



Abu Dhabi EHSMS Regulatory Framework (AD EHSMS RF)

EHS Regulatory Instrument

Code of Practice

EHS RI - CoP 9.0 – Workplace Wellness

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 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.



مركز أبوظبي للبيئة والصحة والسلامة
Abu Dhabi Environment, Health and Safety Center

DEPARTMENT OF MUNICIPAL AFFAIRS



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WESTERN REGION MUNICIPALITY

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AL AIN CITY MUNICIPALITY

بلدية مدينة أبوظبي
ABU DHABI CITY MUNICIPALITY



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Abu Dhabi Water & Electricity Authority

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DEPARTMENT OF TRANSPORT



مكتب التنظيم و الرقابة
Regulation & Supervision Bureau



هيئة الصحة - أبوظبي
HEALTH AUTHORITY - ABU DHABI



مجلس أبوظبي للتعليم
Abu Dhabi Education Council
التعليم أولاً Education First



مركز إدارة النفايات - أبوظبي
The Center of Waste Management - Abu Dhabi



هيئة أبوظبي للسياحة
ABU DHABI TOURISM AUTHORITY

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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 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 Code of Practice is designed to incorporate requirements set by Abu Dhabi EHS Center and Sector Regulatory Authorities in the Emirate of Abu Dhabi.
- (b) This CoP aims to contribute to the prevention of the common health conditions found in the occupational environment. The requirements found in this document are designed to ensure control measures are implemented in accordance with the hierarchy of controls and those control measures are taken to prevent injury, illness and disease to persons who might be exposed to risks arising from those activities.
- (c) This CoP aims to improve the health and wellbeing of employees in Abu Dhabi Emirate in order to have a more productive and healthy workforce. In particular, it aims to promote awareness and prevention of the most common health conditions that affect the population of the Emirate such as cardiovascular disease, stress, tobacco use and other general health issues.
- (d) It also aims to establish requirements and standards for workplace health promotion programs. The goal is to improve the health and wellbeing of employees and other relevant persons and thereby contribute to workplace wellness.

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 provide training to the coordinator for workplace health promotion to help them in performance of their duties.
- (c) Employers shall train all employees on the requirements of the workplace health promotion programs.

3. Requirements

3.1 Roles and Responsibilities

3.1.1 Employers

- (a) Employers shall perform regular health needs assessment (at least yearly) to determine common health risk factors at work and of employees.
- (b) Employers shall allocate responsibility for coordination of the workplace health promotion program to a competent person (eg. EHS Officer).

- (c) Employers shall actively enhance workplace wellness through a planned, implemented and evaluated workplace health promotion program.

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 event which they believe is reasonably practicable to endanger their safety or that of another person.

3.2 Planning and Assessment

- (a) Employers shall evaluate each site or operation to determine if hazards are present and the workplace shall be assessed using risk management practices as required by *AD EHSMS RF – Element 02 – Risk Management*.
- (b) Employers shall ensure the following:
 - (i) an assessment of the various risks is undertaken and systems of work are established; and
 - (ii) that effective procedures and control measures are in place, which are implemented in order to manage activities safely and without risk to health.

3.3 Workplace Health Promotion Program

3.3.1 Minimum Requirements

- (a) At a minimum, the workplace health promotion program, as far as reasonably practicable, shall include:
 - (i) provision of access to stress management activities;
 - (ii) provision of access to physical activity options;
 - (iii) provision of access to healthy food choices; and
 - (iv) provision of smoke free environment.

3.3.2 Program Monitoring, Evaluation and Reporting Requirements

- (a) Employers shall evaluate the process, impact and outcome of all initiatives within the workplace health promotion program to determine if they are being implemented as planned, are achieving the desired effect, and not resulting in any unintended negative consequences. The results of these evaluations shall be considered in the planning of subsequent initiatives.
- (b) During program evaluations, employers shall take into consideration external and environmental factors that can affect workplace wellness (eg. workplace stress, ventilation, indoor air quality, lighting, etc).

- (c) At a minimum, the following information shall be documented for initiatives within the workplace health promotion program:
- (i) details of goal and objectives of workplace health promotion initiative;
 - (ii) details of strategies and activities implemented;
 - (iii) details of methods used for process, impact and outcome evaluation; and
 - (iv) detailed results of evaluation.
- (d) Entities are required to report the above to their concerned Sector Regulatory Authority upon request.

4. References

- *AD EHSMS RF – Element 01 – Roles, Responsibilities and Self-Regulation*
- *The Buck Consultants. Working well: a global survey of health promotion and workplace wellness strategies. Survey report. San Francisco, CA, USA; November 2009*
- *World Health Organisation. Healthy workplaces: a global model for action. Geneva, Switzerland; October 2009. Available at:*
http://www.who.int/occupational_health/healthy_workplaces/en/index.html

