Guidance on Reporting under the Social Dialogue Agreement on Silica
- Users reporting Data -

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.

NEW Remarks and explanations can be included in a separate free text section called "*Voluntary Questions".*

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 March** 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 2012, 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 via a hyperlink and Personal Identification Number (PIN) sent to you by your enroller (most probably your company or trade association) via 2 separate e-mails.

NEW **If you have been enrolled previously you should use the same Link and PIN as previous years. It is possible to ask the enroller to re-send them.**

MULTIPLE-SITES AND SINGLE-SITE REPORTS **NEW**

At COMPANY level
It is the preference and recommendation of NEPSi (to comply fully with the European Social Dialogue Agreement) that each site is reported separately. However, to make reporting easier there are two extra options at Company level.

> **Preferred option – Reporting each site separately**. Access to the SITE level control panel is gained by individual sites using their own Link and PIN. These are sent by using the edit/enrol members button – please refer to Guidance for members who do not report directly.

> If as a COMPANY you have only one site you can report directly from the Company level control panel - you should choose **"Report Single Site"**. If you have previously enrolled a site or sites you will be asked to delete them. This will not affect previous year's reporting and once there are no individual sites enrolled you will be allowed to continue and gain access directly to the Report form. See below for instructions to answer the questions.

> Companies will also be offered the option to **"Report Multiple Sites"**. This allows you to report the aggregated data for a number of sites. You will be offered the chance to delete some or all of contact details of sites you have previously enrolled. It is possible to use this option if you have some sites you wish to report as a group and some you wish to report individually, using the individual Link and PIN system. It should be noted that you can only have one multiple site report per company. Please note that this option is not the recommended option for compliance with the European Social Dialogue Agreement but has been provided for ease of use.

> If you select the "Report Multiple Sites" option, a tick box will appear for you to confirm that although you are filling in one report aggregating the data for several sites, if asked by your enroller you agree to identify individual sites, according to the provisions of article 7 (4) of the European Social Dialogue Agreement (ESDA) on Silica. Once this has been acknowledged you will be able to continue to the Multiple Sites report form, which is similar to an individual site report form except for the addition of one question asking you to identify how many sites are included on the report.

Short instructions and interpretation are provided at every section in the online reporting system.

Once you have made your selection, 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.

NEW Headquarters' employees should be included (the headquarters could be enrolled by the Company as a separate "site").

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) <u>from industrial processes</u>. **NEW**

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.

NEW Potentially exposed employees could include, for example, maintenance workers, transport workers, employees in internal laboratories, receptionists, health and safety managers, office employees at the site, etc.

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.

NEW Note that where risk assessment is conducted periodically (e.g. every 2 years) then, as long as the monitoring risk assessment is not overdue and that there have been no changes in the processes, materials used, national legislation, you can state that employees are covered even if no risk assessment has been conducted again during the reporting period.

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).

NEW 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).

NEW 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.

NEW 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.
Training on the task sheets can be any training that takes over the general principle of the task sheets: if the company has developed its own task sheets based on the same principle as the task sheets of the NEPSI Good Practice Guide, then it should be considered that training on task sheets has been provided.

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 2010, 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 2010, 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 2010, 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.

You can also list the task sheets of the NEPSI Good Practice Guide (or company's internal task sheets based on the same principles) that have been implemented in the last four years.

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**