

**REPORT of the Polish National CIS Centre,
Warsaw, Poland 2007**

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1. The Institute's profile

The Institute is a research institution whose main activity aims at working out new technical and organizational solutions in the field of occupational safety and health (OSH), ergonomics and the working environment. In particular, CIOP-PIB's activities in the field of OSH include: research and development; determination of exposure limits; standardization taking into account the requirements of European and international standards; testing and certification of machinery and manufacturing devices as well as personal and collective protective equipment; implementation and certification of OSH management systems; certification of the competence of personnel and educational bodies active in OSH; education and training, consultations, promotion, information and publishing activity.

The Institute is also involved in foresight activities aimed at identification and assessment of future needs, opportunities and risks connected with social and economic development as well as preparation of appropriate anticipating measures.

2. Scientific research

Scientific research, the Institute's principal activity, concerns the following main areas of OSH: chemical and aerosol hazards; noise, vibration and electromagnetic hazards; occupational risk assessment and occupational safety management, safety engineering, methods for testing and advancement of personal protective equipment (PPE), and adaptation of workplaces to human psycho-physical capabilities.

2.1. In the years 2005-2007 CIOP-PIB co-ordinated works and was the main performer of the National Programme "Adaptation of working conditions in Poland to EU standards":

The **strategic objective of the National Programme** was to develop and disseminate legal, organisational and technical solutions that ensure the achievement of occupational safety and health level conforming to the requirements of EU directives.

In 2007, the second phase of the Programme was completed: It covered:

- 27 research projects in 3 areas: identification of physical, chemical and psychophysical factors of occupational hazards,

- 74 tasks related to the services for the state in the field of: OSH-related standards; a notified body competence to assess product conformity; personal protective equipment; system of testing machinery, tools and protective equipment as well as of voluntary certification of products and management systems; occupational hazards prevention; OSH information and education system; OSH management systems.

2.2. On 3 July 2007, the Polish Council of Ministers approved a **new National Programme "Improvement of safety and working conditions"**, Phase 1 to be realized in 2008-2010.

The strategic objective of the Programme is development and implementation of innovative organizational and technical solutions, focused at improvement of human resources, new products, technologies, management methods and systems, aimed at significant reduction of occupational accidents and diseases in Poland as well as related economic and social losses. The Programme is coordinated by the Central Institute for Labour Protection - National Research Institute and carried out by 22 scientific units - 14 universities and research and 8 development units.

The Programme is composed of two parts:

- **Part A:** programme of **tasks related to services for the State** (supervised by the Minister of Labour and Social Policy) - **136 tasks in 8 thematic groups**,
- **Part B:** programme of **research and development projects** (supervised by the Minister of Science and Higher Education) - **75 research projects in 5 groups**.

2.3. In 2007 the **Commission of Scientific Research Ethics** was established in CIOP. Its function is to ensure the highest ethical standard by performing scientific researches.

3. Educational activity

3.1. Centre for Education

CIOP-PIB is the major provider of training and education in OHS in Poland. Its educational and training activity is implemented by the Centre for Education established within the Institute's structure in 1994. The Programme Council composed of scientists and practitioners, including social partners, supervise the activities of the Centre.

The Centre offers the following forms of education:

- postgraduate studies ***Safety and protection of man in the working environment***
- refresher training for employers, managers, OSH services personnel, office and administration staff
- specialist training on various OSH-related topics.

In 2007 the activity of the Centre covered:

- more than **300** participants of postgraduate studies, including **162** e-learning students (OSH services personnel, personnel of sanitary-epidemiological stations, army, fire service and consulting companies, teachers),

- **37** refresher trainings courses for **790 participants** (workers covered by the relevant regulation of the Minister of Economics and Labour, dated 27.07.2004, to undergo such training),
- **70** specialist trainings and courses for people interested in selected most up-to date knowledge about OSH for **1323** participants

In total, in the year 2007 more **2259** hours of lectures and classes were conducted which made **53 808** person-hours.

3.2. Joint Educational Unit

In 2007 a Joint Educational Unit of the Warsaw University of Technology and CIOP-PIB was created.

The main tasks of the Unit are:

- organisation of postgraduate studies ***Safety and protection of man in the working environment***
- initiation and organisation of conferences, seminars, symposiums and participation in the mentioned events
- initiation of common educational projects

4. Certification

4.1. Certification of personnel's competence

CIOP-PIB is the only scientific body in Poland that is accredited to certify competence of personnel, whose activities significantly influence the shaping of safe working environment and occupational health and safety education level. The Centre for Certification of Personnel's Competence, established within the structure of the Institute, is entitled to grant competence certificates to:

- OSH lecturers,
- OSH specialists,
- specialists in measurement of working conditions parameters
- auditors of an OSH management system
- consultants in systemic OSH management.

Moreover, the Centre acknowledges competence of educational bodies training the above-mentioned groups of specialists.

In 2007 the Centre granted 69 competence certificates for individual persons (lecturers, OSH specialists, auditors). The Centre supervised 361 competence certificates for individual persons and granted certification to lead OSH trainings to 12 educational institutions.

4.2. Certification of products and management systems

The Centre for Certification of Products and Management Systems carries out compulsory certification of products, including machines and devices, collective protective equipment and personal protective equipment. It also performs voluntary certification of OSH-related equipment. In 2007 the Centre granted 8 certificates of accordance with standards requirements for 40 products in voluntary group.

The Centre conducted also the certification of management systems, which included the assessment of: compliance of OSH management systems, quality management systems and environment management systems with the appropriate standards. In 2007 the Centre granted 12 certificates of management systems.

CIOP-PIB is also a notified body in the European Union in the scope of European directives relating to personal protective equipment (89/686/EEC), and machinery (98/37/EC). In 2007 the centre granted **181** certificates of EC-type evaluation for **337** personal protective equipment products and supervised the production of **467** personal protective equipment products.

6 certificates for **45** products (machines) were granted that year.

5. Publications

In 2007 publication activities of CIOP-PIB were continued, aiming at popularization of OSH knowledge and increasing the interests in occupational safety and ergonomics of the employers and employees. Printed publications were prepared: monographs, guides, handbooks, conference and training materials, brochures, leaflets, CD-ROMs, computer programs, etc.

That year the Institute also continued the publication of its journals:

- *International Journal of Occupational Safety and Ergonomics - JOSE* (in English) - 4 issues,
- *Podstawy i Metody Oceny Środowiska Pracy* (Principles and Methods of Assessing the Working Environment) - 4 issues,
- *Bezpieczeństwo Pracy. Nauka i Praktyka* (Occupational Safety. Science and Practice) - 12 issues.

The Institute continued publishing *Chemical Safety Data Sheets* in electronic version; it also published books, including monographs, guides and brochures. Some of the titles in 2007 were:

- *Occupational risk. Methodological basis of assessment,*
- *Selected problems of active noise reduction – power transformers,*
- *Electromagnetic techniques in health protection,*
- *Harmful agents in the working environment. Admissible values 2007,*
- *First-aid in an enterprise – a compendium,*
- *Selection of personal protective equipment,*
- *Sick building syndrome. Assessment of working environment parameters,*
- *Workplace lighting,*

- *Electromagnetic field in office and non-industrial rooms,*
- *Ventilation and air-conditioning systems in office buildings. Performance assessment,*
- *ALS and DAUF tests psychomotor characteristics,*
- *Safe work in cold microclimate,*
- *Stress in elderly workers,*
- *Elderly workers – physical capacities,*
- *Adaptation of work stations to the capacities of elderly workers,*
- *Safety of construction work,*
- *Occupational safety in mechanical woodworking,*
- *How to reduce the spine load,*
- *Good practice in agriculture,*
- *Good practice in animal handling.*

Other types of publication included: conference proceedings, training materials, information and promotion materials.

6. Promotion

Promotion activities of occupational safety, health and ergonomics knowledge that year included many forms as: seminars, workshops, trade fairs, exhibitions, competitions and the support of the **Safe Work Leaders' Forum** as well as the **OSH Experts Network** certified by CIOP-PIB. CIOP-PIB also participated in and organized several conferences, seminars and meetings. Some of them are mentioned below:

In 2007 CIOP-PIB continued the activity of the **Safe Work Leaders' Forum**, organized and based at the Institute. The Forum was created to build partnership contacts with enterprises that have implemented the achievements of science and technology in the field of designing working conditions according to the requirements of Polish and European legislation. In 2007 the Forum consisted of 92 participants. The Xth Conference of the Forum was organized by CIOP-PIB on 22-23 October 2007 in Wrocław. The theme of the conference was "*Lighten the load*".

In 2007 CIOP organized 5 events (seminars, workshops) for the members of the **OSH Experts Network**, certified by CIOP-PIB., aimed at improving the experts' qualifications:

- Seminar on Shaping Healthy Workplaces (23-24.04.2007, Warsaw),
- Seminar on Prevention of Musculoskeletal Disorders (MSD) (25.05.2007, Warsaw),
- Seminar "*The principles for assessing the enterprises conformity with legal requirements for work in exposure to harmful chemical agents*" (11-12.10.2007, Radom),
- Seminar "*Safety of Work at High*" (15-16.11.2007, Poznań),
- Conference "*Healthy Workplaces*" (27.06.2007, Rybnik).

CIOP-PIB took part in many **national and international OSH events** promoting OSH problems and solutions like for example:

- *Science for the economy and industrial safety* exhibition at Innovations – Technologies – Machines – ITM Poland 2007 (11-14.06.2007, Poznan, Poland),

- The World Exhibition of Innovation, Research and New Technologies, 56 edition - Innova - Brussels Eureka 2007 (22-25.11.2007, Brussels, Belgium),
- International Trades: Safety, Security and Health at work (18-21 09 2007, Düsseldorf, Germany),

The Institute received a number of awards, e.g. the **Gold Medal for Filtering Respirator of the FFP3 D Class with the Moist Absorbing Layer** at 56 edition of Innova Brussels Eureka (22 - 25.11.2007, Brussels, Belgium)

In 2007 the XXXVth edition of the **National Competition for the Improvement of Working Conditions** was another promotion activity organized by CIOP-PIB. The Competition is organized every year in cooperation with relevant ministries, labour inspectorate, social partners and technical associations. In this edition 35 entries..... were submitted, of which 11 received awards and 9 distinctions.

The Institute's promotion activity includes organization of an annual **OSH Poster Competition**. In 2007 the subject of the competition was "Lighten the load". In 2007 CIOP-PIB organized also artistic competitions for children, on subject "Lighten the load". More than 12 000 children from almost 200 schools took part In the competition.

CIOP-PIB promotes its activities also via the Internet. The Institute portal www.ciop.pl is ranked as the 3rd most popular in Europe on the subject OSH. In 2007 the website was visited around 230 000 visitors. Over 940 000 pages were browsed.

7. International cooperation

In 2007 international cooperation of CIOP-PIB was carried out mainly within the Sixth EU Framework Programme of the EU (5 projects), Seventh EU Framework Programme (2 projects), financed directly by the European Commission (1 project), projects realized under the European Community Programme PROGRESS (3 projects), projects of the European Agency for Safety and Health at Work, Bilbao (3 projects).

The Institute international cooperation was also realized in **networks**, e.g. PEROSH, EUROSHNET, and within the European Technology Platform "Industrial Safety" (ETPIS).

The Institute organized a number of conferences and other events, of which the most important include:

- Seminar ***New and Emerging Risks in OSH - Overview of European OSH Research Funding Programmes***, organized within the project NEW OSH ERA under the Sixth EU Framework Programme for Research and Technological Development on 14-15 June 2007 in Warsaw.
- CIOP-PIB co-organized meetings of **ISO/TC 159 Ergonomics, ISO/TC 159 S.C. 1 Ergonomic guiding principles and ISO/TC 159 SC 1/WG1 Principles of the design of work systems**, which took place in Warsaw on 5-9 November 2007.

In 2007 more than **200 CIOP-PIB employees** took part in international conferences seminars, trades and other events abroad.

8. Information

Information activity is a very important way in spreading the knowledge about Polish and foreign achievements in OSH, which could be of a great importance for both practitioners and theoreticians.

In the information service a big role is played by the international cooperation. It enables to get the proper latest foreign OSH information for Polish specialists as well as to promote internationally Polish OSH development.

Information services for Polish and foreign users were provided by the Centre for Scientific Information and Documentation with its Library and Section for Documentation, as well as with the help of scientific personnel of the Institute.

Information services for Polish and foreign users included a variety of forms such as: answering queries on publications and many problems connected with occupational safety, health, and ergonomics; preparing the lists of Polish and foreign literature on selected subjects using the Internet databases as OSH-ROM, OSH-UPDATE, FIREINF etc., and other sources; creating databases, etc.

Library resources

The library of CIOP-PIB is a specialist library, with an extensive collection (**about 30,000**) of books and other resources in the area of broad knowledge on safety and health protection of man in the working environment. The interdisciplinary nature of the subject means that the library resources cover almost all areas of science, both human sciences and technical sciences. There is also an extensive collection of books of a universal nature - dictionaries, encyclopaedias, lexicons and guidebooks, as well as archive publications of historical significance from the 1920s, 1930s and 1940s. The subjects of archive publications include: psychology, physiology, medicine, chemistry, toxicology, occupational safety etc. In 2007 the library had **200** titles of journals, including **107** - Polish and **83** - foreign scientific and specialist journals.

The library catalogue is prepared in the ALEPH computer system, and is open to the public on the Internet (www.ciop.pl/1223.html). In 2007 automation of library activities was continued. The electronic catalogue of the Library sources was updated with the descriptions of all new publications and archive materials. This was the development of the ALEPH-CIOP-PIB database, consisting of 7 files. In 2007 the works on the Library's website were continued, which helped to promote the Library resources among the Internet users. The activities of the CIOP-PIB Library in Scientific Libraries Consortium were continued with the access to EBSCO and PROQUEST Internet sources.

8.2. Focal Point activities

In 2007 CIOP-PIB fulfilled its tasks of the Polish National Focal Point of the European Agency for Safety and Health at Work. The Focal Point continued to cooperate with the National Information Network, which is composed of, following the Agency's

recommendations, representatives of state institutions, research institutes, employers and trade unions. In 2007 the network was composed of 40 institutions.

The Focal Point organized and coordinated the Polish edition of the information campaign: European Week of Safety and Health at Work 2007 "*Lighten the load*" and the second part of the campaign: "*Healthy Workplaces*".

The activities of "*Lighten the load*" campaign included:

- A press conference opening the campaign – Warsaw, June 2007
- Mass Media Campaign "*Say thank you to the seat*", 1 - 15 October 2007
- Meetings with students at schools
- Conference for SMEs representatives on OSH and prevention of musculoskeletal disorders (MSD).
- Seminars and trainings for enterprises and local communities
- Competitions:
 - European Good Practice Competition
 - Art competition for children
 - Knowledge competition in "Weekly chronicle" magazine
 - Poster exhibition
- Information stand during XII "*Hetman Fair*", 12 June 2007
- Cooperation with mass media, press publications
- Training for labour inspectors - coordinators of the campaign "*Lighten the load*" in District Labour Inspectorates in the whole country.

8.3. CIS information activities

The Institute fulfils the role of the **Polish National CIS Centre** in the network of about 155 National, Cooperative and Regional CIS Centres. They are located in more than 100 countries on almost all continents.

In 2007 the Polish CIS Centre's activities were continued as a part of the Polish National Programme: "**Improvement of safety and working conditions**" (Phase 1 to be realized in 2008-2010). They were aiming at using the CIS network to promote internationally Polish literature and OSH achievements as well as using the CIS international occupational safety and health information system to help Polish users to stay informed about foreign publications and data. The main activities of the Polish National CIS Centre were performed in 4 groups of the activities:

1. Promotion of Polish OSH achievements and publications by the international CIS Centres network ,
2. The National CIS Centre information service for Polish OSH specialists based, among others, on CIS sources,
3. Dissemination in Poland of information on the International CIS Centre and the whole network,
4. Development of cooperation with the CIS Centres network.

8.3.1. Promotion of Polish OSH achievements and publications by the international CIS Centres network

In 2007 the Polish National CIS Centre took part in the elaboration of international OSH information sources, connected with CIS information system.

The Centre cooperated with the International CIS Centre in elaborating the CISDOC database and the electronic journal: "Virtual Bulletin". In cooperation with a group of Polish OSH institutions, the Polish National CIS Centre selected important Polish OSH publications, as books, journal articles and legal regulations and prepared abstracts, according to the rules of the International CIS Centre. That year 210 abstracts were prepared and sent together with the documents to CIS HQ, which also entered in the CISDOC-TEXT the full texts of the publications, which abstracts were chosen into the CISDOC database. The Polish publications, which were sent, were included in the International CIS Centre library. Information on these publications was also shown on their website, what is also an international promotion for them. In 2007 the next new publishers of Polish OSH connected journals were won over, and they acted as the Polish Centre's cooperators. It helped the National CIS Centre to get free of charge important sources for preparing abstracts.

The Polish CIS Information Centre elaborated also some information texts on Polish OSH events and they were published in the CIS information publications, e.g. "*CIS Newsletter*". In 2007 the works on the English version of the Polish National CIS Centre website were continued (www.ciop.pl/7293.htm). New information were entered on this website.

The Polish CIS Centre also followed the requests from foreign CIS Centres and informed foreign users on Polish OSH subjects. Polish OSH information materials were also distributed to other CIS Centres during International CIS Centres Meeting in Geneva, which was the way of their promotion.

The continuation of the works on the database of Polish literature OSH-BHP was run. The database was elaborated in English and its aim is to promote information about OSH Polish documents and by them – Polish achievements in the occupational safety and health and other related subjects. In 2007 the abstracts of Polish documents of 2002 – 2006 were inserted, as well as the documents published in 2007. At the end of 2007 the database OSH-BHP consisted of 1345 abstracts.

The membership in the network of about 155 National, Collaborating and Regional CIS Centres gives the opportunity to get foreign OSH information and to promote Polish achievements in the occupational safety and health, ergonomics, safety engineering and many other subjects.

8.3.2. The National CIS Centre information service for Polish specialists based, among others, on CIS sources

In 2007 the Polish Centre continued and broadened information activities for Polish users. The collection of CIS connected publications and information materials were broadened. That year more than 130 foreign documents were acquired. Among others they were books; reports on the activities of scientific institutions; reports from ILO and its International Labour Conference; journals as "*African OSH Newsletter* and "*Asian OSH Newsletter*", "*CIS Newsletter*" and other electronic publications, leaflets on ILO and other institutions' publications, catalogues of publications, databases, etc., all free of charge.

Publications acquired in 2007 were processed, catalogued and included in the CIOP-PIB Library collection. Their descriptions were entered into the CIOP-PIB's Library computer catalogue in the ALEPH system, which is accessible via the Internet to Polish and foreign users at the address: (<http://www.ciop.pl/395.html>).

All the leaflets and grey literature was collected in a separate file.

Acquired publications were lent to the library users and used for information activities of the CIS Centre. They were promoted in various ways.

For its information activities the Polish National CIS Centre also used other sources such as the subscribed databases (CISDOC, OSH-ROM, FireInf, OSH-UPDATE) and other databases. That year subscription to CISDOC-TEXT database from the International CIS Centre was also arranged. It allows to give users full texts of chosen documents, whose abstracts are included in CISDOC.

The acquired publications were promoted among others in the form of exhibitions in CIOP-PIB, in the Library, during training courses in CIOP-PIB.

In 2007 the Polish CIS National Centre also prepared lists of literature on specific subjects for eg. employers, inspectors, scientists and industry workers, students and OSH specialists. About 100 searches for literature were carried out. On the basis of the computer ALEPH catalogue, databases, CIS publications and Internet sources etc. the Centre answered questions and requests on Polish and foreign OSH subjects from different groups of users.

For informing Polish specialists on new foreign OSH developments and publications, the Polish Centre used also the electronic way - emails to about 3500 users. Other forms, as paper copies, were also used.

Promotion of the World Day for Safety and Health at Work (28 April) in Poland involved an important set of activities. The Polish National CIS Centre prepared an article for the journal: "Bezpieczeństwo Pracy. Nauka i Praktyka" as well as some short texts on that Day. Information texts and other prepared by ILO and ITUC materials were distributed to many users and institutions in printed and electronic forms and entered in the website.

In 2007 the works on broadening the Polish National CIS Centre website were continued (<http://ciop.pl/1568.html>). New links and information were inserted in it and some changes were prepared.

8.3.3. Dissemination in Poland of information on the International CIS Centre and the whole network

The CIS information system is one of the most important sources of international occupational safety and health development and could be very useful for information users. Promotion of this network in Poland give national OSH specialists, students, theoreticians and practitioners a chance to use in their work the modern and valuable sources of OSH information via the CIS network.

In 2007 the Polish National CIS Centre used the same information channels for CIS promotion, which were used for OSH information dissemination.

So in 2007 information on the International CIS Centre and other Centres activities as well as the Polish National CIS (among others - leaflets on the CIS information network in Polish), were distributed among the participants of CIOP-PIB training courses and library users. They were also displayed in the Institute, which is visited by many OSH specialists. The promoting poster on being a CIS Centre – a member of a world information network, was still displayed in several places in CIOP-PIB, informing the guests on CIS network existence.

The CIS information materials were also distributed on the OSH events in Poland, national and international OSH trade fairs, eg. "SAWO", on picnics, workshops and conferences. Different information on CIS and ILO activities were also sent by email to the about 3500 electronic users.

Information on the International Labour Organization, the International CIS Centre and the whole CIS network were inserted in the Polish National CIS Centre's website, which is located within the CIOP-PIB portal at www.ciop.pl/1568.html.

The logo "CIS" was still on the main page of this portal, which is used very often and according to the research of ALEXA, the Web Information Company, is the third most used on the list of the European governmental OSH institutions websites (after HSE and INRS).

In 2007 an article partly devoted to the CIS information system was elaborated and published in the Polish OSH journal: "Bezpieczeństwo Pracy. Nauka i Praktyka", no 10. Articles on CIS Centres network have been published in Polish scientific journals every year.

That year CIS activities were also presented on the information science conference: "IX Forum for Scientific and Technical Information: Information Exchange and Professional Information Services Development in Education, Science and Culture for the Benefit of Knowledge-Based Society".

8.3.4. Development of the cooperation with CIS Centres network

In 2007 the cooperation with the International CIS Centre in Geneva and with other CIS Centres was developed.

The correspondence, exchanging the information and publications were continued.

Successful cooperation with the International CIS Centre in Geneva was continued. The important part of it was the cooperation in the works on CIS Thesaurus as well as on CIOP-PIB Thesaurus, which is based on the CIS one. Preparing and sending abstracts of Polish literature for the CIS sources was the continuation of joint works on OSH international promotion.

That year the cooperation with other institutions, such as the ILO Subregional Office for Central and Eastern Europe (CEET) or Sheila Pantry Associates Ltd. This allowed for promotion of Polish information in the international publications, as for example "CIS Newsletter".

Cooperation with other CIS Centres helped to acquire foreign publications and information needed by Polish users as well as to inform specialists from other countries on Polish OSH achievements and literature.

In 2007 a representative of the Polish CIS Centre participated in the CIS Centres' Meeting in Duesseldorf. It gave the opportunity to acquire the latest information on the activities of the International CIS Centre and the other CIS Centres, to exchange the knowledge and publications on occupational safety and health, as well as to spread information on Polish Centre activities and Polish OSH publications. Useful contacts with other CIS Centres were established. A presentation for this Meeting and the report of the Polish CIS Centre activities in 2007 were elaborated.

This Meeting was organized during the International Fairs of Occupational Safety and Health at Work "A+A", "30th International Congress for Occupational Safety and Health", as well as the "International Meeting of OSH Networks: OSH Networks at Work – Network Meets Network". The representative of the Polish CIS Centre participated in all these events, having the chance to learn on the latest OSH developments and to promote Polish Information materials.

The working visit in CIS HQ in Geneva of the Polish CIS Centre that year helped to establish the rules of cooperation and to exchange information and documents.

Summary

2007 was the year of continuously developed and extended cooperation with the international CIS Centres network. Taking part by the Polish National CIS Centre in the international cooperation on elaborating the OSH information sources allowed to broaden the information on Polish OSH literature and described in it achievements.

Works on the OSH Polish literature database OSH-BHP, (prepared in English), helped foreign users to familiarize with Polish OSH development.

Promoting the CIS network and its services in Poland could help the OSH specialists to obtain latest and of good quality information.

Being a member of such a vast world information system, as the CIS Centres network, gives the chance to spread the national OSH information internationally, as well as to acquire for the Polish users, according to their needs, the latest and valuable information on OSH achievements in other countries

The cooperation with the International CIS Centre and other centres is of a great importance and the Polish National CIS Centre would like to express its gratitude to the CIS/ILO International Centre personnel for their fast, kind and helpful assistance as well as to other CIS Centres for their cooperation.

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www.ciop.pl.1568.html (Polish version)

www.ciop.pl.7293.html (English version)