



# DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE - OCCUPATIONAL HEALTH SCREENING AND  
MEDICAL SURVEILLANCE



OCCUPATIONAL HEALTH SCREENING AND MEDICAL SURVEILLANCE  
DACC (DUBAI SOUTH) Code of Practice  
Document Reference DACC.DS.OPS.OHSE.WRH.03.MS

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### 1.0 INTRODUCTION

- (i) This Code of Practice (CoP) applies to all operational facilities within the Dubai South jurisdiction. If requirements of this document conflict with requirements set by another regulatory authority, Duty Holder are required to follow the more stringent requirement.
- (ii) This CoP identifies specific requirements for occupational health screening/fitness to work and medical surveillance for employees performing any of the job duties found in Appendix 1.
- (iii) Occupational health screening shall be undertaken with regards to the potential exposures expected related to the employees occupation and before an employee is exposed to a hazardous work environment.
- (iv) Medical surveillance shall be undertaken after a risk assessment and/or occupational hygiene assessments have been undertaken to assess the extent of the exposure and after other control measures implemented to control exposure to an acceptable level using the principles of risk management and the hierarchy of control.
- (v) Operational facilities means the business units such as Factories, Logistics and Warehouse Facilities, Recreational Facilities, Multi Store Apartments, Retail Facilities, Offices, Educational Institutions, Medical Facilities, etc. and all other facilities which are registered under **Dubai Aviation City Corporation (DACC)** Licensing and Registration Department and operating in Dubai South Jurisdiction.
- (vi) A duty Holder is defined as;
  - a) The person(s) who owns or is in control, through contact or tenancy, of non-domestic premises;
  - b) With regard to multiple tenanted premises, the duty holder shall be the person who owns or is in control of the building, including access and egress
  - c) All other persons shall cooperate with the with the duty holder to allow them to comply with their duties requirements under this CoP.

### 2.0 TRAINING AND AWARENESS

- (i) Duty Holder shall ensure that OHSSE training complies with the requirements of: **Dubai Aviation City Corporation (DACC) OHSSERF - Regulations 6 – Competence Management, Training and Awareness**;
- (ii) Training programs shall be tailor-made to meet the needs of employees performing any of the job duties found in Appendix 1 of this CoP. Training shall focus on ways to reduce exposures to occupational hazards that could affect the employees' health.
- (iii) Duty Holder shall ensure all relevant employees and contractors covered by the requirements of the CoP are informed of the requirements of occupational health screening and medical surveillance.
- (iv) Duty Holder shall inform all employees of the requirement of Section 4.0 of this CoP and their right to medical record protection and medical confidentiality.
- (v) Duty Holder shall ensure that person(s) responsible for development and implementation of Occupational Health screening and medical surveillance programs are competent to do so.



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- (vi) Training providers shall ensure the teaching methodology covers Video Demonstrations, Practical and Theoretical briefing, First aiders assessment through practical demonstrations and knowledge questioning (Oral and Written).
- (vii) Operational Facilities and Training provider shall maintain a record of the required training that contains the following:
  - a) Company, name and company employee ID number;
  - b) Emirates ID number / Dubai South ID Pass;
  - c) Topic / subject of training;
  - d) Training provider
  - e) Date of training; and
  - f) Person conducting the training

### 3.0 REQUIREMENTS

#### 3.1 Roles and Responsibilities

##### 3.1.1 Duty Holders

- (i) Duty Holders shall undertake their roles and responsibilities in accordance with Leadership, Roles, Responsibility and Self-Regulation DACC.DS.OHSE.RF–Regulation 5.
- (ii) Every Duty Holder shall be responsible for performing a risk assessment in accordance with DACC.DS.OHSE.RF–Regulation 2 Risk Management to determine the risks associated to job tasks and determine the requirements of their occupational health and medical surveillance program.
- (iii) Duty Holders shall maintain medical records and medical confidentiality in accordance with Section 4.0 of this CoP.
- (iv) Duty Holders shall arrange for medical surveillance of employees that have been or it is reasonably practicable to believe they have been exposed to a hazardous chemical / material / substance if:
  - a) The degree of risk to the health of the employee is significant; or
  - b) the Duty Holder reasonably believes that:
    - 1. an identifiable adverse effect may be related to exposure;
    - 2. the health effect may happen under the work conditions of the employee;
    - 3. a valid biological or technical technique or test is available to detect the signs of the health effect or a valid biological monitoring procedure is available to detect the material or its metabolite; and
    - 4. Other Federal or Local legislation/regulations requires such surveillance to be conducted.



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- (v) If the medical surveillance relates to an occupation listed in Appendix 1 the Duty Holder shall:
- a) arrange for the medical surveillance to be done by a Dubai Municipality Clinic or licensed physician under the supervision of a Dubai Municipality or a licensed Occupational Medicine Specialist; and
  - b) Ask the physician to give the employee and the Duty Holder a medical surveillance report that includes a description of the effects of the material or exposure on the employees' health and the need, if any, for remedial action or treatment; and an explanation of the report.
- (vi) Duty Holders with occupational health screening and medical surveillance programs shall use an employee general health history questionnaire to collect, at a minimum, the following information:
- a) occupational history - physical, chemical, biological, radiological, and ergonomic stressors from previous Duty Holders;
  - b) personal risk factors - personal and family history, allergies, and lifestyle;
  - c) previous medical conditions;
  - d) medical history - including surgical history or pregnancy in females; and
  - e) Immunization history - if applicable.
- (vii) Duty Holders shall communicate the results of the occupational health screening and/or medical surveillance to the employee. This includes:
- a) informing employees of all findings and provide them with a copy of medical exam report;
  - b) providing any follow up treatment for employment related health problems, if needed;
  - c) counselling and education about relevant occupational hazards; and
  - d) Provide follow up health education to ensure employee understands the health risks of his/her occupation and/or lifestyle habits.
- (viii) The Duty Holder, or Duty Holder provided insurance (if included), shall pay all associated costs for the occupational health screening and medical surveillance. Employees shall not be held responsible for any costs associated with these programs, including time required to undertake the program/screening or surveillance tests or any other associated travel costs which shall be provided by the Duty Holder.

### 3.1.2 Employees

- (i) Employees shall undertake their roles and responsibilities in accordance with Leadership, Roles, Responsibility and Self-Regulation DACC.DS.OHSE.RF-Regulation 5.
- (ii) Employees shall participate in any medical surveillance program or occupational health screening program if their job tasks or a risk assessment indicates the exposure warrants such screening or surveillance and as required by their Duty Holder.
- (iii) Employees have a right to decline to take part in occupational health screening or surveillance programs but shall be informed of the consequences by the Duty Holder or a qualified physician and evidence of the decision shall be recorded in writing along with the employee's, Duty Holder's and physician's signatures.





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- (iv) Employees shall report to any place required for the screening or surveillance to be conducted as advised by their Duty Holder.
- (v) Employees shall report any adverse effects or symptoms associated with their work or exposure to a particular hazard at work to the Duty Holder or supervisor which shall be recorded in writing and investigated.
- (vi) Employees have a right to request copies of their records or risk assessment results and an explanation of the results in a language they understand through the use of a translator.

### 3.2 General Requirements for Occupational Health Screening:

- (i) For occupations listed in Appendix 1, or any high risk activities as determined by the risk assessment [refer to 3.1.1 (ii)], occupational health screening and medical examinations shall be conducted to determine:
  - a) if employees are medically and physically able to perform the assigned duties without substantial risk of harm to themselves, others, or the job to be performed (fitness for duty examinations); and
  - b) To identify pre-existing medical conditions which may be aggravated by workplace hazards or exposures.
- (ii) Duty Holders shall also include employees in the occupational health screening program if it is reasonably practicable to believe that:
  - a) an identifiable adverse effect may be related to the occupation;
  - b) the health effect may happen under the work conditions of the employee; and
  - c) The employee's occupational activities and tasks may involve a risk to themselves, others shall occupational health screening, or medical surveillance not be undertaken.
- (iii) A Duty Holder shall arrange for occupational health screening of employees.
- (iv) The Duty Holder shall pay all of the associated costs for the occupational health screening.

### 3.3 General Requirements for Medical Surveillance:

- (i) Medical surveillance programs shall be based on the results of the risk assessment as required by Section 3.1.1 (ii) and/or the results of an occupational hygiene survey, which warrants such surveillance, based upon exposure assessment results.
- (ii) In the absence of industrial hygiene and exposure data, a licensed physician under the supervision of a Dubai Municipality or a licensed Occupational Medicine Specialist shall make a decision on the placement of employees into the medical surveillance program based on knowledge of the workplace processes, job requirements, exposures and occupational history of the employee.
- (iii) Data collected from medical surveillance shall be evaluated at a minimum annually to determine if the workplace is causing or contributing to employee's injuries or illnesses due to occupational exposures. When data suggests that there is a link, control measures shall be



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implemented to reduce the risk to as low as reasonably practicable as well as additional medical surveillance if warranted.

### 3.4 Types of Occupational Health Screening and Medical Surveillance

- (i) Occupational Health Screening/ Baseline Examinations: These examinations are performed before placement in a specific job to medically assess if the employees shall be able to perform the job safely. They may be combined with occupational medical surveillance to record a baseline of values for future comparison. These examinations shall be done before the employee commences work. However, if the individual has already started work, these examinations shall be completed within 30 days of assignment.
- (ii) Periodic Medical Surveillance Examinations: Periodic monitoring examinations are conducted with appropriate frequency dependent on the results of risk assessments. Periodic examinations may include an interval history, a physical examination, and/or clinical and laboratory screening tests based on exposures or work place requirements and demands.
- (iii) Termination of Employment Examinations: These examinations are designed to assess pertinent aspects of an employee's health when the employee leaves employment. Documentation of examination results may be beneficial in assessing the relationship of any future medical problems to an exposure in the workplace.
- (iv) Termination of Exposure Examinations: These examinations are performed when exposure to a specific hazard has ceased. Exposure may cease when an employee is reassigned, a process is changed, or the employee leaves employment.
- (v) Specific Occupations/Occupational Groups: Some occupations or occupational groups, such as those listed in Appendix 1, have specific job demands and requirements which are important for the tasks or activities of the job to be completed safely and these occupations or groups shall undergo occupational health screening with appropriate tests and follow up medical surveillance done if exposure warrants this.

### 3.5 Medical Records and Medical Confidentiality:

- (i) Medical records shall be maintained in a secure location where only medical personnel or medical program managers have access to the records.
  - a) in the event that Duty Holders do not have medical personal or a medical program manager, medical records may be maintained at a Dubai Municipality or MOH licensed medical facility; or
  - b) The Duty Holder may assign an OHSSE staff member or other employee the duties of maintaining medical records and ensuring records are secure.
- (ii) At no time may medical records be provided to Human Resources, management, or any other representative of the entity as a means to evaluate:
  - a) the performance of an employee;
  - b) if an employee shall be retained or contract renewed unless medically justifiable; or
  - c) As a means to determine if, an employee shall be promoted.



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- (iii) Medical records shall not be provided to any person or party outside the Duty Holder or Duty Holder approved medical provider without the written consent of the employee.
- (iv) Medical record data may be used to evaluate the health of employees in general, guide Duty Holder sponsored wellness programs, or determine funding of employee sponsored wellness programs. When used for these purposes, the Duty Holder shall:
  - a) Remove any data that could be used to identify an employee; and
  - b) Ensure data of a single employee is not provided as standalone data.
- (v) Insurance claim forms shall be maintained with the same confidentiality as medical records.
- (vi) Employee can request a copy of their medical records and a copy shall be provided within five (5) working days. Employees may not be charged for receiving a copy of their medical records.
- (vii) Employees and medical professionals that have access to employee medical records shall not discuss the contents of the records, or the health of employees to anyone not associated with providing medical care to the employees.

### 4.0 RECORD KEEPING

- (i) The Duty Holder shall document the Audits as per the requirements of: Dubai South OHSSERF - Regulations 8 Document Control and Record Management
- (ii) The Duty Holder shall maintain an accurate record of each employee undergoing medical surveillance or screening. The Duty Holder shall assure that this medical record is maintained for the duration of employment and for a period of 30 years thereafter.
- (iii) All records must be retained if they are part of an external investigation or legal proceedings.
- (iv) Medical records shall include, but not limited to:
  - a) doctor's written opinion as to the employee's suitability for employment in specific job role;
  - b) any medical complaint by the employee related to exposure to the toxic material or hazardous material;
  - c) a copy of any employee exposure monitoring reports which were conducted at an employee's work site;
  - d) a copy of the employee's employment history; and
  - e) Medical surveillance and/or screening records and exposure monitoring records shall be available for review by Dubai Aviation City Corporation (DACC) OHSE and other relevant Authorities.





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### 5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DACC.DS.OHSE.RF – Regulation 2
2	Leadership, Roles, Responsibility and Self-Regulation	DACC.DS.OHSE.RF – Regulation 5
3	Competence Management, Training and Awareness	DACC.DS.OHSE.RF – Regulation 6
4	Communication, Consultation and Participation	DACC.DS.OHSE.RF – Regulation 7
5	Document Control and Record Management	DACC.DS.OHSE.RF – Regulation 8
6	Labour Law and its Amendments	Federal Law No. (8) of 1980
7	Determination of Preventive Methods and Measures for the Protection of Workers from the Risks of Work	Ministerial Order No. (32), of 1982
8	The Medical Care which the Duty Holder is Obligated to Provide to his Workers	<i>Ministerial Decision No. (37/2) of 1982</i>
9	Dubai Health Authority Guidelines	2016
10	Services and Clients' Service Management Manual of Dubai Corporation for Ambulance Services (DCAS)	DCAS-SEO-300-SCSM
11	DACC CoP 4f.05 First Aid Requirement	DACC.DS.OPS.OHSE.OST.05.FA