



International
Labour
Office

OUTLINE

FOR COMPILING
REGIONAL PROFILE
OF OCCUPATIONAL
SAFETY AND HEALTH



International
Labour
Organization

OUTLINE
FOR COMPILING REGIONAL PROFILE
OF OCCUPATIONAL SAFETY
AND HEALTH

ILO MOSCOW SUBREGIONAL OFFICE

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INTRODUCTION:

REGIONAL PROFILE GOALS AND OBJECTIVES

As demonstrated by practical experience, in order to prevent occupational injuries, occupational diseases and fatalities, public authorities in any region have to continuously assist occupational safety and health with developing, subject to consultations with key representative workers' and employers' organizations,:

- ◆ regional **policy (strategy)** in the sphere of OSH,
- ◆ regional occupational safety and health systems
- ◆ regional OSH **programme**,
- ◆ aimed at the all-round implementation of **OSH culture** and based on the analysis of historical situation in each region in the sphere of labour conditions and safety through the development of a regional OSH **profile**.

As practically relevant, efficient implementation of OSH requirements both at the regional and the employer level, may only be successfully achieved with the use of a systematic approach developed by ILO in its regulatory documents and practices, as well as full-fledged participation of social partners in the permanent process of recurrent activities, control of their efficiency, adjustment and improvement.

The ideas of systematic approach to labour safety arrangements were implemented in ILO Convention No. 187 adopted in 2006 and relevant Recommendation No. 197, as well as some earlier documents, such as ILO-OSH 2001 Guidelines.

In order to implement a systematic approach to occupational safety in whatever country or region of the country on the basis of the adopted conventions, and primarily Conventions No. 187 and No. 155, ILO is striving to provide assistance to tripartite partners in attaining the strategic goal of creating a reliable regional OSH system through development and implementation of regional OSH profiles and programmes («Safe Work») and on labour relation system as such («Decent Work»).

Preparing a Regional OSH Profile is a major step towards the creation of a realistic and efficient regional programme of labour protection, allowing a systematic approach and evaluation of the entire range of instruments and resources available to a

region to implement and improve the entire OSH system, adjust it to a proven international practice, in line with efficient OSH requirements in the workplace.

Regional OSH profile shall:

- ◆ be prepared at the regional level with participation of responsible regional and any other relevant bodies responsible for various aspects of occupational safety, production safety, health and, remarkably, - with the involvement of major employers' and workers' organizations (trade unions),
- ◆ incorporate major descriptive and statistical data on any aspect relevant to OSH management at any level of public authority and local governance, as well as corporate (production, private, employer) level, including relevant legal, institutional frameworks and cultural traditions, legislative authorities, mechanisms and public surveillance and control bodies, as well as labour force distribution; human and financial resources enabled in OSH; labour protection initiatives at the enterprise level determining the OSH level , etc.
- ◆ provide all persons concerned with practical information on the current activities at the regional level of governance,
- ◆ facilitate a process for a region to identify gaps or shortfalls in the current economical, legal, social, administrative and technical measures related to occupational safety and health system,
- ◆ provide resources to improve coordination between social partners and other persons interested in efficient OSH functioning.

The very process of preparation of the Regional Occupational Safety and Health Profile may initiate cooperation, strengthen ties, promote better understanding of potential problems and critical analysis of the current activities in the sphere of OSH, as well as various initiatives related to the improvement of occupational safety situation in a given region.

The realization of all practical steps below facilitates efficient preparation of a National Profile.

ARRANGEMENTS FOR NATIONAL PROFILE PREPARATION

General requirements for regional profile preparation

The text of the Regional Profile may be prepared by any expert or a group of experts, including those composed of officers of an authorized body or organization; however the text acquires the status of the Regional Profile when approved by all social partners: public authorities (Regional Administration or Government), employers' and worker' associations.

General requirements to the structure and contents of the regional profile

The Regional Profile is prepared for general use not only by experts and any stockholders of the given region, but of other regions, countries and international organizations as well. Therefore, it should not be prepared in an absolutely free or original format, but rather in a form generally accepted within ILO for easy access and use+--.

The generally accepted CONTENT STRUCTURE OF THE REGIONAL PROFILE is given below. Each element of the Regional Profile contains a verbal description of certain data and/or, and if possible or required, detailed statistical information. However, for the purpose of standard presentation of data, facilitating their comparison with other countries' regional profile data, it is desirable that experts engaged in Regional Profile preparation follow the generally accepted formats of information presentation.

The provisions below are in no way comprehensive or exhaustive, and an expert engaged in the preparation of the Regional Profile may on his own add any information in any form of presentation if he believes that it may consolidate the narrative sequence and key contents of the Regional Profile. However, an expert should strive to stick to the generally accepted content structure of the Regional Profile. If the

volume or content of additions may inadvertently change the proposed structure of the Regional Profile, such addenda (even though they are embodied in a solid document) should rather be included at the end of the Profile as separate attachments with reference to the relevant paragraph.

If there is no adequate information on any issue of the Regional Profile an expert engaged in preparation the Regional Profile should point out the obstacles in receiving information or indicate other reasons for the data being unavailable (e.g., lack of public mechanisms of data collection, absence of a law requiring collection of such data, lack of resources, etc.).

Any relevant references to data sources used in preparing the Regional OSH Profile should be presented in a format facilitating easy access to the referenced documents.

Due to the differences of OSH managements structures adopted in various regions, the multi-faceted and comprehensive nature of OSH as such, the historical specificity of different documents structures, descriptions of practically the same data may be duplicated in different sections of the Regional Profile. In these conditions an expert should not avoid such duplications on the sole ground that each specific section requires its specific aspect of presenting the same data, and their voluminous repetition, may overload the Regional Profile with repetitions.

Presenting Regional profile

Presentation of the Regional Profile shall serve the purpose of accessibility and easy comprehension of material contained therein.

It is desirable that the title page be presented in an free format, however, so as to make clear from the title that this is a Regional Profile, e.g., Occupational safety in «*name of region*»: Regional Profile.

The title overleaf (if typographically printed, or the second page of the report) shall give a brief summary description of the Regional Profile in the following standard format:

Occupational safety in «*name of region*»: Regional Profile. – «*Printed in*». - 2007. – «*number of pages*».

The Regional Profile «Occupational safety in «*name of region*» is prepared in collaboration with the Subregional Office of the International Labour Organization (ILO) for Eastern Europe and Central Asia.

The Regional Profile «Occupational safety in «*name of region*» is prepared by a group of experts of «*list of organizations participating in drafting*».

The content of the Regional Profile «Occupational safety in «*name of region*» has been approved by social partners: «*names of partners*».

The Regional Profile contains information on regional laws on OSH, mechanisms to form the fundamentals of public policy in the sphere of OSH, infrastructure, social partnership structures, activities of various partners in the sphere of OSH, labour resources, participants and stockholders, statistics on OSH and indicators, general demographic data, problems and challenges, as well as requirements of further regional development. This information also serves as the basis of adjustment and further development of regional policies and programmes in OSH.

The Regional Profile structure fully meets corresponds to

ILO recommendations. However, it includes certain supplementary information which facilitates better understanding of situation in the sphere of OSH in the “*region name*”

This document is a printed version of a complete analytical profile. The final version of the document is available in electronic format and in Internet.

Key words: Regional Profile, occupational accident statistics, social partnership, OSH systems, occupational health and hygiene services, occupational safety and health (OSH), social partners, occupational disease rate.

CONTENT OF KEY STRUCTURAL ELEMENTS OF REGIONAL PROFILE

Preface to Regional Profile

Optional element of the National profile. Written in a freeform. May be missing.

Introduction to Regional Profile

This is an important profile section containing in a free verbal form general information on the region and its administrative division and governance. This information is important for determining the place, role and methods of OSH management system of the country governance. Specific statistical data is presented in Appendix 12, sections A and B.

1. Legal basis of OSH system

1.1. Constitution or Charter of (name of region) on working conditions and safety

Written in a freeform in the Constitution or Charter if any.

Describes provisions related to occupational safety contained in the Constitution of Charter of the Region.

1.2. Key regional laws on OSH.

Written in a freeform. Describes provisions related to occupational safety contained in the key laws of the Region in this sphere if they exist in the Region.

1.3 Main Regional by-laws related to OSH

Lists a system of by-laws related to OSH and on allied branches of law, adopted by the Region.

1.4. International agreements of the Region, including OSH requirements.

A list of international treaties is listed hereunder, related to occupational safety. As to the international agreements, the table of content, related to OSH issues is cited.

2. Other regional laws and by-laws related to securing requirements of occupational safety and health

Described are regional laws and by-laws related to and/or regulating sanitary/ epidemiological and biological safety, industrial, transport, radiation, fire, physical, construction, etc. safety, related to occupational safety.

Written in a free form.

3. Mechanisms to form regional policies in the sphere of OSH

3.1. Main directions of realization of public policy in the sphere of OSH in the Region

Written in a freeform. Reference should be given to the existence of regional policy (concepts, strategy) in the sphere of occupational safety and health. Cite the text from regulatory documents.

3.2. Mechanisms of law making and standard-setting.

Written in a freeform.

It should be indicated who and how adopts by-laws.

3.3. Bodies of public surveillance and control over the observance of labour laws and other legal acts related to labour law

Written in a free form.

3.4. Drafting regional OSH programs

Written in a free form.

3.5. Methods of economic control over employer's activities

Written in a freeform. The costs of regional organizations for activities related to OSH during the past year, the amount of organizations' insurance premiums for compulsory social insurance for occupational accidents and diseases, organizations which have obtained discounts or mark-ups to insurance rates, organizations cleared for partial financing of prevention of occupational accidents and diseases.

3.6. Social and psychological methods of management

Written in a freeform. Regional, municipal and industry contests, including labour safety indicators, as well as other forms of incentives in the sphere of OSH used in the region, should be enlisted.

4. Mechanisms of social partnership and coordination of activities

Written in a freeform. Coordination and cooperation, including collective agreements and contracts, should be described.

The part shall contain data on all existing mechanisms created for coordination, cooperation and collaboration between all social partners responsible for implementation of OSH management systems at the public and production levels, such as tripartite commissions, occupational safety committees, as well as of mechanisms of employers' and workers' organizations cooperation.

While describing regional or municipal (territorial) level agreements information should be included on regional Tripartite agreement, regional industrial and territorial (municipal) agreements. It is advisable to reflect the number of concluded collective agreements having undergone registration, as well as the number of the workers' organizations, involved in collective bargaining..

At the enterprise level information should be given on any of occupational safety requirements included in collective agreements, with a special mention of the creation or functions of a Joint Committee (Commission) or an Occupational Safety Committee (Commission).

Mention shall be made of the procedure of controlling the current collective Agreements.

4.1. Regional level

Written in a freeform. Data shall be provided on associations of employers/workers' organizations, regulatory documents related to their activities.

4.2. Territorial (municipal) level

Written in a freeform. Data shall be provided on associations of employers, workers' organizations, regulatory documents related to their activities at the municipal level.

4.3. Corporate/employers' level

Written in freeform. Data shall be provided on the cooperation of employers and workers, regulatory documents on their activities at the corporate level.

4.4. Public control organization

Written in freeform. Describes all types of public control and their organization, especially at the employer's level.

5. OSH system: means and bodies.

5.1. Competent public authorities charged with OSH issues

5.1.1. Regional management bodies

Written in a freeform. Describes regional OSH management bodies. The chapter shall include data, if available, on human and economic resources (number of employees, level of budget, etc.) of each system, agency, executive bodies or department.

5.1.2. Territorial (regional) units of federal bodies of surveillance and control of labour law implementation.

Written in a freeform.

The description should include the following data as available:

- 1) Links with competent authorities or administration,
- 2) Organizational structures and geographical limits of activities,
- 3) Level of human resources (number of inspectors) and their distribution by professional sphere (general working conditions, occupational safety, training, focusing on problems, investigation or audit, etc.),
- 4) Any other existing information, describing the inspectorates' work scope (number and types of audits conducted during a year (regular, following an accident, recurrent, based on workers' demands, etc., number of issued instructions and sanctions).

5.1.3. Regional bodies of social insurance against occupational accidents and diseases

Written in a freeform. Shall describe the current regulations and activities of the Social Insurance Service of the RF in the OSH sphere.

5.1.4. Territorial (regional) subdivisions of federal surveillance and control bodies for OSH, transport safety, etc. (ROSPOTREBNADZOR, GIBDD, ROSTECHNADZOR, ETC.)

Shall describe other bodies of surveillance and control (apart from labour inspection).

For each system of surveillance/inspection the description should include the following information if available:

- 1) Cooperation with competent authorities or administration,

- 2) Organizational structures and geographical limits of their activities,
- 3) Level of human resources (number of inspectors) and their distribution by professional spheres,
- 4) Total number of enterprises and institutions being under surveillance,
- 5) Any information, if it is available, which might characterize the volume of inspector' work (number and types of audits conducted during a year (regular, following an accident, recurrent, based on workers' demands, etc., number of issued injunctions and sanctions).

5.1.5. Authorities and functions of local governance bodies of the region in the sphere of OSH

Written in a freeform. Describes the authorities discharged by local governance bodies in the territories, including those conferred on them under a statutory procedure. Describes key functions of local governance in the sphere of OSH and the procedure of cooperation with regional public authorities, surveillance and control bodies, Federal Insurance Fund of the Russian Federation.

5.2. Regional research and development institutions (institutes, centres, laboratories) functioning in the sphere of OSH

Written in a freeform. Shall indicate data of leading regional or specialized institutes or laboratories responsible for analysis or evaluation of labour related occupational hazards with the need to measure the impact on workers of various – analyses of air samples, biological samples, eyesight assessment, etc.

Information on their technical level is provided as possible. If such data is available reference should be made to the centres (or other institutions) for the control of poisonous substances, and their contacts with occupational health, if it exists, level of human and financial resources allocated for the control of poisonous substances.

5.2.1. Public scientific research institutions (institutes, centres, laboratories) operating in the sphere of labour protection, safety, occupational health in the Region

Written in a freeform.

5.2.2. Non-governmental scientific and research institutions (institutes, centres, laboratories) operating in the sphere of labour protection, safety, occupational health.

Written in a freeform.

5.2.3. OSH centres (labour health services) providing non-educational services in the sphere of occupational safety

Written in a freeform.

5.2.4. Occupational pathology centres

Written in a freeform. Shall describe the correlation of these centres with the regional health system.

Addressing occupational health system, should be advisable to give information on the regional system, agencies or institutions endowed with permanent responsibility for the monitoring of industrial environment and its impact on workers, medical analyses and health care of workers, rendering consulting services.

5.3. Professional education, training, retraining and professional development in the sphere of OSH and safety engineering and awareness-raising efforts

Written in a freeform.

Describing the curricula for training of occupational health practitioners the required qualification shall be indicated (namely, required special training and its description). What are the legal grounds of granting the labour health practitioner diploma.

Additionally it shall be indicated what educational requirements are applied to occupational health nurses, i.e., if any qualification is required (namely, if there is requirement of special training, if non – so what they are like). Legal grounds of granting the labour health nurse diploma.

Education is required for occupational safety engineers and technicians – is any qualification required (namely, if there is requirement of special training, if not – what they are the real requirements. Legal grounds of granting diplomas to such specialists.

5.3.1. Programs of higher professional and post-graduate education

Written in a freeform.

Describes official programmes of higher professional education in the sphere of occupational safety (existence, type, status in public health, occupational health, diplomas of technical specialists in safety engineering, annual number of graduates in each category: occupational safety engineers, occupational safety managers, sanitation physician, occupational physician, etc.).

5.3.2 Programs of supplementary professional education implemented by educational institutions

Written in a freeform.

5.3.3. Training arranged by associations of employers and workers

Written in a freeform.

Training structures headed by employers' or workers' associations (nature and number of trainees during a year).

Institutions formally providing required training in occupational safety specialties: in particular, of authorized persons (empowered) for occupational safety (representatives of occupational safety workers), members of occupational safety committees.

Institutions providing formal training for working specialties related to performance of highly hazardous jobs.

Training of construction workers.

Training curricula and program requirements indicating what legal documents underpin them.

Brief description of institutions providing training and the number of such institutions. How many such students have graduated from the course in the recent 3 years and how many have learnt in each profession during the same period.

5.3.4. Education (training) of workers arranged by the employer

Written in a freeform.

Describes the procedure of briefings and other training in OSH in the workplace.

5.3.5 Structures engaged in information and awareness-raising work

Written in a freeform.

Shall contain data about regional, industrial and information centres for occupational safety engaged in creation and dissemination of information in the form of newspapers, OSH leaflets, booklets, etc.

Shall obligatorily indicate if a national or another centre is in cooperation with an ILO international information centre for occupational safety or its network (ILO-CIS Network), if they are members of the network. If so, since when and what they are doing by way of international information exchange.

If possible, shall describe general data on the technical capacities of the centre, such as information proliferation via Internet, the level of publications, etc.

5.4. Specialized research, technical and medical institutions related to various aspects of OSH

5.4.1. Standardization authorities

Written in a freeform.

Give a list of such bodies and sphere of their competence

5.4.2. Insurance bodies

Written in a freeform.

Give a list of such bodies and their terms of reference.

5.4.3. Bodies specializing in assessment of hazards and risks

Written in a freeform.

Give a list of such bodies and sphere of their competence.

If possible, describe bodies specialized on the assessment of hazards and risks (chemical safety, toxicology, epidemiology, product safety, etc.).

5.4.4. Bodies prepared for safety operations in emergency situations

Written in a freeform.

Enclose a list of these bodies and scope of their reference.

Describe the preparedness and availability of prevention and response services (civil defence, fire services, courses of response to chemical contamination to avoid hazardous situations, etc.) for the emergency of extraordinary situations. Indicate the nature of their collaboration with employers.

5.5. OSH workers

Written in a freeform.

Describe a general public level of human resources operating in the sphere of occupational safety. If these data were partially included in the above sections try to sum them up as tables of the present section.

5.5.1. Employees of federal level public authorities' territorial divisions responsible for occupational safety

Written in a freeform.

Give a rough estimate of total.

5.5.2. Employees of regional-level public authorities responsible for occupational safety

Written in a freeform.

Give a rough estimate of total.

5.5.3. Employees of local governance bodies in charge of occupational safety

Written in a freeform.

Give a rough estimate of their total.

5.5.4. Employer occupational safety services employees

Written in a freeform.

Give a rough estimate of their total.

6. Occupational accident and disease rate status and dynamics

6.1. Fundamentals of qualifying cases of traumatism and diseases as those of occupational injuries and occupational diseases

Written in a freeform.

Give a brief description of the current provision for investigation, qualification and registration of:

- 1) Accidents related to production (occupational injuries), including determining the degree of injury;
- 2) Occupational diseases (according to the applicable list)

6.2. Key indicators of occupational accidents and occupational diseases

Written in a freeform. Give key regional statistical indicators for the past year, e.g., frequency factors and their comparisons with Russian indicators. They are defined in the Appendix.

The number of diseases newly identified in the reporting year is most often used as an indicator of occupational disease rate.

6.3. Key forms of accounting for occupational accidents and occupational disease rate

Written in a freeform. Reflect the peculiarities of registering occupational accidents and diseases by Rosstat territorial bodies, State Labour Inspectorate, Rospotrebnadzor and Social Insurance Fund.

6.4. Main forms of collecting statistics

Written in a freeform. Use applicable forms of statistical reporting.

For example, the Russian Federation uses Form 7 “Traumatic Rate” as a statistical instrument of monitoring occupational injury rate, and Form 1-T – for unfavourable labour conditions (Labour Conditions).

6.5. Registered Occupational Fatalities

Written in a freeform.

Please, indicate the number of registered fatalities with breakdown by males and females, by age, industry, profession, place of injury, cause, etc.

6.6. Registered occupational accidents

Written in a freeform.

Please, indicate the number of registered accidents with breakdown by males and females, by age, industry, profession, place of injury, cause, etc.

6.7. Registered occupational diseases

Written in a freeform.

Please, indicate the number of registered occupational diseases with breakdown by male and female, by age, industry, profession, place of injury, cause, etc.

6.8. Number of persons employed in jobs with unfavourable labour conditions

Written in a freeform.

6.9 Assessing the scale of incomplete reporting

Written in a freeform. An expert may assess one or another statistical indicator and compare it with formal data. Simultaneously, he may give the following data: Appraised and officially announced number of fatality accidents per year during the recent 5 years (total and by economic branches), appraised and officially announced number of injuries per year during the recent 5 years (total and by economic branches), the scale of supposed concealment of data on accidents as percentage (give brief description of calculations or other methods used to obtain the estimated data).

7. Regular activities and continuous work in the area of occupational safety: some examples

7.1. Regular activities at the regional level

Written in a freeform.

7.1.1. Regional initiatives

Written in a freeform. Describe various programs, including those of non-government organizations, related to occupational safety, e.g., of professional associations whose operations directly relate to different aspects of occupational safety (OSH experts, labour health physicians, safety engineers).

7.1.2. Trade unions' activities and initiatives in the area of occupational safety

Written in a freeform. Describe various trade unions' programs and events related to OSH.

7.2. International cooperation

7.2.1. World Day for Safety and Health at Work

Describe general information and summary of events of the recent World Day for Safety and Health at Work. If data are available, it is desirable to briefly highlight events since 2003. Special attention should be devoted to regular events which are becoming a tradition.

7.2.2. Cooperation agreements and projects with ILO, other international agencies or states (unions of states)

Describe agreements and other international as well as technical cooperation events with the organizations directly connected with occupational safety bodies – social security, social protection, environment protection and public health institutions.

You are also encouraged to make reference such intergovernmental organizations as ILO (International Labour Organization), WHO (World Health Organization), UNEP, FAO, UNIDO, UNITAR, OECD, UNDP, with whom you cooperate, as well as main areas of cooperation.

7.2.3. Activities of National or cooperating ILO OSH information centres

Written in a freeform. If no such centres exist please so indicate in the profile.

8. Analysis of SWOP of the Regional OSH System

Written in a freeform.

Shall contain relevant elements of OSH situation analysis in the region. In the section an expert should outline his preliminary analysis of collected data and summarize all key issues and elements of the profile. These key issues may include topical problems, weak points and gaps of the applicable systems, methodology, structures, qualification level, potential, economic or other aspects relevant to the implementation of an OSH system in the country.

9. General conclusions based on Regional Profile data

Written in a freeform. General conclusions shall summarize situation as compared with the countries leading in the sphere of occupational safety and main events that may prove to be useful to identify priority development measures to be subsequently included in the Regional Safe Labour Program.

For example, in this section an expert, as he feels necessary or fit, may give substantiated recommendations for the development of legal framework and adoption of “missing” documents.

APPENDICES

10. Legal framework and information resources

10.1. List of key laws and by-laws on OSH

Give a list (like a brief index) of **key** laws and by-laws applicable at the regional level, which are selected and included in the given list on the basis of the specific situation and actual significance of a certain legal document. It should be understood that including ALL applicable legal documents in the sphere of occupational safety and health on the list is prohibited by their number and the limited volume of the Regional Profile.

10.2. LIST of Agreements between employer and employee associations

Give a list of **key** regional and territorial agreements between employee and employer associations, which are selected and included in the given list on the basis of specific situation and real significance of a certain agreement.

10.3. List of key web sites relevant to occupational safety and health, and other information resources

Give a list of key web sites and other information resources.

Example for the Russian Federation:

Main official web sites generally available for free information:

www.gov.ru — official server of Russian public authorities – Official Russia

www.duma.gov.ru — official web site of the State Duma

www/council/gov/ru — official web site of the Council of Federation

www.kremlin.ru — official web site of the President of Russia

www.government.ru — official web site of the Government of Russia

www.mzsrff.ru — official web site of the Ministry of Health and Social Development of Russia

www.mchs.ru — official web site of the Ministry for Emergency Management of Russia

www.mvd.ru — official web site of the Ministry of Interior of Russia

www.gosnadzor.ru — official web site of the Federal Service for Ecological, Technological and Nuclear Surveillance (Rostekhnadzor)

www.rospotrebnadzor.ru — official web site of the Federal Service for Supervision in the Sphere of Consumer Protection and Public Welfare (Rosпотrebnadzor)

www.fss.ru — official web site of RF Social Insurance Fund

www.rostrud.info — official web site of the Federal Service for Labour and Employment (Rostrud)

www.fnpr.org.ru — official web site of the Federation of Independent Trade Unions of Russia (FITUR)

www.vcot.info — Federal Public Institution «All-Russian Centre of Occupational safety» of Roszdrav, National Information Centre for Occupational safety of the ILO International Information Network (*ILO-CIS*)

www.safework.ru — Internet Academy for Occupational safety of the St.Petersburg Institute of Industrial Safety, Occupational safety and Social Partnership, St.Petersburg Cooperating Information Centre for Occupational safety of the ILO International Information Network (*ILO-CIS*)

www.safework.perm.ru — Institute of Labour, Production and Human Safety of the Perm State Technical University, Perm Cooperating Information Centre for Occupational safety of the ILO International Information Network (*ILO-CIS*)

www.risot.safework.ru — Russian Occupational safety Information System.

10.4. List of key regional magazines on occupational safety and health

Give a list of key regional magazines on occupational safety and health.

10.5. List of key monographs, textbooks and study aids on occupational safety and associated safety issues published in the region

Give a list of key publications, including in translation, on occupational safety, safety engineering, associated problems of health and safety, published in the region. The list shall be based on a list of main publications, including in translation, on occupational safety, safety engineering, associated problems of health and safety available in the main library of the region but may be expanded by the expert.

The period of coverage is determined by the expert but should encompass at least 5 recent years.

In the lack of bibliographic references in the main library the section shall be marked as «*not available*» or «*no publications available*».

11. Description of methodologies for evaluating various statistical indicators used in the Profile

Give description of methodologies used for evaluation of various statistical indicators of occupational safety.

1. To transform any variable measured by a certain measuring unit to some nondimensional (relative) **index**, with a value from 0 to 1 (for ease of operation), the following expression is used:

$$\text{x-index} = \frac{(\text{x-variable} - \text{minimum value of x-variable})}{(\text{maximum value of x-variable} - \text{minimum value of x-variable})};$$

2. It should be remembered that for measuring accident rate it is more logical to use relative incidence of traumas calculated as the number of traumas per man-hour of

direct work of a certain job. However, calculation of such indicator is very complicated, therefore all practically used indicators are calculated easier but are less accurate.

Relative incidence of traumas measured as the number of traumas during the complete work time (of all workers) is most approximated to the theoretical ideal. 1 million hours of work or a year are most often assumed as such time period.

The injury incidence index K_i describes the number of accidents per 1000 staff on the payroll during a certain calendar period (month, quarter, year): $K_i = 1000 (T/P)$, where T – number of injuries (accidents) for a certain (usually, reporting) period; P – staff on the payroll for the same period.

The injury severity index K_r describes the average length of disability per accident: $K_r = D/T$, where D – is the total number of work days of disability for all injuries (accidents) for a certain (usually, reporting) period, calculated on the basis of disability certificates; T – the number of traumas (accidents) for the same period.

It should be noted that the severity index does not fully describe the real severity of injuries, as it does not take into account fatalities or numerous micro-traumas. For better accounting for fatal accidents it may be conventionally assumed, as is done in the west in certain cases, that a fatal injury is equivalent to the loss of 35 years of work ability, and use the DALY index.

By multiplying incidence and severity indices we obtain still another although rarely used injury indicator – disability index: $K_{ii} = 1000 (D/R)$.

The international practice is to assume as the basis 100 000 workers or economically active population rather than 1000 workers. With such basis the incidence index is always represented by a whole number which is easier to comprehend. It is desirable that all data are given not only in traditional national but also in international format.

12. General information about the region

A General information about administrative arrangement and governance in *(full official name of the region preparing the profile)*

A1. Data about system of government, legislative, executive and judicial branches of power in the region.

Written in a freeform.

A2. Civil division of the region and respective levels of government.

Give the civil division of the region and respective levels of government.

The section is written in arbitrary form.

B General information about economy and labour resources

B.1 Demographic data

B.1.1 Total population

The subsection is written in arbitrary form with the use of forms applied by state statistical bodies. The data shall be broken down by age and gender.

B.1.2 Total economically active population

The subsection is written in arbitrary form with the use of forms applied by state statistical bodies.

B.3 Industries/Sectors/Types of economic activity

Written in a freeform. Give data on the number of employees by type of activity in accordance with the regional statistics.

B.4 Economic indicators

Written in a freeform. Give indicator data in accordance with country statistics.

13. Other relevant information

An expert may give in appendices to the profile any other information relevant for the problem of occupational safety on a regional scale or other not too extensive informative or analytical reviews, e.g., annual reports of national bodies in charge of implementing various occupational safety aspects.

As possible, in the electronic version of the profile an expert may present copies of basic legislative acts and resolutions pertaining to occupational safety.

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Outline for compiling Regional Profile of Occupational Safety and Health has been prepared by ILO Subregional Office for Eastern Europe and Central Asia.

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