

We, Ali Bin Al Hussein acting as Viceroy of His Majesty the Great King, by virtue of Article (31) of the Constitution and based on Cabinet's resolution of 9/5/2023, hereby order the promulgation of the following regulation:

**Regulation No. (33) of 2023
Regulation for Forming Occupational Safety and Health Committees and Appointing Supervisors in Institutions issued pursuant to Clause (a) of Article (85) of Labor Law No. (8) of 1996.**

Article (1)

This Regulation is titled (The Regulation for Forming Occupational Safety and Health Committees and Appointing Supervisors in Institutions of the Year 2023) and it shall take effect sixty days after the date of its publication in the Official Gazette.

Article (2)

- a- The following words and terms, wherever they are stated in this Regulation, shall have the meanings assigned to them hereunder unless the context indicates otherwise:

The Law:	Labor Law.
The Ministry:	Ministry of Labor.
The Minister:	Minister of Labor.
The Commission:	Technical and Vocational Skills Development Commission (TVSDC).
The Economic Activity:	Any industrial, commercial, agricultural, health, touristic, media, craft, or service activity, including information technology.
The Supervisor:	The worker who is appointed in the institution to supervise the implementation of the safety and health conditions and standards for the protection of the workers of the institution and who holds a professional practice license from the TVSDC to work as a Specialist Supervisor in safety and health/professional level or as a Technical Supervisor in safety and health/professional level.
The Committee:	The Occupational Safety and Health Committee formed within the institution in accordance with the provisions of this Regulation.

- b- The definitions stipulated in the Law shall be adopted wherever they appear in this Regulation unless the context indicates otherwise.

Article (3)

The provisions of this Regulation shall apply to the institution, its branches, and worksites of its economic activity, where the conditions stated in this Regulation are applicable to it.

Article (4)

The following is required for the approval of the Specialist Supervisor:

- a- Must be a holder of any of the following:
 - 1- A bachelor's degree in engineering or its equivalent from an accredited university or college.
 - 2- A bachelor's, a master's or a doctoral (PhD) degree in occupational safety and health from an accredited university or college.
 - 3- A bachelor's degree in fire and safety engineering from an accredited university or college.
 - 4- A bachelor's degree or its equivalent in any other major from an accredited university or college, and to have at least five years of practical experience as a Technical Supervisor.
- b- Notwithstanding the provisions of paragraph (a) of this Article, the Minister may, on the recommendation of the Commission, approve Specialist Supervisors who do not hold the certificate(s) referred to in this paragraph.
- c- Holders of the university degrees referred to in points (1) and (4) of paragraph (a) of this article must enroll in the accredited course for occupational health and safety Supervisors (Specialist Supervisor) of the Vocational Training Corporation or any other body approved by the Commission and pass the prescribed examination to obtain a professional license from the Commission.

Article (5)

The following is required for the approval of the Technical Supervisor: -

- a- Must be a holder of any of the following: -
 - 1- At least a general secondary education certificate or its equivalent in any of its streams.
 - 2- Shamel comprehensive community college certificate in occupational safety and health from an accredited institute or college.
 - 3- Shamel comprehensive community college certificate in security and safety from an accredited institute or college.
 - 4- A bachelor's degree in disaster and crisis management from an accredited university or college.
- b- Notwithstanding the provisions of paragraph (a) of this Article, the Minister may, on the recommendation of the Commission, approve Technical Supervisors who do not hold the certificate(s) referred to in this paragraph.
- c- Holders of the certificate(s) referred to in points (1) and (4) of paragraph (a) of this article must enroll in the accredited course for occupational health and safety Supervisors (Technical Supervisor) of the Vocational Training Corporation or any other body approved by the Commission and pass the prescribed examination to obtain a professional license from the Commission.

Article (6)

The Supervisor shall perform the following:

- a- Submit occupational safety and health reports to the senior management of the institution.

- b- Ensure that measurements of pollutants in the working environment are carried out by a nationally accredited entity as per the Jordanian Accreditation System (JAS) and take the necessary protective and preventive measures to control hazards and pollutants and protect workers from their effects and record the results of the measurements in a special register.
- c- With the support of the medical staff of the institution or of a licensed medical entity, check the workplaces where occupational diseases or accidents and work-related injuries have been confirmed and record them in a special register and compile the relevant statistics. The institution shall forward this information to the Ministry every three months, using the form for this purpose, and shall draw up reports containing the preventive measures and precautions to be taken to avoid their recurrence, by identifying and implementing the necessary control and corrective measures.
- d- Follow-up supply and maintenance of firefighting and first-aid equipment and, if necessary, the means of transporting the injured to medical clinics or hospitals.
- e- Participate with experts for developing training programs for workers in the institution to brief workers of the dangers of the occupation and protect them from accidents, work injuries, and occupational diseases.
- f- Advise whether occupational safety and health conditions are being met at the institution, including those of machines or substances used in machines.
- g- Ensure the availability of, and participate in the preparation of, educational, instructional and warning guidelines on health and safety requirements and ensure they are available in the different languages of the workers.
- h- in co-ordination with the relevant authorities, carry out firefighting and evacuation drills at the institution and in the workers' dormitories (if any) at least once a year.
- i- Establish safety procedures and prepare work authorizations before carrying out maintenance and repair work or any other work that may pose a risk to the safety and health of workers, and ensure that all necessary procedures, precautions, and measures are taken to secure the working environment and protect workers.
- j- Notify the employer or responsible manager and the competent authorities as soon as any hazards are discovered, so that they can be controlled.
- k- Ensure the availability of reasonable appropriate arrangements and accessible facilities through inclusive comprehensive design, to provide a safe and healthy working environment for People with Disabilities and make them aware of occupational risks.

- l- Monitor the results of initial and periodic medical examinations and take the necessary precautions to prevent any adverse health effects caused from work.
- m- Ensure that accidents and injuries at work are reported to the Ministry and the relevant authorities immediately after they occur and within a maximum of (48) hours.

Article (7)

Taking into consideration the provisions of Article (6) of this Regulation:

- a- The Specialist Supervisor undertakes the following tasks:
 - 1- Develop work rules and regulations on occupational safety and health.
 - 2- Provide recommendations and suggestions for the development of working methods and techniques in the field of occupational safety and health in the institution.
 - 3- Explain the rules and methods of work and formulate reports relevant to health and safety at work.
 - 4- Participate in the development of the institution's occupational health and safety management system in accordance with Jordanian Standard Specification No. (2247) "Occupational health and safety management systems Requirements with guidance for use".
 - 5- Develop and implement continuous improvement plans for occupational safety and health.
 - 6- Establish performance indicators through the development of action plans and emergency response plans and coordinate the implementation of awareness and training programmes on the application of occupational health and safety standards in the work environment.
 - 7- Oversee risk assessment and risk management procedures and monitor their proper implementation.
 - 8- Oversee the Technical Supervisors in performing their duties.
- b- The Technical Supervisor undertakes the following tasks:
 - 1- Carry out daily and periodic checks of worksites and facilities during each work shift in order to monitor hazards and assess risks in the work environment, as well as periodically inspect safety and health equipment, maintain good order, organization and cleanliness in the facility, and keep appropriate records.
 - 2- Monitor the implementation by workers of the instructions and requirements for health and safety at work and the use of personal protective equipment to ensure worker safety and maintain the relevant documentation.
 - 3- Participation in the process of selection of personal protective equipment according to the Jordanian standard specifications approved in this field.

Article (8)

- a- The employer shall appoint a full-time Supervisor according to the risk seriousness level of the economic activity carried out by the institution and the number of workers therein, as per the following table:

The risk seriousness level of the economic activity	Number of Workers	Technical Supervisor	Specialist Supervisor
Higher Risk	From (20) to (50)	1	
	From (51) to (100)	1	1
	From (101) to (200)	2	1
	From (201) to (500)	2	2
	From (501) to (1000)	3	2
	More than (1000)	4	3
Lower Risk	From (20) to (200)	1	
	From (201) to (500)	1	1
	More than (500)	2	1

- b- The risk level of economic activity is determined according to the standards and principles stipulated in the instructions issued by the Minister for this purpose in coordination with the relevant authorities.

Article (9)

- a- The employer who employs less than twenty workers in an institution which economic activity is classified as higher risk, shall enroll one of the workers in a course of accreditation for occupational safety and health Supervisors (Technical Supervisor) at the Vocational Training Corporation or at any entity certified by the Commission, and the worker shall be accredited as a part-time Supervisor.
- b- The employer who employs less than twenty workers in an institution which economic activity is classified as lower risk, shall enroll one of the workers in a foundational training course on occupational safety and health conducted by one of the entities certified by the Vocational and Technical Skills Development Commission (TVSDC).

Article (10)

- a- The employer shall comply with the following:
- 1- Obtain the Ministry's approval for Supervisor(s) working for the employer within thirty days of their employment in the institution.
 - 2- Ensure renewal of Ministry's approval for Supervisor(s) working for the employer within seven days of its expiry.
 - 3- Cancel any approvals obtained from the Ministry for Supervisor(s) working for the employer, within seven days of the termination of their services or of their engagement in other position.
- b- The approval period for Supervisor(s) is two years, commencing on the date of providing Ministry's approval and ending either at the end of the two-year period or at the end of the employment contract, whichever proceeds.

Article (11)

In every institution and in its branches, where there are (50) or more workers, a committee shall be formed, called (Occupational Safety and Health Committee), chaired by the employer or a representative thereof and composed of the following members:

- a- The Supervisor as vice-chairman and rapporteur of the committee.
- b- Heads of units or their representatives at the institution's headquarters or its branches, as required, in accordance with the organizational structure of the institution.
- c- Workers' representatives, the number of whom shall be equal to the number of heads of unit within the Committee, considering the representation of workers of different nationalities, female workers and workers with disabilities.
- d- One of the medical staff working in the institution has been approved by the Ministry.
- e- One of the workers' representing the labor union, if any.

Article (12)

- a- The committee shall undertake the following tasks:
 - 1- Develop policies and plans for occupational safety and health and securing and inspecting the work environment in the institution.
 - 2- Ensure that the Supervisor carries out his/her duties specified in accordance with the provisions of this Regulation.
 - 3- Review the accidents and injuries that have occurred, the actions taken by the supervisor and the results of the checks carried out.
 - 4- Oversee the analysis of the causes of accidents and injuries at work and the means of preventing them, and issuance of posters and printed publications, and audio and visual materials in that regard.
 - 5- Verify any information, recommendations, complaints, and suggestions submitted by the workers or the employer regarding work hazards, and examine suggestions made by workers concerning occupational safety and health procedures while engaging them and utilizing the suggestions when developing internal instructions.
 - 6- Study the recommendations and directives of the Supervisor in the field of occupational safety and health.
 - 7- Strengthen cooperation between the workers and the employer to advance occupational safety and health in the institution.
 - 8- Provide the necessary arrangements for the supervisor to carry out his/her work and duties.
- b- To carry out its tasks, the Committee may form teams from among its members or non-members and define their tasks, ensuring coordination between them, and such teams will submit their recommendations to the Committee.
- c- The Committee may invite to its meetings such experts and specialists in occupational health and safety as it deems appropriate, without them having the right to vote on its decisions and recommendations.
- d- The employer must obtain the Ministry's approval for the formation of the committee and any changes to it.

Article (13)

- a- Taking into consideration Clause (b) of this Article, the Committee shall convene upon the request of its Chairman or deputy thereof at least once every three months or whenever the need arises. Its meeting shall be legal in the presence of most of its members, provided

that the chairman or deputy thereof is among them. Its decisions and recommendations shall be taken by a majority of the votes of its members present, and when the votes are equal, the side with which the chairman of the meeting voted shall prevail.

- b- Subject to the provisions of paragraph (b) of this article, the Committee shall meet at least once every three months, or whenever necessary, at the request of its Chairman or Vice-Chairman. Its meetings shall be valid in the presence of the majority of its members, provided that the chairman or Vice-Chairman is among them. Its decisions and recommendations shall be adopted by a majority of the votes of its members present, and when the votes are equal, the side with which the chairman of the meeting voted shall prevail.
- c- The committee must convene within a period not exceeding (48) hours from the moment a work accident or work injury occurs, to determine the causes and make the necessary arrangements to investigate the accident, and its meeting shall be legal with those who attend.
- d- The committee's rapporteur is in charge of recording the minutes of meetings, decisions, and recommendations in a special register signed by the committee's chairman, its attending members, and its rapporteur.

Article (14)

The employer may not, under penalty of nullity, take any action, including dismissal, against the Supervisor or any of the members of the committee for carrying out their duties in accordance with the provisions of this Regulation.

Article (15)

The records stipulated in this Regulation shall be kept according to the time periods specified in the decision issued by the Minister for this purpose.

Article (16)

The provisions of Articles (4) and (5) of this Regulation shall not apply to supervisors approved by the Ministry or to those who obtained a professional license as an occupational safety and health supervisor before the provisions of this Regulation came into force.

Article (17)

The Minister shall issue the necessary instructions to implement the provisions of this Regulation.

Article (18)

The Regulation on the Formation of Occupational Safety and Health Committees and Supervisors No. (7) of 1998 shall be repealed, provided that the instructions and decisions issued pursuant

thereto shall continue to be implemented until they are repealed, amended, or replaced by others in accordance with the provisions of this Regulation.

9/5/2023 Ali Bin Al-Hussein

Regulation No. 33 of 2023 (Regulation for Forming Occupational Safety and Health Committees and Appointing Supervisors in Institutions of the Year 2023) published in Issue No. 5870 on page 2932 on 02-07-2023 and effective on 31-08-2023.

Referred to here and hereafter by the abbreviated name Regulation No. 33 of 2023 (Regulation for Forming Occupational Safety and Health Committees and Appointing Supervisors in Institutions of the Year 2023).



وزارة العمل