



Guidance on Reporting under the Social Dialogue Agreement on Silica - Reporting Data: Sites -

I. INTRODUCTION

The European Social Dialogue “Agreement on Workers’ Health Protection through the Good Handling and Use of Crystalline Silica and Products Containing It” (SDA Agreement) was signed in April 2006 by the representatives at European level of the Employees and Employers of 14 industry sectors: Aggregates, Cement Industry, Ceramics Industry, Foundries, Glass Industry – packaging, flat and special glass – Industrial Minerals and Metalliferous Minerals Industries, Mineral Wool, Natural Stone Industry, Mortar Industry and Precast Concrete Industry. In June 2009, the Expanded Clay industry sector signed the Agreement which now represents 15 industry sectors.

The signatories (16 Trade Associations and 2 Union Federations) agreed that quantitative information on the application of the Agreement within each of the sectors they represent would be collected for the first time in 2008 and every two years from then on.

This information will be **collected at site level and consolidated into EU signatory sector reports**, which will form the basis for NEPSI Summary Report to be addressed to the European Commission.

II. GENERAL GUIDANCE ON REPORTING

The online reporting system allows you to provide information on the application of the Agreement on your site under seven different sections, following Annex 3, the Reporting format from the SDA Agreement (see also below).

From the data that you enter in sections 1 to 6, a set of Key Performance Indicators (KPIs) will be calculated automatically, for example to indicate the percentage of **employees potentially exposed to Respirable Crystalline Silica (RCS)** who are covered by the Agreement at your site. Remarks and explanations can be included in a final ‘free text’ box in section 7.

Reporting is done at site level, where site data must be supplied by the site or someone acting on behalf of the site at the latest **by 15 February** of each reporting year unless you have received instructions for an earlier deadline. Your data will then be consolidated (combined) at different levels (e.g. company level, then national level) and finally at European level in order to maintain confidentiality.

Reporting should be done on the basis of information collected for the monitoring of the application of the Agreement.

If you are certain that crystalline silica is not present or generated (in respirable form) on your site, you still have to fill in the report for 2010, but in a simplified way. The only thing to do is to insert “0” under the Exposure Risk heading, and provide an explanatory note in the Voluntary Questions ‘Any Other Comment’ free text box. For this category of site, no further reporting will be needed unless changes occur in the operations.

To assess whether crystalline silica is present or generated, you can use the initial assessment procedure described in the Good Practice Guide, Chapter 4 on Risk Management, Question 1, p. 17 (cf. <http://www.nepsi.eu/good-practice-guide.aspx>)

For all EU countries, national legislation takes precedence over the Agreement. Should this cause reporting problems, it may be explained in the Voluntary Questions ‘Any Other Comment’ free text box at the end of the Reporting questionnaire.

Note: If the site includes activities covered by more than one of the 15 industry sectors, then the report should be submitted to the sector representing the core activity on site. The report should nevertheless address all employees on site.

III. USING THE SYSTEM AND FILLING IN DATA

Entry into the system is gained thanks to the hyperlink and pass code sent to you by your enroller (most probably your company or trade association) via 2 separate e-mails. In the system, you will access the Site Control Panel. From there, you may:

- Change your details: change your name and / or e-mail. Your enroller will be notified of this change.
- Reject invitation: reject the request to report if for e.g. you have already reported to someone else. Your enroller will be notified of your rejection and may contact you. If you receive two invitations (e.g. If the site belongs to two different sectors or associations), you need to reject one of them.
- Start Reporting: start filling in your data
- Print a blank questionnaire (e.g. to gather your data before filling in the form)
- E-mail your enroller

By clicking "Start Reporting", you will be asked to fill in data for each of the questions under the 7 sections below: Short instructions & interpretation are provided at every section in the online reporting system.

Section 1 of 7: General Site Information

1. Number of reported Employees

Indicate the total number of employees working on the site (e.g. as of 31 December 2009) as defined in article 3.2 of the Agreement – (see <http://www.nepsi.eu/agreement.aspx>) including administrative staff, part-time and fixed-term employees, etc. It is not required to include contractors.

Section 2 of 7: Exposure Risk

2. Number of employees potentially exposed to respirable crystalline silica

Indicate, from amongst the total number of employees working on the site detailed above in Section 1, the number of employees potentially exposed to RCS (Respirable Crystalline Silica).

Your answer to this question should be based on the outcome of the qualitative "initial assessment" procedure illustrated in Part I, Chapter 4, Question 1, p.17 of the Good Practice Guide or other equivalent assessment procedure. Note that employees who are potentially subject to minor exposure, short periods of exposure or who are already subject to prevention and protection measures should be included. Employees should still be considered as potentially exposed even if the silica dust content in the air at the workplace is below a national limit value or if they are protected by PPE.

Personal exposure monitoring is not necessary to answer this question because it relates to potential exposure due to the presence of fine particles of crystalline silica on site (not the actual level of exposure received).

Section 3 of 7: Risk Assessment & Dust Monitoring

3. Number of employees covered by risk assessment

From amongst the number of employees potentially exposed to RCS (Section 2), insert the number of employees for whom the "Assessment of Personal Exposure" procedure provided in Part I, Chapter 4, "Question 2" of the Good Practice Guide (and/or equivalent national provision) has been completed. Ideally, this figure should be equal to the number of employees potentially exposed to RCS.

Please indicate in the Voluntary Questions boxes if you apply a risk assessment procedure under national provisions.

4. Number of employees covered by exposure monitoring

From amongst the number of employees potentially exposed to RCS (Section 2), insert the number of employees for whom dust exposure monitoring data is available.

Note that if a representative sample of employees within a job function is monitored, then you can state that all employees within that job function are covered (it is not necessary for every individual employee to have worn the sampling apparatus).

Note that where exposure monitoring campaigns are conducted periodically (e.g. every 2 years) then, as long as the monitoring programme is not overdue, you can state that employees are covered even if no monitoring has been conducted during the reporting period.

For guidance on dust monitoring, see the Agreement's Annex 2: "Dust Monitoring Protocol".

5. Number of employees with risk assessment requiring health surveillance for silicosis

From amongst the number of employees potentially exposed to RCS (Section 2), insert the number of employees for whom the results of a risk assessment indicated that they should be made subject to the specific Health Surveillance Protocol for Silicosis provided in Annex 8 of the Agreement (see <http://www.nepsi.eu/agreement.aspx>).

Section 4 of 7: Health Surveillance

6. Number of employees covered by generic health surveillance protocol

From amongst the number of employees potentially exposed to RCS (Section 2), insert the number of employees currently undergoing **generic** health surveillance (e.g. under company commitments or national legislation) This line is just to communicate the number of Employees covered by health surveillance even for people not exposed to significant levels of RCS.

You will not be able to enter a higher figure than the number of employees potentially exposed to RCS. However, if for your case this figure is higher than the number of employees potentially exposed to RCS, please indicate it in the Voluntary Questions field.

7. Number of employees covered by health surveillance protocol for silicosis

From amongst the number of employees potentially exposed to RCS (Section 2), insert the number of employees currently undergoing **specific** Health Surveillance for Silicosis. For guidance refer to the Protocol provided in Annex 8 of the Agreement (see <http://www.nepsi.eu/agreement.aspx>), noting that, dependent upon local requirements and medical best practice, a valid health surveillance protocol for silicosis does not always require the routine use of chest x rays.

You will not be able to enter a higher figure than the number of employees potentially exposed to RCS. However, if for your case this figure is higher than the number of employees potentially exposed to RCS, please indicate it in the Voluntary Questions field.

Section 5 of 7: Training

8. Number of employees covered by information, instruction and training on General Principles

From amongst the number of employees potentially exposed to RCS (Section 2), insert the current number of employees provided with information, instruction and training on the **General Prevention Principles** as outlined in chapter 4 of Part I of the Good Practice Guide annexed to the Agreement (and defined in the Council Directive 89/391/EEC, available on the European Network sections of the European Agency for Safety and health at Work – OSHA – <http://osha.europa.eu/OSHA>).

Note that where training has been provided in the past and refresher training is conducted periodically (e.g. every 2-3 years) then, as long as the refresher training is not overdue, you can state that employees are provided with training even if it has not been provided during the reporting period.

Typically, information refers to notices, leaflets, signs provided at the workplace. Instruction means verbal or written communication on the way to proceed. Training is interactive teaching.

9. Number of employees covered by information, instruction and training on Task Sheets

From amongst the number of employees potentially exposed to RCS (Section 2), insert the current number of employees provided with information, instruction and training on the **Task Sheets** in Part II of the Good Practice Guide annexed to the Agreement or any equivalent good practices (prevention and protection measures), as defined by Directive 89/391/EEC. Please indicate in the Voluntary Questions if you apply equivalent good practices

Note that where training has been provided in the past and refresher training is conducted periodically (e.g. every 2-3 years) then, as long as the refresher training is not overdue, you can state that employees are provided with training even if it has not been provided during the reporting period.

Typically, information refers to notices, leaflets, signs provided at the workplace. Instruction means verbal or written communication on the way to proceed. Training is interactive teaching.

Section 6 of 7: Good Practices

10. Technical measures to reduce generation / dispersion of respirable crystalline silica

Indicate whether technical measures (examples: provision of dust collection, suppression, containment systems) were applied on site by selecting "Implemented" or "Not Implemented". If the implementation of these measures is in progress (i.e. partially completed), select "Implemented" and report this situation in the Voluntary Questions Section (Section 7 of 7).

If you have implemented measures at any time before this reporting period, please choose "Implemented". If you have implemented additional measures for this site since the last reporting in 2008, please choose "Implemented" and indicate the additional measures in the Voluntary Questions field.

11. Organisational measures

Indicate whether organisational measures (e.g. good practices illustrated by the task sheets in Part II of the Good Practice Guide annexed to the Agreement) were applied on site by selecting "Implemented" or "Not Implemented". If the implementation of these measures is in progress (i.e. partially completed), select "Implemented" and report this situation in the Voluntary Questions Section (Section 7 of 7).

If you have implemented measures at any time before this reporting period, please choose "Implemented". If you have implemented additional measures for this site since the last reporting in 2008, please choose "Implemented" and indicate the additional measures in the Voluntary Questions field.

12. Distribution and use of Personal Protective Equipment, where necessary

Indicate whether Personal Protective Equipment (PPE) is distributed and used on site where necessary by selecting "Implemented" or "Not Implemented". (Task Sheet 2.1.15 of the Good Practice Guide gives recommendations on PPE)

If you have distributed and used PPE at any time before this reporting period, please choose "Implemented". If you have implemented additional measures in this regard since the last reporting in 2008, please choose "Implemented" and indicate the additional measures in the Voluntary Questions field.

Section 7 of 7: Voluntary Questions

The Voluntary Questions 'free text' boxes allow you to insert any relevant remarks on the application of the Agreement at site level and report "in progress" (i.e. partially completed) implementation of technical and organizational measures on site (Section 6).

13. Voluntary Questions

Please indicate in the free text boxes:

- Remarks on the Reporting process;
- Information on your exposure monitoring strategy (e.g. static or personal measurements, method of comparison to national limits);
- If more employees than those reported under Section 1 have been subject to risk assessment/dust monitoring/training health surveillance, specify how many;
- Any other comments:

Among other comments, if you are certain that crystalline silica is not present or generated (in respirable form) on your site if you have inserted "0" under the Exposure Risk heading, provide an explanatory note here.

Once you have reviewed your report, press "Confirm" and it will be locked for modifications. You can leave the reporting by clicking "save information" but please note that in that case the reporting has been saved but not confirmed and locked. If you do not press "Confirm", your report will be considered as non-existing. If you need to change your report after you have submitted it, you may ask your Company to unlock it by clicking "Unlock Questionnaire Request" on your Control Panel.

▶▶▶ PowerPoint guidance available at www.nepsi.eu, in the "Downloads" section