

European Agency for Safety and Health at Work

2003

Annual Report

ISSN 1681-0155



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for Safety and Health
at Work

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Luxembourg: Office for Official Publications of the European Communities, 2004

ISBN 92-9191-014-7

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Printed in Belgium

PRINTED ON WHITE CHLORINE-FREE PAPER



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SAFETY AND HEALTH IN AN ENLARGED EUROPE



FOREWORD BY CHAIRPERSON CHRISTA SCHWENG AND DIRECTOR HANS-HORST KONKOLEWSKY



Since it started work in 1996, the Agency has made significant progress, establishing itself as Europe's premier online portal of information on occupational safety and health (OSH) and demonstrating its ability to manage pan-European campaigns via its network of national focal points. During 2003, we not only continued to build on these strengths, we also laid the final foundations for the next stage in the Agency's development – EU enlargement.

With the arrival of 10 new Member States in May 2004, the Agency will be able to offer an unrivalled pool of OSH expertise and knowledge. To optimise these additional insights and ensure they are integrated as efficiently as possible into the Agency's existing network, a number of important steps have been taken. Over the last three years, for example, the Agency has established focal points in each of the acceding countries, as well as the candidate states, and helped develop appropriate websites and other electronically linked resources in these states, funded by the Commission's Phare programme. These funds were also used in 2003 to create a Topic Centre on Good Practice to identify and integrate examples of good practice in the acceding countries into the Agency's information system.

During the year, we also restructured and streamlined our network of national focal points, who play such a key role in collecting and disseminating OSH information, as well as providing expert advice. Our main goal was to give the network greater focus and flexibility so that it will remain just as efficient with 25 focal points as it has been with 15. In future, our focal points will have two clearly defined roles. First, they will act as 'network managers', coordinating their national tripartite networks of OSH institutions and social partners, as well as facilitating the flow of information between their members and the Agency. Second, they will be responsible for 'information actions', such as running our European week in their respective countries. Moreover, we have reduced the number of expert groups, freeing time and resources; additional expert groups will be created on an ad hoc basis in line with our annual work programme, giving us the flexibility to respond to the most pressing issues as they arise.

In fact, the Agency is already working closely with the acceding countries, as well as the candidate countries. During 2003, for example, all of these countries participated in our European Week for Safety and Health at Work for the first time, bringing the total number of countries involved in this event to more than 30.



The European week, which is the largest event of its kind in Europe, remains one of the highlights of the Agency's year. In 2003, it focused on the issue of dangerous substances, such as chemical and biological agents, helping to raise the profile of safety and health issues in the increasingly vociferous debate about this problem. The involvement of the chemicals industry and other sectors in the campaign was particularly encouraging and a measure of the Agency's mounting credibility within the commercial sector. Once again the campaign was supported by thousands of national events, coordinated by our focal point network. These ranged from information campaigns and seminars to training programmes, enabling us to raise awareness of the risks of dangerous substances among millions of employees, as well as promote innovative examples of good practice to reduce these risks.

The success of this and previous European weeks underlines one of the Agency's core strengths, notably its ability to manage pan-European projects on behalf of institutions such as the European Commission. This capability was echoed by an independent evaluation of our SME (small and medium-sized enterprises) funding scheme, which the Agency has run at the request of the European Parliament for the last three years. According to the evaluation, the 2001 award scheme reached nearly half a million SMEs via training programmes, information campaigns and other initiatives funded under the scheme. This equates to a cost of just EUR 8 per SME. Moreover, the popularity of the scheme has grown steadily over the years: in 2003 the number of funding applications doubled.

During the year, the Agency also made considerable progress in developing the knowledge base that policy-makers, OSH practitioners and other stakeholders require to realise the Community strategy on health and safety at work, 2002–06. This included publishing a report on gender issues in safety and health at work, supported by a special feature on the Agency's website. As the EU strives to encourage more women to join the workforce, it will be essential to address the disproportionately high incidence of occupational health problems among female employees, difficulties that deter many from entering or remaining in employment. Our new report sheds important light on both the stumbling blocks and the solutions. Integrating and retaining people with disabilities is another pillar of the Community strategy and the Agency has, again, contributed to this discussion by developing a dedicated website, including practical advice on how to adjust the workplace to accommodate disabled people. In addition, we compiled new information on high-risk sectors, such as fishing, healthcare and education, and other fields, described in more detail in the following pages.

All of this information, plus many other insights, is freely available on the Agency's website, which has become the largest online portal of OSH information in the world. This tool lies at the heart of our communication strategy. The information it contains, however, isn't limited to Europe. Via web links, it also draws on the knowledge and expertise of a growing number of international partners beyond the borders of the EU, and will soon include both the Organization of American States (OAS) and Japan (JISHA), which agreed to join our website in 2003.

Although this information is targeted at policy-makers, employers and workers' groups, as well as OSH professionals, the Agency is acutely aware of the need to reach members of tomorrow's workforce, notably those still in school. Cultivating a preventive mindset at the earliest possible age holds the key to long-term success. To achieve this, the Agency's team has started working with other groups to devise a strategy for mainstreaming OSH into education, based on good practice in different countries.

Looking further ahead, we have also started laying the foundation for a risk observatory, as the Community strategy recommended. This will enable us to monitor emerging risks in the changing world of work.

These and other achievements described in this report have only been possible due to the support and commitment of the Agency's Administrative Board, chaired effectively by government representative Dr Bertil Remaeus in 2003, our staff, focal points and the numerous organisations with whom we have established strong, long-term relationships. It is a joint effort – as tomorrow's developments must also be – and we thank everyone involved.



HIGHLIGHTS OF THE YEAR



RISKS OF DANGEROUS SUBSTANCES HIGHLIGHTED ACROSS EUROPE



The dangers of chemicals, bacterial agents and other hazardous substances frequently used at work were put under the spotlight in the Agency's 2003 European Week for Safety and Health at Work – the largest campaign of its kind, reaching more than 30 countries throughout Europe.

Dangerous substances are estimated to affect around a quarter of the EU's 150 million employees. Around one fifth of staff, for example, are exposed to carcinogenic agents, such as benzene and crystalline silica – a common substance in construction materials – while 22 % of workers inhale fumes and vapours for at least a quarter of their working time, including organic solvents and wood dust. Cancers, asthma and neurological illnesses are just

some of the problems these substances can cause.

The Agency's 2003 European week focused on these risks – and preventive measures – in a high-profile campaign that not only spanned all 15 EU countries, but also the acceding and candidate countries, plus the four EFTA countries. Underpinned by a variety of promotional materials, from an information pack in all EU languages to a dedicated multilingual website, posters and leaflets, the campaign paid particular attention to raising awareness of the often underestimated risks posed by dangerous substances and of the need to involve employers, employees and other stakeholders in their solutions.

As with previous European weeks, the campaign was supported by thousands of national-level events, from workplace training and risk assessments to promotional events, coordinated by the Agency's focal point network. The Agency also promoted a range of good practice solutions, including winners in its good practice award scheme. A closing conference in Bilbao, co-hosted with the Italian Presidency of the EU, gave the week added weight and, importantly, reached a number of conclusions and recommendations to move the issue forward at both a national and European level. These included the need for an integrated EU policy on chemicals, plus a single integrated registration system for chemicals; the importance of promoting substitutes for dangerous substances, supported by research and good practice; and the value of information transfer between Member States and throughout the 'supply chain', among other recommendations.





SME SCHEME HAS MAJOR IMPACT

Over half a million small and medium-sized enterprises (SMEs) benefited from the first of the Agency's SME funding schemes, according to an independent evaluation.

The scheme, which the Agency has run for the last three years at the request of the European Parliament, provides grants of EUR 25,000 to 200,000 to projects that promote higher standards of OSH among Europe's 19 million SMEs through training, information activities and the provision of effective good practices. These types of businesses are a top priority for the Agency not just because they employ around two thirds of the EU workforce but also because they have a disproportionately high incidence of accidents and other OSH problems. The risk of fatal accidents, for example, is twice the level of larger companies employing over 50 staff.

Launched in 2001, the Agency's annual SME funding scheme has so far funded over 100 national and transnational projects, ranging from a good practice initiative to reduce musculoskeletal disorders in crèches to a training scheme to cut accidents in quarries. An independent assessment of the 51 projects supported during the first year of the scheme, 2001–02, found that more than 500,000 SMEs benefited from these. This included over 15,000 hours of training, risk awareness and good practice seminars for around 500 organisations and information campaigns supported by more than 250 different publications and other media.

'Project holders were highly motivated ... and showed a high level of efficiency,' the report said. Moreover, it added that national focal points consulted indicated that the scheme 'contributed very positively' to developing and identifying good practice, as well as risk evaluation and prevention practices, providing 'sustainable and European added value in OSH activities in different countries'.

MAINSTREAMING OSH INTO EDUCATION

Important steps were taken during the year to integrate OSH into Europe's educational curricula, one of the goals of the Community strategy on health and safety at work, 2002–06.



Although several EU countries have piloted OSH education schemes in primary schools and above, including Ireland and Denmark, the EU does not yet have a systematic strategy to mainstream OSH into children's learning, let alone a comprehensive grasp of initiatives that have been tested and examples of good practice. To help fill these gaps, the Agency co-organised a seminar during an Italian Presidency event in Rome on mainstreaming OSH into education, which led to a declaration outlining the key ingredients for a coherent strategy. Among several recommendations, this emphasised the need to give young people the opportunity to shape their own safety and health environment, plus the importance of European stakeholders, such as the European Social Affairs Council, Member States and social partners, to act together to address the issue.

Equally significantly, the Agency started to prepare a report on 'Mainstreaming OSH into education – The workers of tomorrow', scheduled to be published in 2004. Drawing on a cross-section of case studies from around the EU, the document will consolidate examples of good practice and the lessons learned, as well as provide background information and other insights to help policy-makers develop effective and sustainable solutions. Accompanying factsheets and web resources will also be produced.

GENDER INEQUALITIES PUSHED HIGHER UP THE AGENDA



A suite of new materials has been produced to tackle the important, yet often hidden, problem of gender inequality in occupational safety and health.

Women are becoming a major force in Europe's economy, accounting for 42 % of the EU's workforce, a figure the EU is keen to increase. However, to achieve this goal, more attention needs to be paid to the health and safety issues women face at work.

Although men are more likely to be killed or suffer major injuries at work than women, female workers have a higher chance of suffering work-related health problems, such as stress and skin disorders, and report higher incidences of upper-limb disorders and workplace intimidation, including violence and

bullying. Moreover, although men experience significantly higher numbers of accidents, women's accident rates are falling more slowly than men's.

The segregation of women and men into different jobs plays a significant role in these differences. For example, women tend to be disproportionately represented in public sector jobs, such as healthcare, exposing them to bacterial agents, back injuries and even violence. They are also often concentrated in sectors and jobs involving high degrees of repetitiveness, for example data entry, leading to musculoskeletal problems. The risk of skin diseases among female employees is also heightened by their heavy involvement in cleaning, hairdressing and other occupations.

To examine these and other issues, the Agency commissioned a new report, *Gender issues in safety and health at work*, that looks at the key problems, including research and information gaps, and provides recommendations, based on various examples of good practice in countries throughout the EU and beyond. Published in January 2004, one of the central recommendations is the need to promote and facilitate a more gender-sensitive approach in research, policy and prevention practices.



Theoretically, the EU's approach to OSH is 'gender neutral', but, as the report points out, the reality is that many OSH policies have concentrated on male issues. This is partly due to the fact that, historically, they have focused on male industries, where the incidence and severity of injuries have been highest. The frequent failure of research and accident statistics to break down OSH injuries and illnesses by gender has also allowed this oversight to persist.

Other suggestions in the 222-page report include the need to factor in the 'work-life balance' in OSH thinking, especially as many women have busy home lives as well, and to ensure that attention is given to those jobs predominantly done by women, such as cleaning. In total, there are 24 recommendations, covering issues such as research, policy and workplace interventions.

Two accompanying factsheets have been produced. One summarises the report's main findings and conclusions, as well as highlighting the sectors where women are exposed to particular risk and need close monitoring. Another offers a practical method for including gender issues in workplace risk prevention activities. In addition, a special web feature has been created, also due to be launched in 2004.

ENHANCING THE EMPLOYABILITY OF PEOPLE WITH DISABILITIES

The Agency gave extra momentum to the European Year of People with Disabilities by launching a special website to encourage organisations to employ and retain people with disabilities (<http://disability.osha.eu.int>).

The site, which builds on the Agency's previous work on employability, including a major report into this issue (*Occupational safety and health and employability*, 2001), provides practical advice on making workplace adjustments and offering assistance to accommodate people with disabilities. Often these individuals are denied employment or lose jobs as employers are not aware of how to adapt the workplace, even though research has shown that disabled workers tend to have higher performance levels and better work attendance records.



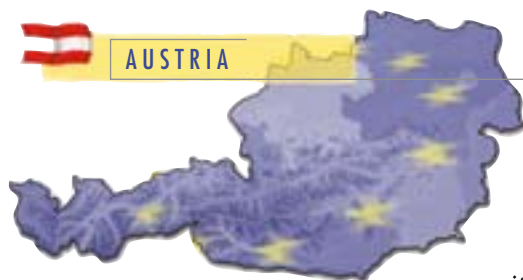
The site also includes numerous examples of good practice, policy discussion papers and other sources of information, provided by a range of organisations, from disability institutions and trade unions to governments and OSH specialists. To help visitors navigate the site quickly and easily, information is organised by types of disability, such as hearing and mobility impairment, and types of risk, for example the challenges of evacuating disabled people during an emergency.

As Anna Diamantopoulou, Employment and Social Affairs Commissioner, said at the launch of the site: 'The integration of people with disabilities into mainstream employment is not only a question of equal rights but it also makes economic sense. By improving the availability and exchange of practical information on employing people with disabilities, this site is making an important contribution towards a more inclusive workplace.'



FOCAL POINTS IN ACTION

Our focal points enable the Agency to gather and disseminate OSH information at EU Member State level. As reported on the previous pages, much of their work in 2003 focused on the European week campaign. However, the following is an overview of some of their other activities during the year.



Austria has been working closely with acceding countries in its region, such as Hungary, to support them integrate into Europe's OSH environment once they join the EU in 2004. This was exemplified by a range of conferences, 'Grenzenlos Sicher', in cooperation with the Agency's new Hungarian focal point. The Austrian focal point also expanded its national network of partners and represented the Agency at various conferences in the country, promoting both the European week and its website.



The Belgian focal point revamped its website, including a new 'agenda' feature that provides an up-to-date list of workshops, seminars, information sessions, training, fairs and conferences on welfare at work. A summary of latest OSH news has also been added to the home page. To improve the quality of the site's content and ease of navigation, a user survey was carried out; the results will be used to develop the web pages in the coming year. Other activities during 2003 included an exhibition at Secura 2003 (26–28 March 2003), and the National Specialised Safety and Health at Work Fair, where the focal point provided information on the Agency's role and activities.

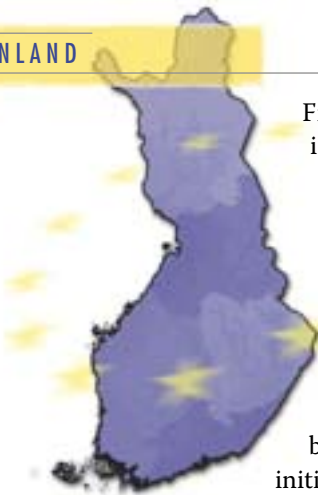


Major changes to the country's occupational safety and health legislation, expected to come into force in 2004, will require OSH professionals, social partners and others involved in the field to take on new roles. To keep everyone abreast of these developments and their implications, the focal point spent a considerable part of the year preparing information and guidance for all the groups affected. This information, together with details of the proposed reforms, was posted on the focal point's newly redesigned website. In 2004, it will expand its online coverage of the reforms, plus launch a new electronic newsletter in English, addressing both the legislative changes and a variety of other OSH issues.





FINLAND



Finland's focal point provided an extensive range of new information on its website to support two important new developments in OSH in the country. One of the most significant developments was the introduction of a more modern Occupational Safety and Health Act during 2003, covering new OSH risks, such as stress, ergonomics and bullying, as well as traditional risks. The other was the launch of the country's Veto programme. Its ambitious goals include extending employees' working lives by two to three years, reducing absenteeism and striking a more harmonious balance between staff's work and home lives. To support these initiatives, the focal point provided information and guidance on its national website with a particularly strong emphasis on examples of good practice. This included developing good practice websites for SMEs and other OSH issues. Currently, the national site is receiving around 25,000 visits a month.



FRANCE



Three regional seminars, each attended by around 250 people, helped raise the profile of the Agency's European week and laid the foundations for a community of OSH professionals who will continue to investigate practical solutions to the problems of hazardous substances. Widely covered by the press and broadcast media, the seminars were supported by the country's health, environment and agriculture ministries, as well as various other social partners. This initiative was complemented by an equally powerful drive to involve more small businesses in the Agency's SME funding scheme. This included publicising the scheme on the Ministry of Work's website and helping SMEs prepare funding applications, leading to a 30 % increase in the number of firms that entered the scheme.



GERMANY



Until recently, it was difficult to keep track of the numerous training programmes, seminars and other OSH events in Germany as there wasn't a single source of information. To overcome this problem, the focal point joined forces with its national network of members to create a new, online database, drawing together information from all the leading OSH institutions in the country (<http://de.osha.eu.int/veranstaltungen>). Covering a range of subjects, from workshops to training, the database enables users to search information quickly and easily by a variety of categories, for example by theme, region and time period.

It currently contains about 250 records but this number is expected to rise to around 500 when a special interface is introduced that will enable information to be automatically downloaded from participating institutions' websites.





A wide range of activities puts the risks of dangerous substances – and possible solutions – under the spotlight in Greece. One of the most notable was an international research symposium in Athens that looked at the tools needed to comply with European directives on chemical hazards. At the three-day event, the focal point ran an information stand. It also arranged workshops to promote good practice with dangerous substances among SMEs. Other initiatives included organising and hosting the 15th meeting of the European Network of Workplace Health Promotion (ENWHP) with the aim of establishing WHP forums in each EU state. The focal point was also involved in the third EU/US Joint Conference on Occupational Health and Safety and programmes to train employers and employees in safety engineers’ responsibilities.



A health and safety exhibition at Dublin Airport, aimed at airport employees and representative groups, was one of the highlights of the Irish focal point’s year. The OSH section of Aer Rianta, the airport authority, managed the exhibition. A broad spectrum of OSH-related groups and experts were involved in the event, ranging from the FLS aerospace health and safety department to the Institute of Occupational Safety and Health (IOSH), the Irish Cancer Society and the Association of Irish Risk Management. In addition, the Irish Fight for Sight Campaign provided glaucoma testing, while the Irish Heart Foundation carried out carbon monoxide monitoring and blood pressure screening. Agency publications and factsheets were distributed at the focal point’s main stand. The Agency’s website was also demonstrated. The event was covered in all the major airport magazines and local radio and widely considered a great success.

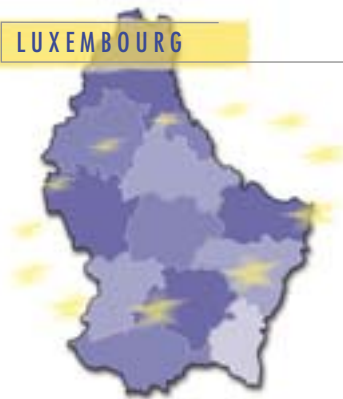


Under the auspices of the Italian Presidency of the European Union, the Italian focal point helped organise an international conference on OSH and SMEs, held in Rome. This dealt with four issues highlighted in the Commission’s 2002–06 Community strategy: dangerous substances; corporate social responsibility; mainstreaming OSH in education; and promoting healthier and safer work in Europe’s SMEs. A separate conference in Modena took the discussion about SMEs a stage further by analysing the problems and solutions in Italy’s craft and micro-businesses. The focal point also contributed to the debate about work-related stress by organising a risk assessment seminar at a conference in Fiuggi on ‘Work life and EU enlargement’.





LUXEMBOURG



A symposium on 'Safety in construction' was one of the highlights of the year for the focal point in Luxembourg, preparing the ground for the Agency's 2004 European week, which will focus on the construction sector. The two-day event included presentations and good practice awards, presented by the Minister for Labour and Employment.



THE NETHERLANDS



The Agency's Dutch focal point reorganised its structure and took several important steps to improve the quality of its national website focusing especially on small and medium-sized enterprises (SMEs). A separate web feature on risk inventories and evaluations was introduced and to further improve its effectiveness in reaching and influencing SMEs, the focal point also conducted extensive research into the OSH information needs of this key target group. Over 350 owners of SMEs were questioned about OSH and their preferred channels for receiving information. These insights will be used to re-shape the

Netherlands' communications strategy in 2004 putting even more focus on disclosing information tailored to the needs of end-users in SMEs. To further improve the accessibility of its own site and those of some 200 other mainly Dutch OSH-related sites, a new quick and easy-to-use OSH search engine was built and put on line: the site is now receiving some 500 extra visits a day.



PORTUGAL



To support the European week campaign on dangerous substances, a seminar was held with the Industrial Association of Aveiro and five companies in the Aveiro region, including Dow and Liquid Air. The event, which focused on SMEs, involved good practice presentations and was complemented by an innovative scheme that encouraged SMEs to visit companies that were models of good practice.

Around 750 small businesses took part in groups of 30. In addition, special brochures on biological risks, asbestos and other dangerous substances were produced and disseminated. There was also a good practice seminar for SMEs in the agriculture, food and fishery sectors, a workshop about safety and health at schools, as well as an exhibition highlighting the students' work on safety and health at work.

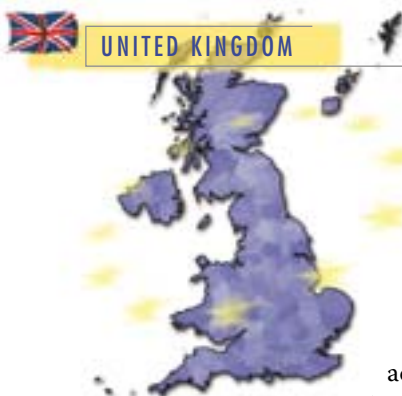




Spain's focal point raised the profile of its website as a tool to cultivate a stronger preventative culture by holding a seminar in Bilbao (INSHT – Centro Nacional de Verificación de Maquinaria). The event was also used to launch a new electronic publication, *Workplace hazards: prevention today*, and to develop a deeper understanding of the Agency's and the focal point's work among stakeholders.



Strong cooperation between social partners in Sweden, including the government and groups representing both employers and workers, is one of the hallmarks of the country's working environment. During 2003, the Swedish focal point continued to work closely with all these partners via its national network. One of the most notable and high-profile events included its presence at the annual work environment *Riksdag*, where the government minister responsible for OSH devoted half a day to discussing the risks of dangerous substances with various representatives at the focal point's European week closing event.



The European week was launched at a major UK safety and health exhibition, EXPO2003, in Birmingham, where the Agency's work and good practice awards were also promoted. The focal point also held a successful network meeting in the city, involving 30 of the network's 197 members. This included a presentation by an independent consultant specialising in chemical hazards and dangerous substances; the consultant was one of the winners of the UK's good practice awards (2002). In addition, the event provided updates on the European week and the Agency's SME competition, presented by the Health and Safety Executive's Director of Information and Advisory Services, as well as representatives from the SME and European week groups.



1

OVERVIEW OF HOW THE AGENCY AND ITS 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 Member States, EFTA, and the acceding and candidate countries – governments, employers and workers' organisations, as well as the European Commission.

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 occupational safety and health 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 workers' 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

Expert groups provide 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. In 2004, under a new streamlined structure described later in this report, there will be fewer expert groups in order to increase efficiency and the Agency's cost base.

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, in addition to the existing two topic centres with Member State institutions, a new Topic Centre on Good Practice – Candidate Countries was launched in 2003 with Phare II funding. Together the topic centres cover the following issues:

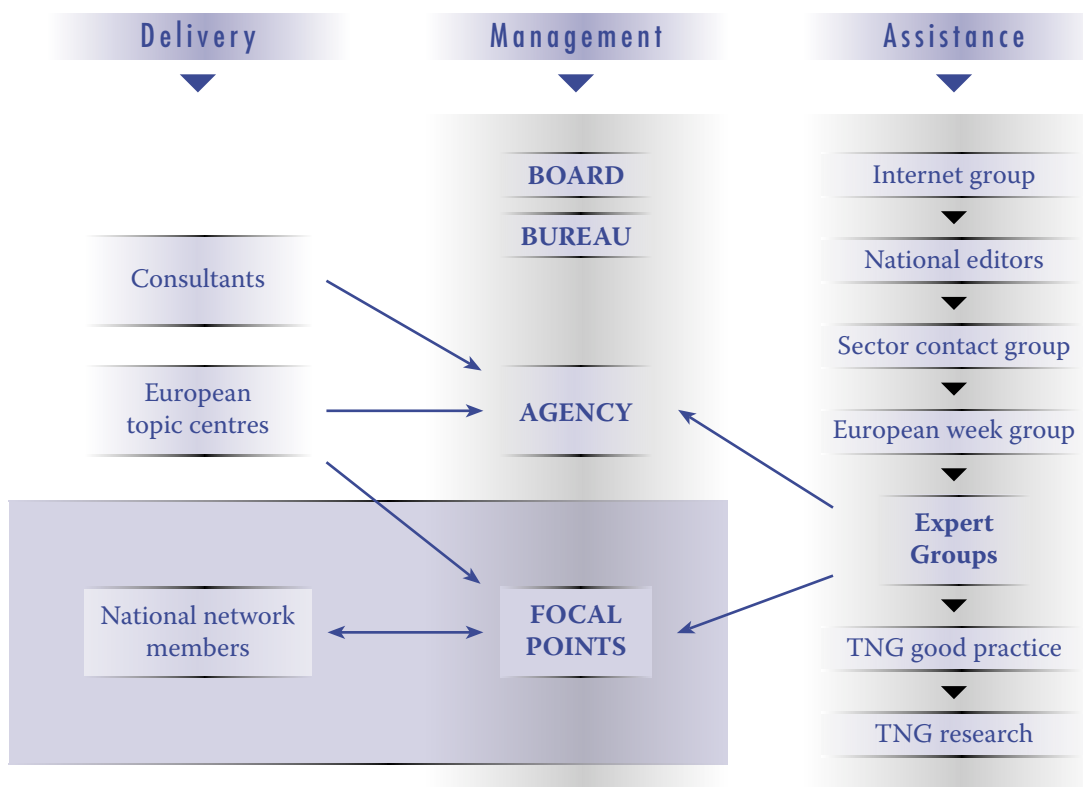
- research on work and health;
- good safety and health practice/systems and programmes (Member States);
- good safety and health practice in the Phare countries.

COORDINATION AND DISSEMINATION OF INFORMATION

■ **Focal points**, in more than 30 countries, coordinate and disseminate information from the Agency within their individual countries, as well as provide feedback and recommendations. Typically the lead OSH organisation in their respective countries, they are the Agency’s official representatives at national level. They contribute to the development of the Agency’s information services and website, which links together all 32 focal point websites, plus others. As well as the 15 EU Member States, focal points have also been established in the four EFTA countries of Switzerland, Iceland, Liechtenstein and Norway, and the 13 EU acceding and candidate countries. In future, focal points will have a more clearly defined and complementary role, concentrating on managing their national networks and information initiatives

The **Agency’s office**, based in Bilbao, Spain, with a multinational staff of currently around 50, 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.

Agency network structure



2.

DEVELOPING THE AGENCY'S
INFORMATION NETWORK

One of the Agency's main roles is to collect and disseminate information on occupational safety and health throughout the EU, enabling all organisations to have access to state-of-the-art knowledge, especially examples of 'good practice'. To fulfil this vital function, the Agency has established a growing network of partners, in Europe and beyond. This network is linked electronically via the Agency's family of websites, providing the EU with one of the world's most comprehensive sources of online OSH information.

OPTIMISING THE AGENCY'S NETWORK AND RESOURCES

■ **Preparing the network for EU enlargement.**

The addition of 10 new Member States in 2004 will enhance the EU's pool of OSH expertise, but it will also place new pressures on the Agency's limited resources. To accommodate new members as efficiently and cost-effectively as possible, the Agency's focal point network, which plays a pivotal role in providing expert advice and disseminating information at a national level, has been restructured. Under the new streamlined structure, the focal points will perform two main functions: 'network management' and 'information actions'. As network managers, focal points will manage their national tripartite networks of OSH institutions and social partners, as well as facilitate the flow of information between the network's members and the Agency. Information actions will include running the Agency's European week campaign in the focal points' respective countries and managing their national websites.



Moreover, the number of expert groups will be reduced and these will now be created on an ad hoc basis to address particular issues within the Agency's annual work programme. In 2004, there will be four expert groups, covering the following topics: agriculture, the new risk observatory, mainstreaming OSH into education and training, and Internet developments.



- **Integrating acceding countries into the network.** Various steps were taken to help acceding countries develop their national networks and align these with the Agency's focal point network in preparation for 2004. Supported by funding from the Phare programme, initiatives included the creation of a Topic Centre on Good Practice to identify examples of good practice that could be incorporated into the Agency's online OSH portal. Agency materials were also translated into the countries' respective languages. In addition, acceding and candidate countries were involved in planning and implementing the European Week for Safety and Health at Work.

BUILDING CLOSER LINKS WITH THE EUROPEAN COMMISSION AND OTHER EUROPEAN ORGANISATIONS

- **Working with the European Commission to fulfil its OSH strategy.** The Agency continued to work with the Employment and Social Affairs DG, and Directorate D in particular, in order to ensure its work programme underpinned the Community OSH strategy: 'Adapting to change in work and society: a new Community strategy on health and safety at work 2002-06'. This was reflected in a range of projects, from new publications and online information on mainstreaming OSH into education to special information on OSH and disabilities to complement the 2003 European Year of People with Disabilities. The blueprint for a new risk observatory also started to take shape.

As well as continuing its cooperation with the European Commission's Advisory Committee on Safety, Hygiene and Health Protection at Work, the Agency also lent its support to the Senior Labour Inspectors' Committee's inspection campaign to reduce the number of falls from heights at construction sites. This included producing a special website on the campaign and a factsheet in the 11 EU languages. The 2004 European week, which will be focusing on construction work, will build on these developments. During 2003, the Agency also worked closely with the Employment and Social Affairs Committee of the European Parliament and the social section of the European Economic and Social Committee.

- **Deepening relationships with EU social dialogue partners.** The Agency believes that it is critical to build closer links with stakeholders at an industry level in order to communicate OSH messages more effectively. During the year, the Agency worked closely with the EC to achieve this goal, holding regular meetings with key stakeholders. This included making presentations to the EU Social Dialogue Committees on Construction and Fisheries, as well as a presentation by the Director to the European Forum for Sectoral Social Dialogue, explaining the Agency's work programme and its plans for the 2003 European week on dangerous substances. The European week was promoted at a number of other EU events and institutions, including an exhibition at the European Parliament, where the campaign was launched.
- **Promoting OSH research in the Commission's sixth framework programme.** To ensure OSH is mainstreamed into EU-funded research as effectively as possible, the Agency published an online guide to OSH research funding opportunities within the Commission's sixth framework programme for research and technological development. Eleven priority areas have been identified where OSH research could contribute to the programme.

During 2003, the Agency also organised two seminars in order to assist national OSH research bodies in the preparation of an application for 'ERA-NET' research funding under the sixth framework programme. The 'ERA-NET' application is designed to facilitate cooperation between national research programmes in order to avoid overlap and duplication and is applicable to all policy areas, including OSH.

- **Synergies with Dublin's European Foundation strengthened.** A new cooperation agreement between the Agency and the Dublin-based European Foundation for the Improvement of Living and



Working Conditions was signed to stimulate closer cooperation and avoid unnecessary overlaps. The agreement, which builds on an existing memorandum of understanding, underlines the Agency's role as Europe's prime disseminator of OSH information and good practice.

EXTENDING THE AGENCY'S NETWORK BEYOND EUROPE

- **New American partnership.** The Agency moved closer to its goal of establishing itself as the premier global portal for OSH information with a number of new international tie-ups. One of the most notable was the Organization of American States' (OAS) agreement to join the Agency's website. The OAS represents 34 countries in the Americas and the Caribbean, reaching over 200 million employees. The online initiative will give the region's employers and other stakeholders access to unrivalled OSH information at a time when Latin America's occupational safety and health standards are under mounting pressure due to the growth of its workforce, especially in 'informal' sectors, where standards are often most lax. The Agency and OAS will also explore opportunities to co-develop and implement bespoke projects.
- **Other international developments.** Links with the US, where the Agency already has a long-standing relationship with the Department of Labor, Occupational Safety and Health Administration (DOL-OSHA), were strengthened through a Greek EU Presidency and European Commission-organised conference that identified OSH issues where the US and EU could work fruitfully together; the Agency provided a dedicated online workspace for conference participants. Priority topics, pinpointed at the conference, included stress, dangerous substances, OSH monitoring and establishing partnerships.

Further east, Japan agreed to join the Agency's online portal and its website is expected to go live in early 2004. Once this and the new OAS site come online, this will bring to more than 60 the number of countries linked to the Agency's site, underpinned by agreements from all countries that all their information will be valid and up to date. Discussions also continued with the World Health Organization (WHO) and the International Labour Organization (ILO) to co-develop a global OSH portal.



3.

DEVELOPING KNOWLEDGE TO SUPPORT
POLICY MAKING AND IMPLEMENTATION

As the world of work evolves, policy-makers need timely, high-quality research and other insights to forge and implement policies to address new OSH challenges and opportunities. During 2003, the Agency embarked on a number of new initiatives to provide fresh knowledge, as well as improve the quality and breadth of existing information.

NEW PREVENTION STRATEGIES AND POLICIES

- **Assessing the most appropriate OSH monitoring systems.** Monitoring OSH standards is critical for identifying problems and policy impacts, yet there is currently not a universally agreed system, nor commonly agreed good practice principles. Different approaches are applied at both a national and international level. To contribute to the discussions on how to develop an optimal system, the Agency published an inventory of existing national systems. Detailed descriptions of four European-level systems as well as national systems were added to the Agency's new OSH monitoring systems' web feature, launched in 2003, bringing the total number up to more than 100.
- **Highlighting the link between OSH and productivity.** Evidence suggests there is a strong relationship between an organisation's OSH standards and its level of productivity, as well as the quality of its work. In one survey, for example, 68 % of UK firms questioned claimed that OSH has a tangible impact on productivity. To raise awareness of this link and steer companies in the right direction, the Agency is currently compiling a report that will draw together research into this issue and has started to collect examples of good practice, plus develop a website dealing with this subject. The report and website will be published in 2004.



PROMOTING A PREVENTIVE SAFETY AND HEALTH CULTURE

- **Mainstreaming OSH into education.** Developing risk awareness at an early age, ideally from kindergarten upwards, is one of the most effective ways to improve European OSH standards. In October 2003, the Agency organised an international seminar in Rome in conjunction with the Italian Presidency in order to forge a strategy to integrate OSH into education. Supported by examples of materials designed to achieve this goal, including CD-ROMs and playground materials, the event highlighted many of the challenges that lie ahead, such as the lack of OSH qualifications among teachers. More crucially, the seminar culminated in the Rome Declaration on 'Mainstreaming OSH into education and training'. This stresses the



need to qualify and quantify goals, develop a coherent strategy, and establish an action plan. It also calls on various institutions and partners to act, including the European Social Affairs Council, the European Parliament and the European Commission, as well as Member States and social partners. In addition, the Agency has set up a special forum to bring together OSH and education specialists to exchange good practice and bring the declaration to life. So far, 13 Member States and two EFTA countries have joined.

- **Establishing OSH as a key pillar of corporate social responsibility (CSR).** The Agency and its network partners believe that high standards of OSH are just as important a measure of a company's social responsibility as its commitment to environmental and social welfare. To help integrate OSH more fully into CSR thinking, the Agency started to build up information on the latest developments in the field of CSR and opportunities to use the growing interest in this issue to promote OSH. The results of this research will be published in a report in 2004, including case studies of how OSH is being incorporated in CSR, nationally and internationally, as well as recommendations to elevate its position. An online feature on CSR will also be launched in 2004.

SAFETY AND HEALTH INFORMATION FOR RISK SECTORS

- **Construction.** As mentioned earlier, this sector will be the focus of the 2004 European week. During 2003, factsheets and other support materials were prepared and circulated among the Agency's focal point network for comment to ensure that the information and messages reflected national priorities.
- **Education.** Psychosocial stress and physical assaults on teachers are just some of the causes for concern in the education sector. To help combat these and other OSH issues, the Agency produced three factsheets covering hazards and risks, risk assessment and violence, including examples of best practice. A web feature will soon complement this information.
- **Fisheries.** The fishing industry has the worst fatal accident rate of any industry in Europe. During 2003, the Agency produced a clear and concise multilingual factsheet – the first of its kind – aimed at ships' captains, explaining the risks and how to prioritise and overcome these. A dedicated fisheries website was also created, providing advice on personal flotation devices and escape routes, among other issues. To help visitors navigate the site easily, information is organised by topics, such as 'falls into water' and 'diving'. In addition, the Agency organised a seminar to find ways to communicate this information directly to fishing employees, for example through the trade press and mobile information units, a strategy successfully piloted in Ireland. The issue has also been raised at European level through the Fishing Social Dialogue Committee.
- **Healthcare.** An online OSH guide was launched for the healthcare sector, where the work-related accident rate is 34 % higher than the EU average. The sector also has the second highest incidence rate of musculoskeletal disorders (MSD). The online guide provides background information and practical advice on all the major OSH risks, from MSD and radiological hazards to needle-stick injuries and work-related stress. It also contains over 500 links to other sources of information across the EU. A factsheet was produced providing an overview of the guide.

COPING WITH THE CHANGING WORLD OF WORK

- **Risk observatory starts to take shape.** The advent of new technologies and new ways of working, such as outsourcing and the rise of self-employment, inevitably brings new risks. For example, consolidation in the meat-processing sector has led to more specialised, repetitive jobs, increasing the risk of repetitive strain injuries and other problems. During 2003, the Agency started to develop a risk observatory to monitor these emerging risks and identify the groups of employees most likely to be



affected – a prerequisite for designing effective preventive strategies and allocating resources efficiently. This included creating online test forecasts for physical and mechanical risks, based on existing surveys and using the ‘Delphi consensus-finding’ methodology. A second set of forecasts for psychosocial and organisational risks is being prepared in consultation with relevant experts across the EU, who help qualify and interpret survey data. The final shape of the observatory will be discussed with the Administrative Board in the first quarter of 2004.

- **Tackling the gender gap in OSH.** A new report examining gender differences in occupational injuries and illnesses was published, entitled *Gender issues in safety and health at work – A review*. Although men are known to have a higher incidence of workplace accidents, the report shows that women are more likely to suffer from work-related stress, upper limb disorders, skin diseases and asthma, among other difficulties. As the document points out, one of the reasons for the higher incidence of these problems among women is that most existing OSH policies and strategies are modelled on the ‘average’ man: they rarely take into account circumstances unique to women. To correct this situation, the report makes a number of recommendations, including promoting a more gender-sensitive approach to research, policy-making and risk prevention practices. Case studies show how this has been done in various EU countries. Factsheets and a dedicated website complement the report.
- **Promoting employability.** To coincide with the European Year of People with Disabilities, the Agency launched a new website providing practical information to help organisations attract and retain people with disabilities, including advice on adapting the workplace. Information can be accessed by type of disability – for example, physical or mental impairment – and by the type of risk, for example the challenges of evacuating people with disabilities during an emergency. In addition, the site contains links to hundreds of other information sources.

ENHANCING OSH STANDARDS IN SMES



- **Evaluation highlights value of funding scheme.** An independent assessment of the SME funding scheme, which the Agency has run for the EU since 2001, not only demonstrated the Agency’s expertise in managing such pan-European schemes, but also showed that it has had a significant impact. According to the evaluation, the 51 projects funded under the 2001 accident prevention scheme benefited more than 500,000 SMEs by providing them with training, educational materials and other resources. A report was published, describing the projects and lessons learned (*Promoting health and safety in SMEs – SME funding scheme 2001–02*). This was published in English as a hard copy, plus produced as a multilingual CD-ROM and web feature, and launched in October at a major Italian EU Presidency conference on OSH and SMEs in Rome.

- **More than 90 projects supported under latest schemes.** A variety of cutting-edge projects were funded in the 2002–03 round of SME grants, including a Danish study looking at ways to reduce knee disorders in the floor-laying sector, and educational seminars in Germany to prevent eye injuries in the quarrying industry. Overall, 52 projects were supported. Summaries of these were posted on the Agency’s website and paper copies circulated among focal points and small businesses throughout the EU. Under a third round of the scheme launched during the year, the Agency received more than 650 applications and was able to award funding to an additional 40 projects to be completed by the end of 2004.



- **Survey raises awareness of OSH support available to SMEs.** Many of Europe's 19 million SMEs have little or no knowledge of the OSH support available to them, let alone their legal responsibilities, leading to a high incidence of occupational injuries among this group. To help plug this information gap, the Agency conducted a survey of national, regional and sectoral OSH assistance programmes for SMEs. The result was a new report, *Improving occupational safety and health in SMEs: examples of effective assistance*, which looks at 18 different schemes in 14 Member States, some industry-wide, others highly focused. To ensure a scheme is effective, one of the key recommendations is to focus on a particular risk or benefit. The scheme should also not be too complicated or expensive, and involve different stakeholders in its planning and implementation.

TOPIC CENTRE DEVELOPMENTS

As discussed earlier, a new Topic Centre on Good Practice was established to enable acceding countries to identify examples of good practice in these states that can be integrated into the Agency's online information portal. The centre, which has 15 partners, covering nine countries supported by the Phare programme, and is led by the Polish Central Institute for Labour Protection – National Research Institute, is focusing on two sectors (construction and agriculture) and two main hazards (dangerous substances and psychosocial risks). The Agency's other topic centres, including those working on research, led by the French National Research and Safety Institute, and good practice, led by the Finnish Institute of Occupational Health, continued to provide the Agency with a wide range of expert information services in line with their work plans.



4

COMMUNICATING KNOWLEDGE
TO KEY STAKEHOLDERS

The Agency uses a variety of communication channels to reach its target audiences, who range from EU policy makers and the media to OSH professionals, employers, employees and their representative groups. The key tool is the Agency's website, complemented by printed publications, exhibitions, news releases and other media. In many cases, information is produced in all of the EU's official languages.

HIGH PROFILE CAMPAIGNS AND EVENTS



■ **European week puts spotlight on dangerous substances.** The 2003 European Week for Safety and Health at Work, run by the Agency for the fourth year in a row, focused on the dangers of the 30,000-plus chemicals and other hazardous substances commonly encountered at work, including bacterial agents. To help focal points promote the campaign's key messages in their respective countries, the Agency provided seed-funding to stimulate activities, and produced a broad spectrum of materials, ranging from posters and press releases to a dedicated website and specially-commissioned reports. This support, coupled with the focal points' own initiatives, helped generate thousands of events across the EU. As the campaign coincided with a debate about new EU legislation on hazardous substances, it also helped spark a significant discussion in the media about the risks involved with working with dangerous substances.

- Other initiatives that gave the campaign momentum included its launch at the European Parliament by the European Commissioner for Employment and Social Affairs, Anna Diamantopoulou, and a closing event in Bilbao, jointly held with the Italian Presidency of the EU. The closing conference reached a number of important conclusions, including the need for an integrated EU policy for dealing with chemicals (in both the workplace and the environment), as well as a single, integrated system for registering chemicals. Safety data sheets should also be improved.
- For the first time, all candidate and acceding countries were involved in planning and shaping the European week agenda. With the continued support of the EFTA countries, this brought to more than



30 the number of countries involved in the week. An independent evaluation of the previous year's European week, which can be viewed on the Agency's website, demonstrated the value of this annual event. During the campaign, the Agency also ran its good practice awards and selected 12 initiatives from across Europe for recognition.

- **Construction to be European week target in 2004.** The 2004 European week will concentrate on promoting higher OSH standards in the construction industry, which has the highest incidence of accidents and other health and safety problems. This reflects the Agency's commitment to engage in dialogues with 'grass-root' stakeholders in various sectors. Under the slogan 'Building in safety', the campaign has already secured the support of key European social partner organisations as well as the EC's Senior Labour Inspectors' Committee.
- **Exhibitions and other promotional events.** Agency representatives attended and exhibited at a range of international conferences and other events, in Europe and beyond, enabling the Agency to build deeper relationships and communicate its key messages in a more compelling, direct manner. In addition to European week events, the Agency was involved in conferences on dangerous substances in Spain; contributed to the Toronto Conference on Work Stress and Health; and, together with the European Commission, organised a colloquium on 'The wind of change – New approaches and strategies in safety and health at work' at the A+A Congress in Düsseldorf, the world's largest OSH fair. Events were also attended in the UK, the Czech Republic, Greece and Cyprus.

AGENCY'S WEBSITE AND OTHER ELECTRONIC CHANNELS GATHER PACE

- **Number of web user sessions doubles.** The growing importance of the Agency's online information to the OSH community was reflected in a twofold rise in the number of web user sessions during the year to 1.73 million.
- **OSHmail subscriptions rise.** The Agency's online newsletter, *OSHmail*, which provides regular news alerts and briefings, increased its subscription base by more than 25 % to nearly 20,000. Currently, between 10 and 30 new subscribers are signing up each day.
- **Special OSH features launched.** To support various OSH initiatives throughout Europe, the Agency set up dedicated web pages containing relevant information, advice and links to other sites. These included features on disability to complement the 2003 European Year of People with Disabilities; dangerous substances' 'good practice' to support the Agency's European week 2003; and construction to promote the key messages of the SLIC construction site inspection campaign. Other additions included features on OSH monitoring, fisheries, and the EU strategy on OSH and education. The Agency also published the introductory pages of several existing features in 11 languages.
- **New online OSH guide for SMEs.** Launched at a joint Italian Presidency/Agency conference, the new site provides details about the Agency's SME funding schemes and information projects, as well as practical advice for Europe's 19 million SMEs. The advice covers risks such as accidents, dangerous substances and work-related stress, paying particular attention to these hazards in the construction and fishing industries' sectors, where many SMEs are concentrated.
- **Network websites refreshed.** Twenty-eight of the Agency's network of national and international websites were redesigned to improve ease of use and give them a more coherent and recognisable look and feel in line with the Agency's core site. New features include one-click shortcuts and more printer-friendly web pages.
- **Third generation sites on track.** The feasibility study for the third generation of websites, which will consolidate the data of all the sites, making it quicker and easier to search for information, was



completed. Following an open call for tenders, contractors have started developing the new sites with the work scheduled to be completed by the final quarter of 2004.

MULTILINGUAL PRINTED PUBLICATIONS

- **4 million copies of publications distributed.** These ranged from factsheets (covering 10 different areas) to newsletters, magazines, reports and campaign material, enabling the Agency to reach a wide variety of target audiences with different levels of information.
- **Range of languages to be extended.** During the year, many of the Agency's publications were produced in the EU's 11 official languages, including its *Annual report* and European week campaign materials. Moreover, several of its more popular publications, for example its campaign manual and guide to prevention of psychosocial risks, were published online in additional languages, widening their reach. To cater to the needs of the 10 new Member States that will join the EU in 2004, the Agency will start to publish in up to 20 languages.
- **16 press releases produced.** Distributed throughout the year to sustain press coverage and visibility for OSH issues, the news releases covered subjects such as health and safety in Europe's SMEs, new features on the Agency's website and the European week.



5.

ADMINISTRATIVE ACTIVITIES



FINANCIAL MANAGEMENT SYSTEMS

The Agency successfully installed BOB, a new financial accounting system, and continued to use Sincom for budgeting purposes, with an upgraded version installed in October.

After the publication of the 2003 budget in the Official Journal (OJ L 129, 26.5.2003), the Agency received an additional contribution of EUR 1,050,000 from the European Commission for a second Phare programme.

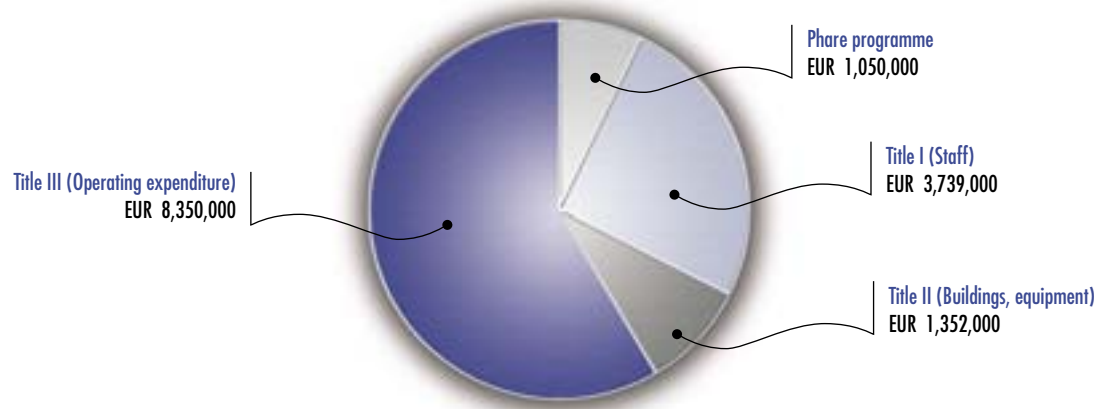
Finally, the total budget was financed from the following contributions:

Sources of revenue	Amount (EUR)
European Community subsidy	13,375,000 ⁽¹⁾
Spanish government	60,000
Basque regional government	6,000
European Commission contribution for Phare programme	1,050,000
Total	14,491,000

⁽¹⁾ Including EUR 4 million SME funding scheme.

Expenditure was allocated as the following diagram illustrates:

Budgeted expenditure by title in 2003



Of the EUR 14.49 million available in 2003, approximately 97 % was committed by the end of the year. This figure does not include the Phare programme, which has a particular financial management cycle.

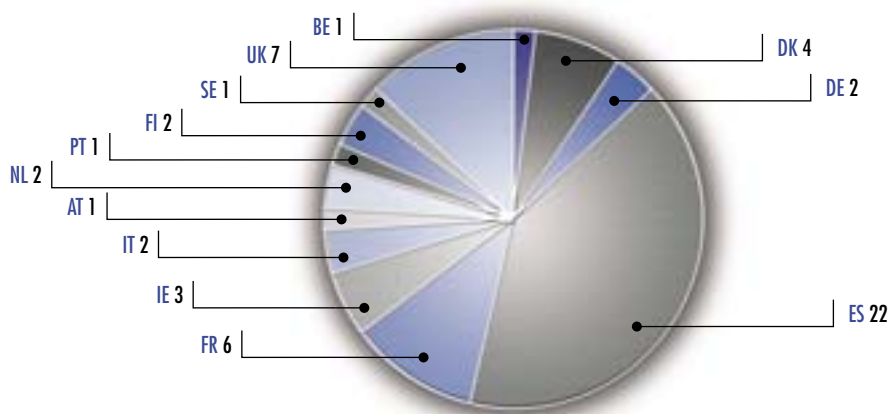
In December, the European Parliament, supported by the Agency’s Administrative Board, ratified the implementation of the 2001 budget. In addition, the Court of Auditors performed its annual audit on the Agency’s 2002 financial statements and was able ‘to obtain reasonable assurance that the annual accounts for the financial year ended 31 December 2002 are reliable and that the underlying transactions, taken as a whole, are legal and regular’.

PERSONNEL MANAGEMENT

In 2003, four temporary agents left the Agency while we recruited five new temporary agents, four local staff agents and three auxiliary agents. By the end of 2003 the staff composition was:

Category	Male	Female	Total
Temporary agents (A)	10	4	14
Temporary agents (B)	4	7	11
Temporary agents (C)	2	2	4
Local staff agents	3	15	18
Auxiliary agents	4	1	5
Seconded national experts		2	2
Total	23	31	54

The distribution by nationality was as follows:



THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee continued to focus on stress at work, echoing the theme of the 2002 European week organised by the Agency. Activities included unit-level ‘Stress busting groups’ that addressed possible causes of stress within each department. Several follow-up training initiatives were carried out during the year.



A 'smoking policy' working group was also set up to help smokers who wish to quit. A support plan is being developed in cooperation with the regional health service and will be implemented in 2004.

INFORMATION TECHNOLOGY (IT)

IT made significant progress during the year. Key accomplishments included:

- enhancing the Agency's Testa II network infrastructure, including the introduction of data encryption and double-line access;
- migrating all e-mail systems to Linux;
- initiating open source code (Linux) for the management of a number of servers;
- establishing a contingency and emergency plan for the Agency;
- substantially improving the Agency's perimeter-security system;
- installing new equipment, including computers, printers and photocopiers;
- installing new versions of SI2, BOB and Adonis.

DOCUMENTATION MANAGEMENT SYSTEM

The Agency continued to implement its documentation management system. This included:

- continued development of the Agency's document registration and handling system. During the year, 13,724 records of incoming and outgoing e-mail were registered;
- implementing the Adonis Image System, as the Agency's document management system;
- reviewing and updating each unit's classification plans.

OTHER ADMINISTRATIVE ISSUES

The year 2003 involved several other important administrative challenges including:

- adopting and rolling out the EC's new financial regulation and progressive reforms to the Agency's work;
- undertaking significant improvements to the Agency's premises;
- developing new systems and making important adjustments to management areas, such as procurement and contract management, fixed assets, and personnel;
- organising special training initiatives for staff and managers.



2003

Annual Report



Annexes

ANNEX
1MEMBERSHIP OF THE ADMINISTRATIVE
BOARD (FEBRUARY 2004)

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 G. Breindl	Austria	Dr E.-E. Szymanski
Mr M. Heselmans	Belgium	Mr J.-M. de Coninck
Mr J. Jensen	Denmark	Ms C. Skjoldager
Mr M. Hurmalainen	Finland	Mr E. Yrjänheikki
Mr M. Boisnel	France	Mrs J. Guigen
Mr A. Horst	Germany	Dr K.-H. Grütte
Mr A. Christodoulou	Greece	Ms M. Pissimissi
Mr P. Donnellan	Ireland	<i>Awaiting new name</i>
Mr P. Onelli	Italy	Ms A. M. Faventi
Mr P. Weber	Luxembourg	Mr N. Welter
Dr J. Veiga e Moura	Portugal	Mr E. R. Leandro
Mr L. Fernández Sánchez	Spain	Mr M. Velázquez
Dr B. Remaeus <i>Vice-Chairperson</i>	Sweden	Mr B. Barrefelt
Mr H. C. V. Schrama	The Netherlands	Ms N. Kuyper
Mr P. Brown <i>Awaiting official appointment</i>	United Kingdom	Ms S. Mawer <i>Awaiting official appointment</i>



EMPLOYERS

Member	Country	Alternate
Ms C. Schweng <i>Chairperson</i>	Austria	Mr H. Brauner
Mr A. Pelegrin	Belgium	Mr K. de Meester
Mr A. J. Pedersen	Denmark	Mr T. P. Nielsen
Mr T. Kuikko	Finland	Mr A. Mähönen
Dr P. Levy	France	Ms V. Cazals
Mr R. Lehr	Germany	Mr T. Holtmann
Mr P. Kyriakongonas	Greece	Mr E. Zimalis
Mr T. Briscoe	Ireland	Mr K. Enright
Mr F. Giusti	Italy	Mr M. Fregoso
Mr F. Engels	Luxembourg	Dr F. Metzler
Mr M. M. Pena Costa	Portugal	Mr J. L. Barroso
Mr P. Teixidó Campás	Spain	<i>Awaiting new name</i>
Mr E. Jannerfeldt	Sweden	Ms U. B. Fräjdin-Hellqvist
Mr J. J. H. Koning	The Netherlands	Ms C. C. Frenkel
Dr J. Asherson	United Kingdom	Mr M. Platt

WORKERS

Member	Country	Alternate
Mr A. Heider	Austria	Ms R. Czeskleba
Mr F. Philips	Belgium	Mr H. Fonck
Ms L. Jacobsen	Denmark	Mr J.-K. Frederiksen
Ms R. Perimäki-Dietrich	Finland	Ms I. Pahlman
Mr G. Seitz	France	Mr D. Olivier
Ms M. Schröder	Germany	Mr M. Angermaier
Mr I. Adamakis	Greece	Mr S. Drivas
Mr F. Whelan	Ireland	Mr S. Cronin
Ms L. Benedettini	Italy	Ms G. Galli
Mr M. Goerend	Luxembourg	Mr A. Giardin
Mr L. F. Do Nascimento Lopes <i>(Vice-Chairperson)</i>	Portugal	Mr A. Farias
Mr T. López Arias	Spain	Mr A. Carcoba
Mr S. Bergström	Sweden	Mr B. Sjöholm
<i>Awaiting new name</i>	The Netherlands	Mr A. Woltmeijer
<i>Awaiting new name</i>	United Kingdom	Mr T. Mellish



EUROPEAN COMMISSION

Member	Alternate
Mr B. Jansen Employment and Social Affairs DG	Mr J. R. Biosca de Sagastuy Employment and Social Affairs DG
Mr P. Glynn Employment and Social Affairs DG	Dr A. Degrand-Guillaud Employment and Social Affairs DG
<i>Awaiting new name</i>	<i>Awaiting new name</i>

OBSERVERS

Member	Alternate
<i>Awaiting new name</i> European Foundation for the Improvement of Living and Working Conditions	Mr W. Buschak European Foundation for the Improvement of Living and Working Conditions
Ms Marjaana Valkonen Chairperson of the Board of the European Foundation for the Improvement of Living and Working Conditions	
Ms N. Waltke UNICE	Ms V. Corman CNPF
Mr M. Sapir TUTB	



ANNEX
2.

ORGANISATION PLAN OF THE AGENCY

Administrative Board

▶ Bureau

▶ Director

▶ Network

- Network management
- Strategic planning
- Legal adviser
- Controller

▶ Resource and Service Centre

- Finance
- Accounts
- Personnel
- Documentation
- Information technologies

▶ Information and communication

- Internet Intra/extranet
- Publications events

▶ Working environment

- Good safety and health practice — Systems and programmes
- Research on work and health
- Risk observatory

▶ Campaigns and programmes Task Force

- European week
- SME scheme



ANNEX 3.

STAFF LIST BY UNIT (UPDATE AT 31 JANUARY 2004)



DIRECTORATE

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

NETWORK SECRETARIAT

Mr Finn Sheye (DK), Project Manager
Mr Alun Jones, (UK), Project Manager
Mr Jose Antonio Carreira (PT), Controller
Ms Elena Ortega (ES), Legal Adviser
Mr Jesper Bejer (DK), Assistant Network Manager
Mr Ingemar Sternerup (SE), Assistant Network Manager – Phare programme
Ms Dagmar Radler (DE), Secretary
Ms Usua Uribe (ES), Secretary

RESOURCE AND SERVICE CENTRE

Ms Eva Coria (ES), Accountant
Ms Caroline Georges (FR), Assistant Human Resources Manager
Mr Bernardo Varas (ES), Finance Officer
Ms Aisling O'Neill (IE), Finance Officer
Ms Iraide Estrataetxe (ES), Documentalist
Mr Alexandre Herte (BE), Clerical
Ms Mari Carmen de la Cruz (ES), Administrative Assistant
Mr Xabier Altube (ES), IT Assistant
Mr José Ignacio Sanchez (ES), IT Assistant
Ms Susana Bilbao (ES), Documentalist Assistant
Ms Silvia Grados (ES), General Services Officer
Ms Begoña Graña (ES), Secretary
Ms Berta Lejarza (ES), Secretary



INFORMATION AND COMMUNICATION UNIT

Mr Andrew Smith (UK), Head of Unit
 Mr Anton Verplanke (NL), Information-Electronic Manager
 Ms Eke Heetveld (NL), Information Manager
 Ms Paola Piccarolo (IT), Assistant Information Manager
 Ms Siobhán Savage (IE), Assistant Information Manager
 Ms Lila Adib (FR), Assistant Internet-Extranet Manager
 Mr Jouko Raatikainen (FI), Assistant Internet Manager – Phare programme
 Mr Antoine Sierra (FR), Clerical
 Mr Gorka Moral (ES), Webmaster
 Ms Maria José Urquidi (ES), Secretary
 Ms Mónica Azaola (ES), Secretary
 Ms Estibaliz Martinez (ES), Secretary

WORKING ENVIRONMENT UNIT

Mr Pascal Paoli (FR), Head of Unit
 Mr Markku Aaltonen (FI), Project Manager
 Ms Ulrike Bollmann (DE), Project Manager
 Ms Elke Schneider (AT), Project Manager
 Mr Tim Tregenza (UK), Project Manager
 Mr Eusebio Rial-Gonzalez (UK), Project Manager – Phare programme
 Mr Gregory Haywood (UK), Project Manager
 Mr William Cockburn (UK), Assistant Project Manager
 Ms Sarah Copsey (UK), Assistant Project Manager
 Ms Laura Romano (IT), Clerical
 Ms Monica Vega (ES), Secretary
 Ms Estibaliz Vidart (ES), Secretary

CAMPAIGNS AND PROGRAMMES TASK FORCE

Ms Françoise Murillo (FR), Head of Task Force
 Ms Brenda O'Brien (IE), Assistant Project Manager
 Ms Marta Urrutia (ES), Project Manager
 Mr Christian Hjorth Hansen (DK), Assistant Project Manager
 Ms Pascale Turlotte (FR), Clerical
 Ms Marta De Prado (ES), Secretary



ANNEX 4

FOCAL POINTS (UPDATE AT 18 FEBRUARY 2004)



Focal points, in more than 30 countries, coordinate and disseminate information from the Agency within their individual countries, as well as provide feedback and recommendations. Typically the lead OSH organisation in their respective countries, they are the Agency's official representatives at national level. They contribute to the development of the Agency's information services and website, which links together all 32 focal point websites, plus others. As well as the 15 EU Member States, focal points have also been established in the four EFTA countries of Switzerland, Iceland, Liechtenstein and Norway and the 13 EU acceding and candidate countries.

FOCAL POINTS OF THE EU MEMBER STATES

Austria

Bundesministerium für Wirtschaft und Arbeit
Sektion IX, Zentral-Arbeitsinspektorat
Favoritenstrasse 7
A-1040 Vienna
Contact person: Ms Martina Häckel-Bucher
Tel. (43-1) 711 00
E-mail: martina.haekkel-bucher@bmwa.gv.at

Belgium

Federal Public Service Employment, Labour and
Social Dialogue
Rue Belliard 51
B-1040 Brussels
Contact person: Mr Willy Imbrechts
Tel. (32-2) 233 41 11
E-mail: willy.imbrechts@meta.fgov.be

Denmark

Arbejdstilsynet
Landskronagade 33
DK-2100 Copenhagen
Contact person: Mrs Tove Loft
Tel. (45) 70 12 12 88
E-mail: tol@at.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
Tel. (358-3) 260 81 11
E-mail: erkki.yrjanheikki@stm.vn.fi

France

Ministère de l'Emploi et de la Solidarité
DRT/CT
39-43 quai André-Citroën
F-75902 Paris Cedex 15
Contact person: Mr Robert Piccoli
Tel. (33-1) 44 38 26 41
E-mail: robert.piccoli@drt.travail.gouv.fr



Germany

Bundesministerium für Wirtschaft und Arbeit
 Referat IIIb2 – Arbeitsschutz
 Scharnhorststrasse 34-37
 D-10115 Berlin
 Contact person: Mr Reinhard Gerber
 Tel. (49) 302 01 49
 E-mail: reinhard.gerber@bmwa.bund.de

Greece

Ministry of Labour and Social Affairs
 General Directorate of Working Conditions and Health
 Centre of Occupational Health and Safety (KYAE)
 Pireos 40
 GR-10182 Athens
 Contact person: Dr Elizabeth Galanopoulou
 Tel. (30) 21 03 21 41 47
 E-mail: kyae@otenet.gr

Ireland

Health and Safety Authority
 10 Hogan Place
 Dublin 2
 Contact person: Mr Pat O'Halloran
 Tel. (353-1) 614 70 00
 E-mail: path@hsa.ie

Italy

Istituto Superiore per la Prevenzione e Sicurezza del Lavoro
 Via Alessandria 220 E
 I-00198 Rome
 Contact person: Mr Sergio Perticaroli
 Head of Documentation, Information and Education Department
 Tel. (39-06) 44 25 09 78
 E-mail: perticaroli.doc@ispesl.it

Luxembourg

Inspection du Travail et des Mines
 Boîte Postal 27
 L-2510 Luxembourg
 Contact person: Mr Paul Weber
 Director
 Tel. (352) 478 61 50
 E-mail: paul.weber@itm.etat.lu

The Netherlands

Dutch OSH Platform (Arbo Platform Nederland)
 Postbus 718
 2130 AS Hoofddorp
 Contact person: Mr Jos de Lange
 Tel. (31-23) 554 93 93
 E-mail: j.dlange@arbeid.tno.nl

Portugal

Instituto de Desenvolvimento e Inspeção das Condições de Trabalho
 Avenida da República 84, 5º Andar
 P-1600-205 Lisbon
 Contact person: Ms Maria Manuela Calado Correia
 Tel. (351) 217 92 70 00
 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 Marta Jiménez Agueda
 Tel. (34) 913 63 41 00
 E-mail: mjimenez@mtas.es

Sweden

Arbetsmiljöverket
 S-17184 Solna
 Contact person: Ms Elisabet Delang
 Tel. (46-8) 730 90 00
 E-mail: arbetsmiljoverket@av.se

United Kingdom

Health and Safety Executive
 Bootle L20 3TW
 Contact person: Mr Christopher Mawdsley
 Tel. (44-151) 951 40 00
 E-mail: uk.focalpoint@hse.gsi.gov.uk

Observers

European Commission
 DG V/F/5
 10, rue Robert Stumper
 L-2920 Luxembourg
 Contact person: Mr Jose Ramon Biosca de Sagastuy



TUTB
Blvd E. Jacmain, 155
B-1210 Brussels
Contact person: Mr Marc Sapir
Tel. (32-2) 22 40 561
Fax (32-2) 22 40 560
E-mail: msapir@etuc.org
Fédération des Entreprises de Belgique
Ravensteinstraat, 4
B-1000 Brussels
Contact person: Mr Kris de Meester
Tel. (32-2) 515 0948
E-mail: kdm@vbo-feb.be

FOCAL POINTS OF THE EFTA COUNTRIES

Iceland

Administration of Occupational Safety and Health
Bildshofdi 16
IS-110 Reykjavik
Contact person: Ms Asa Asgeirsdottir
Tel. (354) 550 4600
E-mail: asa@ver.is

Liechtenstein

Amt für Volkswirtschaft
Gerberweg 5
FL-9490 Vaduz
Contact person: Mr Robert Hassler
Tel. (423) 236 68 71
E-mail: robert.hassler@avw.llv.li

Norway

Directorate of Labour Inspection
Fridtjof Nansens vei 14
N-0032 Oslo
Contact person: Mr Nils-Petter Wedege
Tel. (47) 22 95 70 00
E-mail: nils-petter.wedege@arbeidstilsynet.dep.no

Switzerland

SECO–Staatssekretariat für Wirtschaft
Ressort Grundlagen Arbeit und Gesundheit
Stauffacherstrasse 101
CH-8004 Zürich
Contact person: Ms Margaret Graf
Tel. (41-1) 433 22 21 13
E-mail: Maggie.Graf@seco.admin.ch

FOCAL POINTS OF THE ACCEDING AND 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
State Expert
Tel. (359-2) 987 29 23
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 Leandros Nicolaides
Director
Tel. (357) 22 30 03 30
E-mail: roc.dli@cytanet.com.cy

Czech Republic

Department of Occupational Safety and Labour Environment
Ministry of Labour and Social Affairs
Na Poricnim pravu 1
CZ-128 01 Prague 2
Contact person: Ms Daniela Kubickova
Director
Tel. (42-2) 21 92 23 44
E-mail: daniela.kubickova@mpsv.cz

Estonia

Labour Department
Ministry of Social Affairs
29, Gonsiori
EE-15027 Tallinn
Contact person: Mr Tiit Kaadu
Director
Tel. (37-2) 626 97 80
E-mail: tiit.kaadu@sm.ee



Hungary

OMMF–Hungarian Labour Inspectorate
Margit krt. 85
H-1024 Budapest
Contact person: Mr András Békés
Director-General
Tel. (36-1) 346 9414/9416
E-mail: ommf@ommf.hu

Latvia

State Labour Inspectorate of the Republic of
Latvia
38, Kr.Valdemara Street
LV-1010 Riga
Contact person: Dace Avena
Tel. (371) 702 17 04
E-mail: dace.avena@osha.lv

Lithuania

State Labour Inspectorate of the Republic of
Lithuania
Algirdo street 19
LT-2006 Vilnius
Contact person: Ms Nerita Sot
International Relations Officer
Tel. (370) 52 60 34 72
E-mail: nerita@vdi.lt

Malta

Occupational Health and Safety Authority
120 St Ursula Street
Valletta VLT 02
Contact person: Ms Romina Rieck Zahra
Tel. (356) 21247677/8
E-mail: romina.rieczahra@gov.mt

Poland

Central Institute
for Labour Protection–National Research
Institute
ul. Czerniakowska 16
PL-00-701 Warsaw
Contact person: Dr Wiktor Marek Zawieska
Deputy Director for Technology and
Implementation
Tel. (48-22) 623 46 01
E-mail: wikli@ciop.pl

Romania

National Research Institute for Labour Protection
General Budisteanu str. No 15, sect. 1
RO-79 629 Bucharest
Contact person: Mrs Mihaela Soviani Tripcovici
Tel. (402-1) 314 43 85
E-mail: mihaela.tripcovici@fx.ro

Slovakia

National Labour Inspectorate
Vazovova 7/A
SK-815 07 Bratislava
Contact person: Ms Milan Semelak
Senior Adviser, Labour Inspection Coordination
and Strategy Department
Tel. (421-2) 57 29 13 00
E-mail: osha@safework.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
Counsellor to the Government
Tel. (386-1) 478 33 39
E-mail: fp.mddsz@gov.si

Turkey

Ministry of Labour and Social Security
General Directorate of Occupational Health and Safety
Inönü Bulvan, I Blok, No 42, Kat. 4
Emek Ankara
Contact person: Mr Vedat Reha Mert
Tel. (90-312) 215 50 21
E-mail: calisisg@calisma.gov.tr and
isg@csgb.gov.tr

INTERNATIONAL PARTNERS**Australia**

National Occupational Health and Safety
Commission (NOHSC)
GPO Box 1577,
Canberra ACT 2601
Contact person: Mr Robin Stewart Crompton
Director
Fax (61) 295 77 92 06
E-mail: Robin.Stewart-Crompton@nohsc.gov.au



Brazil

Fundacentro
Rua Capote Valente, 710 – Pinheiros
CEP 05409-002 São Paulo/SP
Contact person: Ms Arline Arcuri
Fax (11) 3066 6258
E-mail: arline@fundacentro.gov.br

Canada

Canadian Centre for Occupational Health and Safety (CCOHS)
135 Hunter Street East
Hamilton ON L8N 1M5
Contact person: Mr P. K. Abeytung
Director-General
Fax (1-905) 572 44 19
E-mail: abey@ccohs.ca

Japan

Japan Industrial Safety and Health Association (JISHA)
1-4-6 Umezono, Kiyose-shi
Tokyo 204-0024
Contact person: Mr Koichi Igarashi
General Manager
Fax (81) 424 95 5936
E-mail: kigarash@jisha.or.jp

United States

The Occupational Safety and Health Administration (OSHA)
Policy Directorate, Room N 34611
200, Constitution Avenue
Washington, DC 20210
Contact person: Ms Jacquelyn DeMesme-Gray
Fax (1-202) 693 16 41
E-mail: Gray.Jacquelyn@dol.gov

National Institute for Occupational Safety and Health (NIOSH)
Hubert H. Humphrey Bldg.
200 Independence Ave., SW
Room 715H
Washington, DC 20201
Contact person: Ms Marilyn Fingerhut
Fax (1-202) 260 44 64
E-mail: mfingerhut@cdc.gov

International Labour Office

Safe Work Programme
4, route des Morillons
CH-1211 Geneva 22
Contact person: Jukka Takala
Director
Fax (41-22) 799 68 78
E-mail: takala@ilo.org

International Social Security Association

4, route des Morillons
Case postale 1
CH-1211 Geneva 22
Contact person: Mr Dalmer D. Hoskins
Secretary-General
Fax (41-22) 799 85 09
E-mail: issa@ilo.org

Organization of American States

1889 F. Street, NW
2006 Washington DC
United States
Contact person: Mr Antoine Chevrier
Fax (1-202) 458 39 04
E-mail: AChevrier@iacd.oas.org

Pan American Health Organization

525 23rd St., NW
Washington, DC 20037
United States
Contact person: Ms Maritza Tennessee
Fax (1-202) 974 36 63
E-mail: tennassm@paho.org

World Health Organization

Avenue Appia 20
CH-1211 Geneva 27
Contact person: Mr Maged Younes
Director
Fax (41-22) 791 41 23
E-mail: younesm@who.int



ANNEX 5.

OVERVIEW OF FOCAL POINT
NETWORK ACTIVITIES IN 2003

Country	No of network partners	No of social partners	No of network meetings
Austria	22	5	6
Belgium	5	4	4
Denmark	27	10	5
Finland	14	8	7
France	(*)	(*)	(*)
Germany	16	2	3
Greece	19	1	8
Ireland	21	6	2
Italy	118	8	4
Luxembourg	11	2	7
Netherlands	11	5	6
Portugal	33	14	22
Spain	59	6	0
Sweden	15	8	5
UK	192	3	1
Total	563	82	80

(*) No figures available for France.



ANNEX 6

TOPIC CENTRES



Topic centres are consortia of expert institutions which assist the Agency in the implementation of some areas of its work programme. They comprise one lead organisation and several partner organisations from different countries. The Board designates them for a fixed period of time, following a call for proposals. In addition to the two existing topic centres with Member State institutions, a new Topic Centre on Good Practice – Candidate Countries was launched in 2003 with Phare II funding. Together they covered the following topics:

- research on work and health;
- good safety and health practice/systems and programmes (Member States);
- good safety and health practice in the Phare countries

TOPIC CENTRE ON RESEARCH – WORK AND HEALTH

Lead organisation:

Institut National de Recherche et de Sécurité (INRS)

National Research and Safety Institute
30, rue Olivier-Noyer
F-75680 Paris Cédex 14

Partner organisations:

Allgemeine Unfallversicherungsanstalt (AUVA)

Adalbert-Stifterstraße 65
A-1200 Vienna

Arbejdsmiljøinstituttet–AMI

National Institute of Occupational Health (NIOH)
Lerso Parkallé 105
DK-2100 Copenhagen

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

Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BAuA)

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

Health and Safety Laboratory (HSL)

Broad Lane
Sheffield S3 7HQ
United Kingdom

Institut pour la Prévention, la Protection et le Bien-être au Travail – Prevent

Rue Gachard, 88 BTE 4
B-1050 Brussels



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 (OSHII)

Block S, NUI Galway Campus
Galway
Ireland

TNO Work and Employment

Polarisavenue 151 – PO Box 718
2130 As Hoofddorp
The Netherlands

Työterveyslaitos

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

TOPIC CENTRE ON GOOD SAFETY AND HEALTH PRACTICE – SYSTEMS AND PROGRAMMES**Lead organisation:****Finnish Institute of Occupational Health (FIOH)**

Työterveyslaitos
Topeliuksenkatu 41a A
FIN-00250 Helsinki

Partner organisations:**Arbejdsmiljøinstituttet–AMI**

National Institute of Occupational Health (NIOH)
Lerso 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

Eurogip

55, rue de la Fédération
F-75015 Paris

Faculdade de Ciências e Tecnologia da Universidade Nova de Lisboa/Seccao de Ergonomia do DEMI (Dep. En. Mecanica e Industrial) (FCT/UNL)

Quinta da Torre
P-2825-114 Caparica

Health and Safety Laboratory (HSL)

Broad Lane
Sheffield S3 7HQ
United Kingdom

Hellenic Institute for Health and Safety at Work (ELINYAE)

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

Institut pour la Prévention, la Protection et le Bien-être au Travail – Prevent

Rue Gachard, 88 BTE 4
B-1050 Brussels

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

University of Nottingham
William Lee Buildings, 8
Science and Technology Park
University Boulevard
Nottingham NG7 2RQ
United Kingdom

Instituto Sindical de Trabajo, Ambiente y Salud (ISTAS)

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

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

Via Alessandria 220 E
I-00198 Rome

Kooperationsstelle Hamburg

Besenbinderhof 60
D-20097 Hamburg

Robens Institute

University of Surrey
EIHMS
Guildford
Surrey GU2 5XH
United Kingdom



TNO Work and Employment

Polarisavenue 151
PO Box 718
2130 As Hoofddorp
The Netherlands

TOPIC CENTRE ON CANDIDATE COUNTRIES

Lead organisation:

**Central Institute for Labour Protection –
National Research Institute**

ul. Czerniakowska 16
PL-00-701 Warsaw

Partner organisations:

Central Mining Institute (GIG)

Pl. Gwarków 1
PL-40-166 Katowice

Institute of Agricultural Medicine (IMW)

ul. Jaczewskiego 2
PL-20-950 Lublin

**Lithuanian University of Agriculture
Department of Occupational Safety and
Engineering Management (LZUU)**

Studentu Street 11
LT-4324 Akademija, Kaunas District

**National Centre of Hygiene Medical Ecology
and Nutrition (NCHMEN)**

15 Boulevard Dimitar Nestorov
BG-1431 Sofia

**National Labour Inspectorate, Chief Labour
Inspectorate (PIP)**

ul. Krucza 38/48
PL-00-926 Warsaw

**National Research and Development Institute
for Labour Protection, Chemical Risks
Department & Ergonomics Department
(INCDPM)**

General Budisteanu 15
Sector 1
RO-79629 Bucharest

Nofer Institute of Occupational Medicine

ul. S'w. Teresy 8
PL-90-950 Łódź

Occupational Health Centre (OHC)

Hiiu 42
EE-11619 Tallinn

**Occupational Safety Research and Education
Institute (OSREI)**

Vazovova 7/A
SK-815 07 Bratislava

**Public Foundation for Research on
Occupational Safety (PFROS)**

Ötvös J.u. 2
H-1021 Budapest

State Labour Inspectorate (SLI)

Krisjana Valdemaraiela 38
LV-1010 Riga

**Technical University of Ostrava
Faculty of Safety Engineering (TUO)**

17 listopadu 15
CZ-708 33 Ostrava – Poruba

**Vilnius Gediminas Technical University
(VGTU)**

Sauletekio Avenue 11
LT-2040 Vilnius



ANNEX
7

LIST OF ATTENDED CONFERENCES 2003

Date	Event	Location
13 January	Best practice workshop on external communication – European Training Foundation	Turin, Italy
30 January	Bullying at work: current situation in the EU, APD (Asociación para el Progreso de la Dirección)	Bilbao, Spain
30 January	Agency's activities and new Community strategy on OSH, INSHT – Centro Nacional de Verificación de Maquinaria	Bilbao, Spain
7 February	OPPBTP event on SMEs	Paris, France
26 February	Presentation of Agency's website, European network and global site to INSHT – Centro Nacional de Verificación de Maquinaria	Baracaldo, Spain
26–28 February	ICOH World Congress: 27th International Congress on Occupational Health	Iguassu Falls, Brazil
21 March	Conference: 'Work stress and health – New challenges in a changing workplace'	Toronto, Canada
24 March	Presentation of the Agency's work on disabilities to the fourth meeting of the Commission's Disability Advisory Committee	Brussels, Belgium
24–25 March	Risk assessment. Arranged by the Swedish enlargement programme in cooperation with the Agency and ISPEL	Budapest, Hungary
26 March	ORC's EU Health, Safety and Environmental Forum	Brussels, Belgium
2 April	Encuentro Nacional de Profesionales en Prevención de Riesgos Laborales	Gijón, Spain
14 April	I Forum Internacional de Prevención de Riesgos Laborales	Palma de Mallorca, Spain
23 April	IOSH Annual Conference and Exhibition	Glasgow, UK



Date	Event	Location
24 April	Presentation of the Agency and its activities, Universidad de Salamanca	Baracaldo, Spain
28 April	Forum de Liaison of the Social Dialogue	Brussels, Belgium
28–29 April	Prevención 2003, IV Foro Nacional de la Prevención de Riesgos Laborales en la Construcción y Afines	Pontevedra, Spain
7 May	International Chemical Agents Conference – ICAC 2003	Elsinore, Denmark
13 May	Launch of European week 2003 at the European Parliament	Strasbourg, France
19–20 May	International symposium: ‘Tools for the application of European directives on health at the workplace. The example of chemical risk’	Athens, Greece
25–30 May	Congress of the European Trade Union Confederation	Prague, Czech Republic
12 June	Agency’s activities and new Community strategy on OSH, INSHT – Centro Nacional de Verificación de Maquinaria	Bilbao, Spain
16 June	Corporate Social Responsibility Seminar	Lisbon, Portugal
20 June	Presentation of the Agency’s work on disabilities to the <i>Jornada sobre la integración laboral como ventaja social</i> , organised by the Asociación para el Progreso de la Dirección and Lantegi Batuak	Bilbao, Spain
15 July	EU Film Group meeting	Brussels, Belgium
September	Presentation: ‘The Agency, good practice, and fishing.’ Second International Seminar on Safety Management in Fishing Activities	Vigo, Spain
6 September	European Asbestos Conference 2003	Dresden, Germany
8 September	Presentation of the Agency’s work in the healthcare sector and European week 2003 to the European Public Services Union, Healthcare Committee	Brussels, Belgium
18 September	Arbeitstagung Nationale Gesundheitspolitik <i>Arbeitsbedingungen und Gesundheit – Hin zu gemeinsam getragenen Strategien</i>	Aarau, Switzerland
1–3 October	International conference: ‘Occupational safety and health for SMEs’	Rome, Italy
1–3 October	Seminar: ‘Health and safety education in schools: The workers of tomorrow’, and an exhibition ‘Learning about OSH’	Rome, Italy
7–8 October	EW2003 event	Dortmund, Germany
9 October	Seminar on ‘Health and safety at work’	Nicosia, Cyprus



Date	Event	Location
14 October	Occupational Asthma Workshop	London, UK
15–16 October	EU/US conference on occupational health and safety	Lemnos, Greece
16 October	Speech and a presentation on the SME funding scheme 2001–02 and good practice, Fundación Laboral San Prudencio	Vitoria, Spain
21–22 October	Event under the Bulgarian European week	Sofia, Bulgaria
22 October	EHS European Working Committee meeting	Barcelona, Spain
23 October	Closing event of the Spanish European week	Madrid, Spain
22–24 October	European week 2003 event in Vilnius	Vilnius, Lithuania
27–28 October	Event under the Romanian European week	Bucharest, Romania
27–30 October	A+A 2003	Düsseldorf, Germany
27 October	28th International Congress for Occupational Safety and Health – New quality of work – Ergonomics and efficiency. Agency event: ‘The wind of change – New approaches and strategies in safety and health at work’	Düsseldorf, Germany
27 October	International conference: ‘Occupational safety and health in small and medium-sized enterprises’	Düsseldorf, Germany
3 November	EurOhse Conference	London, UK
3–4 November,	Risk assessment seminar – Work life and EU enlargement programme (WLE)	Fiuggi, Italy
7 November	Congress: ‘Challenges and opportunities: the working integration of people with disabilities’	Lisbon, Portugal
13 November	RCN Society of Occupational Health Nursing Annual Conference and Exhibition	Bournemouth, UK
14 November	Presentation of the Agency’s work in the healthcare sector to the <i>Jornadas nacionales de los servicios de prevención de riesgos laborales en el ambito sanitario</i> , Hospital Universitario, 12 October	Madrid, Spain
17 November	Simposium: <i>Estres y riesgos laborales: investigaciones en el ámbito civil y militar</i> . Organised by UNED/Instituto General Gutiérrez Mellado	Madrid, Spain
18 November	Presentation of the Agency’s work on disabilities to the seminar on <i>Buenos prácticas en ergonomía en el ambito de la gestión integrada y discapacidad</i> . Organised by Lantegi Batuak	Bilbao, Spain
25–27 November	European Employment Week	Brussels, Belgium
1–2 December	Verstehen Workshop 2003 on internal audit	Brussels, Belgium



Date	Event	Location
3–5 December	General Assembly of the European Building and Woodworkers' Federation	Houffalize, Belgium
9 December	IFBWW Health and Safety Seminar on Workers' Protection and Solidarity in the Enlarged Europe	Vienna, Austria
10 December	Dangerous substances: main conclusions of the European week 2003 and the closing event, Mutua ASEPEYO	Sant Cugat del Vallés (Barcelona), Spain
10–11 December	Event under the Slovakian European week	Bratislava, Slovakia
10–11 December	EMEA's IQM meeting	London, UK
11–12 December	Presentation of the Agency's work on workplace violence and harassment at the seminar on violence and harassment in the workplace	Brussels, Belgium



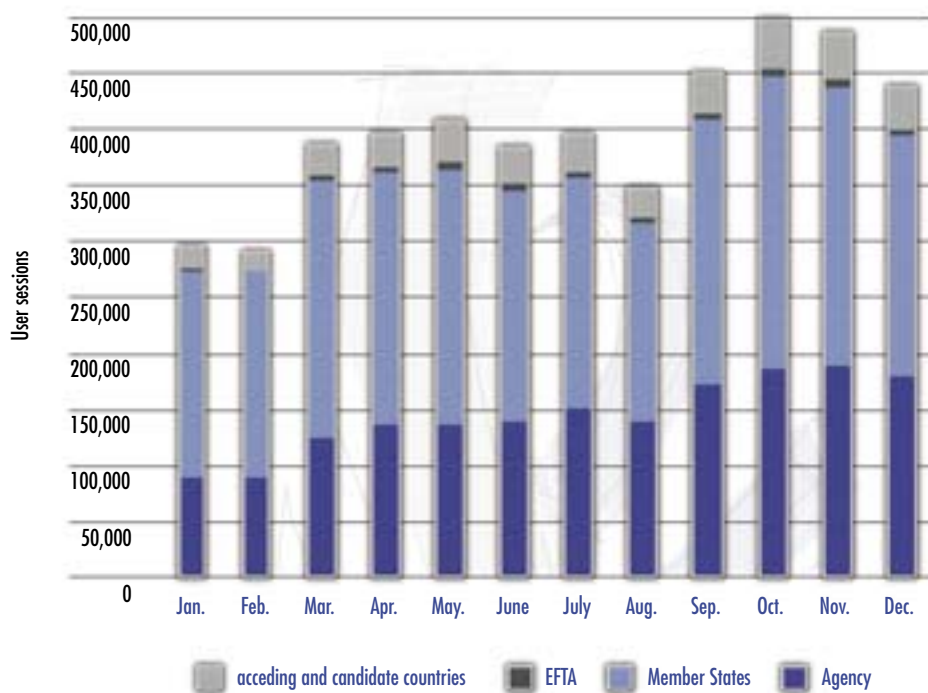
ANNEX 8

WEBSITE USAGE AND INFORMATION REQUESTS RECEIVED IN 2003

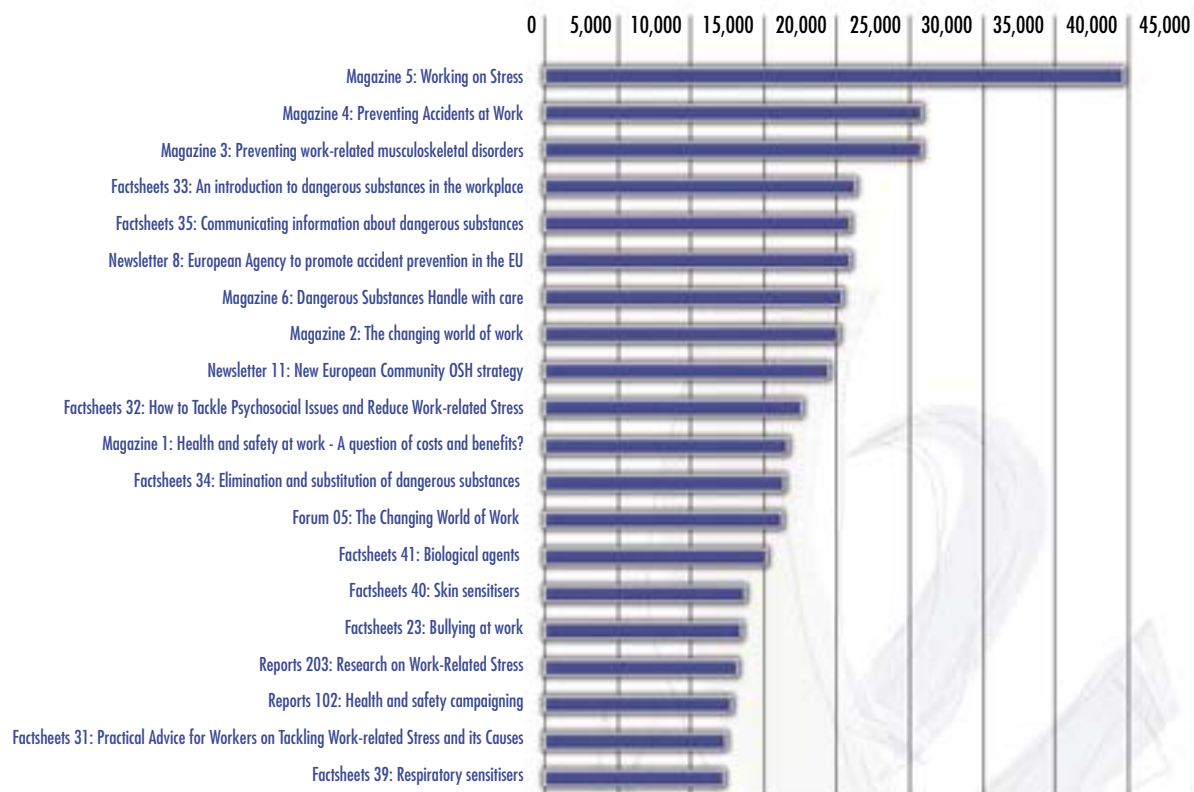


WEBSITE USAGE 2003 — MONTHLY NUMBER OF USER SESSIONS

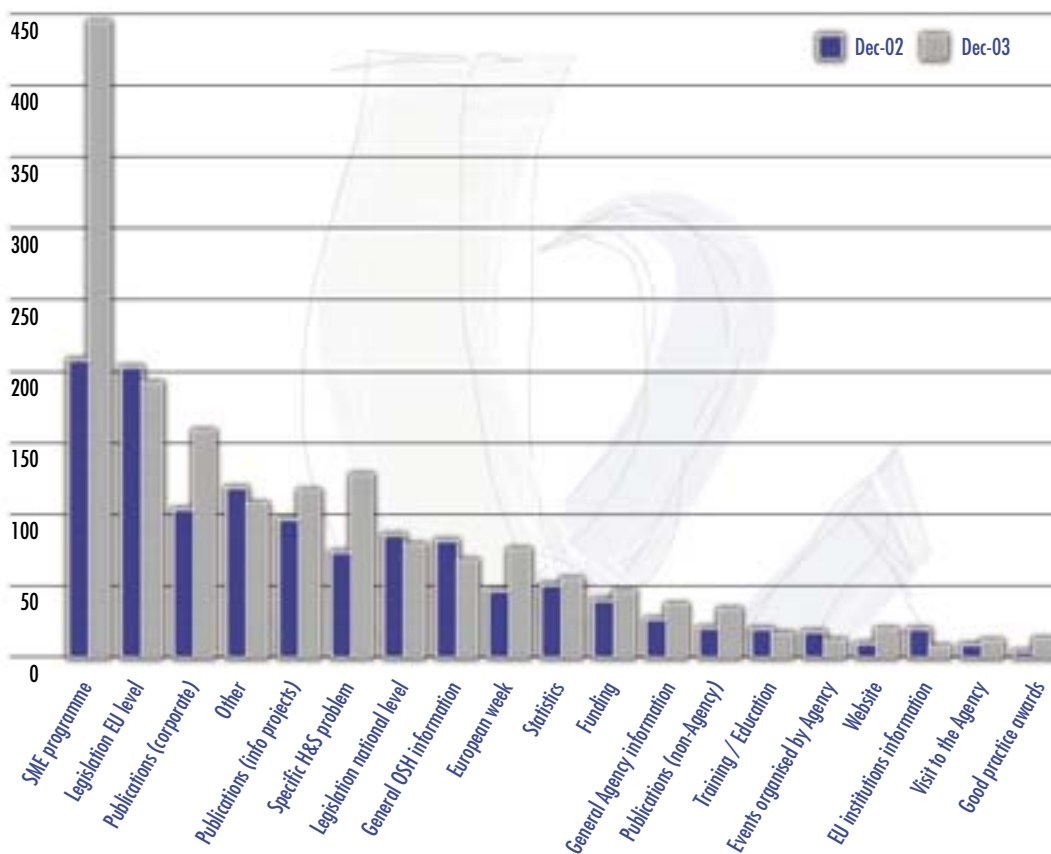
Statistics cover the websites of the Agency, the 15 Member states, EFTA, the acceding countries and the candidate countries (calculation of statistics was improved as of January 2003)



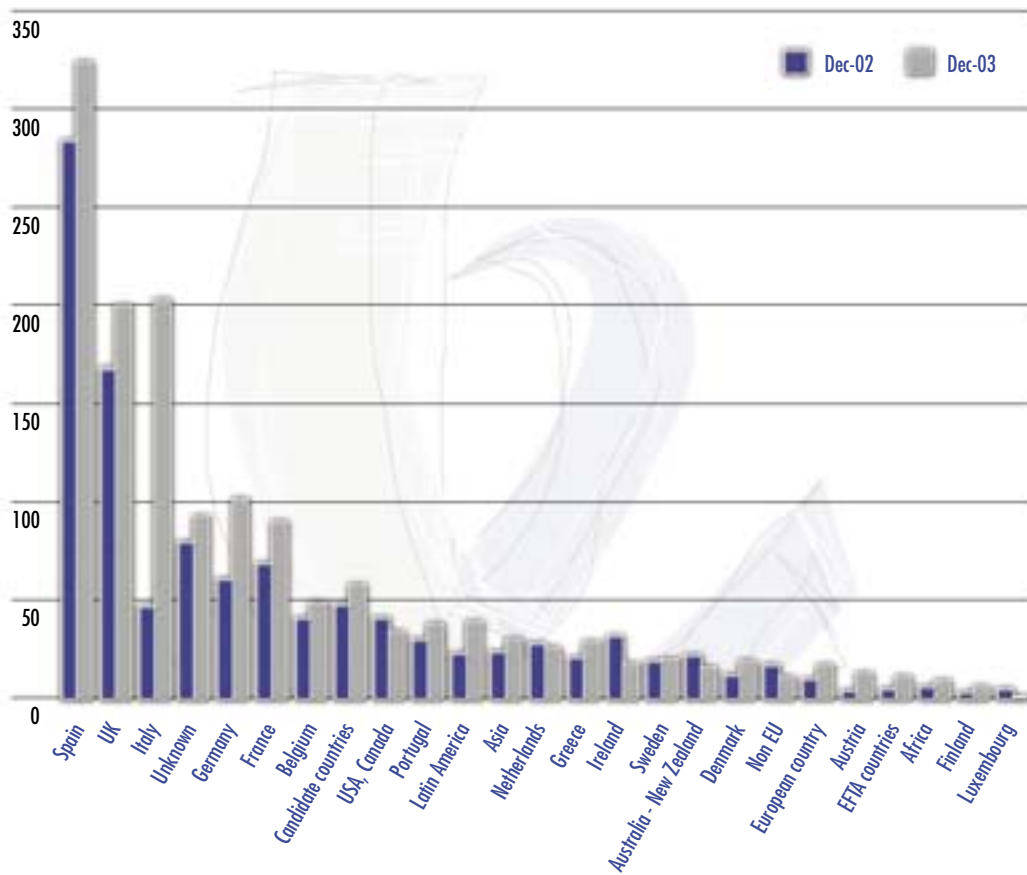
TOP 20 MOST VIEWED PUBLICATIONS 2003 (revised calculation in 2003)



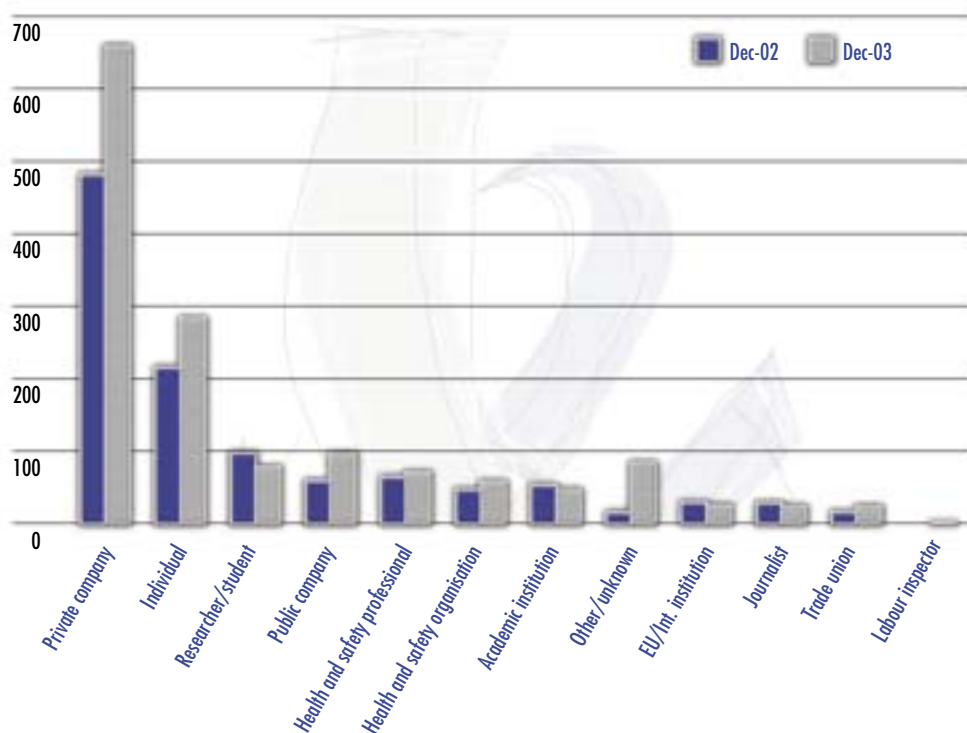
INFORMATION REQUESTS RECEIVED BY DECEMBER — BY SUBJECT — COMPARASION 2002–2003



INFORMATION REQUESTS RECEIVED BY DECEMBER — BY COUNTRY — COMPARASION 2002–2003



INFORMATION REQUESTS RECEIVED BY DECEMBER — BY TYPE OF SENDER — COMPARASION 2002–2003



ANNEX 9

PUBLICATIONS FROM JANUARY 2003
TO FEBRUARY 2004

AGENCY PUBLICATIONS

While the Agency's website at <http://agency.osha.eu.int> is its principal means of communication, the Agency also produces a range of reports, newsletters, forums, factsheets 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 in Luxembourg (<http://publications.eu.int>), or from its sales agents listed at the back of this publication (http://publications.eu.int/general/en/salesagents_en.htm).

Corporate publications

**Newsletter: News (14 –15–16)**

News is the Agency newsletter. It contains information on Agency, EU, international and Member State activities in the occupational safety and health field. It is published up to four times a year (16–20 pages, A4) and is available in English, French, German and Spanish.

Cat. No: TE-AC-030-16-(ES/DE/EN/FR)-C

http://agency.osha.eu.int/publications/newsletter/index_en.htm

Annual report

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

Cat. No: TE-AB-03-001-EN-C (2002)

http://agency.osha.eu.int/publications/annual_report/index_en.htm

Annual work programme

The annual work programmes of the planned activities of the Agency have been published since 1996, with summary versions being included as annexes to the annual report; since 1998 they have been available in full on the Agency's website.

The work programme for 2004 is available in all official Community languages on the Agency's homepage and as an annex to this report.

http://agency.osha.eu.int/publications/work_programmes/index_en.htm





Magazine

The Agency magazine series provides in-depth information and analysis from leading experts and practitioners in occupational safety and health.

Magazine 6: *Dangerous substances – Handle with care*

Available in German, English, French and Spanish

Cat. No: TE-AA-03-006-(ES/DE/EN/FR)-C

http://agency.osha.eu.int/publications/magazine/index_en.htm

Information reports, forums and factsheets

Good practice/systems and programmes

The practical prevention of risks from dangerous substances at work

Available in English

Cat. No: TE-55-034-15-EN-C

Free of charge

<http://agency.osha.eu.int/publications/reports/106/en/index.htm>

SME funding scheme 2001–02

Available in English

Summary factsheet available in all official languages of the EU

Cat. No: TE-47-028-66-EN-C

Price: EUR 23.50

<http://agency.osha.eu.int/publications/reports/309/en/index.htm>

Improving occupational safety and health in SMEs: examples of effective assistance

Available in English

Cat. No: TE-52-038-29-EN-C

Price: EUR 25

<http://agency.osha.eu.int/publications/reports/311/en/index.htm>

How to convey OSH information effectively: the case of dangerous substances

Available in English

Cat. No: TE-52-033-87-EN-C

Price: EUR 25

<http://agency.osha.eu.int/publications/reports/312/en/index.htm>



OSH monitoring

A review and analysis of a selection of OSH monitoring systems
(working paper)

Available in English

Cat. No: TE-51-039-32-EN-C

Price: EUR 25

<http://agency.osha.eu.int/publications/reports/406/en/index.htm>



Research on work and health

Gender issues in safety and health at work

Available in English only

Cat. No: TE-51-037-86-EN-C

Price: EUR 25

<http://agency.osha.eu.int/publications/reports/209/en/index.htm>



Forum



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

Forum 10: Hazardous substances in the workplace – Minimising the risks

Cat. No: TE-AD-02-010-(ES/DE/EN/FR)-C

Free of charge

<http://agency.osha.eu.int/publications/forum/10/en/index.htm>

Forum 9: Preventing psychosocial risks at work: European perspectives

Cat. No: TE-AD-02-009-(ES/DE/EN/FR)-C

Free of charge

<http://agency.osha.eu.int/publications/forum/9/en/index.htm>

Facts

Agency factsheets provide concise information on its various activities. They are available in all 11 official Community languages.

Facts 51: Asbestos in construction

Cat. No: TE-57-04-855-(ES/CS/DA/DE/ET/EL/EN/FR/IT/LV/LT/HU/MT/NL/PL/PT/SK/SL/FI/SV)-C

<http://agency.osha.eu.int/publications/factsheets/51/en/index.htm>

Facts 50: Management of noise in construction

Cat. No: TE-57-04-847-(ES/CS/DA/DE/ET/EL/EN/FR/IT/LV/LT/HU/MT/NL/PL/PT/SK/SL/FI/SV)-C

<http://agency.osha.eu.int/publications/factsheets/50/en/index.htm>

Facts 49: Safe roofwork

Cat. No: TE-57-04-839-(ES/CS/DA/DE/ET/EL/EN/FR/IT/LV/LT/HU/MT/NL/PL/PT/SK/SL/FI/SV)-C

<http://agency.osha.eu.int/publications/factsheets/49/en/index.htm>

Facts 48: Health and safety on small construction sites

Cat. No: TE-57-04-831-(ES/CS/DA/DE/ET/EL/EN/FR/IT/LV/LT/HU/MT/NL/PL/PT/SK/SL/FI/SV)-C

<http://agency.osha.eu.int/publications/factsheets/48/en/index.htm>

Facts 47: Prevention of violence to staff in the education sector

Cat. No: TE-AE-03-047-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

<http://agency.osha.eu.int/publications/factsheets/47/en/index.htm>

Facts 46: Occupational safety and health in the education sector

Cat. No: TE-AE-03-046-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D

<http://agency.osha.eu.int/publications/factsheets/46/en/index.htm>



Facts 45: Management of occupational safety and health in the education sector

Cat. No: TE-AE-03-045-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/45/en/index.htm>

Facts 44: How to convey OSH information effectively: the case of dangerous substances

Cat. No: TE-AE-03-044-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/44/en/index.htm>

Facts 43: Including gender issues in risk assessment

Cat. No: TE-AE-03-043-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/43/en/index.htm>

Facts 42: Gender issues in safety and health at work

Cat. No: TE-AE-03-042-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/42/en/index.htm>

Facts 41: Biological agents

Cat. No: TE-AE-03-041-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/41/en/index.htm>

Facts 40: Skin sensitisers

Cat. No: TE-AE-03-040-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/40/en/index.htm>

Facts 39: Respiratory sensitisers

Cat. No: TE-AE-03-S39-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/39/en/index.htm>

Facts 38: Risk assessment for small fishing vessels

Cat. No: TE-02-02-038-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/38/en/index.htm>

Facts 37: Improving occupational safety and health in SMEs: examples of effective assistance

Cat. No: TE-02-02-037-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-D
<http://agency.osha.eu.int/publications/factsheets/37/en/index.htm>

Facts 36: Accident prevention in the construction sector

Cat. No: TE-AE-03-015-(ES/DA/DE/EL/EN/FR/IT/NL/PT/FI/SV)-C
<http://agency.osha.eu.int/publications/factsheets/36/en/index.htm>

**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 factsheets and leaflets to posters and videos. In addition, the Agency organises conferences and colloquia.

**Posters, leaflets, factsheets****Dangerous substances: Handle with care**

European Week for Safety and Health at Work 2003
 Available in all the official languages of the EU
<http://osha.eu.int/ew2003/>

Building in safety

European Week for Safety and Health at Work 2004
 Available in all the official languages of the EU
<http://ew2004.osha.eu.int>



ANNEX
10.OVERVIEW OF DISTRIBUTION OF
PUBLICATIONS TO FOCAL POINTS 2003

In the year 2003 the focal points received 30 different publications from the Agency for distribution with, a total of 4,258,496 copies.

Annual report:	1 x	(EN hard copy, CD-ROM all languages)
Newsletters:	3 x	(EN/DE/ES/FR)
Factsheets:	11 x	(all languages, four normal and seven EW related)
Forums:	2 x	(EN/DE/ES/FR)
Magazine:	1 x	(EN/DE/ES/FR)
Reports:	9 x	(EN)
European week (EW) flyer:	1 x	(all languages)
EW leaflet:	1 x	(all languages)
EW poster/EW postcard:	1 x	(all languages, two separate products)

Of these 30 publications, 15 were in all languages, seven in EN, DE, ES and FR and eight (reports) in EN only.

PUBLICATIONS

Country	Total	AR	News	EW FS	Other FS	Forum	Mag.	Reports	EW GP flyer	EW leaflet	EW poster/postcard
BE	128,060	300	900	86,100	4,000	600	210	450	17,500	8,700	9,300
DK	82,300	100	1,200	63,000	4,000	500	50	450	5,000	5,000	3,000
DE	254,471	214	4,041	179,900	5,260	2,020	2,200	1,386	2,250	23,500	33,700
EL	53,470	200	1,050	35,000	5,000	700	1,570	450	5,000	3,000	1,500
ES	124,370	150	4,500	70,000	10,000	3,000	1,000	720	8,000	15,000	12,000
FR	191,750	100	1,560	147,000	6,000	1,040	500	450	3,500	21,000	10,600
IE	208,100	50	1,500	168,000	2,000	1,000	6,100	450	1,000	15,000	13,000
IT	769,170	2,000	1,350	700,000	16,000	900	470	450	4,000	40,000	4,000
LU	10,370	20	930	2,100	4,000	620	150	450	1,000	400	700
NL	65,785	35	1,800	35,000	12,000	700	300	450	6,000	6,000	3,500
AT	53,250	100	1,350	31,500	5,000	900	400	450	4,500	4,500	4,550
PT	184,450	250	900	140,000	12,000	600	250	450	5,000	10,000	15,000
FI	276,170	20	300	178,500	4,200	200	300	450	6,000	41,500	44,700
SE	43,880	110	660	21,000	12,000	440	220	450	1,000	6,000	2,000
UK	1,812,900	250	300	1,400,000	400	1,000	500	450	10,000	200,000	200,000
Total	4,258,496	3,899	22,341	3,257,100	101,860	14,220	14,220	7,956	79,750	399,600	357,550



BELGIUM

Belgium received a total of **128,060 copies** of information products, of which **122,750** were in both native languages (FR and NL) and **1,000** in French only and **4,310** in other languages.

Annual report:	1 x	300 copies	300 total copies	EN/ALL (all languages)
Newsletters:	3 x	300 copies	900 total copies	FR/EN/DE
Factsheets (normal):	4 x	1,000 copies	4,000 total copies	FR/NL
Factsheets (EW):	7 x	12,300 copies	86,100 total copies	FR/NL/DE
Forums:	2 x	300 copies	600 total copies	FR/EN/DE
Magazine:	1 x	210 copies	210 total copies	FR/EN/DE
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	17,500 copies	17,500 total copies	FR/NL
EW leaflet:	1 x	8,700 copies	8,700 total copies	FR/NL/DE
EW poster/postcard:	1 x	7,500 copies	7,500 total copies	FR/NL/DE

DENMARK

Denmark received a total of **82,300 copies** of information products, of which **80,000** were in their native language (DA) and **2,300** in other languages.

Annual report:	1 x	100 copies	100 total copies	EN/ALL
Newsletters:	3 x	400 copies	1,200 total copies	EN
Factsheets (normal):	4 x	1,000 copies	4,000 total copies	DA
Factsheets (EW):	7 x	9,000 copies	63,000 total copies	DA
Forums:	2 x	250 copies	500 total copies	EN
Magazine:	1 x	50 copies	50 total copies	EN
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	5,000 copies	5,000 total copies	DA
EW leaflet:	1 x	5,000 copies	5,000 total copies	DA
EW poster/postcard:	1 x	3,000 copies	3,000 total copies	DA

GERMANY

Germany received a total of **254,471 copies** of information products, of which **252,960** were in their native language (DE) and **1,511** in other languages.

Annual report:	1 x	214 copies	214 total copies	DE
Newsletters:	3 x	1,347 copies	4,041 total copies	DE/EN
Factsheets (normal):	4 x	1,315 copies	5,260 total copies	DE
Factsheets (EW):	7 x	25,700 copies	179,900 total copies	DE
Forums:	2 x	1,010 copies	2,020 total copies	DE/EN
Magazine:	1 x	2,200 copies	2,020 total copies	DE
Reports:	9 x	154 copies	1,386 total copies	EN
EW flyer:	1 x	2,250 copies	2,250 total copies	DE
EW leaflet:	1 x	23,500 copies	23,500 total copies	DE
EW poster/postcard:	1 x	33,700 copies	33,700 total copies	DE



GREECE

Greece received a total of 53,470 copies of information products, of which 49,500 were in their native language (EL) and 3,970 in other languages.

Annual report:	1 x	200 copies	200 total copies	EN/ALL
Newsletters:	3 x	350 copies	1,050 total copies	EN/DE/FR
Factsheets (normal):	4 x	1,250 copies	5,000 total copies	EL
Factsheets (EW):	7 x	5,000 copies	35,000 total copies	EL
Forums:	2 x	350 copies	700 total copies	EN/DE/FR
Magazine:	1 x	1,570 copies	1,570 total copies	EN/DE/FR
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	5,000 copies	5,000 total copies	EL
EW leaflet:	1 x	3,000 copies	3,000 total copies	EL
EW poster/postcard:	1 x	1,500 copies	1,500 total copies	EL

SPAIN

Spain received a total of 124,370 copies of information products, of which 123,500 were in their native language (ES) and 870 in other languages.

Annual report:	1 x	150 copies	150 total copies	EN/ALL
Newsletters:	3 x	1,500 copies	4,500 total copies	ES
Factsheets (normal):	4 x	2,500 copies	10,000 total copies	ES
Factsheets (EW):	7 x	10,000 copies	70,000 total copies	ES
Forums:	2 x	1,500 copies	3,000 total copies	ES
Magazine:	1 x	1,000 copies	1,000 total copies	ES
Reports:	9 x	80 copies	720 total copies	EN
EW flyer:	1 x	8,000 copies	8,000 total copies	ES
EW leaflet:	1 x	15,000 copies	15,000 total copies	ES
EW poster/postcard:	1 x	12,000 copies	12,000 total copies	ES

FRANCE

France received a total of 191,750 copies of information products, of which 191,100 were in their native language (FR) and 650 in other languages (EN).

Annual report:	1 x	100 copies	100 total copies	EN/ALL
Newsletters:	3 x	520 copies	1,560 total copies	FR/EN
Factsheets (normal):	4 x	1,500 copies	6,000 total copies	FR
Factsheets (EW):	7 x	21,000 copies	147,000 total copies	FR
Forums:	2 x	520 copies	1 040 total copies	FR/EN
Magazine:	1 x	500 copies	500 total copies	FR
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	3,500 copies	3,500 total copies	FR
EW leaflet:	1 x	21,000 copies	21,000 total copies	FR
EW poster/postcard:	1 x	10,600 copies	10,600 total copies	FR



IRELAND

Ireland received a total of **208,100 copies** of information products (all in EN).

Annual report:	1 x	50 copies	50 total copies	EN
Newsletters:	3 x	500 copies	1,500 total copies	EN
Factsheets (normal):	4 x	500 copies	2,000 total copies	EN
Factsheets (EW):	7 x	24,000 copies	168,000 total copies	EN
Forums:	2 x	500 copies	1,000 total copies	EN
Magazine:	1 x	6,100 copies	6,100 total copies	EN
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	1,000 copies	1,000 total copies	EN
EW leaflet:	1 x	15,000 copies	15,000 total copies	EN
EW poster/postcard:	1 x	13,000 copies	13,000 total copies	EN

ITALY

Italy received a total of **769,170 copies** of information products, of which **764,000** were in their native language (IT) and **5,170** in other languages (DE/EN/FR/ES).

Annual report:	1 x	2,000 copies	2,000 total copies	EN/ALL
Newsletters:	3 x	450 copies	1,350 total copies	EN/DE/FR
Factsheets (normal):	4 x	4,000 copies	16,000 total copies	IT
Factsheets (EW):	7 x	100,000 copies	700,000 total copies	IT
Forums:	2 x	450 copies	900 total copies	EN/DE/FR
Magazine:	1 x	470 copies	470 total copies	EN/DE/FR/ES
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	4,000 copies	4,000 total copies	IT
EW leaflet:	1 x	40,000 copies	40,000 total copies	IT
EW poster/postcard:	1 x	4,000 copies	4,000 total copies	IT

LUXEMBOURG

Luxembourg received a total of **10,370 copies** of information products, of which **9,350** were in their native languages (DE and FR) and **1,020** in other languages (EN/ES).

Annual report:	1 x	20 copies	20 total copies	EN/ALL
Newsletters:	3 x	310 copies	930 total copies	EN/DE/FR/ES
Factsheets (normal):	4 x	1,000 copies	4,000 total copies	DE/FR
Factsheets (EW):	7 x	300 copies	2,100 total copies	DE/FR
Forums:	2 x	310 copies	620 total copies	DE/FR
Magazine:	1 x	150 copies	150 total copies	DE/FR
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	1,000 copies	1,000 total copies	DE/FR
EW leaflet:	1 x	400 copies	400 total copies	DE/FR
EW poster/postcard:	1 x	700 copies	700 total copies	DE/FR



THE NETHERLANDS

The Netherlands received a total of **65,785 copies** of information products, of which **62,500** were in their native language (NL) and **3,285** in other languages (EN).

Annual report:	1 x	35 copies	35 total copies	EN/ALL
Newsletters:	3 x	600 copies	1,800 total copies	EN
Factsheets (normal):	4 x	3,000 copies	12,000 total copies	NL
Factsheets (EW):	7 x	5,000 copies	35,000 total copies	NL
Forums:	2 x	350 copies	700 total copies	EN
Magazine:	1 x	300 copies	300 total copies	EN
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	6,000 copies	6,000 total copies	NL
EW leaflet:	1 x	6,000 copies	6,000 total copies	NL
EW poster/postcard:	1 x	3,500 copies	3,500 total copies	NL

AUSTRIA

Austria received a total of **53,250 copies** of information products, of which **53,150** were in their native language (DE) and **100** in other languages.

Annual report:	1 x	100 copies	100 total copies	EN/ALL
Newsletters:	3 x	450 copies	1,350 total copies	DE
Factsheets (normal):	4 x	1,250 copies	5,000 total copies	DE
Factsheets (EW):	7 x	4,500 copies	31,500 total copies	DE
Forums:	2 x	450 copies	900 total copies	DE
Magazine:	1 x	400 copies	400 total copies	DE
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	4,500 copies	4,500 total copies	DE
EW leaflet:	1 x	4,500 copies	4,500 total copies	DE
EW poster/postcard:	1 x	4,550 copies	4,550 total copies	DE

PORTUGAL

Portugal received a total of **184,450 copies** of information products, of which **182,000** were in their native language (PT) and **2,450** in other languages.

Annual report:	1 x	250 copies	250 total copies	EN/ALL
Newsletters:	3 x	300 copies	900 total copies	EN/ES/FR
Factsheets (normal):	4 x	3,000 copies	12,000 total copies	PT
Factsheets (EW):	7 x	20,000 copies	140,000 total copies	PT
Forums:	2 x	300 copies	600 total copies	EN/ES/FR
Magazine:	1 x	250 copies	250 total copies	EN/ES/FR
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	5,000 copies	5,000 total copies	PT
EW leaflet:	1 x	10,000 copies	10,000 total copies	PT
EW poster/postcard:	1 x	15,000 copies	15,000 total copies	PT



FINLAND

Finland received a total of 276,170 copies of information products, of which 270,200 were in their native languages (FI and SV) and 5,970 in other languages (EN/DE/FR).

Annual report:	1 x	20 copies	20 total copies	EN/ALL
Newsletters:	3 x	100 copies	300 total copies	EN/DE/FR
Factsheets (normal):	4 x	1,050 copies	4,200 total copies	FI/SV
Factsheets (EW):	7 x	25,500 copies	178,500 total copies	FI/SV/EN
Forums:	2 x	100 copies	200 total copies	EN
Magazine:	1 x	300 copies	300 total copies	EN
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	6,000 copies	6,000 total copies	FI
EW leaflet:	1 x	41,500 copies	41,500 total copies	FI/SV/EN
EW poster/postcard:	1 x	44,700 copies	44,700 total copies	FI/SV/EN

SWEDEN

Sweden received a total of 43,880 copies of information products, of which 42,000 were in their native language (SV) and 1,880 in other languages.

Annual report:	1 x	110 copies	110 total copies	EN/ALL
Newsletters:	3 x	220 copies	660 total copies	EN/DE
Factsheets (normal):	4 x	3,000 copies	12,000 total copies	SV
Factsheets (EW):	7 x	3,000 copies	21,000 total copies	SV
Forums:	2 x	220 copies	440 total copies	EN/DE
Magazine:	1 x	220 copies	220 total copies	EN/DE
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	1,000 copies	1,000 total copies	SV
EW leaflet:	1 x	6,000 copies	6,000 total copies	SV
EW poster/postcard:	1 x	2,000 copies	2,000 total copies	SV

UNITED KINGDOM

The UK received a total of 1,812,900 copies of information products, all in their native language (EN).

Annual report:	1 x	250 copies	250 total copies	EN
Newsletters:	3 x	100 copies	300 total copies	EN
Factsheets (normal):	4 x	100 copies	400 total copies	EN
Factsheets (EW):	7 x	200,000 copies	1,400,000 total copies	EN
Forums:	2 x	500 copies	1,000 total copies	EN
Magazine:	1 x	500 copies	500 total copies	EN
Reports:	9 x	50 copies	450 total copies	EN
EW flyer:	1 x	10,000 copies	10,000 total copies	EN
EW leaflet:	1 x	200,000 copies	200,000 total copies	EN
EW poster/postcard:	1 x	200,000 copies	200,000 total copies	EN



ANNEX 11

NEWS RELEASES IN 2003



http://agency.osha.eu.int/news/press_releases/index_en.htm

Agency launches online guide to safer work in Europe's healthcare sector (28.2.2003)

Agency targets EUR 4,000,000 at improving safety and health in small businesses (4.4.2003)

Call for nominations for fourth European good practice awards 2003 (5.5.2003)

Press pack (12.5.2003)

First pan-European campaign to combat risks of dangerous substances at work (13.5.2003)

Pictures from European week launch (14.5.2003)

Press launch of European Week for Safety and Health at Work 2003(15.5.2003)

Getting the 'work safety' message to Europe's SMEs (3.6.2003)

Press article (11.6.2003)

Agency launches new web feature to support European Year of People with Disabilities (5.8.2003)

Agency launches online safety and health guide for Europe's small and medium businesses (1.10.2003)

Small, safe and productive – How to strengthen the prevention culture in Europe's SMEs (2.10.2003)

Agency launches online guide to safer working with dangerous substances (22.10.2003)

Press pack of the French focal point (only available in French) (31.10.2003)

European conference on how to reduce the risks of working with dangerous substances (18.11.2003)

European Agency and Organization of American States (OAS) agree to join forces to improve safety and health at work (20.11.2003)

Reducing the risks of working with dangerous substances (24.11.2003)

European Union committed to promoting the safe use of dangerous substances (27.11.2003)

New chairperson announces Agency plans to target safety in Europe's construction sector (17.12.2003)



ANNEX
12.

FINANCE 2002/03



Presented below are the summarised comparative budget statements for 2002 and 2003.

The sources of the Agency's revenue should have consisted of an European Community subsidy, as well as grants from the Spanish government, the regional government of the Basque country and the county of Bizkaya. However, the latter has not contributed and the Basque government has only contributed with a minor part of the budget estimate. Therefore, an income shortage of EUR 114,303 was registered.

The summarised comparative budget statements for 2002 and 2003 are as follows:

	(Eur)	
	2002	2003
Revenues		
European Community subsidy	14,050,000 ⁽¹⁾	13,375,000
Other subsidies	252,374	1,230,303 ⁽¹⁾
		14,605,303
Adjustment for contributions not received		(114,303)
Total revenue	14,302,374	14,491,000
Expenditure		
Title I		
Staff costs		
– Staff salaries and allowances	3,384,500	3,999,600
– Other staff costs	6,000	21,600
Total staff costs	3,390,500	4,021,200 ⁽²⁾
Title II		
Buildings, equipment and miscellaneous operating expenditure	1,476,374 ⁽³⁾	1,352,403

⁽¹⁾ Including Phare programme

⁽²⁾ Includes Phare programme staff costs

⁽³⁾ The additional grant of EUR 42,071 by the Spanish government has been added



Title III			
Focal points' activities including expert group activities	590,000	Focal points' activities including expert group activities	700,000
Establishment and management of the information network on Internet	250,000	Establishment and management of the information network on Internet	400,000
Editing, publication and distribution of information and other activities	355,000	Editing, publication and distribution of information and other activities	341,250
Conferences, seminars, workshops and public events, promotional activities, etc.	180,000	Conferences, seminars, workshops and public events, promotional activities, etc.	178,000
Studies and pilot schemes/ topic centres	750,000	Studies and pilot schemes/ topic centres	720,000
Expenditure for meetings	—	Expenditure for meetings	—
Mission, entertainment and representation expenses	258,500	Mission, entertainment and representation expenses	208,500
Meetings of the Board and Bureau	180,000	Meetings of the Board and Bureau	180,000
Translations of studies, reports and working documents	512,000	Translations of studies, reports and working documents	486,250
Preparation, organisation and management of the European Week for Safety and Health at Work	1,280,000	Preparation, organisation and management of the European Week for Safety and Health at Work	1,250,000
Health and safety for small and medium-sized enterprises	4,050,000	Health and safety for small and medium-sized enterprises	4,000,000
Phare programme	1,050,000	Phare programme (operational costs only)	767,700
Total Title III	9,435,500		9,231,700
		Adjustment for contributions not received	(114,303)
Total expenditure	14,302,374		14,491,000



ANNEX
13.

ANNUAL WORK PROGRAMME 2004



The Administrative Board approved the Agency's four-year corporate plan 2003–06 and its annual work programme for 2003 on 27 November 2002. The work programme presented here is aligned with the new EU strategy on health and safety at work and provides a road map for the Agency's activities in the coming year. It sets out the specific development goals and activities of the Agency for 2003 following the sections of the four-year rolling corporate plan. The work programme and corporate plan are both published on the Agency's website at: http://agency.osha.eu.int/publications/work_programmes/index_en.htm

BUILDING THE LINKS – PROMOTING A GLOBAL NETWORK PARTNERSHIP

In 2004, the Agency will focus its network activities on the following goals:

Optimising Agency and network resources and cooperation

- Implement the plan for revitalising and enlarging the focal point network structure (second generation). The aim is to ensure that the focal point structure under enlargement will achieve sufficient efficiency, based on the necessary national support and resources and a certain level of common basic requirements for performance across the network.
- The implementation of the second-generation focal point network structure will also imply a reform of the arrangements by which Agency resources are made available for focal point activities (!).
- Fully integrate the 10 new Member States in Agency network structures and in Agency work. Continue the cooperation with the EFTA countries and with Bulgaria, Romania and Turkey in the Agency network structures and work programme based on an observer status and a no-Agency-cost basis (possibly with some support from Phare).
- 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 improve communication and consultation processes.
- Explore the possibilities for helping to set up a European network for permanent safety and health exhibitions for the public.

(!) In 2004, grants will be made available for focal point website management and European week activities with the following maximum amounts for the national focal points: Germany, France, Italy, Spain, United Kingdom, Poland: EUR 50,000; the Netherlands, Belgium, Greece, Portugal, Hungary, Czech Republic, Lithuania, Slovakia: EUR 40,000; Sweden, Austria, Denmark, Finland, Ireland, Malta, Estonia, Cyprus, Slovenia, Latvia: EUR 30,000; Luxembourg: EUR 20,000



- Further enhance the use of the extranet as a collaborative system between the Agency and its partners to support networking and the implementation of its work programme in an enlarged European Union.
- Based on the positive experiences with the Topic Centre (TC) for Good Practice – Candidate Countries (Phare programme), the Agency will prepare for the establishment of a topic centre for the new Member States. This topic centre should, in the transition period until the third generation Agency topic centres are in place by end 2005, cooperate with the Member States, the Agency and the existing topic centres. Its aim is to ensure the flow of information to and from the new Member States and thus contribute to the implementation of the Agency's work programme.

Extending network partnership

In the European Union

- Systematic cooperation in 2004 with the European Commission will focus on the Employment and Social Affairs DG. Through joint OSH seminar activities, the Agency will provide support and input to the Commission in its policy development, with a special focus on mainstreaming safety and health into other policy areas. The Agency will also develop its cooperation, in line with its activities, with Enterprise DG, Research DG, Eurostat, Enlargement DG, Education and Culture DG, Health and Consumer Protection DG, Fisheries DG, Internal Market DG, Environment DG and Information Society DG. Cooperation will also continue with the Commission's offices, representations and delegations, as well as communication infrastructures.
- Develop cooperation with the Advisory Committee, particularly with ad hoc groups where the Agency has carried out or is planning relevant work, and with SLIC on the construction campaign/European week 2004.
- Further develop the links and information support to the European Parliament and its committees (including the organisation of an annual exhibition and presentations), to Ecosoc, the Council and relevant representations.
- 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.

Beyond the EU

Priorities for the development of networking outside the EU are based on three types of relationship: partnership, cooperation and contacts. As the main priority for 2004 will be the implementation of a revised network structure and a smooth integration of the new EU Member States into the Agency organisation, network relations outside the EU will be maintained at the existing level.

Partnership

USA: To develop the Agency's relations with DOL-OSHA (Department of Labor, Occupational Safety and Health Administration) within the framework of EU/US cooperation. To maintain strong links with other important US organisations in the field of OSH, like NIOSH and the National Safety Council.

Canada, Australia, Japan, New Zealand, Chile and Brazil: To develop relationships with OSH organisations on the basis of mutual arrangements.

ILO and WHO: As the main activity, to continue the development of the joint global OSH portal, covering information from the partners and their networks. To develop cooperation on the implementation of the new OSH strategies of the European Community and the ILO.



Cooperation

European/international networks: To develop systematic web links to European and international organisations such as the European Network on Workplace Health Promotion, the European Network of Safety and Health Practitioner Organisations, Working on Safety Net and the Asia-Pacific Occupational Safety and Health Organisation. To follow up on initial contacts with the OAS (Organization of American States), the PAHO (Pan American Health Organization), ICOH (International Commission on Occupational Health), IOHA (International Occupational Hygiene Association), IALI (International Association of Labour Inspections).

Contacts

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

COMMUNICATING KNOWLEDGE – YOUR LINK TO SAFETY AND HEALTH AT WORK

In 2004, in line with its communication strategy, the Agency will focus its information and communication services on the following goals:

Communication plan development and implementation

- Development and implementation of an annual communications plan to ensure effective dissemination of the results of information activities carried out within the framework of the 2003 as well as 2004 work programmes. Most Agency information projects operate within a two-year cycle with data collection, validation and preparation of publication (electronic and/or web based) in year one and publication, promotion and communication activities to be carried out in year two.

Providing OSH information on the Internet

- Maintain and update the information on the Agency's site at <http://osha.eu.int> and databases such as those developed by the topic centres and the vast amount of links to OSH-related information on websites worldwide by:
 - maintaining the site to ensure it meets quality standards;
 - ensuring that the data on the system are current;
 - introducing new information to mirror current topics.
- In support of the information project activities planned for 2004, add further information and develop sector sections on the following topics:
 - construction (European week 2004);
 - agriculture (good practice web feature);
 - effectiveness of economic incentives.
- Improve the visibility and accessibility of Agency OSH information on the web through search engine optimisation of Agency websites.
- Promotion of Agency news services for inclusion in other relevant websites across Europe and beyond.
- Continue the development of the website as a global portal.

Improving web facilities

- Development of a 20-language interface for Agency corporate websites to ensure that all European Union citizens can easily understand what services it offers and how these can be used.



- The major web development activity to be undertaken in 2004 will be to continue the development and subsequent implementation of a database-driven portal website (third generation). This will involve the acquisition and customisation of the software for the content management system (CMS) and portal systems as well the migration of data from the existing websites into the new CMS. The Agency will subsequently roll out the new model across its network of more than 30 specialist OSH websites.
- Tagging of information in the Agency and network websites with keywords from the Agency's new multilingual OSH thesaurus to improve user access to the huge amount of validated OSH information now available at the Agency sites.
- Further development of the focal point website model to ensure that all parts of the Agency online network meet agreed quality requirements and actively promote Agency information across the network.

Complementary communication services

- Adapting publishing policies and procedures to accommodate communication in up to 20 languages.
- The Agency will update and extend its distribution and media databases to ensure that they cover all Member States in an enlarged European Union.
- Promotion of new Agency information products and services: promotion activities will be developed during the year to communicate the results of information activities carried out under the 2003 work programme in the following areas:
 - education sector;
 - mainstreaming OSH into education;
 - construction (EW 2004);
 - corporate social responsibility;
 - workers' safety and health, productivity and quality.
 - SME scheme 2002–03.
- Corporate communications: the Agency will continue to develop its corporate communications in line with its communications strategy. In addition to the production of its annual report, news services, catalogue, and other promotion and exhibition material, a particular focus in 2004 will be to build visibility of the Agency across the whole of the enlarged European Union.
- Information delivery: to increase user access to Agency information reports and other publications, the Agency will continue to develop strategic publishing partnerships with relevant national organisations to facilitate the production of its various publications in additional languages.
- Project reporting and promotion: dissemination and promotion activities will continue to 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 factsheets, forum, Internet pages, CD-ROMs, targeted mailings 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 European and national OSH magazines. The Agency's press policy will be reviewed in order to strengthen the presence of Agency information in national and international press. News releases will normally be issued in all official Community languages.
- Supporting the focal point network: the Agency will continue to develop annual communication plans and agree appropriate support to focal points as regards communication with stakeholders, media and end-users. It will continue to provide core communication tools – campaign material, factsheets (in all Community languages) – to support the communication work of the national focal points. Enhanced



communication and promotion via the Agency network is a key objective of the second-generation focal point network structure.

- Exhibitions/events: the Agency will participate in some main international OSH conferences and exhibitions, including Work Congress 6 in Rome and Working on Safety Net in Dresden.
- Information requests: the Agency will in 2004 be able to handle a limited number of ad hoc information requests within the established procedure.
- Translation: with 20 official Community languages in 2004, the Agency will seek to maintain its current policy on translations providing key information such as factsheets, news releases, web information and European week campaign material in all official Community languages.
- Campaigning/European week: the Agency will coordinate the European Week for Safety and Health at Work 2004, focusing on OSH in construction.
- A good practice award scheme will take place and the Agency will cooperate with the Irish and Dutch EU Presidencies in the launch and closing events.
- The European Week for Safety and Health at Work 2005 on noise at work will be prepared for launch in early 2005.
- To assist in the implementation of the Agency's communication plan, it is foreseen to contract national press support to organise effective communication with the general and specialised press. The Agency will, in 2004, as a first step establish a national Agency press support in a number of countries.

SUPPORTING POLICY-MAKING AND IMPLEMENTATION ⁽²⁾

In 2004 the Agency will focus its information project activities on the following goals:

New prevention strategies and policies – need and impact

Follow-up to inventory of OSH monitoring systems (ongoing) – 2003-IP-01 (WP 2003)

Developing a suitable methodology for OSH monitoring. Following a Board decision this activity will be integrated in the Agency's risk observatory project.

Workers' safety and health, productivity and quality (ongoing) – 2003-IP-02 (WP 2003)

Promote the message that 'good safety and health is good business' by focusing on the contribution of safety and health to productivity and quality at the company level.

Effectiveness of economic incentives (new) – IP-2004-01

Contribute to the discussion on the effectiveness of economic incentives in safety and health.

Promoting a preventive safety and health culture

European week 2003 (ongoing) – EW-2003-DS (WP 2002)

Follow-up to European week on dangerous substances (forum on the closing event).

European week 2004 (ongoing) – 2003-IP-05 (WP 2003)

Preparation and implementation of the campaign on construction.

European week 2005 (programmed) – 2004-IP-02

Preparing information material for the campaign on noise at work.

(²) The term 'programmed' refers to projects which were already planned in the rolling work programme 2003–06; the term 'ongoing' refers to projects included in an earlier annual work programme but which are still ongoing (code refers to project id and the information in parentheses indicates which annual work programme the project originally formed part of); and the term 'new' refers to projects which are neither ongoing nor programmed. The project sheets for the ongoing projects can be found in Annex II.



OSH and corporate social responsibility (CSR) (ongoing) – 2003-IP-04 (WP 2003)

Contributing to the new Community strategy and the European Commission initiative on corporate social responsibility, in particular by providing good practice information on CSR and OSH at company level.

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

Activities in 2004 will focus on vocational training.

Safety and health information for risk sectors

Good practice information: education sector (ongoing) – 2003-IP-07 (WP 2003)

To make available practical information on how to reduce risks to the safety and health of workers and others in the education sector. In 2004 activities will focus on promotion of the information collected (see Section 3.2).

Good practice information: agriculture sector – IP-2004-03

To make available practical information on reducing the risks to safety and health in agriculture, including forestry.

Anticipating risks in a changing world of work

Information system on new research findings (ongoing) – IP-WH-NEW RISKS (WP 2002)

Continue development of information system on new research findings related to occupational safety and health, initiated in 2002. Following a Board decision this activity will be integrated in the Agency's risk observatory project.

Preparatory steps for a risk observatory (ongoing) – 2003-IP-10 (WP 2003)

To present a proposal for the establishment of an observatory on new and emerging OSH risks to the Administrative Board in February 2004.

Workshop on including the gender dimension in OSH activities – 2003-IP-09 (WP 2003)

In 2004 a seminar will be arranged in cooperation with the Commission.

Safe and healthy work in SMEs

SME funding scheme, 2002–03 (ongoing) – IP-CA-SME2002 (WP 2002)

Provision and dissemination of effective good practice examples that reduce safety and health risks within the framework of the SME funding scheme 2002–03. Promotion of the outcome of the second SME funding scheme 2002–03 (February 2002 to July 2004) (see Section 3.2).

SME funding scheme, 2003–04 (ongoing) – 2003-IP-12 (WP 2003)

Provision and dissemination of effective good practice examples that reduce safety and health risks within the frame of the third SME funding scheme 2003–04 (February 2003 to May 2005).



European Agency for Safety and Health at Work

Annual report 2003

Luxembourg: Office for Official Publications of the European Communities

2004 – 72 pp. – 21 x 29.7 cm

ISBN 92-9191-014-7



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

European Agency for Safety and Health at Work
<http://agency.osha.eu.int>



European Agency
for Safety and Health
at Work

Gran Via 33. E-48009 Bilbao
Tel: (34) 944 79 43 60
Fax (34) 944 79 43 83
E-mail: information@osha.eu.int



Publications Office

Publications.eu.int

ISBN 92-9191-014-7



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TE-AB-04-001-EN-C