حكومة رأس الخيمة
Government of Ras Al Khaimah

rakez
RAS AL KHAIMAH
ECONOMIC ZONE

Guidelines for HS&E Practitioner

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CONTENTS

1. Introduction 3
2. Purpose 3
3. Definitions 3
4. Competency Requirements for HS&E Practitioner 4
   4.1. Educational Qualification and Professional Experience 4
   4.2 Recommended Skills: 4
5. Duties and Roles of HS&E Practitioner 5
   5.1 Planning and development 5
   5.2 Supervision and implementation 5
   5.3 Investigation and documentation 5
   5.4 Awareness and improvement 5
6. Accreditation 5

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1. Introduction

RAKEZ emphasizes the protection of the health and safety of all people working under RAKEZ's jurisdiction through the development of regulations and guideline documents, continuous improvement of management measures such as on-site inspections of work and NOC requirements, establishing a framework for health and safety certification requirements, and promoting various Health, Safety, and Environment (HS&E) programs to further improve the HS&E standards that are being implemented.

As per Ministerial Order No. 32 of 1982 of UAE, the stakeholders are required to employ or appoint full-time safety personnel for their operation to provide technical advice related to health and safety. However, during numerous inspections and incident investigations by RAKEZ HS&E, it was determined that various stakeholders were carrying out their work activities within RAKEZ jurisdiction areas without the presence of a competent HS&E Representative.

Recognizing this gap, RAKEZ HS&E has developed this guideline to ensure that qualified HS&E representatives are available to all stakeholders with the aim to achieve improved health and safety and develop a positive company safety culture

Furthermore, stakeholders who are committed to ensuring the availability of a competent HS&E representative in their workplace will help in enhancing legal compliance, eliminating or reducing occupational incidents and illnesses, improving worker satisfaction, and fulfilling moral obligations which are associated with, improved reputation on stakeholders, increased productivity and sustain business continuity.

2. Purpose

To facilitate the stakeholders to determine and select a qualified HS&E representative when conducting an operation within RAKEZ jurisdiction areas.

3. Definitions

A. RAKEZ: Ras Al Khaimah Economic Zone – Govt of RAK
B. HS&E: Health, Safety, and Environment
C. STAKEHOLDERS: Refers to all business entities and establishments operating as factories, construction, and service companies within RAKEZ jurisdiction areas.
D. ACADEMIC QUALIFICATIONS: Certifications awarded to students upon successful completion of a course of study in higher education, typically at a college or university.
E. PROFESSIONAL EXPERIENCE: Professional Experience is supported by a document (employment certificate, service certificate, experience certificate, etc.) issued by the concerned employer (including current employer) indicating the employee's designation and duration of service at the concerned organization. The document should be signed and stamped by the concerned department of the organization
F. POST-SECONDARY HS&E QUALIFICATION: Qualification obtained after secondary education
G. HS&E TRAINING: Refers to learning programs designed to train employees on precautionary processes and procedures to mitigate risk or the chance of injury or fatality on the job. Safety training is a form of compliance training delivered to protect the organization and its people.

4. Competency Requirements for HS&E Practitioners

4.1. Educational Qualification and Professional Experience

1. As a minimum, the stakeholder shall select a qualified HS&E Professional that possesses the following educational qualification and professional experience requirements when performing work at the workplace:

Academic Qualifications	Professional Experience	Post Secondary HS&E Qualifications
A. Diploma or Bachelor's Degree (Engineering, Science, Safety, or Environmental) from an accredited institution, college, or university.	A. Two (2) to Three (3) years of professional safety experience in the field of industrial operation or construction; B. Experience in preparing a Risk Assessment; and C. Strong knowledge of requirements of ISO 9001, ISO 14001, and ISO 45001 management systems.	A. NEBOSH International or National General Certificate in Occupational Safety & Health, or B. CSP/CRSP/CMIOSH/IDipNEBOSH or equivilant C. Local / International equivalent qualification. **HS&E Trainings** A. Emergency Management Certification, B. Certified CPR, AED, and First Aiders. C. Certified basic Fire Fighters. D. Completed and attended training on Risk Assessment, and E. Local / International equivalent qualification.

4.2 Recommended Skills:

1. Fluent in English and Excellent communication skills, both written and spoken.
2. Good Knowledge of HS&E policy and procedures and relevant Workplace Occupational Health and Safety requirements.
3. Up-to-date knowledge of occupational HS&E-related legislations, regulations and guidance in Local & federal.
4. Supervisory skills and ability to direct, evaluate, and effectively manage contractors with good analytical, problem-solving, and decision-making skills.
5. Knowledge of training methods and ability to develop and present effective HS&E training.
6. Self-motivated and detail-oriented skills with the ability to assess different workplace situations hazards, and recommend appropriate preventive and corrective measures or strategies.
7. Ability to react quickly and calmly during emergencies and to remain calm in stressful situations.
8. Confident, objective, fair, and clear when delivering difficult information or making decisions that may cause initially unfavorable reactions.
9. Good time management and planning skills with the ability to prioritise workloads, work under pressure, work to deadlines, and meet targets - whilst maintaining a customer-centric approach to clients and a supportive and advisory approach with colleagues.

5. Duties and Roles of HS&E Practitioner

5.1 Planning and development

1. Assessment of risks in the workplace according to the activity of the establishment and all its facilities including the labor accommodations.
2. Set occupational health and safety objectives.
3. Develop HS&E Action Plans and Emergency Response Plans.
4. Prepare plans for periodic medical checkups for employees engaged in hazardous activities.
5. Draft occupational safety and health guidelines.
6. Implement safety controls and requirements related to equipment and tools purchased or rented.
7. Participate in the selection of appropriate training courses for workers according to the risks associated with their duties.

5.2 Supervision and implementation

1. Supervise and follow up on the implementation of occupational health and safety requirements in workplaces according to the relevant laws.
2. Carry out an internal inspection to ensure staff and contracted establishments members comply with the HS&E instructions and requirements.
3. Determine the safety of workplaces and suitability for operation.
4. Implement preventive actions to prevent incidents.
5. Check the safety and serviceability of safety equipment and tools.

5.3 Investigation and documentation

1. Report incidents instantly through the reporting channels provided by the Ministry of Human Resources and Emiratisation and RAKEZ.
2. Prepare incident reports and save them in the incident record.
3. Prepare occupational health and safety reports and maintain them in a special file.

5.4 Awareness and improvement

1. Educate and instruct workers about HS&E requirements.
2. Continuous development and improvement of regulations, guidelines, and instructions.
3. Develop improvement plans and recommendations after work incidents occur.
4. Decide on the observations and suggestions of workers in matters related to occupational health and safety.

6. Accreditation

All HSEPs are required to be registered under the authority, All stakeholders are required to inform the details of HSEP during appointments and removals.