

Annex 1: ILO Model Outline of the National OSH Profile

1. OSH legislative framework and related instruments

- 1.1 **Constitutional reference(s).** Inclusions of reference(s) to OSH requirements in the constitution of the country, if any.
- 1.2 **Main laws and regulations on OSH.** This Section should identify only major laws, acts or regulations and, if necessary, provide for each a short summary indicating scope of coverage in terms of branches of economic activity and whether provisions for application through specific regulations or technical standards are included.
- 1.3 **Ratified ILO Conventions and international treaties related to OSH.** List of ratified ILO Conventions and international treaties related to OSH.
- 1.4 **Others OSH-related laws and regulations,** covering OSH-related aspects (such as sanitary epidemiological and biological safety, industrial, transport, radiation, fire, physical, construction, etc.) and issued under different Ministries (Agriculture, Environment, Industry, Transport, etc.)
- 1.5 **Any relevant collective agreements.** List only collective agreements with special emphasis on OSH issues **and** covering an important part of the country workforce.

2. Technical standards, codes of practice and guidelines on OSH

This section should present the supporting instruments used or applied for the implementation of the national regulations. List at least the names of the most relevant instruments, the standards to which they refer to, the mandatory/voluntary character of application and the adopting body.

- 2.1 **Technical standards.** Provide information on technical standards used or applied either under existing regulations or on a voluntary basis.



- 2.2 **Codes of Practice.** Provide information on the use of Codes of Practice by national competent authorities, Industry and Trade Unions. Indicate if ILO Codes of Practice have been used as basis for the national codes.
- 2.3 **Guidelines.** List the existing documents guidelines.
- 2.4 **OSH Management systems (OSHMS).** Provide information on the implementation of OSHMS at the enterprise level and any national regulatory or promotional action to apply these systems, including incentives.

Indicate if the ILO Guidelines on OSHMS are or have been used as basis for action in this area.

Indicate if any OSHMS certification schemes have been established, and if so, describe in some details the mechanism and relation if any to regulatory systems.

3. National policy and standard-setting mechanisms

- 3.1 **Competent authority.** Indicate the authority(ies) or body(ies), responsible for OSH, designated in accordance with national laws and practice.
- 3.2 **National OSH Policy.** Indicate the existence of any explicit national policy related to OSH. Short summary of the main contents.
- 3.3 **National OSH Committees.** Describe any existing national OSH Councils, Commissions, Boards, Committees or other tripartite advisory bodies addressing occupational safety and health issues with the responsibility of reviewing periodically national legislation, policies and actions in the area of OSH.
- 3.4 **Mechanisms.** Indicate what the process for drafting, setting and review the OSH legislation, policies, and any other relevant action for the national OSH governance.



4. Coordination and collaboration mechanisms

This section should provide information on all existing mechanisms established to ensure coordination, cooperation and collaboration among all the social partners with responsibilities in the implementation and management of OSH systems at the national and enterprise levels such as inter-agency/ministry National Boards or Committees, Mechanisms for Employers' and Workers' organizations collaboration and participation.

4.1 At the national level

For each mechanism include information on scope, membership and powers (advisory, etc.) lines of communication (to which minister or ministry). Special attention should be given to the level of participation of employer and worker organizations in these mechanisms.

Describe any existing structures related to provincial or other territorial jurisdictions.

Describe any existing structure at the sectoral level.

4.2 At the enterprise level

Indicate any mechanism to promote cooperation between management, workers and their representatives at the level of undertaking with particular reference to the establishment and function of joint safety or safety and health committees.

Indicate whether these mechanisms are regulated or only part of the collective bargaining process.

Provide data on the implementation in the country enterprises of these mechanisms.



5. OSH System organization: means and tools

This section should present an inventory of infrastructures, human and economic resources (number of staff, budget levels, etc.), and other available elements of the national OSH System in a concise manner. In the case of institutional infrastructures, provide where possible the name, address and affiliation (linkage to specific ministry, or organization) of each institution and body and general scope of activity. Only institutions with major OSH related powers and activities should be listed.

5.1 Mechanisms for ensuring compliance

Describe all types of mechanisms and public control systems for ensuring compliance with the OSH regulations.

List and describe any inspectorate or inspection system having a significant role in the application of national OSH laws and regulations. For each inspection system, include the following information elements if available:

- Structure and geographic distribution if applicable.
- Scope of sectoral coverage (health, chemicals, transport, construction, mines, technical equipment, etc.).
- Scope of enforcement powers and their relation to an existing law or regulation if any.
- Related ministry or responsible body or administration;
- Total number of enterprises and undertakings covered by each inspection system.
- Level of human resources (number of inspectors) and distribution of specialization (general conditions of work, OSH, training, investigation or auditing, etc.).
- Sanctions system for breaches of the OSH laws and regulations.

Any other pertinent information, if available, to characterize the inspection performance such as number of inspections carried out per year by types (regular, follow up, accident and complaints investigation, etc.), number of prosecutions, provision of training and advisory services, etc.

List any other body of surveillance and control of OSH issues (apart from OSH or labour inspectorates), including the sphere of activity under control (healthcare, chemical substances, transport, construction, mining, technical equipment, etc.).



5.2 Financial and budgetary resources with regard to occupational safety and health

5.3 OSH information

Include any national information centre devoted to the production and/or dissemination of OSH information such as newsletters, data sheets, brochures, pamphlets, databases, etc.

Provide data on level of technical capacities such as capacity to disseminate information via the Internet, publication levels, etc.

Indicate any linkage to ILO International OSH Information Centre (CIS) or other international networks if any.

5.4 Occupational Health and Advisory Services

Describe the regulatory provisions (if any) regarding the enterprise requirements in terms of occupational health services.

Describe any national system, agency or body having regulatory responsibility for, or involved in environment/exposure monitoring, the medical examination and surveillance of worker health, and advisory services to enterprises.

Indicate any existing integration of such services with national primary health care systems.

Brief description and number of organizations providing OSH advisory services to the enterprises; type of services provided and beneficiaries;

5.5 OSH education and training

5.5.1 Describe the regulatory provisions (if any) regarding the requirements of OSH training for the following categories: workers, employers, OSH specialists, occupational doctors, safety officers, workers' representatives on OSH, others;

5.5.2 High education of OSH specialists. Describe official graduate or postgraduate programmes of Universities and Colleges in the sphere of OSH (availability; type such a degree in public health, OSH or occupational medicine; diplomas of OSH technical specialists; annual number of graduates in each category).

5.5.3 Institutions conducting legally required training for OSH specialists such as Safety Officers, Safety Committee Members, or for the delivery of certification in specific skills such as scaffold building, operating special equipment such as cranes or earth moving equipment, etc. (number of courses and persons trained per year, etc.).



Provide, if available, a list of the skills requiring certification training and information on the institutions providing this type of training

5.5.4 Training arranged by associations of employers and trade unions. Brief description and number of institutions providing such training; type of training provided and beneficiaries; number of training courses and persons trained per year.

5.5.5 Describe any other relevant public or private training and educational resource or mechanism available in the country, particularly:

- The eventual inclusion of OSH contents in the general education system.
- The activities of National Safety Councils and other associations.
- Any programmes of supplementary professional education offered by educational institutions.

5.6 OSH Research, Institutes and OSH Laboratories

Provide information on on-going or planned research activities in occupational safety and health

Provide data on leading governmental or non-governmental institutes specialized in safety and health issues (chemical safety, toxicology, epidemiology, product safety, etc.).

Provide data on laboratories responsible for analysis or evaluation of working conditions that require measurements of impacts of various production hazards on workers (analyses of air samples, of biological samples, vision examination, etc.).

Make also references to the centres (or other institutions) for the control of poisonous substances, and the centres contact with occupational health, if any,

Provide information on level of technical capabilities, human resources and financial resources of the institutions, if possible.

5.7 Occupational accidents and diseases compensation system

Describe any existing compensation or occupational accident insurance schemes including extent of coverage and the agencies or bodies responsible for the administration of such schemes.

Describe the amounts and types of disablement benefits and types of insurance payments related to occupational accidents and diseases.



Describe the involvement of the compensation body(ies) in the collection and treatment of statistics of occupational accidents and diseases; in the provision of financial support for the implementation of prevention programmes, or any other type of collaboration in the prevention of occupational accidents and diseases.

5.8 **Other specialized technical, medical and scientific institutions with linkages to various aspects of OSH**

5.8.1 Standardizing Agencies

5.8.2 Emergency preparedness, warning and response services (civil defense, fire brigades, chemical spill responders training to deal with major emergencies, etc.)

5.8.3 Non-Governmental bodies involved in OSH related activities such as Professional associations with activities directly linked to aspects of OSH (OSH specialists, occupational physicians, chemists, safety engineers, etc.)

5.9 **Overall national level of human resources active in the area of OSH**

If these data have been included partially in the sections above, summarize them in tabular form under this section.

5.9.1 Number of occupational health physicians.

5.9.2 Number of occupational health nurses.

5.9.3 Number of occupational hygiene specialists,

5.9.4 Number of safety engineers.

5.9.5 Number of OSH technicians (safety officers).

5.9.6 Number of inspectors.

5.9.7 Number of workers' representatives on OSH

5.9.8 Number of environmental protection specialists.

Add the number of any other category of human resources with a relevant role in the country.



6. Statistics of occupational accidents and diseases

- 6.1 Describe the mechanism for the collection and analysis of data on occupational injuries and diseases and their causes, indicating if it takes into account the relevant ILO instruments.
- 6.2 Registered number of occupational fatalities per year for the last five years with, if possible, breakdown by males and females, sector of economic activity, etc.
- 6.3 Registered number of occupational injuries per year for the last five years with, if possible, breakdown by males and females, sector of economic activity, etc. Indicate the
- 6.4 Registered number of occupational diseases per year for the last five years with, if possible, breakdown by males and females, sector of economic activity, etc.
- 6.5 Estimated under-reporting as % range where possible (provide summary description of calculations or other reasoning used to arrive at the proposed figure).
- 6.6 Estimated number of occupational injuries, occupational injuries and occupational diseases last year (provide summary description of calculations or other reasoning used to arrive at the proposed figure).

7. Policies and Programmes of Employers' and Workers' Organizations

7.1 Employers' Organizations

- 7.1.1 OSH Policy. Describe the main objective and principles.
- 7.1.2 Internal structure for policy implementation (OSH Unit, OSH Committee).
- 7.1.3 Strategy in OSH. Describe the guidelines on OSH for the participation in the national tripartite dialogue, at the enterprise level, the OSH elements for the collective bargaining, etc.).
- 7.1.4 Programmes: Describe the OSH programmes of training, information, support, etc. for its members.



7.2 Workers' Organizations

- 7.2.1 OSH Policy. Describe the main objective and principles.
- 7.2.2 Internal structure for policy implementation (OSH Unit, OSH Committee)
- 7.2.3 Strategy in OSH. Describe the guidelines on OSH for the participation in the national tripartite dialogue, at the enterprise level, the OSH elements for the collective bargaining, etc.)
- 7.2.4 Programmes: Describe the OSH programmes of training, information, , support, etc. for its members

8. Regular or ongoing activities related to OSH

This section should present the regular or ongoing activities and initiatives undertaken by governmental or non-governmental organizations, social partners or international agencies related with the OSH -and no reported in the previous sections-.

8.1 Supporting microenterprises, small and medium-size enterprises and in the informal economy

Describe any supporting programme, mechanism, initiative or arrangement for the progressive improvement of the OSH conditions in microenterprises, small and medium -size enterprises and in the informal economy.

8.2 Educational, awareness-raising or promotional activities

Describe any relevant educational, awareness-raising or promotional activities addressed to improve the OSH.

- 8.2.1 National initiatives such as awareness raising campaigns (safety day or safety week), media campaigns, etc. (indicate only if such actions are held and their periodicity); OSH inspection campaigns; etc.
- 8.2.2 Industry initiatives. Describe various corporative programmes and events related to OSH such as responsible care programmes or certification schemes, etc.



8.2.3 Trade Union OSH activities and initiatives. Describe various trade unions' programmes and events related to OSH.

8.2.4 Describe the programmes of non-government organizations related to OSH, if any.

8.3 International capacity building

Describe the technical cooperation activities directly related to OSH such as environment, chemical safety management, public health, introduction of cleaner/safer technologies (indicate the international agency involved, etc. and general area of activity).

9. General data

9.1 Demographic data

9.1.1 Total population

9.1.2 Total economically active population (employed persons in each sector)

9.1.2.1 Men workers (in millions or % of number in 9.1.2)

9.1.2.4 Young men workers (14 to 18 year old)

9.1.2.5 Women workers (in millions or % of number in 9.1.2)

9.1.2.6 9.1.2. Young women workers (14 to 18 year old)

9.1.3 Estimated percentage of economically active population considered to be active in the informal economy and therefore not or marginally covered by any social protection measures or schemes (social security, accident insurance, workmen's compensation, etc.)

9.2 Types of sectors of economic activity and % of workforce employed (provide if possible a % estimate of men, women and young workers employed in each sector).

9.3 Literacy levels

9.3.1 Whole population (% of population with at least elementary school level of ability to read and write national language).



- 9.3.2 Labour force (% of the labour force with at least elementary school level of ability to read and write national language).

9.4 Economic data

- 9.4.1 Gross Domestic Product (GDP)
- 9.4.2 Annual Per Capita Income
- 9.4.3 Economic weight of each sector in relation to overall GDP
- 9.4.4 Estimated overall level of resources (in USD or as % of GDP) devoted to OSH preventive and protective measures and enforcement of legislation¹⁹.

10. Other relevant information

The expert should include any other information relevant for understanding the problem of OSH at the national level such as any relevant national report produced by national institutions responsible for the implementation of various aspects of OSH.

As possible, in the electronic version of the profile an expert may present Copies of the texts of the main OSH laws and regulations should also be provided if possible.

11. Elements for input in the situation analysis

In this section, the expert should provide a preliminary analysis of the collected data and summarize key points and elements which may be useful in undertaking a situation analysis to identify priorities for action to be considered under the National OSH Programme. This would include mainly strong points, weaknesses and gaps related to systems, methodology, infrastructures, skills, capacities, economic and other aspects affecting the adequate development of OSH in the country.

¹⁹ Note: Even crude estimates based on the totaling of approximate or average incomes of human resources and budgets of institutions and bodies are welcome. Please specify in any case the basis used for the estimate if one is given.

