



AWTORITÀ GĦAS-SAĦĦA U S-SIGURTÀ FUQ IL-POST TAX-XOGĦOL  
OCCUPATIONAL HEALTH & SAFETY AUTHORITY

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**Report of Activities for the period  
1<sup>st</sup> October 2004 – 30<sup>th</sup> September 2005**

**Occupational Health and Safety Authority, Malta**

**2005**

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## **Preface**

The Occupational Health and Safety Authority Act, Cap. 424, was published on the 17<sup>th</sup> November 2000. Part III of the Act, concerning the Establishment, the Functions and the Conduct of the Authority was brought into force on the 3<sup>rd</sup> May 2001. The Act was brought into force in its entirety on the 29<sup>th</sup> January 2002.

In terms of the Act, it is the responsibility of the Occupational Health and Safety Authority to ensure that the physical, psychological and social well being of all workers in all work places are promoted and safeguarded by whosoever has such a duty.

The following is a report of the Authority's activities for the period October 2004 and September 2005. The report is being published in terms of section 37 of the Act. It includes the Authority's Budgeted Income and Expenditure Account for the period 1 October 2005 to 30 September 2006 which is being published in terms of section 31 of the Act.

The audited accounts of the Authority for the period 1<sup>st</sup> October 2004 to 30<sup>th</sup> September 2005 are being published separately.

## **Chairperson's Message**

By the time this Annual Report is tabled at the House of Representatives I would have already assumed my new role as Head of Representation of the European Commission in Malta. More than two years would also have elapsed since my appointment as Chairperson of the Occupational Health and Safety Authority - a role which I would have had relinquished precisely due to my new position.

I therefore consider it not only opportune but also a privilege that on the eve of taking up my new challenge I look back at the past 31 months as Chairperson of the OHS Board and share a few thoughts with whoever cares to read this Report, and whoever is caring enough to take this challenge forward.

Let me put the record straight. The mission of the Occupational Health and Safety Authority is all about caring for what is the best asset we have in Malta - our human resources. We cannot afford to squander nor neglect the hard won accomplishments of our workforce. On the contrary, we need to be mindful of the challenges the workplace presents to employees and employers alike. I do not only refer here to the challenges of competition or competitiveness, particularly now as a country fully integrated within the European Union. I am referring in particular to the challenges presented by the work environment, the safety of our workplaces and the health of our workers. All the energy, effort, thought, money and commitment dedicated to this mission would be definitely worth it.

During my tenure as Chairperson of this Authority I had the privilege to meet a bunch of people who not only embraced this mission but also lived it and never missed a chance to work for it with a passion. I refer here to all the dedicated staff at the OHS.

I do think however that despite the relentless efforts of these few, many out there need to be convinced further of the paramount importance that health and safety at work ought to be given in this country. Much more will be achieved once the health and safety mission is embraced by all - decision-makers, employers and workers alike. It is not an 'us and them' game - it is our game as we all stand to benefit, and the quicker we realize this, the better.

It is in this constructive spirit that I would like to submit a few observations.

Firstly, the OHSA suffers from a number of operational limitations: for instance, a significant mismatch between its statutory-assigned functions and the resources assigned. This needs to be addressed as a top priority, in particular the inspectorate division which is the fulcrum of the Authority's "bite".

Secondly, the majority of OHSA's employees are detailed from civil service, and therefore remain in the proverbial "limbo" - neither here nor there. Dedication cannot be one-way. It also requires recognition and commitment from the other side, preferably in the form of a contract to these able and willing employees.

Thirdly, the OHSA is a small organisation with ample room for growth – if only there were the funds, that is. OHSA's growth has been significantly stunted by the nationwide financial measures being applied across the board. Whilst understanding the discipline of the nation's overriding priorities, it has been felt that the sum-total of these measures worked out to be disproportionately biased against the OHSA with its modest budgetary allocation.

Fourthly, the law regulating the OHSA needs to be amended to clearly delineate the respective roles of Board and Executive. This suggestion is by no means original as it is but an echo of the Chair of the Irish OHSA. It has also been the observation of an Austrian Project Leader carrying out some tasks in Malta recently. There are other clarifications in the law worth considering e.g. the interpretation given to the term "work" and clearer provisions regarding OHSA responsibilities in terms of third party risks from work being carried out.

We are on the right track. Nevertheless I believe that we ought to explore several other paths - some tried and tested, and others (and why not) more suited for our needs - to help us achieve better results.

Joanna Drake

Chairperson

## **The OHSA Board**

The OHSA Act stipulates the criteria for the appointment of an OHSA Board, made up of nine members. The membership of the Board of the Authority, the appointment of which ended during 2005, was as follows:

### ***Chairperson***

Dr. Joanna Drake (Mrs. Roberts Messina, with effect from the 20<sup>th</sup> September 2005).

### ***Deputy Chairperson***

The Director of Industrial and Employment Relations, *ex officio*.

### ***Members***

Dr. Natasha Azzopardi Muscat, appointed by the Minister responsible for health;

Ing. Anthony Camilleri, appointed by the Minister responsible for economic affairs;

Dr. Francis M.E. La Ferla, appointed by the Minister for his competence in occupational health and safety;

Mr. Joseph Gerada and Mr. Saviour Sammut, appointed to represent the interests of workers;

Mr. Joseph Delia and Mr. Emanuel Aquilina, appointed to represent the interests of employers; the latter was replaced by Ms. Rosanne Galea

### ***Secretary***

Ms. Angele Kissaun.

The OHSA Act provides for the appointment of a Chief Executive Officer who is responsible for the executive conduct of the Authority, its administration and organization as well as the administrative control of its officers and employees. The CEO is appointed by the Minister responsible for occupational health and safety (at present, the Minister for Education, Youth and Employment). The post is tenable for a renewable period of three years.

Dr. Mark Gauci is the current Chief Executive Officer of the OHSA.

## **Introduction**

The Occupational Health and Safety Authority was established to bring about improvements in the general levels of occupational health and safety for all workers at all workplaces. The Authority strives to meet its goals by making full and efficient use of its resources, and in particular by meeting its own high standards of corporate governance. Currently, the sources of the Authority's financial resources are threefold – the annual grant made by the Ministry of Finance, the Authority's own revenues from services for which a fee is charged, and funds made available through foreign assistance. The funds available and the Authority's vast range of duties necessitate a prioritization of the tasks carried out.

During this year, the Authority has worked hard at establishing partnerships with other interested parties and stakeholders, as a result of which, a number of Memoranda of Understanding have been signed with other local entities, including the Malta Environment and Planning Authority, the Civil Protection Department, the Market Surveillance Directorate and the Consumer and Competition Division. The Authority is currently discussing other Memoranda with the Police, the Department of Social Security, the Malta Environment and Planning Authority, the Employment and Training Corporation, and the Malta Transport Authority. These Memoranda are intended not only to delineate the specific roles in any matter outlined in the document, but also to make the most cost-effective use of the Authority's resources by eliminating duplication of work.

## **PRIORITY ACTIONS**

In terms of the OHS Authority Act, 2000, the primary duties of the Occupational Health and Safety Authority, that is the promotion and safeguard of high levels of occupational health and safety for all workers at all workplaces have to be fulfilled within the parameters of the general national policy established by the Minister. These primary duties are translated into a number of priority actions which the Authority undertakes throughout the year:

- (i) awareness building, information, education and training;
- (ii) ensuring compliance with existing legislation;
- (iii) legislative reform;

- (iv) consolidation of resources; and
- (v) relationships with local entities and international institutions.

### **(i) Awareness building, information, education and training**

Although there are indications that awareness of the benefits of adequate levels of occupational health and safety has generally increased dramatically in recent years, the Authority feels that this should remain a priority for the coming years. This awareness building also requires a continuous reinforcement of correct perceptions on, and an increase in the knowledge of how to adequately manage health and safety at the place of work, as well as the modification of other perceptions and attributes which are not conducive to good or acceptable levels of health and safety. The Authority is aware of the mentality and culture changes that are required, and also that this is a process which will take years.

As people become more aware, the need for up-to date, valid information increases - the Authority continues with the process of providing such information and to disseminate it as widely as possible. A number of such information campaigns organized by the Authority have been linked with international initiatives, especially those organized by the European Agency for Safety and Health and the Senior Labour Inspectors Committee.

In terms of the law, training is an employer's responsibility, yet the Authority spends a lot of time and resources in ensuring that training is being given to whosoever requires it. The Authority is not the sole service provider in this field, and the Authority is currently working to set up a mechanism by which it is ensured that all training is given by adequately qualified persons who have the experience, knowledge and competence required to provide a valid service to whosoever requests it. To this effect a recommendation has been made to a Senior Labour Inspectors Committee Working Group so that a comparative analysis of the criteria determining the competence of trainers in this field within the Member States is carried out.

#### **(a) Initiatives with School Children**

The Authority recognizes the need for awareness building to start at an early stage, so that the concepts of occupational health and safety should become ingrained mainstreamed into the educational system. Towards this end, the Authority regularly



carries out information and awareness raising talks about occupational health and safety amongst pupils and students in various schools. In March 2005, the official mascot of the campaign amongst older primary school children and younger secondary school children was launched - the mascot is named 'Napo' and was created by a European consortium. A matching booklet was also published in Malta. Following the launch, several talks were carried out in different schools, where children are shown a short film, which is later discussed, and encouraged to work through the booklet.

There are currently on-going discussions with the Ministry of Education to develop a concrete programme of information in schools targeting both students and teachers. The Authority also cooperates actively with the Health and Safety Unit of the Ministry of Education, Youth and Employment, with the scope of organizing joint activities targeting school children.

#### **(b) Media Initiatives**

Due to the limited financial resources available, media initiatives remain limited to those offered to the Authority free of charge - OHSA information video clips are regularly sent to all television channels with a request for these clips to be aired as community announcements – regrettably, most channels look upon the transmission of such announcements from an economic perspective, and do not transmit messages despite the OHSA request.

During last year, OHS officers participated in several radio and television programmes, most of which were regular weekly spots while some were on an *ad hoc* basis. The Authority also published a series of articles in local newspapers, magazines and newsletters. The Authority has issued a number of press releases that deal with specific areas of concern, including construction safety, noise at work, vibrations and working outdoors. There were also various letters to the editors which were sent out by the Authority. On both occasions, these have been of both a pro-active as well as a reactive nature.

#### **(c) Initiatives with Small Businesses**

A very high percentage of industry in Malta is made up of micro-businesses, including self-employed people. In April 2005, the OHSA collaborated with the Ministry for Competitiveness and Communications (MCMP) and launched an

extensive educational and information campaign amongst small businesses and the self-employed. Four main industrial estates in Malta were identified by the Ministry, while OHS officers went round the various workshops in the zones, talking to the workers and distributing information material. These were followed up by specific talks in each of the four localities targeted. School visits were also carried out in the primary schools pertaining to the same localities to ensure a holistic approach to the campaign. Information about the campaign was also given out during media events.

#### **(d) European Week**

The Authority has actively participated in the European Weeks for Safety and Health. The scope of these Weeks is to focus on a particular theme, chosen by the European Agency for Safety and Health at Work in consultation with its administrative board and national focal points, and to disseminate information. The theme chosen for the year 2004 was 'Building in Safety'.

As part of the activities, the Authority organized two technical seminars which attracted around 300 participants. During both seminars, foreign speakers were invited to give keynote speeches which dealt with both the theoretical and practical implementation of the legislation as well as focusing on good practice in construction.

During October 2004, the Authority also organized its annual ceremony for Good Practice Awards in occupational health and safety. The activity has as its objective the raising of awareness, but is also intended to commend those entities and persons who make a valid contribution in the area.

Submissions were accepted in three main categories pertaining to SME's, safe management systems and construction safety. A representative from the European Agency for Safety and Health at Work was present for the ceremony.

In April 2005, the new European Week for this year was launched, this time focusing on the specific hazard of noise. The week will be held between 24 and 28 October as part of a pan-European campaign with the theme 'Stop that Noise'. Information packs including material produced by the Authority and the Agency have been sent to all persons and entities which are directly and indirectly involved in the construction industry, while full use has been made of the MITTS portal and the OHS website to publicize this initiative. The distribution campaign will reach its peak during the October events which will include a conference as well as the Awards Ceremony.

### **(e) Publications**

Apart from the publication aimed at school children mentioned previously, the Authority also published a series of 15 leaflets in Maltese which were partly financed by the European Agency for Safety and Health at Work. The leaflets cover a number of topics; a full list of leaflet titles is as follows: In the case of an accident at the workplace; Accidents can be avoided; Fork Lift Trucks; Hoists and Lifts; Cranes, Scaffolding; Asbestos; First Aid; Ionising Radiation; Workers Health and Safety Representatives; Excavations; Confined Spaces; Dangerous Substances; Working in hot environments; Demolition of Stone Slab Roofs.

These publications are regularly distributed, both individually, as well as in bulk to be made use of by other entities during their own promotional initiatives.

### **(f) Training Initiatives**

The Authority has worked at encompassing a wider spectrum of target groups, while maintaining its impetus in respect of courses launched previously - the Introduction to Occupational Health & Safety course attracted over 600 participants during the year, while the Workers' Health and Safety Representatives Course, which was launched in September 2003, still attracts a very positive participation.

This is particularly encouraging since the Workers Health and Safety Representatives will greatly assist the Authority in its endeavors, and will go a long way towards reducing, in the years to come, the persistently high demands for the Authority's services. The appointment of such persons is also perceived as a means that would facilitate and at the same time guarantee workers' participation in all decisions affecting occupational health and safety.

The Authority also meets all requests for training, originating from diverse quarters, including the constituted bodies, sectoral organizations, and individual companies. For this purpose, the Authority has prepared a number of training packages that can be tailored to suit the requirements of the persons receiving the training. In fact this year customized courses constituted more than half the total of 56 courses held. During this period the Authority has struck another first in that it held three courses in Gozo. The initiative comprised a seminar on OHS legislation, an 18 hour course for the construction industry and a 16 hour course for Workers Health & Safety Representatives.

The Authority has also identified a number of high risk areas which necessitate greater attention and action. These include the construction sector, by reason of its high incident rate, installations covered by the Control of Major Accident Hazard Regulations, 2003, and workplaces where dangerous radioactive sources are in use. In fact the number of workers attending awareness training in the construction industry totaled 449, whilst that for Radiation Awareness and Prevention numbered 57.

Furthermore, the Authority has maintained its commitment on two initiatives launched in the previous year - the Safety Bus (which involves OHS Officers going round construction sites and filming dangerous work practices and activities. The Officers then show the film to the workers and discussing with them ways by which the work could have been carried out safely), and a training programme, launched on a voluntary basis, consisting of nine hours of lecturing to workmen, skilled persons and other stakeholders on basic occupational health and safety awareness.

The total number of people attending and participating in the training courses organised by the Authority amounts to just under 2000.

Towards the end of September, the OHSA organised an awareness raising seminar targeting architects and civil engineers. The main topics discussed were the regulations pertaining to temporary and mobile construction sites and the importance of good safety management systems throughout the whole construction project, starting from the design stage. This seminar was co-financed by the European Commission.

In July, the Authority co-organised two TAIEX seminars. The first seminar was spread over two days and open to the general public. It tackled in detail the risks, control measures and practical aspects of the implementation of legislation pertaining to noise at work, machinery and vibrations. The second TAIEX seminar targeted public service and sector OHS officers and health and safety representatives, with the main topic being the practical investigation of workplace accidents. Both seminars were addressed by foreign speakers and financed by the European Commission Taiex Office.

#### **(g) Websites**

The Authority recognises that public access to health and safety information improves public understanding and strengthens public confidence in the national health and

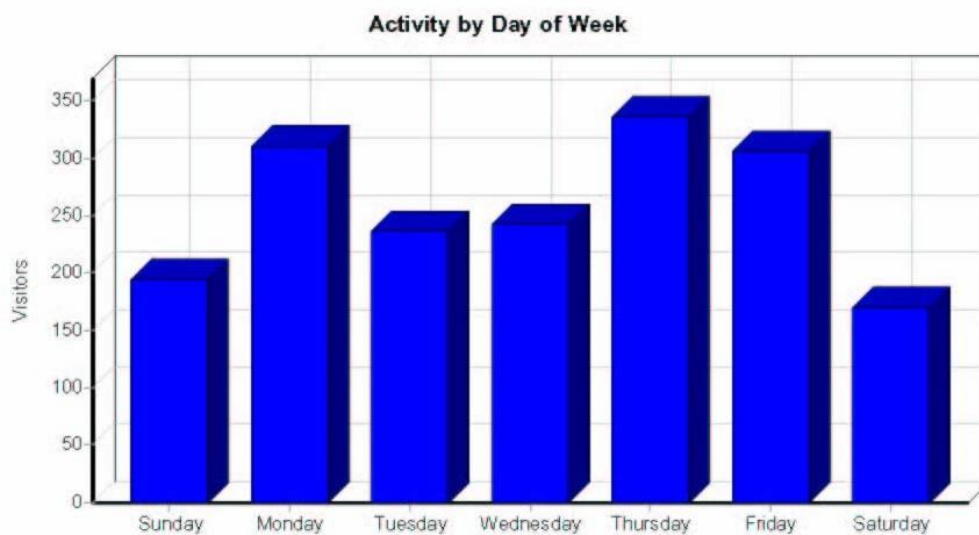
safety system. To this end, the Authority publishes a myriad of information on the internet on a regular basis.

The Authority currently maintains two websites, its corporate website, officially launched this year (<http://www.ohsa.org.mt/>) and another one hosted by the European Agency for Safety and Health at Work (<http://mt.osha.eu.int>).

These websites contain up to date information and advice on health and safety issues including all ohs legislation. Publications, technical documentation, papers and press releases are also published on-line to facilitate access of information to the general public. The Authority's Register of Competent Persons who can advise on OHS matters has also been put on-line to facilitate access to third party services.

As far as the corporate website is concerned, the number of hits per month is very encouraging and is an indication that this service is being well utilized by the Authority's clients. In fact since the website was launched on March 2005 over 5000 people visited the site, with nearly 200,000 hits being registered.

The diagrams show the activity per day and the daily visitors during the month of July., when the highest numbers of hits were registered.





A direct link to the European Agency’s Health and Safety Week (this year’s theme being **Stop that Noise**) has been introduced where the user can access and download posters, flyers and leaflets related to the event and providing valuable information about noise in general.

A subscription system has been implemented in order to inform the subscriber of all developments and new initiatives been taken by the Authority. In its first month of implementation the OHSA subscribers amounted to just over 200. This service has been introduced to improve the dissemination of information and to reach out to as many OHS practitioners and members of the general public as possible.

## **(ii) Ensuring compliance with existing legislation**

The Authority considers enforcement as one of its key core functions – the purpose of enforcement is to ensure that duty holders effectively control risks at their place of work. This can be achieved if the duty holders take action commensurate with the degree of risk. When no such action is taken, it is the duty of the enforcing authority to take legal action or any other action permitted by law.

The term ‘enforcement’ has a wide interpretation, but is often taken to include all interactions between the enforcing authority and the duty holders, which may include employers, employees, the self-employed, appointed competent persons, workers’ health and safety representatives and others. The term should not be taken to mean exclusively punitive action, as for example through prosecution, but can also mean the provision of advice or information, or the issue of a warning or an order by an OHS Officer.

It is the Authority's current policy to focus on those work activities that give rise to the greatest risk – this effectively means that the Authority cannot satisfy all demands made for enforcement action to be taken, and during last year, the Authority investigated an estimated 65% of complaints and reports lodged. The Authority has also stepped up its actions related to the last step within the hierarchy of available enforcement actions, namely the commencement of judicial proceedings.

Within the framework of maximising the efficiency and effectiveness of its resources, the Authority has also to identify actions which bring about compliance in the most cost-effective manner possible. So far, the Authority has relied exclusively on judicial proceedings to bring about forced compliance. This requires a lot of time and effort, and therefore it is ample time that the Authority starts to impose administrative fines on those persons who persistently contravene the regulations. These administrative fines will facilitate the backlog of court cases and also cut down on red tape and bureaucracy. The Authority is at present drafting standard operating procedures to ensure that the process is a transparent one. The introduction of these fines does not necessitate the enactment on any new supporting legislation since the Act itself gives the Authority the necessary mandate. The process will be a gradual one, with the list of contraventions increasing over time.

#### ***(a) Radiation Protection***

The Radiation Protection Board, RPB, was appointed in September 2003 by the Prime Minister under regulation 10 of the Nuclear Safety and Radiation Protection Regulations 2003. The RPB is chaired by the OHSA and has members from OHSA, Environment Protection Directorate, Public Health and Civil Protection Department. Each member agency of the RPB has a joint duty to ensure the overall functions of the Board are carried out as efficiently as possible.

The RPB has been involved in ensuring the transposition of European Union commitments in the field of Radiation Protection as well as Malta's commitments to the International Atomic Energy Agency (IAEA). To this end the RPB is working on providing guidance documents for the Maltese medical exposures regulations, and has drafted regulations to transpose the European directive on the control of high activity sealed radiation sources and the IAEA Code of Conduct on the Safety and Security of Radioactive Sources.

The national inventory of users of all sources of ionizing radiation is maintained by the RPB and now currently has 157 different users in Malta. This national inventory shall be of assistance to the RPB to effectively regulate the use of ionizing radiation in Malta.

The RPB is maintaining the strong relationship with the International Atomic Energy Agency, IAEA. The IAEA has sponsored training activities and attendance at conferences for members of the RPB, as well as provided assistance to the RPB to provide training for different categories of users here in Malta.

The IAEA conducted an Infrastructure Appraisal for Malta of Radiation Safety and the Security of Radioactive Sources in May 2005. This appraisal consisted of a team of a week long mission by five international experts. At the end of the mission a detailed draft report was presented, which includes a work plan for Malta along with assistance that the IAEA can offer.

The contract with the radiation protection technical advisor ended in September 2004, his work was invaluable in providing advice to the RPB. The RPB is trying to secure his services for another contract.

The Radiation Protection Board met twice during the period October 2004 to September 2005.

### ***(b) Machinery, Equipment, Plant and Installations***

This section within the Occupational Health and Safety Authority is responsible for all machinery, equipment, plant and installations. Health and Safety officers from this section carry out inspections at workplaces regularly to see that the various regulations are being adhered with. Reports and certificates from competent persons are sent to the Authority and are recorded in the database which was designed by members of this section. To date this database contains more than 4800 entries related to lifts, hoists, forklift trucks, cranes, boilers, presses and other lifting equipment. During the period October 2004 to September 2005 a total of 2907 reports or certificates were received and processed (2005 lifts, 189 boilers, 193 forklift trucks, 267 cranes and 253 pertaining to other items of equipment) - Officers from the MEPI section carried out 524 inspections.



Following an increase in the number of accidents related to lifts, this section stepped up inspections and focused more on lifts installed at workplaces. Many owners/employers were cautioned to get in line with the regulations concerning hoists and lifts and several Orders were issued by OHS Officers in respect of lifts which were not covered by a valid engineer's certificate or where immediate repairs listed in the engineer's report were not carried out within the stipulated time frame.

The MEPI section continued work on the new Inspection of Lifts, Machinery and Pressure Vessels Regulations together with the Malta Standards Authority and the Malta Resources Authority. A fruitful consultation meeting for members of the public was held at the Authority's premises. The MEPI section was also involved in the preparation of draft regulations on the protection of workers from the risks arising from the exposure to vibration.

The Control of Major Accident Hazards (COMAH) Regulations, L.N. 37/2003 also come under the remit of the MEPI section. These regulations concern establishments wherein certain specific quantities of dangerous substances are kept, and thus have the potential of causing major accidents. The operators of these establishments are obliged to prepare detailed reports and to take precautionary measures against these types of accidents happening. The latest amendment to the relative EU Seveso II Directive was transposed into Maltese legislation as L.N. 6/2005 and came into force with immediate effect. The Memorandum of Understanding relating to the COMAH Regulations was signed by all three organisations forming the Competent Authority, the OHSA, the Malta Environment and Planning Authority and the Civil Protection Department and came into effect on the 18<sup>th</sup> April 2005.

### ***(c) Trends in Accident Statistics***

Statistics about work related accidents, including injuries, fatalities and ill-health remain an important tool to assess the current state of occupational health and safety especially the effectiveness of current measures. Locally, these statistics are obtained from various Government entities including the Occupational Health and Safety Authority, the National Statistics Office as well as the Department of Social Security. Notification of work related incidents is a requirement under various regulations and these are administered by different government entities.

Nevertheless, the exact incidence of occupational incidents, especially cases of ill-health remains somewhat blurred. It is a known fact that a considerable amount of injures and cases of ill health remain unreported for various reasons, including a lack of awareness of legal obligations. This occurrence of unreported cases is a common factor prevalent in many countries. On the other hand, the Authority is aware of the fact that a number of accidents that are not work-related are also reported as such since these are linked to possible benefits under the Social Security Act.

Keeping these factors in mind, the Authority has increased its drive towards promotion and awareness on various areas with regards to health and safety, including a better understanding of the various responsibilities of the different duty holders. On the other hand, better media coverage has on occasions instigated the public's perception to assume that the Authority is not achieving its goals and that in effect occupational accidents are on the increase. A look at the number of accidents throughout the years however shows a significant and persistent downward trend in the number of annually reported accidents at work which result in an injury.

Nevertheless, the Authority feels that in the area of occupational diseases and ill health there is still wide un-reporting of cases. The main reason for this is thought to be the lack of appreciation of the association between work and the resulting ill health together with the vague legal framework on work related diseases.

<b>Year</b>	<b>Gainfully occupied</b>	<b>Injuries at work</b>	<b>Injuries per 100,000 workers</b>	<b>Fatalities <sup>4</sup></b>
2003	136,234 <sup>1</sup>	4746 <sup>2</sup>	3483	12
2004	137,402 <sup>1</sup>	4088 <sup>3</sup>	2975	12
2005	137,094 <sup>5</sup>	1938 <sup>6</sup>	2827 <sup>7</sup>	6 <sup>8</sup>

1 Source: ETC/NSO, (end of year figure)

2 Source: DSS/NSO, revised figures.

3 Source: DSS/NSO, revised till June 2004.

4 Source: OHSA.

5 Source: ETC/NSO, March 2005 figures.

6 Source DSS/NSO - for the period January – June 2005

7 Extrapolated figures for the calendar year.

8 Source OHSA, January to September figures.

Accident investigations carried out by the OHSA following an accident show that in many cases, employers did not carry out the required risk assessments and that many of these accidents could have been prevented by appropriate good practice. The Authority will continue to maintain the pressure to ensure that employers meet their

legal obligations, and for a general improvement in the overall levels of workplace health and safety.

***(d) Prosecutions conducted by OHSA***

Prosecutions by the Authority are conducted mainly before the Court of Criminal Judicature. During the past year, the Authority appointed and prosecuted in a total of 146 criminal cases, as follows:

	COURTS OF MALTA	COURTS OF GOZO
Found guilty	48	0
Acquitted	9	0
(Total cases decided	57	0)
Pending cases	33	6
(Compilation of evidence)	10	0
(Total pending cases	43	6)
New cases	52	3
(Compilation of evidence)	8	0
(Total new cases	60	3)

In the case of the 48 companies for which a successful prosecution was obtained, the following convictions applied:

- a) the sum of LM11,075 in fines;
- b) two imprisonment sentences, which were suspended;
- c) three probationary periods.

**(iii) Legislative Reform**

The legislative framework for the promotion and protection of occupational health and safety is continuously evolving, and reflects emerging trends, risks and

technological innovation. Since Malta's accession to the European Union, the Authority has continued the exercise of harmonization of all new occupational health and safety legislation, while at the same time reviewing existing legislation (i) to ensure that there are no regulatory gaps, and (ii) to identify any conflicting or cumbersome legislation, with the scope of simplifying it.

There is now a well-developed legislative framework, which may be perceived by some to be too cumbersome or complex (a full list of legislation in force is shown in Annex 2).<sup>1</sup> The Authority has however been very careful in ensuring that the legislation is user-friendly, and does not place any unnecessary bureaucratic or legislative obligations, particularly upon small and medium sized enterprises. This and Malta's particular economy are also at the forefront of Malta's positions during all discussions pertaining to future legislation which might be adopted at an EU level. In this regard, the Authority has striven to participate in as many Working Parties as are possible within its limited budget, and to actively participate in the ensuing discussions.

#### **(iv) Consolidating the Authority's Resources**

The Authority continued working on the development of professional competence for its technical staff, who all continued to receive training, and kept abreast of all legislative and technical developments in this field. The support members of staff also received appropriate training.

The OHSA recognizes the need to have technical people who are competent in a generalist way to act as OHS Officers, as well as others trained to a high degree of specialisation in specific areas (e.g. radiation protection, the implementation of the Seveso directives and the safety of chemical and biological agents). All the Authority's Officers are now capable of giving sound advice and to act as a point of reference whenever needed.

##### **(a) Staff Development**

During the year, the OHSA dedicated a total of 832 man hours for the training and development of its staff. These courses included a variety of IT-awareness and training courses (organised by the then Ministry of Social Policy) which were

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<sup>1</sup> The list includes regulations which were saved as if issued under the OHS Authority Act when the Factories Ordinance, 1940, and the Act for the Promotion of Occupational Health and Safety, 1994, were repealed.

attended by the majority of the staff. Conferences and seminars held abroad and in Malta covering a wide spectrum of OHS areas and for the development of organisational skills were attended by several OHS officers. Some of the subject matter dealt with included organisational leadership, e-learning, safety of radioactive materials, IT infrastructures, health and safety issues of dangerous substances and construction health and safety. Other short training courses included a 'Train the trainer' course, a programme on the implementation of practical drills for emergency response teams, a course on 'Accident Investigation' and 'Product Liability'.

There were also several hands-on learning opportunities, which included a 3-day workshop overseas on the implementation of the Control of Major Accident Hazard Regulations (the Seveso Directives).

This training is in line with the Life-long Learning Strategy which the OHSA has put in place so that while continuing educating and training the public, its officers continue to develop further their knowledge and skills on various aspects in the domain of occupational health and safety and management.

#### **(b) Recruitment**

The funds made available throughout the year did not permit the Authority to continue with its recruitment process, and the Authority's current manpower levels are far short of the perceived requirements.

At the moment, the total human resource complement is of 21 employees, 13 of whom are directly engaged in the Authority's core activities. This number includes two employees who are on loan from the Malta Drydocks. During the year, two public sector employees, detailed to work with the Authority had their detailing revoked. (c)

#### **(c) Internal Industrial relations**

The OHSA's first Collective Agreement covering a three year period is in its second year of implementation and runs up to the end of 2006.

The healthy industrial relations within the Authority have helped ensure a number of strategic objectives to be reached, while others are now close to being achieved. The upgrade in working conditions has prompted 3 detailed officers to indicate their intention of accepting permanent employment with the Authority – this also means that at the moment, all employees who have been detailed to work with the Authority

from the public service, have indicated their willingness to join the Authority on a contract of service.

An employee handbook incorporating a number of H.R. policies and Standard Operational Procedures within the framework of the Collective Agreement is being drafted. This same framework has made it possible to implement work plans based on SMART (Specific Measurable Achievable Realistic Time) objectives whilst motivating staff towards continuous improvement and higher and better achievements.

**(d) Moving to new premises.**

Towards the beginning of January, the OHSA finalized the move to new premises at Pieta. These premises are more centrally-located and provide much better amenities for the benefit of the Authority's employees and visitors to the premises. They include suitable training facilities which can accommodate up to fifty participants – the use of these facilities has decreased the cost involved in the provision of training through the hire of external venues.

The premises have been designed with full consideration to the health, safety and welfare of the Authority's employees and its clients on the premises.

**(e) Gender Equality.**

The Authority has appointed its Focal Point for the National Commission for the Promotion of Equality. The Focal Point has undergone training provided by the said Commission and is actively implementing a policy of equality.

**(v) Relations with International Institutions**

The field of occupational health and safety has a more concrete scope when seen in a wider perspective. Various initiatives and advances take place at an international level and the Authority is ensuring that through its active participation and membership of various entities, the issues and concerns of Malta are voiced. Moreover, good practice and expertise that might be relevant to the island are also taken on board.

***(a) Senior Labour Inspectors Committee***

The Committee of Senior Labour Inspectors (SLIC) is a forum for discussion between the European Commission and the representatives of the Member States' national

authorities who are, amongst other things, responsible for monitoring the enforcement of secondary Community law and who are consequently in direct contact with the businesses affected by it. The Committee provides the Commission with a channel for receiving information about any problems relating to the enforcement of secondary Community law. It is also a forum for the national authorities to compare experience of the structure, methods and instruments of labour inspection.

Malta has now become a full member of SLIC with representatives from the Authority participating in all meetings. Prior to its membership in the European Union, the Authority was assessed by four SLIC representatives hailing from three different countries. The Authority passed with flying colours in this peer review exercise that analysed the inspection, administrative and legal systems in the area of occupational health and safety in Malta. The major problem identified was that related to effective social partner participation, where a wider scope for social partnership through active participation between employers and trade unions in the area of OHS was deemed fundamental and still lacking.

Maltese representatives have now been appointed on such peer review exercises targeting two of the 'old' EU member states.

### ***(b) Advisory Committee for Safety and Health at Work***

The Advisory Committee for Safety and Health at Work has been established by means of a Council Decision with the task of assisting the Commission in the preparation, implementation and evaluation of activities in the fields of safety and health at work. Specifically, the Committee shall conduct, on the basis of the information available to it, exchanges of views and experience regarding existing or planned regulations, help to devise a common approach to problems in the fields of safety and health at work, and to identify Community priorities as well as the measures necessary for implementing them. More importantly, the Advisory Committee has the important task of drawing the Commission's attention to areas in which there is an apparent need for new knowledge and for suitable training and research measures, and to express opinions on the annual programme and the rotating four-year programme of the European Agency for Safety and Health at Work. In fulfilling its functions, the Committee cooperates with the other Committees which are competent for health and safety at work. This Committee is tripartite and the

Authority has participated actively not only in the plenary sessions of the Committee, but also in the Governments' Interest Group meetings.

The Authority has also actively participated in the Advisory Committee's Working Party on occupational health and safety in the hospital sector, with the Chief Executive Officer of the Authority being elected as the official *Rapporteur* of the Working Party. The aim of this group is to discuss and take action on issues of major concern to workers in the hospital sector - who amount to about 10% of the EU's total workforce, are exposed to numerous risks, some of which only are covered by current EU legislation. This phenomenon has heightened the need for more specific action at EU level in a bid to improve the protection of the health and safety of hospital personnel.

The Working Party agreed that although new legislation at EU level was not essential at present, there was a lacuna of information when it comes to recommendations and guides of good practice in the sector. They also stressed the need for more dissemination of information and the exchange of experience in this area.

### ***(c) European Agency for Safety and Health at Work***

The Agency is a tripartite European Union organisation and brings together representatives from three key decision-making groups in each of the EU's Member States – governments, employers and workers' organisations. 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 appoints the Director, adopts the Work Programme, the Annual Report and the Agency's budget, and authorises the Director to administrate the budget. Malta has 3 full members on the Agency's Administrative Board.

The Agency's principal safety and health information network is made up of a 'Focal Point' in each EU Member State, in the four EFTA countries and in the Candidate countries. This network is an integral part of the Agency's organisation and focal points are nominated by each government as the Agency's official representative in that country and are normally the competent national authority for safety and health at work. In the case of Malta, the Authority is the Focal Point of the Agency and a national information network was also set up locally to ensure that the views of all stakeholders are represented during Focal Point meetings. Members of this network



include government department and entities, trade unions, employers associations and various NGOs.

The Agency also has a number of expert groups where national experts are nominated on specific subjects according to their competence. Such groups include internet, education and agriculture amongst others.

The Authority endeavours to always take a very active part in all initiatives launched by the European Agency.

***(d) European Commission Social Questions Working Party – Discussions on the Draft Directive concerning Exposure to Optical Radiation***

There is an ongoing discussion concerning a draft Directive protecting workers from the risks arising from exposure to optical radiation, particularly where the protection of “outside” workers is concerned. The Directive targets the effects of sun exposure and its potential effects on the eyes and the skin of workers, including those who by virtue of their work have to spend a considerable amount of time working outside in the sun (hence “outside workers”).

The Authority believes that the introduction of specific measures and their nature is an option which should be left to the individual Member States, since it is an issue of national policy. There is another salient fact which needs to be highlighted: irrespective of the provisions within the proposed Directive, employers are still required to take a number of measures on a hierarchical basis as is required by the so-called Framework Directive (Directive 89/391/EEC - as transposed by the Occupational Health and Safety Authority Act (Cap. 424)) and Legal Notice 36/2003 (General Provisions for Safety and Health at Workplaces Regulations). Among other things the framework Directive requires the avoidance of risk and the control of those risks which cannot be avoided. In practical terms, examples of such measures will include the adoption of safe work practices and the use of appropriate personal protective equipment.

It should be noted that the European Parliament, adopted with 397 votes to 260 and 9 abstentions the compromise approved in the employment and social affairs committee in July, which authorises the Member States to define the obligations imposed on

employers for assessing the risks for worker health and safety when workers are exposed to natural sources of optical radiation. Amending the text in this way, the EP introduces the principle of subsidiarity. The EP also adopted two amendments, whereby as soon as the risk of danger after exposure to artificial optical radiation is established; the employer must set a programme in action with measures aimed at eliminating or reducing such risks to a minimum. Since the European Parliament legislative resolution was made, the Social Questions Working Party has not met to discuss this outcome. Furthermore it is likely that the Council and Parliament will be heading for conciliation to find some sort of compromise.

### **(e) International Labour Organisation**

The Authority is also an International Safety and Health Information Centre (CIS) of the International Labour Organisation (ILO). CIS was established in 1959 with the aim of collecting all relevant information about occupational safety and health being published around the world, whatever the format and the language. It also collects and disseminates information on the prevention of occupational accidents and diseases. It is assisted in its work by more than 120 national institutions around the world (its National and Collaborating Centres) dealing with occupational health and safety matters in their own countries, of which the Authority is one.

### **(f) International Atomic Energy Agency**

The International Atomic Energy Agency (IAEA) is a UN agency mandated to promote the beneficial use of ionizing radiation around the world. The IAEA acts as the world's center of nuclear cooperation and works for the safe, secure and peaceful use of nuclear technologies.

The RPB is maintaining the strong relationship with the International Atomic Energy Agency, IAEA which has been built up over the past few years. The IAEA was extremely useful in assisting Malta setting up the RPB and its continued support remains invaluable.

The RPB is working to ensure that Malta is complying with IAEA's standards and codes entitled "International Basic Safety Standards for the Protection against Ionizing Radiation and for the Safety of Radiation Sources" and "Code of Conduct on the Safety and Security of Radioactive Sources".

To further foster the relationship with the IAEA, the RPB hosted a co-ordination meeting for the IAEA regional project designed to promote sustainable radiation protection infrastructures in the Mediterranean region. Delegates from ten different countries came to Malta for this week long meeting in April 2005. As a consequence of this meeting the IAEA was able to plan its assistance strategy under this regional project and Malta has already benefited by the IAEA sending the RPB an expert for a two week mission in May/June 2005

### **(g) Seveso II Committee of Competent Authorities**

This Committee of Competent Authorities (CCA) meets twice a year and it is the only chance, where representatives of all the European Competent Authorities, the Commission and candidate countries, get to meet and exchange views and experience. The OHSA was represented in both meetings. Various topics are discussed during these meetings, these include particular areas of interest like security issues, land use planning, accidents, mutual joint visits, status of implementation of the directive and updates from the Major Accident Hazards Bureau. The meeting in October 2004 was held in Amsterdam and included a very interesting visit to the town of Enschede where in May 2000 a fireworks factory exploded with devastating effects.

As a result of contacts made with representatives from MAHB, two officers from the OHSA were invited to visit the Joint Research Centre in Ispra where they received training on the Major Accident Reporting System (MARS) and the Seveso Plants Information Retrieval System (SPIRS). Following this training, the OHSA was able to fulfil Malta's obligation to report to the Commission on its SevesoII establishments.

For the meeting held in April 2005 in Luxembourg the OHSA representative was asked by the MAHB representative to give a presentation on the situation of the Seveso II establishments in Malta. This presentation focussed on the particular problems of lack of space and high population density and it was well received by the other delegates.

### **Participation in local boards and committees**

The Authority is also represented in a number of local boards and entities, most of which are statutory entities. These include:

**Bulk storage of LPG Committee** - Chaired by the Malta Resources Authority and is tasked with the preparation of legislation and guidelines on the installation of bulk LPG containers, and the proper use, testing and certification thereof.

**Civil Protection Scientific Committee** - Chaired by the Civil Protection Department, with representatives from various other entities. The Committee gives advise to the CPD on different matters and emergencies that may arise from time to time.

**Integrated Pollution Prevention and Control Committee** - The IPPC (Integrated Pollution Prevention and Control) Committee is established by virtue of LN 234 / 2002 of the Environment Act. It is chaired by MEPA – Pollution Prevention Control Unit. The committee oversees the definitive establishment of IPPC installations, the inspection of installations and ensures that the necessary guidance in the legislation is followed. The ultimate aim of the IPPC is to minimise pollution from various point sources. All installations falling under the relevant legal notice will be required to obtain an authorisation (permit) from MEPA

As Integrated Pollution Prevention is a multi-disciplinary task a Committee to deal with the regulatory aspect of the Regulations was set up.

**Biosafety Co-ordinating Committee** - The Biosafety Co-ordinating Committee is a committee the aim of which is to achieve an integrated approach on Biosafety, the contained use of genetically modified micro organisms, the deliberate release into the environment of genetically modified organisms and the placing on the market of genetically modified organisms, in order to achieve a high level of protection of human health and the environment taken as a whole. The main function of the BCC is to give statutory advice to the board of MEPA on the risks to human health and the environment from the release and marketing of GMOs.

**Pesticides Control Board** - The Pesticides Control Board is established by virtue of the Pesticide Control Act, Chapter 430. The Pesticides Control Board has the responsibility for advising the Director of Plant Health on any matter relating to the registration, restriction, importation, manufacture, sale or use of pesticides including those employed in integrated control management; it also reports to the Director of Plant Health on any matter relating to the regulating, enforcing and monitoring of all legislation relating to pesticides or on any matter regarding pesticides; provides advise

on measures to be taken on any matter arising from the application of any regulations made under this the Pesticide Control Act.

### **Assistance provided to the Authority**

During 2005, the Authority has started to benefit from monetary assistance in respect of three projects, one relating to a Transition Facility (funds provided by the European Commission), one pertaining to construction safety, and the other relating to funds made available by the European Agency for Safety and Health.

#### **(a) Transition facility**

Following a Europe-wide call-for-application launched last year, an Evaluation Group set up by the OHS Authority chose a bid submitted by the Austrian Agency for European Integration and Economic Development, on the basis that it satisfied more closely the criteria established by the OHS Authority for the project.

The project is entitled “Strengthening the administrative capacity of the Institutional Building of the Occupational Health and Safety Authority in Malta”, and was officially launched in April 2005, with a ten-month duration.

The total amount that will be made available for this project will be of Lm171,000, of which Lm26,000 refer to Malta’s co-financing component and Lm145,000 refer to EU funds.

Its main goal is to provide assistance to the OHS Authority in its core functions – the carrying out of inspections, the training of workers, employers, OHS experts as well as the dissemination of information to the general public. The project aims to strengthen the capacity of the OHS Authority through training of its officers and managers, the fostering of a social dialogue between the Authority and the social partners and the formulation of syllabi for OHS-related courses for OHS experts.

In the implementation of the project, external experts from other relevant Austrian agencies will also participate. These include the Austrian Academy for Occupational Medicine, the Competence Center for Human Capital Research, Visioconsult GmbH, G&G research Marktforschung EDV-Software GmbH and the Department of Industry Federal Economic Chamber.

The project has four major components:

1. Curriculum development

- Identifying the needs of vocational training
- preparing a map of current vocational training
- developing syllabi for certificate level courses in Occupational Medicine and Occupational Health and Safety

2. Preparation and implementation of training for OHS officers with the aim of:

- improve efficiency and general running of the existing operation by on-the-job training in the area of accident investigation, enforcement action and reporting
- develop the training competencies of the future trainers
- improve team management and team-leadership
- develop and deliver of training in know/how of distance learning material
- provide training in handling media and communication skills
- provide and deliver training in the specific hazards and risks from chemical agents including asbestos, from manual handling and from noise and vibration

3. Formulation of risk assessment procedures including writing of a manual for practical use

4. Transfer of know-how in social partnership.

#### **(b) Construction Safety**

The Commission of the European Communities supports projects in the area of health and safety where the objectives pursued contribute significantly to its priorities. The general aims pursued are mainly based on the expert report produced by the Senior Labour Inspectors Committee (SLIC). For the period in review, the projects had to be related to construction safety and a specific budgetary line was designated to the 10 new EU member states (including Malta). Malta requested approximately € 17,000 to undertake various initiatives, including seminars, drawing up training modules and a publication. The main part of the project will be undertaken in the next financial year. So far part of the monies have been passed on to OHSA, namely € 5,000.

#### **(c) European Agency for Safety and Health at Work**

The European Agency for Safety and Health at Work made available Community funding in the form of grants to Focal Points to co-fund (up to a maximum of 50 per

cent of the total cost) information actions on the provision of occupational health and safety information online and the generation of a wide range of European Week campaign activities. The Authority has available Lm 8,000 towards this co-funding project.

The funds will be used for two main purposes. The first one concerns the organization of information campaigns and the publication of material. Funds are also allocated for the European Week campaign in a bid to ensure that all Member States are involved in the Week and to maximize the leverage effect of Community funding, to generate as many quality EW activities as possible and therefore to promote awareness of the hazards and risks of construction work and to promote preventive measures in construction work across Europe.

### **End note**

It will soon be five years since the Authority was established - five years of intense activity and several notable achievements. The Authority has worked hard at placing occupational health and safety on the national agenda, and on raising awareness on the benefits of having suitable levels of occupational health and safety.

The evident downward trend in the number of occupational injuries recorded annually may be an indication that the overall levels are improving, and this has been achieved mostly through 'gentle' persuasion. It is expected however that the statistical downward trend will not continue, and will probably reach more constant figures in the years to come. This stabilization of figures will remain visible despite the allocation of more resources than are currently available, and will only decrease if the expected shift of workers in the traditional high risk sectors towards the services industries occurs. A similar statistical phenomenon has already started to be noted in the number of occupational fatalities, although any statistical analysis has to be made with caution in the light of the small number of annual 'occurrences' recorded.

The achievements made by the Authority need to be maintained and supported through the allocation of adequate resources, as priorities shift in the light of emerging risks.

The Authority has in the past stressed the need of working with other stakeholders. Social participation is a given if adequate levels of occupational health and safety are to be achieved for all workers in all workplaces.





## **Annex 1: Activities carried out by the Authority**

October 2004 – end September 2005

	<b>Annual Total</b>
<b>Workplace visits†</b>	<b>1364</b>
<b>Equipment certificates vetted‡</b>	<b>2907</b>
<b>Radioactive Material import licences vetted</b>	<b>142</b>
<b>Staff development man hours</b>	<b>832</b>
<b>Hours of training delivered *</b> <b>* excludes all public seminars organized by the OHSA</b>	<b>659</b>
<b>Number of participants at OHSA training</b>	<b>1987</b>
<b>Number of courses organised</b>	<b>48</b>
<b>Press releases / feature articles</b>	<b>52</b>
<b>Telephone requests for information</b>	<b>2419</b>

†The Authority received 403 requests for workplace visits, of which 248 (62 %) were investigated.

‡ Including 2005 lift certificates, 189 boiler certificates, 193 forklift truck certificates, 267 crane certificates and 253 certificates in respect of other items of equipment.

## Annex 2: List of OHS legislation

Legislation	Reference
Act XXVII of 2000, Occupational Health and Safety Authority Act	Cap. 424
Control of Major Accident Hazards (Amendment) Regulations, 2005	L.N. 6 OF 2005
Protection of Young Persons at Work Places (Amendment) Regulations	L.N. 283 of 2004
Work Equipment (Minimum Safety and Health Requirements) Regulations	L.N. 282 of 2004
Work Place (Minimum Health and Safety Requirements for Work at Construction Sites) Regulations	L.N. 281 of 2004
Work Place (Minimum Health and Safety Requirements for the Protection of Workers from Risks arising from exposure to Noise) Regulations	L.N. 185 of 2004
Work Place (Minimum Requirements for Work) (Confined Spaces and Spaces having Explosive Atmospheres) Regulations	L.N. 41 of 2004
Protection of Workers in the Mineral Extracting Industries through Drilling and of Workers in Surface and Underground Mineral-extracting Industries Regulations	L.N. 379 of 2003
Protection of Workers from Risks related to Exposure to Biological Agents at Work Regulations	LN 228 of 2003
Protection of the Health and Safety of Workers from the Risks related to Chemical Agents at Work, Regulations	L.N. 227 of 2003
Protection of Workers from the Risks related to Exposure to Asbestos at Work Regulations	LN 123 of 2003
Regulations on the Protection of Workers from the Risks related to Exposure to Carcinogens or Mutagens at Work	LN 122 of 2003
Minimum Requirements for the Use of Personal Protective Equipment at Work Regulations	LN 121 of 2003
Regulations establishing a First List of Indicative Occupational Exposure Limit Values on the Protection of the Health and Safety of Workers From the Risks related to Chemical Agents at Work	LN 120 of 2003
Nuclear Safety and Radiation Protection Regulations (issued under Cap. 365).	LN 44 of 2003

Control of Major Accident Hazard Regulations	LN 37 of 2003
General Provisions for Health and Safety at Work Places Regulations	LN 36 of 2003
Protection against Risks of Back Injury at Work Places Regulations	LN 35 of 2003
Factories (Night Work by Women) (Repeal) Regulations	LN 34 of 2003
Workplace (Provision of Health and, or Safety Signs) Regulations	LN 45 of 2002
Work Place (Minimum Health and Safety Requirements) Regulations, 2002	LN 44 of 2002
Minimum Health and Safety Requirements for Work with Display Screen Equipment Regulations	LN 43 of 2002
Work Place (First Aid) Regulations	LN 11 of 2002
Occupational Health and Safety Appeals Board (Procedural) Regulations	LN 10 of 2002
Protection of Young Persons at Work Places Regulations	LN 91 of 2000
Protection of Maternity at Work Places Regulations	LN 92 of 2000
Factories (Health, Safety and Welfare) Regulations	LN 52 of 1986
Power Presses Regulations	LN 25 of 1984
Steam and Hot Water Boilers Regulations	LN 34 of 1976
Building (Safety) Regulations	LN 96 of 1968
Factories (Hoists and Lifts) Regulations	LN 47 of 1964
Factories (Superintendence and Control of Plant) Regulations	GN 340 of 1954
Dock Safety Regulations	GN 497 of 1953
Factories (Woodworking Machinery) Regulations	GN 787 of 1949

In addition, there are also a number of published technical documents, providing documents guidance so that various specific hazards and risks can be better controlled.

<b>Technical Documentation</b>
Recommended procedure for dealing with mail suspected of being infected with Anthrax.
Guidance on SARS for workers.
An integrated Policy for the Security of Persons inside Financial institutions.
Managing stress at Work.
Code of practice for the Building and Construction Industry.
Minimum Health and Safety Requirements for the Handling of Asbestos-containing Material (ACM).
Minimum Health and Safety Requirements for handling cyanide-containing compounds.

### Annex 3: Budgeted Income and Expenditure Account

1<sup>st</sup> October 2005 – 30<sup>th</sup> September 2006

	Lm	Lm
<b>Budgeted Income</b>		300,000
<b>Personal Emoluments</b>		
Staff Salaries	161,521	
Honoraria to OHSA members	12,000	
NI Contributions	13,721	
Overtime/ Allowances	<u>15,408</u>	202,650
<b>Operational Expenses</b>		
Utilities	15,500	
Material & Supplies	2,200	
Repair & Upkeep	9,400	
Rent	100	
International Memberships	500	
Officer Services	2,300	
Transport	24,500	
Travel	8,000	
Information Services	15,000	
Contractual Services	6,500	
Professional Services	11,000	
Training	500	
Hospitality	500	
Incidental Expenses	<u>500</u>	96,500
<b>Total Operational Expenses</b>		
<b>Contributions and Initiatives</b>		
Appeals Board	<u>850</u>	<u>850</u>
<b>Total Recurrent Expenditure</b>		<b>300,000</b>
<b>Deficit before depreciation</b>		<u><u>0</u></u>

The Financial Statements of the Authority for the period ending 30 September 2005 are being included in a separate report.