



Abu Dhabi EHSMS Regulatory Framework (AD EHSMS RF)

EHS Regulatory Instrument

Code of Practice

**EHS RI - CoP 14.1 – Manual Tasks Involving
the Handling of People**

Version 2.0

February 2012

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.

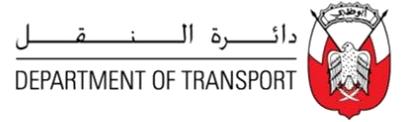


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Preface

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 the manual handling / lifting of people (eg. patients in a hospital) that can cause or aggravate work-related musculoskeletal disorders (WRMDs) or other related injuries and illnesses. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.
- (b) This CoP applies to any workplace activity requiring the use of force by a person to hold, support, transfer (lift, lower, carry, push, pull, slide), or restrain another person at a workplace.
- (c) The principal method of reducing risk is by avoiding hazardous manual handling operations. If it is not reasonably practicable to eliminate this completely, it shall be carefully and critically assessed. The employer shall take the task, the load, the working environment, individual capabilities and other factors into account to ensure appropriate 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 developed to meet the needs of specific occupational groups or working teams.
- (c) Employers shall ensure all employees and relevant other persons that perform manual handling of people 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;
 - (iv) when transferring a person (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) Employers shall ensure that line managers and supervisors shall receive training to enable them to implement and monitor established safe practices.

- (e) Refresher training shall be conducted on an annual basis.
- (f) Training programs shall be reviewed and updated when there is a change in handling equipment, control measures, 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 comply with the applicable requirements of *AD EHS RI – CoP 14.0 – Manual Handling and Ergonomics*.
- (c) Employers shall refer to *AD EHSMS RF – Technical Guideline – Manual Tasks Involving the Handling of People* as a resource to develop procedures for the manual handling of people.
- (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 consider control measures, including engineering control measures to remove or reduce employee exposure to hazards associated with manual handling and ergonomics.
- (f) Employers shall assess the employee's capability to perform manual handling operations which might create safety and health risks.
- (g) Employers shall ensure equipment utilized in the lifting / handling or a person is fit for purpose.
- (h) Employers shall ensure equipment utilized in the lifting / handling or a person is inspected, tested, certified and maintained as per the manufacturer's requirements.
- (i) Employers shall ensure when developing procedures for evacuation of a building during an emergency, employers consider the effect of people handling on employees.
- (j) Employers shall ensure maintenance is performed on equipment used to handle people as per the manufacturer's instructions and preventative maintenance plan.
- (k) Employers shall monitor the use of equipment used to handle people to ensure employees are using the equipment appropriately.

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 or defect relating to manual handling of people 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 be responsible for performing a risk assessment in accordance with *AD EHSMS RF – Element 02 – Risk Management* to determine the risks associated manual handling of people and implement control measures and safe work practices to reduce employee's exposures to task that could cause an injury.

4. References

- *AD EHSMS RF – Element 01 – Roles, Responsibilities and Self-Regulation*
- *AD EHSMS RF – Element 02 – Risk Management*
- *AD EHS RI – CoP 14.0 – Manual Handling and Ergonomics*
- *AD EHSMS RF – Technical Guideline – Manual Tasks Involving the Handling of People*
- *Manual Tasks Involving the Handling of People Code of Practice 2001, Workplace Health and Safety Queensland, Department of Justice and Attorney-General, Queensland Government, Australia*
- *Manual Handling in Health Care Services, A Guide to the Handling of People, Occupational Safety and Health Branch, Labour Department, Government of the People's Republic of China*

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