



نظام الشارقة للسلامة والصحة المهنية
Occupational Safety & Health Sharjah

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



Code of Practice

Management of Hazardous Substances

OSHJ-CoP-11

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1 Introduction

Hazardous substances are substances that have the potential to harm to people, animals and the environment. They can also cause major damage to property and assets. This can be the result of the hazardous substances interaction with other factors or its own properties. A hazardous substance is any substance that has one or more of the following inherent hazardous properties:

- Flammability.
- Explosiveness.
- Toxicity.
- Oxidising.
- Corrosiveness.
- Sensitising agents.
- Carcinogens.

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). |
| Hazardous Substance: | A hazardous substance is any substance that has one or more inherent hazardous properties. This includes flammability, explosiveness, toxicity, or the ability to oxidise. |



| | |
|----------------------------------|---|
| 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. |
| SDS: | Safety Data Sheets. |
| GHS: | Globally Harmonized System of Classification and Labelling of Chemicals. |
| Workplace Exposure Limit: | Is the legal limit for any toxin or substance that may have adverse health effects. |
| Health Surveillance: | Any activity that involves gathering information about an employees' health to help protect them from health risks at work. |

4 Roles and Responsibilities

4.1 Employer Responsibilities

- Ensure that prohibited hazardous substances are not imported, produced, stored or used.
- Eliminate or reduce risks associated with the use of hazardous substances as far as is reasonably practicable.
- Identify all foreseeable hazards involving use hazardous substances, these hazards shall be recorded.
- Ensure all foreseen hazards are risk assessed and effective control measures identified.
- Ensure resources are available to implement adequate control measures required for the use hazardous substances.
- Ensure health issues related to the use hazardous substances are identified and adequately managed.
- Provide a copy of the current manufacturer's or importer's Safety Data Sheet (SDS) for all hazardous substances supplied to the workplace and ensure that employees have access to them.
- Ensure all containers of hazardous substances supplied are labelled with the manufacturer's or importing supplier's label.
- Ensure decanted or transferred hazardous substances are labelled.
- Ensure hazardous substances in systems/pipework are identified and labelled.
- Establish a register of hazardous substances.
- Identify containers of waste hazardous substances.
- Consult with employees.
- Where required, monitoring exposure and health surveillance.

- Provide employees with information, instruction, supervision and training.
- Have adequate emergency preparedness and response procedures in place.

4.2 Employee Responsibilities

- Not endanger themselves or others.
- Those involved in the activities listed below, must ensure their understanding, knowledge and familiarity with the contents of safety data sheets and report any accidental exposure or release of hazardous substances.
 - Participants involved in the manufacturing of hazardous materials.
 - Participants involved in the transportation of hazardous materials.
 - Users of hazardous materials
 - Supervisors responsible for the storage of hazardous materials.
 - Those working on the disposal of hazardous materials
- Follow precautionary control measures to ensure work activities are performed safely.
- Cooperate with the entity and receive safety information, instruction, supervision and training.

5 Requirements

The entity shall ensure that work involving hazardous substances is planned, assessed, appropriately supervised and carried out in a manner which ensures the safety and health of employees and others.

The entity shall comply with:

- Federal Law No. (24) of 1999 for the Protection and Development of the Environment.
- Federal Regulations for Handling Hazardous Materials and Medical Wastes, issued by Cabinet Decree No. 37 of 2001.
- Any other Federal and Local Laws and other applicable regulations.

5.1 Planning

The entity shall ensure that a process is in place to manage hazardous substances and that key personnel such as those users of the hazardous substances, managers and procurement are involved in the management of hazardous substances.

Planning shall consist of the following factors, including but not limited to:

- Identification of hazardous substances being used and stored at the workplace.
- Reviewing SDS and labels to check which substances are hazardous.
- Establish and maintaining a hazardous substances register.
- Provision of SDS to all relevant employees.

- The provision of information, instruction, supervision and training for the employees.
- Procedures to ensure containers, packages, and systems are adequately labelled or identified.
- Assess risks to people, property and the environment.
- Safety control measures are implemented where required.
- A process to manage employee's exposure to hazardous substances, if required including monitoring exposure and/or health surveillance.
- Document activities, where required.
- Engagement of specialists, where necessary.

5.2 Risk Assessment

The entity shall assess the risks associated with hazardous materials and take all reasonably practicable precautions to ensure the safety and health of employees and others who could be affected by the work activities.

The risk assessment shall take into consideration of the following factors, including but not limited to:

- The hazardous properties of the substance.
- How is the substance going to cause harm.
- Information on health effects provided by the supplier, including information contained in any relevant SDS.
- The level, type and duration of exposure.
- How employees could be exposed through:
 - Absorption.
 - Inhalation.
 - Ingestion.
 - Injection.
- The circumstances of the work, including the amount of the substance involved.
- Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit.
- The effect of preventive and control measures which have been or will be taken.
- The results of relevant health surveillance.
- The results of monitoring of exposure.
- Where the work will involve exposure to more than one substance hazardous to health, the risk presented by exposure to these substances in combination.

- The approved classification of any biological agent.
- Any additional information the entity may need in order to complete the risk assessment.
- Information, instruction, supervision and training.
- Provision of personal protective equipment.
- Emergency procedures and response.

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

5.3 Manufacturers of Hazardous Substances

An entity that manufactures hazardous substances shall ensure the following, including but not limited to:

- Determine if substances manufactured are hazardous substances.
- Ensure hazardous substances classification follows the Globally Harmonised System of Classification and Labelling of Chemicals.
- Ensure SDS and labels follow the Globally Harmonised System of Classification and Labelling of Chemicals.
- Provide SDS for substances classified as hazardous substances.
- Provide containers or bulk packaging with suitable labelling for substances classified as hazardous substances, including appropriate safety warnings.
- Periodically review and revise SDS to ensure accuracy of information.
- Provide a current SDS to any entity the substance is supplied to.

5.4 Importers and Suppliers of Hazardous Substances

An entity that imports and/or supplies hazardous substances shall ensure the following, including but not limited to:

- Not import or supply any restricted substances, without approvals from relevant authorities and obtaining an import permit.
- Not store, transport, handle, supply or dispose of any hazardous substances unless it has been appropriately packaged, labelled and accompanied by a current SDS.
- Containers in which hazardous substances are supplied are labelled with the manufacturer's or importer's label, including appropriate safety warnings.
- Provide a current SDS to the entity the substance is supplied to.
- Disclose the ingredients of hazardous substances and any other relevant information requested by medical practitioners, emergency responders and relevant authorities.
- Maintain appropriate inventory records.

5.5 Transportation of Hazardous Substances

An entity that transports hazardous substances shall ensure the following, including but not limited to:

- The use of compatible and appropriately labelled containers, packages, vehicles or tankers.
- The use of appropriate vehicles, containers, tankers according to the classification of the hazardous substances.
- Display certain safety information about the goods on the vehicle, container or tanker.
- Ensure vehicles, containers, tankers are adequately maintained and serviced as per the manufacturers' recommendations.
- Ensure vehicles, containers, tankers are driven by competent drivers.
- Ensure vehicles, containers, tankers are equipped with appropriate firefighting and first aid equipment and that drivers are trained on how to use them.
- Follow safety procedures when substances are being loaded and unloaded.

5.6 Storage of Hazardous Substances

The entity shall ensure hazardous substances are stored safely, including but not limited to:

- Provision of a map or plan of the storage areas showing the locations of hazardous substances.
- Provision of an evacuation plan prominently displayed in storage areas displaying the location of firefighting and first aid equipment and the emergency evacuation routes.
- Safe access and egress for the placing of hazardous substances into and from the storage area.
- Separate storage areas to segregate incompatible hazardous substances.
- Ensure hazardous substances, when not in use, are stored in a secure area with containment bunding of 110% of the storage capacity.
- Maintain an accurate inventory of substances and maintain appropriate records, including:
 - The name of the hazardous substance.
 - The manufacturer.
 - The location.
 - The quantity of hazardous substances stored.
- Provide copies of up to date SDS and make available to employees in relevant languages at storage areas for all the hazardous substances stored.
- Ensure the storage area is adequately ventilated to prevent accumulation of flammable vapours.

- Ensure emergency procedures are in place to deal with spills, accidental release, fire and explosion.

5.7 Use of Hazardous Substances

The entity shall ensure employees using hazardous substances use safe systems of work to reduce exposure to hazardous substances, including but not limited to:

- Obtain information about the substance to assess and classify the physical, biological, physical and other hazards.
- Avoid mixing incompatible substances.
- Provision of access to the SDS in the relevant languages.
- Use compatible containers which are labelled to clearly identify the contents.
- Arrangements to prevent build up of static electricity, occurrence of sparks and the potential for fire and explosion.
- Arrangements for grounding or bonding of flammable material containers.
- The provision of detectors, alarms or tests to establish the presence of flammable or toxic mixtures in air.
- Ensure an emergency plan is in place.
- Wear suitable personal protective equipment.
- Any other control measure identified in the risk assessment.

5.8 Disposal of Hazardous Substances

The entity shall ensure that the disposal of hazardous substances and hazardous waste follows the requirements of Federal and Local Laws and other applicable regulations.

The entity shall engage a hazardous waste collection and transportation entity which is licenced and authorised by the relevant authority to collect and transport hazardous waste for further processing and its eventual final disposal.

Further information on waste management can be found in OSHJ-CoP-19: Waste Management.

5.9 Workplace Exposure Limit

The workplace exposure limit is the legal limit for any toxin or substance that may have adverse health effects.

The workplace exposure limits for hazardous substances can be found in **Appendix 1 – Workplace Exposure Limits**.

5.10 Monitoring Exposure

The entity shall ensure they monitor exposure to employees to assess if employees are potentially being exposed to a health hazard above the workplace exposure limit, and/or to detect whether the measures in place to control exposure to that hazard are working. It

includes monitoring the conditions at the workplace, as well as biological monitoring of employees in the workplace.

Where required, the entity shall provide employees with personal monitoring equipment to wear as they conduct their work. Monitoring exposure includes monitoring the air an employee breathes to check how much of a substance they are inhaling, testing employee's bodily fluids for the presence of a harmful substance or the by-products of hazardous substances.

Due to the long period between exposure to a health hazard and harm occurring, the entity shall not rely solely on health monitoring. The combination of monitoring exposure and health surveillance shall be used where identified by risk assessment and/or exposure monitoring.

5.11 Health Surveillance

The entity shall ensure health surveillance is undertaken where the risk assessment and/or exposure monitoring have been undertaken to assess the extent of exposure. The entity shall consider health surveillance after all other control measures have been implemented to control exposure to an acceptable level.

Health surveillance shall be implemented where:

- There is a risk to the health of employees who have exceeded the workplace exposure limit.
- Those employees are likely to be exposed to hazardous substances at or above the workplace exposure limit.
- The entity shall ensure that those employees are placed under suitable health surveillance, where appropriate.

Health surveillance will be appropriate if:

- A link can be established between the workplace exposure limit to a hazardous substance or any other adverse effect on health.
- It is probable that the exposure to hazardous substances or other effect on health may occur during specific working conditions.
- There are valid ways of detecting hazardous substances or other effect on health.

The entity shall:

- Ensure that a record is kept and maintained for each employee who undergoes health surveillance and that records are readily available in a suitable form.
- Allow employees to see their health surveillance records upon being given reasonable notice.

Where, as a result of health surveillance, an employee is found to have been exposed to hazardous substances or other adverse effect on health, which is considered by a medical professional to be the result of exposure to hazardous substances, the entity shall ensure the following, including but not limited to:

- That the employee is informed by a suitably qualified person, including advice regarding a need for further health surveillance and medical screening/examination, if required.

- That the employee is informed of any significant findings of the health surveillance, allowing for medical confidentiality.
- Review the risk assessment.
- Review existing control measures, taking into account any advice given by a medical professional.
- Consider reassigning the employee to other work where there is no risk from further exposure, taking into account any advice given as above.
- That the health of any other employee/s who has been similarly exposed is reviewed, including the provision of a medical examination when recommended by a medical professional.

The frequency of health surveillance will depend on the results of the risk assessment and the type of safety measures implemented.

Where safety measures are fully implemented and are demonstrated to be highly effective in controlling risks to health and ensuring that there is no likelihood of health effects, then health surveillance will not be required.

5.12 Documentation and Records

The entity shall record how hazardous substances are managed in the workplace and include resources, procedures, records and any checklists used. The entity shall ensure that they maintain an accurate inventory of substances and maintain appropriate records, including but not limited to:

- Import licences and approvals from relevant authorities.
- The name of the hazardous substance.
- The manufacturer.
- The location.
- The quantity of hazardous substances stored.
- SDS for each hazardous substance.

The documentation ensures that there is a systematic and consistent way of managing the use of hazardous substances even if there are changes in personnel. It can also form the basis for training employees and for continuous improvement.

5.13 Personal Protective Equipment

So far as is reasonably practicable the entity shall ensure that work activities involving hazardous substances have implemented all available control measures prior to considering the need for personal protective equipment.

A risk assessment of the workplace shall be conducted to decide what personal protective equipment should be issued. In deciding which type to issue, the entity must take into account the risk that the personal protective equipment will fit the wearer and allow them to work comfortably. If more than one task is to be performed, the entity shall ensure that the personal protective equipment is compatible and of use for every task that is to be undertaken.

Employees shall be provided with the personal protective equipment identified in the task specific risk assessment and ensure that it is:

- Suitable for the use for which it is provided.
- Maintained in a condition suitable for that use.
- Used properly.

Specific personal protective equipment that could be selected for work activities involving hazardous substances, including but not limited to:

- Safety helmets.
- Safety glasses.
- Respiratory protection.
- Gloves.
- Rubber or plastic aprons.
- Suitable coveralls.
- Suitable safety footwear.

Further information on the maintenance and storage of personal protective equipment can be found in OSHJ-CoP-27: Personal Protective Equipment.

6 Training and Competence

Work activities which are liable to expose employees to substances hazardous to health shall be provided with adequate information, instruction, supervision and training.

The entity shall provide employees with training in languages and in a format that employees understand, including but not limited to:

- The appropriate safety measures that are in place and how to use them correctly.
- How to read chemical labels and SDS.
- How hazardous substances can contact and enter the body.
- The possible health effects of hazardous substances.
- The significant findings of risk assessments.
- Details of the substances hazardous to health to which employees are liable to be exposed including:
 - The names of those substances and the risk which they present to health.
 - Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit, access to any relevant safety data sheet.
 - Other legislative provisions which concern the hazardous properties of those substances.



- How to report a leak, spill or uncontrolled release of a substance.
- How to choose, wear and use personal protective equipment.
- Emergency and first aid procedures.

The type and level of information, instruction, supervision and training will depend on the risks present, work activities being conducted and the skills, knowledge, experience and literacy of the people to be trained.

Periodic refresher training shall 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

The entity shall be prepared for emergencies and have an emergency plan detailing the procedures and the actions the entity will take in an emergency. The manufacture, import, supply, transport, storage, use and disposal of hazardous substances require the entity to have a robust plan to deal with emergencies.

The entity shall ensure:

- The provision of spill kits and containment measures to prevent hazardous substances reaching ground water, sewage system or municipality water drainage system.
- Provision for decontamination of hazardous substances within the workplace and safe disposal of waste.
- Warning signs with information on what to do in an emergency are clearly and prominently displayed in Arabic, English and any other relevant language.
- 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.
- Emergency response personnel are available who are familiar with the work area ensuring the prompt evacuation of the workplace in the event of a fire.
- Adequate firefighting and first aid equipment is available for the identified hazardous substances.

- Employees are trained 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.

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-16: First Aid at Work

OSHJ-CoP-18: Emergency Preparedness and Response

OSHJ-CoP-19: Waste Management

OSHJ-CoP-27: Personal Protective Equipment

OSHJ-GL-08: Training and Competence

9 Document Amendment Record

| | | | |
|----------------------------------|------------------------------------|---|-----------------------|
| TITLE | Management of Hazardous Substances | | |
| DOCUMENT AMENDMENT RECORD | | | |
| Version | Revision Date | Amendment Details | Pages Affected |
| 1 | 15 SEP 2021 | New Document | N/A |
| 2 | 24 June 2024 | Change from guideline to cop (OSHJ-GL-07 to OSHJ-CoP-27) | 11 |
| 2 | 24 June 2024 | Change to the guideline code (OSHJ-GL-26 to OSHJ-GL-08) | 12 |
| 2 | 24 June 2024 | Risk Register Added | 20 |
| 2 | 24 June 2024 | Checklist Added | 23,24,25,26 |

APPENDIX 1. Workplace Exposure Limits



Appendix 1: Workplace Exposure Limits

| Name of Substance | Workplace Exposure Limit |
|---------------------------|--------------------------|
| Ammonia | 100 parts per million |
| Lacy acetate or Butyl | 400 parts per million |
| Carbon disulphide | 10 parts per million |
| Carbon monoxide | 100 parts per million |
| Carbon tetrachloride | 100 parts per million |
| Chlorine gas | 1 part per million |
| Diphenyl Chlorine | 0.5mm per cubic metre |
| Ethylene | 5 parts per million |
| Arsine | 0.05 parts per million |
| Naphthalene tetrachloride | 5 mg per cubic metre |
| Chromic acid | 0.10 mg per cubic metre |
| Benzine dichloride | 76 parts per million |
| Ethyl dichloride | 15 parts per million |
| Ether | 400 parts per million |
| Ethylene dichloride | 200 parts per million |
| Gasoline | 500 parts per million |
| Chloride acid | 10 parts per million |
| Hydrogen Cyanide | 10 parts per million |
| Formalin | 20 parts per million |
| Fluoridate acid | 2.5 parts per million |
| Hydrogen sulphide | 20 parts per million |
| Lead | 0.2 mg per cubic metre |
| Mercury | 0.1 mg per cubic metre |
| Methanol | 200 parts per million |
| Benzene monochloride | 75 parts per million |
| Nitrobenzene | 1 part per million |



| Name of Substance | Workplace Exposure Limit |
|------------------------|--|
| Nitrogen oxide | 5 parts per million |
| Nitrogen | 1 part per million |
| Phosgene | 1 part per million |
| Sulphur dioxide | 5 parts per million |
| Phosphine | 0.5 parts per million |
| Tetra chloro apsheline | 5 parts per million |
| Toluene | 100 parts per million |
| Trientine | 250 parts per million |
| Coal tar naphthalene | 200 parts per million |
| Zinc oxide fumes | 0.15 mg per cubic metre |
| Ethylene dichloride | 200 mg per cubic metre |
| Ethylene tetrachloride | 50 mg per cubic metre |
| Silica parts | 150 million silica bodies per cubic metre |
| Asbestos (all types) | 5 parts per cubic centimetre (part length more the 5 micrometre) |



APPENDIX 2. 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 | Hazard | Consequences | Existing Control Measures | Risk | | | Additional Control Measures | Residual Risk | | | Person to Implement | By when |
|-------------------------|---|---|---------------------------|-------|-------|-----|---|---------------|-------|--|---------------------|---------|
| | | | | L | C | R | | L | C | RR | | |
| Chemical Handling | Toxic or irritant chemicals, lack of PPE | Respiratory issues, skin irritation, chemical burns | - | [1-5] | [1-5] | LXC | Provide appropriate PPE, implement proper storage and handling procedures, offer training | [1-5] | [1-5] | Existing control measures – Risk (R) = Residual risks (RR) | - | [Date] |
| Laboratory Work | Exposure to fumes, inadequate ventilation | Respiratory issues, dizziness, long-term health effects | - | [1-5] | [1-5] | LXC | Ensure proper ventilation, use fume hoods, provide respiratory protection, train on chemical handling | [1-5] | [1-5] | Existing control measures – Risk (R) = Residual risks (RR) | - | [Date] |
| Cleaning Operations | Use of hazardous cleaning agents, lack of training | Skin and eye irritation, respiratory issues | - | [1-5] | [1-5] | LXC | Provide training on safe cleaning practices, use less hazardous cleaning agents, provide PPE | [1-5] | [1-5] | Existing control measures – Risk (R) = Residual risks (RR) | - | [Date] |
| Painting and Coating | Solvent exposure, lack of ventilation | Respiratory issues, skin irritation, long-term health effects | - | [1-5] | [1-5] | LXC | Use low-VOC paints, ensure proper ventilation, provide respiratory protection, training on safe practices | [1-5] | [1-5] | Existing control measures – Risk (R) = Residual risks (RR) | - | [Date] |
| Emergency Response | Unknown hazardous substances, lack of awareness | Inhalation, skin contact, exposure to unknown health risks | - | [1-5] | [1-5] | LXC | Provide emergency response training, establish clear protocols, use appropriate PPE | [1-5] | [1-5] | Existing control measures – Risk (R) = Residual risks (RR) | - | [Date] |
| Manufacturing Processes | Exposure to industrial chemicals, inadequate safeguards | Respiratory issues, skin irritation, chemical burns | - | [1-5] | [1-5] | LXC | Implement engineering controls, provide PPE, offer regular safety training | [1-5] | [1-5] | Existing control measures – Risk (R) = Residual risks (RR) | - | [Date] |



APPENDIX 3. 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 | Management of hazardous substances | Code No. | OSHJ-CoP-11 | Rev. No. | 2.0 |
|-------------------|------------------------------------|-----------------|-------------|-----------------|-----|

| Sr. | Checklist Item | Clause in the Code | Acceptable means of compliance |
|-----|---|--|---|
| 1 | Are the works involving hazardous materials properly planned and risk assessed? | 5.1, 5.2: Planning, Risk Assessment | <ul style="list-style-type: none"> – Copy of Risk assessment. – Copy of Permit to Work. |
| 2 | Is there an SDS sheet available? | 5.3: Manufacturers of Hazardous Substances | <ul style="list-style-type: none"> – Copy of Safety Data Sheet (SDS) |
| 3 | Is there an import permit for hazardous supplies or materials? | 5.4: Importers and Suppliers of Hazardous Substances | <ul style="list-style-type: none"> – Copy of Safety data sheet – Copy of Import permit – Copy of inventory records – Check for hazardous substances appropriately labelled. |
| 4 | Is the used transportation compatible with the loaded hazardous substance(s)? | 5.5: Transportation of Hazardous Substances | <ul style="list-style-type: none"> – Check for hazardous substances appropriately labelled and packaged – Safety information visually displayed on goods on the vehicle, container or tanker. – Service/maintenance records of transportation vehicles used. – Visual check vehicle if equipped with fire extinguisher and first aid equipment. |



| Sr. | Checklist Item | Clause in the Code | Acceptable means of compliance |
|-----|---|---------------------------------------|---|
| | | | <ul style="list-style-type: none"> — Driver training records on first aid and use of fire extinguisher. |
| 5 | Are the hazardous substances being stored safely? | 5.6 : Storage of Hazardous Substances | <ul style="list-style-type: none"> — Check for plan/map showing the hazardous substances storage areas locations. — Evacuation plan displayed in storage areas along with firefighting, first aid equipment and routes shown. — Safe access/egress shown in and from storage areas. — Check for Inventory records of hazardous substances stored. — Check for copy of updated SDS — Visual check for ventilation in storage area (if required). |
| 6 | Are there safe systems of work used to reduce exposure to hazardous substances? | 5.7: Use of Hazardous Substances | <ul style="list-style-type: none"> — Check for copy of RA. — Visual check for arrangements to prevent build-up of static electricity or sparks. — Check for provisions of detectors, alarms and tests to establish presence of flammable or toxic mixtures. — Check for availability of suitable personal protective equipment. |



| Sr. | Checklist Item | Clause in the Code | Acceptable means of compliance |
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| 7 | Are the hazardous substances being disposed of by a licensed and authorized third party | 5.8: Disposal of hazardous substances | <ul style="list-style-type: none"> – Check for documentation on licensed authority to dispose hazardous substances available. |
| 8 | Is there a regulation on monitoring hazardous substances exposure limits? | 5.9, 5.10 : Workplace Exposure Limit, Monitoring Exposure | <ul style="list-style-type: none"> – Check for exposure limits documentation or precautions taken. – Check for the use of personal monitoring equipment during work. – Medical records on respiratory issues for employees. |
| 9 | Are there records of health surveillance? | 5.11: Health Surveillance | <ul style="list-style-type: none"> – Copy of Risk Assessment – Copy of regulations to monitor hazardous substances exposure – Copy of health surveillance records |
| 10 | Are there records of hazardous substances management? | 5.12: Documentation and Records | <p>Check for:</p> <ul style="list-style-type: none"> – Internal inspection checklists – Procedures for hazardous substances management – Resource allocation for hazardous substance management (PPE) – Safety data sheet records maintained |
| 11 | Are there training records related to management of Hazardous substances? | 5.13: Personal Protective Equipment | <ul style="list-style-type: none"> – Copy of site-specific risk assessment |



| Sr. | Checklist Item | Clause in the Code | Acceptable means of compliance |
|-----|---|--|--|
| | | | <ul style="list-style-type: none"> – Visual inspection of available personal protective equipment as specified in the risk assessment |
| 12 | Are there training records related to management of Hazardous substances? | 6 : Training and Competence | <ul style="list-style-type: none"> – Check for training records for employees |
| 13 | Is an emergency plan for management of Hazardous substances? | 7: Emergency Preparedness and Response | <ul style="list-style-type: none"> – Copy of emergency plan |