



نظام الشارقة للسلامة والصحة المهنية  
Occupational Safety & Health Sharjah

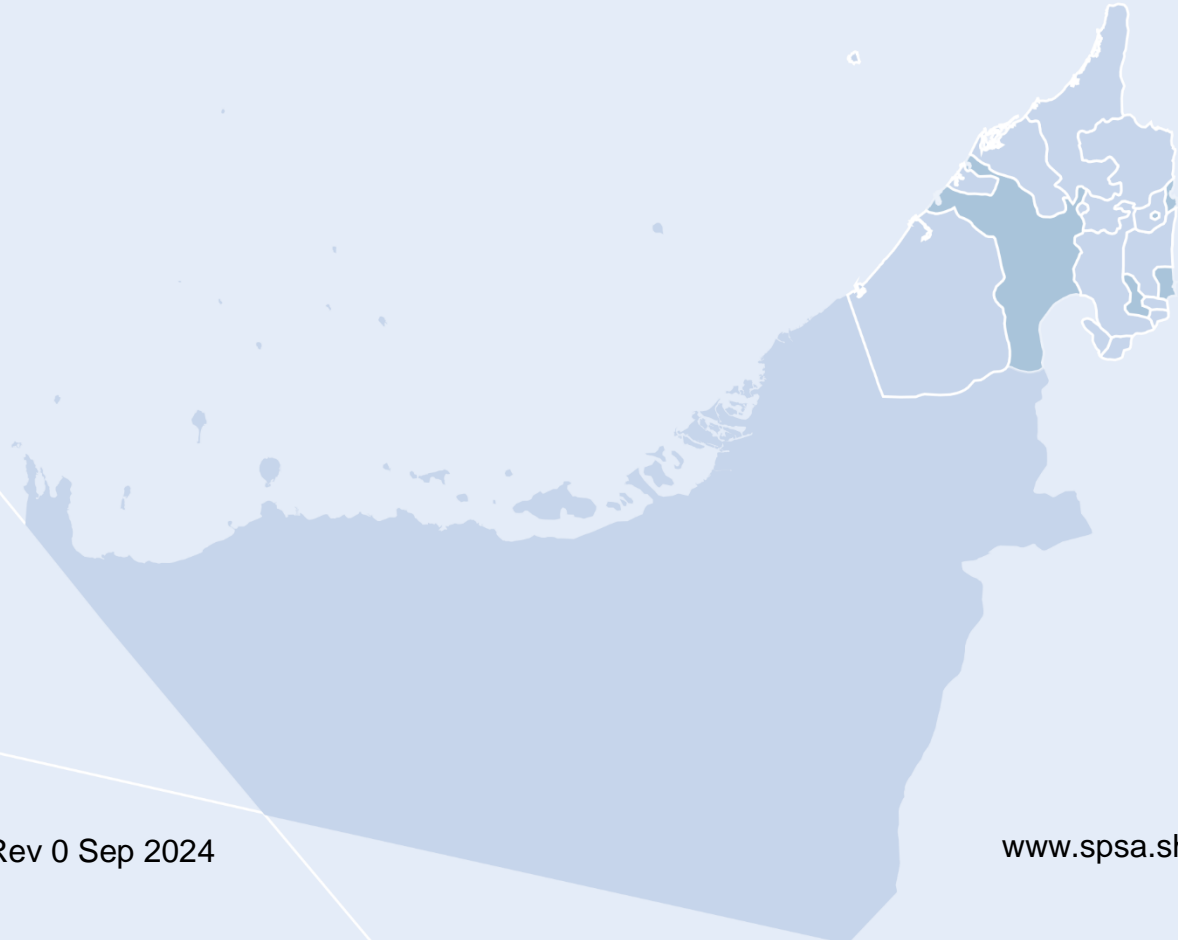
حكومة الشارقة  
هيئة الوقاية والسلامة  
Government of Sharjah  
Prevention And Safety Authority



# Code of Practice

## Working on, Over or Adjacent to Roads

### OSHJ-CoP-36





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## 1 Introduction

Work on, over or adjacent to roads happens on regular basis, whether for the operation and maintenance of a road network, or as part of other infrastructure and construction projects. It is necessary at times to implement Temporary Traffic Management (TTM) measures to facilitate road works, temporary closures or incident management.

Working on, over or adjacent to roads may affect the safety and limit the free movement of road users through and in the vicinity of the workplace. It is therefore particularly important to plan all works activities to optimise road safety, road space and work efficiency whilst ensuring the safety and health of those undertaking the work, others and road users by minimising congestion, delay and inconvenience.

## 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

|                         |  |
|-------------------------|--|
| <b>Entities:</b>        | Government Entities: Government departments, authorities or establishments and the like in the Emirate.<br><br>Private Entities: Establishments, companies, enterprises and economic activities operating in the Emirate in general. |
| <b>Risk:</b>            | Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences).  |
| <b>Risk Assessment:</b> | 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.          |
| <b>Hazard:</b>          | Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc).  |
| <b>Competence:</b>      | The combination of training, skills, experience and knowledge that a person has and their ability to apply all of them to perform their work.  |
| <b>Workplace:</b>       | 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.                    |



## 4 Roles and Responsibilities

### 4.1 Entity Responsibilities

- Identify and adequately assess all work activities undertaken on, over or adjacent to roads;
- Implement effective control measures to manage risks to ensure work activities are conducted safely and without risk to health;
- Develop a traffic management plan for each location where employees work on, over or adjacent to roads;
- Ensure work on, over or adjacent to roads are adequately planned and supervised;
- Have an adequate emergency response procedure in place;
- Provide emergency equipment, which is adequately maintained, inspected and available for the planned work activities;
- Provide employees with adequate 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 liaise with the relevant authorities or statutory bodies where planning may require the work to obtain any necessary licences, approvals and temporary traffic regulation orders/notices in advance of the work commencing. For emergency work, as much warning must be given to road users as possible.

### 5.1 Planning

The entity must plan their work activities, ensuring they are appropriately supervised and carried out safely and without risk to health. Planning includes conducting a risk assessment, the selection of work equipment and preparation for emergencies. Work activities should cause the minimum of inconvenience to road users.

The site location, nature of the works and their duration will determine the traffic control layout that will be required. As part of the planning process, the entity should develop a Temporary Traffic Management plan, including but not limited to:

- Safety is prioritised and control measures are identified and implemented that ensure safety for all road users, including pedestrians and employees;



- Access routes are maintained for all road users and control measures implemented that minimise inconvenience;
- Instructions and advice are clearly communicated to road-users, residents and businesses and is clear, timely, unambiguous and accurate;
- Adequate emergency plans are in place.

## 5.2 Risk Assessments

For planned works, the entity should ensure a competent person visits the site in advance to carry out a risk assessment based on the road layout and nature of the works to be undertaken to determine the appropriate traffic management layout to ensure that the correct equipment can be arranged.

When undertaking the risk assessment the entity should consider the following, including but not limited to:

### The Road

- The width of the road;
- The type of the road;
- Difficult or complex junctions;
- Foot paths on the road;
- Obstructions that can lower visibility;
- Overhead cables.

### The Traffic

- The current speed limit;
- Traffic flow;
- Heavy vehicles that use this road.

### The Area

- Roads in a busy residential area;
- Roads near shops or restaurants;
- Requirements for deliveries to local businesses;
- Schools or other children's facilities;
- Sporting facilities and possible events.

### People

- Persons of determination;
- Pedestrian crossings and school crossings;



- Safe routes and barricading;
- The volume of pedestrian traffic.

#### **What Might Change**

- Rush-hour traffic flows;
- School run parking;
- Match days at sports grounds;
- One-off events, concerts etc;
- Street lighting levels;
- Weather and surface conditions;
- Deliveries to the site.

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

### **5.3 Traffic Management Plan**

A traffic management plan documents and helps explain to explain how risks will be managed in the workplace, including but not limited to:

- Designated entry and exit points and safe travel routes for employees, pedestrians, vehicles, plant and equipment;
- The expected frequency of interaction between vehicles and people;
- Designated delivery areas for loading and unloading;
- Traffic control measures for each expected interaction, including illustrations of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through a work site or temporary hazard;
- Requirements for large plant and equipment;
- Requirements for loading or unloading to/from the side of the road onto/off site;
- How short term, mobile work and complex traffic situations will be managed.

The entity should ensure a traffic management plan also includes but is not limited to:

- Responsibilities of people managing traffic in the workplace;
- Responsibilities of people expected to interact with traffic in the workplace;
- Procedures for controlling traffic, including in an emergency;
- How to implement and monitor the effectiveness of the traffic management plan.

The entity should regularly monitor and review the traffic management plan, including after an incident to ensure it is effective and takes into account changes at the workplace.



Employees should be aware of and understand the traffic management plan and receive information, instruction, supervision and training. Site induction should include the traffic management plan arrangements.

## 5.4 Types of Work

The entity developed traffic management plan depends on the type of work being undertaken and the duration of the work. There are five different work types, some of which will require different levels of traffic management plan according to the activity type involved, including but not limited to:

- Static works will range from medium-term works through to major projects lasting for many months;
- Inspection and maintenance activities will include routine, repetitive operations such as barrier repair and lamp replacement, as well as visual inspection of elements of the road or its features;
- Mobile work or 'mobile convoy' operation is generally used for short duration lane closures, which may include continuous mobile operations as well as works which involve a series of short duration periodic stops which are not contained within a fixed work area. Mobile works will include activities such as line marking and inspection operations. Mobile convoy operations utilise vehicles, some with truck mounted attenuator to protect the works vehicle and workforce and provide warning and guidance for the road user, because of the mobile nature, no delineation devices are used;
- Setting out and removal of a traffic management plan is itself a mobile activity, and one which can present its own hazards to the workforce, such as the need to cross live carriageway in order to position signs;
- Emergency works cover first response operations including removal of debris, temporary repair of the road or associated infrastructure pending more permanent repair and addressing hazardous situations. Depending on the circumstances, emergency works may constitute mobile, inspection/maintenance or static activities.

## 5.5 Stages of a Traffic Management Plan

It must be stressed that there are particular risks during traffic management plan set up, change-over and removal activities. The entity should have detailed methodologies for each of these operations, providing a basis for a safe system of work, including but not limited to:

- Implementation – Initial establishment of a work zone is in itself an operation that carries risk. The implementation of the plan shall stipulate safe working practices and methodologies for the implementation of the work zone. Attention must always be given to ensuring that road users are given clear indication that they are approaching a work zone. This shall be achieved by setting out the signs and other devices in a logical order;
- Change-over – Any changes that are made to the traffic management plan arrangements in the course of the works, whether programmed or as a result of external factors, should be implemented with the same degree of care and attention demanded by initial implementation. Where change-overs are an integral element of the overall job, they must form part of the Implementation Plan;



- Clearance and Reopening – On completion of the works, ensure that all plant, equipment and materials are removed safely and promptly from the site, followed immediately by all signs, lighting and guarding equipment. If signs become unnecessary during works, they must be removed or covered.

## 5.6 Working on Roads Safely

The entity should ensure that work on public roads is planned, approved and comply with relevant authorities, their technical requirements are mandatory for traffic road work and diversions, including but not limited to:

- Buffer zones – Are used to segregate opposing traffic flows;
- Safety zones – Additional space around the working space to ensure the safety of employees and to protect traffic from the work being conducted;
- Traffic barriers – Traffic protection devices;
- Cones – Cone shaped markers that are placed on roads or walkways to temporarily redirect traffic in a safe manner;
- Advance signage – A sequence of advance warning signs and information for drivers and pedestrians;
- Lighting – Also known as road danger lamps for use at night, in poor daytime visibility and in adverse weather conditions.

## 5.7 Working Space

The entity should ensure there is a sufficient size of working space for the movement and operation of plant, equipment and people without encroaching into the path of passing traffic, the safety zone or pedestrians.

## 5.8 Overhead and Underground Services

Overhead power cables or underground services could all be encountered during working on, over or adjacent to roads. The entity should establish the location of services and permission sought from the relevant utility service providers prior to the commencement of work activities.

Further information on overhead and underground services can be found in OSHJ-CoP-09: Overhead and Underground Services.

## 5.9 Working Over Roads

The entity should establish a safe system of work where work activities involve working over roads, including but not limited to:

- Adequate control measures required to manage and conduct working at height when working over roads;
- Adequate control measures required to prevent objects falling from height onto roads.

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





## 6 Training

The entity should ensure the provision of training in languages and in a format that employees understand, necessary to protect employees and others from the risks associated with traffic in a workplace. Training should be provided by a competent person, including but not limited to:

- Training employees who perform duties associated with traffic management at the workplace to ensure they are competent to perform these duties;
- Training supervisors on safety procedures, particularly where administrative control measures are used to minimise risks;
- Providing induction training for employees, contractors, visiting drivers and other relevant people including visitors with information necessary to protect them from risks;
- Training plant and equipment operators on specific risks associated with the workplace.

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

The entity should be prepared for emergencies that may occur during working on, over or adjacent to roads. Due to increased risks from working on, over or adjacent to roads, the entity needs to have a plan on what to do when an emergency occurs on how to respond to that emergency.

The detail of the plan should depend on the risks associated with the work and the complexity of the traffic management plan, including but not limited to:

- Access and egress for emergency services vehicles;
- Any first aid facility, including first-aiders and first aid boxes required;
- How to report any incidents that involve traffic and members of the public;
- Any fire safety equipment required;
- Contact details of the responsible personnel for the emergency plan.



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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.



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## 8 References

OSHJ-CoP-01: Risk Management and Control

OSHJ-CoP-09: Overhead and Underground Services

OSHJ-CoP-04: Work at Height Safety

OSHJ-CoP-18: Emergency Preparedness and Response

OSHJ-GL-08: Training and Competence

## 9 Document Amendment Record

|                                  |                                       |   |                       |
|----------------------------------|---------------------------------------|---|-----------------------|
| <b>TITLE</b>                     | Working on, Over or Adjacent to Roads |   |                       |
| <b>DOCUMENT AMENDMENT RECORD</b> |                                       |   |                       |
| <b>Version</b>                   | <b>Revision Date</b>                  | <b>Amendment Details</b>  | <b>Pages Affected</b> |
| 1                                | 15 SEP 2021                           | New Document  | N/A                   |
| 2                                | 03 JUL 2024                           | The document changed from a guideline to a code of practice.<br>The document code was changed from OSHJ-GL-18 to OSHJ-CoP-36. | 2,3,8,10              |
| 2                                | 03 JUL 2024                           | Risk Register Added   | 14                    |
| 2                                | 03 JUL 2024                           | Checklist Added   | 17,18                 |



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## 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 Close to Traffic         | Collisions with vehicles                  | Serious injuries or fatalities        | -                         | [1-5] | [1-5] | L x C | Use of warning signs and barriers, traffic awareness training                               | [1-5]          | [1-5] | Existing control measures – risk (R) = residual risk (R-R) | Safety Manager       | [Date]               |
| Road Maintenance                 | Exposure to chemicals                     | Poisoning or chemical burns           | -                         | [1-5] | [1-5] | L x C | Use personal protective equipment, chemical handling training                               | [1-5]          | [1-5] | Existing control measures – risk (R) = residual risk (R-R) | Operations Manager   | [Date]               |
| Traffic Management               | Errors in traffic control                 | Traffic accidents                     | -                         | [1-5] | [1-5] | L x C | Advanced training for traffic management, use of sophisticated traffic control technologies | [1-5]          | [1-5] | Existing control measures – risk (R) = residual risk (R-R) | Safety Manager       | [Date]               |
| Excavating or Digging Near Roads | Excavation collapses                      | Injuries due to collapses             | -                         | [1-5] | [1-5] | L x C | Soil stability assessment, use appropriate shoring in excavation areas                      | [1-5]          | [1-5] | Existing control measures – risk (R) = residual risk (R-R) | Construction Manager | [Date]               |
| Roadside Construction Activities | Exposure to collapse or collision hazards | Physical injuries or equipment damage | -                         | [1-5] | [1-5] | L x C | Use modern construction techniques, implement strict safety procedures                      | [1-5]          | [1-5] | Existing control measures – risk (R) = residual risk (R-R) | Project Manager      | [Date]               |



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**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

|                   |                                      |                 |             |                 |     |
|-------------------|--------------------------------------|-----------------|-------------|-----------------|-----|
| <b>Code Title</b> | Working On Over Or Adjacent to Roads | <b>Code No.</b> | OSHJ-CoP-36 | <b>Rev. No.</b> | 1.0 |
|-------------------|--------------------------------------|-----------------|-------------|-----------------|-----|

| Sr. | Checklist Item  | Clause in the Code                                      | Acceptable means of compliance   |
|-----|---|---|--|
| 1.  | Is there a proper planning for the work near the road including the traffic management?                     | 5.1, 5.5: Planning, Stages of a Traffic Management Plan | <ul style="list-style-type: none"> <li>– Check if the entity has a plan for its activity.</li> <li>– Check RA, ERP.</li> <li>– Check for signs, communication channels used to advice and instruct road-users, residents and businesses.</li> <li>– Check if the entity developed a TMP depending on (Work Duration, Inspection and Maintenance, Mobile Work, Setting out &amp; Removal, and emergency operations).</li> </ul> |
| 2.  | Are the risks related to working on, over or adjacent to roads identified and assessed?                     | 5.2: Risk Assessments                                   | <ul style="list-style-type: none"> <li>– Copy of RA.</li> </ul>  |
| 3.  | Is there a plan for traffic management and its regularly reviewed?  | 5.3: Traffic Management Plan                            | <ul style="list-style-type: none"> <li>– Check if the entity has TMP included Responsibilities, Procedures, and Implementations .</li> <li>– Copy of TMP review record.</li> </ul>   |
| 4.  | Is the working on, over or adjacent the road is planned and approved & comply relevant authorities' norms?  | 5.6, 5.9 : Working on Roads Safely, Working Over Roads  | <ul style="list-style-type: none"> <li>– Check the work plan.</li> <li>– Check SSOW with adequate control measures.</li> <li>– Check the approval documents from relevant authorities.</li> </ul>  |
| 5.  | Is there proper arrangements for work, movement equipment and traffic?                                      | 5.7: Working Space                                      | <ul style="list-style-type: none"> <li>– Visually verify the arrangements, signage, signaler, traffic management, etc.</li> </ul>  |
| 6.  | Are the location of services established and permission sought from the relevant utility service providers? | 5.8: Overhead and Underground Services)                 | <ul style="list-style-type: none"> <li>– Check for the markings of the services.</li> <li>– Check permissions from the service provider.</li> </ul>  |



| Sr. | Checklist Item  | Clause in the Code                    | Acceptable means of compliance   |
|-----|---|---------------------------------------|--|
| 7.  | Are employees trained on the concerned work activities and training record available?                         | 6:Training                            | <ul style="list-style-type: none"> <li>– Check if the entity has a OSH training records for their employee's.</li> </ul> |
| 8.  | Is there emergency response plan available including the scenarios for Working On,Over or Adjacent to roads ? | 7:Emergency Preparedness and Response | <ul style="list-style-type: none"> <li>– Check the entity has an emergency plan.</li> </ul>                              |