



## **The European Union's IPA Programme for Croatia 2007**

### **Twinning Project Health and Safety at Work**

# **TWINNING NEWS**

**January – March 2011**

**Zagreb, 4<sup>th</sup> April 2011**

**Dear Reader,**

**This is the first edition of our quarterly twinning news through which we would like to inform you on how the project is progressing and what new we have in our “Twinning kitchen”.**

**We hope the twinning news will give you some insight into the project implementation and we would be glad if you could pose questions and provide feedback on the topics.**

**The winter is over and during the last three months four of altogether five components were opened! These days, we all are enjoying the real spring that came to Croatia, soon Easter is knocking on the door and having much more energy than in the past, we are looking very positively to the upcoming twinning activities.**

**We are so thankful to all colleagues from MELE, SI, CIHPSW and CIHI for openness and constructive discussions, suggestions and willingness to find consensus and work together towards common objectives!!!**

**And, we are waiting for your contributions and ideas! Let people know about what are you doing in OHS!**

#### **The Twinning Team**

**Contact to the Twinning Office:**

**Ms Luba Pavlovova, Resident Twinning Adviser (RTA), tel.: 091 5521107  
Email: [Lpavlovova@yahoo.com](mailto:Lpavlovova@yahoo.com)**

**Ms Marcela Skobalj, Assitant to the RTA, tel.: 01/6109 879 email: [Marcela.Skobalj@mingorp.hr](mailto:Marcela.Skobalj@mingorp.hr) – for your contributions to the Twinning news**

**Mr Zdravko Muratti, Head of Department, Project Leader, Ministry of Economy, Labour and Entrepreneurship, Zagreb, tel.: + 385 1 6109 230  
Email: [zdravko.muratti@mingorp.hr](mailto:zdravko.muratti@mingorp.hr)**

**Ms Ivana Radovanić, Senior Expert Advisor, RTA counterpart (technical preparation), Ministry of Economy, Labour and Entrepreneurship, Zagreb, tel.: + 385 1 6106 039,  
Email: [ivana.radovanic@mingorp.hr](mailto:ivana.radovanic@mingorp.hr)**

**Mr Ivica Orač-Šukelj, Senior Expert Advisor, RTA counterpart (legislative preparation), Ministry of Economy, Labour and Entrepreneurship, Zagreb, tel.: + 385 1 6109 239  
Email: [ivica.orac-sukelj@mingorp.hr](mailto:ivica.orac-sukelj@mingorp.hr)**



## TRANSITION FROM WINTER TO SPRING IN THE TWINNING PROJECT



The start,...

and, now,... the first results are on the twinning table!

### Project Opening Conference (Kick off) held on 10<sup>th</sup> January 2011

On January 25<sup>th</sup> 2011 a formal opening ceremony marked the official start of IPA 2007 twinning project «Health and Safety at Work». The objective of this project worth € 1.254.000 is to increase the effectiveness of the occupational health and safety system (OHS) in Croatia in line with the EU standards, as well as to strengthen the administrative capacities of all relevant institutions involved in the area of health protection and safety at work: State Inspectorate of Republic of Croatia, Croatian Institute for Health Protection and Safety at Work, Croatian Institute for Health Insurance and Ministry of Economy, Labor and Entrepreneurship – Safety at Work Department in line with the benchmark for Chapter 19 – Social Policy and Employment of the negotiations, in process of Croatia's accession to the EU.

This twinning project is seen by the beneficiaries as a catalyst in setting in motion the country's OHS system while bringing together experts and specialists from Austria, Slovakia and Croatia in order to comply with the EU requirements in the occupational health and safety field.

More than 60 participants from all beneficiaries' institutions, Delegation of the EU in Croatia and high-level diplomatic representatives attended the conference. The working meeting that followed to the opening conference created wide space for discussions between professionals in the OHS area. The twinning partners agreed on the planning envisaged for the first two quarters. The kickoff event was good occasion for twinning partners to improve cooperation with Croatian experts and get to know better each other.





### Component 2, Activity 2.3

The Twinning “Project Health and Safety at Work” started with the implementation of planned activities. The first activity started on 21<sup>st</sup> February 2011 in line with the agreed timetable. It is aiming at providing assistance and improving the knowledge in preparation of draft of regulations harmonised with relevant EU Directives and issues related to the implementation and enforcement of the acquis on OSH.

The focus of this activity is to build up and strengthen the capacity of MELE’s staff and other relevant stakeholders in preparing draft regulations which meet the quality requirements, EU standards and are in compliance with the OSH acquis.

As a practical example is taken the Ordinance on OSH for workplaces, ancillary facilities and work areas (N.N. 6/84) which is not fully in compliance with the Dir. 89/654/EEC. The draft of new harmonised regulation will be elaborated.

The representatives of MELE, CIHPSW, SI, MEPPPC and social partners are using the days of activity for intensive joint work under the advice and guidance of Slovak experts from the Ministry of Labour, Social Affairs and Family, State Inspectorate and Regional Development Agency Senec – Pezinok on the elaboration of new Ordinance which has to fully transpose the mentioned Directive. The working group has already elaborated the first 22 articles of the new regulation.

The final version of the new draft regulation (Ordinance) on Workplaces will be ready in November 2011 and will be submitted for final approval.



Intensive consultations on the new draft Ordinance, Photo: RTA



Explanation by the Project Leader Zdravko Muratti, Photo: RTA



Experts' team work, Photo: RTA



**Working together towards common objectives**





Training at DEU premises – Johann Chocholous and Norbert Winker giving concrete examples, Photo: RTA



Reinhard Koerbler presenting the approach of the whole training, Photo: RTA

### ***Do you have any questions related to EODS and ESAW?***

If yes, please send your question to the RTA Twinning office:  
Mrs Marcela Skobalj, RTA Assistant,  
Email: [mskobalj@mingorp.hr](mailto:mskobalj@mingorp.hr)



### **Component 1, Activity 1.1.1.**

#### **Conducting analysis and introducing of the EU statistics methodology according to EODS and ESAW**

On 10<sup>th</sup> and 11<sup>th</sup> March 2011 the implementation of the component 1 started by organization of a tailored training for the representatives of the two Croatian Institutes dealing with OHS: Croatian Institute for Health Protection and Safety at Work (CIHPSW) and Croatian Institute for health Insurance (CIHI). The training was aiming at capacity building on conducting analysis and introducing of the EU statistics methodology according to EODS (European Occupational Diseases Statistics) and ESAW (European Statistics for Accidents at Work).

This two-day intensive seminar has created wide forum for discussions focused on the current state of play in Croatia in relation to EODS and ESAW, practices in the EU Member States specifically in Austria and Slovakia, as well as examples of good practice or problematic issues.

In total 45 specialists attended this first part of the training which is planned to continue in the last week of April.





## Component 2, Activity 2.4.

### Providing assistance in developing and preparing Guideline (Manual) for implementation of monitoring, surveillance, statistics and analyses related to the EU Directives

On 16<sup>th</sup> March the project implementation continued with activity 2.4. This activity aims to increase, improve and strengthening the MELE's staff capacity towards implementation of monitoring, surveillance, statistics and analysis as regards practical implementation of existing regulations while taking into consideration the experience of the two MS - different ways, techniques and traditions and EU good practices. The Twinning partners had several meeting organized prior to the implementation of this activity. They carefully discussed the activity content, problematic issues and the most appropriate approaches to be used for increasing the learning impact.

The planned Manuals (General and Specific) will be envisaged for the employers to ensure "self-audit" on OHS in their companies. The fundamental obligations of employers according the OSH legislation will be the main part of the general Manual.

The check-lists focused on the obligations resulting from the OSH Act and other legislation issued under the OSH Act will be an integral part of the Manual. Its content will through the specific chapters provide the employer/auditor assurance that his company's OSH standard is in compliance with existing laws and regulations and will ensure that the system is put in place in order to reduce the company's loss and risk exposure to an acceptable level.

The created working group consists of 12 members representing not only the MELE but also the other Croatian beneficiaries including social partners.

The first mission of this activity was carried out in a very live environment involving participants with a very constructive discussions, managed by the MS experts and has resulted in the clear adoption of



Croatian Project Leader Mr. Zdravko Muratti, Photos: RTA



### Component 1, Activity 1.1.4.

#### **Analysing and defining professional items crucial in the field of OHS: Medical examinations, Manual handling of loads, Risk assessment and Fire fighters**

##### **(Starting with Risk Assessment)**

The purpose of this activity is to increase the quality of work of professionals of both Institutes (CIHPSW and CIHI) and consequently the quality of OSH services in the field.

The implementation of this activity started on 21<sup>st</sup> march 2011 with the topic of Risk Assessment. The CIHPSW provided venue and the necessary infrastructure.

The risk assessment is an important tool for prevention and for OSH management. At the same time it is a legal obligation of employers. Nevertheless, there are problems in right performance of risk assessment and its effective implementation into practice.

The activity (risk assessment) contains three parts:

1. Analysis and defining professional items crucial in risk assessment performance and implementation, focused on identification of the actual situation in HR legislation and existing practices in comparison with EU good practice.
2. Based on the findings and outputs of the analysis the recommendations will be proposed as solutions, which can contribute for improvement of OSH at the company level, at the institutional enforcement, as well as at the national framework.
3. The Guideline on risk assessment will be elaborated – as supporting material, which can help to fulfil legal requirements to assess risks. It is recommended for use by OSH specialists, employers, workers representatives and other persons dealing with risk assessment
4. To ensure the implementation of the guidelines in a correct way and in practical terms, training of beneficiaries` professionals will be held in order to build up the capacity of the Institutes to provide further training of end-users.

Representatives from CIHPSW, CIHI, SI, MELE and social partners (trade unions) were involved. The twinning team very much appreciates the constructive discussions held in the course of the week, open working atmosphere and final conclusions which are to be used as inputs for the second part of the activity.



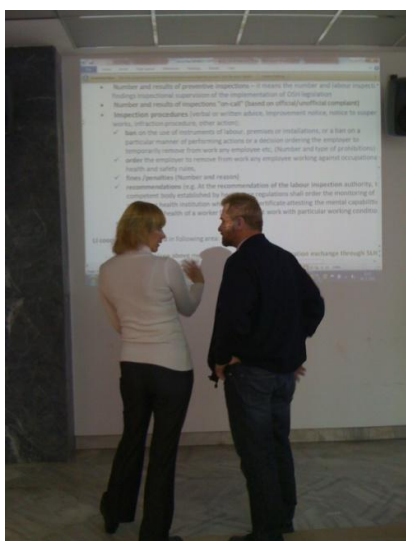




State of play discussion – all “twins” together!



Component leader Peter Zugmann in action



Daniela and Miro – what is the role of the SI?

## Component 4, Activity 4.1.

### Developing the concept of the IT network and concept of the statistical software with establishing and/or upgrading databases

The next component that started with its realization is dealing with the **Concept development of the IT network and supporting software for all beneficiary institutions**. Indeed, there are many expectations regarding design and building an **efficient and effective IT system** which brings together the four main project beneficiaries operational in the OHS area in the country.

The first consultations and workshops were held on 28<sup>th</sup> March - 1<sup>st</sup> April in the MELE premises with wide participation of all four OHS institutions and social partners. In five days a thorough and complex insight into the beneficiaries IT systems and practices was done including:

- ✓ List of mandatory/existing reports/outputs from the future system
- ✓ List of reports which would be useful to obtain from the future system
- ✓ List and definitions of roles and responsibilities (with relation to legislation)
- ✓ Definition and discussion on data related tasks performed by the related institutions
- ✓ Role and responsibilities of the State Inspectorate
- ✓ Document Accidents at Work process (ESAW) for all the participating institutions
- ✓ Document Occupational Disease process (EODS) for all the participating institutions
- ✓ Updating lists of mandatory/existing reports, roles & responsibilities, with the inputs of representatives from SI with fine tuning of outcomes with additional inputs based on the facts findings
- ✓ Defining and creating the process model for AW
- ✓ Defining and creating the process model for OD
- ✓ Updated data flow AW/OD model based on the practical experience of CIHPSW representative
- ✓ List of all documents in the AW data flow and list of all documents in the OD data flow
- ✓ Definition of IT systems of the individual institutions and data which are kept within the information systems.
- ✓ Preparation of presentation for decision makers with recommendations what has to be answered

All members of the working group agreed on the issues to be part of the second expert mission and on the tasks to be done by the twinning parties in between. All involved colleagues are confident with the first discussions and its outcome, the way of working and trustful environment. The next meetings will be held in the first week of May 2011.



## **YOUR SATISFACTION AND FEEDBACK – KEY TO SUCCESSFUL RESULTS!**



*Dear colleagues, as you already know, every activity/mission is evaluated by all of you who were involved in!*

*This feedback gives us indication whether we are on the right way and whether we are working in harmony with the real needs of beneficiaries. Or, if necessary, to change the approach, procedures, process?...*

*Below you can find some indication on the evaluation of the content of single activities as described above. We would appreciate all your suggestions and remarks for improvements!*

*Luba, RTA*

### **YOUR FEEDBACK/EVALUATION**

**The following figures present the participants answer to the question:**

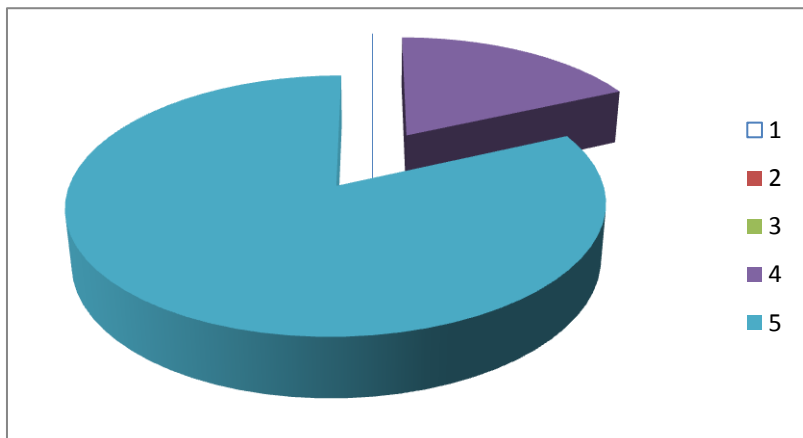
***Ocjena "sadržaja seminara"/ Evaluation of the activity content?***

**Evaluation scale: 5 = very good/ jako dobro; 1 = bad/ loše**





### Component 2, Activity 2.3 (1mission)



#### *Your remarks and suggestions:*

Everything is super, nothing is to be changed.

Everything was great

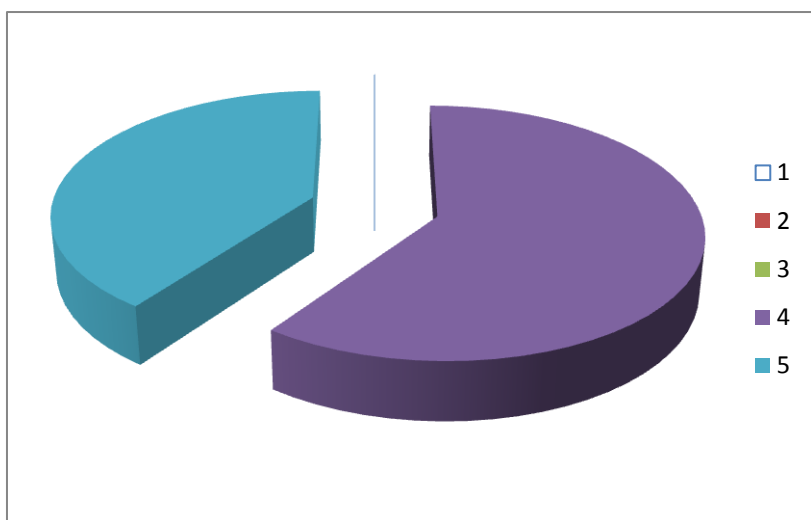
More practical examples and less discussion on the current law

More frequently to organise such type of seminars

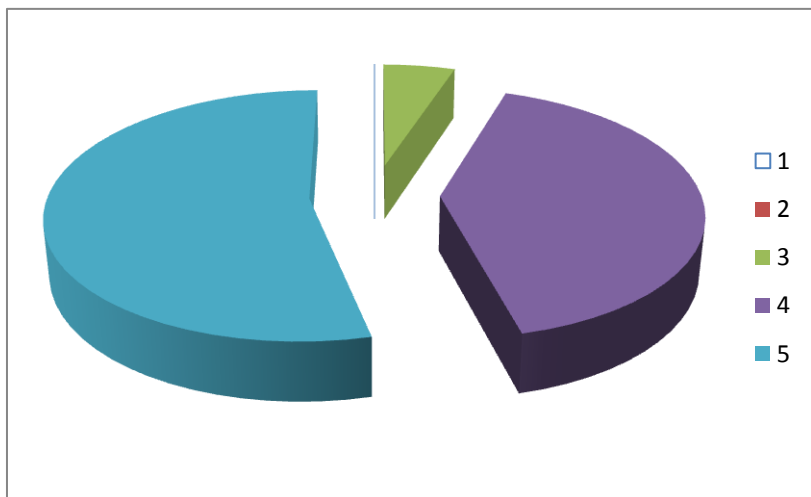
Without comments – everything was super  
More practical examples

To provide us with email contact for putting forward questions to experts

### Component 2, Activity 2.4 (1mission)



### Component 1, Activity 1.1.1. (1mission)

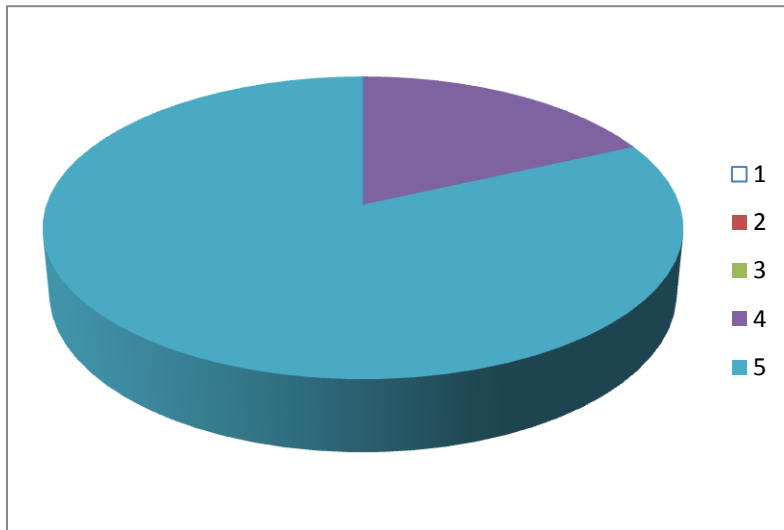


Would be more efficient if experts could know in advance about the Croatian situation in





#### Component 1, Activity 1.1.4. (1mission – risk assessment)

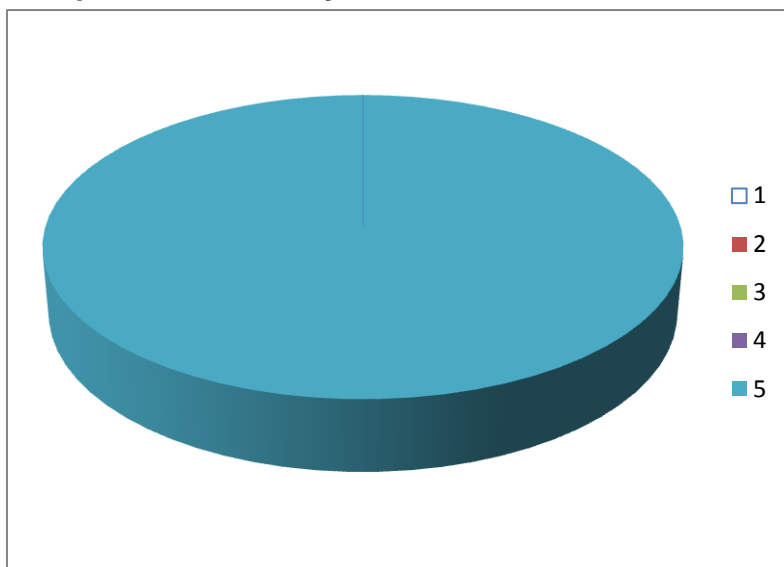


**Your  
suggestions and  
remarks:**

**Everything was  
great**



#### Component 4, Activity 4.1.



**We thank all of you for the first positive experience working together, for all your remarks, suggestions, your openness, active involvement, constructive discussions and commitment!!!**

**These days component 3 is starting with the implementation of its first activity and we are confident with our cooperation in the upcoming months.**

**Should you have any questions and/or remarks/proposals for improvements please feel free in contacting the twinning office on the emails already mentioned in this Twinning news (page 1)**



## DO YOU KNOW WHAT ARE WE PLANNING IN APRIL – JUNE 2011?

**4.-8. April: Implementation of activity 3.1.3** - Providing education in relation to the minimum safety and health requirements for the use of work equipment by workers at work

**26.-29. April: Implementation of activity 1.1.1.** - Conducting analysis and introducing of the EU statistics methodology according to EODS and ESAW – second mission - focus on EODS!

**2.-6. May: Implementation of activity 4.1** - Developing the concept of the IT network and concept of the statistical software with establishing and/or upgrading databases; second mission. Meeting with eCroatia and the Agency for support of development of IT systems will be held on Monday, 2<sup>nd</sup> may at 14,00 at MELE, Mala Dvorana.

**2<sup>nd</sup> May: First Steering Committee meeting**

**9.-13. May: Implementation of activity 2.3** – Providing assistance and improving the knowledge in preparation of draft of regulations harmonized with relevant EU Directives and issues related to the implementation and enforcement of the acquis on OHS – second mission!

**16.-20. May: Implementation of activity 1.2.1** - Preparing the guidelines for management of risks related to seating at work

**30.-31. May & 1.-3. June: Implementation of activity 2.4** – Providing assistance in developing and preparing Guideline (Manual) for implementation of monitoring, surveillance, statistics and analyses related to the EU directives – second mission

**6.-10. June: Implementation of activity 4.1.** - Developing the concept of the IT network and concept of the statistical software with establishing and/or upgrading databases; third mission, **and**


**Implementation of activity 1.2.1** - Preparing the guidelines for management of risks related to seating at work and guidelines for surveillance of mutagens and carcinogens (mission on mutagens and carcinogens)

**13.-17. June: First Study Visit, Component 1** – learning on-situ in Austria and Slovakia

**27.-30. June & 1<sup>st</sup> July: Implementation of activity 3.1.2.** - Providing education in relation to exposition of workers to physically damaging effects (electromagnetic field) – with emphases on power production, transmission and distribution of power and telecommunications)

**IF YOU ARE INTERESTED – CALL US ON TEL.: 01/6109 879**





This Twinning project is financed by the European Union with a total sum of 1.254.000 Euro aiming to increase the effectiveness of the occupational health and safety system (OHS) in Croatia to comply with the EU standards and to strengthen the administrative capacities of all relevant institutions related to health protection and safety at work, in line with the benchmark for Chapter 19 – Social Policy and Employment of the negotiations, in the process of Croatia's accession to the EU.