



International
Labour
Office

OUTLINE

FOR COMPILING
NATIONAL PROFILE
OF OCCUPATIONAL
SAFETY AND HEALTH



International
Labour
Organization

OUTLINE
FOR COMPILING NATIONAL PROFILE
OF OCCUPATIONAL SAFETY
AND HEALTH

ILO MOSCOW SUBREGIONAL OFFICE

Copyright © International Labour Organization 2008
First published 2008

Publications of the International Labour Office enjoy copyright under Protocol 2 of the Universal Copyright Convention. Nevertheless, short excerpts from them may be reproduced without authorization, on condition that the source is indicated. For rights of reproduction or translation, application should be made to ILO Publications (Rights and Permissions), International Labour Office, CH-1211 Geneva 22, Switzerland, or by email: pubdroit@ilo.org. The International Labour Office welcomes such applications.

Libraries, institutions and other users registered with reproduction rights organizations may make copies in accordance with the licences issued to them for this purpose. Visit www.ifrro.org to find the reproduction rights organization in your country.

Outline for compiling National Profile of Occupational Safety and Health. – ILO, 2008. – 44 p.
/ Translation from Russian.;

ISBN 978-92-2-121305-5 (print);
ISBN 978-92-2-121306-2 (web.pdf)

International Labour Office; ILO Subregional Office for Eastern Europe and Central Asia
guide / occupational safety / occupational health / safety management
13.04.2
ILO Cataloguing in Publications data

Also available in Russian: ***Методическое руководство по составлению национального обзора по охране труда.*** – МОТ, 2008.

ISBN 978-92-2-421305-2 (print);
ISBN 978-92-2-421306-9 (pdf)

Outline for compiling National Profile of Occupational Safety and Health has been prepared and published in ILO-Korea technical cooperation Project "Improving Occupational Safety and Health (OSH) systems in Central Asia".

The designations employed in ILO publications, which are in conformity with United Nations practice, and the presentation of material therein do not imply the expression of any opinion whatsoever on the part of the International Labour Office concerning the legal status of any country, area or territory or of its authorities, or concerning the delimitation of its frontiers.

The responsibility for opinions expressed in signed articles, studies and other contributions rests solely with their authors, and publication does not constitute an endorsement by the International Labour Office of the opinions expressed in them.

Reference to names of firms and commercial products and processes does not imply their endorsement by the International Labour Office, and any failure to mention a particular firm, commercial product or process is not a sign of disapproval.

ILO publications can be obtained through major booksellers or ILO local offices in many countries, or direct from ILO Publications, International Labour Office, CH-1211 Geneva 22, Switzerland. Catalogues or lists of new publications are available free of charge from the above address, or by email: pubvente@ilo.org

Visit our website: www.ilo.org/publns

Printed in Russia.

TABLE OF CONTENTS

INTRODUCTION:

GOALS AND OBJECTIVES OF NATIONAL PROFILE	6
---	----------

ARRANGEMENTS FOR NATIONAL PROFILE 8

General requirements for national profile preparation	8
General requirements to the structure and contents of the national profile	8
Design of the national profile.....	9

CONTENTS OF NATIONAL PROFILE KEY STRUCTURAL

ELEMENTS 11

Preface to the national profile.....	11
Introduction to the national profile	11
1. LEGAL BASIS OF OSH SYSTEM.....	11
1.1. Constitution of (country name) on working conditions and occupational safety and health.....	11
1.2. Main laws on OSH.	11
1.3. Key by-laws related to OSH.	12
1.4. Ratified ILO Conventions and international treaties related to OSH	12
1.5. Other laws and bylaws related to OSH.....	12
2. REFERENCE DOCUMENTATION: STANDARDS, NORMS AND RULES	13
2.1. Technical standards, norms and rules	13
2.2. Standard documents on OSH management systems.....	13
2.3. Information materials based on ILO Technical Standards and Codes of Practice.....	13
3. NATIONAL POLICIES MECHANISMS IN THE SPHERE OF OSH.....	14
3.1. Key trends of public policy in the sphere OSH.....	14
3.2. Regulatory and standards-setting	14

3.2. Mechanisms of regulating law enforcement practices – Labour inspections and other means of public surveillance and control	14
3.3. Generating national OSH programmes.....	14
3.4. Economic models of regulating employers’ activities	14
3.5. Social and psychological methods of management	15
4. SOCIAL PARTNERSHIP MECHANISMS AND COORDINATION OF ACTIVITIES	15
4.1. National level	15
4.2. Regional/territorial level.....	15
4.3. Corporate level/employer level.....	16
4.4. Public control.....	16
5. ORGANIZATION OF OSH SYSTEM: MEANS AND BODIES.....	16
5.1. Competent government authorities charged with OSH issues.....	16
5.1.5. Regional bodies of management, supervision, control and insurance	18
5.2. National research and development institutions (institutes, centres, laboratories) functioning in the sphere of OSH.....	18
5.3. Professional education, training, retraining and raising of qualification in the sphere of OSH and industrial safety. Information and Educational Work.....	19
5.4. Specialized scientific, technical and medical institutions related to various aspects of OSH.....	21
5.5. Workers responsible for OSH	21
6. OCCUPATIONAL ACCIDENTS AND DISEASE RATE: STATUS AND DYNAMICS	22
6.1. Fundamentals of qualifying cases of injuries and disease as those of occupational injuries and occupational diseases	22
6.2. Key indicators of occupational injuries and occupational diseases.....	23
6.3. Basic forms of recording occupational injuries and occupational disease rate.....	23
6.4. Basic forms of collecting statistics	23
6.5. Registered Occupational Fatalities	23
6.6. Number of registered occupational injuries	23
6.7. Number of registered occupational diseases	24
6.8. Number of persons employed in jobs with unfavourable working conditions	24
6.9 Assessing the scale of incomplete reporting	24

7. REGULAR ACTIVITIES AND CONTINUOUS WORK IN THE AREA OF OSH :	
SOME EXAMPLES.....	24
7.1. Regular activities at the national level.....	24
7.2. International cooperation	25
8. SWOP ANALYSIS OF THE NATIONAL OSH SYSTEM	26
9. GENERAL CONCLUSIONS BASED ON NATIONAL PROFILE DATA	26

APPENDICES.....27

10. LEGAL FRAMEWORK AND INFORMATION RESOURCES	27
10.1. List of main laws and by-laws on occupational safety and health.....	27
10.2. List of Agreements between employer and employee associations (trade unions)	30
10.3. List of main web sites relevant to occupational safety and health, and other information resources.....	31
10.4. List of main magazines on occupational safety and health	32
10.5. List of main monographs, textbooks and training aids on OSH and associated safety issued published in the country.....	33
11. DESCRIPTION OF METHODOLOGIES OF EVALUATING VARIOUS STATISTICAL INDICATORS USED IN THE PROFILE.....	37
12. GENERAL INFORMATION ABOUT THE COUNTRY OF NATIONAL PROFILE.....	39
A General information about administrative arrangement and governance in (<i>full official name of the country preparing the profile</i>)	39
B General information about economy and labour resources	40
13. OTHER RELEVANT INFORMATION	44

INTRODUCTION:

GOALS AND OBJECTIVES OF NATIONAL PROFILE

Presently, a prevailing idea is that in order to prevent occupational accidents, diseases and death of people at work, public authorities in any country must – in consultation with most reputable organizations of employers and trade unions – permanently improve their occupational safety and health (OSH) policy through the development of:

- ◆ a national ***policy (strategy)*** in the sphere of OSH,
- ◆ a national OSH ***management system***, and
- ◆ a national OSH ***programme***,
- ◆ which are focused on implementation of “***OSH culture***” on all work places; all these measures should be based on the countrywide analysis of historical situation in the sphere of working conditions and safety through the development of a National OSH ***Profile***.

As practically relevant, efficient implementation of OSH requirements, both at the country and employer level, may take place only with a holistic approach to this problem defined by ILO in its regulatory documents and practices, as well as with participation of social partners in regular activities, and with control of their efficiency, adjustment and improvement.

The ideas of a system approach to organization of OSH were implemented in ILO Convention No. 187 adopted in 2006 and Recommendation No. 197, as well as in some earlier documents, such as ILO-OSH 2001 *Guidelines on occupational safety and health management systems*.

In order to implement a system approach to organization of OSH in whatever 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 to reach their strategic goal (creation of a reliable national OSH management system) through the development and implementation of National OSH («Safe Work») and labour relations («Decent Work») profiles and programmes.

Preparing a National OSH Profile is the major first step towards the creation of a realistic and efficient National OSH Programme of occupational safety, as allowing a systematic review and evaluation of the entire range of instruments and resources available in a country to implement and improve its entire OSH system, adjusting it to proven international practices.

National OSH Profile shall:

- ◆ be prepared at the national level with inputs from responsible national and all other relevant bodies engaged in different aspects of OSH, workers' health, industrial safety, and, remarkably, with the involvement of reputable employer and employee organizations (trade unions),
- ◆ incorporate main descriptive and statistical data on any aspects relevant to OSH management at any level of government authority and local administration, as well as at a corporate (enterprise, personal, employer's) level, including appropriate legal, institutional frameworks and cultural traditions; legislative authorities; bodies of government surveillance and of public control; as well as statistical data on labour force distribution; human and financial resources of OSH; occupational safety initiatives at the enterprise level relevant to OSH standards, etc.
- ◆ provide all persons concerned with information on the current activities at the state level (e.g., information related to international treaties implementation, current and planned technical assistance projects, etc.),
- ◆ serve as the basis for launching a process whereby the country can identify gaps or shortfalls in the current economic, legal, social, administrative and technical measures related to OSH system,
- ◆ provide resources to improve coordination between social partners and other persons interested in efficient OSH system.

The very process of preparing a National OSH Profile may be a start for new cooperation, stronger connections, better understanding of potential problems and critical analysis of the current activities in the sphere of OSH, as well as be inceptive of various initiatives related to the improvement of working conditions in a given country.

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

ARRANGEMENTS FOR NATIONAL PROFILE

General requirements for national profile preparation

Any expert or a group of experts, including those from an authorized body or organization, can prepare the text of a National Profile. However the text acquires the status of the National Profile only when approved by all social partners, public authorities (the Government), trade unions and employers' associations.

General requirements to the structure and contents of the national profile

A National Profile is intended for a wide use not only by experts and any persons concerned in a given country, but also for other countries and international organizations. Therefore, it should be prepared in a format that is generally accepted within ILO, that it easy to understand and analyse, rather than in absolutely free and original form.

The generally accepted CONTENTS OF THE NATIONAL PROFILE is given below. Each element of the National Profile contains a verbal description of certain data and/or, as possible or required, detailed statistical information. However, for the purpose of a standard presentation of this information and a possibility of comparison with other countries profile data, the experts are advised to follow the generally accepted formats of information presentation.

The provisions suggested below are in no way comprehensive or exhaustive, and an expert engaged in the preparation of a National Profile may on his/her own add any information in any form of presentation if he/she believes that it will improve the contents of a National Profile. However, an expert should observe the generally accepted contents of a National Profile. If any addenda may inadvertently change the proposed structure of a National Profile, experts are advised to put such addenda

(even though they are embodied in a separate document) at the end of the Profile as a separate attachments, connected with a relevant paragraph.

If adequate information does not exist, on any issue for a National Profile, an expert engaged in preparing a National Profile, should indicate what obstacles or reasons do not allow him obtaining required (e.g., lack of public mechanisms of data collection; no law requiring such a data collection; lack of resources, etc.).

Any relevant references to data sources used during preparation of the National OSH Profile should be presented in a format facilitating easy access to the referenced documents.

In spite of the differences in OSH systems in different countries, and of the comprehensive nature of OSH as such, the historical specificity of different documents structures, including national OSH profiles presently adopted in international practices and ILO operations, the descriptions of practically identical data may be duplicated in different sections of the National Profile. 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 literal copying and repetition, especially if big in volume, may overload the National Profile with repetitions.

Design of the national profile

Design of the National Profile shall serve the purpose of simplicity and usability. It is desirable that the title page be presented in free format, however, so as to make the title descriptive of the fact that this is a National Profile, e.g., OSH in «*country name*»: National Profile.

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

OSH in «*country name*»: National Profile. – «*Place of publishing*». – 2007. – «*number of pages*».

The National Profile «Occupational Safety and Health” in «*country name*» is prepared in collaboration with the Subregional Office of the International Labour Organization (ILO) for Eastern Europe and Central Asia.

The National Profile «Occupational safety and Health in «*country name*» is prepared by a group of experts of «*list of organizations participating in drafting*».

The contents of the National profile «Occupational Safety and Health in «*country name* » is approved by social partners: «*names of partners*».

The national profile gives information on OSH legislation, mechanisms of forming state policy in the sphere of OSH, infrastructure, social partnership structures, operations of various partners in the sphere of OSH, labour resources, participants and parties concerned, OSH statistics and indicators, general demographic data, problems and issues, as well as requirements of further country development. These data also serve the basis of specification adjustment and further development of national policies and programmes in the sphere of OSH.

The National Profile structure to a maximum extent meets ILO recommendations. However, it includes certain supplementary information which facilitates better understanding of situation in the OSH system in «*country name*».

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

Keywords: national profile, occupational accidents' statistics, social partnership, OSH Management systems, occupational health services, occupational safety, social partners, occupational diseases statistics.

CONTENTS OF NATIONAL PROFILE

KEY STRUCTURAL ELEMENTS

Preface to the national profile

Optional element of the National profile. Written in free format. May be skipped.

Introduction to the national profile

This is an important profile section containing in free verbal form general data on the country and its administrative division and governance. These data are required to realize the place, role and methods of OSH management in the system of country governance as such. Specific statistics are given in Appendix 12, sections A and B.

1. LEGAL BASIS OF OSH SYSTEM

1.1. Constitution of (country name) on working conditions and occupational safety and health

Written in free format.

Describes provisions related to OSH contained in the Constitution of the country, if any. If none, so shall be stated plainly.

1.2. Main laws on OSH.

Written in free format.

Describes provisions related to OSH contained in the key laws of the country in this sphere if any. If none, that shall be stated plainly.

Describes laws such as the Labour Code, Law on Occupational Safety and Health, the Law on Social Insurance of Professional Risks, that are relevant to the key aspects of OSH, including payment of compensation to workers for occupational injuries and diseases, coming within the scope of a certain ministry (Ministry of Labour or other bodies in charge of OSH).

However, legal OSH requirements may be adopted in the form of a separate legal act, e.g., OSH Law on Occupational safety and Health as an integral part of a basic law like the Labour Code, etc.).

A similar situation is possible as regards the requirements to the payment of compensations for occupational injuries or diseases.

Besides, the issues of health care of active population and production safety may be included as separate paragraphs or articles in other laws and bylaws, which are not directly related to OSH.

1.3. Key by-laws related to OSH.

Described is a system of by-laws related to OSH and related branches of law, applicable in the country.

1.4. Ratified ILO Conventions and international treaties related to OSH

List of ratified ILO Conventions and international treaties related to OSH. For international treaties their contents are given as regards OSH.

1.5. Other laws and bylaws related to OSH

Described are laws and bylaws related to and/or regulating sanitary epidemiological and biological safety, industrial, transport, radiation, fire, physical, construction, etc. safeties.

2. REFERENCE DOCUMENTATION: STANDARDS, NORMS AND RULES

2.1. Technical standards, norms and rules

Information is given on technical standards used or applied either within the present rules or on voluntary basis. Information is given on the names of the documents, terms of standards, mandatory/voluntary character of application and adopting body.

2.2. Standard documents on OSH management systems

Information is given on standard documents on the use of OSH at the enterprise level, as well as on any national regulating or promoting activities related to the use of these systems including economic incentives.

As possible, indication should be given whether the ILO-OSH 2001 Guidelines is used as the basis of activities in this sphere.

It is desirable to point out whether any scheme of conformity of occupational safety management systems to OSH requirements is applied in the form of certification. If any such application is used its is desirable to give details of any such application and its relation to the general system of safety compliance assessment.

2.3. Information materials based on ILO Technical Standards and Codes of Practice

Written in free form.

3. NATIONAL POLICIES MECHANISMS IN THE SPHERE OF OSH

3.1. Key trends of public policy in the sphere OSH

Written in free form. Reference shall be given to the existence of national policy (concept, strategy) in the sphere of OSH. Cite the text from regulatory documents.

3.2. Regulatory and standards-setting

Written in free form. Make reference to subjects of legislative initiative, and the procedure of adopting legislative acts.

It shall be indicated how and who adopts bylaws.

It should be indicated to what extent and how national employers' associations and trade unions take part, directly or as consultants, in the process of law making and standard-setting.

3.2. Mechanisms of regulating law enforcement practices – Labour inspections and other means of public surveillance and control

Written in free form.

3.3. Generating national OSH programmes

Written in free form.

3.4. Economic models of regulating employers' activities

Written in free form. Describe tax deductions, inclusion of OSH costs into production cost, deductions for compulsory social insurance, etc.

3.5. Social and psychological methods of management

Written in free form. Describe contests, awards and incentives, especially of a national scale.

4. SOCIAL PARTNERSHIP MECHANISMS AND COORDINATION OF ACTIVITIES

Written in free form. Describe coordination and cooperation, including collective agreements and contracts.

The section shall contain data on all existing mechanisms created for coordination, cooperation and collaboration between all social partners responsible for implementing and managements of OSH systems at the public and enterprise levels, such as interdepartmental and ministry boards, tripartite commissions, boards of directors, OSH committees, as well as on mechanisms of employers' and workers' organisations cooperation.

The description of each mechanism shall include information on the sphere of responsibility, membership and powers (advisory or any others), lines of communication (with a minister or a Ministry). Special attention shall be given to the level of involvement in these mechanisms of employers' and wokers' organizations.

Described at the enterprise level shall be information on any of OSH requirements included in collective agreements, with a special mention of the creation or functions of a joint committee (commission) or a OSH committee (commission).

4.1. National level

Written in free form. Provide data on associations of employers', trade unions' organizations, and regulatory documents related to their activities.

4.2. Regional/territorial level

Written in free form. Provide data on associations of employers, trade unions, and normative documents related to their operations at the regional level.

4.3. Corporate level/employer level

Written in free form. Provide data on the cooperation of employers and workers, regulatory documents on their activities at the corporate level.

4.4. Public control

Written in free form. Describe all types of public control and its implementation, especially at the employer level.

For example, Russia has three types of public control. The first one is implemented by legal and technical labour inspection of trade unions. The second type of control is the control effected by authorized persons (empowered persons), elected by the workers responsible for OSH issues of the relevant organization. And the third form of public control is employer's decision taken in coordination with the trade union organization, laid down by special Article 372 of RF Labour Code.

5. ORGANIZATION OF OSH SYSTEM:

MEANS AND BODIES

5.1. Competent government authorities charged with OSH issues

5.1.1. National management bodies

Written in free form. Describe national OSH management bodies. The section shall also include information, if it is available, on human and economic resources (number of employees, level of budget, etc.) of each management system, agency, regulatory bodies or department.

5.1.2. National bodies of surveillance and control of labour law implementation.

Written in free form. Describe surveillance and control bodies playing a considerable role in the implementation of national laws and regulations on OSH (like labour inspectorates), etc.

The description should include the following data if available:

1. Contacts with competent authorities or administration,

2. Organizational structures and geographical limits of operations,
3. Human resources (number of inspectors) and their distribution by specialization (general working conditions, OSH, training, focus on problems, investigations or audit, etc.),
4. Any other information, if any, which might describe the inspectorates' work scope (number and types of inspections made during a year (regular, following an accident, repetitive inspection, based on workers' demands, etc., number of issued instructions and sanctions).

5.1.3. National bodies of social insurance for occupational accidents and diseases

Written in free form. Describe the current procedure and bodies engaging in compensations or describe systems of insurance against occupational accidents and diseases (including spheres of their responsibility), as well as agencies or institutions in charge of managing these systems. Make reference to their relationship with or participation in collection and processing of statistical data about occupational accidents and diseases.

Indicate how the system of compensating injured persons financially supports the issue of accidents prevention. For instance, in Russia this is a system of preventive activities.

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

5.1.4. National bodies of surveillance and control over public health, industrial and transport safety, etc.

Describe other bodies of surveillance and control (apart from labour inspectorates).

Apart from the name of the sphere of activity under control (healthcare, chemical substances, transport, construction, mining, technical equipment, etc.) *and limits of enforcement and their relationship to the current laws and regulations, if any*, the description should include the following information, if available, for each system of supervision/inspection:

1. Contacts with competent authorities or administration,
2. Organizational structures and geographical limits of their operation,
3. Human resources (number of inspectors) and their distribution by specialization,
4. Total number of enterprises and institutions subject to control,

5. Any other information, if any, which might describe the work scope (number and types of inspections made during a year (regular, following an accident, repetitive inspection, based on workers' demands, etc., number of issued instructions and sanctions).

5.1.5. Regional bodies of management, supervision, control and insurance

Written in free form. Make emphasis on the description of regional structures and their work and on cooperation with the national centre and with supervised legal entities and insurers.

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

Written in free form. Indicate data on leading national or special institutes or 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.).

Information on their technical level is provided if possible. Make also references to the centres (or other institutions) for the control of poisonous substances, and the centres contact with occupational health, if any, human resources and financial resources allocated for the control of poisonous substances.

5.2.1. Government research and engineering institutions (institutes, centres, laboratories) operating in the sphere of OSH, safety of work, and occupational health

Written in free form.

5.2.2. Non-government research and development institutions (institutes, centres, laboratories) operating in the sphere of OSH, safety of work, occupational health, and labour medicine.

Written in free form.

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

Written in free form.

5.2.4. Occupational pathology centres

Written in free form. Describe contacts of these centres with the national health system.

In addressing labour medicine, describe, as possible, a national system, agency or institution that render consulting services and are permanently responsible for: monitoring of industrial environment and its impact on workers; medical analyses and follow-up of workers health.

5.3. Professional education, training, retraining and raising of qualification in the sphere of OSH and industrial safety.

Information and Educational Work.

Written in free form.

In describing the curricula for the training of labour health physicians, indicate the required qualification (what is the required special training and its description). Legal grounds for having a labour health physician diploma.

Additionally it should be indicated what education (qualification) is needed for labour health nurses, (is there a requirement of special training, if not – what such nurses are supposed to do). Legal grounds for having a loccupational health nurse diploma.

What education is required for OSH engineers and technicians (is there a requirement of special training, if not – what such engineers and technicians are supposed to do). Legal grounds of having diplomas of such specialists.

5.3.1. Programmes of higher professional and post-graduate education

Written in free form.

Describe official programmes of higher professional education in the sphere of OSH (availability; type; status in public health, occupational safety or labour medicine; diplomas of technical specialists in occupational safety; annual number of graduates in each category: occupational safety engineers, occupational safety managers, OSH managers, occupational physician, etc.).

5.3.2 Programmes of supplementary professional education offered by educational institutions

Written in free form.

5.3.3. Training arranged by associations of employers and trade unions

Written in free form.

Training structures (nature and number of trainees during a year).

Institutions officially providing required training of OSH specialties: in particular, of authorized persons (fiduciaries) for occupational safety (representatives of occupational safety employees), and of members of occupational safety committees.

Institutions providing official training for specialties related to high hazard works.

Training of construction workers.

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

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

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

Written in free form.

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

5.3.5 Structures engaged in information and educational work

Written in free form.

Provide data about national OSH centres, industry centres and OSH information centres that prepare and disseminate relevant information in the form of OSH newspapers, leaflets, booklets, etc.

Be sure to indicate if a national or another centre has contacts with the ILO international information centre for OSH or its network (ILO-CIS Network), and are they members of the network. If "yes", since when, and what they are doing in term of international information exchange.

If possible, describe general data on the technical capacities of such a OSH centre (data proliferation via Internet, the level of publications, etc.).

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

5.4.1. Standards-setting bodies

Written in free form.

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

5.4.2. Insurance bodies

Written in free form.

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

5.4.3. Bodies specializing in assessment of hazards and risks

Written in free form.

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

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 free form.

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

Describe the readiness and availability of preventive and response services in emergency situations (civil defence, fire services, training courses on actions in chemical contamination, etc.).

Indicate the nature of their collaboration with employers.

5.5. Workers responsible for OSH

Written in free form.

Give general figures of human resources operating in the sphere of OSH. If these data were partially included in the above sections try to sum them up as tables in this sub-paragraph.

5.5.1. Civil servants of government bodies (national level) responsible for OSH

Written in free form.

Give a rough estimate of total.

5.5.2. Employees of government authorities of regional/territorial level responsible for OSH

Written in free form.

Give a rough estimate of their total.

5.5.3. Employees of local governance bodies responsible for OSH

Written in free form.

Give a rough estimate of their total.

5.5.4. Employers' OSH specialists

Written in free form.

Give a rough estimate of their total.

6. OCCUPATIONAL ACCIDENTS AND DISEASE RATE: STATUS AND DYNAMICS

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

Written in free form.

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

1. Accidents related to work places (occupational injuries), including determining the degree of injury;
2. Occupational diseases (according to the effective list)

6.2. Key indicators of occupational injuries and occupational diseases

Written in free form. Give key statistical indicators operating in the country, e.g., frequency factors and their comparison with international 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. Basic forms of recording occupational injuries and occupational disease rate

Written in free form.

6.4. Basic forms of collecting statistics

Written in free form. Use effective 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 (Working Conditions) – of monitoring unfavourable working conditions.

6.5. Registered Occupational Fatalities

Written in free form.

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

6.6. Number of registered occupational injuries

Written in free form.

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

6.7. Number of registered occupational diseases

Written in free form.

Indicate the number of registered occupational diseases with breakdown bysex, by age, industry, profession, place of injury, cause, etc.

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

Written in free form.

6.9 Assessing the scale of incomplete reporting

Written in free form. An expert may assess of one or another statistical indicator and compare it with official data. Simultaneously, he/she may give the following data: estimated and officially announced number of fatality accidents per year during the recent 5 years (in total and by economies); estimated and officially announced number of injuries per year during the recent 5 years (in total and by economies); and 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 OSH: SOME EXAMPLES

7.1. Regular activities at the national level

Written in free form.

Describe:

Normal operations at the state level to prevent industrial injuries and occupational diseases.

National initiatives, such as campaigns of awareness of OSH problems. Days (Weeks) of occupational safety and health, media campaigns, etc. Please indicate if such actions are held and how often.

Initiatives at the industry scale (implementing provisions for systematic OSH management, certification systems ISO 9000 and 14000, OSH certification, including for OHSAS and within the framework of Integrated Management Systems, etc.).

7.1.1. National initiatives

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

7.1.2. Industrial initiatives

Written in free form. Please describe various corporative programmes and events related to OSH.

7.1.3. Trade union activities and initiatives in the area of OSH

Written in free form. Describe various trade unions' programmes and events related to OSH.

7.2. International cooperation

7.2.1. World Day for Safety and Health at Work

Give 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, with other international agencies or countries (commonwealth of countries)

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

You are also encouraged to indicate 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 a national OSH information centre or of a collaborating ILO OSH information centre

Written in free form. If no such centres exist please so indicate in the Profile.

8. SWOP ANALYSIS OF THE NATIONAL OSH SYSTEM

Written in free form.

Shall contain the most important elements of OSH situation in the country. In the section an expert should outline his/her 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 in the effective 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 NATIONAL PROFILE DATA

Written in free form. General conclusions shall summarize the OSH situation as compared with the model countries (in terms of provision of occupational safety) and describe main events that may prove to be useful for their further inclusion into the National Safe Work Programme.

For example, in this section an expert, if necessary, may give reasonable recommendations for the development of legal framework and adoption of “missing” documents.

APPENDICES

10. LEGAL FRAMEWORK AND INFORMATION RESOURCES

10.1. List of main laws and by-laws on occupational safety and health

Give a list (like a brief index) of basic effective laws and by-laws of the national 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 effective legal documents in the sphere of occupational safety and health on the list is not possible because of their number and the limited volume of the National Profile.

Exemplary list for the Russian Federation:

Main legal and other regulatory acts on occupational safety and health

(the content of all acts shall be used with reference to amendments and addenda effective at the date of applying such acts; the search of acts is conducted by title, date of adoption and/or number or by the name of adopting authority)

1. Constitution of the Russian Federation
2. Civil Code of the Russian Federation
3. Labour Code of the Russian Federation
4. Criminal Code of the Russian Federation
5. Code of the Russian Federation on Administrative Offences
6. Tax Code of the Russian Federation
7. Urban Development Code of the Russian Federation
8. RF Law of 5 March 1992 No. 2446-1 «On Safety»

9. RF Law of 22 July 1993 No. 5487-1 «Fundamental Principles of Russian Federation Legislation on Public Health»
10. Federal Law of 21 December 1994 No. 68-FZ «On protection of public and territories against natural and man-caused emergencies»
11. Federal Law of 21 December 1994 No. 68-FZ «On Fire Safety»
12. Federal Law of 21 November 1995 No. 170-FZ «On the use of Nuclear Energy»
13. Federal Law of 24 November 1995 No. 181-FZ «On social protection of disabled people in the Russian Federation»
14. Federal Law of 5 January 1996 No. 3-FZ «On public radiation safety»
15. Federal Law of 12 January 1996 No. 10-FZ «On trade unions, their rights and operation guarantees»
16. Federal Law of 21 July 1997 No. 116-FZ «On industrial safety of hazardous production facilities»
17. Federal Law of 21 July 1997 No. 117-FZ «On safety of hydraulic engineering »
18. Federal Law of 10 December 1997 No. 196-FZ «On road safety»
19. Federal Law of 24 July 1998 No. 125-FZ «On compulsory social insurance for occupational accidents and occupational diseases»
20. Federal Law of 30 March 1999 No. 52-FZ «On sanitary and epidemiological welfare of population»
21. Federal Law of 1 May 1999 No. 92-FZ «On Russian tri-partite commission for settlement of social and trade relationships»
22. ...
29. Decree of the President of the Russian Federation of 9 March 2004 No. 314 «On the system and structure of Federal Executive Authorities»
30. ...
31. Resolution of RF Government of 1 December 2005 No. 713 «To approve the Rules of classifying economic activities by profession»
32. Resolution of RF Government of 10 March 1999 No. 263 «To set up and implement production control for the observance of industrial safety requirements at a hazardous production facility»

33. Resolution of RF Government of 13 September 1996 No. 1094 «On classification of natural and man-caused emergencies»
34. Resolution of RF Government of 15 December 2000 No. 967 «To approve Regulation on investigation and registration of occupational diseases»
35. ...
56. Resolution of RF Chief Medical Inspector of 3 July 2006 No. 13 «On provision of safe work conditions for transport workers in the Russian Federation»
57. Resolution of Russian Gosgortekhnadzor of 14 June 2002 No. 25 «To approve the Regulation on the procedure of issuing approvals for the use of technical devices at hazardous industrial facilities»
58. ...
60. Resolution of Russian Ministry of Labour and Ministry of Education of 13 January 2003 No. 1/29 «To approve the Regulation on OSH training and checking the knowledge of OSH requirements by employees of organizations»
61.
67. Resolution of Russian Ministry of Labour of 24 April 2002 No. 28 «To create a System of certification of OSH efforts at organizations»
68. ...
75. Resolution of RF Social Insurance Foundation of 5 February 2002 No. 11 «To approve the Methodology of calculating discounts and mark-ups to insurance tariffs for compulsory social insurance for occupational accidents and occupational diseases»
76. Resolution of RF Chief Medical Inspector of 29 July 2005 «To approve P 2.2.2006-05 “Manual on hygienic assessment of working environment and labour process factors. Labour condition classification criteria”»
77. Order of Russian Gosgortekhnadzor of 27 August 2001 No. 115 «On the list of technical devices used at hazardous industrial facilities and subject to compulsory certification»
78. Order of Russian Ministry of Health of 28 March 2003 No. 126 «To approve the List of harmful production factors the impact of which warrant preventive consumption of milk and other similar foodstuffs»

79. Order of Russian Ministry of Health of 28 May 2001 No. 176 «To improve the system of investigation and registration of occupational diseases in the Russian Federation»

80. Order of Russian Ministry of Health and Social Development of 10 January 2006 No. 8 «To approve economic activities classification by type of professional risk»

81. ...

90. Resolution of the Plenum of RF Supreme Court of 20 December 1994 No. 10 «Certain issues of applying moral harm compensation legislation»

10.2. List of Agreements between employer and employee associations (trade unions)

Give a list of basic 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.

Model list of agreements between employee and employer associations in the Russian Federation

1. General Agreement between All-Russian trade union associations, Russian national employer associations and the Government of the Russian Federation for 2005 – 2007.

2. Industry agreement between the Trade Union of general mechanical engineering workers of the Russian Federation and the Federal Space Agency for 2005 – 2007.

3. Industry agreement between the Central Committee of the Trade Union of military and special construction organizations of the Russian Federation and the Housing and accommodation service of the Ministry of Defence of the Russian Federation for 2006–2008.

4. Industry agreement for the agro-industrial complex of the Russian Federation for 2006–2008.

5. Industry agreement for the administrations of courts of law, bodies and institutions of the system of justice department to the Supreme Court of the Russian Federation for 2005–2007.

6. Industry agreement for public institutions reporting to the Federal Service for Labour and Employment for 2005–2007.

7. Industry agreement for the organizations of oil and gas sectors and of oil and gas complex facility construction of the Russian Federation for 2005–2007.
9. Industry agreement for organizations of ship vessel building sector of the Russian Federation for 2006–2008.
10. Industry agreement for the organizations of textile, light and porcelain and China industries of the Russian Federation for 2006–2008.
12. Industry agreement for the organizations, institutions, subdivisions and bodies of internal affairs of the Russian Federation for 2006–2008.
30. Federal industry agreement for the information technologies and communications organizations of the Russian Federation for 2006–2008.
31. Federal inter-industry agreement for conventional arms industry and ammunition and special chemistry industry of the Russian Federation for 2006–2008.
32. Federal industry agreement between the Federal Agency for Culture and Cinema and the Russian Trade Union of Culture Workers for 2005–2007.
33. Federal industry agreement for the aircraft industry of the Russian Federation for 2005–2007.
34. Federal industry agreement for motor and surface urban passenger transport for 2005–2007.
35. Federal industry agreement for forest industry complex of the Russian Federation for 2006–2008.
39. Federal agreement between the Federal Agency for Physical Culture, Sports and Tourism and the Russian Trade Union of Culture Workers for 2005–2007.

10.3. List of main 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 the 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 main magazines on occupational safety and health

Give a list of main national magazines on occupational safety and health.

Example for the Russian Federation:

The key magazines on occupational safety and health include:

- «Safety of Living»;
- «Safety and Occupational Health»;
- «Safety and Health at Work»;
- «Industrial Occupational safety»;
- «Library of Safety Engineer»;
- «Occupational Safety and Social Insurance»;
- «Occupational Safety. Case Study»;
- «Fire Safety»;
- «Social Environment»;
- «Working cloths and Occupational Safety»;
- «Handbook of Occupational Safety Specialist» etc.

10.5. List of main monographs, textbooks and training aids on OSH and associated safety issued published in the country

Give a list of basic publications, including in translation, on occupational safety, industrial safety and associated problems of health and safety, published in the country in the national language/languages. 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 country 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*».

Example for the Russian Federation.

Monographs, textbooks, articles

Abramov N.R. Occupational safety Handbook: Practical guide for managers, specialists and employees of organizations. – M.: «Labour and Life Safety» Publishers, 2005. – 352 p.

Abyzova T.V., Cherkasov V.A., Latyshev M.P., Fainburg G.Z., Koryukina I.P. First aid to victims of road accidents: Guidance manual. – Perm: PGU, 2004. – 152 p.

Abyzova T.V., Cherkasov V.A., Latyshev M.P., Fainburg G.Z., Koryukina I.P. First aid to victims of occupational accidents: Guidance manual. / Recommended by the Training and Methodological Association for medical and pharmaceutical education of Russian higher educational institutions as a study guide for students majoring in specialty 040600 « Nurse business ». Recommended by the Department of working conditions and protection of the Russian Ministry of Labour as a study guide on first aid. – 3rd edition, revised and augmented. – Perm: PGU, 2004. – 147 p.

Baskakov V.N., Andreeva O.N., Baskakova M.E., Kartashov G.D., Krylova E.K. Insurance for occupational accidents: basic principles. / Edited by V.N. Baskakova. – M.: Akademia, 2001. – 192 p.

Basmanov P.I., Kaminsky S.L., Korobeinikova A.V., Trubitsyna M.E. Individual respiratory equipment: Guidance manual. – SPb.; GIPP «Art of Russia», 2002. – 399 p.

Occupational safety and health and sanitary and household conditions in construction sites: Study guide. – Geneva: ILO, 2005. – 106 p.

Occupational safety and health: Study guide. – Geneva: ILO, 1996. – 160 p.

Impact on human body of hazardous and harmful production factors. 2 volumes. Volu7me 1: Medical and biological aspects. – M: IPK Standards Publishers, 2004. – 456 p.

Gabdrakhmanov F.I. Regional specifics of occupational safety management in the current phase of Russian Federation development – Kazan: OOO «STAR» Publishers, 2003. – 75 p.

Geits I.V. Occupational safety: Practical guide. – M.: Business and Service, 2004. – 559 p.

Glebova E.V. Industrial and occupational health: Study guide for higher educational institutions. – M.: Higher school, 2005. – 383 p.

- Gushchina T.V.* Individual protection. – M.: «Labour and life safety» Publishers, 2005.
- Devisilov V.A.* Occupational safety: Study guide. – M.: FORUM-INFRA-M, 2003. – 399 p.
- Zbyshko B.G.*. Regulation of social and labour relationships in Russia (international and national aspects). – M.: «Social Insurance» Editorial Office, 2004. – 392 p.
- Kalashnikov S.V.* Making of the social state in Russia. – M.: GOU «TsRPK», 2003. – 187 p.
- Kaminsky P.L., Pavlyuchenko V.G., Khmelevskaya S.A.* Social insurance: Theory and practice: Study guide for higher educational institutions. – M.: 2003. – 268 p.
- Commentary to the Federal Law «On industrial safety of hazardous production facilities» of 21 July 1997 No. 116-FZ. – 2nd edition, revised and augmented. / Edited by V.M. Kulychev. – M: GUP «Research and technical centre for industrial safety of Russian Gosgortekhnadzor», 2002. – 160 p.
- Kuznetsov G.A., Malyutin S.V., Petrosyants E.V.* Social insurance system against industrial injuries: Foreign experience. / Edited by Professor E.V. Petrosyants. – M.: Exclusive, 2003. – 182 p.
- Kulbovskaya N.K.* Economics of occupational safety / Library of the magazine «Social protection». Series: Occupational safety. – M.: IPTs «Sociometry», 2005. – 170 p.
- Lobanov S.N., Pashin N.P., Ryabova V.E., Sorokin Yu.G., Fainburg G.Z.* Regional occupational safety centres as the most important component of the state policy in the sphere of social and labour relations (Theoretical basis and practical experience). / Edited by S.V. Kalashnikov and A.L. Safonov. – M.: VTsOT, 2004. – 163 p.
- Maiboroda A.M.* Occupational safety. Methodological recommendations for provision of safe conditions for leisure of children and adolescents in enterprises' suburban recreation camps and urban recreation camps. – M.: «Safety of Labour and Life» Publishers, 2006. – 128 p.
- Owty E., Pabst B., Ricke V. et al.* Systems of compulsory social insurance for occupational accidents and diseases: Russian experience through the prism of foreign experience. / Edited by G.P. Degtyaryov. – M.: Education, 2003. – 448 p.
- Richthoven, von, Wolfgang.* Labour inspection. Introduction to the profession. – Geneva: International Labour Office, 2005. – 352 p.

Russian Encyclopaedia of Occupational safety. – Vol. 1–3 / Russian Minzdravsotsrazvitiya. – M.: NTs ENAS, 2006.

Guidelines on Occupational Safety and Health Systems. ILO-OSH 2001. – / Official Russian Edition. – Geneva, 2003. / *Guidelines on Occupational Safety and Health Systems. ILO-OSH 2001.* – Geneva, 2001

Simonenko G.S. et al. Commentary to the Federal Law «On compulsory social insurance for occupational accidents and occupational diseases» (by-article, with appendices). / Edited by V.N. Dubrovsky. – M.: 2003. – 282 p.

Lessons in ergonomics. Simple and practical solutions for raising safety and improving conditions at work: Study guide. – Geneva, ILO, 1996. – 274 p.

Fainburg G.Z. Corporate Occupational Safety and Health Systems. Series: Occupational Safety and Health Systems. – Issue 5. – Perm, PGTU, 2004. – 124 p.

Fainburg G.Z. Fulfilment of employer obligations for observance of occupational safety requirements: Manager memo. –2nd edition, revised and augmented. – Perm, PGTU, 2006. – 108 p.

Fainburg G.Z. Arrangements for occupational safety and checking the knowledge of occupational safety requirements by organizations' employees: Study guide. – M., «Labour and life safety», 2005. – 136 p.

Fainburg G.Z. Occupational Safety and Health Systems: Practical commentary to Guidelines on Occupational Safety and Health Systems. ILO-OSH 2001 (*ILO-OSH 2001*). Series: Occupational Safety and Health Systems. – Issue 4. – Perm, PGTU, 2003. – 114 p.

Fomochkin A.V. Industrial safety. – M: «Oil and Gas» Publishers, Russian State University of Oil and Gas named after I.M. Gubkin, 2004. – 448 p.

Tsvetkov I.I. Investigation of occupational accidents: Methodology, practice, opinions. – 2nd edition., revised and augmented – M.: «Occupational safety and social insurance» Editorial Office, 2001. – 304 p.

Shumilin V.K., Elin A.M., Litvak I.I. Safe operation of computer: Guide to occupational safety for employers and employees at work places equipped with PC and monitors. – M.: «Labour and Life Safety» Publishers, 2005. – 272 p.

Encyclopaedia of Occupational Safety and Health. – 4th edition – Vol. 1–4. – Geneva; M., 2001-2002

11. DESCRIPTION OF METHODOLOGIES OF EVALUATING VARIOUS STATISTICAL INDICATORS USED IN THE PROFILE

Give description of methodologies used for evaluation of various statistical indicators of OSH.

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. Human potential development index (HPDI) is used to measure achievements in the sphere of basic human development. It reflects the level of progress in terms of three basic opportunities of human development:

- ◆ opportunity to live long;
- ◆ opportunity to acquire knowledge;
- ◆ opportunity to have decent standard of life.

HPDI is calculated on the basis of 3 indicators:

- ◆ longevity measured as life expectancy of each person born in the country at the time of birth;
- ◆ level of education reached in the country measured as a composite literacy index of adult population (weighing $\frac{2}{3}$) and the aggregate share of students entering educational institutions of levels I, II, III ($\frac{1}{3}$);
- ◆ standard of life measured on the basis of real per-capita GDP (purchasing-power parity – PPP – in \$ US).

Life expectancy at birth – the number of years which a newborn may live if during his/her life mortality matches the rate that existed at his/her birth.

Percentage of literate adult population – the share of population at the age of 15 and older who can read, write and understand a short simple text related to their everyday life.

Gross student body – number of students of a certain level of tuition irrespective of whether they belong to an age group corresponding to that level.

Real per-capita GDP (PPP, US\$) – indicator of per-capita GDP converted to US\$ with account for the country's currency PPP.

Parity of purchasing power (PPP) – the purchasing power of the country's currency: the number of the currency units required to buy a representative basket of goods and services similar to one which can be purchased for US dollar in the USA. PPP facilitates a typical comparison of real price levels with account for time dynamics, otherwise the regular rate of exchange may encourage overstatement or understatement of purchasing power.

Human Potential Development Index (HPDI) is an arithmetic average of the indices of life expectancy, level of education and adjusted real per-capita GDP (PPP in US\$).

To build an index for each of these indicators, the following fixed minimum and maximum values of variable are assumed:

Life expectancy at birth – 25 and 85 years;

Literacy of adult population – 0% and 100%;

Aggregate share of students– 0% and 100%;

Real per-capita GDP (PPP in US\$) – US\$ 100 and 40.000.

Then,

Life expectancy index = $(\text{average life expectancy} - 25)/(85-25) =$

Education level index = $\frac{2}{3} (\text{literacy adult population} - 0)/(100-0) + \frac{1}{3} (\text{number of students enrolled in educational institutions of levels I, II, III})$;

GDP index = $(\log (\text{actual per-capita GDP}) - \log (100))/(\log (40000)-\log(100))$;

HPDI = $\frac{1}{3}$ Sums of indices of life expectancy, level of education in the country and GDP);

3. It should be remembered that for measuring injury 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_q describes the number of accidents per 1000 staff on the payroll during a certain calendar period (month, quarter, year): $K_q = 1000 (T/P)$,

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: $K_{\text{д}} = 1000 (D/R)$.

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 COUNTRY OF NATIONAL PROFILE

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

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

Written in free form.

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

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

For example, RF is divided into RF subjects (regions – republics, autonomous areas, kray (territories), areas, cities of Moscow and St. Petersburg), each subject having

its structure down to municipalities – districts, urban and rural territorial communities. For that reason there is a multi-level (generally, three-level – federal, regional and municipal) governance which also includes occupational safety and health systems.

The section is written in free form.

B General information about economy and labour resources

B.1 Demographic data

B.1.1 Total population

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

Economically active population – aggregate of persons employed in economy (workers) and unemployed.

Number of economically active population – the sum of persons employed in economy and unemployed.

An expert should remember that:

Able-bodied population – persons of predominantly work age capable of engaging in labour process. E.g., able-bodied population in Russia are males at the age of 16-59 and females at the age of 16-54, except for invalids of I and II groups, as well as non-working persons of productive age receiving pensions.

Persons employed in economy – persons working:

- ◆ at enterprises and organizations of all forms of business, including small businesses;
- ◆ at farms;
- ◆ entrepreneurs and
- ◆ self-employed persons.

Persons employed in economy – persons who during the reviewed period:

- a) were in paid employment or performed revenue non-wage work both with or without use of hired labour;
- b) were temporarily absent from job for the reason of illness or injury, or patient care; annual leave or holidays; day release training; non-paid or paid leave at the initiative of the administration (less than 6 months long); strike; other similar reasons;
- c) assisted at a family enterprise.

Also viewed as employed are persons engaged in household production for sale (fully or partially).

Waged workers – persons who during the reporting period performed a certain job (for at least one hour) for wage or salary, in money or in kind, or persons who previously were employed in their present job but are temporary out of work in the reporting period, although formally keep their job.

Self-employed – persons:

- 1) employed at an individual, partnership or family enterprise of their own;
- 2) working at their cost;
- 3) not employing workers on a permanent basis.

Non-wage workers – persons individually providing themselves with work. They include employers permanently using hired labour, persons working on individual basis, unpaid family workers. A major part of this category is occupied by self-employed population. These are persons who work individually or with companions and do not hire labour on a permanent basis.

Unemployed (in accordance with ILO standards) include persons at the age adopted for measuring economic activity of the population, who during the reviewed period simultaneously met the following criteria:

- a) had no job (revenue occupation);
- b) were looking for a job, i.e., used the services of a public or private employment service, placed advertisements in press, directly contacted an administration or an employer, used their connections or attempted to organize own business (looked for land, buildings, plant and equipment, raw materials, financial resources, solicited permissions, licenses, etc.);
- c) were prepared to start work.

The total (actual) unemployment rate may be determined by way of calculation. The official unemployment rate is given in accordance with the data of employment service.

Economically inactive population of productive age – the following categories of population who neither work nor look for employment: pupils of senior forms, students, persons engaged in household, care for sick person.

Data shall be given with breakdown by administrative division of the country (by territory) and by age.

If possible, estimated percentage of economically active population shall be given for shadow (informal) economy, who are partially or completely excluded from the social protection or social insurance systems, including social accident insurance, and therefore receive no compensatory payments to victims of accidents, etc.

In the lack of data indicate “N/D –no data”.

B.2 Human potential development index and three constituent indices (life expectancy, literacy, poverty), literacy level

Subsection is written in free form.

The indices shall be calculated from the expressions given in the appendix to this manual.

B.3 Industries/Sectors/Types of economic activity

Written in free form. Give data on the number of employees by type of activity in accordance with the country statistics.

E.g., in Russia types of economic activity are classified in National Foreign Trade Activity Classifier (OKVED).

In accordance with international classifiers the minimum number of economic sectors is three.

These are, first, agriculture, forestry and fishery. Second, industry and construction. Third, services.

Give the numbers of employees at enterprises of different sizes.

Give the number of enterprises with breakdown into micro-, small, medium and big ones in accordance with available statistics and enterprise breakdown by size adopted in the country.

In accordance with EC Recommendation of 6 May 2003 No. 2003-361-EC, for the purpose of classification of micro-, small and medium enterprises the following types of economic entities are identified: micro-enterprises with the number of employees not more than 15 persons, small enterprises – between 16 and 100 employees, medium enterprises – between 101 and 250 employees.

Laws on small businesses may provide for different classifications. For instance, in RF the size of small enterprises is different in various spheres of activity.

Moreover, it should be understood that economic and other criteria of business classification by size do not always correlate with criteria of “smallness” for the purpose of OSH. E.g., in the sphere of OSH, from the perspective of arrangements for OSH and safety engineering in the work place, in Russia we should actually identify –

Small enterprises with a payroll of up to 50 persons – where OSH services or a full-time specialist are not obligatory;

Medium enterprises with a payroll between 51 and 500 persons – where a full-time specialist is obligatory,

Big (major) enterprises with a payroll over 501 persons – where a OSH service is desirable.

In writing this section an expert should strive to precisely formulate (describe) all cited data not to mislead the reader in reference to small enterprises.

An expert may also introduce other classifications, like family enterprise, farm, etc.

B.4 Economic indicators

Written in free form. Give indicator data in accordance with country statistics.

Describe the gross domestic product (GDP), annual per-capita income, economic share of each industry against GDP.

Measure the general level of resources (in US\$ or as percentage of GDP) allocated for OSH, accident prevention, safety engineering and arrangements for implementing OSH laws.

An expert should know that even rough estimates based on expert evaluation of average incomes of workers and company budgets are better than none. Anyway, the basis for assessment shall be given.

13. OTHER RELEVANT INFORMATION

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

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

+++++

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

ILO SUBREGIONAL OFFICE FOR EASTERN EUROPE AND CENTRAL ASIA;
Petrovka 15, office 23, 107031 Moscow,

tel. (095) 933-08-10, fax (095) 933-08-20

Internet: www.ilo.ru

