

Occupational Safety and Health Management Regulation- Lowest Ministerial Decision

The Minister of Labor and Social Development,
Pursuant to the powers duly entrusted to him.

And having reviewed Article No. (121) of Labor Law issued under the Royal Decree No. M/51 dated 23/8/1426 H, amended by the Royal Decree No. (M/24) dated 12/5/1434 H, amended by the Royal Decree No. (M/46) dated 5/6/1436 H; he decides as follows:

1. The Occupational Safety and Health Management Regulation, as annexed hereto (Lowest, Intermediate and Highest Levels) shall be adopted.
2. The intermediate level of regulation shall be applied to all the facilities employing fifty or more full-time workers in activities: (Construction and building, petroleum and natural gas, electricity, water and gas, sanitary services, mines and quarries, cement industry, petrochemical, coal and rubber industries, manufacturing of ready-mixed concrete, stone, granite and brick, manufacturing: plastic, bottled beverages and single-use synthetic materials, manufacturing: metals, chemical industries, transport sector industries, general manufacturing of consumer goods, etc. Manufacturing: industries of food, plastic, textile, building and carpentry materials, machinery, household appliances and its accessories, dairy factories, and jewelry and monetization).
3. The lowest level of regulation shall be applied to all the facilities employing fifty or more full-time workers in other activities not mentioned in (Second) above.
4. The penalties prescribed by the Labor Law and the relevant ministerial decisions shall be applied to the facility violating any clause of this regulation.

5. The Ministry shall periodically review the effective implementation of this decision and it shall be updated when needed and as may be required by the labor market and according to the suggestions made for development.
6. This decision will be effective as of 17/10/1439 AH corresponding to 01/07/2018 AD and will be published in the Ministry's website and the Official Gazette.
7. The Vice Minister shall take the necessary action to implement this Decision.

Minister of Labor and Social Development

Ali bin Nasser Al Ghafis

//signed//

Occupational Safety and Health Management Regulation Lowest Level of Regulation Requirements

The word "System" herein shall be used in the following context: A set of parts or operations that are interrelated as per a certain relationship that's going according to specific standards to achieve a certain objective. The System consists of inputs on which the required operations are conducted to reach the required outputs.

This Regulation has been developed based on international practices, some standards of the International Labor Organization, and the needs of the Saudi labor market.

Facility: means any economic unit engaged in a commercial, industrial or service activity, aiming to make the best use of the available resources to achieve the goals for which they were established. The Facility may be an institution, entity, or any other name that concerns it.

1- Occupational Safety and Health Policy

1-1 Occupational Safety and Health Policy

- A. The Facility shall develop a written policy for occupational safety and health. The policy shall be written clearly and accurately in the languages most used by members of the facility, but the Arabic language shall prevail over the others.
- B. The policy aims at ensuring safety and health of all the facility members and visitors, or the passers-by who may be affected by the work site, by preventing injuries, ill-health, diseases, and work-related accidents. The policy shall:
 - a. Determine clearly the expectations and priorities in the field of occupational safety and health at all facility levels.
 - b. Cover any other details relevant to occupational safety and health practices that may include general operations, responsibilities and roles, including reporting work injuries and accidents and occupational diseases to the General Organization for Social Insurance, any other requirements as needed.
- C. This policy shall be specific to the facility and cover the most important occupational health and safety aspects, given the size and nature of the facility's business or activities.
- D. The policy shall adhere to the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility has participated in.
- E. The facility' CEO, the General Manager, or the senior management shall make the policy effective by signing it.
- F. This policy should be easily made available to all the facility members through the appropriate means, including but not limited to storing the policy on the server, in a hard copy, etc.
- G. All the facility members shall be informed of this policy and any changes thereto, through all the appropriate means, including but not limited to email, posters, live presentation, publications, etc.

- H. The policy shall be reviewed at least every two years and updated as necessary.

1-2 Worker Participation

It is applied to both the intermediate and highest levels.

2- Organization

2-1 Responsibility and Accountability

- A. The facility and its management bear the full responsibility, and also they are ultimately responsible for providing a safe and healthy workplace for all workers and visitors, or the passers-by who may be affected by the work site.
- B. The facility is responsible for providing adequate resources to achieve its objectives in the field of safety and health, for example (including but not limited to):
- Financial resources
 - Human resources
 - Technologies
 - Infrastructure and equipment
 - Information Technology Systems
 - Experience and training
- C. The facility shall clearly determine the role of all workers who perform occupational safety and health-related duties and their responsibilities and accountability, and also the powers granted to them, and shall describe it in the form of job titles, manuals, procedures, or all of them, then it shall be sent to the concerned workers.
- D. The facility shall appoint a person(s) at the management level as officials who have the following powers and authorities:
- Develop and impellent the Occupational Safety and Health Management Regulation within the facility.

- b. Review and evaluate the Occupational Safety and Health Management Regulation regularly.
- c. Submit periodic reports to the remaining departments (Sections) of the facility with regard to performance of the Occupational Safety and Health Management Regulation.
- d. Promote the participation of all workers in the process of occupational safety and health (For example: Speaking to the workers regularly and considering their opinions when taking decisions related to the occupational safety and health).
- E. The facility shall, at all the facility levels and through the appropriate communication channel(s) (For example: email, posters, presentation, etc.) communicate the following:
 - a. The importance of occupational safety and health as being a joint liability for all the workers.
 - b. The duty of workers to protect their safety, health, colleagues, and others in or near the workplace.
 - c. The duty of workers to cooperate with the employer, colleagues and any person performing his duty imposed by internal or external legislation with regard to the occupational safety and health, through following the instructions, training, reporting the hazardous conditions and using tools / equipment / devices / clothes in an appropriate and safe manner.
 - d. The appointed or responsible person(s) who bears the responsibility, accountability and power to determine, evaluate, or control the occupational safety and health risks.

2-2 Competency and Training System

- A. The facility shall ensure having competent workers (i.e. workers who are adequately qualified and suitably trained and with sufficient experience) to implement safety and health aspects related to their duties and responsibilities. To this end, the facility shall:

- a. Determine needs of training.
- b. Conduct training courses according to the specified needs, provided to be:
 1. Given to the concerned workers, as appropriate, free of charge.
 2. Conducted in a language and vocabulary that is easy for workers to understand.
 3. Conducted within the working hours, if possible.
 4. Conducted by competent persons.
- B. The facility shall document (both the content of training and the attending workers).

2-3 Documentation of the Occupational Safety and Health Management Regulation

It is applied to both the intermediate and highest levels.

2-4 Communication System

It is applied to both the intermediate and highest levels.

3- Planning and Implementation

3-1 Initial Review of Occupational Safety and Health

- A. The facility shall conduct an initial evaluation process in order to evaluate the status and practices of occupational safety and health that it has and document the necessary actions to be taken, as a result of the evaluation process, in a written form.
- B. In case there is no any system that is currently followed in the Occupational Safety and Health Management or that is recently established by the facility, the facility shall conduct an initial evaluation process, provided to be used as a basis for establishing and implementing the Occupational Safety and Health Management Regulation.
- C. The initial review shall be conducted by the facility or a third party (For example: External consultants), provided that the third party conducting the review process shall be experienced in evaluating

the occupational safety and health and the review shall be approved by those responsible for occupational safety and health in the facility.

- D.** The initial review shall:
 - a. Determine whether the facility comply with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility participated in.
 - b. Determine and evaluate the safety and health risks arising from work environment and its organization.
 - c. Evaluate whether the current or scheduled controls are enough to remove/ control risks (for example: in terms of control: analysis of data relevant to the workers' safety and health).
- E.** After completing the review process, the results shall be included in an action plan, provided to:
 - a. Give the priority to deficiencies.
 - b. Determine timelines.
 - c. Determine and allocate the necessary resources (human and financial).
 - d. Appoint the responsible person (s).
- F.** The results and subsequent action plans shall be documented and communicated to the workers.
- G.** The facility shall ensure that the person(s) who conduct the initial review process is competent to do so and will not only work with the senior management, but also the remaining workers and their representatives, as appropriate.

3-2 Planning, Developing and Implementing the Occupational Safety and Health Processes

It is applied to both the intermediate and highest levels.

3-3 Objectives of Occupational Safety and Health

It is applied to both the intermediate and highest levels.

3-4 Prevention Measures and Risk Control

3-4-1 Preventive and Control Measures

- A.** The facility is responsible for determining and evaluating the risks that threaten the safety and health of workers and for implementing the necessary preventive and control measures by the following:
- Provide or redesign the processes and procedures to allow the possibility of managing the specified risks, so that it will be safe for the manpower, if the source of risk cannot be eliminated.
 - Replace the hazardous task, tool, machine, material or process with a less hazardous alternative, where possible.
 - Provide the appropriate PPE for the workers to reduce the risks.
- B.** The facility shall regularly review, control and update the agreed measures to ensure that the activities, processes, equipment or materials, including the new ones, are safe to be used by the workers.
- C.** The facility shall ensure that the adopted measures comply with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility participated in.
- D.** The facility shall inform all the workers that they are expected to determine and report the risks threatening the safety and health.

3-4-2 Change Management

It is applied to the highest level.

3-4-3 Prevention in Emergency

- A.** The facility shall make arrangements for prevention in emergency, including documented procedures that shall:
- Determine the possibility of occurrence of accidents and emergency (Natural and industrial) and take the necessary measures to prevent occurrence of risks related to this emergency or to reduce the impact of disasters, when it occur.

- b. Ensure providing the workers with the information necessary for their protection in emergency at the work site.
- c. Provide the appropriate training for all the workers of the facility, at all levels, such as: regular training on procedures for prevention, readiness and response in emergency.
- d. Coordinate and provide information, when necessary, to the relevant external emergency authorities and other entities, as appropriate.
- e. Be ready to deal with emergency such as providing first aid and medical assistance, firefighting and evacuating the work site from all people present there.
- B.** The facility shall develop and document an action plan for emergency that includes the specific actions that employers and workers need to take to ensure the safety of workers in emergency. The plan includes, (but not limited to) the following:
 - a. The appropriate mean to report an emergency (For example: calling emergency phone number).
 - b. Evacuation policy and procedures.
 - c. Emergency evacuation procedures and passageways, such as: plans of floors, workplaces, safe areas or areas of refuge.
 - d. Names, addresses, departments and phone numbers of the officials in emergency from inside and outside the facility to contact them in case of emergency.
 - e. Procedures for workers who use fire extinguishers or implement other basic services that cannot be turned off with every emergency alert prior to evacuation, as appropriate.
 - f. Rescue tasks and medical tasks for the workers assigned to perform it.
 - g. Specific site and procedures for all the workers after evacuation.

- h. Safe place, inside or outside the facility, to store the importance records such as original or duplicate copies of accounting records, legal documents, etc.
- i. A way to alert the workers about how to evacuate or take other actions, and how to report emergencies.
- C. The facility shall periodically inspect/ test emergency equipment (such as: fire extinguisher and alarm devices and systems) and conduct training in emergencies, and other applicable emergency procedures in the following cases:
 - a. According to a schedule determined by the facility.
 - b. During meetings allocated for occupational safety and health.
 - c. Following organizational changes.
 - d. Following an event that requires implementing emergency response procedures.
 - e. Following changes to legal requirements, etc.

3-4-4 Procurement

It is applied to the highest level.

3-4-5 Contracting

It is applied to both the intermediate and highest levels.

4- Evaluation

4-1 Performance Measurement &Control

It is applied to both the intermediate and highest levels.

4-2 Investigation System

It is applied to both the intermediate and highest levels.

4-3 Audit

It is applied to the highest level.

4-4 Senior Management Review of Occupational Safety and Health

It is applied to both the intermediate and highest levels.

5- Development

5-1 Preventive and Corrective Actions

It is applied to the highest level.
5-2 Continuous Improvement
It is applied to the highest level.

Occupational Safety and Health Management Regulation Intermediate Level of Regulation Requirements

The word "System" herein shall be used in the following context: A set of parts or operations that are interrelated as per a certain relationship that's going according to specific standards to achieve a certain objective. The System consists of inputs on which the required operations are conducted to reach the required outputs.

This Regulation has been developed based on international practices, some standards of the International Labor Organization, and the needs of the Saudi labor market.

Facility: means any economic unit engaged in a commercial, industrial or service activity, aiming to make the best use of the available resources to achieve the goals for which they were established. The Facility may be an institution, entity, or any other name that concerns it.

1- Occupational Safety and Health Policy

1-1 Occupational Safety and Health Policy

- A.** The Facility shall develop a written policy for occupational safety and health. The policy shall be written clearly and accurately in the languages most used by members of the facility, but the Arabic language shall prevail over the others.
- B.** The policy aims at ensuring safety and health of all the facility members and visitors, or the passers-by who may be affected by the work site, by preventing injuries, ill-health, diseases, and work-related accidents. The policy shall:
 - a.** Determine clearly the expectations and priorities in the field of occupational safety and health at all facility levels.
 - b.** Cover any other details relevant to occupational safety and health practices that may include general operations, responsibilities and roles, including reporting work injuries and accidents and

occupational diseases to the General Organization for Social Insurance, any other requirements as needed.

- C. This policy shall be specific to the facility and cover the most important occupational health and safety aspects, given the size and nature of the facility's business or activities.
- D. The policy shall adhere to the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that
- E. the facility has participated in.
- F. The facility' CEO, the General Manager, or the senior management shall make the policy effective by signing it.
- G. This policy should be easily made available to all the facility members through the appropriate means, including but not limited to storing the policy on the server, in a hard copy, etc.
- H. All the facility members shall be informed of this policy and any changes thereto, through all the appropriate means, including but not limited to email, posters, live presentation, publications, etc.
- I. The policy shall be reviewed at least every two years and updated as necessary.

1-2 Worker Participation

- A. The facility shall encourage participation of the workers in the decision-making process with regard to safety and health in the workplace and shall consult them, if necessary, when making decisions or changes related to occupational safety and health in the workplace or when communicating information relevant to occupational safety and health, including:
 - a. Determine and evaluate risks in the workplace.
 - b. The decisions about measures taken to eliminate or control workplace risks.
 - c. Formulate guidelines, procedures and policies of occupational safety and health.

- d. Choose tools, work equipment and PPE before purchasing them and/ or collect notes and comments on them if they are actually distributed/ used.
- e. Conduct tests (such as PPE test).
- f. Changes to the workplaces/ factory, etc.
- g. Publish occupational safety and health news in the entity's newsletter.
- B.** (B) The facility shall form a work team or a joint committee of workers and the employer in the field of occupational safety and health. (in which the workers are nominated to participate in the Occupational Safety and Health Committee in the presence of the Senior Management's representatives) to discuss the matters related to occupational safety and health, review the taken measures and investigate the accidents, etc. the Committee shall meet regularly, according to the needs of the facility.
- C.** (C) The facility shall encourage the workers to proactively participate in any proposals/ ideas/ opinions that they may have with regard to safety and health in the workplace, through:
 - a. Speaking about the importance of participation of the workers during the meetings.
 - b. Using bulletin boards, emails, or other communication channels, as appropriate.
 - c. Pay incentive bonus to the workers when reporting the accidents that may cause injuries or damage to the property within the facility.
(For more information, please refer to the requirement "Communication System" herein)
- D.** The facility shall, as appropriate, ensure notifying the consulted workers of results of consultations in a timely manner, using the appropriate communication channels.

2- Organization

2-1 Responsibility and Accountability

- A.** The facility and its management bear the full responsibility, and also they are ultimately responsible for providing a safe and healthy workplace for all workers and visitors, or the passers-by who may be affected by the work site.
- B.** The facility is responsible for providing adequate resources to achieve its objectives in the field of safety and health, for example (including but not limited to):
 - a. Financial resources
 - b. Human resources
 - c. Technologies
 - d. Infrastructure and equipment
 - e. Information Technology Systems
 - f. Experience and training
- C.** The facility shall clearly determine the role of all workers who perform occupational safety and health-related duties and their responsibilities and accountability, and also the powers granted to them, and shall describe it in the form of job titles, manuals, procedures, or all of them, then it shall be sent to the concerned workers.
- D.** The facility shall appoint a person(s) at the management level as officials who have the following powers and authorities:
 - a. Develop and impellent the Occupational Safety and Health Management Regulation within the facility.
 - b. Review and evaluate the Occupational Safety and Health Management Regulation regularly.
 - c. Submit periodic reports to the remaining departments (Sections) of the facility with regard to performance of the Occupational Safety and Health Management Regulation.

- d. Promote the participation of all workers in the process of occupational safety and health (For example: Speaking to the workers regularly and considering their opinions when taking decisions related to the occupational safety and health).
- E. The facility shall, at all the facility levels and through the appropriate communication channel(s) (For example: email, posters, presentation, etc.) communicate the following:
 - a. The importance of occupational safety and health as being a joint liability for all the workers.
 - b. The duty of workers to protect their safety, health, colleagues, and others in or near the workplace.
 - c. The duty of workers to cooperate with the employer, colleagues and any person performing his duty imposed by internal or external legislation with regard to the occupational safety and health, through following the instructions, training, reporting the hazardous conditions and using tools / equipment / devices / clothes in an appropriate and safe manner.
 - d. The appointed or responsible person(s) who bears the responsibility, accountability and power to determine, evaluate, or control the occupational safety and health risks.

2-2 Competency and Training System

- A. The facility shall ensure having competent workers (i.e. workers who are adequately qualified and suitably trained and with sufficient experience) to implement safety and health aspects related to their duties and responsibilities. To this end, the facility shall:
 - a. Determine needs of training.
 - b. Conduct training courses according to the specified needs, provided to be:
 - 1. Given to the concerned workers, as appropriate, free of charge.
 - 2. Conducted in a language and vocabulary that is easy for workers to understand.

3. Conducted within the working hours, if possible.
4. Conducted by competent persons.
- B.** The facility shall document (both the content of training and the attending workers).

2-3 Documentation of the Occupational Safety and Health Management Regulation

- A.** The facility shall establish a new system to document and maintain the occupational safety and health procedures and practices and to record and follow up all the matters related to occupational safety and health. The Documentation System of Occupational Safety and Health Management Regulation shall include the following:
 - a. Occupational safety and health policy and the facility's objectives relevant to occupational safety and health.
 - b. a list of key workers responsible for occupational safety and health within the facility, including the description of their roles, responsibilities and contract details.
 - c. A list of major risks related to occupational safety and health and arising from the facility's activities and arrangements related to its prevention and control.
 - d. Procedures, guidelines, or other internal documentation processes related to occupational safety and health.
 - e. Records of (Lessons learned, local and international practices, case studies, etc.), as appropriate.
- B.** The Documentation System of Occupational Safety and Health Management Regulation shall be:
 - a. Easy to identify and follow.
 - b. In the most appropriate format of the facility (For example: Excel, Word, etc.)
 - c. Written clearly and presented in a manner easy to understand and in the language(s) most used by the facility members (along with Arabic language as a main language).

- d. Reviewed and updated regularly, as necessary.
- e. Disposed of or prevented from trading after its expiry (at least two years).
- C. The facility shall establish and maintain the appropriate records for occupational safety and health that can help identify potential harmful consequences, address problems before they deteriorate in nature, and clarify compliance with legal obligations.
- D. The records include:
 - a. Records of injuries, ill- health, illnesses and accidents related to work.
 - b. Records of the workers' health and the risks they are exposed to, along with an overview of work environment.
 - c. Records of the risks related to the specific activity of the facility, along with the measures taken to prevent/ control it.
 - d. Results of audits and reviews related to reforms of occupational safety and health risks.
 - e. Relevant work permits, licenses and certificates, as appropriate.
 - f. Roles and responsibilities related to occupational safety and health.
 - g. Minutes of records of Occupational Safety and Health Committee (or any major meetings related to occupational safety and health).
 - h. Data of service providers and contractors, as appropriate.
 - i. Records of trainings that have been conducted, including attendance of workers and their notes and comments on training (related to occupational safety and health).
 - j. All other records arising from implementation of the Occupational Safety and Health Management Regulation or national and international legislation dealing with occupational safety and health, as appropriate.

- E. The workers have the right to review occupational safety and health records related to their work environment and they shall protect, as appropriate, the need for confidentiality.

2-4 Communication System

- A. The facility ensures publishing and using the appropriate channels in communication with regard to the matters related to occupational safety and health at all levels and disciplines, where and as appropriate, such as:
 - a. Post/email correspondence:
 - 1. Sending regular newsletters via post/email to all workers that highlight safety and health news in the workplace, training courses, information and updates.
 - 2. Providing email box of "Suggestions" (and/or real box in the workplace) for workers to exchange suggestions on ways to work safely and other matters.
 - b. Putting material contact tools in a place easy to see and read:
 - 1. Safety signs (for example, to indicate the prohibition of hazardous work, such as smoking in an area where flammable materials are stored or used).
 - 2. Bulletin board showing the recent safe work policies, procedures, news, paramedics' contact information, emergency instructions in case of fires, and upcoming training courses, etc.
 - 3. Posters that include information relevant to occupational safety and health (such as posters explaining the appropriate PPE).
 - c. Face-to-face:
 - 1. Hold regular meetings to speak to workers about the work they do and how to do it in the safest way.
 - 2. Hold "Short Toolbox Talks" in which specific occupational safety and health topics related to the task to be performed are discussed.
 - 3. Hold individual meetings (Formal or informal) with the workers.

d. Intranet:

1. Create section (page) allocated for occupational safety and health within the facility's intranet, including occupational safety and health updates, documents, calendars, links, etc.
 2. Create an Internet forum about occupational safety and health that all workers can access.
- B.** The facility ensures that the internal communication of information related to occupational safety and health handles also third party contractors, service providers and visitors.
- C.** The facility shall document the communications related to occupational safety and health (such as: newsletters and decisions issued by major meetings) within the framework of the Documentation System of Occupational Safety and Health Management Regulation.
- (For more information, please refer to the requirement "Documentation of the Occupational Safety and Health Management Regulation" herein)

3- Planning and Implementation

3-1 Initial Review of Occupational Safety and Health

- A.** The facility shall conduct an initial evaluation process in order to evaluate the status and practices of occupational safety and health that it has and document the necessary actions to be taken, as a result of the evaluation process, in a written form.
- B.** In case there is no any system that is currently followed in the Occupational Safety and Health Management or that is recently established by the facility, the facility shall conduct an initial evaluation process, provided to be used as a basis for establishing and implementing the Occupational Safety and Health Management Regulation.
- C.** The initial review shall be conducted by the facility or a third party (For example: External consultants), provided that the third party

conducting the review process shall be experienced in evaluating the occupational safety and health and the review shall be approved by those responsible for occupational safety and health in the facility.

- D.** The initial review shall:
- a. Determine whether the facility comply with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility participated in.
 - b. Determine and evaluate the safety and health risks arising from work environment and its organization.
 - c. Evaluate whether the current or scheduled controls are enough to remove/ control risks (for example: in terms of control: analysis of data relevant to the workers' safety and health).
- E.** After completing the review process, the results shall be included in an action plan, provided to:
- a. Give the priority to deficiencies.
 - b. Determine timelines.
 - c. Determine and allocate the necessary resources (human and financial).
 - d. Appoint the responsible person (s).
- F.** The results and subsequent action plans shall be documented and communicated to the workers.
- G.** The facility shall ensure that the person(s) who conduct the initial review process is competent to do so and will not only work with the senior management, but also the remaining workers and their representatives, as appropriate.

3-2 Planning, Developing and Implementing the Occupational Safety and Health Processes

The facility shall establish a planning process when developing and implementing the Occupational Safety and Health Regulation, provided that planning process shall take into account results of initial

review, subsequent reviews or other relevant data. The planning process shall include the following:

- a. A written list of occupational safety and health objectives of the facility and the way to determine its priorities.
(For more information, please refer to the requirement "Occupational Safety and Health Objectives" herein)
- b. A concrete action plan showing how to achieve each objective, which should include the following:
 1. Concrete actions to be taken
 2. Responsible people
 3. Schedule to achieve each objective
- c. Clear KPIs to evaluate whether the objectives have been achieved.
- d. Provide financial resources and also any necessary additional support to help achieve these objectives.

3-3 Objectives of Occupational Safety and Health

- A.** The facility shall set occupational safety and health objectives in line with Occupational Safety and Health Policy of the facility, based on the initial and subsequent reviews. These objectives shall be as follows:
- a. Specific (i.e. answer the questions of "What needs to be done?" And "How will you know that it has been done?" and written in a simple and easy-to-understand manner.
 - b. Measurable (i.e. answer the question of "How will you know whether it has been achieved or not?")
 - c. Achievable (i.e. clarify the results that can be achieved realistically given the available resources)
 - d. Relevant (i.e. answer the question of "Should it be achieved? And "What is the impact?")
 - e. Time-bound (i.e. determine when the results can be achieved)
- B.** The objective shall focus on the continuous improvement of the workers' safety and health and achieve the best performance of occupational safety and health. To this end, the objectives should be:
- a. Proactive (For example: number of training courses to be conducted, number of Toolbox Talks to be conducted, and number of risk assessments to be undertaken).
 - b. Interactive (For example: rates of targeted accidents, fatal accidents, and environmental
- C.** The facility ensures that the selected objectives are consistent with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility has participated in.
- D.** The facility ensures documenting all objectives appropriately. (For more information, please refer to the requirement "Documentation of the Occupational Safety and Health Management Regulation" herein)

- E. The facility shall communicate the specified objectives to the concerned members of the facility.
(For more information, please refer to the requirement "Communication System" herein)
- F. Objectives should be periodically reviewed (For example: once a year) and updated if necessary.

3-4 Prevention Measures and Risk Control

3-4-1 Preventive and Control Measures

- A. The facility is responsible for determining and evaluating the risks that threaten the safety and health of workers and for implementing the necessary preventive and control measures by the following:
 - a. Provide or redesign the processes and procedures to allow the possibility of managing the specified risks, so that it will be safe for the manpower, if the source of risk cannot be eliminated.
 - b. Replace the hazardous task, tool, machine, material or process with a less hazardous alternative, where possible.
 - c. Provide the appropriate PPE for the workers to reduce the risks.
- B. The facility shall regularly review, control and update the agreed measures to ensure that the activities, processes, equipment or materials, including the new ones, are safe to be used by the workers.
- C. The facility shall ensure that the adopted measures comply with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility participated in.
- D. The facility shall inform all the workers that they are expected to determine and report the risks threatening the safety and health.

3-4-2 Change Management

It is applied to the highest level.

3-4-3 Prevention in Emergency

- A.** The facility shall make arrangements for prevention in emergency, including documented procedures that shall:
 - a. Determine the possibility of occurrence of accidents and emergency (Natural and industrial) and take the necessary measures to prevent occurrence of risks related to this emergency or to reduce the impact of disasters, when it occur.
 - b. Ensure providing the workers with the information necessary for their protection in emergency at the work site.
 - c. Provide the appropriate training for all the workers of the facility, at all levels, such as: regular training on procedures for prevention, readiness and response in emergency.
 - d. Coordinate and provide information, when necessary, to the relevant external emergency authorities and other entities, as appropriate.
 - e. Be ready to deal with emergency such as providing first aid and medical assistance, firefighting and evacuating the work site from all people present there.
- B.** The facility shall develop and document an action plan for emergency that includes the specific actions that employers and workers need to take to ensure the safety of workers in emergency. The plan includes, (but not limited to) the following:
 - a. The appropriate mean to report an emergency (For example: calling emergency phone number).
 - b. Evacuation policy and procedures.
 - c. Emergency evacuation procedures and passageways, such as: plans of floors, workplaces, safe areas or areas of refuge.
 - d. Names, addresses, departments and phone numbers of the officials in emergency from inside and outside the facility to contact them in case of emergency.

- e. Procedures for workers who use fire extinguishers or implement other basic services that cannot be turned off with every emergency alert prior to evacuation, as appropriate.
- f. Rescue tasks and medical tasks for the workers assigned to perform it.
- g. Specific site and procedures for all the workers after evacuation.
- h. Safe place, inside or outside the facility, to store the importance records such as original or duplicate copies of accounting records, legal documents, etc.
- i. A way to alert the workers about how to evacuate or take other actions, and how to report emergencies.
- C. The facility shall periodically inspect/ test emergency equipment (such as: fire extinguisher and alarm devices and systems) and conduct training in emergencies, and other applicable emergency procedures in the following cases:
 - a. According to a schedule determined by the facility.
 - b. During meetings allocated for occupational safety and health.
 - c. Following organizational changes.
 - d. Following an event that requires implementing emergency response procedures.
 - e. Following changes to legal requirements, etc.

3-4-4 Procurement

It is applied to the highest level.

3-4-5 Contracting

- A. If the facility appoints contractors to carry out a specific work tasks, it shall ensure applying its safety and health requirements to the contractors, along with the workers.
- B. The facility shall take into account all types of contractors when considering workplace safety and health, including:
 - a. Long- term contract workers who provide support daily for a long period of time (such as: security and guard services).

- b. Service providers who provide services regularly, but they are present at the site for a short period of time (such as: maintenance of facilities in the short term).
- c. Construction worker who makes amendments to the facility or install the equipment (such as: plumbing repairs or restoration, etc.).
- C. When considering award of contracts to the contractors, the facility shall include occupational safety and health standards in procedures for contractor evaluation and selection (For example: studying safety and health of the facility for which the contractor works as a part of the evaluation process).
- D. The facility shall communicate and coordinate with the contractor before starting work, including communication with regard to risks and its prevention and control measures.

- E. The facility shall inform the contractor's workers about risks relevant to occupational safety and health and provide the appropriate training before starting work and as work progresses. (For more information, please refer to the requirement "Competency and Training System" herein)
- F. The facility shall include measures of reporting injuries, ill- health, illnesses and accidents related to work between the contractor's workers while performing the facility's works.
- G. The facility shall regularly monitor performance of the contractor's activities with regard to occupational safety and health at the site. (For more information, please refer to the requirement "Performance Measurement & Control" herein)
- H. The facility shall ensure informing the contractor about all procedures and measurements related to the occupational safety and health at the site and ensure following it.

4- Evaluation

4-1 Performance Measurement &Control

- A. To determine the extent to which the occupational health and safety policy and objectives are implemented and the risks that have been controlled, the facility ensures that performance of occupational health and safety has been:
 - a. monitored
 - b. measured
 - c. recorded
- B. The performance shall be monitored, measured and recorded as follows:
 - a. Proactively and on a regular basis (i.e. before the emergency of any specific situation related to occupational health and safety, for example: twice a year).
 - b. Interactively (i.e. through responding to the events that have already emerged, such as: work injuries, accidents, etc.).

- C.** The proactive monitoring shall include the following:
 - a.** Monitor achievement of occupational health and safety plans and occupational health and safety standards and objectives.
 - b.** Inspect the occupational health and safety in buildings, factories, equipment, work systems, etc.
 - c.** Supervise work environment (such as: providing sanitary facilities and canteens, etc.)
 - d.** Supervise the workers' health.
 - e.** Verify that the facility complies with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility has participated in.

- f. Monitor achievement of the specified performance indicators/ KPIs and occupational health and safety objectives.
(For more information, please refer to item "E" below)
- D. The proactive monitoring shall determine, and report and investigate the following:
 - a. Injuries, ill-health, diseases, and work-related accidents.
 - b. Rehabilitation of workers and performance of health recovery programs.
 - c. The possibility of other losses, such as property damage.
 - d. Any other required improvements in the process of identifying, preventing and controlling risks.
- E. The facility shall develop performance indicators/ KPIs to measure the performance of occupational health and safety, and it should consist of:
 - a. Quantitative (such as: number of injuries)
 - b. Qualitative (such as: the worker's evaluation of the management's commitment to achieve "best practices" in the field of occupational health and safety).
- F. The facility shall determine the persons, at various levels of the administrative structure, responsible for the process of monitoring and measuring the occupational health and safety.
(For more information, please refer to the requirement "Responsibility and Accountability" herein)
- G. The facility shall record all results of monitoring and measuring the performance in the Documentation System of Occupational Safety and Health Management Regulation.

4-2 Investigation System

- A. The facility shall establish procedures for investigating the source of major accidents related to the occupational health and safety (such as: injuries, ill-health, diseases, and work-related accidents)

and its underlying causes and shall inform the concerned authorities thereof, as appropriate.

- B.** Investigation shall be conducted for all accidents as soon as possible, and a comprehensive report of investigation shall be prepared at the end of investigation.
- C.** Investigation shall be conducted by competent person(s) (such as consultant or specialist in occupational safety and health), with participation of the workers, as appropriate.
- D.** The results of these investigations and the immediate measures that have been taken shall be notified to:
 - a. Management of the facility.
 - b. The committee or work team concerned with occupational safety and health, if any.
- E.** The facility shall, along with the internal investigations, consider the reports issued by the external investigation authorities and shall work on it by the same way as for the internal investigation.
- F.** The facility shall ensure implementing any corrective action arising from these investigations, to avoid recurrence of injuries, ill-health, diseases, and work-related accidents (such as: following up the agreed procedures regularly).
- G.** The comprehensive report of investigations shall be documented in the Documentation System of Occupational Safety and Health Management Regulation (such as: date of inspection, results of inspection, specific violations, specific follow-up actions, etc.) and the competent authorities shall be notified thereof if possible.
- H.** The facility shall inform and notify the General Organization for Social Insurance of work injuries related to occupational health and safety and its causes.

4-3 Audit

It is applied to the highest level.

4-4 Senior Management Review of Occupational Safety and Health

- A.** The facility with the Senior Management shall regularly conduct reviews for its Occupational Safety and Health Management Regulation, along with other occupational health and safety regulations or requirements in the form of regular formal meetings for:
- a. Evaluating the facility's comprehensive Occupational Safety and Health Strategy to determine whether it meets the planned objectives and the needs of the facility, workers, and regulatory authorities.
 - b. Evaluating the progress towards achieving these objectives.
 - c. Evaluating the results of major accidents.
 - d. Determining the corrective actions to be taken and how to do so in a timely manner.
 - e. Evaluating any need to make changes.
 - f. Determining the matters related to occupational health and safety that need to be addressed as a matter of priority.
 - g. Evaluating the effectiveness of occupational safety and health monitoring procedures from the previous reviews of the Management.
 - h. Providing notes, general comments and directives.
- B.** (B) The facility shall record all results and decisions made during the management review meeting in writing. These records should be easily accessed through Documentation System of Occupational Safety and Health Management Regulation.
- C.** (C) The facility shall send all results and decisions through the appropriate communication channels to:
- a. The responsible persons, as they may take appropriate corrective actions.
 - b. Workers, as appropriate.
 - c. The committee or work team concerned with occupational safety and health, if any.

- D.** The facility shall conduct the management review of occupational safety and health repeatedly (For example: every three months, every six months, or annually) according to the specific needs and conditions of the facility.

Occupational Safety and Health Management Regulation Highest Level of Regulation Requirements

The word "System" herein shall be used in the following context: A set of parts or operations that are interrelated as per a certain relationship that's going according to specific standards to achieve a certain objective. The System consists of inputs on which the required operations are conducted to reach the required outputs.

This Regulation has been developed based on international practices, some standards of the International Labor Organization, and the needs of the Saudi labor market.

Facility: means any economic unit engaged in a commercial, industrial or service activity, aiming to make the best use of the available resources to achieve the goals for which they were established. The Facility may be an institution, entity, or any other name that concerns it.

1- Occupational Safety and Health Policy

1-1 Occupational Safety and Health Policy

- A.** The Facility shall develop a written policy for occupational safety and health. The policy shall be written clearly and accurately in the languages most used by members of the facility, but the Arabic language shall prevail over the others.
- B.** The policy aims at ensuring safety and health of all the facility members and visitors, or the passers-by who may be affected by the work site, by preventing injuries, ill-health, diseases, and work-related accidents. The policy shall:

- a. Determine clearly the expectations and priorities in the field of occupational safety and health at all facility levels.
- b. Cover any other details relevant to occupational safety and health practices that may include general operations, responsibilities and roles, including reporting work injuries and accidents and occupational diseases to the General Organization for Social Insurance, any other requirements as needed.
- C. This policy shall be specific to the facility and cover the most important occupational health and safety aspects, given the size and nature of the facility's business or activities.
- D. The policy shall adhere to the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility has participated in.
- E. The facility' CEO, the General Manager, or the senior management shall make the policy effective by signing it.
- F. This policy should be easily made available to all the facility members through the appropriate means, including but not limited to storing the policy on the server, in a hard copy, etc.
- G. All the facility members shall be informed of this policy and any changes thereto, through all the appropriate means, including but not limited to email, posters, live presentation, publications, etc.
- H. The policy shall be reviewed at least every two years and updated as necessary.

1-2 Worker Participation

- A. The facility shall encourage participation of the workers in the decision-making process with regard to safety and health in the workplace and shall consult them, if necessary, when making decisions or changes related to occupational safety and health in the workplace or when communicating information relevant to occupational safety and health, including:
 - a. Determine and evaluate risks in the workplace.

- b. The decisions about measures taken to eliminate or control workplace risks.
 - c. Formulate guidelines, procedures and policies of occupational safety and health.
 - d. Choose tools, work equipment and PPE before purchasing them and/ or collect notes and comments on them if they are actually distributed/ used.
 - e. Conduct tests (such as PPE test).
 - f. Changes to the workplaces/ factory, etc.
 - g. Publish occupational safety and health news in the entity's newsletter.
 - B.** The facility shall form a work team or a joint committee of workers and the employer in the field of occupational safety and health. (in which the workers are nominated to participate in the Occupational Safety and Health Committee in the presence of the Senior Management's representatives) to discuss the matters related to occupational safety and health, review the taken measures and investigate the accidents, etc. the Committee shall meet regularly, according to the needs of the facility.
 - C.** The facility shall encourage the workers to proactively participate in any proposals/ ideas/ opinions that they may have with regard to safety and health in the workplace, through:
 - a. Speaking about the importance of participation of the workers during the meetings.
 - b. Using bulletin boards, emails, or other communication channels, as appropriate.
 - c. Pay incentive bonus to the workers when reporting the accidents that may cause injuries or damage to the property within the facility.
- (For more information, please refer to the requirement "Communication System" herein)

- D.** The facility shall, as appropriate, ensure notifying the consulted workers of results of consultations in a timely manner, using the appropriate communication channels.

2- Organization

2-1 Responsibility and Accountability

- A.** The facility and its management bear the full responsibility, and also they are ultimately responsible for providing a safe and healthy workplace for all workers and visitors, or the passers-by who may be affected by the work site.
- B.** The facility is responsible for providing adequate resources to achieve its objectives in the field of safety and health, for example (including but not limited to):
 - a. Financial resources
 - b. Human resources
 - c. Technologies
 - d. Infrastructure and equipment
 - e. Information Technology Systems
 - f. Experience and training
- C.** The facility shall clearly determine the role of all workers who perform occupational safety and health-related duties and their responsibilities and accountability, and also the powers granted to them, and shall describe it in the form of job titles, manuals, procedures, or all of them, then it shall be sent to the concerned workers.
- D.** The facility shall appoint a person(s) at the management level as officials who have the following powers and authorities:
 - a. Develop and impellent the Occupational Safety and Health Management Regulation within the facility.
 - b. Review and evaluate the Occupational Safety and Health Management Regulation regularly.
 - c. Submit periodic reports to the remaining departments (Sections) of the facility with regard to performance of the Occupational Safety and Health Management Regulation.

- d. Promote the participation of all workers in the process of occupational safety and health (For example: Speaking to the workers regularly and considering their opinions when taking decisions related to the occupational safety and health).
- E. The facility shall, at all the facility levels and through the appropriate communication channel(s) (For example: email, posters, presentation, etc.) communicate the following:
 - a. The importance of occupational safety and health as being a joint liability for all the workers.
 - b. The duty of workers to protect their safety, health, colleagues, and others in or near the workplace.
 - c. The duty of workers to cooperate with the employer, colleagues and any person performing his duty imposed by internal or external legislation with regard to the occupational safety and health, through following the instructions, training, reporting the hazardous conditions and using tools / equipment / devices / clothes in an appropriate and safe manner.
 - d. The appointed or responsible person(s) who bears the responsibility, accountability and power to determine, evaluate, or control the occupational safety and health risks.

2-2 Competency and Training System

- A. The facility shall ensure having competent workers (i.e. workers who are adequately qualified and suitably trained and with sufficient experience) to implement safety and health aspects related to their duties and responsibilities. To this end, the facility shall:
 - a. Determine needs of training.
 - b. Conduct training courses according to the specified needs, provided to be:
 - 1. Given to the concerned workers, as appropriate, free of charge.

2. Conducted in a language and vocabulary that is easy for workers to understand.
3. Conducted within the working hours, if possible.
4. Conducted by competent persons.
- B.** The facility shall document (both the content of training and the attending workers).

2-3 Documentation of the Occupational Safety and Health Management Regulation

- A.** The facility shall establish a new system to document and maintain the occupational safety and health procedures and practices and to record and follow up all the matters related to occupational safety and health. The system documenting the Occupational Safety and Health Management Regulation shall include the following:
 - a. Occupational safety and health policy and the facility's objectives relevant to occupational safety and health.
 - b. a list of key workers responsible for occupational safety and health within the facility, including the description of their roles, responsibilities and contract details.
 - c. A list of major risks related to occupational safety and health and arising from the facility's activities and arrangements related to its prevention and control.
 - d. Procedures, guidelines, or other internal documentation processes related to occupational safety and health.
 - e. Records of (Lessons learned, local and international practices, case studies, etc.), as appropriate.
- B.** The system documenting the Occupational Safety and Health Management Regulation shall be:
 - a. Easy to identify and follow.
 - b. In the most appropriate format of the facility (For example: Excel, Word, etc.)

- c. Written clearly and presented in a manner easy to understand and in the language(s) most used by the facility members (along with Arabic language as a main language).
- d. Reviewed and updated regularly, as necessary.
- e. Disposed of or prevented from trading after its expiry (at least two years).
- C. The facility shall establish and maintain the appropriate records for occupational safety and health that can help identify potential harmful consequences, address problems before they deteriorate in nature, and clarify compliance with legal obligations.
- D. The records include:
 - a. Records of injuries, ill- health, illnesses and accidents related to work.
 - b. Records of the workers' health and the risks they are exposed to, along with an overview of work environment.
 - c. Records of the risks related to the specific activity of the facility, along with the measures taken to prevent/ control it.
 - d. Results of audits and reviews related to reforms of occupational safety and health risks.
 - e. Relevant work permits, licenses and certificates, as appropriate.
 - f. Roles and responsibilities related to occupational safety and health.
 - g. Minutes of records of Occupational Safety and Health Committee (or any major meetings related to occupational safety and health).
 - h. Data of service providers and contractors, as appropriate.
 - i. Records of trainings that have been conducted, including attendance of workers and their notes and comments on training (related to occupational safety and health).
 - j. All other records arising from implementation of the Occupational Safety and Health Management Regulation or national and

international legislation dealing with occupational safety and health, as appropriate.

- E. The workers have the right to review occupational safety and health records related to their work environment and they shall protect, as appropriate, the need for confidentiality.

2-4 Communication System

- A. The facility ensures publishing and using the appropriate channels in communication with regard to the matters related to occupational safety and health at all levels and disciplines, where and as appropriate, such as:
 - a. Post/email correspondence:
 - 1. Sending regular newsletters via post/email to all workers that highlight safety and health news in the workplace, training courses, information and updates.
 - 2. Providing email box of "Suggestions" (and/or real box in the workplace) for workers to exchange suggestions on ways to work safely and other matters.
 - b. Putting material contact tools in a place easy to see and read:
 - 1. Safety signs (for example, to indicate the prohibition of hazardous work, such as smoking in an area where flammable materials are stored or used).
 - 2. Bulletin board showing the recent safe work policies, procedures, news, paramedics contact information, emergency instructions in case of fires, and upcoming training courses, etc.
 - 3. Posters that include information relevant to occupational safety and health (such as posters explaining the appropriate PPE).
 - d. Face-to-face:
 - 1. Hold regular meetings to speak to workers about the work they do and how to do it in the safest way.

2. Hold "Short Toolbox Talks" in which specific occupational safety and health topics related to the task to be performed are discussed.
 3. Hold individual meetings (Formal or informal) with the workers.
- c. Intranet:
1. Create section (page) allocated for occupational safety and health within the facility's intranet, including occupational safety and health updates, documents, calendars, links, etc.
 2. Create an Internet forum about occupational safety and health that all workers can access.
- B. The facility ensures that the internal communication of information related to occupational safety and health handles also third party contractors, service providers and visitors.
- C. The facility shall document the communications related to occupational safety and health (such as: newsletters and decisions issued by major meetings) within the framework of the system documenting the Occupational Safety and Health Management Regulation.
- (For more information, please refer to the requirement "Documentation of the Occupational Safety and Health Management Regulation" herein)

3- Planning and Implementation

3-1 Initial Review of Occupational Safety and Health

- A. The facility shall conduct an initial evaluation process in order to evaluate the status and practices of occupational safety and health that it has and document the necessary actions to be taken, as a result of the evaluation process, in a written form.
- B. In case there is no any system that is currently followed in the Occupational Safety and Health Management or that is recently established by the facility, the facility shall conduct an initial evaluation process, provided to be used as a basis for establishing

and implementing the Occupational Safety and Health Management Regulation.

- C. The initial review shall be conducted by the facility or a third party (For example: External consultants), provided that the third party conducting the review process shall be experienced in evaluating the occupational safety and health and the review shall be approved by those responsible for occupational safety and health in the facility.
- D. The initial review shall:
 - a. Determine whether the facility comply with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility participated in.
 - b. Determine and evaluate the safety and health risks arising from work environment and its organization.
 - c. Evaluate whether the current or scheduled controls are enough to remove/ control risks (for example: in terms of control: analysis of data relevant to the workers' safety and health).
- E. After completing the review process, the results shall be included in an action plan, provided to:
 - a. Give the priority to deficiencies.
 - b. Determine timelines.
 - c. Determine and allocate the necessary resources (human and financial).
 - d. Appoint the responsible person (s).
- F. The results and subsequent action plans shall be documented and communicated to the workers.
- G. The facility shall ensure that the person(s) who conduct the initial review process is competent to do so and will not only work with the senior management, but also the remaining workers and their representatives, as appropriate.

3-2 Planning, Developing and Implementing the Occupational Safety and Health Processes

- A.** The facility shall establish a planning process when developing and implementing the Occupational Safety and Health Regulation, provided that planning process shall take into account results of initial review, subsequent reviews or other relevant data. The planning process shall include the following:
- a.** A written list of occupational safety and health objectives of the facility and the way to determine its priorities.
(For more information, please refer to the requirement "Occupational Safety and Health Objectives" herein)
 - b.** A concrete action plan showing how to achieve each objective, which should include the following:
 - 1. Concrete actions to be taken
 - 2. Responsible people
 - 3. Schedule to achieve each objective
 - e.** Clear KPIs to evaluate whether the objectives have been achieved.
 - f.** Provide financial resources and also any necessary additional support to help achieve these objectives.

3-3 Objectives of Occupational Safety and Health

- A.** The facility shall set occupational safety and health objectives in line with Occupational Safety and Health Policy of the facility, based on the initial and subsequent reviews. These objectives shall be as follows:
- a. Specific (i.e. answer the questions of "What needs to be done?" And "How will you know that it has been done?" and written in a simple and easy-to-understand manner.
 - b. Measurable (i.e. answer the question of "How will you know whether it has been achieved or not?")
 - c. Achievable (i.e. clarify the results that can be achieved realistically given the available resources)
 - d. Relevant (i.e. answer the question of "Should it be achieved? And "What is the impact?")
 - e. Time-bound (i.e. determine when the results can be achieved)
- B.** The objective shall focus on the continuous improvement of the workers' safety and health and achieve the best performance of occupational safety and health. To this end, the objectives should be:
- a. Proactive (For example: number of training courses to be conducted, number of Toolbox Talks to be conducted, and number of risk assessments to be undertaken).
 - b. Interactive (For example: rates of targeted accidents, fatal accidents, and environmental accidents).
- C.** The facility ensures that the selected objectives are consistent with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility has participated in.
- D.** The facility ensures documenting all objectives appropriately. (For more information, please refer to the requirement "Documentation of the Occupational Safety and Health Management Regulation" herein)

- E. The facility shall communicate the specified objectives to the concerned members of the facility.
(For more information, please refer to the requirement "Communication System" herein)
- F. Objectives should be periodically reviewed (For example: once a year) and updated if necessary.

3-4 Prevention Measures and Risk Control

3-4-1 Preventive and Control Measures

- A. The facility is responsible for determining and evaluating the risks that threaten the safety and health of workers and for implementing the necessary preventive and control measures by the following:
 - a. Provide or redesign the processes and procedures to allow the possibility of managing the specified risks, so that it will be safe for the manpower, if the source of risk cannot be eliminated.
 - b. Replace the hazardous task, tool, machine, material or process with a less hazardous alternative, where possible.
 - c. Provide the appropriate PPE for the workers to reduce the risks.
- B. The facility shall regularly review, control and update the agreed measures to ensure that the activities, processes, equipment or materials, including the new ones, are safe to be used by the workers.
- C. The facility shall ensure that the adopted measures comply with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility participated in.
- D. The facility shall inform all the workers that they are expected to determine and report the risks threatening the safety and health.

3-4-2 Change Management

- A. The facility shall closely monitor these changes and/or proposed changes within the facility and that may have implications for

occupational safety and health. The types of changes to be handled include:

- a. Internal:
 - 1- Organizational changes (such as: change of staff or workers)
 - 2- Changes in activities: (such as: changes in processes, equipment, infrastructure, and programs)
 - 3- Material changes (such as: : new chemicals and packaging)
 - 4- Changes in Occupational Safety and Health Management Regulation (such as: procedures)
- b. External:
 - 1- Changes in legislation related to occupational safety and health.
 - 2- Development in knowledge and technology related to occupational safety and health.
- B.** Every time an internal change (or a proposed change) is introduced within the workplace, along with the potential implications for occupational safety and health, the facility shall:
 - a. Determine and evaluate the inherent risks related to the "change".
 - b. Consider risks before introducing the "change".
 - c. Implement monitor measures when introducing a change or earlier.
- C.** Every time a relevant external change is introduced, the facility shall, before taking any actions, evaluate its potential implications for occupational safety and health processes within the facility.
- D.** The above-mentioned evaluation shall be conducted in consultation with the appropriate workers.
- E.** When implementing the "decision on change", the facility shall ensure notifying all the affected workers through the appropriate communication channel(s) (such as: email, newsletter, posters, presentations, manuals, etc.)

(For more information, please refer to the requirement "Communication System" herein)



Human Resources and
Social Development

Ministry of Labor & Social
Development
Kingdom of Saudi Arabia

for Inspection and Development of Work Environment
Occupational Safety and Health Management
Final Version- Rajab 1439 AH

3-4-3 Prevention in Emergency

- A.** The facility shall make arrangements for prevention in emergency, including documented procedures that shall:
- a. Determine the possibility of occurrence of accidents and emergency (Natural and industrial) and take the necessary measures to prevent occurrence of risks related to this emergency or to reduce the impact of disasters, when it occur.
 - b. Ensure providing the workers with the information necessary for their protection in emergency at the work site.
 - c. Provide the appropriate training for all the workers of the facility, at all levels, such as: regular training on procedures for prevention, readiness and response in emergency.
 - d. Coordinate and provide information, when necessary, to the relevant external emergency authorities and other entities, as appropriate.
 - e. Be ready to deal with emergency such as providing first aid and medical assistance, firefighting and evacuating the work site from all people present there.
- B.** The facility shall develop and document an action plan for emergency that includes the specific actions that employers and workers need to take to ensure the safety of workers in emergency. The plan includes, (but not limited to) the following:
- a. The appropriate mean to report an emergency (For example: calling emergency phone number).
 - b. Evacuation policy and procedures.
 - c. Emergency evacuation procedures and passageways, such as: plans of floors, workplaces, safe areas or areas of refuge.
 - d. Names, addresses, departments and phone numbers of the officials in emergency from inside and outside the facility to contact them in case of emergency.

- e. Procedures for workers who use fire extinguishers or implement other basic services that cannot be turned off with every emergency alert prior to evacuation, as appropriate.
- f. Rescue tasks and medical tasks for the workers assigned to perform it.
- g. Specific site and procedures for all the workers after evacuation.
- h. Safe place, inside or outside the facility, to store the importance records such as original or duplicate copies of accounting records, legal documents, etc.
- i. A way to alert the workers about how to evacuate or take other actions, and how to report emergencies.

- C. The facility shall periodically inspect/ test emergency equipment (such as: fire extinguisher and alarm devices and systems) and conduct training in emergencies, and other applicable emergency procedures in the following cases:
 - a. According to a schedule determined by the facility.
 - b. During meetings allocated for occupational safety and health.
 - c. Following organizational changes.
 - d. Following an event that requires implementing emergency response procedures.
 - e. Following changes to legal requirements, etc.

3-4-4 Procurement

- A. The facility shall establish documented procedures to ensure meeting the procurement that has implications for occupational safety and health and required standards, including the relevant legislation in the Kingdom of Saudi Arabia.
- B. The facility shall evaluate impacts of goods and services on the occupational safety and health before purchasing it by determining the following:
 - a. Safety and health risks posed by the proposed procurement process.
 - b. The way by which the proposed procurement process deals with these risks.
 - c. Any required specifications to ensure the safe operation or use of the proposed procurement process.
 - d. The level of compliance of the proposed procurement process and its use of the legislation in force in the Kingdom of Saudi Arabia.
- C. (C) The facility shall, when possible, include the specifications in tender documents before purchasing the goods and services, that include specific requirements related to occupational safety and health (for example: as part of the contract terms).

- D. (D) The facility shall ensure that the concerned workers are aware of occupational safety and health requirements for purchasing, using, storing and disposing of the goods, including any specific applicable legislative requirements.
- E. (E) The facility shall, when possible, determine the preferred service providers who can meet, at the very least, the minimum specifications of occupational safety and health for goods and services.

3-4-5 Contracting

- A. If the facility appoints contractors to carry out a specific work tasks, it shall ensure applying its safety and health requirements to the contractors, along with the workers.
- B. The facility shall take into account all types of contractors when considering workplace safety and health, including:
 - a. Long- term contract workers who provide support daily for a long period of time (such as: security and guard services).
 - b. Service providers who provide services regularly, but they are present at the site for a short period of time (such as: maintenance of facilities in the short term).
 - c. Construction worker who makes amendments to the facility or install the equipment (such as: plumbing repairs or restoration, etc.).
- C. (C) When considering award of contracts to the contractors, the facility shall include occupational safety and health standards in procedures for contractor evaluation and selection (For example: studying safety and health of the facility for which the contractor works as a part of the evaluation process).
- D. (D) The facility shall communicate and coordinate with the contractor before starting work, including communication with regard to risks and its prevention and control measures.

- E. (E) The facility shall inform the contractor's workers about risks relevant to occupational safety and health and provide the appropriate training before starting work and as work progresses. (For more information, please refer to the requirement "Competency and Training System" herein)
- F. The facility shall include measures of reporting injuries, ill- health, illnesses and accidents related to work between the contractor's workers while performing the facility's works.
- G. The facility shall regularly monitor performance of the contractor's activities with regard to occupational safety and health at the site. (For more information, please refer to the requirement "Performance Measurement & Control" herein)
- H. The facility shall ensure informing the contractor about all procedures and measurements related to the occupational safety and health at the site and ensure following it.

4- Evaluation

4-1 Performance Measurement & Control

- A. To determine the extent to which the occupational health and safety policy and objectives are implemented and the risks that have been controlled, the facility ensures that performance of occupational health and safety has been:
 - a. monitored
 - b. measured
 - c. recorded

- B.** The performance shall be monitored, measured and recorded as follows:
 - a. Proactively and on a regular basis (i.e. before the emergency of any specific situation related to occupational health and safety, for example: twice a year).
 - b. Interactively (i.e. through responding to the events that have already emerged, such as: work injuries, accidents, etc.).
- C.** (C) The proactive monitoring shall include the following:
 - a. Monitor achievement of occupational health and safety plans and occupational health and safety standards and objectives.
 - b. Inspect the occupational health and safety in buildings, factories, equipment, work systems, etc.
 - c. Supervise work environment (such as: providing sanitary facilities and canteens, etc.)
 - d. Supervise the workers' health.
 - e. Verify that the facility complies with the relevant legislation in the Kingdom of Saudi Arabia and any other requirements that the facility has participated in.
 - f. Monitor achievement of the specified performance indicators/ KPIs and occupational health and safety objectives.
(For more information, please refer to item "E" below)
- D.** The proactive monitoring shall determine, and report and investigate the following:
 - a. Injuries, ill-health, diseases, and work-related accidents.
 - b. Rehabilitation of workers and performance of health recovery programs.
 - c. The possibility of other losses, such as property damage.
 - d. Any other required improvements in the process of identifying, preventing and controlling risks.

- E.** (E) The facility shall develop performance indicators/ KPIs to measure the performance of occupational health and safety, and it should consist of:
 - a.** Quantitative (such as: number of injuries)
 - b.** Qualitative (such as: the worker's evaluation of the management's commitment to achieve "best practices" in the field of occupational health and safety).
- F.** (F) The facility shall determine the persons, at various levels of the administrative structure, responsible for the process of monitoring and measuring the occupational health and safety.
(For more information, please refer to the requirement "Responsibility and Accountability" herein)
- G.** (G) The facility shall record all results of monitoring and measuring the performance in the Documentation System of Occupational Safety and Health Management Regulation.

4-2 Investigation System

- A. The facility shall establish procedures for investigating the source of major accidents related to the occupational health and safety (such as: injuries, ill-health, diseases, and work-related accidents) and its underlying causes and shall inform the concerned authorities thereof, as appropriate.
- B. Investigation shall be conducted for all accidents as soon as possible, and a comprehensive report of investigation shall be prepared at the end of investigation.
- C. Investigation shall be conducted by competent person(s) (such as consultant or specialist in occupational safety and health), with participation of the workers, as appropriate.
- D. The results of these investigations and the immediate measures that have been taken shall be notified to:
 - a. Management of the facility.
 - b. The committee or work team concerned with occupational safety and health, if any.
- E. (E) The facility shall, along with the internal investigations, consider the reports issued by the external investigation authorities and shall work on it by the same way as for the internal investigation.
- F. (F) The facility shall ensure implementing any corrective action arising from these investigations, to avoid recurrence of injuries, ill-health, diseases, and work-related accidents (such as: following up the agreed procedures regularly).
- G. (G) The comprehensive report of investigations shall be documented in the Documentation System of Occupational Safety and Health Management Regulation (such as: date of inspection, results of inspection, specific violations, specific follow-up actions, etc.) and the competent authorities shall be notified thereof if possible.

- H.** (H) The facility shall inform and notify the General Organization for Social Insurance of work injuries related to occupational health and safety and its causes.

4-3 Audit

- A.** The facility shall establish a documented process to carry out periodic audits, in order to evaluate whether application of the present Occupational Safety and Health Management Regulation is sufficient and effective to protect the safety and health of workers. This process should define the following:
- a. Objectives of audit process
 - b. Scope of audit (for example: fields and activities that fall within the scope of occupational safety and health, such as occupational safety and health policy, worker participation, documentation of Occupational Safety and Health Management Regulation, etc.).
 - c. Audit methodology
 - d. Frequency of audit process (for example: It may be necessary to conduct further audits if results of the previous audits or occurrence of accidents or other conditions indicate that they are necessary).
- B.** Audits shall be conducted by competent person(s), whether:
- a. External
 - b. Internal from the facility, but independent of the activity that is audited, to ensure objectivity and impartiality in the audit process.
- C.** Results and conclusions of the audit process shall specify (including but not be limited to) the following:
- a. The effectiveness of the Occupational Safety and Health Management Regulation in achieving the facility's policy and objectives related to occupational safety and health.
 - b. The extent to which the decisions issued from the previous audits are taken into account.

- c. .Level of compliance with the relevant legislation in the Kingdom of Saudi Arabia.
- d. The effectiveness of steps taken to enhance worker participation.
- D. (D) Every audit process and its results and conclusions shall be recorded in a written document/ record for audit.
- E. (E) Wirth regard to non-compliance cases, the facility shall appoint a responsible person to take corrective actions and determine an expected due date for these procedures and conduct a follow-up procedure to ensure implementing the corrective action.
- F. (F) Audit results and conclusions shall be notified to:
 - a. Those responsible for taking the corrective actions.
 - b. The committee or work team concerned with occupational safety and health, if any.
 - c. The Senior Management as being an entry point for regular reviews of Senior Management in the field of occupational safety and health (at least key points).
- G. Audits shall be conducted on a regular basis (for example: annually), but it shall be repeated based on the specified needs of the facility.

4-4 Senior Management Review of Occupational Safety and Health

- A. The facility with the Senior Management shall regularly conduct reviews for its Occupational Safety and Health Management Regulation, along with other occupational health and safety regulations or requirements in the form of regular formal meetings for:
 - a. Evaluating the facility's comprehensive Occupational Safety and Health Strategy to determine whether it meets the planned objectives and the needs of the facility, workers, and regulatory authorities.
 - b. Evaluating the progress towards achieving these objectives.
 - c. Evaluating the results of major accidents.

- d. Determining the corrective actions to be taken and how to do so in a timely manner.
- e. Evaluating any need to make changes.
- f. Determining the matters related to occupational health and safety that need to be addressed as a matter of priority.
- g. Evaluating the effectiveness of occupational safety and health monitoring procedures from the previous reviews of the Management.
- h. Providing notes, general comments and directives.
- B.** The facility shall record all results and decisions made during the management review meeting in writing. These records should be easily accessed through Documentation System of Occupational Safety and Health Management Regulation.
- C.** The facility shall send all results and decisions through the appropriate communication channels to:
 - a. The responsible persons, as they may take appropriate corrective actions.
 - b. Workers, as appropriate.
 - c. The committee or work team concerned with occupational safety and health, if any.
- D.** The facility shall conduct the management review of occupational safety and health repeatedly (For example: every three months, every six months, or annually) according to the specific needs and conditions of the facility.

5- Development

5-1 Preventive and Corrective actions

- A.** The facility shall establish procedures to evaluate the effectiveness of corrective and preventive actions that have been taken as a result of monitoring and measuring the performance of Occupational Safety and Health Management Regulation, audits, and management's reviews.

- B.** The facility shall determine and analyze the underlying cause of any non-compliance case with the binding national and international legislation related to occupational safety and health and the applicable requirements of Occupational Safety and Health Management Regulation.
- C.** If the preventive and corrective actions related to risks are insufficient or likely to become insufficient, the entity shall ensure taking and documenting new corrective actions.
- D.** The entity shall ensure the new corrective actions timely, according to the nature and volume of the non-compliance case and occupational safety and health risks.

5-2 Continuous Improvement

- A.** The facility shall establish arrangements to analyze the continuous improvement of Occupational Safety and Health Management Regulation processes, based on the following (without prejudice to the Regulation requirements):
- a. The facility's objectives related to occupational health and safety
 - b. Results of risk determination and evaluation
 - c. Results of monitoring and measuring the Occupational Safety and Health Management Regulation
 - d. Investigations in deaths, injuries, disabilities, illnesses, and work-related ill health
 - e. Learned lessons from imminent mistakes or any other accidents
 - f. Results and recommendations of audits of Occupational Safety and Health Management Regulation
 - g. Results of reviews of Occupational Safety and Health Management Regulation
 - h. Recommendations for improvement from all the facility members, including the Safety and Health Committee, where they exist.
 - i. Changes in the relevant legislation in the Kingdom of Saudi Arabia or any other requirements that the facility has participated in
 - j. Results of supervision of worker's health
 - k. Any need or other requirement that contributes to the continuous improvement of Occupational Safety and Health Management Regulation processes.
- B.** The facility shall develop an action plan for occupational health and safety based on the specified opportunities and shall determine the responsibilities and resources to be provided for implementation of the plan.
- C.** The facility shall inform the concerned person(s) of action plan of occupational health and safety.

- D.** The facility shall measure its processes and performance in the field of occupational health and safety with other companies in comparable sectors, in case of availability of data, to help evaluate its overall performance in the field of occupational health and safety.