



أبوظبي جرامر سكول (كندا)

ABU DHABI GRAMMAR SCHOOL (CANADA)

LEGAL AND OTHER REQUIREMENTS REGISTER



1. DECREE NO. (42) OF 2009 CONCERNING THE ABU DHABI ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT SYSTEM REGULATORY FRAMEWORK (AD EHSMS RF) AND OSHAD SYSTEM FRAMEWORK (LATEST VERSION: 3.1)

CLAUSES /ARTICLES	APPLICABLE PROCESS / ACTIVITY	INTERNAL OSHMS PROCEDURES REFERENCES	COMPLIANCE MONITORING REQUIREMENTS
OSHAD SF Element 01 – Roles, Responsibilities and Self-Regulation, Version 3.1, March 2017	All activities carried out by Rosary School – Abu Dhabi (AMPS).	AMPS - OSHMS/. Roles and Responsibility Procedure	<ul style="list-style-type: none">Defined Roles and Responsibilities for OSH under Job DescriptionCommunication of Roles and Responsibilities to allEvaluation of Compliance to OSH Roles and Responsibilities annually.Appointment of OSH Management Representative from Top ManagementEmploying one Grade A PractitionerVerification of compliance to the requirements during audits.
OSHAD SF Element 02 – Risk Management, Version 3.1, March 2017	All areas, activities and operation of AMPS including contractors' activities (e.g., water tank cleaning, lift inspection etc.)	AMPS - OSHMS/. Risk Management Procedure	<ul style="list-style-type: none">Risk Register covering all potential hazards for all activities.Consultation of staff during risk assessment preparation.Communication of Risk Register to all concernReview of risk register on regular period.Verification of compliance to the requirements during audits/inspections
OSHAD-SF Element 09 – Compliance and Management Review, version 3.1, March 2017	All Contractors working under AMPS	AMPS - OSHMS/. Management of Contractor Procedure	<ul style="list-style-type: none">Contractor OSH Selection CriteriaContractor OSH performance evaluationInspections on ContractorsVerification of compliance to the requirements during audits
OSHAD SF Element 04 – Communication and Consultation, Version 3.1, March 2017	All throughout the school organization including external interested parties (guest, contractors, etc.)	AMPS - OSHMS/. Communication and Consultation Procedure	<ul style="list-style-type: none">Internal Communication on OSH issuesExternal Communication on OSH issuesQuarterly OSH committee meetingsAnnual OSH Performance ReportVerification of compliance to the requirements during audits/Inspections

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OSHAD SF Element 05 – Training and Competency, Version 3.1, March 2017	All activities of the school (e.g., workshop activities)	AMPS - OSHMS/. Training and Competency Procedure	<ul style="list-style-type: none">• Training need analysis/ Training matrix• Training Plan• Training Records• Training evaluation• Competency review• Induction Trainings• Verification of compliance to the requirements during audits/Inspections
OSHAD SF Element 06 – Emergency Management, Version 3.1, March 2017	All emergency scenario that could happen in AMPS (e.g., fire, bomb threat, medical emergency, etc.)	AMPS - OSHMS/. Emergency Management Procedure	<ul style="list-style-type: none">• Emergency Response Plan• Emergency Evacuation Plan• Mock drills• Verification of compliance to the requirements during audits/Inspections
Element 07 Monitoring, Investigation and Reporting, Version, 3.1, Mar 2017. OSHAD SF. Mechanisms 06 – OSHMS Performance and Incident Reporting, Version, 3.1, Mar 2017 OSHAD SF Mechanisms 11- Incident Notification-Investigations and Reporting, Ver 3.0, July 2016	Overall OSH performance of the school and all incidents including the contractors	AMPS - OSHMS/. OSH Performance Monitoring Procedure AMPS - OSHMS/. Hazard, Near Miss, Incident Reporting & Investigation Procedure AMPS - OSHMS/CH10 Objectives and Targets Procedure	<ul style="list-style-type: none">• Quarterly Performance report (Form E)• Serious OSH Incident Notification (Form G)• Serious OSH incident investigation (Form G1)• Non-serious OSH Incident Investigation (Form G2)• Competent Incident Investigators• OSH Objectives and targets• OSH Management Programmes• Air Quality Monitoring• Noise Monitoring• Health Surveillance• Ergonomic and workplace design• Verification of compliance to the requirements during audits/Inspections
Element 08 Audit and Inspection, Version, 3.1, Mar 2017	All audits and inspections	AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none">• Audit Plan• Internal audits by competent internal auditors

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OSHAD SF- Mechanism 7.0 – OSH Professional Entity Registration, Ver 3.0, July 2016 OSHAD SF Mechanism 8.0 - OSH Practitioner Registration, Ver 3.0, July 2016	conducted in the school both internal and external		<ul style="list-style-type: none">Internal Audit reportsNon-Conformity and Corrective action reportsAnnual External audit and Submission of Audit Report (Form F) to ADEK.Registered Qudorat practitioner
Element 09 Compliance and Management Review, Version, 3.1, Mar 2017.	All management reviews relevant to the school OSHMS	<ul style="list-style-type: none">AMPS - OSHMS/. OSH PolicyAMPS - OSHMS/. Legal Compliance ProcedureAMPS - OSHMS/. Document Control and Record Retention ProcedureAMPS - OSHMS/. Management of Change ProcedureAMPS - OSHMS/. Management Review Procedure	<ul style="list-style-type: none">OSH Policy StatementCommunication of OSH Policy to all staff and ContractorsReview of OSH Policy annuallyLegal RegisterCommunication of Legal requirements to contractors where applicable.Master list of documentsMaster list of recordsAnnual management review meetingManagement of change records
OSHAD SF CoP 1.0 Hazardous Material, V 3.1, June 2018	All Hazardous Material Handling activity under AMPS	AMPS - OSHMS/SOPo1 Hazardous Material	<ul style="list-style-type: none">Availability of MSDSTraining on Chemical HandlingEye wash / Shower stationInspection and maintenance on Eye wash/ shower stationSpill kitSecondary containment storage.Verification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 2.0 Personal Protective Equipment, V 3.1, June 2018	All activities and operation of AMPS	AMPS - OSHMS/SOPo2 Personal Protective Equipment	<ul style="list-style-type: none">Provision of PPETool box talksTrainings

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			<ul style="list-style-type: none"> • Verification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 4.o First Aid and Medical Emergency Treatment, V 3.1, June 2018	All occupational injuries that required first aid and/or medical treatment	AMPS - OSHMS/SOPo3 First Aid and Medical Treatment	<ul style="list-style-type: none"> • Trained First Aider • First Aid Kit • First Aid Log • Verification of compliance to the requirements during audits/Inspections
OSHAD SF – CoP 23.o Working at Heights – Version 3.0, July 2016	All working at height activities of AMPS	AMPS - OSHMS/SOP15 Working at Height	<ul style="list-style-type: none"> • Risk Assessment • Availability of fall arrest equipment • Inspection and maintenance for fall arrest equipment • Working at height training for Staff • Provision of PPE
OSHAD SF CoP 8.o General Workplace Amenities, V 3.1, June 2018	All areas and premises under AMPS	AMPS - OSHMS/SOPo4 General Workplace Amenities	<ul style="list-style-type: none"> • Regular Housekeeping • Good Ventilation • Air Condition • Workplace wellness program • Stress Management Program
OSHAD SF CoP 9.o Workplace Wellness, V 3.0, July 2016	All operation of AMPS	AMPS - OSHMS/SOPo5 Workplace Wellness	<ul style="list-style-type: none"> • Awareness Programs • Stress Management Program
OSHAD SF - 9.2 Managing Work-Related Stress - Version 3.1, February 2019	All operation of AMPS	AMPS - OSHMS/SOPo7 Stress Management	<ul style="list-style-type: none"> • Risk Assessment • Stress Management Program
OSHAD SF CoP 13.o Violence in the Workplace, V 3.0, July 2016	All areas and premises under AMPS	AMPS - OSHMS/SOPo9 Violence in the Workplace	<ul style="list-style-type: none"> • Provision of Security • Awareness Training records • Verification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 14- Manual Handling and Ergonomics, V 3.1, June 2017	All manual handling activity carried out in the school	AMPS - OSHMS/SOP10 Manual Handling and Ergonomics	<ul style="list-style-type: none"> • Manual Handling Training for Staff • Verification of compliance to the requirements during audits/Inspections

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OSHAD SF CoP 15- Electrical Safety- V 3.1- June 2017	All equipment and areas that uses electricity.	AMPS - OSHMS/SOP11 Electrical Safety	<ul style="list-style-type: none">Electrical Test for the equipmentInspection / maintenance for the Electrical equipmentVerification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 17- Safety Signage and Signals- V 3.1- July 2019	All areas and premises of AMPS	AMPS - OSHMS/SOP12 Safety Signage and Signals	<ul style="list-style-type: none">Installation of signages in multi-languageVerification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 21- Permit to Work Systems- V 3.1- July 2019	All high-risk activities of the school (e.g., tank cleaning, lift inspection, etc.)	AMPS - OSHMS/SOP13 Permit to Work	<ul style="list-style-type: none">Permit to work systemVerification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 22- Barricading of Hazards- V 3.1- July 2019	All hazards identified in the premises of the school (e.g., broken glass window, open hole in the ground etc.)	AMPS - OSHMS/SOP14 Barricading of Hazards	<ul style="list-style-type: none">Installation of SignagesPhysical barricadingVerification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 54- Waste Management- V 3.1- July 2019	All areas where waste is stored (e.g., waste bins, waste yard)	AMPS - OSHMS/SOP17 Waste Management	<ul style="list-style-type: none">Wastes are disposed through Registered service providerSegregated dust bins with signagesWaste manifestVerification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 12.0 Prevention and Control of Legionnaires Disease – Version 3.1 July 2017	All areas of AMPS that uses, stores and disseminates water (e.g., water tank)	AMPS - OSHMS/SOPo8 Prevention and Control of Legionnaires Disease	<ul style="list-style-type: none">Water quality testWater quality certificates by an ENAS approved companyVerification of compliance to the requirements during audits/Inspections
OSHAD SF CoP 9.1 New & Expectant Mothers – Version 3.1 July	All female staff of AMPS	AMPS - OSHMS/SOPo6 New and Expectant Mother	<ul style="list-style-type: none">Risk AssessmentProvision of private room

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2017			<ul style="list-style-type: none"> • Identification of alternative work (if available) • Verification of compliance to the requirements during audits/Inspections

2. U.A.E. LABOR LAW – FEDERAL LAW NO. (8) OF 1980

CLAUSES /ARTICLES	APPLICABLE PROCESS / ACTIVITY	INTERNAL OSHMS PROCEDURES REFERENCES	COMPLIANCE MONITORING REQUIREMENTS
<p>Article 91</p> <p>Every employer must provide adequate means of protection for the employee from the hazards of injuries and vocational diseases that may occur during work as well as the hazards of fire and other hazards arising from use of machines and other tools, and he must apply all other means of protection as approved by the Ministry of Labor & Social Affairs, and the employee must use protective equipment and clothing provided to him for such purpose and he must abide by all instructions of the employer aiming at his protection from dangers and must not act in a way that may obstruct the application of said instruction.</p>	<p>All activities and operation of AMPS that requires AMPS (e.g., workshop activities)</p>	<p>AMPS - OSHMS/SOP02 Personal Protective Equipment</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Provision of PPE to all staff • Regular inspection on PPE worn by staff. • Verification of compliance to the requirements during audits/Inspections
<p>Article 92</p> <p>Every employer must display at a conspicuous point in the place of business detailed instructions concerning methods to prevent fire and protect Staff from dangers while they perform their duties. Said instructions shall read in Arabic and, if necessary, in another language understood by the Staff.</p>	<p>All areas and premises of AMPS</p>	<p>AMPS - OSHMS/. Emergency Management Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Designated assembly point • Emergency evacuation plan • Emergency contact numbers posted • Verification of compliance to the requirements during audits/Inspections



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Article 93 Each employee has to arrange for one medical aid box(s), supplied with medicines, bandages disinfectants and other relief aids, to be fixed in a conspicuous place within the reach of Staff and to be used by a specialist in handling first aids, and everyone hundred Staff should be provided with an aid box. Each first- aid box shall be sufficient for every 100 Staff.	All department of AMPS	AMPS - OSHMS/SOPo3 First Aid and Medical Treatment AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none">• Monthly inspections are carried out to cross check the first aid boxes in the locations.• Contents of the First aid boxes verified during the monthly visits.• Verification of compliance to the requirements during audits/Inspections
Article 94 Without prejudice to the provisions of by-laws and regulations issued by concerned government authorities the employer must provide proper cleanliness and ventilation in each place of business and must provide such places with adequate illumination, potable water and toilets.	All areas and premises under AMPS	AMPS - OSHMS/SOPo4 General Workplace Amenities AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none">• Regular housekeeping• Availability of Water facility• Monthly inspections to monitor the cleanliness of toilets and water filter changing.• Verification of compliance to the requirements during audits/Inspections
Article 96 An employer shall provide Staff with means of medical care according to the standards decided by the Minister of Labor and Social Affairs in collaboration with the Minister of Health	All activities of AMPS	HR Policies AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none">• Medical Insurance card for all staff• Verification of compliance to the requirements during audits/Inspections
Article 97 The Minister of Labor and Social Affairs has the capacity in consultation with the Ministry of Health, to determine the general Measures for health prevention applicable to all establishments having staff and in particular such measures relating to safety, illumination, ventilation and dining rooms, as well as supply of potable and cleaning water and measures relating to purification of atmosphere from dust and smoke and to stipulate precautionary measures against fire and electric current.	All areas and premises under AMPS	AMPS - OSHMS/SOP11 Electrical Safety AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none">• Monthly inspections on the facilities provided• Electrical safety inspection on monthly basis.• Verification of compliance to the requirements during audits/Inspections



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<p>Article 98</p> <p>The employer or his representative at the time of appointment must keep Staff informed of the dangers related to their profession and preventive measures they have to take. Moreover, the employer must display detailed written instructions in this respect at places of business.</p>	All department of AMPS	AMPS - OSHMS/. Risk Management Procedure AMPS - OSHMS/. Audit and Inspection Procedure AMPS - OSHMS/. Training and Competency Procedure	<ul style="list-style-type: none">• Risk Assessment for all area and activities• Induction Training for staff.• Verification of compliance to the requirements during audits/Inspections
<p>Article 99</p> <p>It shall be unlawful for an employer, his representative or any person having authority over workers to bring or allow anyone else to bring any kind of alcoholic beverages into a workplace for consumption therein or to allow any person in a state of drunkenness to enter or remain on the premises.</p>	All areas and premises under AMPS	AMPS - OSHMS/. Training and Competency Procedure AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none">• Induction Training for staff.• Regular inspections• Verification of compliance to the requirements during audits/Inspections
<p>Article 100</p> <p>Each worker shall comply with the orders and instructions related to industrial security and safety precautions, shall use the appropriate protective devices and treat any such devices in his possession with due care. No worker shall commit any act leading to non-compliance with such instructions, or to the misuse, damage or destruction of the equipment provided for protecting the health and safety of the workers.</p> <p>An employer may prescribe in the disciplinary regulation penalties to be imposed on workers contravening the provisions of the preceding paragraph.</p>	All activities of AMPS	AMPS - OSHMS/. Training and Competency Procedure AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none">• Induction Training for staff.• Regular inspections• Regular supervision• Verification of compliance to the requirements during audits/Inspections



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<p>Article 101</p> <p>Each employer employing workers in areas remote from towns and not covered by regular means of transport shall provide his workers with the following services:</p> <ol style="list-style-type: none">1. Suitable means of transport.2. Suitable living accommodation.3. Drinking water.4. Adequate food supplies.5. First-aid facilities.6. Recreation and sports facilities. <p>The Minister of Labor and Social Affairs shall specify the areas to which the provisions of this Article wholly or partially apply in a resolution. Save for food supplies, the cost of the services referred to in this Article shall be borne by the employer and none of it may be charged to the workers.</p>	<p>All areas and premises of AMPS</p>	<p>AMPS - OSHMS/SOPo4 General Workplace Amenities</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none">• Housekeeping• Availability of Water facility• Monthly inspections to monitor the cleanliness of toilets and water filter changing.• Monthly inspections are carried out to cross check the first aid boxes in the locations• Contents of the First aid boxes verified during the monthly visits.• Verification of compliance to the requirements during audits/Inspections
<p>Article 142</p> <p>If the employee sustains a Labor injury or occupational disease as enumerated in Schedule (1) and (2) attached to this Law, the employer or its representative must report the accident instantly to the Police and Labor Department or any of its branches having jurisdiction over the place of business. The report must include employee's name, age, vocation, address, and nationality in addition to a brief description of the accident, its circumstances and the arrangements made for the employee's medical aid or treatment. The police shall carry out necessary investigation, upon receipt of the report which contains statements of witnesses and employer or his representative and statement of injured if his condition so allows, and the report must indicate in particular if the accident is related to work, and whether it was deliberate or a result of gross misconduct on the part of the employee.</p>	<p>All activities of AMPS</p>	<p>AMPS - OSHMS/. OSH Performance Monitoring Procedure</p> <p>AMPS - OSHMS/. Hazard, Near Miss, Incident Reporting & Investigation Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none">• Incident Notification and Reporting to ADEK through Form G and G1.• Quarterly performance report to ADEK through Form E.• Verification of compliance to the requirements during audits/Inspections•



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3. REGULATION AND SUPERVISION BUREAU

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<p>Water & Electricity Regulations</p> <ul style="list-style-type: none"> • The water Quality Regulations 2009 • The Water supply regulations 2009 • The Electricity supply regulations 2007 • The Electricity Wiring Regulations • Water Distribution Code – Version 3 • Water Transmission Code – Version 4 • Electricity Distribution Code • Electricity Transmission Code version 1 –Revision 4 – Jan 2012 • Recycled Water and Bio-solids Regulations 2010 	All areas and premises of AMPS	<p>AMPS - OSHMS/. Risk Management Procedure</p> <p>AMPS - OSHMS/SOP11 Electrical Safety</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Risk Register covering all potential hazards for all activities. • Electrical Test for the equipment • Inspection / maintenance for the Electrical equipment • Verification of compliance to the requirements during audits/Inspections

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4. MINISTERIAL DECISION NO. (37/2) YEAR 1982

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<p>Article 1</p> <p>The obligation of an employer for the medical treatment of workers shall be in accordance with the medical care standards set forth in the provisions of this decision and within the limits of the available treatment in the State.</p> <p>Article 2</p> <p>An employer whose the number of Staff in his establishment is not more than fifty in one place or within an area, the radius of which is twenty kilometer, shall provide at the work place in his establishment with first aid kits.</p> <p>Article 3</p> <p>An employer whose the number of his workers in one place or within an area the radius of which is twenty kilometers, is exceeding fifty workers and less than two hundred, and in addition to his obligation to provide first aid kits, must employ a nurse holding a nursing certificate recognized by the Ministry of Health who shall be entrusted with rendering first aid treatment. The employer shall also appoint a doctor to treat workers at the place prepared by him for that purpose and shall give them medicines required, all free of charge. And if treatment requires a specialist doctor, the establishment doctor shall recommend in writing for the treatment of the worker by a specialist provided that in such case, treatment expenses shall equally be shared by both the employee and the worker.</p> <p>Article 4</p> <p>An employer whose Staff are two hundred workers or more in one place or within an area the radius of which is twenty kilometers shall provide the treatment facilities stipulated in Article (2) and (3) of this decision in addition to his obligation to provide all other treatment facilities in cases the treatment of which require specialist doctors, or undergo surgical operations or otherwise, as well as necessary medicines, all of which are at the expense of the employer.</p> <p>If the worker is treated in a hospital or a governmental or private or charity clinic, the employer shall pay to such hospital or clinic the expenses of treatment, medicines and the admission fees of the worker as determined by the Ministry of Health for hospitals and governmental clinics or according to the rates fixed by the management of such hospital, or</p>	All departments of AMPS	<p>HR Policies</p> <p>AMPS - OSHMS/ Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Verification of compliance to the requirements during audits/Inspections

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<p>private clinic.</p> <p>Article 5</p> <p>The doctor of an establishment which the number of its' workers is two hundred or more must treat any disease in the normal way and dispense necessary medicines. He shall refer the worker to a specialist doctor or to the hospital in cases which require so. In such case, the worker may not ask that his treatment shall be by a specialist doctor or undergoes a surgical operation or be treated at a hospital except upon the decision of the establishment doctor or on the basis of a certificate issued by specialist and approved by the medical administration or the concerned medical zone within which jurisdiction the establishment is situated. The worker may not ask for treatment by specialist doctors other than those determined by the employer, nor in hospital not been agreed.</p> <p>Article 6</p> <p>The place assigned for the workers clinic and for their treatment shall be as near as possible from the work place and shall have adequate ventilation, lighting and healthily conditions; and it shall be equipped with necessary equipment's and devices.</p> <p>Article 7</p> <p>The expenses of transportation of workers to the clinic shall paid by the employer and at the times specified for treatment or medical check-up. However, the worker shall not be entitled to such expenses unless he complies with the instructions of the employer as to the times specified for treatment or medical examination at the clinic except in emergencies or urgent cases.</p> <p>The employer may designate means of transportation for transporting patients and injured workers, and in such a case, the worker may not refuse such transportation means if they are suitable and shall not be entitled to transportation expenses if he refuses to use the transportation means without justifiable reason.</p> <p>Article 8</p> <p>If there is a fund in the establishment or a scheme providing medical services in which the worker is contributing which gives the right to receive medical treatment for himself and the members of his family, the employer shall reduce the subscription fees of the worker in such fund or scheme to an amount equal to the expenses of his treatment which the employer</p>			

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<p>bears, pursuant to the provisions of this decision.</p> <p>Article 9</p> <p>An employer who employs fifty workers or more must display at the main gates used by workers to enter to the workplace, the following information:</p> <ol style="list-style-type: none"> The location of workers clinic. Days and working hours of such clinic Address of the hospital, and the specialist doctors who are entrusted to treat workers, and timings of such treatment if the employer is bound to provide according to the provisions of this decision. Inspectors of the Labor inspection division at the Ministry may instruct to display all the foregoing informations or some of them, as the case may be, at another place or suitable places whenever they deem it necessary Information's must be displayed in an easy manner for workers to see. <p>Article 10</p> <p>Any employer who is employing workers from out of the country must be sure of their physical fitness, through a certified medical certificate proving that which must authenticated by the official concerned authorities. In all cases, the employer must be sure of the physical fitness of the worker employed by him before he joins work after subjecting him to medical examination; the result of which must be included in a written report approved by the competent authority at the Ministry.</p> <p>Article 11</p> <p>Any employer must prepare for every worker employed by him a medical file including the following:</p> <p>The result of medical examination of the worker at the time he joined work.</p> <p>The result of medical check-up, and the prescribed treatment whenever the worker reports for medical checkup and any date thereof.</p> <p>The results of medical analysis, or treatment and X-ray, if any.</p> <p>Result of medical examination to know whether the worker is suffering from chest or dermatological disease.</p> <p>The period for which the worker was absent because of illness provided that every (4) days of absence due to illness or accidents shall be shown separately. Such files shall be</p>			

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<p>confidential and shall not be seen except by the treating doctor, or the employer or who represents him.</p> <p>Article 12</p> <p>An employer who employs fifty workers or more must send a list of two copies every three months to the concerned Labor department showing the number of workers who received medical treatment at the expense of the employer, the nature of their diseases and the days of absence because of illness.</p> <p>Article 13</p> <p>Compliance with the provisions of this decision shall not prejudice nor nullify any other regulations related to medical treatment in the establishment if such regulations achieve better medical care than those set forth herein.</p> <p>Article 14</p> <p>This decision shall be published in the official gazette and shall come into force from the date of its publication.</p>			

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5. MINISTERIAL ORDER NO [32] FOR THE YEAR 1982

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<p>Article 1</p> <p>Each employer shall provide suitable means to protect Staff from the dangers of accidents and occupational diseases, that may occur during the working hours, as well as dangers of fire and all dangers occurring from use of machinery work and other utensils. He should also follow all other means of protection prescribed by Ministry of Labor and Social Affairs.</p> <p>The employee shall use protective devices and clothing provided for this purpose and shall carry out all instructions of the employer for safety from hazards and shall refrain from creating any hazards and from performing any act that may hinder the execution of these instructions.</p>	All areas and premises under AMPS	<p>AMPS - OSHMS/SOPo2 Personal Protective Equipment</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> Provision of PPE to all staff Regular inspection on PPE worn by staff Verifying the compliance to requirements during audit and inspections
<p>Article 2</p> <p>Each employer shall display in a prominent and obvious place in the workplace clear and detailed instructions for prevention of fire and protection of Staff from the dangers they may be subject to while performing their duties, ways of protection and how to prevent accidents. The instructions shall be in Arabic and in a language understood by Staff</p>	All areas and premises of AMPS	<p>AMPS - OSHMS/. Emergency Management Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> Designated assembly point Emergency evacuation plan Emergency contact numbers posted Emergency exit signages Verification of emergency arrangements during inspections and audits
<p>Article 3</p> <p>Every employer or person on his behalf shall brief Staff about Labor hazards before giving them assignments, such as dangers of fire, machines, falling, occupational diseases and others if applicable.</p>	All areas and premises of AMPS	<p>AMPS - OSHMS/. Risk Management Procedure</p> <p>AMPS - OSHMS/. Training and Competency Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> Risk Assessment for all activities Communication of Risk assessment to staff Induction training for staff Toolbox talks records Verification of emergency arrangements during inspections and audits

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<p>Article 4</p> <p>Employers shall appoint a qualified first aider and have available in every first aid box the items must be as prescribed by the Ministry.</p>	All department of AMPS	AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none"> • Provision of first aid boxes with the minimum contents • Regular inspection on first aid boxes. • Audits and inspection shall verify the first aiders certificate and First box items.
<p>Article 5</p> <p>Every employer shall take necessary measures to ensure safe conditions of work and provide Safety and Health of Staff working therein. Particularly note the following: -</p> <p>a) Space</p> <p>The space to be occupied by each person shall not be less than 400 cubic ft., on condition that any height exceeding fourteen feet shall not be counted.</p> <p>b) Ventilation</p> <p>Provision of adequate fresh air, ventilation and avoidance of bad or harmful exhaust fumes, changes in temperature or excessive humidity.</p> <p>c) Lighting</p> <p>Provision of sufficient and suitable light, naturally or artificially by use of light inlets and openings, sources of natural and artificial light shall be maintained in a homogeneous manner, direct lighting as well dazzling shall be avoided, and also differentiation in light distribution in adjoining places.</p> <p>d) Noise</p> <p>Prevention or reduction of noise and vibration harmful to health of Staff according to internationally accepted standards.</p> <p>e) Canteens: Eating Places</p> <p>Provision of places for eating for Staff where by nature of their work conditions, the eating of food is prohibited in the following</p>	All areas / facilities under AMPS	<p>AMPS - OSHMS/SOPo4 General Workplace Amenities</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Air Quality Monitoring • Regular Housekeeping • Maintenance of HVACs • Verifying the compliance to requirements during audit and inspections

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<p>cases:</p> <ol style="list-style-type: none"> 1. Work where poisonous or harmful materials which propagates dust, smoke, fumes, etc. are used. 2. Works where Staff are subject to harmful radiation. 3. Works where Staff are subject to pollution on parts of the body or the contamination of work clothes. <p>f) Toilets & Washing</p> <p>Provision of sufficient and suitable wash basins for Staff normally present in the place of work plus cleaning materials for the cleaning hereof, sufficient toilets and cloakrooms cleaned and maintained continuously, separated by sexes.</p>			
<p>Article 6</p> <p>Every employer shall take suitable scientific measures to prevent, reduce or remove health dangers from places of work. He shall particularly note the following:</p> <ol style="list-style-type: none"> a) Performance of industrial operations shall not be harmful to the health or safety of Staff. b) Performance of harmful to health operations, shall be kept in separate enclosed areas to protect harmful material and avoid Staff from being in direct contact with leakage of gas vapour, dust, soil fibres or fumes into the atmosphere or the and work place. c) Barring of dangerous radiation from Staff. d) Elimination of harmful materials that are ejected during industrial operations so that they do not increase the limits set down by the Ministry of Labor and Social Affairs. e) Prompt elimination of harmful dust, vapours, gasses or fibres at or rear its source by means of extraction or suitable mechanical means or providing a suitable ventilation system. f) Provide Staff with suitable protective clothing and equipment for personal safety in hazardous areas, if protection measures provided 	<p>All areas / facilities under AMPS</p>	<p>AMPS - OSHMS/. Risk Management Procedure</p> <p>AMPS - OSHMS/. Training and Competency Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Risk Assessment for all activities • Communication of Risk assessment to staff • Induction training for staff • Toolbox talks records • Provision of PPE • Verifying the compliance to requirements during audit and inspections

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are insufficient. The training of Staff in the safe use of this clothing and equipment and the provision of storing, maintaining, cleaning and disinfecting as and when required by the nature of conditions and work.			
<p>Article 7</p> <p>Workplace condition the following shall be noted in workplaces:</p> <p>a) The floors in the working rooms shall be level and suitable for the work done in it.</p> <p>b) There shall be space around the machine's units allowing free passage for Staff to conduct their normal duties without obstruction and to allow cleaning operations, repair of machines and transport of materials used in work.</p> <p>c) Passages should have no pits or uncovered manholes or protruding nails or pipes, upright valves or any construction that may cause.</p> <p>d) Passages shall be kept clear of anything that may obstruct Staff in passing or be a danger by collision or falling.</p> <p>e) Stairways, walking tracks, and similar places shall be furnished with non-slippery material.</p> <p>f) Stairways shall be fitted with handrails and bars of sufficient width as to prevent personnel falling through them and, or metal sheets to prevent objects falling on to people below.</p> <p>g) The steps of stairways shall be strong and wide enough to allow safe passage and shall be fenced from both sides if one side is not adjoining a wall.</p> <p>h) Ladders shall be strongly constructed with steps of suitable</p>	All areas / facilities under AMPS	AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none"> Verifying the compliance to requirements during audit and inspections

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dimensions, with the top and bottom secured as to prevent slipping. Wooden ladders shall not be painted.			
<p>Article 8</p> <p>The employer shall provide the necessary means to prevent fire and also suitable fire extinguishers for the materials kept in the establishment and materials used in the industry. He shall provide the following: -</p> <ol style="list-style-type: none"> 1. To have sufficient ways in, ways out and stairways in the place of work to enable Staff in the event of a fire in any part of the building to evacuate quickly and safely without congestion. 2. Suitable means and devices for extinguishing fire shall be provided and maintained in a good condition to perform their desired purposed. They shall be readily available and free from obstruction. A sufficient number of Staff shall be trained in their use. 3. A warning signal in the event of an outbreak of fire shall be provided and Staff trained to respond to it. 4. Where there are numerous work rooms opening on each other, they shall be separated by fire doors to prevent fire spreading. 5. Fire warning, and fire prevention signs shall be displayed in fire risk areas, evacuation routes shall be signed in Arabic and other languages necessary for Staff working therein. 	All areas / facilities under AMPS	<p>AMPS - OSHMS/. Emergency Management Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Clearly marked emergency exits and free from objects • Availability of fire extinguishers • Fire Fighting system • Maintenance and testing of firefighting system through 3rd party company. • Clearly marked Assembly point • Regular mock drill • Verifying the compliance to requirements during audit and inspections
<p>Article 9</p> <p>Employers shall take necessary precautions to protect Staff from the dangers of falling objects, flying sparks, sharp objects, liquid caustic, hot, burning, explosive or any other harmful material, and to take</p>	All areas / facilities under AMPS	AMPS - OSHMS/. Training and Competency Procedure	<ul style="list-style-type: none"> • Training records on working at height • Provision of PPE • Verifying the compliance to requirements during audit and inspections

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CLAUSES /ARTICLES	APPLICABLE PROCESS / ACTIVITY	INTERNAL OSHMS PROCEDURES REFERENCES	COMPLIANCE MONITORING REQUIREMENTS
necessary precautions to protect Staff from the dangers of compressed gases and electricity, either through safety devices suitable for the purpose or through personal protection like goggles, gloves, belts, outfits, masks or other protective clothing that shall suit the nature of operations performed and the materials used in every operation.		AMPS - OSHMS/. Audit and Inspection Procedure	
<p>Article 10</p> <p>Employers shall provide all moving parts of machinery with suitable guarding unless such parts are designed in a way that provide complete protection.</p>	All equipment that AMPS use	<p>AMPS - OSHMS/. Risk Management Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Risk assessment for all machines and equipment • Inspection on machine guards • Maintenance records on machineries and equipment • Verifying the compliance to requirements during audit and inspections
<p>Article 11</p> <p>Employers in erecting guards mentioned in preceding article shall take into account the following:</p> <ol style="list-style-type: none"> 1. To provide complete protection against danger for which it was erected. 2. To make it impossible for Staff or any part of his body to reach the danger area during operation. 3. Should not cause delay in production or affect machinery performance. 4. Should not affect the adjustment, repair, inspection of machinery in the process of maintenance. 5. Should be rust and fire proof. 6. Should not be the cause of accidents as a result of parts being tapered angular or rough. 	All equipment that AMPS use	<p>OSHMS-SOP-002 Personal Protective Equipment</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Provision of PPE to all staff • Regular inspection on PPE worn by staff • Verifying the compliance to requirements during audit and inspections
<p>Article 12</p> <p>Employers in installing new machinery or equipment shall ensure they comply with the necessary safety requirements.</p>	All new equipment that AMPS use	<p>AMPS - OSHMS/. Risk Management Procedure</p> <p>AMPS - OSHMS/. Audit</p>	<ul style="list-style-type: none"> • Risk assessment for all machines and equipment • Inspection on machine guards • Maintenance records on machineries and

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		and Inspection Procedure	equipment <ul style="list-style-type: none"> Verifying the compliance to requirements during audit and inspections
Article 13 Employers shall not allow anyone to remove or install any guard or safety device unless the machinery is stopped and not operated again until guard or safety device refitted.	All equipment that AMPS use	AMPS - OSHMS/. Risk Management Procedure AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none"> Risk assessment for all machines and equipment Inspection on machine guards Maintenance records on machineries and equipment Verifying the compliance to requirements during audit and inspections
Article 14 Employer shall fix safe operating instruction near machinery, or operations, in Arabic and any other appropriate languages as to be understood.	All equipment that AMPS use	AMPS - OSHMS/. Risk Management Procedure AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none"> Risk assessment for all machines and equipment Inspection on machine guards Maintenance records on machineries and equipment Verifying the compliance to requirements during audit and inspections
Article 15 Staff shall follow orders and instructions related to work safety and shall use the protective devices provided and undertake to take care of them. Staff are not allowed to commit any act conducive to not carrying out the instructions mentioned, misuse or damage devices meant to protect health; and safety of Staff. Employers may include penalties in their disciplinary regulations for any employee who fails to follow the prescribed orders and instructions or use the protective safety measures provided.	All equipment that AMPS use	AMPS - OSHMS/. Audit and Inspection Procedure	<ul style="list-style-type: none"> Provision of PPE Inspection on machine guards Maintenance records on machineries and equipment Verifying the compliance to requirements during audit and inspections

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CLAUSES /ARTICLES	APPLICABLE PROCESS / ACTIVITY	INTERNAL OSHMS PROCEDURES REFERENCES	COMPLIANCE MONITORING REQUIREMENTS
<p>Article 18</p> <p>Employers shall take precautions to protect Staff against dangerous chemicals by storing chemicals in safe fenced areas. Chemical or harmful materials kept in containers shall have a secure lid in Arabic and other relative languages giving the contents, safe usage, means of protection and harmful effects.</p>	All chemical handling activities	<p>AMPS - OSHMS/SOP01 Hazardous Material</p> <p>AMPS - OSHMS/SOP12 Safety Signage and Signals</p> <p>AMPS - OSHMS/. Training and Competency Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Availability of MSDS • Training for staff on Chemical Handling • Provision of PPE • Installation of Safety signages • Verifying the compliance to requirements during audit and inspections
<p>Article 22</p> <p>The responsibility of providing, any articles of industrial safety in the work of contracting concerning the business owners, original contractor and sub-contractor shall be as follows:</p> <p>a) Conditions of industrial safety at the place of work and its equipment shall be provided by the business owner who operates there.</p> <p>b) Personal safety equipment for Staff shall be provided by the one who contract with them.</p>	Contracting activity	<p>AMPS - OSHMS/. Management of Contractor Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • 3rd party certificates for the machineries • Provision of PPE • Verifying the compliance to requirements during audit and inspections
<p>Article 24</p> <p>The employer shall notify the Labor office concerned of accidents occurring in any establishment during the daily working hours or as a result of the work and:</p> <p>a) Death of employee.</p> <p>b) Fire or explosion.</p> <p>c) Disability of employee for three days or more.</p> <p>The employer should also notify of such accidents according to the model shown in this table [4] attached to this decree and the</p>	All incidents that occur in AMPS	<p>AMPS - OSHMS/. Hazard, Near Miss, Incident Reporting & Investigation Procedure</p> <p>AMPS - OSHMS/. Audit and Inspection Procedure</p>	<ul style="list-style-type: none"> • Incident notification and investigation reports (Form G & G1) • Police Reports • Verifying the compliance to requirements during audit and inspections

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<p>notification should be as follows:</p> <ol style="list-style-type: none"> 1. In cases of death, fire or explosion, the notification should be immediately the accident occurs and through the fastest means of communication. 2. In case of disability of Staff for three days or more. Notification shall be within twenty-four hours from the accident. <p>In all cases every employer shall furnish the Labor office concerned with statistics of employment injuries and occupational diseases in two copies every three months according to a model to be prepared for this purpose on condition that the date of its dispatch should not exceed fifteen days after the expiry of the three-month period.</p> <p>The employer shall retain a third copy in the establishment so that the inspector of Labor concerned may go through it on his visit to the establishment.</p>			

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6. UAE FIRE AND LIFE SAFETY CODE 2018

CLAUSES /ARTICLES	APPLICABLE PROCESS / ACTIVITY	INTERNAL OSHMS PROCEDURES REFERENCES	COMPLIANCE MONITORING REQUIREMENTS
Chapter 1 – Construction Chapter 2 – Fire Service Vehicle and Personnel Accessibility Chapter 3 – Means of Egress Chapter 4 – Fire Extinguishers Chapter 5 – Exit Signs Chapter 6 – Emergency Lighting Chapter 7 – Emergency voice evacuation systems Chapter 8 – Fire Detection and Alarm System Chapter 9 – Fire Protection Systems Chapter 10 – Smoke Control and Smoke Management Systems Chapter 11 – Liquefied Petroleum Gas Code of Practice Chapter 12 – Fire and Life Safety during Construction and Maintenance Chapter 13 – Flammable Liquid Usage Chapter 14 – Utility Occupancies Chapter 15 – Accessibility Chapter 16 – Direct Alarm System Chapter 17 – Risk Assessment Methodology	All building/facility use by AMPS	AMPS - OSHMS/ Emergency Management Procedure	<ul style="list-style-type: none"> • Provision of firefighting equipment • Fire alarm system • Smoke detector system • Assembly point • Emergency response team • Emergency response plan

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7. MINISTERIAL RESOLUTION NO. 38 OF 2020 ON ENFORCEMENT OF PENALTIES FOR VIOLATIONS FOLLOWING THE CABINET RESOLUTION NO. 17 OF 2020 TO CONTAIN THE SPREAD OF THE CORONAVIRUS, COVID-19

CLAUSES /ARTICLES	APPLICABLE PROCESS / ACTIVITY	INTERNAL OSHMS PROCEDURES REFERENCES	COMPLIANCE MONITORING REQUIREMENTS
This resolution sets out specific penalties for breaching Resolution No. 17 of 2020, including a fine of AED 50,000 for failing to adhere to home quarantine instructions. Other penalties include a fine of AED 2000 for those “leaving home for unnecessary reasons, or for any purpose other than work or purchase of basic needs” and a fine of AED 1000 for “failing to wear medical facemasks in closed places.	AMPS Management and all its Staff	HR Policies AMPS - OSHMS/. Training and Competency Procedure	<ul style="list-style-type: none"> • Communication records • Awareness Training • Toolbox Discussion • Verification of medical records during internal audits

8. LAW NO. (23) OF 2005 CONCERNING HEALTH INSURANCE IN THE EMIRATE OF ABU DHABI AND THE IMPLEMENTING REGULATION

CLAUSES /ARTICLES	APPLICABLE PROCESS / ACTIVITY	INTERNAL OSHMS PROCEDURES REFERENCES	COMPLIANCE MONITORING REQUIREMENTS
<p>Article 5</p> <p>The Employer shall undertake to provide health insurance coverage for all his Staff/workers and their family members including an employee’s/worker’s wife and three children under 18 years of age. Every sponsor shall undertake to provide insurance coverage for those sponsored by him who are not covered by the Employers, as of the date of arrival in the State. A non-UAE national may not obtain a residence permit or renewal thereof, nor may he be employed, unless after enrollment into the health insurance scheme.</p> <p>Article 11</p> <p>1. An Employer shall be responsible to the Sponsor for providing the Basic Health Insurance cover for its Staff and their dependents, even if not sponsored by him, and shall be responsible for ensuring that the Employee or worker and their dependents are covered by valid health insurance policies at all times.</p> <p>4. An Employer shall be responsible for the cost of providing Basic Health Insurance Policies to the Employee and Employee’s dependents and shall not pass on the cost of providing such policies, or any part thereof, to its Staff.</p>	For all Staff working under AMPS	HR Policies	<ul style="list-style-type: none"> • Valid Insurance card for all school staff.

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<p>5. An Employer, even if not subscribed to the Health Insurance Scheme, shall be liable for the cost of Healthcare Services that are provided to Staff and Staff dependents.</p> <p>9. An Employer shall not be permitted to apply for a work visa for any Employee without submitting evidence of subscription to the Health Insurance Scheme.</p>			