



نظام الشارقة للسلامة والصحة المهنية
Occupational Safety & Health Sharjah

حكومة الشارقة
هيئة الوقاية والسلامة
Government of Sharjah
Prevention And Safety Authority



Code of Practice

Working On, Over or Adjacent to Water

OSHJ-CoP-38

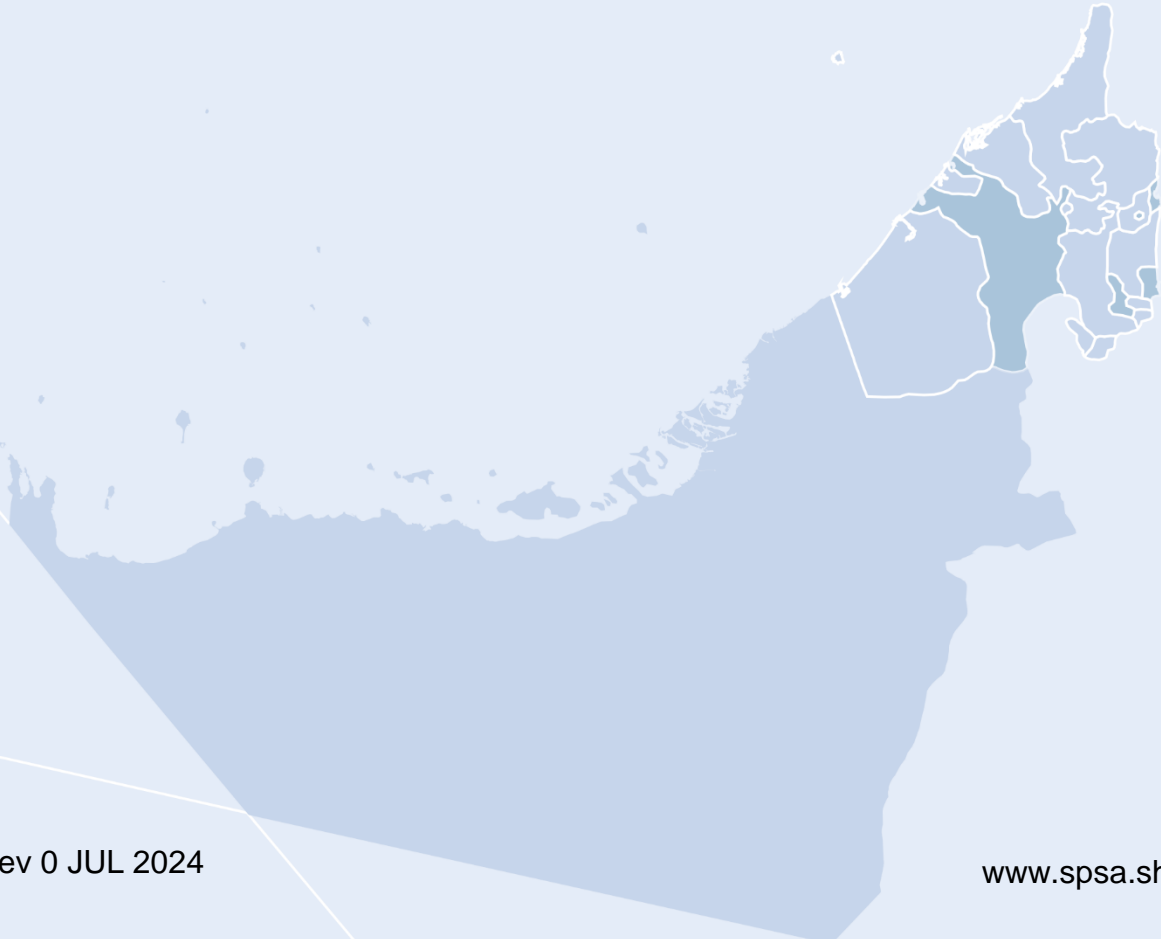




Table of Contents

1	Introduction	2
2	Purpose and Scope	2
3	Definitions and Abbreviations	2
4	Roles and Responsibilities.....	3
4.1	Entity Responsibilities	3
4.2	Employee Responsibilities	3
5	Requirements.....	3
5.1	Planning	3
5.2	Risk Assessment.....	4
5.3	Safe Means of Access and Egress	4
5.4	Working at Height.....	5
5.5	Barricading and Signage.....	5
5.6	Lighting.....	5
5.7	Electrical Equipment	6
5.8	Housekeeping	6
5.9	Weather and Water Conditions	6
5.10	Life Saving Equipment	7
5.11	Water Transport and Rescue Boats.....	7
5.12	Maintenance and Inspection	8
6	Training	8
7	Emergency Preparedness and Response	9
8	References.....	11
9	Document Amendment Record	12
10	APPENDIX 1: Risk Register.....	13
11	APPENDIX 2: Checklist.....	16



1 Introduction

Work on, over or adjacent to water happens as: construction work on bridges, docks, ports, piers etc; working on bridges, docks, ports, piers etc; commercial fishing; commercial vessels; Marine enforcement and rescue. Work on, over or adjacent to water impose additional risks due to the nature of the work environment which requires entities to consider additional control measures to provide safe and healthy workplace for the employees and others affected by their work.

2 Purpose and Scope

This Code of Practice (CoP) has been developed to provide information to entities to assist them in complying with the requirements of the Occupational Safety and Health System in Sharjah.

This Code of Practice (CoP) defines the minimum acceptable requirements of the Occupational Safety and Health System in Sharjah, and entities can apply practices higher than, but not lower than those mentioned in this document, as they demonstrate the lowest acceptable level of compliance in the Emirate of Sharjah.

3 Definitions and Abbreviations

Entities:	Government Entities: Government departments, authorities or establishments and the like in the Emirate. Private Entities: Establishments, companies, enterprises and economic activities operating in the Emirate in general.
Risk:	Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences).
Risk Assessment:	The systematic identification of workplace hazards and evaluation of the risks associated. This process takes existing control measures into account and identifies and recommends further control measures where required.
Hazard:	Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc).
Competence:	The combination of training, skills, experience and knowledge that a person has and their ability to apply all of them to perform their work.
Workplace:	A place that the entity allocates for the performance of the work. This term shall also include the employees' resting places, their accommodation and similar places that the entity allocates to his employees.
Manufacturer's Manual:	The instructions, procedures and recommendations provided by the manufacturer to ensure the safe operation, maintenance and repair of the equipment.



4 Roles and Responsibilities

4.1 Entity Responsibilities

- Identify work locations and activities that are on, over or adjacent to water and undertake an assessment to identify all significant hazards to employees and others;
- Implement effective control measures to manage risks to ensure work activities are conducted safely and without risk to health;
- Ensure risks from falling into water and drowning are adequately managed;
- Ensure working on, over or adjacent to water is adequately planned and supervised;
- Have an adequate emergency response plan in place;
- Ensure that the employees involved in the rescue process are adequately trained and competent;
- Provide emergency rescue equipment which is adequately maintained, inspected and available for the planned work activities;
- Ensure employees are provided with the necessary safety information, instruction, supervision and training.

4.2 Employee Responsibilities

- Not endanger themselves or others;
- Follow precautionary control measures to ensure work activities are performed safely and without risk to health;
- Cooperate with the entity and receive safety information, instruction, supervision and training;
- Report any activity or defect which they know are likely to introduce risks to the safety and health of themselves or that of any other person.

5 Requirements

The entity should ensure that they identify the specific hazards and control measures required for the activities and locations working on, over or adjacent to water that affect employees and others affected by their work.

Employees working on, over or adjacent to water should not be working alone.

5.1 Planning

The entity should plan their work activities, ensuring they are appropriately supervised and carried out safely. Planning includes conducting a risk assessment, the selection and use of work equipment and preparation for emergencies.

The entity should ensure those affected by working on, over or adjacent to water understand the hazards and risks associated, control measures in place, emergency procedures and what they must do to comply with it.

5.2 Risk Assessment

The entity should assess working on, over or adjacent to water and the hazards arising from these work activities and implement effective control measures to reduce the exposure to employees. Risks associated with working on, over or adjacent to water, include but not limited to:

- People slipping, tripping or falling into water from edges;
- Inadequate lighting and poor visibility;
- Working at height over water;
- Employees working in heat;
- Electrical equipment coming into contact with water;
- Water current and working environment;
- People unable to swim;
- Conducting rescues.

The following points should be taken into consideration when undertaking a risk assessment, including but not limited to:

- Type of work to be performed;
- Duration of work;
- Weather conditions;
- Review of required personal protective equipment (PPE);
- Review of emergency procedures and contact numbers;
- The preparation and competence of the employees performing work.

Further information on risk assessment can be found in OSHJ-CoP-01: Risk Management and Control.

5.3 Safe Means of Access and Egress

The entity should ensure that employees and others working on over or adjacent to water have safe access and egress including, but not limited to:

- Access and egress routes should be free from any obstruction and kept clear of substances likely to cause a slip, trip or fall;
- Adequate lighting should be provided at all access and egress routes;
- All walking and working surfaces should be kept clean, dry, and unobstructed;
- A process for reporting and cleaning up spills should be in place;
- Where practical, provide open areas of water with a barrier and/or handrails;
- Secure ramps during loading and offloading operations;

- Repair leaks from hoses, pipelines and valves immediately;
- Paint the perimeter and tripping hazards in a contrasting colour.

5.4 Working at Height

When working on, over or adjacent to water there can be a risk of falling into water from height. The entity should control these activities in the same manner as other work at height activities, including but not limited to:

- Suitable guard rails and toe-boards should be installed at edges to make a work platform or other place of work safe by preventing falls;
- Safe access and egress should be provided for the working platform;
- Stairs shall have handrails at an appropriate height to assist people when ascending and descending the stairs;
- If a safe working platform cannot be provided, then suitable personal fall protection systems shall be implemented;
- Suitable safety signage should be prominently displayed at all edges working on, over or adjacent to water to warn people of the danger of falling.

Further information on working at height can be found in OSHJ-CoP-04: Work at Height Safety.

5.5 Barricading and Signage

The entity should provide adequate physical barriers to prevent people falling into water, these control measures could include but not limited to:

- Mesh or hoarding fencing panels;
- Scaffolding tube and fitting to construct temporary walkways and handrails;
- Free standing A-frame barricades.

Barricading should be erected by competent persons with suitable hazard warning signage prominently displayed.

Further information on barricading can be found in OSHJ-GL-24: Barricading.

5.6 Lighting

The entity should provide adequate lighting, including but not limited to:

- For the any work to ensure work can be conducted safely;
- For work at night ensuring work areas, access and egress points, stairways and edges to water;
- Is sufficient for the work activities being performed and positioned to avoid glare and shadowing;
- Spotlights are available on rescue boats to assist in the search for people in water;
- On working platforms afloat or sited near to shore, including navigation lighting.

Further information on lighting can be found in OSHJ-CoP-15: Employee Welfare and Wellbeing.

5.7 Electrical Equipment

The entity should ensure the electrical equipment selected for working on, over or adjacent to water are suitable for the nature of the work activities and the working environment. Where electrical equipment is used additional control measures will be required, including but not limited to:

- Residual current devices should be used with portable electrical equipment and tools;
- Electrical cabling should be supported and tied up to prevent cabling falling into water;
- Electrical cabling should be of a length that if they fall from their support, they do not come into contact with water;
- Cabling is managed to keep walkways clear and to not present a tripping hazard;
- The use of electrical equipment should be adequately controlled and supervised.

Further information on electrical equipment can be found in OSHJ-CoP-05: Electrical Safety at Work.

5.8 Housekeeping

The entity should ensure the workplaces on, over or adjacent to water should have good housekeeping arrangements to reduce slips, trips and falls and the build up of waste materials, including but not limited to:

- Equipment, tools and materials are adequately stored when not in use;
- Waste materials are removed and stored in a designated area;
- Any spillage of liquids and substances are cleaned up immediately to prevent slips;
- Spill kits should be available to immediately treat any spillage of oils and grease.

Further information on handling and disposal of waste materials can be found in OSHJ-CoP-19: Waste Management.

5.9 Weather and Water Conditions

The entity should monitor the weather conditions and advise of any potential dangers that are forecast. Should weather conditions deteriorate during work activities that could affect the safety of employees then the work should be stopped by the entity.

The entity should consider the weather conditions, including but not limited to:

- Wind speed;
- Water conditions;
- Working in heat;
- Timing of high and low tides;
- Any other weather conditions that could affect safety and health.

5.10 Life Saving Equipment

The entity should provide the employees working on, over or adjacent to water with suitable personal protective equipment (PPE) including but not limited to:

- Suitable personal fall protection systems when collective protection control measures and prevention of falls cannot be achieved;
- Lifejackets and/or buoyancy aids;
- Lifebuoys fitted with a 30 meter buoyant life line;
- Lifelines, grab lines or throw lines which are of a sufficient length, allowing for tidal movements, the working height above the water or for the person being carried downstream by a current.
- Suitable safety helmets to provide head protection with chin straps to prevent the safety helmet falling off;
- Suitable footwear to protect feet and provide a good grip;
- Ring Lifebuoy are available in different locations working on, over or adjacent to water and are provided for emergency rescue operations;
- Any other PPE identified as being required in the risk assessment.

Further information on PPE can be found in OSHJ-CoP-27: Personal Protective Equipment.

5.11 Water Transport and Rescue Boats

All transportation to and from work places situated on water are subject to relevant Authority requirements for controlling the movement of boats and vessels in the Emirate of Sharjah, including but not limited to:

- Are operated by competent employees;
- Are not overloaded with passengers or cargo beyond its safe carrying capacity;
- Operate at a safe speed suitable to the weather and water conditions;
- Have effective two way communication available at all times between the boat and shore;
- Have adequate navigation lighting to enable other water users to recognise the boats position and what the boat is doing;
- Have adequate firefighting and life saving equipment for the size of the boat and the number of people onboard, including but not limited to;
 - Life jackets;
 - Lifebuoys and rescue lines;
 - Distress flares;
 - First aid equipment and trained first-aiders;
 - Fire fighting equipment, including appropriate fire extinguishers;



- Other equipment required to rescue people from the water.
- All safety equipment carried onboard should be:
 - In good condition and meet appropriate standards or specifications;
 - Maintained and serviced according to the manufacturer's manual;
 - Replaced before the expiry date listed in the manufacturer's manual, if applicable;
 - Stored in easily accessible locations.

5.12 Maintenance and Inspection

The entity should ensure a competent person determines the nature, frequency and extent of any maintenance and inspection, taking account of such factors as the type of equipment, how and where it is used and the likelihood of deterioration. Periods between maintenance and inspection should be chosen on the basis of risk assessment, the type of equipment and manufacturer's manual.

All equipment used on over or adjacent to water, should be inspected:

- Before first use;
- Before each use, such as a visual pre-user check;
- After each time it is re-installed;
- After any event that could affect equipment;
- At specific intervals with a detailed thorough examination.

Maintenance and inspection should include boats, work at height equipment, accessories, rescue equipment and PPE. The entity shall record and retain records of maintenance and inspection.

Further information on the selection, inspection and maintenance of work equipment can be found in OSHJ-CoP-13: Safe Work Equipment.

6 Training

The entity should provide information and training in languages and in a format that employees understand. Training for employees performing work activities on, over or adjacent to water, should consider the following, including but not limited to:

- How to raise the alarm;
- How to rescue people from water;
- Information on emergency rescue procedures;
- Training on how to use rescue equipment;
- First aid;
- Information and training on personal protective equipment identified as required for the work activities.

Periodic refresher training should be conducted to ensure employees competency is maintained, including but not limited to:

- Where training certification has expired;
- Where identified as part of a training needs analysis;
- Where risk assessment findings identify training as a measure to control risks;
- Where there is a change in legal requirements;
- Where incident investigation findings recommend refresher training.

The entity must record and maintain accurate training records of OSH training provided to employees.

Further information on training can be found in OSHJ-GL-08: Training and Competence.

7 Emergency Preparedness and Response

A written emergency response plan appropriate to potential emergencies when work is conducted on, over or adjacent to water is required. The entity should consider the following factors when developing an emergency preparedness and response plan, including but not limited to:

- The location of the work;
- The nature and type of work activities being conducted;
- The type of body of water, for example tides, currents, water depth and temperature;
- Control measures in place to protect employees from falling;
- The number of people involved;
- The planned work schedule;
- Weather conditions;
- The type of working platforms that will be available;
- How employees and equipment will be transported;
- The procedures to be followed when a person falls into the water, including, the type of boat, rescue equipment needed, first aid procedures, etc.

The entity should ensure that, including but not limited to:

- Emergency equipment is immediately available to rescue a person from water;
- Employees are competent to perform an emergency rescue, without endangering themselves;
- Emergency response personnel are available, who can take charge and make decisions on behalf of the entity during an emergency and liaise with emergency services;



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- Adequate first aid and any rescue equipment identified as required, is available at the location prior to the work being conducted;
 - Employees are trained and receive periodic refresher training in emergency response, including information of first aid arrangements and where first-aiders, first aid equipment and facilities are located;
 - Employees are appointed as first-aiders and available at each location and each working shift where work is being conducted.

Further information on first aid can be found in OSHJ-CoP-16: First Aid at Work.

Further information on developing an emergency plan can be found in OSHJ-CoP-18: Emergency Preparedness and Response.



8 References

- OSHJ-CoP-01: Risk Management and Control
- OSHJ-CoP-04: Work at Height Safety
- OSHJ-CoP-05: Electrical Safety at Work
- OSHJ-CoP-13: Safe Work Equipment
- OSHJ-CoP-15: Employee Welfare and Wellbeing
- OSHJ-CoP-16: First Aid at Work
- OSHJ-CoP-18: Emergency Preparedness and Response
- OSHJ-CoP-19: Waste Management
- OSHJ-CoP-27: Personal Protective Equipment
- OSHJ-CoP-37: Barricading
- OSHJ-GL-08: Training and Competence

9 Document Amendment Record

TITLE	Working On, Over or Adjacent to Water		
DOCUMENT AMENDMENT RECORD			
Version	Revision Date	Amendment Details	Pages Affected
1	15 SEP 2021	New Document	N/A
2	04 JUL 2024	The document changed from a guideline to a code of practice. The document code was changed from OSHJ-GL-25 to OSHJ-CoP-38.	
2	04 JUL 2024	Risk register Added	15
2	04 JUL 2024	Checklist Added	18,19,20

10 APPENDIX 1: Risk Register

Some manuals within Sharjah Occupational Safety and Health System include a sample risk register as an advisory document that entities can emulate. The examples listed in this sample may not be directly applicable to every entity; however, they serve as illustrative cases to enhance understanding of the methods used to evaluate activities within the entity, potential risks, and possible consequences. The sample demonstrates how to assess risks by calculating their likelihood and consequences.

Some manuals present this sample to emphasize the importance of risk monitoring, evaluation, and the implementation of appropriate control measures. It is unacceptable for an auditor from the Prevention and Safety Authority to find any entity engaging in hazardous activities without a thorough risk assessment process. We can anticipate and prevent workplace risks, and the risk monitoring process is not complex. Therefore, this appendix aims to provide a sample that aids in the monitoring, evaluation, and implementation of control measures, monitoring residual risks, and defining tasks and responsibilities for managing hazards.

Every government entity or private establishment has its unique nature of work and environment, which contain risks specific to its operations. Hence, each entity should develop its monitoring procedures based on this appendix. We can develop more detailed assessment tools beyond what this sample presents. As stipulated by Executive Council Resolution No. (15) of 2021 regarding the Sharjah Occupational Safety and Health System, employers are required to identify all foreseeable workplace hazards, assess the risk of injury or illness to workers, and implement consistent preventive measures to ensure workers' safety, health, and well-being. The same resolution also holds employers responsible for their employees, contractors, visitors, and anyone affected by the employer's activities. Therefore, this sample recommends including these individuals in the risk assessment process.



Activity/task	Dangers	Consequences	Existing control measures	Risk			Additional control measures	Residual risks			Executing person	Administrator Date:
				L	C	R		L	C	R-R		
Working on Boats	Falling into the water	Drowning or injuries	-	[1-5]	[1-5]	L x C	Provide life jackets for everyone, water safety training	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	Safety Manager	[Date]
Using Water Equipment	Equipment malfunction	Work delays, high repair costs	-	[1-5]	[1-5]	L x C	Regular maintenance of equipment, training workers on basic maintenance	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	Maintenance Manager	[Date]
Handling Chemicals on Water	Chemical spills	Pollution, health risks for workers	-	[1-5]	[1-5]	L x C	Use of secure containers, training on spill response	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	Environmental Operations Manager	[Date]
Working in Poor Weather Conditions	Storms, strong winds	Injuries due to harsh weather	-	[1-5]	[1-5]	L x C	Provide accurate weather forecasts, restrict work in dangerous conditions	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	Safety and Security Manager	[Date]
Diving and Underwater Work	Lack of oxygen, high pressure	Physical injuries, decompression sickness	-	[1-5]	[1-5]	L x C	Provide safe diving equipment, intensive diver training	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	Dive Program Manager	[Date]
Emergency Monitoring and Response	Capsizing or collision incidents	Loss of life, serious injuries	-	[1-5]	[1-5]	L x C	Organized emergency procedures and rescue equipment	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	Emergency Response Manager	[Date]

11 APPENDIX 2: Checklist



The checklist is used by Prevention and Safety Authority to monitor compliance levels during audit and inspection operations; it is not intended for use by government entities or private establishments.

Every code of practice or guideline published by the Prevention and Safety Authority within the Sharjah occupational safety and health system contains requirements that employers in the Emirate of Sharjah must comply with. Each manual includes an inspection checklist that summarizes the essential items used by the SPSA auditor to verify that government entities or private establishments comply with the manual's requirements. Auditors can add additional essential items as necessary. The inspection checklist also includes a manual reference for each essential item, as well as a sample of acceptable compliance evidence for each item. The SPSA's auditor may request additional compliance evidence based on the item's condition, as well as the severity and potential impact of non-compliance.

The SPSA's auditor uses the inspection checklist to provide a comprehensive report on the entity's status. We will use the same checklist to monitor manual standard violations. Non-compliance with these standards constitutes a violation of Executive Council Resolution No. 15 of 2021 regarding the Sharjah Occupational Safety and Health System. If the SPSA's auditor detects non-compliance, they can issue violations based on the approved violation list.

In this manual, the SPSA provides information and standards that employers conducting activities in the Emirate of Sharjah must adhere to. This is to ensure the safety of workers, property, and the environment. Adhering to the requirements of this manual helps improve the level of occupational safety and health at the workplace, and it shields private establishments from potential violations or financial penalties for non-compliance.

The Emirate of Sharjah's Executive Council Resolution stipulates that employers must exercise due diligence to ensure the safety and health of workers, contractors, visitors, and all those affected by the employer's activities. To avoid non-compliance, employers must ensure adherence to the Sharjah Occupational Safety and Health System requirements. Entities should develop their procedures and inspection checklists according to their activities, nature of work, and risk level.

Depending on recorded or reported incidents, and as necessary, the SPSA may amend the requirements in this manual. As a result, the attached inspection checklist may change. Occupational safety and health practitioners must stay up-to-date on published standards and any changes to the inspection checklist attached to each manual.



Audit/Inspection Checklist

Code Title	Working On Over Or Adjacent to Roads	Code No.	OSHJ-CoP-38	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Is the risk associated with working on, over, or adjacent to water identified and assessed?	5, 5.1, 5.2, 7: Guidelines, Planning, Risk Assessment, Emergency Preparedness and Response	<ul style="list-style-type: none"> • Check risk assessment Document.
2.	Are there proper arrangements for access and egress?	5.3: Safe Means of Access and Egress	<ul style="list-style-type: none"> • Check the safety of access and egress routes • check if walking and working surfaces are kept clean, dry, and unobstructed. • Verify the presence of barriers and/or handrails in open areas of water • verify the availability of ramps during loading and offloading operations.
3.	Are the risks related to work at height identified and assessed?	5.4 : Working at Height	<ul style="list-style-type: none"> • Check if guardrails and toe boards are appropriate • check if the access and egress in the working platform are safe • Verify the presence of stairs and handrails • check the suitability of the safety signage
4.	Are there adequate physical barriers to prevent people from falling into the water when working On, over, or adjacent to water?	5.5: Barricading and Signage	<ul style="list-style-type: none"> • Verify the presence of mesh or hoarding fencing panels. • Verify the presence of scaffolding tube and fitting to construct temporary walkways and handrails. • Verify the presence of free-standing A-frame barricades.
5.	is there adequate lighting for working on, over, or adjacent to water?	5.6: lighting	<ul style="list-style-type: none"> • Check the lighting in work areas, access and egress points, stairwells, and water Edges.

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
6.	Are the risks related to Electrical equipment identified and accessed?	5.7: Electrical Equipment	<ul style="list-style-type: none"> Check the use of Residual current devices Check the length and the support of electrical cabling check the clearness of walkways
7.	Are there proper arrangements for housekeeping?	5.8: Housekeeping	<ul style="list-style-type: none"> Check the workplace Housekeeping check if waste materials are removed and stored in a designated area. verify the presence of spill kits
8.	are there weather and water conditions monitoring conducted before working On, over or adjacent to water?	5.9: Weather and Water Conditions	
9.	Is there suitable and worn PPE?	5.10: Life Saving Equipment	<ul style="list-style-type: none"> Verify the presence of PPE Verify the suitability of personal fall protection system Verify the presence of lifejackets and buoyancy aids. Verify the suitability of the footwear
10.	Are there safe water transportation and rescue boats?	5.11: Water Transport and Rescue Boats	<ul style="list-style-type: none"> Check the load of the boat (passengers and cargo) check if operating at a safe speed and suitable for the weather and water conditions from records. Check the way of communication between the boat and the shore. visual verification of the navigation lighting verify the presence of firefighting and life-saving equipment
11.	Are the equipment related to working On, Over, or Adjacent to water-maintained properly and are maintenance records retained?	5.12: Maintenance and Inspection	<ul style="list-style-type: none"> Check inspection and maintenance records



Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
12.	Are the employees trained in the use, risk, and safety measures related to working On, Over or Adjacent to water?	6: Training	<ul style="list-style-type: none"> • Check training materials/certificates/records
13.	is there an emergency response plan when working On, Over, or adjacent to water?	7: Emergency Preparedness and Response	<ul style="list-style-type: none"> • Check Emergency response plan • Verify the presence of emergency equipment • Verify the presence of Emergency response personnel