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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
|   |   | Rev. 03, Issue. 3 |
|   |   | 02 September 2024 |



AL BASMA BRITISH SCHOOL  
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# **AL BASMA BRITISH SCHOOL**

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## **OCCUPATIONAL SAFETY & HEALTH MANAGEMENT SYSTEMS**




*(Prepared in compliance to the ADOSH OSHMS SF Ver. 4.0 Requirements)*

### **Level 1 Document**

#### **ABBS.OSH.M.01-OCCUPATIONAL SAFETY & HEALTH MANUAL**

Rev. 03, Issue. 3, 02 September 2024

#### **Approvals**

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**Next Review – September 2025-** It is the OSH Representative's responsibility to update changes to the document.



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## 1. FOREWORD

This OSH Manual forms the Level-1 of the Occupational, Safety & Health Management System (OSHMS) developed by **Al Basma British School**. The Manual has been established to provide an index and description of the core elements of the OSHMS and the interaction between the elements of the System.

Al Basma British School has developed this Occupational, Safety & Health Management System (OSHMS) and its various components (including this OSHMS Manual and associated documentation including the system procedures, operational procedures, registers etc.) in line with the requirements of the Abu Dhabi Occupational safety & Health Center's (ADOSH) System Framework Ver. 4.0.

The OSH System Manual and associated documentation are prepared to serve as guides to the framework and arrangement that have been made to ensure such standards are achieved.

These principles are based around the concept of continual improvement through the issue of policy statement, development of procedures & plans to fulfil the intent of the Policy Statement, implementation of these procedures & plans, measurement of performance against these procedures & plans, and the regular review of the process.

OSH compliance, self-regulation & continual improvement shall be the motivating force that ensures the ABBS management team demonstrates due diligence in meeting their duty of care & legal requirements with regards to the management of OSH matters.

The OSHMS will enable ABBS in ensuring OSH compliance towards the various regulatory requirements and provides a structured process of controlling its activities to minimize Health & Safety Hazards & Risks.

This OSHMS is applicable to the entire Al Basma British School facility, all of its activities and operations and includes all its employees, Students, contractors, visitors and other stake-holders.

### 1.1 All about Al Basma British School

AL BASMA BRITISH SCHOOL, established in the year 1988, is a premium British Curriculum FS 1 to Y13 School with state-of-the art infrastructure and facilities. ABBS has a Professional license (CN1000513).

### 1.2 Purpose

Al Basma British School - Occupational Safety & Health (OSH) Management System manual is designed to ensure all students and employees' safety at work, and promotion & maintenance of the highest degree of physical, mental and social wellbeing of Al Basma British School's employees and students by preventing ill health, controlling risks and adaptation of work to people, and people to their jobs.

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The Al Basma British School OSH Management System (OSHMS) is composed of a broad-based set of expectations governing how OSH shall be managed at work. In following this approach, Top management including Senior Managers and all Stakeholders / External parties will define and set direction for loss prevention activities, forecast and allocate resources efficiently.

The Al Basma British School OSH Management System (OSHMS) Manual's is a set of documents that work together to influence and direct the Al Basma British School's Occupational Safety & health management efforts for following mentioned benefits (Reference: OSH Chart 001 attached below):

- Improving occupational safety & health
- Improved School efficiency
- Reduction in number of injuries, illnesses and incidents in workplace
- Reducing corporate risks and liabilities
- Increasing staff and students wellbeing and morale



Al Basma British School OSH Manual specifies instructions to Top Management and all Al Basma British School employees & students in order to fulfil their OSH 'duties' and obligations to the stated School values and overarching OSH Policy, by highlighting and magnifying the School values, providing focus to expected processes, programs, standards and Standard Operating Procedures (SOP's) and identifying decisions/ behaviors required to achieve OSH objectives & goals.

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### 1.3 Scope

The 'Scope' of OSH Management System (mentioned below) includes Al Basma British School's operations current and planned that are located and operating in Emirate of Abu Dhabi (AD). This Document applies all activities Al Basma British School.

The scope of the Occupational Safety and Health Management system of Al Basma British School:

- To provide effective and systematic Incident investigation and reporting mechanisms, to ensure that further risks of workplace incidents are eliminated.
- To ensure that all waste generated as the result of Al Basma British School activities is stored, handled and disposed of in a manner that takes account of Local Government Regulations, Contractor and Client requirements.
- To mitigate, prepare for, respond to and recover from operational emergencies as may occur in the premises Al Basma British School.
- Comply with all legal and other requirements applicable to Al Basma British School Activities in relation with Occupational safety and Health matters.
- To provide and specify the methodology of OSH risk assessment; and the development of controls as appropriate for AJS.
- To provide instructions and to assign responsibilities for controlling those operations and activities those are associated with OSH risks.

#### Structure of the OSH Manual

The structure of this OSH Management Systems Manual follows the arrangements prescribed in the ADOSH SF Version 4.0. This OSH documentation is prepared in conformance with the various requirements of the ADOSH SF Version 4.0 and the specific OSH requirements of the Department of Education and Knowledge Abu Dhabi (ADEK). Accordingly, the OSHMS comprises of several levels of documentation and are as described below.

|                |  |
|----------------|--|
| <b>Level 1</b> | OSH Manual   |
| <b>Level 2</b> | OSH Procedures   |
| <b>Level 3</b> | Registers  |
| <b>Level 4</b> | Operation Control Procedures (All method statements, OCPs, SOP's Work Instructions etc.) |
| <b>Level 5</b> | School Reopening Procedure (covid-19)  |

All OSHMS Records, Forms, checklists and formats form part of different respective Procedures and Registers. More details are provided in the subsequent sections and clauses.

## 2. AL BASMA BRITISH SCHOOL PROFILE

AL BASMA British School, established in the year 1988. AL BASMA British School, established in the year 1988, is a premium British Curriculum FS 1 to Y13 School with state-of-the art infrastructure and facilities. The School offers access to a broad and balanced, British education for boys and girls. It provides high quality education and pastoral care for all students. The innovative, enriched curriculum reflects the vision and ethos of the UAE and meets the needs and aspirations of all students.

The School is situated Behind Deer fields Mall - Al Hourī St - Al Bahyah Old Al Bahya - Abu Dhabi, UAE. The School details are as given below:

|                                   |  |
|-----------------------------------|--|
| <b>School Name:</b>               | Al Basma British School  |
| <b>Professional License:</b>      | CN-100513  |
| <b>Address:</b>                   | Behind Deerfield Mall, Al Hourī St, Al Bahyah Old, Al Bahya, Abu Dhabi, UAE.         |
| <b>Total Number of Employees:</b> | <b>222</b> (as of August 2024)   |
| <b>Total Number of Students:</b>  | <b>2045</b> (as of August 2024)  |
| <b>Commercial Activities:</b>     | Public elementary education, Kindergartens, Canteen, Secondary Education, Nurseries. |

## 3. DEFINITIONS AND LIST OF ABBREVIATIONS

### 3.1 Definitions

| Term  | Definition  |
|---|---|
| Abu Dhabi Occupational Safety and Health Center     | The competent authority for Occupational Safety and Health and the ADOSH-SF in the emirate of Abu Dhabi. It is referred to for short using the acronym ADOSH.   |
| Al-Adaa   | OSH Electronic Application maintained by ADPHC (Abu Dhabi Public Health Centre) for reporting and database management functionalities required by ADPHC for monitoring the implementation of ADOSH-SF |
| Abu Dhabi Department of education & Knowledge(ADEK) | Abu Dhabi Department of Education and knowledge (ADEK) – Abu Dhabi is recognized as the Sector Regulatory Authority (SRA).  |

| Term                        | Definition  |
|-----------------------------|---|
| Audit                       | A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled   |
| Auditor (Third Party)       | A person who is certified to an international standard and registered in Qudorat to conduct third party OSHMS audits in accordance with ADOSH SF requirements.  |
| Auditor                     | A person who is qualified to an international standard and/or has demonstrable auditing experience in conducting OSH audits   |
| Code of Practice (ADOSH-SF) | Written document issued by ADPHC that includes unified technical requirements at Emirate level and that should be followed by entities in compliance with ADOSH-SF applicable requirements.   |
| Communication               | Any act by which one person gives to or receives from person information about that person's needs, desires, perceptions, knowledge, or affective states. Communication may be intentional or unintentional, may involve conventional or unconventional signals, may take linguistic or non- linguistic forms, and may occur through spoken or other modes. |
| Competent                   | Having adequate and sufficient training, qualifications and/or experience (or a combination) to be capable of carrying out a task safely and efficiently.   |
| Competent Authority         | Organization that has been legally delegated or has power to perform a designated function.<br><br>In relation to OSH Issues/ADOSH-SF, ADPHC is the Competent Authority in the Emirate of Abu Dhabi.  |
| Concerned Authorities       | Government and semi-government entities concerned with the implementation of ADOSH-SF.  |
| Continual Improvement       | The process of enhancing the safety and health management system to achieve improvements in overall performance in line with the organization's overall performances and policy.  |

|                    |   |
|--------------------|---|
| Corrective Actions | Steps that are taken to remove the causes of an existing non conformity or undesirable situation. The corrective action process is designed to prevent the recurrence of nonconformities or undesirable situations. |
| Contractor         | A person engaged to carry out work for the school and /or engaged by contract for the provision of a service.   |

| Term               | Definition   |
|--------------------|--|
| Control Measures   | Actions Taken to eliminate or reduce the level of risk using the hierarchy of control where the elimination of the hazard will be the first strategy considered. Control measures should be reviewed to ensure their effectiveness particularly after near miss or incident.   |
| Consultation       | Is the two way process of sharing OSH information with employees, giving them the opportunity to express their views, raise OSH issues and contribute to the decision making process regarding OSH matter.   |
| Element (ADOSH-SF) | A fundamental component of the ADOSH-SF defining the minimum requirements of an entity OSH Management System.  |
| Emergency          | A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.  |
| Emergency Plan     | Systematic instructions and procedures that clearly detail what needs to be done, how, when, and by whom before and after the time an anticipated emergency event occurs.  |
| Employee           | <p>Natural persons working for the employer, or for contracted independent contractors; or any individual who carries out duties or actions specified by an employer for which the individual receives remuneration from the employer.</p> <p>Any male or female working, for a wage of any kind, in the service or under the management or control of an employer, albeit out of his sight.</p> |

|                      |  |
|----------------------|--|
| Employer             | Any natural or legal person employing one or more employees in return for any kind of wage. A person or entity engaged in business and who utilizes employees to conduct that business.  |
| Employment           | Any agreement, for a definite or indefinite term, concluded between an employer and an employee, whereby the latter undertakes to work in the employer's service and under his management and control, in return for a certain wage that the employer undertakes to pay. |
| Engineering Controls | The control of exposure to a hazardous agent by the design of plant and equipment, e.g. containment, exhaust ventilation, mechanical aids.   |
| Entity               | A business enterprise; a firm; an organization in private or government sectors where personnel are employed and whose objective is to produce or market commodities or to provide services of any kind.   |

| Term                    | Definition  |
|-------------------------|---|
| Equipment               | Refer to Plant / Equipment.   |
| First Aid               | Any Immediate (one time) care or treatment given to a person suffering from an illness or injury until professional medical care can be provided. Such treatment considered first Aid even though provided by a health care professional. |
| Fatality (work related) | Work related fatality is a death resulting from an injury or illness, regardless of the time intervening between injury and death.  |
| Hazard                  | Any substance, physical effect, or condition with potential to harm people or property.   |
| Hazard Analysis         | The systematic process of developing an understanding of hazards. The process consists of hazard identification, assessment and risk determination.   |
| Hazard Assessment       | The process whereby the results of an analysis of a hazard are considered against judgment, standards, or criteria which have been developed as a basis for decision making.  |

|                       |   |
|-----------------------|---|
| Hazard Awareness      | A state where a person is alert to what they are doing and to what is going on around them. It involves the ability to recognize the potential for actions or conditions that might result in harm to people and/or damage to property.   |
| Hazard Identification | The process of recognizing that a hazard exists and defining its characteristics.   |
| Hazard Management     | <p>The systematic process of</p> <ul style="list-style-type: none"> <li>- Identifying potential hazardous events and their potential consequences (hazard analysis);</li> <li>- Evaluating the risk potential of the hazardous event occurring (risk analysis);</li> <li>- Managing the risk at an ALARP risk level, which may be achieved by reducing the probability of a hazardous event occurring or mitigating its potential consequences; and - Reviewing the hazards and risks on a periodic basis.</li> </ul> |
| Health Hazard         | An agent with potential to cause harm to health. These agents may be biological, chemical, physical, ergonomic or psychological in nature.  |

| Term                              | Definition   |
|-----------------------------------|--|
|                                   | ‘Health hazards’ are also known as ‘agents hazardous to health’ and ‘hazardous agents’. These terms are interchangeable.   |
| Health Risk                       | The combination of likelihood that harm to health may occur (which is related to probability of exposure) multiplied by the severity of health effects.  |
| Health Surveillance               | Refer to Medical Surveillance.   |
| Hierarchy of OSH Control Measures | <p>The means of controlling exposure to OSH hazards, listed in preferential order as follows:</p> <ul style="list-style-type: none"> <li>- Elimination;</li> <li>- Substitution (alternatives);</li> <li>- Engineering / Isolation (plant and equipment); - Administration (procedural); and - Personal Protective Equipment.</li> </ul> |

|                    |  |
|--------------------|--|
| Incident (OSH)     | An event or chain of events which has caused or could have caused fatality, injury, illness and/or damage (loss) to assets, entity reputation or third parties.  |
| Inspection         | A formal check of physical conditions existing within a defined time and area against pre-established criteria(checklist)  |
| Inherent Risk      | The Initial Risk level of a hazard prior to the application of any control.  |
| Legal Requirement  | UAE and/or Abu Dhabi Laws, Regulations, Decrees and any Requirements adopted by an entity because of these Laws, Regulations or Decrees. It also refers to any international standards or treaties to which the UAE / Abu Dhabi is a signatory, or which they have agreed in principle to implement. |
| Last Time Injury   | Any absence from work resulting in work related fatalities, permanent, total disabilities and permanent partial disabilities and lost work day cases   |
| Last Work day case | A work related injury or illness that result in an injured person temporarily unable to perform any regular job or restricted work activity on a subsequent scheduled workday or shift.  |
| Mitigation         | Measures taken to reduce the consequences of a potential hazardous event. The limitation of undesirable effects of a particular event.   |

| Term                      | Definition   |
|---------------------------|--|
| Medical Treatment case    | Medical treatment case is a work related Injury or illness that calls for medication, treatment, or medical check that is administered by a health care professional and goes beyond first aid case. |
| Nominated Notified Entity | An entity that has been officially notified by a concerned Sector Regulatory Authority to comply with the requirements of the ADOSH-SF   |
| Near Miss                 | An Unplanned event, event series or condition that occurred at the work place, which although not resulting in an injury or illness had the potential to do so.                                      |

|  |  |
|--|--|
| Occupational Health(OH)                                | A multidisciplinary field concerned with preventing people from becoming ill because of their work.  |
| Occupational Health Hazard                             | <p>An agent with potential to cause harm to health. These agents may be biological, chemical, physical, ergonomic or psychological in nature.</p> <p>Hazards are normally classified according to the severity of their adverse health effects.</p>                                    |
| Occupational Safety and Health (OSH) Policy            | A public statement of the intentions and principles of action of the entity regarding its Safety and Health effects, giving rise to its strategic and detailed objectives.   |
| Occupational Safety & Health Management System (OSHMS) | A system developed and implemented to include all factors related to Occupational Safety and Health for the purpose of protecting human health and ensuring safety of employees in the workplace.  |
| ADPHC  | The acronym for Abu Dhabi Public Health Center, standing for “Occupational Safety & Health Abu Dhabi”.   |
| ADOSH-SF   | Abu Dhabi Occupational Safety & Health System Framework.   |
| Other Persons (OP)                                     | <p>Persons who are at, or come into contact, or may be exposed to hazards from a workplace, that are not employees or contractors. For example:</p> <ul style="list-style-type: none"> <li>- Visitors;</li> <li>- Students; -</li> <li>Volunteers and</li> <li>- Customers.</li> </ul> |
| OSH Committee  | A consultative forum for employer and employee representative to work together on OSH issues.  |

| Term                                   | Definition  |
|--|---|
| OSH Management Representative (OSH MR) | A person Nominated by the School Principal/Top management to oversee the operational aspects of OSH initiatives, Policies and Procedures. |

|                  |   |
|------------------|---|
| Performance      | Measurable results of the OSHMS related to the entity's control of its safety and health risks, based on its policy, objectives and targets.  |
| Procedure        | A documented series of steps to be carried out in a logical order for a defined operation or in a given situation.  |
| Regulation (OSH) | A principle, rule, or law designed to control or govern conduct.  |
| Risk             | <p>Risk is the product of the measure of the likelihood of occurrence of an undesired event and the potential adverse consequences which this event may have upon people – injury or harm to physical or psychological health.</p> <p>(Risk = likelihood x Consequences.)</p>   |
| Residual Risk    | The level of Risk remaining after control measures have been applied.   |
| Risk Assessment  | <p>The process of determination of risk, usually in a quantitative or semi-quantitative manner. It is an evaluation of the likelihood of undesired events and the likelihood of harm or damage being caused together with the value judgments made concerning the significance of the results.</p> <p>A process of examination, ranking and prioritization of potential hazards and exposures in the work environment, to guide the implementation of suitable risk control measures.</p> |
| Risk Management  | The process of implementing decisions about accepting or altering risks.  |
| Risk Register    | Register which records details of all the risks identified for an entity, their grading in terms of likelihood of occurring and seriousness of impact on the entity, initial plans for managing each high level risk and subsequent residual risk.  |

| Term                 | Definition   |
|----------------------|--|
| Recordable Incidents | All work related OSH incidents Whether reportable to ADEK or not, OSH incident register will be used to record them. |

|                                   |   |
|-----------------------------------|---|
| Reportable Incidents              | A work related incidents consisting of or resulting in: <ul style="list-style-type: none"> <li>- Fatality,</li> <li>- Reportable serious Injury,</li> <li>- Reportable dangerous occurrence,</li> <li>- Reportable occupational illness/diseases and, - Major/moderate environment incident.</li> </ul>   |
| Sector                            | A subdivision from all economic activities that includes a group of entities that perform their work through license or permit.   |
| Sector Regulatory Authority (SRA) | A public authority or government agency responsible for exercising autonomous authority over some area of human activity in a regulatory or supervisory capacity. In relation to OSH the regulatory authorities have been recommended by ADPHC and appointed by the Executive Council of Abu Dhabi to oversee OSH activities for the targeted economic sectors. |
| Shall                             | Used to qualify a requirement / action which is mandatory.  |
| Standard                          | An acknowledged measure of comparison for quantitative or qualitative value; a criterion by the terms of which something can be judged.   |
| System                            | A management tool for meeting an established objective made up of four basic steps plan, implement, measure/evaluate and adjust.  |
| Supervisor                        | Staff who are Non-managers of heads of departments but are responsible for the oversight, direction and /or management of other staff ,students and contractors in the school   |
| Target (OSH)                      | Detailed performance requirement, quantified where practicable, applicable to the entity or parts thereof, that arises from objectives and that needs to be set and met in order to achieve those objectives.   |
| Technical Guideline (ADOSH-SF)    | Documents that provide guidance and advice on how to achieve a standard / requirement as defined in the ADOSH-SF. Guidance and advice is not mandatory, but it should be adopted unless an entity chooses an alternative control measure or course of action that achieves an equivalent or better standard than that recommended.                              |

| Term                   | Definition   |
|------------------------|--|
| Top Management         | The person or persons at the highest level of organizational management who have the day-to-day responsibilities of managing a corporation. May be known as, Managing Director, or SecretaryGeneral. |
| Training               | Organized activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill.                    |
| Task Specific Training | Training specific to the role that is being undertaken E.g. training in chemical handling for science lab workers.   |
| Worker                 | Employee   |
| Students               | A school pupil   |

### 3.2 List of Abbreviations

|              |  |
|--------------|--|
| <b>ADEK</b>  | Abu Dhabi Education Knowledge                            |
| <b>NCR</b>   | Non-Conformance Report                                   |
| <b>ABBS</b>  | Al Basma British School                                  |
| <b>OSH</b>   | Occupational Safety & Health                             |
| <b>OCP</b>   | Operating Control Procedures                             |
| <b>ADPHC</b> | Abu Dhabi Public Health Centre                           |
| <b>ADOSH</b> | Abu Dhabi Occupational Safety & Health Center            |
| <b>OSHMS</b> | Occupational Safety & Health Management System           |
| <b>SF</b>    | System Framework   |
| <b>SOP</b>   | Safe Operating Procedures                                |
| <b>SMART</b> | Specific, Measurable, Achievable, Realistic & Time-Bound |

## 4. ELEMENTS OF ABBS OSHMS

### 4.1 General System Requirements

Al Basma British School at its Abu Dhabi facility, shall establish, document, implement, maintain and continually improve an Occupational Safety & Health Management system in accordance

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with the requirements of the ADOSH System Framework SF Ver. 4.0, July 2024, and determine how it will fulfill the requirements and expectations of the ADOSH SF requirements. ABBS defines and documents its OSHMS below.

This Manual identifies & describes the various elements of the OSHMS as described in the various clauses/ sections of this manual to be adopted by **Al Basma British School (ABBS)**, including the OSH Policy, Objectives & Targets and provides reference to the various associated procedures, plans, registers and forms. Additionally, the manual also identifies procedures and work instructions to control various operational activities.

This OSH Manual is applicable to **Al Basma British School (ABBS)**, its entire activities, employees, students, visitors and other stakeholders including contractors.

## 4.2 OSH Policy

**Al Basma British School (ABBS)** has defined and established an Occupational Health & Safety (OSH) Policy Statement. The Statement reflects the OSH philosophy of **Al Basma British School (ABBS)** and defines strategic objectives & Targets to achieve continual improvement. The policy statement has been endorsed by the School Principal and is subject to an annual review by the School Senior management. The policy statement is communicated to all ABBS staff, it contractors and is available to the public on request.

The policy statement is presented below and a signed copy has been attached at the beginning of the OSHMS.

**References** *Section 3.1, Element 9-Compliance & Management Review, ADOSH SF Policy Requirements*

**Related Procedures** *ABBS OSH Policy*

## 4.3 Element 01 Roles and Responsibilities

### 4.3.1 Resources, Roles & Responsibilities, Accountability & Authority

Al Basma British School has established, implemented and maintains procedures to ensure that the OSH roles & responsibilities of employees at each functional level within the organizational hierarchy are defined, documented & communicated for efficient OSH management.

The procedure also describes the process by which the employee performance against his established roles & responsibilities are monitored and evaluated.

Al Basma British School's top management is ultimately responsible for OSH matters and for the delivery of the OSH Management System. ABBS has appointed the Vice Principal as the OSH Management Representative for ensuring that the OSH Management System is implemented & maintained and performance reports are presented to top management.

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
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ABBS's management will ensure that employees under their direction are:

- Competent to manage their OSH responsibilities
- Knowledgeable of the occupational safety & health hazards and risks associated with their jobs
- Provided with practices, procedures and tools to conduct their work in a safe and responsible manner.

All employees, students, contractors and visitors have a responsibility to perform their jobs with integrity and in a safe and acceptable manner and are accountable for:

- compliance with relevant OSH regulations and school policies, practices and procedures
- their own personal safety
- the safety of their co-workers & students
- reporting all incidents and taking action whenever they see an unsafe act or condition

The guiding principles are transformed into the establishment of ABBS's OSH Policy, Objectives (and Targets) and are communicated appropriately.

For ensuring effective OSHMS implementation, ABBS ensures that an OSH team comprising of qualified and experienced personnel is established, and that at least one OSH personnel is Grade - A Qudorat OSH Practitioner.

ABBS's organization chart and the individual roles & responsibilities are included in the procedure.

**References** ADOSH SF Ver. 3.1- Element 01-Roles, Responsibilities & Self-Regulation ISO 45001:2018 - Clause 5.3

**Related Procedures** ABBS.OSH.P.01 – Procedure for OSH Roles & responsibilities

## **4.4 Element 02 - Risk Management**

### **4.4.1 OSH Hazards Identification, Risk Assessment & Determining Controls**

Al Basma British School considers OSH Risk management integral to its overall management. To ensure that the OSH hazards are minimized, ABBS has established, implemented and maintains procedures for the ongoing identification of OSH hazards, assessment of risks, and determination of necessary control measures.

OSH risk assessments shall be comprehensive & robust and considers all design aspects, processes, activities & operations (routine & non-routine), infrastructure (equipment & machinery), personnel (employees, visitors etc.), external factors, legal obligations, change management etc.

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
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In order to control its risks effectively, ABBS documents and maintains the results of risk assessments and subsequent controls up to date. ABBS ensures that where OSH risks are identified, appropriate controls are considered when establishing, implementing and maintaining our OSH management system.

When determining controls, or considering changes to existing controls, ABBS will accord top priority to eliminating the hazard over other methods of risk reduction.

**References** ADOSH SF Ver. 4.0, Element 02-Risk Management  
ISO 45001:2018 Clauses 6.1

**Related Procedures** ABBS.OSH.P.02 –OSH Risk Management Procedure

## 4.5 Element 03 - Management of Contractors

### 4.5.1 Management of Contractors

Al Basma British School has established, Implemented and maintains procedure for the management of contractors to provide a structured approach to management of contractors in order to eliminate or minimize the risks associated with safety and health of Contractors.

**References** ADOSH SF Ver. 4.0, Element 03-Management of Contractors

**Related Procedures** ABBS.OSH.P.03 – Management of Contractors Procedure

## 4.6 Element 04 Communication and Consultation

### 4.6.1 Communication, Participation and Consultation

Al Basma British School maintains a procedure to ensure communication channels (internal & external) are available for OSH related issues. With regard to the OSH management, the procedure covers

- Internal communication among the various levels and functions of ABBS
- External communication with
  - ADPHC/ ADEK for incident reporting, performance reporting, responses to their correspondences and general communication
  - Other relevant government agencies
  - Communication with contractors and other visitors to the School premises.
- Receiving documenting and responding to relevant communication from external interested parties.

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
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Additionally, the procedure describes the process of effective consultation & participation of employees in its OSH management. Employees are encouraged to participate in hazard identification, risk assessment and the determination of controls. Employees are also encouraged to participate in accident investigation and the development and review of policies and objectives.

Employees are consulted where there are changes that affect OSH or OSH representation. Mechanisms are in place to consult with contractors where changes are present which could affect their safety.

ABBS also ensures that, where appropriate, relevant external interested parties are consulted about pertinent OSH matters.

**References**                      **ADOSH SF Ver. 4.0 – Element 04-Communication & Consultation ISO 45001:2018 - Clause 7.4.2 & 7.4.3**

**Related Procedures**        **ABBS.OSH.P.04 –OSH Communication & Consultation Procedure**

## **4.7      Element 05 - Training, Awareness and Competency**

### **4.7.1    Competence, Training and Awareness**

Al Basma British School ensures that all personnel under its control performing tasks that can impact OSH, are competent on the basis of appropriate education, training or experience and with associated records retained as appropriate. ABBS maintains an ongoing procedure to make persons working under its control aware of

- The potential OSH consequences, actual or potential, of their work activities and the OSH benefits of improved personal performance;
- Their roles and responsibilities in achieving conformity to the OSH policy and procedures and to the requirements of the OSH management system, including emergency preparedness and response requirements, and
- The potential consequences of departure from specified procedures.

This takes the form inductions, toolbox talks and specific formal and informal training. Training procedures and the training provided takes into account differing levels of

- Responsibility, ability and literacy; and
- Hazards & Risk at each level of activity

**References**                      **ADOSH SF Version 4.0 – Element 05-Training & Competency ISO 45001:2018 - Clause 7.2 & 7.3**

**Related Procedures**        **ABBS.OSH.P.05 –OSH Training, Awareness & Competence Procedure.**

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
|   |   | Rev. 03, Issue. 3 |
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## **4.8 Element 06 - Emergency Management**

### **4.8.1 Emergency Preparedness and Response**

Al Basma British School has established, implemented and maintains procedures for identifying potential emergency situations, planning, preparing & responding to the identified emergency situations. The procedure ensures that emergencies identification is risk based, review of past experiences & consultations with stakeholders, and ensures emergency response procedures take into consideration neighboring facilities and emergency services.

The procedure also ensures that emergency response includes training of personnel, provision of resources and ensure emergency procedures are periodically tested and reviewed and revised where necessary.

**References** ADOSH SF Version 4.0 – Element 06-Emergency Management  
ISO 45001:2018 - Clause 8.2

**Related Procedures** ABBS.OSH.P.06 –Emergency Management Procedure

## **4.9 Element 07 Monitoring, Investigation and Reporting**

### **4.9.1 Objectives, Targets and Programs**

Al Basma British School has established, implemented and maintains procedures for defining & developing its annual OSH Objectives, establishing targets & management programs that are Specific, Measurable, Achievable, Realistic and Time-Bound (SMART). All the Objectives & Targets are aligned with the ADOSH 's SF expectations.

When establishing and reviewing objectives, consideration is taken of legal and other requirements, OSH hazards & risks, financial operational, business requirements and the views of interested parties.

ABBS will maintain an annual OSH Strategic Objectives & Targets Register that will include the developed objectives, established targets, the management programs to achieve these objectives & identifies responsible personnel. This will be communicated with the relevant personnel and will be used for tracking the progress of the targets.

**References** ADOSH SF Version 4.0 – Element 07-Monitoring, Investigation & Reporting ISO 45001:2018 - Clause 6.2

**Related Procedures** ABBS.OSH.P.7a –OSH Objectives & Targets Procedure

**Related Documents** ABBS.OSH.R.03 – Register of OSH Objectives, Targets & Programs

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
|   |   | Rev. 03, Issue. 3 |
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#### 4.9.2 Incident, Investigation, and Reporting

Al Basma British School has established, implemented and maintains procedures to notify & report, record, investigate & analyze incidents to ensure proper incident management. The procedure ensures the following:

- Notify serious/ reportable incidents to the regulatory authorities and to ABBS's top management
- Determine underlying OSH deficiencies and other factors that might be causing or contributing to the occurrence of incidents;
- Identify the need for corrective action;
- Identify opportunities for preventive action;
- Identify opportunities for continual improvement; and
- Communicate the results of such investigations to the regulatory authorities & stakeholders

ABBS ensures that investigations are carried out in a timely manner and that corrective and preventive actions are carried out as appropriate.

**References** ADOSH SF Version 4.0 – Element 07-Monitoring, Investigation & Reporting  
ISO 45001:2018 - Clause 10.2

**Related Procedures** ABBS.OSH.P.7b – Procedure for Incident Investigation & Reporting

**Related Documents** Form G – Initial Incident Notification Form  
Form G1 – Serious OSH Incident Investigation Report  
Form G2 – Non-Serious OSH Incident Investigation Report

#### 4.9.3 Performance Measurement, Monitoring and Reporting

To ensure effective monitoring and measurement takes place, ABBS has established procedures to effectively monitor and measure OSH performance on a regular basis. This includes relevant qualitative and quantitative measures, and covers the monitoring of OSH objectives, effectiveness of the overall operational controls.

Such procedures where appropriate, include relevant qualitative and quantitative measures, and cover the monitoring of how the OSH objectives have been met and the effectiveness of the overall controls for Occupational Safety & Health.

In addition, OSH monitors conformance with improvement programmes, legal requirements, and reactive measures of incidents and ensures that the information obtained is recorded to enable corrective and preventive action to be taken. Relevant calibration and associated record keeping is undertaken where felt necessary.

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
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As OSH is regulated by ADPHC & ADEK on OSH matters, it is required to report its OSH Performance on a quarterly basis and the procedure elaborates on the reporting mechanism to ADPHC.

A list of monitoring and measurement requirements will be maintained by the OSH officer at School premises, which will include the parameters to be measured, frequency of measurement, acceptable range of values, method of measurement and responsibility.

**References** ADOSH SF Version 4.0 – Element 07-Monitoring, Investigation & Reporting ISO 45001:2018 - Clause 9.1

**Related Procedures** ABBS.OSH.P.7c –OSH Performance Monitoring & Reporting Procedure

**Related Documents** All Monitoring Records  
Form E – Quarterly Performance Monitoring Report  
Form E4 – Annual OSH Implementation Costs Form  
Form F – Annual OSH Audit Report Submission Form

## 4.10 Element 08 Audit and Inspection

### 4.10.1 Inspection and Audits

ABBS has developed, implements & maintains procedures to periodically audit its OSH Management System to ensure its OSH performance remains compliant to the ADOSH's SF & OHSAS requirements and ensures non-compliances are promptly identified and corrected.

OSH Audits/ inspections are undertaken in line with a schedule, which has been designed to reflect the results of risk assessments and the results of previous audits. Audits will be in the form of internal and external audits. Regular workplace inspections will also be conducted with the same intent.

The procedure details the responsibilities for conducting audits & inspections, reporting results and retaining associated records. In addition the procedure includes details of the determination of audit criteria, scope, frequency and the methods to be used. Annual external OSH audits through ADPHC approved agencies is also described.

Where deficiencies are identified, improvements and or corrective actions may result. Audit/ inspection results are provided to the OSH Management Representative for action where necessary.

The focus of the audit is to determine whether or not the OSH MS conforms to its own planned arrangements and legal requirements, and that the system has been properly implemented and maintained.

**References** ADOSH SF Version 4.0 – Element 08-Audit & Inspection

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
|   |   | Rev. 03, Issue. 3 |
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ISO 45001:2018 - Clause 9.2

**Related Procedures** ABBS.OSH.P.8a – Procedure for OSH Inspections and Audits

#### 4.10.2 Non-Conformity, Corrective Action and Preventive Action

To make sure OSH non-conformities are identified and corrective and preventive action is taken accordingly, ABBS has established and implemented a procedure for dealing with actual and potential nonconformities and for taking corrective and preventive action. This involves

- Identifying and correcting nonconformity(ies) and taking action(s) to mitigate their OSH consequences
- Investigating nonconformity(ies), determining their cause(s) and taking action(s) in order to avoid their recurrence
- Evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate action(s) designed to avoid their occurrence
- Recording and communicating the results of corrective action(s) and preventive action(s) taken, and
- Reviewing the effectiveness of corrective action(s) and preventive action(s) taken.

The procedure ensures that where new hazards are identified as a result of corrective and preventive action, or where the need for new or amended controls is identified, any proposed action is risk assessed first. Changes arising from corrective and preventive action are made to OSH documentation where appropriate.

**References** ADOSH SF Version 4.0 – Element 08-Audit & Inspection

ISO 45001:2018 - Clause 10.2

**Related Procedures** ABBS.OSH.P.8b – Procedure for Non-Conformances, Corrective & Preventive Actions

**Related Documents** NCR Log

#### 4.11 Element 09- Compliance and Management Review

##### 4.11.1 Legal and Other Requirements

In order to ensure continued compliance to OSH legal requirements, ABBS has established, implemented and maintains procedures to assure that applicable legal and other requirements related to its Occupational Health & Safety aspects are identified and are accessible. This procedure also defines the process of evaluating compliance with relevant OSH legal requirements.

Current legislative information is maintained along with a brief description of its applicability in the form of a Legal Register. This ensures that SES's knowledge of OSH laws is kept up to date.

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
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The relevant legal information is, where relevant, communicated to persons working under the control of ABBS along with interested parties.

**References** ADOSH SF Version 4.0 – Element 09-Compliance & Management Review  
ISO 45001:2018 - Clause 6.1.3

**Related Procedures** ABBS.OSH.P.9a –OSH Legal Compliance Procedure

**Related Documents** ABBS.OSH.R.02 – Legal Register

#### 4.11.2 Operational Control

ABBS has and continues to determine operations and activities that are associated with identified OSH hazards, where the implementation of controls is necessary to manage OSH risks, including the management of change. Where identified, ABBS implements and maintains

- Operational controls, as applicable to the School and its activities; ABBS shall integrate these operational controls into its overall OSH Management System;
- Controls related to contractors and other visitors to the school premises;
- Documented procedures, to cover situations where their absence could lead to deviations from the OSH policy and objectives and legal requirements, and
- Stipulated operating criteria where their absence could lead to deviations from the OSH policy and legal requirements.

Operational controls are established through the following list of procedures:

- Operational Control Procedures
- Work Instructions/ Safe Operating Procedures

These are the procedures/ work instructions/ safe work practices which will ensure proper controls over the OSH Hazards & Risks when implemented.

**References** ADOSH SF Version 4.0 – Element 09-Compliance & Management Review  
ISO 45001:2018 - Clause 8.1

**Related Procedures** abbs.OSH.P.09b –Operational Controls Procedure

**Related Documents** All OCPs, SOPs, Work Instructions, Equipment Manuals

#### 4.11.3 Document Control and Retention

##### 4.11.3.1 Documentation

Appropriate documentation has been developed to aid the management of the OSH

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
|   |   | Rev. 03, Issue. 3 |
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Management. An OSH policy and objectives are in place, along with a description of the scope and main elements of the management system.

This policy manual provides reference to related OSH documents that form part of the OSHMS documentation, including the level 2, 3 & 4 documents and records determined by ABBS to be necessary for the maintenance and development of the management system.

The structure of the OSHMS documentation and the document numbering system has been described in Section 2 of this manual. The OSHMS documentation is set out in a hierarchy which is as given below:

|                |  |
|----------------|--|
| <b>Level 1</b> | <b><i>OSH Manual</i></b>   |
| <b>Level 2</b> | <b><i>OSH Procedures</i></b>   |
| <b>Level 3</b> | <b><i>Operation Control Procedures</i></b> including Work Instructions for Safe Operations |
| <b>Level 4</b> | <b><i>Registers</i></b>  |
| <b>Level 5</b> | <b><i>Other supporting documents</i></b>   |

All OSH Records, Forms, checklists and forms form part of different respective Procedures and Registers.

|                           |   |
|---------------------------|---|
| <b>References</b>         | ADOSH SF Version 4.0 – Element 09-Compliance & Management Review<br>ISO 45001:2018 - Clause 7.4 |
| <b>Related Procedures</b> | ABBS.OSH.P.9c –OSH Documentation & Retention  |

#### 4.11.3.2 Control of Documents and Records

ABBS has established, implemented and maintains procedures to ensure that OSH documents are appropriately identified and controlled. All such documents contain specific referencing and denote their issue status and date. All documents are retained legible, approved before issue and are available at locations where their presence is useful.

Documents are reviewed, updated and re-approved, with changes and the current issue status identified upon the “Document Distribution and Authorization Table”. Documents of external origin are also identified and their distribution controlled. Responsible personnel will be issued copies of the relevant OSH documentation (Manuals, Procedures, plans and registers).

Obsolete documents are removed, prevented from unintended use, with any retained, suitably identified. Normally obsolete documents are not retained if not legally necessary. Holders of controlled copies of such documents are required to dispose all superseded sections.

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| <b>References</b>         | ADOSH SF Version 4.0 – Element 09-Compliance & Management Review<br>ISO 45001:2018- Clause 7.4 |
| <b>Related Procedures</b> | ABBS.OSH.P.9c. –OSH Documentation & Retention  |

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
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#### 4.11.3.3 Management of Change

ABBS has developed, implements & maintains procedures for Management of Change of its OSHMS. Whenever there is change in any of the established practices in ABBS's Operations /activities, or if there is a deviation from the current practices, the OSH risks will be reassessed using the steps given in Risk management procedure. These changes include:

Addition of new activities, or services

- New equipment and/ or changes to, or alteration of the existing equipment
- Changes in the storage pattern of the materials
- New personnel, change of roles/ responsibilities of the assigned personnel
- Failure or inadequate control measures and/ or operational controls
- Additionally, this step will be implemented after any OSH incident/ accident/ illness/ near miss

**References** ADOSH SF Version 4.0 – Element 09-Compliance & Management Review

**Related Procedures** ABBS.OSH.P.9d – Procedure for OSH Management of Change

#### 4.11.3.4 Management Review

ABBS has developed, implements & maintains procedures for management review of its OSHMS. To ensure the continuing suitability, adequacy and effectiveness of the OSHMS including the OSH policy, Objectives and Targets will be reviewed annually by the top management. The Management Review Committee will consist of ABBS's top management, the OSH Management Representative in addition to select members in the facility.

The management review committee will meet once in a year to review the status of the OSHMS. The review will include the following, as appropriate:

- OSH Policy;
- Objectives and targets and management programs;
- Previous audit results, results of evaluation of compliance, and corrective and preventive actions taken;
- Changes in OSH hazards & risks,;
- Changes in regulatory and other requirements;
- OSH Incidents and emergencies;
- External communications and concerns of interested parties;
- Training needs;
- Follow-up actions from previous management reviews; and
- Recommendations for improvement.

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| <br>AL BASMA BRITISH SCHOOL | <b>Level 1 Document</b><br><b>Occupational Safety &amp; Health Manual</b> | ABBS.OSH.M.01     |
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Minutes of the Management Review meeting along with action plan, responsibility and target date will be established and the OSH Management Representative shall follow up on them for reporting in the next Management Review meeting.

**References** ADOSH SF Version 4.0 – Element 09-Compliance & Management Review  
ISO 45001:2018 - Clause 9.3

**Related Procedures** ABBS.OSH.P.9e – Procedure for OSH Management Review

### ANNEXURE-1

#### Organization Chart - ABBS

