

PROMOTING QUALITY AT WORK IN AN ENLARGED EUROPEAN UNION

INFORMATION FOR SAFE, HEALTHY AND PRODUCTIVE JOBS

Final version

Work Programme for 2005



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1 FOREWORD

According to its founding Regulation 2062/94, 1643/95 and 1654/03, the objective of the European Agency for Safety and Health at Work is:

“In order to encourage improvements, especially in the working environment, as regards the protection of the safety and health of workers as provided for in the Treaty and successive action programmes concerning safety and health at the workplace, the aim of the Agency shall be to provide Community bodies, Member States and those involved in the field of safety and health at work with scientific, technical and economic information of use in the field of safety and health at work.”¹

The Agency started work in September 1996 in Bilbao, Spain, becoming fully operational by 1999. During this time, it established a network of focal points in each Member State and developed basic information activities within three key areas:

- Information network – building the links
- Information projects – collecting knowledge
- Information services – communicating knowledge

Following the publication of the Community Strategy for Safety and Health at Work 2002-2006 the Agency has gradually aligned its work programme to the tasks and priorities identified in this strategy document. As a new, revised strategy is expected from 2007 amendments to the Rolling Work Programme may be necessary in order to bring Agency activities in 2007 and 2008 into line with the overall Community priorities

Since the enlargement of the European Union on 1 May 2004 the Agency network includes the 10 new Member States. In order to facilitate this development within the available budget the Agency’s Board has adopted a 2nd generation network document in November 2003.

Finally an amended Agency regulation is expected to be adopted beginning 2005. Major amendments are expected to include an explicit link between Agency activities on the Community strategies on safety and health at work, the provision that the Agency should analyse information (in addition to collect and disseminate), that the Agency should identify good practices and promote preventive actions, and that the information should be comprehensible to the end-users. These changes basically adapt the regulation to the course of action taken by the Agency in recent years. In addition, the proposal would have implications for the way the Agency operates, in particular for the Administrative Board, and new set of rules of procedure will have to be prepared and adopted by the Board.

The Agency’s activities are based on the following mission, vision and strategic goals²:

¹ An amendment to the Agency regulation has been prepared which would imply a modification of the objective of the Agency: “In order to encourage improvements, especially in the working environment, as regards the protection of the safety and health of workers as provided for in the Treaty and successive Community strategies and action programmes concerning safety and health at the workplace, the aim of the Agency shall be to provide Community bodies, Member States and those involved in the field with the technical, scientific and economic information of use in the field of safety and health at work.” (COM(2004)50 final).

² As formulated in the Agency’s strategy: “Strategy Paper. The European Agency for Safety and Health at Work – into the next millennium”, December 1999.

1.1 Mission and vision

- *The Agency is the European Union organisation responsible for the collection and dissemination of information that can serve the needs of people involved in safety and health at work.*
- *It is the vision of the Agency, through its information activities, to promote high levels of safety and health and to support the goal of making European workplaces safe, healthy and productive.*

1.2 Strategic goals

Within the framework of the Agency Regulation and context of the mission and vision, four strategic goals can be identified:

Two general:

- *The Agency shall create the principal source of safety and health information in Europe and the most comprehensive and user-friendly resource on the Internet.*
- *The Agency shall actively support the formulation and implementation of safety and health policies, and the organisations involved in this process.*

And two specific:

- *The Agency shall promote the identification and sharing of information on good practice solutions at the workplace level.*
- *The Agency shall promote Member State co-operation on information collection and research and thus make the best use of resources.*

2 INTRODUCTION

2.1 The annual work programme for 2005

According to the Agency Regulation, an annual work programme shall form part of the four-year rolling programme. Within the context of the rolling plan and subject to available resources, each annual work programme describes new activities planned for the year in question, but which may run for longer than the year.

The availability of resources for new activities is dependent on the finalisation of ongoing tasks that have been programmed from the previous year as well as on information maintenance tasks. New activities follow the rolling projects principle, whereby a new project in a given area will only start when the previous one has been finished.

The tasks and goals that make up the annual work programme for 2005 are presented in Section 3 (page 6).

In addition, detailed project sheets covering all proposed new information projects are presented in annex I. Ongoing projects are presented in annex II.

A new Rolling Work Programme for the period 2005-2008 is to be adopted together with this annual Work Programme.

The work programme is based on the budget 2005 approved by the Board together with this work programme pending the decision by the budgetary authority.

The Enlargement Action Plan and further development of the Risk Observatory included in this work programme will only be implemented if the budgetary authority provides additional resources for these activities.

3 ANNUAL WORK PROGRAMME 2005

This section sets out the specific development goals and activities of the Agency for 2005 following the sections of the rolling work programme. Where relevant, the Agency will ensure that Community Strategy priorities, such as diversity in the workplace, are mainstreamed into Agency projects.

3.1 Building the links - Promoting global network partnership

In 2005, the Agency will focus its network activities on the following goals:

Optimising Agency and network resources and co-operation

- Implement the 3rd generation Topic Centres in accordance with the model agreed by the Board in November 2003 and 2004. The Agency will prepare contracts with a number of new Topic Centres reflecting the strategic areas of the new Rolling Work Programme. The Board/Bureau will be invited to designate the new Topic Centres. The new Topic Centre model will have implications for the implementation of this work programme as the contractual basis for the new Topic Centres will not be in place before May/June 2005. Therefore the dates given for products and services in the project sheets in annex I and II are indicative and may change.
- Continued focus on the efficiency and effectiveness of the 2nd generation Agency network, including the preparation of the new Topic Centres model.
- Attention to the importance of appropriate planning and monitoring of the work to be carried out via the network. The Agency will continue to improve its planning and monitoring tools to help estimate and plan use of resources at the national level and to make the work of its network transparent to key stakeholders. This will include the continued development of work plans with each focal point specifying objectives and tasks and monitoring of progress of implementation.
- To support the further development national focal point communication activities and the national European Week activities a grant scheme for the EU focal points will be implemented.³ The maximum amounts for the grants will continue to reflect a special priority of the new Member States.

Extending network partnership

(1) In the European Union

Institutional relations

- Systematic co-operation in 2005 with the European Commission in the framework of the Community Strategy will focus on consolidating co-operation with DG Employment and its antenna in Brussels. The Agency will provide support and input to the Commission in its policy development, with a special focus on mainstreaming safety and health into other policy areas. The Agency will also develop its co-operation, in line with its activities, with other DGs of the Commission.

³ In 2005 grants will be made available for focal point web-site management and European Week activities with the following maximum amounts for the national focal points: Germany, France, Italy, Spain, United Kingdom, Poland: EUR 50.000; The Netherlands, Belgium, Greece, Portugal, Hungary, Czech Republic, Lithuania, Slovakia: EUR 40.000; Sweden, Austria, Denmark, Finland, Ireland, Malta, Estonia, Cyprus, Slovenia, Latvia: EUR 30.000; Luxembourg: EUR 20.000

- Information support to the European Parliament and its committees (including the organisation of an annual exhibition and presentations), to ECOSOC, the Council and relevant Representations and other EU Institutions where appropriate.

European Partnerships

- The Agency will cooperate with the European Foundation for the Improvement of Living and Working Conditions within the framework of the revised Memorandum of Understanding signed in 2003 and with other European Agencies, in particular the European Training Foundation (ETF), where relevant.
- Develop co-operation with the Advisory Committee, particularly with ad hoc groups where the Agency has carried out or is planning relevant work.
- Develop co-operation with the Commission's Senior Labour Inspectors Committee (SLIC) including information sharing related to the Risk Observatory
- Develop co-operation within the framework of the Commission's EU sectoral social dialogue to key sectors with relevance to the Agency's work programme activities, particularly on those sectors with most relevance to the European Week on Noise and the Agriculture project.
- Through the Agency's Brussels office, provide regular liaison and briefings on Agency activities to key social partner and interest group forums with an interest in safety and health, such as UNICE, ETUC, UEAPME and CEEP social/safety and health committees and working groups.
- Further develop links and co-operation with established EU health and safety networks, such as research, certification (Euroshnet), practitioner (ENSHPO), workplace health promotion (ENWHP), business and insurance networks (European Social Insurance Partners - European Forum of Insurances against Accidents at Work and Occupational Diseases) with a view to explore how these networks can contribute to supporting the EU OSH strategy.
- Assist in the setting up a network of OSH teachers and trainers and to provide information support.
- In support to the Commission the Agency will organize a OSH-research workshop with participants identified together with the focal points. The objective is to stimulate research in the field of occupational safety and health and to identify critical issues in occupational safety and health research.

(2) Beyond the EU

Priorities for the development of networking outside the EU are based on three types of relationship: Partnership, Co-operation and Contacts.

The Agency work with Romania and Bulgaria will be based on external funding (PHARE). The Agency will work with TAIEX on OSH seminars in the new Member States, the Candidate Countries and the Balkan States. Finally, the Agency will work for funds from the Commission to develop cooperation with the Candidate Countries Turkey and Croatia.

Partnership

- USA: To develop the Agency's relations with DOL-OSHA (Department of Labor, Occupational Safety and Health Administration) within the framework of the EU/US co-operation, including on the preparation of the joint 2005 Conference. To develop the

relationship with NIOSH based on a mutual arrangement and to maintain strong links with other important US-organisations in the field of OSH such as the National Safety Council.

- Canada, Australia, Brazil and Japan: To further develop the relationships with the OSH organizations on the basis of mutual arrangements.
- South-Korea, New Zealand, Russia, China and Chile: To develop the relationships with the OSH organisations on the basis of mutual arrangements.
- ILO and WHO: Further develop the relationships with the two international organisations on the basis of mutual arrangements. Co-operation on the implementation on the OSH-strategies of the European Community and the ILO.
- OAS (Organization of American States): Further develop co-operation on the joint web sites and related information exchange based on the mutual arrangement.
- IOHA (International Occupational Hygiene Association): To develop the relationships with the international association on the basis of mutual arrangements.

Co-operation

Initiate co-operation with the countries in the “European Neighbourhood”. The first step will be to establish systematic web-links.

International Networks: To further develop links and cooperation with accident prevention networks (WOS). To develop systematic web-links to international organisations such as the Asia-Pacific Occupational Safety and Health Organisation (APOSHO). To follow-up on initial contacts with the ICOH (International Commission on Occupational Health) and IALI (International Association of Labour Inspections).

Contacts

Other countries and OSH organisations: To establish relevant links from the Agency web-site to safety and health information on the websites of other relevant OSH organisations and to include these organisations on the Agency's mailing list.

3.2 Communicating knowledge – your link to safety and health at work

In 2005, the Agency will focus its communication services on the following goals:

Communication plan development and implementation

- Development and implementation of an annual communications plan to ensure effective dissemination of the results of information activities carried out within the frames of the 2004 as well as 2005 work programmes. Most Agency information projects operate within a two-year cycle with data collection, validation and preparation of publication (electronic and/or web based) in year one and publication, promotion and communication activities to be carried out in year two. Particular attention will be paid to communicating the outputs of the risk observatory.

Providing OSH information on the Internet

- Maintain and update the information on the Agency's site at <http://osha.eu.int> and databases such as those developed by the Topic Centres and the vast amount of links to OSH-related information on web-sites world-wide by:
 - Maintenance to ensure site meets quality standards
 - Ensuring that the data on the system is current
 - Introducing new information to mirror current topics
- Developing single ‘entry points’ (such as a specific risk or sector) to all Agency information available on a particular topic. The Agency will critically review the content,

presentation and accessibility of the on-line information that has been developed over the past several years. Information will be upgraded on a systematic basis and a new more user-friendly model for its presentation on the Agency's website developed and implemented. (Project IP-2005-04).

- In support of the information project activities planned for 2005, to add further information and develop web features on the following topics:
 - Agriculture
 - Noise (EW 05)
 - Promoting OSH among Young People (EW 06)
- Continued improvement of the visibility and accessibility of Agency OSH information on the Web through search engine optimisation of Agency websites and through the promotion of Agency news services for inclusion in other relevant websites across Europe and beyond.
- Continue the development of the web site as a global portal for safety and health information.

Improving Web-facilities

- Further development of the website as a multilingual gateway to information about the Agency and its services open to all European Union citizens. In the Agency's new approach to providing essential OSH information on key topics, an operational distinction will be drawn between 'public' information, intended for large target groups involved in safety and health at work, which will be made available in all 20 languages, and more 'specialist' information principally aimed at the European community of OSH 'experts' which will be available in the original language of the texts.
- Upgrading the Agency's vast amount of OSH information collected over the years in order to communicate it efficiently to its different target groups within the framework of the new approach.
- Improving access to information by exploiting the potential of the 3rd generation of Agency websites⁴ to provide customised information services for website users.
- Further development of the focal point website model to ensure that all parts of the Agency online network meet agreed quality requirements and actively promote Agency information across the network.

Complementary communication services

- Consolidation of publication policies and procedures following expansion of the Agency's publishing activities to cover 20 languages.
- Promotion of new Agency information products and services: Promotion activities will be developed during the year to communicate the results of information activities carried out under the 2004 work programme in the following areas:
 - Good Practice information for risk sectors: Agriculture
 - The business case of OSH: Quality of the Working Environment and Productivity; Corporate Social Responsibility and OSH
 - Effectiveness of Economic Incentives in OSH
 - Risk Observatory: OSH-Monitoring and new research findings
- Corporate communications: The Agency will continue to develop its corporate communications in line with its communications strategy, including the production of its annual report, news services, catalogue, and other promotion and exhibition material.

⁴ This project concerns the development of a database-driven portal solution for the deployment and maintenance of a 3rd generation network of Agency websites. The portal system will be based on open source Zope technologies and the project includes the migration of current content from the existing websites.

- Project reporting and promotion: Dissemination and promotion activities will be intensified and adapted to the information needs of each project and the characteristics of the main target groups.
- Media relations: The Agency will continue to develop its links with the OSH media and to promote safety and health via the mainstream media through campaigns such as the European Week and via strategic co-operation with the key European and national OSH-magazines. News releases will normally be issued in all official Community languages. In 2005, a review will be carried out of the pilot exercise to provide national media support.
- Supporting the focal point network: The Agency will continue to develop annual communication plans and agree appropriate support to focal points as regards communication with stakeholders, media and end users. This includes the provision of core communication tools – campaign material, fact-sheets (in all Community languages) to support the communication work of the national focal points.
- Exhibitions/events: The Agency will participate in a number of international OSH conferences and exhibitions, including the A+A in Duesseldorf (D), the ILO World Congress (USA), Laboralia in Valencia (ES) and a Luxembourg presidency event (LUX).
- Information requests: The Agency will in 2005 be able to handle a limited number of ad-hoc information requests within the established procedure.

Campaigning / European Week

- The Agency will co-ordinate the European Week for Safety and Health at Work 2005, focusing on noise at work. The Agency will use the same overall campaign model as developed in earlier years. However, some modifications may be made in light of the recommendations of the independent evaluation of the 2004 campaign. Under the slogan “Stop that noise” the focus of the week is on the assessment, elimination, and control of noise by collective measures in line with relevant directives. The message will be that noise at work can cost more than a person’s hearing – it can also cause accidents and stress related illnesses. (Project IP-2004-02). A good practice award scheme will take place and the Agency will co-operate with the EU Presidencies in the launch and closing event of the European Week.
- The European Week 2006 on Promoting OSH among Young People will be prepared for launch in early 2006 (Project IP-2005-02).

3.3 Developing knowledge to support policy making and implementation⁵

It should be noted that the increasing total amount of information collected by the Agency requires considerable resources to maintain and update existing information services. In the following the development projects are described. In 2005 the Agency will focus its information project activities on the following goals:

New prevention strategies and policies

OSH and economic performance (IP-2005-01) (new)

The Agency will review and consolidate the findings of its previous work and organise a seminar to discuss them and identify information gaps and policy needs. The activity will

⁵ The term “programmed” refers to projects which were already planned in the Rolling Work Programme 2003-2006, the term “ongoing” refers to projects included in an earlier annual work programme but which are still ongoing (code refers to project-id), and the term “new” refers to projects which are neither ongoing, nor programmed.

include the follow-up to the 2004 project on the effectiveness of economic incentives (IP-2004-01).

Promoting a preventive safety and health culture

European Week 2006: Promoting OSH among Young People (IP-2005-02) (programmed)

Contribution to the European Week 2006, which will include a special information pack, a report combining research and good practice and factsheets.

Enlargement Action Plan (IP-2005-03) (new)

In order to promote a prevention culture and support the implementation of the 'acquis communautaire', the Agency will manage a specific 'enlargement action plan'. The Agency will support awareness raising activities on OSH essentials and activities promoting health and safety in SMEs (Project IP-2005-03). This activity assumes the provision of additional resources.

European Week 2005: Noise (IP-2004-02) (ongoing)

Preparation and implementation of the campaign on Noise.

European Week 2004: Construction (2003-IP-05) (ongoing)

The 2005 activities will include follow-up activities to the 2004 European Week.

Developing mainstreaming OSH into education (2003-IP-03) (ongoing)

In 2005 the activity will focus on mainstreaming OSH into higher education.

Safety and health information for priority groups

Priority Group: Ageing Workforce (IP-2005-05) (new)

Describing the relation between OSH and ageing and identify policies and good practices to deal with the issue.

Safety and health information for risk sectors

Good Practice Information: Agriculture Sector (IP-2004-03) (ongoing)

The 2004 products (training package, articles for EU 25) will be promoted. An information pack based on data collected in 2004 will be prepared.

Anticipating change – Risk Observatory

Risk Observatory (IP-2004-04) (ongoing)

Following a Board decision in November 2004 to continue the development of the Risk Observatory by extending the data collection and analysis, by disseminating the findings (web-site and OSH outlook) and by discussing the findings. This activity covers all 25 Member States. It integrates previous activities on OSH monitoring and the Information System for New Research on the Changing World of Work/Emerging Risks (2003-IP-01 and IP-WH-NEW RISKS).

Safe and healthy work in SMEs

SME funding scheme 2003-2004 (2003-IP-12)

Evaluation and promotion of the results of the 3rd SME funding scheme 2003-2004 (February 2003 – June 2005)

Table 1: Information projects 2005

	GOOD PRACTICE	RESEARCH	SYSTEMS	OSH MONITORING	CAMPAIGN
New prevention strategies and policies – need and impact					
OSH and Economic performance					
Promoting a preventive safety and health culture					
EW 2006					
EW 2005					
EW 2004					
Mainstreaming OSH into Education					
Access to Agency on-line information					
Enlargement Action Plan					
Safety and health information for priority groups					
Priority group: Ageing workforce					
Safety and health information for risk sectors					
Good practice information: Agriculture sector					
Anticipating change – Risk Observatory					
Risk Observatory					
Safe and healthy work in SMEs					
SME funding scheme, 2003-2004					

ANNEX I – PROJECT SHEETS (NEW)

New prevention strategies and policies – need and impact		
IP-2005-01	OSH AND ECONOMIC PERFORMANCE	
Promoting a preventive safety and health culture		
IP-2005-02	PROMOTING OSH AMONG YOUNG PEOPLE	
IP-2005-03	ENLARGEMENT ACTION PLAN	
IP-2005-04	IMPROVING ACCESS TO AGENCY ONLINE INFORMATION	
Safety and health information for priority groups		
IP-2005-05	PRIORITY GROUPS: AGEING WORKFORCE	

ANNEX II – ONGOING PROJECTS IN 2005

Promoting a preventive safety and health culture		
IP-2004-02	EUROPEAN WEEK 2005 ON NOISE AT WORK	
2003-IP-05	EUROPEAN WEEK 2004 ON CONSTRUCTION	
2003-IP-03	DEVELOPING MAINSTREAMING OSH INTO EDUCATION	
Safety and health information for risk sectors		
IP-2004-03	GOOD PRACTICE INFORMATION: AGRICULTURE SECTOR	
Anticipating change – Risk Observatory		
2004-IP-04	EUROPEAN RISK OBSERVATORY 2005	
Safe and healthy work in SMEs		
2003-IP-12	SME FUNDING SCHEME, 2003-2004	