

Recognition schemes in occupational safety and health



European Agency
for Safety and Health
at Work

A great deal of additional information on the European Union is available on the Internet.
It can be accessed through the Europa server (<http://europa.eu.int>).

Cataloguing data can be found at the end of this publication.

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Foreword

One of the roles of the European Agency for Safety and Health at Work is to collect and exchange 'good practices' in occupational safety and health (OSH). A recent development in the field of OSH has been the use of non-regulatory recognition schemes that label, certificate or acknowledge good practices and by doing so seek to motivate or promote the use of such good practices. To take stock of this interesting development, the Agency's administrative board decided to include a study of examples of these recognition schemes in its work programme 2000/01.

Our report describes a variety of different schemes from Europe and elsewhere in the world. The 20 cases cover not only OSH management, but also areas such as product design, purchasing practices and the use of contractors. We hope that the report will be useful to those seeking to set up such schemes or develop existing schemes further. We also hope that it will promote awareness of existing schemes and encourage organisations to participate in them. To further assist this process the Agency organised a workshop in which some of the cases were presented and options for how to improve access to, and the use of, recognition schemes were discussed. The results of this workshop have been published as a separate 'Forum' on 'Recognition schemes in occupational safety and health: experiences in the Member States of the European Union' that is available on our web site (<http://agency.osha.eu.int/publications/forum/forum6/>).

The Agency would like to thank Leire Elorduy, Antonio Lázaro and Pedro Romera from Socintec (Spain) and all the other people and organisations that cooperated in making this report. In particular we would like to thank all those organisations that were willing to review the abstracts about their recognition schemes used in the report.

European Agency for Safety and Health at Work
Bilbao, June 2002

1. INTRODUCTION TO RECOGNITION SCHEMES

The promotion and exchange of good safety and health practice at workplace level is one of the key objectives of the European Agency for Safety and Health at Work. A classical way to support the improvement of occupational safety and health (OSH) at workplace level is by providing employers and other stakeholders with detailed information on 'good practices' on how to implement OSH legislation, and/or by providing information on 'best practices' that even go beyond the legislative minimum level of OSH. This good practice can be case examples of risk prevention or it may, for example, be tools for the management or promotion of OSH.

An example of the use of a newer tool applied to the OSH setting is the use of recognition schemes. Under these schemes groups of organisations participate on a voluntary basis to gain an acknowledgement of good practice on specific subjects. The methods of acknowledging the good practices include, for example, listings or awards, prizes, labels, and so forth. The concept of a recognition scheme also includes voluntary certification schemes used in issues related to the procurement or marketing of products, goods or services. Examples of schemes may include a label given to office equipment that indicates that they meet certain criteria or a certificate that can be obtained by subcontractors whose services meet certain criteria. The common characteristics of recognition schemes are given in box 1.

By implementing or participating in such schemes, organisations can use the 'recognition' to market themselves or their products to clients. Internally, the process that the organisation follows to obtain the acknowledgement should contribute to the improvement of their own effective management of OSH-related issues. Participation also demonstrates their social interest and corporate social responsibility⁽¹⁾. For purchasers of goods and services it can help them in selection or tendering processes, for example.

Box 1 What is a recognition scheme?

Although there is considerable variety in the types and objectives of recognition schemes, a number of characteristics can be highlighted as features.

- They aim to motivate organisations and/or persons to carry out special preventive efforts.
- They are based on a voluntary initiative from stakeholders.
- They are based on well-documented and stable procedures/criteria.
- They aim to obtain health and safety levels beyond legal requirements.
- Recognition can be in the form of being allowed to use a logo/label, documents or acceptance in a database.

Quite a number of schemes have been developed in the Member States that 'acknowledge' or 'recognise' specific products, service providers, and companies as OSH-friendly. Some are quite limited in their method of recognition and objective, for example the simple inclusion of an enterprise in a list of 'recognised' organisations or modest aims to increase the level of OSH practice in the company. Others, however, have been developed into comprehensive, well-documented and officially acknowledged voluntary certification schemes. The initiators or operators of the schemes may be sector organisations, public authorities, expert organisations, trade unions, or insurance companies.

⁽¹⁾ *Green Paper promoting a European framework for corporate social responsibility.*

In spite of the increasing application of recognition schemes to various aspects of work and the economy and the increasing amount of information about workplace schemes in other fields⁽²⁾, little attention has been given at European level to either their application in the OSH field or to their evaluation. Also, access to information about existing OSH recognition schemes is limited. This report aims to fill some of this gap. It presents 20 examples of current recognition schemes for good OSH practices, both from within Europe and from countries outside such as Canada and Australia. The report does not claim to give a complete or systematic overview but aims to show the variety and the wide use of these types of non-regulatory initiatives. Common criteria for effectiveness have been identified for the use of recognition schemes and other types of workplace schemes in other areas of enterprise management. These are summarised in box 2. The report looks to see whether these same criteria are applicable to OSH schemes and provides some more detailed recommendations regarding specific criteria for successful OSH schemes as well as highlighting some issues for further discussion.

Box 2 Summary of key criteria for successful recognition schemes in other areas.

- The scheme requires senior management commitment and involvement in the process.
- The scheme requires the involvement of staff and their trade union representatives in the process.
- The procedures, guidelines and criteria used in the scheme are clear, transparent, fair and user friendly.
- The scheme identifies areas where improvement is needed.
- Participants in the scheme are re-evaluated.
- The scheme can be incorporated into other quality initiatives within an organisation.
- Participation in the scheme provides some tangible benefits for participants.
- The scheme itself is open and transparent and periodically evaluated and systematically updated.

Box ends

OSH recognition schemes can be categorised according to the type of OSH issue that they deal with and who runs them. This report includes examples of recognition schemes applied to the following OSH areas:

- safe products and services;
- competence of contractors;
- OSH management at enterprise level.

In addition, because of the importance of OSH authorities in promoting good practice, it was decided to look separately at examples of recognition schemes run by OSH authorities.

⁽²⁾ For example guidance on (innovative award) schemes, <http://www.ideasuk.com/>

2. SCHEMES COVERING SAFE PRODUCTS/SAFE SERVICES

There are various examples of recognition schemes in existence that deal with OSH aspects of products. These include giving labels or marks to equipment meeting certain health and safety criteria. Their aims include encouraging manufacturers to produce safer equipment and help purchasers select equipment appropriately designed for health and safety. Similarly, labels or certificates can be given to services meeting occupational safety and health requirements, such as the elderly residential care facilities example covered here.

2.1. TCO label of office equipment

Scope

- **Territorial scope:**
 - **Country of origin:** Sweden
 - **Expansion:** a global scheme
- **Starting date:** 1992 (TCO'92) for computer displays, 2001 (TCO'01) for mobile phones



Description of the scheme

Objectives

- The objective of this scheme is firstly to stimulate manufacturers to develop more occupationally and environmentally safe office equipment. Furthermore it intends to assist purchasers to choose office equipment of high quality from a health and safety point of view. Finally it provides the purchasers with a clearly defined label, hereby saving time, work and cost in the purchasing process.

Recognition process

- **Accreditation/recognition**
Compliance with TCO Development's requirements must be verified by either tests using specific measuring methods in an independent laboratory approved by TCO Development, or by the declarations from each manufacturer that their equipment meets the requirements. Each declaration is subject to an independent review.

When a manufacturer has submitted an application and meets the TCO requirements, they obtain TCO certification for that particular device.

- **Acceptation criteria**
TCO'99 tightened the requirements for computers, displays and keyboards of the previous labels TCO'95 and TCO'92, and also extended them to more products (faxes, copiers and printers) apart from the computers and their keyboards. Developments in technology, working life, and science have forced these new requirements into existence.

TCO'01 for mobile phones covers the same areas as the certification for computer monitors: ergonomics, environment and emissions; usability of the phone; extent of environmentally hazardous materials in the handset and finally radiation from the phone.

- **Validity period/suspension/withdrawal**
The validity period of the TCO label is 3 years; it then has to be replaced by an updated one.
- **Costs**
The manufacturers themselves pay for the testing and certification processes. (For more information please contact TCO Development.)
- **Prestige/social acknowledgement**
TCO'99 is the world's leading system for quality certification and environmental labelling of office equipment such as computers and displays.
- **Actualisation of the scheme**
TCO'99 is a revised version of TCO'95, which is a revised version of TCO'92. As the mobile phone has become a business tool for an increasing number of professionals, something had to be done by TCO in the development of mobile phones.

Impact of the scheme

Interactions

- **With employees**
There are many requirements that are relevant to the safety and health of employees such as noise level, chemical emissions, keyboard design and visual ergonomics.
- **With suppliers, buyers, contractors, subcontractors**
Suppliers have met a strong market on TCO-labelled displays and also demand sub-suppliers to fulfil TCO requirements.
- **With society**
The scheme has contributed to the technical development of products and a better working environment and therefore has reduced the load on the external environment, which is highly beneficial to society as a whole. It is also an excellent example for the rest of unions, because all those initiatives from TCO have brought a completely new form of trade union influence, challenging unions from reactivity to pro-activity.
- **With other companies and organisations**
Manufacturers all over the world have noticed the importance of fulfilling the TCO requirements.

Improvement in working conditions

The TCO principal aim is to create a better work environment for office employees and eventually excellent workplaces. This scheme has an important influence on the development of more OSH-sound office equipment.

Dissemination of the scheme

As with the TCO labels for computer equipment, the TCO'01 mobile phone standard will be global. TCO has agreements with more than 100 manufacturers around the world.

Social awareness

TCO (The Swedish Confederation of Professional Employees) is constantly working with key network of industry experts to be in line with all the developments occurring in technology, working life and science in the world.

Assessment of the scheme

Strong points

- As with the TCO label for computer equipment, TCO'92, TCO'95 and TCO'99, the TCO mobile phone standard, TCO'01, will be global.
- TCO is constantly working with key network industry experts and always adapts very easily to the new developments in technology, working life and science in the world. It is a very flexible, quick, up to date and effective labelling scheme.
- TCO acts rapidly and restrictively in keeping the label as a voluntary scheme and in having a part in the setting up of the requirements. Also the homogeneous and large number of members in TCO are considered to be very important factors for TCO's success.

Other points

- The recognition through a label is quite effective but it could be strengthened by another kind of recognition or award so that manufacturers could be even more motivated to fulfil the requirements of this labelling scheme.
- The scheme could be spread out and include other kinds of products.

Further information

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Fax (46-8) 782 92 07
E-mail: development@tco.se
Internet: <http://www.tcodevelopment.com>

2.2. NF HSA, National label for hygiene, safety and aptitude for use

Scope

- **Territorial scope:**
 - **Country of origin:** France
 - **Expansion:** no
- **Starting date:** 1990



Description of the scheme

Objectives

- The objective of this scheme is to reinforce customers' confidence by offering a label that ensures the quality, safety and reliability of the product. Furthermore the aim is to increase safety culture in the manufacture of equipment used in bread- and cake-baking.

Recognition process

- **Accreditation/recognition**
The NF HSA labelling committee (involving users, manufacturers and prevention organisations) decide, taking into account the results of the laboratory tests, on whether or not to award the label which is issued by AFNOR (French association for standardisation).
- **Acceptation criteria**
It is the laboratory 'Machines and alimentary products' (LEMPA) which is responsible for laboratory tests. They make wide-ranging and workable tests: dimensional, electrical, acoustical (sound-pressure and sound-power levels), ergonomical (strain and weight measures), thermals (surface temperatures) and hygienically (cleaning and design criteria) with calibrated measuring devices, periodically checked.
- **Validity period/suspension/withdrawal**
There are some requirements that must be fulfilled to retain the NF HSA label. The validity period is set by AFNOR.
- **Costs**
There is a cost involved in obtaining the NF HSA label that can be high in some cases.
- **Prestige/social acknowledgement**
The CE marking is mandatory and testifies to the machine conformity to the European Community directives. The NF HSA mark is not mandatory but strongly recommended. It's a success based on marketing considerations because it reinforces the customers' confidence in the products.
- **Actualisation of the scheme**
It is carried out through the NF HSA labelling committee.

Since the beginning of the scheme, the manufacturer Bongard has challenged its industry of manufactured bread- and cake-making and has pressed for the organisation of a manufacturers' trade association and the introduction of a label specific to its industry as safety is one of the most important aspects of its corporate culture. Hence this manufacturer plays an important role in the evolution of the scheme and it can be considered as leader.

Impact of the scheme

Interactions

- **With employees**
The development of tests and the certification process guarantee that the certified company goes beyond European standards in health and safety issues.
- **With suppliers, buyers, contractors, subcontractors**
The specifications are passed to the suppliers who have to comply with the safety requirements. Manufacturers choose the safest of two products at the same price, thus this scheme is very important for the suppliers.
- **With society**
The consumer benefits as well from the scheme because safety is introduced in the whole matter of quality of the final product and is better accepted by them.
- **With other companies and organisations**
This scheme is restricted to the baking industry, but has connections with organisations like Lerpac for hygiene matters (Studies and research laboratory for collective foods) or INRS for safety (National institute of researches and safety) or INBP for the aptitude for use.

Improvement in working conditions

Working conditions improve considerably with respect to hygiene (cleanliness and design criteria), ergonomics (strain and weight measures), acoustics and thermal issues (surface temperature, etc). The fitness for purpose is also an important aspect of this scheme which concerns both the design and the manufacturing of the product.

Dissemination of the scheme

The scheme is used in France. The manufacturer Bongard is the leading firm in its market in France and Europe, safety for both its personnel and its products is one of the fundamental aspects of its corporate culture. Bongard distributes its products worldwide and spreads its safety culture within all the markets in which it is established. In this sense the scheme is getting to be known in other countries.

Social awareness

The integration of safety in all its aspects (safety for the employee and food safety for the consumer) into an overall quality procedure is highly appreciated by consumers and society because it ensures the quality of the food and also allows workers to handle the equipment in a more safe and easy manner, something also appreciated by consumers.

Assessment of the scheme

Strong points

- Manufacturers that request the use of this mark for their products can use it as a commercial argument, which is highly appreciated in the market.
- The scheme goes beyond European standards and adds to this the concept of fitness for purpose.

Other points

- The labelling programme is not supported by a kind of award that will reinforce the programme.
- The cost can be high especially for small manufacturers.

Further information

UFFEB
64, rue de Caumartin
F-75009 Paris,
Tel. (33-1) 55 07 82 22
Fax (33-1) 42 85 29 00
Internet: <http://www.uffeb.com>

2.3. The indoor climate labelling scheme

Scope

- **Territorial scope:**
 - **Country of origin:** Denmark
 - **Expansion:** yes
- **Starting date:** 1995



Description of the scheme

Objectives

The goal of the indoor climate labelling scheme is to improve the indoor air quality in buildings:

- by providing manufacturers with a tool to develop more indoor-friendly products;
- by providing users with a tool for the selection of more indoor-friendly products;
- by providing a tool for better understanding of the impact of products used in buildings on the indoor air.

Recognition process

- **Accreditation/recognition**
According to the indoor climate labelling scheme, the labelled products are, as a minimum, identified by the indoor-relevant time-value, and by the hawthorn logo accompanied by the text 'The indoor climate labelling'.
- **Acceptation criteria**
The testing and labelling criteria are given in 'tests methods' and in 'product standards'. The standard test method for determination of emissions from building products, interior products and furniture (1) defines the frames for chamber testing. The standard test method for determination of particles (2) defines the frames for laboratory testing of particle emissions (only relevant for a few products).
- **Validity period/suspension/withdrawal**
The manufacturers can test their products in order to obtain the labelling. The validity period of the labelling is five years. Every five years emission testing of the product is required.
- **Costs**
Preparation: emission testing approximately: DKK 35 000/particle testing: DKK 20 000
Achievement: Danish Society of Indoor Climate: DKK 20 000 (first year)
Maintenance: Danish Society of Indoor Climate: DKK 9 000 per year
Danish indoor label: DKK 9 500/13 500 per year (depending on product type)
- **Prestige/social acknowledgement**
The scheme has got important social acknowledgement because of the protection of the indoor environment.
- **Actualisation of the scheme**
The Danish-Norwegian collaboration will, accordingly, until further countries participate, carry out the future development and strengthening of the scheme.

Impact of the scheme

Interactions

- **With employees**
The employees have to adjust to test specifications.
- **With suppliers, buyers, contractors, subcontractors**
Manufacturers involved in the indoor climate labelling scheme often draw attention to the fact that the labelling system is an operational tool that enables manufacturers and suppliers to include indoor air properties in the documentation and product development.
- **With society**
The labelled products have the recognition of the customer in general.
- **With other companies and organisations**
Trade organisations and individual companies state that the close collaboration between manufacturers and the Danish Society of Indoor Climate, and the close relation to practice is crucial for the industrial commitment.

Improvement in working conditions

None specified.

Dissemination of the scheme

Internationally, the indoor climate labelling scheme is coordinated via an international committee constituted of two representatives of the normative body of each participating country and is organised under the Danish Society of Indoor Climate, which owns the collective mark of the indoor climate labelling.

Social awareness

Buildings with installations shall be planned, designed, constructed, maintained and operated in such a manner that the indoor climate is perceived satisfactorily. No health hazard or unsatisfactory hygienic conditions shall occur, neither for users of the building nor for its neighbours, when the rooms are used as intended.

Assessment of the scheme

Strong points

- The indoor climate labelling scheme is established as a voluntary system for labelling the indoor properties of building products and other products to be used indoors.
- The scheme has an international strategy.
- The scheme protects the environment.
- The scheme can be used by both professional buyers and private consumers.
- The scheme is driven by market forces.

Other points

The objectives of the scheme do not include workers' safety.

Further information

The indoor climate labelling scheme

The Secretariat of the Danish Society of Indoor Climate

Gregersensvej

PO Box 141

DK-2630 Taastrup

Tel.(45) 72 20 23 25

Fax (45) 72 20 23 30

Internet: <http://www.dsic.org/dsic.htm>

2.4. BG Prüfzert and the GS mark

Scope

- **Territorial scope**
 - **Country of origin:** Germany
 - **Expansion:** no (in the case of the GS-mark expansion to other EU and EEA countries started in 2001)
- **Starting date:** 1965 (1977 in the case of the GS mark)



Description of the scheme

Objectives

- The objective of these testing and certification bodies of the statutory accident insurance and prevention institution in Germany is to promote the occupational safety of products. In fact, the supreme aim of this scheme is to make sure that the people insured work with safe products.

Recognition process

- **Accreditation/recognition**

According to the products and their wishes, manufacturers can choose between two marks for their products: the **GS** mark (*Geprüfte Sicherheit* = 'Tested Safety') is based on the German Equipment Safety Act. The owner of the mark, which was introduced in 1977, is the Federal Republic of Germany. Technical equipment may be labelled with it (working devices ready for use, especially tools, working equipment, prime movers and powered machines, hoisting and conveying devices and vehicles). There are about 50 testing and certification bodies in Germany and the other European countries, which are accredited to award the GS mark.

Besides the GS mark, the testing and certification agencies also issue their own test mark, the **BG-Prüfzert** mark.

This mark is issued for both ready-to-use working devices, and for equipment that is not ready for use, such as components and auxiliary devices. When sometimes a complete type-specimen test of an item of equipment is not desired they offer testing partial aspects in the fields of ergonomics, hazardous emissions, operating instructions, wood dust, etc.

- **Acceptation criteria**

The testing and certification activities of BG-Prüfzert cover in particular machinery, electrical operating equipment, personal safety equipment and quality-management systems. They appraise and test equipment and the associated technical documentation. They record their results in a detailed **test report**. After a successful test, a certificate is issued confirming that the product is all right from the point of view of safety engineering.

- **Validity period/suspension/withdrawal**

The certificate is valid for a maximum of five years. Withdrawal of certificates may occur in cases of misuse.

- **Costs**

The total cost for the manufacturer depends on the specific product (complexity, faults, etc).

- **Prestige/social acknowledgement**

The GS mark has been developed over a period of more than 20 years into a safety mark recognised throughout the world.

- **Actualisation of the scheme**

The GS mark and the BG-Prüfzert mark are awarded for fulfilling certain conformity requirements. Most of the requirements are laid down in (international, European or German) technical standards, which are actualised at regular intervals.

Impact of the scheme

Interactions

- **With employees**

These testing and certifying bodies assist manufacturers, vendors and users in the design, testing and procurement of technical equipment.

- **With suppliers, buyers, contractors, subcontractors**

These testing and certifying bodies assist manufacturers, vendors and users in the design, testing and procurement of technical equipment.

- **With society**

There are no more applications for society apart from the improvements the process gives to the organisations.

- **With other companies and organisations**

The testing and certification bodies have good contacts with industry associations, manufacturers and international standardisation.

Improvement in working conditions

Employers may only provide their employees with safe, suitable or appropriately adapted equipment. A test by an independent testing and certification agency offers many advantages in this respect. Also, in the BG-Prüfzert database the employer can look up companies from whom he can purchase products that he can rely upon to be safe.

Dissemination of the scheme

BG-Prüfzert has developed a database of all tested products with valid certificates and installed it on the Internet. The fact that it is being used at an increasing rate also demonstrates that it is a practical aid for buyers.

Social awareness

BG-Prüfzert has one goal: to promote the occupational safety of products. This goal coincides with their customers' goals.

Assessment of the scheme

Strong points

- The testing and certifying staff's comprehensive expertise is based on more than 35 years' experience in safety tests and consulting services for design processes.

- BG-Prüfzert groups 19 testing and certifying bodies and this collating effort benefits the customers by ensuring efficient services on behalf of occupational safety. They also have good contacts with industry associations, manufacturers, and national and international standardisation institutions.
- It has 'up-to-the-minute' knowledge through participation in European standardisation and in drafting regulations of the *Berufsgenossenschaften*.

Other points

- It is not clear if the mark is such a powerful marketing tool.

Further information

BG-Prüfzert
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D-01109 Dresden.
Tel. (49-351) 457-22 12
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Internet: <http://www.hvb主g.de/bg-pruefzert>

2.5. HESTA's Better Health and Safety Awards for Residential Aged Care

Scope

- **Territorial scope**
 - **Country of origin:** Australia
 - **Expansion:** no
- **Starting date:** 1997



Description of the scheme

Objectives

- The awards aim to reduce employee injury rates in nursing homes, which are higher than average for all industries, on a par with injury rates in the construction industry.
- HESTA's aim in sponsoring the awards is to contribute to the well-being of employees in aged care and to help reduce the very high incidence of employee injury in aged-care facilities.

Recognition process

- **Accreditation/recognition**
Prizes are awarded to residential aged-care facilities that show innovative approaches to occupational health and safety.
Nominations are open to all residential aged-care facilities, nationwide.
- **Acceptation criteria**
Prizes are awarded in three categories.
 - Category One: for the best overall occupational health and safety management programme within a large facility (more than 30 beds).
 - Category Two: for the best overall occupational health and safety management programme within a small stand-alone facility (30 or fewer beds).
 - Category Three: for the best aspect of a programme within a facility (any size).
- **Validity period/suspension/withdrawal**
The awards are presented annually.
- **Costs (preparation, achievement and maintenance)**
No cost specified.
- **Prestige/social acknowledgement**
HESTA is one of the largest industries of superannuating funds in the country. Although members come mainly from the health and community sector, the fund is available to all.
- **Actualisation of the scheme**
Not specified.

Impact of the scheme

Interactions

- **With employees**
HESTA contributes to the well-being of employees in aged care and to help reduce the very high incidence of employee injury.

- **With suppliers, buyers, contractors, subcontractors**

Improvements in health and safety benefit everyone in residential aged care: staff, residents and proprietors.

- **With society**

The awards serve to improve health and safety at work.

- **With other companies and organisations**

HESTA publishes a book for each year of the awards, featuring case studies of the most innovative entries.

Improvement in working conditions

HESTA works to reduce residential aged-care injury rates.

Dissemination of the scheme

The book that HESTA publishes is distributed free-of-charge to aged-care facilities across Australia. It provides inspiration and information to other workplaces.

Social awareness

HESTA's priority is to look after and invest members' retirement savings for maximum growth and security. HESTA also provides many benefits and access to extra services for members and their families.

Assessment of the scheme

Strong points

- HESTA publishes a book for each year of the awards. It is distributed free-of-charge to aged-care facilities across Australia.
- The awards are held in conjunction with the Commonwealth Department of Health and Aged Care.
- The awards can be used as a model of good practice within the sector.

Other points

- The awards are for residential aged care only. They could be extended to other kinds of services or companies.

Further information

HESTA
PO Box 600
Carlton South
Victoria 3053, Australia
Internet: <http://www.hesta.com.au>

3. SCHEMES COVERING SAFE CONTRACTORS

Various schemes exist that deal with occupational safety and health aspects of contractors. Main contractors or employers have duties to cooperate and coordinate on occupational safety and health with any contractors that they use to ensure that they protect the health and safety of their own employees and others, including clients, visitors, the employees of the contractors, etc. These responsibilities are specified in more detail for the construction sector. Initiatives include the use of approved lists, which can be used during the process to select contractors and methods to ensure contractors and their employees have met certain training requirements before coming on-site.

3.1. The safety passport scheme

Scope

- **Territorial scope**
 - **Country of origin:** United Kingdom (West Wales)
 - **Expansion:** no
- **Starting date:** 1993



Description of the scheme

Objectives

- To educate contract personnel, including supervisors, to a basic level of health and safety and to demonstrate competency by examination and certification. The course was devised in response to contractor training needs identified by major clients within the power/petrochemical sectors.
- This programme must not be seen as in any way relieving employers of their duties under current health and safety legislation, and is not seen as a replacement for adequate on-site induction.

Recognition process

- **Accreditation/recognition**
The training certificates, known as 'passports' are the property of the delegate who successfully completed the course and must be issued to the delegate personally. These certificates must contain a photograph of the successful candidate, the national insurance number of the delegate and the date of expiry of the certificate.

Marking, certification and training records must be retained for a period of four years from the date of issue and be submitted to the ECITB which is responsible for ensuring that they are entered into the national computer database.
- **Acceptation criteria**
The Engineering Construction Industry Training Board (ECITB) is responsible for the formal management of the safety passport scheme, with the Client/Contractor National Safety Group (CCNSG) retaining full responsibility for the scheme. It comprises client group

members, training provider representatives, representatives from contracting organisations, etc. Application forms for training courses are provided by the training providers. These training providers' standards are set by the CCNSG and are audited by an independent auditor appointed by the CCNSG. Training and assessment must be carried out by an independent third party organisation approved by the CCNSG. It cannot be undertaken by an organisation for its own personnel.

- **Validity period/suspension/withdrawal**

The safety passport is valid for three years. Re-validation is achieved by attending a one-day update course.

- **Costs**

Free market forces determine course fees with guidelines set by the CCNSG. Training fees may be quoted on an individual or group rate basis. Contractors pay for their own training.

- **Prestige/social acknowledgement**

This scheme is an extremely successful method of training and assessment. Many national and internationally known companies subscribe to and specify contractor safety training as a pre-entry requirement to their sites.

- **Actualisation of the scheme**

Approved training providers are required to join the training providers' forum and to attend regular meetings to feedback course problems or shortfalls and assist in course development by recommendation of the improvements to the CCNSG for their approval. These should include those required by changes in legislation.

Impact of the scheme

Interactions

- **With employees**

This scheme quantifies the employees' individual health and safety awareness over 10 modules which cover: introduction to H&S law including permit to work systems, safe working practices, safe access and egress procedures, accident and first-aid procedures, fire precautions and procedures, COSH and personnel protective equipment (PPE), manual handling, noise, working with cranes and heavy equipment and finally excavations. Each module ends with 10 multiple-choice questions.

Supervisors are required to attend an additional day course covering: roles and responsibilities, managing for H&S, incident investigation, communication/presentation, risk assessment, and safety monitoring.

This training course is designed for employees, to help them work at significantly less risk to themselves and to others.

- **With suppliers, buyers, contractors, subcontractors**

There is a requirement at some plants for all contractors and field supervisors to show proof of having successfully completed the safety passport scheme. This is the case for Texaco's UK Pembroke refinery.

This course was devised in response to contractor training needs in H&S.

This scheme is a very good example of large firms passing on their standards to smaller firms and their employees.

- **With society**

The ECITB, formerly responsible for the scheme, is the Engineering Construction Industry Training Board and is the centre of excellence for advice, information and skills development for the industry. Its priorities are value (to their industry and participants), reputation (ensuring quality and excellence and behaving with professionalism), and teamwork (both internally and in partnerships) to deliver better services.

- **With other companies and organisations**

The normal operation of the scheme is guided by the Client/Contractor National Safety Group which comprises individuals representing the complete spectrum of course operation, safety professionals, client group members, training provider representatives and also representatives from contracting organisations.

Improvement in working conditions

The scheme allows the companies to enhance awareness of basic health and safety, which has shown a reduction in accident rates of up to 70 %.

Dissemination of the scheme

The scheme has been adopted nationwide. Although it was originally designed for the engineering/construction industry, other sectors have shown interest and schemes have been developed for them by the Safety Pass Alliance, a non-profit-making company that has been set up to give other industrial sectors access to variations of the existing scheme and the existing training provider network.

The safety passport scheme has been very little advertised and has grown mainly by word of mouth.

The next step is to spread the scheme within Ireland and then the European Union.

Social awareness

The scheme has contributed to safety culture both in the engineering construction and construction industries and produces a long-term effect.

Assessment of the scheme

Strong points

- Clients supporting the initiative have stated that the course has assisted them to achieve: a reduction in contractor accident rates (up to 70 %), reduced incident costs, a workforce with an enhanced and auditable awareness of basic health and safety, and an element of compliance with the health and safety at work regulations, and Construction, Design and Management Regulations (CDM).
- The success of the scheme has led to many national and internationally known companies subscribing to, and specifying, contractor safety training as a pre-entry requirement to their sites.
- This scheme can be applicable in other industries.

Other points

- The Safety Pass Alliance has a challenge in developing a training course, which suits the specific needs of each industry, but shares common principles.

- The cost of the course fee is assumed by the contractor who does not receive any kind of recognition for joining the programme.

Further information

Engineering Construction Industry Training Board
Blue Court
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Kings Langley
Herts WD4 8JP, United Kingdom
Tel. (44-1923) 26 00 00
Fax (44-1923) 27 09 69
E-mail: ecitb@ecitb.org.uk
Internet: <http://www.ecitb.org.uk>

3.2. The contractors' health and safety (CHAS) assessment scheme

Scope

- **Territorial scope**
 - **Country of origin:** United Kingdom
 - **Expansion:** no
- **Starting date:** 1997. Available on the Internet from January 2001



Description of the scheme

Objectives

- To provide a common approach that is adopted and pursued by all participating organisations with a common standard for contractors undergoing first-stage health and safety assessments.
- To avoid duplication of effort for both contractors and councils when assessing health and safety policies submitted for the approved list.
- To provide members with an element of legal compliance (the duty to determine the competence of contractors employed by a member).
- To assist small- and medium-sized contractors who fail the initial assessment so that they are able to improve and demonstrate adequacy in their health and safety management arrangements at re-application.
- To overcome inconsistency in assessment with some companies being approved by one employer but not others.

Recognition process

- **Accreditation/recognition**
Accreditation of applicant companies is entry into the CHAS database which shows that they have achieved the CHAS standards. Their presence in the database makes it easier to achieve approved-list status for members and therefore be selected to work for a public organisation.
- **Acceptation criteria**
The CHAS assessment scheme is designed as the first stage of a three-stage assessment process for determining the competence of contractors. It is designed for use as a tool in the selection of contractors who apply for the public-sector organisations' approved list of contractors. The process described within this scheme is one that checks a contractor's policy, organisation and arrangements for compliance with health and safety law and that they have adequate management of health and safety.

Underpinning CHAS is an acceptance that by applying an acceptable minimum standard for assessment, the findings for a company making an application in one area or region should be sufficient for any other. Experience shows that this is not always the case, leading to frustration by the applicant and lack of credibility for an assessing organisation.

Beyond this assessment member organisations will, prior to awarding a contract or work to a company from their approved list, further satisfy themselves that the company has specific competency for the type of work they have been awarded or invited to tender for. This is normally achieved by reviewing method statements, specific risk assessments, and examples

of previous similar work completed. The third stage is monitoring the work as it is undertaken to ensure methods statements are properly implemented, work is adequately resourced and supervised, liaison is effective, and the organisation and arrangements described in a policy are both implemented and managed.

- **Validity period/suspension/withdrawal**

There is no period of validity. Each time the applicant is invited or chooses to apply for approved-list status or tender for specific work their details are checked in the database. A company that persistently fails to maintain adequate health and safety standards or is removed/suspended from a member's approved list, may have that information displayed on the database. However, it is emphasised that this course of action will only be taken in the most serious cases. Once a contractor is approved they will normally be subjected to a full review (or reassessment) every 18 months. A quality-control process exists that checks between 5 and 7 % of approved applications.

- **Costs**

A contractor is not charged for this assessment unless they apply for it outside of the approved list process (the cost is GBP 100). The scheme is self-financing and non-profit-making members pay an annual subscription fee currently set at GBP 250.

- **Prestige/social acknowledgement**

From public organisations such as local authority, health trusts, housing associations, etc., as employers have a duty to ensure that they protect the health, safety and welfare of their employees and others (such as clients, visitors, contractors, etc.). As part of that responsibility, a public body, when selecting contractors for their approved (or select) list, would carry out an assessment of suitability in a number of areas including technical ability, financial standing, environmental awareness, equalities, public liability insurance and health and safety arrangements.

- **Actualisation of the scheme**

The development and implementation of CHAS is undertaken on behalf of members via a national management group made up of health and safety and contract professionals. The scheme is supported by the Health and Safety Executive and endorsed by the Local Government Association, Trades Union Congress and Institution of Occupational Safety and Health. A newsletter is periodically published, where every member can update the evolution of the scheme.

Impact of the scheme

Interactions

- **With employees**

The scheme plays a part in the duty to protect the health, safety and welfare of employees of the member organisation.

- **With suppliers, buyers, contractors, subcontractors**

The scheme is good not only for ensuring the employee's safety, but others' as well (such as clients, visitors, contractors, etc.).

- **With society**

As part of that responsibility a public body, when selecting contractors for their approved (or select) list, would carry out an assessment of suitability in a number of areas including technical ability, financial standing, environmental awareness, equalities, public liability insurance and health and safety arrangements.

- **With other companies and organisations**

The assessment helps to improve the services of the public body. It is increasingly acknowledged by contractors and their associations as a helpful process for contractors.

Improvement in working conditions

The scheme obligates the organisations to keep the standards and think about their work conditions.

Dissemination of the scheme

The scheme is run jointly by a number of local authorities across the United Kingdom.

Social awareness

Public administration takes the initiative to improve the health and safety management in its processes. It means that there is a strong social awareness to be like this.

Assessment of the scheme

Strong points

- It's a good scheme because it forces the organisations to join the scheme if they want to work for a public body.
- Although there is an element of subjectivity in the assessment process that cannot be avoided, all assessors are competent and the mechanisms of quality control ensure that standards are maintained and applied.

Other points

- The process can delay the award of the contracts.
- It is difficult to establish a standard for many different contractors that can apply for a tender in a public body.

Further information

The Contractors Health and Safety Assessment Scheme (CHAS)

For more information, contact John Murphy at:

tel.: (44-20) 85 45 38 38

E-mail: john.murphy@merton.gov.uk

Internet: <http://www.chas.gov.uk>

E-mail: chas.admin@merton.gov.uk

3.3. Safety checklist contractors (SCC)/Veiligheids Checklist Aannemers (VCA)

Scope

- **Territorial scope**
 - **Country of origin:** Netherlands
 - **Expansion:** Belgium, Germany, Austria and Switzerland
- **Starting date:** 1994



Description of the scheme

Objectives

- The SCC was developed as a third-party certification system to objectively evaluate and enhance the contractor's performance on workers' safety and health and environmental protection by putting in place agreed-upon, industry-proven best practices in SHE management, specified in a checklist format.

Recognition process

- **Accreditation/recognition**
Any contractor working with a SHE management system may request a certificate of conformity with the SCC from an accredited certification body. After receiving relevant information from the contractor, a formal proposal is made regarding the evaluation of its SHE system (documents as well as implementation) benchmarked against the SCC for conformity certification and the subsequent yearly periodic audits.
- **Acceptation criteria**
There are two levels of certification: SCC* which judges safety, health and environmental protection management activities directly in the workplace and is generally intended for small enterprises of fewer than 35 employees. The SCC** is intended for enterprises which employ more than 35 workers. While the first certification mentioned applies to the very basic safety standards on the activities on the shop floor, the second one assesses the company's SHE management structures and systems (higher degree of sophistication).

Amongst the (EN 45012+ SCC) accredited certification bodies are multinationals such as DNV, Lloyds, BVQI, SGS, and many others. They audit and certify systems of management according to internationally accepted norms for certification bodies. (i.e. the European norm EN 45012).

The SCC also includes a subsystem of personnel competencies as well (mandatory safety training concluded by a standardised exam). This subsystem focuses on operational workers and first line supervisors engaged in the execution of hazardous work.
- **Validity period/suspension/withdrawal**
The SCC certificate is valid for a three-year period. However, the certification agency may suspend, withdraw or annul an SCC certificate at any moment during the three-year certification period if the contractor fails to carry out corrective measures within a maximum of three months or if the logo of the certification agency and/or the SCC logo has been misused.

- **Costs**

There are some internal (change of administrative systems) and external preparatory costs (consultancy help), some training costs, and some certification costs (diplomas and auditing activities). The total cost may vary depending on the initial state of the company's SHE management system.

- **Prestige/social acknowledgement**

The SCC has developed a high status in the Netherlands and Belgium that can be compared with ISO standards. This scheme is a well-known and respected certification scheme.

- **Actualisation of the scheme**

Via the Central Committee of Experts which operates as the executive body on behalf of the 'Organisation for Cooperation on Safety' which owns all rights to the scheme and the copyright of the logo. Two major changes in the scheme (1997 and 2000) have taken place and have taken account of more severe verification criteria and a sterner accident frequency rate. The scheme entails continuous improvement of safety performance. The scheme itself is enhanced at a periodic interval of approximately three years, capturing the lessons learned.

Impact of the scheme

Interactions

- **With employees**

The SCC scheme demands obligatory safety training of personnel, which should be concluded with individual certificates. To ease the verification of personnel competencies a uniform Benelux personal safety logbook (safety passport) has been introduced to register training attended. Employees may expect a safe and sound working environment in a VCA certified company. Also, an employee's market value increases significantly as a certified worker/supervisor.

- **With suppliers, buyers, contractors, subcontractors**

Principals and engineering contractors can demand the SCC scheme from their suppliers who will have to introduce the SCC scheme in their company; otherwise they will be out of business with this specific purchaser.

- **With society**

The SCC scheme is a well-known and respected certification scheme. The SCC scheme has ignited an expanding investment in health, safety and environmental issues.

- **With other companies and organisations**

The standard was initially developed for the petrochemical industry but it is now an accredited public standard used by many other industries.

Improvement in working conditions

The scheme has significantly improved motivation and awareness of employees in H&S and environmental issues. They are also much better trained so sickness absenteeism has decreased and there are fewer accidents in companies which are SCC certified.

Dissemination of the scheme

The scheme was initially developed for the petrochemical industry but it is now an accredited public standard used by many other industries. Until now over 10 000 certificates have been

issued in the Benelux SCC. Every year an average of 1 500 new certificates are awarded. Approximately 800 000 people are in possession of a personnel certificate, attest or diploma 'Basic Safety SCC'.

This scheme has been introduced in the Netherlands, Belgium and Germany. Countries like Switzerland and Austria have lately started introducing the SCC scheme.

Social awareness

This scheme has managed to obtain more uniformity in SHE management systems and more continuous improvement of SHE performance from contractors in especially high-risk industries.

Assessment of the scheme

Strong points

- The criteria to be met comprise a full list of requirements which have been thoroughly developed and which are very concrete and practical for the SCC applicants. SCC is a no-nonsense system.
- The system is developed by the (Dutch) industry, for the industry, controlled and innovated by the industry and internationally recognised. A high standard is being maintained.
- Contractors no longer have to deal with all kinds of safety requirements, screening methods and safety systems 'invented' and imposed by different principals, as was the case in the past. They can now focus on one checklist only. VCA is a widely recognised uniform checklist that has replaced a wide variety of safety screening checklists and methods. So a tremendous duplication of efforts has been eliminated.
- The scheme has positively shown to have helped certified companies in decreasing sickness absenteeism, having fewer accidents, increasing training and awareness of employees and also creating a market image of the company.

Other points

- Although SCC is a voluntary scheme, companies may feel forced to apply for the certificate to be able to operate in the market.
- SCC certification has confronted the client companies with the dilemma that sometimes their own personnel are less qualified than the SCC-certified contractor's personnel.
- SCC is rather expensive, especially for small- and medium-sized companies and in particular in cases in which the contractors have to meet the SCC requirements although they do not work in high-risk areas.

Further information

Safety checklist for contractors (SCC)/Veiligheids Checklist Aannemers (VCA)
Stichting Samenwerken voor Veiligheid (SSVV)
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E-mail: info@ssvv.nl
Internet: <http://www.ssvv.nl>

3.4. IKA, Association of Public Purchasers in Denmark

Scope

- **Territorial scope**
 - **Country of origin:** Denmark
 - **Expansion:** no
- **Starting date:** 1996

*Description of the scheme***Objectives**

- To stimulate suppliers to develop more environmentally and occupationally safe cleaning agents.
- To save time for purchasers and suppliers of cleaning agents as a result of standardised requirements.

Recognition process

- **Accreditation/recognition**
The tenderers are asked to deliver information on all substances contained in the cleaning agents to the Danish Occupational Health Service Centre in order to verify that the cleaning agents fulfil the requirements. The tenderers can formulate their tenders directly in the fill-in template.
- **Acceptation criteria**
The cleaning agents must meet some requirements for both safety and health of the cleaning staff, and for the external environment in order to become a possible cleaning agent for the purchaser (price and function have also been taken into account). To meet health and safety requirements the agent may not contain, for example: dangerous substances according to Danish labelling criteria; specific detergents; substances listed by the Danish Working Environment Authority as allergic, neurotoxic, carcinogenic or harmful to reproduction; or perfume or colours. Nor may it be marketed as a powder or aerosol.
- **Validity period/suspension/withdrawal**
The suppliers must fill in one template each time purchasers ask them for the delivery of specific cleaning agents.
- **Costs**
The cost of the scheme depends on the stage of the supplier in the fulfilment of the requirements of the scheme. Therefore, in some cases, the cost may be rather high.
- **Prestige/social acknowledgement**
This scheme is especially known and used in public institutions (hospitals, offices, and schools).
- **Actualisation of the scheme**
Via the Association of Public Purchasers in Denmark.
The scheme had been reviewed three times up to the year 2000.

Impact of the scheme

Interactions

- **With employees**

The cleaners are positive with the scheme because the working environment has improved.

- **With suppliers, buyers, contractors, subcontractors**

The suppliers have been represented during the whole process through their trade organisation, SPT. Although the criteria were difficult for some companies to follow, giving them more time to fulfil the requirements has solved the problem.

Indeed, the scheme has forced the suppliers to set up OSH requirements for their sub-suppliers.

- **With society**

This scheme is an example of one initiative of environmentally green products, which respect the workers, users of the products, the environment and society in general.

- **With other companies and organisations**

This scheme is more applicable in large companies (which prepare tenders for procurement of all kind of cleaning agents) and public institutions (schools, offices, hospitals, etc.).

Improvement in working conditions

It is difficult to say if the working environment has been improved because of the establishment of the scheme. In addition, it is difficult for the individual cleaner to see the relation between the new cleaning products and better working conditions because this relation can only be observed in the long term.

Dissemination of the scheme

Purchasers in public institutions (hospitals, schools, public offices, etc.) primarily use the scheme and its guidelines.

At present they are only used in Denmark.

Social awareness

Public institutions are especially aware of purchasing green products and that is the reason for the Association of Public Purchasers in Denmark to have developed this scheme.

Assessment of the scheme

Strong points

- The guidelines have allowed standardisation of the information delivered by the suppliers and therefore help the OSH assessment to be more efficient.
- The scheme has forced the suppliers to set up the requirements of the scheme for their sub-suppliers.
- More focus has been put on the impact of cleaning agents on the occupational safety and health of the cleaning staff.

Other points

- The guidelines do not seem to be sufficient when proposals must be compared.
- A priority ranking would be necessary to be included in the scheme.
- The scheme is preferably not applicable in all kinds of organisations because it is more focused on public institutions.
- The effort made by suppliers to fulfil all the requirements of the scheme which, in some cases, may end up being rather expensive, is not awarded or recognised.

Further information

IKA, Association of Public Purchasers in Denmark — IKA, Foreningen af Offentlige Indkøbere
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DK-7500 Holstebro
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Internet: <http://www.ika.holstebro.dk>

4. SCHEMES COVERING OSH MANAGEMENT

There are various examples of recognition schemes that deal with and cover all aspects of occupational safety and health management performance within an organisation. Recognition scheme tools in this area include externally-applied audits. The aim of this type of scheme is that it should help effective compliance with the law and ongoing improvement in health and safety performance within participating organisations. In addition it should contribute to a positive image for the enterprises that they can use for staff recruitment or marketing purposes, etc.

4.1. 6E management scheme — TCO Development

Scope

- **Territorial scope**
 - **Country of origin:** Sweden
 - **Expansion:** no
- **Starting date:** 1997



Description of the scheme

Objectives

- The model promotes environmental work that unites consideration for nature with decent working conditions and a healthy economy based on the involvement and participation of everyone in the organisation.

Recognition process

- **Accreditation/recognition**
Companies that choose to apply for formal 6E approval undergo a third-party audit. Once the 6E-certification is received the company can use the 6E label marketing the company.
- **Acceptation criteria**
 - The 6E programme comprises a practical working model in 15 steps, along with the tools necessary to support the organisation in the work, for example, checklists, computer support, project binders and training material. These steps comprise the following:
 - discussion on the motivation and resources of the scheme;
 - management commitment on the way to 6E;
 - establish the process of change;
 - internal consolidation;
 - organisation and working procedures;
 - training;
 - mapping and environmental impact and working procedures;
 - current status report;
 - environmental policy;
 - formulation of environmental goals;
 - action plan;
 - implementation and documentation;
 - auditing process by a third party;
 - approval;
 - continued environmental work.

- **Validity period/suspension/withdrawal**

Once granted, approval remains valid for three years. An external audit is carried out every third year. The scheme has been in operation since 1997 and it takes between two and three years for an organisation to obtain the 6E certificate.

- **Costs**

The certification costs include external audit and approval by an accredited auditor, starts at SEK 45 000 and depends on the size of the company. This includes auditing of both the environment and occupational health and safety management systems. The audit is needed every third year.

- **Prestige/social acknowledgement**

This model has been developed by a trade union organisation TCO (The Swedish Confederation of Professional Employees) with considerable experience and prestige in the field of sustainable environment practice. TCO Development AB has been a separate company since March 1998, owned by TCO.

- **Actualisation of the scheme**

The model and material are successively developed in accordance with experience received from the participating companies.

The 6E secretariat keeps in touch with the outside world and follows developments in relevant areas, such as legislation and new methods.

Impact of the scheme

Interactions

- **With employees**

The employees are trained and motivated to develop all the steps of the programme.

- **With suppliers, buyers, contractors, subcontractors**

The 6E company needs to know what impact they have on the environment and the work environment through their products, suppliers, contractors and subcontractors. They also should be able to give this information to their customers.

- **With society**

This model is based on six areas (6E), most of them very beneficial to society and quality of life of the community: ecology, emissions (avoid harmful emissions), efficiency (taking full advantage of the human capacity for creativity, imagination and knowledge), economy (optimising resource utilisation for the benefit of employees, and the environment), energy (use of energy-efficient technology for all production and utilisation of products (in addition, the recycling principle shall apply), ergonomics (requiring arrangement of the working environment and production processes for optimum manipulative efficiency, while avoiding health risks). The aim is: maximum benefit for the company and its customers while retaining job satisfaction for the staff.

- **With other companies and organisations**

The 6E scheme was first intended for service companies and the majority of the support material currently available concerns office work. However, the working methods of the scheme are founded on some basic precepts that can be used in all kinds of production, goods or services.

Improvement in working conditions

Since the mapping-out phase deals with not only the environmental factors, but also with the working environment and staff, the process has an effect on the entire business operation. Consequently, the company as a whole is induced to undergo development.

The main aim of the scheme is to establish the best working conditions and working environment possible for employees.

Dissemination of the scheme

TCO 6E concept can be applied to retail and public service operations, just as easily as to industry. In an international framework, certain tools such as checklists and computer support may need to be adapted to national legislation, regulations and structures, and to branch-specific requirements.

At present it is confined to Sweden, but lately it has also attracted quite a lot of attention abroad.

As of November 2001, eight Swedish companies have achieved a 6E certificate.

The 6E concept has been kept in public view via the mass media. The 6E concept has been mentioned on several occasions on television, radio and in magazine and newspaper articles. In addition the TCO Development Unit has held many seminars and workshops on this matter.

Social awareness

The 6E initiative arose from Agenda 21 (the joint action programme drawn up by the UNCED) and the realisation that the pressure from governmental bodies and international organs, exerted via legislation and threats of regulation, would not be enough to provide necessary motivation to achieve sustainable development.

The basic ideas of TCO 6E are founded on the following principles: integration of working environment and the environment, continual improvement, seeing legislation as a minimum level for environmental work, participation by everyone within the company, competence improvement and commitment by the management.

Assessment of the scheme

Strong points

- It is a voluntary scheme that goes beyond the legal requirements to improve external and internal working conditions.
- The scheme was first intended for service companies and the majority of the support material currently available concerns office work. However, the working methods of the scheme are founded on basic precepts that apply to all kind of production, goods or services.
- The 6E programme comprises a practical and comprehensive working model in 15 steps, along with the tools necessary to support the organisation of the work, for example: checklists, computer support, project binders and training material, etc.

Other points

- The OSH aspects are not sufficiently developed and the scheme is more focused on environmental issues.
- It can sometimes be difficult for companies to convince suppliers to meet the requirements of the system.

Further information

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6e Management Scheme
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E-mail: development@tco.se
Internet: <http://www.tcodevelopment.com>

4.2. Best Factory Awards

Scope

- **Territorial scope**
 - **Country of origin:** United Kingdom
 - **Expansion:** European countries, as Germany and Italy
- **Starting date:** 1992



Description of the scheme

Objectives

- The purpose of the annual awards is to promote and reward manufacturing excellence in the United Kingdom against a background of growing international competition.
- This scheme is one of the three leading awards in Europe, founded by *Management Today* with the support of strong partners Cranfield University, the Institution of Electrical Engineers (IEE), and the Engineering Employers Federation (EEF) to encourage and promote best practice.

Recognition process

- **Accreditation/recognition**
The entry unit for the awards is a manufacturing plant in the United Kingdom. A plant is defined as a relatively self-contained unit with its own management staff, which may be identified either by separate facilities, by separate product types or by separate management structures. The application form can be obtained from the web site or alternatively from the Awards Coordinator at *Management Today* or at Cranfield School of Management.
- **Acceptation criteria**
The first stage of the evaluation is conducted through a self-administered audit questionnaire designed and managed to ensure complete confidentiality. The best factories identified by this output are invited to participate in the second stage as prospective Best Factories. The category award winners are chosen from the finalists. At the second stage a team of assessors to assess each plant's competitive position and manufacturing performance visits each of the prospective plants.

The awards are organised around the following industry-sector categories: engineering; electronics and electrical; process; and household and general products. There are also special awards for the following categories: factory of the year, the judges special awards, the most improved factory and the best small factory.
- **Validity period/suspension/withdrawal**
The award winners may display the Best Factory Awards logo for three years.
- **TOTAL COST (preparation, achievement and maintenance)**
It is free to apply for the award. Companies interested in showing their support for excellence in manufacturing can sponsor the Management Today Best Factory Awards by paying GBP 19 600.
- **Prestige/social acknowledgement**
Since 1992 over 1 500 manufacturing plants overall have taken part in the awards. These awards, now in the ninth year, have become a landmark event for all those interested in manufacturing excellence.

- **Actualisation of the scheme**

It is carried out through the organiser (Management Today) and its partners involved in the scheme.

Impact of the scheme

Interactions

- **With employees**

The employees play an important role in the process of judgment carried out by the team of assessors who decide on each plant's competitive position and manufacturing performance.

The award is a recognition that motivates employees to carry on in the search of excellence in their workplaces.

- **With suppliers, buyers, contractors, subcontractors**

To win the award it is necessary to show that all the processes of the plant (logistics, total stock-turns, on-the-job training, absenteeism, scrap rate, etc.) are very efficient.

- **With society**

Key players in the United Kingdom's engineering community concede the importance of measuring a factory's performance and receiving recognition for its achievements. So this scheme of recognition is the best way to fulfil this aim.

- **With other companies and organisations**

The award winners may display the Best Factory Awards logo for three years so it is an excellent marketing tool for the plant awarded.

Improvement in working conditions

All participating plants receive a confidential and detailed individual report which compares their performance with the performance of all other plants entered in their industry, which allows them to initiate in-house plans in order to achieve world class manufacturing standards.

Dissemination of the scheme

The Best Factory Awards have been extended to other European countries, Germany and Italy.

The awards in Germany are managed by the *Export-Akademie*, Baden Wurttemberg and in Italy by *SDA Bocconi*.

Social awareness

The organiser of the scheme, *Management Today* has developed a 'best practise site' on the Internet, which is the first comprehensive best practise site in Europe. It is designed to promote and encourage world class standards and provide unique, actionable information based on real-life examples taken from award programmes like the one described which have been running since 1992.

Assessment of the scheme

Strong points

- Cranfield School of Management and *Management Today* have teamed up to provide not only a comprehensive award scheme to run across all industries, but also to provide an audit

service which will help manufacturing plants to benchmark their performance against the highest industry standards in complete confidentiality. All entrants to these awards receive a confidential benchmarking report, which compares their performance with leading industry standards from year to year.

- Each report contains more than 80 tables of valuable and difficult-to-obtain information.
- The judging process carried out by a team of assessors is very professional and does not demand a great effort from the management and the workforce staff of the plant.

Other points

- The purpose of the award scheme is to promote and reward manufacturing excellence in the United Kingdom against a background of growing international competition, but it is not an award to promote specifically health and safety prevention in workplaces.
- The scheme is designed to be carried out only in manufacturing plants.

Further information

Management Today
Award Coordinator
174 Hammersmith Road
London W6 7JP, United Kingdom
Tel. (44-208) 267 41 61
Fax (44-208) 267 43 31
Internet: <http://www.clickmt.com/events/index.cfm>

4.3. British Safety Council — Sword of Honour

Scope

- **Territorial scope**
 - **Country of origin:** United Kingdom
 - **Expansion:** no
- **Starting date:** 1979



Description of the scheme

Objectives

- The British Safety Council works hand-in-hand with the world's leading companies, developing safe systems of work. The British Safety Council uses its expertise to train and educate, to independently audit and to offer professional guidance and advice. The British Safety Council strives to ensure that health and safety plays a crucial role in every organisation and is part of everyone's job.

Recognition process

- **Accreditation/recognition**

The Sword of Honour is the pinnacle of achievement in the safety world and is designed to encourage and reward best practice. Award winners may use a special British Safety Council logo to highlight their achievement. The logo can be used on electronic and printed material such as Internet sites, letterheads and promotional literature.
- **Acceptation criteria**

To apply for the Sword of Honour, first of all, the organisation must achieve the Five Star Award within the 12-month period between 1 September and 31 August. The British Safety Council's Five Star health and safety management system audit is an independent evaluation of an organisation's health and safety management system. A British Safety Council auditor conducts a detailed examination of an organisation's premises to identify areas of potential risk and loss. The organisation then receives a comprehensive report and an overall star grading. A course of action is then suggested to prevent accidents and injuries. The organisation must follow the following process.

 - The organisation must complete all the sections of the questionnaire.
 - The questionnaire must be signed by the managing director or designated senior board director.
 - A Sword of Honour application is based on one audit, specific to that site and cannot be used on a group basis.
 - Entry level for the Sword of Honour is achievement of five stars in an audit in the qualifying period. The application consists of eight sections, all of which attract equal marks. The final score is then converted into a percentage ranking.
 - Whilst the British Safety Council check each application for the entry level, all applications are adjudicated by independent assessors. In submitting the questionnaire the company automatically agrees to make its facilities and health and safety management systems available for inspection.
- **Validity period/suspension/withdrawal**

The competition is held annually.

- **Costs**
If awarded, the company has to pay a GBP 15 fee in concept of the use of the British Safety Council logo.
- **Prestige/social acknowledgement**
The Sword of Honour is presented at a ceremony in the prestigious Goldsmiths' Hall in Central London. The event normally takes place at the end of November.
- **Actualisation of the scheme**
The questionnaire and the application forms are revised annually.

Impact of the scheme

Interactions

- **With employees**
The British Safety Council must ensure that health and safety plays a crucial role in every organisation and is part of everyone's job.
- **With suppliers, buyers, contractors, subcontractors**
The use of the logo guarantees good relations between clients, suppliers, contractors, etc.
- **With society**
Step by step, the system works towards reducing the cost of work-related accidents and ill health to society — estimated at GBP 14 to 18 billion each year.
- **With other companies and organisations**
Organisations of every size and in every sector of business gain significant benefits from promoting health, safety and environmental best practice. The British Safety Council runs award schemes as part of their ongoing commitment to encourage good health and safety practice and reward achievement.

Improvement in working conditions

Promoting best practice, the organisations have significantly reduced accidents in their workplaces and increased productivity and profitability.

Dissemination of the scheme

Some 200 companies apply annually and increased competition in recent years has resulted in ever more stringent judging. Of these, just 40 of the world's safest companies are presented with swords of honour each year.

Social awareness

The use of the British Safety Council logo is the guarantee of a prestigious award.

Assessment of the scheme

Strong points

- The Sword of Honour is a prestigious award that works towards reducing the cost of work-related accidents.

- The evaluation system includes cultural aspects, promoted from the boardroom to the shop floor.

Other points

- The system is only centred in the United Kingdom. It could be extended to other EU countries.
- The evaluation system may seem very complex for organisations who apply for the award (long process, a lot of effort, etc).

Further information

British Safety Council
70 Chancellors Road
London W6 9RS, United Kingdom
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Fax (44-208) 741 45 55
E-mail: mail@britsafe.org
Internet: <http://www.britishsafetycouncil.co.uk/Services/Awards/Intro.htm>

4.4. The quality safety audit (QSA), RoSPA

Scope

- **Territorial scope**
 - **Country of origin:** United Kingdom
 - **Expansion:** yes
- **Starting date:** 1993



Description of the scheme

Objectives

- A vital element of an effective health and safety management system is an audit, which enables organisations to identify improvements and feed into the review process to enable improvements to take place. To support the audit process RoSPA has developed QSA, the quality safety audit.

Recognition process

- **Accreditation/recognition**

There are different awards which reward continuity on the way to excellence: The Sir George Earle Trophy, The Norwich Union Trophy, RoSPA Occupational Health Award, Distinguished Service Awards, President's Award, Gold Medal Award, Gold, Silver, Bronze and Merit Awards, Recognition for individuals, etc.

- **Acceptation criteria**

It is essential that a competent auditor carry out the audit. RoSPA provides comprehensive in-company training and when auditors have achieved the required standard they are deemed competent to carry out an audit for their organisation. The audit examines an organisation's safety management system against the elements summarised as follows: policy, organising, planning and implementation, measure of performance and review of performance.

The question set leads the auditor through a detailed examination of both documented procedures and the way activities are actually being controlled in practice. The use of pre-set questions enables an audit team to operate at different sites and at different times and still come to comparable conclusions with regard to the management of health and safety. A numerical score is allocated to each question and all the points are awarded for a 'yes' answer so there is no subjectivity in scoring. The points awarded reflect the degree of importance of the question. A score is obtained for each element and this is used to calculate a total score, which represents the overall performance of the organisation. This score, which is called the health and safety performance rating or HSPR, is a single figure between 1 and 100 which can be used to assist in benchmarking performance.

- **Validity period/suspension/withdrawal**

The awards are presented annually.

- **Total cost (preparation, achievement and maintenance)**

The cost is relatively high, because the auditors need to attend a training course, before starting the audit.

- **Prestige/social acknowledgement**

Each year more than 900 companies receive occupational awards from RoSPA. Presented annually in England and Scotland, RoSPA awards provide recognition of performance by both organisations and individuals.

- **Actualisation of the scheme**

QSA is a state of the art system, which is regularly updated to ensure that its users are keeping pace with the new demands being placed upon them.

Impact of the scheme

Interactions

- **With employees**

The employees are motivated to participate in the process. They also can obtain recognition for their good practices.

- **With suppliers, buyers, contractors, subcontractors**

The awards positively affect all of the agents in the company's value chain.

- **With society**

Apart from the occupational awards, RoSPA works for safety in other areas like home safety, education safety, road safety, etc.

- **With other companies and organisations**

The fight for the awards can generate beneficial competition.

Improvement in working conditions

There are different award categories. For example, there is one prize, which recognises good practice by individuals in the proper use of personal protective equipment.

Dissemination of the scheme

Enterprises and organisations from the United Kingdom and around the world can apply for the RoSPA award programme.

Social awareness

RoSPA has firmly welcomed the Deputy Prime Minister's announcement about the government's plans to 'revitalise' occupational safety and health (OS&H) on the 25th anniversary of the Health and Safety at Work Act.

Assessment of the scheme

Strong points

- There are different levels the organisations or companies can apply for.
- Although the scheme originated in the United Kingdom, organisations around the world can apply for the award.

- There is an individual recognition, which prizes good practice by individuals in their everyday work.

Other points

- The participation costs are relatively high, because of the training course.
- It is possible that the auditors who carry out the evaluation have a partial vision of their enterprise/organisation.

Further information

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Fax (44-121) 248 20 01
E-mail: help@rospa.com
Internet: <http://www.rospa.co.uk/cms>

4.5. Audelco label of audited companies

Scope

- **Territorial scope**
 - **Country of origin:** Spain
 - **Expansion:** no
- **Starting date:** 1998



Description of the scheme

Objectives

- The Spanish laws make it compulsory to audit the OSH management system in some companies, which assume this responsibility in their own structure. It enables organisations to identify improvements and feed into the review process to enable improvements to take place.
- The final report has a judgment about the adequacy of every point that is included in the Spanish regulations, which come from European Union directives.

Recognition process

- **Accreditation/recognition**
As well as the label, there is a certificate that recognises a reasonably well-implemented system.

- **Acceptation criteria**

It is essential that a competent auditor carry out the audit. Audelco has a complete group of experts in all fields that involve the safety and health management system.

The audit examines an organisation's safety management system including the following elements: policy, organisation, risk assessment, preventive plans and their implementation, measure and review hygiene-risk performance (exposure to chemical and physical pollutants), worker qualification, investigation of accidents, coordination with other subcontracted jobs, emergency plans and their implementation, participation of the worker's representatives, technical hazard-control (through safety inspections, individual protection sets, management, legal check-up of critical sets, etc., health surveillance, etc.

The question set leads the auditor through a detailed examination of both documented procedures and the way activities are actually being controlled in practice and implemented correctly.

It is a non-scoring system which assesses each point of those items separately and draws a final conclusion for the global management system.

- **Validity period/suspension/withdrawal**
These organisations have to renew this process every year in order to retain the label.
- **Costs**
The cost is relatively low, because the know-how is done and the auditors are experts included in the staff of the company with the same qualification and experience in this field.
- **Prestige/social acknowledgement**
The main enterprises in Spain, in all economic sectors, have passed this audit process.

- **Actualisation of the scheme**

The actualisation is updated continuously (each time there is a new safety and health regulation). At the moment, the scheme has been reviewed five times.

Impact of the scheme

Interactions

- **With employees**

The employees' representatives participate in the process. They can give their opinions to the auditors.

- **With suppliers, buyers, contractors, subcontractors**

This is a very important point in the audit process.

- **With society**

There are no more implications for society apart from the improvements this process gives to the organisations.

- **With other companies and organisations**

Due to the importance of the control that the organisations must have over their contractors, these contractors should pass this process, and this will be a competitive factor.

Improvement in working conditions

Some of the points that are audited are the conditions and signalling on working sites (Directives 89/654/EEC and 92/58/EEC), adaptation of the working equipment (Directive 89/655/EEC), the safety in the construction of buildings or roads (Directive 92/57/EEC) the existence of an inspection programme to verify the correct conditions in the working sites, etc.

Dissemination of the scheme

There is only one team to audit through this scheme: the mean Audelco auditors.

Social awareness

Audelco is the first organisation certified by the labour authority in Spain to perform a legal audit.

Assessment of the scheme

Strong points

- The audit covers all the points included in safety and health management.
- The audit process can be applied to any organisation and can adapt to any management system because of its objectivity.
- It helps organisations to guide their management to become more effective and also allow safety and health departments to have more representativeness.

Other points

- The system is relatively new and not sufficiently disseminated.
- The awarding of the label of audit firm is not conditioned to good values in accident rates.

Further information

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Audelco — País Vasco
Parque Tecnológico de Zamudio, Edificio 100, 1ª planta.
E-48170 Zamudio

Audelco — Cataluña
c/ Còrsega, 299, Sobreàtico
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Fax (34-93) 238 67 76
E-mail: barcelona@audelco.es
Internet: <http://www.audelco.es>

5. OSH MANAGEMENT SCHEMES RUN BY AUTHORITIES

The roles of occupational safety and health authorities include ensuring health and safety standards and compliance with the law or administering worker compensation schemes. It is particularly interesting to look at schemes operated by OSH authorities as it is a newer and proactive addition to their roles of traditional enforcement or compensation administration on the one hand and information provision on the other. Therefore a section of this report has been dedicated to schemes operated by occupational safety and health authorities.

5.1. Partnerships in health and safety programmes, Alberta

Scope

- **Territorial scope**
 - **Country of origin:** Canada
 - **Expansion:** no
- **Starting date:** 1989



Description of the scheme

Objectives

- To achieve healthy and safe workplaces by stakeholders through shared learning, leadership, meaningful worker involvement and enhanced quality-assurance standards.
- To enhance quality-assurance standards through a system of certification (COR: Certificate of Recognition).

Recognition process

- **Accreditation/recognition**
A COR recognises that the health and safety management system of the employer meets the standards of partnerships. Achieving and maintaining a valid COR is required for earning a financial incentive through the Partners in Injury Reduction (PIR) programme. The Alberta Human Resources and Employment carry out this programme in collaboration with the Alberta Workers' Compensation Board (WCB).
- **Acceptation criteria (tests, admitted values, assessment by third parties)**
For certifying and acquiring a **COR**, an employer must take various steps:
 - contact a certifying partner;
 - develop and implement a 'health and safety management system' that meets partnerships standards;
 - select an appropriate audit instrument recognised by the certifying partner;
 - select an auditor, external to the organisation and acceptable to the certifying partner;
 - have the audit completed and achieve a 'pass' mark;
 - submit the audit to the certifying partner for quality-assurance review;
 - **finally**, request the certifying partner to issue a COR if the audit meets the standard required.

- **Validity period/suspension/withdrawal**

The COR is valid for **three years** from the date of issue. However to maintain a COR the employer is required to carry out an internal audit within 12 months and carry out a second internal audit within 24 months.

- **Costs**

The costs associated with achieving a COR can vary according to the size and complexity of the employer's operation. The employer will need to develop a H&S management system that meets required standards. Then, the employer will arrange for an audit of the their programme through a certifying partner. There may be a cost for arranging an audit and having a certifying partner review the audit for quality assurance prior to issuing a COR.

- **Prestige/social acknowledgement**

Through partnerships with safety associations, industry groups, education institutes and labour organisations, a framework has been established to promote and certify health and safety programmes.

- **Actualisation of the scheme**

The actualisation and review of the programme takes place through the regular meetings of partners.

Impact of the scheme

Interactions

- **With employees**

Partnerships in H&S was developed with the belief that supporting health and safety programmes leads to larger reductions in injuries than regulatory compliance alone.

- **With suppliers, buyers, contractors, subcontractors**

It is not unusual for Alberta corporations to expect contractors bidding for contracts to hold a valid COR.

- **With society**

Corporate leaders in the province can be proactive in creating a climate where employers and workers work together to ensure a healthier and safer work culture, ultimately leading to greater industry self reliance and less government intervention.

- **With other companies and organisations**

Through partnerships with safety associations, industry groups, education institutes and labour organisations, a framework has been established to promote and certify health and safety programmes.

Improvement in working conditions

The partnerships health and safety management system, to be effective, must include the following components, which guarantee the standards required by the programme:

- identification and analysis of H&S hazards at the work site;
- control measures to eliminate or reduce the risk to workers from these hazards;
- clearly stated company policy and management commitment;
- worker competency and training;
- inspection programme;
- emergency response planning incident/accident investigation;
- programme administration.

Dissemination of the scheme

Partners have the support of the Alberta Human Resources and Employment department in the Canadian Government and so may use all its facilities, including a newsletter and a web site. This web includes a list of employers currently holding a Certificate of Recognition. Partners make up more than 50 organisations in Canada.

Social awareness

Workplace health and safety helps employers and workers ensure safe, healthy and productive workplaces in Alberta by:

- providing workplace H&S information and assistance to all Albertans;
- investigating serious incidents and complaints about potential work-site hazards;
- partnering with industry leaders and safety associations to develop health and safety programmes;
- enforcing the Occupational Health and Safety Act.

Assessment of the scheme

Strong points

- Is a voluntary programme supported by the Government of Alberta that gathers more than 50 partners (safety associations, agencies, educational institutes, community groups, labour organisations, etc.).
- To have developed a system of recognition (COR) which recognises that the health and safety management system of an employer has been evaluated by an auditor and found to meet the standard of partnerships.
- To have shown to have an impact on reducing injuries which benefits the business and society in general.

Other points

- The employer must meet the expenses of the certification.

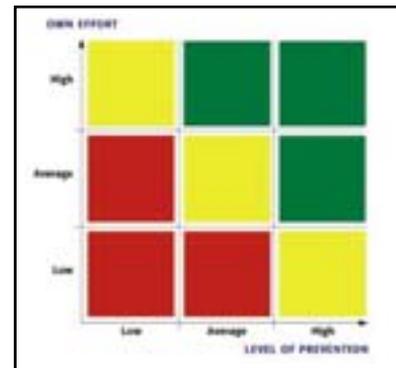
Further information

Ministry of Human Resources and Employment
Human Resources and Employment
Labour Building
10808 — 99 Avenue
Edmonton AB T5K 0G5,
Canada
Tel. (1-780) 427 83 05
Fax (1-780) 422 92 05
Internet: <http://www.gov.ab.ca/hre/whs>

5.2. The adapted inspection step by step

Scope

- **Territorial scope**
 - **Country of origin:** Denmark
 - **Expansion:** no
- **Starting date:** 1999
- **Prevention field (Health & Safety, ergonomics, environmental):** health and safety



Description of the scheme

Objectives

- To enable the Danish National Working Environment Authority (WEA) to focus its efforts on enterprises with the greatest need and to support enterprises in their efforts to improve health and safety and the working environment.

Recognition process

• Accreditation/recognition

Each enterprise is categorised by WEA on the basis of an assessment of the enterprise's own efforts to improve health and safety and the working environment, and on the basis of an assessment of the standard of the working environment at the firm. The adapted inspection consists of a basic visit, which comprises:

- an initial meeting between a WEA inspector and representatives of the firm's management and safety organisation;
- an evaluation of the enterprise's own efforts to improve its working environment;
- the inspection of the enterprise's physical working environment;
- an assessment of the level of prevention and how the main H&S problems are being tackled;
- a concluding meeting between the WEA inspector and the firm's management and safety organisation.

• Acceptation criteria

After the basic visit, WEA deemed each enterprise as a 'level-1 enterprise' (the highest level), a 'level 2 enterprise' or a 'level 3 enterprise'. Instead of issuing improvement notices with deadlines to level 1 and 2 enterprises, WEA gives the enterprise the possibility of incorporating the problems in its workplace assessment and proposing time limits for solving them. Therefore, these enterprises receive an inspection report that can include a follow-up letter, a report on the main H&S problems and a guide. Level 3 enterprises (which are deemed by WEA to be insufficiently able to improve their working environment on their own) are issued improvement notices with deadlines.

Apart from the basic visit, WEA carries out follow-up visits, often unannounced.

• Validity period/suspension/withdrawal

WEA decides when a new introductory visit shall be carried out that may lead to a change in the enterprise's classification. Some enterprises will receive an introductory visit at long intervals while others will receive them more frequently, depending on how things are progressing at an enterprise.

- **Total cost (preparation, achievement and maintenance)**
No cost for the enterprise except for the action plans derived from the inspection.
- **Prestige/social acknowledgement**
Introduced by the Danish National Working Environment Authority (WEA) which has prestige in Denmark.
- **Actualisation of the scheme**
None specified.

Impact of the scheme

Interactions

- **With employees**
The adapted inspections encourage enterprises to take measures to prevent accidents in workplaces. The scheme also makes sure that the employees have undergone the necessary training and instruction with respect to health and safety and the working environment.
- **With suppliers, buyers, contractors, subcontractors**
The scheme assesses if there are suppliers' manuals and safety data sheets for safe use of substances and materials.
- **With society**
As health and safety problems vary, not only from sector to sector but also from one enterprise to another, the introductory visit covers all major health and safety problems and gives service to all kinds of needs.
- **With other companies and organisations**
None specified.

Improvement in working conditions

WEA, after the introductory visit, gives an inspection report to the enterprise with a list of problems that must be solved immediately and those, which need the preparation of an action plan for solving them within a reasonable period of time. Also WEA gives advice on how to tackle the problems identified and monitors closely the actions taken in order to help the enterprise improve their working conditions.

Dissemination of the scheme

The scheme was introduced in 1999 by WEA, in Denmark and was initially used for enterprises with 10 or more employees and in connection with special campaigns. The method is (also) used for smaller enterprises (since the year 2000). In 2002 it will be used for temporary and changing enterprises.

Social awareness

This initiative comes from the Danish Ministry of Labour which is responsible for the working environment regulation. The main objective of this experience is to encourage companies to improve their working environment in order to improve the working conditions of the workers in Denmark.

Assessment of the scheme

Strong points

- Adapted inspection is based on the company's own efforts to improve its working environment and standard of health and safety.
- The categorisation of enterprises in level one, two or three, is thus simply a useful prioritising tool and not an aim in itself. This tool allows WEA to invest most of its efforts in enterprises where the level of own efforts and level of preventive action are low, and give greater independence to firms that have demonstrated to be themselves able to make the necessary improvements.

Other points

- The classification is a prioritising tool and not a form of working environment label to which the enterprise has a right and can use as a marketing tool.
- So, the adapted inspection is not a proper recognition system although it may favour the improvement of health and safety conditions in enterprises.

Further information

Danish National Working Environment Authority
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DK-2100 København Ø,
Tel. (45) 39 15 20 00
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E-mail: arbejdstilsynet@arbejdstilsynet.dk
Internet: <http://dk.osha.eu.int/publications/adaptedinspection.stm>

5.3. Working well together

Scope



- **Territorial scope**
 - **Country of origin:** United Kingdom
 - **Expansion:** no
- **Starting date:** May 1999

Description of the scheme

Objectives

- The 'working well together' initiative is a ground-breaking campaign developed by the Health and Safety Commission's Construction Industry Advisory Committee (Coniac) to raise standards of health and safety within the construction industry.

Recognition process

- **Accreditation/recognition**
 There is a web site with areas reserved for campaign members to submit the action plan designed by the company and the way it will commit to it.

 An award scheme has been created specifically to support the working well together campaign and is designed to promote excellence within the construction industry. Entries are judged on performance over the last 12 months, with the judges looking for strong evidence of achievement against the 4Cs of the campaign: cooperation, competence, communication and commitment. It is called the WWT 4Cs construction awards. Also, joining the campaign the company can use the registered working well together logo.
- **Acceptation criteria**
 Joining the WWT campaign is both free and easy. The company just needs to make a commitment for a safer and healthier working environment. To demonstrate that commitment it is necessary to draw up an action plan showing how to improve health, safety and welfare performance and then set out ways the company will:
 - improve cooperation with others to achieve the health and safety objectives;
 - communicate planned improvements to those who are affected by the work done;
 - improve its own health and safety competence and that of others;
 - tell people about the company's involvement in the campaign;
 - publicise the action plan designed;
 - encourage others to adopt good health and safety practice.
- **Validity period/suspension/withdrawal**
 The award scheme judges the performance over the last 12 months of the companies that join the WWT campaign.
- **Total cost (preparation, achievement and maintenance)**
 It is free. The cost a company may have is derived from the effort it has to make to draw up a plan and explain the way to commit to it.
- **Prestige/social acknowledgement**
 This award scheme has high prestige in the United Kingdom within the construction sector.

- **Actualisation of the scheme**

The scheme is web based and renews through it.

Impact of the scheme

Interactions

- **With employees**

This scheme is highly beneficial for workers in the construction industry because although they represent just 6 % of the working population, they account for more than 30 % of fatal accidents and over 14 % of major accidents. In fact, the overall risk of ill health in construction is nearly twice the average for all occupations.

- **With suppliers, buyers, contractors, subcontractors**

If safety guidelines are followed the appointment of better and more responsible contractors is ensured. Addressing health and safety at the planning stage encourages smooth running, reducing the risk of disruption.

- **With society**

This scheme is increasing the awareness within the construction sector and within society in general to create a safer and healthier working environment. (Over GBP 180 million a year could be saved in work-related illness costs in the construction industry alone.)

- **With other companies and organisations**

If a company joins the WWT campaign it can use the registered working well together logo and benefit from the public relations of the programme. Clients and other companies are more comfortable dealing with a responsible company, making repeat business far more likely.

Improvement in working conditions

This campaign demands improving working conditions by:

- commitment to higher standards of health and safety;
- competence, ensuring everyone involved is trained and competent to do his work;
- communication, ensuring health and safety messages permeate throughout a project and involving workers as well as managers in solving problems that arise;
- cooperation, building up relationships of trust and partnership so that we get the right things right, first time every time.

Dissemination of the scheme

The dissemination of the scheme is via the Internet and also conferences and promotional events are organised in the United Kingdom.

Social awareness

The social awareness of H&S issues has increased considerably in the construction sector, which concentrates one of the highest rates of accidents in the United Kingdom.

Assessment of the scheme

Strong points

- It is free, easy to develop and web-based.

- An award scheme (the WWT 4Cs construction awards) has been created specifically to support the working well together campaign. Indeed the company may use the registered working well together logo once it joins the campaign.
- The campaign is very clear and there are just four requirements to comply, the 4Cs: cooperation, competence, communication and commitment.

Other points

- The scheme does not include standards or procedures to create a successful action plan.
- It could be extended to other sectors apart from construction.

Further information

Working well together
Freepost
Glasgow G51 3BR, United Kingdom
Tel. (44-207) 556 22 44
Fax (44-207) 556 22 09
E-mail: info@wwt.uk.com
Internet: <http://wwt.uk.com>

Construction Industry Advisory Committee
Health and Safety Executive
St Dunstan's House
201-211 Borough High Street
London SE1 1GZ, United Kingdom

5.4. The WorkCover Awards

Scope

- **Territorial scope**
 - **Country of origin:** Australia (Melbourne)
 - **Expansion:** no
- **Starting date:** there has been an awards scheme for H&S in the State of Victoria since 1988



Description of the scheme

Objectives

- To recognise Victorians who have made a significant contribution to improving health and safety in the workplace.

Recognition process

- **Accreditation/recognition**

Both individuals and organisations can apply for the awards. There are many award categories: H&S representative of the year; workplace H&S committee of the year; best solution for sprain and strain injuries; best solution to a major risk; best solution to a risk; outstanding leadership in H&S; Eric Mayer award and an award for small businesses.

The judging of awards for H&S representative of the year and the workplace H&S committee of the year is focused on 'value adding' and consultation with workplace parties in resolving health and safety issues, while entries for systems are evaluated in terms of simplicity, wider applicability, and demonstrable improvement in health and safety performance.

- **Acceptation criteria**

There are five stages for the judging of entries.

First, an initial review and categorisation of the entry is made by WorkCover. Second, a WorkCover field staff member, representing the relevant prevention focus area, initially assesses the entry to determine whether a site visit is warranted. Third, if the application meets the general criteria and contains necessary information, the application is allocated to a field officer for site assessment. Fourth, following the site assessment, the entries remaining are assessed by a series of industry judging panels which comprises high-level representatives from each of the prevention focus areas.

- **Validity period/suspension/withdrawal**

The awards are issued every year.

- **Costs**

It is free. Just need to complete the entry form and send by mail.

- **Prestige/social acknowledgement**

The Victorian WorkCover Authority which organises the awards is the manager of Victoria's workplace safety system. WorkCover strives to promote a culture of safety through extensive public awareness programmes, education and other communication activities.

- **Actualisation of the scheme**

Via the Victorian WorkCover Authority and the high-level representatives from each of the prevention focus areas. New categories have been introduced this year following a review of the awards.

Impact of the scheme

Interactions

- **With employees**

This scheme tries to reinforce workplace safety.

- **With suppliers, buyers, contractors, subcontractors**

Specifically not.

- **With society**

Through around 250 field officers, the WorkCover Authority ensures that Victoria's 195 000 employers and their workers receive information, advice and consultation to help them comply with health and safety and worker's compensation obligations.

- **With other companies and organisations**

Ten private companies, appointed as authorised agents by WorkCover, pay benefits to injured workers, collect premiums, manage compensation claims and provide return to work and risk-management advice. These authorised agents are monitored by WorkCover and are paid on a performance basis.

Improvement in working conditions

These awards are intended to promote safety culture in workplaces in order to reduce work-related death, injury, illness and disease. So the awards scheme acknowledges: a health and safety representative who has made a real difference to dealing with H&S matters in the workplace; or acknowledges a committee that has demonstrated achievement in OHS by empowering all workplace parties; or recognises innovations or inventions that eliminate or significantly reduce a major risk; or pays tribute to the pioneering and sustained efforts made by an individual or organisation in OSH; or acknowledges the work done by a small business or its employees in achieving substantial improvement in workplace health and safety; or pays tribute to an outstanding achievement in OHS that has significantly benefited the Victorian community.

Dissemination of the scheme

This scheme is designed to recognise Victorians who have made a significant contribution to improving health and safety in the workplace.

Social awareness

The last award, the Eric Mayer award, pays tribute to an outstanding achievement in occupational health and safety that has significantly benefited the Victorian community.

Assessment of the scheme

Strong points

- The award scheme is organised by the Victorian WorkCover Authority, manager of Victoria's workplace safety system, which gives credibility and prestige to the scheme.

- Awards are presented to both individuals and organisations.

Other points

- The award has not been disseminated overseas.
- The award scheme could be supported with a labelling scheme which markets the companies during the period of its validity.

Further information

The WorkCover Awards
Victorian WorkCover Authority
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222 Exhibition Street
Melbourne 300, Australia
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Internet: <http://www.workcover.vic.gov.au>

5.5. MINEX — National Minerals Industry Excellence Awards for Safety and Health

Scope

- **Territorial scope**
 - **Country of origin:** Australia
 - **Expansion:** no
- **Starting date:** 1995



Description of the scheme

Objectives

- Recognise best practice, excellence and/or improvement based on comparisons of performance and practices.
- Encourage the minerals industry to use the MINEX assessment criteria as a self-evaluation tool.
- Provide peer assessment of safety and health management against the awards assessment criteria.
- Provide benchmark information for self-assessment of safety and health management by mining and minerals processing companies.
- Promote the industry's commitment to improved safety and health performance.

Recognition process

- **Accreditation/recognition**

Firstly, applicants are required to prepare a detailed submission using the MINEX criteria; secondly, a comprehensive desk-top and subsequent site assessment by MINEX evaluators is conducted; and finally applicants receive an evaluation report at the conclusion of the awards process detailing strengths and improvement opportunities.
- **Acceptation criteria**

MINEX Awards applicants are evaluated against a comprehensive set of criteria based on those developed for the Australian Quality Awards. They are: leadership (the role leadership plays in improving safety and health); safety and health management (the way management plans are developed, implemented and measured); people (the extent to which people are involved); information and analysis (the way information is collected, analysed and used); safety and health processes (the processes used to manage safety and health) and performance (the site's performance and use of performance indicators).
- **Validity period/suspension/withdrawal**

The awards are run annually by the Minerals Council of Australia. The recipient of a MINEX Award cannot enter the awards again for three years. An applicant may not be eligible for an award if, during the period between team assessment and awards presentation, any events occur at the enterprise, which would jeopardise the integrity and high standing of the awards. Applicants are requested to advise the Minerals Council secretariat of any such events, which may include major systems failures, fatalities, or an event which has attracted negative publicity.

- **Costs**

The application fee for the 2001 MINEX Awards are AUD 1 100 (including GST), payable at the time of forwarding the detailed submission.

- **Prestige/social acknowledgement**

The MINEX are the National Minerals Industry Excellence Awards for Safety and Health and are considered prestigious within the minerals industry in Australia.

- **Actualisation of the scheme**

Applicant and evaluator feedback is an important factor in the continuous improvement of the awards to the industry and ensuring that they remain relevant and effective. Written feedback from the applicant is required at the end of the site visit as a condition of submission. Applicants are also asked to provide feedback following the awards presentation ceremony. The MINEX Awards process undergoes a review immediately after each year's presentation as a continuous improvement process for the following year.

Impact of the scheme

Interactions

- **With employees**

The criteria pay particular attention to employee knowledge and the ability to carry out tasks safely. 'People' are one of the assessment criteria.

- **With suppliers, buyers, contractors, subcontractors**

Applicants must be 'whole-of-site' i.e. both the principal's and contractor's operations. Where there is a major on-site contractor, joint applications may be appropriate.

- **With society**

Through the MINEX Awards the Minerals Council seeks to drive improvements in the industry's safety and health performance by recognising and giving prominence to best practice where it exists.

- **With other companies and organisations**

This scheme is based on the minerals industry and its mineral companies.

Improvement in working conditions

MINEX evaluators pay particular attention to how continuous improvement is pursued in each of the awards criteria. The tool used to do so is called the IADRI model. This model can be used to assess the effectiveness of any business process through the examination of five key principles: intent (What was the purpose and expected outcomes?), approach (What was planned to be done?), deployment (Where and how was it done?), results (How well has it worked?), and improvements (How were changes made based on lessons learned?).

Dissemination of the scheme

The MINEX Awards receive substantial publicity. They are run annually by the Minerals Council of Australia as part of its safety and health leadership programme, which aims to eliminate industry fatalities, injuries and diseases.

Social awareness

The MINEX Awards play an important part in the process of improving the industry's safety and health performance by honouring excellence, identifying and sharing best practice and fostering continuous improvement. The awards also raise awareness within the industry and the wider community/society of progress towards safety and health improvement.

Assessment of the scheme

Strong points

- MINEX Awards applicants are evaluated against a comprehensive set of criteria based on those developed for the Australian Quality Awards.
- The Council has produced several case studies of previous winners and other mineral sites recognised in the MINEX Awards. So the Council encourages applicants for future MINEX Awards to examine the case studies and use them as a guide for preparing their own application.
- A MINEX self-assessment tool has been developed to help sites measure their own performance against the awards criteria. The tool is a questionnaire that can be easily administered at site level, which helps operations identify opportunities for improvement.

Other points

- The scope of the scheme encompasses the minerals industry in Australia but could be extended to other industries and countries.
- While injury rates continue to decline, the industry's fatality performance is not improving. This motivates the industry to pursue its vision of an Australian minerals industry free of fatalities, injuries and diseases by addressing opportunities for improvement as well as reinforcing and communicating safety and health strengths. The MINEX Awards play an important part in this process.

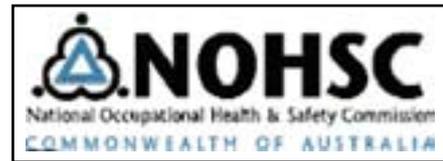
Further information

Minerals Council of Australia
PO Box 363
Dickson ACT 2602, Australia
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Fax (61-2) 62 79 36 99
Internet: <http://www.minerals.org.au>

5.6. OSH Solutions Database Pilot Project

Scope

- **Territorial scope**
 - **Country of origin:**
Australia
 - **Expansion:** the programme is open to other countries
- **Starting date:** 1999



Description of the scheme

Objectives

- This project aims to provide practical ideas to help businesses solve everyday OSH problems in their workplace, by showing examples of what other workplaces have done to solve their OSH problems.

Recognition process

- **Accreditation/recognition**
This scheme does not include a system to recognise the solution or good practice submitted. However, all solutions are vetted before entering them into the database to be used by anyone who is interested.
- **Acceptation criteria**
The company must fill in a form available on the Internet to describe: (1) the problem; (2) the solution with the description of practical measures put in place; (3) a brief description of the outcomes, emphasising benefits; (4) additional information such as if the solution won an award; (5) the approximate cost; (6) the year in which the solution was implemented; (7) a photo or diagram; (8) the caption; (9) if the solution is free of copyright.
Then, it is necessary to fill in some fields with general data of the company-workplace in which the solution was implemented and finally there is a section to fill in if a specific product, piece of equipment or service was an essential part of the development of the solution.
- **Validity period/suspension/withdrawal**
The solutions are kept in the database and do not have a validity period.
- **Total cost (preparation, achievement and maintenance)**
No cost.
- **Prestige/social acknowledgement**
The solution database is intended to be used by many social agents, employers, safety personnel, unions, OHS inspectors, etc.
- **Actualisation of the scheme**
The scheme is web-based and renews through it. The database is also being evaluated, and anyone can give feedback through the Internet by completing a short feedback form located on the search page and at the end of each solution, or by contacting the project coordinator.

Impact of the scheme

Interactions

- **With employees**
This scheme helps to solve everyday OSH problems, which occur in the workplaces.
- **With suppliers, buyers, contractors, subcontractors**
The database is open to all kinds of businesses.
- **With society**
This scheme encourages sharing information between industries on their good practices in OSH at workplaces. This is highly beneficial because it helps to create a shared culture on prevention.
- **With other companies and organisations**
The database is intended to be used by employers, safety personnel, unions, and OSH organisations.

Improvement in working conditions

The project includes: how to control the health and safety risks in a workplace. First, identifying and assessing the risks, then deciding on the best way to control them by applying the hierarchy of controls. The hierarchy of controls is the preferred order of control measures for OSH risks.

1. Elimination — controlling the hazard at source.
2. Substitution — replacing hazardous substances with less hazardous ones.
3. Engineering.
4. Administration — policies and procedures for safe work practices.
5. Personal protective equipment.

This process is recommended before considering using any of the solutions of the database in one's own workplace. The scheme recommends identifying and assessing the workplace risks in accordance with OSH legislation, and considers the best way to control the risks based on the hierarchy of controls.

Dissemination of the scheme

The dissemination of the scheme is via the Internet. It has been planned to expand the number of solutions in the database to cover as many hazards as possible and to make the database relevant to all industry sectors.

Social awareness

The project aims to spread the good practices in OSH so that a solution developed in one industry can be adapted for use in many others.

Assessment of the scheme

Strong points

- It is free, easy to use, and web-based.

- The database provides practical ideas contributed by employers and employees from a range of industries to help business solve everyday OSH problems in the workplace.
- It is planned to expand the number of solutions in the database to cover as many major hazards as possible and to make the database relevant to all industry sectors.

Other points

- The solutions presented in the database were developed to suit specific conditions in specific workplaces and, although a solution developed in one industry can usually be adapted for use in another, this is not always possible.
- The project does not include a system of recognition of the companies that share their knowledge and experiences in OSH.

Further information

OSH Solutions Database Pilot Project
National Occupational Health and Safety Commission NOHSC
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Canberra ACT 2601, Australia
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Internet: <http://www.nohsc.gov.au/OHSInformation/Databases>

6. SUMMARY TABLE OF OSH RECOGNITION SCHEMES

The OSH recognition schemes presented in this report are very varied initiatives, some containing quite innovative and imaginative elements. This demonstrates that there is a wide range of recognition activities that can be successfully applied in the field of OSH. This table provides a short appraisal of all the schemes, highlighting some key features for each one.

TCO label of office equipment (Sweden)	TCO'99 tightened the requirements for computers, displays and keyboards of the previous labels TCO'95 and TCO'92, and also extended them to more products (faxes, copiers and printers) apart from the computers and their keyboards. TCO'01 for mobile phones covers the same areas as the certification for computer monitors: ergonomics, environment and emissions, usability of the phone, extent of environmentally hazardous materials in the handset and finally radiation from the phone.
NH HSA, National label for hygiene, safety and aptitude for use, Bongard (France)	This scheme has two main objectives: first, to increase safety culture in manufacturers' equipment used in bread- and cake-baking, and second, to reinforce customers confidence by offering a label that testifies to the quality, safety and reliability of the product. The NH HSA labelling committee (involving users, manufacturers and prevention organisations) decide, taking into account the results of the laboratory tests, on whether or not to award the label which is issued by AFNOR (French association of standardisation).
The indoor climate labelling scheme (Denmark)	The goal of the indoor climate labelling scheme is to improve indoor air quality in buildings by providing: manufacturers with a tool to develop more indoor-friendly products, users with a tool for the selection of more indoor-friendly products, and everybody with a tool for better understanding of the impact of products used in buildings on indoor air. The indoor climate labelling scheme is established as a voluntary system for labelling the indoor properties of building products and other products to be used indoors. The testing and labelling criteria are given in 'test methods' and in 'product standards'.
BG Prüfzert (Germany)	According to the products and their wishes, manufacturers can choose between two marks for their products: the 'GS mark' ('Geprüfte Sicherheit' = 'Tested Safety') is based on the German Equipment Safety Act. Besides the GS mark, the testing and certification agencies also issue their own test mark, the 'BG-Prüfzert mark'. BG-Prüfzert groups many testing and certifying bodies, and this collating effort benefits the customers by ensuring efficient services on behalf of occupational safety. Also, they have good contacts with industrial associations, manufacturers, and national and international standardisation institutions.
HESTA's Better Health and Safety Awards for Residential Aged Care (Australia)	Hesta's aim in sponsoring the awards is to contribute to the well-being of employees in aged care and help reduce the very high incidence of employee injury in aged-care facilities, which is higher than the average for all industries. Prizes are awarded to residential aged-care facilities that show innovative approaches to occupational health and safety. The awards are held in conjunction with the Commonwealth Department of Health and Aged Care.
The safety passport scheme (UK)	The objective of this scheme is to educate contract personnel, including supervisors, to a basic level of health and safety, and to demonstrate competence by examination and certification. The course was devised in response to contractor training needs identified by major clients within the power/petrochemical sectors. This scheme is a successful method of training and assessment, and specifies contractor safety training as a pre-entry requirement to their sites.
The contractors' health and safety (CHAS) assessment scheme (UK)	The CHAS assessment scheme is designed as the first stage of a three-stage assessment process for determining the competence of contractors. It is designed for use as a tool in the selection of contractors who apply for the public-sector organisations in the database. Accreditation to applicant companies is entry into the CHAS database. This presence makes it easier to achieve approved-list status with members and therefore be selected to work with public organisations.

<p>Safety checklist contractors (SCC)/ Veiligheids Checklist Aannemers (VCA) (Netherlands)</p>	<p>The SCC was developed as a third-party certification system to objectively evaluate and enhance the contractor's performance on workers' safety and health and environmental protection by putting in place agreed-upon, industry-proven best practices in SHE management, specified in a checklist format. The SCC has developed a high status in the Netherlands and Belgium that can be compared with ISO standards. There are two levels of certification: SCC * for small enterprises and SCC** for firms which employ more than 35 workers. Amongst the accredited certification bodies are multinationals such as DNV, Lloyds, SGS and many others.</p>
<p>IKA, Association of Public Purchasers in Denmark</p>	<p>The objectives of this scheme are: first, to stimulate suppliers to develop more environmentally and occupationally safe cleaning agents, and second, to save time for purchasers and suppliers of cleaning agents as a result of standardised requirements.</p> <p>To the meet health and safety requirements the agent may not contain, for example: dangerous substances according to Danish labelling criteria; specific detergents; substances listed by the Danish Working Environment Authority as allergic, neurotoxic, carcinogenic or harmful to reproduction; or perfume or colours. Nor may it be marketed as a powder or aerosol.</p>
<p>Best Factory Awards (UK)</p>	<p>This scheme is one of the three leading awards in Europe, founded by <i>Management Today</i> with the support of strong partners (Cranfield University, the IEE and the EEF) to encourage and promote best practice, and reward manufacturing excellence in the United Kingdom. This award scheme is run across all industries and also provides an audit service, which helps manufacturing plants to benchmark their performance against the highest industry standard in complete confidentiality.</p>
<p>6E management scheme — TCO Development (Sweden)</p>	<p>This model has been developed by a trade union organisation TCO (The Swedish Confederation of Professional Employees), and comprises a practical working model in 15 steps, along with the tools necessary to support the organisation in the work, i.e. checklists, computer support, project binders and training material. The 6E secretariat keeps track of the work being done through an annual internal environment audit of the organisation. Once the 6E–certification is received, the company can use the 6E label marketing the company. TCO 6E concept can be applied to retail and public service operations, just as easily as to industry.</p>
<p>British Safety Council — Sword of Honour (UK)</p>	<p>The Sword of Honour is the pinnacle of achievement in the safety world and is designed to encourage and reward best practice. Award winners may use a special British Safety Council logo to highlight their achievement. But, to apply for the Sword of Honour, first of all the organisation must achieve 'Five Star Awards' within the 12-month period from 1 September to 31 August. The British Safety Council works hand-in-hand with the world's leading companies, developing safe systems at work.</p>
<p>The quality safety audit (QSA), RoSPA (UK)</p>	<p>A vital element of an effective H&S management system is an audit, which allows organisations to identify improvements and feed into the review process to enable improvements to take place. To support the audit process RoSPA has developed QSA, the quality safety audit. Each year more than 900 companies receive occupational awards from RoSPA. Presented annually in England and Scotland, RoSPA Awards provide recognition of performance by both organisations and individuals.</p>
<p>AUDELCO label of audited companies (Spain)</p>	<p>It is a non-scoring system, which assesses each point of different items separately and draws a final conclusion of the global management system analysed. The audit examines many aspects as: the policy, organisation, risk assessment, preventive plan, workers' qualification, investigation of accidents, participation of workers' representatives, technical-hazard control.</p> <p>The main enterprises in Spain in all economic sectors have passed this audit process.</p>

Partnerships in health and safety programmes (Alberta, Canada)	This voluntary programme is supported by the Government of Alberta and gathers more than 50 partners (safety associations, educational institutes, community groups, labour associations, etc.). It has developed a system of recognition (COR) which recognises that the health and safety management system of an employer has been evaluated by an auditor and found to meet the standard of partnerships.
The adapted inspection step by step (Denmark)	Each enterprise is categorised by WEA (the Danish National Working Environment Authority) at three levels on the basis of an assessment of the enterprise's own efforts to improve health and safety and the working environment, and on the basis of an assessment of the standard of the working environment at the firm. The scheme was introduced in 1999 in Denmark by WEA and was initially developed for enterprises with 10 or more employees and in connection with special campaigns. However, it is intended to be used for smaller enterprises and temporary or changing workplaces.
Working well together (WWT) UK	This initiative is a ground-breaking campaign developed by the Health and Safety Commission's Construction Industry Advisory Committee (Coniac) to raise standards of H&S within the construction industry. It is free, easy to develop and web-based. An award scheme (the WWT 4Cs Construction Awards) has been created specifically to support the WWT campaign. Indeed the company may use the registered WWT logo once it joins the campaign. This campaign is very clear and there are just four requirements to comply: the 4Cs: cooperation, competence, communication and commitment.
The Workcover Awards (Victoria, Australia)	The aim of this award scheme (which is organised by the Victorian Workcover Authority, manager of the State of Victoria's workplace safety and health system) is to recognise Victorians who have made a significant contribution to improve health and safety in the workplace. Both individuals and organisations can apply for the awards. There are many award categories: 'H&S representative of the year'; 'workplace H&S committee of the year'; 'best solution to a risk'; 'outstanding leadership in H&S', etc.
MINEX — National Minerals Industry Excellence Awards for Safety and Health (Australia)	These awards are run annually by the Minerals Council of Australia. MINEX Award applicants are evaluated against a comprehensive set of criteria based on those developed for the Australian Quality Awards (leadership, safety and health management, people, information and analysis, safety and health processes, and performance).
OSH Solutions Database Pilot Project (Australia)	<p>The database provides practical ideas contributed by employers and employees from a range of industries, to help business solve everyday OSH problems in the workplace.</p> <p>This scheme does not include a system to recognise a solution or good practice submitted. However, all solutions are vetted before entering them into the database to be used by anyone who is interested.</p>

7. CONCLUSIONS AND ISSUES FOR FURTHER DISCUSSION

7.1. Conclusions: Essential features of a good practice recognition scheme

A large number of schemes have been developed in the Member States that 'acknowledge' or 'recognise' specific products, service providers, and companies as OSH-friendly. The initiators of schemes include sector organisations, public authorities, expert organisations, trade unions and insurance companies. Some initiatives are quite limited in their application and what they seek to achieve, for example, the inclusion of a list of good practice items to be followed or an attempt to increase the level of OSH awareness within the company. Others are acknowledged voluntary certification systems that are comprehensive schemes with extensive documentation. This brief review of a range of different types of existing schemes suggests that regardless of their size, sophistication or scope such schemes can be effective in promoting or improving OSH performance, providing they themselves meet certain criteria.

The specific criteria that can be identified for effective OSH recognition schemes are in keeping with the criteria identified for other types of schemes that are given in Box 2 in the introduction. It is clear that schemes should relate to the main elements of the OSH management system, namely policy, organising, planning and implementation, evaluation and action for improvement, for example as given in the ILO Guidelines on OSH management systems ⁽³⁾. Box 3 contains a summary of key criteria for a good OSH recognition scheme and these criteria are described in more detail below.

Box 3 A good recognition scheme:

- takes account of the positive, developmental improvement in participating enterprises' OSH performance;
- takes account of OSH performance at all levels in the enterprise;
- requires senior management commitment and involvement in a formalised way;
- requires worker and trade union participation;
- promotes the improvement of training and education of workers in OSH issues;
- requires contractors to be considered as equals to workers in the application of the best practice;
- uses guidelines that are well-structured and easy to use;
- requires a systematic follow-up of participants (not just a one-off recognition);
- promotes continuous improvement;
- links into, or has the potential to link into, other quality initiatives in the participating organisation;
- provides meaningful benefits to participants;
- promotes the sharing of best practice and therefore is concerned about the transferability of best practice to other workplaces etc.;
- is open and transparent;
- involves social partners;
- plans a regular update of its criteria, as a quality assurance;
- has been expanded or applied in more than one European Member State or in other countries.

⁽³⁾ <http://www.ilo.org/public/english/protection/safework/managmnt/guide.htm>

1. Positive, developmental improvement in participating enterprises' OSH performance

Good OSH recognition schemes take into account the positive, developmental improvement in OSH in companies and organisations that participate in the scheme, for example using accident and ill health records and not only looking at the present moment in time, but also recognising favourable improvement over time.

2. Involvement at all levels of the enterprise in good practice

Successful OSH management requires an 'integrated prevention' approach. Therefore OSH recognition schemes should take account of OSH performance at all levels within the enterprise.

3. Aspects related to management commitment

Schemes should formally require senior management to show commitment and involvement both in relation to OSH and the recognition scheme process itself.

4. Participation of workers and trade unions in good practice development

Recognition systems should require demonstration of effective worker and trade union participation and ideally partnership within the enterprise to obtain the recognition or implement the preventive good practice.

5. Encouragement of training and development of workers

Recognition systems should encourage and promote improvement in training and information of workers. They should require evidence of effective worker training and instruction and information in relation to the issue being 'recognised'.

6. Involvement of contractors

In the recognition of good practice, operations carried out by the organisation itself as well as the operations carried out by subcontractors should be covered. For example, this means that the system would cover the work and workers of the organisation itself and also the subcontracting companies present at workplaces.

7. Quality and user-friendliness of the scheme

The guidelines for applying the scheme should be clear, well structured and easy to use. The criteria for evaluation should be transparent.

8. Review of participants

The recognition system should include a systematic follow-up of participants, requiring them to maintain good performance over time and have the necessary mechanisms in place to maintain good OSH performance.

9. Generation of continuous improvement

Recognition schemes should generate continuous improvement by not merely giving a pass or fail, but by showing where further improvement is possible as well. It is particularly important that good feedback is given to those who fail to reach the required standard.

10. Links into other quality agendas

OSH should be an integral part of any other management quality agendas operated by organisations. Therefore OSH recognition schemes should be capable of fitting into the overall quality agenda.

11. Benefits of participation

Organisations will only be interested in participating in a scheme if this participation potentially leads to something useful for the organisation. This may be in terms of its public image, being seen as a good organisation for recruitment, or for its own marketing, etc.

12. Sharing and transferability of good practices

Recognition schemes are particularly useful where there is a system to make the practices they recognise available as examples to others.

13. Openness/transparency of the scheme

The scheme itself must be seen to be open, transparent and fair. Details of how the scheme operates, who operates it and who has been awarded, etc. should be publicly available. This is essential for the credibility of a scheme.

14. Involvement of social partners in the development/operation of the scheme

For schemes to operate effectively they will need the support of social partners. The most effective way to achieve this is to involve the social partners in the development, running and monitoring of schemes.

15. Updating of the good practice scheme

As a quality assurance, the schemes themselves should be monitored, regularly evaluated and their recognition criteria updated as necessary. Schemes should have systems in place to enable this.

16. Transferability of the good practice recognition scheme

Ideally an OSH recognition scheme should be capable of being used or adapted for use in the various European Member States.

7.2. Issues for further discussion: use and promotion of recognition schemes in the OSH field

This report has drawn together some examples of recognition schemes applied to various OSH areas and presented them in a systematic way, so that their aims and methods of operation can be seen and compared. A full analysis of the use of such schemes in the OSH field was beyond the scope of this report. There are various questions that could be discussed further about the use, further development and promotion of recognition schemes in the occupational safety and health field. These include the following.

- Are recognition systems for products, services, and OSH management equally important or useful?
- Are there specific objections against the use or stimulation of specific types of recognition schemes? If so, in which specific area(s)?
- To what extent can recognition schemes be harmonised/integrated?
- Can recognition schemes be transferred from one Member State to others?
- Would employers and organisations be interested in having improved access to information on existing recognition schemes?
- What options exist to improve accessibility to recognition schemes and promote their use?

This final question was discussed at a workshop organised by the Agency in October 2001. The results of this have been published as a separate 'Forum' on 'Recognition schemes in occupational safety and health: experiences in the Member States of the European Union' that is available for downloading at <http://agency.osha.eu.int/publications/forum/forum6/>

ANNEXES

Annex I. The description form

The following form was used to describe and analyse the recognition schemes presented in the report:

System/programme

Scope

- **Territorial scope**
 - **Country of origin**
 - **Expansion**
- **Starting date**
- **Prevention field** (Security, hygiene, ergonomics, medicine)
- **Category** (Public initiative/governmental; workplace; OSH management scheme; procurement; marketing; combination with other areas)

Description of the scheme

Objectives

Recognition process

- **Identification and acceptance criteria (tests, admitted values, assessment by third parties)**
- **Accreditation/recognition**
- **Validity period/suspension/withdrawal**
- **Total cost (preparation, achievement and maintenance)**
- **Prestige/social acknowledgement**
- **Actualisation of the scheme**

Impact of the scheme

Interactions

- **with employees**
- **with suppliers, buyers, contractors, subcontractors**
- **with society**
- **with other companies and organisations**

Improvement in working conditions

Dissemination of the scheme

Social awareness

Assessment of the scheme

Strong points

Other points

Annex 2. How the description form was used

The form has 3 main sections. These have been used as follows.

1. 'Description of the scheme'

This gives a general description of the recognition system and it is subdivided into 4 parts.

System/programme: *is the name given to the recognition system that will be described.*

Scope: *refers to the system's country of origin, its expanding or not to other countries, the prevention field it covers, and the category according to the classification made by the European Agency.*

Objectives: *describes the main objectives pursued by the system.*

The recognition process: *describes the system's recognition process.*

- **First,** the identification and acceptance criteria *describe how the identification of best practices is produced and which guidelines are needed for the system's accreditation or acknowledgement.*
- **Second,** the accreditation or recognition *the system offers.*
- **Third,** the validity period *and conditions in case of its cancellation or invalidation of acknowledgement or accreditation given to the previous phase.*
- **Fourth,** the system's approximate cost.
- **Fifth,** the system's prestige or social acknowledgement.
- **Lastly,** the way in which the recognition system described is actualised or updated.

2. 'Impact of the scheme'

This describes the impact the mentioned recognition system has caused within the organisation where implemented, and in the different agents of its environment. Therefore, this section is subdivided into 4 parts.

Interactions: *describes the system's interactions with employees, suppliers, buyers, contractors and subcontractors, with society in general, and with other companies or organisations.*

Improvements in the working conditions: *describes the improvements that the mentioned system has made in the organisation's internal working conditions.*

Dissemination of the scheme: *describes the system's territorial expansion, or its media dissemination. (through the Internet, etc.).*

Social awareness: *describes how the system has been aware of the social demands of a major commitment in the security and health prevention of working citizens.*

3. 'Assessment of the scheme'

*By presenting **strong points** and **other points (improvement aspects)** a qualitative assessment has been carried out for each of the recognition schemes described.*

European Agency for Safety and Health at Work

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