



DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE – SAFETY IN VEHICLE REPAIR AND
SERVICING SHOPS



SAFETY IN VEHICLE REPAIR AND SERVICING SHOPS

DACC (DUBAI SOUTH) Code of Practice

Document Reference No.: DACC.DS.OPS.OHSE.OPS.12.SS

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1.0 INTRODUCTION

- a) This Code of Practice (COP) is mandatory to all Operational Facilities operating within the Dubai South jurisdiction. It is designed to incorporate requirements set by UAE and other relevant Regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, Operational Facilities are required to follow the more stringent requirement.
- b) Operational facilities means the business operating in Dubai South such as Offices, Educational Institutions, Medical Facilities, Logistics and Warehouse Facilities, Factories, Recreational Facilities, Multi Store Apartments, Retail Facilities, etc. and all other facilities which are registered under Dubai South License.
- c) A duty Holder is defined as;
 - (i) the person(s) who owns or is in control, through contact or tenancy, of non-domestic premises;
 - (ii) With regard to multiple tenanted premises, the duty holder shall be the person who owns or is in control of the building, including access and egress;
 - (iii) All other persons shall cooperate with the with the duty holder to allow them to comply with their duties requirements under this COP.
- d) A “Vehicle Repair and Servicing Shops” involves a number safety and waste disposal problems. Waste oil, batteries and wash solutions must be disposed of in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.ENV.03.WM – Waste Management*.

1.1 Objectives

The aim of this COP is to guide all Duty Holders/Tenants for the OHSE requirements needed in Vehicle Repair and Servicing Shops which is in line with Dubai Aviation City Corporation (DACC) Occupational Health Safety and Environmental Regulations.

1.2 Submission and Approvals

- a) All operational Vehicle Repair and Servicing Shops within Dubai South Jurisdiction must have a valid trade license and approvals from the concerned government authorities Such as DACC Development Control Department, DACC OHSE Department, Dubai South AM&E Department, Dubai Civil Defense and other relevant regulatory authorities as applicable prior to start of operations.
- b) All Vehicle Repair and Servicing Shops operating within Dubai South Jurisdiction shall obtain Operational Fitness Certificate and DACC OHSE “No Objection Certificate” from Dubai South annually.



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- c) All Vehicle Repair and Servicing Shops shall have specific operational OHSE plan in line with the facility operations along with Specific Risk Assessment associated with Vehicle Repair and Servicing Shops Activities.

2.0 TRAINING AND AWARENESS

- a) Duty Holder shall ensure that OHSE training complies with the requirements of:
 - (i) *Dubai Aviation City Corporation (DACC) OHSERF - Regulations 6 – Competence Management, Training and Awareness;*
- b) Duty Holders shall ensure that all employees should have basic training in health and safety. All relevant employees should have adequate training in the hazards associated with their work especially in Vehicle Repair and Servicing Shops, along with the precautions to take. For example, all operators, mechanics and technicians, should be suitably trained in the hazards of the equipment they use and the precautions that apply as well as safe operation.

3.0 REQUIREMENTS

3.1 Roles and Responsibilities

- a) Duty Holders shall undertake their roles and responsibilities in accordance with the general requirements of *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 5 – Leadership, Roles, Responsibility and Self-Regulation.*
- b) Duty Holders shall be responsible for performing a risk assessment in accordance with *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 2 – Risk Management* to determine the risks associated with the specific activity. Duty Holders shall include control measures and safe work practices with the advice from their OHSE Representatives, employees or client representative to reduce employee's exposures that could cause an injury.
- c) Employees involved in Vehicle Repair and Servicing have received appropriate medical screening and surveillance as required by *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OPS.11.WA – Safety and Health Requirements in Warehouse. (Medical Examination – Occupational Health)*

3.2 Planning and Assessment

- a) Duty Holders shall evaluate each activity to determine if hazards are present and the workplace shall be assessed using risk management practices as required by *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 2 – Risk Management*
- b) Duty Holders shall develop an energy control program/procedures in line with the requirements of this COP where hazards are present.
- c) Duty Holders shall ensure that ensure the following:
 - (i) An assessment of the various risks is undertaken and system of work and safety rules are established based on the result of documented risk assessment which are safe to all parties involved, other employees or affected, including the public;



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- (ii) That all foreseeable hazards and emergency situations related to **Vehicle Repair and Servicing Shops** are identified and appropriate emergency procedures developed to manage these situations;
- (iii) That associated safe systems of work and facility/company rules shall be included in the Specific Occupational Health, Safety and Environment Plan (OHSE-Plan) for operations
- (iv) That appropriate risk assessment for the task is undertaken and shall be communicated to relevant employees and reviewed periodically to ensure control measures are implemented and effective to prevent injury and illness to employees involved to those risk arising from the activity.

3.3 Mechanical Works

- a) Duty Holders shall ensure that belt drives and gear wheels of machine tools in use shall be provided with guards.
- b) Duty Holders shall ensure that grinding wheels be provided with sheet metal guards except the frontal portion of the wheel and in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.06.DM – Guarding of Dangerous Machinery*.
- c) Duty Holders shall ensure that relevant personnel's conducting grinding of brake linings shall be provided with suitable and appropriate PPE's in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.10.PP – Personal Protective Equipment*.
- d) Duty Holders shall ensure that Gas Cutting / Welding works – Oxygen and Acetylene gas cylinders shall be provided with flash back arrestors. The cylinders shall be kept in upright position, shall be chained and to be placed in a custom built gas cinder trolley in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.PROJ.OHSE.CST.08.CG – Compressed Gases, Air and Pressurized System*.
- e) Duty Holders shall ensure that Compressors – The air receivers in compressors shall be provided with safety valve, drain valve, calibrated pressure gauges and shall be maintained in good condition. The air receivers shall be tested annually by a competent person and certificate obtained to a third party organization approved by specialized department of Dubai Municipality and Dubai Aviation City Corporation (DACC) OHSE and in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.PROJ.OHSE.CST.08.CG – Compressed Gases, Air and Pressurized System*.
- f) Duty Holders shall ensure that Lifting Appliances – the mobile hoist or any other appliances including chains, ropes, hooks used to hoist the engine from its mounting, shall be tested for its safe working load and certificate obtained to a third party organization approved by specialized department of Dubai Municipality and Dubai Aviation City Corporation (DACC) OHSE and shall be in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.13.LA – Safety Requirements for Cranes, Hoists, Lifts and other Lifting Appliances*.



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- g) Duty Holders shall ensure that no work shall be done near the fan or other exposed moving parts until the engine has been stopped. If the engine must be run to inspect or check, keep a safe distance away. Close-fitting work clothing is essential for repairmen.
- h) Duty Holders shall ensure that when repairing radiators – where radiators are boiled out or tested for leaks, operators should be provided with both goggles and a face shield of a clear plastic. Full face protection required and in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.10.PP – Personal Protective Equipment*.
- i) Duty Holders shall ensure that Cleaning Spark Plugs – all mechanics using sand blasting spark plugs cleaners should wear goggles of full face shield.
- j) Duty Holders shall ensure that Brake Shoes Linings – when cleaning around brake drums, the use of air pressure can release asbestos fibers from the brake area into the breathable air and can cause respiratory problems. Proper handling of asbestos shall be observed in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.13.HA – Safety in Handling Asbestos*.
It is recommended to use vacuum or wash solutions.
- k) Duty Holders shall ensure that Open Inspection Pits - when the inspection pits are open without vehicles, it shall be covered or barricaded with railings/chains.

3.4 Tyre Repair and Fittings

- a) Duty Holders shall ensure that all rubber cement and flammable solvents used for patching and inner tubes and casing compounds for fitting tyres cuts should be kept in safety cans.
- b) Duty Holders shall ensure that Electrical Elements used for vulcanizing should be inspected regularly. All defective wirings should be replaced.
- c) Duty Holders shall ensure that tyres must be inflated in steel tyre cages or using pressure cut off equipment.

3.5 Washing Operations

- a) Duty Holders shall ensure that workers should never point high velocity steam/water equipment at another person because injury may result.
- b) Duty Holders shall ensure that workers should direct the hose particularly under the vehicle in such a way as to avoid being struck by a backlashing stream of water or dirt.
- c) Duty Holders shall ensure that workers should never clean their clothes or part of the body with compressed air line equipment.
- d) Duty Holders shall ensure that a periodic scheduled clean-up of the entire wash area and associated equipment is recommended.



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3.6 Greasing Operations

- a) Duty Holders shall ensure that floors should be kept free of grease and oil to prevent slips and falls.
- b) Duty Holders shall ensure that spills which occur during the working day should be immediately cleaned up or covered with sand or some oil absorbent material.
- c) Duty Holders shall ensure that Workers should not place their hands in front of the grease gun nozzle when the handle is pulled. This may result in quantities of grease forced under the skin of the worker by high pressure grease guns.
- d) Duty Holders shall ensure that while lubricating springs and other parts by spray guns, there is a potential hazard of inhaling sprayed atomized oil.

The workers should:

- (i) Stand clear of the lubricant spray.
- (ii) Not Direct the spray at other employees
- (iii) Wear respirators

3.7 Battery Charging

- a) Duty Holders shall ensure that employees should wear appropriate Personal Protective Equipment suitable for battery shop that includes splash-proof goggles and acid proof gloves, aprons and boots.
- b) Duty Holders shall ensure to identify and communicate to its workers the principal hazards of battery charging operations are acid burns, during filling, back strains from lifting, electric shocks, slip/trips, falls and explosion.
- c) Duty Holders shall ensure that manufacturers recommendation as to the charging rate for batteries of various sizes should be closely followed in order to prevent rapid generation of hydrogen. Potentially explosive quantities of hydrogen are developed in cells of batteries.
- d) Duty Holders shall ensure that care should be taken to prevent arcing while batteries are being charged, tested and handled. Loose tools and materials should be avoided to prevent any fall of objects on batteries and can cause short circuit which in turn result in serious injury or explosion.
- e) Duty Holders shall ensure that acid carboys should be handled with care to prevent breakage and possible injury due to splashing of acid.
- f) Duty Holders shall ensure that siphoning arrangement shall be provided for transferring acid from large container/carbouy to smaller containers for use.
- g) Duty Holders shall ensure that in case of an acid splash, it must be washed off immediately with large quantities of running water.



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3.8 Gasoline/Fuel Handling

- a) Duty Holders shall ensure that use of gasoline is prohibited for all cleaning of metals parts, Grease, oil or dirt may be removed from metal parts or equipment by a non-flammable solutions or industrial grade detergents.
- b) Duty Holders shall ensure that use of gasoline to remove oil and grease from garage floors is prohibited.
- c) Duty Holders shall ensure that soaps to be provided to effectively remove greasy dirt from the skin without danger of injury. The practice of using gasoline to clean work clothing is prohibited.
- d) Duty Holders shall ensure that handling of Chemicals i.e. gasoline, grease and other Hazardous Substance is in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.10.PP – Personal Protective Equipment* and *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.CGF.01.SH – Control of Substance Hazardous to Health and Dangerous Goods*.

3.9 Painting Operations

- a) Duty Holders shall ensure that spray painting of vehicles shall be done in a separate room with spray collection arrangements and proper ventilation. In small garages where the spray painting is done in the shop floor, the painting area shall be at least separated by a plastic curtain and ventilated in a separate room or cabinet.
- b) Duty Holders shall ensure that paints and other chemicals shall be kept in closed containers and safe Chemical Storage Area and in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.CGF.01.SH – Control of Substance Hazardous to Health and Dangerous Goods*.
- c) Duty Holders shall ensure that “No Smoking Policy” shall be enforced in the facility.
- d) Duty Holders shall ensure that proper respiratory protection provided to employees during painting works and in accordance with *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.10.PP – Personal Protective Equipment*.

3.10 Fire Protection

- a) Duty Holders shall ensure that Repair and Servicing Shops shall comply with proper Fire Fighting and Protection System in accordance with *UAE Life and Safety Code of Practice 2018*.
- b) Duty Holders shall ensure that repair shop should have dry chemical powder and appropriate Fire extinguishers.
- c) Duty Holders shall ensure that during Hot works activities permit system shall be in place along with the pre-safety checklist to identify all the hazards present and mitigation to be implemented before execution of the activity and in accordance with *Dubai Aviation City*



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Corporation (DACC) COP – DACC.DS.OPS.OHSE.OST.10.PP – Personal Protective Equipment.

- d) Duty Holders shall ensure that hot work should not be performed on a fuel tank or other container until it has been drained, thoroughly purged, washed and dried.
- e) Duty Holders shall ensure that while refueling, the engine should be stopped and smoking should be prohibited.
- f) Duty Holders shall ensure that when tank is being filled, the metal spout of the hose should firmly contact the tank to ensure grounding and to neutralize static charge sufficient to ignite fuel vapors and cause an explosion or fire.

3.11 General Safety Practices

- a) Duty Holders shall ensure that local exhaust and ventilating facilities should be provided to prevent accumulation of vehicle exhaust gases within the shop, refer to *Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OPS.11.WA – OHSE Requirements for Warehouse Operations.*
- b) Duty Holders shall ensure that employees who work under vehicles should wear eye protection goggles to prevent against foreign objects and metal chips falling directly into the eyes.
- c) Duty Holders shall ensure that employees who work under vehicles should be safely guarded from danger when their legs protrude into passage ways.

3.12 Waste Disposal

- a) Duty Holders shall ensure that Facility Waste Disposal complies with the requirements of:
Dubai Aviation City Corporation (DACC) COP – DACC.DS.OPS.OHSE.OPS.ENV.13.WM – Waste Management.
- b) Duty Holders shall ensure that **Metal Scraps** – the burr and other metal scrap from the mechanical works shall be collected in separate containers and disposed of as domestic waste or waste recyclers.
- c) Duty Holders shall ensure that **General Waste** – and other combustible materials such as papers, cloth etc., shall be collected, disposed of and not let to accumulate in the workshop. Note: Chemical Contaminated cloths shall be disposed in separate waste skips and considered as Hazardous waste.
- d) Duty Holders shall ensure that Waste Oil such as engine oils and brake/clutch fluids shall be collected and recycled. They shall not be disposed of to land or drains. Chemical Waste disposal can only be hauled by a Waste Transporter approved by Specialized Department of Dubai Municipality and Dubai Aviation City Corporation (DACC) OHSE Department.
- e) Duty Holders shall ensure that liquid waste generated in washing of vehicles such as grease, oil and other cleaning agents shall be collected in a separate tanks made of impervious material



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and disposed of Dubai Municipality approved sites as per the procedures of Public Health and Safety Department.

- f) Duty Holders shall ensure that Brake Dust must be sealed in bags or containers and disposed of in Dubai Municipality disposal skips.

3.13 Examination, Testing, Inspection and Tagging

- a) Duty Holders shall accordance with *UAE Ministerial Order No. (32) 1982 Article (20)* that employers shall ensure all lifting equipment is thoroughly examined and tested at least every 12 months.
- b) Duty Holders shall ensure that only third party testing provider / engineers approved by Dubai Accreditation Centre (DAC) and Dubai Aviation City Corporation (DACC) OHSE Department are used to thoroughly examine and test Plant and lifting equipment's.
- c) Duty Holders shall ensure that lifting accessories are thoroughly examined and certified safe by a third party engineer approved by Dubai Accreditation Centre (DAC) and Dubai Aviation City Corporation (DACC) OHSE Department at least every 6 months.
- d) Duty Holders shall ensure that inspection record and register for all lifting equipment, plant and machineries and lifting accessories shall be kept in accordance with the requirements of *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 8 – Document Control and Record Management*.

4.0 RECORD KEEPING

- a) Duty Holders shall ensure record keeping in accordance with the requirements of *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 8 – Document Control and Record Management* for the purpose of performance review in accordance with the requirements of *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 14 – Performance Management* and *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 19 – Management Review*.
- b) Duty Holders shall ensure that appropriate records for the following activities shall be maintain:
 - (i) Lifting equipment / Plant and Machineries and lifting accessories third party testing and certification;
 - (ii) Records of repairs / servicing / maintenance; and
 - (iii) Daily and monthly inspection records;
 - (iv) Lifting equipment / Plant and Machineries and lifting accessories and accessories registers; and



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5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DACC OHSERF – Regulation 2
2	Leadership, Roles, Responsibility and Self-Regulation	DACC OHSERF – Regulation 5
3	Competence Management, Training and Awareness	DACC OHSERF – Regulation 6
4	Communication, Consultation and Participation	DACC OHSERF – Regulation 7
5	Document Control and Record management	DACC OHSERF – Regulation 8
6	Emergency Management	DACC OHSERF – Regulation 13
7	Incident Management	DACC OHSERF – Regulation 15
8	Personal Protective Equipment	COP – DACC.DS.OPS.OHSE.OST.10.PP
9	OHSSE Requirements for Warehouse Operations.	COP – DACC.DS.OPS.OHSE.OPS.11.WA
11	Control of Substance Hazardous to Health and Dangerous Goods.	COP – DACC.DS.OPS.OHSE.CGF.01.SH
12	General Environmental Guidelines for Operations	COP – DACC.DS.OPS.OHSE.ENV.06.EG
13	Waste Management	COP – DACC.DS.OPS.OHSE.ENV.03.WM
14	Protection / Protection and Development of the Environment	Federal Law No. (24) of 1999
15	Labor Law and its Amendments	Federal Law No. (8) of 1980
16	Environment Protection Regulations in Dubai	Local Order No. 61/1991
17	Concerning Regulation of Construction Works in the Emirate of Dubai	Local Order No. 3 of 1999
18	Regarding the Level of Medical Attention the Employer is Obligated to Provide to his Workers	Ministerial Decision No. 37/2 of 1982
19	Defining Works that are Hazardous or in which it is Permissible to Reduce the Legally Decided Working Hours	Ministerial Resolution No. 4/1 of 1981
20	Concerning Public Health and Safety of the Society in the Emirate of Dubai	Local Order No. 11 of 2003
21	Defining Works that are Hazardous or in which it is Permissible to Reduce the Legally Decided Working Hours	Ministerial Resolution No. 4/1 of 1981
22	Federal Regulation for Handling Hazardous Materials, Hazardous Wastes and Medical Wastes	Issued by Cabinet Decree No. 37 of 2001
23	UAE Life and Safety Code of Practice 2018	2018
24	DACC OHSE Regulatory Framework	2019