

# The Guideline for the Occupational Safety and Health Profession Saudization Decision

## 1. Introduction

In the interest of the Ministry of Human Resources and Social Development to enhance occupational safety and health practices in a way that contributes to protecting the safety and health of workers, preserving property and the environment, and promoting the creation of attractive job opportunities for male and female Saudi citizens in the various regions of the Kingdom in the private sector;

Based on the Ministry's orientation to Saudize sectors and target professions in accordance with the objectives of the Kingdom's Vision 2030;

This decision was launched to contribute to promoting the concept of an attractive work environment and to raise the level of participation of male and female Saudi citizens in the labor market.

In order to clarify the details of this decision, this guideline was drafted as a mandatory annex to this decision, to be of assistance to employers, workers and those interested in familiarizing themselves with the requirements for Saudizing the occupational safety and health profession. This guideline explains how to apply the ratios to the different sizes of establishments for the various targeted activities, the concepts of a professional and practitioner of occupational safety and health targeted by this decision, the requirements to achieve this, and the measures taken by the Ministry in order to achieve the requirements of this decision, as well as answers to some frequently asked questions.

## 2. Progression in Employment and Saudization

(This part of the guideline explains the decision clauses “first”, “second”, “third” and “fourth”).

The same facility size classification used in Nitaqat program was followed:

- Giant and large facilities: 3000 workers or more and 500 workers or more, respectively.
- Medium facilities (C): 200 workers to 499 workers.
- Medium facilities (B): 100 to 199 workers.
- Medium facilities (A): 50 to 99 workers.
- Small and Micro facilities: 49 workers or less, not covered by the decision.

This classification applies to both the target groups in the first and second clauses of the decision.

In order to give an opportunity for facilities of all sizes and activities to prepare for employment and Saudization of the profession, a gradation in employment and Saudization rates was followed during the implementation period.

Accordingly, the facility will be bound by listing the current practitioners of the profession in the facility (practitioners and professionals) with the profession titles listed in the official databases and to attract and employ the remaining number to reach the required number (total) to achieve the target within the duration shown in the tables.

The table below shows how to apply the equation to reach the targeted Saudization percentages on the different sizes of the target facilities with the gradation as mentioned in the first and second clauses, as well as how to calculate the percentages of the professional and the practitioner according to the third clause:

## Targeted activities in clause “First” of the decision:

Facility Size	Equation 1:50	Saudization rate not less than 30 %	Saudization rate not less than 50 %	Saudization rate not less than 70 %	Saudization rate 30 % - 40 % Professional	Saudization rate 60 % - 70 % Practitioner
Total workers of the facility	Assumed number of occupational safety and health workers	(From the beginning of the obligation to the end of 2020) the assumed number of Saudized jobs	(By the end of 2021) the assumed number of Saudized jobs	(By the end of 2022) the assumed number of Saudized jobs	Number of Professionals	Number of Practitioners
50-100	2	1	1	1	1	1
101-150	3	1	2	2	1	2
151-200	4	1	2	3	2	2
201-250	5	2	3	4	2	3
251-300	6	2	3	4	2	4
301-350	7	2	4	5	3	4
351-400	8	2	4	6	3	5
401-450	9	3	5	6	4	5
451-500	10	3	5	7	4	6
501-550	11	3	6	8	4	7
551-600	12	4	6	8	5	7
601-650	13	4	7	9	5	8
651-700	14	4	7	10	6	8
701-750	15	5	8	11	6	9
751-800	16	5	8	11	6	10
801-850	17	5	9	12	7	10
851-900	18	5	9	13	7	11
901-950	19	6	10	13	8	11
951-1000	20	6	10	14	8	12
1001-1050	21	6	11	15	8	13
And so on..	....	....	....	....	....	....

\*: In the event that more than the equation (rate) specified in this decision is employed, it is necessary to adhere to applying all the equations for the percentages of Saudization, professional and practitioner

\*: In the event that the numbers result in fractions, then they are computed as follows: 0.5 and more are computed up, less than 0.5 is computed down.

## Targeted Activities in clause “Second” of the Decision:

Facility Size	Equation 1:100	Saudization rate not less than 30 %	Saudization rate not less than 50 %	Saudization rate not less than 70 %	Saudization rate 30 % - 40 % Professional	Saudization rate 60 % - 70 % Practitioner
Total workers of the facility	Assumed number of occupational safety and health workers	(From the beginning of the obligation to the end of 2020) the assumed number of Saudized jobs	(By the end of 2021) the assumed number of Saudized jobs	(By the end of 2022) the assumed number of Saudized jobs	Number of Professionals	Number of Practitioners
50-100	1	5	1	1	5	1
101-200	2	1	1	1	1	1
201-300	3	1	2	2	1	2
301-400	4	1	2	3	2	2
401-500	5	2	3	4	2	3
501-600	6	2	3	4	2	4
601-700	7	2	4	5	3	4
701-800	8	2	4	6	3	5
801-900	9	3	5	6	4	5
901-1000	10	3	5	7	4	6
1001-1100	11	3	6	8	4	7
1101-1200	12	4	6	8	5	7
And so on..	....	....	....	....	....	....

\*: In the event that more than the equation (rate) specified in this decision is employed, it is necessary to adhere to applying all the equations for the percentages of Saudization, professional and practitioner

\*: In the event that the numbers result in fractions, then they are computed as follows: 0.5 and more are computed up, less than 0.5 is computed down.

Example: A Facility with (1,000) workers, working in the construction sector (clause “first”), the required number of workers in the field of occupational safety and health is: (20) practitioners and professionals (according to the above table for clause “first”).

Accordingly, the Saudization percentage is calculated as 30% of the required target (20 x 30 = 6 Saudis) practitioners and professionals for occupational safety and health, starting from 01/04/2020 AD. The appropriate gradation in the employment process shall be taken

into account gradually, quarterly, provided that the required percentage for Saudization is completed by the end of the calendar year.

With regard to the remaining number of workers in the occupational safety and health profession (the remaining 70%), it is sufficient to reach (30% - the minimum) gradually during the application period, provided that the minimum required percentage is completed by the end of 2022 AD. In the absence of expatriate workers, facilities are not required to occupy these job with expatriates.

### Example of applying employment and Saudization rates to a facility:

Facility Size	Clause "First" Equation 1:100	Saudization rate not less than 30 %	Saudization rate not less than 50 %	Saudization rate not less than 70 %	Saudization rate 30 % - 40 % Professional	Saudization rate 60 % - 70 % Practitioner
Total workers of the facility	Assumed number of occupational safety and health workers	(From the beginning of the obligation to the end of 2020) the assumed number of Saudized jobs	(By the end of 2021) the assumed number of Saudized jobs	(By the end of 2022) the assumed number of Saudized jobs	Number of Professionals	Number of Practitioners
951-1000	20	6	10	14	8	12

Facility Size	(From the beginning of the obligation to the end of 2020) Gradual Application	(By the end of 2021) Gradual Application	(By the end of 2022) Gradual Application	Total Workers in the Profession by the end of 2022
Saudis (Saudization)	6	11	15	15
Expatriates* (Employment) It is sufficient to apply the minimum 30 %	2	2	2	5

### 3. Professional and Practitioner Requirements:

**In order to organize the occupational safety and health profession, and to raise its value and quality, the requirements for the level of the professional and practitioner related to this decision have been set as follows:**

- A. The Occupational Safety and Health Certificate accreditation number for the professional and practitioner must be obtained through the approved bodies that are accredited by the Ministry to provide it.
- B. The Occupational Safety and Health Professional Certificate is issued for holders of the following qualifications:
  - A master's or doctorate qualification in occupational safety and health from an accredited body locally or abroad. For qualifications from abroad, it is required to obtain an equivalency certificate according to the law.
  - A bachelor's degree in occupational safety and health or any other specialty from an accredited body locally or abroad. For qualifications from abroad, it is required to obtain an equivalency certificate according to the law.
  - A diploma qualification in occupational safety and health or any other specialty from an accredited body locally or abroad. For qualifications from abroad, it is required to obtain an equivalency certificate according to the law, and provided that the practical experience is not less than ten years in the field of occupational safety and health.
- C. To obtain an occupational safety and health certificate with an accreditation number for the professional level, the requirements approved by the Ministry must be passed through the bodies that the Ministry accredits to provide the certificate.
- D. The Occupational Safety and Health Practitioner Certificate is issued to holders of the following qualifications:
  - A diploma qualification in occupational safety and health or any other specialty from an accredited body locally or abroad. For qualifications from abroad, it is required to obtain an equivalency certificate according to the law for those with less than ten years of practical experience in occupational safety and health.
- E. To obtain an occupational safety and health certificate with an accreditation number for the practitioner level, the requirements approved by the Ministry must be passed through the bodies that the Ministry accredits to provide the certificate.

- F. For those with the qualifications described in Paragraph “B” of the Professional and Practitioner Requirements, the trainee can obtain a certificate of the level of a practitioner according to the procedures followed, including application, training and exams.
- G. When registering workers specialized in occupational safety and health (Saudis or non-Saudis) in the General Organization for Social Insurance system, the employer must enter the accreditation number of the certificate obtained by the concerned professional or practitioner in the designated field to automatically calculate the number of workers (Saudis and non-Saudis) in the field of occupational safety and health, in line with the size of the facility, in order to ensure compliance with the requirements of employment, Saudization, professional and practitioner associated with this decision.



#### 4. FAQ:

**Q1: Is the decision to Saudize professions applied in parallel with Nitaqat?**

A1: Yes, the decision to Saudize professions applies to the professions targeted by the decision within the facility, as well as the penalties stipulated by the law regardless of the facility range in Nitaqat, meaning that the facility range within Nitaqat does not affect the calculation of the percentage of Saudization of the occupational safety and health profession.

**Q2: Will the percentage be adjusted to Saudize the occupational safety and health profession in the future?**

A2: The Ministry of Human Resources and Social Development is keen to consider the technical aspects related to the expertise needed in some fields of this profession, so this decision has been gradual up to the maximum Saudization rate of 70% by 2022. However, at the same time, the Ministry is working to reduce the unemployment rate to provide job opportunities for male and female Saudi citizens. Therefore, the Ministry launched several decisions and initiatives that contribute to providing suitable jobs, and the Ministry periodically reviews the number of male and female Saudi graduates, male and female Saudi job seekers, and the capacity and needs of the labor market in the private sector.

**Q3: Are retirees counted by the Saudization decision?**

A3: The facility can employ regular retirees according to the Labor Law, and they are not counted in the Saudization rate.

**Q4: What is the minimum wage paid to a professional and practitioner?**

A4: According to the Saudi Labor Law, there is no minimum rate for wages.

**Q5: Is it possible for a worker of the facility from other departments or divisions to perform the work of the occupational safety and health profession, in addition to his basic work, such as an administrative officer, a sales officer, an inspection and quality officer, a production officer, and so on?**

A5: With regard to the application of the provisions of this decision, the work of this profession (as a profession) must be carried out mainly by a worker designated to work in the occupational safety and health profession only. As for the participation of workers from different departments or divisions in the responsibilities of occupational safety and health, it is appropriate, but in a manner that does not conflict with the provisions of this decision in appointing workers

assigned to the occupational safety and health profession according to the rate of employment, Saudization, professional and practitioner indicated in this decision.

**Q6: How is the percentage of employment and Saudization of the profession calculated?**

A6: By obtaining the occupational safety and health certificate (accreditation number) from the body or bodies accredited by the Ministry to issue this certificate. Then, the employer enters the accreditation number in the General Organization for Social Insurance system (a designated field), then the employment and Saudization percentage is automatically calculated in the Ministry's data, as there is an automatic link between the Ministry and the General Organization for Social Insurance.

**Q7: What is the approved language for providing training courses and printing training curricula for professionals and practitioners?**

A7: Arabic is the main language for providing training, training curricula and exams, but there are training centers that can provide training, training curricula and exams in English.

**Q8: Regarding the training curricula for professionals and practitioners, which are presented in Arabic, is there a need for the trainees to know the terminology of the profession in English?**

A8: The Ministry has been keen to provide several training hours dedicated to educating and qualifying trainees in the training curricula for the professional and practitioner on the terms used in the profession in English to help them engage faster in the work environment and adapt to the terminology of the profession in English.

**Q9: Is there a comprehensive geographical coverage of the training centers on these training curricula in the various regions of the Kingdom?**

A9: The Ministry has been keen to have the largest possible number of qualified training centers for training on the training curricula for professionals and practitioners in most regions of the Kingdom.

**Q10: What will be the quality of the training outputs on the training curricula for professionals and practitioners?**

A10: The Ministry has been keen to have in place quality standards starting from building the training curriculum, passing through the qualification of training centers to provide training for these specialized training curricula in the Ministry, the follow-up and control of how training and evaluation are carried out by impartial auditors,

and ending with exams, their confidentiality and correction by impartial auditors and experts from the body approved by the Ministry for monitoring and follow-up work.

**Q11: How to know the body or bodies approved by the Ministry to administer training, qualification and exams of training curricula for the professional and practitioner, the requirements for obtaining the certificate, and so on?**

A11: This is announced through the Ministry's official website as well as the Ministry's Occupational Safety and Health website ([www.sosh.mlsd.gov.sa](http://www.sosh.mlsd.gov.sa)), in which it shows the main body or bodies approved by the Ministry to provide the same.



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