



Abu Dhabi EHSMS Regulatory Framework (AD EHSMS RF)

EHS Regulatory Instrument

Code of Practice

**EHS RI - CoP 14.0 – Manual Handling and
Ergonomics**

Version 2.0

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ACKNOWLEDGEMENTS

With gratitude Abu Dhabi EHS Center acknowledges the great support provided by the Executive Council in facilitating the issuance of Abu Dhabi Emirate Environment, Health and Safety Management System (AD EHSMS) and its implementation at Emirate level.

The issuance of the system would not have been possible without the supervision, diligent efforts and productive recommendations of the AD EHS Center Board of Directors.

These documents (Regulatory Instruments) constitute the efforts of the Abu Dhabi EHS Center and the concerned Sector Regulatory Authorities and who worked together to integrate all relevant regulatory requirements under *AD EHSMS RF*. The input, contribution and constructive views of all sectors is highly appreciated.

May these documents prove to be beneficial and helpful in system implementation and in expanding the knowledge in the EHS field.

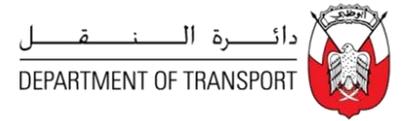


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Preface

This Abu Dhabi EHS Regulatory Instrument was developed by the Health Authority - Abu Dhabi as the primary Competent Authority for this topic to set the minimum mandatory requirements.

Every effort was made in developing this document so that it does not conflict with existing local or federal laws and regulations. In case of conflict, requirements of the existing local and federal laws and regulations shall prevail, and all concerned are obliged to bring the same to the attention of AD EHS Center for resolution.

This AD EHS Regulatory Instrument has been developed, reviewed and approved, following the process as described in *AD EHSMS Implementation Guideline: The Integration of EHS Requirements in the Emirate of Abu Dhabi*, by the following stakeholders:

- Abu Dhabi EHS Higher Committee;
- Abu Dhabi EHS Center;
- Environment Agency Abu Dhabi;
- Department of Municipal Affairs;
 - Abu Dhabi Municipality;
 - Al Ain Municipality;
 - Western Region Municipality;
- Department of Transport – Abu Dhabi;
- Abu Dhabi Water and Electricity Authority;
- Health Authority - Abu Dhabi;
- Higher Corporation for Specialized Economic Zones (ZonesCorp);
- Center for Waste Management – Abu Dhabi;
- Abu Dhabi Tourism Authority;
- Abu Dhabi Food Control Authority;
- Abu Dhabi Education Council
- Regulation and Supervision Bureau; and
- Other Relevant Federal and Local Competent Authorities.

The AD EHSMS consists of the following hierarchy of documents:

- AD EHSMS RF Elements - Mandatory System Requirements

EHS Regulatory Instruments:

- Standards and Guideline Values - Mandatory EHS threshold and exposure levels
- Codes of Practice - Mandatory EHS technical requirements – subject specific
- Mechanisms - Mandatory system implementation processes and procedures

Guidelines:

- Technical Guidelines - Non-mandatory guidance on how to implement an EHS Regulatory Instrument
- AD EHSMS Guidance Documents - Non-mandatory guidance and interpretation of an *AD EHSMS RF* concept and/or principle

Further, this document is not intended to conflict with any contractual obligations in effect at the time of its issuance. However, all future contracts shall adhere to applicable requirements stated herein, and existing long term contracts shall be brought into compliance with its requirements as soon as reasonably practicable as stipulated by relevant subject authorities.

This document will be reviewed periodically as part of the continual improvement cycle.

1. Introduction

- (a) This Code of Practice (CoP) applies to all employers and places of business within the Emirate of Abu Dhabi that have exposure to risk due to manual handling and work environment ergonomic concerns that can cause or aggravate work-related musculoskeletal disorders (WRMDs) or other related injuries and illnesses. Specific requirements of this document do not replace any more stringent requirements set by Federal or other Emirate regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.
- (b) Manual handling applies to any workplace activity requiring the use of force by a person to grasp, manipulate, strike, throw, carry, move (lift, lower, push, pull), hold or restrain an object, load or body part.
- (c) The principal method of reducing risk is by avoiding hazardous manual handling operations and designing the work environment in relation to the employee in such a manner that it will reduce the risk of, or eliminate the working hazards. If it is not reasonably practicable to eliminate this completely, it shall be carefully and critically assessed. Employers shall take the task, the load, the working environment, individual capabilities and other factors into account to ensure preventive and protective control measures are developed and implemented.

2. Training and Competency

- (a) Employers shall ensure that EHS training complies with the requirements of:
 - (i) *AD EHSMS RF – Element 05 – Training and Competency;*
 - (ii) *AD EHS RI – Mechanism 7.0 – AD EHS Professional Entity Registration; and*
 - (iii) *AD EHS RI – Mechanism 8.0 – AD EHS Practitioner Registration.*
- (b) Training programs shall be designed to meet the needs of specific occupational groups or working teams.
- (c) Employers shall ensure all relevant employees and contractors that perform manual handling are at a minimum trained on:
 - (i) safe work practices and worksite procedures;
 - (ii) how to identify problems with a task or action and choose appropriate solutions (basic risk management);
 - (iii) the types of workplace injuries associated with the manual tasks performed, their causes, early signs of injury and risk factors; and
 - (iv) when moving heavy items (lifting, carrying, pushing etc), employees shall know:
 - 1) when to call for help;
 - 2) how to safely use all mechanical aids and assistive devices;
 - 3) how to set up and adjust the work area for safe and efficient handling; and

- 4) have the ability to apply the principles of safe handling (when physically handling).
- (d) Employees shall be trained on the following ergonomic topics:
- (i) procedures to request an ergonomic worksite assessment;
 - (ii) how to ensure their worksite so it is ergonomically correct;
 - (iii) early warning signs of an ergonomic injury or illness;
 - (iv) procedures for reporting of ergonomic injury or illness; and
 - (v) assistance available if they have suffered an injury or illness.
- (e) Training shall be conducted:
- (i) prior to starting work when employees are hired or transferred into a task that requires manual handling, or this is a risk of an ergonomic injury;
 - (ii) when new tasks are introduced that involve manual handling or increase the risk of an ergonomic injury; and
 - (iii) new equipment (mechanical aids), tools or furniture (adjustable items) are introduced.
- (f) Employers shall ensure that line managers and supervisors shall receive training on:
- (i) how to identify unsafe manual handling practices and/or when a workstation is not ergonomically adjusted to fit the employee;
 - (ii) policies and procedures on how to perform manual handling tasks safely;
 - (iii) basic knowledge to recognize risks associated with manual handling tools/equipment and the procedures for using/adjusting equipment as per manufacturer's instructions;
 - (iv) basic knowledge on how to setup a workstation / work areas so it is ergonomically correct;
 - (v) procedures for reporting of an ergonomic injury or illness; and
 - (vi) assistance available to employees if they suffer an injury or illness.
- (g) Procurement staff, engineers, in-house designers, maintenance staff, and/or employees responsible for the selection and maintenance of equipment shall be trained on basic manual handling and ergonomic concepts and the importance of using this knowledge to enhance the work environment and prevent injuries and illnesses.
- (h) Refresher training shall be conducted on an annual basis.
- (i) Training programs shall be reviewed and updated when there is a change in handling equipment, control measures, work environment or legislation/standards.

3. Requirements

3.1 Roles and Responsibilities

3.1.1 Employers

- (a) Employers shall undertake their roles and responsibilities in accordance with the general requirements of *AD EHSMS RF – Element 01 – Roles, Responsibilities and Self-Regulation Section 3.2.5*.
- (b) Employers shall be responsible for performing a risk assessment in accordance with *AD EHSMS RF – Element 02 – Risk Management* to determine the risks associated with manual handling and ergonomics.
- (c) Employers shall assess workstations / work areas, or coordinate for their assessment, to ensure ergonomically safe layouts / set-up.
- (d) Employers shall develop and implement control measures and safe work practices to reduce employee's exposures to manual handling and ergonomic risks.
- (e) Employers shall ensure maintenance is performed on equipment used in manual handling as per the manufacturer's instructions and preventative maintenance plan.
- (f) Employers shall provide their employees with information about their work environment, the loads, the safety and health risks and the preventive and protective control measures in place to prevent injuries and illnesses.
- (g) Employers shall assess the employee's capability to perform manual handling operations which may create safety and health risks, if applicable.
- (h) Employers shall comply with the requirements of *AD EHS RI – CoP 14.1 – Manual Tasks involving the Handling of People*, if applicable.
- (i) Employers shall ensure equipment utilized in manual handling or a person is fit for purpose.
- (j) Employers shall ensure equipment utilized in manual handling is inspected, tested, certified and maintained as per the manufacturer's requirements.
- (k) Employers shall monitor the use of equipment used in manual handling to ensure employees are using the equipment appropriately.
- (l) Employers shall refer to *AD EHSMS RF – Technical Guideline – Manual Handling and Ergonomics* as a resource to identify hazards and develop procedures for manual handling and ergonomics.

3.1.2 Employees

- (a) Employees shall undertake their roles and responsibilities in accordance with the general requirements of *AD EHSMS RF – Element 01 – Roles, Responsibilities and Self-Regulation Section 3.2.7*.

- (b) Employees shall report any activity, defect or injury relating to manual handling and ergonomics and/or which they believe is reasonably foreseeable to endanger their safety or that of another person.
- (c) Employees shall comply with safe work practices and standard operating procedures.
- (d) Employees shall use appropriate equipment or safety devices provided by the employer in accordance with any training or instruction received in the use of the work equipment or device concerned.
- (e) Employees shall not perform any task requiring training until they have received the required training and it is documented.
- (f) Employees shall not operate any piece of equipment that they are not familiar with and appropriately trained on its use.

3.2 Planning and Assessment

- (a) Employers shall evaluate each workstation / work area / operation to determine if manual handling and ergonomic hazards are present and control measures and equipment shall be assessed using risk management practices as required by *AD EHSMS RF – Element 02 – Risk Management*.

4. References

- *AD EHSMS RF – Element 01 – Roles, Responsibilities and Self-Regulation*
- *AD EHSMS RF – Element 02 – Risk Management*
- *AD EHS RI – CoP 14.1 – Manual Tasks Involving the Handling of People*
- *AD EHSMS RF – Technical Guideline – Manual Handling and Ergonomics*
- *Manual Tasks Code of Practice 2010, Workplace Health and Safety Queensland, Department of Justice and Attorney-General, Queensland Government, Australia*

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