

UAE is keen to build a proactive, flexible, efficient and forward-looking government work system



FAHR launches a Guide to Occupational Health & Safety in the Federal Government

Canceling all previous exceptions granted to employees due to emergency conditions as of May 16, 2021

During his participation in the Virtual Excellence Conference of Sheikh Khalifa Government Excellence Program

Dr. Abdulrahman Al Awar: Our leadership is keen to build a proactive, flexible, efficient and forward-looking government work system

His Excellency Dr. Abdulrahman Abdul Manan Al Awar, Director General of the Federal Authority for Government Human Resources (FAHR), affirmed that the wise leadership of the United Arab Emirates is keen to build a government work system that is proactive, efficient, and ready to overcome the future challenges. This approach, according to HE, has been evidenced by the plan drawn to prepare for the next 50 years, involving government work teams, various segments of society and vital sectors in shaping the features of preparation plan.

He explained that investing in digital technologies to enhance productivity and efficiency is one of the most dominant global trends in the field of human resources, especially under the Fourth Industrial Revolution which imposes a huge impact on work, the quality of jobs and skills which will be in high demand.

Dr. Al Awar was speaking during his participation in Virtual Excellence Conference, held by Sheikh Khalifa Excellence Government Program on May 6, with the participation of hundreds of local and foreign officials, and those interested in institutional excellence issues from within and outside the country.

He stressed the importance of promoting the concept of innovation and life-long learning for everybody involved in the labor market, as well as achieving flexibility, and ability to adapt to change and the future skills necessary to develop government work system and strengthen partnerships.

He said: "International studies have shown that the future of human resources will focus on the most important trends and changes that will occur

over the next 10 years. The most notable of these changes are those related to the workforce, digital HR transformation, affecting future HR policies, skills and digital behaviours.

"Our role in the government is to focus on the positive effects of these changes and to find ways of optimum investment in these changes, to ensure the desired status of human resource in the future, and at the same time, to consider the negative future effects to include in strategic risk plans. These risk factors could be turned to real opportunities that could be taken advantage of in research and development"

He added that the future governments will be more flexible and dynamic, to ensure continuity of business and quality of services (digital services).

"The future governments will be geared towards creating a clear vision that meets the new developments and challenges, create and apply hybrid operational models, accelerate automation process, as well as train employees and raise their skills and awareness," he said.

HE Dr. Abdulrahman, pointed to the findings of



some recent studies showing that the use of digital technology by the workforce, as well as adoption of innovative methods and creative thinking, will lead to relying on artificial intelligence and automation in completing routine human resources procedures. This would help reduce the number of workforce involved in this field, and their talents may be exploited in other areas to develop their skills according to the future structures and skills required.

"The digital system facilitate decision – making" said Dr. Al Awar, "and anticipating results to help shape future scenarios, through which organizations can develop proactive strategic plans."

He continued by saying: "With the rapid technological changes expected during the next 50 years, much care will be given to improving employee efficiency through focusing on productivity and effective performance using the latest digital technology, as well as automation of processes and procedures. The aim will be to help reduce routine work, create opportunities to improve the skills of government human resources, ensure HR data integrity in the Federal Government, to ensure conducting detailed studies on human capital development

mechanisms."

The Director General gave a full account of the most important opportunities to make advantage of in the field of government HR policies to keep up with the rapid changes. Phasing out the current conventional patterns of recruitment gradually and adopting artificial intelligence empowered systems to improve talent selection methods. This requires modification of recruitment policies to become more flexible and creation of better operational modeling for future human resources including the development of government working mechanisms in the field of HR policies and legislation.

Opportunities also include the development of working environments, in order to suit the flexible work methods of future workforce, extending the scope of partnership in implementation of projects, with the aim of promoting performance and efficacy through empowering institutions to attract skilled employees (Free Agents), to employ them to perform participatory jobs and achieve specific goals and projects according to their skills and abilities.

FAHR launches a Guide to Occupational Health & Safety in the Federal Government

The Federal Authority for Governmental Human Resources (FAHR) has recently launched a Guide to Occupational Health & Safety in the Federal Government's office work environment (workplaces or home). The guide aims to familiarize ministries and federal entities and their employees with the best practices and occupational health and safety standards globally applied in home or office work environment.



Aisha Al Suwaidi

In this regard, HE Aisha Khalifa Al Suwaidi, Executive Director of Human Resources Policies Sector at the Authority, explained that the launch of the guide comes as part of the Authority's efforts to develop the institutional system in the across the Federal Government's departments, as well as improve government work mechanisms and tools in ministries and federal entities, and ensure the provision of a safe, healthy and stable work environment for employees, whether in their workplaces or working remotely.

She lauded the efforts made by the UAE's wise leadership to develop the national human capital, its keenness to create a positive and motivating work environment for employees in ministries and federal entities, and commitment to provide the highest standards of occupational health and safety. These efforts, she stressed, would lead to an increased

employee productivity in the Federal Government, and enhance the attractiveness of the government work environment, making it a safe haven for top talents from all over the world.

HE Aisha Al-Suwaidi confirmed that the launch of the new guide comes as part of the Authority's endeavors over the past few years, to protect the Federal Government employees, and increase their awareness about health hazards in the workplace, to ensure their health and safety, at all times, whether working from office, home or field.

She said: "The Guidelines for Occupational Health & Safety in the Office Work Environment comes to cope with the emergency circumstances due to Coronavirus (COVID-19) pandemic, and emerging work patterns as a result.



To read the guide,
please
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"Work is no longer limited to office environment, as remote work system has been adopted for employees to perform their duties from home or any other location according the Guidelines for Occupational Health & Safety for the office work environment launched in 2015, in cooperation with expert houses and leading international organizations. The manual was followed by a set of guidelines organizing the work of Federal Government employees during the pandemic, and after their return to workplaces, to ensure their own and their family members' health and safety."

Al-Suwaidi added: "Preparation of the Guide to Occupational Health & Safety in the Federal Government's office work environment (workplaces or home), came based on several references, including the Cabinet Resolution No. (27) of 2020 on Remote

Work System, and the Guidelines for Occupational Health & Safety for the office work environment, and approved by Institution of Occupational Health & Safety."

She explained that the guide focuses on educating ministries, federal entities, and employees on a number of issues that should be noted in the work environment, in order to ensure a healthy and safe work environment for employees, pointing out that the Authority is preparing to hold a series of training workshops for officials and employees of ministries and federal entities, aimed at familiarizing them with the guide.

The Executive Director of HR Policies Sector outlined the several criteria that must be taken into account when designing the workspace. These include

insuring the availability of easy access to work tools and materials, according to their frequency of usage, with placing equipment and tools at appropriate heights facilitate to visual activity, and free movement within the workspace.

Other criteria include placing the phone near the tools that have multiple uses for the employee, and providing lockable cabinets in the workplace for storing materials and equipment, taking into account the placement of offices near power outlets, and adjusting the height of the seats correctly, making sure to choose the appropriate chair that is comfortable for employees to avoid health problems resulting from office work.

The guide recommends employees to ensure the strength of the Internet, as they will have to send and receive large files during the working day, communicate with their colleagues and officials at work through e-mail and other of communication. The should use the office desk and avoid sitting on the sofa or on the floor to perform their work, especially if the work often involves the use of a computer, putting their computer, agenda, mobile phone, and anything else they will need while working on the desk.

According to the guide, it is necessary to ensure that the screen is free from glare and flicker, can be easily lowered and raised, and that the work desktop is large enough, to accommodate the screen, keyboard, mouse, papers and other tools in a comfortable way, with a distance of between 45 to 70 cm.

General guidelines for physical health

Some general instructions contained in the guide to employees to protect their physical health include maintaining weight, following healthy dietary pattern, exercising regularly, maintaining a daily morning routine upon waking and starting work, drinking enough water to ensure hydration and mental focus, and eating foods rich in vitamins, minerals and antioxidants, due to their many benefits on the body

and psychological well-being.

Ways to control stress and tension

The guide gives a set of tips and instructions that will reduce the employee level of stress and tension. It recommends allocating a specific time and a quiet place away from sources of disturbance to complete work, and making this a daily routine, although this approach may negatively affect the work if not managed well, choosing a suitable place to work at home, keeping all work tools and belongings in a safe place out of sight. After completing daily tasks, taking short, intermittent and pre-planned breaks, and enjoying favorite hobbies.

AIR CONDITIONING AND INDOOR AIR QUALITY

The guide to Occupational Health & Safety for Office Work Environment in the Federal Government provides a set of important instructions regarding the control of air conditioning systems and air quality in the work environment. It stresses on the need to maintain an appropriate climate and good ventilation in the workplace, having some plants in the office, as plants can purify indoor air, help to get rid of moisture, and ensure the acceptable levels of indoor air quality. Windows must be left open as much as possible possible to increase air renewal in buildings equipped with mechanical ventilation systems.

Important keyboard control tips

The guide also gives a set of important tips for employees on how to control the keyboard. The mouse must be placed at the same level as the keyboard, to enable keeping the mousing hand and wrist in a comfortable position, and using a seat that suits the employee's height and seating angle, and has the feature to adjust the height, especially for the lower part of the back, and putting a pillow on the chair to avoid the problems caused by sitting on it for a long time.

It is noteworthy that the guide is available in electronic form on the Authority's website www.fahr.gov.ae.

Simple Check list on the positions of the body during the work



Canceling all previous exceptions granted to employees due to emergency conditions as of May 16, 2021

The Federal Authority for Government Human Resources (FAHR), has issued, in coordination with the Cabinet General Secretariat and the Ministry of Health and Prevention, a circular regarding the organization of government work in federal entities.




The circular canceled all previous exceptions granted to employees, including their exclusion from returning to the workplace, due to emergency conditions and response to Coronavirus (COVID-19) pandemic, as of Sunday, May 16, 2021. However, exception will continue for female employees who oversee their children's distance education, the circular said.

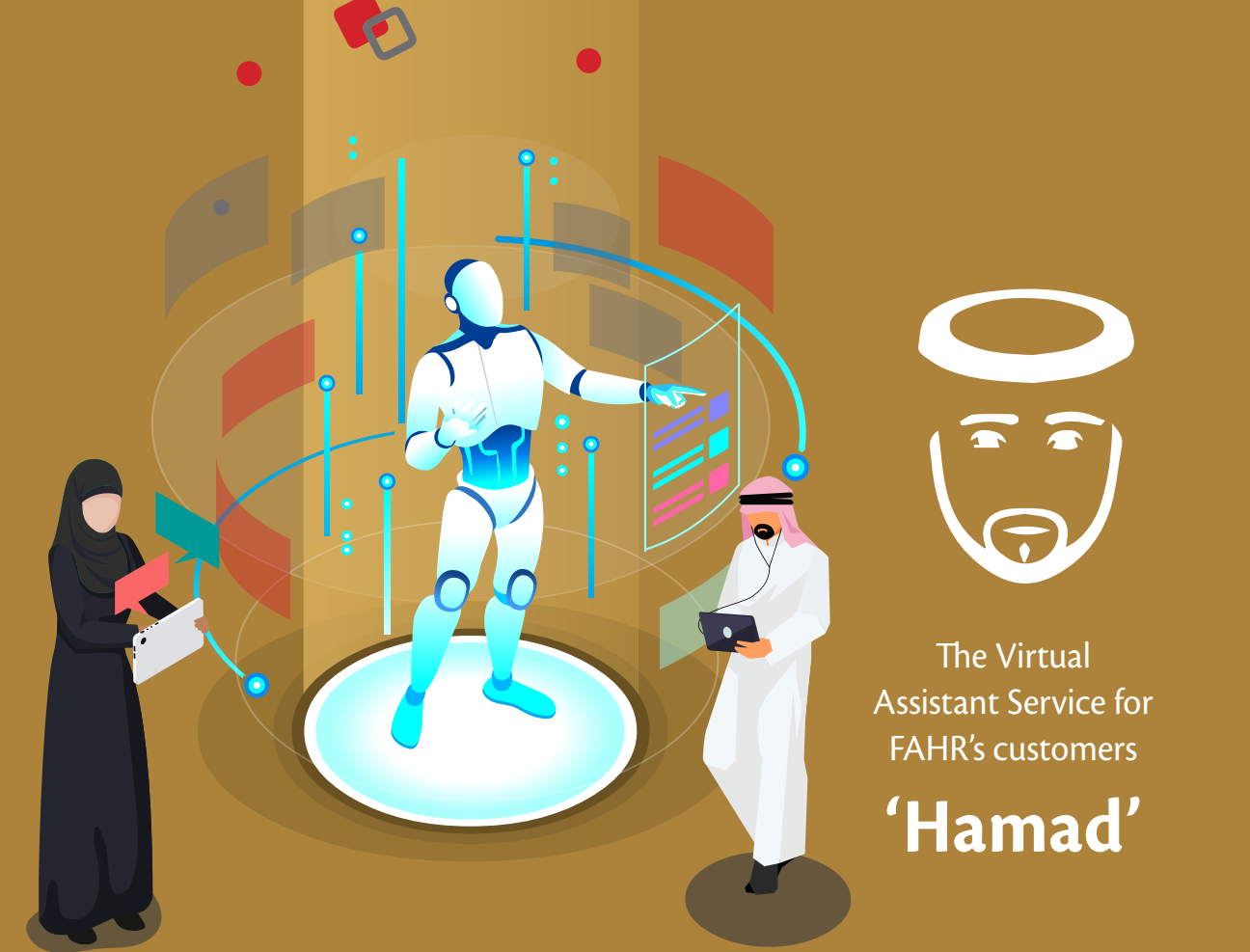
According to the circular non-vaccinated employees must conduct a nasal swab examination (PCR) every week at the employee's own expense.

In the event that the employee has a medical report approved by the medical committee excluding him from taking the vaccine, then the weekly PCR test will be at the employer's expense.

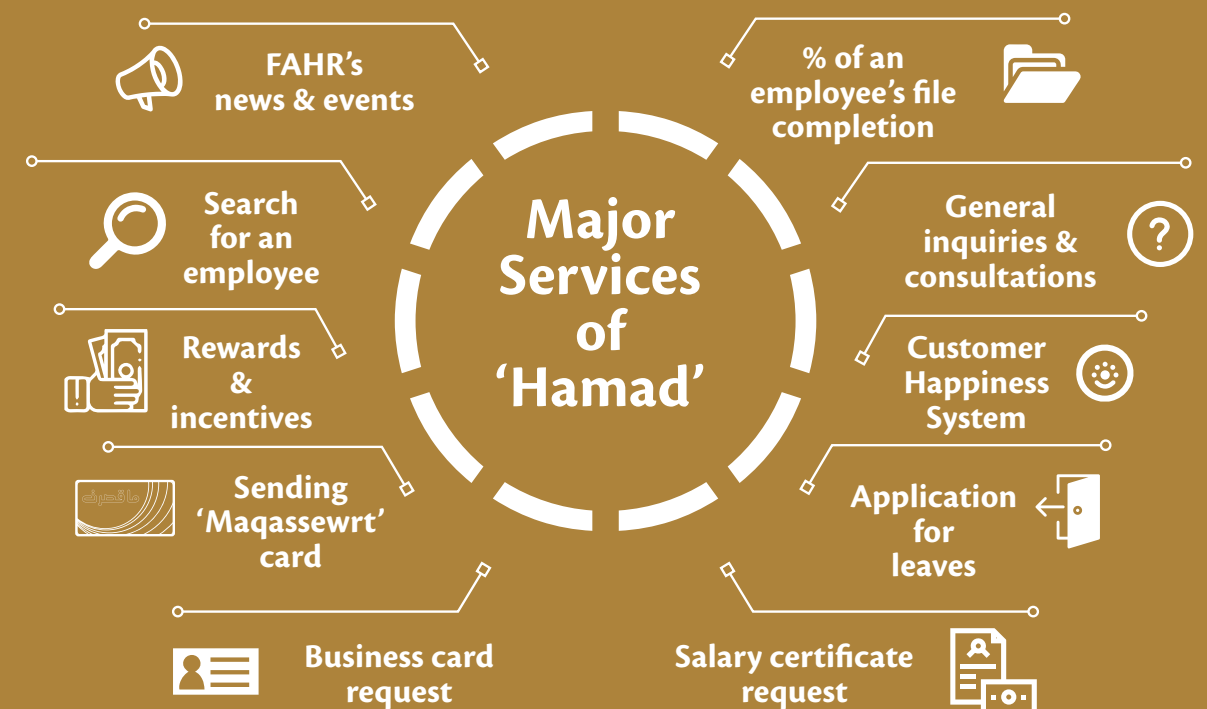
The circular stressed that all federal entities shall continue abiding by safety standards, implementation of the guidelines for office environment and work from the workplaces in the Federal Government, and any other instructions related to employees' health and safety.

CANCELING ALL PREVIOUS EXCEPTIONS GRANTED TO EMPLOYEES DUE TO EMERGENCY CONDITIONS AS OF MAY 16, 2021

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 • Non-vaccinated employees must conduct a nasal swab examination (PCR) every week.
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 • All Federal entities shall abide by safety standards, implementation of the guidelines for office environment and work from the workplaces in the Federal Government, and any other instructions related to employees' health and safety.
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 • Exception will continue for female employees who oversee their children's distance education.



The Virtual Assistant Service for FAHR's customers
'Hamad'





The Professional Certificates for Federal Government employees Initiative

The “Elite” initiative aims to empower Federal Government employees and provide them with the specialized competencies necessary to achieve institutional goals and move towards the future, equipped with high skills and specialized capabilities, through obtaining professional certificates approved by the competent authorities and internationally recognized.

These Professional Certificates are provided by the best training providers, leading institutes and universities in all disciplines within 20 job families known in the Federal Government, and at preferential rates for Federal Government employees.

Accordingly, FAHR invites you to review the list of Professional Certificates Which launched during the month of March, in several fields, available on FAHR’s website (www.fahr.gov.ae), within the page of the e-learning Portal “Al-Mawrid”:

<https://2u.pw/n4Qn0>

