



OSH Manual

OSHAD-SF Version 3.1

Approved

by: TERENCE MONAHAN (print)

Approved

by: TM (signature)

Date: 12/09/18

 Occupational Safety and Health Manual	Document ID	NYUAD-EHS-MN
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Contents

1 LEADERSHIP, COMMITMENT AND OBJECTIVES	4
1.1 Commitment to the NYUAD Community	4
1.2 Objectives	4
1.3 Scope	4
2 ABOUT THE NYUAD CAMPUS	5
2.1 North Site	6
2.2 South Site	6
3 TERMS AND DEFINITIONS	7
4 ROLES AND RESPONSIBILITIES	9
5 NYUAD OSHMS ELEMENTS	13
5.1 Element 1: Roles, Responsibilities, and Self-Regulation	13
5.2 Element 2: Risk Management	14
5.3 Element 3: Management of Contractors	15
5.4 Element 4: Communication and Consultation	16
5.4.1 Communication	16
5.4.2 Participation and Consultation	16
5.5 Element 5: Training and Competency	17
5.6 Element 6: Emergency Management	18
5.7 Element 7: Monitoring, Investigation and Reporting	19
5.7.1 OSH Plan, Targets and Objectives	19
5.7.2 Hazard and Incident Reporting and Investigation	19
5.7.3 Monitoring Requirements	19
5.8 Element 8: Audit and Inspection	20
5.8.1 Internal/External OSH Audits	20
5.8.2 OSH Inspections	20
5.8.4 Non-Conformance and Corrective Action	20
5.9 Element 9: Compliance and Management Review	22
5.9.1 OSH Policy	22
5.9.2 OSH Legal Compliance	22

 Occupational Safety and Health Manual	Document ID	NYUAD-EHS-MN
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5.9.3	Operational Procedures	22
5.9.4	OSH Document and Record Control.....	23
5.9.5	OSH Management of Change.....	23
5.9.6	OSH Management Review	23

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1 LEADERSHIP, COMMITMENT AND OBJECTIVES

1.1 Commitment to the NYUAD Community

NYUAD's commitment to the NYUAD community is to foster and maintain a culture of safety by educating our students, employees and others heightening OSH awareness of unsafe conditions, and strict observance of the preventative measures. Everyone in the NYUAD Community is required to work safely and not to cause harm to others by their acts or omissions. No one shall be exposed to unnecessary risks.

Always remember the universally accepted concept on incident prevention that:

"NO JOB IS SO IMPORTANT AND CRITICAL THAT THERE IS NO TIME TO PERFORM OUR WORK SAFELY"

1.2 Objectives

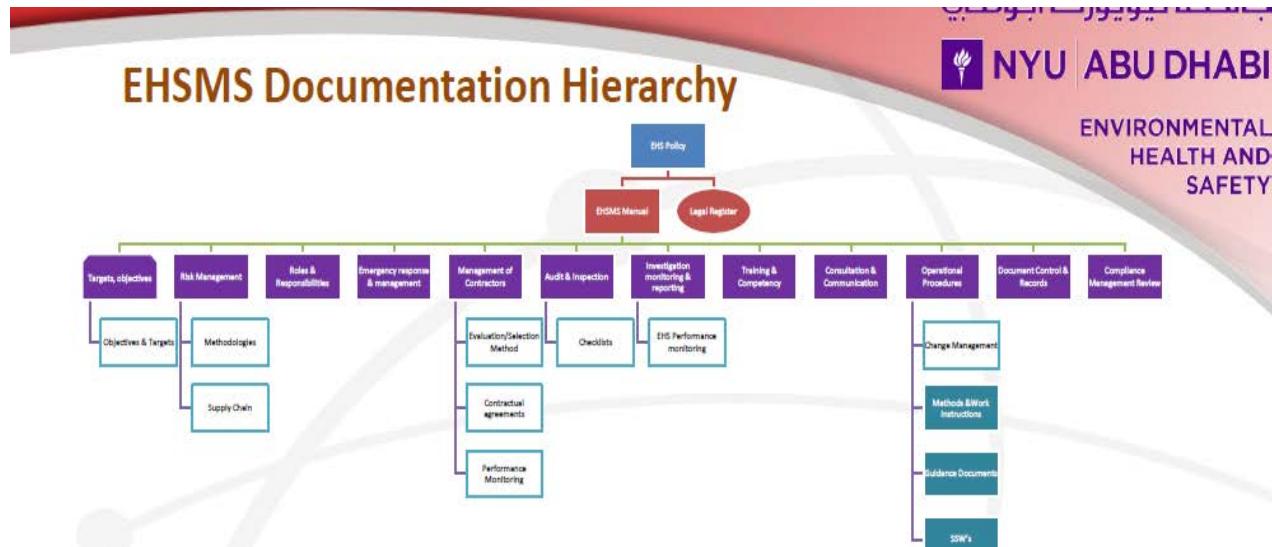
The objective of the NYUAD OSHMS is to:

- establish a framework that sets out health and safety expectations for managers, supervisors and others in a position of authority and how they will fulfil their OSH responsibilities within their area of responsibility;
- support and promote a positive OSH culture across the NYUAD Community;
- achieve effective communication on OSH matters throughout the NYUAD Community;
- identify, evaluate and control the inherent and work-related hazards;
- ensure that NYUAD employees and contractors, at all levels, are competent in all OSH related aspects of their work;
- continually improve NYUAD's OSH performance; and
- comply with the Occupational Safety and Health Abu Dhabi System Framework (OSHAD SF).

1.3 Scope

The NYUAD OSHMS is developed in accordance with the OSHAD SF requirements. This procedure applies to all members of the NYUAD community including consultants, vendors and contractors. The NYUAD OSHMS and related documentation is arranged as per the below hierarchy.

 جامعة نيويورك أبوظبي NYU ABU DHABI	Occupational Safety and Health Manual	Document ID: NYUAD-EHS-MN Version: 2.0 Author: John O'Connor/Rob Cate, EHS Manager Reviewed By: Terence Monahan, EHS Director Approved By: Peter Christensen, COO Date Issued: December 20, 2015
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2 ABOUT THE NYUAD CAMPUS

NYU Abu Dhabi is a research university with a fully integrated liberal arts and science college. It draws students from around the world, and prepares them for the challenges and opportunities of our interconnected world.

NYUAD is a new build educational facility that is the first comprehensive liberal arts campus in the United Arab Emirates. Located on Saadiyat Island, the campus has a total gross floor area of 327,100 m² with a student capacity of 4000 students

NYUAD has a wide range of course and research offerings which may pose potentially hazardous work conditions. The NYUAD campus is shared with many other persons who may be unfamiliar with the hazards and risks. NYUAD is committed to giving OSH the highest priority in all of its activities. NYUAD's commitment to the health and safety to both NYUAD employees and the NYUAD community is reflected in NYUAD's OSH Policy and OSHMS.

 <p>جامعة نيويورك أبوظبي NYU ABU DHABI</p>	<h2>Occupational Safety and Health Manual</h2>	<table border="1"> <tr> <td>Document ID</td><td>NYUAD-EHS-MN</td></tr> <tr> <td>Version</td><td>2.0</td></tr> <tr> <td>Author</td><td>John O'Connor/Rob Cate, EHS Manager</td></tr> <tr> <td>Reviewed By</td><td>Terence Monahan, EHS Director</td></tr> <tr> <td>Approved By</td><td>Peter Christensen, COO</td></tr> <tr> <td>Date Issued</td><td>December 20, 2015</td></tr> </table>	Document ID	NYUAD-EHS-MN	Version	2.0	Author	John O'Connor/Rob Cate, EHS Manager	Reviewed By	Terence Monahan, EHS Director	Approved By	Peter Christensen, COO	Date Issued	December 20, 2015
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The NYUAD OSHMS consists of 9 elements. Each element of NYUAD's OSHMS is equally important and critical for a safe and healthy community.



2.1 North Site

- ✓ 400 M running track
- ✓ Soccer field and practice field
- ✓ Tennis courts
- ✓ Grandstand
- ✓ Office and Changing rooms
- ✓ Security stations
- ✓ Truck screening area

2.2 South Site

- ✓ Car Parks (approximately 1500 lots) and Mechanical, Electrical Plumbing (MEP) equipment rooms
- ✓ Instructional Spaces (classrooms, labs)
- ✓ Faculty and Staff offices
- ✓ 1162 Apartment units (student and faculty)
- ✓ 2 Dining halls, 9 F&B spaces, 7 retail
- ✓ Research Institute
- ✓ Sports and Recreation Facilities
- ✓ Performing Arts Centre

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3 TERMS AND DEFINITIONS

These definitions apply to these terms as they are used in this policy:

TERMS

OSHAD	Occupational health and Safety- Abu Dhabi
NYUAD	New York University-Abu Dhabi
EHS	Environmental Health and Safety

DEFINITIONS

AUDIT:	Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organization's policy and objectives.
CONFINED SPACE:	A space in which because of its construction, location, contents or work activity hazardous gas, vapour, dust or fumes may accumulate or in which an oxygen-deficient atmosphere may be created.
CONTINUAL IMPROVEMENT:	Process of enhancing OSH, to achieve improvements in overall OSH performances, in line with NYUAD's OSH Policy.
CONTRACTOR:	A business, firm, partnership, consultant or individual hired to perform a specified task or job.
EMPLOYEE:	Any person engaged in an occupation.
ENVIRONMENTAL PROTECTION:	Arrangements to cover those activities in the workplace which affect the environment (in the form of flora, fauna, water, air and soil) and, possibly, the health and safety of employees and others. Such activities include waste and effluent disposal and atmospheric pollution.
HAZARD:	Anything with the potential to cause harm.
HEALTH:	The protection of the bodies and minds of people from illness resulting from the materials, processes or procedures used in the workplace.
HOT WORK:	Use of open flame, other heat sources and/or spark-producing devices where there is a potential for explosion or fire.

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INCIDENT:	An undesirable event that gave rise to an accident or had the potential to lead to an accident.
INSPECTION:	A monitoring function conducted to locate existing and potential hazards having the capacity to cause accidents in the workplace.
LOSS PREVENTION:	A before-the-loss program designed to identify and correct potential causes of accidents before they result in actual injuries or financial loss.
NEAR-MISS:	Any incident that could have resulted in an accident.
NON-CONFORMANCE:	Any deviation from work standards, practices, procedures, regulations, management system performance etc. that could either directly or indirectly lead to injury or illness, property damage to the workplace environment, or a combination of these.
OBJECTIVES:	Goals, in terms of OSH performance, which an organization sets itself to achieve.
REGULATION:	A rule, ordinance, law, legal regulation or such device by which conduct or performance is controlled.
RISK:	The likelihood of a hazard causing harm.
RISK ASSESSMENT:	The process of identifying hazards in the workplace and quantifying the likelihood of the hazard to cause harm.
SAFETY:	The protection of people from physical injury.
SUB-CONTRACTOR:	Any person, firm or corporation contracting with the contractor to perform part of the work and including partners and associates in a joint venture so contracting with the contractor
WELFARE:	The provision of facilities to maintain the health and well-being of individuals at the workplace.

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4 ROLES AND RESPONSIBILITIES

Title	Responsibility(s)
Vice Chancellor	<ul style="list-style-type: none"> Ultimate responsibility for the health and safety of NYUAD employees, students, contractors and visitors; ensure that there is an effective and clear policy for the management of health and safety within the University, ensuring that the University successfully manages health and safety and that appropriate measures are taken to promote an effective health and safety culture within the University; ensure that responsibilities are clearly defined, properly assigned and correctly discharged at all levels and that the Senior Management of New York University Abu Dhabi understand, accept and fulfill their health and safety responsibilities in accordance with the University's policy and decisions; ensure that adequate employees and resources are deployed in order to meet health and safety requirements, ensure implementation of a risk management program, ensure the University has effective systems for the provision of OSH information, training and supervision; ensure that the University has effective emergency procedures, and appoint suitably qualified Environmental Health and Safety employees to provide support, advice and oversight of implementation and monitoring of health and safety matters within the University.
Executive Director, Campus Operations	<ul style="list-style-type: none"> as the appointed Occupational Safety and Health Management representative is responsible for the implementation of NYUAD OSHMS ensure the University's health and safety policy is implemented; chair or appoint designee to chair the University Health and Safety Committee which has responsibility for devising and monitoring the University's OSHMS; within the resources provided for the University, ensuring that there are adequate employees, funds and materials to support the OSHMS; ensure that there are objectives set for the improvement of OSH ;

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	<ul style="list-style-type: none"> ensure that effective communications strategies are in place in order to disseminate information to all levels of staff ensure that Senior Managers fulfill their specific responsibility for implementing the University's OSH policy and OSHMS; make recommendations to the Vice-Chancellor and NYUAD Cabinet on improvements to University's OSH policy and OSHMS in order to meet OSH objectives and to advise upon the methodology and priorities for implementing such improvements ensure, when necessary, that the appropriate action is taken to prevent serious harm to individuals or the University ensure safe designs and construction of buildings and facilities; maintain buildings and facilities in a safe manner; ensure building maintenance plans listing activities and procedures are in place; prepare for and participate in the management of emergencies; and provide expert information and advice in building and facilities OSH issues.
Associate Vice Chancellor for Human Resources	<ul style="list-style-type: none"> include OSH ,roles and responsibilities in job descriptions, induction training and performance management programs; facilitate and organize OSH training; provide information and statistics to assist in the calculation and analysis of key performance indicators; participate in the development of OSH strategy and implementation plans; and participate in the development and awareness of OSH policies and procedures.
Asst. Vice Chancellor for Finance	<ul style="list-style-type: none"> include OSH requirements in tender and procurement procedures/ documents; ensure OSH performance is included when evaluating and monitoring service providers /contractors overall performance.
Director of Environmental Health and Safety	<ul style="list-style-type: none"> assist all parties in meeting their regulatory responsibilities lead the development, implementation and maintenance of an appropriate environmental health and safety management system for the University; provide specialist advice and support to senior management regarding the management of workplace hazards and risks; report to the Senior Director of Facilities Operations and Campus Services on the effectiveness of the safety management system and make recommendations on

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	<p>improvements to the University's health and safety policy and safety management system in order to meet health and safety objectives;</p> <ul style="list-style-type: none"> ensure OSH performance monitoring system is in place to ensure the effectiveness of injury prevention and risk management policies and procedures; ensure effective two way communication between senior managers and the EHS department; ensure that OSH programs are consistent with the University policies and procedures and that such programs are reviewed regularly, remain appropriate and fit for purpose and comply with legislative requirements; ensure effective inspection and audit systems are in place; ensure appropriate training is provided to members of the University who have responsibilities in the management of health and safety.
<p>Department Head/ Administrative Managers/PI</p>	<ul style="list-style-type: none"> ensure that the OSHMS within their Department adequately addresses the hazards within the Department and meets the needs of all employees, students, contractors and visitors; undergo appropriate training in the safety related aspects of their duties; establish local arrangements for the management and co-ordination of health and safety, including organizational arrangements and allocation of specific duties within their overall area of responsibility; establish local health and safety objectives and to implement these in accordance with the University OSH Policy; make recommendations through the University Health and Safety Management Committee on improvements to the health and safety management system and the priorities for addressing such improvements; communicate the safety policies and procedures to employees and to ensure that it is understood; ensure that risks from activities and tasks within Departments and Administrative Directorates are assessed and that safe practice is planned into work activities; work with staff, including health and safety professionals and safety representatives; review, inspect and improve work systems with the object of improving health and safety performance; monitor the work of employees in order to encourage their interest and involvement in safety and deal appropriately with

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	<p>any failure to meet the health and safety standards required of them;</p> <ul style="list-style-type: none"> take such action as may be appropriate to correct deficiencies in the day-to-day operation of the OSHMS including reviewing reports, statistics and other such information as may be available; ensure that the places of work (and the access and egress to such places) within the Head of Department/ Director's allocated area of responsibility are regularly monitored and inspected such that they are maintained in a safe condition and without risk to health and safety; ensure competency of their staff by providing such information, instruction and training as is necessary for them to conduct their jobs safely; ensure that plant and systems of work are provided and maintained such that they are safe and without risk to health; ensure that workplace examinations, maintenance, inspections and testing are conducted in accordance with the appropriate plan or schedule; ensure that arrangements are in place such that substances and articles can be used, stored and transported safely; ensure that their staff is aware of and compliant with all legislation that is applicable to their areas of responsibility; ensure that accidents/incidents and dangerous occurrences that occur within the Department are investigated and reported to his/her supervisor; ensure appropriate First Aid cover; ensure appropriate arrangements for Fire Safety.
Employees and Students	<ul style="list-style-type: none"> take reasonable care of their own health and safety and that of others who may be affected by their own acts or omissions; familiarize themselves with any relevant OSH Policies/Procedures; co-operate with the University and its officers to enable the University to comply with its statutory obligations; use equipment, machinery, plant and substances in accordance with the instructions and training that they have received; inform their manager or supervising member of staff of any dangers or shortcomings in the OSH arrangements, even if there is no risk of immediate danger; not to intentionally and recklessly misuse or interfere with anything provided in the interest of environment, health, safety and welfare.

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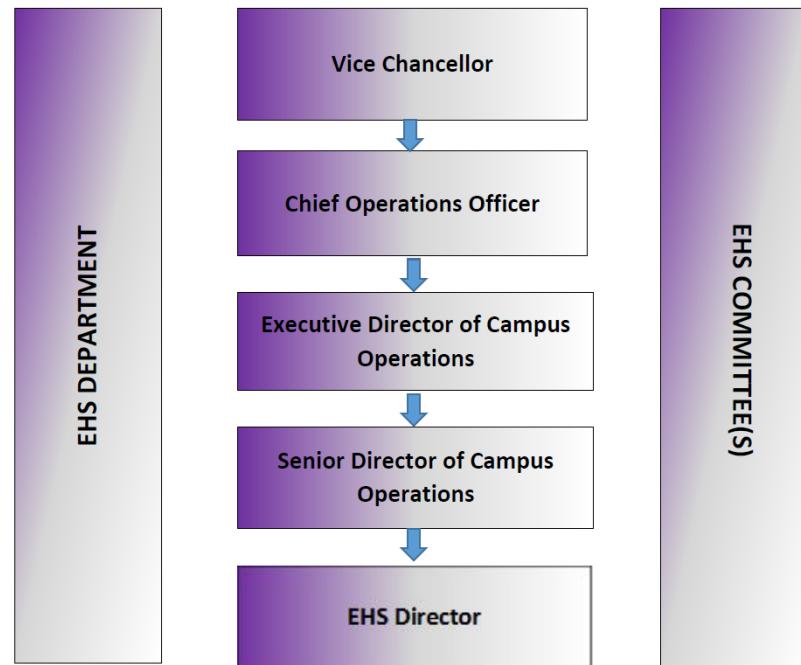
5 NYUAD OSHMS ELEMENTS

5.1 Element 1: Roles, Responsibilities, and Self-Regulation

A key requirement for the management of OSH in the NYUAD Community is that the necessary authority and adequate resources including time and money be allocated.

The Vice Chancellor has the ultimate responsibility for EHS. The Vice Chancellor delegates the responsibility for implementing the OSH Policy-[NYUAD-EHS-910](#) and OSHMS throughout the NYUAD Community to the Associate Vice Chancellor and Executive Director Campus. The organization of EHS below the Vice Chancellor is shown in the NYUAD EHS Management Diagram. (*Figure 1*)

The promotion of a positive health and safety culture is led by the Executive Director Campus Operations. The Executive Director Campus is responsible for raising the profile of OSH and ensuring that the leadership team is made aware of the OSH implications of all strategic and operational developments. The Executive Director Campus delegates the day to day OSH business and planning to the Director of EHS.



NYUAD organizes control of OSH matters by the formal allocation of responsibilities to directors, managers, supervisors, faculty and employees across the NYUAD community.

All NYUAD employees who exercise managerial or supervisory functions are responsible for implementing the NYUAD health and safety policy and NYUAD OSHMS in his/her area of responsibility.

Support and guidance is provided by the NYUAD EHS Department which is responsible for advising NYUAD on its statutory OSH obligations, the effect of new or amended legislation on the management of OSH and the development of OSH policies, procedures and protocols.

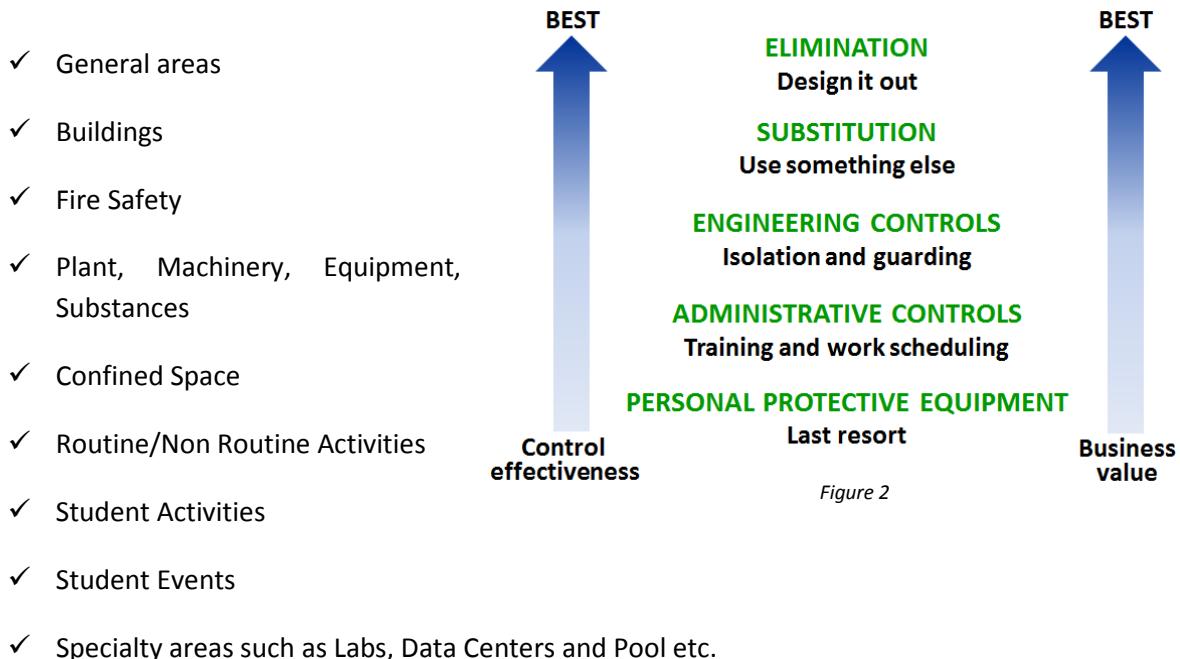
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A complete list and allocation of roles and responsibilities can be found in the Roles and Responsibilities SOP-[NYUAD-EHS-110](#)

5.2 Element 2: Risk Management

Risk Management is a key element of NYUAD's OSHMS. Risk Assessment methods are used to decide on priorities and to set objectives for eliminating hazards and reducing risks. Wherever possible, risks are eliminated through the selection and design of equipment and processes. Where risks cannot be completely eliminated, they are minimized by using the hierarchy of controls. (Figure 2)

The overall approach taken for the identification, assessment and control of hazards and their associated risks is described in the NYUAD Risk Management SOP-[NYUAD-EHS-210](#).



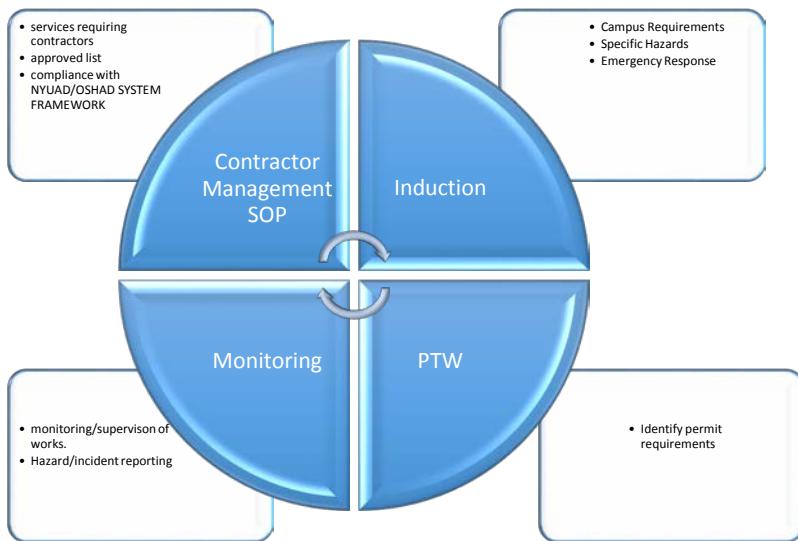
Risk assessments must be recorded, communicated and reviewed in the event of significant change to the workplace and/ or the activity, following an accident or incident, or when new legislation, information or guidance on the hazard is published. At the minimum, risk assessments must be reviewed on an annual basis, after a significant incident or significant change in process or system.

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5.3 Element 3: Management of Contractors

NYUAD routinely uses the services of contractors. NYUAD requires all contractors to carry-out their work in accordance with NYUAD policies, procedures and OSHAD SYSTEM FRAMEWORK requirements.

NYUAD has established procedures which endeavor to reduce the risk of injury or loss to the NYUAD Community and contractor, surrounding community and the environment from exposure to the risks and hazards of contractor's works and activities.



The overall approach taken for the management of contractors is described in the NYUAD Management of Contractors SOP-[NYUAD-EHS-310](#).

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5.4 Element 4: Communication and Consultation

NYUAD's approach to OSH communication, worker participation and consultation is to ensure that pertinent OSH (and other) information is communicated effectively to interested persons that will encourage their involvement in improving the OSH performance and culture as described in the OSH Communication and Consultation SOP-[NYUAD-EHS-410](#).

5.4.1 Communication

NYUAD EHS communicates with the NYUAD Community via safety management reports, performance reports, tool box talks, newsletters, workshops, periodic management meetings and safety committees. Further, NYUAD communicates with all its' sub-contractors and visitors by utilizing Visitor Information Pamphlets which outline the general rules and key contacts while at NYUAD.

5.4.2 Participation and Consultation

Participation and consultation on OSH issues between NYUAD Leadership and employees is through the NYUAD EHS Committees.

The overarching Campus EHS Committee is chaired by the Director Environmental Health and Safety or designate. The committee's membership will include leadership team, management, line management and employee representation. The objective of the OSH Committee is to promote a mature health and safety culture and to encourage discussion, understanding and consensus between the various departments within the NYUAD Community. The committee will meet periodically throughout the year as agreed upon by the committee.

Abu Dhabi Environmental Health and Safety Management System (ADOSHMS) Committee Terms of Reference-[NYUAD-EHS-420](#) are available for health and safety committees at all levels. NYUAD takes the position that safety is a shared responsibility; therefore, all NYUAD employees and contractors are responsible for taking reasonable measures to ensure the safety of themselves, their co-workers and the NYUAD Community. All employees require the proper knowledge, understanding and skills for the work they perform. Training is a major factor in ensuring competency of NYUAD employees and contractors and may include mentoring, coaching, job shadowing and instruction.

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5.5 Element 5: Training and Competency

NYUAD ensures that any person(s) under its control performing tasks that impact OSH are competent on the basis of appropriate education, training or experience; and retains associated records.

Department Managers and those who exercise supervisory function are responsible for identifying training needs associated with its OSH risks and NYUAD OSHMS and maintain a departmental training matrix. NYUAD provides training or takes other action to meet these needs, and evaluates the effectiveness of the training or action taken, and retain associated records.

The NYUAD Training and Competency SOP-[NYUAD-EHS-510](#) takes into account differing levels of:

- Responsibility
- Ability
- language skills and literacy
- risk

Further information can be found in NYUAD Training and Competency SOP-[NYUAD-EHS-510](#).

 Occupational Safety and Health Manual	Document ID	NYUAD-EHS-MN
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5.6 Element 6: Emergency Management

NYUAD firmly believes in being prepared for all anticipated emergencies. Certain OSH related risks and hazards could result in emergencies within the NYUAD community. As such, NYUAD has taken a proactive approach to identify and evaluate these risks and ensure reasonable mitigation and emergency response procedures are in place.

Potential emergencies include:

- Fire
- Bomb Threat
- Armed Intruder/Shooter
- Explosion
- Fatalities
- Power outage
- Medical Emergencies
- Suspicious Person/Package
- Natural Disaster (flood, earthquake)
- Chemical Spill/Release

Detailed response plans and responsibilities can be found in NYUAD Incident Response Plan -[NYUAD-EHS-610](#).

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5.7 Element 7: Monitoring, Investigation and Reporting

5.7.1 OSH Plan, Targets and Objectives

NYUAD EHS is committed to Continual Improvement of its OSHMS and performance. Indicators will be identified and information gathered to form key performance indicators which be combined and reviewed to contrast actual performance with targeted performance to achieve the target end goal.

The OSH Plan, Targets and Objectives SOP-[NYUAD-EHS-740](#) discusses how to set, and format targets and objectives. In addition, targets and objectives will be periodically monitored, measured and reviewed at timescales established by the EHS Director so that trends in performance can be identified and corrected if inaccurate.

5.7.2 Hazard and Incident Reporting and Investigation

NYUAD has established a system which ensures all significant accidents, incidents, near-misses and dangerous occurrences are reported, investigated and closed out in a logical and consistent manner. Further details are available by referring to the NYUAD Hazard and Incident Reporting and Investigation SOP-[NYUAD-EHS-720](#) .

5.7.3 Monitoring Requirements

In addition to 5.7.3, NYUAD EHS reports its monthly accomplishments internally to interested stakeholders.

NYUAD has external reporting obligations as imposed by the OSHAD SYSTEM FRAMEWORK, and Tadweer Center of Waste Management. This includes incident reporting, quarterly performance reports, annual 3rd party compliance audits and other reporting requirements.

The timetables and responsibilities for reporting is outlined in the Reporting SOP-[NYUAD-EHS-710](#)

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5.8 Element 8: Audit and Inspection

5.8.1 Internal/External OSH Audits

System audits to ensure the NYUAD OSHMS is fully implemented is documented in the NYUAD OSH Audit SOP-[NYUAD-EHS-810](#). The purpose of the audit is to:

- determine if the NYUAD OSHMS is compliant with the requirements of the OSHAD SF
- has been properly implemented and is maintained
- is effective in achieving NYUAD's OSH policy and objectives

These audits will be planned and completed according to schedule timeframes. All deficiencies will be recorded and non-conformances raised in accordance with 5.8.4. Audit results will be discussed with senior management via [5.9.6 Management Review process](#).

5.8.2 OSH Inspections

The main method of identifying, investigating, evaluating and recording non-conformances is through the utilization of the NYUAD OSH Inspection SOP-[NYUAD-EHS-820](#).

The purpose of the OSH Inspection Procedure is to provide guidance on carrying out consistent, systematic, timely and thorough health and safety inspections. The inspections will attempt to reduce and eliminate accidents, incidents and other sources of risk by identifying actual and potential physical hazards, controlling the hazards by implementing corrective measures and recording hazards to ensure corrective measures have been implemented.

NYUAD conducts numerous types of inspections such as:

- Building/External Areas
- Fire Extinguishers
- Permit to Work
- Senior Management Walk Through

5.8.4 Non-Conformance and Corrective Action

NYUAD has established, implemented and maintains a procedure for dealing with actual and potential nonconformities and for taking corrective action and preventive action.

The procedure defines requirements for:

 Occupational Safety and Health Manual	Document ID	NYUAD-EHS-MN
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- a) identifying and correcting non-conformities and taking actions to mitigate their OSH consequences;
- b) investigating nonconformities, determining their causes and taking actions in order to avoid their recurrence;
- c) evaluating the need for actions to prevent non-conformities and implementing appropriate actions designed to avoid their occurrence;
- d) recording and communicating the results of corrective actions and preventive actions taken, and
- e) reviewing the effectiveness of corrective actions and preventive actions taken

Where the corrective action and preventive action identifies new or changed hazards or the need for new or changed controls, the procedure requires that the proposed actions are taken through a risk assessment prior to implementation.

All corrective actions or preventive actions taken to eliminate the causes of actual and potential nonconformities are appropriate to the magnitude of problems and commensurate with the OSH risks encountered.

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5.9 Element 9: Compliance and Management Review

5.9.1 OSH Policy

NYUAD is committed to giving OSH the highest priority in all of its activities and events. This commitment to the health and safety of NYUAD employees and the NYUAD community is reflected in NYUAD's OSH Policy-[NYUAD-EHS-910](#).

5.9.2 OSH Legal Compliance

NYUAD has identified the OSH legal and other requirements applicable to the NYUAD Saadiyat Campus. NYUAD maintains a register to ensure the NYUAD OSHMS remains compliant and the required documents are kept up to date and are accessible. The register includes:

- OSHAD SYSTEM FRAMEWORK
- Labor Law Number 8 of 1980
- Ministerial Order of 1982

More information can be found in NYUAD OSH Legal Compliance SOP-[NYUAD-EHS-920](#).

5.9.3 Operational Procedures

NYUAD has determined those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the OSH risk(s). The risk assessment process is used to identify operational (i.e., administrative) controls in the campus.

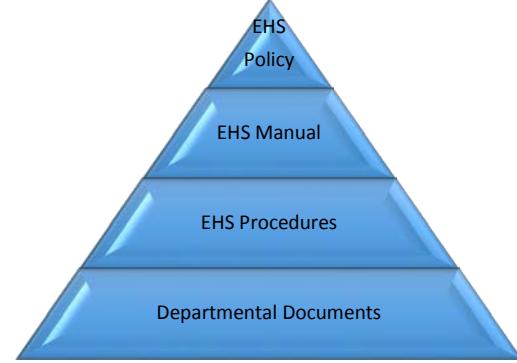
The following highlight the main type of Operational Control procedures at NYUAD:

- OSH Management of Change
- Control of Work (Work Permit System)
- Management of Contractors
- Emergency Management
- Planned Preventive Maintenance

 Occupational Safety and Health Manual	<table border="1"> <tr> <td>Document ID</td><td>NYUAD-EHS-MN</td></tr> <tr> <td>Version</td><td>2.0</td></tr> <tr> <td>Author</td><td>John O'Connor/Rob Cate, EHS Manager</td></tr> <tr> <td>Reviewed By</td><td>Terence Monahan, EHS Director</td></tr> <tr> <td>Approved By</td><td>Peter Christensen, COO</td></tr> <tr> <td>Date Issued</td><td>December 20, 2015</td></tr> </table>	Document ID	NYUAD-EHS-MN	Version	2.0	Author	John O'Connor/Rob Cate, EHS Manager	Reviewed By	Terence Monahan, EHS Director	Approved By	Peter Christensen, COO	Date Issued	December 20, 2015
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5.9.4 OSH Document and Record Control

NYUAD EHS has identified procedural requirements to manage and control OSH system documents and records. The NYUAD Document Control and Record Retention SOP-[NYUAD-EHS-950](#) outlines the process for establishing, documenting and controlling OSH system documents and also defines methods for controlling records in terms of retention, safe storage, retrieval and disposition.



5.9.5 OSH Management of Change

NYUAD EHS has established an OSH Management of Change SOP-[NYUAD-EHS-960](#). This procedure sets out a system for identifying, managing and controlling OSH related changes, as planned and unplanned events occur and changes arise in the system. The Management of Change process is designed to ensure that all OSH modifications or changes are appropriately reviewed and approved; resulting documentation either created or updated and affected employees being trained or advised of the changes.

5.9.6 OSH Management Review

NYUAD has established a management review process which periodically reviews the effectiveness of the NYUAD OSHMS. The review will look at all elements of the NYUAD OSHMS. More information can be found by referring to the NYUAD OSH Management Review SOP-[NYUAD-EHS-970](#).