

JAHRESBERICHT
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1

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RAPPORT ANNUEL
RELATORIO ANUAL

2

ANNUAL
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European Agency for Safety and Health at Work

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ANNUAL REPORT 2001



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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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CONTENTS

CELEBRATING FIVE YEARS OF PROMOTING OCCUPATIONAL SAFETY AND HEALTH	4
FOREWORD BY THE CHAIRPERSON MARCEL WILDERS AND THE DIRECTOR HANS-HORST KONKOLEWSKY	4
OVERVIEW OF HOW THE AGENCY AND ITS PARTNERS OPERATE	6
HIGHLIGHTS OF THE YEAR	8
1. BUILDING THE LINKS – THE AGENCY’S INFORMATION NETWORK	16
2. DEVELOPING KNOWLEDGE – INFORMATION PROJECTS	19
3. COMMUNICATING KNOWLEDGE – INFORMATION SERVICES	22
4. ADMINISTRATIVE ACTIVITIES	24

ANNEXES

1. MEMBERSHIP OF ADMINISTRATIVE BOARD (MARCH 2002)	30
2. ORGANISATION PLAN OF THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK	34
3. STAFF OF THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK	35
4. FOCAL POINTS	37
5. OVERVIEW OF THE FOCAL POINT NETWORK ACTIVITIES IN 2001	42
6. TOPIC CENTRES	43
7. LIST OF ATTENDED CONFERENCES 2001	47
8. WEB SITE USAGE AND INFORMATION REQUESTS RECEIVED IN 2001	49
9. PUBLICATIONS FROM JANUARY 2001 TO MARCH 2002	52
10. NEWS RELEASES IN 2001	56
11. FINANCE 2000/01	57
12. ANNUAL WORK PROGRAMME 2002	59

CELEBRATING PROMOTING SAFETY AND



FIVE YEARS OF OCCUPATIONAL HEALTH

FOREWORD BY THE CHAIRPERSON MARCEL WILDERS AND THE DIRECTOR HANS-HORST KONKOLEWSKY

The Agency has come a long way in the five short years since the Administrative Board agreed its first annual work programme in November 1996. Over this period we have not only created an efficient network for exchanging information and ideas to improve occupational safety and health (OSH) in the EU's 15 Member States but also enhanced the quality and depth of our service, attracting new partners outside Europe. Our goal of creating a global OSH portal, underpinned by the latest technology, is now within sight, an objective that moved even closer in 2001 thanks to a number of key developments.

Once again we carried out a rich and varied range of activities, some designed to consolidate our infrastructure and information resources, others intended to raise awareness of key OSH problem areas and promote good practice solutions. One of the highlights of the year was the enlargement of our network of partners, enabling us to tap into and share a deeper pool of international knowledge and expertise. During 2001, for example, leading OSH organisations from Canada, Australia and the European Free Trade Association (Iceland, Norway, Switzerland and Liechtenstein), as well as the International Labour Organisation, teamed up with the Agency via joint web sites and other initiatives.

We now have 21 international partners, including key OSH institutions from the United States and Canada, as well as our original 15 EU Member State partners. By the end of 2002, we expect to have focal points in the 13 EU candidate countries, extending our coverage to a total of 34 countries.



The driving force behind the Agency's growth, and its ability to reach an increasingly large number of people involved in OSH issues is the Internet. Its value for non-profit organisations like the Agency and many of our partners is profound. Ideally suited for geographically diffuse organisations, it has enabled us to bring together and share vast quantities of information across international boundaries 24 hours a day. The demand for this type of service is reflected in the fact that over one million users accessed the Agency's web site in 2001 – a 140 % increase on the previous year.

The growth in demand for our web-based services was underpinned by two key developments. First, we substantially increased the amount of information users can view online and download, adding online versions of all our published reports and hundreds of new links, with a particularly strong focus on good OSH practice. Second, we introduced new interactive features, enabling users to share and cross-fertilise information and ideas.

Our online good practice forum, the first of its kind in Europe, is a case in point. This complements our increasingly popular e-mail news service, OSHmail, enabling us to alert subscribers to key developments, such as legislative changes. We also demonstrated our commitment to greater transparency by creating a special extranet for our partners, giving them 24-hour access to the Agency's key internal documents and secure online collaborative workspaces.

The Agency, however, is more than simply a portal for cutting-edge information on OSH-related issues. With the support of our focal points in each of the EU's 15 Member States, plus our other international partners, we have the infrastructure to coordinate pan-European initiatives that are beyond the scope or resources of individual countries' OSH institutions. European Week for Safety and Health at Work, which the Agency has successfully run for the last two years, is an outstanding example of this and now an established part of the OSH promotional calendar. In 2001, European Week focused on occupational accidents; in 2002 we will concentrate on psychosocial risks and in particular work-related stress. This is an increasingly common and costly problem facing workers in all types of employment and the Agency hopes to take the lead in promoting both its significance and the practical solutions available to combat it. Further evidence of the Agency's ability to coordinate pan-European initiatives like these was provided by the positive response to the Agency's EUR 4.5 million accident prevention funding scheme. The call for proposals attracted more than 400 applications for grants to develop and disseminate good practice amongst small and medium-sized enterprises. Overall, 51 projects were selected for support.

However, we cannot afford to rest on our laurels, especially given the persistent OSH difficulties that continue to afflict millions of workers across Europe. As a recent evaluation of the Agency's activities pointed out, we have made significant progress in establishing our information exchange and dissemination network but there is still room for improvement in tailoring this information and our services more closely to end users' needs. With such a broad cross-section of target audiences, ranging from small businesses to trade unions and large corporations, as well as independent OSH professionals, this is a sizeable challenge. But we are committed to realising it as swiftly as possible.

To help us achieve this we are reviewing how we communicate to our target audiences. This includes a survey of our key user groups to establish the most appropriate information channels and formats for meeting their different needs. More user-friendly versions of our web sites are also in the pipeline. To involve users even more fully in our activities and ensure we develop a coherent international communications strategy that satisfies all our partners, we are also considering creating user panels to test new concepts.

Looking further ahead, we hope to leverage our partners' knowledge and skills to ensure that we play an effective part in implementing the EU's forthcoming OSH strategy. Non-regulatory measures, such as promotional campaigns and sharing good practice more widely, are expected to form a key element of this strategy, placing the Agency in a strong position to make a positive contribution. During the year, we had several fruitful discussions with the EC on this subject, as well as meetings with various directorate-generals on a range of other topics.

In our next annual report we hope to report equally impressive advances, building on the foundations laid over the last five years. In the meantime we would like to thank employers' representative, Christa Schweng, for her excellent work as chair of the Administrative Board in 2001, the Agency's staff for their commitment and our focal points and other partners for their continued support.

OVERVIEW OF AND ITS



HOW THE AGENCY PARTNERS OPERATE

The Agency acts as a catalyst for developing, collecting, analysing and disseminating information that improves the state of occupational safety and health in Europe. As a tripartite EU organisation, we do this by bringing together representatives from three key decision-making groups in each of the European Union's 15 Member States – governments, employers and workers' organisations.

With such a broad spectrum of partners we not only ensure a balanced and impartial perspective, but also leverage the collective expertise and knowledge of the European Union and beyond.

Below, we outline how we stimulate cooperation between these key players to tackle the most pressing OSH issues in Europe.

Strategy and operational performance

The **Administrative Board** sets the Agency's goals and strategy, including the identification of priority OSH issues where further information or activity is required. Convened twice a year, it is made up of Member State representatives from each of the three key stakeholder groups – governments, employers and worker organisations, as well as three European Commission representatives.

The **Bureau** oversees the Agency's operational performance. Composed of the chairperson and vice-chairs along with one representative and one additional participant from each of the abovementioned interest groups, it meets four times a year. Two Commission representatives and one member appointed by the Spanish Government also have seats on the Bureau.

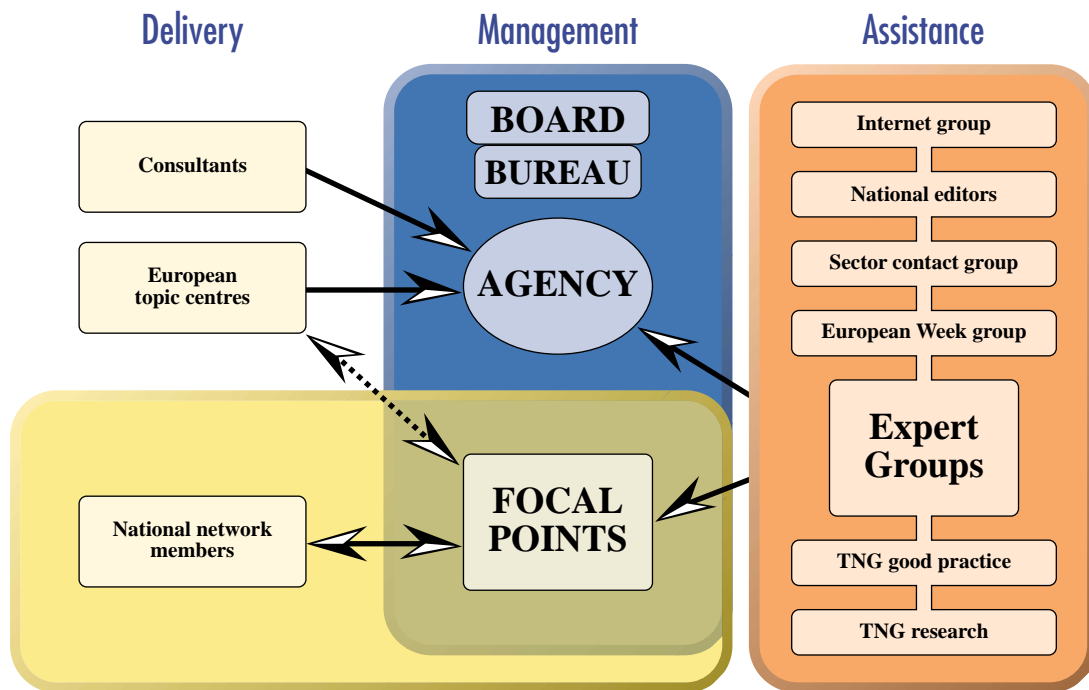
The **Director** is responsible for the day-to-day running of the Agency, including all financial, administrative and personnel matters.

Expert advice on OSH issues, methods and data collection

Thematic network groups provide expert advice on specific OSH issues identified by the Board and on how the necessary data and research can be collected. They also evaluate the data once it has been collected and analysed, prior to its dissemination, ensuring quality control. Made up of leading specialists in their fields, four thematic network groups were operational in 2001, covering: OSH monitoring; OSH systems and programmes; research on work and health; and good safety and health practice.

In 2002, as part of a revised network structure, two thematic network groups will be in operation, covering: good safety and health practice/systems and programmes; and research on work on health. Expert groups will provide advice and support to the Agency on OSH monitoring and on the running of European Week and the SME funding scheme.

Agency network structure



Data collection and analysis

Topic centres link together consortia of national safety and health institutions to collect and analyse existing European, international and national data to support key areas of our work programme. Contracted for a maximum of three years, four topic centres completed their work in 2001. For 2002, the Agency has established two second generation topic centres on:

- good safety and health practice/systems and programmes
- research on work and health.

Ad hoc research teams from leading academic and OSH-related institutions are brought in to conduct specific, one-off projects.

Coordination and dissemination of information

Fifteen **focal points**, one in each Member State, coordinate and disseminate information from the Agency within their individual countries, as well as provide feedback and recommendations. Typically the lead OSH organisation in their respective countries, they are the Agency's official representatives at national level. They contribute to the development of the Agency's information services and website, which links together all 15 focal point websites, plus others. Focal points have also been established in the four EFTA countries of Switzerland, Iceland, Liechtenstein and Norway, and are currently being set up in 13 EU candidate countries.

The **Agency's Office**, based in Bilbao, Spain, with a multinational staff of currently around 45, coordinates the development and exchange of information across our network, including our focal points as well as partners outside the EU such as international organisations, and manages information projects. The web and other electronic tools are the principal communication channels. Our dissemination activities are supported by two expert groups of Internet specialists and national editors.

HIGHLIGHTS OF THE YEAR

TARGETING SMEs THROUGH 'GOOD PRACTICE' FUNDING SCHEME



Ideas for improving safety on fishing vessels and an accident awareness campaign for butchers were just two of the projects that received awards under the Agency's new EUR 5 million accident prevention scheme for small to medium-sized enterprises (SMEs).

Under the EU-funded scheme, the Agency awarded grants ranging from EUR 25 000 to EUR 190 000 to initiatives that encouraged the development and promotion of good practice amongst SMEs. This could be done through either training, information campaigns or the development of effective health and safety practices, focusing on priority hazards and high-risk sectors. Out of more than 400 grant applications, 51 schemes were selected for funding, including 16 transnational and 35 national projects.

In November 2001, the European Parliament voted to support a further round of grants in 2002.

GLOBAL PORTAL EXPANDS

The Agency's goal of creating a global electronic portal for exchanging information and ideas about occupational safety and health moved a step closer with the addition of five new national sites to our web-based network, bringing the total number to 21.

Building on our links with North America, initiated in 2000 via a joint EU-US website, we forged a web link with the Canadian Centre for Occupational Health. On the other side of the Pacific, we established connections on our site with the Australian National Occupational Health and Safety Commission and made our electronic publications available over the net to their Japanese counterparts, the Japan Industrial Safety and Health Association. The Agency also tied up with the International Labour Organisation, adding dozens of new links to its site and underlining its commitment to create the world's premier OSH gateway.

To consolidate our European network, which includes links to all 15 EU countries, sub-sites for three of the European Free Trade Association countries – Iceland, Norway and Switzerland – went live. Our

European capability will be given a further boost in 2002 when we expect to have national sites for the 13 EU candidate countries, 10 of which are supported under the PHARE scheme.

By the end of 2001, 1.18 million users had accessed the Agency's site, up 140 % on the previous year – clear evidence that there is a substantial demand for this type of portal.

HELPING THE EC FORGE A NEW STRATEGY FOR SAFETY AND HEALTH AT WORK

The European Commission's plan to launch a new strategy for safety and health at work in 2002 was given added momentum when the Agency co-organised a series of workshops to discuss possible approaches, involving a broad cross-section of participants. At the workshops representatives from governments and employers and workers' organisations highlighted the need for simpler and more practical legislation, as well as financial incentives and a greater focus on SMEs, amongst other issues. The need to address emerging risks, such as stress-related illnesses and musculoskeletal disorders, was also considered a major priority. These and other conclusions and deliberations were published in two editions of the Agency's new *Forum* publication. We also created a special web feature that brings together the latest thinking on how the EC's strategy should move forward, with contributions from a number of different groups, including social partners and the EU's Economic and Social Committee.

INITIATIVES TO PROMOTE GOOD PRACTICE ACCELERATE

A variety of new initiatives were unveiled to promote good OSH practice across Europe. On the web, for example, the Agency created new features on accident prevention and on the health-care sector, with links to hundreds of good practice examples. With the assistance of its topic centres, the Agency added more than 1200 links to practical OSH information, ranging from risk assessments, implementation strategies and OSH information providers. To ensure we continue to provide high-quality information, we also held a European workshop on good practice provision involving over 20 experts in this field. In addition, we held our annual good practice awards, with 17 companies across Europe picking up these accolades. In some cases, these businesses had managed to cut the incidence of accidents by over 70 %, often through simple and practical initiatives that could easily be applied to other organisations.



2001 good practice award winners © European Parliament.

EUROPEAN WEEK PUTS WORKPLACE ACCIDENTS IN THE SPOTLIGHT

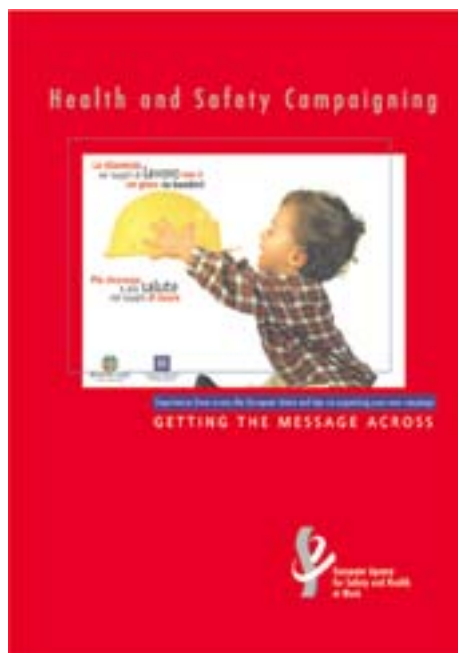


The Agency’s drive to reduce the number of workplace accidents in the European Union, currently running at over 4.7 million a year, moved up a gear when accident prevention became the theme of 2001’s European Week for Safety and Health at Work, held in October. Under the banner ‘Success is no accident’, the event involved hundreds of activities across Europe. Projects ranged from a campaign to promote fall arresting devices in Austria’s construction industry to competitions in Spain and the sale of thousands of European Week phonecards in Italy.

To support these schemes and publicise the importance of preventive measures, the Agency produced more than one million fact sheets in 11 languages, news releases, posters, postcards and other media. We also created a multilingual website on accident prevention, providing up-to-date information on our activities during the Week.

In November, the Agency joined forces with the Belgian Presidency of the EU and the European Parliament to organise the closing event of the European Week. At a conference held in the European Parliament in Brussels, attended by 350 participants, leading European decision-makers debated the major policy challenges involved in tackling the problem of work-related accidents in a changing world of work and called for health and safety at work to be put high on the EU’s political agenda.

NEW MANUAL POINTS THE WAY TO MORE EFFECTIVE OSH CAMPAIGNS



Ever wondered how to put together an information campaign that effectively raises awareness of the risks of slips and falls? Or how to design a poster that encourages staff to adopt best practice when handling dangerous chemicals? The Agency’s new manual on how to develop and implement promotional campaigns ‘*Getting the Message Across*’, has many of the answers.

Based on the experiences and expertise of OSH marketers across Europe, the 80-page manual provides a step-by-step guide to devising a successful campaign, underpinned by case studies. It not only explains how to plan campaigning initiatives but also provides practical advice on how to write and produce a range of promotional materials, from posters and newsletters to press releases and videos. Several thousand copies of the document have been distributed to OSH organisations and representatives across Europe and the online version downloaded more than 25 000 times.

FOCAL POINTS IN ACTION

Our focal points enable the Agency to gather and disseminate OSH information at EU Member State level. Here, we provide an overview of some of their activities in 2001.

A U S T R I A

Austria nearly trebled the number of visitors to its website after revamping the site to make it more user-friendly and significantly boosting the quantity and quality of the content. Designed as an OSH portal, mirroring the strategy applied by the Agency, new additions to the site include detailed and easy-to-understand information on OSH-related legislation, research papers, a calendar of forthcoming events and links to other OSH organisations. The site was promoted at several major conferences, including the country's annual OSH congress (Forum Prävention). Almost 1 000 delegates attended a one-hour online presentation of the website.

B E L G I U M

A number of major emerging issues in the field of occupational safety and health were highlighted in a series of workshops in Brussels during the closing event of European Week 2001. These included the challenges of preventing accidents as new contractual relationships, such as outsourcing and teleworking, become more commonplace, and how to deal with the risks of an ageing workforce without discriminating against this increasingly large and valuable group. The rise of workplace violence was also singled out for attention. One of the main conclusions of the workshops, which brought together policy makers, employers and representative bodies, was the need to rethink traditional prevention techniques and encourage an OSH learning culture at an early age in order to make it less industry- or occupation-specific and more personally centred.

D E N M A R K

Denmark's national working environment authority joined forces with its social partners to launch a major campaign that promoted 30 different tools for preventing workplace accidents. This was supported by a series of educational leaflets covering 10 broad themes. These ranged from 'safety policy and management' to 'hazard identification', 'emergency readiness' and 'safety programmes with employee involvement'. To draw firms' attention to the campaign, over 15 000 companies were sent posters and other promotional materials. The materials can be downloaded from www.nul.arbejdsulykker.dk.

F I N L A N D

The Finnish Government has launched an ambitious new national programme to achieve the world's lowest occupational accident rate, supported by the Agency's national focal point. More specifically, the five-year programme intends to secure year-on-year reductions in the rate and severity of occupational accidents by encouraging both private and public sector organisations to integrate the highest standards of safety in all their processes, from the strategic decisions taken by management teams down to the activities on the shop floor. To achieve this, the programme will operate at three levels. First, national bodies will work together to collate and distribute examples of best practice, modelled on the approach used by the Agency. Second, individual national organisations will improve the quality and quantity of OSH education, develop the role of OSH authorities and invest more heavily in research. Finally, the workplaces themselves will have developed the practical skills to implement and maintain higher standards at all levels, from top to bottom, plus demonstrate their commitment to do this

F R A N C E

Around a dozen major events were organised across France during European Week, enabling hundreds of organisations to share information and ideas on how to encourage higher safety standards. Nearly 400 members of the country's committee on hygiene, safety and conditions in the workplace (CHSCT), for instance, met to discuss risks from chemicals, road traffic and temporary employment. There were also five regional meetings in the north of France for SMEs, focusing on these firms' OSH obligations and preventive measures.

G E R M A N Y

A rapidly expanding database of OSH good practice has been created on the website of Germany's focal point. Covering all OSH fields, the easy-to-use database already contains 89 examples of good practice and this figure is expected to double over the next 12 months.

G R E E C E

Over 40 000 small and medium-sized enterprises in Greece have taken part in a safety training programme run at a national level by occupational training centers. The programme, which qualifies SMEs with low occupational risks to undertake safety engineer tasks themselves, is designed to give employers an overview of their responsibilities, workplace risks and best practice. It covers five key areas: OSH legislation, physical and chemical agents, personal protective equipment, VDUs and work-related musculoskeletal disorders. Related seminars are held for the individual employees who will act as their firms' safety engineers.

I R E L A N D

Ireland ran safe town campaigns in five small towns, with populations of around 15 000, where the health and safety authority did not have a permanent presence. Local SME representatives, employee groups and other opinion formers in the community, including the press and police, were invited to identify local requirements and seminars, workshops and talks were arranged to address these. The most popular events were talks on stress, bullying, ergonomics, construction and in particular the duties of clients and others under the regulations. Talks on slips, trips and falls were also popular with hoteliers and retailers.

I T A L Y

Our Italian focal point invested heavily in European Week activities to publicise the importance of accident prevention across the country, with a particular focus on the local level. Working with the National OSH Permanent Advisory Committee, regional departments and social partners, it stimulated a wide variety of activities. Events ranged from a 'showroom for health and safety' at a convention in Modena, to a presentation of preventive tools at a conference in Rome. In addition, thousands of phone cards with the European Week logo and slogan were distributed, together with a range of leaflets on accident prevention in different sectors.

L U X E M B O U R G

SMEs and financial institutions in Luxembourg can now assess their vulnerability to workplace accidents from the convenience of their own desks. The country's focal point has produced 'risk evaluation' CD-ROMs for each of these groups of firms. Based around a simple step-by-step question and answer format, nearly 2 000 copies of the CDs have already been distributed. The CD for SMEs, which was devised in conjunction with Luxembourg's handicraft federation, is aimed at companies in the construction, woodwork, metal and automotive sectors and covers the key risks in these industries. Its counterpart for financial firms focuses on potential office-bound ergonomic problems, such as seating and VDU positioning, based on specialist medical advice. Both partners in the production of the CDs – the handicraft federation and the medical experts – played a key role in promoting these tools.

N E T H E R L A N D S

Several major improvements to Holland's website have helped make it the country's number one portal for OSH information, according to independent research. Key advances included the addition of two new online catalogues – one containing a list and reviews of the 200 top OSH websites in the Netherlands, the other describing the most important online OSH databases worldwide. The Dutch focal point also added an inventory of national newsletters, journals and other OSH-related publications to its website, plus increased its information on the state of OSH in different sectors in the country.

P O R T U G A L

Four peak-time television advertisements in Portugal played a significant role in raising awareness of the importance of accident prevention. Screened during European Week, the four advertisements promoted safety management, training, the need for workers' involvement in prevention programmes and legal requirements, focusing on four areas where the incidence and severity of accidents are highest. These include agriculture, construction, fishing and firms that load goods mechanically. Also as part of their European Week activities, the Portuguese focal point presented national good practice awards and certificates to enterprises with effective approaches to accident prevention.

S P A I N

Some 1 200 OSH experts and representatives from companies, workers' groups and other organisations attended the XIIth National Congress on Safety and Health at Work, held in Valencia between 20 and 23 November. Organised by the 'Instituto Nacional de Seguridad e Higiene en el Trabajo' (Spanish focal point), the Congress focused on the implications of the 'Prevention of Risks at Work Act 31'.

The Spanish focal point, with the financial backing of the European Agency, also joined forces with a number of national workers' and employers organisations to print and distribute a million copies of a leaflet 'Turn your back on musculoskeletal disorders'. While online developments saw the launch of an English version of the national website.

S W E D E N

A series of accident prevention seminars, focusing on systematic work environment management, were organised by the Swedish focal point and its tripartite network in different parts of Sweden. Some network parties also launched major campaigns, one of them reaching 60 000 safety delegates.

U N I T E D K I N G D O M

An estimated 30 000 organisations in Britain took part in European Week activities, making it the largest health and safety event in Europe. Orchestrated by the UK focal point, the 2001 initiative stimulated a six-fold increase in the number of information packs requested, relative to the previous year, up from 10 000 to 60 000. The event also helped the health and safety executive quadruple the number of hits on its website during the year to 189 000.



1.

BUILDING THE LINKS — INFORMATION THE AGENCY'S NETWORK

Organisations across the EU and the rest of the world hold vast reservoirs of information about occupational health and safety (OSH). One of the Agency's top priorities is to create a global portal for exchanging and disseminating these insights, predominantly via the Internet. During 2001, we made further progress towards this goal by forging deeper links with institutions in both Europe and other regions across the globe.

EVALUATION POINTS WAY FORWARD

An independent evaluation of the Agency's performance during its first four years concluded that we have made significant progress in establishing our information network and launching a wide range of activities. However, the evaluators' report also made a number of recommendations for further improvement including:

- improving communication and user feedback mechanisms;
- strengthening the network of national focal points; and
- developing the Agency's strategic management.

During the year, the Agency started to act on these recommendations as we report on elsewhere in this publication. In addition, the evaluation report, together with responses from the Agency's key stakeholders, has been sent to the European Commission, which is responsible for reviewing the Agency's founding regulation.

TIES BETWEEN FOCAL POINTS, TOPIC CENTRES AND 'TNGS' ENHANCED

The Agency's focal points, which manage information flows for us at a national level within the EU and are typically the lead OSH organisation in their respective countries, lie at the heart of our strategy. To ensure they remain at the cutting edge of OSH-related developments and that appropriate national priorities are reflected in European-wide information initiatives, a new network structure was agreed, effective in 2002. This is part of the Agency's response to the recommendations of its performance evaluation and will entail closer links with both our topic centres and our thematic network groups (see *Overview of how the Agency and its partners operate* for explanations of these organisations' roles).

CEMENTING THE AGENCY'S RELATIONSHIP WITH THE EUROPEAN INSTITUTIONS

We continued to develop our relationship with the European Commission, European Parliament and European Economic and Social Committee as pivotal players in Europe's occupational health and safety community. During the year, for example, the Agency ran a workshop with the Swedish Presidency and the Commission's Employment and Social Affairs DG to help the Commission

formulate a Community-wide health and safety strategy for 2002. The European Parliament, European Economic and Social Committee and EU Social Partners also participated. Key conclusions from the workshop, published in the Agency's new Forum series, included the need for simpler, more up-to-date legislation; a greater focus on SMEs; an increased emphasis on mainstreaming safety and health into other policy areas; the use of financial incentives to trigger good practice; and recognition of emerging risks, such as stress, amongst other recommendations. We also created a special 'EU strategy' web feature that brings together contributions from different groups, including social partners and the European Economic and Social Committee.

Collaborations with the Directorate-General for Energy and Transport and with Eurostat, as part of our European Week campaign, resulted in two new factsheets on the prevention of road accidents involving heavy goods vehicles and on the latest work-related accident statistics.

The Agency also promoted its publications more actively to the Commission's Directorate-Generals, reaching a broader cross-section of policy makers. Two notable successes were our reports on '*Occupational safety and health in marketing and procurement*' and '*OSH and employability*'. Following the presentation of these reports to the Corporate Social Responsibility Unit of the Employment and Social Affairs DG, for example, we were invited to co-organise a seminar on 'Corporate Social Responsibility and Work Health'. The European Parliament, European Economic and Social Committee and EU Social Partners took part and the conclusions were published as an Agency Forum, which served as an input to the Commission's Green Paper on Corporate Social Responsibility. The Agency also presented the findings of the employability report to the Directorate's Disability Unit, leading to a further presentation to the EU's high level group on disability. In addition, we submitted examples of good practice from the reports to the Employment DG's peer review group on good practice.

Presentations were also given to Employment DG's Sectoral Social Dialogue Forum of European social partners, to the Commission's conference on 'Social and Labour Market Policies: Investing in Quality', and to the Belgian EU Presidency conference on 'Corporate Social Responsibility on the European Social Policy Agenda'. We also submitted research recommendations to Research DG for the forthcoming Sixth European Framework Programme, based on our report 'OSH research needs and priorities'.

LAYING THE FOUNDATIONS FOR A TRULY GLOBAL PORTAL

The Agency's drive to pool the knowledge and expertise of OSH-related institutions across the world gathered pace with the creation of several important new links to our website. Within Europe, the Agency's national websites for three of the four European Free Trade Association (EFTA) countries – Iceland, Norway and Switzerland – are now up and running. Since December 2001, all four EFTA countries have also participated as observers in focal point meetings. By the middle of 2002, we also expect to have national websites online for the 13 EU candidate countries, 10 of which are supported by the Phare scheme.

Outside Europe, two of the most significant developments included the addition of links to the Canadian Centre for Occupational Health and to the Australian National Occupational Health and Safety Commission. Like the joint EU-US website established in 2000, these electronic tie-ups provide OSH-related information in these countries at a governmental, national and regional level, substantially enhancing our data on good practice and other areas. The Agency's goal of creating a global portal was given a further major boost when we created a joint website with the International Labour Organisation (ILO), adding scores of new links to our site thanks to the cooperation of the ILO.

Moreover, our publications are now available on the website of the Japan Industrial Safety and Health Association, yet another example of our determination to establish pan-global relationships and exchange information beyond the confines of Europe.

NEW EXTRANET GIVES PARTNERS DEEPER INSIGHTS

Access to many of the Agency's key internal documents and other information are just some of the benefits that our network partners are now enjoying via the Agency's new extranet, called Oshanet. The system, which will enhance the Agency's transparency, is being phased in and expected to be fully operational by 2002.



2.

DEVELOPING INFORMATION KNOWLEDGE PROJECTS

High-quality information, including examples of good practice, is essential for policy makers and practitioners to make the right decisions. Drawing on the expertise of our topic centres and other partners in our pan-European network, we provide a conduit for this information focusing on four key areas – good safety and health practice, research on work and health, OSH systems and programmes, and OSH monitoring,

GOOD SAFETY AND HEALTH PRACTICE

- *Topic centres on good practice enlarge database:* In their third and final year of operations, the Agency's three topic centres (TC) on good practice – covering musculoskeletal disorders (MSD), stress at work and dangerous substances – increased the volume of information on our website. With their help, the Agency added more than 1 200 links to high-quality information on a wide range of OSH topics. Our focal points' national websites also boosted their number of links to good practice information during the year. To consolidate our expertise in good practice, the Agency's Administrative Board gave the green light to the creation of a second-generation topic centre on good practice in 2002 (including systems and programmes). Led by the Finnish Institute of Occupational Health, the topic centre will bring together 13 leading OSH institutions from nine Member States.
- *Accident prevention web links:* As part of our European Week activities, we set up a new web feature providing links to information on accident prevention material on other European and international sites, including Member State sites.
- *Health-care sector:* The Agency also launched an 'A–Z' health-care sector website with more than 500 links to validated health and safety information. Aimed especially at people with an occupational safety and health role, for example members of hospital health and safety committees. The site provides OSH information in the health-care sector, including hospitals, clinics and old people's homes. We intend to survey users of the health-care sector website in several Member States in 2002.
- *Good practice awards:* Seventeen companies from around Europe received good practice awards from the Agency during 2001 and a further five were commended. Award-winning initiatives ranged from an action plan devised by a Spanish engine components manufacturer that resulted in a 70 % cut in accidents from slips, trips and falls, to a safety awareness campaign aimed at Belgium's fishing fleet. The 22 examples of good practice, selected from 65 entries into the competition, were published in a handbook and the winners received their awards at the closing event of European Week held at the European Parliament in November.

- *Campaigns manual*: To help organisations run OSH awareness campaigns and other promotions more effectively, we put together a marketing manual. The publication includes working examples of how to write press releases, produce posters and other materials, based on the experiences of campaigning professionals from around the EU.
- *Other initiatives*: The European workshop on good practice information provision brought together 27 experts in this field to find ways to improve the exchange of this type of information. A process facilitated by the February launch of the Agency's Good Practice Online Forum. Plans also moved ahead to establish a new information service on OSH-related recognition schemes of companies, contractors and products.

RESEARCH ON WORK AND HEALTH

High-quality research is the bedrock of effective occupational safety and health policies and practices. In its third and final year of operation, the Agency's topic centre on research — work and health has made significant progress.

A new report on 'Research on new forms of contractual relationships and the implications for OSH' is set for publication in the first half of 2002. In addition, the topic centre has investigated a range of issues related to the theme of European Week — accident prevention — including:

- accidents and the changing world of work;
- accidents and employability;
- an inventory of socio-economic costs of work-related accidents.

The topic centre has also added over 450 new links to OSH-related research sites. To ensure the Agency capitalises on the Internet's research capabilities, we organised a workshop on online data collection.

The decision to create a second-generation topic centre on research, taken at the Administrative Board's November meeting, reinforces our commitment to this important area. Led by the French National Safety and Research Institute (INRS), the topic centre brings together 11 OSH research institutes from 10 Member States.

OSH SYSTEMS AND PROGRAMMES

- *OSH and employability*: A new report from the Agency has highlighted for the first time how specific health and safety measures can help increase workers' employability. Based on 26 case studies in 13 European countries, the report, 'Occupational safety and health and employability: programmes, practices and experiences', stresses the importance of adopting a pro-active approach and highlights successful schemes that have been introduced. These include initiatives to adapt the workplace for staff returning after an illness and accident prevention programmes for older employees.
- *Accident prevention programmes*: A study of 26 accident prevention programmes in Europe has revealed the key ingredients for reducing occupational accidents, including the need to intervene at the source of the risks, involve both management and workers, and have systems for monitoring accidents. The study's findings, which are based on initiatives at a national, sectoral and enterprise level, are discussed in the Agency's new report, 'How to reduce workplace accidents'.
- *Other developments*: At the *Arbeitsschutz und Arbeitsmedizin* (A+A) fair and conference in Düsseldorf, the world's largest OSH exhibition, the Agency jointly ran a number of workshops with the conference's organisers BASI, covering issues such as new OSH strategies and good practice for musculoskeletal disorders. In the pipeline and due to be launched in 2002 is a new publication on OSH management systems.

OSH MONITORING

Early in the year, the Agency completed its pilot study of the state of occupational safety and health in Europe with the publication of a report into the situation in the four EFTA countries. The study not only provided the first global picture of OSH in Europe, but also highlighted the difficulties of comparing OSH data across borders. An evaluation of this study, based on feedback from the Agency's focal points, national networks, experts and end users, was carried out during the year and the findings published on the Agency's website. As part of the follow-up to the study, the Agency has agreed to draw up an inventory of existing OSH monitoring systems at Member State level in 2002 and to discuss models for a future European OSH-monitoring system. In the meantime, the main 'State of OSH' report received an award for excellence from the European Information Association.

SME ACCIDENT PREVENTION SCHEME

Fifty-one companies and other organisations received grants to develop accident prevention projects for small to medium-sized enterprises (SMEs). Funded by the European Commission to the tune of EUR 5 million, the new Agency-coordinated scheme is designed to encourage the development and exchange of good practice examples. The projects, selected by a European jury on the basis of focal point evaluations of over 400 entries, included 16 transnational and 35 national activities. These ranged from initiatives to improve safety on fishing vessels to an accident awareness campaign for butchers.



3.

COMMUNICATING
INFORMATION

KNOWLEDGE
SERVICES

The knowledge to combat Europe's stubbornly high levels of occupational illnesses and accidents exists; the challenge is to raise awareness of these risks and effectively communicate solutions. This is reflected in the increasingly high emphasis that the Agency places on communication, particularly via the Internet, a medium that is ideally suited to exchanging information in such a geographically large and diverse region like Europe.

CAMPAIGNS AND EVENTS

- *European Week 2001*: For the second year running the Agency successfully ran European Week for Safety and Health at Work, focusing in October 2001 on accidents at work. Promoted under the slogan 'Success is no accident', the event was widely publicised across Europe, supported by more materials and tools than ever before. These included over one million fact sheets in 11 languages, news releases, posters, postcards and other media. We also created a multilingual website on accident prevention, providing up-to-date information on our activities during the year. The closing event of European Week for Safety and Health at Work was jointly organised with the Belgian EU Presidency and the Committee of Employment and Social Affairs of the European Parliament, and took place in the European Parliament in Brussels at the end of November 2001. Attended by 350 participants, the conference gave leading European decision-makers the chance to discuss the major policy challenges and raise awareness of work-related accidents in a changing world of work. Speakers included Anna Diamantopoulou, Employment and Social Affairs Commissioner; Laurette Onkelinx, Belgian Deputy Prime Minister and Minister for Employment and Equal Opportunities; James Provan, Vice-President of the European Parliament; and Odile Quintin, Director-General of the European Commission's Directorate-General for Employment and Social Affairs.
- *Exhibitions*: The Agency teamed up with the EU's publishers EUR-OP for the first time to exhibit at the *Arbeitsschutz und Arbeitsmedizin (A+A)* fair in Düsseldorf, the world's largest safety and health fair. We also had a stand at the 12th Spanish National Congress on Health and Safety at Work in Valencia.

INTERNET AND OTHER ELECTRONIC MEDIA

- *Web-based initiatives*: We continued to consolidate our Internet capability via a broad cross-section of activities. These ranged from a special website for European Week 2001 to the launch of new features on health care, accident prevention and SMEs, as well as a pioneering online good practice forum, the first of its kind in Europe. Visitors to the forum can leave their questions, answers, comments and announcements on a multilingual bulletin board. The Agency also added hundreds of new links to its main site, including websites for five new countries (Australia, Canada, Iceland, Norway, Switzerland) and the International Labour Organisation (ILO). To improve our website

further, we conducted an online survey and received over 600 replies, many providing valuable feedback and recommendations, which will be taken into account in the development of our site. As a result, we have already incorporated a new search and translation facility to make it easier for people to access the information. We also launched a new extranet to improve communications between the Agency and our network partners.

- *OSHmail*: We underlined our commitment to providing real-time, electronic news updates with the production of five editions of OSHmail, our e-mailed newsletter circulated to over 10 000 subscribers. It offers news on the latest developments at the Agency and OSH-related activities at both an EU and international level.
- *Videos*: Our good practice video on preventing musculoskeletal disorders, produced to support last year's European Week, was produced in 11 languages and copies distributed across Europe.

PRINTED PUBLICATIONS

Although electronic communications channels are at the heart of our long-term communication strategy, printed publications remain important, particularly for target audiences without easy access to the Net. Publications in 2001 included:

- *Information reports*: Three information reports were published in paper and web format with a further two as online working papers. Major topics covered included OSH and employability, OSH campaigning and accident prevention programmes.
- *Fact sheets*: Nine fact sheets were produced, including two in partnership with the Energy and Transport DG and Eurostat.
- *Forum*: Two editions of our new publication, *Forum*, were issued and a further five are in the pipeline. Published in four languages, *Forum* addresses issues of key concern to the Agency's network and the wider OSH community. Recent and forthcoming topics include 'Quality of work and accidents and employability'.
- *Magazines*: The fourth issue of the Agency's magazine focused on accidents at work, while the fifth – due to be produced early in 2002 – will concentrate on occupational stress.
- *Newsletters*: Two 16-page editions of the Agency's newsletter were published.
- *Annual report*: The 2000 annual report was printed in English and turned into a CD-ROM in 11 languages.
- *Press releases*: More than 20 press releases were sent to journalists across Europe, raising awareness of key OSH risks and solutions, as well as publicising the Agency's events and publications.

To mark the Agency's fifth anniversary at the end of 2001 we produced a publications catalogue and a CD-ROM including all of the Agency's publications to date.

COMMUNICATION STRATEGY DEVELOPMENT

To improve its communications, the Agency is working with its focal point network to develop a revised communication strategy based on the results of a survey of user communication needs programmed to take place in early 2002.



ADMINISTRATIVE ACTIVITIES

During 2001, the Agency restructured its administration services into specialist areas and expanded its personnel and legal services capabilities.

INFRASTRUCTURE AND GENERAL SERVICES

Due to space constraints, the Agency rented an additional 230 square metres in the neighbouring building, 35 Gran Vía, for meetings, freeing up space in 33 Gran Vía for workplaces. At the end of 2001 the Agency occupied 2 000 square metres (1 600 in 33 Gran Vía for offices and 400 in 35 Gran Vía for meetings).

To comply with Community rules for awarding contracts, the Agency's Advisory Committee for Procurements and Contracts met twice to review and give an opinion on contracts exceeding EUR 46 000.

FINANCIAL MANAGEMENT SYSTEMS

The CUBIC and Sincom 2 systems continue to be used for general accounts management and financial and budgetary management. In addition, the Agency introduced systems for monitoring expenditure.

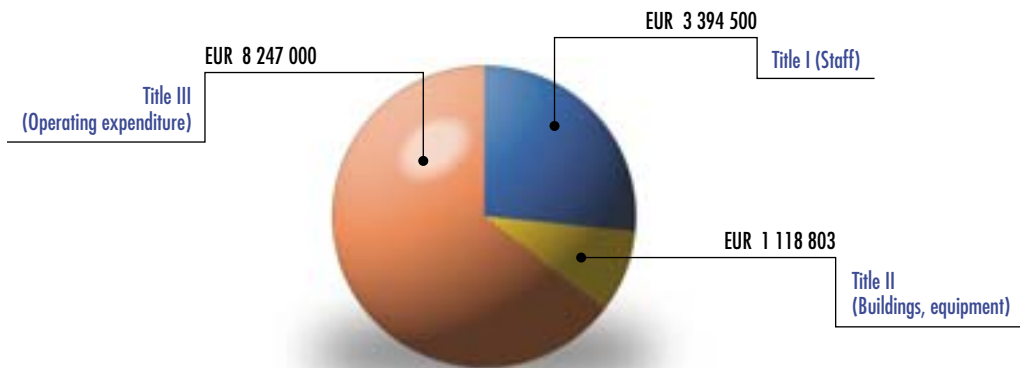
The Agency's 2001 budget was published in the Official Journal (OJ L 207, 31.7.2001) and on the Agency's website.

The budget was composed of the following sources of revenue:

Sources of revenue	Amount (EUR)
European Community subsidy	12 580 000 ⁽¹⁾ *
Spanish Government	60 101
Basque Regional Government	60 101
County of Vizcaya	60 101
TOTAL	12 760 303

(1) Including EUR 5 million SME funding scheme.

Expenditure was apportioned as follows:



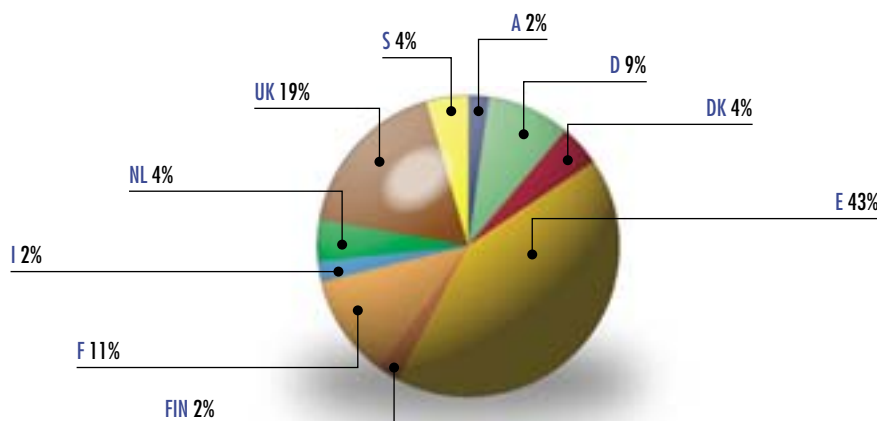
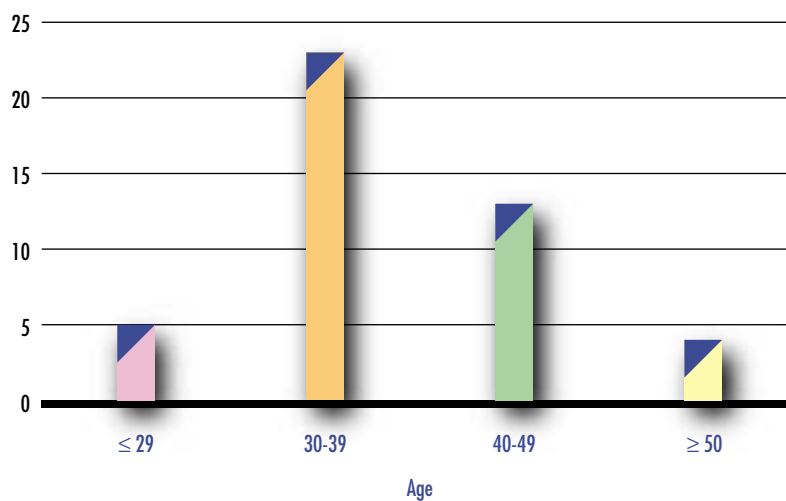
Of the EUR 12.7 million available in 2001, approximately 94 % was committed by the end of the year.

In March 2001, the Agency's Administrative Board granted the Director the discharge relating to the implementation of the 1999 budget. In addition, the Court of Auditors performed its annual audit on the Agency's 2000 financial statements and obtained reasonable assurance that 'the annual accounts for the financial year ended 31 December 2000 are reliable and that the underlying transactions, taken as a whole, are legal and regular'.

PERSONNEL MANAGEMENT SYSTEM

In 2001, the staff structure has evolved, five temporary agents left the Agency and we recruited six new temporary agents and six local staff. In addition, three seconded detached national experts and two auxiliary agents joined the Agency. By the end of 2001 the staff composition was:

Category	Male	Female	Total
Temporary agents (A)	9	3	12
Temporary agents (B)	2	6	8
Temporary agents (C)	3	1	4
Auxiliary agents (A)	1	0	1
Auxiliary agents (B)	0	1	1
Seconded national experts	1	3	4
Local staff	3	12	15
TOTAL	19	26	45



The Health and Safety Committee met several times during the year to discuss security and emergency planning as well as measures to improve the working environment. An evacuation exercise of the building was carried out satisfactorily.

In all, 87% of the staff received training in 2001, covering primarily IT and languages. Furthermore, several thematic days for staff were organised, covering areas such as evaluation reporting, quality process management, teamwork, process management and EU/international framework relating to the Agency.

IT MANAGEMENT SYSTEM

To provide a 24-hour web service, the IT infrastructure of the Agency was enhanced during 2001, including upgrading the hardware and memory.

Other developments:

- In 2001 the Agency introduced ‘Business objects’ software for producing reports on data held in various Oracle databases.
- Over 300 000 e-mails were sent and received.

- The helpdesk answered 2 017 internal queries solving problems within 12 minutes on average.
- The capacity and capability of the internal telecommunication system was enhanced, including the addition of remote access to the Commission.

DOCUMENTATION MANAGEMENT SYSTEM

During 2001, the Agency continued to develop its documentation management system. This included the following.

- Implementing a document registration and handling system (Adonis). During the year 12 777 records of incoming and outgoing mail were registered.
- Coordinating the central archives database with 1 280 records (representing 60 linear metres of paper files).
- Managing the library.
- Maintaining the Agency info-point safety and health documentation centre including public services functions.

ANNUAL
REPORT
2001



ANNEXES



ANNEX 1.

MEMBERSHIP OF THE BOARD ADMINISTRATIVE (MARCH 2002)

The Agency's Administrative Board is made up of representatives of each of the 15 Member States' governments, employer and employee organisations, together with three representatives from the European Commission. In addition, four observers are invited – two from the European Foundation for the Improvement of Living and Working Conditions and one each from the ETUC and UNICE.

GOVERNMENTS

Member	Country	Alternate
Dr E.-E. Szymanski	Austria	Dr G. Breindl
Mr M. Heselmans	Belgium	Mr J.-M. de Coninck
Mr J. Jensen	Denmark	Mr M. Bergulf
Mr M. Hurmalainen	Finland	Mr J. Kallio
Mr M. Boisnel	France	Mrs J. Guigen
Mr A. Horst	Germany	Dr K.-H. Grütte
Mr A. Christodoulou	Greece	Ms M. Pissimissi
Mr T. Beegan <i>Awaiting official appointment</i>	Ireland	Dr S. Wood
Dr M.T. Ferraro	Italy	Dr G. Rocca-Ercoli
Mr P. Weber	Luxembourg	Mr N. Welter
<i>Awaiting new name</i>	Portugal	Mr E.R. Leandro
Mr L. Fernández Sánchez	Spain	Mr A. L. Sánchez Iglesias
Dr B. Remaeus <i>Vice-Chairperson</i>	Sweden	Mr B. Barrefelt
Mr H.C.V. Schrama	Netherlands	Mr H. Middelpplaats
Mr M. Draper <i>Awaiting official appointment</i>	United Kingdom	Mr A.J. Lord

EMPLOYERS

Member	Country	Alternate
Ms C. Schweng <i>Chairperson</i> <i>(March 2001 to November 2001)</i>	Austria	Mr H. Brauner
Mr A. Pelegrin	Belgium	Mr K. de Meester
Mr T. Jepsen	Denmark	Mr T. P. Nielsen
Mr J. Ahtela	Finland	Mr J. Forss
Dr P. Thillaud	France	Dr P. Levy
Mr R. Lehr <i>Awaiting official appointment</i>	Germany	Mr T. Holtmann <i>Awaiting official appointment</i>
Mr E. Tsamoussopoulos	Greece	Mr E. Zimalis
Mr T. Briscoe	Ireland	Mr K. Enright
Mr F. Giusti	Italy	Mr M. Fregoso
<i>Awaiting new name</i>	Luxembourg	Dr F. Metzler
Mr M.M. Pena Costa	Portugal	Mr J.L. Barroso
Mr P. Teixidó Campás <i>Awaiting official appointment</i>	Spain	Mr F. Manzano Sanz
Mr E. Jannerfeldt <i>Awaiting official appointment</i>	Sweden	Mr A. Lind
Ms C.C. Frenkel	Netherlands	Mr J.J.H. Koning
Dr J. Asherson	United Kingdom	Dr D. White

WORKERS

Member	Country	Alternate
Mr A. Heider	Austria	Ms R. Czeskleba
Mr M. Vandercammen <i>Awaiting official appointment</i>	Belgium	Mr H. Fonck
Mr J.T. Rasmussen	Denmark	Mr J.-K. Frederiksen <i>Awaiting official appointment</i>
Ms R. Perimäki-Dietrich	Finland	Ms R. Työljärvi
Mr M. Sedes	France	Mr J.-C. Bodard <i>Awaiting official appointment</i>
Ms M. Schröder <i>Awaiting official appointment</i>	Germany	Mr R. Konstanty
Mr D. Politis	Greece	Mr S. Drivas
Mr F. Whelan	Ireland	Mr S. Cronin
Mr C. Stanzani	Italy	Ms L. Benedettini
Mr A. Giardin	Luxembourg	Mr M. Goerend
Mr L.F. Do Nascimento Lopes	Portugal	Mr J. Dionisio
Ms M. Díaz	Spain	Mr A. Carcoba
Mr S. Bergström <i>Awaiting official appointment</i>	Sweden	Mr B. Sjöholm <i>Awaiting official appointment</i>
Mr M. Wilders <i>Chairperson (November 2001 to November 2002)</i>	Netherlands	Mr A. Woltmeijer <i>Awaiting official appointment</i>
Mr O. Tudor <i>Awaiting official appointment</i>	United Kingdom	Mr T. Mellish <i>Awaiting official appointment</i>

EUROPEAN COMMISSION

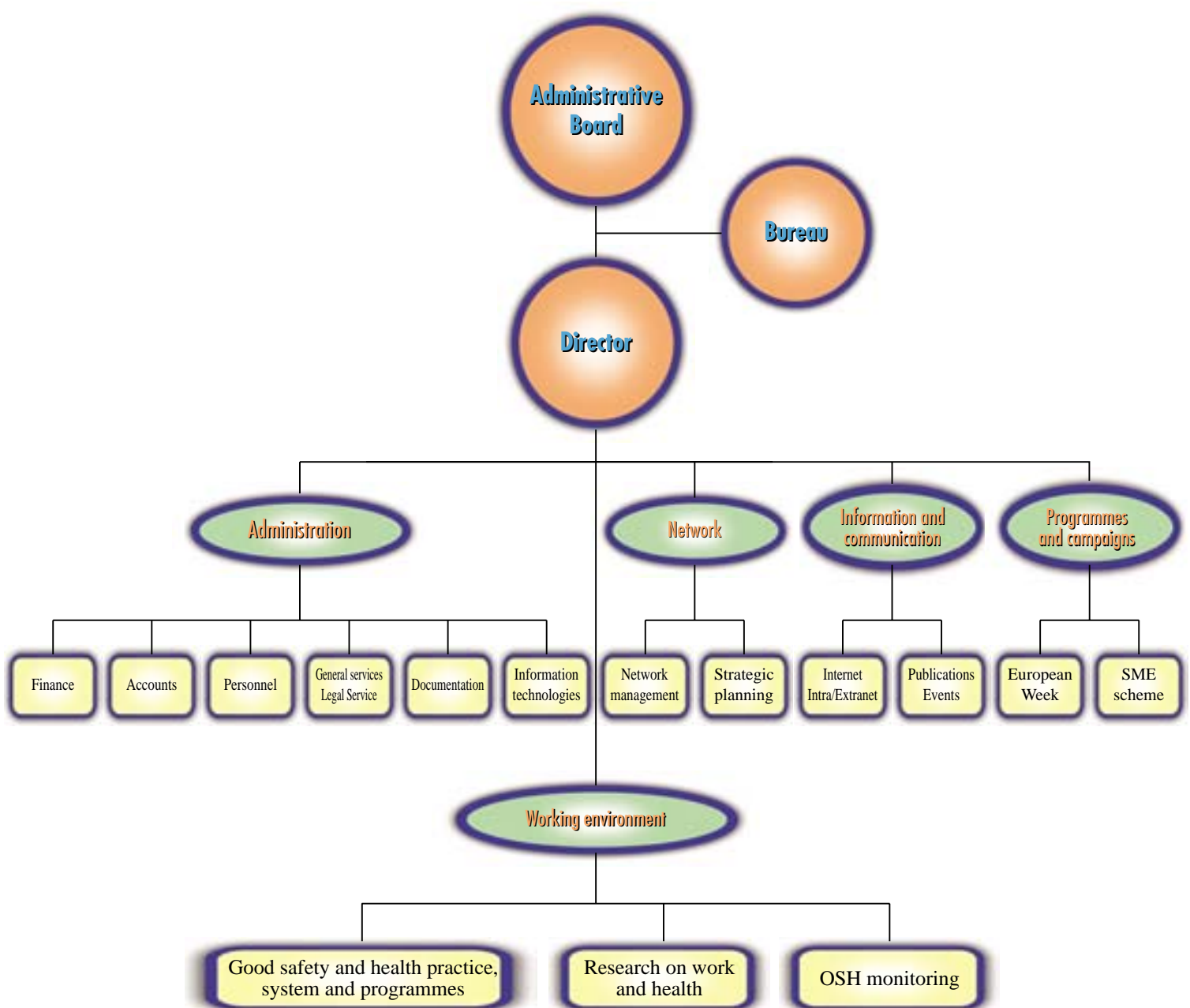
Member	Alternate
Ms O. Quintin Director-General, Employment and Social Affairs DG	<i>Awaiting new name</i>
Mr M. Oostens Employment and Social Affairs DG	Mr J. P. Van Gheluwe Enterprise DG
Mr J. R. Biosca de Sagastuy Employment and Social Affairs DG <i>Vice-Chairperson</i>	Ms C. Alexopoulou Employment and Social Affairs DG


OBSERVERS

Member	Alternate
Mr R.-P. Bodin European Foundation for the Improvement of Living and Working Conditions	Mr E. Verborgh
Mr M. Boisnel Board Chairperson, European Foundation for the Improvement of Living and Working Conditions	
Ms N. Waltke UNICE	Ms V. Corman CNPF
Mr M. Sapir ETUC	

ANNEX 2.

ORGANISATION PLAN AGENCY FOR SAFETY AND HEALTH AT WORK





ANNEX 3.

STAFF OF THE EUROPEAN
HEALTH AT WORK

AGENCY FOR SAFETY AND
(AS AT 1 MARCH)

DIRECTORATE

Mr Hans-Horst Konkolewsky (DK), Director
Ms Irune Zabala (E), Secretary

NETWORK

Mr Finn Sheye (DK), Project Manager
Mr Alun Jones, (UK), Project Manager
Mr Somers Fry, (S), Project Manager
Mr William Cockburn (UK), Assistant Project Manager
Mr Ingemar Sternerup (S), Principal Clerical
Ms Estibaliz Martinez (E), Secretary
Ms Dagmar Radler (D), Secretary

INFORMATION AND COMMUNICATION

Mr Andrew J. Smith (UK), Head of Unit, Programme Manager
Mr Anton Verplanke (NL), Information-Electronic Manager
Ms Marta Urrutia (E), Project Manager
Ms Paola Piccarolo (I), Assistant Information Manager
Ms Lila Adib (F), Assistant Extranet Manager
Ms Celia Fairbrother (UK), Assistant Information Manager
Ms Hella Skoruppa (D), Web Editor
Mr Antoine Sierra (F), Clerical
Mr Raúl Serna (E), Internet Assistant
Mr Gorka Moral (E), Webmaster
Ms Maria José Urquidi (E), Secretary
Ms Mónica Azaola (E), Secretary

WORKING ENVIRONMENT


Ms Christa Sedlatschek (A), Head of Unit, Programme Manager
Mr Markku Aaltonen (FIN), Project Manager
Ms Christina Roberts (UK), Project Manager
Mr Tim Tregenza (UK), Project Manager
Ms Elke Schneider (A), Project Manager
Ms Sarah Copsey (UK), Assistant Project Manager
Ms Monica Vega (E), Secretary
Ms Usua Uribe (E), Secretary

PROGRAMMES AND CAMPAIGNS

Ms Françoise Murillo (F), Project Manager
Mr Eberhard Nies (D), Project Manager
Ms Pascale Turlotte (F), Administrative Assistant
Ms Marta de Prado (E), Typist

ADMINISTRATION

Mr Joan M. Pijuan (E), Head of Unit, Resource Manager
Ms Elena Ortega (E), Legal Adviser
Mr Raúl Fresnena (E), Assistant IT Manager
Ms Jane Davey (UK), Assistant Finance Manager
Ms Eva Coria (E), Accountant
Ms Caroline Georges (F), Assistant Personnel Manager
Ms Ana Dominguez (E), Documentalist
Mr Jens Engelhardt (D), Clerical
Mr Alexandre Herte (B), Clerical
Ms Mari Carmen de la Cruz (E), Administrative Assistant
Mr Xabier Altube (E), IT Assistant
Ms Estibaliz Vidart (E), Secretary
Ms Berta Lejarza (E), Typist



ANNEX 4.

FOCAL POINTS

Fifteen focal points, one in each Member State, coordinate and disseminate information from the Agency within their individual countries, as well as provide feedback and recommendations. Typically the lead OSH organisation in their respective countries, they are the Agency's official representatives at a national level. They contribute to the development of the Agency's information services and website, which links together all 15 focal point websites. In recent years, the Agency's network has grown to include focal points in the four EFTA countries and the EU candidate countries as well as international partners in Australia, Canada, the United States and at the ILO.

EU focal points

AUSTRIA

Bundesministerium für Wirtschaft und Arbeit
Sektion IX, Zentral-Arbeitsinspektorat
Favoritenstraße 7
A-1040 Vienna

Contact person: Ms Martina Häckel-Bucher
Fax: (43-1)711 00 21 90
E-mail: martina.haekkel-bucher@bmwa.gv.at

BELGIUM

Ministere de l'Emploi et du Travail
c/o Administration de la sécurité du travail
Rue Belliard 51
B-1040 Brussels

Contact person: Mr Willy Imbrechts
Fax: (32-2) 233 42 31
E-mail: willy.imbrechts@meta.fgov.be

DENMARK

Arbejdstilsynet
Landskronagade 33
DK-2100 Copenhagen

Contact person: Mr Per Malmros
Fax: (45) 39 18 20 62
E-mail: pm@arbejdstilsynet.dk

FINLAND

Ministry of Social Affairs and Health
Department for Occupational Safety and Health

PO Box 536
FIN-33101 Tampere

Contact person: Dr Erkki Yrjänheikki
Fax: (358-3) 260 84 99
E-mail: erkki.yrjanheikki@stm.vn.fi

FRANCE

Ministère de l'Emploi et de la Solidarité
DRT/CT
39-43 quai André-Citroën
F-75739 Paris Cedex 15

Contact person: Mr Robert Mounier-Vehier
Fax: (33) 144 38 26 48
E-mail: robert.mounier-vehier@drt.travail.gouv.fr

GERMANY

Bundesministerium für Arbeit und
Sozialordnung
Mauerstraße 45-52
D-10117 Berlin

Contact person: Mr Reinhard Gerber
Fax: (49-30) 20 07 18 33
E-mail: re.gerber@bma.bund.de

GREECE

Ministry of Labour and Social Security
General Directorate of Working Conditions
and Health
Centre of Occupational Health and Safety
(KYAE)
Pireos 40
GR-10182 Athens

Contact person: Dr Elizabeth Galanopoulou
Fax: (30-1) 321 41 97
E-mail: kyae@compulink.gr

IRELAND

Health and Safety Authority
10 Hogan Place
Dublin 2
Ireland

Contact person: Mr Pat O'Halloran
Fax: (353-1) 614 71 25
E-mail: path@hsa.ie

ITALY

Istituto Superiore per la Prevenzione e
Sicurezza del Lavoro
Head of Documentation, Information and
Education Department
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E-mail: perticaroli.doc@ispe.l.it

LUXEMBOURG

Inspection du Travail et des Mines
Directeur
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E-mail: paul.weber@itm.etat.lu

NETHERLANDS

Ministry of Social Affairs and Employment
Working Conditions Division
Postbus 90801
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Contact person: Ms Nora Kuyper
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E-mail: nkuyper@minszw.nl

PORTUGAL

Instituto de Desenvolvimento e Inspeção das
Condições de Trabalho
Direcção de Serviços de Prevenção de Riscos
Profissionais
Avenida da República 84, 5º Andar
P-1600-205 Lisbon

Contact person: Ms Maria Manuela Calado
Correia
Fax: (351) 217 93 05 15
E-mail: osha@idict.gov.pt

SPAIN

Instituto Nacional de Seguridad e Higiene en el Trabajo
c/Torrelaguna 73
E-28027 Madrid

Contact person: Ms Margarita Lezcano Nuñez
Fax: (34) 913 63 43 27
E-mail: subdireccioninsht@mtas.es

SWEDEN

Arbetsmiljöverket
S-171 84 Solna

Contact person: Ms Elisabet Delang
Fax: (46-8) 730 91 19
E-mail: arbetsmiljoverket@av.se

UNITED KINGDOM

Health & Safety Executive
Room 318, Daniel House
Stanley Precinct
Bootle L20 3TW
United Kingdom

Contact person: Ms Sandie Brown
Fax: (44-151) 951 31 91
E-mail: UK.FocalPoint@hse.gsi.gov.uk

Focal points in the countries of the European Free Trade Association (EFTA)

ICELAND

Administration of Occupational Safety and Health
Bildshofdi 16
IS-110 Reykjavik

Contact person: Ms Asa Asgeirsdottir
Fax: (354) 550 46 10
E-mail: asa@ver.is

LIECHTENSTEIN

Amt für Volkswirtschaft
Gerberweg 5
FL-9490 Vaduz

Contact person: Mr Günther Wanger
Fax: (423) 236 68 89
E-mail: Guenther.Wanger@avw.llv.li

NORWAY

Directorate of Labour Inspection
Fridtjof Nansens vei 14
N-0032 Oslo

Contact person: Mr Nils-Petter Wedege
Fax: (47) 22 17 63 70
E-mail: nils-petter.wedega@arbeidstilsynet.dep.no

SWITZERLAND

SECO-Staatssekretariat für Wirtschaft
Ressort Arbeit und Gesundheit
Stauffacherstraße 101
CH-8004 Zurich

Contact person: Ms Maggie Graf
Fax: (41) (1) 433 22 21 19
E-mail: Maggie.Graf@seco.admin.ch

EFTA SECRETARIAT

74, rue de Trèves
B-1150 Brussels

Contact person: Ms Anne Camilla Hilton
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E-mail: Anne.Camilla.Hilton@efta.int

Focal points in the candidate countries

BULGARIA

Ministry of Labour and Social Policy
 Department 'Safety and Health at Work'
 2 Triaditza Street
 BG-1051 Sofia

Contact person: Mr Vladimir Baroutchiev
 Fax: (359-2) 986 14 95
 E-mail: safety@mlsp.government.bg

CYPRUS

Department of Labour Inspection
 Ministry of Labour and Social Insurance
 12 Apellis Str.
 CY-1480 Nicosia

Contact person: Mr G.M. Sideras
 Fax: (357-2) 266 37 88
 E-mail: roc.dli@cytanet.com.cy

CZECH REPUBLIC

Department of Occupational Safety, Labour
 Conditions and Labour Environment
 Ministry of Labour and Social Affairs
 Na Poricnim pravu 1
 CZ-128 01 Prague 2

Contact person: Ms Daniela Kubickova
 Fax: (42-02) 21 92 24 32
 E-mail: kubickovad@mpsv.cz

ESTONIA

Labour Department
 Ministry of Social Affairs
 St. Gonsiori 29
 EE-0100 Tallinn

Contact person: Mr Tiit Kaadu
 Fax: (372) 631 79 09
 E-mail: tiit.kaadu@sm.ee

HUNGARY

OMMF-Hungarian Labour Inspectorate
 Margit krt. 85
 H-1024 Budapest

Contact person: Mr András Békés
 Fax: (36-1) 346 94 17/-94 15
 E-mail: ommf@ommf.hu

LATVIA

State Labour Inspectorate
 Krisjana Valdemara iela 38
 LV-1010 Riga

Contact person: Mr Janis Berzins
 Fax: (371) 702 17 65
 E-mail: vad@vdi.lv

LITHUANIA

State Labour Inspectorate of the Republic of
 Lithuania
 Algirdo Street 19
 LT-2006 Vilnius

Contact person: Ms Nerita Sot
 Fax: (370) 223 97 51
 E-mail: nerita@vdi.lt

MALTA

Ministry of Social Policy
 Occupational Health and Safety Authority
 118/1222 St Ursula Street
 MT-Valletta

Contact person: Dr Mark Gauci
 Fax: (356) 23 29 09
 E-mail: mark.gauci@gov.mt

POLAND

Technology and Implementation
 Central Institute for Labour Protection in
 Warsaw
 ul. Czerniakowska 16
 PL-00-701 Warsaw

Contact person: Dr Wiktor Marek Zawieska
 Fax: (48-22) 623 36 95, (48-22) 40 24 62
 E-mail: wikli@ciop.pl or oinip@ciop.pl

ROMANIA

National Research Institute for Labour
Protection
General Budisteanu str. Nr. 15, sect. 1
RO-79 629 Bucharest

Contact person: Mrs Mihaela Soviani
Tripcovici
Fax: (40-1) 315 78 22
E-mail: mihaela.tripcovici@fx.ro

SLOVAK REPUBLIC

Ministry of Labour, Social Affairs and Family
Department Phare and other Foreign
Assistance
Spitalska 4–6
SK-816 43 Bratislava

Contact person: Dipl. Ing. Elena Globanová
Fax: (421-2) 52 96 15 70
E-mail: globanov@employment.gov.sk

SLOVENIA

Ministry of Labour, Family and Social Affairs
Department for Health and Safety at Work
Kotnikova 5
SLO-1000 Ljubljana

Contact person: Mrs Tatjana Petricek
Fax: (386) (01) 478 33 55
E-mail: Tatjana.Petricek@gov.si

TURKEY

Ministry of Labour and Social Security,
General Directorate of Occupational Health
and Safety

Inönü Bulvan, I Blok, No 42, Kat. 4
TR-Emek Ankara

Contact person: Mr Vedat Reha MERT
Fax: (90-312) 215 50 28
E-mail: calisisg@calisma.gov.tr

International partners**AUSTRALIA**

National Occupational Health and Safety
Commission (NOHSC)
GPO Box 1577
AU-Canberra ACT 2601

Contact Person: Mr Robin Steward Crompton
Fax: (61) 295 77 92 06
E-mail: rsc@nohsc.gov.au

CANADA

Canadian Centre for Occupational Health and
Safety (CCOHS)
250, Main Street East
Hamilton ON L8N 1H6
Canada

Contact person: Mr J.K. Abeyunga
Fax: (1-905) 572 22 06
E-mail: abey@ccohs.ca

UNITED STATES


The Occupational Safety and Health
Administration (OSHA)
Policy Directorate, Room N 34611
200, Constitution Avenue
20210 Washington DC
United States of America

Contact person: Ms Jacquelyn DeMesme-
Gray
E-mail: Jacquelyn.Gray@osha-no.osha.gov,
rsc@nohsc.gov.au

INTERNATIONAL LABOUR OFFICE

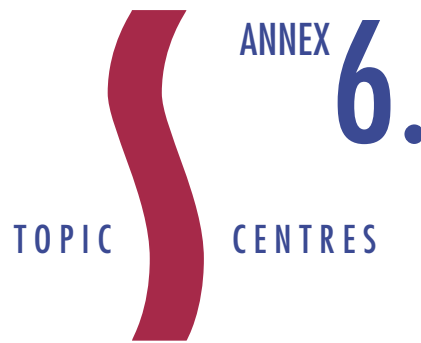
Safe Work Programme
4, rue du Morillons
CH-1211 Geneva 22

Contact person: Jukka Takala
Fax: (41-22) 799 85 16
E-mail:
takala@ilo.orgmailto:rsc@nohsc.gov.au


 ANNEX 5.

 OVERVIEW OF THE FOCAL
ACTIVITIES POINT NETWORK
IN 2001

Member State	Network partners	Social partners in network	Network meetings
Austria	22	4	3
Belgium	5	4	4
Denmark	19	8	3
Finland	25	6	6
France	19	9	6
Germany	10	2	1
Greece	19	1	7
Ireland	18	9	3
Italy	104	20	4
Luxembourg	6	4	2
Netherlands	21	3	4
Portugal	35	5	13
Spain	42	7	0
Sweden	15	6	5
United Kingdom	180	3	1
TOTAL	540	91	62



ANNEX 6.
TOPIC CENTRES

In the Agency's regulation, topic centres are defined as institutions which are able to cooperate with the Agency on certain topics of particular interest and thus to act as topic centres of the network. The board designates them for a fixed period of time, following a competitive selection process. The topic centres are consortia of expert institutions/organisations – comprising one lead organisation and several partner organisations from different Member States – which assist the Agency in the implementation of particular parts of its work programme. Contracted for a maximum of three years, four topic centres completed their work in 2001. For 2002, the Agency has established two second generation topic centres on:

- research on work and health
- good safety and health practice/systems and programmes.

TOPIC CENTRE ON RESEARCH - WORK AND HEALTH

Lead organisation:

National Research and Safety Institute (INRS)

Centre de Lorraine
Avenue de Bourgogne – BP 27
F-54501 Vandoeuvre Cedex

Participating organisations:

National Institute of Occupational Health (NIOH)

Arbejdsmiljøinstituttet—AMI
Lerso Parkallé 105
DK-2100 Copenhagen

Allgemeine Unfallversicherungsanstalt (AUVA)

Adalbert-Stifterstraße 65
A-1200 Vienna

Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BAuA)

Federal Institute for Occupational Safety and Health
Friedrich Henkel Weg 1-25
D-44149 Dortmund

Berufsgenossenschaftliches Institut für Arbeitssicherheit (BIA)

Institute for Occupational Safety of the German Institutions for Statutory Accident Insurance and Prevention
Alte Heerstraße 111
D-53754 Sankt Augustin

Finnish Institute of Occupational Health (FIOH)

Työterveyslaitos
Topeliuksenkatu 41a A
FIN-00250 Helsinki

Health and Safety Laboratory (HSL)

Broad Lane
Sheffield S3 7HQ
United Kingdom

Instituto Nacional de Seguridad e Higiene en el Trabajo (INSHT)

c/Torrelaguna 73
E-28027 Madrid

Istituto Superiore per la Prevenzione e la Sicurezza del Lavoro (ISPESL)

Via Alessandria 220 E
I-00198 Rome

Occupational Safety and Health Institute of Ireland (OSHI)

Block S – NUI Galway Campus
Galway
Ireland

PREVENT

Rue Gachard, 88 BTE 4
B-1050 Brussels

TNO Work and Employment

Polarisavenue 151 – PO Box 718
2130 As Hoofddorp
Netherlands

TOPIC CENTRE ON GOOD PRACTICE, SYSTEMS AND PROGRAMMES

Coordinating organisation:

Finnish Institute of Occupational Health (FIOH)

Työterveyslaitos
Topeliuksenkatu 41a A
FIN-00250 Helsinki

Partner organisations:

National Institute of Occupational Health (NIOH)

Arbejdsmiljøinstituttet—AMI
Lersø Parkallé 105
DK-2100 Copenhagen

Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BAuA)

Federal Institute of Occupational Safety and Health
Friedrich Henkel Weg 1–25
D-44149 Dortmund

Hellenic Institute for Health and Safety at Work (ELINYAE)

Liosion Str. 143 & Theirsiou Str. 6
GR-104 45 Athens

EUROGIP

55, rue de la Fédération
F-75015 Paris

Faculdade de Ciencias e Tecnologia da Universidade Nova de Lisboa/Secção de Ergonomia do DEMI (Dep. En. Mecânica e Industrial) (FCT/UNL)

Quinta da Torre
P-2825-114 Caparica

Health and Safety Laboratory (HSL)

Broad Lane
Sheffield S3 7HQ
United Kingdom

Istituto Superiore per la Prevenzione e la Sicurezza del Lavoro (ISPESL)

Via Alessandria 220 E
I-00198 Rome

Instituto Sindical de Trabajo, Ambiente y Salud (ISTAS)

c/ Almirante, 3º pta. 4
E-46003 Valencia

Institute of Work, Health, and Organisations – University of Nottingham (I-WHO)

University of Nottingham Business School
Jubilee Campus
Wollaton Road
Nottingham NG8 1BB
United Kingdom

Kooperationsstelle Hamburg

Besenbinderhof 60
D-20097 Hamburg

PREVENT

Rue Gachard, 88 BTE 4
B-1050 Brussels

Robens Institute, University of Surrey,

University of Surrey
EIHMS
Guildford
Surrey GU2 5XH
United Kingdom

TNO Work and Employment

Polarisavenue 151
PO Box 718
2130 As Hoofddorp
Netherlands



ANNEX 7.
LIST OF ATTENDED CONFERENCES 2001

1. 'Seguridad y Salud Laboral. Una Perspectiva Europea', Andorra, 19 January 2001
2. 'Work Life 2000 – Quality in Work', Malmö (Sweden), 23–25 January 2001
3. Safety and Health conference organised by the Official School of Industrial Engineers, Bilbao (Spain), 25 January 2001
4. 'Projecting Safety in the Public Administration. Technical Progress and New Work Organization', Rome (Italy), 26 January 2001
5. CEEP seminar 'Public services and services of general economic interest: a strategy for enlargement - 12–13 February 2001-Brussels
6. 'Social and labour market policies: Investing in Quality', Brussels (Belgium), 23 February 2001
7. 'Fifth International Congress on Work Injuries Prevention, Rehabilitation and Compensation – Second Australian National Workers Compensation Symposium', Adelaide (Australia), 16–20 March 2001
8. Expert workshop on 'Data collection and Internet developments on OSH research information', Sankt Augustin (Germany), 21 March 2001
9. Workshop on Safety and Health at Work in the Framework of Enlargement, Luxembourg, 2 April 2001
10. 'National Conference on Occupational Safety and Health – European Symposium on the Promotion of Health in South European Countries', Siracusa (Italy), 6 April 2001
11. Spanish Senate Hearing – Special Commission for the Prevention of Occupational Risks –, Madrid (Spain), 18 April 2001
12. Workshop on 'Quality at Work. A Future Community Strategy for Safety and Health at Work', Bilbao (Spain), 24–25 April 2001
13. Opening ceremony of the Portuguese European week 2001 – 3 May 2001 – Lisbon
14. Safety and health workshop, Bilbao (Spain), 7 May 2001
15. Deusto University – Instituto de Estudios Europeos –, Bilbao (Spain), 8 May 2001
16. Expert seminar on 'Changing world of work and accidents at work', Brussels 9 and 10 May 2001
17. II Salón Nacional de la Prevención de Riesgos Laborales en la Construcción Pontevedra, 10 May 2001
18. 62nd Advisory Committee Meeting – 14–15 May 2001 – Luxembourg
19. 27. Internationaler Kongress für Arbeitsschutz und Arbeitsmedizin' – A+A2001, Düsseldorf (Germany), 14–18 May 2001

20. International Health and Safety Conference, Birmingham (UK), 21–24 May 2001
21. American Society of Safety Engineers (ASSE) – Conference and Exposition: Safety 2001: Advancing the EH&S Profession, Anaheim (EEUU), 11–13 June 2001
22. Second European conference of the European network for work health promotion (WHP) – 18–19 June 2001 – Lisbon
23. Work life and EU enlargement, Aske (Sweden), 20–21 June 2001
24. Meeting of the high level group of representatives of the Member States on disability, Brussels (Belgium), 9 July 2001
25. Congress NES 2001 (Nordic Ergonomics Society), Tampere (Finland), 3 September 2001
26. ‘For a better quality of work’ conference, Brussels (Belgium), 20 September 2001
27. European Week launch conference, Florence (Italy), 21 September 2001
28. Conseil professionnel Services de Santé (EUROFEDOP), Luxembourg, 21 Setiembre 2001
29. Master en ‘Prevención y Protección de Riesgos Laborales’ organised by the OISS, Madrid (Spain), 9 October 2001
30. Corporate social responsibility and work health seminar, Brussels (Belgium), 19 October 2001
31. SALVSLABORIS - 3ª Conferencia Europea sobre Políticas de Seguridad y Salud en la Empresa, Madrid (Spain), 22 October 2001
32. Workshop ‘Accidentes y Condiciones de Trabajo, Conocer para Mejorar’, Cuenca (Spain), 23 October 2001
33. Congress ‘Stolper-, Rutsch-, und Sturzunfälle’, Hennef (Germany), 24 October 2001
34. Seventh annual meeting of the Baltic Sea network on OSH – Helsinki, 7–9 November 2001
35. II Congreso de la Asociación Española de Ergonomía, Bilbao (Spain), 9 November 2001
36. Dansk Arbejdsmiljøeselskab conference, Copenhagen (Denmark), 13 November 2001
37. XII Congreso Nacional de Seguridad y Salud en el Trabajo, Valencia (Spain), 20–21 November 2001
38. European Week closing event conference, Brussels (Belgium), 22–23 November 2001
39. Quality at work, Brussels, 24 November 2001
40. Employment DG – Forum of sectoral social dialogue committees, Brussels (Belgium), 23 November 2001
41. First conference on health and safety at work in technical and vocational education, 26–27 November 2001
42. Corporate social responsibility on the European social policy agenda, Brussels (Belgium), 27 November 2001
43. Advisory Committee on safety, hygiene and health protection at work, Luxembourg, 29 November 2001
44. Workshop ‘Responsabilidad Social de las Empresas’, Bilbao (Spain), 11 December 2001
45. Jornada Técnica: Amianto y Salud, Oviedo, 11 December 2001
46. National conference on ‘The prevention of occupational accidents’, Budapest (Hungary), 13 December 2001



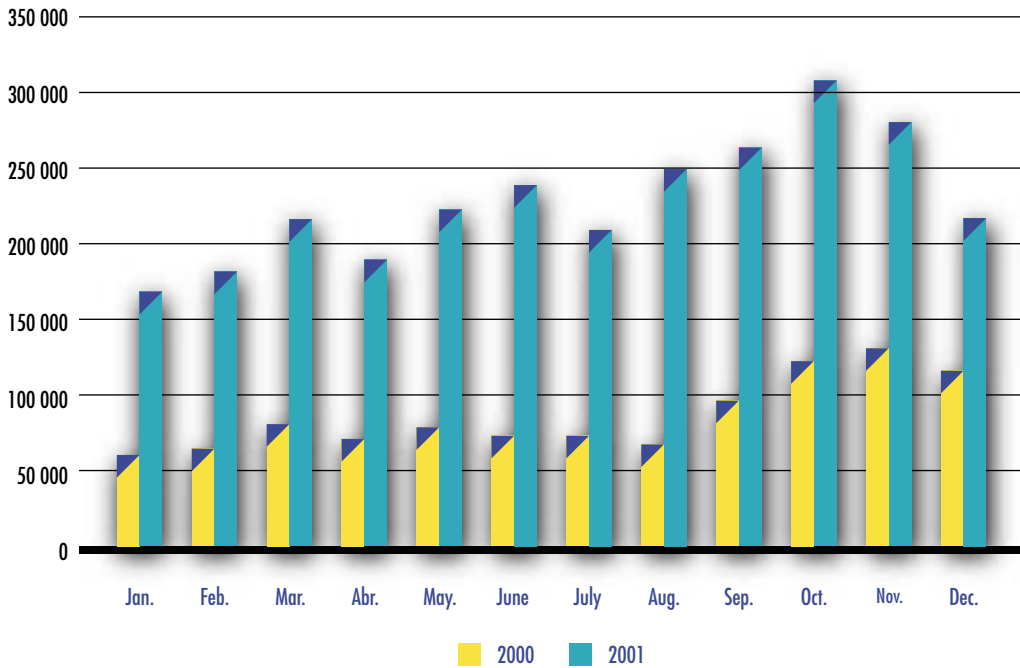
ANNEX 8.

WEBSITE USAGE AND RECEIVED

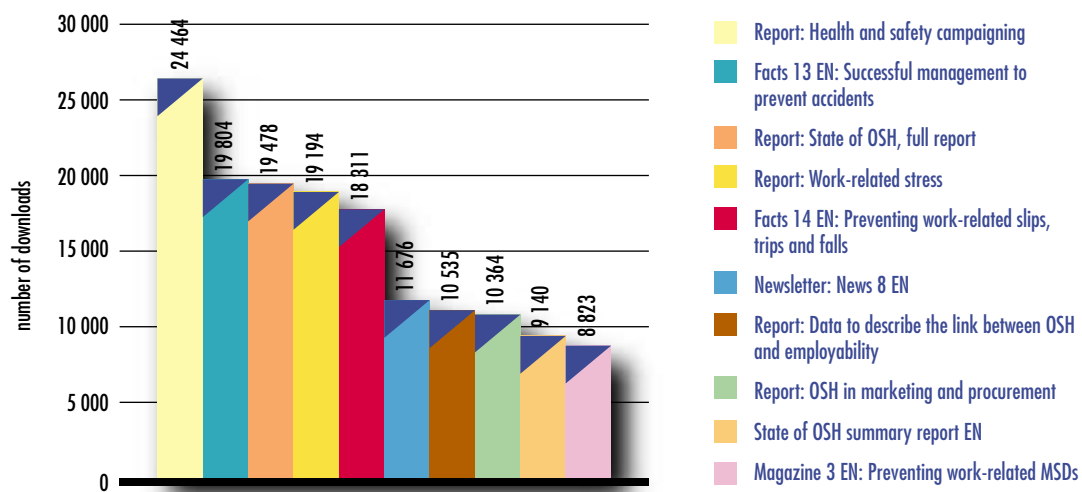
INFORMATION REQUESTS IN 2001

s e c u r i t y o f i n f o r m a t i o n

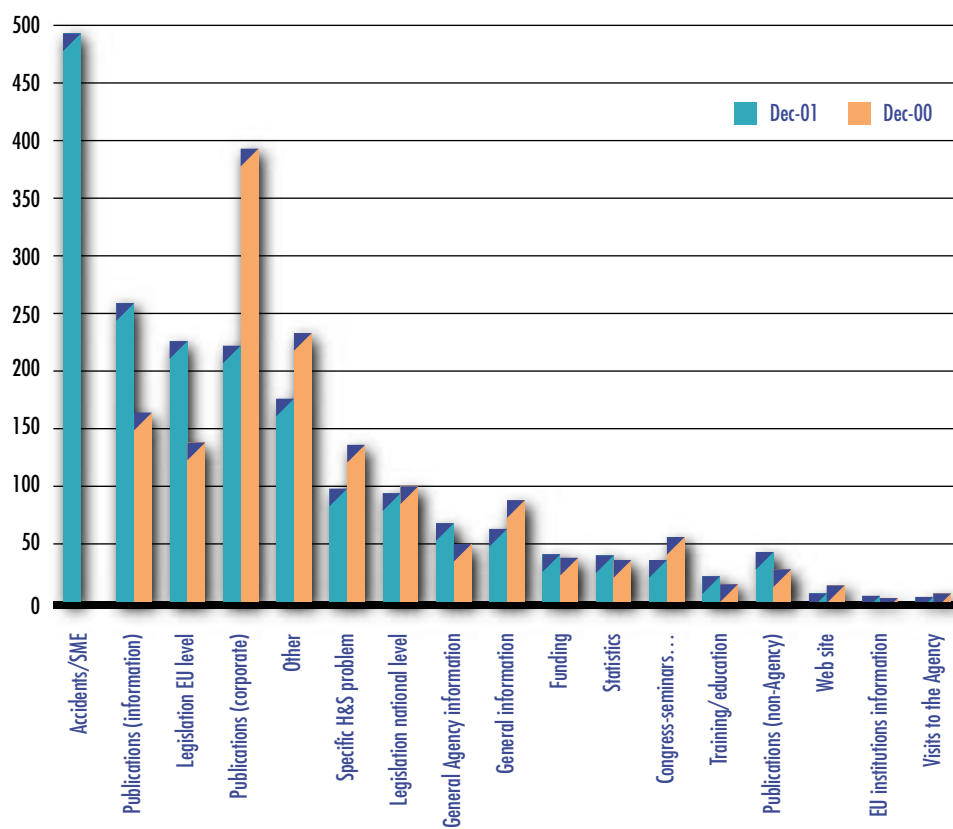
WEB SITE USAGE — MONTHLY NUMBER OF USER SESSIONS
Statistics cover the Agency's and the 15 Member States' websites



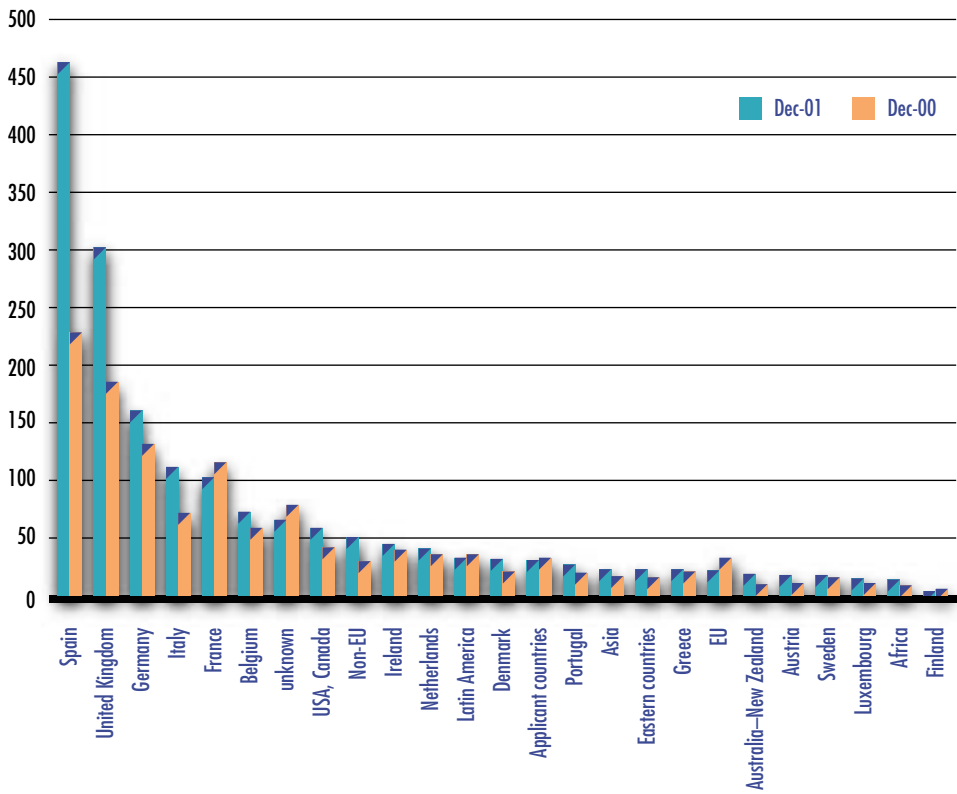
TOP 10 DOWNLOADED PUBLICATIONS IN PDF FORMAT IN 2001 (Total = 608 141)



INFORMATION REQUESTS RECEIVED – BY SUBJECT – COMPARISON 2000–1

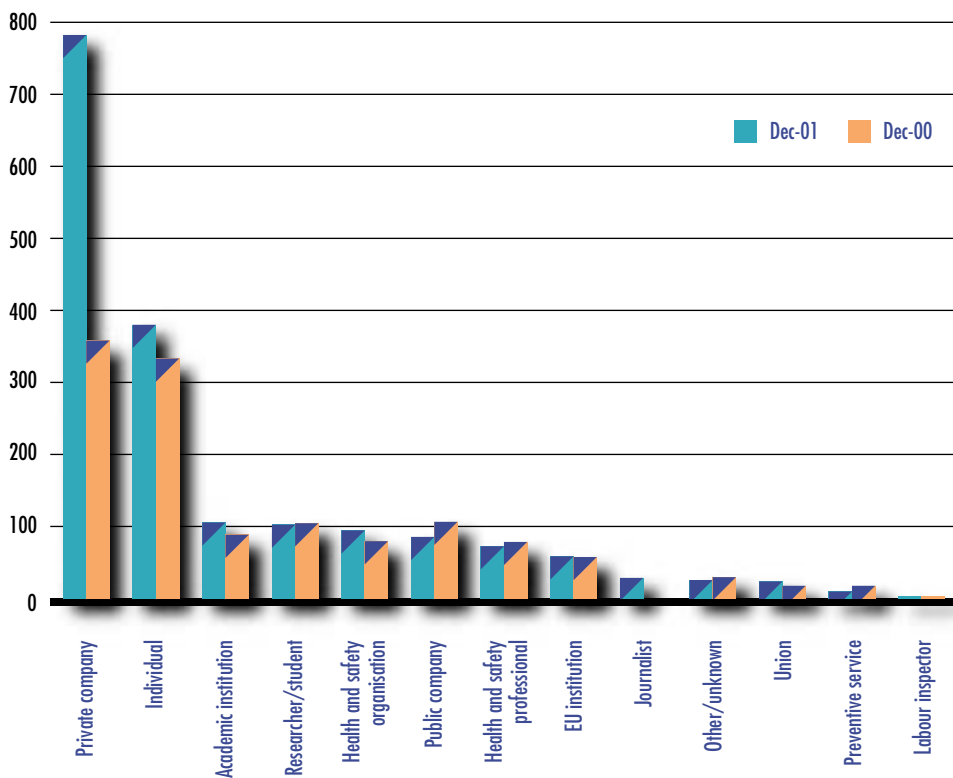


INFORMATION REQUESTS RECEIVED – BY COUNTRY – COMPARISON 2000–1



a n n u a l r e p o r t

INFORMATION REQUESTS RECEIVED – BY ORGANISATION – COMPARISON 2000–1





ANNEX 9.

PUBLICATIONS FROM JANUARY 2001 TO MARCH 2002

AGENCY PUBLICATIONS

While the Agency's website at <http://osha.eu.int> is its principal means of communication, the Agency also produces a range of reports, newsletters, forums, fact sheets and magazines. All of these are available online at the Agency's website <http://agency.osha.eu.int/publications/> and in a limited number of printed copies from the Office for Official Publications of the European Communities EUR-OP in Luxembourg (<http://eur-op.eu.int>), or from its sales agents listed at the back of this publication (<http://eur-op.eu.int/general/en/s-ad.htm>).

Corporate publications



European Agency News (8 - 9 - 10)

Newsletter of the European Agency for Safety and Health at Work. Contains information on Agency, EU, International and Member State activities in the occupational safety and health field. Published up to four times a year. 16–20 pages, A4. Available in the 11 official Community languages on the Agency website and in print in English, French, German and Spanish.

Cat. No.: AS-AA-00-008(EN-ES-FR-DE)-C



Annual report

A summary of the activities carried out by the European Agency. Available in the 11 official Community languages, 66 pages, A4.

Cat. No: TE-AB-01-001-1F-C (2000)

Annual work programme

Annual work programmes of the planned activities of the European Agency have been published since 1996, with summary versions being included as annexes to the annual report and since 1998 they have been available in full on the Agency's website. The work programme for 2002 is available in all official Community languages on the Agency homepage and as an annex to this report.



European Agency magazine

European Agency Magazine 3 – Preventing work-related musculoskeletal disorders

Available in German, English, French and Spanish.

Cat. No: TE-AA-00-003-(EN-FR-DE-ES)-C

European Agency Magazine 4 – Preventing accidents at work
Available in German, English, French and Spanish
Cat. No: TE-AA-01-004-ES/DE/EN/FR-C

Catalogue of publications



Five years of promoting quality of work in Europe
The publications of the European Agency, 1996–2001
Cat. No: TE-38-01-536-EN-C

Information reports, forums and fact sheets



State of occupational safety and health in the EFTA countries
Available in English only
Cat. No: TE-34-01-899-EN-C
Price: EUR 23.50



Health and safety campaigning – getting the message across
Printed in English only and available online in DE, EL, ES, FR, PT
Cat. No: TE-30-00-819-EN-C
Price: EUR 7



How to reduce workplace accidents: accident-prevention programmes in the 15 Member States of the European Union
Available in English only
Cat. No: TE-37-01-607-EN-C
Price: EUR 13



The state of OSH – CD-ROM
Cat. No: TE-35-01-150-1F-Z
Price: EUR 7

Good practice information



‘Preventing musculoskeletal disorders in practice’ booklet
Printed in English
2000 – 57 pp.
Free of charge



‘Success is no accident – accident prevention in practice’ booklet
Printed in English only and available online in ES, DE, FR, IT
2001 – 73 pp.
Cat. No: TE-37-01-615-EN-C
Free of charge

Agency Forum

The *Forum* series addresses selected OSH issues of concern to our network and the wide OSH community



No 1 – Quality of work: a future Community strategy for safety and health at work

Cat. No: TE-38-01-811-(ES/DE/EN/FR)-C

No 2 – Quality of work: new approach and strategies in occupational safety and health

Cat. No: TE-38-01-819-(ES/DE/EN/FR)-C

No 3 – Corporate social responsibility and work health

Cat. No: TE-38-01-827-(ES/DE/EN/FR)-C



No 4 – Accidents at work and employability

Cat. No: TE-AD-01-004-(ES/DE/EN/FR)-C

No 5 – The changing world of work

Cat. No: TE-AD-01-005(ES/DE/EN/FR)-C

No 6 – Recognition schemes in occupational safety and health

Cat. No: TE-AD-01-006-(ES/DE/EN/FR)-C

Agency facts

Agency fact sheets provide concise information on its various activities. These are available in all 11 official Community languages:



No 13 – Successful management to prevent accidents

Cat. No: TE-35-01-271-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

No 14 – Preventing work-related slips, trips and falls

Cat. No: TE-35-01-279-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

No 15 – Accident prevention in the construction sector

Cat. No: TE-35-01-287-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

No 16 – Preventing vehicle transport accidents at the workplace

Cat. No: TE-35-01-295-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

No 17 – Health and safety campaigning – Getting the message across

Cat. No: TE-29-00-084-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

No 18 – Preventing road accidents involving heavy goods vehicles

Cat. No: TE-33-00-429-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

No 19 – Work-related accidents in the EU – the statistical picture (1998–99)

Cat. No: TE-33-00-437-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D



No 20 – How to reduce workplace accidents

Cat. No: TE-33-00-445-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

No 21 – Safety and health good practice online

Cat. No: TE-02-02-001-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

Campaign materials

The Agency's campaigning activities are focused on the annual European Week for Safety and Health at Work, for which it publishes a range of campaign materials from fact sheets and leaflets to posters and videos. In addition, the Agency also organises conferences and colloquia.

Posters, leaflets, fact sheets



Success is no accident

European Week for Safety and Health at Work 2001
Available in all the official languages of the EU

Working on stress

European Week for Safety and Health at Work 2002
Available in all the official languages of the EU



ANNEX 10.
NEWS RELEASES IN 2001

Promoting a safety and health culture through marketing and procurement

(24 January 2001)

Canada and the European Union take a significant step in creating a global portal on occupational safety and health

(15 February 2001)

European Agency launches online Forum for Health and Safety Exchange

(21 February 2001)

European Week for Safety and Health at Work 2001 targets accident prevention – Success is no accident

(28 February 2001)

European Agency elects the new chairperson of its Administrative Board for 2001

(15 March 2001)

European Union supports prevention of job accidents

(3 April 2001)

Promoting employment through safety and health measures

(5 April 2001)

La Union Europea debate el futuro de la seguridad y la salud en Europa

(26 April 2001)

Agency calls for project proposals for promoting accident prevention in small and medium-sized enterprises (SMEs)

(27 April 2001)

Neue Ansätze bei Sicherheit und Gesundheitsschutz am Arbeitsplatz – Europäische Erfahrungen

(15 May 2001)

Förderung einer Sicherheits- und Gesundheitskultur durch Marketing und Beschaffung

(17 May 2001)

EFTA countries complete the European safety and health picture

(8 June 2001)

Una Delegación del Senado visita la Agencia Europea para la Seguridad y la Salud en el Trabajo

(29 June 2001)

Australia and the EU cooperate on workplace health

(27 July 2001)

EFTA countries join EU safety and health information network

(12 September 2001)

Campaigning for Health and Safety

(17 September 2001)

Success is no accident

(28 September 2001)

Europa se enfrenta a los accidentes de trabajo

(26 October 2001)

New chairperson announces Agency plans to target ‘Stress at work’

(7 November 2001)

Conference to tackle EU deaths at work

(12 November 2001)

Conference to cut workplace accidents

(22 November 2001)

European award scheme recognises good practices in the prevention of workplace accidents

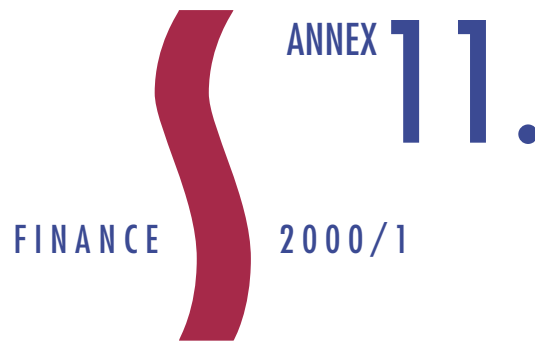
(22 November 2001)

Success is no accident

(22 November 2001)

Agency announces grants of EUR 4.5 million to cut accidents in small businesses

(10 December 2001)



FINANCE

ANNEX 11.

2000/1

Presented overleaf are the summarised comparative budget statements for 2000 and 2001. The sources of the Agency's revenue consist of a European Community subsidy as well as grants from the Spanish Government, the Regional Government of the Basque Country and the County of Bizkaia.

The summarised comparative budget statements for 2000 and 2001 are as follows (in EUR):


	2000	2001
REVENUES		
European Community subsidy	7 600 000	12 580 000
Other subsidies	198 308	180 303
<i>Total revenues</i>	<i>7 798 308 (1)</i>	<i>12 760 303</i>

EXPENDITURE	2000	2001
Title I		
Staff costs		
— staff salaries and allowances	2 422 000	3 111 500
— other staff costs	363 000	283 000
<i>Total staff costs</i>	<i>2 785 000</i>	<i>3 394 500</i>
Title II		
Buildings, equipment and miscellaneous operating expenditure	995 303	1 118 803
Title III		
Focal points' activities including expert group activities	400 000	Focal points' activities including expert group activities 400 000
Establishment and management of the information network on Internet	270 000	Establishment and management of the information network on Internet 200 000
Editing, publication and distribution of information and other activities	605 000	Editing, publication and distribution of information and other activities 355 000

Title III (Cont.)

Conferences, seminars, workshops and public events, promotional activities, etc.	238 005	Conferences, seminars, workshops and public events, promotional activities, etc.	220 000
Studies and pilot schemes/ topic centres	850 000	Studies and pilot schemes/ topic centres	530 000
Expenditure for meetings	300 000	Expenditure for meetings	240 000
Meetings of the Board and Bureau	230 000	Meetings of the Board and Bureau	190 000
Translations of studies, reports and working documents	225 000	Translations of studies, reports and working documents	480 000
Preparation, organisation and management of a European Week for Safety and Health at Work	900 000	Preparation, organisation and management of a European Week for Safety and Health at Work	—
Health and safety for small and medium-sized enterprises	—	Health and safety for small and medium-sized enterprises	5 000 000
Phare programme	—	Phare programme	632 000
<i>Total Title III</i>	<i>4 018 005</i>		<i>8 247 000</i>
TOTAL	7 798 308		12 760 303

(¹) Including EUR 900 000 carried over from the 1999 budget to finance 2000 European Week.



ANNUAL WORK PROGRAMME 2002

ANNEX 12.

In this section the specific development goals and activities of the Agency for the year 2002 are presented following the sections of the rolling work programme.

BUILDING THE LINKS — PROMOTING GLOBAL NETWORK PARTNERSHIP

In 2002, the Agency will focus its network activities on the following goals:

Optimising Agency and network resources and cooperation

- Further improve focal point and national network involvement via new extranet facilities, improved dialogue, and involvement in all phases of the planning and implementation process of the Agency's work programme.
- To this end, organise a structured pre-planning input phase in spring 2002 with a bureau focal point planning seminar in September 2002 and WP2003-implementation seminar in December 2002.
- Increase funding in 2002 for the annual subsidy of a maximum of EUR 35 000 and EUR 40 000 respectively per focal point ⁽¹⁾ aimed at further web-site development and improved communication with end-users following the findings of the user survey.
- Use the focal point progress reports to monitor development of the network and effectiveness of the co-funding scheme. These reports will be summarised in the Agency's progress reports to board and bureau and in the annual report.
- Establish a second generation of topic centres (2002–05) – one covering research on work and health and another dealing with good safety and health practice including systems and programmes. These will provide the Agency with a flexible source of high-quality safety and health expertise in the Member States to assist in the implementation of its work programme. A direct link from the topic centres to the national networks will be established via the focal points.

Extending network partnership

- Ensure an appropriate level of network membership in the Member States covering all relevant OSH information providers, with special emphasis on the social partners and OSH practitioners, and to improve communication and consultation processes.

⁽¹⁾ Subject to budget availability and Board decision. (EUR 35 000 to A, B, DK, EL, NL, L, P, S, FIN, IRL and EUR 40 000 to D, F, I, E, UK).

- During 2002, to promote the Agency website and other key information services and outputs at national, European and international level. Special products will be developed, with assistance from the topic centre, for the promotion of good practice on the Agency website.
- Systematic exchange and strategic cooperation in 2002 with the European Commission will focus on Employment DG, and in a coordinated way also with Enterprise DG, Research DG, Enlargement DG, Education and Culture DG, Health and Consumer Protection DG, Fisheries DG, Internal Market DG, Environment DG and Information Society DG. Cooperation with Eurostat and the Commission's offices, representations and delegations, as well as information points and other communication infrastructures will be given priority.
- Further develop the links to the European Parliament and its committees (including the organisation of an annual exhibition and presentations), to Ecosoc, the Council and relevant representations.
- Develop strong links to European social partners and business networks, as well as OSH professionals, through regular meetings in Brussels, facilitated through the joint meeting facilities with other agencies.
 - Implement the principles for Agency relationship to non-EU countries and international organisations with special focus on:
 - Stepwise inclusion of the candidate countries in the Agency's network, starting with the establishment of focal points, national networks and an Agency website as foreseen in the project granted by Phare in 2001. To apply for further support from the Phare programme in 2002 in order to continue the initiatives started in 2001 and to introduce new ones, for example to organise the planned European Week also in the candidate countries.
 - Continue the positive cooperation with the EFTA countries within a more structured partnership including observer status at focal point meetings.
 - Take further steps in the EU/US cooperation following the conclusions of the joint conference in November 2000 and develop network partnership with a focal point arrangement and a network comprising relevant organisations in the US in order to provide easy access to safety and health information.
 - Develop and implement appropriate network partnership models with OSH organisations in Canada and Australia based on the arrangements agreed in 2001. Develop also the cooperation links with New Zealand and South Africa that have shown a strong interest in the Agency.
 - A strategic global cooperation approach regarding OSH-information activities will be developed further in 2002 based on the arrangements agreed with the international partners including the ILO and WHO as well as contacts established with PAHO, ISSA, ICOH, etc.

COMMUNICATING KNOWLEDGE — YOUR LINK TO SAFETY AND HEALTH AT WORK

In 2002, the Agency will focus its information and communication services on the following goals:

User needs: ensuring the Agency is on the right track

- One of the central recommendations of the independent evaluation of its performance to date was that the Agency needed to 'communicate decisively better' with its users. The results of a user communication needs survey undertaken in the second half of 2001 will give input to a new communications strategy. This will include the setting up of feedback mechanisms, such as user

panels, to ensure an effective ongoing dialogue between the Agency network and the user groups it serves.

Providing OSH information on the Internet

- Further develop the links to the European Parliament and its committees (including the organisation of an annual exhibition and presentations), to Ecosoc, the Council and relevant representations.
- Maintain and update the information on the Agency's site at <http://osha.eu.int> provided through web features like the European Week and accident prevention sites and databases such as those developed by the topic centres and the vast amount of links to OSH-related information on websites worldwide by:
 - maintenance to ensure that there are no broken links
 - ensuring that the data on the system is current
 - introducing new information to mirror current topics.
- To this end develop a maintenance policy for the Agency network, including quality targets and a set of generic tools and electronic schemes for adding and maintaining information on the Agency's website network.
- Via the information project activities planned for 2002, to add further information and develop sectoral sections on the following topics: psychosocial issues (stress), high-risk sectors (fisheries).
- Promotion of available OSH information, especially regarding good safety and health practices for enterprises.
- Development of the Agency's Internet network to accommodate additional partners, notably candidate countries.
- Continue the development of the website as a global portal by strengthening the Agency's links with the United States (according to the EU/US agreement) and other major partners, including the candidate countries, Canada and Australia, as well as with international organisations such as ILO and WHO.

Improving web facilities

- Redesign the Agency's web-site network to improve usability and access for safety and health practitioners at workplace level and to accommodate expansion of the network.
- Develop user-friendly access to company and practitioner-oriented information (with special focus on SMEs) through a dedicated interface on the Agency's website and to improve access to and information exchange on the Good Practice Online Forum.
- Associated developments will include the improvement of the site's navigability and search functions. To this end the Agency will work with the Translation Centre to develop an OSH keyword thesaurus in 2002.
- Use of the extranet as a collaborative system between the Agency and its partners to support networking (forum, document repository, databases – such as user directories).
- A feasibility study will explore different technical possibilities for end users to locate more easily relevant OSH information on the Agency's network and partner sites.

Complementary communication services

- **Communication strategy:**
A revised communication strategy will be developed, together with the focal points, based on the results of a user communication needs survey carried out in the second half of 2001. As well as considering the vehicles and channels of communication to be used, this will include new mechanisms for ensuring effective user feedback from the Agency's key user groups on an ongoing basis.
- **Promotion of web information:**
The promotion of the vast amount of safety and health information that can be accessed on the Agency's website will be intensified in 2002. This will be done partly by new promotion initiatives of the website as such and partly through the development of new electronic and paper-based information products based on the information available on/via the Agency website. Special attention will be paid to good practice information and sectoral information to practitioners and other end-users at company level, especially SMEs. To this end the outcome of the healthcare project will be discussed with relevant European networks and sector organisations for strategic cooperation and development of a sustainable information system at EU and national level.
- **Campaigning/European Week:**
The Agency will coordinate the European Week 2002, focusing on psychosocial issues, especially work-related stress. Community funding will be used to provide 'seed money' (EUR 40 000–EUR 60 000)⁽²⁾ to focal points for stimulation of activities at Member State level following the recommendations of the evaluation of the European Week 2000. A good practice award scheme will take place and the Agency will cooperate with the Spanish and Danish EU Presidencies in the launch and closing events. An external evaluation will be carried out⁽³⁾. The European Week 2003 on dangerous substances will be prepared for launch in early 2003.
- **Information delivery:**
As part of the Agency's follow-up to the recommendations of its evaluation, it will seek to develop strategic publishing partnerships to facilitate the production of its various publications in additional languages. The Agency will continue to develop its twin-track approach to communication based on electronic and print channels.
- **Project reporting and promotion:**
Dissemination and promotion activities will be adapted to the information needs of each project and the characteristics of the main target groups. They will include the production of reports and fact-sheets, forum, Internet pages, CD-ROMs, etc. as well as the organisation of special promotion events and presentations at European and national level.
- **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 cooperation with the key OSH magazines.
- **Supporting the focal point network:**
The Agency will, as a follow-up to the user needs survey, agree appropriate support to focal points as regards communication with stakeholders, media and end users. It will continue to provide core

⁽²⁾ For co-financing (max. 50 %) by focal points of projects. Subject to budget availability and Board decision. (EUR 40 000 to A, B, DK, EL, NL, L, P, S, FIN, IRL and EUR 60 000 to D, F, I, E, UK).

⁽³⁾ Budget for evaluation, maximum EUR 50 000. Subject to budget availability and Board decision.

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 organise an EU session of workshops at the World Congress on Occupational Safety and Health in Vienna from 26 to 31 May 2002, as well as being present in the linked exhibition. The Agency will also organise an SME session during the Danish Presidency conference on accident prevention in the second half of 2002. It will assist the Spanish Presidency in the organisation of workshops 2002 in Bilbao on mainstreaming of OSH in education and on OSH-monitoring systems. The Agency will also assist in the information work related to a New Community OSH-Strategy Conference in Barcelona in April 2002.

■ Research cooperation:

Prepare a guide to EU-research funding and promote the development of a research partnership system with assistance from the topic centre and focal point/TNG and in cooperation with Research DG.

■ Information requests:

The Agency will in 2002 be able to handle a limited number of ad-hoc information requests within the established procedure.

SUPPORTING POLICY MAKING AND IMPLEMENTATION

In 2002 the Agency will focus its information project activities on the following goals:

Developing a European monitoring system for OSH:

- Preparatory study for a possible OSH monitoring system at European level. This will be based on the results and evaluation of the pilot study and on an inventory and assessment of current OSH monitoring systems in the Member States, followed by a workshop discussion (March to November 2002)

Safe and healthy work in small and medium-sized enterprises (SMEs):

- Development and exchange of good practice within the frame of the SME scheme for prevention of work-related accidents (January 2001 to December 2002)
- Successful safety and health assistance schemes for SMEs (January 2002 to December 2002)

Changing world of work/emerging safety and health risks:

- Development of an information system for new research on changing world of work/emerging OSH risks. (January 2002 to December 2002).
- Women's safety and health — collection and review of research information (January 2002 to December 2002)

Safety and health information for risk sectors:

- Development of an information system on safety and health in the fisheries sector (January 2002 to December 2002)

Promoting a preventive safety and health culture:

- Preparation of documentation for the European Week 2002 on psychosocial issues, especially work-related stress (January 2002 to December 2002)
- Preparation of documentation for the European Week 2003 on dangerous substances (January 2003 to December 2003)
- Mainstreaming occupational safety and health into the education systems – programmes, practices and experiences (January 2002 to December 2002)

AMENDMENT

Work programme 2002 amendment

- In December 2001, the European Parliament approved an EUR 4 million budget for the running of a second SME funding scheme focused on the reduction of work-related safety and health risks (Budget of the EU for financial year 2002 – OJEC L29 31.01.2002).
- At its February meeting, the Administrative Board of the Agency agreed the following amendment to the Work Programme so as to include the SME funding scheme 2002–3.

Amendment

‘Supporting policy making and implementation’:

Add under bullet point 2, ‘Safe and healthy work in SMEs’:

- “Provision and dissemination of effective good practice examples that reduce safety and health risks within the frame of the SME funding scheme 2002–3 (February 2002 to December 2003)”

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