



OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT  
REGULATORY FRAMEWORK

Document Reference No.: DACC.DS.OHSE.RF.CORP.01

# DUBAI AVIATION CITY CORPORATION OHSE REGULATIONS



DATE: 09.10.2019

DACC - OHSE REGULATIONS



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Document Reference No.: DACC.DS.OHSE.RF.CORP.01

### DACC OHSERF – REGULATORY ELEMENTS

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### Our OHSE Vision

Dubai Aviation City Corporation (DACC) OHSE realizes the importance of OHSE to the well-being of our stakeholders and employees, our community, the environment, and ultimately our Company. We will strive to continually educate our stakeholders and employees and involve them in achieving our OHSE goals. Realizing the hazards associated with the type of work we perform, Dubai Aviation City Corporation (DACC) OHSE continues to push forward to minimize and eliminate the occurrence of incidents throughout our work environment. We believe that “ZERO ACCIDENTS” is achievable through our S.T.E.P. Program and we will continually strive toward this goal. Dubai Aviation City Corporation (DACC) OHSE is determined to be a leader in OHSE in the project and operational environment within the Dubai South jurisdiction.

### Our OHSE Mission

#### Safety through the Empowerment of People – S.T.E.P.

Dubai Aviation City Corporation (DACC) OHSE mission is to empower all stakeholders and employees to make a safe decision to protect others and the environment. This will be achieved through:

- Effectively and efficiently leverage leadership commitment and stakeholder involvement in executing Dubai Aviation City Corporation (DACC) OHSE OHSEMS, OHSERF and OHSE Code of Practices;
- Measurably improve OHSE leadership capability;
- Initiate employee driven OHSE initiatives;
- Integrate OHSE performance measures and goals;
- Ensure 100% compliance with all legal and other requirements.

### Our Values

#### Agility

- Rapid action and communication on all matters related to occupational health, safety and environment;
- Leverage the commitment and involvement of all levels of management, stakeholders and employees to ensure OHSE deficiencies are addressed promptly & effectively aiming for OHSE excellence.

#### Creativity

- Apply creativity and innovative ideas in establishing effective and efficient OHSE Code of Practices.



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### Adding Value

- Actively champion environmentally sound practices and safe behaviors establishing the fact that all OHSE incidents are preventable;
- Impart OHSE education essential to help employees make safe decisions.

### Committed

- Commit our energies in partnering with all stakeholders to continuously improve OHSE performance by living the OHSE values;
- Consider OHSE leadership mandatory for Dubai Aviation City Corporation (DACC) OHSE's long term success by promoting OHSE culture as “the ‘engine’ that drives the system towards the goal of sustaining the maximum resistance towards its operational hazards”.

### Integrity

Endeavor to abide by OHSE governance policies while performing all activities in the spirit and letter of applicable OHSE laws and regulations to promote a clean, safe and healthy work environment.

## OVERVIEW

### *A CITY THAT DEFINES ITSELF BY HAPPINESS OF THE INDIVIDUAL*

Dubai South –The City of You – is an emerging 145 sq. km. master-planned city based on happiness of the individual.

Identified as the emirate's flagship urban project, Dubai South is centered on the vision of His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai. The royal vision is reflected in the themes of Dubai Plan 2021, which apply to Dubai South as follows.

1. To become a city of happy, creative and empowered people
2. To become the preferred place to live, work and invest
3. To create an inclusive and cohesive society
4. To build a smart and sustainable city
5. To become a pivotal hub in the global economy





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### THE EMERGING FACE OF DUBAI

Dubai South is projected to sustain a population of a million. As an economic platform, it is designed to support every conceivable kind of business and industry and create 500,000 jobs.

It is home to the world's largest airport in the making – the Al Maktoum International Airport – and is host landmark events such as World Expo 2020 and the Dubai Airshow.

Launched as a Government of Dubai project in 2006, Dubai South is easily accessed from downtown Dubai and Abu Dhabi.

***"Our objective is to make our people happy. There is no delaying happiness."***

***"HH Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai"***



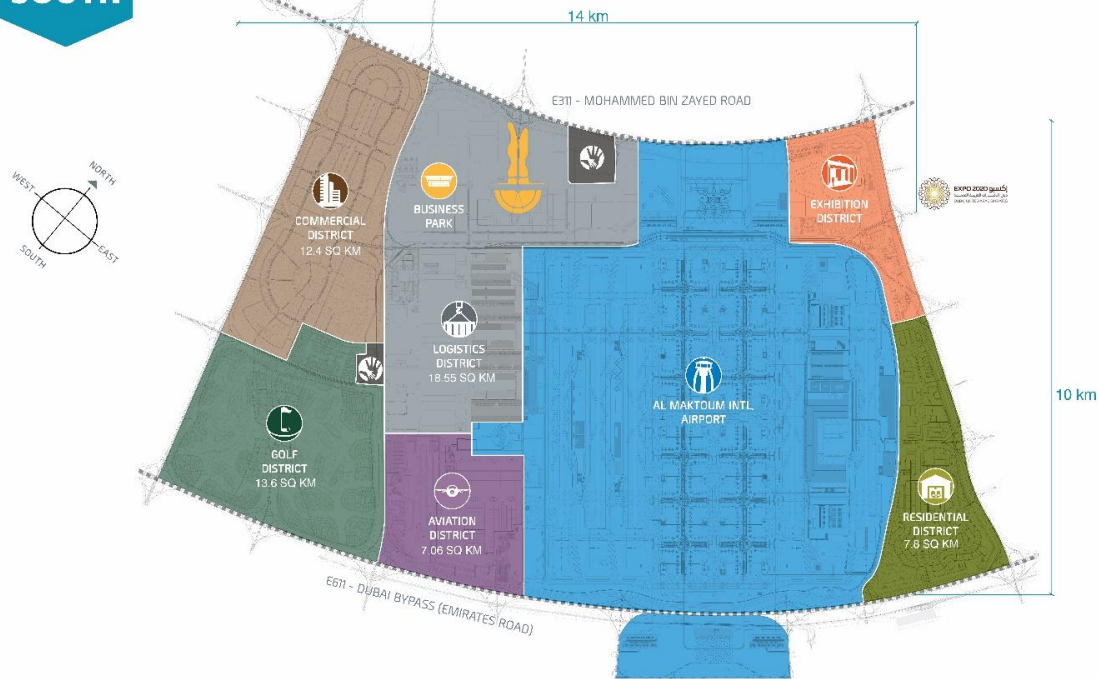
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### THE MASTER PLAN



Dubai South - A Master Planned Urban Destination



### GENERAL

The current Dubai Aviation City Corporation (DACC) OHSE Occupational Health, Safety and Environmental Regulatory Framework is set out to regulate the working conditions in construction and operation for all employees, direct and indirect, who work within Dubai South jurisdiction.

The purpose of this document is to set out the Regulation and the Code of Practices (COP) of Dubai Aviation City Corporation (DACC) OHSE for Occupational Health, Safety and Environmental (OHSE) Management. The key elements of these OHSE Regulation (see Figure 1. DACC OHSE Regulation) are based on legal compliances principles, including ISO 45001 Occupational Health and Safety Assessment Series, ISO 14001 Environmental Management System and supported by the Dubai Aviation City Corporation (DACC) OHSE "Safety through the Empowerment of People, (S.T.E.P.)" mission, OHSE Policy and associated arrangements.

These DACC OHSE Regulation form the minimum mandatory contractual OHSE requirements imposed by Dubai Aviation City Corporation (DACC) OHSE; however Organizations are encouraged to surpass these requirements, in line with the Dubai South "S.T.E.P." mission. Under no circumstances may any of these minimum requirements be altered or removed without the written authority of the Dubai Aviation City Corporation (DACC) OHSE Head of Safety.

These OHSE Regulation is mandatory for all Organizations, including departments and employees within Dubai Aviation City Corporation (DACC) OHSE and Dubai South and those engaged directly or indirectly on Dubai South projects and operations. Dubai Aviation City Corporation (DACC) OHSE audit and inspection programs will periodically assess conformance with the specific clauses detailed in this OHSE Regulation.



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## REFERENCES

Serial No.	Law	Description
1	Federal Law No. (24) of 1999	Protection / Protection and Development of the Environment
2	Federal Law No. (8) of 1980	Labor Law and its Amendments
3	Ministerial Order No. (32), of 1982	Determination of Preventive Method Dubai South and Measures for the Protection of Workers from the Risks of Work
4	Ministerial Order No. 27/1 of 1981	Concerning Regions and Remote Areas from Towns which are referred to in Law No. 8 of 1980
5	Ministerial Decision No. 37/2 of 1982	Regarding the Level of Medical Attention the Employer is Obligated to Provide to his Workers
6	Ministerial Resolution No. 4/1 of 1981	Defining Works that are Hazardous or in which it is Permissible to Reduce the Legally Decided Working Hours
7	Local Order No. 61/1991	Environment Protection Regulations in Dubai
8	Local Order No. 11 of 2003	Concerning Public Health and Safety of the Society in the Emirate of Dubai
9	Federal Law No. (27) of 1981	Concerning the Prevention of Communicable diseases
10	Federal Law No. (1) of 2002	Regulation and Control of the Use of Radiation Sources and Protection Against Hazard Dubai South
11	ILO-OHS 2001	Guidelines on Occupational Safety and Health Management Systems
12	Local Order No. 3 of 1999	Concerning Regulation of Construction Works in the Emirate of Dubai
13	Dubai Municipality Public Health & Safety Codes	Dubai Code of Construction Safety Practice
14	2017	Occupational Safety and Health of Abu Dhabi
15	2011	Dubai Municipality Technical Guidelines
16	2017	UAE Life and Safety Code of Practice 2017
17	2018	Dubai South OHSSE Regulatory Framework
18	AE/SCNS/NCEMA 6000:2016	UAE Occupational Health and Safety Management System National Standard



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### Regulation 1 – OHSE Policy Statement

#### 1. Aims and Intent

- (a) The aim and intent of this Regulation is to:
  - (i) Ensure that the OHSE Policy are implemented within the developer, clients, stakeholders, tenants, consultants and contractors and the OHSEMS shall be developed and maintained; and
  - (ii) Documented OHSE Policy shall incorporate specific references as applicable, which communicates its commitment to OHSE and sets out the organization and arrangements for implementing the policy.

#### 2. Application and Implementation

- (a) Successful implementation requires provision of clear statement of overall OHSE objectives with reference to the Dubai Aviation City Corporation (DACC) “Safety through the Empowerment of People, S.T.E.P” mission;
- (b) This requires clearly commitment to continual improvement;
- (c) Pledge compliance with Dubai Aviation City Corporation (DACC) OHSE and other applicable OHSE legal obligations.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, clients, stakeholders, tenants, consultants and contractors shall:
  - (i) Develop, maintain and implement a specific OHSE policy.

##### 3.1 OHSE Policy

- (a) The OHSE policy shall, at a minimum:
  - (i) Demonstrate Occupational Health, Safety, and Environment commitments;
  - (ii) Be authorized, dated and signed by a member of organization top management;
  - (iii) Be appropriate to the nature of and scale of the organization’s OHSE risks;
  - (iv) Communicate policy requirements to all employees and other affected parties;
  - (v) Review the policy on a periodic basis and in accordance with significant changes
  - (vi) Include commitment to:
    - 1. Prevention of injury and illnesses;
    - 2. Enhancement of employee health and wellbeing;
    - 3. Identification and management of OHSE risks;
    - 4. Legal compliance;
    - 5. Setting, monitoring and reviewing OHSE targets and objectives;
    - 6. Provision of appropriate OHSE resources; and
    - 7. Continual improvement.



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### OHSE MANAGEMENT SYSTEM POLICY

Dubai Aviation City Corporation is committed to offering world-class facilities that exceed our investors, stakeholders and partners expectations, and provide professional services by developing, implementing and maintaining an Occupational Health, Safety and Environment Management System (OHSEMS). Dubai Aviation City Corporation recognizes that successful Occupational Health and Safety, Environment, Risk Management Systems and Social Corporate Responsibility are fundamental to the business and it is committed to continuously improving all relevant processes and procedures to ensure all standards are met or exceeded. Dubai Aviation City Corporation is the regulatory provider for Occupational Health, Safety and Environment within Dubai South jurisdiction.

To meet the requirements of Dubai Aviation City Corporation's OHSEMS, we will:

- Recognize and accepts our responsibility as a Free Zone Authority, employer, and provider of services and will provide a safe and healthy workplace and working environment for all of our stakeholders, employees and such other persons as may be affected by our activities;
- Seek to ensure an active health and safety culture throughout our workforce and will strive to meet and adhere to all relevant federal and local legislation, codes of practice, and other requirements;
- Provide competent technical advice on occupational health, safety and environmental matters via the Occupational Health, Safety and Environmental Advisory Team to assist stakeholders in their task of ensuring healthy and safe conditions of work;
- Incorporate OHSE and risk management into our decision making including the planning, design, & operation of our activities;
- Promote safety training and encourage a high concern for safety among all employees through management example and through joint consultation, develop and disseminate information on sensible risk management and safe working practices through our mission 'S.T.E.P. – Safety Through the Empowerment of People';
- Require all stakeholders and employees to show a proper personal concern for their own safety, for that of the people around them, and for the safety of buildings and equipment, by exercising due care and attention, and in observing safe working methods, including those inherent in their professional craft or training;
- Adopt a planned risk based approach to occupational health, safety and environmental management based on the principles of sensible risk management;
- Develop and implement a comprehensive Environmental Management System with a focus on continuous improvement and prevention of pollution;
- Enhance the Occupational Health and Safety culture, standards and performance in line with Dubai Aviation City Corporation's "S.T.E.P." mission;
- Develop a comprehensive Risk Management framework to ensure that risks are managed effectively, efficiently and coherently across the organization. Establish objectives to manage Dubai Aviation City Corporation's most significant risks;
- Develop a comprehensive Emergency / Crisis Management framework to ensure that emergencies / crisis are managed effectively, efficiently and coherently across the organization;
- Ensure that the policies of our Developers, Consultants and Contractors are consistent with the principles and aims of this policy;
- Investigate workplace incidents, identifying root causes and implementing suitable interventions to prevent recurrence;
- Provide adequate resources for Occupational Health, Safety and Environment improvements.
- Provide visible, passionate and effective OHSE leadership and behaviours that support and improve the safety culture and engage people at all level.

OHSEMS Policy is established to achieve these objectives and maintain an effective and efficient OHSEMS based upon the requirements of ISO 14001:2015 (Environment), ISO 45001:2018 (Occupational Health and Safety) and all applicable legislations. This policy statement is communicated to all Dubai Aviation City Corporation employees and persons working for or on behalf of the organization and will be made available to the public, investors, stakeholders, partners and any other interested parties upon request. Dubai Aviation City Corporation's OHSEMS Policy will be reviewed on an annual basis by Top Management.





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### Regulation 2 - Risk Management

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to risk management;
  - (ii) Ensure OHSE hazards are identified, risks are assessed and appropriate control measures are implemented and monitored; and
  - (iii) Prescribe standard methodologies in which the risk management process shall be conducted and compliance can be assessed.

#### 2. Application and Implementation

- (a) Risk Management is a tool that is intended to provide the information that is necessary to make decisions regarding the requirements for management of the Occupational Health, Safety of employees, other relevant stakeholders, general community and environmental impacts;
- (b) Risk Management is a continuous process, rather than a one-off process that is applied to an individual hazard. Developer, client, stakeholder, tenant, consultant and contractor must continuously reassess hazards and risks and search for new ones. Risk management is a structured way of controlling risk;
- (c) Relevant, clear and timely communication and consultation at all stages of the Risk Management Process will facilitate positive outcomes. Benefits include:
  - (i) Sharing relevant information about OHSE;
  - (ii) Providing opportunities for developer, client, stakeholder, tenant, consultant and contractor and employees to contribute development and implementation of control measures;
  - (iii) Providing opportunities for developer, client, stakeholder, tenant, consultant and contractor and employees to work together to seek solutions that lead to healthier and safety workplaces; and
  - (iv) Provide a forum for review and contribution towards policy and procedure development within the organization.
- (d) While it is not possible to have a totally risk-free work environment, it is possible to avoid or eliminate some of the risk.

#### 3. Requirements

- (a) To demonstrate compliance the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement and maintain appropriate Risk Management Program / Procedure(s); and
  - (ii) Conduct an OHSE review of all activities, products and services (e.g. Risk Assessment / Registers)



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### 3.1 Risk Management Program

- (a) The developer, client, stakeholder, tenant, consultant and contractor Risk Management Program shall, at a minimum:
  - (i) Ensure Risk Management is an integral part of management and embedded in the entity culture and practices;
  - (ii) Ensure Risk Management shall be applicable to all activities than an specific organization undertakes and/or all phases of a project / development (from design to decommissioning / demolition) and all operations within Dubai South jurisdiction;
  - (iii) Define Risk Management methodologies and competencies;
  - (iv) Be based on consultation with developer, client, stakeholder, tenant, consultant and contractor and employees;
  - (v) Incorporate the recognized steps of Risk Management, which include:
    - 1. Identify all OHSE hazards in the workplace;
    - 2. Assess the risks of these hazards;
    - 3. Formulate control measures to reduce the risk to an Acceptable and as Low as Reasonably Practicable (ALARP) level;
    - 4. Review the program on a regular basis; and
    - 5. Incorporate a management of change process within the organization.
  - (vi) Address routine and non-routine activities of all persons having access to the workplace;
  - (vii) Address supply chain and contractor undertakings;
  - (viii) Address human behavior, including people which is differently abled and young persons;
  - (ix) Identify hazards outside the workplace capable of adversely affecting the work environment and/or the safety and health of employees and environment;
  - (x) Address hazards presented by inclement weather and/or emergency situations;
  - (xi) Address potential risk to persons not in the organization's employment;
  - (xii) Address plant, machinery, equipment, substances and materials at the workplace;
  - (xiii) Address the design of work areas, processes, work organization and operating procedures; and
  - (xiv) Ensure documentation, recording and communication of the results of risk management activities.
- (b) When determining control measures, or change to existing control measures, consideration shall be given to reducing the risks according to;
  - (i) Occupational Health and Safety Control Hierarchy;
  - (ii) Implement the contingency program if the recommended control measures failed.

### 3.2 Operational Safety

- (a) Operational safety can be defined as "the condition of having acceptable risk to life, health or property caused by a system or subsystem in an operational workplace. This requires the identification of hazards, assessment of risk, determination of mitigating measures, and acceptance of residual risk".



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- (b) Developer, client, stakeholder, tenant, consultant and contractor that operate complex projects / process facility / system and / or vital Dubai South infrastructure assets, shall develop an integrated program combining OHSE Risk Management, Asset Integrity, and Reliability Services to achieve major improvements in project, process and operational safety.
- (c) As a minimum, this program shall be included into an organization's / relevant stakeholders OHSEMS to ensure integration with other management system control measures. Programs shall include, but are not limited to:
- (i) Increased Top Management's commitment to, and awareness and leadership of, operational / process safety;
  - (ii) Increased focus on process safety issues through tools such as risk management assessments and activities (e.g. HAZOP, HAZID, Safety Case; Fault Tree Analysis);
  - (iii) Implementing inherently fall-safe designs (e.g. asset integrity and reliability);
  - (iv) Identifying key control measures and managing accountability for implementation;
  - (v) Implementing redundant processes to control both hardware, systems and procedures;
  - (vi) Increased focus on emergency response and management activities;
  - (vii) Building a strong safety culture to complement management commitment and technical safety programs;
  - (viii) Conducting comprehensive near miss / incident investigations, identifying root causes, and verifying control measure(s) effectiveness;
  - (ix) Establishing priorities of monitoring activities, management follow-up and close-out tracking systems; and
  - (x) Implement the process to identify the task based risk for critical activities and establish the safe operating procedure (SOP) program.

### 3.3 Safety Case

- (a) Dubai Aviation City Corporation (DACC) OHSE, based on risk assessment, and will request the developer, client, stakeholder, tenant, consultant and contractor to perform a more detailed, specialized risk management technique, commonly called a 'Safety Case'. Reasons for this may include:
- (i) If it is consider that there are high risk activities, substances or materials in use; and/or
  - (ii) If it is consider that a building / facility is a major hazard facility.
- (b) Major hazard facilities (MHF's) are facilities that produce, store, handle or process large quantities of hazardous material (e.g. chemicals) and dangerous goods, including but not limited to:
- (i) Petroleum products;
  - (ii) Petrochemical / chemical / gas refineries;
  - (iii) Chemical manufacturing sites;
  - (iv) LPG facilities;
  - (v) Specific warehouses and transport depots; and
  - (vi) Facilities or a similar kind to those listed.
- (c) Major hazard facilities have to demonstrate their operational safely through a 'Safety Case' developed specifically for their unique operations and situation.
- (d) The safety case shall set out the adequacy of the site's OHSEMS by specifying prevention measures as well as strategies for reducing the effects of a major incident if one does occur.



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- (e) The 'Safety Case' can only be prepared following a full examination of a site's activities to identify hazard and all potential major incidents, and to determine the necessary control measures.
- (f) The 'Safety Case' shall be prepared with the full involvement of employees and their health, safety and environment representatives from all of the different workgroups and functional areas at the site.
- (g) The relevant emergency services shall be consulted on emergency plan preparation, with Dubai Aviation City Corporation (DACC) OHSE and other relevant authorities shall be consulted on actions required for the safety of local community members in the event of a major incident.

### 3.4 Occupational Health and Safety Control Hierarchy

Hazard and risks must be controlled in a systematic manner with the requirement to eliminate the hazard or risk wherever practicable.

If it is not practicable to eliminate the risks, then the risks need to be reduced through substitution and/or engineering control measures and/or administrative control measures. The last level of control is to provide personal protective equipment (PPE) against the risk.

This latter approach does nothing to minimize or alter the original risk, and any failure of the PPE exposes the wearer to the full hazard potential. This is why the control measures are referred to as a hierarchy, as one must start with the first control measure of elimination, and work downwards only if it is not reasonably practicable to implement that control measure.

Once the primary control measure has been selected, then the use of various other control measures may be utilized to further reduce the risk so far as is reasonably practicable.

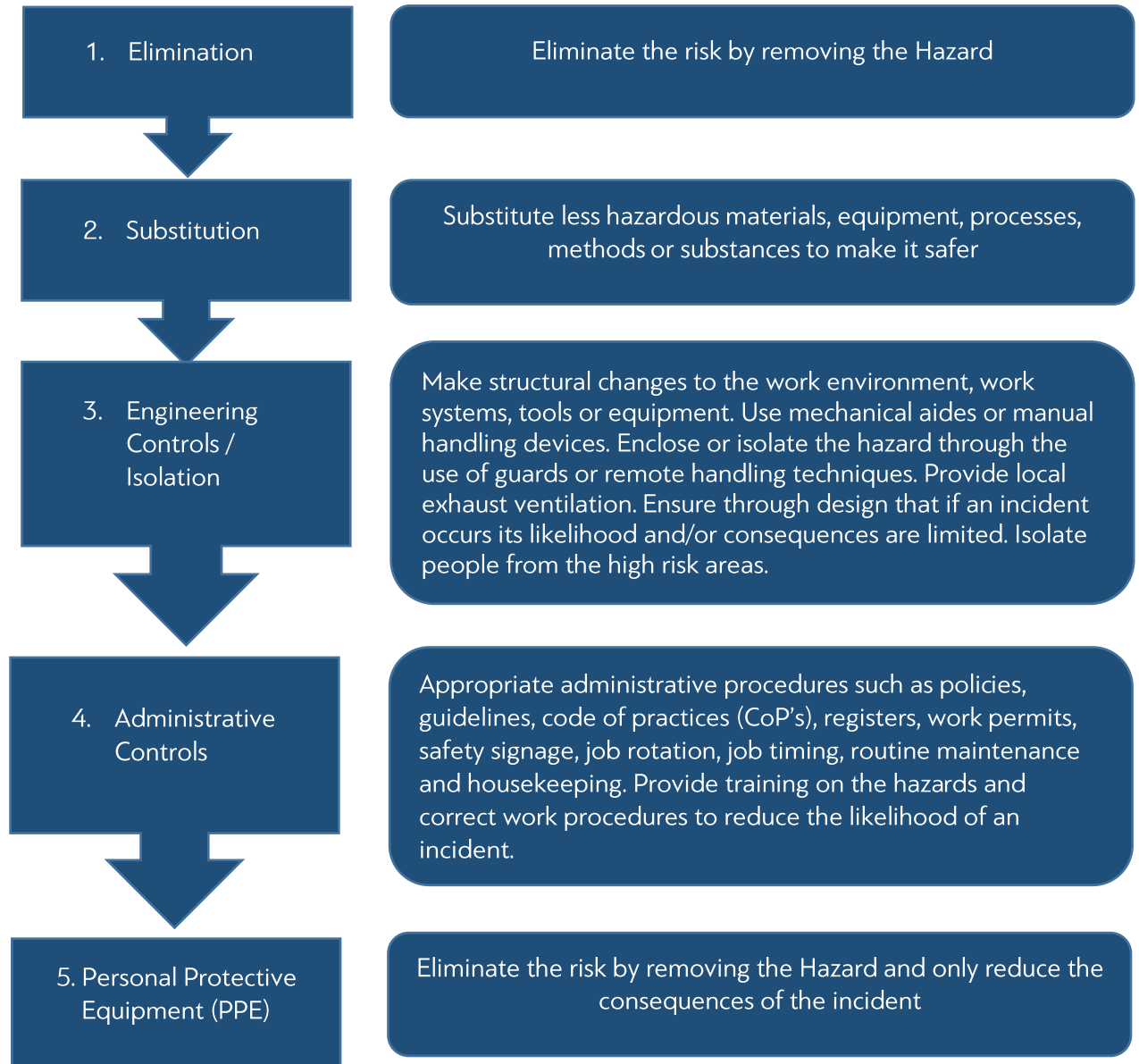


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**Table 2.1**

### Hierarchy of Control







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### Regulation 3 – Legal Compliance

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure that compliance on OHSE legal and other requirements;
  - (ii) Define system and legal compliance requirements.

#### 2. Application and Implementation

- (a) The developer, client, stakeholder, tenant, consultant and contractor shall maintain documented processes for identifying and evaluating compliance with OHSE legal and other requirements applicable to their activities.
- (b) Compliance with legal requirements is one of the main pillars upon which OHSE management system shall be based since the potential costs of non-compliance can be very high. Applicable legal requirements shall be considered during the development of all regulations and OHSE code of practices.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, client, stakeholder, tenant, consultant and contractor's Legal Compliance Procedure(s) shall address, at a minimum:
  - (i) Provision of resources, both internal and external, to meet legal requirements;
  - (ii) Means to identify and access to Dubai Aviation City Corporation (DACC) *OHSE*RF, relevant legal and other requirements;
  - (iii) Mechanism to ensure Dubai Aviation City Corporation (DACC) *OHSE*RF and relevant legal requirements are considered when developing OHSEMS / Plan, procedures, processes and programs;
  - (iv) Means to evaluate compliance to Dubai Aviation City Corporation (DACC) *OHSE*RF and other legal requirements;
  - (v) Means to determine any changes any changes that affect the applicability of Dubai Aviation City Corporation (DACC) *OHSE*RF and other relevant legal requirements;
  - (vi) Process to identify what legal and other information is required at each level throughout the organization and how this will be communicated;
  - (vii) Communication channels to Dubai Aviation City Corporation (DACC) OHSE and other relevant stakeholders / authority of legal requirements;
  - (viii) Including a documented register of all applicable legal and other requirements that contains the following as a minimum:
    - 1. Dubai Aviation City Corporation (DACC) *OHSE*RF;



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2. OHSE Contractual, applicable process / activity Impacted by the Legal Requirements;
  3. Industry best practice for OHSE Management.
- (ix) The documented register shall be maintained and reviewed periodically or as required within local / international legislations amendments and Dubai Aviation City Corporation (DACC) OHSE to ensure it remains relevant and appropriate.



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### Regulation 4 – Objectives and Programs

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation are to:
  - (i) Ensure that OHSE Objectives are set;
  - (ii) Ensure that OHSE programs are set for achieving the OHSE objectives.

#### 2. Application and Implementation

- (a) The developer, client, stakeholder, tenant, consultant and contractor shall develop and maintain documented OHSE objectives and programs and ensure that it is effectively communicated at appropriate levels throughout the organizations.
- (b) Evaluation of OHSE performance is an integral part of the process of continual improvement.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Take account of the Dubai Aviation City Corporation (DACC) *OHSERF* and DACC “Safety through the Empowerment of People, S.T.E.P.” mission;
  - (ii) Relate to significant OHSE risks;
  - (iii) Include measurable targets for tracking progress;
  - (iv) Developer by way of a consultative process involving relevant stakeholders;
  - (v) Assign appropriate responsibilities;
  - (vi) Establish timeframes for completion of related activities.

#### 3.1 OHSE Objectives and Programs

- (a) The developer, client, stakeholder, tenant, Consultant and contractor OHSE Objectives and Program(s) shall as a minimum:
  - (i) Ensure that documented OHSE objectives and programs, including as a minimum the mandatory key performance indicators;
  - (ii) Ensure all objectives and programs are effectively communicated at appropriate levels throughout the organization;
  - (iii) Ensure objectives and programs, where practicable shall be measurable;
  - (iv) Incorporate requirements of:

- 1. The organization OHSE policy;



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2. Legal requirements;
  3. Risk Management Programs;
  4. Relevant Competent Authorities requirements.
- 
- (b) The developer, client, stakeholder, tenant, consultant and contractor shall develop, implement and maintain program(s) for achieving the set targets and objectives, including resources, methods, timeframes, monitoring and evaluation activities and responsibilities;
  - (c) The developer, client, stakeholder, tenant, consultant and contractor shall ensure that where targets and objectives are not being met, a corrective action plan is developed and communicated to all their teams including top management; and
  - (d) The developer, client, stakeholder, tenant, consultant and contractor shall ensure targets, objectives and program(s) are reviewed periodically, at least annually, to ensure they remain relevant and appropriate in line with Dubai Aviation City Corporation (DACC) OHSE.



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### Regulation 5 – Leadership, Roles, Responsibilities and Self-Regulation

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure that the OHSE Roles and Responsibilities within the developer, clients, stakeholders, tenants, consultants and contractors implementing an OHSEMS are clearly defined and a systematic process is in place for communication of these requirements; and
  - (ii) Ensure operation and project top management is accountable for OHSE performance and able to demonstrate clear OHSE leadership and commitment.

#### 2. Application and Implementation

- (a) Successful implementation of an OHSERF by Dubai Aviation City Corporation (DACC) requires all developer, clients, stakeholders, tenants, consultants and contractors to have clearly defined communicated roles and responsibilities and active participation in self-regulation.
- (b) This requires clearly defined and communicated roles and responsibilities within the Dubai South and by other external developer, clients, stakeholders, consultants and contractors because of the regulatory nature of the Dubai Aviation City Corporation (DACC) *OHSERF*.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, clients, stakeholders, tenants, consultants and contractors shall:
  - (i) Develop, implement and maintain appropriate OHSE Leadership, Roles and Responsibilities Procedure(s); and
  - (ii) Actively participate in Self-Regulation of OHSE.

##### 3.1 OHSE Leadership, Roles and Responsibilities Procedure(s)

- (a) The Leadership, Roles and Responsibilities procedure(s) of an developer, clients, stakeholders, tenants, consultants and contractors implementing Dubai Aviation City Corporation (DACC) *OHSERF* shall, at a minimum:
  - (i) Ensure top management is ultimately responsible for the Dubai Aviation City Corporation (DACC) *OHSERF* and OHSE matters;
  - (ii) Appoint a member of top management as the 'OHSE Management Representative' with specific responsibility and authority for ensuring that the Dubai Aviation City Corporation (DACC) *OHSERF* is implemented and maintained and monitor the performance and review progress.
  - (iii) Ensure appropriate and competent OHSE resources to develop, implement and maintain Dubai Aviation City Corporation (DACC) – *OHSERF*.





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1. Where the developer, clients, stakeholders, tenants and contractors has been classified as high risk by the concerned Dubai Aviation City Corporation (DACC) OHSE Department to implement a full Dubai Aviation City Corporation (DACC) **OHSERF**, the developer, client, stakeholder, tenants, consultant and contractor shall ensure, as a minimum, HSE Manager along with the stipulated HSE Staff are employed as defined by Dubai Aviation City Corporation (DACC) **OHSERF**.
2. Required Number of OHSE Staff for tenants, consultants and contractors (based on total number of employees or based on project risk factor):

**Table 3.1**

### Consultant OHSE Staff Requirement

Project Manpower	Number of HSE Personnel Required	Based on Project Risk Factor
Up to 150 employees	1 Part-time OHSE Officer or any full time engineer with relevant OHSE qualification and experience in the workplace may be assigned with an appointment letter	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
151 and up to 500 Employees	1 Full-time OHSE Officer	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
501 and up to 1000 employees	1 Full-time Senior OHSE Officer	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
1001 or more employees on	1 Full time Senior OHSE Officer and 1 full time OHSE Officer	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
2001 or more employees	As Per Dubai South OHSE Advise for any additional OHSS required (including night shift and after normal working hours)	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)

**Note!** Safety representatives for Consultants, Contractors and Sub-Contractors will be allowed if they attended the Safety Professionals 3 day Training Course from Dubai Aviation City Corporation (DACC). The Safety Professionals or Representatives will be registered, obtain a 2 year license to work as a registered Safety Professional or Representative within Dubai South. The registered candidates need to attend a refresher course every second year to renew their registration within Dubai South.



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**Table 3.2**

### Contractor/Subcontractor OHSE Staff Requirement

Project Manpower	Number of HSE Personnel Required	Based on Project Risk Factor
Up to 75 employees	1 Full-time OHSE Officer	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
76 and up to 150 Employees	2 Full-time OHSE Officer	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
151 and up to 225 employees	1 Full-time Sr. OHSE Officer, 2 Full-time OHSE Officer	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
226 and up to 301 employees	2 Full-time Sr. OHSE Officers and 3 Full-time OHSE Officer	As Per DACC OHSE Advise for any additional HSE required (including night shift and after normal working hours)
302 or more employees	1 Full-time OHSE Manager, 2 Full time Senior OHSE Officer and 4 Full-time OHSE Officer + 1 Full-time OHSE Officer in every 75 additional employees thereafter	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)

**Table 3.3.**

### Tenant OHSE Staff Requirement

Project Manpower	Number of HSE Personnel Required	Based on Project Risk Factor
Up to 15 employees	1 qualified employee act as a part time OHSE Officer – approved from DACC OHSE Department	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
More than 50 employees	2 qualified employee act as a part time OHSE Officer – approved from DACC OHSE Department	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
150 to 500 employees	1 Full-time Sr. OHSE Officer, 4 qualified employee act as a part time OHSE Officer – approved from Dubai South OHSE Department	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)
501 or more employees	1 Full-time OHSE Manager, 1 Full time Senior OHSE Officer and +4 Full/Part-time OHSE Officers in every 15 additional employees thereafter	As Per DACC OHSE Advise for any additional OHSE required (including night shift and after normal working hours)



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- (iv) Establish clearly defined and documented OHSE leadership, roles and responsibilities and delegated OHSE personnel authorized for each role within the specific operations/projects.
- (v) Ensure roles and responsibilities link with those of external stakeholders as appropriate and applicable;
- (vi) Establish clearly defined roles and responsibilities for an OHSE Committee as required by Dubai Aviation City Corporation (DACC) – OHSERF.
- (vii) Ensure effective communication of leadership, roles and responsibilities to all employees, developer, clients, stakeholders, tenants, consultants and contractors;
- (viii) Establish the means to measure employee conformance against their defined roles, responsibilities and accountabilities.

### 3.2 Roles and Responsibilities of Relevant Stakeholders

#### 3.2.1 OHSE Competent Authority

- (a) Dubai Aviation City Corporation (DACC) OHSE is the Competent Authority responsible for overseeing the implementation of Dubai Aviation City Corporation (DACC) **OHSERF** and all issues to Occupational Health, Safety and Environment in the Dubai South Jurisdiction;
- (b) The mission of Dubai Aviation City Corporation (DACC) OHSE is to develop regulatory frameworks and systems designed to provide safe, secured and healthy workplaces, and that keep pace with all the development plans and programs of Dubai South, and complies with and exceeds international best practices;
- (c) Dubai Aviation City Corporation (DACC) OHSE has the authority to delegate relevant powers for regulating a concerned stakeholders and can revoke this delegation in case of non-compliance with the implementation requirements;
- (d) Dubai Aviation City Corporation (DACC) OHSE coordinates with all relevant authorities, at Emirate of Dubai and Federal levels to ensure alignment and integration of Dubai Aviation City Corporation (DACC) OHSE with other OHSE regulations.

#### 3.2.2 Developer, Stakeholders, Clients, Tenants, Consultants and Contractors (Government and Private)

- (a) When nominated by Dubai South, the developer, clients, stakeholders, tenants, consultants and contractors shall develop and implement an OHSEMS within their scope of work complying with the requirements of Dubai Aviation City Corporation (DACC) OHSE in order to protect employees and the community from adverse effects resulting from their activities;
- (b) Responsibilities of nominated developer, clients, stakeholders, tenants, consultants and contractors include:
  - (i) Complying with timelines for OHSEMS development and implementation set as per Dubai Aviation City Corporation (DACC) **OHSERF**.
  - (ii) Actively monitoring (e.g. audit and inspection) their system to ensure compliance with the Dubai Aviation City Corporation (DACC) **OHSERF**;
  - (iii) Undergoing an annual third party external compliance audit by an OHSE Auditor approved and registered from Dubai Aviation City Corporation (DACC) and submitting the results to the concerned developer and stakeholders;



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- (iv) Participating in OHSE related activities and campaigns;
- (v) Notifying and reporting OHSE incidents to Dubai Aviation City Corporation (DACC) OHSE and other relevant authorities as per Dubai Aviation City Corporation (DACC) **OHSERF – Regulation 15 – Incident Management**;
- (vi) Notifying and reporting periodically to Dubai Aviation City Corporation (DACC) OHSE on the performance of their OHSEMS as per Dubai Aviation City Corporation (DACC) **OHSERF – Regulation 15 – Incident Management**.
- (c) Requirements of clause 3.2.2 (a), (b) & (c) shall apply to government organization when informed (by Dubai Aviation City Corporation (DACC) OHSE or otherwise) to comply with them as applicable;
- (d) All private and government organization (whether nominated/notified by Dubai South or otherwise) shall:
  - (i) Strive to comply with Dubai Aviation City Corporation (DACC) **OHSERF**; and
  - (ii) Manage their activities so as to reduce the risk of harm to employees and the community.

### 3.2.3 Employers

- (a) An employer shall provide and maintain for their employees, contractors and relevant other persons a workplace that is, as far as reasonably practicable, safe and without risks to health;
- (b) An employer shall:
  - (i) Provide appropriate resources (e.g. budget, human, equipment, training) for achieving its OHSE objectives;
  - (ii) Employ or engage persons who are competent in relation the management of the OHSE to provide advice about the management of such issues;
  - (iii) Ensure appropriate control measures and other safe systems of work are implemented, in line with Dubai Aviation City Corporation (DACC) **OHSERF – Regulation 2 – Risk Management**;
  - (iv) Ensure, so far as is reasonably practicable, the safe use, handling, storage, transportation and disposal of materials, substances and wastes;
  - (v) Provide and maintain plant, equipment and/or systems of work that are, so far as is reasonably practicable, safe and without risks to health;
  - (vi) Provide appropriate facilities for the welfare of employees;
  - (vii) Provide such information, instruction, training and supervision to employees, as is appropriate to enable those persons to perform their work in a way that is safe and without risks to health (in appropriate languages);
  - (viii) Empower employees to stop work or remove themselves from a work situation of immediate or imminent exposure to a hazard if they consider it constitutes reasonable risk to the safety and health of themselves, their colleagues and/or the others;
  - (ix) Provide, without any cost to the employee, appropriate personal protective clothing and equipment (PPE) which are reasonably necessary when hazards cannot be otherwise prevented or controlled, as per Dubai Aviation City Corporation (DACC) **OHSERF – OHSE Code of Practice DACC.DS.PROJ.OHSE.CST.41.PP – Personal Protective Equipment**;
  - (x) Monitor the safety and health of employees;
  - (xi) Monitor conditions, discharges and emissions at any workplace under the employer's management and control;



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- (xii) Keep information and records relating to the management of safety and health of employees, in compliance to Dubai Aviation City Corporation (DACC) *OHSERF – Regulation 3 – Legal Compliance and Regulation 18 – Management Review*;
- (xiii) Ensure, so far as is reasonably practicable, the general public are not at risk by the conduct of employer or their contractor;
- (xiv) Consult with employees and relevant stakeholders or Dubai Aviation City Corporation (DACC) OHSE on OHSE matters, as far as is reasonably practicable; and
- (xv) Ensure there is no negative impact on the environment from their activities.

### 3.2.4 Employees

- (a) While at work, (and while on work premises) an employee shall;
  - (i) Take reasonable care of their own safety and health;
  - (ii) Take reasonable care of the safety and health of persons that may be affected by their acts or omissions at work;
  - (iii) Co-operate with their employer with respect to any instructions and/or actions taken by the employer to protect the employee and/or comply with OHSE requirements;
  - (iv) Report to their immediate supervisor any situation which they have reason to believe could present a hazard and which they cannot themselves correct;
  - (v) Report all OHSE incidents and work-related injuries and cooperate with the incident investigation process; and
  - (vi) Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interest of health, safety, environment or welfare.

### 3.2.5 Designers of Buildings and Structures

- (a) Designers shall ensure, as far as is reasonably practicable, that buildings and structures are designed to eliminate and minimize risk to the safety and health of persons who construct, use, demolish or dispose of the building or structure;
- (b) A designer of a building or a structure shall:
  - (i) Ensure so far as is reasonably practicable, that is designed and/or manufactured to prevent risk of injury;
  - (ii) Eliminate hazards where reasonably practicable;
  - (iii) Reduce the risks from those hazards that are not reasonably practicable to eliminate;
  - (iv) Where significant residual risks remain, provide information to ensure other stakeholders (e.g. other designers, contractors) are aware of these risks and can take account of them;
  - (v) Co-ordinate their work with that of others involved in the process to ensure risks are managed and controlled;
  - (vi) Ensure the integration of hazard identification and risk assessment and risk control methods throughout the design process to eliminate or, if this is not reasonably practicable, minimize risks to safety and health and impact on the environment;
  - (vii) Demonstrate that measures have been taken to identify hazards and reduce risk throughout all phases, including:
    - 1. Construction;





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- 2. Installation / commissioning;
  - 3. Operation and/or manufacturing (including maintenance, repair, refurbishment and cleaning operations); and
  - 4. Decommissioning / demolition
  - (viii) Provide adequate information to relevant stakeholders concerning:
    - 1. The purpose or purposes for which the building or structure was designed;
    - 2. Any conditions necessary to ensure that the building or structure can be constructed and used for a purpose for which it was designed in a safe manner and without risks to health, safety and environment; and
    - 3. The above information when requested by a person who constructs / operates / decommissions / demolishes the building or structure.
  - (c) A designer shall comply with the requirements of Dubai Aviation City Corporation (DACC) *OHSERF – OHSE Code of Practice – Safety in Design*.
  - (d) For buildings and structures, a designer shall comply with the applicable requirements of any other statutory building code, requirement of guideline as issued by the concerned competent authorities.

### 3.2.6 Designers, Manufacturers, Importers and Providers of Plant, Equipment or Substances

- (a) A designer, manufacturer, importer or provider of plant, equipment or substances shall:
  - (i) Ensure the integration of hazard identification, risk assessment and risk control methods throughout the design process;
  - (ii) Eliminate hazards where reasonably practicable;
  - (iii) Reduce the risks from those hazards that are not reasonably practicable to eliminate;
  - (iv) Ensure that relevant process are safe and without risk;
  - (v) Where significant residual risks remain, provide information to ensure other stakeholders (e.g. operators, service personnel, etc.) are aware of risks from their work/processes and can take account of them;
  - (vi) Co-ordinate their work with that of others involved to ensure risks are managed and controlled;
  - (vii) Demonstrate that measures have been taken to identify hazards and reduce risk throughout all phases, including:
    - 1. Design and/or manufacturing;
    - 2. Installation / commissioning;
    - 3. Operation (including maintenance, repair, refurbishment and cleaning operations); and
    - 4. Decommissioning.
  - (viii) Ensure that plant, equipment, or substance is used for a purpose for which it was designed / manufactured / imported / provided and in a manner to ensure the safety of those persons who use it;
  - (ix) Provide adequate information to relevant stakeholders concerning:



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1. The purpose(s) for which the plant, equipment or substance was designed / manufactured / imported / provided;
  2. Any conditions necessary to ensure that the plant, equipment or substance can be manufactured / operated and used for a purpose for which it was designed in a safe manner and without risks to health, safety and environment; and
  3. The above information when requested by a person who imports / provides / operates or is to import / provide / operate the plant, equipment or substance;
- (x) For further requirements on manufacturing, importing, supplying, handling, transporting and storing hazardous substances refer to Dubai Aviation City Corporation (DACC) *OHSERF– OHSE Code of Practices – Management of Hazardous Materials and Plant, Equipment and Machinery*.

### 3.2.7 General Community

- (a) No person may recklessly engage in conduct that places, or may place a person who is at a workplace at risk;
- (b) Members of the community may make submissions on OHSE matters of concern to them to Dubai Aviation City Corporation (DACC) OHSE or the relevant government authorities and expect an appropriate response commensurate with the significance of the matter raised;
- (c) Members of the community are encouraged to report any actions that have the potential to cause harm to employees or the community to Dubai Aviation City Corporation (DACC) OHSE or to the relevant authority.

### 3.3 OHSE Responsibilities and Authorities for Developments / Projects

- (a) The Dubai Aviation City Corporation (DACC) *OHSERF* shall serve as the platform and tool allowing Dubai Aviation City Corporation (DACC) OHSE to delegate, to the extent practicable, implementation and enforcement of the OHSE requirements to the concerned developer, clients, stakeholders, tenants, consultants and contractors.

#### 3.3.1 Planning and Evaluation Phase

- (a) The concerned developer, client, stakeholder, tenant and consultant primary role includes reviewing and approving the Occupational Health, Safety and Environment component of relevant Management Plans.

#### 3.3.2 Construction Phase

- (a) Dubai Aviation City Corporation (DACC) has the primary responsibility and authority to implement, monitor and enforce the requirements of the Dubai Aviation City Corporation (DACC) *OHSERF* during the construction phase (“construction work” activities) of all projects within the Dubai South jurisdiction, in coordination and cooperation with other relevant authorities;
- (b) This includes, but is not limited to:
  - (i) Licensing and permitting of “construction work” projects and activities;
  - (ii) Enforcement of OHSE performance monitoring and reporting requirements;



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- (iii) OHSE inspections, monitoring and auditing; and
- (iv) Investigation of relevant incidents.
- (c) The primary mechanism for managing this phase is the “Building Permit / No Objection Certificate” issued through by Dubai South relevant Departments and Dubai Aviation City Corporation (DACC) OHSE Department.

### 3.3.3 Operational Phase

- (a) The concerned developer, client, stakeholder, tenant, consultant and contractor’s primary role includes monitoring, implementation and compliance to the Dubai Aviation City Corporation (DACC) *OHSERF*, and delegated requirements from Dubai Aviation City Corporation (DACC) *OHSERF* during the operational phase of the development / project, as per section 3.2.3 of this Regulation.

### 3.3.4 Decommissioning and Demolition

- (a) Dubai Aviation City Corporation (DACC) OHSE has the primary responsibility and authority to implement, monitor and enforce the requirements of Dubai Aviation City Corporation (DACC) *OHSERF* during the decommissioning and demolition phase (“construction work” activities) of all projects within Dubai South jurisdiction, in cooperation with other relevant Authorities;
- (b) This includes, but is not limited to:
  - (i) Licensing and permitting of “construction work” projects and activities;
  - (ii) Enforcement of OHSE performance monitoring and reporting requirements;
  - (iii) OHSE inspections, monitoring and auditing; and
  - (iv) Investigation of relevant incidents.
- (c) The primary mechanism for managing this phase is the “Decommissioning and Demolition Permit” issued from Dubai South.

## 4. Self-Regulation

- (a) To participate in self-regulation and achieve compliance the concern developer, client, stakeholder, tenant, consultant and contractor shall establish and maintain an effective OHSEMS that is:
  - (i) In compliance with all Federal and Local laws;
  - (ii) In compliance with Dubai Aviation City Corporation (DACC) *OHSERF* requirements; and
  - (iii) Achieving the developer, client, stakeholder, tenant, consultant and contractor’s OHSE policy objectives defined by their top management.
- (b) Government and private organization implementing an OHSEMS have an important leadership role in supporting the implementation of Dubai Aviation City Corporation (DACC) *OHSERF* by:
  - (i) Promoting to relevant developer, client, stakeholder, tenant, consultant and contractor their involvement and compliance to the system;
  - (ii) Promoting OHSE performance improvements and successes;



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- (iii) Requiring all contractors of works, services or supplies that are assessed to pose significant OHSE hazards and risks to have an approved OHSEMS; and
- (iv) Requiring all other contractors or suppliers to comply with OHSE requirements commensurate with the risks of the supplied works, services or supplies.
- (c) At the discretion of relevant developer, client, stakeholder, tenant, consultant and contractor, the organization demonstrating effective management of OHSE risk can be rewarded with reduced frequency of Dubai Aviation City Corporation (DACC) audits, inspections and other enforcement activities (not including annual third party compliance audit);
- (d) Except as noted in (e) and (f) below, where internal audits, inspection or reports reveal non-compliance and this non-compliance is corrected in an appropriate manner within a reasonable time frame the organization shall be immune from prosecution against that non-compliance to the fullest extent allowed by applicable laws;
- (e) Organization undertaking corrective actions under (d) shall not be granted immunity from prosecution in the following cases:
  - (i) Gross negligence;
  - (ii) Reckless conduct;
  - (iii) Failure and/or repetitive failure to comply with an OHSE instruction issued by Dubai Aviation City Corporation (DACC) OHSE;
  - (iv) Non-compliances identified as a result of investigations following incidents, complaints or referrals by third parties; and
  - (v) Non-compliances identified as a result of routine or non-routine enforcement actions by Dubai Aviation City Corporation (DACC) OHSE.
- (f) Organization shall proactively identify areas where compliance is not reasonably practicable to achieve and agree with the concerned developer, client, stakeholder, tenant, consultant and contractor on corrective actions and timelines implementation to avoid enforcement actions, to the extent legally possible, as a result of routine (or non-routine) enforcement actions by Dubai Aviation City Corporation (DACC) OHSE.



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### Regulation 6 – Competence, Training and Awareness

#### 1. Aims and Intent

- (a) The aim and intent of this Regulation is to:
  - (i) Ensure a systematic approach to the management of identifying, implementing and monitoring OHSE training;
  - (ii) Ensure all employees, consultants, contractors, suppliers, tenants and visitor receive appropriate OHSE training; and
  - (iii) Ensure a systematic approach to identifying, assessing and monitoring the competencies that are required to ensure tasks can be performed in a safe manner by all employees, contractors, tenants and relevant stakeholders.

#### 2. Application and Implementation

- (a) OHSE training and awareness shall be risk-based and consider the requirements of all consultants, contractors, employees, tenants, visitor and supplier and relevant stakeholders.

#### 3. Requirements

- (a) To demonstrate compliance a developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement and maintain appropriate OHSE Training and Awareness Procedure(s); and
  - (ii) Develop, implement and maintain appropriate OHSE Competency Procedure(s).

##### 3.1 OHSE Training Procedures

- (a) The developer, client, stakeholder, tenant, consultant and contractor OHSE Training Procedure(s) shall address the following, at a minimum:
  - (i) Identification and evaluation of OHSE training need (e.g. Training Needs Analysis);
  - (ii) When undertaking a training needs analysis, the developer, client, stakeholder, tenant, consultant and contractor shall consider the following requirements as a minimum:
    1. OHSE Policy and Management System training;
    2. Competency Requirements for identified roles or tasks;
    3. Risk Management Requirements;
    4. Requirements of relevant operational control procedures;
    5. OHSE roles and responsibilities;
    6. OHSE emergency response and management;
    7. OHSE inductions, generic and site-specific, (including contractors and other persons) that at a minimum include compliance with **Article 98 of Federal Law No. 8, of 1980, on Regulation of Labor Relations**;
    8. OHSE consequences of non-conformance to specified procedures;



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9. Relevant subject specific OHSE training (e.g. Manual Handling, Safety in the Heat, etc.); and
  10. Specialized task-specific training (e.g. Confined Spaces, Working at Heights, etc.).
- (iii) Developer, client, stakeholder, tenant, consultant and contractor shall ensure that all identified training requirements are evaluated and planned based on risk (e.g. OHSE Training Matrix)
- (iv) When planning and implementing training, developer, client, stakeholder, tenant, consultant and contractor shall consider the following as a minimum:
1. Learning aims and objectives;
  2. Level of responsibility and competence;
  3. Frequency of training;
  4. Types of training;
  5. Literacy, numeracy, language and other learning requirements;
  6. Course selection / material development;
  7. Trainer competency;
  8. Assessment activities;
  9. Training records; and
  10. Refresher training requirements.
- (v) Following delivery of training, developer, client, stakeholder, tenant, consultant and contractor shall ensure that training is evaluated at least annually and/or depends on the update of training needed based on the change of procedure and process.
- (b) All externally provided OHSE related training shall be performed by OHSE Training and Service Entities registered with Dubai Aviation City Corporation (DACC) OHSE, as per the requirements of Dubai Aviation City Corporation (DACC) **OHSERF – Regulation 6 – Competence, Training and Awareness**.
- (c) All OHSE related training that includes certification of competency shall be provided by a person who is registered with Dubai Aviation City Corporation (DACC) OHSE as per the requirement of Dubai Aviation City Corporation (DACC) **OHSERF – Regulation 6 – Competence, Training and Awareness**.

### 3.2 OHSE Competency Procedure(s)

- (a) The developer, client, stakeholder, tenant, consultant and contractor OHSE Competency Procedure(s) shall address, at a minimum:
- (i) Identifying OHSE competency requirements for all roles of tasks within the organization;
  - (ii) Process to measure individual competencies against those that have been identified for the role or task;
  - (iii) Process to ensure that employees and other persons under its control performing tasks are competent on the basis of appropriate education, training and/or experience;
  - (iv) Process to record competencies;
  - (v) Maintaining and improving competencies; and
  - (vi) A system to review the OHSE competency procedure(s).





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### Regulation 7 – Communication, Consultation and Participation

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to the management of OHSE:
    - 1. Communication;
    - 2. Consultation; and
    - 3. Participation.

#### 2. Application and Implementation

- (a) Appropriate communication of OHSE information by the developer, client, stakeholder, tenant, consultant and contractor must ensure that everybody is made aware of the requirements of their OHSEMS and that they understand the importance of following the system. Communication is a one-way process, conveying or imparting a message to an intended audience.
- (b) The OHSEMS sets out requirements for consultation, which involves fostering cooperation and developing partnerships between employers, employees, contractors and other relevant stakeholders to ensure protection of the workforce safety and health and the environment. Consultation is a two-way process, discussing, deliberating and exchanging ideas and information. A comprehensive consultation process will also help to achieve better OHSE outcomes through the risk management process.
- (c) Developer, client, stakeholder, tenant, consultant and contractor with their respective employees must take part in the relevant OHSE participation innovation events set out by Dubai Aviation City Corporation (DACC) OHSE. This will foster a unity which will lead to the adoption and maintaining of the OHSE Culture.

#### 3. Requirements

- (a) To demonstrate compliance a developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement and maintain appropriate Communication Procedure(s);
  - (ii) Develop, implement and maintain appropriate Consultation Procedure(s); and
  - (iii) Partake in the OHSE events which will be organized by the Dubai Aviation City Corporation (DACC) OHSE Team.

##### 3.1 Communication Procedure(s)

#### A. Developer, client, stakeholder, tenant, consultant and contractor shall address, at a minimum:

- (i) Internal communication throughout the various levels of the entity;
- (ii) Communication with contractors and other visitors to the workplace;
- (iii) Relevant communication with external stakeholders; and



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- (iv) Development of monthly, quarterly, bi-annual and annual OHSE performance report, to be used for internal communication and management review purposes.

Note: Developer, client, stakeholder, tenant, consultant and contractor are responsible for submitting their OHSE performance report with accuracy and quality of the information. It is recommended that approved and official third party verification of information is obtained.

### B. Consultation and Participation Procedure(s)

- (a) The developer, client, stakeholder, tenant, consultant and contractor Consultation Procedure(s) shall address, at a minimum:
  - (i) Ensuring effective consultation and participation of employees in OHSE matters;
  - (ii) Appropriate involvement in risk management activities;
  - (iii) Appropriate involvement in OHSE incident investigation;
  - (iv) Involvement in the development and review of OHSE policies and objectives;
  - (v) Structure of consultation committees and meetings; and
  - (vi) Consultation with Dubai Aviation City Corporation (DACC) OHSE Team.
- (b) Consultation shall take place at every stage of the risk management process including when:
  - (i) New work processes, equipment or tools are being designed, purchase or modified (consult early to allow changes to be incorporated);
  - (ii) Changes in the routine and non-routine activities;
  - (iii) Identifying hazardous activities which requires assessment;
  - (iv) Establishing priorities for the assessment of hazardous activities and during the risk assessment process;
  - (v) Deciding on control measures to manage risk;
  - (vi) Reviewing the effectiveness of implemented control measures and identifying whether further hazards and risks are created by the chosen control measures; and
  - (vii) Deciding the contents of OHSE procedural documents.
- (c) An organization / project / facility / site with greater than twenty five (25) employees or as warranted by risk assessment, shall establish an Occupational Health, Safety and Environment Committee or equivalent. Employees and management shall be represented on and participate in OHSE Committee activities.
- (d) The committee shall be chaired by a member of top management or a person with formal delegated authority.
- (e) The OHSE Committee meeting shall be recorded and documented. The record of the meeting shall be available to all relevant stakeholders and displayed at appropriate locations.
- (f) The OHSE Committee shall meet a minimum of 6 times a year. The developer, client, stakeholder, tenant, consultant and contractor shall provide facilities, resources and assistance to the OHSE Committee as may reasonably be required for the purpose of carrying out the Committee's functions and duties.
- (g) Duties of the OHSE Committee shall include:



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- (i) Review of issues and circumstances in the workplace which may affect the safety and health of persons in the workplace and the adverse effect on environment;
  - (ii) To promote co-operation between management and employees in achieving and maintaining healthy and safe working conditions and environment; and
  - (iii) To exercise other functions and duties prescribed or conferred on the Committee by the employer for assuring the health and safety of employees and the environment.

Note: The OHSE committee should not be confused with a committee overseeing the implementation of the system or other or other management committees. The OHSE committee is a forum for all staff to put forward OHSE issues and receive feedback.



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### Regulation 8 – Document Control and Record Management

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation are to:
  - (i) Define system compliance and record management; and
  - (ii) Ensure a systematic approach to the review of OHSEMS

#### 2. Application and Implementation

- (a) An OHSEMS requires appropriate level of documentation, quality control and continual improvement processes to ensure the system's relevance and effectiveness.
- (b) OHSEMS documentation must be proportional to the level of operational complexity, hazards and risks of the individual concerned organization.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, client, stakeholder, tenant, consultant and contractor shall develop, implement and maintain:
  - (i) Appropriate OHSE Policy;
  - (ii) Appropriate Legal Compliance Procedure(s);
  - (iii) Appropriate Risk Management Procedure(s);
  - (iv) Appropriate Operational Procedure(s);
  - (v) Appropriate Document Control(s);
  - (vi) Appropriate OHSE Record Retention Procedure(s);
  - (vii) Appropriate Management of Change Process;
  - (viii) Appropriate Management Review Process;
  - (ix) Appropriate programs and procedures under all Dubai Aviation City Corporation (DACC) OHSEMRF Elements.

##### 3.1 Document Control Procedure(s)

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall at a minimum:
  - (i) Address approval process prior to issue;
  - (ii) Ensure documents are reviewed and updated as necessary;
  - (iii) Ensure documents remain legible and identifiable;
  - (iv) Ensure that changes and current revision status of documents are identified;
  - (v) Ensure relevant version control to prevent unintended use of obsolete documents; and
  - (vi) Implement a controlled distribution process for OHSE documents to ensure applicable documentation is readily available at points of use.



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### 3.2 Record Retention

- (a) The developer, client, stakeholder, tenant, consultant and contractor Record Retention procedure(s) shall address, at a minimum:
  - (i) Process to maintain OHSE records as necessary to demonstrate conformity to requirements of this document and *Section 3 of Federal Law No. 8, for 1980, on Regulation of Labor Relations*;
  - (ii) Process to ensure identification, storage, protection, retrieval, retention and disposal of records;
  - (iii) Process to retain OHSE documents and records for a minimum of 5 years; and  
Note: Where specific Dubai Aviation City Corporation (DACC) *OHSERF* Mandatory Requirements state a lesser timescale, this shall be reflected in the Organization OHSEMS procedure.
  - (iv) Process to retain medical / occupational health records for a minimum period of employment plus 3 years thereafter.



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### Regulation 9 – Project and Operational Control

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to the management of developer, client, stakeholder, tenant, consultant and contractor so that risks to occupational health, safety, security and environment are minimized; and
  - (ii) Provide specific requirements to Dubai Aviation City Corporation (DACC) for the management of OHSE aspects of contractors engaged in “construction work”.

#### 2. Application and Implementation

- (a) The Dubai Aviation City Corporation (DACC) *OHSERF* defines an entity as a person, developer, client, stakeholder, tenant, consultant and contractor, their employees or a nominated representative engaged to carry out a scope of works for another entity in a contract for service arrangement.
- (b) For the purpose of the Dubai Aviation City Corporation (DACC) *OHSERF* the term contractor and sub-contractor are interchangeable.
- (c) The duties of an entity relate only to matters over which, and the extent to which, the entity has control or can reasonably be expected to have control at the workplace or operational site.

#### 3. Requirements

- (a) To demonstrate compliance, an entity shall:
  - (i) Develop, implement and maintain appropriate Management of Contractors and Operations Procedure(s);
  - (ii) Develop, implement and maintain appropriate procedure(s) in compliance with Dubai Aviation City Corporation (DACC) *OHSERF – Code of Practice - Safety in Design (Construction)*, if applicable; and
  - (iii) Develop, implement and maintain appropriate procedure(s) in compliance with Dubai Aviation City Corporation (DACC) *OHSERF – Code of Practice - OHSE Management for Construction Work*, if applicable.

##### 3.1 Management of Contractors Process

- (a) To manage the occupational health, safety, security and environment risk arising from engaging contractors, the developer, client, stakeholder, tenant and consultant shall implement the relevant steps of the following contractor management process:
  - (i) Establishment of Project OHSE Requirements – the process of pre-qualifying contractors and/or including project OHSE requirements in tender / specification documentation;
  - (ii) Evaluation / Selection – the process for evaluation and selection of contractors that possess appropriate OHSEMS tools commensurate with the scope of works;





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- (iii) Contractual Agreement – the contractual agreement process between the developer, client, stakeholder, tenant, consultant and the contractor (once selected) including a clear scope of works and the project specific requirements for OHSEMS;
- (iv) Co-ordination and Communication – the process of agreeing on the method of co-ordination of contractor(s) activities, with clear arrangements for communicating the OHSE information and requirements to all relevant stakeholders;
- (v) Mobilization / Work in Progress – the process of ensuring OHSEMS is implemented during mobilization to the workplace / site and during work activities to achieve the successful completion of the scope of work;
- (vi) Monitoring Performance – the process of defining measures that are used to periodically evaluate contractor OHSE performance and compliance against legislative and project specific OHSE requirements and goals;
- (vii) Commissioning – the process of ensuring OHSEMS during the commissioning of buildings / machinery / plant / equipment;
- (viii) Demobilization / Decommissioning – the process of ensuring OHSEMS is implemented during demobilization / decommissioning activities, including transportation of personnel, equipment and supplies / materials not used, and including the disassembly, removal and site clean-up of any offices, building or other facilities assembled on the site; and
- (ix) Contract Close-Out – the contractual agreement termination process at the completion of scope of works. This step is particularly important for contracts that contain construction work. This is when official “control” of the site is returned to the developer, client, stakeholder, tenant and consultant.

Note: Demanding the presence of a full OHSEMS from the contractor may not always be the best strategy. Simple low risk works / contracts may be sufficiently managed by simpler OHSEMS tools / requirements that are embedded in the contractual agreement.

### 3.1.1 Requirements for the Management of Contractor Process

- (i) Establishment of Project OHSE Requirements:  
Developer, client, stakeholder, tenant and consultant shall include defined OHSE requirements in tender and specification documents. This shall include, but is not limited to:
  - (i) A detailed scope of works;
  - (ii) A list of known key OHSE hazards and risks associated with the project;
  - (iii) Minimum OHSE requirements, with regards to:
    1. OHSE resources;
    2. Legal compliance;
    3. Risk management;
    4. OHSE performance monitoring and incident reporting;
    5. OHSE training and competency
    6. Communication and consultation activities
    7. OHSE inspection and auditing requirements; and
    8. Non-compliance and enforcement procedure



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- (ii) Evaluation / Selection:
- (i) Developer, client, stakeholder, tenant and consultant shall develop a procedure that establishes a systematic approach for evaluating prospective contractor(s) OHSEMS procedures, capabilities, performance and resources;
  - (ii) In making this assessment, the developer, client, stakeholder, tenant and consultant shall take into account the complexity of the scope of works to be completed and the level of risks involved; and
  - (iii) Preference shall be given to contractors that have an approved OHSEMS, unless having a full OHSEMS is not warranted by the scope or complexity of the project;
- (iii) Contractual Agreement:
- (i) Developer, client, stakeholder, tenant and consultant shall include defined OHSE requirements in contract documents; and
  - (ii) Developer, client, stakeholder, tenant and consultant shall provide a clear scope of works to all engaged contractors that shall include, but is not limited to:
    - 1. That contractors have an approved OHSEMS, or if contractors do not need to have an approved OHSEMS, then they shall comply with the developer, client, stakeholder, tenant and consultant standards and have procedures in place to manage the risks from their undertakings;
    - 2. The requirement for adequate OHSE resources;
    - 3. OHSE roles, responsibilities and accountabilities of all relevant stakeholders that are clearly define and communicated;
    - 4. A chronological division of work to be performed under the contract (or sub-contact) up until the completion of a project;
    - 5. A description in sufficient detail to enable contractors to understand the complexity, potential hazards and level of risk of the work to be performed;
    - 6. Other requirements of contractors in respect of OHSE;
    - 7. Mechanisms and/or penalties for managing on-going non-conformance to OHSE requirements; and
    - 8. Relevant project OHSE documentation (e.g. site induction requirements, site safety plan, OHSE procedures, permit to work systems and OHSE policy).
- (iv) Co-ordination and Communication:
- (i) Developer, client, stakeholder, tenant and consultant which engage with contractors shall allocate appropriate levels of planning, coordination and communication to the management of contractors.
  - (ii) Coordination activities shall include, but not limited to:
    - 1. Forward planning of work activities and tasks between contractors to minimize risks;
    - 2. Joint risk assessment of work activities and tasks;
    - 3. Contractor's participation in consultative activities (e.g. OHSE committee);
    - 4. Employee welfare and transportation activities;
    - 5. Emergency response and management arrangements;
    - 6. Communication of OHSE information (including hazard alerts, site safety alerts and incident reports, toolbox meetings, etc.); and
    - 7. OHSE record keeping requirements.



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(v) Mobilization / Work in Progress:

(i) Developer, client, stakeholder, tenant and consultant shall ensure:

1. That contractors are performing work activities in a manner that is safe for employees and the community;
2. That contractors are applying OHSEMS/practices suitable for the work being carried out;
3. That all employees of the contractor and visitors complete an OHSE induction process; and
4. That mobilization permit has been obtained from Dubai Aviation City Corporation (DACC) authority prior to mobilization activities.

(vi) Monitoring Performance:

(i) Developer, client, stakeholder, tenant and consultant shall monitor contractor's performance and compliance to OHSE requirements, including but not limited to:

1. Monitor and assess the performance of contractors to ensure that all OHSE requirements are met (including the minimum Key Performance Indicators identified within Dubai Aviation City Corporation (DACC) **OHSERF – Regulation 14 – Performance Management**);
2. Monitor and assess whether regular site inspection are conducted;
3. Monitor and assess compliance through audits of OHSEMS, OHSE procedures/Code of Practices, etc.;
4. Monitor, assess and follow up non-conformance and corrective actions;
5. Review contractors OHSE performance, incident reports, third party reports and complaints; and
6. Hold regular OHSE performance meetings with the contractors.

(vii) Commissioning:

(i) Developer, client, stakeholder, tenant and consultant shall ensure that:

1. Appropriately trained and competent personnel perform commissioning activities;
2. Full written operating instructions shall be provided for all commissioning activities;
3. Commissioning procedures shall document a logical progression of steps necessary to verify that installation is fully functional and fit for purpose; and
4. These procedures shall include the following steps (not an exhaustive list);
  - Permit to work procedures;
  - Isolation (Lock-out / Tag-out) procedures;
  - Restrictive access;
  - Operator Training and Competency;
  - System Configuration Check;
  - Calibration of Vessels and Instrumentation;
  - Start-up Protocol;
  - Shut Down Protocol;
  - Live Trials; and
  - Handover



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### (viii) Demobilization / Decommissioning:

- (i) Developer, client, stakeholder, tenant and consultant shall ensure that OHSE requirements are complied with throughout all demobilization / decommissioning activities, including transportation of plant, equipment, supplies / materials and waste, including the disassembly, removal and site clean-up of any offices, buildings or other facilities assembled on the site. Requirements shall include, but not be limited to the following:
  - 1. A demolition / decommissioning plan shall be developed and approved by Dubai South and Dubai Aviation City Corporation (DACC) before work commences;
  - 2. All equipment and materials shall be demobilized in accordance with all local and federal laws related to transportation, waste disposal and safety; and
  - 3. Upon completion of the work, all access areas shall be restored to the same condition as prior to the start of the work.

### (ix) Contract Close-Out:

- (i) The process at the completion of the contract shall include clear provision and identification of when control of the workplace / site, where "Construction Work" has occurred, is returned / handed over to the developer, client, stakeholder, tenant and consultant.



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### Regulation 10 – Environmental Management

#### 1. Aims and Intent

- (a) The aims and intent of this regulation is to:
  - (i) Ensure a systematic approach to the management of environment within developer, client, stakeholder, tenant, consultant and contractor so that impact on environment are minimized;
  - (ii) Ensure that all environmental aspects and impacts are considered and assessed and appropriate control measures are implemented; and
  - (iii) Ensure environmental inspection, reporting and monitoring are conducted.

#### 2. Application and Implementation

- (a) Based on the environmental aspect and impact assessment of the project / operation, the developer, client, stakeholder, tenant, consultant and contractor shall ensure compliance of this requirement to improve environmental performance, protect the environment and conservation of the quality and natural balance of the environment.

#### 3. Requirements

- (a) To demonstrate compliance the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement, monitor and maintain appropriate Environmental Management System / Plan in compliance with the requirements of this document and all relevant Federal and Local Authorities requirements (e.g. *Local Order No. 61 of 1991 on the Environment Protection Regulations in the Emirate of Dubai* and its amendments and *Federal Law No. 24 of 1999 for the Protection and Development of the Environment* and its amendments);
  - (ii) Follow the guidance set from *Dubai Municipality Environmental Technical Guidelines* for any operation / projects that has an impact on the environment;
  - (iii) Follow the environmental permitting process required for the operation / project;
  - (iv) Ensure that all persons holding environmental management responsibilities within their organization are competent to undertake their specific roles and responsibilities as described within all applicable environmental regulations and Technical Guidelines;
  - (v) Ensure that environmental audit are conducted periodically;
  - (vi) Develop programs / arrangements to monitor their environmental performance (e.g. in terms of effluent discharges, air and noise emissions, water quality and solid waste management, as per Dubai Aviation City Corporation (DACC) *OHSERF Regulation 15 – Incident Management*).
  - (vii) Ensure that analysis of sample collected for environmental monitoring purposes shall be conducted by laboratories accredited by *Dubai Central Laboratory*;



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- (viii) Ensure non-conformity(s) shall close as soon as reasonably practicable, in coordination with Dubai Aviation City Corporation (DACC) OHSE Department and in any other concerned authorities, if any; and
- (ix) Developer, client, stakeholder, tenant, consultant and contractor shall refer to *Dubai Municipality Environment Technical Guidelines 56 for Establishment of Environmental Management Systems*.

### 3.1 Air

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall comply with the requirements set forth in *Local Order No. 61 of 1991 on the Environment Protection Regulations in the Emirates of Dubai* and *Federal Law No. 24 of 1999 for the Protection and Development of Environment*.
- (b) The following sources shall be in compliance with the maximum allowable limits set forth by laws in the United Arab Emirates and Emirates of Dubai concerning protection of air from pollution:
  - (i) All stationary resources;
  - (ii) All hazardous and medical waste incinerators;
  - (iii) All solid waste incinerators; and
  - (iv) All hydrocarbon fuel combustion sources.
- (c) Developer, client, stakeholder, tenant, consultant and contractor shall be in compliance with:
  - (i) The maximum allowable limits for dust in working areas and the maximum allowable limits for chemical substance in working areas as set forth in laws of United Arab Emirates and Emirates of Dubai.
  - (ii) Supplementary requirements on allowable limits for chemical substances in working areas and associated Code of Practices issued by Dubai Aviation City Corporation (DACC) OHSE Department and other relevant authorities.
- (d) Developer, client, stakeholder, tenant, consultant and contractor that are required to operate a Continuous Emissions Monitoring System (CEMS) shall use the guidance provided by the relevant authorities when evaluating and reporting CEMS data.
- (e) Developer, client, stakeholder, tenant, consultant and contractor conducting air quality modeling are required to follow the methods prescribed by *Dubai Municipality Environmental Protection and Safety Section*.

### 3.2 Water

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall comply with the requirements set forth in *Local Order No. 61 of 1991 on the Environment Protection Regulations in the Emirates of Dubai* and *Federal Law No. 24 of 1999 for the Protection and Development of Environment*.





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### 3.3 Land

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall comply with the requirements set forth in:
  - (i) *Chapter 3: Soil Protection of Federal Law No. 24 of 1999*; and
  - (ii) *Chapter 1: Regulation on the Reuse and Land Disposal of Wastewater and Sludge of Local Order No. 61 of 1991*.
- (b) In the absence of official standards for soil, employers are required to use the *Dutch Soil Standards*.

### 3.4 Noise and Vibration

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall be in compliance with:
  - (i) *Chapter 7: Noise Control Regulation of Local Order No. 61 of 1991*;
  - (ii) Dubai Aviation City Corporation (DACC) *Code of Practice (Project and Operation) Occupational Noise*; and
  - (iii) Dubai Aviation City Corporation (DACC) *OHSERF – Code of Practice for Projects and Operations - OHSE Vibration*.

### 3.5 Hazardous Materials and Waste

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall comply with the requirements in:
  - (i) *Chapter 5: Handling of Hazardous Substances and Hazardous Wastes and Medical Wastes of Federal Law No. 24 of 1999*;
  - (ii) Dubai Aviation City Corporation (DACC) *OHSERF - Code of Practice (Project and Operation) Management of Hazardous Materials*;
  - (iii) Dubai Aviation City Corporation (DACC) *OHSERF - Code of Practice (Project and Operation) Waste Management*;
  - (iv) Dubai Aviation City Corporation (DACC) *OHSERF - Code of Practice - Environmental Requirements for Construction Work*; and
  - (v) *Dubai Municipality Environment Technical Guidelines*.

### 3.6 Plants, Animals and Habitats

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall comply with the requirements in:
  - (i) *Chapter 8: Concerning Protected Areas (Wildlife Sanctuaries) of Local Order No. 61 of 1991*; and
  - (ii) Dubai Aviation City Corporation (DACC) *OHSERF - Code of Practice - Environmental Requirements for Construction Work*.



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### 3.7 Climate Change and other Global Issues

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall update their emissions inventory for their relevant stakeholders once Dubai Aviation City Corporation (DACC) OHSE Department requires the records.



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### Regulation 11 – Substance Misuse

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach so that the misuse of substances in the workplaces and camps are prevented; and
  - (ii) Ensure all employees, consultants, contractors, suppliers, tenants, stakeholders and visitors receive appropriate information of substance misuse and its prohibition.

#### 2. Application and Implementation

- (a) Appropriate information by the developer, client, stakeholder, tenant, consultant and contractor must ensure that everybody is made aware of the responsibilities and requirements for the prohibition of substance misuse and that they understand the importance of following the requirements.
- (b) United Arab Emirates government has a zero-tolerance policy for recreational use of drugs. Substance misuse includes but not limited to, recreational drugs, controlled medicines without official prescription, alcohol, banned tobacco and other substances that can induce an altered state of consciousness, by modifying the perceptions, feelings and emotions of the user and are banned in United Arab Emirates.
- (c) Developer, client, stakeholder, tenant, consultant and contractor with their respective employees includes prohibition of substance misuse in the workplace / site rules requirements as described as banned in UAE Laws and Ministry of Health (MOH) requirements.

#### 3. Requirements

- (a) To demonstrate compliance the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop and implement appropriate information and procedure for prohibition of substance misuse;
  - (ii) Control and monitor the implementation of procedure;
  - (iii) Ensure that no person shall bring and/or being in possession of alcohol, recreational drugs, and other banned substances in the workplace;
  - (iv) Ensure that no person is being under influence or intoxicated of alcohol, recreational drugs, or other band substances in the workplace;
  - (v) Ensure that any person required to take prescript medication, management shall be informed prior the work start.



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### Regulation 12 – Workers Welfare

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach so that Workers Welfare facilities, related working conditions, accommodations, transportation and personal wellbeing within the management of developer, clients, stakeholders, tenants, consultants and contractor are provided and taken care of;
  - (ii) Contribute to the prevention of the common health conditions found in the occupational environment and accommodations; and
  - (iii) Improve the health and wellbeing of employees and other relevant persons in order to have a more productive and healthy workforce and to establish requirements and standards for workplace health promotion programs.

#### 2. Application and Implementation

- (a) Based on the number of employees and activities and Workers Welfare assessment, appropriate welfare facilities (suitable and secured) shall be provided by the developer, client, stakeholder, tenants, consultants and contractors to their employees and relevant other persons to improve the health and wellbeing of their employees and thereby contribute to workplace wellness.

#### 3. Requirements

- (a) To demonstrate compliance the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement and maintain a detailed Worker Welfare Plan, as either standalone plan or as part of the OHSE Plan and continuously monitor.

##### 3.1 Planning and Assessment

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall evaluate each workplace, accommodation including the transportation to determine if hazards are present and shall be assessed using risk management practices as required by Dubai Aviation City Corporation (DACC) *Regulation 2 – Risk Management* of this document to ensure that the basic steps and principles of assessment, control, communication and review providing for both general assessments as well as specific assessments for related functions which are to be conducted.



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- (b) Assessment shall consider, but not limited to:
  - (i) Recruitment process;
  - (ii) Manpower demographics and mobilization;
  - (iii) Conditions of employment;
  - (iv) Accommodation facility infrastructure;
  - (v) Discipline and grievance procedures;
  - (vi) Emergency preparedness and life safety;
  - (vii) General hygiene, ablution and sanitation;
  - (viii) Transportation;
  - (ix) Cultural and social activities;
  - (x) Environmental impact and sustainability; and
  - (xi) Repatriation and end of service arrangements.
- (c) Development of Worker Welfare Plan shall include, but not limited to:
  - (i) Dubai South and other legal compliance and applicable standards;
  - (ii) Ethical employment practices;
  - (iii) Safe work conditions;
  - (iv) Acceptable accommodation arrangements;
  - (v) Safe transportation of workers to and from their workplace;
  - (vi) Appropriate personal healthcare;
  - (vii) Freedom of movement;
  - (viii) Equal opportunity;
  - (ix) Personal development; and
  - (x) Fair non-discriminatory treatment and accessible grievance resolution.

### 3.2 Procedures

- (a) Dubai Aviation City Corporation (DACC) OHSE does not intent to detail individual procedures, processes and/or programs and it remains the obligation of each developer, client, stakeholder, tenant, consultant and contractor to develop and implement appropriate plans, procedures, processes and programs that are relative to their unique conditions, reflecting thereby the developer, client, stakeholder, tenant, consultant and contractor compliance with Dubai Aviation City Corporation (DACC) OHSE and other relevant and applicable legal requirements and conformance to related international standards such as:



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- (i) *Federal Law No. 8 of 1980 – Regulation of Labour Relations and its Amendments;*
  - (ii) *International Finance Corporation (IFC);*
  - (iii) *International Organization for Standardization (ISO);*
  - (iv) *The Occupational Health and Safety Assessment Series (BS-OHSAS); and*
  - (v) *Other Federal Laws in UAE and Local Laws in the Emirate of Dubai applicable within their operations/projects.*
- (b) Some points are listed below to provide guidance on what needs to be adhered to, based on the current requirements defined within the active legislation, relevant standards and best practice that may be in place. Where any current contractual agreements may not include items listed herewith, it is still important to note that developer, client, stakeholder, tenant, consultant and contractor shall at least then still comply fully with all minimum active legal requirements in place and should then also endeavor to enhance Worker Welfare conditions to the same level as recommended herewith, points are:

### **(i) Appointments**

Maintain transparent process that will provide for the appointment of competent and suitably empowered persons responsible for the implementation, execution and maintenance of the Worker Welfare Plan and related functions and shall be in accordance with the requirements of Dubai Aviation City Corporation (DACC) *Code of Practice - Assigned / Appointment of Responsibilities*.

### **(ii) Recruitment and Employment**

Developer, client, stakeholder, tenant, consultant and contractor shall develop document procedures that will clearly defines recruiting and employing workforce and how agreements are made. The documented procedure shall comply with all legislated employment requirements and restrictions in accordance with the **UAE Federal Labour Law and its amendments and as prescribed by the UAE Ministry of Human Resources and Emiratization**.

### **(iii) Workers Accommodation Facilities**

Developer, client, stakeholder, tenant, consultant and contractor shall ensure that where accommodation is directly provided for as part of any Worker's condition of employment, it remains their direct responsibility to provide for the documentation, implementation and maintenance of practical procedures, processes and/or programs that will ensure such accommodation and services are always provided for at no charge to Workers and in accordance to the minimum legal prescriptions of UAE Federal and Local Government Agencies, contract agreement obligations and in accordance to the requirements of Dubai Aviation City Corporation (DACC) *Code of Practice - Workers Welfare*.





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### (iv) Transportation

Developer, client, stakeholder, tenant, consultant and contractor shall develop process/procedure to ensure that safe transportation are provided to all Workers from the Worker's Accommodation Facility to their place of work and back, to take ill or injured persons for advanced medical treatment, etc. and shall be in accordance with the requirements of Dubai Aviation City Corporation (DACC) *Code of Practice - Workers Welfare*.

### (v) Health and Wellbeing

Developer, client, stakeholder, tenant, consultant and contractor shall develop, implement and maintain procedures, processes and/or programs to ensure employees and other relevant persons are provided with and have access to all appropriate occupational and personal medical and health care services that must meet all relevant UAE legal prescriptions and contractual obligations and shall be in accordance with the requirements of Dubai Aviation City Corporation (DACC) *Code of Practice - Occupational Health Screening and Medical Surveillance*, Dubai Aviation City Corporation (DACC) *Code of Practice - Work Related Medical Emergency Treatment* and Dubai Aviation City Corporation (DACC) *Code of Practice - Psychological Health Hazard & Risk Control*.

### (vi) Social Responsibility, Sustainability and Environment

Developer, client, stakeholder, tenant, consultant and contractor shall develop suitable procedures, processes and/or programs to acknowledge and drive their social responsibility towards their Workers and the communities they are exposed to, promotes sustainable practices and effectively deals with relevant environmental impacts in compliance with the requirements of Dubai Aviation City Corporation (DACC) OHSE relevant Code of Practices and with other relevant legal and applicable requirements.

### (vii) Freedom of Movement and Association

Developer, client, stakeholder, tenant, consultant and contractor shall develop procedure, processes and/or programs not to take possession of or hold any Worker's personal identification or travel documents (e.g. Emirates ID, Passport).

### (viii) Verification, Inspection and Audit

Developer, client, stakeholder, tenant, consultant and contractor shall developed procedures, processes and/or programs to ensure that plans or systems applied for Worker Welfare are implemented and regularly checks/inspection needs to be done to verify that minimum legal requirements, best practices and committed contractual obligations are constantly applied and met. This shall be in accordance with the requirements of Dubai Aviation City Corporation (DACC) *Regulation 16 – Audits* and *Regulation 14 – Performance Management* of this document.



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**(ix) Communication**

Developer, client, stakeholder, tenant, consultant and contractor shall develop procedures, processes and/or programs to ensure appropriate Worker Welfare Communication is implemented and maintained and shall be in accordance with the requirements of Dubai Aviation City Corporation (DACC) *Regulation 7 – Communication, Consultation and Participation* of this document.

**(x) Administration, Record Keeping and Reports**

Developer, client, stakeholder, tenant, consultant and contractor shall developed effective and coordinated procedures, processes, programs and applied to ensure provision for relevant administrative and record keeping needs and shall be in accordance with the requirements of Dubai Aviation City Corporation (DACC) *Regulation 8 – Document Control and Record Management* of this document.



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### Regulation 13 – Emergency Management

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to emergency management planning and response; and
  - (ii) Facilitate harmonization of Dubai Aviation City Corporation (DACC) and other relevant Authority(s) requirements and provide a clear hierarchy of control in the event of significant emergencies.

#### 2. Application and Implementation

- (a) Risk management is a process for analyzing risk and deciding on the most appropriate control measure(s) to manage and reduce risk. Although all reasonably practicable efforts to reduce risk may be taken, there will normally be some residual risk. It is this residual risk that may lead to emergencies. Anticipated emergency scenarios shall be identified during the risk assessment stage.
- (b) Emergency management involves the process of containing and controlling incidents so as to minimize the effects and to limit danger to persons and property. An emergency management program may consist of a number of specific response plans.
- (c) Emergency response plans shall be simple and straightforward, flexible and achieve compliance with legislative requirements. Furthermore separate on-site and off-site emergency response plans shall be prepared if applicable.

#### 3. Requirements

- (a) To demonstrate compliance the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, document, implement and maintain appropriate Emergency Management Procedure(s) in compliance with the requirements of this document and all relevant Federal and Local Authorities requirements (e.g. latest editions of *UAE Fire and Life Code of Practice 2017*)

#### 4.1 Emergency Management Procedure

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall develop, document, implement and maintain an emergency management procedure that includes, as a minimum the following requirements:
  - (i) Identification of Potential Emergency Scenarios(s)
    - 1. Developer, client, stakeholder, tenant, consultant and contractor shall develop procedure(s) to identify all potential emergency scenarios that could have an impact upon their undertakings or cause danger to persons, property and environment.



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2. The identification of potential emergency scenarios shall be risk based and follow the requirements of Dubai Aviation City Corporation (DACC) *OHSERF - Regulation 2 – Risk Management*.
3. During identification of scenarios, the developer, client, stakeholder, tenant, consultant and contractor shall consider the following information:
  - (i) Legal requirements;
  - (ii) The results of risk management activities;
  - (iii) Previous incidents; and
  - (iv) Emergency situations that have occurred elsewhere, specifically in similar operations or industries.
4. Developer, client, stakeholder, tenant, consultant and contractor shall consider scenarios that can occur during:
  - (i) Normal operations; and
  - (ii) Abnormal conditions, including start-up or shut down activities, construction and demolition.
5. Examples of emergency scenarios can include:
  - (i) Incidents leading to serious injuries / fatalities or ill health;
  - (ii) Explosion / fire;
  - (iii) Release of hazardous materials or gases;
  - (iv) Natural disaster (e.g. storm, flood, earthquake, etc.);
  - (v) Bomb threat / terrorism / unrest;
  - (vi) Pandemic of communicable or infectious disease;
  - (vii) Communication failure
  - (viii) Biological agent release.
6. As part of the identification and assessment of emergency scenarios, the developer, client, stakeholder, tenant, consultant and contractor shall consider how the identified scenarios will impact upon:
  - (i) Immediate surroundings, including other workplaces or buildings;
  - (ii) All persons within and/or in the immediate vicinity of the area of operation; and
  - (iii) Persons which is differently able and pregnant ladies. .

### 4.2 Planning for Emergency Scenarios

- (a) Emergency Response Plans (ERP's) are documented action plan that are developed and maintained for immediate implementation to safeguard people, property, environment or business from foreseeable emergency scenarios.
- (b) Developer, client, stakeholder, tenant, consultant and contractor shall develop specific emergency response plans (ERP) for all identified emergency scenarios as per section 3.1 of this Regulation.
- (c) As a minimum, each developer, client, stakeholder, tenant, consultant and contractor shall develop:
  - (i) Fire Management Plan, in line with the requirements of the latest edition of the *UAE Fire and Life Safety Code of Practice of 2017*; and
  - (ii) Emergency Evacuation Plan (refer to section 3.1.7)



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- (d) Each ERP shall be:
  - (i) Appropriate to the size and nature of the employer's activities and commensurate with the scenarios it intends to manage;
  - (ii) Based on examination of relevant emirate, national or international standards and recommended inclusions for emergency management;
  - (iii) Link with other plans where appropriate (e.g. plans of Dubai Aviation City Corporation (DACC) OHSE, developer, client, tenant, stakeholders, consultant and contractor that are led, supported, relied upon or triggered of this plan);
  - (iv) Flexible;
  - (v) Straightforward and easy to understand and follow;
  - (vi) In place prior to any operations involving the underlying risk;
  - (vii) Communicated to employees and other relevant parties and Dubai Aviation City Corporation (DACC) OHSE;
  - (viii) Put in use when a corresponding emergency occurs; and
  - (ix) Well controlled and maintained.
- (e) To ensure emergency scenarios are managed in a manner appropriate to the risk posed by each emergency, developer, client, stakeholder, tenant, consultant and contractor shall evaluate each emergency scenario using the tiers below:
  - (i) Tier 1: Events are typically of localized significance and can be handled using resources immediately available within / to the employer;
  - (ii) Tier 2: Events are typically of regional or emirate significance and may require involvement of specialized emergency services; and
  - (iii) Tier 3: Events are typically of international significance and may require access to national / international resources and emergency response services.
- (f) When developing Emergency Response plans, developer, client, stakeholder, tenant, consultant and contractor shall as minimum include the following information:
  - (i) Document Control:
    - 1. Including authorization, distribution, revision record and glossary of terms and abbreviations.
  - (ii) Introduction:
    - 1. Aim / objectives;
    - 2. Scope; and
    - 3. Roles and responsibilities.
  - (iii) Link with Other Plans:
    - 1. Key stakeholders (developer, client, tenant, consultant and contractor and their roles and responsibilities); and
    - 2. Linked plans and link guidelines/code of practices.
  - (iv) Risk Assessment:
    - 1. Credible scenarios;
    - 2. Worst case scenario; and
    - 3. Definition of response tiers.
  - (v) Organization:
    - 1. Tier 1, 2 and 3 organization of operations.
  - (vi) Emergency Response Activities:



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1. Alerts and notifications;
  2. Immediate reactions;
  3. Combat operating procedures; and
  4. Communication systems/s.
- (vii) Post Incident Activities:
1. Site restoration / remediation / waste management; and
  2. Post incident evaluation.
- (viii) Training and Exercises:
1. Training plan and matrix; and
  2. Exercise and mock drill plan.
- (ix) Checklist;
- (x) Reporting Requirements; and
- (xi) Appendices:
1. Including essential data, e.g. equipment inventories, critical vendors, emergency contacts, Safety Data Sheets, etc.
- (g) ERP(s) shall be subject to exercises, test or mock drills at a frequency necessary to assure that all participants are aware of and able to perform required duties under the Plan. Following each exercise, test or drill:
- (i) Performance of the exercise, test or drills shall be reviewed and documented and
  - (ii) The plan shall be modified as necessary to resolve deficiencies noted in the review.
- (h) ERP(s) shall be reviewed at least annually or whether significant operational changes or conditions in the workplace necessitate additional review. When the plan is reviewed:
- (i) All affected persons shall be informed of significant changes in duties, actions and obligations under the Plan: and
  - (ii) All controlled copy holders of the Plan shall receive exact revision updates.

### 4.3 Emergency Response Personnel

- (a) Employers shall ensure appropriate emergency response personnel are provided / allocated based on the results of emergency planning and risk assessment.
- (b) Employers shall ensure emergency response personnel receive and maintain appropriate training and competency levels.
- (c) Employers shall ensure clearly documented emergency response personnel duties and responsibilities.
- (d) Employers shall ensure that all staff are aware of the identity of emergency response personnel and how to contact them in the case of an emergency.

### 4.4 Identification of Emergency Response Personnel

- (a) During an emergency situation, all members of the organization's emergency response team / personnel shall be identifiable in accordance with the following:
  - (i) Personnel shall be identifiable by the use of colored vest;
  - (ii) First aid personnel shall be identified by a white cross / crescent on a green background;
  - (iii) Identification apparel shall be prominently marked with wearer's emergency responsible role / title;
  - (iv) The specific floor, area or building may also be identified;





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- (v) The type of identification used for each designation shall be consistent throughout the facility / organization; and
- (vi) If there is a specific emergency response team to support the Emergency Operations Center (EOC), if necessary, they shall be clearly identified.

### 4.5 Emergency Operations Center (EOC)

- (a) To enhance coordination and communication during emergencies, an area shall be assigned where decision makers gather during an emergency. This area would serve as the main communication link between the on-scene team, the business line managers, any incident support teams, and with the local emergency services where required. For purposes of this Regulation this area shall be referred to as an Emergency Operations Centre (EOC) regardless of its size, complexity of equipment and operations, or assigned name.
- (b) The EOC shall be:
  - (i) Of a size, design, equipment, manning level, and leadership structure that is commensurate with the size and potential risk of the organization;
  - (ii) Located in the safe area so that command and control is maintained throughout the duration of an emergency. If warranted by risk assessment, an alternate location shall also be identified and fitted to serve as a temporary or alternate EOC; and
  - (iii) Ready for and capable of activation at short notice.
- (c) For small sized entities and/or those with low risk levels, a conventional EOC may not be required but some asset shall be identified for coordination purposes such as an office, a portable building or a vehicle.
- (d) For a large sized entities and/or those having high risk levels, a typical EOC with full emergency management functionality shall be provided and equipped with:
  - (i) Space and seating large enough to accommodate the core required emergency role members, which conventionally may include an Emergency Coordinator, Safety Personnel, Liaison/HR Officer, Operations Head;
  - (ii) Required equipment and supplies, which conventionally may include:
    1. Uninterrupted power supply;
    2. Communication devices to receive and transmit voice and data (telephone, e-mail and fax as a minimum);
    3. Back up communication network / arrangements in case one communication means fails;
    4. Computer(s) for information management;
    5. Decision aid software e.g. computer models for predicting fate and movement of oil, chemical and gas release;
    6. Intranet and internet access to useful relevant data, e.g. news services, weather services and information centers;
    7. Information management forms, e.g. sign-in / sign-out, initial incident facts, situation report, and log sheet; and
    8. Situation displays / boards (to report / present incident facts, maps / charts / diagrams / problems, proposed solutions, tasks, etc.).
  - (iii) Required reference documentation, which conventionally may include:
    1. Contact directories of all concerned parties;
    2. Ready access and scenario specific call plans;



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3. Controlled issues of linked Emergency Response Plans (internal or external) that shall be consulted / relied on;
  4. Mutual aid plans / agreements;
  5. Relevant manual / guides;
  6. Relevant maps, charts, diagrams;
  7. Equipment inventories; (i) own, (ii) contract, (iii) mutual aid, other;
  8. Relevant Safety Data Sheets (in case handling hazardous materials).
- (e) Emergency management personnel and other concerned stakeholders shall be fully aware of work procedures for the activation, operation and deactivation of the EOC.
- (f) In an emergency, the incident commander takes over until restoration and normal management control is handed over.

### 4.6 Communication and Reporting

- (a) The emergency management communications system shall address at a minimum:
- (i) Dissemination of relevant information;
  - (ii) Issuing of alarms;
  - (iii) Issuing and receiving of notifications of potential or actual emergencies;
  - (iv) Activation of the appropriate commensurate response plan(s);
  - (v) Reporting of incidents and outcomes of their investigation and post incident evaluation; and
  - (vi) Any required communications with the media.
- (b) To ensure comprehension and understanding by all affected persons, emergency contact information, notification and reporting procedures, evacuation plans and other pertinent information shall be communicated:
- (i) To all employees and occupants of the workplace;
  - (ii) In an appropriate manner;
  - (iii) In Arabic and English, as well as in other languages where necessary; and
  - (iv) In a format that any person which is differently abled who is employed by the entity can easily understand.
- (c) Alarm system in the workplace shall:
- (i) Be appropriate to the nature, size and complexity of the entity's operations and its risks;
  - (ii) Provide alarm (manual / systems) for temporary facilities in construction;
  - (iii) Comply with applicable latest edition of *UAE Fire and Life Safety Code of Practice of 2017*;
  - (iv) Ideally combine audible alarm and public address systems;
  - (v) Provide for alternate arrangements (e.g. manual alarm systems) for cases when the principal alarm systems fail to operate; and
  - (vi) Consider the requirements of any persons which is differently abled that are on the premises;
- (d) Developer, client, stakeholder, tenant, consultant and contractor shall have procedures in place to assure that notifications of emergencies are received quickly, and that appropriate actions are executed in a timely manner.
- (e) Emergency incidents involving employees, property and/or members of the community, shall be:



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- (i) Recorded;
- (ii) Notified to Dubai Aviation City Corporation (DACC) OHSE Department;
- (iii) Notified to other relevant competent authorities where required;
- (iv) Notified to local emergency services if external support is required to control the incident, including the following as / where necessary:
  1. Ambulance Services – to administer first aid and provide medical and transport services;
  2. Local Fire Services (Civil Defense) – to manage and control a fire situation (potential or otherwise);
  3. Police Services – to control traffic, offsite exclusion zones and public evacuations; and if incident is suspected to be a deliberate and potentially criminal act;
  4. Health Authority – Dubai – regarding incidents involving biological health hazards and medical coordination of disasters and major incidents;
  5. Dubai Nuclear Committee – regarding incidents involving radiological hazards;
- (v) Investigated and reported by the developer, client, stakeholder, tenant, consultant and contractor in line with Dubai Aviation City Corporation (DACC) *OHSERF – Regulation 15 – Incident Management*.

### 4.7 Emergency Evacuation Plan

- (a) Each employer shall have an Emergency Evacuation Plan to ensure the prompt and orderly evacuation of employees and other occupants (including visitors, customers, suppliers, and other relevant stakeholders) when an actual emergency situation occurs.
- (b) The Emergency Evacuation Plan shall be specific to the premises and shall include:
  - (i) The duties and identity of staff who have specific responsibilities in evacuation;
  - (ii) Identification of key escape routes and how occupants / personnel can gain access to them and escape to a place of total safety;
  - (iii) How occupants / personnel shall be warned if there is need to evacuate;
  - (iv) How the evacuation of the premises shall be carried out and any arrangements for phased evacuation (where some areas are evacuated while others are alerted but not evacuated until later);
  - (v) Where occupants / personnel shall assemble after they have left the premises and what procedures shall be used to account for employees / occupants and confirm full evacuation;
  - (vi) Arrangements for the safe evacuation of people which is differently abled, such as those with disabilities, lone employees, pregnant workers and young persons;
  - (vii) Arrangements for the evacuation of any special risk areas;
  - (viii) Arrangements to deal with occupants once they have left the premises;
  - (ix) Procedures for meeting rescue service(s) on their arrival and notifying them of any special risks or any staff that could not be evacuated;
  - (x) Training needs and arrangements for ensuring this training is given; and
  - (xi) Guidance to employees / occupants / visitor / supplier on how to safely exit the building / site / facility and assemble, stressing that preservation of life requires individuals reaching immediately to the evacuation alarm.
- (c) The evacuation routes shall be selected, equipped and managed such that they:



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- (i) Lead to emergency exits that are appropriate for the risks and size of the premises / workplace and the number of occupants that may be present at any one time;
- (ii) Lead to emergency exit doors that open in the direction of escape (sliding or revolving doors shall not be used as emergency exits) and are not locked or fastened;
- (iii) Lead as directly as reasonably practicable to a place of safety;
- (iv) Are marked by signs and with appropriate illumination to guide occupants / personnel to a place safety; and
- (v) Are kept clear of obstructions at all times.
- (d) The Emergency Evacuation Plan shall cover any special equipment and arrangements that are justified by risk assessment, including but not limited to the following:
  - (i) Wind direction indicator, such as winds or pennant, for outdoor processes where wind direction is important for selecting the safe route to a safe area. The indicator shall be placed at a high point that can be seen throughout the process area, so that employees can assess the wind direction and move upwind or cross wind to gain safe access to the safe area;
  - (ii) Alternative assembly stations for large or complex or complex premises; and
  - (iii) Safe refuge locations for premises that cannot guarantee safe evacuation access to all scenarios. These locations shall be fitted with any supplies that may be required to provide a guaranteed length of survivability, e.g. water, food and medical supplies.
- (e) Evacuation route maps, complete with locations of emergency exits and assembly points, shall be posted throughout the facility in a manner and quantity that assures the availability of the information to all occupants.

### 4.8 Periodic Testing of Emergency Response Procedures

- (a) Each developer, client, stakeholder, tenant, consultant and contractor shall ensure that all emergency response plans are tested at a frequency necessary to maintain the plan, at least annually.
- (b) The developer, client, stakeholder, tenant, consultant and contractor shall ensure that as part of the testing program, credible implementation scenarios are also tested for each plan, such as closure of emergency escape routes, persons requiring special assistance during an emergency, loss of power, etc.
- (c) Developer, client, stakeholder, tenant, consultant and contractor shall ensure that where required, Dubai Aviation City Corporation (DACC) OHSE and other external stakeholders, such as Civil Defense or Dubai Police or Dubai Ambulance are involved in testing of emergency response plans.
- (d) All testing activities shall be documented and recorded, including:
  - (i) Description of test scope and scenario;
  - (ii) Timeline of events;
  - (iii) Information of any significant achievements or problems.

### 4.9 Review and Update of Emergency Response Procedure

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall ensure that all Emergency Response Plans are reviewed at least annually.



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- (b) The developer, client, stakeholder, tenant, consultant and contractor shall utilize information collected from testing of ERP's as part of the review.
  - (c) Emergency Response Plans shall also be reviewed in line with any major changes within the entity as part of the management of change process required in Dubai Aviation City Corporation (DACC) *OHSERF – Regulation 9 – Project and Operational Control*.
  - (d) The review and update shall be documented.



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### Regulation 14 – Performance Management

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to OHSE inspection;
  - (ii) Ensure regular quality and value adding OHSE inspections are conducted.

#### 2. Application and Implementation

- (a) OHSE inspection refer to critical examination of work tasks, facilities and equipment during a physical walk-through of an area to determine conformance to applicable requirements, standards and policies.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement and maintain appropriate risk based OHSE Inspection Procedure(s).

##### 3.1 OHSE Inspection Program

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall OHSE inspection program / procedure(s) shall address, at a minimum:
  - (i) Scope, criteria, and objectives of inspection to be conducted;
  - (ii) Inspection program responsibilities, competencies and resources;
  - (iii) Inspection program planning and implementation processes, including:
    - 1. Criteria;
    - 2. Frequency and schedules;
    - 3. Methods of collecting and verifying information;
    - 4. Reporting inspection results;
    - 5. Non-conformance and corrective action process; and
    - 6. Inspection program record keeping.
  - (iv) Inspection program monitoring and review; and
  - (v) Internal reporting requirements.

##### 3.2 Top Management OHSE Tours

- (a) The developer, client, stakeholder, tenant, consultant and contractor shall ensure that top management (non OHSE personnel) undertake OHSE tours on a periodic basis.





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### 3.3 OHSE Key Performance Indicators

- (a) The developer, client, stakeholder, tenant, consultant and contractor shall develop, maintain and implement a documented process(es) for the measurement of OHSE performance that addresses, but is not limited to:
- (i) Personal injury;
  - (ii) Occupational illness;
  - (iii) Security breach;
  - (iv) Environmental impact;
  - (v) Emergency drills;
  - (vi) Training;
  - (vii) Inspection;
  - (viii) Audit;
  - (ix) Surveys.



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### Regulation 15 – Incident Management

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to the OHSE monitoring, investigation and reporting of all incidents;
  - (ii) Ensure accurate, timely and informative data on incidents, injuries and occupational illnesses is collected and analyzed; and
  - (iii) Ensure effective investigation of OHSE incidents are conducted for identifying root causes and ensuring appropriate corrective action(s) are implemented.

#### 2. Application and Implementation

- (a) Monitoring and reporting are important components of any OHSEMS. The overall aim of monitoring and reporting is to quantify and demonstrate progress towards goals and targets. Regular monitoring, reporting and evaluation of OHSE performance is an integral part of the process of continual improvement.
- (b) Employers are responsible for monitoring the health of employees, particularly those deemed to be working in high-risk areas or with high risk chemicals, substances or materials.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement and maintain appropriate OHSE Targets and Objectives Procedure(s) as defined on this document Dubai Aviation City Corporation (DACC) **OHSEMRF – Regulation 4 – Objectives and Programs**;
  - (ii) Develop, implement and maintain appropriate OHSE Incident Management (including Hazard and Near-Miss) Investigation Procedure(s);
  - (iii) Develop, implement and maintain appropriate OHSE Monitoring Procedure(s);
  - (iv) Develop, implement and maintain appropriate OHSE Reporting Procedure(s);
  - (v) Ensure compliance with this document.

##### 3.1 OHSE Incident Investigation Procedure

- (a) Developer, client, stakeholder, tenant, consultant and contractor's OHSE Incident Investigation Procedure(s) shall be compliant with Dubai Aviation City Corporation (DACC) OHSE Incident Notification and Reporting Code of Practice and shall as in minimum:
  - (i) Address the process of recording, investigating and analyzing OHSE incidents;
  - (ii) Ensure investigation are performed by competent person(s) in consultation and coordination with Dubai Aviation City Corporation (DACC) OHSE;
  - (iii) Ensure investigation are performed in a time manner;
  - (iv) Address the process to determine the root causes of OHSE incidents;
  - (v) Identify opportunities for corrective and preventive control measures; and



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- (vi) Ensure effective communication of the outcomes of the investigation to relevant stakeholders.

### 3.2 OHSE Monitoring Procedure

- (a) The developer, client, stakeholder, tenant, consultant and contractor's OHSE Monitoring Procedure shall address, at a minimum:
  - (i) Monitoring the organization / project / facility's OHSE targets and objectives as defined in this document;
  - (ii) Monitoring the effectiveness of OHSE programs and control measures as defined in this document;
  - (iii) Proactive and reactive measures of performance to monitor conformance with OHSE programs and control measures;
  - (iv) Monitoring compliance with Dubai Aviation City Corporation (DACC) *OHSERF* and applicable Federal Occupational Standards;
  - (v) Other relevant requirements of Dubai Aviation City Corporation (DACC) OHSE and this Dubai Aviation City Corporation (DACC) *OHSERF*;
  - (vi) Requirements outlined in Mobilization Permit / Building Permit / License / No Objection Certificate;
  - (vii) Requirements outlined in approved OHSE Plans;
  - (viii) Description of methodologies and instruments used to monitor, including, calibration requirements and records.
- (b) The monitoring of OHSE shall be risk based and include, at a minimum:
  - (i) Occupational air, noise and other relevant work amenities (e.g. lighting, ventilation);
  - (ii) Ergonomics and workplace design factors;
  - (iii) Wellness programs;
  - (iv) Waste management;
  - (v) Hazardous substances;
  - (vi) Health surveillance;
  - (vii) Occupational illnesses; and
  - (viii) OHSE hazards, near-misses and incidents.

### 3.3 OHSE Reporting Procedure

- (a) The developer, client, stakeholder, tenant, consultant and contractor's OHSE Reporting Procedure shall be compliant with Dubai Aviation City Corporation (DACC) *OHSERF* and shall address, at a minimum:
  - (i) Hierarches, timetables and responsibilities for reporting;
  - (ii) Internal OHSE performance and incident notification and reporting requirements;
  - (iii) External OHSE performance and incident notification and reporting requirement, including:
    1. OHSE Incidents to Dubai Aviation City Corporation (DACC) OHSE Department as required;
    2. Monthly OHSE performance to Dubai Aviation City Corporation (DACC) OHSE Department as required;
    3. Quarterly OHSE performance to Dubai Aviation City Corporation (DACC) OHSE Department as required;



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4. Annual OHSE performance to Dubai Aviation City Corporation (DACC) OHSE Department as required;
  5. Annual third party external compliance audit results;
  6. Other legal / Dubai Aviation City Corporation (DACC) reporting requirement.
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- (iv) Requirements outlined in Dubai Aviation City Corporation (DACC) OHSE requirements / Permits / Licenses / No Objection Certificate and equivalent;
  - (v) Requirements outlined in approved OHSE Plans;
  - (vi) Requirements outlines by Dubai Aviation City Corporation (DACC) Code of Practices;
  - (vii) Other requirements by Dubai Aviation City Corporation (DACC) **OHSE**RF.



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### Regulation 16 – Audits

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to the OHSE audit;
  - (ii) Ensure periodic OHSE audit are conducted; and
  - (iii) Ensure that OHSE non-conformances are identified and an appropriate corrective action plan is implemented as early as possible.

#### 2. Application and Implementation

- (a) An audit shall be systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled (*Reference: ISO 19011:2003*). Process will include planning, document review, on-site audit/inspection, issuing of audit findings, and formulation of action plans and follow up of the action plans and close out.
- (b) Management of audit programs should be based on the plan-do-check-act methodology as described in the current version of *ISO 19011:2011 (Guidelines for Auditing Management Systems)* and in line within Dubai Aviation City Corporation (DACC) OHSE requirements.
- (c) Third party audits refer to an annual audit that each developer, client, stakeholder, tenant, consultant and contractor with an approved OHSEMS / Plans, in accordance with Dubai Aviation City Corporation (DACC) *OHSERF*, shall undertake within one year of approval and then in an annual basis thereafter.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement and maintain appropriate risk based OHSE Audit Procedure;
  - (ii) Develop, implement and maintain appropriate Non-Conformance and Corrective Action Procedure(s); and
  - (iii) Undergo an annual external third party compliance audit of the developer, client, stakeholder, tenant, consultant and contractor OHSE, as per the requirements of Dubai Aviation City Corporation (DACC) *OHSERF – Regulation 14- Performance Management*.

##### 3.1 OHSE Audit Program

- (a) The developer, client, stakeholder, tenant, consultant and contractor OHSE audit program / procedure shall address, at a minimum:
  - (i) Scope, criteria, and objectives of audits to be conducted;
  - (ii) Audit program responsibilities, competencies and resources;
  - (iii) Audit program planning and implementation processes, including:



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1. Documented criteria;
  2. Frequency and schedules;
  3. Method of collecting and verifying information;
  4. Reporting audit results;
  5. Non-Conformance and Corrective action process; and
  6. Audit program record keeping;
- (b) The internal audit criteria shall be fully documented and cover all relevant requirements to the developer, client, stakeholder, tenant, consultant and contractor such as:
- (i) Federal and Local OHSE Legislation;
  - (ii) Dubai Aviation City Corporation (DACC) *OHSERF*; and
  - (iii) Other specific Dubai Aviation City Corporation (DACC) OHSE Code of Practices requirements.

### 3.2 Annual Third Party OHSE Compliance Audit

- (a) Each developer, client, stakeholder, tenant, consultant and contractor shall undergo an annual third party OHSE compliance audit that as a minimum meets the following criteria:
- (i) Review the organization's approved OHSEMS / Plans to ensure regulatory compliance to the Dubai Aviation City Corporation (DACC) *OHSERF*; and
  - (ii) A systematic examination to determine whether activities and related results conform to planned arrangements. The audit shall determine whether this arrangements are implemented effectively and are appropriate in achieving the organization's objectives.
- (b) The developer, client, stakeholder, tenant, consultant and contractor shall ensure that scope and duration of the audit are reasonable and in line with the size and complexity of its operations. Organizations shall give consideration to the guidelines within the *International Accreditation Forum (IAF) guideline; IAF-MD5:2013*.
- (c) Organizations shall undertake their initial third party compliance audit within one year of official notification of approval of their OHSEMS / Plan from Dubai Aviation City Corporation (DACC) OHSE Department.
- (d) Subsequent annual audits shall be undertaken within one year of the previous third party compliance audit date.

#### 3.2.1 Third Party OHSE Compliance Audit Reporting

- (a) The annual external compliance audit results shall be submitted to Dubai Aviation City Corporation (DACC) OHSE Department.
- (b) The developer, client, stakeholder, tenant, consultant and contractor shall submit a detailed action plan for all major and Minor non-compliance(s) and observation(s) identified during the audit, including timescales for completion;
- (c) The organization shall ensure that Dubai Aviation City Corporation (DACC) OHSE Department is updated as to the progress of implementation of the corrective actions.
- (d) The intent of the audit reporting is to provide evidence and inform Dubai Aviation City Corporation (DACC) OHSE Department of the level of compliance of an organization.

### 3.3 Competency Requirements for OHSE Auditing Personnel





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- (a) Internal OHSE auditors shall be suitable knowledgeable, experienced, competent and Dubai Aviation City Corporation (DACC) OHSE Department approved to undertake OHSE audits and have adequate knowledge of the Dubai Aviation City Corporation (DACC) *OHSERF*;
  - (b) External Auditors, Certification Bodies and Consultancy Offices engaged to undertake an annual third party compliance audit shall be accredited from *Dubai Accreditation Centre (DAC)* and approved by Dubai Aviation City Corporation (DACC) OHSE Department for conducting such an audits.
  - (c) To ensure objectivity and that no conflict of interest exist, the third party external audit shall not be performed by an auditor / company who has assisted or was contracted within the last two years to develop and/or implement the organization's OHSEMS / Plan. Organizations are to select an audit team that has relevant specific experience.



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### Regulation 17 – Enforcement

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach for the strong, fair and effective enforcement of *the Dubai Aviation City Corporation (DACC) OHSERF. Code of Practices* and the applicable *Federal and Local Laws*;
  - (ii) Ensure that OHSE Staff issued violations, observations/inspection reports, audit reports and other complains internally or by external stakeholder are taken seriously by the management of developers, clients, stakeholders, tenants, consultants and contractors with effective and efficient actions to prevent harm to people, property and negative impact on environment; and
  - (iii) Influenced the attitude and behavior of persons whose actions may have adverse occupational health, safety and environmental impacts, or who develop, invest in, purchase or use goods and services which may have adverse safety, health and negative impact on environment.

#### 2. Application and Implementation

- (a) Enforcement is the effective tools to ensure compliance with the regulations and other applicable laws when developers, clients, stakeholders, tenants, consultants and contractors are failing to comply with the regulations and applicable laws set by Dubai Aviation City Corporation (DACC) *and other Regulatory Authority / Ministry*.
- (b) Compliance with Dubai Aviation City Corporation (DACC) *OHSE Regulations, Code of Practices* and applicable *Federal and Local Laws and Regulations* set by other *Regulatory Authority* is the main pillars upon which the developers, clients, stakeholders, tenants, consultants and contractors activities for construction and operations shall be based since the potential costs of non-compliance resulting to **Enforcement** can be very high.
- (c) Below are the types of Enforcement options included, but not limited to:
  - (i) Issuing observation report;
  - (ii) Issuing Inspection report;
  - (iii) Withdrawing approvals;
  - (iv) Issuing letter Warning;
  - (v) Issuing Fines;
  - (vi) Issue Work Prohibition;
  - (vii) Legal Action - Suspending / Holding or Blocking Trade Licenses / Prosecution.

#### 3. Requirements

- (a) To participate and achieve compliance, developers, clients, stakeholders, tenants, consultant and contractors shall:
  - (i) Obtain all necessary documents required by Dubai Aviation City Corporation (DACC) *OHSE Department*, other related applicable departments and other applicable



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regulatory authorities. Documents such as, but not limited to NOC's, Permits, Certificates, License, Plans, Method Statement and Risk Assessments, etc. shall be obtained before any construction activities / operations commence.

- (ii) Ensure that all construction activities / operations shall be carried out in accordance with the approved documents which are in accordance with the requirements of Dubai Aviation City Corporation (DACC) *OHSERF, Code of Practices and reference to Section 3(a) (i)*.
- (iii) Ensure that employers, employees, suppliers and other relevant stakeholders shall undertake their roles and responsibilities in accordance with the requirements of Dubai Aviation City Corporation (DACC) *OHSERF – Regulation 5 – Leadership, Roles, Responsibilities and Self-Regulation* to prevent occurrence of Enforcement.
- (iv) Develop, implement and maintain OHSE enforcement where all records shall be kept.
- (v) Ensure that fines and penalties collected shall be in separate account and shall be utilized only for OHSE improvement purposes such as reward scheme, improvement of workers welfare & facilities and CSR Programs.
- (vi) Each requirements promulgated by Dubai Aviation City Corporation (DACC) *OHSERF* cannot cover every specific detail, therefore, Dubai Aviation City Corporation (DACC) OHSE has implemented an "Enforcement Regulation" into Dubai Aviation City Corporation (DACC) *OHSERF* ensuring that an employer shall furnish "a place of employment which is free from recognized hazard that are causing or are likely to cause death or serious physical harm to its employees and public, property damages or negative impact to environment". Where there is no specific requirements, Dubai Aviation City Corporation (DACC) *OHSE Code of Practice* will be used for enforcement for the issuance of violations and fines.

### 3.1.1 Authority (Dubai Aviation City Corporation (DACC) OHSE) Inspection / Visit

- (a) The Authority (Dubai Aviation City Corporation (DACC) OHSE) Inspection / Visit main purpose is to ensure legal compliance is maintained in order to keep people safe and healthy at work and that the negative impact on the environment are minimized up to the acceptable level by ensuring that developers, clients, stakeholders, tenants, consultants and contractors are constructing and operating in accordance with Dubai Aviation City Corporation (DACC) *OHSERF, Code of Practices and other Federal and Local Laws set by other Regulatory Authority / Ministry*.
- (b) Dubai Aviation City Corporation (DACC) OHSE Officers may visit projects or operations facilities without prior noticed and have the authority to enter / visit all facilities without any permission from the projects or operation facility owner or representative to ensure that safe work practices / conditions are maintained.
- (c) Once the Authority (Dubai Aviation City Corporation (DACC) OHSE) request the developers, clients, stakeholders, tenants, consultants and contractors to attend the site visit / inspection, they shall follow the instruction and accompany Dubai Aviation City Corporation (DACC) OHSE Officer on the site visit and under no circumstances will the developers, clients, stakeholders, tenants, consultants and contractors representative will disregard nor disrespect Dubai Aviation City Corporation (DACC) OHSE Officers during the visit.
- (d) During the site visit, Dubai Aviation City Corporation (DACC) OHSE Officers will confirm how the developers, clients, stakeholders, consultants and contractors keep their workers and



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anyone who may be affected by their activities safe, Dubai Aviation City Corporation (DACC) OHSE Officers may request for information as set out below, but not limited to:

- (i) Workers responsibility and tasks;
  - (ii) Look at any possible health risks arising from the activities;
  - (iii) Inspect any machinery or other equipment that project / operations use;
  - (iv) Request to view any records or other documents / certificates; and
  - (v) Take photographs and videos or request for a copy of recorded videos that are installed in their facilities.
- (e) Dubai Aviation City Corporation (DACC) OHSE Officers may take action immediately if they find that developers, clients, stakeholders, consultants and contractors are not in legal conformance the requirements during the visit. Dubai Aviation City Corporation (DACC) OHSE Officers have the right to stop all dangerous activities immediately.
- (f) After the site visit / inspection, Dubai Aviation City Corporation (DACC) OHSE Officer might:
- (i) Offer advice (either verbal or writing – observation/inspection report);
  - (ii) Issue a violation letter as a noticed of warning;
  - (iii) Issue a violation letter for fines and penalties;
  - (iv) Issue a violation letter for work prohibition;
  - (v) In case of a very serious / live threatening matters, the matter will be referred to the Dubai Aviation City Corporation (DACC) Regulatory Affairs, Legal Department, and Commercial Department and to other applicable regulatory authorities for suspension / blocking license or taking legal action.

**Note:** Enforcement depends on the identified risk during the inspection.

### 3.1.2 Close Out of Issued Enforcement (Corrective and Preventive Action)

- (a) The process to close out the **Enforcement Notice**, shall include clear corrective and preventive action to control / mitigate the identified hazards at the projects / operation facilities in order to prevent reoccurrence. Developer, client, stakeholder, tenant, consultant and contractor shall ensure that the below requirements are taken into account when closing out the issued enforcement:
- (i) An investigation shall be carried out to determine the root cause of identified unsafe work practices;
  - (ii) Suitable risk assessment (re-evaluation) shall be conducted and approved by project consultant/client representative or operation facility management to determine appropriate control measures required and shall be in place prior work commencement;
  - (iii) Close Out (corrective and preventive action) evidence shall be approved by project consultant/client representative or operation facility management prior submission to Dubai Aviation City Corporation (DACC) OHSE Department for review and approval.
  - (iv) Close out of issued enforcement shall be submitted and closed within the time frame to prevent Fines/Penalties.



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### 4. Fines and Penalties for OHSE Violations

- (a) Developer, client, stakeholder, tenant, consultant and contractor shall pay all fines within 60 days and a result of nonpayment within this stipulated time frame, any future additional permits for the project / operations will be held on "Hold" until clearance of excessing fines. BCC and/or OFC will not be issued until all pending fines are paid.
- (b) Below are the list of Fines / Penalties for OHSE Violations:

Table 1

1.0 HSE APPROVAL FEES			
No.	TYPE OF SERVICE	FEE	ADMIN TO PROCESS
1	a) HSE NOC for Building Permit, b) HSE NOC for Building Completion, c) HSE NOC for Operation fitness (New), d) HSE NOC for Fit-out works(more than 1000 m2)	Initial 10,000 & 3000 for subsequent review / inspections	5 Working Days
2	HSE NOC for Operation Fitness (Renew)	500 per man hours of inspection	5 Working Days
3	HSE NOC for Chemical Storage	AED 500 per 10 Chemical	5 Working Days
4	Periodic HSE audit/compliance inspection	500 per hour	5 Working Days
5	Follow up HSE Inspection	500 per hour	5 Working Days
6	HSEQ NOC for work permit / fit-out/modification works	1000	5 Working Days

Table 2

2.0 PENALTIES FOR VIOLATIONS RELATED TO PLANNING & PERMISSION			
No.	TYPE OF VIOLATION	PENALTY (IN AED)	ADMIN / OTHER PENALTY
1	Unauthorized construction	50,000 + cost of demolition	HSE (if applicable)
2	Non-compliant hoarding	10,000	HSE (if applicable)
3	Using any building materials which are not approved by statutory authority	25,000	
4	Non-standard drawings/resubmitting drawings without taking the previous comments into consideration	10,000	
5	Hiring an unregistered subcontractor / supplier	25,000	
6	Proven deserted site	5,000 every 2 weeks	
7	Non-compliance with the approved plans	10,000 + demolition	
8	Violating building standards and conditions (other than the above)	15,000 + reinstatement	
9	Any work at site that requires pre-approval from building inspector	10,000	
10	Enforcement notice of any type (breach of regulations)	20,000 per occasion	



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Table 3

3.0 PENALTIES FOR VIOLATIONS RELATED TO HSE			
No.	TYPE OF VIOLATION	PENALTY (IN AED)	ADMIN / OTHER PENALTY
1	Multiple HSE discrepancies at construction & Operational site	10,000	
2	Unsafe construction of scaffolding, Lack of inspection / supervision, Unsafe roof works, Lack of fall protection, fall arrest, restraint system	3,000	
3	Insufficient welfare facilities.	2,500	
4	Poor Housekeeping, Poor waste management / no waste segregation	2,500	
5	Unsafe machinery at site, unsafe use / parking of machinery, Unsafe Lifting gear in use	1,500	
6	Unsafe storage, racking, handling / lifting / shifting of material	1,000	
7	Fail to use of provide task based PPE	1,000	
8	Insufficient task lighting, poor noise control, poor dust control, Soil contamination, Chemical / Fire Hazards / Unsafe Hot works / Confined space works, Unsafe demolition works	1,500	
9	Electrical Safety hazards, Unsafe power tools / hand tools	1,500	
10	Mishandling of life safety equipment / Life safety hazards	2,000	
11	Unsafe excavation works (access / egress / drainage / barriers / soil heaps close to the excavations)	1,500	
12	Acts or causing or having the potential to damage or cause contamination to the environment.	20,000	
13	Unauthorized storage of restricted, Prohibited or dangerous Goods	25,000	
14	Operation of equipment or vehicles by unlicensed, untrained or unauthorized personnel	25,000	
15	Accidents caused by negligence or willful default which leads to loss of life or bodily injury resulting in permanent disability.	200,000	
16	Maintaining a labor camp or worker accommodation without authorization	50,000	
17	Any violations related Free Zone fence	10,000	





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### Regulation 18 – Improvement Actions

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to the OHSE Improvement Actions for continual improvements;
  - (ii) Ensure that OHSE non-conformances are identified and an appropriate corrective action plan is implemented as early as possible.

#### 2. Application and Implementation

- (a) Continual improvement on OHSE requires process and system relevance and effectiveness for the continual enhancement of OHSEMS.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, client, stakeholder, tenant, consultant and contractor shall:
  - (i) Develop, implement and maintain a documented process(es) for managing the close out of improvement actions that:
    - 1. Identifies improvements actions to ensure the adequacy and continual enhancement of the management system;
    - 2. Ensures timely close out of improvement actions generated from OHSE inspections, audits and other sources; and
    - 3. Evaluates improvement actions for effectiveness.

#### 3.1 Non-Conformance and Corrective Action

- (a) The developer, client, stakeholder, tenant, consultant and contractor non-conformance action procedure(s) shall address, at a minimum:
  - (i) Identifying and correcting non-conformity(s) and taking actions to mitigate their OHSE consequences;
  - (ii) Means to report potential non-conformances at appropriate levels throughout the organization;
  - (iii) Means to record, monitor and manage all reported non-conformances appropriate to the organization;
  - (iv) Investigating non-conformity, determining their root cause(s) and taking actions to avoid their reoccurrence;
  - (v) Evaluating the need for action(s) to prevent non-conformity and implementing appropriate actions designed to avoid their occurrence;
  - (vi) Recording and communicating the results of corrective action(s) and preventative action(s) taken; and
  - (vii) Reviewing the effectiveness of corrective action(s) and preventive action(s) taken as part of the close-out procedure.



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- (b) The developer, client, stakeholder, tenant, consultant and contractor shall ensure that where actions are identified to correct a non-conformance, timescales and individual responsibilities are assigned.
  - (c) Where an action proposed to correct or prevent non-conformity(s) identifies a new hazard or the need for new or changed control measures, the proposed action shall undergo a risk assessment prior to implementation.
  - (d) Where applicable or requested, the developer shall:
    - (i) Submit corrective action plans and close out report to Dubai Aviation City Corporation (DACC) OHSE Department for review and approval; and
    - (ii) Ensure that Dubai Aviation City Corporation (DACC) OHSE Department is informed of the progress against the submitted action plan;
    - (iii) Ensure that close out report shall be submitted as per the given timescales by Dubai Aviation City Corporation (DACC) OHSE Department;
    - (iv) Ensure to incorporate any comment by Dubai Aviation City Corporation (DACC) OHSE Department once approval has a comment.



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### Regulation 19 – Management Review

#### 1. Aims and Intent

- (a) The aims and intent of this Regulation is to:
  - (i) Ensure a systematic approach to the review of the organization's OHSEMS / Plan;

#### 2. Application and Implementation

- (a) An OHSEMS requires appropriate level of documentation, quality control and continual improvement process to ensure the system's relevance and effectiveness.

#### 3. Requirements

- (a) To demonstrate compliance, the developer, client, stakeholder, tenant, consultant and contractor shall develop, implement and maintain:
  - (i) Appropriate Management Review Procedure(s).

#### 3.1 Management Review

- (a) The developer, client, stakeholder, tenant, consultant and contractor OHSEMS Review procedure(s) shall, at a minimum:
  - (i) Ensure top management reviews the organization's OHSEMS, at planned intervals to ensure its suitability and effectiveness, minimum of one full review per year;
  - (ii) Identify key review team members;
  - (iii) Specify clear roles and responsibilities assigned to review team members;
  - (iv) Define the process of recording, implementing and communicating the results of management reviews; and define the criteria for the review, that shall include as a minimum:
    - 1. Review the OHSEMS / Plan by organization OHSE staff;
    - 2. Status of action on previous OHSEMS review results;
    - 3. The adequacy of resources for maintaining an effective OHSEMS;
    - 4. Results of internal and external audits and action on audit findings;
    - 5. Risk management program;
    - 6. OHSE performance against targets and objectives;
    - 7. Changes to legal, Dubai Aviation City Corporation (DACC) *OHSEMF* and other requirements;
    - 8. Other changes that impact the organization;
    - 9. Relevant communications and complaints;
    - 10. OHSE incidents, investigations, non-conformances and corrective and preventative actions; and
    - 11. Recommendations for continual improvement.
- (b) The developer, client, stakeholder, tenant, consultant and contractor shall record the results of the OHSEMS review, along with any recommendations or changes;
- (c) Any recommendations or changes that are to be implemented shall be assigned timescales and individual responsibilities.