

<p>Division/Department/Section: AAF/OSHMS</p> <p>Subject: OSH Policy</p>	<p>Reference Number: AAF-OSH-P0017</p> <p>Issue Date: 30 June 2025</p> <p>Next Review Date: 30 June 2026</p> <p>Version: 3</p>
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Ajyal International School Occupational Safety and Health (OSH) Policy

Reference: Abu Dhabi OSH System Framework (ADOSH-SF) Manual Version 4.0 – July 2024

1. Policy Statement

Ajyal International School is committed to fostering a safe, healthy, and supportive environment for all staff, students, contractors, and visitors. We recognize that the proactive management of health and safety risks is essential to our school's mission. Our commitment extends beyond legal compliance to a culture of safety and continuous improvement in line with the Abu Dhabi Public Health Center's ADOSH-SF (Version 4.0, July 2024) requirements.

2. Purpose

To establish a framework for the development, implementation, and maintenance of an OSH Management System (OSHMS) that ensures legal compliance, risk control, employee well-being, and student safety.

3. Scope

This policy applies to all school activities conducted by or on behalf of Ajyal International School, including:

- Teaching and administrative staff
- Students
- Contractors and third-party vendors
- Visitors and parents while on school premises or during school events.

4. Objectives

- Prevent occupational injuries and health issues
- Ensure full compliance with ADOSH-SF and ADEK policies
- Promote awareness, responsibility, and accountability
- Provide a basis for continual improvement and audit readiness

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5. Roles and Responsibilities

- Principal: Overall accountable for OSHMS implementation
- HSE Officer: Responsible for executing, inspecting, and reporting on OSH performance
- Department Heads: Enforce safety in their specific areas
- Employees: Comply with safety rules and report hazards
- Contractors: Must comply with school safety procedures and ADOSH requirements

Reference: ADOSH-SF Element 1

6. Risk Management

A structured risk assessment process will be conducted for all school functions and facilities, including: classrooms, science labs, play areas, field trips, and contractor works. A hazard register will be maintained.

Reference: ADOSH-SF Element 2

7. Training, Awareness, and Competence

All employees will undergo:

- Induction training
- Fire and emergency drills
- Activity-specific training (science lab, first aid, heat safety, etc.)
- Contractors will receive safety briefings before beginning work

Reference: ADOSH-SF Element 5

8. Emergency Preparedness

Ajyal School maintains written emergency response plans including:

- Evacuation maps and fire drills
- Lockdown and pandemic response plans
- Gas or chemical leak preparedness

Reference: ADOSH-SF Element 6 and Appendix 15

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9. Incident Notification and Investigation

All incidents and near-misses must be reported using ADOSH-SF Forms G, G1, G2 within specified timeframes. All incidents will be investigated by trained personnel and findings shared with stakeholders.

Reference: ADOSH-SF Mechanism 11.0

10. Contractor Management

Contractors must:

- Submit risk assessments and competency documents
- Attend safety briefings
- Comply with permit-to-work system for high-risk activities

Reference: ADOSH-SF Element 3

11. Monitoring, Audits, and Reviews

- Monthly safety inspections by HSE officer
- Quarterly OSH Committee meetings
- Annual third-party audit
- Annual Management Review by Principal

Reference: ADOSH-SF Elements 7, 8, 9

12. Consultation and Communication

Regular channels include:

- Safety committee with department representation
- Awareness campaigns and posters
- Inclusion of OSH topics in staff meetings

Reference: ADOSH-SF Element 4

13. Document Control and Record Keeping

All safety documents will be version-controlled, regularly updated, and securely stored. Retention will follow ADOSH minimum of 5 years.

Reference: ADOSH-SF Element 9

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14. Policy Review and Amendment

This policy shall be reviewed annually or upon significant change in operations, legislation, or after a major incident. Next review date: June 2026.

15. Approval and Endorsement

Prepared by:			
Name	Designation	Date	Signature
1. Mr. Magdy Ayoup	Health and Safety Officers	June 2025	
2. Mr. Ahmed Al Qadi			
Approved By:			
1. Dr. Antoinette Brown	School Principal	June 2025	