



نظام الشارقة للسلامة والصحة المهنية
Occupational Safety & Health Sharjah

حكومة الشارقة
هيئة الوقاية والسلامة

Government of Sharjah
Prevention & Safety Authority



Guideline

OSH Practitioner

OSHJ-GL-10

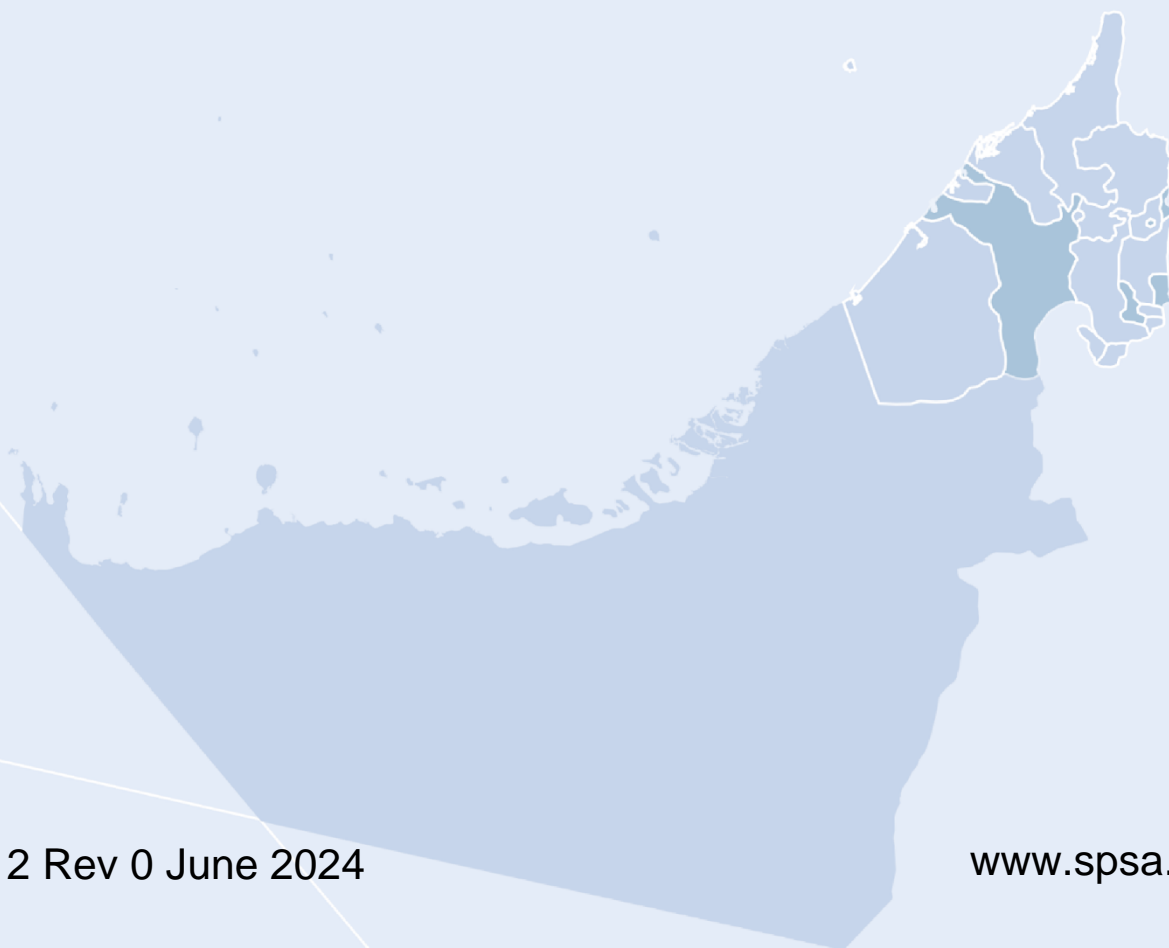


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1 Introduction

This document provide information to entities and OSH Practitioners on the definition of qualified OSH practitioner according to requirements of Occupational Safety and Health System in Sharjah.

2 Purpose and Scope

This Guideline document 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.

To achieve compliance in the Emirate of Sharjah, all entities are required to demonstrate a standard of compliance which is equal to or higher than the minimum acceptable requirements outlined in this Guideline document.

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).
Hazard Identification:	The process of recognising that a hazard exists and including the hazard in the risk assessment process.
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.

4 Roles and Responsibilities

The entity must appoint a qualified OSH practitioner according to the Sharjah Executive Council Resolution (15) of 2021 and its amendments , Article (5), clause (2) and (13) to enable them to comply with their OSH responsibilities and the requirements of the Occupational Safety and Health System in Sharjah. A qualified OSH practitioner is defined as someone with the necessary skills, knowledge and experience to manage safety and health.

Dependant on the size of the entity and the different risks that are faced by that entity, the entity can either:

- Nominate one or more employees to advise them on OSH matters;
- Appoint someone full time to advise them on OSH matters.

The qualified OSH practitioner are those who are registered in Occupational Safety and Health System in Sharjah. This document detail the requirements for registration and renewal OSH

practitioner Permit. This requirements are applicable all the OSH practitioners in the Emirates of Sharjah.

5 Types of Different OSH Advice

5.1 Nominated Internal Employee

If an entity decides to nominate an employee to take on the role of the OSH adviser, the entity must ensure that this employee is competent or receives training in OSH, relevant to the risks associated with the entity. As a minimum, the nominated employee should be provided with but not limited to:

- A minimum of three-day OSH training on risks associated with the entity;
- An annual refresher training.

Training should be provided at no cost to the nominated employee. The nominated employee shall be a registered as OSH professional in the OSHJ system.

5.2 Full Time OSH Adviser

When selecting a full time OSH Adviser, the entity should ensure the appointed OSH practitioner either already has, or will be provided with:

- A qualification in OSH.
- Experience in working as an OSH professional or experience in working in the same industry as the entity, which ensures the candidate understands the main risks associated with the specific sector.

The appointed person shall be a registered as OSH professional in the OSHJ system.

6 OSH Practitioner General Responsibilities

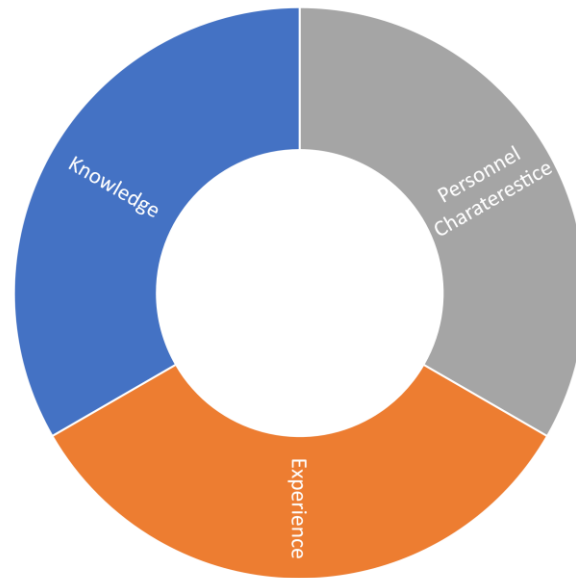
The entity's appointed/nominated OSH practitioner general responsibilities are mentioned as below but not limited to:

- Supervising the development of the occupational safety and health management system.
- Ensure the effectiveness of the occupational safety and health management system.
- Providing advice and guidance to the entity's management regarding the occupational health and safety management system.
- Ensure that occupational safety and health objectives are correctly defined.
- Ensure the workplace is free of hazards that endanger workers' safety and health.
- Ensure that procedures are in place for the safety and health of visitors, contractors, and those affected by work activities.
- Oversee risk identification and assessment processes.

- Ensure the effectiveness of risk control measures.
- Ensure that there is a mechanism for reporting incidents.
- Ensure that incident investigation procedures are in place.
- Evaluate and investigate the reported incidents and take the necessary action.
- Ensure the safety of all work equipment, tools, and devices used in the workplace.
- Ensure the safety of the materials used and their transportation, handling, and use.
- Ensure the safety, health and wellbeing of the employees at the workplace and accommodation facilities.
- Supervising the training of all employees on occupational safety and health risks.
- Carrying out internal OSH inspections and audits.
- Follow-up and close the findings from the external inspection/audit overseeing the entity's compliance.
- Ensure that all the emergencies are identified and a clear emergency plan is developed, communicated and implemented in the entity.
- Ensure that periodic emergency drills are planned, conducted and recorded.
- Continuous development and improvement of the occupational safety and health management system.
- Report all the reportable incident and respective incident investigation reports to the SPSA in accordance with OSHJ system.
- Report periodically OSH performance to the SPSA based on the notified risk level of the entity.
- Ensure compliance with all OSHJ requirements.
- Follow-up and close the findings of the SPSA inspection/audits within the stipulated time.
- Advice entity's management on compliance requirements of OSH mandatory training requirements in accordance with the Emirate of Sharjah Executive Council Resolution (21) of 2019 regarding training in prevention and safety and accordance to the other SPSA and relevant requirements.
- Advice the entity's management on the installation and compliance requirements of 24x7 firefighting-monitoring system (AMAN) in accordance with the Emirate of Sharjah Executive Council Resolution (20) of 2019.

7 OSH Competency

An OSH practitioner requires a combination of knowledge, experience, and personal characteristics to successfully manage health, safety, and environmental risks in the workplace.



- Knowledge: An OSH Practitioner must have a thorough understanding of the relevant regulations and standards, risk assessment techniques, safe systems of work, and best practices related to health, safety, and environmental management.
- Experience: Practical experience in managing health, safety, and environmental risks is essential for an OSH Practitioner to be able to apply theoretical knowledge to real-world situations. Experience can be gained through working in various industries and managing different types of risks.
- Personal Characteristics: An OSH Practitioner must possess a range of personal characteristics to effectively manage health, safety, and environmental risks. These include:
 - Leadership: An OSH Practitioner must be able to lead and inspire others to prioritize health and safety in the workplace.
 - Communication: Effective communication is essential to engaging employees and other stakeholders and conveying complex health and safety concepts to a non-technical audience.
 - Analytical: An OSH Practitioner must be able to analyze data and identify trends to make informed decisions and develop effective risk management strategies.
 - Attention to detail: Small details can have a significant impact on health and safety outcomes, so an OSH Practitioner must pay close attention to details.
 - Problem-solving: An OSH Practitioner must be able to identify, analyze, and solve problems related to health, safety, and environmental risks.
 - Flexibility: An OSH Practitioner must be able to adapt to changing circumstances, including changes in regulations and new technologies.



7.1 OSH Knowledge

For ensuring the safety and well-being of employees, visitors, and the environment in the workplace. Some key areas of knowledge for an OSH Practitioner are:

- **Health and Safety Regulations:** As an OSH Practitioner must be familiar with the laws and regulations governing workplace health and safety. These regulations may vary by industry and location.
- **Risk Assessment and Management:** An OSH Practitioner must have the knowledge to identify potential hazards and risks in the workplace and develop strategies to minimize them. This include knowledge for conducting risk assessments and implementing safety protocols and procedures.
- **Emergency Response:** An OSH Practitioner should be aware by emergency response procedures, such as fire drills, first aid, and evacuation plans. An OSH Practitioner should also have a knowledge related plan in place to manage incidents that may occur in the workplace.
- **Training and Communication:** An OSH Practitioner should be able to effectively communicate health and safety policies and procedures to employees and other stakeholders. An OSH Practitioner must also be able to provide training and guidance to employees to ensure that they are aware of their roles and responsibilities regarding health and safety.
- **Incident Investigation and Analysis:** An OSH Practitioner should be able to investigate and analyse incidents that occur in the workplace to determine the cause and prevent them from happening in the future.
- **Hazardous Materials Management:** An OSH Practitioner must have knowledge of hazardous materials and be able to develop and implement strategies to manage them safely.

- Contractor Management: An OSH Practitioner must have knowledge of contractor management systems and processes, legal and regulatory requirements related to contractor management, ability to assess and manage risks associated with contractor activities, communicating health and safety policies and procedures to contractors, responding effectively to incidents involving contractors, monitoring contractor performance, and building strong relationships with contractors.
- Safe System of Work (SSOW): An OSH Practitioners must have a comprehensive understanding of SSOW development, implementation, and evaluation to ensure safe and efficient workplace.
- Identify and implement appropriate control measures to reduce or eliminate the risk associated with each hazard.
- Maintain accurate documentation of the risk assessment process and ensure that it is recorded in the appropriate systems.
- Communicate the results of the risk assessment to relevant stakeholders, including employees and management.
- Use the information obtained from the risk assessment process to identify areas for improvement and implement changes to prevent incidents from occurring in the future.

7.2 OSH Experience

An OSH Practitioner should have experience in the following areas:

- Managing health and safety issues in a variety of settings, such as construction sites, manufacturing facilities, or office environments.
- Working with local regulations and standards related to safety and health;
- Investigating incidents to identify the root causes and develop strategies to prevent them from recurring.
- Conducting risk assessments to identify potential hazards and risks associated with the entity's activities.
- Developing and delivering training programs and communicating safety and health policies and procedures to employees and other stakeholders.
- Working with management to develop and implement safety and health policies and procedures, as well as monitoring compliance and continuous improvement.

7.3 OSH Personal Characteristics

OSH Practitioners need to demonstrate certain personal characteristics to be effective in their roles. Some key personal characteristics that can be helpful for an OSH Practitioner are:

- Strong communication skills: As an OSH Practitioner may need to communicate with people at all levels of the entity, from employees to top management. Therefore, good communication skills, both written and verbal, are essential.
- Attention to detail: OSH Practitioners need to be detail-oriented to identify potential hazards, investigate incidents, and analyse data accurately.

- Analytical and problem-solving skills: OSH Practitioners should have the ability to analyse and solve problems related to safety and health issues in the workplace.
- Adaptability and flexibility: The job of an OSH Practitioner often requires adapting to changes in the work environment, as well as being flexible in dealing with different situations.
- Strong leadership skills: An OSH Practitioner may be responsible for leading and motivating a team to achieve safety and health goals, so strong leadership skills are important.
- Positive attitude: Maintaining a positive attitude can help OSH Practitioners maintain a positive safety culture and encourage others to prioritize safety in their work.
- Empathy and compassion: OSH Practitioners should have empathy and compassion for employees who may be affected by incidents, as well as those who may have personal struggles that affect their safety in the workplace.
- Strategic Planning: As an OSH Practitioner, strategic planning is essential to ensuring that the safety and health of employees are integrated into the overall strategic direction of the entity. This involves identifying the mission and vision of the entity, conducting a SWOT analysis, developing specific safety and health goals and objectives, developing strategies to achieve them, prioritizing actions, developing an implementation plan, monitoring progress, and communicating results to stakeholders.

8 OSH Practitioner Registration

The personal appointed/nominated by the entity to provide OSH advice shall be registered in the OSHJ system as OSH practitioner. An OSH practitioner shall be competent and fulfilling the following requirements to be registered in the OSHJ system:

1	Complete OSHJ Training from approved training institute
2	University diploma (or higher)
3	<p>The registering person shall possess any one of the following certification or membership:</p> <ul style="list-style-type: none"> ▪ University of Sharjah OSH trainer Diploma (OSH Dip). ▪ Chartered Member of the Institution of Occupational Safety and Health (CMIOSH) ▪ Graduate Member of the Institution of Occupational Safety and Health (GradIOSH) ▪ Canadian Registered Safety Professional (CRSP) ▪ Certified Safety Engineer (CSE), as administered by the State Administration of Work Safety (SAWS), People's Republic of China (PRC) ▪ NEBOSH National or International Diploma in Occupational Health and Safety (IDip. NEBOSH) ▪ NEBOSH International general certificate in Occupational Health and Safety (NEBOSH IGC)

	<ul style="list-style-type: none"> ▪ Master in Occupational Safety and Health, International Training Centre of the International Labour Organization (ITC-ILO) ▪ Professional Member of the Singapore Institution of Safety Officers (SISO) ▪ Diploma/Certificate in Industrial Safety, as issued by the State Government Departments Boards of Technical Education, Government of India ▪ Certified Safety Professional (CSP); ▪ Associate Safety Professional (ASP); ▪ Construction Health and Safety Technician (CHST); ▪ Safety Management Specialist (SMS); ▪ Graduate Safety Practitioner (GSP); ▪ Member of international institute of risk and safety management (MIIRSM)
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9 OSH Practitioner Registration Renewal

The registered OSH practitioner should show the commitment for continual learning and skill development. As a minimum, the OSH practitioner shall attend three OSH specific training listed under the OSHJ system to be eligible for the renewal of OSH practitioner registration.

10 Backlisting of OSH Practitioner Registration

SPSA authorized to backlist the OSH practitioner's registration in the following conditions:

- Ill legit information provide during the registration;
- Unethical practice in the field of work;
- Unable to show competence and qualification continuous improvement.

11 References

OSHJ-GL-08: Training and Competence

OSHJ-GL-04: Measuring OSH Performance

OSHJ-GG-01: Occupational Safety & Health Sharjah General Guideline

OSHJ-CoP-14: Management of OSH Illness and Disease

OSHJ-CoP-17: Incident Reporting and Investigation

12 Document Amendment Record

TITLE	OSH Practitioner		
DOCUMENT AMENDMENT RECORD			
Version	Revision Date	Amendment Details	Pages Affected
1	4 JUNE 2023	New Document	N/A
2	03 JUL 2024	The document has changed from OSHJ-ExN-01 to OSHJ-GL-10	