



# DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE – GENERAL WORKPLACE  
AMENITIES



## GENERAL WORKPLACE AMENITIES

DACC (DUBAI SOUTH) Code of Practice

Document Reference No.: DACC.DS.OPS.OHSE.WRW.01.WA

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### 1.0 INTRODUCTION

- (i) This Code of Practice (CoP) is mandatory to all operational facilities within the Dubai South jurisdiction. This CoP 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.
- (ii) Operational facilities means the business units such as Factories, Logistics and Warehouse Facilities, Recreational Facilities, Multi Store Apartments, Retail Facilities, Offices, Educational Institutions, Medical Facilities, etc. and all other facilities which are registered under Dubai South Licensing and Registration Department and operating in Dubai South Jurisdiction.
- (iii) A duty Holder is defined as;
  - a) The person(s) who owns or is in control, through contract or tenancy, of non-domestic premises;
  - b) 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
  - c) All other persons shall cooperate with the duty holder to allow them to comply with their duties requirements under this CoP.
- (iv) This CoP covers the provision of workplace amenities and facilities for the working environment in all workplaces other than construction workplaces.
- (v) "Workplace amenities and facilities" means shelter, seating, dining rooms, change rooms, drinking water, personal storage, prayer room, clean toilets, and washing facilities; and also include work environment facilities such as workspace, temperature and air quality, lighting and flooring which can influence health, safety, welfare and personal hygiene needs of employees.
- (vi) This CoP requires that Duty Holder must, so far as is reasonable practicable, provide adequate facilities for the welfare of employees at workplace under their management and control. However, before they can provide adequate amenities and facilities, duty holder need to identify and assess the needs and requirements of their employees.
- (vii) Duty Holder should consider the type and place of work, the composition of their workforce, employee access and cleaning maintenance when working out what amenities need to be provided for employees. They also need to consult with affected employees and OHSE committee members and periodically review whether the amenities are meeting employee needs.



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### 2.0 TRAINING AND AWARENESS

- (i) Operational Facilities shall ensure that OHSE training complies with the requirements of:
  - a) *Dubai Aviation City Corporation (DACC) OHSERF - Regulations 6 – Competence Management, Training and Awareness;*
- (ii) Duty Holder shall train their employees on:
  - a) Common hazards in the workplace;
  - b) Requirements set by the duty holder to prevent occupational injuries and illnesses; and
  - c) Housekeeping and general amenity requirements. (E.g. Trash disposal, cleaning workspaces, preventing chemical exposures, etc.)
  - d) Right for Welfare facilities.

### 3.0 REQUIREMENTS

- (i) Duty Holder shall set minimum requirements for general worksite conditions that at a minimum comply with *Federal Law No – 08 for 1980, on Regulation of Labor relations* and *Dubai Aviation City Corporation (DACC) OHSERF – Regulation 12 – Workers Welfare*.
- (ii) Duty Holder 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*.
- (iii) Duty Holder shall establish an Occupational Health, Safety, Security and Environment committee or equivalent as per *Dubai South OHSERF – Regulation 7 – Communication, Consultation and Participation*.
- (iv) Duty Holder shall provide Clean drinking water for employees at all times and shall comply with the following;
  - a) Drinking Water needs to be free of charge;
  - b) There must be one drinking point for every 40 employees or part thereof;
  - c) Drinking points shall be situated within 30 meters of each employee or within reach of employees who cannot leave their work task;
  - d) Drinking water needs to be clean, safe for consumption, cool and palatable;
  - e) Potable water test to be undergo yearly, if Drinking water is stored in a potable tank.
- (v) Duty Holder shall provide clean and hygienic toilet facilities at all times and ensure separate toilets need to be provided where there are both male and female employees. However, one unisex toilet can be provided, if the total number of people who normally work at the



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workplace is 10 or fewer; in all other operational facilities separate toilets need to be provided in at least the following ratios;

Gender	Number of Employees (Including Owners and Managers)	Number water Closets	Number of employees	Number of Urinals
Men	1-20	1	1-10	0
	More than 20	Add 1 per 20*	11-25	1
			26-50	2
			More than 50	Add 1 per 50*
Women	1-15	1	-	-
	More than 15	Add 1 per 15*		

\*Or Part thereof

- (vi) Toilets need to comply with authorized or approved design drawings and need to be;
- Provided with adequate lighting and ventilation;
  - Clearly marked;
  - Accessible, preferably located inside a building or as close as possible to the workplace;
  - Fitted with a hinged door capable of locking from the inside on each cubicle;
  - Designed to enable emergency access;
  - Separated from any other room by an airlock or by a separate entrance;
  - An adequate supply of toilet paper for each toilet;
  - Hand washing facilities consistent with the requirements of this CoP;
  - Have floors made of a non-slippery service;
  - Have at least one facility for the "People of Determination".
  - Rubbish bins.

- (vii) Duty Holder shall provide hand washing basins in at least the following ratios;



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Gender	Number of employees	Number of hand washing basins
Men & Women	1-30	1
	More than 30*	Add 1 per 30*

\*Or Part thereof

- (viii) Duty holder shall ensure Hand washing facilities need to;
- Be accessible at all times to the work areas, the dining/ eating areas and the toilets;
  - Be protected from the weather;
  - Have both hot and cold water outlet or temperature mixing outlets;
  - Non-irritating soap or other cleaning product
  - Have floors made of a non-slippery service;
  - Hygienic hand drying
- (ix) Duty Holder shall provide appropriate hygienic Eating Area to their employees in the operational facility and following requirements need to comply;
- A separate dining room needs to be provided where 10 or more employees usually eat at a workplace at one time;
  - It shall be protected against sun rays, dust and rains with solid and cleanable floors. The area shall be provided with potable water, enough number of tables, seats, Covered Rubbish bins, smoking shall be prohibited in these areas.
  - All food services in the operation facility shall be complying with the requirements of the relevant code such as *Dubai Aviation City Corporation (DACC) Code of Practice - Food Safety and Hygiene and Food Safety Code (Dubai Municipality)*, and sufficient number of tables and seats shall be provided.
  - For each person 1 m<sup>2</sup> of space must be provided for dining;
  - Follow the *Dubai Aviation City Corporation (DACC) Code of Practice - Guidelines on Cleanliness*;
  - To be separated from any hazard (including noise, heat, atmospheric contaminants and toilet facilities);
  - Food warming facilities, such as a microwave oven, need to be provided;
  - Usage of LPG cylinders and any kind of cooking not permitted;





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- i) Vermin and dust-proof storage needs to be provided for all food and utensils.
  - (x) Employees who are required to change in and out of clothing or other apparel need to have access to private, convenient changing areas with secure storage for personal belongings that;
    - a) To ensure privacy of the employees.
    - b) The changing room needs to allow a clear space of at least 0.5m<sup>2</sup> for each Employee.
    - c) Enables personal items (such as handbags, jewelry, personal identification documents, personal medication or hygiene supplies) to be stored securely whilst the employee is at work;
    - d) Is separate from the storage facilities provided for personal protective clothing and equipment's to avoid contamination of personal belongings.
  - (xi) Duty Holder need to provide at least one shower cubicle for every 10 employees who undertake work that requires strenuous effort, leaves them dirty or smelly, or could expose them to infectious agents or other contaminants and need to have;
    - a) Separate facilities for male and female employees unless the shower facilities are capable of being secured to ensure privacy;
    - b) A floor area of not less than 1.8 m<sup>2</sup>
    - c) A slip- resistant surface;
    - d) To be provided with clean hot and cold water and individual non-irritating soap with hygienic drying facilities.
  - (xii) Duty Holder shall ensure that workrooms have sufficient area, height and air space to allow employees to perform their work without risk to their health, safety or welfare and need to comply the following;
    - a) Design and layout needs to enable workstations to be accommodated in the safest configuration;
    - b) Work processes and the ergonomics of materials or manual handling must be considered;
    - c) Offices – 4.65 square meters should be the minimum amount of floor space allowed for every person employed in any room;
    - d) Other than offices – 11.3 cubic meters should be provided for each person;



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- e) Movement in and around workstations need to be free of obstructions and the space for employees to move and work between plant, equipment, structures and materials is at least 800mm.
- (xiii) Duty Holder shall ensure that during working hours, the temperature in rooms containing workstations is appropriate for human beings, having regard to the working methods being used and the physical demand placed on the employees and shall comply with the following;
- a) Optimum comfort for sedentary work is between 20<sup>o</sup> C and 25<sup>o</sup> C, depending on the time of the year and clothing worn. Employees undertaking work requiring physical exertion must require lower temperature range.
- b) All cooling facilities need to be serviced regularly and maintained in a safe condition.
- c) In cases where it is difficult to maintain an adequate overall temperature, it may be necessary to provide effective local heating, protective clothing or cooling at individual workstations.
- d) Where employees need to work in extreme weather conditions such as cold storage, hot working conditions etc.; a proper risk assessment to be implemented and acclimatization procedures to be done and reasonably practicable control measures to be followed such as task rotation, reduce the exposure, local heating, insulation from cold surfaces, personal protective clothing and equipment etc.
- (xiv) Duty Holder need to ensure operational facilities shall have;
- a) Natural ventilation, or
- b) Mechanical ventilation or air conditioning which complies with ANSI/ASHARE standard for Heating, ventilation, air quality and air conditioning;
- c) In enclosed operational facilities, comfortable rates of air movement (between 0.1 m and 0.2 m per second) are maintained.
- (xv) Transportation provided by Duty Holder must comply with the requirements of **Clause 9 Cabinet decision No (13) of 2009** and RTA rules and regulations.
- (xvi) Duty Holder shall ensure that places of work receive, as far as possible, sufficient natural light and are equipped with artificial lighting adequate for the protection of the Health safety and welfare of employees and all lighting units fixed in occupied areas should provide minimum lighting levels as stated hereunder

### Minimum Limits for Workplace Illumination Intensity

Location/Activity	Light Intensity
Emergency light	10 lux
Outdoor non-working areas	20 lux





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Simple orientation and temporary visits (machine storage, garage, warehouse)	50 lux
Workspace with occasional visual tasks only (Corridors, stairways, lobby, elevator, auditorium, etc.)	100 lux
Medium precision work (simple assembly, rough Machine works, welding, packing, etc.)	200 lux
Precision work (reading, moderately difficult assembly, sorting, checking, medium bench and Machine works, etc.), offices.	500 lux
High precision work (difficult assembly, sewing, color Inspection, fine sorting etc.)	1,000 – 3,000 lux

- (xvii) Ergonomic study must be conducted and implemented by duty holder for the seating and workstation arrangements.
- (xviii) Duty holder shall ensure that
  - a) the floors of rooms have no dangerous bumps, holes or slopes and are fixed, stable and, so far as is reasonably practicable, not slippery;
  - b) The surfaces of floors, walls and ceilings in rooms are such that they can be cleaned or refurbished to an appropriate standard of hygiene.
- (xix) Duty holder need to ensure that all operational facilities under their management and control have an Emergency Management Plan and comply with ***Dubai Aviation City Corporation (DACC) OHSERF - Regulation 13 - Emergency Management***.
- (xx) Duty Holder shall ensure that every place of work is kept in a clean state and accumulations of dirt, trade refuse and waste are removed by a suitable method as frequently as necessary to maintain an appropriate level of safety and health and comply with ***Dubai Aviation City Corporation (DACC) Code of Practice - Guidelines on Cleanliness***.
- (xxi) Duty Holder 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 associate with new and expectant mothers and ensure that appropriate control measures are put in place to eliminate and mitigate hazards.
- (xxii) Duty Holder shall ensure that places of work, where necessary, are organized to take account of persons at work with “differently abled persons”, in particular as regards doors, parking, passageways, stair cases, showers, wash basins, lavatories and workstations used or occupied directly by those persons and Duty Holder 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 associate with “Differently abled persons” and ensure that appropriate control measures are put in place to eliminate and mitigate hazards.



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### 4.0 RECORD KEEPING

- (a) Employee medical surveillance and medical records shall be maintained in accordance with *Dubai Aviation City Corporation (DACC) CoP- DS.OPS.OHSE.WRH.03.MS - Occupational Health Screening and Medical Surveillance*.
- (b) All maintenance, inspection and testing records shall be maintained.
- (c) Employee training records shall be maintained in accordance with *Dubai Aviation City Corporation (DACC) OHSERF - Regulation 14 – Performance Management* and *Dubai South Regulation 19 – Management Review*.
- (d) Risk assessments conducted and communicated for the operational facilities
- (e) Cleaning Schedule log.
- (f) Waste disposal records.
- (g) Employee's welfare feedback records.
- (h) Workers welfare Audit records.

### 5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DACC.DS-OHSERF – Regulation 2
2	Leadership, Roles, Responsibility and Self-Regulation	DACC.DS-OHSERF – Regulation 5
3	Competence Management, Training and Awareness	DACC.DS-OHSERF – Regulation 6
4	Communication, Consultation and Participation	DACC.DS-OHSERF – Regulation 7
5	Document Control and Record Management	DACC.DS-OHSERF – Regulation 8
7	Emergency Management	DACC.DS-OHSERF – Regulation 13
8	Incident Management	DACC.DS-OHSERF – Regulation 15
9	Management Review	DACC.DS-OHSERF – Regulation 19
10	Waste Management	DACC. DS.OPS.OHSE.ENV.03.WM
11	Labour Law and its Amendments	Federal Law No. (8) of 1980
12	Determination of Preventive Methods and Measures for the Protection of Workers from the Risks of Work	Ministerial Order No. (32), of 1982
14	UAE Cabinet Decision No -13	2009
15	Dubai Municipality Code of Construction Practices	2011