



نظام الشارقة للسلامة والصحة المهنية  
Occupational Safety & Health Sharjah

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



# Guideline

## Employer Supplied Accommodation

### OSHJ-GL-05



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## 1 Introduction

There is a range of different types of employer supplied accommodation depending on the requirements of the entity, including but not limited to:

- Residential villas, compounds, apartments;
- Multi-purpose/tenanted buildings;
- Residential cities developments;
- Hotels, serviced apartments;
- Other residential units or buildings.

Providing a minimum good standard of accommodation requires the entity to ensure that:

- Accommodation is maintained in a safe and healthy condition;
- Employees are not exposed to hazards in the accommodation.

Ministerial Resolution No. 591 of 2016 states that: establishments with 50 or more employees, where the wage of each employee is less than AED 2,000 per month, must provide accommodation for its employees.

The entity must decide what type of accommodation they will provide for employees and how they will manage the accommodation to ensure their safety and health.

## 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.

The scope of this document includes the following accommodation within the Emirate of Sharjah:

- Employees that are provided a shared bedroom unit in a workers residential city;
- Employees that are provided a shared bedroom unit in worker accommodation or a labour camp;
- Employees that are provided with a bedroom or shared bedroom in a residential tower, compound or block;
- The communal areas of buildings used to provide shared accommodation to employees from the same entity.

Exclusions: This document does not cover:

- Employees that are provided with accommodation in hotels or serviced apartments;
- Accommodation obtained by the employee with the provision of the accommodation allowance paid by the entity as part of the benefits of employment contract allowances.

### 3 Definitions and Abbreviations

<b>Employer:</b>	Every natural or legal person, whether public or private, who employs one or more workers in return for a wage of whatever type.
<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>Employer Supplied Accommodation:</b>	Accommodation which is provided without cost to the employees, which is either: <ul style="list-style-type: none"><li>• Owned and managed by the entity or;</li><li>• Owned and managed by a third party who is contracted by the entity.</li></ul>
<b>AMAN:</b>	An advanced fire detection system allows 24-hour monitoring of fire alarms, boosting the capability of Sharjah's General Directorate of Civil Defence to immediately respond to fire incidents, Aman system can be installed in commercial, government, and all buildings which are not classified as Independent private homes and villas for residential purpose.
<b>Emergency Plan:</b>	Specifies systematic instructions and procedures that have to be followed before and after the time of an anticipated emergency event.
<b>Evacuation Plan:</b>	A diagram showing the safest emergency exit routes from a building and clearly indicating the places of the emergency equipment including firefighting and first aid equipment.

### 4 Roles and Responsibilities

#### 4.1 Entity Responsibilities

- Undertake accommodation risk assessment, identify hazards, employees at risk and introduce control measures;
- Ensure all accommodation complies with:
  - UAE Fire and Life Safety Code of Practice;
  - AMAN requirements;
  - Any other applicable requirements.
- Have an emergency plan;
- Have a system to report injuries, illness and hazards;
- Provide employee wellbeing initiatives.

## 4.2 Employee Responsibilities

- Not endanger themselves or others;
- Report any activity or defect relating to accommodation which they know is likely to endanger the safety of themselves or that of any other person.

## 5 Guidelines

Occupational safety and health applies to employee accommodation in the same way as it does to employees conducting work activities. The entity should manage the risks to employees by ensuring that the accommodation is adequately maintained, operated and managed.

The types of accommodation that this document refers to, includes but not limited to:

- Workers residential city;
- Worker accommodation units;
- Labour camps;
- Residential villas or compounds;
- Residential apartments, blocks or units;
- Other types of buildings used for accommodation purposes.

The entity should when identifying accommodation suitable for employees, ensure that safety and health is considered when selecting the appropriate accommodation type and building. The guidance provided in this document is the minimum requirements that the entity should implement.

### 5.1 Risk Assessment

The entity should identify hazards related to the provision of accommodation through use of risk assessment and introduce effective control measures to reduce the exposure of accommodation related injury and illness to employees.

Accommodation identified as being suitable for employees should have a risk assessment conducted during the selection process, and any control measures identified are implemented, prior to employee occupancy.

Accommodation that is already occupied by employees should have regular risk assessment reviews, at a minimum annually, and any improvements to control measures identified and introduced to further reduce risk to employee's safety and health.

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

- Fire safety;
- Emergency planning and preparedness;
- First aid;
- Medical service room;

- Bedrooms;
- Bathrooms;
- Kitchens;
- Dining Room;
- Restrooms;
- Laundry;
- Other services;
- Waste management;
- Ventilation and air conditioning;
- Lighting;
- Pest control;
- Employee wellbeing initiatives.

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

## **5.2 The Safety and Health of Employees in Accommodation**

### **5.2.1 Emergency Preparedness and Response**

The entity should ensure that accommodation has an emergency plan in place to address all foreseeable emergencies, including the potential outbreak of contagious disease or illness. This plan should include the ability to isolate employees that have contagious disease or illness, such as: COVID 19, chicken pox, flu, etc.

The entity shall ensure that all sites providing accommodation have an emergency response plan which is tested periodically and at a minimum annually. Employees are also required to know:

- The emergency evacuation routes of the building they occupy;
- Where the location of the emergency evacuation assembly point areas;
- How to report a fire emergency;
- The location of, and how to use fire extinguishers.

Further information on risk assessment can be found in OSHJ-CoP-18: Emergency Preparedness and Response.

### **5.2.2 Fire Safety**

The entity should ensure that the requirements of UAE Fire and Life Safety Code of Practice are implemented and maintained, including but not limited to:

- Accommodation identified as being suitable for employees must have a fire risk assessment conducted during the selection process and any control measures identified are implemented, prior to employee occupancy;
- Fire risk assessment is reviewed at a minimum annually and any improvements to control measures implemented to reduce fire risks to employees;
- Monthly inspections are conducted to confirm the fire fighting system and equipment is adequately maintained;
- Fire fighting systems comply with UAE Fire and Life Safety Code of Practice;
- Fire fighting systems integrated with AMAN system;
- Smoke detectors, fire alarms and fire protection shall be fitted to each building;
- Fire extinguishers shall be provided and distributed in each building;
- There are specific fire evacuation plans for each building, which shall be prominently displayed;
- Regular evacuation drills are conducted, at a minimum annually.

### 5.2.3 First Aid

The entity should ensure that the first aid box should be provided in every accommodation facilities. This requirement is applicable to all employer supplied accommodation facilities. The entity should provide a dedicated first-aider who should be available at the accommodation when it is occupied.

First aid requirements include but are not limited to:

- Undertaking a first aid risk assessment as part of the planning process;
- Identifying the type and quantity of first aid/medical equipment and/or facilities required;
- Identifying the number of nurses required;
- Providing information to the employees on the first aid/medical arrangements;
- Providing resources for the implementation of first aid/medical requirements.

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

### 5.2.4 Medical Service Room

Each employee supplied accommodation facility with more than 50 resident employees must have a first aid room with a nurse. This room should be equipped with suitable furniture, tools and a medicine box. There must be provision of a quarantine room equipped with suitable furniture and tools.

### 5.2.5 Bedrooms

The entity should ensure that the following bedroom specifications are implemented and maintained:

- The area allocated for each employee should be not less than 3 square metres;

- The maximum number allowed for one bedroom is 8 employees, while maintaining the minimum area allocated to each employee. Dormitories shall maintain the same minimum allocated area;
- Bedroom ceiling height should be not less than 7 feet;
- A bed space should be available for each employee, even during working hours;
- Each employee must be provided with a bed, side table and a lockable cupboard of 2 metre height;
- The distance between each bed should be not less than 36 inches from all sides. The height of the bed must be not less than 12 inches;
- The distance between each bunk bed should be not less than 48 inches from all sides, provided that the distance between the upper and lower bed is not less than 27 inches and should provide a safe access to the upper bed. Three level bunk beds are not allowed;
- Shoe racks must be fitted at the entrance of each room, so that employees can keep their shoes outside the bedroom;
- Cooking stoves, hotplates and washing machines are not allowed to be used in bedrooms.

#### 5.2.6 Bathrooms

The entity should ensure that the following bathroom specifications are implemented and maintained:

- Employees must have easy access to bathroom facilities without the need to move from one bedroom to another;
- For shared bathrooms, one toilet must be allocated for each 8 employees. The number of toilets should be not less than 2 in each shared bathroom. Dormitories shall maintain the allocation of toilets, one toilet for each 8 employees;
- One urinal must be allocated for each 25 persons. Urinals must have sufficient quantity of water required for flushing and cleaning purposes;
- One place for bathing and one washbowl must be provided for each 8 employees;
- Hot and cold water must be available in bathrooms;
- There should be sufficient quantity of tissue paper in each toilet;
- Bathrooms and toilets must be kept clean and hygienic. They must be cleaned at least once per day. Sterilisers must be used for sanitisation.

#### 5.2.7 Kitchens

The entity should ensure that the following communal kitchen specifications are implemented and maintained:

- Each accommodation unit must have a kitchen that conforms to the requirements of relevant authorities;



- The kitchen must be managed by a licensed company or by the food staff of the employee accommodation unit;
- The kitchen shall have washable tables;
- The kitchen must have a drainage system, ventilation hole and/or chimney, the chimney must be 2 metres higher than the nearest building;
- Gas cylinders must be stored outside the building and protected from direct sunlight;
- The kitchen must be equipped with pest control materials and equipment;
- The kitchen must be kept clean;

Cooking on stoves, hot plates, etc is not allowed in bedrooms.

### **5.2.8 Dining Room**

The entity should ensure that the following dining room specifications are implemented and maintained:

- The dining room must be positioned near the kitchen and equipped with chairs, tables and washbowls supplied with hot and cold water, soap and hand towels;
- An area of 1.4 square metres should be allocated for each employee in the dining room. It should be designed to accommodate one third of the employees living in the accommodation unit;
- Notices of meal times must be fixed at the entrances of the dining rooms;
- The dining rooms must be kept clean at all times.

### **5.2.9 Restrooms**

The entity must provide a restroom for employees in the accommodation unit. It should be equipped with a sufficient amount of seating and a television.

### **5.2.10 Laundry**

The entity should ensure that the following laundry room specifications are implemented and maintained:

- Laundry services can be outsourced to an external company;
- If laundry services are not outsourced to an external company, the entity must provide laundry services that are appropriate for the total number of employees living in the accommodation unit; and
- Laundry utilities must be located on the ground floor of the accommodation unit and include the provision of hot and cold water supplies, ventilation holes, air conditioning, drainage networks and lighting.

### **5.2.11 Waste Management**

The entity should ensure that the following waste management specifications are implemented and maintained:

- Waste disposal procedures must be compliant with the environmental and health criteria set by relevant authorities;
- Sealed waste containers must be provided in sufficient numbers;
- Waste containers must be cleaned and emptied daily;
- Housing units must be cleaned daily.

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

### 5.2.12 Ventilation and Air Conditioning

The entity should ensure that the following ventilation and air conditioning specifications are implemented and maintained:

- All rooms, kitchens, dining rooms, corridors, offices and lounges must be provided with ventilation systems and central air-conditioning;
- An exhaust hood must be installed to pull air from bathrooms;
- A window/vent in the lower part of each bedroom and bathroom door must be installed for ventilation;
- Bathrooms, stores, photocopying rooms, computer rooms, kitchens, toilets and other areas of probable contamination must have efficient ventilation systems;
- Temperature, humidity and air speed must be controlled in all air conditioned places;
- Relative humidity must range from 30 to 60 per cent in all air conditioned places.

### 5.2.13 Lighting

The entity should ensure that the following lighting specifications are implemented and maintained:

- All lighting units fixed in occupied areas and other areas must provide a sufficient amount of lighting;
- The external lights must enable pedestrians to identify corridor borders, turns, cross roads and any other obstacles or potential risks;
- All potential risk places must have a level of lighting higher than corridors;
- Lamp posts should not block pedestrians, road traffic or emergency services.

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

### 5.2.14 Pest Control

The entity should make provision for the control of pests and should appoint a licenced pest control company to manage pest control on their behalf. The entity should supervise the pest control company to ensure the following, including but not limited to:

- The application of any chemicals are controlled;

- Pest control is applied when occupants are not present;
- The treated areas are isolated to prevent access;
- The treated areas are adequately ventilated, where required;
- A competent person assesses that the premises are safe for occupants to re-enter after application of pest control chemicals.

Fumigation of pests is not a recommended method to eradicate pests in accommodation.

The entity should record and retain pest control records.

### **5.2.15 Employee Wellbeing Initiatives**

The entity should in addition to the requirements of first aid and emergency planning and preparedness have a duty of care to educate employees in languages and in a format that employees understand on their health, including but not limited to:

- Safety in heat – education for employees exposed to excessive heat during work activities; and
- Worker wellbeing – education for employees on health and wellbeing in the workplace.

The entity shall record and retain employee wellbeing initiative records.

## **6 References**

OSHJ-CoP-01: Risk Management and Control

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

UAE Fire and Life Safety Code of Practice.

Ministerial Resolution No. 591 of 2016 concerning the Commitment of Establishments

Ministerial Decree No. 212 of 2014 on Approval of the General Standards Guideline of Labour Accommodation

## 7 Document Amendment Record

<b>TITLE</b>	Employer Supplied Accommodation		
<b>DOCUMENT AMENDMENT RECORD</b>			
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