



أكاديمية الشيخ زايد الخاصة
THE SHEIKH ZAYED PRIVATE ACADEMY

Policy No:	HS.P.01.01.05
Policy Title:	OCCUPATIONAL SAFETY AND HEALTH POLICY

1.0	Rationale:																												
	<p>The Sheikh Zayed Private Academies recognize that the health and safety of all members of our community is a responsibility shared by everyone associated with the schools and are committed to ensuring the provision of a safe and healthy environment for all students, staff, contractors, visitors and other relevant parties. This policy outlines the responsibilities of all members of our school communities to ensure that the school environment is a safe, healthy and secure place to be and that health and safety considerations are at the forefront of all school operations.</p> <p>The SZPA's Occupational Safety and Health Policy aligns with Abu Dhabi Department of Education and Knowledge's Occupational Safety and Health (OSH) General Policy and has been prepared with reference to and in compliance with ADOSH SF regulations. This policy does not replace ADOSH or ADEK regulations, but is in addition to them.</p> <p>The SZPA's Occupational Safety and Health Policy has been designed to clarify its management responsibilities with respect to occupational safety and health. Each campus and/or business unit is responsible for maintaining its own library of process and procedure documents specific to its site requirements.</p>																												
2.0	Terminology:																												
	<table><tr><td><i>SZPA</i></td><td>The Sheikh Zayed Private Academies</td></tr><tr><td><i>SZPAB</i></td><td>The Sheikh Zayed Private Academy for Boys</td></tr><tr><td><i>SZPAG</i></td><td>The Sheikh Zayed Private Academy for Girls</td></tr><tr><td><i>OSH</i></td><td>Occupational Safety and Health</td></tr><tr><td><i>ADOSH SF</i></td><td>Abu Dhabi Occupational Safety and Health System Framework</td></tr><tr><td><i>OSHMS</i></td><td>Occupational Safety and Health Management System</td></tr><tr><td><i>MSO</i></td><td>Manager – School Operations</td></tr><tr><td><i>HSO</i></td><td>Health and Safety Officer</td></tr><tr><td><i>ADEK</i></td><td>Abu Dhabi Department of Education and Knowledge</td></tr><tr><td><i>ADPHC</i></td><td>Abu Dhabi Public Health Center</td></tr><tr><td><i>ADCD</i></td><td>Abu Dhabi Civil Defence</td></tr><tr><td><i>DMT</i></td><td>Department of Municipalities and Transport</td></tr><tr><td><i>DOH</i></td><td>Department of Health</td></tr><tr><td><i>ADAFSA</i></td><td>Abu Dhabi Agriculture and Food Safety Authority</td></tr></table>	<i>SZPA</i>	The Sheikh Zayed Private Academies	<i>SZPAB</i>	The Sheikh Zayed Private Academy for Boys	<i>SZPAG</i>	The Sheikh Zayed Private Academy for Girls	<i>OSH</i>	Occupational Safety and Health	<i>ADOSH SF</i>	Abu Dhabi Occupational Safety and Health System Framework	<i>OSHMS</i>	Occupational Safety and Health Management System	<i>MSO</i>	Manager – School Operations	<i>HSO</i>	Health and Safety Officer	<i>ADEK</i>	Abu Dhabi Department of Education and Knowledge	<i>ADPHC</i>	Abu Dhabi Public Health Center	<i>ADCD</i>	Abu Dhabi Civil Defence	<i>DMT</i>	Department of Municipalities and Transport	<i>DOH</i>	Department of Health	<i>ADAFSA</i>	Abu Dhabi Agriculture and Food Safety Authority
<i>SZPA</i>	The Sheikh Zayed Private Academies																												
<i>SZPAB</i>	The Sheikh Zayed Private Academy for Boys																												
<i>SZPAG</i>	The Sheikh Zayed Private Academy for Girls																												
<i>OSH</i>	Occupational Safety and Health																												
<i>ADOSH SF</i>	Abu Dhabi Occupational Safety and Health System Framework																												
<i>OSHMS</i>	Occupational Safety and Health Management System																												
<i>MSO</i>	Manager – School Operations																												
<i>HSO</i>	Health and Safety Officer																												
<i>ADEK</i>	Abu Dhabi Department of Education and Knowledge																												
<i>ADPHC</i>	Abu Dhabi Public Health Center																												
<i>ADCD</i>	Abu Dhabi Civil Defence																												
<i>DMT</i>	Department of Municipalities and Transport																												
<i>DOH</i>	Department of Health																												
<i>ADAFSA</i>	Abu Dhabi Agriculture and Food Safety Authority																												
3.0	Policy Statement(s):																												
	<p>The SZPA are committed to:</p> <ul style="list-style-type: none">• Providing adequate resources to develop, implement and maintain an effective Occupational Safety and Health Management System (OSHMS).• Complying with all applicable health and safety regulations and UAE legislation, including, but not limited to, ADEK, ADPHC, ADOSH, ADCD, DMT, DOH, ADAFSA.• Managing OSH risks through the identification of hazards relevant to school activities and ensuring appropriate control measures are implemented to mitigate the risks.• Setting measurable objectives and targets to improve occupational safety and health performance and monitor achievement regularly.																												



أكاديمية الشيخ زايد الخاصة
THE SHEIKH ZAYED PRIVATE ACADEMY

Policy No:	HS.P.01.01.05
Policy Title:	OCCUPATIONAL SAFETY AND HEALTH POLICY

	<ul style="list-style-type: none">• Promoting awareness and encouraging participation through effective communication and consultation with employees, students, contractors and concerned stakeholders on OSH matters to prevent injuries and ill health.• Developing employees' OSH and task-specific competency through effective training, awareness and operational procedures.• Implementing programs to enhance employee and student health and well-being.• Periodically reviewing the suitability and effectiveness of the OSH Management System to facilitate continuous improvement. <p>3.1 Risk Assessment: Risk assessments shall be conducted in accordance with ADOSH SF to determine the risk level of each campus or business unit. of the SZPA. Risk assessment protocols, inspection cycles and expectations will meet or exceed ADOSH SF requirements at all times. The MSOs at each school will develop a Risk Register and an inspection/checklist schedule.</p> <p>3.2 System Procedures: The SZPA Operations Department will develop and maintain a suite of System Procedures to ensure alignment of Health and Safety standards, practices and expectations across the SZPA. The documents in this suite will be approved by the SZPA Management Committee and will comprise, at a minimum, the following documents:</p> <ul style="list-style-type: none">• Document Control and Record Retention• Objectives and Targets• Legal Compliance• Management Review• Communication and Consultation• Performance Monitoring• Management of Change• Management of Contractor• Hazards, Near Miss, Incident Reporting and Investigation• Audit and Inspection• Nonconformity and Corrective Action• Training and Competency• Risk Management• Emergency Management <p>3.3 Standard Operating Procedures (SOP): The SZPA Management Committee will identify those processes that should be covered by a Standard Operating Procedure. As these documents will be site-dependent, they will be maintained by the MSO and approved by the School Principal. This document suite will comprise, at a minimum:</p> <ul style="list-style-type: none">• Hazardous Material• PPE• General Workplace Amenities• Workplace Wellness• Safety, Signage and Signal• Stress Management• Prevention of Legionella Disease
--	--



أكاديمية الشيخ زايد الخاصة
THE SHEIKH ZAYED PRIVATE ACADEMY

Policy No:	HS.P.01.01.05
Policy Title:	OCCUPATIONAL SAFETY AND HEALTH POLICY

	<ul style="list-style-type: none">• Barricading of Hazards• LOTO• Manual Handling and Ergonomics• New and Expectant Mother• Violence in the Workplace• Electrical Safety• First Aid and Medical Treatment• Waste Management• Permit to Work• Working at Height <p>3.4 OSH Manual: The SZPA Management Committee will be responsible for ensuring that each campus/business unit of the SZPA has a readily accessible and updated OSH Manual.</p> <p>3.5 Communication: The contents of the Occupational Safety and Health Policy and the Health and Safety Manual will be readily accessible to all staff at all times. At the time of joining the SZPA, every member of staff will receive Health and Safety training. This training will be updated annually at the start of the academic year for all staff.</p> <p>3.6 Health and Safety Committee: The Compliance and Monitoring Manager will be responsible for ensuring that each campus of the SZPA establishes a Health and Safety Committee. The committee shall meet, at a minimum of four meetings per year, with additional meetings to be held at the discretion of the Chair. The committee is responsible for monitoring and advising on health and safety. The minutes of the committee meetings will be displayed on the OSH Noticeboard.</p> <p>3.7 OSH Noticeboard: Each campus of the SZPA shall install a noticeboard dedicated to OSH. The noticeboard will be sited in a location accessible to all staff. The HSO will be responsible for ensuring that the Noticeboard is kept up-to-date and tidy.</p> <p>3.8 Review: This policy is reviewed and updated in accordance with SZPA's <i>Management of Official Documents</i> Policy, including scheduled review cycles and ad hoc review following any material changes to applicable legislation, regulation, or regulatory guidance.</p>
4.0	Duties and Accountabilities
	<p>4.1 The SZPA Management Committee is responsible for ensuring that best practice OSH is established and aligned across the SZPA.</p> <p>4.2 The SZPA Management Committee is responsible for the management of all aspects of OSH across the SZPA and for ensuring that OSH policy and process is implemented and practiced across the SZPA.</p> <p>4.3 The Principals are responsible for ensuring that best practice OSH is established and practiced at their school and ensuring that the risk assessment and inspection cycle is completed.</p> <p>4.4 The MSO is responsible for the day-to-day OSH practice at their school.</p> <p>4.5 Heads of School and Department Managers are responsible for ensuring that the staff within their teams are properly trained and for ensuring the health and safety of the students in their phase.</p> <p>4.6 Educational staff are responsible for ensuring that the children in their care are aware of the expectations on them with regard to health and safety and for putting guidance in place to ensure that students keep their own safety and that of others in mind.</p>



أكاديمية الشيخ زايد الخاصة
THE SHEIKH ZAYED PRIVATE ACADEMY

Policy No:	HS.P.01.01.05
Policy Title:	OCCUPATIONAL SAFETY AND HEALTH POLICY

	4.7 All staff are responsible for maintaining good health and safety practice and for reporting any breaches or incidents immediately. 4.8 Visitors and Contractors are responsible for acting in line with the SZPA's health and safety expectations and for following the instructions of SZPA staff in this regard.
5.0	Related Documents
	<ul style="list-style-type: none">• SZPA Systems Procedures Suite• School SOP Suite• Health and Safety Committee Minutes• Risk Assessment and reporting documents
6.0	Applicable to:
	All parties associated with the SZPA at all times

7.0 Amendment History		
Version	Date	Details of Amendment
00	February 2010	Creation
01	October 2017	Update
02	September 2021	Updated in accordance with OSHAD requirements
03	November 2022	<ol style="list-style-type: none">1. Policy number updated in accordance with SZPA naming conventions2. Designation of SMSO updated to BDFM (AAEI)3. Designation of SHRM updated to Compliance and Monitoring Manager
04	November 2024	<ol style="list-style-type: none">1. Renamed Occupational Safety and Health Policy2. BDFM (AAEI) replaced with Quality Manager (AAEI)
05	January 2026	<ol style="list-style-type: none">1. OSHAD updated to ADOSH SF2. Quality Manager (AAEI) replaced by Operations Department or SZPA Management Committee3. Frequency of H&S committee meetings changed from monthly to four times per annum.

8.0	Approval and Review:
This policy is reviewed and updated in accordance with SZPA's <i>Management of Official Documents Policy</i> , including scheduled review cycles and ad hoc reviews following any material changes to applicable legislation, regulations, or regulatory guidance. The policy is approved at the group level in accordance with SZPA's <i>Delegation of Authority</i> framework. School Governing Boards are responsible for oversight of the effective implementation of the policy at the school level and for monitoring compliance with its requirements.	
Approval Date:	February 5, 2026
Next Scheduled Review:	February, 2027