



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

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**Report of Activities for the period**

**1<sup>st</sup> January 2010 – 31<sup>st</sup> December 2010**

**Budgeted Income and Expenditure Account**

**1<sup>st</sup> January 2011 – 31<sup>st</sup> December 2011**

**Occupational Health and Safety Authority**

**17, Edgar Ferro Street,**

**Pieta`, PTA1533**

**MALTA**

<http://www.ohsa.org.mt>

**2011**

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## **Preface**

The Occupational Health and Safety Authority Act, Cap. 424, was published on the 17<sup>th</sup> November 2000 and brought fully into force 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 January to December 2010, which 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<sup>st</sup> January 2011 to 31<sup>st</sup> December 2011 (section 31 of the Act).

The audited accounts of the Authority for the period 1<sup>st</sup> January 2010 to 31<sup>st</sup> December 2010 are being published separately.

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, including EU Structural Funds. Despite increased economic pressures during the past year impinging on the way it manages its funds, the OHS Authority has successfully managed to end its financial year within budget, without any major reductions in deliverables.

## **Vision of the OHSA**

The development of a culture which goes beyond the workplace, which adopts a holistic view of health and that values risk prevention.

The Maltese workplace will be an environment where health and safety are not considered as afterthoughts but are integrated throughout all work systems and processes.

Appropriate preventative measures will be in place in all workplaces in Malta to minimise the possibility and severity of occupational incidents and illness. The ultimate goal is zero preventable incidents that can affect health and safety.

Employers and employees will be aware of the importance of preventative health and safety measures, and will have the knowledge, expertise and commitment to apply these measures to their workplace. The OHSA will be a partner to organisations, working together to improve health and safety at every opportunity.

Within the context of the European Union, Malta will participate effectively in discussions regarding the continuous development of occupational health and safety levels.

## **Mission Statement**

Working with others to ensure healthier and safer workplaces in Malta.

## **Mission analysis**

The OHSA mission is concise and direct: 'Working with others' means that the OHSA intends to involve and to collaborate with others (e.g. persons, employers, workers, constituted bodies, international organisations) in order to gather feedback on policies, generate commitment and obtain consensus – the OHSA does not want to be seen strictly as a controlling body.

The only way by which health and safety in the workplace will improve is if the process is self-regulating i.e. the employers themselves recognise that it is in their best interests to provide their workforce with a healthy and safe environment.

## **Chairperson's Message**

Since the time when the Occupational Health and Safety Authority commenced its operations in 2002, a number of notable achievements have been registered, including an increased public awareness about the need for continuously improving the prevailing levels of occupational health and safety, a persistent downward trend in occupational injury and fatality rates, and increased availability of guidance and information material, all of which have helped to improve the general standards in the majority of workplaces.

This has been achieved through a lot of hard work, motivation, and engagement by the Members of the Authority and its staff. Needless to say, there still remains room for improvement with regards to prevention and in the provision of adequate systems of protection by all duty holders.

Having invested so much time and resources in disseminating useful information and ensuring the availability of up-to-date, relevant guidance, the OHS Authority feels that it is time to resort to other systems of enforcement other than judicial action. For this reason, OHSA has worked assiduously throughout the past year to be in a position to launching during 2011, a system for the payment of penalties, which is anticipated to bring about speedier compliance than was possible to date. This system which allows for the payment of a pecuniary penalty, in lieu of initiating judicial proceedings, is provided for in the principal Act. However OHSA had to make sure in the past that people were fully aware of their legal obligations, whilst having available access to technical information about how to control prevailing risks.

The fines generated by this system will be used by the OHS Authority to further improve prevailing levels, through improved and repeated media campaigns, and an increased presence by OHS Officers at workplaces.



## **Members of the OHS Authority, 2010 – 2012.**

### ***Chairperson***

Ms. Roberta Messina

### ***Deputy Chairperson***

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

### ***Members***

Dr. Tanya van Avendonk, appointed by the Minister responsible for health;

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

Mr. Michael Bonnici, appointed by the Minister;

Mr. Jesmond Bonello and Mr. Victor Carachi, appointed to represent the interests of workers;

Mr. Joseph Delia and Ms. Rosanne Galea, appointed to represent the interests of employers.

### ***Secretary***

Mr. Remigio Bartolo

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 - Dr. Mark Gauci is the incumbent Chief Executive Officer of the OHSA.

## **Introduction**

The national six-year strategy for occupational health and safety, *Consolidating achievements and engaging further commitments, 2007-2012* seeks to continue building on what has been achieved over the past few years. This requires enhanced commitment and participation by stakeholders and duty holders. The strategy highlights the link between the quality of work and economic sustainability as a major argument favouring increased participation by those who have a direct or indirect interest in ensuring better standards of occupational health and safety at all workplaces.

At a time when there remains so much uncertainty about the strength and pace of global recovery, sound health and safety policies have their full place in any economic and financial strategic agenda. Bringing down the rate of accidents and the incidence of work-related diseases is a goal in itself as it reduces human suffering. It also makes sense because it also helps achieve higher productivity, less absenteeism whilst ensuring longer working lives.

## **Review of Activities**

In terms of the OHS Authority Act, 2000, the Occupational Health and Safety Authority is to promote high levels of occupational health and safety for all workers at all workplaces, and ensure that they are safeguarded by whosoever has such an obligation. These duties have to be fulfilled within the parameters of the general national policy established by the Minister. The Authority's priorities for the period under review have been determined as follows:

- A. Awareness building, information, education and training;
- B. Ensuring compliance with existing legislation;
- C. Legislative reform;
- D. Consolidating the Authority's resources;
- E. External Relations;
- F. Freedom of information and Corporate Governance;
- G. End note.

## **A Awareness building, information, education and training**

Since it was established, OHSA has dedicated a lot of time and resources in disseminating information, raising awareness and increasing the knowledge available about current occupational health and safety issues. OHSA also believes in the importance of awareness-building (especially about the accruable benefits to society in general, the economy, the nation and individual workers when achieving adequate levels of occupational health and safety) and the need to ensure that the information available is continuously updated in view of the ever-changing world of work and the emergence of new risks.

Towards this end, the Authority continues to provide information and to disseminate it as widely as possible. A number of press releases and feature articles have indeed been published in local media. Moreover, a number of 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 (SLIC).

There is an increasing amount of data being produced about emerging risks – this does not necessarily mean that such risks were not present before, but only that a greater amount of evidence is coming to light as more and more research into such risks is finalised (examples of such ‘emerging risks’ include musculoskeletal disorders, psychological stress). This necessitates ongoing research to ensure that these risks are identified in due time and prevention measures adopted - the OHSA is currently participating in the Risk Observatory of the European Agency for Safety and Health at Work as well as being a partner in a European project to identify such risks. For the first time since it was established, the OHSA has also commissioned research that will provide a better insight into the prevalence of occupational injuries and ill health, and their root causes.

### **1 Initiatives with School Children**

A change in culture and mentality will have a more positive outcome if the notion that achieving acceptable standards of health and safety is of benefit to all concerned becomes ingrained from an early age.

The information and awareness raising talks about occupational health and safety amongst pupils and students conducted by the OHS staff remain very popular with primary schools in Malta. The current official mascot of the campaign 'NAPO' (as created by a European consortium) has become a household name in various localities. During the course of this past scholastic year, talks were held in 20 schools targeting around 1,500 pupils.

During these visits, students are guided through a short film featuring NAPO and a poster exhibition targeting mainly health and safety signs. This is then followed by an interactive talk. The mascot NAPO always makes an appearance at the end of the talk to distribute an informative and educational activity booklet produced by the OHS which the students are encouraged to work through, either at home or as a class event. A good number of schools take up the opportunity to organize a health and safety day or week, with pupils working on projects targeting specific OHS subjects.

## **2 Media Initiatives**

OHS officers participate in several radio and television programmes, mostly on an *ad hoc* basis. NAPO also featured in a number of 30 seconds slots during prime time transmission on the National Television station; funds for this initiative were made available by the Ministry of Finance, the Economy and Investments (MFEI). The Authority has issued a number of press releases that dealt with specific areas of concern. 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.

## **3 European Agency for Safety and Health and the Maltese Focal Point**

The OHS, in its role of Focal Point for the European Agency for Safety and Health (EU-OSHA) participated actively in a number of activities organised by this Agency, including in the development and update of the Online Risk Assessment (OiRA) tool, the Safe Maintenance Campaign, and the promotion of the European Survey of Enterprises on New and Emerging Risks (ESENER). Discussions with the Agency focused on the Focal Point work plan for 2011, the Maltese experience in organising the Good Practice Awards, and the new Campaign Communication

platform in order to facilitate the monitoring of information campaigns and communication activities.

Acting on a suggestion made by EU-OSHA and Enterprise Europe Network, OHSA-Malta in collaboration with Malta Enterprise organized a study visit to the premises of De La Rue (Malta) in order to promote and discuss a number of examples of Good Practices adopted by the company in recent years. This first session was attended by 13 entrepreneurs and included a visual presentation of good practice examples and a tour of the shop floor. The primary objectives of this visit are to bring entrepreneurs together and to encourage participants to share experiences and learn from one another.

Following positive feedback from the participants, OHSA intends to organise further similar networking visits.

#### **4 Participation in the Malta Trade Fair 2010**

OHSA-Malta put up a stand during the 2010 Malta Trade Fair, and distributed a number of leaflets and other printed material related to health and safety at the place of work. A number of give-aways, made available by the European Agency for Safety and Health were also distributed.

#### **5 Good Practice Awards**

On the 26<sup>th</sup> October 2010, OHSA held the Good Practice Awards' ceremony to provide those selected with national recognition for their role in improving the levels of OHS in their respective organisations. The nominations received were adjudicated by a panel of independent judges and the winners were announced in a ceremony held at the Mediterranean Conference Centre in Valletta - the submissions that placed first and second were forwarded to the European Agency to be considered for the European Awards.

The 2010-2011 award scheme was aimed at giving recognition to those organizations that made outstanding and innovative contributions to promote an integrated management approach to safe maintenance at their place of work. As part of the pan-European campaign on safe maintenance, the 2010 good practice awards also promoted proper maintenance in order to keep work-related accidents and health problems to a minimum.

## **6 Training Initiatives**

In line with its business plan, the Authority retained its core training activities. The beneficiaries of these training sessions ranged from construction and road-building companies, to manufacturing enterprises, hotels, newly appointed ambulance drivers, the primary and mental care sector, and HR managers. Throughout the period under consideration, regular collaboration with the St. John Ambulance and The Malta Red Cross Society resulted in the qualification of 41 first aiders who attended OHSA's course entitled *First Aid and Safety at Work*. 43 persons participated in the 16 hour training programme for Workers' Health & Safety Representative Towards the end of the year, a programme of practical and risk prevention training in working at heights, was delivered to installers and an inspectorate unit. Both programmes were created and delivered in collaboration with St. John Rescue Corps. OHS officers facilitated a number of sessions held in collaboration with the Directorate for Education Services. Beneficiaries included maintenance workers and the precincts officers of the 10 colleges. A separate programme was addressed to newly appointed health and safety teachers.

The Radiation Protection Section gave a total of 36 hours training for industrial practices.

## **7 Degree-Plus – University of Malta**

Towards the end of 2010, and following the satisfactory response (as gauged by the enrolment of a number of students from the faculties of engineering, architecture, arts and science) during the first programme held in 2009, OHSA was invited once more to participate. However due to other commitments, the Authority had to reschedule the delivery of its part of this programme to the second semester of 2011. The contents shall cover work-health relationships, risk assessments, the legal framework, safe handling of chemicals, work equipment, ergonomics and construction safety. Through the Degree-Plus Programme, OHSA will continue in its efforts to mainstream basic concepts of OHS into as many areas as possible.

## **8 Postgraduate Certificate Course in Occupational Health**

The OHS Authority (through the Department of Public Health, Faculty of Medicine and Surgery) has submitted an application to the University of Malta for the

setting up of a postgraduate certificate course in occupational health for medical doctors. Conscious of the constraints that the intended target group would have with regards to their availability to attend a thought, full-time course, the Authority was hoping to be able to organise the course through distance learning. In a first reaction from the University's Programme Validation Committee, it was pointed out that no formal needs studies have been carried out. Other concerns expressed by the same Committee, including the Department of Public Health's perceived lack of expertise and infrastructure required to organise the course, will now need to be addressed by the Authority and by the Department of Public Health before the proposal continues to be considered.

This course, once launched, will fill a much-needed void in the postgraduate training requirements for general practitioners with an interest in occupational medicine. The Authority intends to develop the course content and course material with the assistance of the University of Malta, and to provide the majority of the lecturers required for the running of the course.

## **9 Website – <http://www.ohsa.org.mt>**

There was a marginal increase in the number of subscribers to the OHSA website which remains at just over 1000 subscribers. These have received a total of 5 updates to the website – a mechanism which is used to inform interested people about all new developments, including amendments to existing legislation, scheduled courses, new initiatives undertaken by the OHSA and published press releases.

This website remained popular with safety practitioners and members of the general public, and is used by more people searching for information about different aspects of occupational health and safety in Malta - the number of hits registered for 2010 is at an all-time high of 766,368 (an average of 2,099 hits per day). There were also over 25,576 visitors (equivalent to 70 visitors per day) and a total of 25Gb of downloads throughout the year.

OHSA also maintains and updates the Malta portal of the European Agency for Safety and Health (<http://osha.europa.eu/en>), which is totally distinct from OHSA's own website. According to the Network Web Statistics Report published earlier on this year by EU-OSHA, which shows the amount of web activity of

member states and focal points during 2010, access to the Maltese EU-OSHA website remains highly encouraging.

## 10 European Survey of Enterprises on New and Emerging Risks

<b>Use of OSH information from different bodies (% establishments)*</b>		
* (ESENER - European Survey of Enterprises on New and Emerging Risks. EU-OSHA, 2010).		
<b>OHS source accessed for information</b>	<b>Access by Employers</b>	
	<b>Maltese Average</b>	<b>EU Average</b>
Contracted OSH Experts	50%	65%
Labour Inspectorate and official OHS institutes	52%	57%
In-house OHS services	56%	55%
Insurance Providers	50%	40%
Employers' Organisations	28%	29%
Trade Unions	11%	21%

During 2010, the European Agency for Safety and Health published the results of its survey about the management of health and safety in general, the management of psychosocial risks and the participation of workers. This survey provides useful and interesting information, which seems to suggest that even in Malta, enterprises with more than ten employees are generally positively engaged in the management of health and safety. Whereas 63% of Maltese companies interviewed reported a visit from the Labour Inspectorate in the last three years (EU-27 average: 56%, range: 88% to 35%), 52% reported that their main source of information remains the Labour Inspectorate or official OHS Institute, which in the case of Malta is the Occupational Health and Safety Authority (EU-27 average: 57%, range: 86% to 13%). A highly disappointing finding is that in Malta, only 11% of



respondents obtain OHS-related information from unions, compared with an EU-27 average of 21% (range: 63% to 7%). It must be stressed that whereas OHS Officers can serve as an important source of information, their primary role remains that of enforcing the requirements of the law, but based on the findings of this ESENER survey, OHSA appears to have struck the right balance between enforcement and the provision of information.

## **B 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 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 remains 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. 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. At the same time, it is also realised that the Officers of the Authority, limited in number as they are, cannot be everywhere all the time, so the Authority periodically carries out inspection campaigns focusing on specific issues.

### **1 The introduction of pecuniary penalties within a broader enforcement framework**

OHSA is conscious of the fact that there exist a variety of enforcement tools that can ensure speedy and effective compliance with the requirements of the law.

One such tool can be found in the OHS Authority Act (section 38 (3)), which provides for the Authority to impose a penalty instead of initiating judicial proceedings. The maximum penalty that can be applied as stipulated by law should not exceed €465.87. The law does not require the Authority to exhaust the administrative remedy before resorting to criminal procedures, but establishes a discretionary power. This has been confirmed on several occasions by the Courts of Law, when deciding on preliminary pleas lodged in connection with judicial cases brought against contraveners. Since the decision to impose fines remains at the discretion of OHSA, such a system was never brought into effect because the Authority wished to raise awareness about the benefits of achieving adequate levels of OHS whilst making people more aware of their legal responsibilities. Nine years after the coming into force of the Principal Act, and after numerous information and awareness raising campaigns, the OHSA feels that the time is now ripe to give effect to other tools available to it for ensuring compliance.

Building on the provisions of Article 38 of the OHS Authority Act, and following consultation with the Office of the Attorney General, OHSA prepared a document outlining in detail the procedures for the implementation of the system for the intimation of administrative fines. This Standard Operating Procedure (SOP) has been developed in the interests of transparency and the equitable application of the system, and lays down general criteria upon which decisions concerning the nature and type of enforcement action should be based, thus ensuring objectivity and fairness. The document also establishes administrative procedures required for the implementation of such a system. The request for the payment of an applicable fine will not be issued by the OHS Officer noticing a contravention – the Officer will be requested to draw up a report, and it is the OHS Authority which shall decide as to whether to issue a fine or not based on the merits of each case. Thus no “on-the- spot” fines will be issued.

The SOP includes a non-exhaustive list of contraventions for which a letter of intimation would be issued – penalties shall be levied according to a two-tier system - €250 or €450, depending on the nature of the contravention. The maximum fine payable has been rounded down to €450 from the €465.87 established by Chapter 424 of the Laws of Malta.

The SOP provides for the periodic review of the list of contraventions covered by this system. Other instances of contraventions which are not included in the SOP are covered by the Authority's Enforcement Policy, and remain liable for the immediate initiation of judicial proceedings.

The SOP will be made available to the public and posted on the Authority's website before the system is brought into operation. It was the subject of extensive discussions with the social partners, not only with those represented in the Authority, but with other interested parties following a consultation exercise performed by the Authority.

Whereas there is social partner consensus on the need to introduce this system, the Authority has taken note of comments made by a number of employers, who have over the years requested OHSA to introduce the system and thus avoid the commencement of criminal judicial proceedings.

The system for the intimation for the payment of a penalty is intended to be launched during the second trimester of 2011, and following a pilot project to be implemented during March.

It is being anticipated that a functioning system of intimations will also reduce the Authority's dependence on the Police and on judicial proceedings to solicit compliance with the law.

## **2 Internal Complaints Management Policy**

One of OHSA's commitments of last year was to address all complaints received within the shortest possible time, in particular those pertaining to construction works, the majority of which are of a seasonal or temporary nature. Over the year a complaint management policy was developed by OHSA and its Officers were instructed to rank complaints received according to priority.

With this formalised policy in place, the number of pending complaints requiring an intervention has been virtually eliminated. Despite an increased workload on OHS Officers, the public's perception towards assistance offered by the OHSA appears to be more positive.

In this respect the OHSA has managed to clear its backlog of pending complaints so that by the end of 2010, there existed no requests for assistance or

information that were awaiting some form of intervention by the Authority. Building on this achievement, the OHSa has set for itself a benchmark that all requests for assistance are seen to within two working days.

### **3 Inspection campaigns**

#### **3.1 European Campaign on Risk Assessment in the Use of Dangerous Substances in the Workplace**

The objective of the campaign was to improve working conditions associated with the use of dangerous chemical substances in the workplace. This belief is based on the idea that occupational safety and health represents a fundamental area of national policy because it creates a minimum level of protection for workers while also contributing to free and fair competition on a national level and in the EU internal market. This campaign was followed through as part of many other activities carried out by the OHSa to achieve the results defined in its strategic plan for 2007- 2012.

The campaign on *Risk Assessment in the Use of Dangerous Substances in the Workplace* commenced in January 2010 and will come to an end in March 2011. It is supported by the European Commission and covers several sectors of activity. Furniture production was chosen as the focus sector for Malta in view of the understanding that albeit being widespread across various industrial parks and residential areas very limited empirical knowledge of the status quo was available at the time. The campaign's target audience included employers, workers and worker representatives of micro, small and medium-sized enterprises, with a preferential focus on companies employing up to 50 workers.

The overriding goal of the campaign was to improve harmonisation in compliance with the minimum requirements for using dangerous substances in the workplace and thus help reduce the number of occupational diseases and accidents in the Malta.

The campaign consisted of two major phases: a dissemination of information phase and an inspection phase.

During the Information part of the campaign, various communication channels were used to ensure that the information produced reached the campaign

beneficiaries. A specific website [www.chemicalscampaign.eu](http://www.chemicalscampaign.eu) was designed from scratch to include and distribute in electronic form various information materials such as the flyers, brochures and posters. OHSA also distributed by post and email a covering introductory letter describing the campaign, a self assessment questionnaire, flyers and brochures. It was realised early on that there are no reliable databases which include the majority of furniture manufacturing enterprises, especially in view of the fact that the campaign was being targeted towards SMEs in this sector. A specific dataset relating to furniture production was put together from various information sources to issue a mass mailing containing an introduction to the campaign, the self assessment questionnaire, flyer and brochure. OHSA received several queries mainly dealing with the self assessment questionnaire. Flyers, brochures and posters were also distributed during site visits by OHS Officers. Of the 1186 successfully delivered self assessment questionnaires, 261 replies were received. A 22% response rate for the self assessment questionnaire was considered a significantly positive response.

The second part of the campaign focused on inspection. Upon assessing the feedback provided from the self assessment questionnaire, a number of workplaces were selected according to pre-established criteria, and inspected implementing a standardised approach through the use of common reference points for workplace analysis. During their visits to workplaces, OHS Officers encouraged the search by duty holders themselves for solutions that help prevent occupational accidents and diseases whilst also supporting the growth of businesses. From 293 visits carried out, 155 inspections in twenty six localities were found to be relevant to the campaign.

Wood dusts, solvents, paints, glues, varnishes and preservers were the dangerous substances focused upon for the scope of the campaign. The results from the inspections carried out have been collated electronically and are currently being assessed. The table below shows a breakdown of the size of the workplaces that have been inspected.

Number of Employees	<10	<50	<250
Number of Workplaces	142	11	2

Qormi and Mosta were the two localities having the greatest number of furniture making enterprises which were targeted for inspection (36 and 34 respectively).

### **3.2 Domestic Waste Collection**

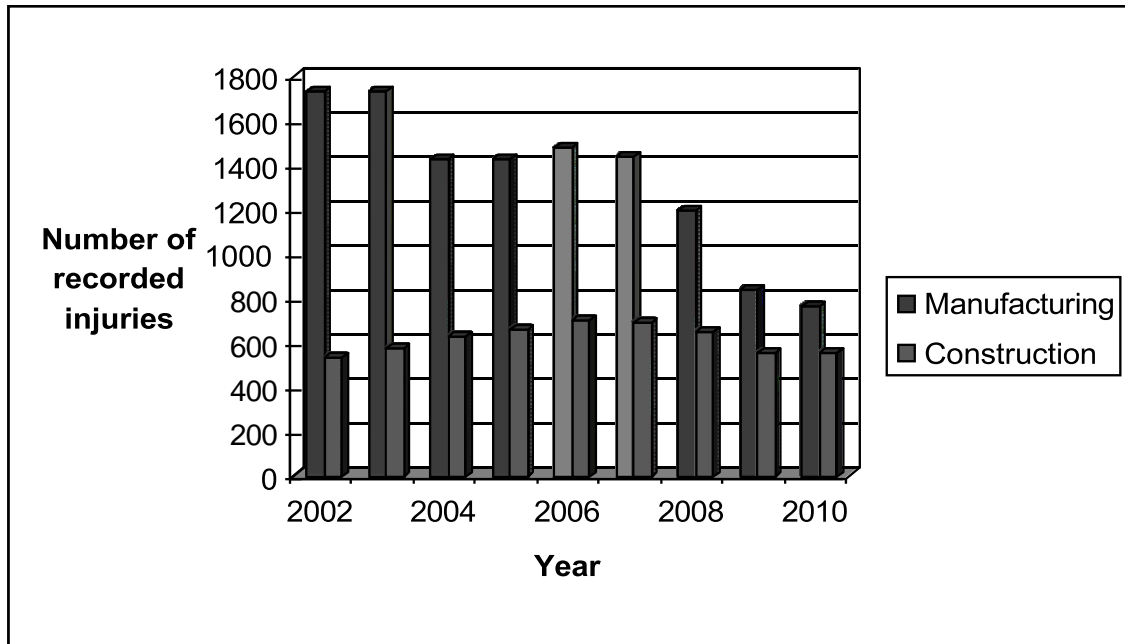
During 2010, the OHS Authority finalised its campaign targeting domestic refuse collection. Preparatory work for this campaign had started in 2008, with the collection of pertinent data including the distribution of localities for refuse collectors.

Also in preparation for the inspection campaign, all registered domestic refuse collectors were sent a registered letter informing them of the scope of the inspection campaign and outlining those key issues that OHS Officers would focus on.

During 2010, a total of 27 inspections were carried out to evaluate how the refuse collectors were going about their daily tasks. Probably in view of the fact that other refuse collectors had been visited by OHS Officers in the preceding year, OHS Officers noted a marked improvement with regards to those collectors targeted during 2010.

### **3.3 Proactive Workplace Visits - Medium and Large Manufacturing Enterprises**

Whereas media attention continues to focus on construction accidents by virtue of their greater visibility (and probably the easier access of media representatives to construction sites), accidents in the manufacturing industry, although in decline, remain more than in construction. (The situation may be different if one were to consider the rates of accidents, that is, the number of accidents according to the number of workers in any particular sector of activity).



For this reason, OHSA continued with its interventions in this sector and carried out a number of inspections of medium-sized and large manufacturing enterprises. These proactive inspections took the form of an announced inspection, in which the management as well as the workers' health and safety representatives were involved.

The main objectives of this campaign were to assess the level of employee involvement, consultation and discussion on OHS matters, and to ensure that management systems and processes required by legislation are in place. Nearly 150 workplaces in this category were visited during the year.

Since the benefit of such inspections can only be measured by a decrease in the number of reported work place accidents the OHSA will continue to effect periodical inspections in this sector.

### 3.4 Hard and Soft Stone Quarries

During 2010, the OHSA continued and finalised the inspection of all operational hard and soft stone quarries in Malta and Gozo. The scope of this campaign, which had been initiated in previous years, was to ascertain compliance with the relevant provisions of the Protection of Workers in the Mineral Extracting Industries through Drilling and Workers in Surface and Underground Mineral Extracting Industries Regulations, 2003 (LN 379 / 2003).

As part of this campaign, a total of 52 quarry operators (22 hard stone and 30 soft stone) were inspected. Visits to 46 other quarries revealed that these had ceased operations.

Subsequent to these inspections, and despite the fact that the quarry operators had been informed beforehand of the requirements of the relevant legal provisions, and being intimated that the OHSA would be visiting these places of work, serious compliance issues were found in 14 cases. Judicial proceedings were initiated against all 14 operators, 13 of whom were found guilty as charged, whilst one was acquitted on technical grounds.

Whereas it was ascertained that all machinery and plant installations in use in quarries were periodically and routinely checked, tested and certified by a competent person, there still remained issues regarding the carrying out of risk assessments and the keeping of health and safety files which should be regularly updated. During the campaign, OHS Officers looked at other important legal requirements, including preventive and protective measures against falls from height, noise evaluations, first aid facilities, the keeping of accident registers and welfare facilities.

### **3.5 Fork Lift Truck Campaign**

The OHSA launched a Forklift Truck (FLT) Inspection Campaign with the scope of assessing the safety of these items of equipment in use throughout industry. A standardised inspection checklist was prepared for OHS officers to use during their inspections, while another checklist outlining minimum health and safety features was posted on OHSA's website, and circulated during workplace visits. OHS Officers covered all industrial areas in Malta and gathered useful information on forklift trucks in use. The information consisted namely of the number of FLT's in each company visited, categorized by whether they were diesel, gas or electricity operated. Other data regarding the work environment, inspection and maintenance schedules, training of operators and the physical structure of the FLT's was collected. This information is currently being entered in a dedicated database to be used for future inspections.

Preliminary analysis of the data shows that in the 148 companies visited, over 400 FLT's are in use, of which 60% are electrically driven, about 25% are diesel



operated and the rest are operated by gas. Very few FLT's were found to be petrol driven. In the case of diesel operated FLT's, 42 companies were using FLT's in a closed environment – in this situation, 34 of the premises visited were found to have adequate ventilation. Results also show that over 90% of the FLT's were regularly maintained and more than 55% are regularly inspected by a competent person. As a direct result of this campaign the number of FLT's in OHSA's database increased from 675 in 2009 to 792 in 2010.

OHSA is currently reviewing the information collected to assess what sort of follow-up action will be taken.

#### **4 Radiation Protection**

All regulatory aspects of the EURATOM Treaty fall under the remit of an inter-ministerial Radiation Protection Board (RPB). (The EURATOM Treaty of the European Union provides the regulatory framework for all EU states with regard to ionizing radiation protection and nuclear issues.) The work of the RPB is therefore not limited to occupational radiation issues but also covers a vast range of other issues including: medical radiation exposure control, protection of the environment from radiation sources and Maltese obligations under the nuclear related treaties.

The inspections performed during this year continued to focus in ensuring that any new/modified facilities were in line with occupational/medical radiation protection regulations.

The national inventory of users of all sources of ionizing radiation is maintained by the RPB and currently stands at 185 (26 more users than last year).

The Radiation Protection Section within the OHSA coordinates the activities of the RPB and frequently liaises with the other RPB members - five formal RPB meetings were held during 2010.

In 2010 the RPB has been developing formal operating procedures including working with CPD and Health Care Services in developing radiological emergency plans.

The RPB in 2010 assisted the Customs Department by providing training; it is also developing procedures in the event that Customs Department detects radioactivity during its operations.

## 5 Machinery, Equipment, Plant and Installations

During the first months of the year, MEPI officers finalised the English and Maltese versions of regulations intended to transpose Directive 2006/25/EC on the Protection of Workers from the Exposure to Artificial Optical Radiation. These were posted on the OHSA website together with a consultation document before being published in the Government Gazette on the 30<sup>th</sup> April 2010 as L.N. 250 of 2010.

As part of its daily operations, this section receives inspection reports related to different types of equipment, which are vetted by the section to ensure compliance with the relevant statutory requirements.

Since the coming into force of the *Inspection of Lifts Regulations, L.N. 231/2007* last year, all passenger lifts are now requested to be inspected by an Authorised Conformity Assessment Body (ACAB). All lifts installed in 2003 and before the 31<sup>st</sup> December 1969 had to be thoroughly examined by an ACAB. Thus it was ensured that all lifts listed in the MEPI database, which were installed between those dates, were compliant with the regulations. Furthermore, a proactive approach was taken for the lifts installed during 2004, and between 1<sup>st</sup> January 1970 and 31<sup>st</sup> December 1979, whereby the responsible persons were contacted by telephone and by post and informed that they had to carry out a thorough examination by the end of 2010.

The database containing all the information on equipment and related files is maintained by the section's staff. The number of entries is always increasing and now stands at 5667. In 2010 the total number of reports received was 5154. These were divided as follows: 3741 for lifts, 254 for cranes, 411 for forklift trucks, 97 for boilers, and 651 for other equipment.

OHSA launched a Forklift Truck (FLT) Inspection Campaign with the full involvement of this section and using other OHS Officers as appropriate. More information about this campaign can be found in another section of this document.

Another initiative undertaken by the MEPI section was to train and update all OHS Officers on the *Work Equipment Regulations, L.N. 282 of 2004*, so that all Officers remain knowledgeable with the various provisions of these regulations and assist them in their daily inspections. After lengthy discussions with officials from MSA, a joint clarification document was agreed upon, regarding the legal obligations

concerning lifting equipment. This explains the pre-market and post-market requirements for lifting equipment and it was posted on the OHSa website.

Officers from the MEPI section attended a conference organised by the MLA for ACABs, lift installers and authorities on the implementation of the *Inspection of Lifts Regulations*. Other seminars attended were the RAPEX seminar organised by the MSA and a seminar on Accreditation of Inspections Bodies Standard, ISO 17020 organised by NAB. Following a conference organised by MQC, MEPI officers were involved in discussions with MQC and representatives of the printing industry on occupational standards in this field. In June, the Senior Manager of this section attended a full 7-day course on Gas Competency organised by the MRA in collaboration with MNPLG Consultancy and was consequently awarded a certificate of competence on Safe Gas Work.

Following a Cabinet decision taken in July, a revision of the COMAH Regulations was initiated. The recommendations included the designation of the OHSa as the sole entity comprising the COMAH Competent Authority, and the transposition of Article 12 of *Directive 96/82/EC* regarding land-use planning into the local COMAH regulations. A foreign consultant was engaged to prepare the LUP consultation zones for a new LPG site, and present a report on the evaluation of the Safety Report of an upper-tier COMAH site. The Senior Manager of MEPI attended a seminar on LUP organised by the UNECE, *Convention on Transboundary Effects of Industrial Accidents* in The Hague, The Netherlands.

## **6 Occupational Health**

### **6.1 Health Surveillance**

Health surveillance is a process involving a range of strategies and methods by which to systematically detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards - in other words, health surveillance means watching out for early signs of work-related ill health in employees exposed to certain health risks. It is an important tool, and when used as part of an appropriate risk assessment process, serves to determine the adequacy of preventive and protective measures, or to indicate the need for new ones.

Following the recruitment of an occupational physician, OHSA was therefore in a position to continue its work related to the protection of workers' health in a more structured and systematic way. Thus all reports or official notifications of suspected or confirmed cases of occupational illnesses were investigated and followed up. With regards to the handling of asbestos, the companies involved in the removal of asbestos were subjected to a review process with regards to their preventive and protective systems in place, especially with regards to their statutory record keeping requirements.

During 2010, the Authority has focused on the identification of those companies with workers who are exposed to lead with the intention of carrying out a campaign for these workers in various industrial sectors early next year.

## **6.2 Notification of Industrial Diseases**

The notification of all industrial diseases is important not just from a statistical point of view, but would be of assistance to the Authority to identify areas where greater intervention is required. Having worked with the Social Security Division in developing one single form which can be used to file a claim for a benefit under the Social Security Claim, as well as to notify the Authority of the occurrence or suspected occurrence of a disease that has been caused by work, OHSA continued with its ongoing drive to increase the notification rate for such occurrences. This information would be of great assistance to OHSA in its task of identifying uncontrolled risks at different places of work. The most severe cases are investigated by OHSA and steps are taken to ensure compliance by whosoever has such a duty in terms of the law. This is of benefit to the workers concerned, not only to avoid recurrence of any similar occurrence, but also to reduce the risks to other workers. This ultimately also reduces the burden on the social security system and society in general.

The Health Division also issued a circular (DH Circular 98/2010) to the Medical Superintendents of all state hospitals and to all medical practitioners about the need to notify the OHS Authority of all cases, suspected or otherwise, of occupational diseases.

So as to keep abreast of European developments in this field, the Authority is participating in a Working Party set up by the Advisory Committee for Safety and

Health, which is to assist the Commission in the development of new Community initiatives on Occupational diseases at European level. The Working Party is also expected to advise on the drafting of the terms of reference of a call for tender to be published in 2010, the objective of which is to provide an EU-wide picture of the *status quo* as regards 'Occupational diseases' systems in EU Member States, pursuant to Recommendation 2003/670/EC concerning the European Schedule of Occupational Diseases.

OHSA also made recommendations to the Social Security Division to amend its "NI30" form, so as to incorporate the whole Annex I of the European Schedule of Occupational Diseases as per Commission Recommendation of 19 September 2003 concerning the European schedule of occupational diseases. OHSA also made other recommendations for further changes to the form, so that more useful information could be obtained with regards to the chemical agent suspected of having caused an occupational disease.

## **7 Occupational injuries - statistical trends**

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 for Social Security.

The downward trends in both the number and more significantly, the rate of industrial injuries (for which a claim for a benefit under the Social Security Act has been filed), remain evident. A decrease was also seen in the number of fatalities occurring at work all of which were fully investigated by OHSA. From a statistical point of view, this is to be expected – the relatively small number of fatal accidents occurring in Malta is liable to yearly fluctuations, without affecting the overall trend and in particular, without in any way permitting any meaningful conclusions. It must also be mentioned that the statistics also include occurrences which although considered to be work related, do not fall under the applicability of the OHS Authority Act.

The following table shows a comparative overview of the basic statistical trends over the past four years:

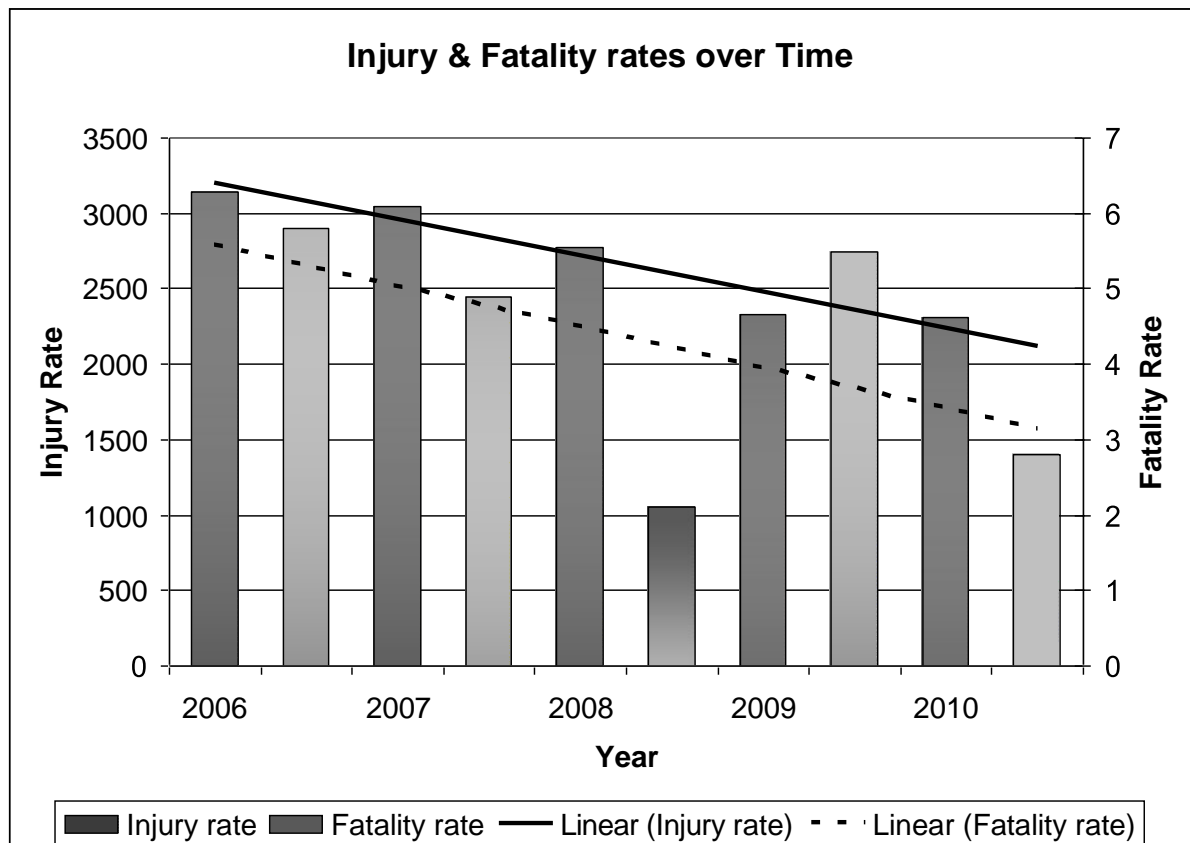
	Gainfully Occupied <sup>1</sup>	Injuries at work <sup>2</sup>	Injuries per 100,000 workers	Fatalities at work <sup>3</sup>
<b>2006</b>	138,880	4,366	3,144	8
<b>2007</b>	142,179	4,328	3,044	7
<b>2008</b>	145,100	4,023	2,773	3
<b>2009</b>	144,661	3,366	2,327	8
<b>2010</b>	145,000 <sup>4</sup>	3,345 <sup>4</sup>	2,307	4

(1) Source : NSO

(2) Source : DSS / NSO

(3) Source : OHSA

(4) Estimate



On the other hand, last year's accidents gave rise to an important consideration, namely that all work activities can be associated with their specific risks – one of the recorded fatal accidents did not occur in the traditional high risk sectors, but occurred during a professional photo shoot.

Two of the fatal accidents registered last year resulted following falls from height while the other two were the result of crush injuries.

## **8 Prosecutions conducted by OHSa**

Whereas most judicial prosecutions (and related activities) carried out by the Authority are conducted before the Court of Criminal Judicature, OHSa, in collaboration with the Executive Police, also prosecutes in a number of cases heard by Courts of Criminal Inquiry. In such situations, charges against breaches of the OHS Act, 2000 are combined with charges of breaches against the various provisions of Chapter 9 of the Criminal Code. Such cases also require regular Court attendance by OHSa officials.

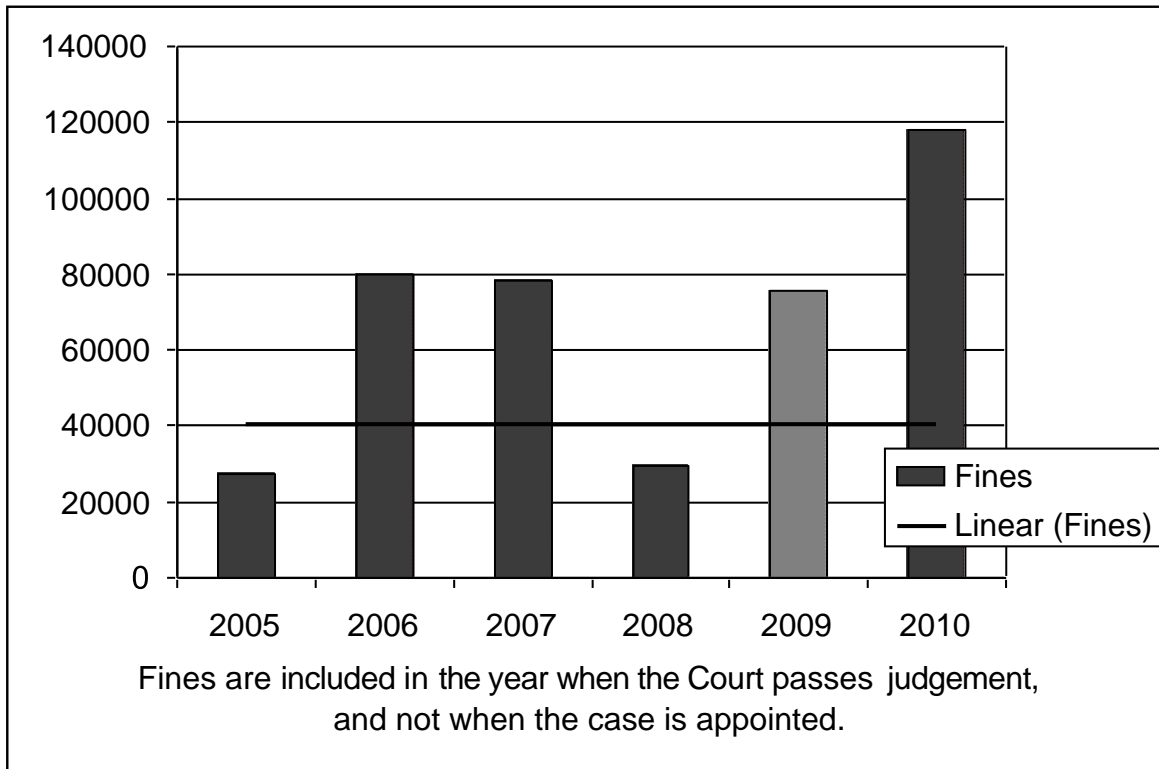
During 2010, the Authority prosecuted in a total of 223 criminal cases, of which 46 cases involved the compilation of evidence before the Courts of Criminal Inquiry, whilst 177 cases were appointed before the Court of Magistrates acting as a Court of Judicature. Of these, 143 were decided whilst 34 remain '*sub-judice*'. Other cases which are still being investigated by OHSa, and in which judicial proceedings may be instigated, are not included in these figures.

The Courts imposed a total of €118,000 in fines and two suspended imprisonment sentences (a three month imprisonment sentence suspended for two years, and two years imprisonment suspended for four years).

In addition OHSa has appeared in a number of appeals, which were lodged either by OHSa, or by the aggrieved parties.

During the year under review there were also nine civil cases which were referred before the Constitutional Courts, and in which OHSa has been called into suit. These cases involve an alleged exposure to asbestos which occurred many years before OHSa was established. These cases are still '*sub-judice*'. OHSa has also been asked to give evidence in nineteen civil suits instituted by third parties

requesting the courts to determine compensation to employees who during their term of employment suffered injuries.



## 9 Malta's National Reform Programme

Malta's National Reform Programme for 2008 – 2010 may be described as those measures to be taken by Government to address the priorities highlighted by the European Commission in its country specific and general recommendations. The programme also addresses those national issues which contribute towards Malta's competitiveness.

OHSA continued maintained its commitment towards the National Reform Programme through two measures in order to promote a culture of health and safety at work namely:

- Measure 11.1 (of the NRP) – to instil a culture of health and safety at work for both employers and employees by promoting self regulation and the implementation of occupational health and safety management systems at enterprise level and,



- Measure 11.2 (of the NRP) – to improve the enforcement capabilities of the Occupational Health and Safety Authority, mainly by launching an administrative fines system and introducing a legislative review, so as to refocus scope and applicability of the OHS Act and to increase deterrent effect while facilitating self regulation.

During the reference period the OHS Authority has also submitted suggestions to be considered for inclusion in Malta's next round of NRP i.e. 2010 – 2015, namely through the promotion of the services offered by the OHS Authority and to continue raising awareness about the benefits of higher levels of OHS.

## **10 MicroInvest: Tax Credits for Micro Enterprises and the Self Employed**

OHS Authority had made a suggestion to Malta Enterprise to refocus the scope of its MicroInvest scheme so that occupational health and safety is included with the list of activities being potentially eligible for a tax credit.

The scope of this scheme is to encourage micro enterprises and self employed persons to invest in their business, to innovate, expand, and implement compliance directives and/or to develop their operations. Through this scheme, microenterprises and self-employed will be supported through a tax credit representing a percentage of the eligible expenditure and wages of newly recruited employees and / or apprentices. The OHS Authority has issued a promotional flyer to promote this scheme and suggested a number of possible actions, related to improvements in OHS that may be proposed by applicants.

This scheme is being run by the Malta Enterprise.

## **11 Technical Committee on self-certification by SMEs on OHS matters**

Building upon the measures announced in the Budget for 2010, the OHS Authority held discussions with the Malta Standardisation Authority on the drawing up of guidance tool to be used by SMEs to gauge their performance on various OHS related standards. The first draft has been prepared by the OHS Authority and has already been discussed with the MSA. The final version will be launched later during 2011.

## **12 Occupational Standards in the Printing Sector**

OHSA participated in a conference organised by the Malta Qualifications Council (MQC) and the Malta Printing Industry Association (MPIA) about 'Occupational Standards for the Printing Industry'. The aim of this conference was to launch occupational standards for this industry, as part of a wider drive by the Malta Qualifications Council to prepare sector specific occupational standards. The MQC has already embarked on a project partly funded by the European Union to design occupational standards for all vocational qualifications delivered at the Malta College of Arts, Science and Technology, the Institute of Tourism Studies and the Institute for the Conservation and Management of Cultural Heritage.

Following this conference, the OHSA participated in discussions with both the MQC and the MPIA to discuss in greater detail the proposed standards from an OHS legal perspective.

### **C 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 to ensure that there are no regulatory gaps, and to identify any conflicting or burdensome legislation, with the scope of simplifying it.

The OHS Authority has finalised its own review exercise of the principal Act itself, with the scope of proposing amendments that ensure better implementation and, perhaps more importantly, remedy any uncertainties with regards to applicability.

A draft document has been prepared and initially discussed with the Minister, who suggested a number of changes. The draft is currently being discussed by a tripartite sub-Committee of the Authority, which will make its recommendations to the Board, before being formally presented to the Minister and issued for public consultation. It is hoped that this phase will be finalised before the end of June 2011.

Legal Notice 250 of 2010 concerning the Minimum Health and Safety Requirements for the Protection of Workers from Risks resulting from Exposure to Artificial Optical Radiation Regulations, was published. These regulations also transpose the Physical Agents (Artificial Optical Radiation) Directive 2006/25/EC of the European Parliament and of the Council. The scope of these regulations is to lay down the minimum requirements to protect workers from exposure to Artificial Sources of Optical Radiation (AOR) to the eyes and skin during their work. AOR is any electromagnetic radiation in the wavelength range between 100nm and 1mm, and includes ultraviolet, visible and infrared radiation and lasers.

The draft regulations were submitted to a wide consultation exercise involving the stakeholders and duty holders.

Work also continued on amendments to Legal Notice 281/2004 - Work Place (Minimum Health and Safety Requirements for Work at Construction Sites) Regulations, to better define the roles of clients in respect of projects that are to be initiated and in particular, their responsibility to appoint project supervisors. It is anticipated that the draft regulations will be finalized during 2011 and issued for consultation to stakeholders and duty holders before being published.

The Radiation Protection Board has been involved in ensuring the transposition of European Union commitments derived from the EURATOM Treaty as well as Malta's commitments to the International Atomic Energy Agency (IAEA). As part of these commitments, the RPB has prepared legal notices for Malta to join: the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management; Amendments to the Convention on the Physical Protection of Nuclear Material as well as preparing a legal notice for the transposition of the Directive establishing a Community framework for nuclear safety of nuclear installations.

During 2009, RPB held a number of meetings with key stakeholders following the public consultation process concerning the Prescribed Rules to the Medical Exposure Regulations. Discussions continued in 2010 with the Health Division with regard to these Prescribed Rules as well as revisions to the Medical Exposure Regulations.

## **D 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. ionising and optical radiation protection, the implementation of the Seveso II Directives and the safety of chemical and biological agents).

In same period under review, the authority continued to operate a Human Resource Management System which when implemented in its entirety is expected to better service emerging HR requirements, in particular implementation of family friendly and other measures.

During this period, several contractual agreements about to expire were reviewed. The assistance of the MFEI, particularly the Department of Contracts was sought and a programme for the issue of fresh tenders (or other procurement procedures as appropriate) was drawn up with a view to guarantee a continuation of service.

### **1 Staff Development**

During the year, OHSA dedicated a total of 116 contact hours for the training and development of its staff. Seven members of staff benefited directly from this exercise and where relevant, the experience was cascaded to other employees. This is in line with having all the Authority's Officers capable of giving sound advice and to act as a point of reference whenever needed.

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A number of OHSA employees attended conferences and seminars organised overseas and locally covering a wide spectrum of OHS areas, including occupational diseases, handling of dangerous substances, prevention of industrial

accidents, well being at work, and the safety of radioactive materials, as well as dealing with the development of organisational skills.

Staff development encompasses the Life-long Learning strategy which the OHSA implements 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.

## **2 Recruitment**

At the moment, the total human resource complement stands at 26. Towards the beginning of the year, the OHSA engaged the services of a detailed government employee to head its PR & Communications Section which includes the management of the EU Agency for Health & Safety's focal point. This temporary measure was resorted to in view of family friendly measures extended to the incumbent of this office.

The Authority's present complement includes nine persons in professional and middle management grades whilst six other officers make up a pool of generalist inspectors, all of whom are actively engaged in the OHSA's core operations. Eight personnel constitute clerical and industrial staff. The entity's top management numbers three persons. The stated complement includes two employees who are on loan from Industrial Projects and Services Ltd (IPSL). The OHSA also utilizes its annual allocation of three participants from the ETC's Office Procedures Traineeship Scheme. Through this allocation, participants contribute as support staff, and concurrently benefit from OHSA run training in health and safety as well as mentoring in personal skills development. Another source of support staff which also adds an element of cultural diversity during the period under review included 4 young participants from EU student exchange programmes. Implementation of family-friendly measures, tough as they might be to implement considering the size of the organization, consisted amongst others of maternity leave, parental leave, career breaks, reduced hours, urgent leave and bereavement leave.

### **3 Internal Industrial Relations**

OHSA's 3-year Collective Agreement expired at the end of 2010. A number of joint meetings were held with the Union representing the majority of employees at OHSA, the Collective Bargaining Unit (CBU), representatives of the line Ministry (MHEC) and the Authority, to agree on a new agreement.

Team work, flexibility and healthy industrial relations within the Authority have helped ensure that a number of strategic objectives be reached, while others are now close to being achieved. 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. A first draft of an employee handbook incorporating a number of H.R. policies as well as Standard Operational Procedures within the framework of the Collective Agreement was completed during this period – these SOPs, covering both administrative and enforcement aspects, will be launched after the finalisation of OHSA's collective agreement, and in full consultation with the workers.

### **4 Use of Premises.**

The Authority tries to maximize the use of its premises – apart from welcoming participants at public courses, the premises are regularly visited by a large number of visitors, including young persons meeting officers and seeking information and data for research purposes and well as advice. A number of information visits on the OHSA's role, facilitated by management, are held for ETC's clients seeking employment or re-integration into the workforce. It may be pointed out that besides being the operational base for all OHSA staff; these premises house the offices for the Radiation Protection Board as well as the National Focal Point for the European Agency for Safety and Health at Work.

Considering the nature of its operations, particularly the regulatory aspect, the OHSA felt the need to improve security at its premises during and after office hours. For this purpose, the intruder alarm was upgraded and a system implemented whereby access and egress are controlled and recorded. *Ad hoc* emergency evacuation drills are conducted periodically to maintain a state of readiness in emergency situations.

## **5 Gender Equality.**

Apart from actively striving to implement guidelines for gender equality, and sexual harassment, the Authority is looking forward to effectively include gender mainstreaming in its employment policies. Towards the end of the period under review, a Gender Equality Audit was carried out and a draft gender equality policy is in the pipeline. The Authority's focal point for gender equality also participated in conferences organized by the National Commission for the Promotion of Gender Equality (NCPE).

## **6 Management Information System**

The OHSA continued to develop its electronic Management Information System by consolidating employer records, introducing new features and introducing overall improvements to the system. As work related to paper based filing continued to be shifted onto the MIS for most of the past year OHSA staff was provided with hands on training on the MIS. Features and improvements in the MIS included better employer records and accessibility across different registries, prototype internal auditing and bookmarks. As OHSA staff gained familiarity with use of the MIS it was possible to develop and work through areas that required modification to make the work process more efficient. The OHSA invested in strengthening its servers infrastructure to secure continuity of business.

The MIS solution continues to increase in importance as it becomes part of the core operational requirements and a key enabler for the OHSA in the successful management of its business while supporting the delivery of services to its clients. As the application of ICT is increasingly recognized as a critical success factor in any organization's strategy to achieve its ensuing vision so is the OHSA determined to continue with the implementation and management of ICT technologies such as the MIS. Thus the MIS constitutes another valuable tool to assist the OHSA in the pursuit for improvements in effectiveness and efficiency in the implementation and achievements of health and safety on the workplace.

## **7 Capacity Building for Structural Funds' Stakeholders – Start-up Training for New Beneficiaries**

The Project Leader responsible for the implementation of the European Funded Project on research and accreditation attended a training seminar organised by the Planning and Priorities Coordination Department (PPCD) in collaboration with the Centre for Development Research and Training (CDRT) within the Office of the Prime Minister (OPM) during July – August 2010. These training sessions, attended by project leaders of projects already approved or being vetted by the PPCD, focused on topics which are essential to ensure the smooth implementation of projects funded by Structural Funds, such as administrative procedures, Cohesion Policy publicity requirements, public procurement requirements, payment procedures, documentation, basic principles of control and reporting requirements. The training provided participants with a chance to network, exchange experience and discuss queries and common challenges faced by different Project Leaders during the implementation of the various projects currently underway.

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

### **8.1 European Agency for Safety and Health at Work**

The European Agency for Safety and Health at Work has reviewed its grant scheme pertaining to activities organized as part of the European Week for Safety and Health at Work. As of this year, the financial resources were not provided to the Focal Points on a co-funded basis but rather as specific information material and services mainly acquired through a contractor chosen by the European Agency itself.

### **8.2 EU Projects: Structural Funds (2007-2013 Programming Period)**

OHSA continued working on the ESF project which will see specialized research on OHS being carried out and the development of an OHS accreditation system. Further to what has been reported in last year's activity report, the OHSA awarded two contracts, one for the carrying out of research, and another for the drawing up of the requirements for an OHS accreditation system for third party OHS practitioners.



The respective contracts are now half way in their anticipated duration, and both contractors are on track to deliver their respective assignments by the end of Quarter 3 of 2011.

Through this project, OHSA hopes to obtain a clearer picture about the prevailing levels of OHS in Malta, about the level of access of workers to internal and external OHS services and about the cost of the prevailing risk levels of OHS to the nation.

The other main part of the project will see the drawing up of the requirements for the setting up of an OHS accreditation system to certify third party OHS practitioners who offer their services to employers as part of the requirements under regulation 9 of Legal Notice 36 of 2003.

Although the OHSA recognizes the importance of tapping into EU funds to carry out specialised projects, its limited human resources prevented it from applying for additional funding.

## **E External Relations**

### **1 CIBELES Project**

The “Study on the enhancement of co-operation between the European Union Labour Inspectorates and cross-border enforcement in the area of occupational health and safety”, CIBELES, is a European project led by Spain, which also involves the Labour Inspectorates of Austria, Belgium, France, Germany, Hungary, Malta, Italy and Portugal.

Its main objective is to assist the Senior Labour Inspectorates Committee and the European Commission on how to improve and enhance co-operation between Labour Inspectorates, setting ground rules in order to establish a network for exchanging information in the framework of mutual assistance and recognition requests in inspection and sanctioning procedures. Its key issue is how to improve mechanisms for cross-border enforcement on occupational health and safety.

The total cost of CIBELES is estimated at around EUR 423964.71, and it is financially supported by the European Program PROGRESS. The Project started in April 2010 and will end in the last quarter of 2011.

## **2 Senior Labour Inspectors Committee**

The Committee of Senior Labour Inspectors (SLIC) set up by Commission Decision of the 12 July 1995 (95/319/EC), 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 on OHS matters 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. The original Commission Decision has now been amended by a Commission Decision of the 22 October 2008, so that each Member State is represented by one Committee member (instead of the previous 2).

The OHSA recognizes the benefits that can accrue from making full use of membership of this group, and participates actively in all meetings, including plenaries, a number of Working Groups, participation in the various SLIC Inspection Campaigns and in the exchange of Labour Inspectors initiative.

SLIC is also tasked by the Commission to evaluate OHS Inspectorates in the respective Member States to ensure that they are implementing the full acquis on ohs. OHSA's representative on SLIC will Chair the Evaluation of the Latvian Inspectorate during 2011.

Of particular relevance, is OHSA's participation in SLIC's Working Group on Enforcement (WGE), which not only serves as a forum for the rapid information exchange between inspectorates on problems encountered during monitoring of enforcement of Community legislation, but also gives proposals to the SLIC plenary on common actions.

The objectives of WGE are to (i) discuss issues pertaining to Cross Border Enforcement, and to provide mutual assistance between ohs inspectorates on infringement of national legislation, (ii) ensure the uniform enforcement of community legislation across the Member States, (iii) manage new, broader and more complex working environment problems, (iv) exchange examples of good

practise and enforcement methods, and (v) exchange and train ohs inspectors. Each Member State appoints one member of WGE.

### **3 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 to which 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.

### **4 Labour Inspection Network & Exchange System**

Following the reorganisation of the Knowledge Sharing Site (KSS) by the Directorate General for Employment, Social Affairs and Equal Opportunities of the European Commission in 2008, the OHSa maintained its participation in the exchange network between Member States. Apart from the questions posted by the

local KSS coordinator soliciting a reply from other members of this site on legal provisions in other Member States, the OHSa also replied to various questions posted by other MSS coordinators, particularly by replying to requests for information from other Member States' Coordinators.

The Knowledge Sharing Site (KSS) is currently being used by the EU 27 and 3 other EFTA countries and is part of the CIRCA (Communication & Information Resource Centre Administrator) extranet tool, developed under the European Commission IDA programme. It enables users to share documents, exchange information and also to participate in discussion forums on selected topics.

## **5 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 Advisory 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 Authority's representative being chosen as the official *Rapporteur* of the Working Party. The Chairperson, Vice-Chairperson and the *Rapporteur* of this WG were selected to act as a Monitoring Group for the work being done by the Contractor

tasked with drawing up the Guide to Good Practice. The Monitoring Group made a number of recommendations resulting in key changes to the draft being prepared. The final draft was approved by the Advisory Committee for Safety and Health at Work, which was also asked to publish the Guide, if possible, in all EU languages, including Maltese.

## **6 International Atomic Energy Agency / European Commission (Radiation Protection/Nuclear issues)**

Since Malta joined the International Atomic Energy Agency's (IAEA) Illicit Trafficking Database (ITDB) Programme the RPB has acted as the Maltese focal point for receiving and transmitting data under the ITDB programme, a total of 197 reports received in 2010

The RPB acts as the focal point for nuclear safeguards activities including sending the necessary reports (16 in total). In 2010 Malta was subject to one short notice inspection from officials from the IAEA and the European Commission with regard to nuclear safeguards.

The Radiation Protection Section processes environmental monitoring data received from MEPA and Department for Environmental Health and transmits it to the European Commission.

Malta was subject to its second verification mission by the European Commission on environmental monitoring in September 2008. The final Commission Report was received in 2010, no major shortcomings were identified.

The RPB submitted the Maltese report for the 5<sup>th</sup> review meeting on the Convention of Nuclear Safety to be held in April 2011.

## **7 Seveso II Committee of Competent Authorities (CCA)**

The CCA was set up by Article 22 of the Seveso II Directive. The main functions of the CCA are to act as a forum for exchange of information between Member States and to act as a Regulatory Committee. In 2010 the CCA met in Madrid, Spain in April and in Ghent, Belgium in October

The seminar preceding the CCA meeting in Madrid dealt with the importance of External Emergency Plans (EEP) and Seveso establishments. The Commission

noted that there was a significant increase in upper tier sites with an EEP in the last reporting period 2005 – 2008. The percentage rose from 68.1% to 91%. In the same period Malta's standing went from 16.1% to 100%. The testing of EEPs was also highlighted because it is an important tool for all the emergency services to work together and familiarise themselves with each other. During the CCA meeting, the Commission presented a report on the implementation of the Directive by the Member States, for the period 2005 – 2008. Malta showed considerable progress over the previous reporting period. Malta also fulfilled its obligations in reporting updated information to SPIRS and informed the Commission on the database of Seveso establishments maintained by the competent authority

In Ghent, the seminar focused on the effectiveness of the competent authorities (CA) in implementing the Seveso II Directive. The importance of coordination, cooperation and communication was stressed. The industry representative said that the operators preferred having to deal with one CA and combined inspections because that way there would be less overlapping and duplication of work. The Commission informed the delegates that it noted with satisfaction that the number of legal cases had been constantly decreasing. The review of the directive was in its final stages and an impact assessment was carried out. The E-MARS reporting system was fully functional and its use increased considerably. The UK delegate delivered a presentation on the conclusions of the inquiry into the Buncefield accident. The delegate from Hungary presented a preliminary report on the recent accident in Ajka, 600km from Budapest. The site visit organised on the last day was to the port of Ghent, and included a demonstration of the sophisticated system of identification and tracking of ships with dangerous cargo and the emergency preparedness in place.

In line with the recent developments regarding the responsibility of land-use planning (LUP) in the context of the Seveso II Directive, the focal point for the Convention of Transboundary Effects of Industrial Accidents attended a seminar on LUP organized by the UNECE in The Hague. Presentations were delivered by different speakers representing safety authorities, planning authorities and industry on this complex and often controversial subject. A delicate balance has to be reached between the interests of the various stakeholders so as to satisfy the needs of the developers and industry and safeguard the safety of the people and the

environment. A very interesting simulation of a scenario was played with participants portraying the various interested parties, with arguments and proposals on a proposed development near an existing industrial area.

## **8 Framework Agreements**

Article 155(1) of the Treaty on the Functioning of the European Union creates the right of the social partners at European level to enter into contractual relations (including agreements) on certain employment and social affairs issues. Such agreements may arise out of the consultative process provided for in Article 154. Under Article 155(2), agreements concluded at Union level may be implemented either by the social partners and the member states, or by a Council decision on a proposal from the Commission. European social dialogue has resulted in over 300 joint texts by the European social partners, the result of the European social dialogue autonomous process, and including different cross-industry framework agreements under Articles 154 and 155 of the Treaty on the functioning of the European Union (TFEU).

Two different procedures exist for their implementation. In the first instance, European social partners ask the Council to adopt a decision (in practice, this is a directive, proposed by the Commission), so that the Agreement becomes part of EU law. Three agreements have been implemented by Council Directive, the parental leave (1996), (with revised text in 2008), the part-time work (1997) and fixed-term contracts (1999) agreements. These agreements are not directly related to the work carried out by OHSA.

Another option exists whereby the social partners themselves take responsibility for implementing measures at national, sectoral and enterprise level. Four autonomous agreements have been negotiated, of which three are of direct relevance and interest to OHSA: the telework (2002), the work-related stress (2004), the harassment and violence at work (2007) agreements.

In recent months, social partners have reached agreements which they have subsequently decided to put forward to the Council for implementation by Council decision. These have raised questions in several member states, including Malta. These agreements concern the hospital and healthcare sector (for Council Directive 2010/32/EU of 10 May 2010) was adopted, thus implementing the Agreement). The

other agreement concerns hairdressing in the personal services sector, for which the social partners are also requesting the Commission to implement their agreement by way of a Council Directive.

Unfortunately, the Treaties do not provide for any formal communication between the social partners and the Member States on social partner agreements, and OHSa is suggesting that the Government Group within the Advisory Committee for Safety and Health and the Senior Labour Inspectors Committee adopt a concerted front so that these concerns are better addressed. Without intruding on the social partners' autonomy, and in the interests of transparency, it is also seeking regular feedback on the initiation and progress of social partner negotiations.

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

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

- **Civil Protection Scientific Committee** - Chaired by the Civil Protection Department, with representatives from various other entities. The Committee gives advice to the CPD on different matters and emergencies that may arise from time to time. In line with protocol, the OHSa representative forwarded his offer of resignation following the last general elections – to date no meetings of this Committee have been held.
- **Integrated Pollution Prevention and Control Committee** - The IPPC (Integrated Pollution Prevention and Control) Committee is established by virtue of L.N. 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 compliance with the necessary legal requirements. The ultimate aim of the IPPC is to minimise pollution from various point sources. All installations falling under the relevant legal notice are required to obtain a prior authorisation (permit) from MEPA.

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

In view of its limited resources, OHSA does not carry out any inspections related to biosafety, and the contained use of GMOs. It is hoped that a memorandum of understanding between OHSA and MEPA is agreed upon in order to define the respective roles and responsibilities for when joint inspections can be carried out.

- **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 advice on measures to be taken on any matter arising from the application of any regulations made under the Pesticide Control Act.
- **Radiation Protection Board** – The Radiation Protection Board was set up by the Prime Minister by virtue of the Nuclear Safety and Radiation Protection Regulations 2003. The Radiation Protection Board has the responsibility for all aspects of the regulatory control of ionizing radiation and advising on nuclear issues. The Radiation Protection Board is chaired by the OHSA and has members from OHSA, the Department for Environmental Health (formally Public Health), the Environment Protection Directorate (within MEPA) and Civil Protection Department.

- **COMAH Competent Authority (CA)** - This is made up of the OHSA, MEPA (Environment Protection Directorate) and the CPD and oversees the implementation of the Control of Major Accidents Regulations, L.N. 37/2003. The OHSA is the lead Authority and coordinates the functions of the COMAH CA.
- **Building Industry Consultative Council (BICC)** – The BICC was set up by the Government to ameliorate the performance of the local construction industry and to serve as a forum for discussion on all matters that affect the construction industry. OHSA is represented by a full Member and by an alternate Member and takes an active participatory role, especially on matters that concern the relationship between the construction industry and occupational health and safety.

## **F Freedom of Information and Corporate Governance**

### **1 Freedom of Information Act (Cap496)**

In furtherance of the scope of the said act and thus to increase transparency and accountability, towards the second half of 2010, the necessary structures such as the appointment of an FOI Officer and electronic and manual enquiry mechanisms were set up within the OHSA. In terms of said Act, the general public is granted right of access to documents held by public authorities, (including all ministries and departments). This Act, piloted by the Ministry of Justice and Home Affairs and its implementation coordinated by the relevant line ministry, is expected to be brought in full force in January 2011.

### **2 Corporate Governance**

Since it was established, the OHS Authority has considered itself to be an intrinsic part of the Central Administration, and therefore has taken on board and followed all policies and rules of good governance that are established by the Government.

As a matter of fact, and especially in so far as employment issues are concerned, the OHSA remains guided by those policies established by the Office of the Prime Minister (and the Management and Personnel Office) from time to time, including on matters concerning salaries (these are determined by Government's

Collective Bargaining Unit with reference to equivalent public service salary scales) other conditions of employment and recruitment, finances, information systems and public procurement.

### **3 Corporate Social Responsibility**

The Authority facilitated a number of two hour sessions at local community level, whereby a designated officer would participate after office hours in giving talks about the benefits of occupational health and safety. Members of staff also responded to calls from the National Blood Bank to donate blood. In both situations the persons involved in the respective initiative would be compensated with time off in lieu.

#### **G End note**

The Occupational Health and Safety Authority has been working very hard to establish a reputation as an impartial organisation, having the necessary means and competent resources to effectively address issues that are brought to its attention, and that proactively takes meaningful initiatives which improve the prevailing standards of occupational health and safety, for the benefit of the nation, industry and workers.

This has been achieved, primarily because OHSA has been set up as an independent Authority, which is empowered to act in the best interests of occupational health and safety, and to intervene in both private and public enterprises.

The Authority strongly feels that its independence and autonomy should be preserved and safeguarded. It is equally important that the Occupational Health and Safety Authority continues to be perceived as such, and actions that can change this should be avoided if the Authority is to preserve the trust that it has earned.

Annex 1: Key Activities carried out by the Authority

January 2010 – December 2010

	<b>Total</b>
<b>Workplace visits</b>	<b>2663</b>
<b>Equipment certificates vetted ‡</b>	<b>5114</b>
<b>Radioactive Material cleared for import</b>	<b>183</b>
<b>Staff development man hours</b>	<b>116</b>
<b>Hours of training delivered</b>	<b>331</b>
<b>Number of participants at OHS training</b>	<b>401</b>
<b>Number of courses organised</b>	<b>29</b>
<b>Press releases / feature articles</b>	<b>26</b>

‡ Including 3741 lift certificates, 254 crane certificates, 411 forklift truck certificates, 97 boiler certificates, and 651 certificates for other equipment.

## Annex 2: List of OHS legislation in force

Legislation	Reference
Act XXVII of 2000, Occupational Health and Safety Authority Act	Cap. 424
Work Place (Minimum Health and Safety Requirements for the Protection of Workers from Risks resulting from Exposure to Artificial Optical Radiation) Regulations	L.N. 250 of 2010
Protection of the Health and Safety of Workers from the Risks related to Chemical Agents at Work (Amendment) Regulations	L.N. 353 of 2007
Inspection of Lifts Regulations	L.N. 231 of 2007
Protection of Workers from the Risks related to Exposure to Asbestos at Work Regulations	L.N. 323 of 2006
Work Place (Minimum Health and Safety Requirements for the Protection of Workers from Risks resulting from Exposure to Noise) Regulations	L.N. 158 of 2006
Control and Security of High-Activity Radioactive and Orphan Sources	L.N. 13 of 2006
Work Place (Minimum Health and Safety Requirements for the Protection of Workers from Risks resulting from Exposure to Vibration) Regulations	L.N. 371 of 2005
Control of Major Accident Hazards (Amendment) Regulations	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

Nuclear Safety and Radiation Protection (Amendments) Regulations	L.N. 173 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	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

### Annex 3: Budgeted Income and Expenditure Account

1<sup>st</sup> January 2011 – 31<sup>st</sup> December 2011

#### Personal Emoluments

Staff Salaries	509,931	
Honoraria to OHSA members	30,748	
NI Contributions	38,308	
Overtime/ Allowances	40,736	<b>€619,722</b>

#### Operational Expenses

Utilities	29,994	
Material & Supplies	3,261	
Repair & Upkeep	18,809	
Rent	35	
Subscriptions	874	
Office Services	5,125	
Transport	61,000	
Travel	17,470	
Information Services	1,165	
Contractual Services	11,647	
Professional Services	26,165	
Training	874	
Hospitality	582	
Incidental Expenses	874	<b>€177,873</b>

#### Total Operational Expenses



**Contributions and Initiatives**

Appeals Board	1,165	<b>€1,165</b>
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**Budgetary Requirement under current  
operating levels**

**€798,760**

The Financial Statements of the Authority for the period ending 31<sup>st</sup> December 2010 are being included in a separate report.