



Abu Dhabi EHSMS Regulatory Framework (AD EHSMS RF)

EHS Regulatory Instrument

Code of Practice

**EHS RI - CoP 8.0 – General Workplace
Amenities**

Version 2.0

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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 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 AD EHS Center 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 City Municipality;
 - Al Ain City Municipality; and
 - 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 within the Emirate of Abu Dhabi. This CoP is designed to incorporate requirements set by UAE and Abu Dhabi regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, employers are required to follow the more stringent requirement.

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) Employers shall train their employees on:
- (i) common hazards in the workplace;
 - (ii) requirements set by the employer to prevent occupational injuries and illnesses; and
 - (iii) housekeeping and general amenity requirements. (eg. trash disposal, cleaning workspaces, preventing chemical exposures, etc).

3. Requirements

3.1 Roles and Responsibilities

- (a) Employers shall set minimum requirements for general worksite conditions that at a minimum comply with *Chapter 5 of Federal Law No. 8, for 1980, on Regulation of Labour Relations*. Requirements and control measures shall focus on ensuring workplaces are free from recognizable hazards. To ensure requirements are followed, the employer shall develop a system to routinely inspect the worksite in accordance with *AD EHSMS RF – Element 08 – Audit and Inspection*.
- (b) Employees shall follow procedures set by the employer to keep the worksite free from safety and health hazards.
- (c) Employers shall ensure the general welfare of employees is met. This includes ensuring, as needed, employees have access to:
- (i) prayer room / mosque;
 - (ii) appropriate facilities for eating;
 - (iii) clean and sanitary bathrooms; and
 - (iv) changing rooms.

3.2 Housekeeping

- (a) All places of employment including, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.
- (b) The floor of every workroom shall be maintained in a clean and, so far as reasonably practicable, dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places shall be provided where reasonably practicable.
- (c) Workspaces shall be free from biological and chemical hazards. Where biological and chemical hazards exist as a necessary part of operational processes employers shall ensure a risk assessment has been performed and appropriate control measures have been implemented.
- (d) Bathrooms shall be cleaned and serviced regularly, depending on use, to maintain a clean and sanitary environment.
- (e) Workspaces shall be free from excessive storage of paper, materials, and trash that could cause health issues, create fire hazards, or promote infestations of rodents and pests.
- (f) If rodent and pest infestation is suspected, employers shall hire a licensed exterminator to evaluate the worksite and take appropriate actions.

3.3 Aisles and Passageways

- (a) Where mechanical handling equipment is used, appropriate safe clearances shall be allowed for aisles, at loading docks, through doorways, and wherever turns or passages shall be made. Aisles and passageways shall be kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard.
- (b) Aisles and passageways shall be wide enough to allow emergency egress. The minimum width shall not be less than 90cm.
- (c) Covers and/or guardrails shall be provided to protect employees from the hazards of holes in floors, open pits, tanks, vats, ditches, etc.
- (d) Every wall opening that has a drop that could cause an injury shall be guarded by a rail, roller, fence, half door, or equivalent barrier.
- (e) Where aisles and passageways are at a height where employees could walk or work below them, toe boards shall be provided to prevent tools and equipment from falling. Toe boards shall be a minimum of 15 cm in height.

3.4 Floor Loading and Shelf Loading Protection

- (a) In every building or other structure, or part thereof, used for mercantile, business, industrial, or storage purposes shall have the approved loading identified in a visible location.

3.5 Fixed Stairs

- (a) Fixed stairs shall be provided for access from one structure level to another where operations necessitate regular travel between levels and for access to operating platforms at any equipment which requires attention routinely during operations.
- (b) Fixed stairs shall have a fixed railing of an appropriate height for people to use when ascending or descending stairs.
- (c) Fixed stairs that have openings on one or both sides shall be guarded by a railing system consisting of a top rail and mid rail.
- (d) Fixed stairs shall also be provided where access to elevations is required daily or at each shift for purposes such as:
 - (i) reading gages, inspection, regular maintenance, etc., where such work may expose employees to hazardous materials; or
 - (ii) carrying of tools or equipment by hand is normally required.

3.6 Windows, Skylights, Ventilators and Transparent or Translucent Doors

- (a) Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health or safety, be made of safety material or be protected against breakage. For transparent or translucent doors and windows that are larger than two meters in height and one meter in width, they shall be appropriately marked or incorporate features to make it apparent that it is not a passage way.
- (b) No window, skylight or ventilator shall be capable of being opened, closed or adjusted in a manner which exposes any person performing such operation to a risk to health or safety.
- (c) No window, skylight or ventilator shall be in a position when open which is to expose any person in the workplace to a risk to health or safety.
- (d) If a skylight is located on a walking/working surface, or on a roof where someone could walk (eg. flat roof or low slope roof), the skylight shall be guarded by a standard skylight screen or a fixed standard railing on all exposed sides.
- (e) All windows and skylights in a workplace shall be of a design or be so constructed that they may be cleaned safely.

3.7 Heating, Ventilation, and Air Conditioning (HVAC)

- (a) HVAC systems shall be designed for the specific use intended and all outdoor air and recirculated air is filtered to remove contaminants.
- (b) Employers or building owners shall ensure HVAC systems are serviced regularly, to include replacing filters according to manufacturer's specifications.
- (c) During work hours, the temperature in all workplaces inside buildings shall be reasonable. If

temperatures exceed 35 degrees Celsius, employers shall implement a heat stress program as required by *AD EHS RI – CoP 11.0 – Safety in the Heat*.

- (d) Fresh air intakes for HVAC systems shall be located in a place that shall not pull in environmental contaminants such as vehicle exhaust, noxious fumes, unpleasant smells, or chemical contaminants.
- (e) An evaluation shall be completed at the worksite to determine the amount of outdoor air that shall be mixed with recirculation of filtered air for HVAC systems. At a minimum, HVAC systems shall be designed to allow for 15 cubic feet of per minute (CFM) of outdoor air to be mixed with the recirculation of filtered air. For areas where contaminants, such as people smoking, degrade the quality of recirculated air, a minimum of 20 cubic feet per minute (CFM) of outdoor air shall be mixed with the recirculation of filtered air.
- (f) An evaluation shall be completed at the worksite to determine the amount of air changes per hour that is required for HVAC systems. At a minimum, the following air changes per hour shall be set for HVAC systems:
 - (i) office / general work area = 4-6 air changes per hour;
 - (ii) meeting rooms = 7-10 air changes per hour;
 - (iii) commercial kitchens = 20-60 air changes per hour;
 - (iv) public bathrooms = 6 air changes per hour;
 - (v) laboratories = 6 - 12 air changes per hour;
 - (vi) gas and/or chemical /industrial process = 10 air changes per hour; and
 - (vii) garages = 6-10 air changes per hour.

3.8 Lighting

- (a) Workplaces shall be lighted to a minimum of the following illumination intensities:
 - (i) offices, general work areas, first aid stations, and medical treatment centers = 30 Foot-Candles;
 - (ii) bathrooms, dining halls, mechanical and electrical equipment rooms, carpenter shops, and general construction plant and shops (eg. batch plants, screening plants, and active store rooms) = 10 Foot-Candles;
 - (iii) access ways, storage areas, warehouses, refueling, maintenance areas, and loading platforms = 5 Foot-Candles; and
 - (iv) general construction sites, concrete placement, excavation, tunnels, shafts, and underground work areas = 5 Foot-Candles.

Note: One Foot-Candle ≈ 10.764 lux.

3.9 Room Dimensions and Space

- (a) Employers shall perform a risk assessment to determine the amount of space needed for a work area to ensure safe access and egress and appropriate room to perform tasks safely.

- (b) Workplaces shall have a minimum of 10m³ per person and a minimum ceiling height of 2.5 meters.
- (c) Work areas that include a desk and chair shall have a clearance of 90cm from behind the desk to any obstruction. If there is a walkway behind the person working, or other work being completed, than the space behind the desk shall be a minimum of 1 meter to the nearest obstruction.
- (d) Appropriate space is required to enable storage facilities such as filing cabinets, cupboards and bookcases to be used without excessive bending or twisting. Appropriate storage facilities shall be provided so that heavy and frequently used items can be stored between the employee's standing knee and shoulder height. A minimum clearance of 1.2 m is recommended.

3.10 Drinking Water (Potable Water)

- (a) Employers shall provide an appropriate supply of drinking water for all persons at work in the workplace.
- (b) Every supply of drinking water shall be readily accessible at appropriate places and conspicuously marked with an appropriate sign where necessary.
- (c) Where a supply of drinking water is required, there shall also be provided an appropriate number of appropriate cups or other drinking vessels unless the supply of drinking water is in a jet form which the person can drink easily.
- (d) Drinking water dispenser shall be cleaned on a daily basis.
- (e) Common / shared drinking cups, water bottles, or other such devices are not allowed.

3.11 Sanitary Conveniences (Bathrooms)

- (a) Appropriate sanitary conveniences shall be provided at readily accessible places and designed in accordance to the International Building Codes of the Emirate of Abu Dhabi (Department of Municipal Affairs).
- (b) Sanitary conveniences shall:
 - (i) be well ventilated and lit;
 - (ii) kept in a clean and orderly condition;
 - (iii) be well maintained and operational;
 - (iv) have floors made of a non-slip surface;
 - (v) have at least one facility for the physically handicapped; and
 - (vi) have separate rooms for men and women and a door of which is capable of being secured from the inside.

- (c) Portable sanitary facilities shall be provided for temporary workplaces and construction workplaces. Facilities shall include toilet facilities and hand washing facilities and the facilities shall be cleaned on a regular basis to maintain a sanitary condition. Public toilet and washing facilities shall only be used as a last resort and if they are convenient to the worksite.

3.12 Washing Facilities

- (a) Appropriate washing facilities, including showers if required by the nature of the work or for health reasons, shall be provided at readily accessible places.
- (b) Washing facilities shall:
- (i) be provided in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere as well;
 - (ii) include a supply of clean hot and cold water (which shall be running as far as reasonably practicable);
 - (iii) include soap and towels or other appropriate means of drying;
 - (iv) be ventilated and well lit;
 - (v) have floors made of a non-slip surface;
 - (vi) be kept in a clean and orderly condition; and
 - (vii) be well maintained and operational.
- (c) Shower facilities shall:
- (i) have separate facilities and changing rooms for men and women;
 - (ii) include a supply of clean hot and cold water;
 - (iii) include soap or other appropriate means of cleaning;
 - (iv) include clean towels or other appropriate means of drying;
 - (v) be ventilated and well lit;
 - (vi) be kept in a clean and orderly condition; and
 - (vii) be well maintained and operational.

4. References

- *AD EHSMS RF – Element 08 – Audit and Inspection*
- *AD EHS RI – CoP 11.0 – Safety in the Heat*
- *Federal Law No. 8, for 1980, on Regulation of Labour Relations*
- *UK HSE INDG 293 Guidance for Employers on Welfare Provisions*
- *UK HSE CIS No. 59 Provision on Welfare Facilities During Construction Work*

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