

Guideline

Measuring OSH Performance

OSHJ-GL-04

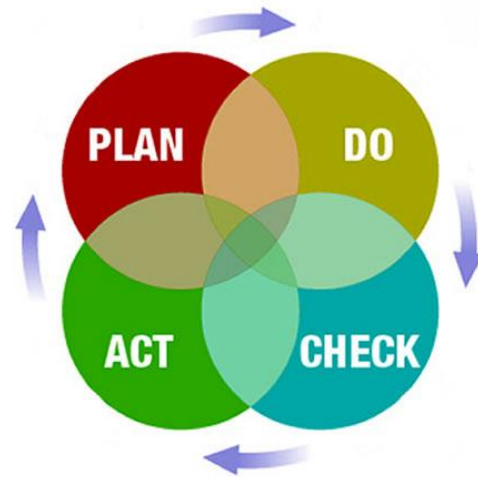


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1 Introduction

Measuring OshpsSH performance is an integral and vital part of good management and if applied correctly, it allows entities to identify whether they are doing enough on safety and health matters or whether they need to take further actions. Measuring performance is part of the PDCA cycle (Plan, Do, Check, Act) also known as the Deming Wheel, or Deming Cycle.



Further information on PDCA can be found in OSHJ-GL-03: Leadership Commitment and Performance.

2 Purpose and Scope

This Guideline document has been developed to provide information to entities to assist them in complying with Sharjah Occupational Safety and Health System requirements.

To achieve compliance in the Emirate of Sharjah, all entities are required to demonstrate a standard of compliance which is equal to or higher than the minimum acceptable requirements outlined in this Guideline document.

3 Definitions and Abbreviations

No.	Terms	Definitions
1.	Entities:	Government Entities: Government departments, authorities or establishments and the like in the Emirate.

		Private Entities: Establishments, companies, enterprises and economic activities operating in the Emirate in general.
2.	Risk:	Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences).
3.	Risk Management:	The forecasting and evaluation of risks together with the identification of procedures to avoid or minimize their impact.
4.	Hazard:	Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc.).
5.	OSH:	Occupational Safety and Health.
6.	PDCA:	Plan, Do, Check, Act.
7.	Top Management:	The highest-ranking people within an entity e.g. (business owner, directors, senior management, members of the board) who are individually and collectively responsible for occupational safety and health.
8.	OSH Performance:	Measurable results of an entity's management of its OSH risks.

4 Roles and Responsibilities

4.1 Entity Responsibilities

- Ensuring there is a process for monitoring, reporting and reviewing OSH performance.
- Ensuring there is a process in place to report incidents immediately.
- Reviewing performance reports at regular intervals.
- Setting pre-determined measures to enable performance monitoring and measuring.
- Reporting on OSH performance to SHARJAH POLICE HEADQUARTERS as required.

4.2 Employee Responsibilities

- Support the entity safety and health policies and procedures;
- Cooperate with the entity and receive safety information, instruction, training and supervision;
- Report any activity or defect relating to work activities which they know is likely to endanger the safety of themselves or that of any other person.

5 Guidelines

Good quality monitoring will help the entity in identifying OSH problems, causes of these problems and the changes required to rectify them, monitoring must add value to the OSH system rather than just being a tick box exercise.

5.1 Decide on What Needs to be Monitored

Monitoring performance against a range of pre-determined measures is one of the most frequently used techniques of monitoring. Selection of the correct measures, include but not limited to:

- OSH objectives.
- The risk profile of the entity.
- Contractual requirements which can sometimes specify frequency of monitoring.
- Legal requirements.

Minimum SHARJAH POLICE HEADQUARTERS reporting requirements, include:

- Fatality;
- Injuries resulting in lost work days.
- Occupational illness resulting in lost work days.
- Dangerous occurrences.

5.2 Types of Monitoring

There are many different types of monitoring, and they can generally be categorized as either 'active' or 'reactive':

Active methods - Monitor the design, development, installation and operation of management arrangements. These tend to be preventive in nature, including but not limited to:

- Progress monitoring of OSH objectives.
- OSH performance reviews.
- Review of training assessment, records and needs.
- Examination of OSH documents.
- Workplace safety inspections.
- OSH management system audits.

- Environmental monitoring.
- Health surveillance.
- Behavioral observation.
- Safety tours.
- Safety sampling.
- Safety survey.
- Consideration of regular reports by the board of directors.

Reactive methods - Monitor evidence of poor safety and health practice but can also identify better practices that may be transferred to other parts of a business, including but not limited to:

- Incident incidence rates.
- Ill-health incidence rates.
- Incident frequency rates.
- Incident severity rates.
- Sickness absence.
- Property or product damage.
- Incidents, hazards and near miss.

5.3 Monitoring Frequency

The entity should consider the following while deciding on the frequency of the monitoring of OSH performance, including but not limited to:

- The OSH objectives.
- The risk profile of the entity.

- Contractual requirements which can sometimes specify frequency of monitoring;
- SHARJAH POLICE HEADQUARTERS reporting requirements;
- Legal requirements.
- Active monitoring.
- Reactive monitoring.

5.4 Decide Who Will Monitor Performance

The entity should define the roles and responsibilities of the different level of employees involved in the monitoring of the OSH performance. The entity should ensure that the responsible employees are provided with the following, including but not limited to:

- Information of responsibilities, what to monitor, how often and to whom to report.
- Adequate resources for monitoring.
- Adequate information, instruction, supervision and training for monitoring methods.

5.5 Evaluating Performance

The entity should have a process to evaluate the OSH performance which will guide the entity on the action to be followed based on the monitoring results, including but not limited to:

- To improve safety and health performance.
- To learn from human, system and entity failures.
- To share lessons learned.
- To plan future training.

5.6 Reviewing Performance

The entity should review OSH performance against the entity's policy on a predetermined frequency. There are different reasons for why an entity should review performance, including but not limited to:

- Changes within the entity that could mean that existing performance measures are out of date.
- The OSH objectives and targets have changed which could result in changes to what needs to be measured.
- The current measures do not help the entity to understand how well they are managing safety and health.

6 Training

Effective training is essential to achieve quality monitoring of OSH performance. The entity should provide training in languages and in a format that employees understand to all responsible employees who take part in OSH performance, including but not limited to:

- Training managers on effective OSH management.
- Training responsible employees on specific aspects of OSH.
- Improving the skills of the employee.
- Improving OSH performance monitoring skills.

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, refresher training and record keeping can be found in OSHJ-GL-08: Training and Competence.

7 References

OSHJ-GL-03: Leadership Commitment and Performance

OSHJ-GL-04: Training and Competence

8 Document Amendment Record

TITLE		Measuring OSH Performance	
DOCUMENT AMENDMENT RECORD			
Version	Revision Date	Amendment Details	Pages Affected
1	15 SEP 2021	New Document	N/A
2	03 JUL 2024	The document code was changed from OSHJ-GL-20 to OSHJ-GL-04.	-
2	03 JUL 2024	Checklist Added	12
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	

APPENDIX 1. Checklist

The inspection 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.

Each code of practice or guideline issued by Sharjah Police under the Sharjah Occupational Safety and Health System includes mandatory requirements that employers operating in the Emirate of Sharjah must comply with. Each manual is accompanied by an inspection checklist that summarizes the essential items used by Sharjah Police Headquarters auditors to verify compliance by government entities and private establishments. Auditors may add additional essential items where necessary.

The inspection checklist includes a reference to the relevant section of the manual for each essential item, along with examples of acceptable compliance evidence. Auditors may request additional compliance evidence based on the condition of the item, as well as the severity and potential impact of any non-compliance.

Sharjah Police Headquarters auditors use the inspection checklist to prepare a comprehensive report on the compliance status of the entity. The same checklist is also used to monitor violations of manual standards. Non-compliance with these standards constitutes a violation of Executive Council Resolution No. (15) of 2021 concerning the Sharjah Occupational Safety and Health System. Where non-compliance is identified, violations may be issued in accordance with the approved violation list.

This manual provides requirements and standards that employers conducting activities in the Emirate of Sharjah must adhere to in order to ensure the safety of workers, property, and the environment. Compliance with the requirements of this manual contributes to improving occupational safety and health performance in the workplace and helps protect entities from violations or financial penalties resulting from non-compliance.

The Executive Council Resolution of the Emirate of Sharjah requires employers to exercise due diligence to ensure the safety and health of workers, contractors, visitors, and all persons affected by the employer's activities. To prevent non-compliance, employers must ensure full adherence to the requirements of the Sharjah Occupational Safety and Health System. Entities are expected to develop their own internal procedures and inspection checklists in accordance with their activities, nature of work, and risk level.

Based on recorded or reported incidents, and where necessary, Sharjah Police may amend the requirements of this manual. Accordingly, the associated inspection checklist may also be updated. Occupational safety and health practitioners must ensure they remain informed of all published standards and any amendments to the inspection checklists issued with each manual.

Audit/Inspection Checklist

Code Title	Measuring OSH Performance	Code No.	OSHJ-GL-04	Rev. No.	3.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Are the roles and responsibilities defined by the entity? Are the responsible employees provided with the instructions and information of the responsibilities, what to monitor, how often and whom to report to?	5.4: Decide Who Will Monitor Performance	– Check employee's job description/responsibilities.
2.	Are the OHS performances evaluated by the entity? Are the OSH performance being reviewed?	5.5: Evaluating Performance 5.6: Reviewing Performance	– Check OSH evaluation and review documents.
3.	Are required trainings provided to the responsible employees?	6: Training	– Check OSH training certificates/documents.