





## Health & Safety Department (Studies and Systems Section)

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### Document History Log

Any modification to the document must be reviewed and approved as per the corporate policies and procedures of document control.



Version #	Date	Prepared/reviewed by	Modifications summary
1	1 <sup>st</sup> November 2025	Health and Safety Department	Issue version # 1

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## 1 Introduction

Dubai Municipality (DM) being one of the model civic bodies in the world, puts premium emphasis on safeguarding the health and safety of all people working in the Emirate of Dubai through the development of regulations and guideline documents, continual improvement of governance measures such as workplace inspections and permitting requirements, establishment of framework for health and safety certification requirements, and promoting various Occupational Health and Safety (OHS) programs to further improve the OHS standard in place.



Employers are mandated by UAE Federal and DM regulations to employ or appoint full-time safety personnel for construction, service and factory establishments to provide technical advice related to health and safety. Based on the above, the DM Health and Safety Department develops this certification scheme to ensure that certified and registered OHS Practitioners are available in industries to achieve improved health and safety and develop a positive company safety culture.

Moreover, employers who are committed in ensuring the availability of competent OHS Practitioners in their workplace will help in enhancing legal compliance, eliminating or reducing occupational incidents and illnesses, improving worker satisfaction, and fulfilling moral obligations which shall result in fulfilling Dubai Municipality's vision of "A Pioneering Municipality for a Global City".

## 2 Scope

This guideline is applicable to all industries (factories, construction, infrastructure and service sectors), individuals, and Certification Bodies who will be required to comply with the stated requirements in this document for OHS Practitioner Certification Scheme in the Emirate of Dubai.

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### 3 Legal Requirements



The employers of every industry operating in the Emirate of Dubai are mandated by

- Ministerial Order No. 32 of 1982 on determining prevention means and measures to protect workers from work hazards
- Federal Decree by Law No. (33) of 2021 Concerning Regulating Labor Relations
- Administrative decision no. (19) of 2023 relating to occupational safety and health & Labor accommodation
- Local Order No. (61) of 1991 Concerning Environment Protection Systems in the Emirate of Dubai
- Dubai Municipality Code of Construction Safety Practice Safety Practice to appoint qualified and competent full-time safety personnel (herein referred as OHS Practitioner) who will be responsible in supervising the proper implementation of various risk control measures and ensuring compliance with applicable health and safety statutory requirements.

### 4 Definitions

Definition	Meaning
<b>Accredited Certification</b>	A certification provided by Certification Bodies accredited by Emirates International Accreditation Center (EIAC).
<b>Certification Body</b>	A nationally or internationally reputed qualifications provider who is UAE licensed, participated by Dubai Municipality and accredited by the Emirates International Accreditation Center to certify the OHS Practitioner.
<b>OHS Practitioner</b>	Refers to the person working within the business entity or establishment responsible for providing competent technical advice on occupational health and safety matters to the respective employer. This includes designations such as Occupational Health and Safety Officers, Advisors, Managers, Engineers, Specialists, etc. with defined competencies and varying levels of experiences in health and safety of related industries.

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<b>Certified OHS Practitioner</b>	The OHS Practitioner who successfully completed and passed an occupational health and safety examination of a Certification Body participated by Dubai Municipality and accredited by the Emirates International Accreditation Center.
<b>Department</b>	Refers to Health and Safety Department of Dubai Municipality.
<b>DM</b>	Refers to Dubai Municipality.
<b>Examination</b>	An examination in occupational health and safety leading to an Accredited Certification approved by the Department in accordance with the provisions of this guideline document.
<b>Industries</b>	Referring to all licensed business entities and establishments in the Emirate of Dubai operating as factories, construction and service companies

**Note:** The Department of Economy and Tourism (DET) in the Emirate of Dubai categorizes the activities of business entities and establishments in their trade license as Professional, Commercial and Industrial. Companies operating as factories are categorized as Industrial license in DET.

## 5 General Requirements

- All industries operating in the Emirate of Dubai shall employ Certified OHS Practitioners within their organization to ensure Occupational Health and Safety (OHS) management for the business entity or establishment.
- All records of registered Certified OHS Practitioner for all types of industries shall be maintained with the Health and Safety Department. The business entity or establishment shall ensure that CB registered OHS Practitioner to the Department is up to date.
- A soft copy of Certification of OHS Practitioner and related health and safety qualifications and training shall be retained in the establishment and should be provided to the official representatives of the Department when required.
- The DM Occupational Health and Safety Officer designated to conduct inspection monitoring

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to the business entity or establishment can recommend the cancellation of the OHS Practitioner's certification based on the conditions referred to in this document.

## 6 Minimum Competency Requirements for OHS Practitioner

All OHS Practitioners in the Emirate of Dubai shall possess the following minimum educational qualification and work experience requirements prior to taking the Certified OHS Practitioner examination:

- Bachelor's degree in engineering; and
- Diploma in Occupational Health and/or Safety (Government-approved educational qualifications - national or international) with two (2) years of experience; or
- International or National Diploma NEBOSH / BSC/ BCSP/ Ofqual/ NVQ with two (2) years of experience.

- OR -

- Diploma in Engineering; and
- Diploma in Occupational Health and/or Safety (Government-approved educational qualifications - national or international) with five (5) years of experience; or
- International or National Diploma NEBOSH / BSC/ BCSP/ Ofqual/ NVQ with five (5) years of experience.



- OR -

- Bachelor of Science
- Diploma in Occupational Health and/or Safety (Government-approved educational qualifications - national or international) with five (5) years of experience; or
- International or National Diploma NEBOSH / BSC/ BCSP/ Ofqual/ NVQ with five (5) years of experience.

- OR -

- Bachelor's degree in occupational health and safety (Government-approved educational qualifications - national or international) (3 to 4 years curriculum) with five (5) years of work experience.

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## 7 Role of Health and Safety Department



- Work with the Emirates International Accreditation Center (EIAC) to establish and maintain processes for the accreditation scheme for Certification Bodies to certify OHS Practitioners.
- Ensure compliance by auditing certification examination program of the Certification Body jointly with EIAC.
- Monitor the OHS Practitioner Certification scheme implementation and examination process. Investigate jointly with EIAC for complaints received from candidates and Certification Bodies. Evaluate the implementation and outcomes of the certification scheme programs.
- Review and change programs where evaluation of the implementation of Occupational Health and Safety standards show that the objectives of the scheme are not achieved.
- Recommend certificate cancellation and reassessment of OHS Practitioner when necessary.

## 8 Rules and Requirements Pertaining to Certification Bodies

### 8.1 General Requirements

- Certification Bodies accredited by Emirates International Accreditation Center in coordination with Health and Safety Department can offer OHS Practitioner Certification and Registration in the Emirate of Dubai.
- The accreditation will be granted as per ISO 17024 Standard by the Emirates International Accreditation Center (EIAC).
- Certification Bodies shall provide DM approved examination materials in Arabic and English for OHS Practitioners working in the Emirate of Dubai (see Annex B).
- Examination materials will be approved by Health and Safety Department unless there is content revision; or approval is revoked earlier by the Department; or the Certification Body ceases its operation; or its accreditation is withdrawn by EIAC.
- Certification Bodies shall meet the requirements of ISO 17024 standard in reviewing the effectiveness of the scheme.
- Certification Bodies shall provide the Health and Safety Department with access to records and documentation relating to personnel qualifications and audits. The officials specifically nominated by the Director of the Department shall have access to examination question papers, examination

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scripts, records of marking and any other relevant documents associated with the certification scheme.

- Certification Bodies must have a named point of contact for the certification they deliver. This means that when a candidate has a query regarding any aspect of a certification, or when Health and Safety Department or Emirates International Accreditation Center needs to make contact; it must be clear to whom they should direct inquiries and correspondence.
- Waiver on requirements mentioned in this guideline document can only be considered by Health and Safety Department as per DM strategic needs.
- Certification Bodies must always adhere to the quality process and procedures of Health and Safety Department and the Emirates International Accreditation Center.
- Note: The aim of Health and Safety Department is to jointly develop unified arrangements across all Certification Bodies involved in OHS Practitioner Certification Scheme. The Department shall be the focal point in coordinating with all Certification Bodies to define and develop common arrangements in the implementation of this scheme. Once agreed all Certification Bodies shall adhere to the unified certification system arrangements (specifically, common registration system, coordination of exam plan, database for examination questionnaire, common records, etc.).


## 8.2 Candidate Registration

- Certification Bodies shall provide a registration form (smart application) for the candidates. The registration form should be designed to collect information regarding the company (name, main activity and sector, location, trade license number) and the candidates' job designation, age, gender, nationality, language skills, qualifications and experience. A database of candidates shall be maintained by the Certification Bodies and access to this information shall be provided to Dubai Municipality.
- Certification Bodies shall verify and screen candidates' qualifications in accordance with Section 6 of this document. Candidates who fulfill the prescribed minimum competency requirements are allowed to proceed in taking the certification examination (see Annex A).

## 8.3 Conduct of Examination

- Certification Bodies shall take appropriate action to ensure that quality and integrity of the examinations and certifications are not compromised.
- Certification Body should appoint trained personnel to act as invigilators. Invigilators must

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arrive at the venue ahead of time and there should be at least one invigilator for every 20 candidates.

- All seating should be arranged to prevent candidates from being able to overlook each other's work. Candidates should be seated at separate desks/computers (in case of computer-based examination) that should normally be placed not less than 1.25 meters apart (measured from the center of the desk/computer). In circumstances where candidates share a large desk or when the recommended distance is not possible to be provided, multiple versions of examination questionnaires shall be used.



Invigilators must supervise candidates throughout the entire examination. They must be alert in their observation of candidates and must give their whole attention to the proper conduct of the examination.

- Invigilators must not undertake any other activities while invigilating. For example, they cannot act as a reader or writer for any candidate nor provide translations and interpretations.
- If an invigilator observes any inappropriate behavior from the candidates such as any form of cheating, taking copies/photographing examination questionnaires, talking or intentionally disturbing other candidates, he/she must intervene to ensure that it does not continue. With serious incidents of such behavior, the examination should be cancelled, and candidate should be instructed to leave the examination room after having his/her answer information sheets and examination materials collected.

#### 8.4 Assessment

- To become a Certified OHS Practitioner, the candidate must obtain an overall average mark of at least sixty percent (60%) provided that the candidate achieved a minimum of fifty percent (50%) mark for each of these examination elements - Risk Management (Element 2), Application of Safety Concepts (Element 3), and Health and Safety Regulations (Element 6) (see Annex C).
- OHS Practitioner fulfilling all the scheme requirements as outlined in this guideline document and defined by the Accredited Certification Bodies shall receive a certificate valid for a period of two (2) years from the date of issuance.
- Candidate failing to pass the examination from the first and second attempts can retake the examination by paying only the examination fee (as defined by Dubai Municipality) each time. However, candidates failing the third time shall repeat the whole process (see Annex A)

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### 8.5 Issuance of Certificate

On passing the OHS Practitioner Certification Examination, the Certification Body shall issue the certificate bearing the following contents:



- Certification Title
- Name of the candidate
- Date of birth
- Designation/official job title
- Type of sector (Construction, Factories, Service)
- Emirates ID number
- Signature of issuing Certification Body
- Serial/control number of the certificate
- EIAC symbol
- Dubai Municipality logo and
- Certification Body logo

The Certification Body shall discuss with the Health and Safety Department to finalize the OHS Practitioner certificate format.

### 8.6 Renewal of Certification

- OHS Practitioner shall renew the certification before the end of the second year of certification validity. To be considered for certification renewal, the OHS Practitioner shall submit to the Certification Body the following documents that proves continuing competence covering the past two (2) years since the time of certification:
  - Employment certificate as occupational health and safety practitioner; and
  - Activities attended or participated in to improve existing health and safety knowledge (e.g. certificates of trainings, training hours, workshops and conferences attended (Private / Government), documents proving involvement with professional bodies and campaigns, writing journal articles, etc.).
- OHS Practitioners fulfilling submission of required documentary evidence for certification renewal shall only pay fees covering evaluation of qualification, registration, and certificate (as defined by Dubai Municipality). Otherwise, all defined fees as determined by DM are applicable.

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- OHS Practitioners failing to submit the above documentary evidence shall take and pass the certification renewal examination approved by the Health and Safety Department.
- Assessment of requirements and certificate validity stated in Section 8.4 is also applicable in the renewal of the certificate.
- OHS Practitioners of industries obtaining unsatisfactory company compliance (grade D or E) in the routine health and safety inspections of Dubai Municipality shall be considered for certificate cancellation and reassessment, if further assessment confirms his/her inability.


#### 8.7 Payment Policy and Conditions

The payment policy is established to ensure that:

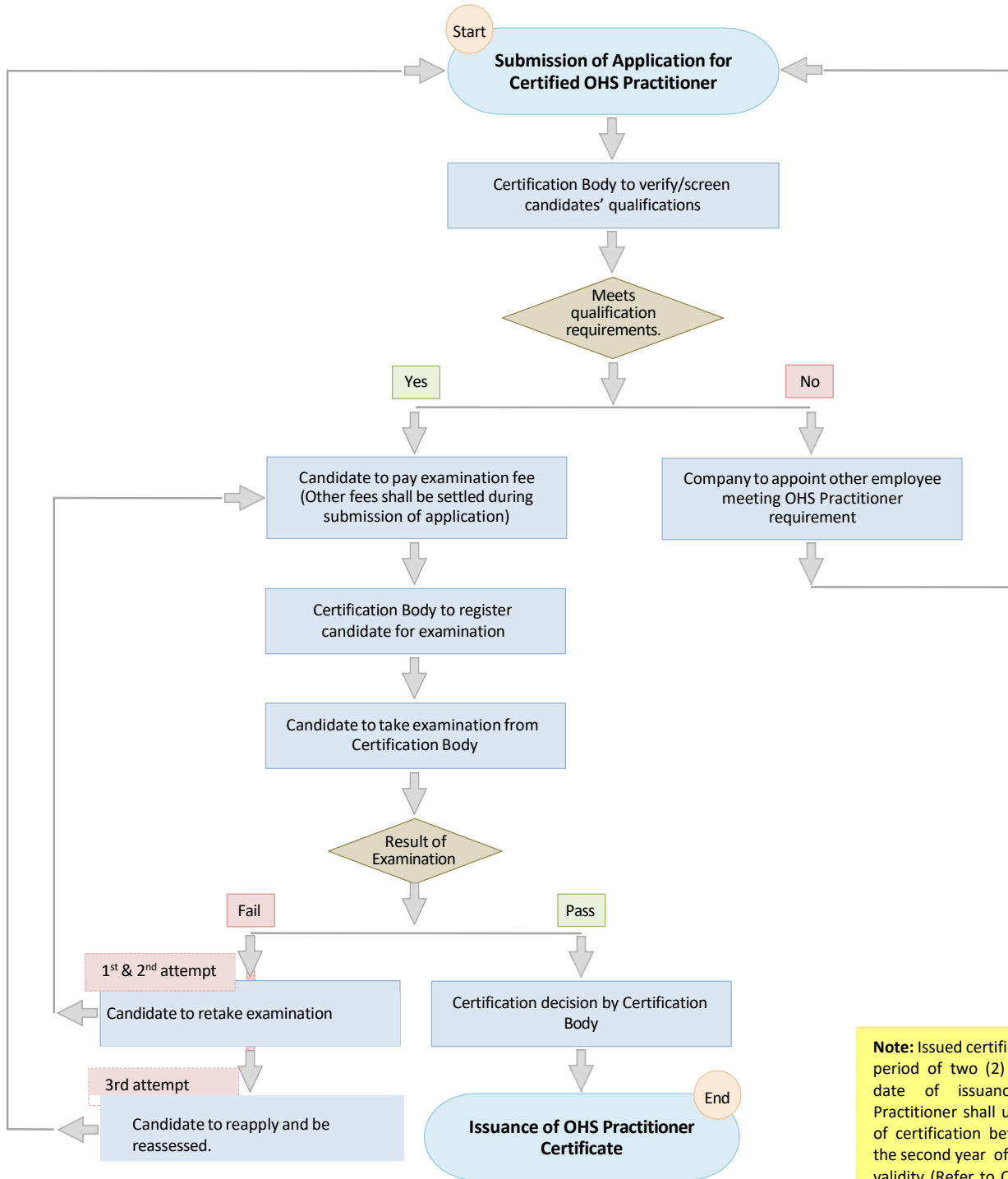
- Examinations are organized effectively; and
- Cancellations of examinations are not done in the last minute or without prior notice.

**This guideline will be updated as and when required. Always confirm with the Health and Safety Department and the Certification Body to ensure that the current version is being used.**



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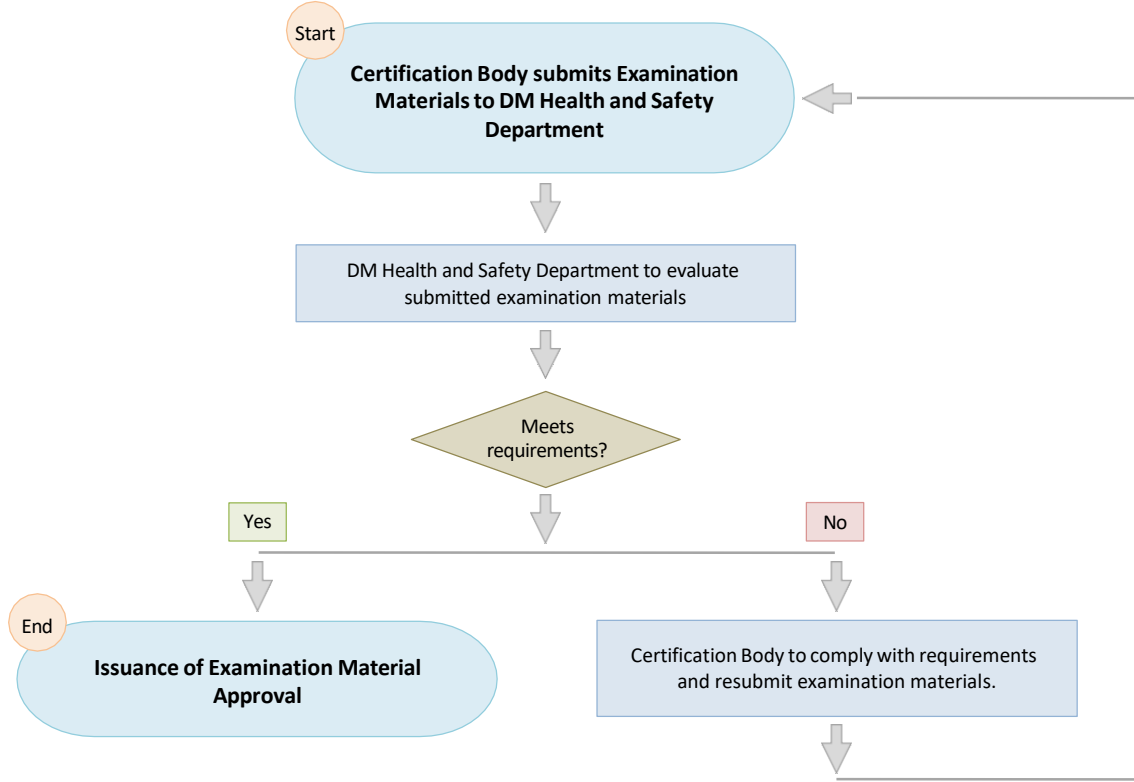
### ANNEX A: Certified OHS Practitioner Process Flowchart





**Note:** Issued certificate is valid for a period of two (2) years from the date of issuance. The OHS Practitioner shall undergo renewal of certification before the end of the second year of the certification validity (Refer to Clause 8.6 of the guideline).

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### ANNEX B: Examination Material Approval Process Flowchart



**Note:** Issued examination material approval is valid for a specified period unless there is content revision; or approval is revoked earlier by the Health and Safety Department; or the Certification Body cease its operation; or its accreditation is withdrawn by EIAC.

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## ANNEX C: OHS Practitioner Certification Scheme Examination Overview

This annex shall serve as guidance for Certification Bodies in developing the examination questionnaires for this scheme as approved by the Health and Safety Department.

### Description of the Examination

The OHS Practitioner Certification Scheme Examination contains 100 multiple choice questions with four (4) possible answers and only one (1) correct answer.

The examination should be completed within three (3) hours. Access of any reference material during the examination is not permitted.

### Target Group

All individuals plan to work in the Emirate of Dubai as OHS Practitioners.

*Note: Refer to Section 4, definition of OHS Practitioner which includes an explanation on the various designations for individuals practicing this profession.*



### Minimum Competency Requirements

All OHS Practitioners in the Emirate of Dubai shall possess the minimum educational qualification and work experience requirements prior to taking the Certified OHS Practitioner examination as specified in Section 6 of this guideline document.

### Pass Marks

To pass the OHS Practitioner Certification examination, the candidate must obtain an overall average mark of at least sixty percent (60%) provided that the candidate achieved a minimum of fifty percent (50%) mark for each of these examination elements – Risk Management (Element 2), Application of Safety Concepts (Element 3) and Health and Safety Regulations (Element 6).

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### Examination Contents

This certification scheme examination consists of six (6) elements as follows:

Element 1	Health and Safety Management System (15%)
<b><u>Knowledge Areas and Skills:</u></b> <ol style="list-style-type: none"> <li>1. Principles of health and safety management</li> <li>2. Loss causation and incident investigation techniques and analysis</li> <li>3. System safety analysis techniques (e.g. FTA, FMEA, etc.)</li> <li>4. Health and safety management and audit systems (e.g. ISO 45001, NCEMA 6000)</li> <li>5. Measuring and reviewing health and safety performance</li> <li>6. Organizational factors</li> <li>7. Human factors</li> <li>8. Role of management, owner, OHS practitioner, work supervisor, workers, etc.</li> </ol>	
Element 2	Risk Management (15%)
<b><u>Knowledge Areas and Skills:</u></b> <ol style="list-style-type: none"> <li>1. Hazard identification and analysis methods</li> <li>2. Risk analysis and evaluation</li> <li>3. Risk management process</li> <li>4. Costs and benefits of risk assessment process</li> </ol>	
Element 3	Application of Safety Concepts (20%)
<b><u>Knowledge Areas and Skills:</u></b> <ol style="list-style-type: none"> <li>1. Principles of safety through design (e.g. designing out hazards during design phase, avoidance, elimination, and substitution)</li> <li>2. Engineering controls</li> <li>3. Administrative controls</li> <li>4. Personal protective equipment</li> <li>5. Redundancy systems</li> <li>6. Workplace hazards</li> <li>7. Facility life safety features</li> <li>8. Tools, machines, practices, equipment safety</li> <li>9. Material handling/lifting safety</li> <li>10. Working at height safety</li> <li>11. Electrical safety</li> </ol>	

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12. Dangerous goods/hazardous materials management
13. Confined space safety
14. Third party worksite issues (e.g. contractors, temporary employees)
15. Sources of information on hazards and risk management options (e.g. best practices, SDS, published literature, etc.)
16. Human behavior
17. Training and consultancy

#### Element 4

#### Emergency Preparedness and Response (10%)

##### Knowledge Areas and Skills:



1. Emergency response planning/business continuity
2. Fire prevention, protection and suppression systems
3. First aid principles

#### Element 5

#### Occupational Health and Ergonomics (20%)

##### Knowledge Areas and Skills:

1. Advanced toxicology principles (e.g. symptoms of exposure, LD50, mutagens, teratogens and autotoxins)
2. Carcinogens
3. Ergonomics and human factors principles (e.g. visual acuity, body mechanics, lifting, vibration, anthropometrics, and fatigue management)
4. Recognizing, evaluating and controlling occupational exposures (e.g. hazardous chemicals, radiation, noise, biological agents, heat/cold, infectious diseases, ventilation, indoor air quality, hygiene)
5. Occupational/workplace exposure limits
6. Psychosocial Hazards and Stress Management
7. Sickness Absence and Managing Ill Health Data

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Element 6	Health and Safety Regulations (20%)
<b><u>Knowledge Areas and Skills:</u></b>	
<ol style="list-style-type: none"> <li>1. UAE Labor Laws and Regulations (e.g. Federal Law No. 8, Ministerial Order 32 of 1982, Ministerial Order 12 of 2006, etc.)</li> <li>2. Federal Decree by Law No. (33) of 2021 Concerning Regulating Labor Relations</li> <li>3. Administrative decision no. (19) of 2023 relating to occupational safety and health &amp; Labor accommodations</li> <li>4. Local Order No. (61) of 1991 Concerning Environment Protection Systems in the Emirate of Dubai</li> <li>5. Dubai Municipality Code of Practices (e.g. Code of Construction and Safety Practice, Code of Practice for the Management of Dangerous Goods in the Emirate of Dubai, etc.)</li> <li>6. Dubai Municipality Health and Safety Technical Guidelines and Circulars</li> </ol>	

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