies any shortfalls in its implementation of OSH MS through the following activities:

- OSH Internal & External Audits;
- OSH Workplace Inspections
- Periodic review of OSH Targets & Objectives;
- Reported accidents and near-miss incidents;
- OSH related complaints from clients and external interested parties.

Raha International School ensures that appropriate corrective and preventive actions are carried out to eliminate the cause(s) of existing and potential nonconformities and other deficiencies affecting the School's OSHAD and its performance.

A documented procedure for corrective and preventive action has been established, implemented and maintained, which specifies processes for:

- Identifying & reviewing actual/potential nonconformities, deficiencies & shortfalls;
- Determining the cause(s) of nonconformities;
- Assessing the need for action(s) to prevent recurrence/occurrence;
- Implementing & monitoring the implementation of the action(s) taken;
- Generating records on the outcomes of the action(s);
- Following-up & reviewing the corrective/preventive actions.

**Reference:** “Nonconformity, Corrective & Preventive Action Procedure (RIS -OSH-P19)”