Strengthening of occupational safety and health services

1. Basic Information

1.1 CRIS Number: 2005/017-488.01.05
1.2 Title: Strengthening of occupational safety and health services
1.3 Sector: Social policy and employment
1.4 Location: Poland

2. Objectives

2.1 Overall Objective:

The main objective of the project is to increase the level of implementation of EU OSH-related directives in Polish enterprises by strengthening capacity of OSH services as well as the National Labour Inspectorate.

2.2 Project purpose:

- Creating a network of regional training, consultation and promotion centres operating in the field of OSH, accredited and co-ordinated by CIOP-PIB
- Developing competences of OSH services and the National Labour Inspectorate in activities connected with implementation of legal requirements in force resulting from the Framework Directive

2.3 Justification:

The Comprehensive Monitoring Report on Poland’s preparation for membership shows that in the area of occupational safety and health (chapter 13), legislative shortcomings persist with regard to the Framework Directive as well as to a number of specific directives adopted within the meaning of its Article 16, in particular to the ones concerning carcinogenic, biological and chemical agents and noise present in the working environment. Most of the above-mentioned directives have already been introduced in Poland. Nevertheless some practical implementation and enforcement efforts are still needed, in particular in relation to the use of work equipment by workers and to strengthening OSH services in terms of both staffing and technical facilities. There is also a need for enhanced cooperation between OSH services, social partners, National Labour Inspectorate, research institutions and authorities responsible for health and safety at work in order to ensure that risk assessments are conducted comprehensively.

3. Description

3.1 Background and justification:

Over the recent few years a number of OSH-related requirements of the European directives have been introduced into the Polish law. The most important requirements implemented into the law are defined in EU directives concerning OSH, first of all in the Framework Directive (89/391/EEC). More detailed provisions concerning particular aspects of OSH are laid down
in the so-called “daughter” directives adopted within the meaning of Article 16 of the Framework Directive. They include first of all the following Directives: 89/654 (workplaces), 89/655 as amended by 95/63 and 2001/45 (work equipment), 89/656 (personal protective equipment), 90/269 (manual handling of loads), 90/270 (display screen equipment), 90/394 (carcinogenic agents), 98/24 (chemical agents), 2000/54 (biological agents), and 2003/10 (noise).

In order to help the employers in fulfilling all these requirements, it is necessary to provide them not only with appropriate tools and technical and organizational solutions, but with the newest expertise in this field as well. This concerns especially methods of occupational risk assessment and reducing or eliminating it, in particular with regard to exposure to carcinogenic, biological and chemical agents and to noise. Appropriate expertise can be provided in Poland by both OSH services established in enterprises in accordance with the law in force and by external OSH consultants. Labour Inspectors can also include appropriate advisory actions in their activities.

However, OSH services in Poland have limited access to up-dated information and knowledge on OSH management and very small possibilities to consult their problems with highly qualified OSH experts to be sure that occupational risk assessment and follow-up activities in enterprises are carried out adequately and comprehensively. One of the reasons for this situation is the lack of adequate regional OSH centres providing high quality training, consultation and promotion in this field that could allow OSH services to use such assistance always when needed. Although currently in Poland OSH training and consultation firms are slowly developing, their competences and quality of services are not verified and monitored in a systematic way. One of the reasons is the lack of appropriate financial recourses.

Therefore, there is a need to provide support for the further development of the accreditation and certification system currently being set-up by CIOP-PIB, confirming that OSH centres provide high quality services and to ensure closer co-operation of the accredited OSH centres with CIOP-PIB. Moreover, there is a need for specialization of such OSH centres in region specificities, especially in the types of economic sectors typical for particular regions and occupational hazards related to these sectors. Such highly qualified accredited OSH centres and certified OSH experts shall make it possible to increase the competences of OSH services and facilitate their easy access to the knowledge and information on OSH whenever needed. It is expected that these regional OSH centres will contribute to increasing the capacity to fulfil legal requirements in OSH, particularly in occupational risk assessment and, consequently, to improving working conditions in a large number of enterprises. It is also expected that these centres will contribute to improving the communication of OSH services in enterprises with research institutions, National Labour Inspectorate and social partners. It is also necessary to provide appropriate information to Labour Inspectors in order to support their activities connected with implementation of EU OSH directives.

To ensure appropriate competences of OSH experts, to support Labour Inspectors and OSH specialists, training programs and materials should be developed and appropriate trainings conducted. To identify training needs of both OSH experts and OSH services, the survey will be carried out before starting project activities. This will concern amongst others, the problems faced by OSH services and employers during the carrying out of occupational risk assessment and formulating proposals of activities aimed at reducing or eliminating occupational risk, in particular related to exposure to carcinogenic, biological and chemical agents and noise, the problems faced by OSH services and experts in convincing employers and employees to take appropriate corrective and preventive actions and the employers’ and
employees’ expectations concerning competences of OSH centers and OSH experts employed by them. The training needs will be identified on the basis of the findings obtained during the survey and the requirements of the EU directives in this field.

3.2 Linked activities:

Previous programmes:

1) PHARE SPREAD: “Social Policy Reform and Development Programme”.
The project was conducted in 1995-1996 by the Ministry of Labour and Social Policy. The Central Institute for Labour Protection participated in the project as the performer of a task entitled “Safety Analysis Team”. The main aim of the project was to raise the level of safety and health protection in the workplace through the creation of the intellectual and material basis for the development of efficient methods of accident prevention.

2) PHARE 9407: “Worker Protection Programme” and PHARE 9797: “Health and Safety at Work”.
The implementing agency of the project was the National Labour Inspectorate (PIP). The first project was conducted in 1995-1997. The Central Institute for Labour Protection participated in this project with a task entitled “The Costs of Work Accidents”. The aim of the task was to work out, in line with the experience of selected EU countries, a method of calculating the costs of work accidents. The fundamental definitions, grouping, and structured classification of work accidents costs were prepared in such a way as to provide the company management with reliable information on accident costs.
Within the framework of the Phare’94 project, the overall capacity of PIP was strengthened (TA, training, study visits, purchase of equipment). OMAS report published after completion of the project recommended greater involvement of the MoLSP in the area of the adopting EU OSH regulations and its further support for the promotion of new OSH standards among enterprises.

3) PHARE-SIERRA PL No. 9212/01/04/045/95: “Harmonization of Polish law with the European Communities law”.
The project was conducted in 1998 by the Committee for European Integration. The Central Institute for Labour Protection participated in the project with a task entitled “European Communities and Polish legislation in the field of OSH”. The aim of the task was to compare the state of EC legislation and Polish legislation in the field of occupational safety and health. The analysis revealed that there were several items concerning the state of Poland’s advancement in implementing the requirements of directives into national law. Recent amendments of the Labour Code and changes resulting in issuing a number of executory provisions, have considerably approximated the Polish legislation to this of the EC. In order to fully fulfill the requirements of directives, it is necessary to continue work already undertaken on issuing implementing regulations by different ministers. The outcome of the task points to different ways of fully implementing directives into the Polish law and it can be used for the achievement of the 1st Operational Goal of the recommended project.

4) PHARE PL 99/IB-SO-01: “Further Adoption and Implementation of the EU Health and Safety Legislation”.
The project constituted a pre-accession instrument to prepare the overall capacity of the Ministry of the Labour and Social Policy and the Central Institute for Labour Protection
Strengthening of occupational safety and health services

(implementing agency in the context of OSH policy) to apply and enforce acquis communautaire in the area of health and safety and relevant regulations (in particular the framework directive 89/391/EEC on health and safety at work).

5) PHARE 2002/000-196.01.04: “Occupational Safety and Health in the SME sector”. The implementing agency of the project is the Ministry of Labour and Social Policy. The project will be conducted from August 2002 till July 2005 and is aimed at increasing the capacity of Polish SMEs to implement and enforce the EU requirements in the field of occupational safety and health.

3.3 Results:

The main result of the project will be the increased level of implementation of EU OSH-related directives in Poland by strengthening the capacity of OSH services as well as the National Labour Inspectorate.

The detailed project results will be as follows:

- The established criteria and procedures for accreditation of regional OSH training consultation and promotion centres.
- The established criteria for certification of competencies for OSH experts.
- A network of 16 regional training, consultation and promotion centres operating in the field of OSH, accredited and co-ordinated by CIOP-PIB and supporting OSH services in occupational risk assessment and effective fulfilment of other legal requirements in force.
- Training and information provided to OSH services, the National Labour Inspectorate necessary for effective fulfilment of legal requirements in force resulting from the EC directives, in particular Framework Directives and directives concerning carcinogenic, biological and chemical agents and noise in the working environment.

- The Internet website for OSH services set-up and functional.

3.4 Activities:

To achieve the above-mentioned results, technical assistance is needed in performing the following activities:

**Task 1. Establishing criteria for accreditation of OSH centres and for certification of OSH experts’ competences**

The criteria of both accreditation and certification will take into account similar criteria established in other EU countries. The competent personnel from CIOP-PIB will verify a draft version of the criteria prepared within this task. The criteria will cover in particular the following aspects:

- experience, education, and knowledge in the field of OSH of the candidates for OSH experts,
- abilities of the candidates for OSH experts,
- experience in providing assistance in the field of OSH, the quality of this assistance and facilities of the training centres endeavouring to obtain accreditation,
- quality of staff dealing with OSH-related issues employed by the OSH centres endeavouring to obtain accreditation.
Comparability of these criteria with the criteria established in other EU countries will allow the certification bodies for mutual competences recognition in the future.

Planned budget of the task: 30 000 Euro

**Task 2. Establishing the network of regional OSH centres**

To increase the Institute’s capabilities in supporting OSH services and employers in fulfilling OSH-related requirements in force resulting from EU directives, the network of at least 16 selected training, consultation and promotion centres dealing with OSH issues will be set up. For this purpose at least 1 such centre in each of 16 administrative regions in Poland expected to meet the accreditation criteria established within the project will be selected. A 15-day consultation provided by the technical performer will be ensured for each OSH centre to prepare them for the accreditation process. The consultation will include preparation of the quality system documentation, preparation of procedures and conducting the initial audit of the quality system.

Each OSH centre will sign the agreement of mutual co-operation with the Institute and will be accredited and co-ordinated by CIOP-PIB. This agreement will define the rules of using the Internet service, their access to the results of research projects carried by CIOP-PIB and other research institutes in the EU as well as principles of co-operation with CIOP-PIB researchers. The OSH centres will co-operate with the Regional Labour Inspectorates to ensure that their efforts and activities will focus on OSH-related problems and occupational hazards specific for each region and result in their specialisation in different industry sectors.

Planned budget of the task: 120 000 Euro

**Task 3. Developing training programmes and materials for OSH experts**

Taking into account criteria for certification established within the project, training programmes and materials for OSH experts as well as tests for assessing knowledge obtained during training courses will be developed. In general, training materials will cover two main aspects:

- OSH-related, in particular concerning occupational risk assessment and exposure to carcinogenic, biological and chemical agents and to noise,
- Methods and tools of effective communication with OSH services as well as methods of promoting, persuading and motivating them for developing their competences and managerial skills

The competent researchers of CIOP-PIB will verify the training programmes and materials and approve them as the basis for further activities within the project.

The training materials will be used for training of OSH experts and distributed among District Labour Inspectorates.

Planned budget of the task: 109 000 Euro

**Task 4. Training and certification of OSH experts**

Using the developed training materials and programmes, about 240 OSH experts divided into 10 groups will be trained during four 5-day training sessions. Each accredited OSH centre will propose its own employees or OSH consultants subcontracted by the centre for candidates for OSH experts. Knowledge obtained during training sessions will be assessed during final tests and confirmed by diploma. The OSH experts will be selected among these experienced in
providing training and consultation in OSH that are expected after the training to meet the certification criteria established within the project. Representatives of Labour Inspectors will be invited to participate in the trainings.

About 240 OSH experts trained within the project will be certified in accordance with the certification criteria. This certification will be free of charge for the OSH experts and all costs related to the certification conducted by CIOP-PIB will be covered by the project. Also representatives of Labour Inspectors will be trained in implementation of OSH-related requirements of EC directives, in particular concerning occupational risk assessment and exposure to carcinogenic, biological and chemical agents and to noise and in methods and tools of effective communication with OSH services as well as methods of promoting, persuading and motivating them for developing their competences and managerial skills.

Planned budget of the task: 530 000 Euro

**Task 5. Developing training programmes and materials for OSH services**

Training programmes and materials for OSH services will be developed with the primary aim to be used by certified OSH experts. They will be in particular focused on OSH aspects concerning methods of occupational risk assessment and reduction, especially related to exposure to carcinogenic, biological and chemical agents and to noise. The training programmes and materials will be tested by certified OSH experts and CIOP-PIB researchers during the three-day-pilot trainings organized for 16 groups (one in each region) of 25 OSH specialists selected from the enterprises co-operating with the accredited OSH centres. The feedback information on quality and usefulness of the materials and programmes will be taken into account for their improving. The developed and improved training materials and programmes for OSH services will be also distributed free of charge among CIOP-PIB lecturers, other OSH experts to be certified after finishing the project and Labour Inspectors to support their advisory and training activities.

Planned budget of the task: 540 000 Euro

**Task 6. Organising a seminar to promote the common approach to occupational risk assessment and effective fulfilment of other legal requirements in force resulting from EC directives**

A three-day seminar will be organised for the representatives of the National Labour Inspectorate, with participation of representatives of the Ministry of Economy and Labour, employers, employees, OSH services and research institutes. At the seminar the common approach to occupational risk assessment and effective fulfilment of other legal requirements in force resulting from EC directives and the network of OSH services will be presented, discussed and promoted. The rules of co-operation of regional OSH centres with all interested parties will be discussed as well.

Training materials developed in Task 3 and 5 will be distributed among the participants.

Planned budget of the task: 40 000 Euro

**Task 7. Preparing the Internet website for OSH services**

The draft structure of the website and its thematic contents will be prepared and agreed with CIOP-PIB. The structure and the contents will be then verified by and agreed with end-users,
i.e. OSH centres and their OSH experts certified within the project as well as personnel of OSH services from selected enterprises. The final version of the Internet service will be implemented on the CIOP-PIB server and will be maintained by CIOP-PIB personnel within the project, also after its termination.

The website service will provide up-dated information on all aspects concerning OSH and will contain a data base of accredited OSH centres and certified experts ensuring their consultation with the regional centres, CIOP-PIB researchers in the specific fields of OSH and with accreditation and certification unit of CIOP-PIB. The website will enable the access to all new legal requirements in the field of OSH, the newest results of the research projects carried out by CIOP-PIB and other European research institutes dealing with OSH area and to the newest practical expertise in this area. The website will also enable the access to relevant information published by National Labour Inspectorate as well as other institutions dealing with OSH.

Planned budget of the task: 131 000 Euro

3.5. Lessons learned

The objectives and components of the project were chosen on the basis of recommendations resulting from two previous projects carried out in Poland:

- PHARE PL99/IB-SO-01 “Further adoption and implementation of EU health and safety legislation”.
- PHARE’2002/000-196.01.04 “Development of OSH culture in SMEs”

Experiences gathered by consultants trained within the first project mentioned above indicate the needs for strengthening the support for SMEs in meeting OSH-related requirements in force. Findings from the survey conducted within the second project confirm the need for supporting SMEs in OSH-related activities particularly by strengthening the capacity of OSH services in Poland. The final report stresses the need for setting up the network of regional OSH services to make them available for every enterprises as well as the need to provide appropriate trainings for OSH specialists.

4. Institutional Framework

The main beneficiary of the project will be the Central Institute for Labour Protection – National Research Institute (CIOP-PIB). The Institute is an organization accredited for certification of services and personnel according to the standard EN 45013 (version 1993) since May 18, 2000. Its certification centre provides certification for personnel or/and services of trainings providers in the following fields: OSH issues of general character, safety management and measurement of working conditions. The certification system of personnel’s competences in the field of OSH in Poland is currently under construction and it requires significant financial resources to cover all regions and a huge number of OSH centres and experts.

The project will be carried out in close cooperation with the Ministry of Economy and Labour and the National Labour Inspectorate. In particular National Labour Inspectorate will be involved in Steering Committee and in promotion of the network of OSH centres.

5. Detailed Budget
<table>
<thead>
<tr>
<th>€M</th>
<th>Transition Facility support</th>
<th>Co-financing</th>
<th>Total cost (TF plus co-financing)</th>
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<tbody>
<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>Total Transition Facility (=I+IB)</td>
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<td>Contract 1 (Tasks 1-7)</td>
<td>1,4</td>
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<td>Total</td>
<td>1,4</td>
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(*) contributions form National, Regional, Local, Municipal authorities, FIs loans to public entities, funds from public enterprises
(**) private funds, FIs loans to private entities

The project will be jointly co-financed.

In the case of Joint Co-financing, where the final overall cost is lower than foreseen in the project fiche, the National Public and Transition Facility Co-financing are reduced proportionally so as to maintain the agreed rate of co-financing. In the case of Parallel Co-financing, where the final cost is lower than foreseen in the project fiche, it must be shown that the overall objectives of the project have been fully achieved.

6. Implementation Arrangements

6.1 Implementing Agency

PAO: Mr. Tadeusz Kozek, Under-secretary of State, Office of the Committee for European Integration, Aleje Ujazdowskie 9, 00-918 Warsaw, tel. +48 22 455 52 41, fax: +48 22 455 52 43.
CFCU: 00-444 Warsaw, Poland, ul. Górnośląska 4A, tel.+48 22 622 84 64, fax: +48 22 622 95 69, email: cfcu@cofund.org.pl

CFCU will be responsible for handling tendering, contracting and payments of contracts. During the preparation of TORs (technical terms) and contracts it will be assisted by beneficiaries (CIOP-PIB in particular). In order to support CFCU, Task Force will be established to efficiently carry out implementation works and coordinate them. Its task will be to prepare TORs and to cooperate with CFCU on carrying out contracts.

6.2 Non-standard aspects
Not applicable

6.3 Contracts
Tasks 1-7: one contract for technical assistance 1,500,000 Euro – gross value (1,400,000 Euro + 100,000 co-financing. It will be joint co-financing).

7. Implementation Schedule

7.1 Start of tendering/call for proposals: I quarter 2006
7.2 Start of project activity: III quarter 2006
7.3 Project Completion: III quarter 2008

8. Sustainability

The beneficiary institutions will assure suitable number of staff to implement the projects. The network of regional OSH centres as well as the Internet service will be maintained and monitored by CIOP-PIB after the project termination.

9. Conditionality and sequencing

9.1. Conditionalities:
- Identified training needs of OSH services in Poland
- Co-financing available;
- Tender dossier for contract elaborated;

9.2. Sequencing:
- Terms of Reference for contract elaborated – IV q. 2005
- Tender procedure performed successfully – II q. 2006
- Selection of the performer of technical assistance – II q. 2006
- Contract elaborated – II q. 2006

The particular tasks will be carried out in the following periods (some of the tasks will be performed in parallel):

**Task 1.** Establishing criteria for accreditation of OSH centres and for certification of OSH experts competences: III q. 2006 - II q. 2007
**Task 2.** Establishing the network of regional OSH centres: III q. 2007 - II q. 2008
**Task 3.** Developing training programmes and materials for OSH experts: IV q. 2006 - I q. 2007
**Task 4.** Training and certification of OSH experts: II q. 2007 - I q. 2008
**Task 5.** Developing training programmes and materials for OSH services: IV q. 2007 - II q. 2008
**Task 6.** Organising a seminar to promote the common approach to occupational risk assessment and effective fulfilment of other legal requirements in force resulting from EC directives II q. 2008
**Task 7.** Preparing the Internet website for OSH services: IV q. 2007 - III q. 2008
### Annex 1: LOGFRAME PLANNING MATRIX FOR

<table>
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<tr>
<th>LOGFRAME PLANNING MATRIX FOR</th>
<th>Programme name and number</th>
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<tr>
<td>Project</td>
<td>Contracting period expires</td>
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<tr>
<td>Strengthening of occupational safety and health services</td>
<td>IV quarter 2007</td>
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<td></td>
<td>Disbursement period expires</td>
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<td>Transition Facility Budget</td>
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<table>
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<tr>
<th>Overall objective</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
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<tbody>
<tr>
<td>Increasing the level of implementation of EU OSH-related directives in Polish enterprises by strengthening capacity of OSH services as well as the National Labour Inspectorate</td>
<td>• a network of 16 regional OSH centres that would provide high-quality training, consultations and promotion for OSH services operating in Poland within the meaning of Article 7 of the Framework Directive (89/391/EEC</td>
<td>Reports from beneficiaries European Commission progress report</td>
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<table>
<thead>
<tr>
<th>Project purpose (Immediate Objectives)</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>• Creating a network of regional training, consultation and promotion centres operating in the field of OSH, accredited and co-ordinated by CIOP-PIB</td>
<td>• 16 regional OSH centres accredited by CIOP-PIB according to the established criteria by the end of the project</td>
<td>List of accredited regional OSH centres Project progress and evaluation reports</td>
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<tr>
<td>• Developing competences of OSH services and the National Labour Inspectorate in activities connected with implementation of legal requirements in force resulting from the Framework Directive</td>
<td>• approx. 240 OSH experts working for OSH regional centres trained and certified according to the established criteria</td>
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<td>• approx. 400 OSH specialists trained in occupational risk assessment and effective fulfilment of other legal requirements resulting from EC directives</td>
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### Results
- The established criteria and procedures for accreditation of regional OSH training consultation and promotion centres.
- The established criteria for certification of competencies for OSH experts.
- A network of regional training, consultation and promotion centres operating in the field of OSH, accredited and coordinated by CIOP-PIB and supporting OSH services in occupational risk assessment and effective fulfilment of other legal requirements in force.
- Training and information provided to OSH services, the National Labour Inspectorate necessary for effective fulfilment of legal requirements in force resulting from the EC directives, in

### Objectively Verifiable Indicators
- The criteria for accreditation of regional OSH centres established and available on the CIOP-PIB website and on the Internet website for OSH services
- 16 regional OSH centres accredited by CIOP-PIB according to the established criteria by the end of the project
- The criteria for certification of competencies for OSH experts established and available on the CIOP-PIB website and on the Internet website for OSH services
- Approx. 240 OSH experts certified by CIOP-PIB according to the established criteria
- A set of training materials for OSH experts and OSH services distributed among participants of the trainings and District Labour Inspectorates and available in CIOP-PIB
- Approx. 10 training courses provided for OSH experts by the

### Sources of Verification
- Documented criteria for accreditation
- Certificates of accreditation issued by CIOP-PIB
- Documented criteria for certification of competences
- Certificates of competences issued by CIOP-PIB
- Training reports
- The internet website for OSH services
Strengthening of occupational safety and health services

- The internet website for OSH services prepared and implemented.
- Approx. 15 consultation days provided for OSH centres by the end of the project.
- Approx. 16 pilot training courses provided for OSH specialists by the end of the project.
- The Internet website for OSH services developed and maintained.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>Task 1. Establishing criteria for accreditation of OSH centres and for certification of OSH experts’ competences</td>
<td>Contract for technical assistance signed</td>
<td>Project reports</td>
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<td>Task 2. Establishing the network of regional OSH centres</td>
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<td>Task 5. Developing training programmes and materials for OSH services</td>
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<td>Task 7. Preparing the Internet website for OSH services</td>
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Preconditions
- Co-financing available
- Training needs identified
- Tender dossier for the contract developed
Annex 2-3: Implementation, contracting and disbursement schedules

|                      | October 2004 | Planning Period | III’06-III’08
|----------------------|--------------|-----------------|---------------
| **Budget Allocation**|              |                 | 1 400 000 Euro|
| **Cost Estimate**    |              |                 |               |

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**Implementation schedule**
- D = design of sub-projects
- C = tendering and contracting
- I = Contract implementation and payment

**Contracting schedule**
- 1.4

**Disbursement schedule**
- 0.5
- 0.9
- 1.2
- 1.4
- 1.4

**Legend:**
- D = design of sub-projects
- C = tendering and contracting
- I = contract implementation and payment