Abu Dhabi Environment, Health and Safety Management System (In Food Sector)
ABU DHABI EHSMS

REGULATORY FRAMEWORK SYSTEM

REQUIREMENTS
Contents

• What is EHSMS.
• Benefit of EHSMS.
• International Standards.
• EHS Policy.
• EHSMS Decree.
• EHSMS Framework.
• AD EHSMS Manual.
• EHSMS Code of practice.
• EHSMS Minimum Requirements.
• Steps for implementation.
What is Environment Health Safety Management System?

• It is integrated system developed and implemented to include all factors related to Environment, Health and Safety for the purpose of protecting the environment and human health ensuring safety of workers in workplace.

• Decree No. 42 issued by Crown Prince H.H Sheikh Mohamed Bin Zayed.

• The Decree was issued in June 2009 and refers to functional requirements including roles and responsibilities.

• It is a management system was developed from International standards including:
  • ISO 14001.
  • OHSAS 18001.
  • ISO 19011.
  • Combines environment, quality, financial, human resources and management systems.
Benefits of EHSMS:

- Improving occupational and community health and safety.
- Improving natural resources conservation and utilization.
- Improved progress towards sustainable development.
- Development of Emirate EHS performance database and baseline data.
- Reduced corporate risks and liabilities.
- Improve business efficiency.
- Improve efficiency in waste management.
Environment

Community

Sectors
Workers

Land, Air, Water
International Standard that EHSM system is based on:

- ISO 14001: Environmental Management System
- ISO 19011: AS/NZ 4360
- ISO 31000: Occupational Health and Safety Management System
- ISO 9001: Quality Management System
AD Environment Health Safety (EHS) Policy

Policy Main Statement:
The Government of Abu Dhabi Emirate is committed to:

- Protect and conserve the environment;
- To protect and promote human health and safety for all inhabitants of the Abu Dhabi Emirate;
- Ensure involvement of everyone living in UAE to improve Environment, Health and Safety;
- Ensure that all government and private entities are aligning their plans and activities with AD EHS policy.
EHSMS Decree


- The Decree was issued in June 2009 and aimed to implement Environment, Health and Safety Management System in the Emirate through the provision of a unified tool at Emirate to facilitate the implementation of relevant legislation.
EHSMS Framework

- Set of documents that are developed to specify the EHS management system components.

- The hierarchy of documents represents the framework which the EHS management system is to be built and will function on a day to day basis.
AD EHSMS Framework

Abu Dhabi EHSMS Regulatory Framework

Self Regulatory

- EHS Decree
- EHS Policy
- EHSMS Manual
- Code of practices

Standards and Guidelines Values
(Air, Water, Land, Noise)
Associated Technical Guidelines

Sector EHSMS
Associated Guidelines and Specific Technical Bulletin

Individual Entity’s EHS Management System
Abu Dhabi EHSMS Manual

• Developed by the EHS Centre, Environment Agency.

• It is designed to:

  ➢ Provide guidance when developing EHS management systems.

  ➢ Provide overview of:

    ✓ Design and approach,
    ✓ Description of key components,
    ✓ Minimum EHS requirements, and how to achieve those requirements.
EHSMS Code of Practices
(Note: Refer to Latest Version AD EHSMS)

- COP01 EHSMS Administration and Mechanism
- COP02 Roles and Responsibilities
- COP03 Self Regulation
- COP04 Management of Contractor
- COP05 Risk Management
- COP06 Emergency Management
- COP07 EHSIA Requirement.
- COP08 Audit and Inspection
- COP09 Monitoring and Reporting
- COP10 Occupational Health and Safety.
- COP 11 Air Quality
- COP12 Water Quality
- COP 13 Land Management
- COP14 Noise Management
- COP15 Hazardous Substances.
- COP16 Waste Management
- COP17 Biodiversity and Conversation.
EHSMS Minimum Requirements

1. Have an integrated EHS policy.
   - Approved by organization top management.
   - Communicated effectively to all employees.
   - Ensure sufficient resources.

2. Establish EHS management manual.
   - EHS review of activities, services, products.
   - Targets and objectives.
   - Operational Procedure.

3. Develop and conduct hazard risk management program.
   - Identify all EHS hazards on the workplace.
   - Hazard Management program to reduce risk.
   - Manage the process of change on the organization.
EHSMS Minimum Requirements

4. Develop Procedures addressing the following:
   • EHS roles, responsibilities, accountabilities.
   • Compliance to Legal Framework.
   • Emergency Contingency Plan.
   • Training and Competence.
   • Audit (internal and external)
   • Non-conformity and corrective action procedure.
   • Incident reporting, investigation.
   • Communication.
   • Performance reporting.
   • Document control procedure.
   • Management review.
Steps for developing and implementing EHSMS

1. Mobilize the resources
2. Gap analysis
3. Set action plan
4. Develop the system
5. Conduct Audit
6. Implement the system
7. Training
Thank you...
EHSMS REQUIREMENTS IN FOOD SECTOR
Contents

- Definitions
- Sector Specific Legislative Compliance
- Entity Regulatory Compliance
- Sector EHS Policy
- Sector EHS Targets and Objects
- Reporting Requirements
- Training and Competency
- Roles and Responsibilities
- EHS Requirements in Food Establishment
- Sector Non-Conformance and Enforcement Process
Definitions

• **ADFCA**: Abu Dhabi Food Control Authority

• **AD EHSMS**: Abu Dhabi Environment, Health and Safety Management System

• **Food Chain**: This includes all stages of food production (including feeds/fertilisers and other inputs into production), processing, preparation, manufacturing, packing, transporting, storing, distributing, displaying, servicing and selling it to consumers.

• **Licensee**: A person with valid license for operating any activity related to food and its handling.
Definitions

• **Food Business Operator**: The natural or legal person(s) responsible for ensuring that the requirements of food law are met within the food business under their control.

• **Food**: Any substance, whether processed, semi-processed or raw, which is intended for human consumption, inter-alia drink, chewing gum and any substance which has been used in the manufacture, preparation or treatment of “food” but does not include cosmetics or tobacco or substances used only as drugs.

• **Establishment**: Any building(s) or areas(s), fixed or mobile, in which food is handled at any stage of food chain.
ADFCA is the Competent Authority responsible for issuing, implementing and licensing food business operators throughout the food chain, including primary production, processing, preparing, manufacturing, packing, transporting, storing, distribution, displaying, servicing, donating and selling food to consumers in order to produce safe food that is suitable for human consumption. And they are the Sector Regulatory Authority (SRA) for monitoring the implementation of AD EHSMS in the food sector.
Entity Regulatory Compliance

• In addition to the requirements of Abu Dhabi EHS Regulatory Framework the entity shall identify relevant EHS related legislation and regulatory requirements that relate to occupational health and safety and environmental protection which applies to the core function and activities of the entity.

• The entity shall establish a comprehensive legal register and ensure all applicable legislation, codes of practice and decrees are considered and documented.

• The entity shall identify key stakeholders that require access and provide suitable means to obtain up to date legislation.

• The entity shall maintain appropriate systems and processes to ensure that EHS legal requirements are monitored and updated as required.
Sector EHS Policy

To facilitate achievement of these objectives ADFCA will:

• Ensure operations and services are in compliance with applicable local laws, legislation, regulations including (AD EHSMS) and applicable international code of practices and agreements.

• Ensure adequate resources are in place, both in terms of competent employees and suitable and sufficient materials and equipment.

• Ensure continual improvement, establish targets and objectives, measure and improve performance.

• Identify applicable environmental aspects and impacts and work accordingly to sustain the environmental resources and prevent pollution.

• Practice effective environmental practices in handling & disposal of waste and reduction, reuse, recycling of paper, energy and materials.

• Identify, through effective Risk Management Programs, all applicable occupational health and safety hazards, evaluate and mitigate potential risks and work accordingly to prevent injury and ill health.
Development of Sector targets and objectives

- The ADFCA shall consult and coordinate with the concerned parties to establish (KPI’s) and sector specific targets to achieve these KPI’s.

- The KPI’s shall be aligned to the specific food sector classification groups as approved by Abu Dhabi EHS Center.

- The KPI’s shall be established to ensure occupational health, safety and environmental protection are integrated into the mission of ADFCA.

- All KPI’s shall be formally approved by the ADFCA EHS Steering Committee.
Sector EHS Targets and Objectives

The nominated entity shall develop its own entity based targets and objectives aligned to the requirements of the entity’s developed EHSMS. As per following general guidelines:

- ‘SMART’
  - Reduce the severity of incidents.
  - Addressing the hazards and setting the controls.
  - Assess the environmental aspects
  - Develop a database for all OHS / Env. aspects.
  - Document and communicate Targets and Objectives.
  - Promote EHS within the Food Sector in Abu Dhabi Emirate.
  - Report the KPIs as per the requirements.
# Reporting Requirements

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Description</th>
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</thead>
<tbody>
<tr>
<td>Form A</td>
<td>Entity Registration for development of EHSMS</td>
</tr>
<tr>
<td>Form B</td>
<td>Entity amendment to registered information</td>
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<tr>
<td>Form C</td>
<td>Entity Submission of EHSMS documents for review And approval</td>
</tr>
<tr>
<td>Form E1</td>
<td>Sector Quarterly EHSMS performance reporting</td>
</tr>
<tr>
<td>Form E2</td>
<td>Government entity quarterly EHSMS performance reporting</td>
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<tr>
<td>Form E</td>
<td>Entity quarterly EHSMS performance reporting</td>
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### Reporting Requirements

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Form Number</th>
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<tbody>
<tr>
<td>Entity annual third party external audit report</td>
<td>Form F</td>
</tr>
<tr>
<td>Entity EHS incident reporting</td>
<td>Form G</td>
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<tr>
<td>Appointment of a principal contractor for “construction work”</td>
<td>Form H</td>
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<tr>
<td>Evaluation of a developed EHSMS</td>
<td>Form I</td>
</tr>
<tr>
<td>Request for modification of AD EHSMS RF</td>
<td>Form J</td>
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</table>
Training and Competency

• All Employees shall receive appropriate induction.

• All Employees shall receive appropriate information, instruction and task specific training and supervision to ensure work and tasks are carried out in a safe manner. The training should consider the following key points:

  ✓ Demonstrate to how to work safely, how to recognize and report hazards.
  ✓ Train the employees to any new activity.
  ✓ How to identify, care for and use PPE.
  ✓ Explain the health and safety policies and procedures.
  ✓ Enable employees to understand what is expected of them within the workplace environment.
  ✓ - Introduce key personnel including First Aiders, Fire Marshals and EHS Manager/Officers.
Roles and Responsibilities

Employers and Licensees

- Ensure that all relevant stakeholders associated with the day to day functioning and activities of the organization have established and clearly defined roles and responsibilities and each is aware of their accountability and the functional inter - relationship with other stakeholders.

- The employer shall comply with the Federal Law no. 8 for 1980 on Regulation of Labor Relations which establishes the general minimum requirements that shall provide appropriate safety measures to protect workers against the hazards of occupational injuries and diseases.

- Shall abide by the bylaws, regulations, decisions and circulars issued by (ADFCA) in the area of food registration.
Roles and Responsibilities

Employers and Licensees

- All employers shall carry out a suitable and sufficient risk assessment to determine the nature and extent of the hazards to ensure adequate control measures are implemented.

- They shall also ensure the provision of:
  - Safe workplace, work equipment and substances
  - Safe systems of work
  - Safe and competent fellow employees
  - Information, training, instruction and supervision
  - Adequate welfare facilities
  - Emergency procedures
  - Consultation with employees on matters relating to their health and safety.

- Not charging employees for any provision of health and safety measures.
Roles and Responsibilities

Managers and Supervisory Staff

- Managers and all staff in a supervisory role shall be responsible to continually monitor the workplace, identify potential hazards/aspects and take action to address those hazards/aspects with suitable control measures or where immediate action cannot be taken implement temporary measures to control the risk and report to Senior Management.

Employees

- Co-operate with the employer, to meet employer’s legal obligations
- Contribute and participate in any consultation process.
- Report hazards or dangerous situations to the employer.
- Seek and are entitled to receive information, instruction and training
- Adopt a duty of care to themselves and other persons by working safely
- Use and care for safety equipment and follow safe systems of work as informed / trained.
EHS Requirements in Food Establishment

Location

➢ The food preparation area shall be located in suitable location, kept clean and maintained in good condition.

➢ Control contaminants, pests and diseases of animals and plants in such a way as not to pose a risk to food safety.

➢ The establishment shall not be located anywhere where, after considering such protective measures, it is clear that there will remain a risk to food safety or suitability. In particular, establishments should normally be located away from:
  • Environmentally polluted areas and industrial activities
  • Areas prone to infestations of pests.
  • Areas where wastes, either solid or liquid, cannot be removed effectively.
EHS Requirements in Food Establishment

Flooring, Walls, Ceiling and Lighting

- Floor surfaces shall be constructed in such a way that prevents slips, trips and falls and in compliance with AD EHSMS– Safety in Design (lasts revision)

- Wall surfaces shall have a smooth, easy to clean and disinfect surface, and be of an appropriate height.

- Adequate natural or artificial lighting shall be provided to enable operating in a safe manner. The lighting intensity should be adequate to the nature of the operation.

- Lighting fixtures and electrical wires shall be protected to reduce the potential for electrical short circuits and prevention of cross contamination. All fixtures and fittings shall comply with the requirements of AD EHSMS– Electrical Safety (lasts revision)
EHS Requirements in Food Establishment

Exhaust System and Ventilation

- Suitable and sufficient means of natural or mechanical ventilation shall be provided while avoiding any mechanical airflow from a contaminated area to a clean area.

- Ventilation opening should be provided with a screen or protecting enclosure of non-corrodible material with an easy access to filters and other parts that require cleaning.

- The ventilation shall be adequate to minimize air-borne contamination of food and working environment to control ambient temperature, odors and humidity and shall comply with the requirements of *AD EHSMS—Working Safely in High Temperature Environments (lasts revision)*
EHS Requirements in Food Establishment

Working Environment and Ergonomics

- Adequate, suitable and conveniently located toilets facility. Where necessary, adequate changing facilities should be provided.

- An assessment shall be made of all activities including Manual handling and a program of effective controls developed in accordance with AD EHSMS– Manual Handling. (latest revision)

- Where chemical additives or cleaning agents are used a suitable risk assessment shall be carried out and the risk shall be managed in accordance with AD EHSMS– Hazardous Materials (latest revision)
EHS Requirements in Food Establishment

Emergency Preparedness

- An emergency plan and procedure shall be developed based on the outcome of a suitable fire and emergency risk assessment; this shall comply with the requirements of AD EHSMS - Emergency Management Requirements (latest revision)

First Aid Requirements

- A suitable number of qualified and competent first aid responders shall be provided, the required level of training and quantity of first aiders shall be determined by the requirements of AD EHSMS–First Aid and Medical Requirements (latest revision)
EHS Requirements in Food Establishment

Waste Management

- All waste and non-edible by-products and other refuse shall be deposited in closable containers and disposed of appropriately.

- Containers shall be leak-proof, impervious material that is easy to clean or disposable.

- Extra precautions for dangerous substances.

- Adequate SOP for storage and disposal of food waste, that comply with requirements of *AD EHSMS– Waste management. (latest revision)*

- Premises remain clean and free of animals and pests.

- Refuse areas shall be, where necessary refrigerated, and include suitable wash out capability.

- All waste shall be eliminated in an environmentally friendly way.
EHS Requirements in Food Establishment

Vermin and Pest Control

➢ Adequate procedures shall be in place to control pests and prevent domestic animals from having access to places where food is prepared, handled or stored.

Record Keeping

➢ It is a mandatory requirement that monitoring and reporting is implemented in line with the requirements of AD EHSMS -Monitoring and Reporting (latest revision)
EHS Requirements in Food Establishment

Inspection

- Inspection will involve in all or part of the food chain process.
- The overall objective of inspection is to provide information as a basis for management action and future planning.
- Regular workplace EHS inspections must be performed to ensure that a safe working environment is maintained throughout the Entity's premises.
- These inspections aim to identify any systematically occurring hazards in the workplace and to ensure that safety practices are maintained throughout the work place.
EHS Requirements in Food Establishment

Inspection

- Three types of inspections are to be carried out in each Entity:
  - A monthly inspection by the entity's EHS personnel.
  - A regular EHS inspection by ADFCA (Frequency will be defined based on the Risk Category of the Entity)
  - A specific inspection following the entity registration, accidents, complaints, or any other reason defined by the SRA.

- Entity can conduct the Monthly EHS Inspection using internal resources using competent EHS professional or they can outsource the work.

- At the completion of the inspection, any deficiencies identified shall be noted on a summary sheet for action.

- The inspection process shall be in compliance to AD EHSMS CoP – Audit and Inspection (latest revision)
EHS Requirements in Food Establishment

Audit

- Auditing examines each stage in the EHS management system by measuring compliance with the AD-EHSMS.

- The objective of the EHS audit is to evaluate the effectiveness of the entity’s EHS effort and make recommendations which lead to a reduction in accidents and minimization of environmental impacts and loss potential.

- Audit objectives, requirements and schedule shall be introduced.

- Audits shall be performed using questionnaires or check lists.
EHS Requirements in Food Establishment

Audit

• An audit team shall compromise a Lead Auditor, and a team of experienced competent persons with experience in the relevant field (e.g. EMS, OH&S, Risk ... etc.)

• At the end of the audit, results and findings to be briefly summarized to the auditee.

• Audit report which describes in a short form all findings and also the recommendations and actions to solve deviations. This report shall be documented and filed.
1) Internal EHS Audit

• Each registered entity is responsible for conducting an internal EHS audit on an annual basis.

• Internal Audit shall be performed by a qualified and competent employees.

• Internal Audit may be outsourced to an auditing firm which is approved by Abu Dhabi EHS Center.

• The internal Audit findings shall be recorded and maintained by the entity.
EHS Requirements in Food Establishment

2) External EHS Audit

- Each registered entity is responsible for arranging an external third party audit annual basis.

- External audit shall be performed by an auditing firm which is approved by Abu Dhabi EHS Center.

- The Audit Schedule is submitted to ADFCA for approval and to request ADFCA to indicate their intention to send a representative to take part in the audit or witness it.

- The third party audit result shall be submitted to Abu Dhabi Food Control Authority.
3) Sector Regulatory Authority Audit

- Audit shall be conducted by Abu Dhabi Food Control Authority on the registered entities to measure compliance to Abu Dhabi EHS Management System requirements.

- Audits may also be performed with or without prior information of the audited party.

- The SRA may involve an audit following an accident, complaint or any other reason defined by the SRA and at the discretion of the SRA.
Sector Non-Conformance and Enforcement Process

• ADFCA shall establish and implement an enforcement mechanism that is aligned to the regulatory requirements of the Authority in carrying out its duty as the CA for regulating and monitoring the implementation of AD EHSMS in food business within the food sector.

• Non conformance shall relate to the specific requirements of the AD EHS Management System only.

• Entity non conformance may be identified in several ways including but not limited to:
  - Failure to complete AD EHSMS within the agreed time frame.
  - Failure to submit reportable information to the SRA.
  - Poor EHS performance.
  - Following investigations/inspections.
  - Failure to act on SRA requirements.
  - Following complaints.
Sector Non-Conformance and Enforcement Process

• The enforcement process shall be at the discretion of the SRA and may include any of the following awards:
  
  – Non compliance/non conformity notice.
  – Written warning.
  – Improvement notice.
  – Prohibition Notice.
  – Cancellation of entity EHSMS approval.
  – Suspension of commercial license.
  – Cancellation of commercial license.
THINK SMART

WORK SAFELY FROM THE START

THANK YOU
Roles and Responsibilities of Competent Authority, Sector Regulator Authority (SRA) and Nominated Entity
Definitions:

- Competent Authority
- Sector Regulatory Authority (SRA)
- Nominated Entities
Competent Authority

• Person or organization that has the legally delegated authority, has the capacity or power to perform a designated function.

• In relation to AD EHSMS, the government department with the mandate to protect the environment and/or health and safety (i.e., environment authority and EHS centre)
Sector Regulatory Authority (SRA):

• A regulatory authority (or regulator) is a public authority or government agency responsible for exercising authority over some area of human activity in a regulatory or supervisory capacity.

• In relation to AD EHSMS the regulatory authorities have been nominated by the Higher Committee to regulate EHSMS activities for the relevant sectors (i.e., for the Food Sector the SRA is Abu Dhabi Food Control Authority (ADFCA))
Nominated Entities:

• An entity that has been selected by a relevant Sector Regulatory Authority (SRA) that is required to develop and implement a compliant EHSMS to continue to operate in the Emirate of Abu Dhabi.

• In relation to EHSMS in the Food Sector, classification shall refer to all food business operators and entities within the food sector business involving the processing of food or meat production, catering establishments, retail and the storage of foods.
Roles and Responsibilities

- **Competent authority**

  The Competent Authority shall act as the Regulator for the Sector Regulatory Authorities, and is responsible for:

  - Revision and approval of the targeted sectors EHSMS according to the requirements of Abu Dhabi Emirate EHSMS
  - Monitoring the implementation of the system by all targeted sectors in the Emirate through inspection of nominated entities.
Roles and Responsibilities of Competent authority, con’d

- Updating the EHSMS framework, if the need arises

- Collect, record and collate the EHS performance data of the targeted sectors

- Submit periodical reports to the Executive Council on the performance of the EHSMS at Abu Dhabi Emirate level

- Audit the EHSMS implemented by the targeted sectors, as required
Sector Regulatory Authority (SRA):

- Abu Dhabi Food Control Authority (ADFCA) is a food regulatory body working on behalf of the government of Abu Dhabi to ensure food safety in Abu Dhabi Emirate.

- Abu Dhabi Food Control Authority (ADFCA) develops food safety laws, services and activities such as food inspection, laboratory testing, awareness, and training for the food sector.
Sector Regulatory Authority (SRA’s):

ADFCA’s role as an SRA is to:

- Achieve a safe and healthy environment for the protection and preservation of the occupational health, safety and preventing injuries and illness of all persons associated with the food sector.

- Protection of the environment through the sustainable use of our natural resources, and controlling identified aspects that can impact the natural environment.
Roles & Responsibilities of ADFCA (SRA)

ADFCA shall supervise the implementation of the EHSMS in the food sector and assume responsibility for the following:

1. Develop the regulations and codes of practice

   - To ensure that the food business operator within the Emirate of Abu Dhabi abides by the licensing requirements issued by the Authority.

   ADFCA has developed the code of practice “Occupational Food Handling and Food Preparation Area”

   which will be issued following approval of the EHS Centre Environment Agency Abu Dhabi
Abu Dhabi EHSMS Regulatory Framework
(AD EHSMS RF)

EHS Regulatory Instrument

Code of Practice

– Occupational Food Handling and Food Preparation Areas
2. Identifying entities required to register

- Entities required to be registered for ADEHSMS system include food production, processing, preparing, manufacturing, packing, transporting, storing, distribution, displaying, servicing, and selling food to consumers.

- The relevant information regarding entities is collected from the licensing department in ADFCA during the renewal or issuing of licenses for the entities.
3. Develop, Implement & Maintain Sector EHSMS

- ADFCA has developed the *Food Sector EHSMS Requirements document* which will be issued following approval of the EHS Centre - Environment Agency Abu Dhabi


- ADFCA will work with the nominated entities and guide them for the development of their own EHSMS systems
Abu Dhabi EHSMS Regulatory Framework
(AD EHSMS RF)

Food Sector EHSMS Requirements
5. Revision and approval of the EHSMS, developed by nominated entities

- To ensure compliance with the requirements of the EHSMS at Abu Dhabi Emirate level and also the requirements of the Food Sector.

6. Monitoring the implementation of the system

- Through periodical inspection and auditing of nominated entities
Roles & Responsibilities of ADFCA (SRA) Cont’d

- Inspection of nominated entities:
  - Regular workplace EHS inspections by ADFCA to the nominated entities.
  - A specific inspection by ADFCA following the entity registration, accidents, complaints, or any other reason defined by the SRA (ADFCA)

  ((Frequency will be defined based on the Risk Category of the Entity))
The entity audit process is divided into three phases:

1. Internal EHS Audit
2. External EHS Audit (Approved third party)
3. Sector Regulatory Authority Audit

- Audit shall be conducted by SRA (ADFCA) on the registered entities to measure compliance to Abu Dhabi EHS Management System requirements.

- SRA (ADFCA) may carry out an audit following an accident, complaint or any other reason defined by the SRA and at the discretion of the SRA.
Roles & Responsibilities of ADFCA (SRA)
Cont’d

7. Reporting to the competent authority, quarterly

I. General Information
   • Number of entities registered and reporting.
   • Total number of employees in SRA
   • Total working hours performed in each quarter for SRA
   • Sector EHS department resources

II. Health and Safety Incident Summary
   • Near Miss
   • First Aid Injury
   • Equipment / Property Damage
   • Restricted Work Cases (Light Duties);
   • Lost Time Injury, Fatality ...etc
Roles & Responsibilities of ADFCA (SRA)  
Cont’d

III. Environment, Health and Safety Performance

• Number of nominated entities
• Number of registered entities
• Number of entities with approved EHSMS
• Number of entities with approved EHSMS completed annual 3rd party compliance audit against EHSMS requirements
• SRA audits of entities with an approved EHSMS
• SRA inspections of entities
• Incident Investigation undertaken by SRA on reportable incidents
Roles & Responsibilities of (SRA), Cont’d

- Number of EHSMS Workshops / Seminars or Similar Training Conducted by the SRA
- Power Consumption
- Water Consumption
- Paper Consumption
- Fuel Consumption
- Average fuel consumption of entity owned and /or operated vehicles.
- Amount of non-hazardous (solid and liquid) waste collected by Service Providers for disposal by all Entities with an approved EHSMS
- Others
# General Information

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<thead>
<tr>
<th>Registration Number:</th>
<th>Classification Code:</th>
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<tr>
<td>Address of Entity:</td>
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<tr>
<td>Number of Employees:</td>
<td>Working Hours Performed this Quarter:</td>
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<table>
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<th>Year: __</th>
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<tbody>
<tr>
<td>Q1 (Jan-Mar)</td>
<td>Q2 (Apr-Jun)</td>
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<tr>
<td>Q3 (Jul-Sep)</td>
<td>Q4 (Oct-Dec)</td>
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| Reporting Timeframe: | End of the second week in April | End of the second week in July | End of the second week in October | End of the second week in January |

# Health and Safety Incident Consequence and Severity Summary

(A single incident may be reported in more than one category)

<table>
<thead>
<tr>
<th>Health and Safety Incident Summary:</th>
<th>Near Miss:</th>
<th>Medical Treatment Case:</th>
<th>Reportable Dangerous Occurrence:</th>
<th>Reportable Occupational Illness / Disease:</th>
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<tr>
<td>(Total number of each type of incident reported and recorded in the reporting period)</td>
<td>First Aid Injury:</td>
<td>Restricted Workday Case:</td>
<td>Reportable Serious Injury:</td>
<td>Fatality:</td>
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<tr>
<td>Equipment / Property Damage:</td>
<td>Lost Time Injury:</td>
<td>Journey Incident:</td>
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# Environment, Health and Safety Performance - Compulsory Reporting to Relevant Authority

Note: Refer to the AD EHSMS Glossary of Terms for definitions of EHS terms.

<table>
<thead>
<tr>
<th>KPI 2.01</th>
<th>Number of Employees in EHS Department</th>
<th>Number of UAE Nationals in EHS Department</th>
<th>No. of Nationals x 100</th>
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</thead>
<tbody>
<tr>
<td>EHS Department Resources</td>
<td>No. of Employees in EHS Dept.</td>
<td>No. of Nationals in EHS Dept.</td>
<td>x 100</td>
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<tr>
<th>KPI 2.02</th>
<th>No. of Participants</th>
<th>Title / Subject</th>
<th>Training Level (Management, Supervisory, Operational)</th>
<th>Duration (Hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of EHSMS Workshops / Seminars or Similar Training Organized / Performed</td>
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</table>
The importance of EHS Reporting is to:

- Provide a mechanism for ensuring that EHS policies and targets are being achieved.

- Enables corrective actions to be focused on areas where they are most needed.

- Provide key information to the Competent Authority on the EHSMS performance of different industries and Abu Dhabi Emirate enabling benchmarking.
Roles & Responsibilities of ADFCA (SRA) Cont’d

✓ Reporting EHS performance also has benefits to nominated entities and SRAs. It highlights areas of operations that if better managed, can reduce costs and risk.

✓ Other benefits of EHS reporting include Enhancing a company’s reputation

✓ In order for EHS reporting to be of value, data monitored and collected shall be accurate and systematically collected
Roles and Responsibilities of Nominated Entity:

1. Develop and implement an EHSMS within their scope of work

- According to the requirements of Abu Dhabi Emirate EHSMS and any other requirements specified by the SRA (ADFCA) *(Sector EHSMS and Guidelines)*.

- The Minimum Requirements of the entity EHSMS Regulatory Framework shall include, as per the *(Guideline for Development of Nominated Entities EHSMS by EAD)*
  - Have an Integrated EHS policy
Established an EHS Management System (Manual) which at minimum includes:

- Established EHS Targets and Objectives
- Adequate EHS resources
- EHS review of all Activities, Products and Services
- Developed a Hazard and Risk Management Program
- Developed an Emergency Management Plan (Crisis Plan)
- Developed an EHS Training and Competency Procedure
- Developed an Incident Reporting and Investigation Procedure
- Conduct EHS Awareness and Training to relevant stakeholder
- Developed an EHS Performance Monitoring Plan / Procedure
- Developed an Auditing Procedure
<table>
<thead>
<tr>
<th>AD EHSMS Minimum Requirements</th>
<th>Purpose and Detailed Description</th>
</tr>
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<tbody>
<tr>
<td>The entity shall ensure the system clearly defines the scope of the EHSMS.</td>
<td><strong>Purpose</strong>: The EHS Policy is a statement by the entity of its intentions and commitment in relation to its overall Environment, Health and Safety performance. It should include, but not limited to, components such as:</td>
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<tr>
<td>Have an Integrated EHS policy which is:</td>
<td>• Approval by entity top management (signing the policy);</td>
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<tr>
<td>• Approved by top management;</td>
<td>• Reflects the active role of the Top management in the management of EHS;</td>
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<tr>
<td>• Effectively communicated to all employees and stakeholders;</td>
<td>• Acknowledges the guiding principles in AD EHS Policy (2006);</td>
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<tr>
<td>• Ensures adequate EHS resources.</td>
<td>• States commitment to:</td>
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<tr>
<td></td>
<td>• Prevention of pollution, injury and ill health;</td>
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<td></td>
<td>• Providing adequate EHS resources;</td>
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<td></td>
<td>• Compliance to all applicable legal requirements;</td>
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<tr>
<td></td>
<td>• Communicating the requirements of the EHSMS to employees and relevant stakeholders;</td>
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<td></td>
<td>• Continual improvement in EHS management and performance; and</td>
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<tr>
<td></td>
<td>• Reviewing the system periodically to ensure that it remains relevant and appropriate to the entity;</td>
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<tr>
<td></td>
<td>• Communication tools and mechanisms that can utilized to employees and stakeholders:</td>
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<td></td>
<td>• Explained in inductions;</td>
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<td></td>
<td>• Posted on entity website;</td>
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<td></td>
<td>• Included in entity promotional products (brochures); and</td>
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<td></td>
<td>• Displayed in office reception, meeting rooms, lunch rooms, etc.</td>
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</tbody>
</table>
2. Meet timelines for development and implementation set by the SRA (ADFCA)

3. Actively audit their system to ensure compliance with Abu Dhabi Emirate EHSMS.

4. Undergo an annual third party external compliance audit and submit results to the SRA (ADFCA)
5. Report EHS incidents to the SRA (ADFCA)

- First Aid Injury
- Equipment / Property Damage
- Lost Time Injury
- Fatality ...etc
- Environmental Incidents
- A Lost Time Injury Severity Rate (LTISR)

\[
\text{No. of Days Lost / Working Hours} \times 1,000,000
\]
Roles and Responsibilities of Nominated Entity, Con’d:

6. Report periodically to the SRA (ADFCA) on the performance of their EHSMS

✓ EHS Department Resources

✓ Number of EHSMS Workshops / Seminars or Similar Training Organized / Performed / Attended

✓ Number of written warning notices received from the SRA as a result of non-compliance to EHSMS requirements

✓ Power Consumption

✓ Water Consumption
Roles and Responsibilities of Nominated Entity Con’d:

- Water use (in production processes, office activities or as drinking water)
- Paper Consumption
- Average number of paper pages used per employee per month
- Fuel Consumption
- Average fuel consumption of entity owned and/or operated vehicles.
- Amount of non-hazardous (solid and liquid) waste collected by Service Providers for disposal by the entity
- Others
Thank You
Entities

Registration and Nomination Procedure
EHSMS Benefits

- Social Impact
- Regulatory Impact
- Operational Impact
Operational Benefits

- **Reduction of Risk:**
  - All potential EHS Impacts are Identified, the Risk Level Assessed & Hazard Controls Implemented.

- **Reduced Operating Cost:**
  - Problems that could be expensive to resolve and damaging to the environment are identified early. This knowledge allows management to develop awareness of problems resulting in improved response time (corrective action) and a reduction in accidents/incidents.

- **Reduced Accident/Incident Frequency & Severity Rates:**
  - Increased employee productivity levels,
  - Decreasing sick days, and
  - A reduction in accidents & incidents
Communications & Awareness:

• The integrated EHS Management System improves management's ability to understand what is going on in the organization, determine the effect, and provide leadership.

• A unified approach to EHS management provides the opportunity for sharing ideas among facilities.

• Having Standardized EHS documents accessible to all employees improves communication.

EHS Accountability:

• Spreading EHS responsibility throughout the organization and placing it with those directly associated with EHS impacts, improves the effectiveness and efficiency of prevention programs.
Operational Benefits, Cont’d

- Checking and Corrective Action:
  - More reliable and predictable EHS performance reduces or limits the severity of incidents.
  - Daily feedback on operating conditions can be used for assessing the appropriateness of EHS prevention strategies & conforming to regulatory requirements.
  - Redundancy in day-to-day efforts are eliminated, thus making the organization more efficient.
Social Benefits

- Environmental Impact:
  - Cleaner air, water, and soil.
  - Longer resource life through reduced usage.
  - Progress toward a sustainable culture.
  - Less waste in landfills means longer operating life expectancy.
  - Reduced impact on fish & wildlife habitat & populations.
Regulatory Benefits

• Regularly scheduled EMS reviews ensure both legal and ethical obligations are met in a timely fashion.
• Improves ability to meet compliance requirements.
• Better relationships are developed with regulators.
• Eliminates regulatory orders & fines.
• Private & Public sector organizations have both a legal and moral obligation to protect the environment, and the health & safety of employees, and public at large.
• An effective EHSMS provides the groundwork and framework for organizations to meet their legal & moral obligations, while at the same time reap major benefits as a result of the positive impact on operational, social, and regulatory issues.
General Benefits

– Improved occupational and community health and safety

– Improved natural resource conservation and utilization

– Improved progress towards sustainable development

– Development of Emirate EHS performance database and baseline data.

– Reduced corporate risk and liabilities

– Improved business efficiently

– Improved efficiency in waste management
Who is responsible?

- Everyone – individuals, entities, sectors, government
- EHSMS clearly defines responsibility
- Government is regulator
- Sectors are doers
- Community benefits
Nominated Entity EHSMS Approval Mechanism

- Identify which entities require an EHSMS to operate in Abu Dhabi
- Facilitate nominated entities to develop, implement and maintain operational EHSMS
- Register, review and approve the nominated entities EHSMS
- Monitor the implementation through inspection
- Collect, record and collate the EHS performance data for the targeted economic sector
- Audit the nominated entities EHSMS, if necessary
- Develop and maintain sector Guideline
- Report to the Competence Authority on the Targeted economic sector EHSMS performance
Entity Registration Flow Chat

1. Send Nomination to Entities through official letter from ADFCA
2. Acknowledge receiving the nomination through official letter from entity to ADFCA
3. Assign unique username and password for the nominated entity by ADFCA

Note: All forms to be latest version
Target date can be changed online

Review and approve the MS

Amend the MS

Upload the MS online

Target date can be changed online

Filling registration form online and give the target date for submitting the MS
Entity Registration Flow Chat

1. ADFCA Send approval notification online
2. Give the target date for implementation
3. Notify for MS implementation
4. To report to ADFCA according to the procedure
Note: All forms to be latest version
The ADFCA will review the submitted registration and will contact you if any changes need to be made, otherwise you will be advised that the registration has been approved.

Your organization can then commence the implementation of the approved EHSMS and report to ADFCA as per the requirements.

The ADFCA will send you further details and information when required.
Further Information

www.adehsms.ae
Abu Dhabi Environment, Health & Safety Center

www.ead.ae
Environment Agency – Abu Dhabi
Thank You!