

## PROCEDURE TO OBTAIN OCCUPATIONAL HEALTH CARD (OHC)

### 1.0 Purpose

The purpose of this procedure is to ensure that all individual handling food and those working in hygiene/health services (such as salon, barber shop, massage & spa, and other related) are free from any transmittable diseases.

### 2.0 Scope

This procedure applies to individual person that handles food & food products including those promoting hygiene/health activities.

### 3.0 Procedure to be followed

#### 3.1 Requirements

- Occupational Health Card Application Form
- 2 pcs Passport Size Pictures
- Photocopy of the Passport with Visa Copy
- 2 copies of Covering Letter (in Company's Letterhead)

#### 3.2 Submission Process

- Client must completely fill-up the Application Form for Occupational Health Card (*refer for FHF-02a*) available at EHS website: [www.ehss.ae](http://www.ehss.ae) by clicking the space next to the required information before printing the form (or details must be typewritten).

*(Link to Form:* EHS website – Department – Food &Health – Forms – Application for Occupational Health Cards)

*(Link to Procedure:* EHS website – Department – Food &Health – Procedures – Procedure to Obtain Occupational Health Cards)

**Reminder:** One Application Form for each employee.

- All Application form must be submitted together with all the required attachments. Covering letter must state the intention and indicate the name of the person(s) to be applied for.
- Forward all the documents to the nearest EHS-Food & Health Division located either at:
  - EHS Dragon Mart Office.
  - EHS – Jebel Ali Free Zone, Roundabout 8 (near Gate 7)
- Upon submission, client needs to settle the amount of AED 100.00 per person (plus AED10 Knowledge Dirham Fee) stated in the Payment Advice letter (*form no. SFF-05a*) that EHS Officer/Representative will issue to any of the following:
  - EHS Main Office (Cashier), if application is submitted in Jebel Ali Freezone
  - Trakhees Finance Office, if application is submitted in Dragonmart.

*(Note: EHS-FH Processing fee for OHC can be changed without prior notice)*

- e. Client must present a copy of the payment receipt to the EHS Officer/Representative before they accept their application.
- f. Client shall be given a copy of their covering letter with EHS receiving stamp as confirmation that their application has been received and plastic bottles (from hospital) to be used for medical test.

### 3.3 Medical Test

- a. All collected OHC Application Forms shall be scheduled for medical test. Client will receive a fax/email letter from EHS about their schedule to the appointed hospital/clinic.
- b. Client must ensure the presence of their staff in the hospital/clinic at the appointed date. If client did not attend the initial scheduled medical test date re-scheduling process (see procedure 3.3d) must be followed.
- c. Client shall be notified if there is any finding on the medical test of their staff upon receipt of the medical report from the appointed hospital/clinic. The clients' representative must ensure that their "unfit" staff will follow the doctors' prescription and inform EHS-Food & Health once the staffs completes the prescription.
- d. Re-scheduling of Medical Test.
  - i. Client must inform (in writing on companies letterhead) EHS-Food & Health the reason why the person was not able to take the medical test if the reason is valid FH Officer shall then re-schedule the employee for another medical test.
  - ii. If client still did not attend the 1<sup>st</sup> request for re-schedule, client must get approval from EHS-FH Manager for the 2<sup>nd</sup> re-scheduling. Otherwise, the client's OHC application shall be void and client must re-apply again.

### 3.4 Other Payment

- a. Aside from the initial payment made during submission, client must settle the hospital charge on-the-spot for the said medical check-up.
- b. Other charges maybe applied as required by the hospital (initial or retest).

### 3.5 Releasing

- a. Occupational Health Card for medically fit client/s shall be processed; client shall be informed accordingly about the Health Cards availability.
- b. Re-issuance of OHC can only be requested "once" but with valid approval from EHS-FH Manager.

### 3.6 Renewal

- a. OHC is valid for One (1) year; client must renew their Occupational Health Card one (1) month before expiration.
- b. The same procedure must be followed by the client upon renewal.

### 3.7 Uncollected OHC

Client can collect the OHC card to any Trakhees-EHS Office nearest to their area. Uncollected OHC for more than 4 months shall be destroyed and client must re-apply again.

3.8 **Cancellation of OHC Application by EHS-FH Department shall be applied to the following:**

- Any client who applied and requested for re-scheduling for Medical Test for the 2<sup>nd</sup> time but did not went to the new scheduled medical test.
- Client who receive the medical test schedule but did not attend without valid reason.
- Client that undergone medical treatment as advised by the hospital but did not went to the hospital for re-test after the given time-frame.

4.0 **Attachment** (also available in the website: [www.ehss.ae](http://www.ehss.ae) )  
Application Form for Occupational Health Card (FHF-02a)

5.0 **Applicable Regulations**  
Food Safety Regulations and Standards

6.0 **EHS Contacts**  
Muna Mahkoom ([Muna.Mahkoom@Trakhees.ae](mailto:Muna.Mahkoom@Trakhees.ae))  
Soledad P. Basco ([Soledad.Basco@Trakhees.ae](mailto:Soledad.Basco@Trakhees.ae))

Or, send to: [EHS.Food@Trakhees.ae](mailto:EHS.Food@Trakhees.ae)