

# Annual Report 2008

European Agency for Safety and Health at Work

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European Agency  
for Safety and Health  
at Work

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European Agency  
for Safety and Health  
at Work



*Jukka Takala, Director and  
Károly György, Chairperson*



**OUR CENTRAL ROLE IS TO CONTRIBUTE TO THE IMPROVEMENT  
OF WORKING LIFE IN THE EUROPEAN UNION**

# Foreword

2008 turned out to be a very difficult year for many individuals and organisations in Europe, but it was also an important year for the European Agency for Safety and Health at Work (the Agency) in its mission to make Europe a safer, healthier and more productive place to work.

The global economic downturn may lead organisations to ignore or minimise the importance of workplace safety and health. And as unemployment increases, people may be more concerned with their immediate job security than with the safety and health of their working conditions.

At the same time, as employers look to reduce their manpower, they may overlook the long-term effects on those who are staying. Even when there are small cuts in the workforce, increased workload and fear of losing their jobs significantly increase the levels of stress that workers have to deal with.

The effects of the 'credit crunch' on safety and health at work might not be uniformly bad. We might see a reduction in workplace accidents, for example, as companies rely more on their more experienced workers, rather than taking on new ones.

But in the next few years, the workers in the post-War 'baby boom' generation will be starting to retire. That may help to keep the unemployment figures down during these difficult times. It brings with it the real danger, however, that we will lose the experience and institutional knowledge of these people, including their understanding of health and safety issues.

There is a risk that companies will consider cutting back on their investment in occupational safety and health (OSH). The challenge to us, as the Agency, is to convince them that there is no point in making short-term gains at the cost of long-term problems. All of our work shows that the more healthy workplaces are, the more productive they also tend to be. In turbulent times, we cannot allow this message to be diluted.

What we say to companies during the economic downturn, therefore, is – keep up your investment in health and safety. And try to hold on to your key people in these difficult times. Don't kick out everyone who is over 55 – that's a very risky strategy. You need experience if you want to have a competitive advantage in the long run.

Looking back over the last year, a major influence on our work has been the Community Strategy for Health and Safety at Work,

2007-2012, which will also guide our work over the coming years, and which specifically underlines the importance of our role at the Agency. The Community Strategy aims to cut work-related accidents by a quarter across the EU, as well as bringing about an ongoing, sustainable and uniform reduction in occupational illnesses.

The Community Strategy also emphasises the need for proper risk assessment. Much of its focus is on achieving a high level of compliance with the legislation that is already in force in the EU, and in particular among small and medium-sized enterprises (SMEs) and in high-risk sectors.

Highlights of the year for us include the success of the first year of our campaign on risk assessment, which is the cornerstone of health and safety management. We've had plenty of good feedback on the campaign from the countries that are participating in it. We have distributed over two million pieces of campaign material, but when you consider that the working population of Europe is over 220 million, you realise the scale of the problem of reaching them with health and safety messages. How do we do so? By working with other people and, more specifically, with our national focal points (which are generally the national occupational safety and health authorities in the different Member States) and their tripartite networks of social partners and public OSH bodies.

Our new campaign model takes this approach a step further, and focuses on creating new and strong partnerships across Europe. Many pan-European and multinational organisations have signed up to support the campaign as official partners, promoting risk assessment, and in this way helping us to reach people in the workplace.

Another focus for us in 2008 was the hotel, restaurant and catering sector (HORECA). During the year we published a major report on ways to protect workers in this area.

As for other achievements over the past year, we are clearly gaining momentum in doing something about the long-term health problems that affect European workers. In the coming years, we need to look much more at lifetime health issues at work, in addition to accident prevention. The more subtle,

longer-term problems, such as stress, can be hard to spot. But for every fatality due to accidents at work, there may be 20 times more that are due to longer-term exposure to hazards, and resulting health problems.

In 2008, we promoted new findings on the effects on workers of psychosocial factors such as stress. Stress isn't just a case of being unhappy with your boss: lack of control over your work, time-pressure, extra hours and shift work can all have a harmful effect on workers' health. The combination of night work and stress, in particular, can be a deadly one.

With the launch of the European Survey of Enterprises on New and Emerging Risks (ESENER), we aim to identify what is currently being done, both in private- and public sector workplaces, to deal with psychosocial and other risks.

Our studies on the risks posed by psychosocial factors are good examples of the way we work: contributing to the improvement of the working environment in the EU by raising awareness of problems and providing useful, timely information on how to deal with them.

Another important feature of the last year has been the consolidation of our contacts with the European Commission, and with other EU bodies. We liaised closely with the Slovenian and French Presidencies for our campaign. We also received very welcome support from the European Parliament and a number of different European Commission Directorates-General, as well as from the Senior Labour Inspectors Committee (SLIC).

Networking is our strong point: the Agency's Strategy for 2009-2013, which sets out what we plan to do in the years ahead, and which we agreed in 2008, emphasises the need to work across Europe in an integrated and strategic way, to reduce the high cost, both human and economic, of occupational accidents and work-related diseases.

The Agency Strategy places our work in context, starting with the Community Strategy on health and safety, and working through to national strategies in the EU Member States. Someone needs to co-ordinate the many different efforts that take place in OSH around Europe, and that's where the Agency comes in. There are 27 EU Member States now, plus

the EFTA, Candidate and potential Candidate countries, and there are many different bodies involved with occupational safety and health in Europe. Our role lies in identifying common problems, and helping to share information and good practice, as well as strategies, systems and programmes.

One of our key messages is that protecting workers' safety and health is compatible with being more productive and competitive. Paying proper regard to OSH is not just the right thing to do ethically, but it also makes sense economically. The Agency's work around economic incentives to improve occupational safety and health is one step in that direction.

### **Good safety and health is good business**

As we look ahead, our priorities for 2009 include the second year of our risk assessment campaign, and making sure that the good practice that we identified in the first year is put to good use. We will be continuing in our emphasis on long-term health and safety problems at work, with innovative ways of forecasting new and emerging risks. And we will be continuing to strengthen the networks and partnerships that play such an important part in our success.

We would like to thank the focal points, our many other partners and networks, and our staff, for the excellent work that they have carried out during the year.

*Károly György, Chairperson  
and Jukka Takala, Director*





**EU-OSHA IS A KEY PLAYER IN THE COMMUNITY STRATEGY  
FOR HEALTH AND SAFETY AT WORK (2007-2012)**

# Summary

Though a difficult year for many organisations, 2008 was important for the European Agency for Safety and Health at Work (the Agency) in its mission to make Europe a safer, healthier and more productive place to work.

## ANTICIPATING CHANGE

The European Risk Observatory's Foresight project involved carrying out a feasibility study of possible methodologies to anticipate new risks, looking towards a more distant, ten-year time horizon to anticipate new technologies, the risks they may bring, and what can be done *now* to shape the future positively.

A new report on emerging chemical risks was finalised, the last in a series of flagship reports on new and emerging risks. Together, they establish the state of knowledge in these fast-changing areas, and highlight particular subjects that need to be the focus of research or policymaking.

Another new report focused on occupational dermal exposure and work-related skin diseases, and an expert literature review dealt with exposure to vibration. Preliminary work was carried out on the maintenance of buildings and equipment in the workplace, which will be the subject of the Agency's Europe-wide *Healthy Workplaces campaign* 2010-2011. A literature survey was finalised on nanotechnologies and their possible impacts in the workplace. The *OSH in figures* project, meanwhile, continued to provide an evidence base for the prevention of workplace accidents and disease, focusing in 2008 on waste management and respiratory diseases.

A new '*Expert forecast on emerging psychosocial risks*' showed how increasing numbers of workers are affected by stress. A workshop was organised on psychosocial risks and their implications, and statistics related to stress were collected in the report *OSH in figures: Stress*.

The '*European Survey of Enterprises on New and Emerging Risks*' (ESENER) was launched: health and safety representatives and managers will be asked about risk management in the workplace, focusing particularly on psychosocial risks.

The NEW OSH ERA project, which helps co-ordinate European research on new and emerging risks, saw a *Memorandum of Common Understanding* being endorsed, setting out the thematic priorities for joint activities.

## WORKING ENVIRONMENT INFORMATION

In the area of *Working Environment Information*, which promotes Member State co-operation on information collection and research, the Agency

prepared three major reports to support the *Healthy Workplaces campaign* for 2008-2009 on risk assessment and organised the Good Practice Awards, which recognise companies and other organisations that have made outstanding contributions in promoting risk assessment in the workplace.

A new report, '*Protecting workers in hotels, restaurants and catering,*' (HORECA) gives an overview of the sector, some of the risks that are prevalent in it, and how workers can be protected.

The Agency also prepared information on health and safety risks in the road transport sector.

A forthcoming report on economic incentives will provide an up-to-date view of the various enticements that countries in Europe offer to encourage good OSH performance, while a literature review on '*OSH and economic performance in small and medium-sized enterprises*' examines the link between economic benefits and good working conditions.

The Agency was involved in planning the *Occupational Health Promotion project*, which will collect and disseminate information that can help develop occupational health promotion campaigns.

Practical information was developed on cleaning workers and the safety and health problems that affect them, as well as case studies of ways to integrate or *mainstream* occupational safety and health into education.

Following its 2007 campaign on musculoskeletal disorders, '*Lighten the Load*', the Agency published its '*Prevention report on MSDs*', giving advice on how to tackle MSDs in the workplace.

A contract was signed in 2008 for a new, single Topic Centre – a group of external contractors who provide expertise in OSH – to work with the Agency for the next four years.

## COMMUNICATION, CAMPAIGNING AND PROMOTION

In terms of *Communication, Campaigning and Promotion*, the Agency worked to promote the *Healthy Workplaces campaign* on risk assessment,

which is the cornerstone of health and safety management. The campaign has involved more than 7,000 participants in seminars, training events and workshops, with some 2 million print publications being distributed. The campaign is the first to be based on a new two-year model, giving more time for preparation and follow-up, especially in promoting good practice, and to develop the networks and partnerships that are central to its success. By the year end, 17 organisations had signed up as official campaign partners. A new, more flexible support model was introduced for the focal points – the *European Campaign Assistance Package* (ECAP) is based on the supply of services through the Agency's contractors. The *European Week for Safety and Health at Work* was held from 20-24 October 2008, during which hundreds of campaign events and activities took place all over Europe.

The 2007 '*Lighten the Load*' campaign's Closing Event took place on 26 February 2008, and included the European Good Practice Awards.

The Agency publicised its work through Google AdWords, and promoted the new reports on psychosocial risks and the HORECA sector via localised news releases.

An external evaluation of past campaigns and initiatives was carried out. New tools and Single Entry Points were added to the Agency website, and a website was launched for Napo, the cartoon character. A user panel was set up to monitor the effectiveness of the Agency's website. The Agency continued with its programme of publishing, bringing OSH information to a wide range of audiences.

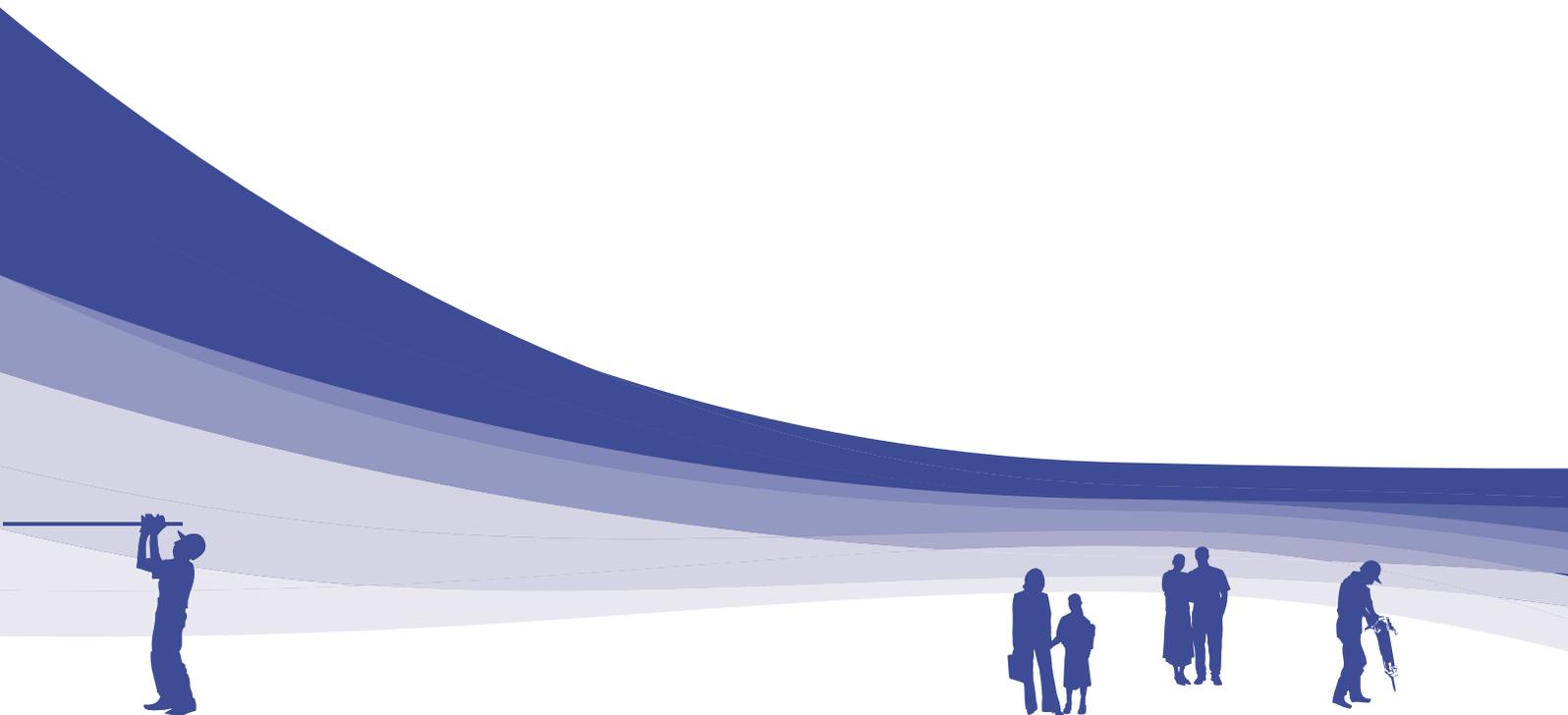
## DEVELOPING THE NETWORK

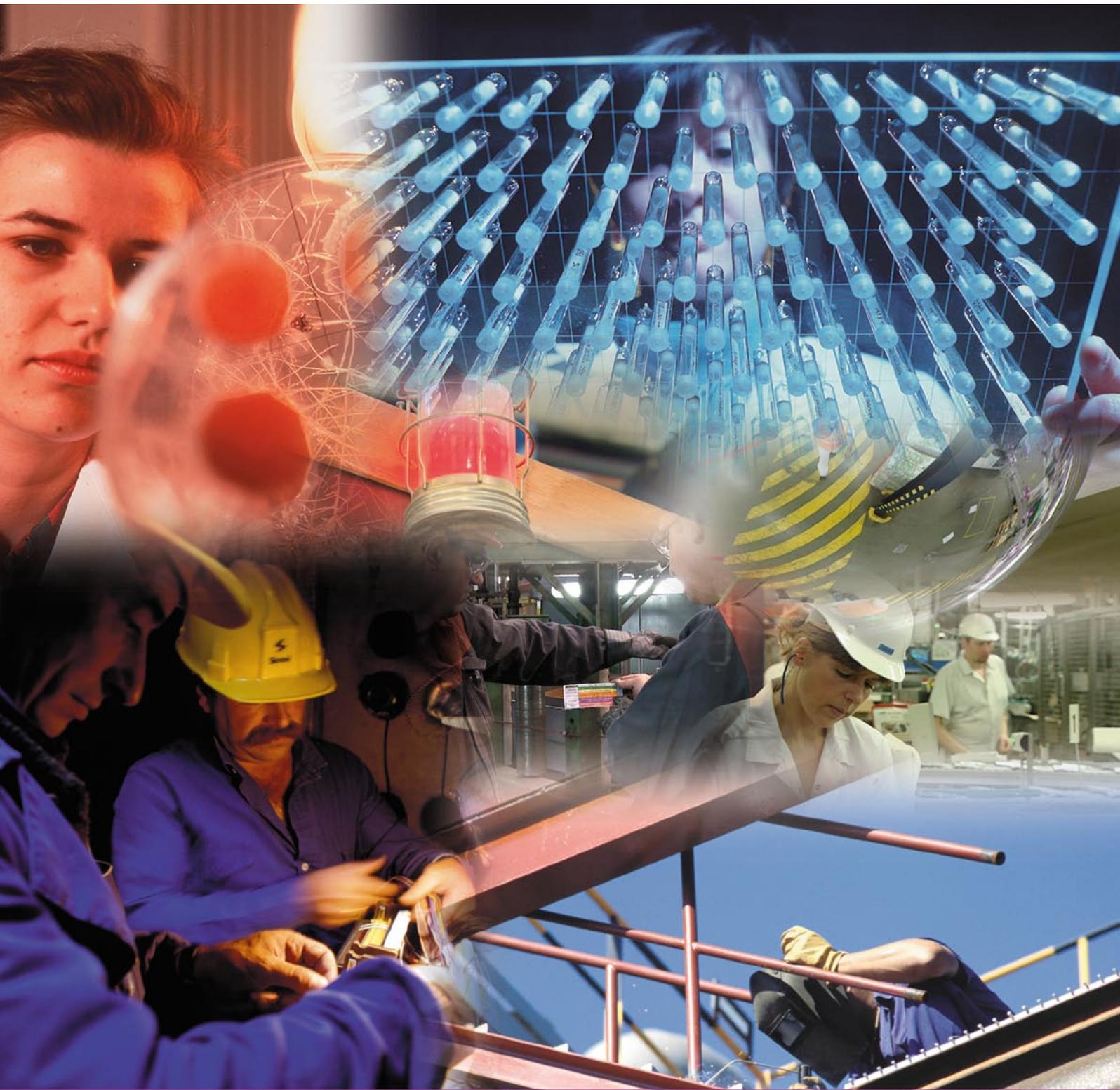
In 2008 the Agency's Governing Board adopted a new five-year Agency Strategy 2009-2013, which includes a new multi-annual Work Programme, now tied more closely to the Agency's long-term aims and values.

The Agency continued to develop its networks at EU level, with the Brussels Liaison Office co-ordinating its work with the European Commission, European Parliament, the Economic and Social Committee and others.

The Agency continued to be involved in programmes which prepare countries potentially to join the EU, by harmonising their health and safety activities with the existing Member States.

In 2008, the Agency continued its work to strengthen collaboration with its international partners – especially the International Labour Organisation (ILO), the World Health Organisation (WHO) and Senior Labour Inspectors Committee (SLIC) – to exchange experience and examples of good practice, and to find synergies in campaigning and awareness-raising activities.





**WE ANTICIPATE NEW AND EMERGING RISKS,  
WE IDENTIFY AND SHARE GOOD PRACTICE AND ADVICE**

# Key Activities in 2008

## Collecting and analysing information

### 1.1. THE EUROPEAN RISK OBSERVATORY

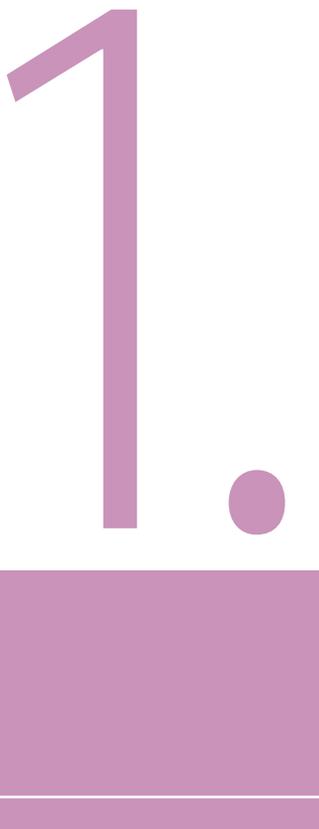
The overall aim of the European Risk Observatory (ERO) is to anticipate change, so that Europe is better equipped to prevent new and emerging OSH risks.

The work of the European Risk Observatory is very much steered by the Community Strategy for Health and Safety at Work, 2007-2012. Because it works at the interface of science and policy, it involves many different stakeholders and experts, for example through workshops to identify priorities for future work, and suggestions for actions by policymakers. The aim is to gather the best available scientific evidence on (often controversial) subjects, and stimulate policy debate around them.

#### **Foresight project**

ERO has carried out a feasibility study of possible methodologies to anticipate new risks. An event entitled '*Shaping the future of OSH: A workshop on foresight methodologies*' involved foresight and OSH experts as well as a variety of stakeholders, who looked at the next steps in this area. The workshop provided the opportunity to share views on the pros and cons of different foresight methods that are used at national and international levels, and to validate the methodology developed by the Agency for its own foresight project.

The new Community Strategy emphasises the need to take an active approach to tackling new and emerging risks. The methodology proposed by the ERO focuses on anticipating *new* risks – i.e. those which we have not yet seen – that may arise from



the impact of technological innovations in the workplace. This involves looking towards a more distant, ten-year time horizon, and the development of a variety of scenarios describing the new technologies that may appear, and the way they may interact with demographic, socio-economic or scientific developments. The emphasis is, therefore, not so much on predicting the future as on shaping it. This requires the close involvement of policymakers throughout the scenario-building phase, and during the discussions as to what actions they can take *now* to shape the future positively. The project will focus on a specific sector, which will help stakeholders to get involved, and ensure the relevance of the scenarios.

### Emerging chemical risks

The '*Expert forecast on emerging chemical risks*' was finalised in 2008 for publication in 2009. This is the last in a series of flagship reports on new and emerging risks, following others on physical, biological and psychosocial risks. Together, the four reports aim to establish the state of knowledge in these fast-changing areas, and highlight particular subjects that need to be the focus of research or policy making. To follow up the conclusions of these four reports, the European Risk Observatory has commissioned studies on some of the key risks that have been identified, such as in relation to skin diseases, vibration and nanotechnologies (see below).

The publication of these reports is only the start of an ongoing process. Each is followed up with a workshop that provides an opportunity for experts and the social partners, as well as representatives from a number of other Agencies and from European Commission Directorates-General, to share knowledge in these important areas. The presentations and discussions at these workshops will be made available on the Agency's website.

The report on emerging chemical risks focuses on groups of substances that are of particular concern, including fine particles, dust and aerosol gases, diesel exhaust fumes, and man-made mineral fibres. As well as carcinogenic substances, the report looks at sensitising and allergenic chemicals. It also looks at sector-specific exposure to chemicals, for example in the waste treatment and construction sectors, as well as the risk of combined exposure to a number of chemicals at the same time.

### Skin diseases and dermal exposure

The European Risk Observatory has published a new report on occupational dermal exposure and work-related skin diseases. The report '*Skin diseases and dermal exposure: policy and practice overview*' analyses Member States' policies and practices in recognising, reporting, assessing and controlling dermal exposure and skin diseases in the EU Member States, and includes guidelines and recommendations, along with examples of occupations in which workers are



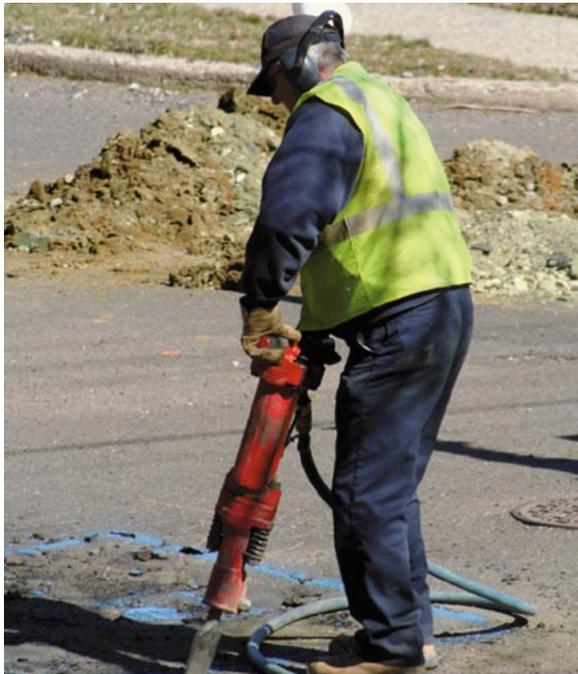
By courtesy of INSHT, Spain.



at particular risk, and suggested methods for reducing skin exposure. Skin diseases account for more than 7% of all occupational illnesses in Europe, and are one of the most important emerging risks related to exposure to chemical, physical and biological substances. However, levels of exposure and frequency of skin diseases vary substantially by country and by industry sector.

### **Workplace exposure to vibration**

The European Risk Observatory also published an expert review under the title *'Workplace exposure to vibration in Europe'*. Though the risks associated with vibration are not new, and are sometimes not even acknowledged as 'emerging', vibration can be a by-product of new types of machinery, and of efforts to reduce noise levels in existing equipment.



### **Maintenance**

The European Risk Observatory has been involved in preliminary work on the subject of the maintenance of buildings and equipment in the workplace, which will be the subject of the Agency's Europe-wide *Healthy Workplaces campaign 2010-2011*. A review of research in the area has been carried out, with the draft of a report being prepared which includes figures on maintenance-related accidents provided by Eurostat.

### **Nanotechnologies**

The European Risk Observatory has also finalised a literature survey on nanotechnologies and their possible impacts in the workplace. The research review *'Workplace exposure to nanoparticles'* looks at the health and safety implications of working with these new substances, and will form part of the discussion at the workshop on emerging chemical risks.

### **OSH in figures**

The Agency's ongoing *'OSH in figures'* project aims to provide an evidence base for the prevention of workplace accidents and diseases in Europe. Since 2004, the Agency has combined statistics and other data from national and European sources, to describe major OSH issues and trends, work-related health effects or exposures, and the situation of specific groups of workers, as well as providing an OSH profile of selected sectors.

The *'OSH in figures'* project focused in 2008 on waste management and respiratory diseases. Waste management is a fast-growing sector, with a great deal of technological development taking place. Respiratory disorders, meanwhile, are a traditional occupational problem, but the Agency's work is a much-needed systematic attempt to provide an evidence base for the scale of the problem in Europe.

The results of data collection on musculoskeletal disorders (MSDs) were also presented at the closing ceremony of the Agency's 2007 campaign, *'Lighten the Load'*. The data shows that MSDs are still one of the most significant problems in Europe. The information also shows that certain groups, including young workers, women, and employees in the retail and healthcare sectors, are particularly affected.

### **Psychosocial risks**

Significant changes which are taking place in the world of work may result in emerging psychosocial risks related to occupational safety and health. In particular, unstable working conditions can give rise to job insecurity, which significantly increases work-related stress. Work intensification and precarious contracts can lead to health problems, with tight

deadlines leading to a growing number of EU workers experiencing work pressure. Inflexible working hours also make it more difficult to achieve a decent work-life balance. Violence and harassment, meanwhile, are of growing concern for many European workers, as are changes in work processes and job organisation.

The aim of the *'Expert forecast on emerging psychosocial risks'* was not to compare different countries in the EU, but to show changing trends across Europe, with a growing number of workers increasingly affected by stress. This is the first time that such a comprehensive picture has been provided, despite the fact that there is no single standard methodology for measuring the effects of stress in the workplace.

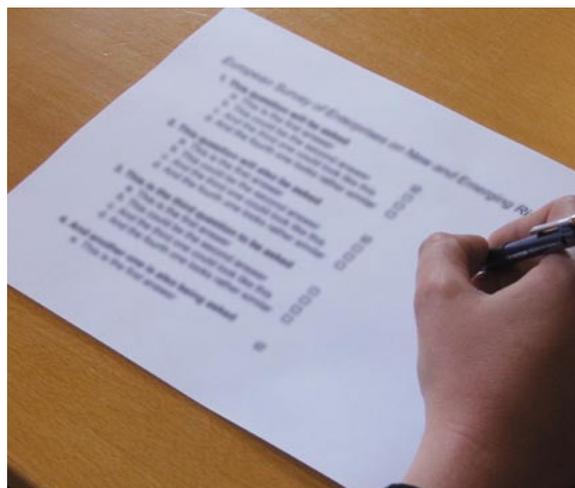
The findings of the report were discussed at a workshop dedicated to psychosocial risks and their implications, which also explored concrete, practical ways to tackle the problem, as well as to stimulate further research in this area in the EU. The workshop brought together OSH specialists, EU policymakers, and employers' and workers' representatives.

Another report has been finalised by the Agency, giving statistics related to stress in the EU. *'OSH in figures: Stress'* presents concrete figures from national surveys, and shows the effects of the problem in different countries, as well as some of the measures that are being taken to deal with it.

### **ESENER: European survey of enterprises on new and emerging risks**

2008 saw the successful launch of the *'European Survey of Enterprises on New and Emerging Risks'* (ESENER). For this survey, managers and workers' health and safety representatives will be asked about the way that health and safety risks are managed in their workplaces. A particular focus will be on psychosocial risks, i.e. on phenomena such as work-related stress, violence and harassment.

The survey aims to assist workplaces across Europe to deal more effectively with health and safety and to promote the health and well-being of employees. It will provide policymakers with internationally comparable information relevant to the design and implementation of new policies in this field.



*ESENER: European survey of enterprises on new and emerging risks questionnaire.*

The survey, which involves approximately 40,000 interviews and covers 31 countries (the EU-27 and Switzerland, Norway, Turkey and Croatia) and 40 language versions, has the support of governments and social partners at European level. The two draft questionnaires were piloted in eight countries. The final questionnaires have been translated and adapted to reflect the specific terminology in each Member State, prior to fieldwork beginning in early 2009.

For the Agency, this €2.3 million project represents one of the most important initiatives to date, and is expected to provide essential information that will be used over at least the next four years.

### **NEW OSH ERA**

The NEW OSH ERA consortium includes 23 leading public agencies, ministries and research organisations. The Finnish Institute of Occupational Health co-ordinates the project, and the Agency plays a full part in it. The full project title provides a good idea of its overall aims: *'New and Emerging Risks in Occupational Safety and Health – Anticipating and dealing with change in the workplace through co-ordination of OSH risk research'* (<http://www.newoshera.eu>).

The project aims at building a European dimension in research on new and emerging risks in the workplace by rationalising and pooling resources, with organisations co-ordinating their respective research programmes, and targeting them to

address practical problems. The Agency's role in the project includes promoting the setting of priorities for a future joint OSH research programme on new and emerging risks, and assisting the consortium to disseminate the output of its work through a dedicated website and newsletter.

2008 saw the Agency taking part in a strategic workshop in Brussels, at which future directions for the project consortium's work and strategic research priorities were discussed with a broad group of stakeholders, including the EU social partners and Commission services. The Agency organised a follow-up strategy workshop in March, and also participated in the NEW OSH ERA mid-term conference, which saw the *'Memorandum of Common Understanding'* being endorsed. This memorandum sets out the NEW OSH ERA Strategy for the years 2008-2012, including the thematic priorities for joint activities.

The consortium is now developing calls for proposals for trans-national research activities (with an initial focus on psychosocial issues), preparing a seminar series on the safety of nanotechnologies (a subject which is of particular interest to the Agency), and developing what is intended to be an annual forum on new and emerging risks, which will provide a platform for the exchange of information, and which will communicate research results to policymakers and other stakeholders.

## 1.2. WORKING ENVIRONMENT INFORMATION

The objective of the Working Environment Information Unit is to promote Member State co-operation on information collection and research, and the sharing of knowledge on good practice at the workplace level.

### Risk assessment

The Working Environment Information Unit was heavily involved in creating materials for the Agency's *Healthy Workplaces campaign* for 2008-2009 on risk assessment.

The *'Risk assessment magazine'* gives examples of good practice from government ministries, employers' organisations and trade unionists from across Europe, in improving workplace risk management.

Further products that have been developed to support the campaign include two factsheets: *'Risk assessment – roles and responsibilities'* and *'Risk assessment – the key to healthy workplaces'*, five PowerPoint presentations and a campaign summary.

Further publications on risk assessment were prepared in 2008 and are due to be published in 2009. These include the three reports *'Assessment, elimination and substantial reduction of occupational risks'*, *'Workforce diversity and risk assessment: ensuring everyone is covered'*, *'Mainstreaming OSH into business management'*, and four sets of e-facts on risk assessment-related issues (e.g. risk assessment for care workers).

The new risk assessment tool database includes several hundred risk assessment tools (with OSH links), and will be made available on the Agency's website in the first half of 2009.

The campaign also features Good Practice Awards, which recognise companies and other organisations that have made outstanding contributions in promoting risk assessment in the workplace. The Jury Panel for the risk assessment Good Practice Awards met in November and selected eight companies and organisations as winners, and commended a further nine, announced at a joint Agency/Czech EU Council Presidency event in April 2009. An accompanying *'Good practice booklet'* published in the first quarter of 2009, describing the respective case studies. From now on, the awards events will not take place at the end of the Agency's campaigns but in the middle, so that good practice can be highlighted and disseminated while the campaign is still running.

### HORECA

The hotel, restaurant and catering sector (HORECA) was a focus of Agency attention in 2008. The report *'Protecting workers in hotels, restaurants and catering'* (together with supporting factsheets and e-facts) gives an overview of the sector, case studies on the protection of workers, and information on accident prevention, as well as information on some of the risks that are prevalent in the sector, from psychosocial issues to dangerous substances.



Risk assessment seminar in Romania.

A particular problem in the sector is the fact that, traditionally, it has seen a high percentage of migrant workers, with rates ranging between 6 and 14%, accounting for approximately half a million non-national workers out of 7.8 million employees in the sector in the EU Member States. These migrant workers often have few vocational qualifications and poor language skills, making them especially vulnerable.

### Transport

The road transport sector is characterised by long and atypical working hours and by the risk of accidents and other OSH problems. The Agency has therefore begun gathering information to make available to employers and employees in the sector, including case studies of solutions to some of the



OSH problems associated with road transport (from driving accidents to falls from cabs) and a report on campaigns and programmes to reach the disparate group of workers in the sector. Links to examples of good practice from other organisations have also been collected, which will be incorporated into a web portal for the sector. The focus is on freight transport by road, including the transport of dangerous substances.

### OSH and the economic dimension

A forthcoming report on economic incentives will provide an up-to-date view of the various enticements that countries in Europe offer to encourage good OSH performance, including lower accident insurance premiums or tax rates, better banking terms such as lower interest rates, and state subsidies. The Agency's work around economic incentives stems from the need for quality-assured information for organisations in this area – many insurers would like to put in place better incentive schemes, but they do not know how to do so, or which models have proven effective.

Furthermore, the Agency has prepared a literature review on '*OSH and economic performance in small and medium-sized enterprises*', which examines the link between economic benefits and good working conditions, especially as it relates to small enterprises.

### Occupational Health Promotion

An important aim of the Community Strategy on OSH is to encourage workers and their employers to adopt health-focused approaches to work. The Agency can help in this by collecting and disseminating useful information that will encourage individuals to make healthy lifestyle choices at work, and this is the purpose of its '*Occupational Health Promotion project*'.

In 2008, the Working Environment Advisory Expert Group on Occupational Health Promotion (which includes Member State experts, representatives of the social partners, DG Employment and DG SANCO and its network – the *European Network of Workplace Health Promotion* – and international organisations such as the ILO and WHO) met to plan out the project. It was agreed that for the period of 2009-

2010 the main focus will be on providing good practice information on mental health promotion in the workplace, and on the promotion of young workers' health, especially so as to help them to reduce stress. The project will also look at mental health promotion in health care and health promotion in the transport sector.

### **Cleaning workers**

In 2008, the Agency also developed practical information on cleaning workers, and particularly on the safety and health problems that affect them. This included a major report, identifying success factors in the prevention of harm, and a literature review of the risks that cleaning workers face. Six sets of e-facts were made available on the Agency website.



### **Mainstreaming OSH into education**

As part of its ongoing programme to exchange and share experience in integrating or *mainstreaming* OSH into education, the Agency has collected case studies concerning the training of teachers in delivering risk education/OSH education to pupils. These studies will be included in a report. Another report on mainstreaming OSH into school curricula has been finalised during the year for publication in 2009, and is entitled '*OSH in the school curriculum: Requirements and activities in the EU Member States*'.

### **Musculoskeletal disorders (MSDs)**

Following up on its 2007 campaign on musculoskeletal disorders, '*Lighten the Load*', the Agency published its '*Prevention report on MSDs*', which sets out the latest scientific evidence on the issue. Musculoskeletal disorders are the most common workplace illness in Europe, affecting millions of workers and costing the EU economy up to 1.6% of GDP. Raising awareness of this huge issue and of good practice in relation to it will help us prevent future suffering. The Prevention report gives advice on how to tackle MSDs in the workplace, including the introduction of additional breaks into repetitive work.

A booklet presenting the Good Practice Award winners was published and distributed at the Closing Event. The publication '*Prevention of work-related musculoskeletal disorders in practice*' includes summaries of the measures introduced by the award winners and commended entries, showing how work-related musculoskeletal disorders can be prevented. These summaries have also been added to the Agency's case studies database, and will be complemented with full-length studies.

### **New Topic Centre**

In 2008, the contract was signed for a new Topic Centre. Topic Centres are external contractors which provide the Agency with expertise in OSH – they are made up of representatives of the most important national OSH institutions. From now on there will be a single Topic Centre, bringing together expertise from twenty different OSH institutions, and led by the Finnish Institute of Occupational Health. It will provide information for research reports, as well as expert summaries and reviews.

By having a single Topic Centre, it is hoped that the process of providing support to the Agency will be made more efficient. The new Topic Centre is able to cover the whole of Europe, to work in most European languages, and to provide expertise across a broad range of OSH areas. The Agency expects to work with the new centre for the next four years.



**OUR MAIN AWARENESS-RAISING ACTIVITY IS THE HEALTHY WORKPLACES CAMPAIGN, WHICH FOCUSES ON RISK ASSESSMENT IN 2008-2009**

# Communication, Campaigning and Promotion

Two principal objectives underpin the Agency's communication strategy. First, it aims at strengthening the Agency's role as the European reference point for information on OSH issues. Secondly, it focuses on ensuring that the Agency and its network are in a position to deliver the information that people need in a timely way.

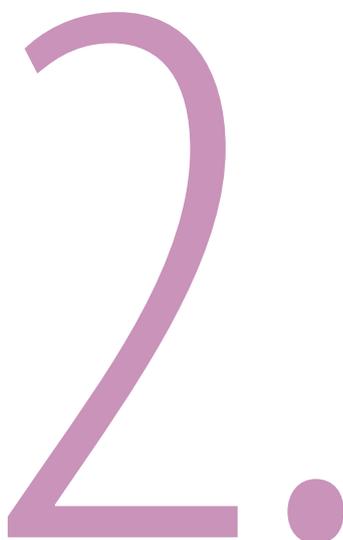
## HEALTHY WORKPLACES CAMPAIGN ON RISK ASSESSMENT

A major part of the Agency's communications work in 2008 focused on promoting the *Healthy Workplaces campaign on risk assessment*. The campaign has so far engaged more than 7,000 active participants in seminars, training events, workshops and other activities. Up to the end of 2008, some 2 million print publications and almost 100,000 promotional items had been given away throughout Europe. The campaign will continue to be one of the main focuses of our effort going into 2009.

Carrying out risk assessment is a legal requirement in the EU, but in many cases organisations still aren't carrying it out properly. Our aim is to show them that it is in their own interests to do so. Good risk assessment isn't a threat, or just a bureaucratic exercise, or something that will never be used. And it's not just a once-off, but a continuous activity that needs to be followed up with proper management of the risks that have been identified.

The campaign is very broad in its content – it's not just concerned with a particular sector or particular set of problems. Risk assessment cuts across many different sectors, and it is not an end in itself, but a means of creating better places of work.

The risk assessment campaign is the first to be based on a new two-year model, which gives more time for preparation and follow-up, especially in the promotion of good practice, and to develop new and strong partnerships. The success of the *Healthy Workplaces campaign* and its European Week is largely due to the support of the Agency's network of focal points in the 27 EU Member States, EFTA, Candidate and Accession countries – generally, the national OSH authorities. Local and regional initiatives carried out by trade unions, enterprises, NGOs and government administrations also play an important role. The campaign was also co-ordinated with the ILO's



World Day for Safety and Health at Work, which highlights the importance of a preventive safety and health culture and in 2008 focused on managing risk in the work environment.

### Campaign launch

The EU campaign launch press conference took place on 13 June in Brussels, together with a supporting exhibition and press events in the different Member States. Among those taking part were Romana Tomc, the Slovenian State Secretary for Labour, Family and Social Affairs, and Vladimír Špidla, Commissioner for Employment, Social Affairs and Equal Opportunities.



Napo in Risky Business.



From left to right: Vladimír Špidla, Commissioner for Employment, Social Affairs and Equal Opportunities; Jukka Takala, Director of the European Agency for Safety and Health at Work; Romana Tomc, Slovenian State Secretary for Labour, Family and Social Affairs, and Joel Blondel, Head of Service at the French General Direction of Labour, representing the French Presidency.

### Campaign material

A dedicated campaign website in the 22 EU languages – <http://hw.osha.europa.eu> – makes available a range of material, including PowerPoint presentations, banners, quizzes, animations and audiovisual products, such as *Napo in Risky Business*, a new DVD on risk assessment featuring the popular cartoon character.

The site also gives access to tools by sector and hazard, to help with the practical aspects of carrying out risk assessments. All this material is available for free for organisations to use, and to share among their stakeholders and partners.



Healthy Workplaces campaign promotional items.

### Activities within the ECAP model

The 2008 campaign has also seen the introduction of a new support model for the focal points. Called the *European Campaign Assistance Package* (ECAP), it represents a shift from the previous model in which focal points were given a grant to carry out campaign work themselves. The new model is based on the supply of services through the Agency's contractors.

The Agency, together with the focal points, organised the following activities through the ECAP scheme: 67 national partnership and stakeholder meetings, 3 national press conferences, 6 radio phone-ins, 8 journalist and expert round tables, the dissemination of 16 national press releases, and the

placement of 11 articles in OSH magazines, as well as the provision of website activities.

The advantages of the new model are that the focal points and the Agency have more time for network-based campaigning and engaging in joint activities with stakeholders. It also gives a greater coherence to campaigns at the European level, giving them the same 'look and feel', while still ensuring that there is flexibility and room for adaptation to specific national contexts. In addition, the ECAP model facilitates monitoring and reporting at EU level.



Activities within the Healthy Workplaces campaign on risk assessment.

## Partner engagement

To help gain the maximum reach, the risk assessment campaign was promoted through a European partner meeting in Brussels, which encouraged pan-European and multinational organisations to become *official campaign partners*. Seventeen partners have signed up to support the campaign in 2008, and many more partners will join in the second campaign year.

The participating organisations are European employers' and workers' federations, multinational companies from various industry sectors, research organisations, non-profit organisations and NGOs. By signing up as official partners, these organisations commit themselves to organising events on risk assessment and to disseminating the campaign messages and material, for example through the production of workplace safety and health videos, photo competitions, or training sessions with clients, partners and contractors.

In return for their substantial involvement, every official campaign partner receives a Partner Certificate and promotion via the Agency website and newsletter to some 40,000 subscribers, and to the media. It is an important part of the campaign to try to reach as many European workers as possible, and working with campaign partners is an effective way of doing that.

This pan-European initiative was mirrored at Member State level with the organisation of national partnership meetings, aimed at fostering partners' engagement and providing them with information.



Official campaign partners with Vladimír Špidla, Commissioner for Employment, Social Affairs and Equal Opportunities.

## European Week

The *European Week for Safety and Health at Work* was held from 20-24 October 2008. During the Week hundreds of campaign events and activities took place all over Europe, many of them organised by the focal points. They included conferences and exhibitions, training sessions and activities where both large and small companies worked together. The common theme linking all these events is the importance of carrying out risk assessment in every workplace, and making employers, workers, safety representatives and policymakers aware that proper risk assessment is the key to good workplace safety and health management.

## Campaign promotion

Preparatory work started on a number of campaign promotion activities to be rolled out in 2009. These include an OSH photo competition, journalist visits to Good Practice Award winners, sectoral video clips, media activities on public perceptions of OSH, and a documentary film award.

## CLOSING EVENT OF THE 2007 EUROPEAN CAMPAIGN 'LIGHTEN THE LOAD' AND GOOD PRACTICE AWARDS

The 2007 '*Lighten the Load*' campaign's Closing Event took place on 26 February 2008, with over 550 participants. The event brought together EU



Jukka Takala during a lighter moment at the "Lighten the Load" summit.

policymakers, social partners and leading safety and health experts, to discuss the issues raised by the campaign, such as statistics, MSD prevention in the workplace, and the reintegration of workers. Representatives of the SLIC *Manual Handling of Loads* working group shared their experiences and the results of their own inspection campaign in this area.

Also as part of the Closing Event, nine winners from six EU countries were honoured with European Good Practice Awards. These awards recognise outstanding and innovative contributions to preventing work-related musculoskeletal disorders. An additional eleven entries were commended.



Winners of the Good Practice competition 2007.

## PROMOTION AND MEDIA RELATIONS

The Agency works through a variety of different media to disseminate information on health and safety. This includes daily news and events updates, news releases, a weekly update of website promotion



From left to right: Jukka Takala, Director of the European Agency for Safety and Health at Work; Vladimir Špidla, Commissioner for Employment, Social Affairs and Equal Opportunities, and Marjeta Cotman, Minister of Labour, Family and Social Affairs representing the EU Slovenian Presidency.

tools, and the Agency's monthly electronic newsletter, OSHmail. The Agency also works closely with key partners at international, EU, and national level to share and disseminate information.

Press clippings from different sources show that throughout the year more than 2,000 articles were published on the Agency's work throughout Europe (1,165 in the print press, 861 in the online press, 12 in newsletters and 36 radio and 12 TV broadcasts). The subjects that gained most interest were risk assessment, psychosocial risks and the Closing Event of the *'Lighten the Load'* campaign.

### **Google AdWords campaign**

The Agency is also continuing with its online awareness-raising campaign, using Google AdWords. Google is the most-used search engine worldwide, and through its AdWords programme advertisements can be placed for specific keyword searches. Special advertising text is triggered by the Google search and displayed. When a user clicks on it, they are linked to the Agency's website, and specifically to the section corresponding to the keyword. In total, more than 340,000 visitors were attracted to the Agency website, and 404 new subscriptions to OSHmail were received during the AdWords campaign.

### **Promotion of flagship reports**

2008 saw the promotion of the Agency's reports on psychosocial risks and the HORECA sector via localised news releases. The Agency provided the press releases in all official European languages and the focal points, in co-operation with external media partners, added facts and figures relevant to national audiences. The press releases were distributed in 27 Member States with phone follow-ups being made to journalists, including arranging interviews with OSH experts.

The promotion of the psychosocial risks report mainly targeted researchers, scientists, academics and decision-makers in the field of occupational safety and health, and resulted in 573 online and print clippings being collected. In addition, several radio and TV stations broadcast sequences on the topic, with a total reach of more than 15 million people.

The promotion of the HORECA report resulted in 126 clippings in the specialist press. Although the

promotion only took place in November, this report ranks fourth among the reports that have been downloaded from the Agency's website.

Other successful promotion projects were carried out via the Agency's press office, covering topics such as migrant workers, noise and International Women's Day.

## **EVALUATION OF PREVIOUS CAMPAIGNS**

The Agency commissioned an external evaluation of a number of previous campaigns and initiatives, with the final results being made available in 2008. The evaluation was carried out by the Centre for Strategy and Evaluation Services (CSES). It focused on the *Healthy Workplace Initiative* (HWI) in 2006 and 2007, and the two *European Campaigns* (*Safe Start* and *Lighten the Load*) carried out in those years. Its aims were to assess the effectiveness and impact of the campaigns, and make recommendations of ways to improve the Agency's campaigning activities.

According to the evaluation, the 2006 and 2007 campaigns were widely considered to be amongst the most successful European campaigns so far. The three main recommendations were that Agency campaigns should move to a longer cycle (i.e. more than a year), that they should be given an umbrella title (so from now on, the Agency's principal campaign will be the *'Healthy Workplaces campaign on...'*), and that the Agency should work harder to get stakeholders and partners more involved in them. The Agency has already begun to act on these recommendations.

## **WEB DEVELOPMENTS**

A number of new developments on the Agency website seek to establish it further as the EU's main source of dependable information on safety and health at work. Taken together, improvements to the site have resulted in it attracting more visitors in 2008. Web statistics show a 15% increase in usage during the year, while the electronic newsletter OSHmail now reaches some 40,000 subscribers.

### **Napo website launched**

Napo, the popular cartoon character, now has his own website, in 22 languages – [www.napofilm.net](http://www.napofilm.net).

Nine different films can now be downloaded and viewed, showing Napo tackling a range of workplace risks. All the stories have educational value, and can be used to encourage discussions on health and safety topics. The Agency is one of seven members of the consortium behind Napo's adventures.

### **New tools**

To support the *Healthy Workplaces campaign* on risk assessment, a database of checklists and an '*Online risk assessment tool*' have been developed in 2008. Both projects will be finalised and promoted in 2009, helping to make the risk assessment process simpler, especially for SMEs, and allow risk- and sector-specific assessments.

In parallel, work began on a *case study database*, which will also be available on the website in 2009.

### **General improvements**

Lessons from the 2007 website benchmarking exercise, assessing the Agency site against 216 web criteria, were put into practice in 2008 and will continue to be acted on in 2009, helping in particular to improve website availability, capacity and usability, as well as accessibility and navigability.

Existing areas of the site are also being systematically revised, with access being improved and information sources developed.

The first recommendations have been received for ways to make the Agency website easier to search, using Google software. Improvements to the site will follow early in 2009.

New software has been developed to simplify the process of publishing calls for tenders and publications.

A working group also looked at the Agency's network website strategy, and will report in early 2009.

### **Monitoring**

As part of the Agency's ongoing efforts to monitor the effectiveness of its website, a user panel of 2,000 user volunteers from across Europe was established in 2008. These website users will be able to provide

feedback on the Agency's online services, and to suggest improvements to the website tools.

The final report of a 2007 online survey of Agency website users and OSHmail subscribers was made available in 2008. More than 5,500 website users provided feedback on their satisfaction with the site and expectations of it. Overall, the users are satisfied (with a rating of 3.56 out of 5), and find the Good Practice section the most useful. The users are mostly satisfied with the accessibility of the website, but least satisfied with the search facilities offered.

### **Single Entry Points**

Single Entry Points (SEPs) gather all available information on particular OSH issues, by risk or sector, providing visitors with quicker and easier access to it. As well as developing new search facilities for the SEPs, the Agency has created nine new, multilingual SEPs: on Publications, Accident prevention, Construction, Dangerous substances, Organisations and Strategies, Legislation, SMEs, Stress, HORECA and Risk assessment.

## **PUBLICATIONS AND EVENTS**

In 2008, the Agency continued with its programme of publishing, helping to bring in-depth and topical OSH information to a wide range of audiences across Europe. In addition to the major reports mentioned earlier, many other types of publications were produced, such as multilingual campaign material, factsheets, brochures, corporate literature and other products that can contribute to improving safety and health at work in the EU. More than two million copies of publications supporting the '*Healthy Workplaces. Good for you. Good for business.*' campaign were produced and distributed.

In addition to organising the *Lighten the Load* Closing Event, which attracted more than 550 participants, the Agency also participated in many events during the year. These included the EU French Council Presidency *Forum International de Travail et Sécurité* (FITS) in Paris, the *European Employment Week* in Brussels, *Maintain 2008* in Munich, and the *World Congress on OSH* in Seoul, South Korea, as well as events in the Agency's host country, Spain.

WE WORK WITH GOVERNMENTS, EMPLOYERS AND  
WORKERS TO PROMOTE A RISK PREVENTION CULTURE

HEALTH &  
SAFETY  
SEMINAR

FIRE  
BREAK GLASS  
PRESS

**S|F|A|**  
THE VOICE OF  
SMALL BUSINESS

SMALL FIRMS  
ASSOCIATION

Web:  
sfa.ie

got St

## Developing the network

3.

The Agency aims to have an effective and efficient network structure to support it in achieving its mission. Networks that the Agency works with particularly closely involve the focal points in the 27 Member States, the four EFTA countries and the countries involved in the pre-Accession programmes, the European network partners and a number of international partners.

### AGENCY STRATEGY 2009-2013

Towards the end of 2008 the Agency's Governing Board adopted a new five-year Agency Strategy 2009-2013, which sets out what we will be doing in the years ahead, and which includes a new multi-annual Work Programme. The idea of linking this Work Programme to an overarching Strategy is to tie the Agency's immediate activities more closely to its long-term aims and values.

The Strategy is the result of an extensive consultation process involving the Agency's stakeholders. In particular, it takes account of the new Community Strategy for Health and Safety at work, adopted in 2007, which foresees a significant role for the Agency in safeguarding employees' wellbeing across Europe. The Agency Strategy also takes account of the second external evaluation of the Agency, which was carried out in 2007.

To ensure the quality of the Agency Strategy, an impact assessment was carried out, assessing, in particular, the intervention logic on which the Strategy builds. Two other key outputs were a strategic assessment of the potential challenges that the Agency may encounter in working towards the objectives defined for the period 2009-2013, and a clear framework for monitoring progress towards its outcome and impact objectives.

## EU NETWORKING

The co-ordination of relations with its EU network is an important part of the Agency's work. As this network is diverse in character and in the types of demands made on the Agency and its staff, relations are streamlined and co-ordinated via the Brussels Liaison Office.

First, the Agency's institutional work is co-ordinated in Brussels. This means that our key interlocutors in the European Commission, European Parliament, Economic and Social Committee and the Committee of the Regions, as well as the Council and its representations, know that there is a single Brussels-based point of contact for the Agency.

In 2008, the Agency made several presentations to the different committees of the European Parliament, such as the Employment and Social Affairs Committee, the Budget Committee and the Budgetary Control Committee. In between presentations, regular meetings took place between the MEPs, the European Parliament Secretariat and the Manager of the Brussels Liaison Office to provide a flow of information on a range of subjects from the Community Strategy to the Agency's budget.

The Agency also co-ordinates its relations with the European Commission via its Brussels Office. Of prime importance is the relationship with DG

Employment, Social Affairs and Equal Opportunities, its staff and its committees, such as the Advisory Committee, and the preparatory work carried out in the EU-US Joint Conference Coordination Group, and also with other Directorates-General which the Agency works with closely. The Brussels Office oversees this work in liaison with the relevant units in the Agency's headquarters in Bilbao.

The Agency regularly informs Commissioner Špidla and his Cabinet of its work, and ensures that Commissioner Špidla gains visibility through its key activities, such as Agency campaigns.

Secondly, the Brussels Liaison Office co-ordinates the Agency's work with key stakeholders – primarily the European social partners, as part of the European Social Dialogue – at both inter-professional and sectoral levels. In addition, other European organisations interested in the area of occupational safety and health, such as lobbying and advocacy groups, non-governmental organisations, representational offices of multinational companies and European regional representations, are regular customers of the Brussels Liaison Office. In 2008, an Information Day organised in the Brussels Liaison Office involved almost fifty of these groups. Outside of such events, there is a constant flow of requests for information and participation.

In 2008, the Agency continued to deepen its relations with its existing network, to broaden the network by involving new organisations, and to promote their work through common projects (such as through the campaign partnership scheme). The Agency also seeks to publicise its work through targeted media activities involving the Brussels-based press corps and others, in collaboration with the press office in Bilbao.

The existence of a strong EU network is essential not only for the promotion of the Agency's activities at EU level, using the multiplier effect that it may create in the Member States, but also to ensure that the Agency is on-message within the wider political and economic context of an EU-wide Social Policy and all that it entails. The commitment of the Agency to tripartism is clearly reflected in its Brussels-based work, which aims to encourage and reinforce the development of a Social Europe.

## ENLARGEMENT

The Agency is actively involved in programmes which prepare countries potentially to join the European Union, by helping to harmonise their health and safety activities with those of the existing Member States.

As part of the IPA (Instrument for Pre-Accession Assistance) Programme, which provides further support to Croatia and Turkey in integrating into the network and activities of the Agency, for example, the focal points have joined the Agency's *Healthy Workplaces campaign*, organising seminars on risk assessment in Bursa, Turkey, and in Opatija, Croatia. Campaign materials have been translated and produced in Turkish and Croatian, and focal point representatives have been invited to participate in project co-ordination meetings. Croatia and Turkey have also been involved in the ESENER project, and translators and webmasters have been contracted in these countries to set up and maintain national Agency websites.

As part of the CARDS (Community Assistance for Reconstruction, Development and Stabilisation) Programme, meanwhile, the Agency has supported Albania, the former Yugoslav Republic of Macedonia, Montenegro and Serbia in setting up Agency focal points, and the Agency now provides some OSH information in the respective national languages.

## INTERNATIONAL NETWORKING

In 2008, the Agency continued its work to strengthen collaboration with its international partners, to exchange experience and examples of good practice, and to find synergies in campaigning and awareness-raising activities. As well as working particularly closely with the International Labour Organisation (ILO), the World Health Organisation (WHO) and Senior Labour Inspectors Committee (SLIC), the Agency also liaised with other OSH institutions around the world, including in Australia,



*XVIII World Congress on Safety and Health at Work in Seoul, South Korea.*

Canada, China, Japan, Korea, Russia, Singapore and the US.

Several meetings took place in 2008 with international partners, e.g. the ILO, WHO and ORC Worldwide, to explore avenues for joint activities. Topics of particular interest in these discussions included the mutual promotion of activities, developments in the online exchange of OSH information, sharing work around needlestick injuries, and exchanging good practice in the development and co-ordination of OSH strategies. Since the adoption of the new Community Strategy on OSH, the Agency now has a more prominent role in providing support to individual European countries as they work toward common goals in their OSH strategies, and develop their strategies in consultation with employers' and employees' representatives.

In addition to many bilateral meetings with OSH organisations throughout the year, the Agency was represented at the XVIII World Congress on Safety and Health in Seoul in South Korea.



EU-OSHA offices in Bilbao.

**MAKING EUROPE A SAFER, HEALTHIER AND MORE PRODUCTIVE PLACE TO WORK**

# Administrative activities

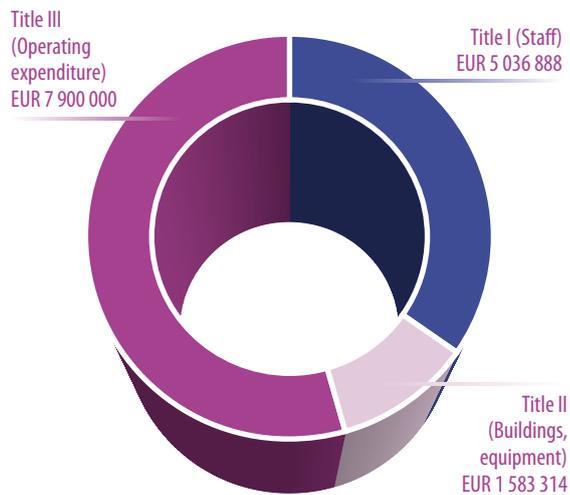
## FINANCIAL MANAGEMENT SYSTEMS

The Agency's total budget for 2008 was approved and financed from the following contributions (actual amounts are shown in comparison):

| Sources of revenue           | Budgeted          | Actual revenue    |
|------------------------------|-------------------|-------------------|
| European Community subsidy   | 14 400 000        | 13 785 045        |
| CARDS/IPA programme          | 363 350           | 198 740           |
| Other Subsidies and revenues | 120 202           | 164 816           |
| FIOH                         | 44 500            | 44 500            |
| <b>Total</b>                 | <b>14 928 052</b> | <b>14 193 101</b> |

(all amounts in EUR)

Budgeted expenditure by title in 2008 (in EUR)  
was allocated as follows:



|                                   |                   |
|-----------------------------------|-------------------|
| Title I (Staff)                   | 5 036 888         |
| Title II (Buildings, equipment)   | 1 583 314         |
| Title III (Operating expenditure) | 7 900 000         |
| <b>Subtotal</b>                   | <b>14 520 202</b> |
| Earmarked activities              | 407 850           |
| <b>Total</b>                      | <b>14 928 052</b> |

Of the EUR 14 520 202 not earmarked and available in 2008, approximately 95% was committed by the end of the year.

With regard to the earmarked activities, EUR 204 549 was paid.

The European Parliament voted the discharge to the Agency for its 2006 budget at its meeting on April 22 2008 (C6-0377/2007-2007/2052(DEC)).

The Court of Auditors' report for 2007 (OJ C 311, 5.12.2008) states that the transactions underlying the Agency's annual accounts, taken as a whole, are legal and regular. Indeed, the Court issued a fully positive statement of assurance and made no additional observations.

## INTERNAL CONTROL SYSTEMS

In September 2007, the Internal Audit Service visited the Agency to assess progress made in implementing the accepted recommendations that resulted from its audit of the Agency in 2005. A final report was issued in February 2008. This report finds that the recommendations that resulted from the audit have been adequately and effectively implemented.

The self assessment carried out at the end of November 2008 by the Internal Control Co-ordinator acknowledges that most of the recommendations resulting from the follow-up audit, which was finalised in 2007, have been adequately and effectively implemented. For example:

- >> Recommendations related to human resources issues, such as job descriptions, recruitment procedures and the appraisal of staff performance, have been fully implemented.
- >> An assessment of the adequacy and effectiveness of the internal control system has been duly reported in the Agency's action plans and Annual Activity Report.
- >> A proper segregation of duties in the management of Third Party files is now ensured with the migration from SI2 to ABAC.
- >> Recommendations concerning the strengthening of the internal control related to mission and representation expenses have been implemented, and financial operations are fully documented.

>> The Agency has introduced a new scheme to support the activities of the national focal points.

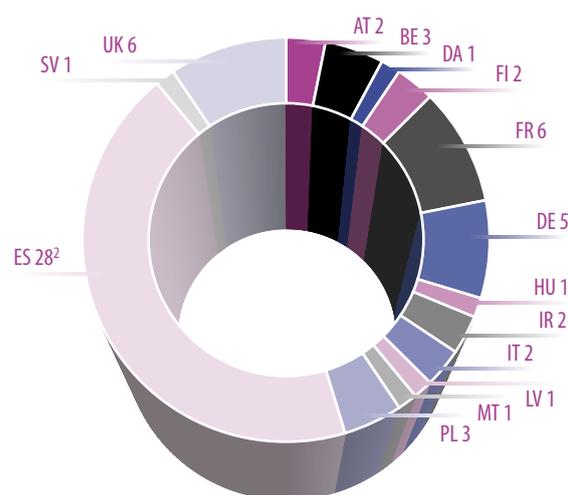
However, in some areas progress has been made but further actions are required (e.g. recommendations concerning the strengthening of internal control in procurement procedures).

## PERSONNEL MANAGEMENT

Six Temporary Agents left the Agency in 2008, with seven new Temporary Agents being recruited. As of 31 December 2008, the staff composition was as follows:

| Category                  | Male      | Female    | Total           |
|---------------------------|-----------|-----------|-----------------|
| Temporary agents (AD)     | 14        | 10        | 24              |
| Temporary agents (AST)    | 5         | 12        | 17              |
| Contractual staff agents  | 4         | 16        | 20 <sup>1</sup> |
| Local staff agents        | 0         | 1         | 1               |
| Seconded national experts | 0         | 2         | 2               |
| <b>Total</b>              | <b>23</b> | <b>41</b> | <b>64</b>       |

The distribution by nationality as at 31/12/2008 was as follows:



<sup>1</sup> This includes two agents whose posts are funded from outside the Agency's ordinary budget.

<sup>2</sup> This includes agents who were previously engaged as local staff for administrative and support tasks.

## THE HEALTH AND SAFETY COMMITTEE

Throughout 2008 the Health and Safety Committee provided health and safety induction for new staff. It also liaised closely with Mutualia, the Agency's occupational safety and health consultancy service, to revise the Agency's emergency plan, and undertook other plans to improve occupational safety and health at the Agency.

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

During 2008, the Agency has focused on fine-tuning its Information and Communications Technology services, to maximise the benefits of applying technical solutions in carrying out the Agency's mission. A review of the Agency's ICT Strategy has been initiated and widely discussed throughout the Agency – this process will continue in 2009.

In addition to the continued support of office automation, issuing personal digital assistant (PDA) devices to strategic users improved the accessibility of data, and contributed to increased performance among key personnel. This initiative has been complemented by the launch of inexpensive communications media, based on Skype services.

A Virtual Private Network (VPN) service, which has enhanced access to office resources, has been launched after a successful pilot installation in late 2007.

The electronic data communications of the Agency have been upgraded through the use of the Internet Access Services (INAS) Framework Contract, significantly improving the flow of data between the Agency systems and the Internet.

The Agency's Internet site infrastructure has been completely renewed to accommodate the new version of the site's application.

The majority of the Agency's data and application servers have been submitted for a detailed review and technical scrutiny, with the objective of ensuring their optimum performance and compliance with industry standards.

Planned renewal of IT equipment (workstations, servers and printers) has been carried out, to ensure

that it is reliable and economical. Ergonomic access devices have been trialled, connected to Agency workstations.

A project to renew the Agency's Extranet service has begun. This activity will continue during 2009, with final results expected in 2010.

To ensure the ongoing quality of its ICT solutions, the Agency continued actively to pursue opportunities for joining in the Commission Framework Contracts for ICT goods and services.

## DOCUMENTATION

In 2008, the Documentation Section provided the necessary procedures and legal framework support to facilitate an efficient documentary circuit. During this year, the Section reported progress in the following operations:

- >> Registration of 11,447 incoming and outgoing mail records in Adonis, an increase of 9% compared to 2007.
- >> Improvement of the Adonis database in order to facilitate information retrieval.
- >> Development of a new Virtual Library on the Intranet, providing all Agency staff online access to about 1,000 scientific journals and publications.
- >> Development of a Document Management Plan to enable the secure management of documents held and/or received by the Agency, in line with EU regulations on transparency, public access to internal documents and data protection.
- >> Management of information and document requests including books, periodicals and databases, performing the process of order, receipt, recording, tracking and storage of about 200 publications.
- >> Enhancement of the content of the Agency's Intranet, with the introduction of new sections (e.g. Internal Control Standards and Data Protection), page uniformity and more extensive user-friendly links.
- >> Management of archives to preserve the reliability and integrity of the Agency's documents over time.

## OTHER ADMINISTRATIVE ISSUES

In addition to general support to the administration of the Agency, the Resource and Service Centre Unit was also involved in the:

- >> Development of internal management systems, including procurement and contract management
- >> Development of Internal Control Standards
- >> Preparation of Amending Budget I for 2008 and Budget 2009
- >> Preparation of Accounts 2007
- >> Staff Implementing Rules, covering:
  - Engagement and use of Temporary Agents
  - Criteria applicable to classification in grade and engagement of Temporary Agents and reclassification for Contract Agents
- >> Compendium of job descriptions
- >> Development of the Agency's training plan to address not only professional training needs but other language training requirements
- >> Implementing the appraisal and reclassification process.





# Annexes

Annual Report 2008

# ANNEX 1

## Membership of the Governing Board (as of December 2008)

The Agency's Governing Board is made up of representatives of each of the 27 Member States' governments, employers' and employees' organisations, together with three representatives from the European Commission. In addition, four

observers are invited - two from the European Foundation for the Improvement of Living and Working Conditions and one each from the European Trade Union Confederation and Business Europe.

### GOVERNMENTS

| Members                 | Country        | Alternates              |
|-------------------------|----------------|-------------------------|
| Mr Willy IMBRECHTS      | Belgium        | Mr Christian DENEVE     |
| Mr Atanas KOLCHAKOV     | Bulgaria       | Mr Petar HADJISTOJKOV   |
| Ms Daniela KUBÍČKOVÁ    | Czech Republic | Ms Martina KAJÁNKOVÁ    |
| Ms Charlotte SKJOLDAGER | Denmark        | Ms Tove LOFT            |
| Mr Ulrich RIESE         | Germany        | Mr Kai SCHÄFER          |
| Mr Tiit KAADU           | Estonia        | Ms Egle KÄÄRATS         |
| Mr Daniel KELLY         | Ireland        | Ms Mary DORGAN          |
| Mr Trifon GINALAS       | Greece         | Mr Konstantinos PETINIS |
| Ms Concepción PASCUAL   | Spain          | Ms Pilar CASLA-BENITO   |
| Ms Mireille JARRY       | France         | Mr Yvan DENION          |
| Ms Lea BATTISTONI       | Italy          | Mr Mario ALVINO         |
| Mr Leandros NICOLAIDES  | Cyprus         | Mr Marios KOURTELLIS    |
| Mr Renārs LŪSIS         | Latvia         | Ms Jolanta KANČA        |
| Ms Aldona SABAITIENĖ    | Lithuania      | Ms Aušra STANKIUVIENĖ   |
| Mr Paul WEBER           | Luxembourg     | Mr Robert HUBERTY       |
| Mr András BÉKÉS         | Hungary        | Ms Mária GROSZMANN      |

| Members  | Country        | Alternates  |
|--|----------------|---|
| Mr Mark GAUCI                                    | Malta          | Mr Vincent ATTARD                                     |
| Mr Roel FERINGA                                  | Netherlands    | Mr Martin DEN HELD                                    |
| Ms Gertrud BREINDL                               | Austria        | Ms Eva-Elisabeth SZYMANSKI                            |
| Ms Danuta KORADECKA                              | Poland         | Mr Daniel PODGÓRSKI                                   |
| Mr Luis LOPES<br>(Awaiting official appointment) | Portugal       | Ms Alice RODRIGUES<br>(Awaiting official appointment) |
| Ms Daniela MARINESCU                             | Romania        | Mr Dan Ion OPREA                                      |
| Ms Tatjana PETRIČEK                              | Slovenia       | Mr Jože HAUKO   |
| Mr Miloš JANOUŠEK                                | Slovakia       | Ms Elena PALIKOVÁ                                     |
| Mr Mikko HURMALAINEN                             | Finland        | Ms Anna-Liisa SUNDQUIST                               |
| Mr Bertil REMAEUS                                | Sweden         | Ms Anna-Lena HULTGÅRD SANCINI                         |
| Ms Elizabeth HODKINSON                           | United Kingdom | Mr Stuart BRISTOW                                     |

## EMPLOYERS

| Members                    | Country        | Alternates               |
|----------------------------|----------------|--------------------------|
| Mr André PELEGRIN          | Belgium        | Mr Ir. Kris DE MEESTER   |
| Awaiting new name          | Bulgaria       | Awaiting new name        |
| Mr Karel PETRŽELKA         | Czech Republic | Mr Miroslav BURIŠIN      |
| Mr Thomas PHILBERT NIELSEN | Denmark        | Ms Anne-Marie RØGE KRAG  |
| Mr Thomas HOLTMANN         | Germany        | Mr Herbert BENDER        |
| Ms Heddi LUTTERUS          | Estonia        | Mr Ilmar LINK            |
| Mr Tony BRISCOE            | Ireland        | Mr Kevin ENRIGHT         |
| Mr Pavlos KYRIAKONGONAS    | Greece         | Ms Natascha AVLONITOU    |
| Ms Pilar IGLESIAS VALCARCE | Spain          | Mr Pere TEIXIDÓ CAMPÁS   |
| Ms Nathalie BUET           | France         | Mr Patrick LÉVY          |
| Mr Luigi CASANO            | Italy          | Mr Marco FREGOSO         |
| Mr Lefteris KARYDIS        | Cyprus         | Ms Christina VASILA      |
| Ms Liene VANCĀNE           | Latvia         | Mr Aleksandrs GRIGORJEVS |
| Mr Vaidotas LEVICKIS       | Lithuania      | Mr Jonas GUZAVICIUS      |
| Mr François ENGELS         | Luxembourg     | Mr Robert KANZ           |
| Mr Géza BOMBERA            | Hungary        | Mr János RÁCZ            |
| Mr Joe DELIA               | Malta          | Mr John SCICLUNA         |
| Mr Bob KONING              | Netherlands    | Mr Mario VAN MIERLO      |
| Ms Christa SCHWENG         | Austria        | Mr Heinrich BRAUNER      |
| Mr Jacek MECINA            | Poland         | Awaiting new name        |

| Members   | Country        | Alternates            |
|---|----------------|-----------------------|
| Mr Marcelino PENA COSTA                             | Portugal       | Mr José COSTA TAVARES |
| Mr Ovidiu NICOLESCU                                 | Romania        | Mr Adrian IZVORANU    |
| Mr Igor ANTAUER                                     | Slovenia       | Ms Maja SKORUPAN      |
| Mr Boris MICHALÍK                                   | Slovakia       | Mr Stefan PETKANIC    |
| Mr Jyrki HOLLMÉN                                    | Finland        | Mr Rauno TOIVONEN     |
| Ms Bodil MELLBLOM                                   | Sweden         | Awaiting new name     |
| Mr Neil CARBERRY<br>(Awaiting official appointment) | United Kingdom | Mr Keith SEXTON       |

## WORKERS

| Members  | Country        | Alternates                |
|--|----------------|---------------------------|
| Mr François PHILIPS                                  | Belgium        | Mr Herman FONCK           |
| Mr Aleksandar ZAGOROV                                | Bulgaria       | Mr Ivan KOKALOV           |
| Mr Miroslav KOSINA                                   | Czech Republic | Mr Jaroslav ZAVADIL       |
| Mr Jan KAHR FREDERIKSEN                              | Denmark        | Ms Lone JACOBSEN          |
| Ms Marina SCHROEDER                                  | Germany        | Mr Maximilian ANGERMAIER  |
| Mr Argo SOON   | Estonia        | Mr Ülo KRISTJUHAN         |
| Mr Sylvester CRONIN                                  | Ireland        | Mr Fergus WHELAN          |
| Mr Ioannis ADAMAKIS                                  | Greece         | Mr Ioannis KONSTANTINIDIS |
| Mr Fernando RODRIGO CENCILLO                         | Spain          | Mr Dionis OÑA             |
| Mr Gilles SEITZ                                      | France         | Mr Henri FOREST           |
| Ms Cinzia FRASCHERI                                  | Italy          | Mr Diego ALHAIQUE         |
| Mr Nicos ANDREOU                                     | Cyprus         | Ms Maria THEOCHARIDOU     |
| Mr Ziedonis ANTAPSONS                                | Latvia         | Mr Mārtiņš PUŽULS         |
| Mr Gediminas MOZURA                                  | Lithuania      | Mr Rimantas KUMPIS        |
| Mr Claude FORGET                                     | Luxembourg     | Mr Marcel GOEREND         |
| Mr Károly GYÖRGY                                     | Hungary        | Mr Pál GERGELY            |
| Mr Anthony CASARU                                    | Malta          | Mr Salv SAMMUT            |
| Mr Willem VAN VEELEN                                 | Netherlands    | Mr Arie WOLTMEIJER        |
| Ms Julia LISCHKA                                     | Austria        | Ms Karin ZIMMERMANN       |
| Ms Anita NOWAKOWSKA                                  | Poland         | Ms Iwona PAWLACZYK        |
| Mr Fernando GOMES<br>(Awaiting official appointment) | Portugal       | Awaiting new name         |
| Mr Adrian COJOCARU                                   | Romania        | Ms Maria GHIMPĂU          |
| Ms Lučka BÖHM  | Slovenia       | Ms Spomenka GERZELJ       |

| Members            | Country        | Alternates         |
|--------------------|----------------|--------------------|
| Mr Bohuslav BENDÍK | Slovakia       | Mr Jaroslav BOBELA |
| Ms Raili PERIMÄKI  | Finland        | Mr Erkki AUVINEN   |
| Mr Sven BERGSTRÖM  | Sweden         | Mr Börje SJÖHOLM   |
| Mr Hugh ROBERTSON  | United Kingdom | Ms Liz SNAPE       |

## EUROPEAN COMMISSION

| Member  | Alternate  |
|---|--|
| Mr Armindo SILVA<br>Employment, Social Affairs and Equal Opportunities DG                     | Mr Costas CONSTANTINO<br>Employment, Social Affairs and Equal Opportunities DG |
| Mr Jesús ALVAREZ<br>Vice-Chairperson<br>Employment, Social Affairs and Equal Opportunities DG | Ms Malgorzata STADNIK<br>Employment, Social Affairs and Equal Opportunities DG |
| Mr Norbert ANSELMANN<br>Enterprise and Industry DG  | Mr Elöd DUDAS<br>Enterprise and Industry DG                                    |

## OBSERVERS

| Member   | Alternate  |
|--|--|
| Mr Jorma KARPPINEN<br>European Foundation for the Improvement<br>of Living and Working Conditions                              | Ms Agnès PARENT-THIRION<br>European Foundation for the Improvement<br>of Living and Working Conditions |
| Mr Herman FONCK<br>Chairperson of the Board of the European Foundation for<br>the Improvement of Living and Working Conditions |  |
| Ms Rebekah SMITH, Coordinator<br>BUSINESSEUROPE  | Ms Valerie CORMAN<br>Conseil National du Patronat Français (CNPF)                                      |
| Mr Walter CERFEDA, Coordinator<br>European Trade Union Confederation (ETUC)  |  |

# ANNEX 2

## Overview of how the Agency and its partners operate

Every year in the European Union there are 5,720 fatal work-related accidents and millions of people are injured or have their health seriously harmed in the workplace. Workers and employers need to be made aware of the risks that they face and how to manage them.

Sometimes, information is all that is required for an employer or worker to address safety and health issues effectively. We at EU-OSHA aim to be the central provider of that information and ensure that it is relevant to every user, regardless of size of enterprise or sector of activity. Set up in 1996 by the European Union and located in Bilbao, Spain, EU-OSHA is the main EU reference point for safety and health at work.

### OUR CENTRAL ROLE IS TO CONTRIBUTE TO THE IMPROVEMENT OF WORKING LIFE IN THE EUROPEAN UNION

- >> We work with governments, employers and workers to promote a risk prevention culture.
- >> We analyse new scientific research and statistics on workplace risks.
- >> We anticipate new and emerging risks through our European Risk Observatory.
- >> We identify and share information, good practice and advice with a wide range of audiences, such

as social partners, employers' federations and trade unions.

Our main awareness-raising activity is the *Healthy Workplaces campaign*, which focuses on a different theme every two years.

EU-OSHA is a key player in the Community Strategy for Health and Safety at Work, 2007-2012, which aims to cut work-related accidents by a quarter across the EU and to reduce occupational illnesses.

### HOW WE ARE ORGANISED

#### Director

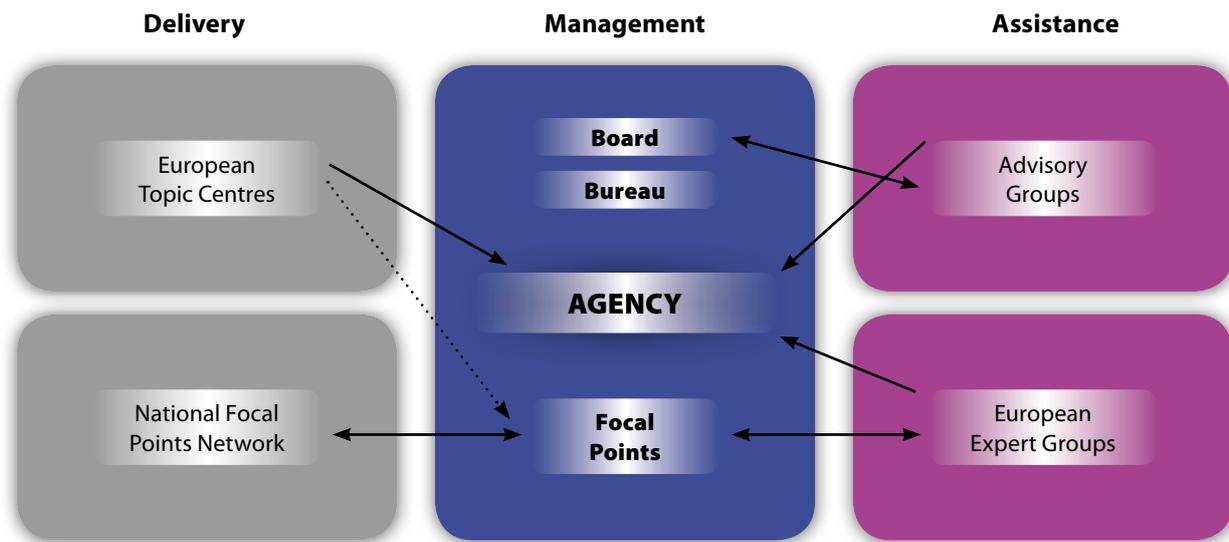
Finnish health and safety expert Jukka Takala was appointed director of the European Agency for Safety and Health at Work in 2006.

The Director is the legal representative and is responsible for the management and day-to-day running of the Agency, including all financial, administrative and personnel matters. The post is for a term of five years, renewable once, and the Director is accountable to the Governing Board.

#### Governing Board

The Governing Board sets the goals and strategies and identifies priority issues where further information or activity is required. It appoints the Director and adopts the Annual Management Plan

## AGENCY NETWORK STRUCTURE



and Work Programme, the Agency's strategy, Annual report and budget.

The Board is made up of representatives of governments, employers and workers from EU Member States, representatives of the European Commission and other observers.

### Advisory groups

Advisory groups, covering the Agency's European Risk Observatory, Working Environment Information, and Communication and Promotion Unit activities, provide us with strategic guidance and feedback on our work. Their members are appointed by EU-OSHA and its Board and include individuals from workers' and employers' groups and government.

### Bureau

The Bureau works as a steering group, overseeing operational performance, and meets four times a year. It is made up of eleven members from the Governing Board.

### Focal points

Our main safety and health information network is made up of focal points in Member State, Candidate and EFTA countries. Focal points are nominated by each government as the official representative and are usually the national authority for safety and health at work.

They support our initiatives with information and feedback and work with national networks including government, workers' and employers' representatives. The focal points contribute to the *Healthy Workplaces campaign*, manage national websites and nominate representatives to our expert groups.

### Expert groups

Several expert groups contribute to our work and provide advice in their field of expertise, e.g. Internet, European Risk Observatory, Working Environment Information. They are nominated by national focal points, together with observers representing workers, employers and the Commission.

### Topic centres

Topic centres are consortia of national safety and health institutions under contract to collect and analyse existing national data to support key areas of our work.

### Staff

A dedicated staff of specialists in occupational safety and health, communication and public administration bring with them a wealth of knowledge from around Europe.

# ANNEX 3

## Organisation Plan of the Agency

### GOVERNING BOARD

### BUREAU

### DIRECTOR

#### Network Secretariat

Network management  
Strategic planning  
Legal adviser  
Brussels liaison  
Enlargement

#### Resource and Service Centre

Personnel management  
Finance  
Accounts  
Internal control systems  
Information technologies  
General Services  
Documentation

#### Communication & Promotion Unit

Campaigning  
European Campaign Assistance Package (ECAP)  
Networking and partnerships  
Promotion and media relations  
Web development and electronic communications  
Publications and events  
Monitoring and evaluation

#### Working Environment Information Unit

Good safety and health practice  
Information collection, analysis and dissemination  
Sector specific information  
Campaign – technical content  
Good Practice Awards

#### European Risk Observatory Unit

Identification of new and emerging risks  
Fostering research at EU level  
Monitoring trends  
Stimulating debate

# ANNEX 4

## Agency Staff (as of December 2008)

### DIRECTORATE

Mr Jukka Takala (FI), Director  
Ms Iruñe Zabala (ES), Personal Assistant

### EUROPEAN RISK OBSERVATORY UNIT

Mr Eusebio Rial González (UK), Head of Unit  
Ms Emmanuelle Brun (FR), Project Manager  
Mr William Cockburn (UK), Senior Project Manager  
Mr Alexandre Herte (BE), Finance Assistant  
Ms Xabier Irastorza (ES), Project Officer  
Ms Berta Lejarza (ES), Administrative Assistant  
Ms Malgorzata Milczarek (PL), Project Manager  
Ms Katalin Sas (FI), Project Manager, Seconded National Expert  
(Finnish Institute of Occupational Health)  
Ms Elke Schneider (AT), Project Manager  
Ms Mónica Vega (ES), Personal Assistant

### WORKING ENVIRONMENT INFORMATION UNIT

Mr Terry Nigel Taylor (UK), Head of Unit  
Ms Sarah Copsey (UK), Project Manager  
Mr Dietmar Elsler (DE), Project Manager  
Ms Julia Flintrop (DE), Project Officer, Seconded National Expert  
(Bundesanstalt für Arbeitsschutz und Arbeitsmedizin)  
Ms Joanna Kosk-Bienko (PL), Project Manager  
Mr Lorenzo Munar (ES), Project Manager  
Ms Zinta Podniece (LV), Project Manager  
Ms Marta de Prado (ES), Administrative Assistant  
Ms Michaela Seifert (AT), Project Officer  
Ms Estibaliz Vidart (ES), Administrative Assistant

## COMMUNICATION & PROMOTION UNIT

Mr Andrew J.A. Smith (UK), Head of Unit  
Ms Mónica Azaola (ES), Personal Assistant  
Ms Miren Larrinaga (ES), Administrative Assistant  
Ms Estibaliz Martínez (ES), Administrative Agent - Finance  
Mr Gorka Moral (ES), Administrative Agent - Webmaster  
Ms Birgit Müller (DE), Communications Officer  
Mr Jochen Müller (DE), Campaigns Manager  
Ms Paola Piccarolo (IT), Communications Officer  
Ms Ingrid Poncelet (BE), Communications Assistant  
Mr Bruno Thiébaud (FR), Communications Manager  
Mr David Tijero (ES), Administrative Assistant  
Ms Pascale Turlotte (FR), Finance Assistant  
Ms Maria José Urkidi (ES), Administrative Agent  
Ms Marta Urrutia (ES), Corporate Promotions Manager

## NETWORK SECRETARIAT

Mr Jesper Bejer (DK), Network Manager  
Ms Boglárka Bóla (HU), Network Manager (pre-accession)  
Ms Brenda O'Brien (IE), Manager - Brussels Liaison Office  
Ms Aisling O'Neill (IE), Finance Officer  
Ms Elena Ortega (ES), Legal Advisor  
Ms Dagmar Radler (DE), Administrative Assistant  
Mr Ingemar Sternerup (SE), Network Manager (pre-accession)  
Mr Tim Tregenza (UK), Network Manager  
Ms Usua Uribe (ES), Administrative Assistant

## RESOURCE AND SERVICE CENTRE

Ms Françoise Murillo (FR), Head of Unit  
Mr Xabier Altube (ES), ICT Officer  
Mr Philippe Baillet (BE), Finance Officer  
Mr Marek Bienko (PL), ICT Manager  
Ms Susana Bilbao (ES), Administrative Assistant  
Ms Mari Carmen de la Cruz (ES), Administrative Agent - Finance  
Mr Juan Carlos Del Campo (ES), Accountant  
Ms Iraide Estrataetxe (ES), Administrative Agent - Documentation  
Ms Silvia Grados (ES), Administrative Agent - General Services  
Ms Begoña S. Graña (ES), Administrative Assistant  
Ms Nadia Gropelli (IT), Administrative Agent - ICT  
Ms Ana Izaguirre (ES), ICT Officer  
Mr Marc Jaccarini (MT), Human Resources Manager  
Mr Novica Jenic (FR), Administrative Agent - ICT  
Mr Gerardo Knouse (ES), Finance Manager  
Ms Yolanda Ortega (ES), Finance Assistant  
Ms Fabienne Rousseille (FR), Administrative Assistant  
Ms Noelia Ruiz (ES), Administrative Assistant  
Ms Azucena Urtasun (ES), Finance Assistant

# ANNEX 5

## Focal points (as of December 2008)

Focal points, in more than 30 countries, coordinate and disseminate information from the Agency within their individual countries, as well as provide feedback and recommendations. Typically the lead OSH organisation in their respective countries, they are the Agency's official representatives at national

level. They contribute to the development of the Agency's information services and website, which links together all 32 focal point websites, plus others. As well as the 27 EU Member States, focal points have also been established in the EFTA countries and EU candidate countries.

### FOCAL POINTS OF THE EU MEMBER STATES

#### AUSTRIA

**Bundesministerium für Wirtschaft und Arbeit**  
Sektion IX/6 - Zentral-Arbeitsinspektorat  
Favoritenstrasse 7  
A-1040 Wien  
Austria  
Contact person: Mag. Martina HÄCKEL-BUCHER  
Tel: +43 1 711 00 22 74  
Email: [martina.haeckel-bucher@bmwa.gv.at](mailto:martina.haeckel-bucher@bmwa.gv.at)

#### BELGIUM

**Federal Public Service Employment, Labour and Social Dialogue**  
Federale Overheidsdienst Werkgelegenheid, Arbeid en Sociaal Overleg  
Ernest Blerotstraat 1  
B-1070 Brussel  
Belgium  
Contact person: Mr Willy IMBRECHTS  
Tel: +32 2 233 41 11  
Email: [willy.imbrechts@meta.fgov.be](mailto:willy.imbrechts@meta.fgov.be)

#### BULGARIA

**Ministry of Labour and Social Policy**  
Department "Safety and Health at Work"  
2 Triaditza Street  
BG-1051 Sofia  
Bulgaria  
Contact person: Mr Atanas KOLCHAKOV  
Tel: +359 (2) 987 27 80  
Email: [kolchakov@mlsp.government.bg](mailto:kolchakov@mlsp.government.bg)

#### CYPRUS

**Ministry of Labour and Social Insurance**  
Department of Labour Inspection  
12, Apellis Str.  
CY-1493 Nicosia  
Cyprus  
Contact person: Mr Leandros NICOLAIDES  
Tel: +357 2240 5623  
Email: [director@dli.mlsi.gov.cy](mailto:director@dli.mlsi.gov.cy)

## CZECH REPUBLIC

### Ministry of Labour and Social Affairs

Na Porčním právu 1  
CZ-128 01 Prague 2  
Czech Republic  
Contact person: Ms Daniela KUBÍČKOVÁ  
Tel: +42 (02) 21 92 23 44  
Email: daniela.kubickova@mpsv.cz

## DENMARK

### Arbejdstilsynet

Landskronagade 33, Postboks 1228  
DK-0900 København Ø  
Denmark  
Contact person: Mrs Tove LOFT  
Tel: +45 70 12 12 88  
Email: tol@at.dk

## ESTONIA

### Ministry of Social Affairs

Labour Department  
Gonsiori 29  
EE-15027 Tallinn  
Estonia  
Contact person: Mr Tiit KAADU  
Tel: +37 2 626 97 80  
Email: tiit.kaadu@sm.ee

## FINLAND

### Ministry of Social Affairs and Health

Department for Occupational Safety and Health  
P.O. Box 556  
FIN-33101 Tampere  
Finland  
Contact person: Dr Erkki YRJÄNHEIKKI  
Tel: +358326272479  
Email: erkki.yrjanheikki@stm.fi

## FRANCE

### Ministère de l'Emploi et de la Solidarité

Direction des relations du travail (DRT/CT)  
39-43 quai André Citroën  
F-75739 Paris Cedex 15  
France  
Contact person: Awaiting new name  
Tel: +33 144 38 26 41

## GERMANY

### Bundesministerium für Arbeit und Soziales

Referat IIIb2 - Grundsatzfragen des Arbeitsschutzes  
Wilhelmstrasse 49  
D-10117 Berlin  
Germany  
Contact person: Mr Reinhard GERBER  
Tel: +49 30 18 527 67 66  
Email: reinhard.gerber@bmas.bund.de

## GREECE

### Ministry of Labour and Social Affairs

General Directorate of Working Conditions and Health  
40, Pireos str.  
GR-10182 Athens  
Greece  
Contact person: Mr Antonios CHRISTODOULOU  
Tel: +30 210 3214 310  
Email: christodoulou.osh@yeka.gr

## HUNGARY

### OMMF-Hungarian Labour Inspectorate

Margit krt. 85  
H-1024 Budapest  
Hungary  
Contact person: Mr János GÁDOR  
Tel: +36 1 346 94 54  
Email: gador@ommf.hu

## IRELAND

### Health and Safety Authority

Metropolitan Building  
James Joyce Street Dublin 1  
Ireland  
Contact person: Ms Annette SLATER  
Tel: +353 1 614 70 00  
Email: focalpoint@hsa.ie

## ITALY

**Istituto Superiore per la Prevenzione e la Sicurezza del Lavoro**  
Documentation, Information and Education Dpt.  
Via Alessandria 220 E  
I-00198 Roma  
Italy  
Contact person: Mr Gerardo CAPOZZA  
Tel: +39 06 44 25 06 48  
Email: gerardo.capozza@ispesl.it

## LATVIA

**State Labour Inspectorate of the Republic of Latvia**  
Public Relations Unit  
Kr. Valdemara, 38  
LV-1010 Riga  
Latvia  
Contact person: Ms Dace AVENA  
Tel: +371 7 02 17 35  
Email: dace.avena@vdi.gov.lv

## LITHUANIA

**State Labour Inspectorate of the Republic of Lithuania**  
Algirdo, 19  
LT-2006 Vilnius  
Lithuania  
Contact person: Ms Nerita SOT  
Tel: +370 52 60 34 72  
Email: nerita@vdi.lt

## LUXEMBOURG

**Inspection du Travail et des Mines**  
3, rue des primeurs  
L-2361 Luxembourg  
Luxembourg  
Contact person: Mr Paul WEBER  
Tel: +352 478 61 50  
Email: paul.weber@itm.etat.lu

## MALTA

**Occupational Health and Safety Authority**  
Communications and PR Division  
17 Edgar Ferro' Street  
PTA 3153 Pieta'  
Malta  
Contact person: Ms Romina RIECK ZAHRA  
Tel: +356 21 24 76 77/8  
Email: romina.riECKzahra@gov.mt

## NETHERLANDS

**TNO Work and Employment**  
Postbus 718  
NL-2130 AS Hoofddorp  
Netherlands  
Contact person: Mr Henk SCHRAMA  
Tel: +31 (23) 554 93 93  
Email: henk.schrama@tno.nl

## POLAND

**Central Institute for Labour Protection - National Research Institute**  
ul. Czerniakowska 16  
00-701 Warszawa  
Poland  
Contact person: Dr Wiktor Marek ZAWIESKA  
Tel: + 48 22 623 36 77  
Email: focalpoint.pl@ciop.pl

## PORTUGAL

**Instituto para a Segurança, Higiene e Saúde no Trabalho**  
Avenida da Republica No 84, 5º Andar  
P-1600 - 205 Lisboa  
Portugal  
Contact person: Ms Maria Manuela CALADO CORREIA  
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Email: manuela.calado@act.gov.pt

## ROMANIA

### National Research Institute for Labour Protection

General Budisteanu 15, Sect. 1  
010 773 Bucharest  
Romania  
Contact person:  
Ms Mihaela SOVIANI TRIPCOVICI  
Tel: +402 1 310 18 09  
Email: office@protectiamuncii.ro

## SLOVAKIA

### Narodny Inspectorat Prace

Masarykova 10  
SK-040 01 Kosice  
Slovakia  
Contact person: Ms Laurencia JANCUROVA  
Tel: +421 55 797 99 27  
Email: laurencia.jancurova@ip.gov.sk

## SLOVENIA

### Ministry of Labour, Family and Social Affairs

Kotnikova, 5  
SL-1000 Ljubljana  
Slovenia  
Contact person: Ms Vladka KOMEL  
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Email: vladka.komel@gov.si

## SPAIN

### Instituto Nacional de Seguridad e Higiene en el Trabajo

c/Torrelaguna 73  
E-28027 MADRID  
Spain  
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Email: ypalacio@mtin.es

## SWEDEN

### Arbetsmiljöverket (Solna)

SE-171 84 Solna  
Sweden  
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Tel: +46 8 730 90 00  
Email: arbetsmiljoverket@av.se

## UNITED KINGDOM

### Health and Safety Executive

Rose Court 9SW, 2 Southwark Bridge  
SE1 9 HS London  
United Kingdom  
Contact person: Mr Stuart BRISTOW  
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Email: stuart.bristow@hse.gsi.gov.uk

## OBSERVERS

### European Commission

DG Employment, Social Affairs and Equal  
Opportunities  
Rue de la Loi, 200  
B-1049 Bruxelles  
Contact person:  
Awaiting new name

### European Trade Union Confederation

ETUC Secretariat  
Bld du Roi Albert II, 5, bte 7  
B-1210 Bruxelles  
Contact person:  
Mr Walter CERFEDA  
Tel: +32 2 224 0411  
Email: wcerfeda@etuc.org

### Fédération des Entreprises de Belgique - Verbond van Belgische Ondernemingen

Ravensteinstraat 4  
B-1000 Brussel  
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Mr Kris DE MEESTER  
Tel: +32 2515 0811  
Email: kdm@vbo-feb.be

## FOCAL POINTS OF THE EFTA COUNTRIES

### ICELAND

#### Administration for Occupational Safety and Health

Bildshofdi 16  
IS-110 Reykjavik  
Iceland  
Contact person: Ms Ingibjörg HAUKSDÓTTIR  
Tel: +354 550 46 00  
Email: ingibjorg@ver.is

### LIECHTENSTEIN

#### Amt für Volkswirtschaft

Health and Safety at Work  
Gerberweg, 5  
FL-9490 Vaduz  
Liechtenstein  
Contact person: Mr Robert HASSLER  
Tel: +423 236 68 71  
Email: robert.hassler@avw.llv.li

### NORWAY

#### Norwegian Labour Inspection Authority

Statens hus  
N-7468 Trondheim  
Norway  
Contact person: Mr Odd Einar JOHANSEN  
Tel: +47 73 19 97 00  
Email: odd.einar.johansen@atil.no

### SWITZERLAND

#### SECO - Staatssekretariat für Wirtschaft

Ressort Arbeit und Gesundheit -  
Stauffacherstrasse 101  
CH-8004 Zürich  
Switzerland  
Contact person: Mr Joseph WEISS  
Tel: +41 (1) 433 22 21 13  
Email: joseph.weiss@seco.admin.ch

## FOCAL POINTS OF THE CANDIDATE COUNTRIES AND POTENTIAL CANDIDATE COUNTRIES

### ALBANIA

#### State Inspectorate of Labour

Rr. Kavajes No. 53  
Albania  
Contact person: Mrs Frosina GJINO  
Tel: +355 4 251348  
Email: fgjino@hotmail.com

### CROATIA

#### Ministry of Economy, Labour and Entrepreneurship

Directorate for Labour and Labour Market  
Ulica grada Vukovara 78  
HR-10 000 Zagreb  
Croatia  
Contact person: Mr Fran MAROVIC  
Tel: +358 1 610 61 11  
Email: fran.marovic@mingorp.hr

### FORMER YUGOSLAV REPUBLIC OF MACEDONIA

#### Ministry of labour and social politics

State labour inspectorate  
Partizanski Odredi 48a  
Former Yugoslav Republic of Macedonia  
Contact person: Mr Goran JOVANOVSKI  
Tel: + 389 2 311 61 10  
Email: gjovanovski@mtsp.gov.mk

### MONTENEGRO

#### Ministry of Health, Labour and Social Welfare

Labour Inspection for Safety at Work  
Rimski trg 46  
Montenegro  
Contact person: Mr Zlatko POPOVIC  
Tel: + 381 81 230 374  
Email: zlatkopuznr@cg.yu

## FOCAL POINTS OF THE CANDIDATE COUNTRIES AND POTENTIAL CANDIDATE COUNTRIES

### SERBIA

**Ministry of Labour, Employment and Social Policy**  
Occupational Safety and Health Directorate  
Nemanjina 22-26  
SR-11000 Belgrade  
Serbia  
Contact person: Mr Nenad VLADIC  
Tel: +381 11 306 17 38  
Email: nenad.vladic@minrzs.gov.rs

### TURKEY

**Ministry of Labour and Social Security**  
General Directorate of Occupational Health and Safety  
Inönü Bulvarı, I Blok, No. 42, Kat. 4  
TR-06100 Emek Ankara  
Turkey  
Contact person: Mr Kasim ÖZER  
Tel: +90 312 215 50 21  
Email: kozer@csgb.gov.tr

## INTERNATIONAL PARTNERS

### PARTNERS WITH WHOM THE AGENCY HAS FORMALISED LINKS

#### Canadian Centre for Occupational Health and Safety (CCOHS)

135 Hunter Street East  
Hamilton ON L8N 1M5  
Mr Len HONG, President  
<http://www.ccohs.ca/>

#### European Union of Medical Specialists (UEMS)

Section of Occupational Medicine  
Dr Aiguader, 80  
E-08003 Barcelona  
Spain  
Dr Consol SERRA, President of the UEMS Section of OM  
<http://www.uems.net/>

#### International Commission on Occupational Health (ICOH)

ISPESL, National Institute for Occupational Safety and Prevention  
Via Fontana Candida 1  
I-00040 Monteporzio Catone (Rome)  
Italy  
Prof Jorma Rantanen, President  
Dr Sergio IAVICOLI, Secretary General  
<http://www.icohweb.org/>

#### International Occupational Hygiene Association (IOHA)

5/6 Melbourne Business Court, Millennium Way  
Pride Park, Derby - DE24 8LZ  
United Kingdom  
Mr Tom GRUMBLES, President  
<http://www.ioha.net>

#### International Social Security Association (ISSA)

4, route des Morillons  
Case postale 1  
CH-1211 Geneva 22  
Switzerland  
Mr Hans-Horst KONKOLEWSKY, Secretary General  
<http://www.issa.int>

#### Institution of Occupational Safety and Health (IOSH)

The Grange, Highfield Drive  
Wigston, Leicestershire LE18 1NN  
United Kingdom  
Ms. Nattasha Freeman, President  
<http://www.iosh.co.uk/>

#### Japan Industrial Safety and Health Association (JISHA)

1-4-6 Umezono, Kiyose-shi  
Tokyo 204-0024  
Mr Yotaro SAWADA, President  
<http://www.jisha.or.jp/>

**Korea Occupational Safety and Health Agency (KOSHA)**

34-4 Gusan-dong, Bupyeong-gu, Incheon  
Postal code: 403-711  
Mr Noh, Min Ki, President  
<http://www.kosha.or.kr>

**National Institute for Occupational Safety and Health (NIOSH)**

395 E. Street S.W.  
Patriots Plaza Building  
Washington, DC 20201  
Ms. Christine BRANCHE, Acting Director  
<http://www.cdc.gov/niosh>

**The Occupational Safety and Health Administration (OSHA)**

200, Constitution Avenue  
Washington, DC 20210  
Mr. Edwin G. FOULKE JR., Assistant Secretary of  
Labor for OSH  
<http://www.osha.gov>

**Pan American Health Organisation (PAHO)**

525 23rd St., N.W.  
Washington, DC 20037  
United States  
Dr Mirta ROSES PERIAGO, Director  
<http://www.paho.org/>

**SESI - Serviço Social da Indústria**

SBN - Quadra 01 - Bloco C - Ed. Roberto Simonsen  
Brasília - DF - CEP:70040-903  
Mr Antonio Carlos BRINTO MACIEL, Director  
<http://www.sesi.org.br/>

**FURTHER INTERNATIONAL PARTNERS WITH WHOM THE AGENCY HAS ONGOING WORK**

**International Labour Office (ILO)**

4, route des Morillons  
CH-1211 Geneva 22  
Switzerland  
Dr Sameera AL-TUWAIJRI, Director of SAFEWORK  
programme  
<http://www.ilo.org/>

**World Health Organisation (WHO)**

Avenue Appia 20  
CH-1211 Geneva 27  
Switzerland  
Dr Margaret CHAN, Director General  
<http://www.who.int/>

# ANNEX 6

## Overview of focal point network activities in 2008

|                | Network partners | Social partners | Meetings | COMMENTS  |
|----------------|------------------|-----------------|----------|---|
| AUSTRIA        | 38               | 4               | 2        |   |
| BELGIUM        | 4                | 3               | 2        | No reply received. Data from 2007   |
| BULGARIA       | 12               | 8               | 4        | No reply received. Data from 2007   |
| CROATIA        | —                | —               | —        | No network  |
| CYPRUS         | 15               | 10              | 2        |   |
| CZECH REPUBLIC | 17               | 3               | 3        |   |
| DENMARK        | 18               | 10              | 2        |   |
| ESTONIA        | 27               | 2               | 3        |   |
| FINLAND        | 16               | 8               | 4        |   |
| FRANCE         | 23               | 10              | 2        |   |
| GERMANY        | 14               | 2               | 1        |   |
| GREECE         | 37               | 1*              | 4        | * 1 umbrella organisation (ELINYAE) founded by and representing the most significant employees' (GSEE) and employers' (SEV) organisations at national level |
| HUNGARY        | 10               | 2*              | 2        | * 1 representing 9 employers' organisations and 1 representing 6 workers' organisations   |
| ICELAND        | —                | —               | —        |   |
| IRELAND        | 13               | 1               | 3        |   |
| ITALY          | 96               | 20              | 3        |   |
| LATVIA         | 6                | 5               | 10       |   |
| LIECHTENSTEIN  | —                | —               | —        |   |
| LITHUANIA      | 29               | 9               | 3        |   |

|                 | Network partners | Social partners | Meetings | COMMENTS |
|-----------------|------------------|-----------------|----------|----------|
| LUXEMBOURG      | 9                | 2               | 1        |          |
| MALTA           | 32               | 24              | 0        |          |
| NETHERLANDS     | 14               | 3               | 4        |          |
| NORWAY          | 13               | 10              | 4        |          |
| POLAND          | 36               | 16              | 2        |          |
| PORTUGAL        | 50               | 15              | 44       |          |
| ROMANIA         | 32               | 9               | 4        |          |
| SLOVAK REPUBLIC | 37               | 9               | 3        |          |
| SLOVENIA        | 24               | 9               | 1        |          |
| SPAIN           | 72               | 4               | 4        |          |
| SWEDEN          | 18               | 10              | 6        |          |
| SWITZERLAND     | 12               | 2               | 1        |          |
| TURKEY          | 11               | 7               | 1        |          |
| UNITED KINGDOM  | 18               | 3               | 3        |          |

# ANNEX 7

## Topic centres

Topic centres are consortia of national safety and health institutions under contract to collect and analyse existing national data to support key areas of our work. In 2008, two Topic centres were

operational: 'TC Risk Observatory' and 'TC Working Environment'. From 2009 onwards there will be a single Topic centre.

### TOPIC CENTRE RISK OBSERVATORY

#### LEAD ORGANISATION

**Institut National de Recherche et de Sécurité (INRS) — Centre de Lorraine**  
Avenue de Bourgogne  
BP 27  
F-54501 Vandoeuvre Cedex

#### PARTNER ORGANISATIONS

**Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BAuA)**  
Federal Institute for Occupational Safety and Health  
Friedrich -Henkel- Weg 1-25  
D-44149 Dortmund

**Berufsgenossenschaftliches Institut für Arbeitsschutz (BGIA)**  
BG-Institute for Occupational Safety and Health  
Alte Heerstrasse 111  
D-53757 Sankt Augustin

**Finnish Institute of Occupational Health (FIOH)**  
Työterveyslaitos  
Topeliuksenkatu 41a A  
FIN-00250 Helsinki

**Instituto Nacional de Seguridad e Higiene en el Trabajo (INSHT)**  
Torrelaguna 73  
E-28027 Madrid

**Institut pour la prévention, et le bien-être au travail (PREVENT)**  
Rue Gachard 88 BTE 4  
B-1050 Brussels

**Central Institute for Labour Protection — National Research Institute (CIOP-PIB)**  
ul. Czerniakowska 16  
PL-00-701 Warsaw

## TOPIC CENTRE WORKING ENVIRONMENT

### LEAD ORGANISATION

**Finnish Institute of Occupational Health (FIOH), Finland**  
Topeliuksenkatu 41 a A  
FI-00250 Helsinki

### PARTNER ORGANISATIONS

**Berufsgenossenschaftliches Institut für Arbeitsschutz — BGIA (BG-Institute for Occupational Safety and Health)**  
Alte Heerstrasse 111  
D-53757 Sankt Augustin

**Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BAuA) — (Federal Institute for Occupational Safety and Health -FIOH)**  
Friedrich-Henkel-Weg 1-25  
D-44149 Dortmund

**Centralny Instytut Ochrony Pracy — Państwowy Instytut Badawczy (CIOP-PIB)**  
Czerniakowska 16  
PL-00-701 Warsaw

**Fodor József National Center for Public Health, Hungary**  
Nagyvárad tér 2.  
H-1096 Budapest

**Eurogip — France**  
Rue de la Fédération  
75018 Paris

**Health and Safety Laboratory (HSL), United Kingdom**  
Harpur Hill, Buxton  
Derbyshire SK17 9JN, United Kingdom

**Hellenic Institute for Occupational Health and Safety, Greece**  
143 Liosion and Theirsiou 6  
10445 Athens, Greece

**Ispesl — Istituto Superiore per la Prevenzione e la Sicurezza del Lavoro**

**Ispesl — National Institute for Safety and Prevention at Work**  
Via Urbana, 167  
00184 Rome, Italy

**National Institute of Occupational Health (NIOH/AMI), Denmark**  
Lersø Parkallé 105  
Denmark

**Prevent, Institute for Occupational Safety and Health, Belgium**  
Rue Gachard 88 Box 4  
B-1050 Brussels

**Netherlands Organisation for Applied Scientific Research, the Netherlands**  
Schoemakerstraat 97  
2600 JA, Delft

**FCT-DEMIS**  
**Faculdade de Ciências e Tecnologia da Universidade Nova de Lisboa, Portugal**  
Quinta da Torre  
2829-516 Caparica, Portugal

**Institute of Work, Health and Organisations, University of Nottingham, United Kingdom**  
The University of Nottingham, William Lee Buildings 8, Science and Technology Park  
University Boulevard  
Nottingham NG7 2RQ, United Kingdom

**Instituto Sindical de Trabajo, Ambiente y Salud**  
C/General Cabrera 21  
E-28020 Madrid, Spain

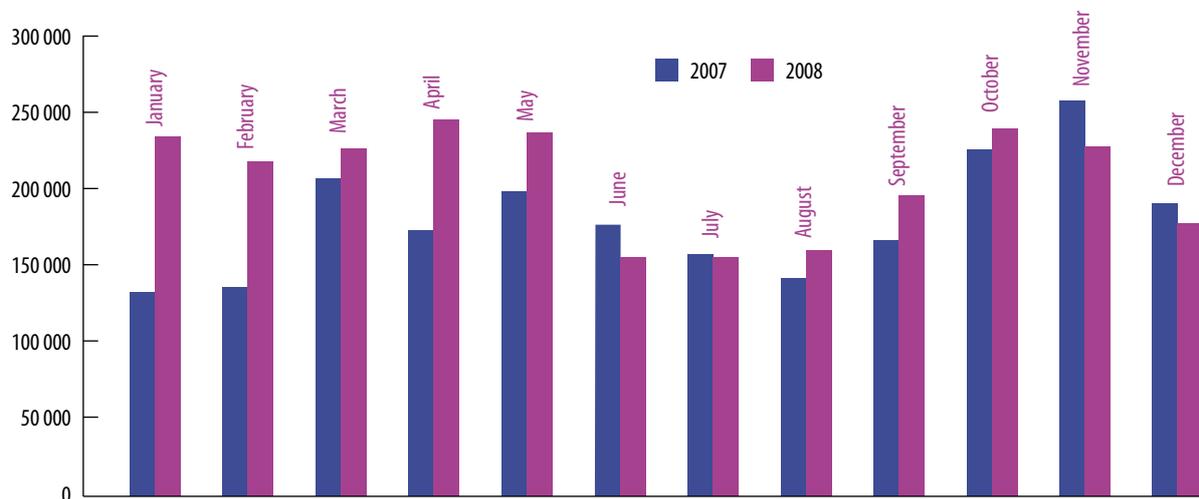
**Cooperation Centre Hamburg**  
**Part of the Research Section of the Department of Science and Health of the Free Hanseatic City of Hamburg**  
Besenbinderhof 60  
D-20097 Hamburg

**University of Surrey, United Kingdom**  
University Campus, Stag Hill, Guildford  
GU2 7XH Surrey, United Kingdom

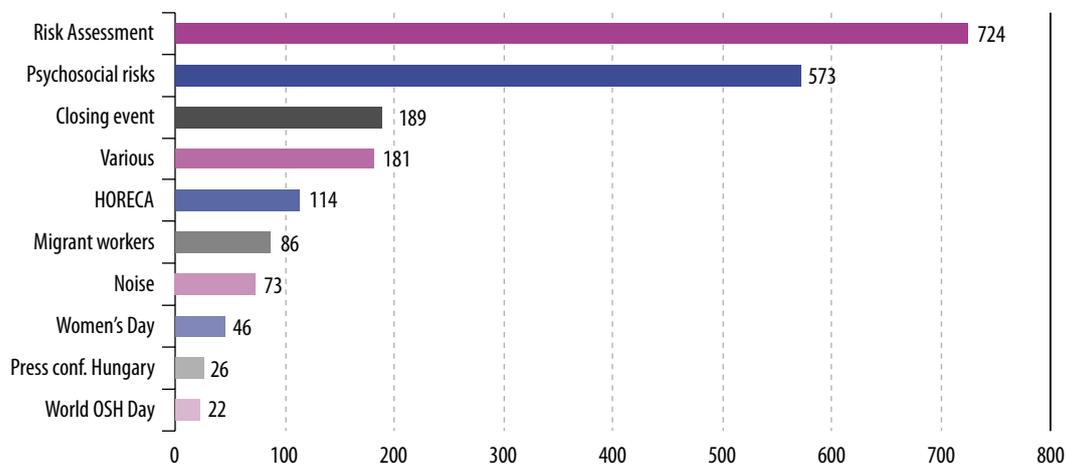
# ANNEX 8

## Website usage and media coverage

Visitors to the Agency's website <http://osha.europa.eu>  
In total, more than 2.4 million unique visitors accessed the site.  
OSHmail subscriptions increased by 20%, reaching 39 661.



Media coverage by topics (top ten)  
Total media coverage in 2008: 2 086 press cuttings

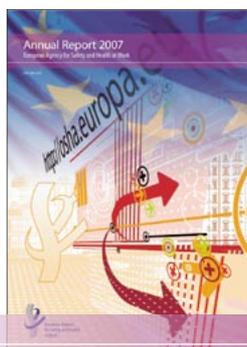


# ANNEX 9

## Publications 2008

Print copies of reports, factsheets and other publications can be ordered via the Publications Office <http://publications.europa.eu>. All publications can be downloaded free of charge from the Agency's website <http://osha.europa.eu/publications>.

### CORPORATE PUBLICATIONS



**Annual report 2007: bringing safety and health closer to European workers**  
Available in English,  
62 pp.  
ISBN 978-92-9191-164-6  
Cat. No TEAB08001ENC

A summary is available in the 22 official Community languages:

[http://osha.europa.eu/en/publications/annual\\_report/](http://osha.europa.eu/en/publications/annual_report/)

#### Annual work programme

Annual Management Plans & Work Programmes are available on the Agency homepage:

[http://osha.europa.eu/publications/work\\_programmes](http://osha.europa.eu/publications/work_programmes)

### INFORMATION REPORTS

<http://osha.europa.eu/publications/reports>

#### Work-related musculoskeletal disorders: prevention report

2008 - 106 pp.  
ISBN: 978-92-9191-217-9  
Cat. No: TE8107132ENC

#### Protecting workers in hotels, restaurants and catering

2008 - 163 pp.  
ISBN 978-92-9191-163-9  
Cat. No: TE7007132ENC

#### Occupational skin diseases and dermal exposure in the European Union (EU-25): policy and practice overview

2008 - 244 pp.  
ISBN 978-92-9191-161-5  
Cat. No: TE7007049ENC





**Workplace exposure to vibration in Europe: an expert review**  
 2008 - 126 pp.  
 ISBN 978-92-9191-221-6  
 Cat. No: TE8108322ENC

**Facts 79**  
 Summary of the report 'Protecting workers in hotels, restaurants and catering'  
 2008,  
 Cat. No: TEAE07079XXC



**Prevention of work-related MSDs in practice (Good Practice booklet)**  
 2008 - 28 pp.  
 ISBN: 978-92-9191-217-9  
 Cat. No: TE8108190ENC

**Facts 80**  
 Risk Assessment - Roles and responsibilities  
 2008, Cat. No: TEAE08080XXC

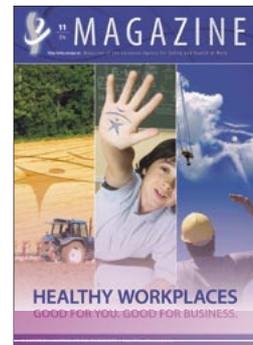
**Facts 81**  
 Risk Assessment - the key to healthy workplaces  
 2008, Cat. No: TEAE08081XXC

**FORUM**

<http://osha.europa.eu/en/publications/forum>  
**Working safely in a multicultural HORECA sector**  
 2008 – 12 pp.  
 ISBN 978-92-9191-212-4  
 Cat. No: TE-70-07-131-EN-C

**MAGAZINE**

**European Agency Magazine 11 - Healthy Workplaces. Good for you. Good for business.**  
 Available in English  
 Cat. No: TEAA08011ENC  
<http://osha.europa.eu/publications/magazine/11>



**FACTS**

Agency factsheets provide concise information on its various activities. These are available in all 22 official Community languages:  
<http://osha.europa.eu/publications/factsheets/>

**CAMPAIGN MATERIALS**

The Agency publishes a range of materials for the bi-annual *Healthy Workplaces campaign*, available in all official EU languages at: <http://osha.europa.eu/en/campaigns/hw2008>

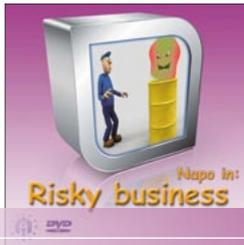


**Facts 77**  
 The business benefits of good occupational safety and health  
 2008,  
 Cat. No: TEAE07077XXC

**Folder, notebook, bookmark, campaign poster, leaflet, flyer, sectoral poster –**  
 construction (TE8108405XXP),  
 education (TE8108403XXP)  
 and agriculture (TE8108404XXP)



**Facts 78**  
 Work-related musculoskeletal disorders: Prevention report. A summary  
 2008, Cat. No: TEAE07078XXC



**DVD: Napò in Risky Business**  
TE3008420ENZ

**DVD: Healthy Workplaces/Risk assessment**  
TE8108327ENZ

## E-FACTS

E-facts are publications that are only available through the web. <http://osha.europa.eu/publications/e-facts/>

**E-facts 19. Prevention of vibration risks in the construction sector**

**E-facts 20. Checklist for the prevention of accidents in laboratories**

**E-facts 21. Introduction to the HORECA Sector**

**E-facts 22. Safety and health risks in HORECA**

**E-facts 23. Good practice: accident prevention in HORECA**

**E-facts 24. Musculoskeletal disorders (MSDs) in HORECA**

**E-facts 25. Managing psychosocial risks in HORECA**

**E-facts 26. Dangerous substances in HORECA**

**E-facts 27. Hot environments in HORECA**

**E-facts 28. Patient handling techniques to prevent MSDs in health care**

**E-facts 29. Occupational safety and health in Europe's forestry industry**

**E-facts 30. Occupational safety and health in the textiles sector**

**E-facts 31. Prevention of work-related stress in the education sector**

**E-facts 32. Common errors in the risk assessment process**

**E-facts 33. Risk assessment for teleworkers**

**E-facts 34. Risk assessment for hairdressers**

**E-facts 35. Risk assessment for care workers**

**E-facts 36. Prevention of accidents and ill-health to cleaners**



**E-facts 37. Slips, trips, falls and cleaners**

**E-facts 38. Work equipment, tools and cleaners**

**E-facts 39. Cleaners and musculoskeletal disorders**

**E-facts 40. Risk assessment and needlestick injuries**

**E-facts 41. Cleaners and dangerous substances**

**E-facts 42. Checklist for prevention of lower limb disorders**

**E-facts 43. Checklist for preventing WRULDs**

**E-facts 44. Checklist for the prevention of manual handling risks**

**E-facts 45. Checklist for preventing bad working postures**



# ANNEX 10

## Finance 2007-2008

### Actual financial implementation

It includes payments and carry-over generated on the year. Figures in EUR.

|   | Final<br>Budget<br>2008 | Actual<br>implementation<br>2008 | Actual<br>implementation<br>2007 |
|---|-------------------------|----------------------------------|----------------------------------|
| <b>Revenues</b>   |                         |                                  |                                  |
| European Community subsidy  | 14 400 000              | 13 785 045                       | 13 000 000                       |
| European Commission Earmarked funds (PHARE, CARDS, IPA)             | 363 350                 | 198 740                          | 168 460                          |
| Other subsidies   | 164 702                 | 169 490                          | 414 490                          |
| Other revenues  |                         | 39 826                           | 289 688                          |
| <b>Total revenue</b>  | <b>14 928 052</b>       | <b>14 193 101</b>                | <b>13 872 638</b>                |
| <b>Expenditure</b>  |                         |                                  |                                  |
| <b>Title I</b>  |                         |                                  |                                  |
| <i>Staff costs (salaries, allowances and other staff costs)</i>     | <i>5 036 888</i>        | <i>4 649 383</i>                 | <i>4 156 273</i>                 |
| <b>Title II</b>   |                         |                                  |                                  |
| <i>Buildings, equipment and miscellaneous operating expenditure</i> | <i>1 583 314</i>        | <i>1 536 815</i>                 | <i>1 439 165</i>                 |
| <b>Title III</b>  |                         |                                  |                                  |
| European Risk Observatory   | 1 226 901               | 1 111 162                        |                                  |
| Working environment information                                     | 1 190 021               | 1 119 582                        |                                  |
| Communication, campaigning and promotion                            | 4 307 987               | 4 298 512                        |                                  |
| Networking and coordination   | 1 175 091               | 1 093 002                        |                                  |
| Focal points' activities, including expert group activities         |                         |                                  | 936 237                          |
| Establishment and management of the information network on Internet |                         |                                  | 189 526                          |

|   | Final<br>Budget<br>2008 | Actual<br>implementation<br>2008 | Actual<br>implementation<br>2007 |
|---|-------------------------|----------------------------------|----------------------------------|
| Editing, publication and distribution of information and other activities                   |                         |                                  | 391 695                          |
| Conferences, seminars, workshops and public events, promotional activities, etc.            |                         |                                  | 532 108                          |
| Studies and pilot schemes topic centres   |                         |                                  | 2 046 247                        |
| Mission and representation expenses   |                         |                                  | 241 931                          |
| Meetings of the Board and Bureau  |                         |                                  | 185 861                          |
| Translation of studies, reports and working documents                                       |                         |                                  | 985 331                          |
| Preparation, organisation and management of the European Week for Safety and Health at Work |                         |                                  | 794 652                          |
| Healthy Workplace Initiative  |                         |                                  | 1 576 413                        |
| <i>Total Title III</i>  | <i>7 900 000</i>        | <i>7 622 258</i>                 | <i>7 880 001</i>                 |
| <b>Subtotal expenditure</b>   | <b>14 520 202</b>       | <b>13 808 456</b>                | <b>13 475 439</b>                |
| Earmarked activities  | 594 469                 | 204 549                          | 328 761                          |
| <b>GRAND TOTAL</b>  | <b>15 114 671</b>       | <b>14 013 005</b>                | <b>13 804 200</b>                |

**Remark:** In 2008, the Agency introduced an activity-based structure for its budget. 2008 figures refer to definitive payments and provisional carry-overs to be paid during 2009. For earmarked expenses, carry-overs from 2007 to 2008 are included and the actual implementation of activities only reflects payments.

# ANNEX 11

## Board assessment and analysis of the Authorising Officer's Annual Activity Report for the financial year 2008

The Governing Board of the European Agency for Safety and Health at Work has received the Authorising Officer's Annual Activity Report for the year 2008 and is, on the basis of the information provided, of the opinion that the Agency's Work Programme for 2008 has been implemented in a satisfactory manner and that the resources provided have been spent in a reasonable way.



Károly György  
Chairperson of the Governing Board  
19 May 2009

# ANNEX 12

## Outlook for 2009

For the Agency, areas of particular focus in 2009 will include:

### FORECASTING METHODOLOGY FOR NEW AND EMERGING RISKS

Starting the implementation of the medium-term forecast (with a ten-year time horizon) to identify new OSH risks. The first subject area to be chosen will probably be energy and the environment – an area where there will be much activity in the next few years.

### REVIEW AND ANALYSIS OF RESEARCH

Literature reviews (which are initial explorations of topics, possibly leading to larger projects) will be carried out on: trends related to the occupational safety and health of women at work; trends related to the occupational safety and health of self-employed workers, and the safety and health of workers in the response to major accidents, emergencies and disasters.

### IDENTIFICATION AND ANALYSIS OF TRENDS – “OSH IN FIGURES”

The ‘OSH in figures’ project, which aims to describe and analyse the trends that may affect occupational safety and health, will focus in 2009 on collecting data on the risks faced by women at work.

### SHARING KNOWLEDGE AND STIMULATING DEBATE

The European Risk Observatory’s four flagship reports on new and emerging risks will be followed up with a seminar on emerging chemical risks and a seminar on violence and bullying.

### EUROPEAN SURVEY OF ENTERPRISES ON NEW AND EMERGING RISKS (ESENER)

Carrying out field work and presenting the initial results of the Enterprise Survey on psychosocial risks.

### FOSTERING RESEARCH ON NEW AND EMERGING RISKS AT EU LEVEL

Moving the NEW OSH ERA project into its final phases: planning and developing joint activities and the launch of calls for proposals for trans-national research activities.

### TRANSPORT

A number of reports and other information will be developed on OSH risks in the road transport sector, together with examples of good practice. The focus is on freight transport by road, including the transport of dangerous substances and the transport of people.

## ECONOMIC INCENTIVES

The focus on identifying economic incentives for good OSH will continue in 2009, with the Agency starting to look in particular at economic incentives provided by public and private procurement.

## WORKPLACE HEALTH PROMOTION

The Agency will be working particularly closely with DG SANCO on occupational health promotion (OHP) good practice.

## RISK ASSESSMENT CAMPAIGN

The second year of the *Healthy Workplaces campaign* on risk assessment will see the emphasis shift to the recognition of good practice, with the presentation of the campaign's Good Practice awards (at an event supported by the Czech Presidency) to the winners who were identified in the first year of the campaign and the publication of a Good Practice Booklet. In addition, campaign activities will be topic-based, with more of a local and sectoral dimension.

More electronic tools will be launched for use in Risk Assessment, including an interactive tool to help SMEs in particular.

Three campaign reports will be published: *'Assessment, elimination and substantial reduction of occupational risks'*, *'Workforce diversity and risk assessment: ensuring everyone is covered'* and *'Mainstreaming OSH into business management'*.

The Risk Assessment campaign's closing event will be organised in November, jointly with the Swedish Presidency of the Council of the EU.

## MAINTENANCE CAMPAIGN

Information will begin to be prepared for the Agency's next *Healthy Workplaces campaign*, on Safe Maintenance in 2010-2011. Poor standards of maintenance are a major cause of occupational diseases and accidents. The strategy for the campaign on Safe Maintenance (2010-2011) will be fine-tuned, campaign partnerships will begin to be established, and the core campaign material and website will be prepared in 22 languages.

An external evaluation assessing the features of the new campaign model, including the funding through the European Campaign Assistance Package (ECAP) will be carried out. The ECAP support to national focal points will be further developed and improved.

In addition, major promotion projects will see journalists being given tours of the workplaces of Good Practice award winners; an OSH photo competition will be organised (it will be open to amateurs and professionals alike); the Agency will support a documentary film award at the International Leipzig festival, and a pan-European opinion survey will be carried out on OSH perceptions.

## NETWORKING AND CO-ORDINATION

The Agency will assess the first year of implementing its Strategy 2009-2013.

A joint conference is organised with other major OSH organisations on international OSH strategies in Dresden in January. The Agency is also participating in the ICOH 2009 Congress.

## ADMINISTRATIVE SUPPORT

After being congratulated by the European Parliament on its discharge of its 2007 accounts, the Agency will aim to consolidate this performance.

*The 2009 Annual Management Plan and Work Programme can be downloaded at:*

[http://osha.europa.eu/en/publications/work\\_programmes/amp2009\\_en.pdf/view](http://osha.europa.eu/en/publications/work_programmes/amp2009_en.pdf/view)

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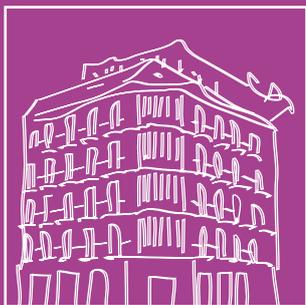


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In order to improve the working environment, as regards the protection of the safety and health of workers as provided for in the Treaty and successive Community strategies and action programmes concerning health and safety at the workplace, the aim of the Agency shall be to provide the Community bodies, the Member States, the social partners and those involved in the field with the technical, scientific and economic information of use in the field of safety and health at work.

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