

Code of Practice

Employer Supplied Transport

OSHJ-CoP-26



Table of Contents

No.	Item	Page number
1	Introduction	2
2	Purpose and Scope	2
3	Definitions and Abbreviations	3
4	Roles and Responsibilities	4
4.1	Entity Responsibilities	4
4.2	Employee Responsibilities	5
5	Requirements	5
5.1	Risk Assessment	5
5.2	Drivers	7
5.3	Vehicles	8
5.4	Transportation Route	9
6	Training	10
7	Emergency Preparedness and Response	11
8	References	13
9	Amendment Record	14
10	Appendix1: Checklist	15

1 Introduction

Managing the transport of employees is important, not only for employee's wellbeing, it also makes good business sense as it also protects the entity and business profits.

Effective management of employer supplied transport will not only reduce business costs, other benefits for the entity, include but not limited to:

- Protecting employees and other road users and reducing the number of transport related road injuries;
- Reducing disruption to work activities;
- Reducing potential damage to the reputation of the entity;
- Making the business more efficient by reducing vehicle expenses.

The entity has a duty of care to look after employees being transported and to put in place suitable arrangements to manage their safety and health. This should be a practical approach and part of the everyday process of running an entity that practises good risk management.

2 Purpose and Scope

This Code of Practice (CoP) has been developed to provide information to entities to assist them in complying with the requirements of the Occupational Safety and Health System in Sharjah.

This Code of Practice (CoP) defines the minimum acceptable requirements of the Occupational Safety and Health System in Sharjah, and entities can apply practices higher than, but not lower than those mentioned in this document, as they demonstrate the lowest acceptable level of compliance in the Emirate of Sharjah.

Employer supplied transport can consist of the following, including but not limited to:

- Buses, mini-bus or coaches.
- Cars.
- Other forms of commercial transport.

Employer transport includes any transport supplied and directly paid for by the entity, and is applicable to:

- Vehicles and drivers owned and managed by the entity; or
- Vehicles and drivers owned and managed by a third party as a provision of transport services contracted by the entity.

Entities that provide employee transportation are subject to UAE Federal Traffic Law. These requirements apply to all entities who transport employees within the Emirate of Sharjah.

3 Definitions and Abbreviations

No.	Definitions	Abbreviations
1.	Employer:	Every natural or legal person, whether public or private, who employs one or more workers in return for a wage of whatever type.
2.	Risk:	Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences)
3.	Risk Assessment:	The systematic identification of workplace hazards and evaluation of the risks associated. This process takes existing control measures into account and identifies and recommends

		further control measures where required.
4.	Risk Management:	The forecasting and evaluation of risks together with the identification of procedures to avoid or minimise their impact.
5.	Hazard:	Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc).
6.	Driver:	An employee who drives a vehicle as part of their work activities.
7.	Employer Supplied Transport:	Transport which is provided without cost to the employee in the form of transport which is either: - Owned and managed by the entity, or; - Owned and managed by a third party who is contracted by the entity
8.	Manufacturer's Manual:	The instructions, procedures and recommendations provided by the manufacturer to ensure the safe operation, maintenance and repair of the equipment.

4 Roles and Responsibilities

4.1 Entity Responsibilities

- Undertake risk assessments to identify all significant hazards, assess risks to employees safety and provide adequate control measures to reduce risk.

- Ensure employees who drive vehicles on UAE public roads receive safety information, instruction, supervision and training and are competent to drive safely and have a valid driving licence for the vehicle they drive.
- Ensure that all vehicles used for employee transportation are insured.
- Provide vehicles that are regularly maintained and safe to use.
- Ensure drivers are not intoxicated with any substance or medication that could impair decision making and/or the safety of others when driving.
- Provide resources to ensure the vehicles used to transport employees are fit for purpose.

4.2 Employee Responsibilities

- Not endanger themselves or others.
- Cooperate with the entity and receive safety information, instruction, supervision and training.
- Report any activity or defect relating to the provision of transport which they know is likely to endanger the safety of themselves or that of any other person.

5 Requirements

Occupational safety and health applies to employer supplied transport in the same way as it does to other work activities. The entity should decide how to manage the risks as part of their occupational safety and health arrangements.

Managing employee supplied transport is based on three key areas:

- The driver.
- The vehicle.
- The transport route.

5.1 Risk Assessment

The entity should assess the risks involved in transporting employees, including but not limited to:

- Assessing the risks from work activities conducted on public roads.
- Organising journeys, vehicle maintenance, driver training.
- Ensuring there is a clear commitment to road safety from the entity.
- Defining roles and responsibilities of persons involved in road safety.

The entity shall identify hazards related to the provision of transport through the use of risk assessment and implement effective control measures to reduce the exposure of transportation related safety and health risks to employees. To do this the entity should prioritise, control risks and consider the risks associated, including but not limited to:

- Speeding.
- Distracted driving.
- Route planning.
- Vehicle requirements.
- Dealing with breakdowns and emergencies.
- Dealing with collisions or incidents.
- Using safety equipment provided in and for the vehicle.
- Intoxicated driving.

The entity needs to identify all the hazards present when employees use transport and assess the risks involved. The entity should consult with employees, as this can help to decide on the most effective way to control these risks. Once control measures have been decided the entity should then

communicate with employees and provide information, instruction, supervision and training where necessary.

Monitoring and review of employee transport road safety should be regularly conducted to ensure safety procedures are implemented and effectively maintained.

Further information on identifying hazards and how to conduct risk assessments can be found in OSHJ-CoP-01: Risk Management and Control.

5.2 Drivers

The entity should ensure driver competency, including but not limited to:

- Validating driving licences while recruiting and periodically afterwards.
- Evaluating that drivers have the specified level of skills and expertise required to drive safely.
- Providing the required training to enhance driver competency.

The entity should ensure drivers are fit and healthy to drive safely, including but not limited to:

- Drivers undergo a medical examination, which includes eyesight and other health requirements.
- Arrangements are made for drivers that require medication which can impair their driving ability, this could include change in shifts, reduced work load, information on medication impacting on driving.
- Arrangements should be made to avoid driver fatigue, including restricting driving to not exceed 12 hours in any 24 hour period, taking breaks every 2 hours whether the driver feels fatigued or not and ensuring drivers are aware of the dangers of sleep deprivation or tiredness and what they should do if they start to feel tired.

- Drivers should be encouraged to report any health concerns.

Where supplied transport is owned and managed by a third party as a provision of a transport service the entity, should ensure the following, including but not limited to:

- Contractors are competent to do the job safely and without risks to the safety and health of employees.
- Contractors are provided with information on the risks from your activities and the controls that are in place.
- Arrangements are in place to ensure contractors disclose any additional risks from their contracted work.
- Coordination is arranged for those responsible for the safety and health of employees.
- How to manage and supervise contractor work and agree any controls before work starts.

5.3 Vehicles

The entity should ensure that vehicles are fit for the intended use and purpose, including but not limited to:

- Investigate when buying vehicles, which ones are most suitable for driving and for the safety and health of employees and the public.
- Check that vehicles have driver aids and other safety devices where appropriate, such as reversing alarms, proximity sensors.
- Check that privately owned vehicles are not used for work purposes, unless serviced in line with manufacturer's manual, insured for business use and if the vehicle is over three years old a valid test certificate.

- Check that drivers and passengers would be adequately protected in an incident, including any seatbelts, head restraints or airbags are correctly fitted, working properly and used.
- Check that vehicles do not exceed their maximum load weight.

The entity should ensure the following, including but not limited to:

- Vehicles are maintained in a safe condition.
- Daily vehicle checks are carried out.
- Planned/preventative maintenance is carried out in accordance with manufacturer's manual.
- Tyres and windscreen wipers are inspected regularly and replaced as necessary.
- Procedures are in place for reporting defects, which are then rectified promptly.
- Maintenance and repairs are carried out using genuine parts in accordance with manufacturer's manual.
- That unsafe vehicles shall not be driven.

The entity should ensure that driver's safety and health is not being put at risk, and should:

- Take account of ergonomic considerations before buying or leasing vehicles.
- Provide drivers with guidance on good posture and where appropriate how to position the seat correctly.

The entity shall record and retain vehicle maintenance and inspection records.

5.4 Transportation Route

The entity should ensure that transportation routes are planned and take consideration of the following factors, including but not limited to:

- Can safer routes be used which are appropriate for the type of vehicle.
- Planning routes in consultation with drivers, taking into account any drop off/pick-up points for passengers.
- That working schedules are realistic and allow enough time to complete the route safely taking into account peak traffic times.
- That drivers are not pressured to complete routes in adverse weather conditions such as high winds, flooding of roads and fog, and know who to contact if they need to cancel a journey.

6 Training

The entity should ensure drivers are adequately trained and provide:

- Driver induction training.
- Driver refresher training for drivers who: drive high annual distances, have poor road incident records or are new to the job.
- Driver assessment on a periodic basis, including the requirement for refresher training.

The entity should provide instructions to drivers on safety in languages and in a format that employees understand, including but not limited to:

- How to conduct routine safety checks, including lights, tyres, wheels and reporting any faults.
- How to use safety equipment, including seat belts and head restraints.
- Emergency procedures to be followed in the event of an incident.

- Procedures to be followed in case of vehicle breakdown.
- Information related to road hazards, its risk and necessary precautions in place to minimise risk.
- Effect of intoxication or medicine that could impair decision making or affect the safety of others.
- Risk of using mobile phone while driving.

Periodic refresher training should be conducted to ensure employees competency is maintained, including but not limited to:

- Where training certification has expired.
- Where identified as part of a training needs analysis.
- Where risk assessment findings identify training as a measure to control risks.
- Where there is a change in legal requirements.
- Where incident investigation findings recommend refresher training.

The entity must record and maintain accurate training records of OSH training provided to employees.

Further information on training can be found in OSHJ-GL-08: Training and Competence.

7 Emergency Preparedness and Response

The entity should have procedures for emergencies, this may include vehicle breakdown, traffic incident or medical emergency. The entity should ensure that drivers know what to do in an emergency, and drivers should know how to:

- Report road traffic incidents or emergencies to emergency services.
- Report breakdowns to the entity and support services.

- Deal with emergencies, driver safety and the safety of passengers should always take priority.
- Position the hazard warning triangle, wear a hi-visibility vest to make sure other road users can see the vehicle.
- Road traffic incidents that result in injury must be reported to police and internally to the entity.

Further information on emergency procedures can be found in OSHJ-CoP-18:
Emergency Preparedness and Response.

8 References

OSHJ-CoP-01: Risk Management and Control

OSHJ-CoP-18: Emergency Preparedness and Response

OSHJ-GL-08: Training and Competence

9 Amendment Record

TITLE		Employer Supplied Transport	
DOCUMENT AMENDMENT RECORD			
Version	Revision Date	Amendment Details	Pages Affected
1	15 SEP 2021	New Document	N/A
2	26 JUN 2024	The document changed from a guideline to a code of practice. The document code was changed from OSHJ-GL-06 to OSHJ-CoP-26.	-
2	26 JUN 2024	Checklist Added	15
3	01 MAY 2026	The name has been changed from the Prevention and Safety Authority to Sharjah Police Headquarters	Applied throughout the entire document
3	01 MAY 2026	The logo has been changed	

10 Appendix1: Checklist

The checklist is used by Sharjah Police Headquarters to monitor compliance levels during audit and inspection operations; it is not intended for use by government entities or private establishments.

Every code of practice or guideline published by the Sharjah Police Headquarters within the Sharjah occupational safety and health system contains requirements that employers in the Emirate of Sharjah must comply with. Each manual includes an inspection checklist that summarizes the essential items used by the Sharjah Police Headquarters auditor to verify that government entities or private establishments comply with the manual's requirements. Auditors can add additional essential items as necessary. The inspection checklist also includes a manual reference for each essential item, as well as a sample of acceptable compliance evidence for each item. The Sharjah Police Headquarters' auditor may request additional compliance evidence based on the item's condition, as well as the severity and potential impact of non-compliance.

The Sharjah Police Headquarters auditor uses the inspection checklist to provide a comprehensive report on the entity's status. We will use the same checklist to monitor manual standard violations. Non-compliance with these standards constitutes a violation of Executive Council Resolution No. 15 of 2021 regarding the Sharjah Occupational Safety and Health System. If the Sharjah Police Headquarters s auditor detects non-compliance, they can issue violations based on the approved violation list.

In this manual, the Sharjah Police Headquarters provides information and standards that employers conducting activities in the Emirate of Sharjah must adhere to. This is to ensure the safety of workers, property, and the environment. Adhering to the requirements of this manual helps improve the level of occupational safety and health at the workplace, and it shields private establishments from potential violations or financial penalties for non-compliance.

The Emirate of Sharjah's Executive Council Resolution stipulates that employers must exercise due diligence to ensure the safety and health of workers, contractors, visitors, and all those affected by the employer's activities. To avoid non-compliance, employers must ensure adherence to the Sharjah Occupational Safety and Health System requirements. Entities should develop their procedures and inspection checklists according to their activities, nature of work, and risk level.

Depending on recorded or reported incidents, and as necessary, the Sharjah Police Headquarters may amend the requirements in this manual. As a result, the attached inspection checklist may change. Occupational safety and health practitioners must stay up-to-date on published standards and any changes to the inspection checklist attached to each manual.

Audit/Inspection Checklist

Code Title	Employer Supplied Transport	Code No.	OSHJ-CoP-26	Rev. No.	3.0
------------	-----------------------------	----------	-------------	----------	-----

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Are the risks associated with employer-supplied transport identified and assessed?	5.1: Risk Assessment	– Check risk assessment
2.	Are the drivers competent, fit and healthy to drive safely?	5.2: Drivers	check : – Validating driving licenses – Medical examination records
3.	Are the vehicles are fit and safe for the intended use?	5.3 : vehicles	– Check the suitability of the vehicles
4.	Are the transportation routes planned?	5.4 : Transportation Route	– Check the transportation routes plan
5.	Are the drivers provided with necessary training and training record available?	6 : Training	– Check training certificate/records
6.	Are there procedures in place for emergencies related to driving and the drivers are trained on ERP?	7 : Emergency Preparedness and Response	– Check ERP – Check training records for the emergency plan