

European Agency for Safety and Health at Work

2004

Annual Report

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European Agency
for Safety and Health
at Work

2004 Annual Report



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for Safety and Health
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CAPITALISING ON THE ADVANTAGES OF ENLARGEMENT



FOREWORD BY THE CHAIRPERSON LUIS LOPES AND THE DIRECTOR HANS HORST KONKOLEWSKY



The year 2004 was a pivotal year for the Agency. On 1 May 2004 our EU membership base grew by more than 60 %.

The arrival of 10 new EU Member States, of course, was not entirely unexpected. For over three years the Agency had been preparing for this event — establishing focal points and tripartite networks in each of the countries, integrating each of these nations into the Agency's global portal of online occupational safety and health (OSH) information, sharing information and ideas. The surprise was how smoothly it went, a testament to the quality of the planning and preparation of both the Agency and its focal points, in particular our 10 new members who we are delighted to have on board.

With 25 Member States, there is no doubt that the Agency is in a much stronger position to improve both the quality of OSH within the EU and awareness of its importance. Enlargement has provided us with a much larger pool of experience and expertise to share among the Member States. However, it also presents a number of challenges. For example, with 25 countries we now have to deal with an even more diverse range of OSH issues so we need to capitalise on our collective strengths.

One of the most pressing issues, though, is to support our new network partners in promoting the 'quality of work' as an important part of the social dimension of EU membership to the citizens of the new Member States. Health and safety legislation represents over two-thirds of the social *acquis* transposed into national legislation in the run-up to enlargement. But legislation on the statute book is only a starting point for safer and healthier work. It has to be effectively applied at workplace level. As a result, the Agency's board agreed in 2004 that promoting occupational safety and health in the new Member States would be one of its top priorities, a decision supported by our entire board, a measure of the importance of this issue and the Agency's ability to act as 'one,' with a clear strategic focus. To this end the Agency has developed an enlargement action plan, with two main thrusts.

First, the Agency will support a variety of initiatives in the new Member States to raise awareness among employers, employees and social partners of the need to implement key occupational safety and health measures, such as conducting risk assessments and taking steps to prevent accidents and other health risks. Information campaigns, using the mass media, the web and other channels, will help to overcome this difficulty, together with other initiatives.



The second and equally important element of our plan is to focus on small- to medium-sized enterprises (SMEs) in the new Member States: SMEs dominate many of these countries' economies. In particular, the Agency intends to transfer the knowledge and insights gained from its SME funding scheme, enabling us to extract even greater value from the EUR 13 million invested in it. Over three years, the Agency has supported more than 140 projects to raise OSH awareness among SMEs and help to disseminate good practice, covering a wide range of sectors and issues, from agriculture and the hospitality industry to novel solutions for dealing with hazardous substances and trips and falls. The breadth and depth of these insights, recently captured in a new Agency publication on the second round of the funding scheme, one of many produced during 2004, will prove extremely valuable for many SMEs in the new Member States.

More generally, the SME funding scheme has highlighted one of the Agency's major strengths: its ability to manage pan-European programmes, largely thanks to its extensive network of partners, including its national focal points and an extensive pool of OSH experts in the EU and beyond. This strength was underlined by an independent evaluation. According to the evaluation, the 51 projects carried out between 2002 and 2003 directly reached around 80 000 SMEs in the EU and provided information and advice to roughly 700 000 other businesses via websites and other channels. Moreover, the evaluators noted that 'a significant proportion' of the projects added value by combining novel ideas for improving OSH standards with innovative, practical ways to bring them to life. They also said: 'The projects, and the outcomes, demonstrate considerable sustainability.'

The Agency's European Week for Safety and Health at Work, which we have run for five years, has produced equally encouraging results. In 2004, it focused on the construction industry, the first time we had targeted a high-risk sector. Supported by multilingual information packs, dedicated websites and thousands of national-level events organised by our focal point network, the campaign not only increased awareness of the risks this industry faces, as well as the solutions, it also led to the landmark 'Bilbao declaration'. Six of the top representative bodies in Europe's construction industry signed this declaration, which committed them to a number of specific actions to improve OSH standards within this sector. More significantly, the signatories represented not only the industry's social partners but also all the main trades and professions involved in construction, from architects and engineers to scaffolders, enabling the issues in this industry to be addressed holistically — the key to success. In addition, nearly 1 000 construction-related businesses across Europe signed the Agency's online campaign charter, pledging to participate in the campaign and to promote higher OSH standards.

The Agency's success here, notably in coalescing organisations around a common cause, is one we intend to build on. As a tripartite European organisation with the ability to draw on a broad spectrum of impartial, expert advice, it is a natural role to develop. However, it is only one area where the Agency is able to make a significant contribution, as we demonstrated in 2004. During the year, for example, we also published a number of new studies, fact sheets and other materials, giving policy-makers, OSH professionals and others with an interest in safety and health important new insights, including practical advice to combat various OSH risks.

Many of these publications addressed the priorities in the 'Community strategy on health and safety at work 2002–06'. For example, we published reports and fact sheets dealing with diversity issues such as gender and disabilities, as well as high-risk sectors including the fishing industry. In addition, there were fact sheets providing advice on how to deal with violence in the education sector, a growing problem, and a suite of materials to help the construction industry, to coincide with the European Week. The Agency also produced fresh insights into the role that OSH plays in a company's performance, demonstrating that OSH is not simply a legislative 'must have', but a commercial asset when applied correctly. As our report on 'Corporate social responsibility and safety and health at work' showed, OSH can increase staff retention and lift profitability, among other benefits. To help businesses reap these rewards, the report identifies 10



criteria for success. Another study published underlined the link between OSH and productivity, finding that in some cases, a good safety record can even be used to predict future profitability.

In many cases, these reports and other publishing initiatives were supported by workshops, conferences and other interactive forums where policy-makers, members of the OSH community and industry representatives could discuss the issues in more detail and map out solutions. Although 'live' networking like this is vital, it is also costly, especially in an enlarged Europe. As a result, we are increasingly turning to electronic alternatives, especially via the Internet.

In fact, our goal is to establish the Agency as one of the world's leading online OSH portals. It's an approach that clearly appeals to our members and many others. During 2004, for example, the number of visitors to our website nearly doubled, while our dedicated European Week site experienced a three-fold increase in visitors compared to the previous year. Subscriptions to our monthly OSHmail electronic newsletter also grew by 25 % for the third year running. In the coming year, we are planning to offer even more on our website, including special 'web features' on high-risk sectors such as agriculture, including the latest research, expert advice and links to related sites. A third generation or '3G' version of our website is also in the pipeline. This will not only enable users to access a much larger volume of data from a single point, including our focal points' websites, but also to enjoy a variety of enhanced search facilities, underpinned by a thesaurus in 20 languages.

One of the many advantages of 3G technology is that it will allow the Agency's new risk observatory, discussed in last year's annual report, to utilise data more effectively and provide richer insights into OSH trends and emerging risks. Although still under development, the observatory continued to make progress in 2004. Drawing on over 100 data sources from across Europe, core data collection and preparation on a number of pilot topics is nearly complete and the first trends and forecasts are expected to be available online in 2005, giving policy-makers key insights into how Europe's OSH landscape is likely to unfold in the coming years — essential information for allocating resources efficiently.

The following pages describe our activities and achievements in 2004 in more detail. But finally we would like to thank employers' representative, Christa Schweng, for her very significant contribution to the Agency's work in her second term as chairperson of the administrative board, the Agency's staff for their commitment and our focal points and other partners for their continued support.



HIGHLIGHTS OF THE YEAR



CONSTRUCTION INDUSTRY SIGNS LANDMARK DECLARATION



Six of the top representative bodies in Europe's EUR 900 billion construction industry, together with the Dutch Presidency of the EU, signed a major declaration in November 2004 committing the organisations to promoting five key initiatives needed to improve the industry's safety and health standards.

The construction industry has one of the worst safety and health track records in Europe, with around 1 200 fatalities and 800 000 accidents a year in the 'pre-enlargement' Member States alone.

Actions that the signatories of the 'Bilbao declaration' have agreed to take include integrating OSH into procurement policies, as well as the design and planning

stages of construction projects, and developing guidelines to help businesses comply with the relevant legislation.

The six organisations that put their names to the declaration, which was signed at the Agency-run European Construction Safety Summit, represent employees and employers across the full spectrum of activities involved in construction, from architects and civil engineers to carpenters and scaffolders. Signatories included the European Construction Industry Federation; European Federation of Building and Wood Workers; European Builders' Confederation; European Federation of Engineering Consultancy Associations; Architects' Council of Europe; and the European Council of Civil Engineers.

The declaration was just one of the highlights of the Agency's 2005 European Week campaign, which focused on OSH risks in the construction industry and solutions to eliminate and reduce them. Nearly 1 000 construction businesses across Europe also signed the Agency's online campaign charter. This involved agreeing to share the responsibility for improving the industry's OSH standards, working with other organisations, and participating in the Agency's European Week campaign.

Other initiatives during the campaign included the production and distribution of a multilingual information pack and promotional support materials, as well as thousands of related events across Europe, organised by the Agency's focal point network.





SME FUNDING SCHEME AIDS 700 000 BUSINESSES

Up to 700 000 small- to medium-sized enterprises (SMEs) in Europe benefited from the Agency's SME funding scheme between 2002 and 2003, according to an independent evaluation.

Managed by the Agency at the request of the European Parliament on three occasions since 2001, the competitively-run scheme has provided grants of up to EUR 200 000 to organisations with innovative ideas to help improve OSH standards among Europe's 19 million SMEs. Projects have ranged from workshops and training courses to cross-border publicity campaigns and disseminating examples of good practice.

During 2002–03 it is estimated that the 51 projects co-funded by the scheme directly reached around 80 000 SMEs and provided information and advice indirectly to a further 700 000-plus businesses via websites and other avenues. According to the independent evaluation, over 80 % of these projects would not have gone ahead without funding from the Agency.

'A significant proportion' of the projects added value by combining novel ideas for improving OSH standards with innovative, practical ways to bring them to life, claimed the evaluation team. 'The projects, and the outcomes, (also) demonstrate considerable sustainability.'

Key strengths of the scheme highlighted by the evaluation included its focus on high-risk sectors, such as farming and meat processing, and 'the non-bureaucratic nature of its procedures.'

A new report published by the Agency, 'Promoting health and safety in European small- and medium-sized enterprises: SME funding scheme 2002-03', provides summaries of the 51 projects funded under the scheme, while a report on the 40 projects funded in 2003 and 2004 is in preparation.

RISK OBSERVATORY GATHERS SPEED

Policy-makers and others with an interest in OSH trends, including the emergence of new risks at work, will soon be able to access the latest pan-European data online, thanks to the Agency's new 'risk observatory.'



Established in 2004, the observatory's main role is to identify OSH trends in Europe, as well as new and emerging risks, drawing on over 100 different national and European data sources. Forecasts under development in 2004 focused on four key areas: physical risks such as exposure to radiation or noise and musculoskeletal disorders; chemical risks; biological risks; and psychosocial risks, including bullying, work-related stress and violence. At the same time and drawing on a wide range of sources from employee surveys to registers of occupational diseases, trend data were collected on noise at work, amongst other topics.

By 2005, the observatory expects to have its trend and forecast data online at the Agency's website. It also intends to issue a short yearly summary of the trends, plus provide online information on policies.

One of the next steps in its development will be to test the feasibility of establishing a panel of companies to provide the observatory with first-hand information on some of the key OSH issues facing today's businesses.

SHOWING THAT OSH MAKES GOOD BUSINESS SENSE

Two new publications from the Agency have highlighted how businesses can turn occupational safety and health (OSH) to their competitive advantage.

'Corporate social responsibility (CSR) and safety and health at work', which is based on a study of a cross-section of European firms, large and small, examines the core ingredients of a successful CSR strategy. CSR, which covers areas such as a company's environmental track record, as well as its approach to safety and health, is now widely recognised as a prerequisite for long-term profitability and often taken into account in investment analysts' calculations.

Ten criteria for a commercially productive CSR strategy are pinpointed in the study. These include: linking OSH goals with the company's long-term strategic and environmental objectives; integrating OSH into key departments and activities, such as human resources and marketing; and communicating OSH developments openly and honestly to both internal and external stakeholders.

The Agency has also published a working paper that explores the relationship between OSH and a company's productivity. Entitled 'Quality of the working environment and productivity', the findings of the study indicate that a strong link exists: the higher the OSH standards, the higher the productivity and vice versa. In some cases, a good safety record can even be used to predict future profitability.

According to the study, factors that enable higher OSH standards to translate into increased productivity include: close cooperation between the company's management team and its employees; giving staff greater autonomy and more challenging tasks; and introducing more ergonomic working methods and equipment.

WEBSITE'S POPULARITY CONTINUES TO GROW

The number of visitors to the Agency's main website nearly doubled during 2004, while our dedicated European Week site experienced over three times as many visitors as the previous year. New OSH-related web features on disabilities, gender, SMEs and other issues, as well as new research and policy insights, helped to attract record numbers.

To enable people to access more data more rapidly, the Agency is developing a 3G (third generation) version of its site, based on the latest content management technology. New features will include the ability to access the data on our focal points' national websites from a single, central point and to search in up to 20 different languages.



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 2004 focused on the European Week campaign. However, the following is an overview of some of their other activities during the year ⁽¹⁾.



An Austrian labour inspection website was created, that will be linked to the Agency's site, giving inspectors in the country access to state-of-the-art information and ideas. Information about the Agency was also distributed at numerous fairs such as Preventa, Austro Sicherheit and Forum Prävention.



The Agency's profile was raised at various exhibitions, seminars and other events, including the second Ergonomic Fair in Brussels. In conjunction with the Flemish Public Employment Service, steps were also taken to train teachers in OSH issues.



A study of different ways that OSH could be 'mainstreamed' into education, covering over 80 examples, was carried out and the findings presented to social partners, plus other groups. The focal point also exhibited at the 29th International State Fair, attracting around 5 000 visitors to its stand.

⁽¹⁾ At the time of finalisation of this report, contributions had not been received from France and Ireland.





An art competition was organised to highlight, with images and slogans, major OSH issues. The works of art were exhibited at conferences, government ministries and other locations.



To raise awareness of new OSH legislation beyond Denmark's borders, the focal point translated the most important parts of the new legislation into English and disseminated this information via an English e-newsletter. It also publicised the Agency's good practice awards: a Danish company, GRD Byen, was one of five award winners.



As well as helping to produce the Estonian Occupational Health quarterly publication, the focal point took part in a variety of conferences and seminars dealing with issues such as the cost of occupational injuries.



A national opening seminar of the European Week, complemented by 19 regional events, was recorded by a national TV station, leading to four TV programmes on safety and health in the construction industry. Information was also distributed at a major OSH exhibition and nine regional OSH fairs, reaching over 216 000 people. Seven national good practice awards were distributed by the focal point. The focal point's website was also enhanced, helping it to attract an extra 27 000 new visitors each month. To promote the site, personal reflectors with the site's address have been widely distributed.





Steps were taken to improve the quality and topicality of the focal point's website (www.osha.de), including initiating a daily e-news service. To achieve this, the focal point has intensified its collaboration with the country's leading OSH institutions.



Several training initiatives were carried out to raise OSH standards in various sectors. These included the production of a CD-ROM training package for safety engineers in SMEs, a seminar to help public sector organisations understand key OSH issues, including legislation and an information event targeted at the high-risk transport sector.



In conjunction with various social partners, information was disseminated throughout Hungary to raise awareness about the Agency and the European Week.



The sixth International Congress on Work Injuries, Prevention, Rehabilitation and Compensation was held from 30 November to 3 December 2004 in Rome, attracting 700 participants, including 300 delegates from outside Italy. A stand, organised by the Italian FOP, offered information about the Agency and 43 workshops were held, including one organised by the Agency.

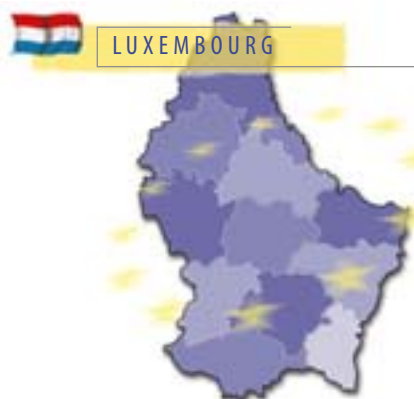




The Latvian focal point — the State Labour Inspectorate — worked closely with its tripartite network partners to disseminate information. This included using its website, the largest source of OSH information in Latvia, as well as joint activities with the Trade Union of Construction Workers.



A range of training and OSH awareness campaigns were conducted in the country to coincide with the European Week. Meetings were also held with the Agency's Director, who visited all the new Member States during the year.



The changing world of work and its impact on employees' health and safety was the theme of a major international congress, co-organised by the Agency's focal point in Luxembourg. The focal point also took part in a national campaign to prevent road and other travel accidents.



A programme to increase schoolchildren's knowledge and understanding of OSH issues was launched, including Q&A sessions and a visit by a special OSH mascot (Napo) in a unique and highly appealing costume. Conferences and exhibitions on health and safety in construction were also held involving over 150 participants each.





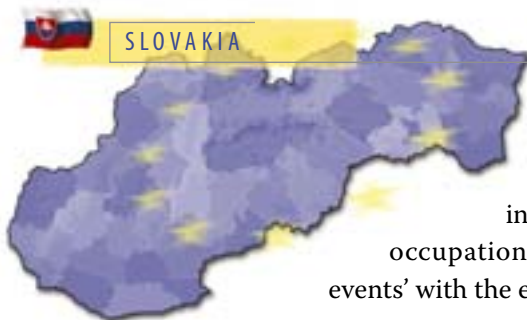
In the wake of a major study, a special section for employers was created on the focal point's website (www.arbo.nl), including ready-to-use solutions for a variety of OSH, absenteeism and reintegration problems. Around 40 new risk assessment tools were also developed.



A wide range of events took place including two major conferences. One looked at how modern IT and communication tools could be used to shape the OSH agenda and share information and ideas more effectively. The other discussed new OSH management concepts, as well as practical solutions.



Together with the scientific community and municipalities, 14 seminars were held during the European Week campaign to raise awareness of OSH issues in the construction industry, including the cost of accidents, the risks of asbestosis and other problems, and how to improve safety. To help mainstream OSH into education, two exhibitions of children's school projects on OSH were also published in a special brochure, 'Apprentices of safety'.



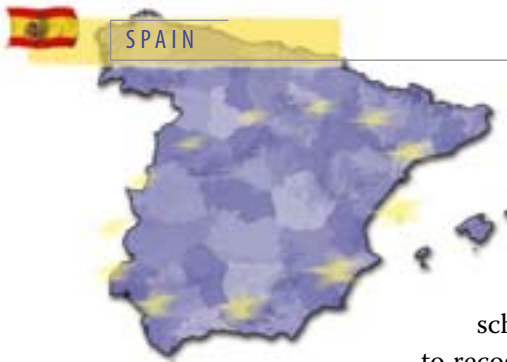
An active year included holding OSH education seminars in five training colleges and construction-oriented technical schools, delivering information to regional enterprises, placing articles on occupational injuries in regional newspapers and 'open door events' with the eight regional labour inspectorates.





SLOVENIA

The Trade Union Confederation '90 of Slovenia held a press conference that showcased construction firms with exceptional standards of health and safety, as examples of good practice. The 'winner', Primorje, which was involved in building a major viaduct, had just three minor accidents over a two-year period.



SPAIN

During the year, the INSHT aspired to strengthen the research into OSH in the country by leading a forum (II Encuentro Nacional de Investigadores en Salud y Condiciones de Trabajo) where researchers could promote examples of good practice and discuss cutting-edge solutions. A new good practice award scheme, Premio Nacionales de Prevención, was also set up to recognise organisations and individuals who have made the greatest contribution to promoting higher standards of OSH. In its first edition D. Mario Grau, Technical Subdirector of the INSHT, was awarded.



SWEDEN

Tripartite cooperation continued to gather pace aided by richer web content and regular discussions between the various partners in the national network. Sweden also won its first good practice award (see latter part of report).



UNITED KINGDOM

The Health and Safety Commission launched a radical and ambitious new strategy, 'Strategy for workplace health and safety in Great Britain to 2010 and beyond'. It places particular emphasis on the sensible management of risks, not simply their elimination.



1

OVERVIEW OF HOW THE AGENCY AND ITS PARTNERS OPERATE



The Agency's role is to act as a catalyst for developing, collecting, analysing and disseminating information that will improve the state of occupational safety and health (OSH) in Europe.

As a tripartite EU organisation, based in Bilbao, Spain, **our partners** include representatives from the three key decision-making groups in the EU, as well as in the EFTA countries (Iceland, Lichtenstein, Norway, Switzerland) and candidate countries. These include:

- trades unions
- employers' associations
- governments

We also work with the European Commission and other EU institutions. 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 EU and beyond.

To capitalise on these strengths, **we perform four main functions**, outlined below.

Identifying and developing strategic priorities

- The administrative board sets the Agency's goals and strategy, including the identification of priority OSH issues where further information or activity is required. It is made up of Member State representatives from each of the three stakeholder groups — governments, employees and employers, 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 representative 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.



Coordinating and disseminating information in conjunction with our partners

- Focal points in more than 30 countries, including all 25 Member States, coordinate and disseminate information from the Agency within their national boundaries, as well as provide feedback and recommendations. As well as running national websites, they manage tripartite networks which play a vital role in realising the Agency's information and campaigning activities at Member State level. Typically our focal points are the lead OSH organisations in their respective countries and act as the Agency's representatives at national level. There are also focal points in the four EFTA countries and the three candidate countries.

Providing 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 they have been collected and analysed, prior to their dissemination, ensuring quality control.

Collecting and analysing data

- 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.

An amending regulation of the Council's founding regulation is expected to enter into force in 2005. This will introduce a number of changes to the Agency's governance, following EU enlargement and strengthening the Agency's capacity to support the implementation of EU strategies on health and safety at work.



2.

BUILDING THE LINKS



The Agency collects and disseminates OSH information via a network of partners in Europe and beyond. This network is linked electronically, with the Agency’s family of websites at its hub, providing one of the world’s most comprehensive sources of online OSH information.

OPTIMISING THE AGENCY’S NETWORK AND RESOURCES

In the EU

Promoting OSH in the new Member States: The collective OSH knowledge and expertise of the 10 new Member States has the potential to make a significant contribution to the development of OSH within the EU as a whole. However, there are a number of OSH challenges within these countries that need to be addressed, including the need to ensure compliance with newly enacted legislation. To help these States address these and other issues, the Agency has taken two key steps.

First, the Topic Centre for Candidate Countries evolved into a Topic Centre for new Member States. Up and running within a week of the 10 countries joining the EU on 1 May 2004, the centre has identified two

Promoting OSH in the new Member States



priority topics — dangerous substance and psychosocial risks, such as stress — and two priority sectors, agriculture and construction. Drawing on the Agency’s network, the centre has collected large volumes of data, including examples of good practice, and adapted this information to suit the conditions of the individual countries.

The Agency’s other major initiative was to develop an enlargement action plan as part of its 2005 work programme. This has two main objectives.



First, to raise awareness among employers, employees and social partners of the importance of adhering to new OSH legislation, especially core measures such as conducting risk assessments and introducing preventive solutions. Media campaigns and other communication techniques are being considered to get this message across. The second goal is to target small- to medium-sized enterprises (SMEs), using the insights generated from the projects in the Agency's SME funding scheme, enabling the Agency to extract even greater value out of this scheme.

Supporting the Commission's Community OSH strategy: Many of the Agency's programmes are aligned with the Commission's OSH strategy, 'Adapting to change in work and society: a new Community strategy on health and safety at work, 2002–06'. Examples include our work on disabilities and gender, as well as the Agency's risk observatory, all discussed in more detail in other parts of this document. During the year, the Agency reinforced its support for the strategy by working closely with the Employment and Social Affairs DG, in particular its Brussels Safety and Health Antenna. We also held a workshop on gender, underpinned by new online materials, and intensified our efforts to mainstream OSH into education in order to help develop a safety and health culture among young children and adolescents.

Teaming up with EU social dialogue partners: Opening and developing systematic communication channels with social partners and other stakeholders within industry, especially within high-risk sectors, is essential if employers and employees are to truly understand the OSH risks and the solutions. To achieve this goal, the Agency continued to build on the relationships it has developed with various EU Social Dialogue Committees over the last few years via meetings, presentations and other avenues. Particular attention was paid to the committees dealing with high-risk sectors, notably agriculture, construction and fisheries, which account for a large proportion of occupational accidents, diseases and other risks. To raise awareness of the issues facing the construction industry, the Agency organised an exhibition and press conference at the European Parliament, as part of its 2005 European Week campaign. The exhibition included a device that enabled visitors to test whether they adopted the correct posture needed to lift heavy loads, a major cause of musculoskeletal difficulties within the construction industry.

Contributing to the Commission's framework programmes for research: Balanced and in-depth research is the bedrock of many of the Agency's initiatives and critical for policy-makers to make informed decisions. To ensure that the Commission's sixth framework programme reflects the most pressing OSH issues, the Agency identified 11 priority research areas in 2003. During 2004, the Agency worked with the Commission to encourage active participation from OSH organisations in the sixth framework programme. This included establishing 'reflection platforms' to take two of these priorities, chemical and construction safety, to the next stage and preparatory work for an OSH ERA NET (a European network of OSH research programmers). The Agency was also asked to draw up a list of 15–20 OSH research priorities for the seventh framework programme, with particular reference to the challenges posed by enlargement.

Beyond the EU

Working with candidate countries: With funds from the Phare programme of the European Commission, the Agency continued to help Romania and Bulgaria establish the necessary infrastructures and information in the run-up to their planned accession to the EU in 2007. These two countries, together with Turkey, also participated in the Agency's 2004 European Week programme, partly funded by TAIEX.

New Japanese partnership: The Agency teamed up with the Japan International Center for Occupational Safety and Health, a division of the Japan Industrial Safety and Health Association, to create a joint website. The site (www.eujposh.org) not only provides organisations in Europe with online access to the latest OSH research, statistics and other information in Japan, the world's second largest economy, but also enables Japan's OSH community to tap into Europe's knowledge and expertise.





Korea prepares to join network: During 2004, preparatory discussions were held with the Korean Safety and Health Agency (KOSHA) to incorporate it into the Agency’s online information network. An agreement was reached in January 2005 and a joint website is expected to go live in spring 2005.

Links with American bodies strengthened: A new joint website with the Organisation of American States (OAS), due to go live in 2005, was scoped out and drafted. The site will link 34 countries in the Americas and Caribbean, with over 200 million employees between them, to the Agency’s main website. During the year, the Agency also explored ways that it could enhance its already strong links with OSH-related organisations in the United States. One of the outcomes of these discussions was to create a joint website with the National Institute for Occupational Safety and Health (NIOSH).

Other developments: A new joint website with the International Occupational Hygiene Association (IOHA) went online at the end of 2004 at <http://eu.ioha.net>. The IOHA has over 20 member organisations representing more than 20 000 occupational hygienists across the globe.



3.

COMMUNICATING KNOWLEDGE —
YOUR LINK TO SAFETY AND HEALTH AT WORK

PROVIDING OSH INFORMATION ON THE INTERNET

New online features and publications: Major new content added to the Agency's main website included special features on construction, education, corporate social responsibility and economic incentives. Each feature provides information on specific topics, as well as background information links to relevant sites. More detailed descriptions of these features, together with other new and forthcoming content, can be found in the next chapter of this report. The most popular online publications included reports on work-related stress (downloaded more than 100 000 times), gender issues in OSH (over 50 000) and practical solutions for dealing with the risks of hazardous substances (66 000 times). All of our 'top 20' online publications, including fact sheets, were downloaded at least 20 000 times each.

Visitor numbers double: The number of visitors to the Agency's corporate websites nearly doubled to 2.9 million during 2004. In addition to our online publications, some of the most popular features on our site included our good practice forums and special web features on SMEs, work-related stress, OSH in the healthcare sector and dangerous substances. Our dedicated European Week website attracted the largest number of visitors — over 235 000 user sessions were registered on this site, a three-fold increase on the previous year.

OSHmail subscriptions rise by 25 %: Demand for our monthly electronic newsletter, 'OSHmail', which provides a snapshot of the latest developments at the Agency, as well as OSH news from Europe and the rest of the world, continued to rise. In 2004, the number of subscribers grew by 25 % to nearly 24 000.



IMPROVING WEB FACILITIES

Enlarged multilingual web facility: Since early 2004, the user interface of the Agency's websites has been available in all 20 EU languages. In fact, the Agency was one of the first EU bodies to offer this facility, a significant achievement in view of the Agency's relatively small size. But it is a reflection of the importance the Agency attaches to communicating information in the language of its end-users.

3G websites near completion: A third generation version of the Agency's websites,



which will significantly enhance our online capabilities, is under development and due to come on-stream in 2005. Advantages of the new 3G sites will include the ability to access a much wider range of data from a single point, including information on our national focal points' websites, as well as more sophisticated search facilities, supported by a multilingual OSH thesaurus. The Agency's extranet has also been upgraded to reflect the organisation's new network structure and now includes a virtual meeting room, plus facilities to print and e-mail web content more easily. In addition, we've introduced a new system to make it easier to plan and coordinate activities across the EU's 25 Member States.

COMPLEMENTARY COMMUNICATION

Media relations: During the year, the Agency issued 24 press releases — roughly one every two weeks. Subjects ranged from announcements of new publications, such as reports on the mainstreaming of OSH into education, to advice on how to improve safety in Europe's fishing and construction industries. To enable us to tailor our media activities to local countries' needs, as well as to enhance our overall efficiency, we have investigated the possibility of subcontracting certain media functions to local press and broadcast specialists. Initially, the Agency is running a pilot in nine Member States, covering six different languages. These include France, Belgium, Germany, Austria, Italy, Poland, Spain, Ireland and the United Kingdom.

Publications: Printed publications remain an important part of the Agency's portfolio of communication tools, especially in a number of the new Member States, where access to the Internet and other electronic channels is sometimes limited. During 2004, we produced and distributed over three million printed publications in up to 20 languages. Major reports published during the year included:

- achieving better safety and health in construction;
- gender issues in safety and health at work;
- corporate social responsibility (CSR) and safety and health at work;
- mainstreaming occupational safety and health into education;
- practical prevention of risks from dangerous substances at work;
- promoting health and safety in Europe's SMEs — SME funding scheme 2002–03;
- quality of the working environment and productivity (working paper).



All of these were also made available on our website as downloadable electronic files. In addition, the Agency published 14 fact sheets, all in the 20 EU languages, a special magazine for the European Week and the Agency's 2003 annual report. Fact sheets included:

- management of health and safety in the education sector;
- occupational safety and health in the education sector;
- prevention of violence to staff in the education sector;



- health and safety on small construction sites;
- safe roofwork;
- management of noise in construction;
- asbestos in construction;
- mainstreaming occupational safety and health into education;
- ensuring the health and safety of workers with disabilities;
- corporate social responsibility and safety and health at work.

External events: To raise the Agency's profile and exchange information and ideas face-to-face with key stakeholders, we participated in a wide range of external events. These included: the TUTB conference on enlargement; numerous events connected to safety and health in the construction industry, including the BAUTEC and the FIEC congress; the second working on safety conference in Dresden; a Dutch Presidency conference on 'soft law in safety and health'; and several national OSH events in Spain, where the Agency has its headquarters.

CAMPAIGNING — THE 2004 EUROPEAN WEEK — BUILDING IN SAFETY

The 2004 European Week on Safety and Health at Work focused on the construction sector under the strapline 'Building in safety'. This was not only the first time the Agency had targeted a sector, but also the largest campaign of its kind in Europe, spanning 31 countries across the region, including all 25 Member States, the EFTA countries and two candidate countries, Romania and Bulgaria.

Each year, nearly 1 200 employees are killed in Europe's construction industry, twice the average of other sectors, and over 800 000 are involved in accidents requiring at least three days off work, costing the EU more than EUR 75 billion in lost time, health costs and other expenses.

To help reduce these human and financial costs, the Agency unveiled a variety of initiatives during the campaign and European Week (18–22 October 2004) to highlight the risks and solutions, as well as to encourage more organisations to work to improve the industry's OSH standards. Launched on 30 April in Dublin under the Irish Presidency, the campaign was underpinned by a multilingual information pack, which was distributed throughout Europe, as well as a range of other promotional materials, including posters and leaflets. Thousands of events throughout the EU, from training seminars to site inspections, also took place, coordinated by the Agency's network of national focal points.

Below we summarise three of the campaign's most significant achievements:

Landmark Bilbao declaration

At the European Week's closing event in Bilbao, six of the leading representative bodies in Europe's construction industry, together with the Dutch Presidency of the EU, signed a declaration that committed them to taking five key steps needed to improve OSH standards in the industry.

Significantly, the signatories represented all the major trades and professions within the industry, from architects and engineers to carpenters and scaffolders. Studies



BILBAO DECLARATION SIGNATORIES: J. Antonio Calvo Delgado, President of UEAPME; Diana Maxwell, ECCE; Pablo Bueno Tomás, Vice President of EFCA; Ulrich Paetzold, Director of FIEC; Harrie Bijen, General Secretary of EFBWW; John Graby, ACE; Henk Schrama, Dutch EU Presidency.



have shown that this is essential to lift OSH standards. A high proportion of accidents in construction, for example, can be traced back to inappropriate design and procurement decisions.

The five steps that the signatories agreed to take include to:

- integrate health and safety standards into procurement policies, supported by guidelines for purchasing goods and services;
- ensure safety and health is taken into account at the design and planning stages of construction projects;
- use site inspections and other techniques to encourage more businesses to comply with safety and health legislation;
- develop guidelines to help businesses comply with this legislation, especially small- to medium-sized enterprises (SMEs);
- stimulate higher standards of safety and health via social dialogue and agreements on training, accident reduction targets and other issues.

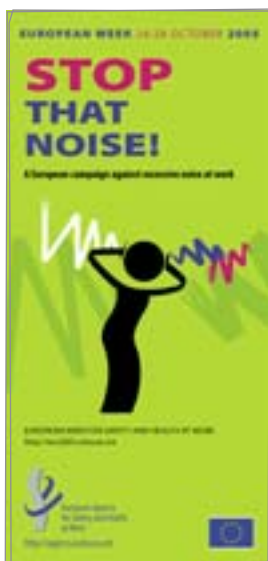
The representative bodies that signed the Bilbao declaration were: the European Construction Industry Federation; European Federation of Building and Wood Workers; European Builders' Confederation; European Federation of Engineering Consultancy Associations; Architects' Council of Europe; and the European Council of Civil Engineers.

Nearly 1 000 organisations sign campaign charter

Almost 1 000 organisations in the construction industry, from every country in the EU, signed the Agency's online campaign charter. The signatories agreed to play an active role in the European Week campaign and to help improve OSH standards in the construction industry by running training courses, risk awareness campaigns and other activities. The first two organisations to sign up were the European Construction Industry Federation (FIEC) and the European Federation of Building and Woodworkers (EFBWW). Between them, they represent over 80 unions, employers' federations and other representative bodies in 25 countries, covering more than two million workers.

Good practice awards recognise innovative solutions

Five projects received good practice awards and a further seven were commended. Award winners included an Austrian ready-assembled, modular scaffolding system that is lifted into position by a crane, reducing the risks of falls when it is put up and taken down; and a range of OSH promotional materials developed in Sweden, called 'The Silent Book', that only use pictures to explain what is safe and unsafe behaviour in the construction industry.



PREPARING THE 2005 EUROPEAN WEEK CAMPAIGN — STOP THAT NOISE!

In 2005, the theme of the Agency's European Week campaign will be noise at work. Noise-induced hearing loss is still one of the most common occupational diseases in Europe, along with dermatitis and musculoskeletal disorders. Research has also found that noise contributes to stress, accidents and other health problems at work. According to one study, 29 % of Europe's workers are exposed to high noise levels for more than a quarter of their working time. During 2004, the Agency started to prepare the next European Week campaign, under the slogan 'Stop that noise!' This involved collecting data and drafting promotional materials.



4

SUPPORTING POLICY-MAKING
AND IMPLEMENTATION

NEW PREVENTION STRATEGIES AND POLICIES — NEED AND IMPACT

- **Economic incentives to improve OSH:** Are tax breaks, rebates or grants the most effective way to encourage firms to introduce higher standards of safety and health? Or are fines perhaps more suitable? To help answer these questions, the Agency organised a joint workshop with the Dutch EU Presidency on economic incentives and OSH. The conclusions, together with examples of various incentives that have been used, can be found at the Agency's website. The Agency also produced a working paper, 'Quality of the working environment and productivity', that explored the relationship between OSH and productivity. The authors of the report presented their findings to 45 experts at a seminar on 'Business excellence and OSH' in Dortmund.

PROMOTING A PREVENTIVE SAFETY AND HEALTH CULTURE

- **Highlighting the role of OSH in CSR:** Integrating OSH into a company's key departments and activities, such as human resources and marketing, is just one of the steps that businesses need to take if they are to meet their corporate social responsibility (CSR) objectives, according to a new report produced by the Agency. Others include: linking OSH goals with the company's long-term strategic and environmental objectives; and communicating OSH developments openly and honestly to both internal and external stakeholders. The publication of the report, 'Corporate social responsibility and safety and health at work', was complemented by a workshop that addressed these issues in more detail.
- **Mainstreaming OSH into education:** The Agency published a new report describing how various education institutions across Europe have successfully integrated OSH into school and university curricula. According to the report 'Mainstreaming occupational safety and health into education', young employees, aged 18–24, are 50 % more likely to have an accident than the average staff member in industrialised countries. One of the main problems, argue the authors, is that most adolescents enter the labour market with only little knowledge of the risks, let alone education in preventive measures. The 152-page report analyses 32 examples of how primary schools, vocational training colleges and universities have tried to educate pupils about OSH. Methods range from work placement schemes to special school syllabuses. The Agency also organised a seminar on mainstreaming OSH into education. One of its recommendations was to develop a network of OSH teachers and trainers and to create an 'OSH European passport' that could be used as proof that an individual has a basic grounding in OSH essentials.



TARGETING HIGH-RISK SECTORS



■ ***New tools for the agricultural sector:*** Agriculture has always been a high-risk sector in the EU but its significance has grown with the arrival of 10 new Member States. In Poland, for example, agriculture accounts for some 20 % of employment. To help these and other Member States deal with the risks of agriculture, the Agency has started to develop a variety of online support materials, including articles on the risks and solutions, summaries of relevant research and links to other web-

sites. A new training tool, designed to be used by unions, banks and other intermediaries who have regular contact with agricultural employees, is also in the pipeline. The main aim of the tool, and in particular the use of intermediaries as trainers, is to overcome the difficulties of reaching farmers and other staff in remote locations.

- ***'Designing' a safer construction industry:*** Up to 60 % of the accidents on Europe's construction sites and over 25 % of the fatalities could be avoided by more careful design, planning and procurement before construction starts, according to a new report published by the Agency. Drawing on 16 case studies from 14 EU Member States, the 126-page report, 'Achieving better safety and health in construction', highlights different ways that architects, engineers and others involved in the construction industry could cut the risks that builders and maintenance staff face. Examples discussed include pre-drilling holes into steel girders to eliminate the risk of them slipping and falling when lifted; regular on-site risk assessments during the construction phase; and designing lighting that is easy to replace and maintain, reducing the risk of falls and other injuries. The report was one of numerous publications and initiatives undertaken during the year to support the Agency's European Week campaign.
- ***Combating violence in the education sector:*** Three fact sheets were produced in 2004 to help teachers and other staff in the education sector minimise the risk of violence and other health hazards at work. According to recent studies, 4 % of employees in the sector have been physically assaulted and 12 % subjected to some form of intimidation, leading to increased staff turnover and absenteeism. The fact sheets, which provide advice and useful background information, include: 'Prevention of violence to staff in the education sector'; 'Occupational safety and health in the education sector'; and 'Management of occupational safety and health in the education sector'.
- ***Online support for fisheries:*** A special web feature providing information and advice on the hazards in Europe's fishing industry, including the risks of dangerous substances, was launched in 2004, just one of a series of initiatives in this field. The Agency also published a fact sheet, 'Risk assessment for small fishing vessels', the first safety and health guide in Europe targeted at the captains of small ships, and worked with the Commission's Sectoral Dialogue Committee on Fisheries to encourage dissemination of OSH information more widely in the fishing industry. The Agency's Director also made a presentation to the European Parliament's Fisheries Committee.



ANTICIPATING RISKS IN A CHANGING WORLD OF WORK

- **Support for disabled people:** A new fact sheet, produced in 20 languages, was published on 3 December 2004, The International Day of Disabled People, explaining how to adapt the workplace to make it safe and accessible for people with disabilities. It describes how to conduct a disability-sensitive risk assessment and provides a checklist of the issues that need to be considered when upgrading the working environment, such as signposting and emergency procedures.
- **Raising the profile of OSH and gender:** Following the publication of the Agency's report on 'Gender issues in safety and health at work', we held a seminar in Brussels to investigate ways that a more gender-sensitive approach to OSH could be advanced. Attended by a range of experts, including equality representatives from government bodies and social partners from the European level and Member States, one of the recommendations was to establish a network for sharing information and good practice.
- **Risk observatory progresses:** Data collection and analysis for the Agency's new risk observatory continued to gather pace. Forecasts and trend data are expected to be available online by 2005, based on over 100 national and European data sources, including employee surveys, registers of exposure and occupational diseases and accident, as well as corporate data. This multi-source approach is the best way to obtain an overall pan-European picture of the trends in key OSH areas, such as noise, while the observatory's forecasting activity is based on literature reviews and Delphi methodology surveys of researchers. Forecasts under development in 2004 covered physical, chemical, biological and psychosocial risks. The Agency has also started to explore the feasibility of creating a panel of companies that would be able to provide the risk observatory with a 'grassroots' view of the most pressing issues.
- **SME funding scheme proves its worth:** As discussed earlier, an independent evaluation of the Agency's SME funding scheme for the years 2002–03 found that around 700 000 businesses benefited from the 51 projects funded over this time. About 80 000 of these received direct advice. The evaluation team wrote: 'Although the scale of the interventions (some EUR 9 million over two years) is modest compared to most EU-funded programmes, the scheme achieves considerable added value, has beneficial impacts on the target group of SMEs, and has wider "demonstration" effects ... The added value of project outcomes varies but is particularly evident where projects have a transnational character and/or where there is an emphasis on a wide dissemination of results.' The evaluation also suggested a number of ways that the scheme could be improved. The full report can be downloaded at the Agency's website.



The Agency also produced a report summarising each of the 51 projects funded in 2002–03, called 'Promoting health and safety in European small and medium-sized enterprises'. The types of projects discussed range from an initiative to reduce accidents in the wine industry to ways to improve health



and safety in the textile, baking, tourism and agricultural sectors. Several projects also covered more risk-specific subjects, such as how to deal with hazardous substances and psychosocial problems, such as stress.

TOPIC CENTRE DEVELOPMENTS

The Topic Centres on Research Work and Health, and on Good Safety and Health Practice — Systems and Programmes completed their work in November 2004. Led by the Institut national de recherche et sécurité and the Finnish Institute of Occupational Health and Safety, the two centres have made important contributions over the past three years to the implementation of the Agency's work programmes.

A third topic centre 'New Member States', led by the Polish Central Institute for Labour Protection, also completed its work plan in 2004 and will now focus on helping the Agency to deliver its proposed enlargement action plan (see earlier part of report), under a new name, Topic Centre Enlargement Action.



5.

ADMINISTRATIVE ACTIVITIES

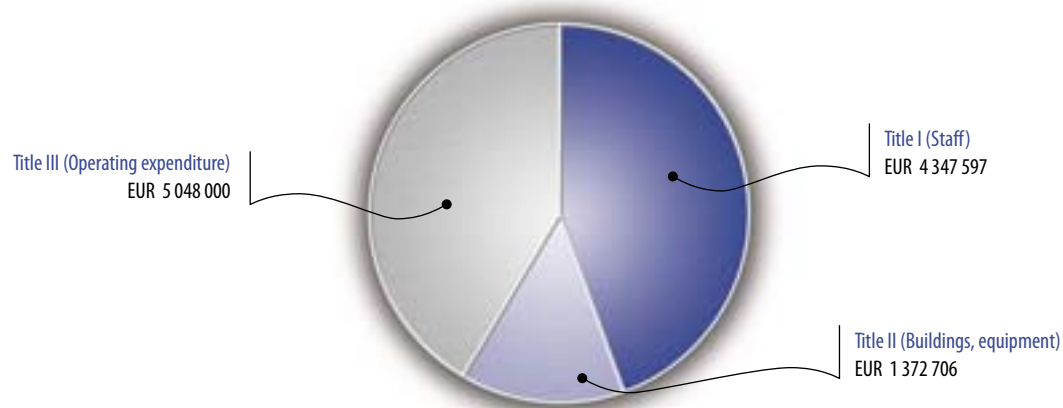


FINANCIAL MANAGEMENT SYSTEMS

The Agency's total budget, as approved, was financed from the following contributions:

Sources of revenue	Amount (EUR)
European Community subsidy	10 588 000
Spanish government	60 101
Basque regional government	60 101
County of Bizkaia	60 101
Total	10 768 303

Budgeted expenditure by title in 2004 (in EUR) was allocated as follows:



Of the EUR 10.77 million available in 2004, approximately 89 % was committed by the end of the year.

The EU Council of Ministers gave a positive recommendation on the 2002 budgetary discharge of the Agency on 4 February 2004. This was forwarded to the European Parliament, which subsequently gave discharge to the Agency for its 2002 budget on 21 April 2004. In addition, the Court of Auditors performed its annual audit on the Agency's 2003 financial statements and was able to 'obtain reasonable assurance that the annual accounts for the financial year ended 31 December 2003 are reliable and that the underlying transactions, taken as a whole, are legal and regular'.

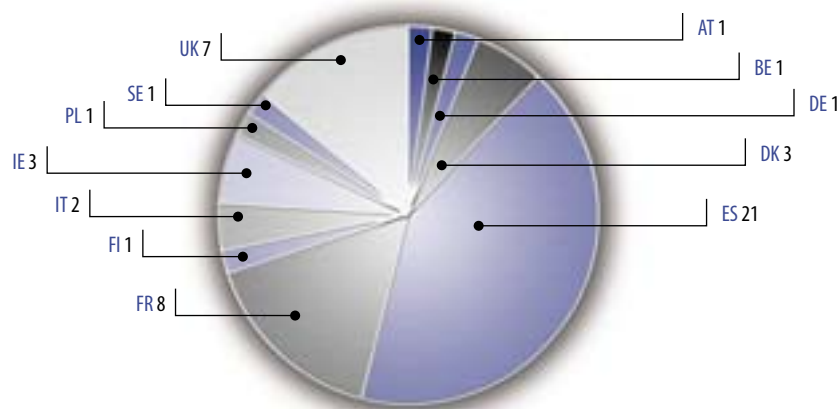


PERSONNEL MANAGEMENT

In 2004, seven temporary agents, five auxiliary agents and one local staff left the Agency while nine new temporary agents and one auxiliary agent were recruited. By the beginning of 2005, the staff composition was:

Category	Male	Female	Total
Temporary agents (A)	10	5	15
Temporary agents (B)	6	5	11
Temporary agents (C)	2	2	4
Local staff agents	3	14	17
Auxiliary agents	1	0	1
Seconded national experts	0	2	2
Total	22	28	50

The distribution by nationality was as follows:



THE HEALTH AND SAFETY COMMITTEE

In 2004, the Health and Safety Committee monitored the extensive building and renovation works that took place on the fourth floor; provided health and safety inductions for many new staff; and liaised closely on the revision of the emergency plan with Mutua Vizcaya Industrial, the Agency's occupational safety and health consultancy service.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

ICT made significant progress during the year. Late in 2004, IT services were re-structured as ICT services with the addition of competences on the web. Key accomplishments included the following.

- Adoption of open source and Linux solutions for improving IT infrastructure.
- Implementation of a new data centre to extend the physical space of IT infrastructure and to ensure additional security and availability of service (to be concluded in 2005).



- Design and implementation of new network architecture (to be concluded in 2005).
- Extending telephone switchboard capabilities.
- Installing new equipment, including computers, printers and photocopiers.
- Installing new versions of SI2 and Adonis.

DOCUMENTATION

The Agency continued to implement its document management system. This included the following.

- Continued development of the Agency's document registration and handling system. During the year, 14 265 records of incoming and outgoing e-mail were registered.
- Updating of Adonis by the installation of Adonis 5.2 as the Agency's document management system.
- Improving Adonis use within the Agency by the evaluation of the software done by the staff, the internal audit and periodical meetings.
- Reviewing and updating each unit's classification plans.
- Implementation of Regulation 1049/2001 regarding public access to the Agency's internal documents.

OTHER ADMINISTRATIVE ISSUES

The Administration Unit was reorganised as the Resource and Service Centre. The year 2004 involved the following challenges.

- Adopting and rolling out the EC's new staff and financial regulations as well as progressive reforms to the Agency's work.
- Improvements to the Agency's premises.
- Development of internal management systems, including procurement and contract management.



2004

Annual Report



Annexes

ANNEX 1

MEMBERSHIP OF THE ADMINISTRATIVE BOARD (FEBRUARY 2005)



The Agency's administrative board is made up of representatives of each of the 25 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	Ms Nicole Dery <i>Awaiting official appointment</i>
Mr L. Nicolaidis	Cyprus	Mr M. Kourtellis
Mr P. Simerka	Czech Republic	Ms D. Kubickova
Mr J. Jensen	Denmark	Ms C. Skjoldager
Mr T. Kaadu	Estonia	Ms E. Rünkla
Mr M. Hurmalainen	Finland	Mr E. Yrjänheikki
Mr M. Boisnel	France	Mrs J. Guigen
Dr A. Rückert	Germany	Dr K.-H. Grütte
Mr A. Christodoulou	Greece	Ms M. Pissimissi
Mr A. Békés	Hungary	Ms M. Groszmann
Mr D. Kelly	Ireland	Mr P. Donnellan
Mr P. Onelli	Italy	Ms A.M. Faventi
Mr R. Lūsis	Latvia	Ms J. Kanca
Ms A. Sabaitiene	Lithuania	Mr G. Cepas
Mr P. Weber	Luxembourg	Ms N. Welter
Dr M. Gauci	Malta	Mr D. Saliba
Mr D. Podgórski	Poland	<i>Awaiting appointment</i>



Member	Country	Alternate
Dr J. Veiga e Moura	Portugal	Mr E.R. Leandro
Mr P. Kijovsky	Slovakia	Ms E. Bartunková
Ms T. Petricek	Slovenia	Mr B. Brezovar
Mr J. Pinilla Garcia	Spain	Mr M. Velázquez
Dr B. Remaeus <i>Vice-Chairperson</i>	Sweden	Mr B. Barrefelt
Mr R. Feringa	The Netherlands	Ms N. Kuyper
Ms G. Deakins <i>Awaiting official appointment</i>	United Kingdom	Mr M. Darvill <i>Awaiting official appointment</i>

EMPLOYERS

Member	Country	Alternate
Ms C. Schweng <i>Vice-Chairperson</i>	Austria	Mr H. Brauner
Mr A. Pelegrin <i>Awaiting appointment</i>	Belgium	Mr K. de Meester
	Cyprus	<i>Awaiting appointment</i>
Mr M. Burisín	Czech Republic	Mr F. Hrobský
Mr A.J. Pedersen	Denmark	Mr T. P. Nielsen
Mr I. Link	Estonia	Ms K. Kibe
Mr T. Kuikko	Finland	Mr A. Mähönen
Ms V. Cazals	France	Dr P. Levy
Mr T. Holtmann	Germany	Mr H. Bender
Mr P. Kyriakongonas	Greece	Mr E. Zimalis
Mr J. I. Kovács	Hungary	Mr A. Szabadkai
Mr T. Briscoe	Ireland	Mr K. Enright
Mr F. Giusti	Italy	Mr M. Fregoso
Mr E. Korcagins	Latvia	Ms I. Upzare
Ms L. Sirvydiene	Lithuania	Mr J. Guzavicius
Mr F. Engels	Luxembourg	Dr F. Metzler
Mr J. Delia	Malta	Mr J. Scicluna
Ms J. R. Janicka	Poland	Mr J. Mecina
Mr M.M. Pena Costa	Portugal	Mr J. Costa Tavares
Mr M. Ondas	Slovakia	Mr J. Uherek
Ms N. Globocnik	Slovenia	Ms A. Serazin



Member	Country	Alternate
Ms P. Iglesias	Spain	Mr P. Teixidó Campás
Mr E. Jannerfeldt	Sweden	Ms Bodil Mellblom
Mr J.J.H. Koning	The Netherlands	Ms C.C. Frenkel
Dr J. Asherson	United Kingdom	Mr B. M. Warman

WORKERS

Member	Country	Alternate
Mr A. Heider	Austria	Ms R. Czeskleba
Mr H. Fonck	Belgium	Mr F. Philips
Ms O. Poulida	Cyprus	<i>Awaiting appointment</i>
Mr Lubos Pomajbík	Czech Republic	Mr V. Altner
Mr J.-K. Frederiksen	Denmark	Ms L. Jacobsen
Mr A. Soon	Estonia	Mr P. Ross
Ms R. Perimäki-Dietrich	Finland	Ms R. Työläjärvi
Mr G. Seitz	France	Mr D. Olivier
Ms M. Schröder	Germany	Mr M. Angermaier
Mr I. Adamakis	Greece	Mr I. Konstantidinis
Mr Pál Gergely	Hungary	Mr Károly György
Mr F. Whelan	Ireland	Mr S. Cronin
Ms G. Galli	Italy	Ms P. Modica
Mr Z. Antapsons	Latvia	Mr M. Puzuls
Ms G. Mozura	Lithuania	Mr R. Kumpis
Mr A. Giardin	Luxembourg	Mr M. Goerend
Mr J. Gerada	Malta	Mr S. Sammut
Mrs I. Pawlaczyk	Poland	Mr L. Staszak
Mr L.F. Do Nascimento Lopes (<i>Chairperson</i>)	Portugal	Mr A. Farias
Mr Peter Rampásek	Slovakia	Mr J. Bobela
Ms Lucka Böhm	Slovenia	Mr V. Svab
Mr T. López Arias	Spain	Mr J. García
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 <i>Vice-Chairperson</i> 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
Mr W. Buschak European Foundation for the Improvement of Living and Working Conditions	Mr B. O'Shea European Foundation for the Improvement of Living and Working Conditions
Ms M. 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 (FROM 1 JANUARY 2005)



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

- Electronic communications
- Promotion/media relations
- Publications/events
- European week

▶ Working environment

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



ANNEX
3.STAFF LIST BY UNIT
(UPDATED AT 1 JANUARY 2005)

DIRECTORATE

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

NETWORK SECRETARIAT

Mr Finn Sheye (DK), Network Manager
Mr Alun Jones (UK), Network Manager
Ms Marta Urrutia (ES), Network Manager (SNE from 'Instituto Nacional de Seguridad e Higiene en el Trabajo' (ES)
Ms Brenda O'Brien (IE), Liaison Officer
Ms Elena Ortega (ES), Legal Adviser
Mr Jesper Bejer (DK), Assistant Network Manager
Mr Ingemar Sternerup (SE), Assistant Network Manager
Ms Dagmar Radler (DE), Secretary
Ms Usua Uribe (ES), Secretary

INFORMATION AND COMMUNICATION UNIT

Mr Andrew J.A. Smith (UK), Head of Unit
Ms Françoise Murillo (FR), Project Manager
Mr Bruno Thiebaud (FR), Communication Manager
Ms Paola Piccarolo (IT), Assistant Information Manager
Ms Michelle Kruger (IE), Assistant Information Manager
Mr Marek Kosarczyn (PL), Assistant Information Manager
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
Ms Elke Schneider (AT), Project Manager
Mr Tim Tregenza (UK), Project Manager
Mr Eusebio Rial-Gonzalez (UK), Project Manager
Mr Gregory Haywood (UK), Project Manager
Ms Emmanuelle Brun (FR), Project Manager, SNE from 'Berufsgenossenschaftliches
Institut für Arbeitsschutz – BGIA'
Ms Sarah Copsey (UK), Project Manager
Mr William Cockburn (UK), Assistant Project Manager
Ms Laura Claudia Romano (IT), Clerical
Ms Monica Vega (ES), Secretary
Ms Estibaliz Vidart (ES), Secretary

RESOURCE AND SERVICE CENTRE

Mr Jose Garcia-Blanch (ES), Head of Resource and Service Centre
Ms Caroline Georges (FR), Assistant Human Resources Manager
Mr Bernardo Varas (ES), Finance Officer
Ms Aisling O'Neill (IE), Finance Officer
Mr Juan Carlos Del Campo (ES), Accountant
Ms Lila Adib (FR), Assistant ICT Manager
Mr Jouko Raatikainen (FI), Assistant ICT Manager
Ms Iraide Estrataetxe (ES), Documentalist
Ms Pascale Turlotte (FR), Clerical
Mr Alexandre Herte (BE), Clerical
Ms Mari Carmen de la Cruz (ES), Administrative Assistant
Mr Xabier Altube (ES), IT Assistant
Mr Jose Ignacio Sanchez (ES), IT Assistant
Ms Susana Bilbao (ES), Assistant Documentalist
Ms Silvia Grados (ES), General Services Officer
Ms Berta Lejarza (ES), Secretary
Ms Begoña Graña (ES), Secretary



ANNEX
4

FOCAL POINTS (FEBRUARY 2005)



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 25 EU Member States, focal points have also been established in the four EFTA countries of Switzerland, Iceland, Liechtenstein and Norway and the three EU candidate countries.

FOCAL POINTS OF THE EU MEMBER STATES

Austria

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

Belgium

Federal Public Service Employment, Labour and
Social Dialogue
Ernest Blerotstraat 1
B-1070 Bruxelles
Contact person: Mr Willy Imbrechts
Tel. (32-2) 233 41 11
E-mail: willy.imbrechts@meta.fgov.be

Cyprus

Department of Labour Inspection
Ministry of Labour and Social
Insurance
12 Apellis str.
CY-1493 Nicosia
Contact person: Mr Leandros Nicolaides
Director
Tel. (357) 22 30 03 30
E-mail: director@dli.mlsi.gov.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



Denmark

Arbejdstilsynet
Landskronagade 33
DK-2100 Copenhagen
Contact person: Mrs Tove Loft
Tel. (45) 39 15 22 30
E-mail: tol@at.dk

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

Finland

Ministry of Social Affairs and Health
Department for Occupational Safety and Health
PO Box 556
FIN-33101 Tampere
Contact person: Dr Erkki Yrjanheikki
Tel. (358-9) 160 01
E-mail: erkki.yrjanheikki@stm.fi

France

Ministère de l'emploi, du travail et de la cohésion sociale
DRT
39-43 quai André-Citroën
F-75902 Paris Cedex 15
Contact person: Mr Robert Piccoli
Tel. (33) 144 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) 30 2014 6766
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 (K.Y.A.E.)
Pireos 40
GR-10182 Athens
Contact person: Dr Elizabeth Galanopoulou
Tel. (30) 21 03 21 41 47
E-mail: kyae@otenet.gr

Hungary

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

Ireland

Health and Safety Authority
10 Hogan Place
Dublin 2, Ireland
Contact person: N.N.
Tel. (353-1) 614 70 00
E-mail: info@hsa.ie

Italy

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

Latvia

State Labour Inspectorate of the Republic of Latvia
38, Kr.Valdemara street
LV-1010 Riga
Contact person: Liene Maurite
Tel. (371) 702 17 48
E-mail: liene.maurite@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

Luxembourg

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

Malta

Occupational Health and Safety Authority
17 Edgar Ferro' Street
Pieta' MSD 07
Contact person: Ms Romina Rieck Zahra
Tel. (356) 21 24 76 77/8
E-mail: romina.rieczahra@gov.mt

Netherlands

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

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

Portugal

Instituto de Desenvolvimento e Inspeção das
Condições de Trabalho
Avenida da República 84, 5º Andar
P–1600-205 Lisboa
Contact person: Ms Maria Manuela Calado
Correia
Tel. (351) 217 92 70 00
E-mail: osha@idict.gov.pt

Slovakia

National Labour Inspectorate
Vazovova 7/A
SK–815 07 Bratislava
Contact person: Mr Gabriel Hrabovsky
General Labour Inspector
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 Vladka Komel
Tel. (386-1) 478 33 39
E-mail: vladka.komel@gov.si

Spain

Instituto Nacional de Seguridad e Higiene en el
Trabajo
c/Torrelaguna 73
E–28027 Madrid
Contact person: Ms Marta Jimenez Agueda
Tel. (34) 913 63 41 00
E-mail: mjimenez@mtas.es

Sweden

Arbetsmiljöverket
SE–171 84 Solna
Contact person: Ms Elisabet Delang
Tel. (46-8) 730 90 00
E-mail: arbetsmiljoverket@av.se



United Kingdom

Health and Safety Executive
 Rose Court 9SW
 2 Southwark Bridge
 London SE1 9HS, United Kingdom
 Contact person: Ms Eleanor Keech
 Tel. (44-207) 717 60 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. Jacquain, 155
 B-1210 Brussels
 Contact person: Mr Marc Sapir
 Tel. (32-2) 224 05 60
 Fax (32-2) 224 05 61
 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 08 11
 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 46 00
 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
 PO Box 8103 Dep.
 N-0032 Oslo
 Contact person: Mr Nils-Petter Wedege
 Tel. (47) 22 95 70 00
 E-mail: np.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 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

Romania

National Research Institute for Labour Protection
 General Budisteanu str. Nr. 15, sect. 1
 RO-79 629 Bucharest
 Contact person: Mrs Mihaela Soviani Tripcovici
 Tel. (402-1) 314 43 85
 E-mail: office@protectiamuncii.ro

Turkey

Ministry of Labour and Social Security
 General Directorate of Occupational Health and Safety
 İnönü Bulvan, I Blok, No 42, Kat. 4
 Emek Ankara
 Turkey
 Contact person: Mr Erhan Batur
 Tel. (90-312) 215 50 21
 E-mail: ebatur@csgb.gov.tr



INTERNATIONAL PARTNERS

Australia

National Occupational Health and Safety
Commission (NOHSC)
GPO Box 1577,
AU–Canberra ACT 2601
Contact person: Mr Tom Fisher, Acting Chief
Executive Officer
Fax (61) 295 77 92 06
E-mail: tom.fisher@nohsc.gov.au

Brazil

FUNDACENTRO
Rua Capote Valente, 710 — Pinheiros
CEP 05409-002 São Paulo/SP
Brazil
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
Canada
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
Japan
Contact person: Mr Koichi Igarashi, General
Manager
Fax (81) 424 95 5936
E-mail: kigarash@jisha.or.jp

Korea

Korea Occupational Safety and Health Agency
(KOSHA)
34-4 Gusan-dong, Bupyeong-gu, Incheon, Korea
Postal code: 403-711
Contact person: Lee, Jong-kyu, Director
Fax (82-32) 512 8851
E-mail: jklee@kosha.net

USA

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

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

National Safety Council (NSC)
1025 Connecticut Ave., NW, Suite 1200
Washington, DC 20036
United States
Contact person: Mr Leo Carey
Fax (1-202) 293 00 32
E-mail: careyl@nsc.org

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 Occupational Hygiene Association

International Occupational Hygiene Association
(IOHA)
Suite 2, Georgian House, Great Northern Road,
Derby DE1 1LT, United Kingdom
Contact person: Heather Jackson, President
Fax (44-1332) 29 80 99
E-mail: admin@ioha.com

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

Organisation of American States

1889 F. Street, NW
Washington, DC 2006
United States
Contact person: Mr Antoine Chevrier
Fax (01-202) 458 39 04
E-mail: AChevrier@iacd.oas.org

Pan American Health Organisation

525 23rd St., N.W.
Washington, DC 20037
United States
Contact person: Ms Maritza Tennessee
Fax (01-202) 974 36 63
E-mail: tennasm@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 2004

	No of network partners in 2004	No of social partners in 2004	No of network meetings in 2004
Austria	21	5	3
Belgium	5	4	1
Bulgaria	12	7	3
Cyprus	21	9	2
Czech Rep.	(*)	(*)	(*)
Denmark	46	20	2
Estonia	(*)	(*)	(*)
Finland	14	8	6
France	(*)	(*)	(*)
Germany	15	2	2
Greece	21	1	3
Hungary	9	2	3
Iceland	10	5	1
Ireland	(*)	(*)	(*)
Italy	104	19	3
Latvia	6	2	10
Liechtenstein	(*)	(*)	(*)
Lithuania	28	6	4
Luxembourg	9	3 (workers reps)	2
Malta	33	23	2
Netherlands	12	6	12
Norway	18	8	1



	No of network partners in 2004	No of social partners in 2004	No of network meetings in 2004
Poland	37	4	2
Portugal	(*)	(*)	(*)
Romania	(*)	(*)	(*)
Slovak Rep.	68	11	2
Slovenia	26	10	5
Spain	60	6	0
Sweden	15	8	6
Switzerland	11	2	3
UK	(*)	(*)	(*)

(*) No figures available.



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 existing two topic centres with EU-15 institutions, a new Topic Centre New Member States was launched in May 2004, to continue the work carried out previously by the Topic Centre Good Practice — Candidate Countries. Together they covered the following topics:

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

TOPIC CENTRE ON GOOD PRACTICE SYSTEMS AND PROGRAMMES

Lead organisation:

Finnish Institute of Occupational Health (FIOH, Finland)

Department of Industrial Hygiene and Toxicology
Topeliuksenkatu 41 Aa
FIN-00250 Helsinki

Partner organisations:

National Institute of Occupational Health (AMI, Denmark)

LersøParkallé 105
DK-2100 Copenhagen

Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BauA, Germany)

Parkstraße 58
D-28209 Bremen

Hellenic Institute for Health and Safety at Work (ELINYAE, Greece)

143 Liosion 86, Thirsiou
GR-10445 Athens

Groupement de l'Institution Prévention de la Sécurité sociale pour l'Europe (EUROGIP, France)

55, rue de la Fédération
F-75015 Paris

Faculdade de Ciências e Tecnologia da Universidade Nova de Lisboa/Secção de Ergonomia do DEMI (Dep. En. Mecânica e Industrial) (DEMI, Portugal)

Quinta da Torre
P-2829-516 Caparica

Health and Safety Laboratory (HSL, UK)

Broad Lane
Sheffield S3 7HQ
United Kingdom



Instituto Superiore per la Prevenzione e la Sicurezza del Lavoro (ISPESL, Italy)

Via Alessandria, 220/e
I-00198 Roma

Instituto Sindical de Trabajo, Ambiente y Salud (ISTAS, Spain)

C/Modesto Lafuente, 3 3ª D
E-28010 Madrid

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

Jubilee Campus
Wollaton Road
Nottingham NG8 1BB
United Kingdom

Kooperationsstelle Hamburg (KOOP, Germany)

Besenbinderhof 60
D-20097 Hamburg

PREVENT (Belgium)

Gachardstraat 88
B-1050 Brussels

Robens Centre for Health Ergonomics, European Institute of Health and Medical Sciences — University of Surrey (Robens, United Kingdom)

Guildford GU2 7TE
Surrey
United Kingdom

In addition to these TC partners, TNO Work and Employment are included in the topic centre as an observing member.

TNO Work and Employment (TNO W&E, The Netherlands)

Postbus 718
PO Box 718
2130 AS Hoofddorp
The Netherlands

TOPIC CENTRE ON RESEARCH — WORK AND HEALTH

Lead organisation:

Institut National de Recherche et de Sécurité (INRS) — Centre de Lorraine

Avenue de Bourgogne
BP 27
F-54501 Vandoeuvre Cedex

Partner organisations:

National Institute of Occupational Health (NIOH/AMI)

Arbejdsmiljøinstituttet
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

Berufsgenossenschaftliches Institut für Arbeitsschutz (BIA)

BG-Institute for Occupational Safety and Health — BIA
Alte Heerstrasse 111
D-53754 Sankt Augustin

Finnish Institute of Occupational Health (FIOH)

Työterveyslaitos
Topeliuksenkatu 41aA
FIN-00250 Helsinki

Health and Safety Laboratory (HSL)

Broad Lane
Sheffield S3 7HQ
United Kingdom

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

c/Torrelaguna 73
E-28027 Madrid

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

Via Alessandria 220 E
I-00198 Roma

PREVENT

Rue Gachard
88 BTE 4
B-1050 Bruxelles
Tel: (32-2) 643 44 44
Fax (32-2) 643 44 40

TNO Work and Employment

Polarisavenue 151
PO Box 718
2130 AS Hoofddorp
The Netherlands



TOPIC CENTRE NEW MEMBER STATES

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

**Cyprus Chamber of Commerce and Industry
(CCCI)**
Griva Digeni 38 & Deligiorgi 3 Street
PO Box, 1455
CY-1509 Nicosia

Cyprus Worker's Confederation (SEK)
PO Box 25018
CY-1306 Nicosia

Institute of Occupational Safety (ZVD)
Chengdujska cesta 25
SLO-1000 Ljubljana

Lithuanian University of Agriculture (LZUU)

Department of Occupational Safety and
Engineering Management
Studentu street 11
LT-4324 Akademija, Kaunas district

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

Ötvös J. u. 2.
H-1021, Budapest

State Labour Inspectorate (SLI)

Krisjana Valdemara iela 38
LV-1010 Riga

Technical University of Košice (TUKE)

Institute of Safety, Quality and Environment,
Department of Safety and Quality Production
Letná 9
SK-042 00 Košice

Technical University of Ostrava (TUO)

Safety Engineering College,
17. listopadu 15
CZ-708 33 Ostrava-Poruba



ANNEX
7

LIST OF ATTENDED CONFERENCES 2004



Date	Event	Location
20–21 January	EU Sectorial Dialogue Committee on Agriculture	Brussels, Belgium
27 January	EU Sectorial Dialogue Committee on Construction	Brussels, Belgium
30–31 January	TUTB Enlargement Conference	Belgium
3 February	Arcelor Conference	Bilbao, Spain
4 February	Quarterly meeting of ORC Worldwide's Occupational Safety and Health Group	Washington, USA
5 February	CEPCIDI meeting, including 34 OAS Member States	Washington, USA
6 February	ORC International Safety and Health Forum	Washington, USA
17–21 February	BAUTEC — BUILT IN	Berlin, Germany
24–27 February	SICUR	Madrid, Spain
12 March	EBC Board of Directors	Brussels, Belgium
17 March	SLIC meeting	Luxembourg
23 March	I Encuentro Nacional sobre Educación y Formación en Prevención de Riesgos Laborales (Organised by Junta de Andalucía and INSHT)	Seville, Spain
26 March	Congreso Andaluz de Higiene y Seguridad en el Trabajo	Malaga, Spain
19–20 March	First Conference of Directors – General — 'Making a difference' a future for European workers	Dublin, Ireland
26–27 April	Concluding Conference of the Work Life and EU Enlargement Project	Aske-Stockholm, Sweden
27 April	Foro PREVENCIÓN 2004	Santiago de Compostela, Spain
28 April	II Foro de Prevención de Riesgos Laborales	Palma De Mallorca, Spain
28–29 April	WP on injuries and accidents + meeting with Eurostat and Employment DG	Luxembourg



Date	Event	Location
30 April	Launch of European Week 2004	Dublin, Ireland
7–8 May	KITA Symposium 'Quality in stormy times'	Dresden, Germany
13 May	Meeting of the Advisory Committee on Safety, Hygiene and Health Protection at Work	Luxembourg
15 May	Work and Health Conference	Toronto, Canada
3–4 June	3er Congreso Internacional de Prevención de Riesgos Laborales	Santiago De Compostela, Spain
9 June	Public talk on 'Occupational health and safety in the 21st century'	Valletta, Malta
10–11 June	Presentation on stress at EUROFEDOP seminar	Dublin, Ireland
14 June	Fourth European Conference on Promoting Workplace Health — Networking Workplace Health in Europe — Working Together towards a Social and Competitive Europe	Dublin, Ireland
14–15 June	Workshop on workplace measures for dangerous substances	London, United Kingdom
16 June	DIPLOOS (Trofeo Nacional de Seguridad en el Trabajo) Award Ceremony	San Sebastián, Spain
16–20 June	FIEC 2004	Prague, Czech Republic
18 June	International Safety and Health Congress	San Sebastián, Spain
21 June	International Conference on European Social Model	San Sebastián, Spain
1 July	Working Group on Occupational Exposure Limits	Luxembourg
7 July	New experiences of safety in building	Torino, Italy
16–18 July	The 15th National Hazards Conference: Hazards 2004 — Resisting the brutalisation of work	Manchester, United Kingdom
1–3 September	Workingonsafety.net Conference	Dresden, Germany
14 September	International Forum on Disability Management	Maastricht, The Netherlands
14 September	Workhealth final meeting	Berlin, Germany
15–17 Sept	Towards effective intervention and sector dialogue in occupational safety and health	Amsterdam, The Netherlands
16–17 September	Seminar 'Safety and health at work for people with disabilities'	Madrid, Spain
21 September	EP Fisheries Committee meeting	Brussels, Belgium
21 September	Jornadas Divulgativas sobre Prevención en la Empresa — La Prevención de Riesgos Laborales en la Europa de los 25 (Organised by Mutua Universal)	Pamplona, Spain



Date	Event	Location
22 September	Conference 'Responsabilidad medioambiental: Aspectos civiles y riesgos laborales'	Granada, Spain
23–24 September	Workshop Modelle und Berechnungsverfahren zur Ermittlung von Gefahrstoffexpositionen	Dresden, Germany
1 October	Presentación V Edición de la Encuesta Nacional de Condiciones de Trabajo	Madrid, Spain
5–6 October	Conferencia Europea sobre Seguridad, Medio Ambiente y Salud en la Construcción — SALVSLABORIS	Madrid, Spain
7 October	SLIC meeting	Luxembourg
20 October	EW 2004 in Dortmund — Europäische Woche 2004 'Sicher Bauen!', konferenz	Dortmund, Germany
20 October	European Week 2004: National conference	Malta
20 October	Jornada sobre Planes de Autoprotección en Lugares de Trabajo en el Marco de la Semana Europea 2004 (Organised by CSI-CSIF Trade Union and Concejalía Delegada de Personal del Ayuntamiento de Madrid)	Madrid, Spain
21 October	Closing event of the European Week in Spain	Madrid, Spain
22 October	'Mostra de Medis de Prevenció de Construcció'	Palma De Mallorca, Spain
22 October	EW 2004: Convegno in Material di Salute e Sicurezza nei Cantieri	Italy
23 October	Seminar on agricultural safety and health with SDC	Brussels, Belgium
29 October	Panel 'Managing safety on construction sites'	Madrid, Spain
3 November	47th meeting of the Senior Labour Inspectors Committee	Maastricht, The Netherlands
4 November	SLIC Thematic Day — 'Supervising EU Directive 90/269 on manual handling of heavy loads'	Maastricht, The Netherlands
11–12 November	Prevención de Riesgos Laborales, Salud Laboral y Trabajadores no Comunitarios	Madrid, Spain
11–12 November	II Jornadas Nacionales de los Servicios de Prevención en el Ámbito Sanitario	Madrid, Spain
11 November	II Congreso Nacional de Prevención de Riesgos Laborales en el Sector Agroalimentario (Organised by Consejo General de Colegios Oficiales de Ingenieros Técnicos Agrícolas de España and Fundación IDEA)	Lérida, Spain
16 November	Foro FUSAT-Capítulo Construcción	Buenos Aires, Argentina
18 November	Meeting of the Advisory Committee on Safety, Hygiene and Health Protection at Work	Luxembourg
23 November	Jornada Técnica sobre 'Intervención Psicosocial'	Barcelona, Spain



Date	Event	Location
25 November	Conferencia 'Envejecimiento y política Europea de Seguridad y Salud en el Trabajo',	Madrid, Spain
29–30 November	ETF Advisory Forum	Torino, Italy
30 November	FITS/ Forum International Travail-Santé	Paris, France
1–3 December	Sixth International Congress on Work Injuries Prevention, Rehabilitation and Compensation (EN)	Rome, Italy
14 December	Jornadas por las buenas prácticas de prevención en el sector del montaje y mantenimiento industrial	Bilbao, Spain

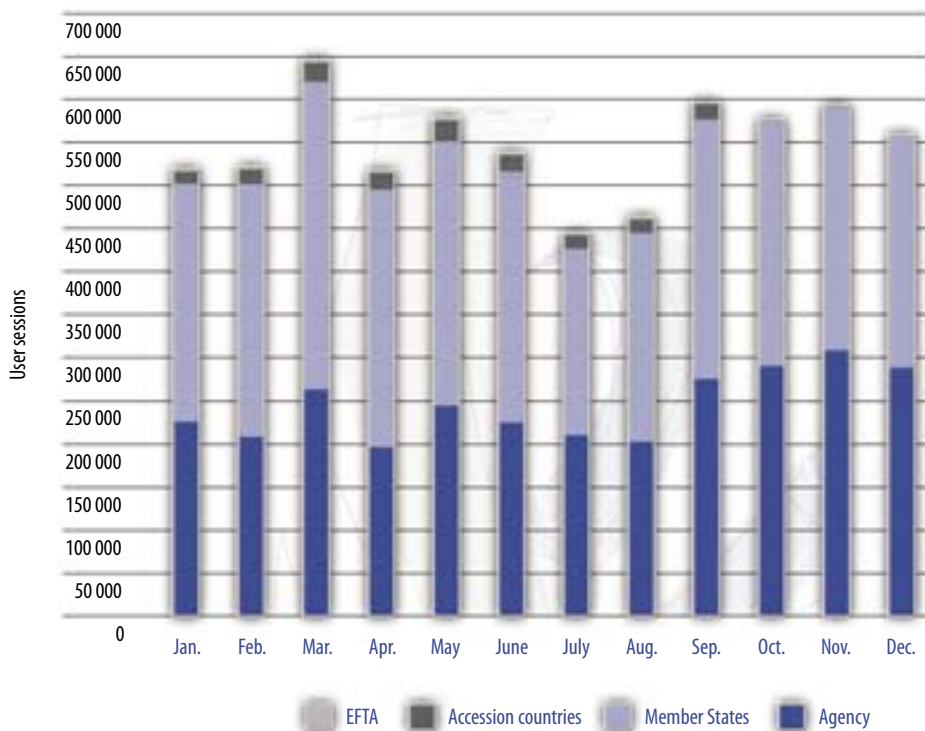


ANNEX 8

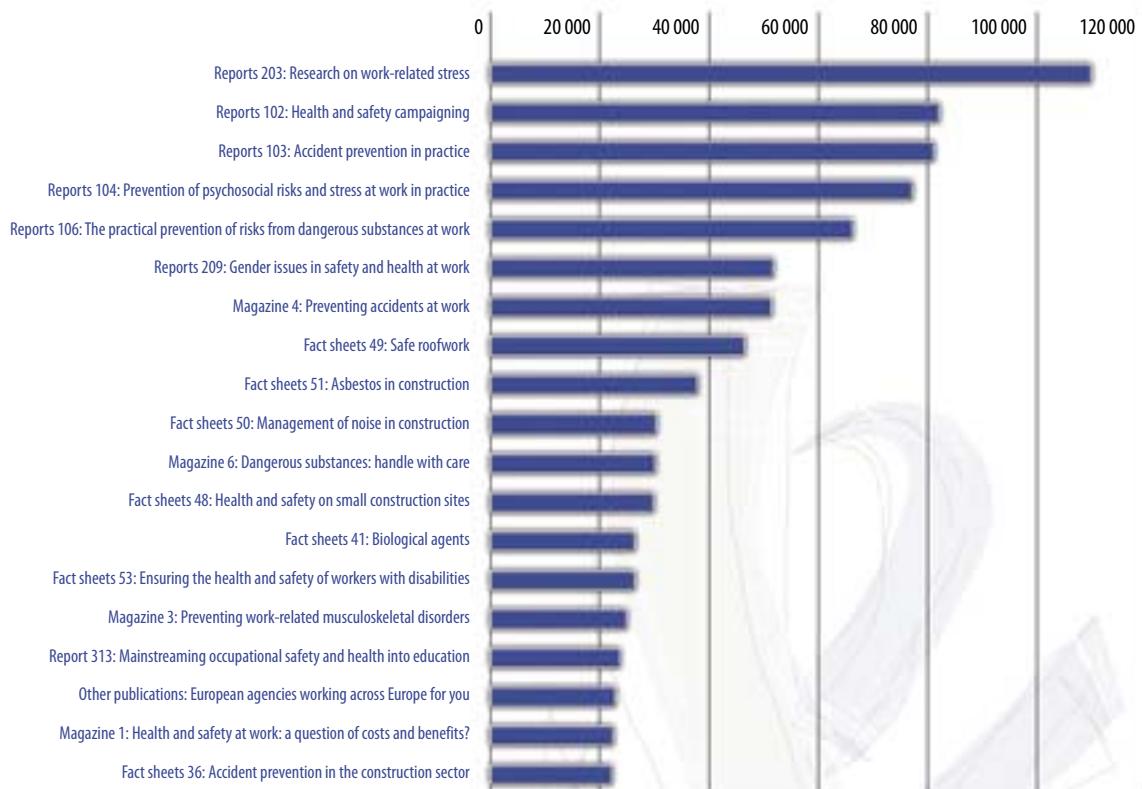
WEBSITE USAGE AND INFORMATION REQUESTS RECEIVED IN 2004



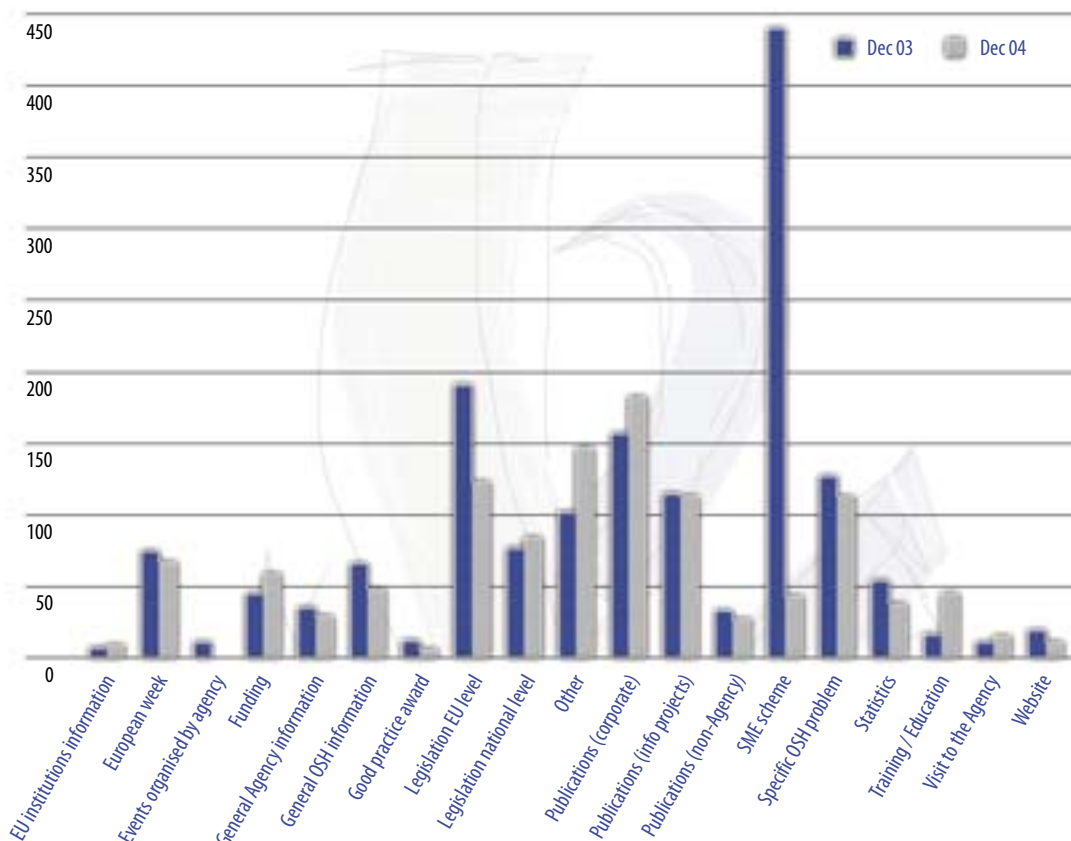
WEBSITE USAGE 2004 — MONTHLY NUMBER OF USER SESSIONS
 Statistics cover the websites of the Agency, the 25 Member States and the candidate countries
 Calculation of statistics was improved as of January 2003



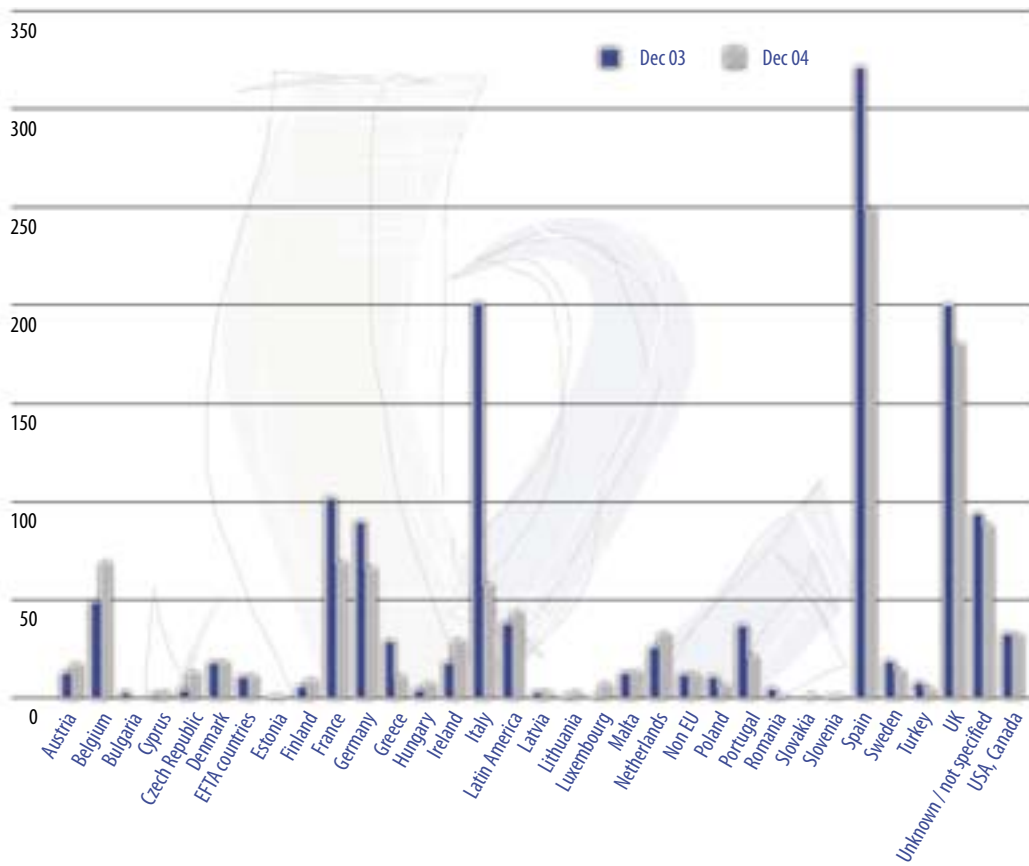
TOP 20 MOST VIEWED PUBLICATIONS 2004 (revised calculation in 2004)



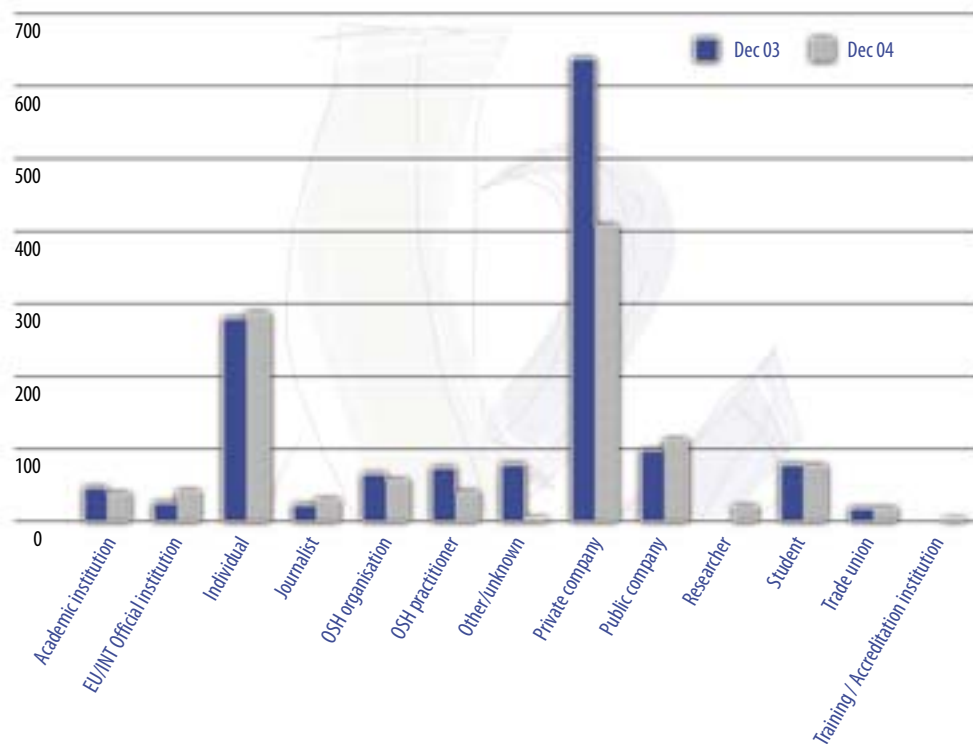
INFORMATION REQUESTS RECEIVED BY DECEMBER BY SUBJECT — COMPARAISON 2003-04



INFORMATION REQUESTS RECEIVED BY DECEMBER BY COUNTRY — COMPARISON 2003-04



INFORMATION REQUESTS RECEIVED BY DECEMBER BY TYPE OF SENDER — COMPARISON 2003-04



ANNEX 9

PUBLICATIONS FROM JANUARY 2004
TO DECEMBER 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, forums, fact sheets and magazines. All of these are available online at the Agency's website <http://agency.osha.eu.int/publications/> and in a limited number of printed copies from the EC's Publications Office 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

**Annual report 2003**

Providing the insights for a safer and more productive working environment in Europe. Available in English, 72 pages, A4
Cat. No: TEAB04001ENC

A summary is available in the 20 official Community languages, 6 pages, A4.
Cat. No: TEAF04001XXC

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

Annual work programme

Annual work programmes of the planned activities of the European Agency have been published since 1996, with summary versions being included as annexes to the annual report and since 1998 they have been available in full on the Agency's website. The work programme for 2005 is available on the Agency homepage and as an annex to this report.

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

CD ROMs

Agency information 2002/03

2004 — Cat. No: TE4902854ENZ

**European Agency magazine**

European Agency magazine 7 — *Actions to improve safety and health in construction*

Available in German, English, French and Spanish

Cat. No: TEAA04007(ES/DE/EN/FR)-C

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



Catalogue of publications

List of publications

Cat. No: TE5303184END

Information reports

Good practice



Prevention of risks in construction in practice

Available in English only

2004 — 64 pp.

ISBN 92-9191-020-1

Cat. No: TEAH04001ENC

Free of charge in a limited number of copies.

<http://agency.osha.eu.int/publications/reports/108/en/index.htm>

SME funding scheme 2002–03

Printed in English and available online in Spanish, German, French and Italian

2004 — 127 pp.

ISBN 92-9191-071-6

Cat. No: TEAG04001ENC

Free of charge in a limited number of copies.

<http://agency.osha.eu.int/publications/reports/107/en/index.htm>



Research on work and health



Corporate social responsibility and safety and health at work

Available in English only

2004 — 125 pp.

ISBN 92-9191-072-4

Cat. No: TE5904120ENC

Price: EUR 15

<http://agency.osha.eu.int/publications/reports/210/en/index.htm>

Quality of the working environment and productivity

(working paper)

Available in English only

2004 — 86 pp.

ISBN 92-9191-074-0

Cat. No: TE5904128ENC

Price: EUR 15

<http://agency.osha.eu.int/publications/reports/211/en/index.htm>

Systems and programmes

Mainstreaming occupational safety and health into education

Available in English

2004 — 149 pp.

ISBN 92-9191-016-3

Cat. No: TE5904104ENC

Price: EUR 15

<http://agency.osha.eu.int/publications/reports/313/en/index.htm>



Achieving better safety and health in construction

2004 — 144 pp.

ISBN 92-9191-073-2

Cat. No: TE5904136ENC

Price: EUR 25

<http://agency.osha.eu.int/publications/reports/314/en/index.htm>**Forum**

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

Forum 12 — Working with dangerous substances: The European policy challenge

ISBN 92-95007-86-7

ISSN 1681-4398

2003, Cat. No: TEAD02012(ES/DE/EN/FR)C

Free of charge in a limited number of copies.

<http://agency.osha.eu.int/publications/forum/12/en/index.htm>***Forum 11 — Monitoring occupational safety and health in the European Union***

ISBN 92-95007-78-6

ISSN 1681-4398

2003, Cat. No: TEAD02011-(ES/DE/EN/FR)C

Free of charge in a limited number of copies.

<http://agency.osha.eu.int/publications/forum/11/en/index.htm>**Facts**

Agency fact sheets provide concise information on its various activities. These are available in all 20 official Community languages:

Facts 55: Achieving better safety and health in construction

2004, Cat. No:

TE5904144(CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/LT/LV/NL/PL/PT/SK/SL/SV)C

<http://agency.osha.eu.int/publications/factsheets/55/en/index.htm>***Facts 54: Corporate social responsibility and occupational safety and health***

2004, Cat. No:

TE5804740(CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/LT/LV/NL/PL/PT/SK/SL/SV)C

<http://agency.osha.eu.int/publications/factsheets/54/en/index.htm>***Facts 53: Ensuring the health and safety of workers with disabilities***

2004, Cat. No:

TE5804304(CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/LT/LV/NL/PL/PT/SK/SL/SV)C

<http://agency.osha.eu.int/publications/factsheets/53/en/index.htm>

Facts 52: Mainstreaming occupational safety and health into education

2004, Cat. No: TE5804336(CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/LT/LV/NL/PL/PT/SK/SL/SV)C
<http://agency.osha.eu.int/publications/factsheets/52/en/index.htm>



Facts 51: Asbestos in construction

2004, Cat. No:
TE5904475(CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/MT/LT/LV/
NL/PL/PT/SK/SL/SV)C
<http://agency.osha.eu.int/publications/factsheets/51/en/index.htm>

Facts 50: Management of noise in construction

2004, Cat. No:
TE5904467(CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/MT/LT/LV/
NL/PL/PT/SK/SL/SV)C
<http://agency.osha.eu.int/publications/factsheets/50/en/index.htm>

Facts 49: Safe roofwork

2004, Cat. No:
TE5904459(CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/MT/LT/LV/
NL/PL/PT/SK/SL/SV)C
<http://agency.osha.eu.int/publications/factsheets/49/en/index.htm>

Facts 48:

Health and safety on small construction sites

2004, Cat. No: TE5904451(CS/DA/DE/EL/EN/ES/ET/FI/FR/HU/IT/MT/LT/LV/NL/PL/PT/SK/SL/SV)C
<http://agency.osha.eu.int/publications/factsheets/48/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 fact sheets and leaflets to posters and videos. In addition, the Agency also organises conferences and colloquia.



Posters, leaflets, fact sheets

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>

Stop that noise!

European Week for Safety and Health at Work 2005
Available in all the official languages of the EU
<http://ew2005.osha.eu.int>

ANNEX 10.

OVERVIEW OF DISTRIBUTION OF PUBLICATIONS TO FOCAL POINTS 2004

OVERVIEW OF DISTRIBUTION OF PUBLICATIONS TO FOCAL POINTS AND NETWORK IN 2004

In the year 2004, the focal points and their networks received 30 different publications from the Agency, with a total of 3 323 318 copies.

Annual report:	1	(EN full report, summary all languages)
Fact sheets:	14	(all languages, 9 normal and 5 EW related)
Forums:	2	(EN DE ES FR)
Magazine:	1	(EN DE ES FR)
Reports:	7	(EN)
List of publications:	1	(EN)
CD ROM Agency information:	1	(EN)
EW flier:	1	(all languages)
EW leaflet:	1	(all languages)
EW poster:	1	(all languages)

Of these 30 publications, 18 were in all languages, two in EN, DE, ES and FR and nine (reports, catalogue and CD ROM) in EN only.

PUBLICATIONS

	Annual Report	Summary A.Rep.	FS (not EW)	Forum	Magazine	Reports	List of Publications	CD Rom Agency info	EW FS	EW GP flier	EW leaflet	EW poster / sticker	Total
Austria	200	917	37 890	5 100	1 686	1 995	1 404	137	34 000	8 500	8 500	50	100 379
Belgium	300	3 218	15 490	2 014	636	2 674	384	387	49 200	17 500	8 700	7 500	108 003
Cyprus	35	95	440	98	124	154	30	113	2 000	500	500	200	4 289
Czech Republic	95	666	1 670	194	271	238	172	129	4 000	5 000	5 000	5 000	22 435
Denmark	217	214	1 390	628	168	777	300	154	36 000	5 000	5 000	500	50 348
Estonia	108	300	10 850	1 124	554	532	950	116	6 000	200	1 000	500	22 234
Finland	78	404	14 980	712	388	1 897	432	166	102 000	6 000	41 500	14 200	182 757
France	31	148	18 830	1 324	621	1 106	505	327	84 000	3 500	10 000	6 100	126 492
Germany	301	650	42 770	2 150	1 078	1 575	1 833	352	45 200	17 100	17 600	11 300	141 909
Greece	1 050	1 183	24 280	4 194	1 405	1 232	1 744	158	20 000	5 000	3 000	1 500	64 746
Hungary	9	149	660	54	100	308	100	144	20 000	5 000	5 000	1 000	32 524



	Annual Report	Summary A.Rep.	FS (not EW)	Forum	Magazine	Reports	List of Publications	CD Rom Agency info	EW FS	EW GP flier	EW leaflet	EW poster / sticker	Total
Ireland	60	110	5 950	1 128	1 000	889	252	138	128 000	3 500	10 000	18 000	169 027
Italy	1 085	12 738	46 320	1 234	645	1 127	460	336	400 000	4 000	40 000	2 000	509 945
Latvia	26	33	340	70	206	182	32	112	4 000	200	1 000	100	6 301
Lithuania	103	210	3 740	310	340	518	254	117	6 000	300	2 000	500	14 392
Luxembourg	30	371	14 400	464	236	469	365	154	1 200	1 000	400	400	19 489
Malta	129	2 100	640	132	231	266	28	108	40 000	500	2 000	1 000	47 134
Netherlands	31	323	32 130	950	348	756	276	161	10 000	3 000	3 000	1 500	52 475
Poland	183	1 229	2 390	234	586	798	188	267	40 000	2 000	10 000	10 000	67 875
Portugal	535	3 106	32 310	650	337	546	296	159	80 000	5 000	15 000	10 000	147 939
Slovakia	118	1 103	1 630	152	269	189	48	120	12 000	2 000	3 000	500	21 129
Slovenia	79	4 558	600	132	250	175	74	117	8 000	1 000	5 000	300	20 285
Spain	324	827	17 950	2 624	1 544	2 730	1 433	308	60 000	8 000	15 000	5 000	115 740
Sweden	57	264	31 750	708	128	700	858	145	12 000	1 000	6 000	1 000	54 610
United Kingdom	216	442	7 770	2 438	817	1 295	877	306	800 000	7 000	200 000	200 000	1 221 161
Total	5 400	35 358	367 170	28 818	13 968	23 128	13 295	4 731	2 003 600	111 800	418 200	298 150	3 323 618

AUSTRIA

	Issues	No copies	Total	Languages
Annual report (full)	1	200	200	EN
Annual report (summary)	1	917	917	DE
Fact sheets	10	3 789	37 890	DE
EW fact sheets	4	8 500	34 000	DE
Forum	2	2 550	5 100	DE
Magazine	1	1 686	1 686	DE
Reports	7	285	1 995	EN
List of publications	1	1 404	1 404	EN
CD ROM Agency information	1	137	137	EN
EW flier	1	8 500	8 500	DE
EW leaflet	1	8 500	8 500	DE
EW poster	1	50	50	DE
Total pieces of information			100 379	



BELGIUM

	Issues	No copies	Total	Languages
Annual report (full)	1	300	300	EN
Annual report (summary)	1	3 218	3 218	ALL*
Fact sheets	10	1 549	15 490	ALL*
EW fact sheets	4	12 300	49 200	NL, FR, DE
Forum	2	1 007	2 014	FR, DE, EN, ES
Magazine	1	636	636	EN, FR, DE
Reports	7	382	2 674	EN
List of publication	1	384	384	EN
CD ROM Agency information	1	387	387	EN
EW flier	1	17 500	17 500	NL, FR, DE
EW leaflet	1	8 700	8 700	NL, FR, DE
EW poster	1	7 500	7 500	NL, FR, DE
Total pieces of information			108 003	

CYPRUS

	Issues	No copies	Total	Languages
Annual report (full)	1	35	35	EN
Annual report (summary)	1	95	95	EN, EL
Fact sheets	10	44	440	EL
EW fact sheets	4	500	2 000	EL
Forum	2	49	98	EN
Magazine	1	124	124	EN
Reports	7	22	154	EN
List of publication	1	30	30	EN
CD ROM Agency information	1	113	113	EN
EW flier	1	500	500	EL
EW leaflet	1	500	500	EL
EW poster	1	200	200	EL
Total pieces of information			4 289	

CZECH REPUBLIC

	Issues	No copies	Total	Languages
Annual report (full)	1	95	95	EN
Annual report (summary)	1	666	666	CS
Fact sheets	10	167	1 670	CS, EN
EW fact sheets	4	1 000	4 000	CS
Forum	2	97	194	EN
Magazine	1	271	271	EN
Reports	7	34	238	EN
List of publication	1	172	172	EN
CD ROM Agency information	1	129	129	EN
EW flier	1	5 000	5 000	CS
EW leaflet	1	5 000	5 000	CS
EW poster	1	5 000	5 000	CS
Total pieces of information			22 435	



DENMARK

	Issues	No copies	Total	Languages
Annual report (full)	1	217	217	EN
Annual report (summary)	1	214	214	DA, EN
Fact sheets	10	139	1 390	DA
EW fact sheets	4	9 000	36 000	DA
Forum	2	314	628	EN
Magazine	1	168	168	EN
Reports	7	111	777	EN
List of publication	1	300	300	EN
CD ROM Agency information	1	154	154	EN
EW flier	1	5 000	5 000	DA
EW leaflet	1	5 000	5 000	DA
EW poster	1	500	500	DA
Total pieces of information			50 348	

ESTONIA

	Issues	No copies	Total	Languages
Annual report (full)	1	108	108	EN
Annual report (summary)	1	300	300	EN/ET
Fact sheets	10	1 085	10 850	EN/ET
EW fact sheets	4	1 500	6 000	ET
Forum	2	562	1 124	EN
Magazine	1	554	554	EN
Reports	7	76	532	EN
List of publication	1	950	950	EN
CD ROM Agency information	1	116	116	EN
EW flier	1	200	200	ET
EW leaflet	1	1 000	1 000	ET
EW poster	1	500	500	ET
Total pieces of information			22 234	

FINLAND

	Issues	No copies	Total	Languages
Annual report (full)	1	78	78	EN
Annual report (summary)	1	404	404	FI/SV/EN
Fact sheets	10	1 498	14 980	FI/SV/EN
EW fact sheets	4	25 500	102 000	FI/SV
Forum	2	356	712	EN
Magazine	1	388	388	EN
Reports	7	271	1 897	EN
List of publication	1	432	432	EN
CD ROM Agency information	1	166	166	EN
EW flier	1	6 000	6 000	FI/SV
EW leaflet	1	41 500	41 500	FI/SV/EN
EW poster	1	14 200	14 200	FI/SV/EN
Total pieces of information			182 757	



FRANCE

	Issues	No copies	Total	Languages
Annual report (full)	1	31	31	EN
Annual report (summary)	1	148	148	FR
Fact sheets	10	1 883	18 830	FR
EW fact sheets	4	21 000	84 000	FR
Forum	2	662	1 324	FR
Magazine	1	621	621	FR
Reports	7	158	1 106	EN
List of publication	1	505	505	EN
CD ROM Agency information	1	327	327	EN
EW flier	1	3 500	3 500	FR
EW leaflet	1	10 000	10 000	FR
EW poster	1	6 100	6 100	FR
Total pieces of information			126 492	

GERMANY

	Issues	No copies	Total	Languages
Annual report (full)	1	301	301	EN
Annual report (summary)	1	650	650	DE
Fact sheets	10	4 277	42 770	DE
EW Fact sheets	4	11 300	45 200	DE
Forum	2	1 075	2 150	DE
Magazine	1	1 078	1 078	DE
Reports	7	225	1 575	EN
List of publication	1	1 833	1 833	EN
CD ROM Agency information	1	352	352	EN
EW flier	1	17 100	17 100	DE
EW leaflet	1	17 600	17 600	DE
EW poster	1	11 300	11 300	DE
Total pieces of information			141 909	

GREECE

	Issues	No copies	Total	Languages
Annual report (full)	1	1 050	1 050	EN
Annual report (summary)	1	1 183	1 183	EL
Fact sheets	10	2 428	24 280	EL
EW Fact sheets	4	5 000	20 000	EL
Forum	2	2 097	4 194	EN
Magazine	1	1 405	1 405	EN
Reports	7	176	1 232	EN
List of publication	1	1 744	1 744	EN
CD ROM Agency information	1	158	158	EN
EW flier	1	5 000	5 000	EL
EW leaflet	1	3 000	3 000	EL
EW poster	1	1 500	1 500	EL
Total pieces of information			64 746	



HUNGARY

	Issues	No copies	Total	Languages
Annual report (full)	1	9	9	EN
Annual report (summary)	1	149	149	EN/HU
Fact sheets	10	66	660	EN/HU
EW fact sheets	4	5 000	20 000	HU
Forum	2	27	54	EN
Magazine	1	100	100	EN
Reports	7	44	308	EN
List of publication	1	100	100	EN
CD ROM Agency information	1	144	144	EN
EW flier	1	5 000	5 000	HU
EW leaflet	1	5 000	5 000	HU
EW poster	1	1 000	1 000	HU
Total pieces of information			32 524	

IRELAND

	Issues	No copies	Total	Languages
Annual report (full)	1	60	60	EN
Annual report (summary)	1	110	110	EN
Fact sheets	10	595	5 950	EN
EW fact sheets	4	32 000	128 000	EN
Forum	2	564	1 128	EN
Magazine	1	1 000	1 000	EN
Reports	7	127	889	EN
List of publication	1	252	252	EN
CD ROM Agency information	1	138	138	EN
EW flier	1	3 500	3 500	EN
EW leaflet	1	10 000	10 000	EN
EW poster	1	18 000	18 000	EN
Total pieces of information			169 027	

ITALY

	Issues	No copies	Total	Languages
Annual report (full)	1	1 085	1 085	EN
Annual report (summary)	1	12 738	12 738	IT
Fact sheets	10	4 632	46 320	IT
EW fact sheets	4	100 000	400 000	IT
Forum	2	617	1 234	EN, FR, DE, ES
Magazine	1	645	645	EN, FR, DE, ES
Reports	7	161	1 127	EN
List of publication	1	460	460	EN
CD ROM Agency information	1	336	336	EN
EW flier	1	4 000	4 000	IT
EW leaflet	1	40 000	40 000	IT
EW poster	1	2 000	2 000	IT
Total pieces of information			509 945	



LATVIA

	Issues	No copies	Total	Languages
Annual report (full)	1	26	26	EN
Annual report (summary)	1	33	33	LV
Fact sheets	10	34	340	LV
EW fact sheets	4	1 000	4 000	LV
Forum	2	35	70	EN
Magazine	1	206	206	EN
Reports	7	26	182	EN
List of publication	1	32	32	EN
CD ROM Agency information	1	112	112	EN
EW flier	1	200	200	LV
EW leaflet	1	1 000	1 000	LV
EW poster	1	100	100	LV
Total pieces of information			6 301	

LITHUANIA

	Issues	No copies	Total	Languages
Annual report (full)	1	103	103	EN, LT
Annual report (summary)	1	210	210	EN, LT
Fact sheets	10	374	3 740	LT
EW fact sheets	4	1 500	6 000	EN
Forum	2	155	310	EN
Magazine	1	340	340	EN
Reports	7	74	518	EN
List of publication	1	254	254	EN
CD ROM Agency information	1	117	117	EN
EW flier	1	300	300	LT
EW leaflet	1	2 000	2 000	LT
EW poster	1	500	500	LT
Total pieces of information			14 392	

LUXEMBOURG

	Issues	No copies	Total	Languages
Annual report (full)	1	30	30	EN
Annual report (summary)	1	371	371	ALL
Fact sheets	10	1 440	14 400	ALL
EW fact sheets	4	300	1 200	FR, DE
Forum	2	232	464	FR, DE
Magazine	1	236	236	FR, DE
Reports	7	67	469	EN
List of publication	1	365	365	EN
CD ROM Agency information	1	154	154	EN
EW flier	1	1 000	1 000	FR, DE
EW leaflet	1	400	400	FR, DE
EW poster	1	400	400	FR, DE
Total pieces of information			19 489	



MALTA

	Issues	No copies	Total	Languages
Annual report (full)	1	129	129	EN
Annual Report Summary	1	2 100	2 100	EN, MT
Fact sheets	10	64	640	MT
EW fact sheets	4	10 000	40 000	EN, MT
Forum	2	66	132	EN
Magazine	1	231	231	EN
Reports	7	38	266	EN
List of publication	1	28	28	EN
CD ROM Agency information	1	108	108	EN
EW flier	1	500	500	EN, MT
EW leaflet	1	2 000	2 000	EN, MT
EW poster	1	1 000	1 000	EN, MT
Total pieces of information			47 134	

THE NETHERLANDS

	Issues	No copies	Total	Languages
Annual report (full)	1	31	31	EN
Annual report (summary)	1	323	323	NL
Fact sheets	10	3 213	32 130	NL
EW fact sheets	4	2 500	10 000	NL
Forum	2	475	950	EN
Magazine	1	348	348	EN
Reports	7	108	756	EN
List of publication	1	276	276	EN
CD ROM Agency information	1	161	161	EN
EW flier	1	3 000	3 000	NL
EW leaflet	1	3 000	3 000	NL
EW poster	1	1 500	1 500	NL
Total pieces of information			52 475	

POLAND

	Issues	No copies	Total	Languages
Annual report (full)	1	183	183	EN
Annual report (summary)	1	1 229	1 229	EN, PL
Fact sheets	10	239	2 390	EN, PL
EW fact sheets	4	10 000	40 000	PL
Forum	2	117	234	EN
Magazine	1	586	586	EN
Reports	7	114	798	EN
List of publication	1	188	188	EN
CD ROM Agency information	1	267	267	EN
EW flier	1	2 000	2 000	PL
EW leaflet	1	10 000	10 000	PL
EW poster	1	10 000	10 000	PL
Total pieces of information			67 875	



PORTUGAL

	Issues	No copies	Total	Languages
Annual report (full)	1	535	535	EN
Annual report (summary)	1	3 106	3 106	EN, PT
Fact sheets	10	3 231	32 310	EN, PT
EW fact sheets	4	20 000	80 000	PT
Forum	2	325	650	EN, FR, ES
Magazine	1	337	337	EN, FR, ES
Reports	7	78	546	EN
List of publication	1	296	296	EN
CD ROM Agency information	1	159	159	EN
EW flier	1	5 000	5 000	PT
EW leaflet	1	15 000	15 000	PT
EW poster	1	10 000	10 000	PT
Total pieces of information			147 939	

SLOVAKIA

	Issues	No copies	Total	Languages
Annual report (full)	1	118	118	EN
Annual report (summary)	1	1 103	1 103	EN, SK
Fact sheets	10	163	1 630	EN, SK
EW Fact sheets	4	3 000	12 000	SK
Forum	2	76	152	EN
Magazine	1	269	269	EN
Reports	7	27	189	EN
List of publication	1	48	48	EN
CD ROM Agency information	1	120	120	EN
EW flier	1	2 000	2 000	SK
EW leaflet	1	3 000	3 000	SK
EW poster	1	500	500	SK
Total pieces of information			21 129	

SLOVENIA

	Issues	No copies	Total	Languages
Annual report (full)	1	79	79	EN
Annual report (summary)	1	4 558	4 558	EN, SL
Fact sheets	10	60	600	EN, SL
EW fact sheets	4	2 000	8 000	SL
Forum	2	66	132	EN
Magazine	1	250	250	EN
Reports	7	25	175	EN
List of publication	1	74	74	EN
CD ROM Agency information	1	117	117	EN
EW flier	1	1 000	1 000	SL
EW leaflet	1	5 000	5 000	SL
EW poster	1	300	300	SL
Total pieces of information			20 285	



SPAIN

	Issues	No copies	Total	Languages
Annual report (full)	1	324	324	EN
Annual report (summary)	1	827	827	ES
Fact sheets	10	1 795	17 950	ES
EW fact sheets	4	15 000	60 000	ES
Forum	2	1 312	2 624	ES
Magazine	1	1 544	1 544	ES
Reports	7	390	2 730	EN
List of publication	1	1 433	1 433	EN
CD ROM Agency information	1	308	308	EN
EW flier	1	8 000	8 000	ES
EW leaflet	1	15 000	15 000	ES
EW poster	1	5 000	5 000	ES
Total pieces of information			115 740	

SWEDEN

	Issues	No copies	Total	Languages
Annual report (full)	1	57	57	EN
Annual report (summary)	1	264	264	SV
Fact sheets	10	3 175	31 750	SV
EW fact sheets	4	3 000	12 000	SV
Forum	2	354	708	EN
Magazine	1	128	128	EN
Reports	7	100	700	EN
List of publication	1	858	858	EN
CD ROM Agency information	1	145	145	EN
EW flier	1	1 000	1 000	SV
EW leaflet	1	6 000	6 000	SV
EW poster	1	1 000	1 000	SV
Total pieces of information			54 610	

UNITED KINGDOM

	Issues	No copies	Total	Languages
Annual report (full)	1	216	216	EN
Annual report (summary)	1	442	442	EN
Fact sheets	10	777	7 770	EN
EW fact sheets	4	200 000	800 000	EN
Forum	2	1 219	2 438	EN
Magazine	1	817	817	EN
Reports	7	185	1 295	EN
List of publication	1	877	877	EN
CD ROM Agency information	1	306	306	EN
EW flier	1	7 000	7 000	EN
EW leaflet	1	200 000	200 000	EN
EW poster	1	200 000	200 000	EN
Total pieces of information			1 221 161	



ANNEX
11

NEWS RELEASES IN 2004



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

- 22 January:** Safety and health risks of women at work tend to be underestimated and neglected
- 25 February:** 20 000 subscribers for OSHmail
- 5 March:** European Agency and the Japan Industrial Safety and Health Association agree to join forces to improve safety and health at work
- 9 March:** Safe and healthy work at the heart of an enlarged social Europe
- 25 March:** Getting the safety and health message across in an enlarged social Europe
- 19 April:** Successful prevention of risks during construction — Good Practice Awards 2004
- 30 April:** European Week for Safety and Health at Work 2004
- 29 June:** Europe's social partners first to sign up to 'Building in safety' campaign charter
- 14 July:** Promoting quality of work in the European Union
- 26 July:** Fishing for safety
- 6 September:** New advice to combat violence and other health risks in the education sector
- 28 September:** Start early and stay safe
- 13 October:** Agency welcomes social partner agreement on work-related stress
- 14 October:** Advance notice of the European Construction Safety Summit — 22 November 2004 — Bilbao, Spain
- 19 October:** European Commission and Parliament welcome European Construction Safety Week
- 21 October:** Construction accident rates continue to fall but remain unacceptably high, according to Eurostat data published by the Agency
- 27 October:** Better planning could save 300 lives and avoid up to 500 000 accidents in Europe's construction sector each year
- 18 November:** Advance notice of the European Construction Safety Summit — 22 November 2004 — Bilbao, Spain
- 22 November:** Leading construction bodies sign landmark declaration to improve the industry's health and safety standards.



- 23 November:** Winners of good practice awards for innovative solutions for improving health and safety in Europe's construction industry
- 1 December:** New chairperson announces Agency plans to tackle noise at work
- 3 December:** Promoting better jobs for workers with disabilities
- 9 December:** The European Union and Japan have taken an important step towards cooperation on occupational safety and health (OSH) information
- 15 December:** Cutting health and safety risks in small businesses



ANNEX
12.

FINANCE 2003/04

ACTUAL FINANCIAL IMPLEMENTATION

It includes payments and carry-over generated on that year. Figures in EUR.

	2003	2004
Revenues		
European Community subsidy	13 375 000	10 588 000
Other subsidies	1 230 303 ⁽¹⁾	180 303
Adjustment for contributions not received	(114 303)	(1 160 193) ⁽²⁾
Total revenue	14 491 000	9 608 110
Expenditure	2003	2004
Title I		
Staff costs (salaries, allowances and other staff costs)	3 312 205	3 439 063
Title II		
Buildings, equipment and miscellaneous operating expenditure	1 303 442	1 213 985
Title III		
Focal points' activities, including expert group activities	471 835	765 375
Establishment and management of the information network on Internet	364 239	388 055
Editing, publication and distribution of information and other activities	335 383	343 720

⁽¹⁾ Including Phare programme for 2003–04.

⁽²⁾ The difference of income on Community subsidy (1 000 046 euros) was due to a technical adjustment between commitments and payment appropriation. Difference from other income sources reflect actual amounts received (114 193 euros).



Expenditure	2003	2004
Title III		
Conferences, seminars, workshops and public events, promotional activities, etc.	106 168	128 268
Studies and pilot schemes topic centres	694 281	1 183 101
Mission, entertainment and representation expenses	175 981	206 003
Meetings of the board and bureau	132 091	238 569
Translation of studies, reports and working documents	568 375	1 010 267
Preparation, organisation and management of the European Week for Safety and Health at Work	1 175 679	607 422
Health and safety for small and medium-sized enterprises	3 554 272	85 500
Total Title III	7 578 304	4 956 280
Total expenditure	12 193 951	9 609 328
Memorandum Item		
Phare programme	548 383	357 693

Remark: 2003 figures include definitive payments and carry-overs, while 2004 figures refer to definitive payments and provisional carry-overs.



ANNEX
13.

BOARD ASSESSMENT

BOARD ASSESSMENT AND ANALYSIS OF AUTHORISING OFFICER'S ANNUAL
ACTIVITY REPORT FOR THE FINANCIAL YEAR 2004

The Administrative Board of the European Agency for Safety and Health at Work has received the Authorising Officer's Annual Activity Report for the year 2004 and is on the basis of the information provided of the opinion that the Agency's Work Programme for 2004 has been implemented in a satisfactory manner and that the resources provided have been spent in a reasonable way.

Luis Lopes
Chairperson of the Administrative Board



ANNEX
14.

ANNUAL WORK PROGRAMME 2005



The administrative board approved the Agency's four-year corporate plan 2005–08 and its annual work programme for 2005 on 24 November 2004. The work programme presented here is aligned with the 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 2005 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 GLOBAL NETWORK PARTNERSHIP

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

Optimising Agency and network resources and cooperation

- Implement the third generation topic centres in accordance with the model agreed by the board in November 2003 and 2004. The Agency will prepare contracts with a number of new topic centres reflecting the strategic areas of the new Rolling Work Programme. The board/bureau will be invited to designate the new topic centres. The new topic centre model will have implications for the implementation of this work programme as the contractual basis for the new topic centres will not be in place before May/June 2005. Therefore the dates given for products and services in the project sheets in Annexes I and II are indicative and may change.
- Continued focus on the efficiency and effectiveness of the second generation Agency network, including the preparation of the new topic centres model.
- Attention to the importance of appropriate planning and monitoring of the work to be carried out via the network. The Agency will continue to improve its planning and monitoring tools to help estimate and plan use of resources at national level and to make the work of its network transparent to key stakeholders. This will include the continued development of workplans with each focal point specifying objectives and tasks and monitoring of progress of implementation.
- To support the further development of national focal point communication activities and the national European Week activities a grant scheme for the EU focal points will be implemented ⁽¹⁾. The maximum amounts for the grants will continue to reflect a special priority of the new Member States.

⁽¹⁾ In 2005, 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.



Extending network partnership

In the European Union

Institutional relations

- Systematic cooperation in 2005 with the European Commission in the framework of the Community strategy will focus on consolidating cooperation with Employment DG and its antenna in Brussels. The Agency will provide support and input to the Commission in its policy development, with a special focus on mainstreaming safety and health into other policy areas. The Agency will also develop its cooperation, in line with its activities, with other DGs of the Commission.
- Information support to the European Parliament and its committees (including the organisation of an annual exhibition and presentations), to Ecosoc, the Council and relevant representations and other EU institutions where appropriate.

European partnerships

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

Beyond the EU

Priorities for the development of networking outside the EU are based on three types of relationship: partnership, cooperation and contacts.



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

Partnership

- USA: To develop the Agency's relations with DOL-OSHA (Department of Labour, Occupational Safety and Health Administration) within the framework of the EU/US cooperation, including on the preparation of the joint 2005 conference. To develop the relationship with NIOSH based on a mutual arrangement and to maintain strong links with other important US organisations in the field of OSH such as the National Safety Council.
- Canada, Australia, Brazil and Japan: To further develop the relationships with the OSH organisations on the basis of mutual arrangements.
- South Korea, New Zealand, Russia, China and Chile: To develop the relationships with the OSH organisations on the basis of mutual arrangements.
- ILO and WHO: Further develop the relationships with the two international organisations on the basis of mutual arrangements. Cooperation on the implementation on the OSH strategies of the European Community and the ILO.
- OAS (Organisation of American States): Further develop cooperation on the joint websites and related information exchange based on the mutual arrangement.
- IOHA (International Occupational Hygiene Association): To develop the relationships with the international association on the basis of mutual arrangements.

Cooperation

Initiate cooperation with the countries in the 'European neighbourhood'. The first step will be to establish systematic web links.

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

Contacts

Other countries and OSH organisations: To establish relevant links from the Agency 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 2005, the Agency will focus its communication services on the following goals.

Communication plan development and implementation

- Development and implementation of an annual communications plan to ensure effective dissemination of the results of information activities carried out within the frames of the 2004 as well as 2005 work programmes. Most Agency information projects operate within a two-year cycle



with data collection, validation and preparation of publication (electronic and/or web based) in year one and publication, promotion and communication activities to be carried out in year two. Particular attention will be paid to communicating the outputs of the risk observatory.

Providing OSH information on the Internet

- Maintain and update the information on the Agency's site at <http://osha.eu.int> and databases such as those developed by the topic centres and the vast amount of links to OSH-related information on websites worldwide by:
 - maintenance to ensure site meets quality standards;
 - ensuring that the data on the system are current;
 - introducing new information to mirror current topics.
- Developing single 'entry points' (such as a specific risk or sector) to all Agency information available on a particular topic. The Agency will critically review the content, presentation and accessibility of the online information that has been developed over the past several years. Information will be upgraded on a systematic basis and a new more user-friendly model for its presentation on the Agency's website developed and implemented.
- In support of the information project activities planned for 2005, to add further information and develop web features on the following topics:
 - agriculture;
 - noise (EW 05);
 - promoting OSH among young people (EW 06).
- Continued improvement of the visibility and accessibility of Agency OSH information on the Web through search engine optimisation of Agency websites and through the promotion of Agency news services for inclusion in other relevant websites across Europe and beyond.
- Continue the development of the website as a global portal for safety and health information.

Improving web facilities

- Further development of the website as a multilingual gateway to information about the Agency and its services open to all European Union citizens. In the Agency's new approach to providing essential OSH information on key topics, an operational distinction will be drawn between 'public' information, intended for large target groups involved in safety and health at work, which will be made available in all 20 languages, and more 'specialist' information principally aimed at the European community of OSH 'experts' which will be available in the original language of the texts.
- Upgrading the Agency's vast amount of OSH information collected over the years in order to communicate it efficiently to its different target groups within the framework of the new approach.
- Improving access to information by exploiting the potential of the third generation of Agency websites ⁽²⁾ to provide customised information services for website users.
- Further development of the focal point website model to ensure that all parts of the Agency online network meet agreed quality requirements and actively promote Agency information across the network.

⁽²⁾ This project concerns the development of a database-driven portal solution for the deployment and maintenance of a third generation network of Agency websites. The portal system will be based on open source Zope technologies and the project includes the migration of current content from the existing websites.



Complementary communication services

- Consolidation of publication policies and procedures following expansion of the Agency's publishing activities to cover 20 languages.
- Promotion of new Agency information products and services: promotion activities will be developed during the year to communicate the results of information activities carried out under the 2004 work programme in the following areas:
 - good practice information for risk sectors: agriculture;
 - the business case of OSH: quality of the working environment and productivity; corporate social responsibility and OSH;
 - effectiveness of economic incentives in OSH;
 - Risk observatory: OSH-monitoring and new research findings.
- Corporate communications: the Agency will continue to develop its corporate communications in line with its communications strategy, including the production of its annual report, news services, catalogue, and other promotion and exhibition material.
- Project reporting and promotion: dissemination and promotion activities will be intensified and adapted to the information needs of each project and the characteristics of the main target groups.
- Media relations: the Agency will continue to develop its links with the OSH media and to promote safety and health via the mainstream media through campaigns such as the European Week and via strategic cooperation with the key European and national OSH magazines. News releases will normally be issued in all official Community languages. In 2005, a review will be carried out of the pilot exercise to provide national media support.
- Supporting the focal point network: the Agency will continue to develop annual communication plans and agree appropriate support to focal points as regards communication with stakeholders, media and end users. This includes the provision of core communication tools — campaign material, fact sheets (in all Community languages) to support the communication work of the national focal points.
- Exhibitions/events: the Agency will participate in a number of international OSH conferences and exhibitions, including the A+A in Düsseldorf (D), the ILO World Congress (USA), Laboralia in Valencia (ES) and a Luxembourg presidency event (LUX).
- Information requests: the Agency will in 2005 be able to handle a limited number of ad-hoc information requests within the established procedure.

Campaigning / European Week

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



DEVELOPING KNOWLEDGE TO SUPPORT POLICY-MAKING AND IMPLEMENTATION ⁽³⁾

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

New prevention strategies and policies

OSH and economic performance (new)

The Agency will review and consolidate the findings of its previous work and organise a seminar to discuss them and identify information gaps and policy needs. The activity will include the follow-up to the 2004 project on the effectiveness of economic incentives.

Promoting a preventive safety and health culture

European Week 2006: Promoting OSH among young people (programmed)

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

Enlargement action plan (new)

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

European Week 2005: noise (ongoing)

Preparation and implementation of the campaign on noise.

European Week 2004: construction (ongoing)

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

Developing mainstreaming OSH into education (ongoing)

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

Safety and health information for priority groups

Priority group: ageing workforce (new)

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

Safety and health information for risk sectors

Good practice information: agriculture sector (ongoing)

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

(*) 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 term 'new' refers to projects which are neither ongoing, nor programmed.



Anticipating change — Risk observatory

Risk observatory (ongoing)

Following a board decision in November 2004 to continue the development of the risk observatory by extending the data collection and analysis, by disseminating the findings (website and OSH outlook) and by discussing the findings. This activity covers all 25 Member States. It integrates previous activities on OSH monitoring and the information system for new research on the changing world of work/emerging risks.

Safe and healthy work in SMEs

SME funding scheme 2003–04

Evaluation and promotion of the results of the third SME funding scheme 2003–04 (February 2003 to June 2005).



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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>



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