



LIFELONG LEARNING PROGRAMME (2007–2013) – LEONARDO DA VINCI

MULTILATERAL PROJECTS – TRANSFER OF INNOVATION

Project “Getting Health & Safety Across Europe – H&S@WORK”  
GRANT AGREEMENT n. 2012-1-IT1-LEO05-02795

## ANALYSIS AND ADAPTATION Report

Work Package 2  
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### Circulation List

Partner Recognition	Organization Name
P0	Agenzia Liguria Lavoro
P1	Provincia di Livorno Sviluppo,
P2	Provincia di Livorno
P3	Sfera Training
P4	Pole Emploi Corse
P5	Oake Associates Ltd,
P6	Danmar Computer,
P7	Green Network

### Revision History

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(\*) Action: C = Creation, I = Insert, U = Update, R = Replace, D = Delete

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## Executive Summary

This document forms the Adaptation Report for the Implementation of the Health & safety@ Work Project (henceforth, "Project").

The project is necessary because it addresses real problems and needs of the economy and of today Labour Market trying to give a concrete response to the difficulties highlighted even more at the EU level: recent EU estimates show that every year 5.580 people die in EU from accidents at work and every year 159.500 workers die because of occupational diseases (<http://osha.europa.eu>). Community strategy aims to achieve a 25% cut in accidents at work across the EU and to achieve this goal it calls for action by players at all levels. A key concept and fundamental pillar for reaching the objectives of this EU strategy is the development of coherent national strategies in the EU Member States. Standards of H&S at workplace are usually defined in national legislation but governments have long recognized a low level of H&S at work that also causes costs to the State in terms of social security, medical expenses and loss of production.

Since many States are trying to ensure compliance with legal requirements on H&S and in many of them there is also strong cooperation between the social partners (Health Care, public agencies, employers, workers associations and governments) to ensure the effective implementation of H&S, ALL decide to active the ToI from P1 and P2 to the other partner to transfer the system on H&S in another EU States and to implement, update and enrich H&S training paths/products with innovative contents. The consortium has a great experience in H&S and in training paths and this experience gives relevance to the project. Moreover the Applicant has agreements with bodies (for example INAIL) for several H&S activities and ALL is the regional body that manage the process of accreditation for bodies that carry out training activities in the field of H&S and prevention and protection for employees.

The proposal is relevant because aims to strengthen linguistic diversity though the translation of dissemination products in a lot of languages to responds to the multi-linguistic needs (translation in English, French, Danish, Polish, Arabic); to involve target groups at risk of exclusion from LM (especially immigrants/young people/women); the use of ICT for social responsibility (web platform). H&S@work moreover contributes to the integration of immigrants who work in Europe in sector that are often at risk of accidents (buildings, agriculture, etc.) and it aims to give to this disadvantaged people the know-how to avoid accidents at work.

The project is co-funded by under the Lifelong Learning Programme, Leonardo Transfer of Innovation projects.

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### Document Glossary

Term	Description
RLS	Rappresentante dei lavoratori per la sicurezza (IT)
	Workers' Health and Safety Representative (EN)
RSPP	Responsabile del Servizio di Prevenzione e Protezione (IT)
	Occupational Health and Safety (Manager) (EN)
ASPP	Addetto al Servizio di Prevenzione e Protezione (IT)
	Health & Safety (Officer) (EN)
OSHA	Occupational Safety & Health Administration

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## 1. Introduction

### The project aims

To transfer the results of the original yearly programme "Communicating Safety" carried out by the P1 and P2 to other EU organizations. The project will bring to European level the basic programme and tools of "Communicating Safety" thanks to the contribution of DK and UK in analysis and implementation, then will transfer the implemented programme to IT, FR and PL. The process will involve the actors of VET systems, social partners, trade unions, public and private companies and schools, with updating courses addressed to workers (women and immigrants too) and teachers, specific informative actions and awareness raising on dedicated topics targeted to students, companies and entrepreneurs.

The expected result is to increase the level of competence in the matter of H&S at EU level to guarantee a lowering of the accident at the workplace and to assure a good expertise in H&S@work to people that work in EU SMEs with particular attention to target groups at social exclusion risk (immigrants who work in sector at risk-building/mechanics/agriculture; young people that have to enter in the Labour Market: women who work in specific sector, unemployed).

The expected results are related to the priority "Encourage the cooperation between VET and the world of work" because the whole project creates a strong link between VET and the Labour Market through:

- The table/committee of consultation/planning activities that brings together all the stakeholders on education, employment and VET systems with the social partners and the persons responsible for health and safety,
- Continuous training to develop skills for teachers, workers, entrepreneurs; lifelong learning for adult in the civil society; career guidance for young people entering in the labour market,
- The involvement of target groups at risk in the labour market: young people entering the labor market, women, immigrants who work in sector at high risk,
- The involvement of enterprises to strengthen job quality and competitiveness.

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## 2. Scope of the Report

### WP 2: ANALYSIS AND ADAPTATION

#### Aim:

Analyze and study the original system of the project “Communicating Safety” realized by P1 and P2 in order to adapt all the training paths and information products to the new target/area’s needs;

- develop a new and updated model for the transfer of the actions,
- analyze the starting product and the needs of the new target
- compare and adapt the model to the context
- realize the dissemination/information products in different languages to cover the need of the partnership and of non-EU people

#### Activities:

P5, responsible for this WP, with the support of P7 and the other partners will analyse the original system of the project "Communicating Safety" and will realize an adaptation of the training courses and information products.

Project will activate local consultation in each area with the involvement of the local actors (VET and employment systems, stakeholders, social parts, equal opportunities bodies, institutions, subjects responsible for the H&S, Health Care public services, category associations, trade unions) and identify the actions and the target for the experimentation and transfer of innovation, for the comparison and first adjustment of the products necessary for the experimentation in a European dimension, involvement of the companies and the schools, revision of the starting model and of the products and cultural-linguistic-conceptual adaptation of them. In this adaptation process will be created the social network and 1000 workers and 100 companies of the 5 countries partners will contribute to the updating/adapting of the model using this new tool.

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### 3. Methodological/pedagogical framework:

The implementation of this WP involves all partners but P5 is responsible for this WP thanks to the wide experience in researches, analysis and vocational training activities. The system - tools and products - that will be the result of adaptation must be responsive to the demands at European level and the products will be adapted in a multicultural dimension. The partners will undertake to study the model by involving stakeholders and local actors to highlight the factors to be adjusted and/or updated. 1000 workers and 100 companies of the 5 countries will contribute to the adaptation by the social network.

The adaptation will be at geographical level - taking into account the different Country that adhere to the project, but also linguistic because one of the main success factor of the project will be a wide spread of the project results: informative brochures will translate in several languages to reach also the target groups who are at high risk of accident (especially Immigrants who work in difficult sector) –

- Buildings and construction,
- Mechanics,
- Agriculture;
- Women;
- Young people.

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#### 4. Target Group

##### **Transferable products**

- Paths for workers RLS
- Paths for RSPP/ASPP
- Guidance modules for teachers
- Guidance modules for students
- Informative multi-linguistic brochures for immigrants
- Contest for good practices on H&S at work reserved to companies
- Promotional materials for awareness raising: satiric comics/cartoon, short movie
- Research on security at work for women

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## 5. Communicating Safety Products (2003 – 2013)

<b>Year</b>	<b>Subject Matter</b>
2003:	"Dangerous Substances - Handle with care!"
2004	"Building in Safety"
2005 – 2006	"Noise and vibration" "Young workers" "Training and communication"  "Literacy Safety" aimed at unemployed / unemployed and atypical workers. Purpose: to inform the participants on the prevention system present in the productive realities
2006 – 2007	"Lighten the load".
2008 – 2009	The project has continued and implemented the initiatives put in place in previous years
2009 – 2010	"Risk Assessment" "Maintenance"
2010 – 2011	The European Agency for Safety and Health in Bilbao ("OSHA") has planned to conduct 2010-2011 campaign focused on "maintenance".
2011	Training of teachers in collaboration with the AUSL 6 and the the Provincial School.

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## 6. H&S @ Work Course Structure

### SYNTHESIS of PRODUCTS/RESULTS for the TRANSFER of INNOVATION

- A. Updating paths for workers' responsible/appointed for H&S
- B. Guidance modules on H&S for teachers/students
- C. Informative brochures for immigrants in different languages
- D. Examples of good practices for companies
- E. Promotional materials: satiric comics, short movie
- F. Research "Safety and Health at work for women"

#### 6.1 Delivery Option 1

A web portal to include an electronic presentation of learning materials using previous project material that will be updated by partners to fit their national laws

*UK & Danish partner will ensure all matches EU directives*

#### 6.2 Delivery Option 2

An e-training course (animation graphics) constructed using a format such as Articulate

*UK & Danish partner will ensure all matches EU directives*

Course construction is ENGLISH (as proposal states) UK partner will check partners submitted material for approved translation. This will ensure that all partners translations are the same.

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## 7. Directive 89/391/EEC - OSH "Framework Directive"

### **Objective**

The aim of this Directive is to introduce measures to encourage improvements in the safety and health of workers at work. It applies to all sectors of activity, both public and private, except for specific public service activities, such as the armed forces, the police or certain civil protection services.

It is of fundamental importance as it the basic safety and health legal act which lays down general principles concerning the prevention and protection of workers against occupational accidents and diseases. It contains principles concerning the prevention of risks, the protection of safety and health, the assessment of risks, the elimination of risks and accident factors, the informing, consultation and balanced participation and training of workers and their representatives.

On the basis of this "Framework Directive" a series of individual directives were adopted. The Framework Directive with its general principles continues to apply in full to all the areas covered by the individual directives, but where individual directives contain more stringent and/or specific provisions, these special provisions of individual directives prevail.

### **Definitions**

Definition of the terms "worker", "employer", "workers' representative with specific responsibility for the safety and health of workers" and "prevention".

### **Contents**

The Framework Directive contains basic obligations for employers and workers. Nevertheless, the workers' obligations shall not affect the principle of the responsibility of the employer.

It is the employer's obligation to ensure the safety and health of workers in every aspect related to work and he may not impose financial costs to the workers to achieve this aim. Alike, where an employer enlists competent external services or persons, this shall not discharge him from his responsibilities in this area.

The **general principles of prevention** listed in the directive are the following:

- avoiding risks
- evaluating the risks
- combating the risks at source
- adapting the work to the individual

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- adapting to technical progress
- replacing the dangerous by the non- or the less dangerous
- developing a coherent overall prevention policy
- prioritizing collective protective measures (over individual protective measures)
- giving appropriate instructions to the workers

### **Employers' and workers' obligations**

#### **The employer shall:**

- evaluate all the risks to the safety and health of workers, inter alia in the choice of work equipment, the chemical substances or preparations used, and the fitting-out of work places
- implement measures which assure an improvement in the level of protection afforded to workers and are integrated into all the activities of the undertaking and/or establishment at all hierarchical levels
- take into consideration the worker's capabilities as regards health and safety when he entrusts tasks to workers;
- consult workers on introduction of new technologies; designate worker(s) to carry out activities related to the protection and prevention of occupational risks.
- take the necessary measures for first aid, fire-fighting, evacuation of workers and action required in the event of serious and imminent danger
- keep a list of occupational accidents and draw up and draw up, for the responsible authorities reports on occupational accidents suffered by his workers
- inform and consult workers and allow them to take part in discussions on all questions relating to safety and health at work;
- ensure that each worker receives adequate safety and health training

#### **The worker shall:**

- make correct use of machinery, apparatus, tools, dangerous substances, transport equipment, other means of production and personal protective equipment
- immediately inform the employer of any work situation presenting a serious and immediate danger and of any shortcomings in the protection arrangements
- co-operate with the employer in fulfilling any requirements imposed for the protection of health and safety and in enabling him to ensure that the working environment and working conditions are safe and pose no risks.

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Health surveillance should be provided for workers according to national systems. Particularly sensitive risk groups must be protected against the dangers which specifically affect them.

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## 8. New/Proposed Course Construction

Each course would follow the generic theme illustrated plus two core modules on sector specific safety. All courses will be checked against Directive 89/391/EEC - OSH "Framework Directive"

- Module 1: Introduction to OSHA and the OSH Act
- Module 2: Recordkeeping & Reporting
- Module 3: Basic Safety Orientation & General Safety and Health Provisions
- Module 4: Health Hazards: Hazardous Materials (chemicals, dust, oils and fuels)
- Module 5: Personal Protective Equipment
- Module 6: Fire Protection
- Module 7: Slips Trips & Falls
- Module 8: Equipment safety
- Module 9: Entrapment

### 8.1 Construction Industry (Sector specific modules)

- Module A: Scaffolds, Cranes and Rigging
- Module B: Excavations

### 8.2 Agriculture (Sector specific modules)

- Module A: Lone/remote working practices
- Module B: Animals and husbandry

### 8.3 Mechanical/engineering (Sector specific modules)

- Module A: Lifting Equipment and Lifting Operations Regulations 1998 (LOLER)
- Module B: Distraction

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## 9. New Course Skills attainment

Any new material must consider the “level” of skills necessary for learners.

1. Basic Vocational level – students and prospective employees;
2. Intermediate level – Employee team leader/supervisor
3. Advanced level – senior manager/owner

### Basic level –

#### Advantage

- Very generic in style; simplistic in design using articulate than partners would need to translate word documents and create audio files (reasonably easy with tuition).
- Can include animation and non-technical phrases,
- Can be used in many sectors of industry (including those not as project targets)

#### Disadvantage

- Lower course time
- Necessity to expand/create a second formal handbook
- Create a course structured around the units/modules using a publicised book

### Intermediate & Advanced–

#### Advantage

- Can be semi generic
- Course content can involve greater training time

#### Disadvantage

- The necessity to research national regulations as reaching National & EU legal frameworks
- Legal Indemnity
- Very structured as industry driven
- Skills level of partners (potentially above partners’ knowledge of H&S issues)

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## 10. SWOT analysis

<b>STRENGTHS</b>	<b>OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• Partners collaborative knowledge in EU projects and access to targets</li> <li>• Research experience</li> </ul>	<ul style="list-style-type: none"> <li>• Partners able to utilise their own expertise to bring new and innovative material to the partnership</li> <li>• Innovative new course material</li> </ul>
<b>WEAKNESSES</b>	<b>THREATS</b>
<ul style="list-style-type: none"> <li>• Partner knowledge of subject matter</li> <li>• Knowledge of subject matter</li> <li>• National &amp; EU laws</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to legislation</li> <li>• Target sector “buy in”</li> <li>• Innovative new course material</li> <li>• Partners knowledge of subject matter</li> <li>• Wrong information causing company legal problems</li> </ul>

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### 11. Partners Agreement

1. Construct Foundation level generic courses for students and teachers.
2. Updating and inclusion of as much information from the transfer product as possible building in the original movies from Communicating Safety project
3. Write a lesson plan for teachers (reinforce the issues of H&S)
4. Include sector specific training modules for the 3 named sectors
  - Building and construction
  - Agriculture
  - Engineering
5. Course construction is ENGLISH (as proposal states) UK partner will check partners' submitted material for approved translation. This will ensure that all partners' translations are the same.

### Research Required

6. Health service/pregnant women
7. Immigrants including Arabic – straight translation

After long debate and great consideration by partners it was agreed

The suggestion of making a generic course for Students and Teachers predominantly covering low level (vocational) skills that could cover more sectors of industry than was originally focused upon.

The course would be web-based on a LMS platform

English partner would liaise with IT partner to agree and work a web based course

All Testing partners will be responsible for selecting sector specific modules based upon their sector areas. (i.e. arable farming, dairy farming, horticultural, fruit production, fish farming)

Reasoning;

Young people not in employment are often educationally challenged therefore a foundation level course would best suit this group.

Farmers are often lone workers and can think of 1000 other things they should be doing

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Engineers and construction workers are often young and inexperienced so health & safety training is an ideal course

Older workers know but forget so basic training is often only a refresher course.

Gender considerations

Under UK law there are no gender considerations with the exception of working conditions for female workers which is covered by Occupational Health and UK Employment law.

These are predominantly based on medical grounds. – ie. Pregnancy is not considered an illness and therefore the Health & Safety at Work Regulations 1999 remains in force.

<http://www.sohas.co.uk/publications/publication21.pdf>

HEALTH AND SAFETY EXECUTIVE GUIDANCE .The (health and safety) regulations do not put a time limit on breastfeeding. It is for the women themselves to decide how long they wish to breastfeed, depending on individual circumstances.

Access to appropriate facilities for breastfeeding mothers to express and safely store breast milk or to enable infants to be breastfed at or near the workplace, may facilitate breast feeding by working women, and may significantly protect the health of both mother and infant.

Protective measures include:

- Access to a private room where women can breastfeed or express breast milk
- Use of secure, clean refrigerators for storing expressed breast milk while at work, and facilities for washing, sterilising and storing receptacles
- Time off (without loss of pay or benefits, and without fear of penalty) to express milk or breastfeed.

New and expectant mothers at work: A guide for employers HSE 2002 this must be reaffirmed by partners research

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## 12. Adoption of these recommendations

Once partners adopt these recommendations and begin national searches against module titles UK & Polish partner will strive to design a platform to suit the course requirements and begin a layout of story boards