

**SLIC guide**

**European inspection and communication campaign**

**Manual Handling of Loads  
in Europe 2008  
construction and retail trade**



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## Introduction

This document is created by the European Coordinator (National Labour Inspectorate -Poland) on the basis of SLIC, the SLIC manual handling of loads campaign working group and subgroups decisions. This document is meant for National Labour Inspectorates (NLI) and above all is addressed to the following addressees:

- Representatives in the SLIC manual handling of loads working group in order to:
  - fulfill their role as the key person nationally responsible for the SLIC working group.
- NLI Management in order to:
  - reserve inspection capacity to carry out the inspection campaign in the second half of 2008;
  - reserve financial means for publications for the needs of the communication campaign.
- National project leader(s) in order to:
  - set up and carry out the inspection and communication campaign in the scope of manual handling of loads for their inspectors nationally.
- NLI press services in order to:
  - organize the communication campaign in mass media and in the Internet, according to the assumptions of this guide.
- National trainers of inspectors in order to:
  - familiarize themselves with the plan of preparing supplementary training materials for the SLIC trainers for the national use.

## Goals, organization, tasks and timeline

### 1.1 Goals and organization

**Scope:** This document provides guidance for setting up a national inspection and communication campaign on Manual Handling of Loads in the construction sector and in the retail trade sector. The 2008 campaign is the continuation and supplement of the activities initiated by SLIC in the scope of manual handling of loads in transport sector and health care sector in 2007. This European campaign is to be carried out from January 2008 till December 2008. It is also worth mentioning that there is a good co-operation and co-ordination between the SLIC and European Agency for Health and Safety at Work in Bilbao in the scope of threat assessment activities.

**Participants:** All Labour Inspectorates from the EU member states/ EFTA countries that expressed their will to participate in the campaign on the basis of the *Partnership Declaration* that had been sent back to the Coordinator of the Campaign.

**Project goals:**

- better compliance in the EU with EU Directive 90/269/EEC “Manual Handling of Loads” in order to reduce musculoskeletal disorders,
- improving the inspection and communication methods of the national labour inspectorates by learning from existing methods,
- greater harmony in the enforcement of the manual handling of loads throughout the EU.

**Tasks (products of the campaign):**

- I. Inspection campaign realized on the basis of common guidelines in the matter of the strategy of preventing musculoskeletal disorders during handling of loads,
- II. Trainings for labour inspectors conducted on the national level and based on common, European, supplementary methodic and training materials.
- III. Publications for construction and retail trade sectors,
- IV. Communication campaign, with the use of internet and mass media,
- V. Evaluation of the 2008 campaign and the seminar summing up the 2007-2008 campaign,
- VI. National initiatives – supplementing the campaign activities on the Member States level.

**Subjects responsible for implementing particular tasks:**

**On the European level – SLIC**

**MHL Working Group and MHL Working subgroups:**

- I. Working Subgroup for inspection campaign**
- II. Working Subgroup for communications campaign**
- III. Working Subgroup for training**
- IV. Working subgroup for evaluation and summary of the campaign**

- Preparing the guidelines and making detailed decisions concerning the campaign tasks implementation, preparing tools for the use of inspection campaign and trainings for labour inspectors.

### **2008 European Coordinator: National Labour Inspectorate – Poland**

- Preparing and delivering:
  - 2008 campaign SLIC guide and evaluation forms;
  - Supplementing tools for the inspection campaign realization;
  - Supplementing training materials for the use of trainings conducted by national trainers;
  - Texts of publications: brochures and posters for the new sectors – in English and French – in order to make translations into other languages and then have them ready to be published;
  - Press releases – as the progress in the campaign is made;
- Administering the website of the campaign;
- Preparing the report summing up the 2008 SLIC campaign;
- Organizing in April 2009 the seminar summing up two-year SLIC campaign;
- Current coordination of activities, enhancing the current exchange of information and good practices between national Labour Inspectorates involved in the campaign (mainly via campaign website), giving necessary information concerning the organization of the campaign;
- Presenting the reports on campaign progresses on the SLIC forum and MHL campaign working group.

### **Management of National Labour Inspectorates:**

- Taking into consideration the campaign in the plans of activities of national labour inspectorate in years 2008-2009.

### **Leader(s) of national inspection campaign:**

- Preparing an MHL inspection campaign plan in 2008 with the use of SLIC campaign guide.
- Organization of trainings for Labour inspectors on the national level.
- Managing the national MHL campaign project – coordination of actions undertaken by all responsible organizational units.
- Reporting on campaign progresses, national experience and good practices.
- Evaluation of the campaign realization on the national level.

### **Leader(s) of national communication campaign:**

- Preparing an MHL communication campaign plan in 2008 with the use of SLIC campaign guide.

- Translating of campaign publications into national languages and probably preparing national inputs into brochures.
- Copying of brochures and posters of the project (if concerns)
- Distribution of brochures and posters in the target group of the campaign.
- Reporting on progresses of the campaign, national experience and good practices – information to be placed on the website of the campaign.
- Evaluation of the campaign realization on the national level and of provided materials by the SLIC.

**NLI Press services:**

- Organization of the campaign in electronic and printed mass media on the national level.

**National Trainer(s):**

- Reporting on new edition of the campaign and supplementing the knowledge to the specificity of issues connected with the manual handling of loads in new sectors covered by the campaign during trainings for labour inspectors on the national level with the use of supplementing methodic and training SLIC materials.

**Inspectors**

- Supplementing the knowledge to the manual handling of loads in new sectors-participation in national training.
- Carrying out MHL inspection.
- Passing on data, serving the evaluation of the campaign and examples of MHL good practices in the inspected sectors.

**1.2 Timeline: When, what and by who**

<b>Time</b>	<b>European level</b>	<b>National level</b>
<b>January– April 2008</b>	Meetings of working groups preparing the campaign, Preparing materials – 2008 European Coordinator	Participation of national representatives in works of working groups
<b>Till 15th April</b>	Delivery to NLI by the 2008 European Coordinator the 2008 Campaign Guidelines	Sending back the partnership declarations concerning the engagement in the 2008 SLIC campaign
<b>Till 20th April</b>	Distributing the first press release	
<b>Till the end of April</b>	Distributing to NLI by the 2008 European Coordinator supplementing materials for the needs of trainings for labour inspectors, distributing texts of publications in English in order to translate them into national languages	Preparing a national plan of the campaign

<b>Time</b>	<b>European level</b>	<b>National level</b>
<b>Till 10th May</b>	Distributing texts of publications in French	
<b>Till 15th May</b>	Supplementing the website of the campaign with the information concerning the edition in 2008	Commencement of the national communications campaign
<b>Till the end of May</b>	Preparing the layout of the publications	Handing over the translated into national languages texts of publications and eventual national inputs to the European Coordinator
<b>Till the end of June</b>	Distributing ready to be printed publications to NLI (notice: but not earlier than 3 weeks from the date of receiving the national version)	Caring out of trainings for labour inspectors by national trainers
<b>Till the end of July</b>	Making eventual corrections in publications proposed by NLI. Distributing the second press release	
<b>Till 15<sup>th</sup> August</b>	Printing of publications in the group of countries provided with the printing funding (notice: the date is in effect in the case of providing the texts and corrections according to the time schedule)	Printing of publications by NLI
<b>Till the end of August</b>	Providing the countries provided with the printing funding with publications (notice: the date in effect in the case of providing the texts and corrections according to the time schedule)	Disseminating the second press release. Commencement of distribution of publications. Commencement of national inspection campaign.
<b>September-November</b>	European Week of OSH Agency Commencement of works of the IV working subgroup on evaluation and summing up the campaign	Inspection and communications campaign
<b>Till the end of December 2008</b>	Preparing for the evaluation and summing up of the campaign	Handing over the results of national inspection and communications campaign to the European Coordinator
<b>Till the end of March 2009</b>	Preparing the project of the report on the campaign and the results of the campaign in 2008, presented during the summing up seminar	Handing over the supplementing materials on good practices, preparing the speeches and presentations by selected national representatives
<b>April 2009</b>	Seminar summing up the 2-year SLIC campaign	Participation in the seminar summing up the 2-year SLIC campaign

## Tasks I and II – inspection campaign and trainings for labour inspectors

### National inspection campaign and trainings for labour inspectors, participating in the campaign

#### 2.1 Quality and quantity expectations of the inspection campaign

The SLIC working group agreed on the following quality and quantity expectations for the inspection project Manual Handling of Loads in the construction and retail trade sectors (to be seen as a guideline).

Inspection project:

- 80% of the SLIC countries shall implement the inspection project on the manual handling of loads by 2008 (23 countries).
- Each participating in the campaign inspector shall take part in the national training course on the manual handling of loads.
- Each participating in the project country shall declare the number of subjects that will be covered by inspections in the scope of MHL inspection campaign. The declared number of inspections should be as high as possible in order to achieve significant impact on the construction and retail trade sectors.
- Each participating in the project country shall realize the number of inspections in construction and retail trade sectors and it shall be equal or higher than the declared one– the findings of the inspections shall be gathered with the use of forms of evaluating checklists (attached to this Guide).

#### 2.2 Campaign targeting Construction and Retail Trade sectors

The selection of the sectors in the 2008 MHL campaign has resulted from the fact that most EU countries states that they present or are likely to present significant manual handling ill health.

*Construction sector* has been chosen because of it's broad, internationally oriented issues on manual handling, in order to reach a level playing field and offer the same level of protection for workers internationally.

*Retail trade sector* has been chosen because of the broad social implications of the issues on manual handling in this sector. The main inspection areas in this sector are:

- Distribution centers;
- Supermarket chains;
- Supermarkets.

Distinguishing supermarket chains has been done in order to enable to state whether the irregularities in the scope of manual handling of loads may be connected with the policy carried out by chains. The analyze of the campaign results shall enable to undertake further actions in cooperation with managements of the chains on the national and European level.



## 2.3 Inspecting and enforcing Manual Handling of Loads

### 2.3.1. Subject of inspection

The two major inspection points for all inspection areas should be:

1. Has the company/ institution performed a risk assessment on manual handling of loads?
2. Are measures and solutions taken to prevent the biggest risks (risks to be at least globally assessed/ indicated with aid of an inspection assessment method like the SLIC assessment guideline)?

### 2.3.2. The course of inspection campaign

Having in mind assumptions of the campaign and its schedule, we suggest the implementing of inspection tasks in the autumn period 2008: September-November, after the completion of a cycle of trainings for inspectors involved in the campaign and receiving ready to be disseminated publications. The first phase of the campaign can be of preventive nature, while the second can comprise follow up visits.

However, in view of the fact that national labour inspectorates carry out their own, long-term preventive and inspections programs focused on manual handling of loads, as well as taking into account specificity of actions of each inspectorate, the exact start and the end dates of the inspection campaign are treated in a flexible manner and are left to the national labour inspectorates to decide on.

### 2.3.3. Auxiliary materials for the control

In order to carry out the inspection campaign in 2008 the inspection tools used previously may be used:

- checklists allowing to identify threats,
- KIM and MAC tools,
- national tools applied in the current inspection practices concerning MHL issues.

Currently used inspection tools serving the threat assessment connected with manual handling of loads can be found on the campaign website [www.handlingloads.eu](http://www.handlingloads.eu).

For the needs of the 2008 campaign there have been created:

- two checklist with explanations, serving the purpose of evaluating inspection activities (recommended to be used in 2008).

Each list contains several issues, connected with manual handling of loads. Each inspector who conducts an inspection visit within the framework of the campaign should mark one of the fields connected with a given issue, depending on the size of the construction site/the company and his/her assessment of the situation. The lists also contain information about legal means applied during inspection visits. In case, when the evaluating list concerns the issues that are not covered by the scope of carried out inspections (according to the national regulations and inspection methods), answers for the contained in the list questions shall be omitted. Evaluation lists are attached to this Guide.

Evaluation lists may be used by labour inspectors directly during the inspection (as general inspection lists too) or they can be filled in after completion of the inspection campaign by

national leaders of the national inspection campaign. In the second case there should be assured data gathering in the other manner – according to a national practice.

The use of the above-mentioned checklists will enable easy and fast gathering of data at the domestic and pan-European level. Their application will also allow to conduct analyses aimed at detecting irregularities in the area of manual handling of loads, depending on the size of the construction site/company.

Irrespective of the overall assessment, National Labour Inspectorates are asked to note down and send, after completion of the MHL Campaign in 2008, some additional data to the European Coordinator 2008 for information purposes. It should comprise the following information related to the sectors covered by the campaign:

- good practices encountered during inspections (photographs are welcome!)
- major problems encountered in manual handling of loads situations,
- cross-border problems which cannot be solved with only national attention (see also point 2.2.).

## **2.4 Quality expectations of the inspectors participating in the MHL Campaign**

The following quality expectations have been settled:

– Labour inspectors should:

- Supplement their knowledge to the specificity of new sectors in the context of carrying out inspections in the scope of manual handling of loads, participating in the training on the national level;
- Be aware of threats connected with manual handling of loads;
- Have knowledge and abilities allowing to verify the threat assessment in the scope of manual handling of loads carried out in a work place ( or if it has been settled on the national level – be ready to carry out the threat assessment).

## **2.5 Training program of trainers in the scope of manual handling of loads**

In 2008 the training courses for national trainers will not be organized at the European level.

According to the assumptions of the MHL working group, training for national inspectors will be carried out by trainers trained during 2007 campaign. They will be equipped with: a program, a Power Point presentation (developed by the working subgroup on trainings), texts of publications containing information on specific threats and good practices and additional auxiliary materials handed over by campaign partners who had decided to share their experience in the scope of manual handling of loads.

The purpose of training:

1. To explain purpose of MHL 2008
2. Awareness of requirements of MHL Regulations
3. To make inspectors aware of risk factors related to MHL
4. Awareness and understanding of control measures available
5. Understanding the method for conducting MHL inspections
6. Inspections Tools and Risk Assessment Methods

## **Tasks III and IV – publications for construction and retail trade sectors; communication campaign with the use of the Internet and the mass media**

### **3.1. Cooperation aimed at preparation of the publication for communication campaign in 2008**

In response to the needs of MHL Campaign in 2008 two brochures will be drawn up - addressed to retail trade and construction sectors – they will be a continuation of the publications produced in 2007. The project also involves preparation of two posters illustrating examples of good practices in handling of loads – in the form of photographs with commentary (for the two sectors).

#### **3.1.1. Technical details**

- concerning brochures – A5 paper format, full colour, 32 pages;
- concerning posters – B1 paper format (50 / 90 cm), full colour.

Each 32-page brochure will include empty space (2 pages) for national input, supplementing the content of publication addressed to a given sector. It could be: contact details, national regulations, information about additional events in a given country, organized by the national labour inspection (as decided by the National Labour Inspectorate).

#### **3.1.2. Preparation process**

Texts are prepared on the basis of materials gathered so far, decisions made by the SLIC MHL working group and remarks from reviewers. Due to the short time span planned for preparation and implementation of the 2008 Campaign, it is vital that National Labour Inspectorates engage significantly in the process of their preparation: translation and printing. The agreed sequence of the publishing process is as follows:

- By the end of April representatives of the SLIC MHL working group will have received texts of publications in English (in addition, texts in French will have been submitted by 10<sup>th</sup> May 2008).
- National leaders will be responsible for translation of the texts into national languages, proofreading, supplementing material with national input discussed in point 3.1.1., attachment of a logo (a “vector” version) and sending back the ready texts via e-mail and in Word format to: [mhl@gip.pl](mailto:mhl@gip.pl)
- Texts in national languages will be supplemented with photographs and completed – they will be ready-to-print publications (the process is supervised by the European Coordinator) which will be delivered to National Labour Inspectorates (PDF files and editable InDesign files).
- After editing, each NLI may introduce changes to the text on its own or ask the European Coordinator 2008 to do it.
- Each NLI will finance and supervise printing of publications (in accordance with the Partnership Declaration).
- Each NLI will distribute the publications.

Publications should be printed in the largest possible print run in order to increase to the maximum the reach of communication campaign in the sectors covered by the campaign in 2008. The publications can and should be distributed in an electronic form as well, with the use of Internet websites and electronic mail.

**Note 1:** In order to facilitate communication between National Labour Inspectorates and foreign employees who do not know the official language of a given country, it is also possible to order other language versions of the publications – in accordance with the application made in the Partnership Declaration.

**Note 2:** Some National Labour Inspectorates had asked for financing of printing of publications, which will be possible after the European Coordinator obtains a grant from the EU funds. Then, the said National Labour Inspectorates will have to cooperate with the European Coordinator with a view to finalising editing of brochures on the basis of separate rules (to be agreed individually).

### **3.2 Expectations related to communication campaign in the mass media and on the Internet**

The basic tools for conducting communication campaign comprise: the campaign publications, press releases which will be prepared by the European Coordinator 2008 and sent to the representatives within the MHL Working Group; and finally – arrangements made by the Working Subgroup for Communication Campaign:

- In each country where the MHL inspection project will take place, the selected mass media should be informed, at the national level, about the commencement and implementation of the MHL Campaign 2008. For this purpose the national leader of communication campaign should deliver press releases to its in-house press office (or if a given National Labour Inspectorate does not have such an office, then to the mass media directly). Press releases will be provided by the European Coordinator 2008, yet they should be supplemented with contents based on the national data (for example, data on musculoskeletal disorders on the national scale, previous actions devoted to such issues and carried out by the National Labour Inspectorate, national plans for the campaign, achieved effects – depending on the moment in which the information will be disseminated, etc.) – in order to make press releases most interesting and catchy during their reception at national level;
- It is also advisable to place information about the campaign on the Internet website of the labour inspection (if a given authority has one) and to initiate cooperation with some Internet portals in order to be able to place information about the campaign and national communication materials on their websites;
- In each country where the MHL inspection project will take place, information about the launch and progress of the MHL Campaign 2008 should be presented to social partners and other important stakeholders (as decided by each National Labour Inspectorate) at the national level;

- It is necessary to make employees, manual workers and other involved persons more aware of hazards and preventative measures related to manual handling of loads, via the involvement of stakeholders and social partners – their communication channels and their mass media;
- Contents of messages should be formulated in such a way which assumes inducing cultural changes in one's approach to hazards resulting from manual handling of loads; disseminated messages should promote solving problems where they originate, and shape attitudes.

The national communication campaign is implemented on the basis of the plan for the national communication and inspection campaign prepared by the national leader.

### **3.3. European website of the campaign**

The existing website [www.handlingloads.eu](http://www.handlingloads.eu) will remain active as an important communication tool. Simultaneously, the content of the campaign's website will be updated and will include the following materials:

- new brochures, posters and press releases; supporting materials developed during the process of publication preparation but not published because of lack of sufficient space;
- the SLIC Manual on the 2008 Campaign;
- good practices on manual handling of loads received from Member States – for the purposes of exchange of information and experience between National Labour Inspectorates;
- information provided by National Labour Inspectorates to be uploaded on domestic sections of the campaign's website, such as: contact details, national legislation, additional information on events connected with the campaign organized by NLIs .

All products, supplemented with photos and audiovisual materials, should be sent to the European Coordinator 2008 to: [mhl@gip.pl](mailto:mhl@gip.pl).

## **Chapter 4:**

### **Task V – evaluation of the campaign and a seminar summing up a two-year communication and inspection campaign.**

#### **4.1. Aims of evaluation**

After completion of the communication and inspection campaign at the end of December 2008, the whole project will be evaluated. The assessment will cover each component of the campaign, i.e. its inspection, communication and training phases.

The goals of the evaluation are:

- determination to what extent qualitative and quantitative aims have been reached;
- examination of best practices of manual handling of loads in construction and retail;
- and examination of lessons which might have been learned on the basis of the project.

The evaluation at the European level will be based on evaluation questionnaires on training and communication campaign as well as evaluation checklists for the inspection phase; they should be filled-in by national leaders. The set of questionnaires and checklists is attached herein.

## **Chapter 5:**

### **National initiatives – supplementing campaign activities at Member States level**

It is possible and advisable to undertake individual national initiatives within the MHL communication campaign. The national initiatives would supplement the international campaign's message and enrich it with national forms and contents.

Examples of activities which may be implemented at the national level:

- Organisation of training sessions on manual handling of loads for employers, employees and social partners from the sectors of retail trade and construction;
- Shows of best practices of manual handling of loads organized in supermarkets, on large construction sites and sector fairs;
- Production of national supplementary publications (leaflets, posters), audiovisual materials (to be used by national mass media, local networks, tv networks in supermarkets) devoted to the MHL campaign;
- Contests for employers, school children (knowledge contests as well as photography, drawing, film contests, etc.);
- Prevention programmes for employers: containing elements of training, rules for inspection and risk assessment to be conducted by employers themselves; adjusting workplace to the standards of manual handling of loads, stipulated in the Directive 90/269/EEC, concluded with an audit/inspection of a labour inspector.

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**Manual Handling of Loads in Europe 2008  
in construction and retail trade**

**Results of information campaign „Manual Handling of Loads in 2008“**

No.	Question	Answer				Next question
Q1	<b>How many brochures/ posters dedicated to SLIC MHL Campaign were distributed?</b> <i>Please mark "X" in each column</i>	a) construction brochure	b) construction poster	c) retail trade brochure	d) retail trade poster	Q2
	1) 1-100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2) 101-250	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3) 251-1000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4) 1001-3000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5) more than 3000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Please specify</i>	.....	.....	.....	.....	
6) none	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Q2	<b>How did the brochures' translation process go?</b> <i>Please mark "X"</i>					
	1) very good	<input type="checkbox"/>				Q3
	2) rather good	<input type="checkbox"/>				
	3) rather poor	<input type="checkbox"/>				Q2a
	4) very poor	<input type="checkbox"/>				
Q2a	<b>If rather poor or very poor, please explain the problems encountered</b>					Q3
Q3	<b>How did the brochures' printing process go?</b> <i>Please mark "X"</i>					
	1) very good	<input type="checkbox"/>				Q4
	2) rather good	<input type="checkbox"/>				
	3) rather poor	<input type="checkbox"/>				Q3a
	4) very poor	<input type="checkbox"/>				
Q3a	<b>If rather poor or very poor, please explain the problems encountered</b>					Q4

No.	Question	Answer	Next question			
Q4	<b>In what way were the brochures distributed?</b> <i>Please mark "X" and/or specify</i>		Q5			
	1) through inspections personally	<input type="checkbox"/>				
	2) by web site	<input type="checkbox"/>				
	3) by e-mail (newsletter, e.t.c.)	<input type="checkbox"/>				
	4) during the training	<input type="checkbox"/>				
	5) by means of social partners	<input type="checkbox"/>				
	6) other, <i>please specify</i>	<input type="checkbox"/>				
Q5	<b>How did the brochures distribution process go?</b> <i>Please mark "X"</i>					
	1) very good	<input type="checkbox"/>	Q6			
	2) rather good	<input type="checkbox"/>				
	3) rather poor	<input type="checkbox"/>	Q5a			
	4) very poor	<input type="checkbox"/>				
Q5a	<b>If rather poor or very poor, please explain the problems encountered</b>		Q6			
Q6	<b>What was the reception of the brochures in the sectors?</b> <i>Please mark "X" for all distributed brochures/ posters</i>	a) construction brochure	b) construction poster	c) retail trade brochure	d) retail trade poster	
	1) very good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q7
	2) rather good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3) rather poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q6a-d
	4) very poor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Q6a	<b>If rather poor or very poor, please explain the problems encountered with <u>construction brochure</u></b>					Q6b-d or Q7



No.	Question	Answer	Next question
Q6b	<b>If rather poor or very poor, please explain the problems encountered with <u>construction poster</u></b>		Q6c-d or Q7
Q6c	<b>If rather poor or very poor, please explain the problems encountered with <u>retail trade brochure</u></b>		Q6d or Q7
Q6d	<b>If rather poor or very poor, please explain the problems encountered with <u>retail trade poster</u></b>		Q7
Q7	<b>Please evaluate SLIC Campaign MHL website: <a href="http://www.handlingloads.eu">www.handlingloads.eu</a></b> <i>Please mark "X"</i>		
	1) very good	<input type="checkbox"/>	Q7a
	2) rather good	<input type="checkbox"/>	
	3) rather poor	<input type="checkbox"/>	Q7b
	4) very poor	<input type="checkbox"/>	

No.	Question	Answer		Next question
Q7a	<b>What were the strong and weak points of the campaign's website? What are its advantages?</b>			Q8
Q7b	<b>What <u>didn't the users like</u> about the website of the campaign, what are its weak points?</b>			Q8
Q8	<b>Were the campaign's information and materials published on national websites?</b>	YES	NO	Q9
	a) on the national website of Labour Inspectorate	<input type="checkbox"/>	<input type="checkbox"/>	
	b) on the websites of social partners (trade unions, sector organisations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
	c) on commercial websites (e.g. portals devoted to issues of safety and health at work)	<input type="checkbox"/>	<input type="checkbox"/>	
Q9	<b>What did cooperation with the mass media (television, specialist press) look like during preparation of the campaign? What was the outcome of the cooperation?</b>			Q10

No.	Question	Answer	Next question
Q10	<b>Please describe any suggestions for improvements for future SLIC campaigns</b>		Q11
Q11	<b>Please specify additional information and promotion activities concerning manual handling of loads (not included within the European campaign's programme) undertaken by the National Labour Inspectorate.</b>		

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in construction and retail trade**

**Evaluation of the national complementary training programme for inspectors**

No.	Question	Answer	Next question
Q1	<b>What is your opinion of the national complementary training programme for labour inspectors developed for the purposes of 'Manual Handling of Loads' Campaign 2008?</b> <i>Please mark "X"</i>		
	1) very good	<input type="checkbox"/>	Q2
	2) rather good	<input type="checkbox"/>	
	3) rather poor	<input type="checkbox"/>	Q1a
	4) very poor	<input type="checkbox"/>	
Q1a	<b>If rather poor or very poor, please indicate why.</b>		Q2
Q2	<b>What is your opinion on trainings for labour inspectors?</b> <i>Please mark "X"</i>		
	1) very good	<input type="checkbox"/>	Q3
	2) rather good	<input type="checkbox"/>	
	3) rather poor	<input type="checkbox"/>	Q2a
	4) very poor	<input type="checkbox"/>	
Q2a	<b>If rather poor or very poor, please indicate why. What were the main barriers in this respect?</b>		Q3
Q3	<b>How many trainers participated in realization of the training programme connected with the 2008 campaign?</b>		Q4
Q4	<b>How many labour inspectors participated in the training programme?</b>		Q5
Q5	<b>How many labour inspectors participated in the 'Manual Handling of Loads' Campaign 2008?</b>		Q6
Q6	<b>What is the total number of labour inspectors in your country?</b>		