Guidance on Reporting under the Social Dialogue Agreement on Silica Company and site levels

I.   Introduction about NEPSI and its Reporting

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, Ceramics, Foundries, Glass Industries – packaging, flat and special glass – Industrial Minerals and Metalliferous Minerals Industries, Mineral Wool, Natural Stone, Mortar and Precast Concrete Industries. Since 2006, in addition to the 14 industry sectors, the Expanded Clay, the Agglomerated Stones, the Ready Mixed Concrete and the Calcium Silicate Producers sectors joined the Social Dialogue Agreement, as well. As of 2019 the Agreement is represented by 19 signatories. More about NEPSI: www.nepsi.eu.

The signatories (18 Trade Associations and 1 Union Federation) agree that quantitative information on the application of the Agreement within each of the sectors they represent would be collected every two years. The first collection of information was reported in 2008.

The online reporting system allows to invite signatory companies and sites to provide information on Key Performance Indicators (KPIs) about NEPSI under seven different sections. From the data that is entered into the system a set of 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.
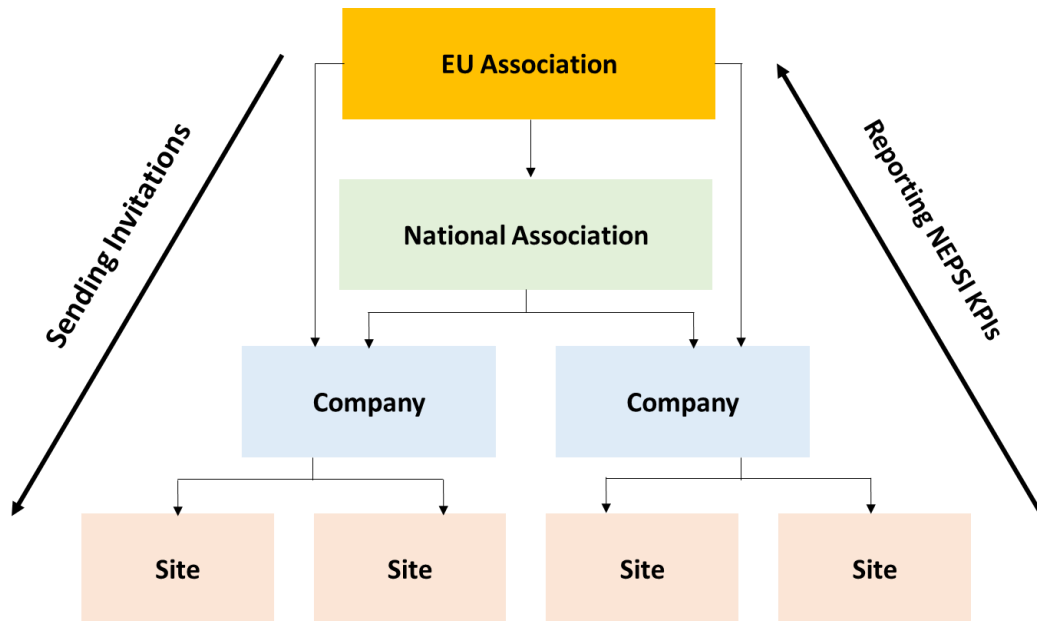
II.   Structure of Reporting

The reporting online system allows the user to report under different levels. These are:

➢ Site level

➢ Company level

➢ National Association level

➢ EU Association level

> This document provides guidelines for companies and sites to report KPIs.

The following figure illustrates the levels and the obligations of each player in each of the levels (sending invitations or reporting NEPSI KPIs).

NEPSI Secretariat c/o Industrial Minerals Association Europe aisbl, in short "IMA-Europe"
Rue des Deux Eglises 26 – B 1000 Brussels, Belgium
Tel: 32 2 210 44 10, E-mail: secretariat@ima-europe.eu

The two methods of reporting under site level and company level are described below:

A. Site level

The system originally set out in the SDA Agreement for the reporting of KPIs was under the site level. This remains the preferred method, however it is recognised that many companies find it easier to report at Company level.

B. Company level

It is possible for companies to aggregate data from their sites offline and enter their data online in one report.

All sites, whether or not Respirable Crystalline Silica dust is generated by a work process, are invited to report under the NEPSI Reporting System.

III. Access to the system

Access to companies and sites is via a "Username" (e-mail address) and a Personal Identification Number (PIN). If you use the system for multiple companies/sites access is feasible via one Username and PIN.

The first time a user is enrolled a hyperlink and Personal Identification Number (PIN) via 2 separate e-mails will be sent automatically by the system.

Once you have logged in, you will enter an area where you can access any of the reporting points associated with your Username and have the following options:

| My Nodes | Change My Details | Change Languages |

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- **My Nodes**: Companies or sites, for which I oversee the invitation, and/or for which I have been invited.

- **Change My Details**: Change your name. 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.

> My Nodes

Functions	Description
Fill in Report at this level	Answer questions and submit data
Enroll/Manage Members	Add, update or delete members (sites and companies)
Transfer ownership (this enrolment)	Possibility of changing the name and e-mail of the person reporting
Amend Name (this enrolment)	Change name and details of company or site
Print Blank Report	To help with gathering your data before filling in the form
View Consolidated Report	View all reported answers from your site(s)
View Member Report	View reports from individual site(s)
Optional Questions	Additional questions to complete on a voluntary basis
Certificate	A certificate for completing the NEPSI Reporting exercise is available when the reporting period is finalised

By clicking "Fill in Report at this level", you will be asked to fill in data for each of the questions under the required sections

IV.   Filling in the required data

All questions have an explanatory note which is made available within the "Help" button.

If you are reporting at company level the preliminary questions are applicable to you. They

NEPSI Secretariat c/o Industrial Minerals Association Europe aisbl, in short "IMA-Europe"
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are not applicable at site level. Preliminary questions are requested to be filled in to support the reporting of KPIs.

Preliminary Questions

1. How many sites are you reporting for?

2. How many of these sites have RCS present?

3. How many employees are there at sites with RCS present?

4. How many of these sites DO NOT have RCS present?

5. How many employees are there on sites without RCS?

Reporting Questions

Section 1 of 7: General Site Information

1. Name of the Site

2. Number of Employees (this includes the total number of Employees on site)

Section 2 of 7: Exposure Risk

3. Number of Employees potentially exposed to Respirable Crystalline Silica (RCS)

Section 3 of 7: Risk Assessment & Dust Monitoring

4. Among the number of employees potentially exposed to RCS, Number of employees covered by risk assessment

5. Among the number of employees potentially exposed to RCS, Number of employees covered by exposure monitoring

6. Among the number of employees potentially exposed to RCS, Number of employees with risk assessment requiring Health Surveillance Protocol for Silicosis

Section 4 of 7: Health Surveillance

7. Among the number of employees potentially exposed to RCS, Number of employees covered by generic health surveillance

8. Among the number of employees potentially exposed to RCS, Number of employees covered by health surveillance protocol for silicosis

Section 5 of 7: Training

9. Among the number of employees potentially exposed to RCS, Number of employees covered by information, instruction and training on General Principles

10. Among the number of employees potentially exposed to RCS, Number of employees covered by information, instruction and training on Task Sheets

Section 6 of 7: Good Practices

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11. Number of sites with technical measures to reduce/generation/dispersion of fine particles at source implemented

12. Number of sites with organizational measures implemented

13. Number of sites with distribution and use of Personal Protective Equipment implemented

Section 7 of 7: Confirmation Page

The Reporting KPI questions are also visible by clicking "Print Blank Report".

V.   Optional questions

This section allows the user to provide more information on a voluntary basis. Please note the online system only allows for plain text. The optional questions under company and site level are:

1. Information on initiatives organised to promote/explain the NEPSI SDA

2. Do you share your NEPSI Reporting with the workforce? If yes, how the NEPSI report is being shared?

3. Do you have further engagement with the workforce including other good practices?

4. Does your report include any sites you believe do not apply the Good Practices from the NEPSI agreement? If yes, please give the reasons

5. Please provide information on your exposure monitoring strategy (e.g. static or personal measurements, sampling, method of comparison to national limits, data management)

6. If more Employees than those reported under Section 3, 4 and 5 have been subject to risk assessment/dust monitoring/training health surveillance, specify how many in total

7. Any other comments

8. Remarks on the reporting process

VI.   Completion of Reporting

To successfully complete the report the user needs to click on "Submit" button.

When your report is completed and submitted you have the option to print it. You will also have the option to print a certificate, confirming the completion of the NEPSI reporting exercise, after the reporting period is ended. You will be notified via an automatic e-mail when the possibility of printing the certificate becomes available.

VII.   Questions and Technical problems

For any questions and technical problems, please contact your National Association/Company or the NEPSI Helpdesk, David Yelland at helpdesk@nepsidata.com.

NOTE: Please check your spam/junk e-mails in case you have not yet received an invitation to report the NEPSI KPIs.

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