

DGUV Regulation 2

Accident prevention regulation

Occupational physicians and OSH professionals

Imprint

Published by:
Deutsche Gesetzliche Unfallversicherung e.V. (DGUV)

Mittelstrasse 51
10117 Berlin, Germany
Tel.: +49 30 288763800
Fax: +49 30 288763808
Email: info@dguv.de
Internet: www.dguv.de

Edition January 2012

DGUV Regulation 2 can be obtained from your competent social accident insurance institution or at www.dguv.de/publikationen

Contents

| | Page |
|--|-----------|
| Part one General provisions | 5 |
| Sec. ¹⁾ 1 Scope | 5 |
| Sec. 2 Appointment | 5 |
| Sec. 3 Expertise in occupational medicine | 6 |
| Sec. 4 Safety expertise | 6 |
| Sec. 5 Reports | 8 |
| Part two Transitional provisions | 9 |
| Sec. 6 Transitional provisions | 9 |
| Part three Entry into force and expiry | 10 |
| Sec. 7 Entry into force and expiry | 10 |
| Annex 1 (to Section 2(2)) | 11 |
| Standard supervision by occupational physicians and OSH profession- als in enterprises with 10 or fewer employees | 11 |
| Annex 2 (to Section 2(3)) | 14 |
| Standard supervision by occupational physicians and OSH profession- als in enterprises with more than 10 employees | 14 |
| Annex 3²⁾ (to Section 2(4)) | 46 |
| Alternative, demand-based supervision by occupational physicians and OSH professionals in enterprises with up to (to be inserted by the social accident insurance institution, max. 50)... employees | 46 |
| Annex 4²⁾ (to Section 2(4)) | 50 |
| Alternative, demand-based supervision by competence centres' occu- pational physicians and OSH professionals in enterprises with 10 or fewer employees | 50 |

¹⁾ Sec.: Section.

²⁾ Social accident insurance institutions that do not apply Annex 3 or 4 must write
"Not applicable" here.

| | Page |
|---|-----------|
| Schedule 1 ³⁾ (to Section 2)..... | 53 |
| Appointment of occupational physicians and OSH professionals and initiation of their activities..... | 53 |
| Schedule 2 ³⁾ (to Section 4)..... | 58 |
| Industry-specific training content for OSH professionals..... | 58 |
| Schedule 3 ³⁾ (to Annex 2, Section 2)..... | 60 |
| Basic supervision – areas of activity and possible tasks..... | 60 |
| Schedule 4 ³⁾ (to Annex 2, Section 3)..... | 70 |
| Company-specific part of the supervision..... | 70 |
| Schedule 5 “Gesetz über Betriebsärzte, Sicherheitsingenieure und andere Fach- kräfte für Arbeitssicherheit” (German Act on Occupational Physicians, Safety Engineers and other OSH Professionals)..... | 98 |

³⁾ Schedules 1 to 4 do not contain any legally binding provisions.

Part one

General provisions

Sec. 1 Scope

This accident prevention regulation defines in more detail the measures to be taken by employers in order to fulfil their duties as per the “Gesetz über Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit”, also known as the “Arbeitssicherheitsgesetz” (German Act on Occupational Physicians, Safety Engineers and other OSH Professionals/Occupational Safety Act).

Sec. 2 Appointment

(1) Employers must appoint, in writing and in accordance with the following provisions, occupational physicians and OSH professionals to perform the tasks described in Sections 3 and 6 of the “Arbeitssicherheitsgesetz”. On request, employers must provide the social accident insurance institution with evidence of how the obligation described in the previous sentence (sentence 1) has been met.

(2) In the case of enterprises with 10 or fewer employees, the scope of the supervision provided by occupational physicians and OSH professionals must be as described in Annex 1.

(3) In the case of enterprises with more than 10 employees, the provisions set out in Annex 2 apply.

(4) Notwithstanding (2) and (3) above, employers can choose an alternative form of supervision, in accordance with Annex 3 or 4, provided they are actively involved in the company operations and the number of employees is no more than ... **(insert specific provisions for social accident insurance institution in question; Annex 3: Maximum 50; Annex 4: 10).**

(5) The number of employees must be calculated based on annual averages; the threshold values specified in (2), (3) and (4) above must be calculated in accordance with Section 6(1), Sentence 4 of the “Arbeitsschutzgesetz” (German Occupational Safety and Health Act).

(6) In individual cases, the social accident insurance institution can allow deviations from (2), (3) and (4) above, with the consent of the authority responsible as defined in Section 12 of the “Arbeitssicherheitsgesetz”, provided the accident and health hazards in the enterprise differ from the average and the deviations do not

prejudice the employees' safety. Enterprises of the same type should be used as a benchmark.

Sec. 3 Expertise in occupational medicine

The employer can deem physicians to have the necessary expertise in occupational medicine if they provide evidence of their entitlement to use the following titles:

1. practitioner of "Arbeitsmedizin"⁴⁾
- or
2. practitioner with an additional qualification in "Betriebsmedizin"⁴⁾.

Sec. 4 Safety expertise

(1) The employer can deem OSH professionals to have the necessary safety expertise if they meet the requirements set out in (2) to (5) below.

(2) "Sicherheitsingenieure"⁴⁾ meet the requirements if they

1. are entitled to use the professional title of "Ingenieur" or have obtained a Bachelor or Master degree in engineering,
2. afterwards worked as an engineer for at least two years and
3. have successfully completed a training course run by the government or social accident insurance institutions

or

a training course recognised by the government or by social accident insurance institutions and delivered by another training provider.

Safety engineers who are entitled by virtue of a qualification from a university/university of applied sciences to use the professional title "Sicherheitsingenieur" and have worked as an engineer for one year also meet the requirements.

(3) Persons who have equivalent qualifications can also serve as safety engineers.

(4) "Sicherheitstechniker"⁴⁾ meet the requirements if they have

1. passed an examination to become a "staatlich anerkannter Techniker",
 2. afterwards worked as a technician for at least two years
- and

⁴⁾ different level of qualification

3. successfully completed a training course run by the government or social accident insurance institutions
- or
- a training course recognised by the government or by social accident insurance institutions and delivered by another training provider.

Persons who have not taken the “staatlich anerkannter Techniker” examination but have worked as a technician for at least four years and have successfully completed a training course run by the government or social accident insurance institutions or a training course recognised by the government or by social accident insurance institutions and delivered by another training provider also meet the requirements.

(5) “Sicherheitsmeister”⁴⁾ meet the requirements if they have

1. passed the “Meister” examination,
2. afterwards worked as a “Meister” for at least two years and
3. successfully completed a training course run by the government or by social accident insurance institutions

or

a training course recognised by the government or by social accident insurance institutions and delivered by another training provider.

Persons who have not taken the “Meister” examination but have worked as a “Meister” or in an equivalent role for at least four years and have successfully completed a training course run by the government or by social accident insurance institutions or a training course recognised by the government or by social accident insurance institutions and delivered by another training provider also meet the requirements.

(6) The training course required by (2), (4) and (5) above comprises training level I (foundation training), training level II (advanced training), training level III (field-specific training) and a work placement. Training level III includes the following topics:

(Insert the specific provisions of the social accident insurance institution in question)

⁴⁾ different level of qualification

Schedule 1

(7) If an OSH professional who has completed training level III (field-specific training) as specified by one social accident insurance institution moves to an industry for which a different social accident insurance institution is responsible, the employer must ensure that the OSH professional gains the necessary field-specific knowledge through continuing training. The social accident insurance institution decides what continuing training is necessary, taking into account the content of its training level III.

Sec. 5 Reports

The employer must require the occupational physicians and OSH professionals appointed as per Section 2 of this accident prevention regulation to provide regular written reports describing the performance of the tasks assigned to them. The reports must also provide information on how the occupational physicians and OSH professionals have collaborated.

Part two

Transitional provisions

Sec. 6 Transitional provisions

(1) Notwithstanding Section 3, the employer can assume that physicians have the necessary expertise if they

1. have a document from the relevant medical association, certifying that they worked in a hospital or polyclinic for one year prior to 1 January 1985 and have attended an introductory course on occupational medicine

and

2. a) worked as an occupational physician for at least 500 hours in one year in the period up to and including 31 December 1985

or

b) completed a three-month course on occupational medicine in the period up to and including 31 December 1987

and

provide a document issued by the relevant medical association, certifying compliance with 2a) or b).

The certification document from the relevant medical association must have been issued prior to 31 December 1996.

(2) The evidence of expertise required by Section 4(2) to (5) is deemed to be provided if the OSH professional is working as an OSH professional when this accident prevention regulation comes into force and the expertise requirements set out in the accident prevention regulation on OSH professionals (BGV A6/GUV-V A 6/7) dated ... **(to be inserted by social accident insurance institution!)** ... are met.

(3) (Transitional provisions concerning existing “employer models” and contracts with service providers shall be added by the social accident insurance institution. This only applies to the social accident insurance institutions for trade and industry and the railway services; publicsector social accident insurance institutions should write “Not applicable” here)

(4) Notwithstanding the provisions of Section 7, Annex 3 of this accident prevention regulation shall enter into force on 1 January 2013. **(This only applies to the public-sector social accident insurance institutions, which have not yet enacted Annex 3; other social accident insurance institutions should write “Not applicable” here)**

Part three

Entry into force and expiry

Sec. 7 Entry into force and expiry

This accident prevention regulation shall enter into force on 1 January 2011. The accident prevention regulations entitled **“Betriebsärzte und Fachkräfte für Arbeitssicherheit” (Occupational physicians and OSH professionals) (BGV A2, GUV-V A2)** and **“Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit” (Occupational physicians, safety engineers and other OSH professionals) (GUV-V A 6/7)** dated, as amended on, shall expire on the same date.

Annex 1

(to Section 2(2))

Standard supervision by occupational physicians and OSH professionals in enterprises with 10 or fewer employees

The nature and scope of the supervision provided by occupational physicians and OSH professionals are mainly based on the hazards to employees' safety and health in the enterprise and the tasks defined in Sections 3 and 6 of the "Arbeitssicherheitsgesetz".

The supervision to be provided by occupational physicians and OSH professionals consists of **basic supervision and ad hoc supervision**. The two can be combined.

Basic supervision involves providing support with

- the writing and/or
- the updating of the risk assessment.

Both occupational physicians' and OSH professionals' expertise is required for the purposes of basic supervision. This requirement can be met by means of the first advisor consulting the expertise of the other.

The basic supervision must be repeated whenever the working conditions change significantly but no later than after ... years:

(Insert specific provisions of the social accident insurance institution in question, using the "Orientierungshilfe für die Einordnung der Branche/Berufsgenossenschaft in die Gruppen I, II und III der betriebsärztlichen und sicherheitstechnischen Betreuung" (Guide to classifying industries/social accident insurance institutions into groups I, II or III for supervision by occupational physicians and OSH professionals), drawn up by the "OSH organisation" expert committee: Group I: max. 1 year; group II: max. 3 years; group III: max. 5 years

These provisions do not affect the intervals for occupational medical examinations. The **risk assessment** consists of systematic identification and evaluation of relevant hazards to employees. Appropriate occupational safety and health measures must be determined on the basis of the risk assessment. The effectiveness of the risk assessment and the measures taken must be monitored and, where necessary, the assessment and measures must be adapted to any changes in circumstances.

Ad hoc supervision

In special cases, employers are obliged to use the supervision services of an occupational physician or an OSH professional with industry-specific expertise when dealing with safety and health matters.

Examples of special cases in which supervision by the occupational physician and the OSH professional is required are:

- planning, installation and modification of plant,
- introduction of new work equipment that results in increased risk potential,
- significant change to working practices,
- introduction of new working practices,
- design of new workstations and work processes,
- introduction of new (hazardous) substances that result in increased risk potential,
- provision of advice to employees concerning special accident and health risks at work,
- investigation of accidents and occupational diseases,
- preparation of emergency and alarm plans.

Other examples of cases that can make ad hoc supervision by an OSH professional necessary are

- safety inspections and evaluations of plant, work systems and working practices.

Other examples of cases that can make ad hoc supervision by an occupational physician necessary are

- a fundamental restructuring of working hours, breaks and shifts,
- the necessity to carry out occupational medical examinations, conduct assessments and give advice,
- addictive disorders that restrict the ability to ensure risk-free work,
- questions regarding job changes, integration and reintegration of persons with a disability and (re-)integration of persons undergoing rehabilitation,
- a high incidence of health problems,
- occurrence of post-traumatic stress.

(The social accident insurance institution in question can add further specifics)

The enterprise must have adequate, up-to-date documents showing the results of the risk assessment, the measures derived from those results and the results of the effectiveness monitoring. These documents can take the form of reports as defined in Section 5 of this accident prevention regulation.

In individual cases, the basic supervision can be supplemented by ad hoc advice on specific issues, which can also be provided by persons who have expertise particularly relevant to the case concerned but are not qualified as an occupational physician or an OSH professional. This can apply, for example, to advice provided in connection with noise reduction, fire-protection and ventilation measures. In these cases, combination with basic supervision is not permitted.

Employers can agree to share standard supervision services by occupational physicians and OSH professionals if they do not have sufficient resources to arrange for supervision in house.

The employees must be informed as to the type of supervision provided by the occupational physicians and OSH professionals and the occupational physician and OSH professional they should consult.

Annex 2

(to Section 2(3))

Standard supervision by occupational physicians and OSH professionals in enterprises with more than 10 employees

1. General provisions

The nature and scope of the supervision provided by occupational physicians and OSH professionals are based on the hazards to employees' safety and health in the enterprise and the tasks defined in Sections 3 and 6 of the "Arbeitssicherheitsgesetz".

The supervision provided by occupational physicians and OSH professionals consists of **basic supervision** and **company-specific supervision**. Together, the basic and company-specific supervision form the **overall supervision**.

The employer must determine and assign the tasks to be performed by the occupational physicians and the OSH professionals and agree the tasks in writing with them, based on the enterprise's needs, with the assistance of the workplace representatives (e.g. in accordance with the "Betriebsverfassungsgesetz" (Works Constitution Act)) and with reference to Section 9(3) of the "Arbeitssicherheitsgesetz".

The tasks involved in **basic supervision**, which is required in all enterprises and defined in Section 2 of this annex, are explained in more detail in Schedule 3. The scope of the basic supervision provided is calculated on the basis of the deployment times, which apply to all enterprises and are given in Section 2 of this annex.

The second component of the overall supervision is the **company-specific supervision**, for which the tasks are defined in Section 3 of this annex and described in more detail in Schedule 4. The employer determines and regularly reviews the relevance and scope of the company-specific part of the supervision, in accordance with Section 3 of this annex.

The employer must obtain the advice of the occupational physician and the OSH professional when determining the basic supervision and the company-specific part of the supervision.

The employees must be informed as to the type of supervision provided by the occupational physicians and OSH professionals and the occupational physician and OSH professional they should consult.

Occupational medical examinations must be included in the company-specific supervision deployment times, not those for basic supervision.

Travel time cannot be included as deployment time.

Measures taken and the results of the services performed must be documented in the periodic reports required from the occupational physician and the OSH professional in accordance with Section 5 of this regulation.

2. Basic supervision

There are three different groups for basic supervision, each of which has fixed total deployment times for the combined groups hours worked by the occupational physician and the OSH professional. Enterprises are assigned to one of the supervision groups based on their industrial classification, as shown in Section 4 of this annex. The following deployment times (in hours per employee and year) are required for basic supervision:

| | Group I | Group II | Group III |
|---|---------|----------|-----------|
| Deployment time (hrs/year per employee) | 2.5 | 1.5 | 0.5 |

The times must be divided between the occupational physicians and OSH professionals in such a way that each service provider is responsible for at least 20% of the basic supervision but no less than 0.2 hours/year per employee.

(Social accident insurance institution in question may insert specific figures; in Schedule 1, it can recommend that the total combined figure be divided into separate figures for the occupational physician and the OSH professional for specific types of company.)

Basic supervision comprises the following areas of activity:

Support with risk assessments (assessment of working conditions)

- 1.1 Support with the implementation of an overall strategy for risk assessments
- 1.2 Support with performance of risk assessments
- 1.3 Observation of actual practice in the enterprise and evaluation of risk assessments

- 2 Support with fundamental work-design activities – prevention activities focusing on the work environment
 - 2.1 Proactive prevention measures taken to improve existing work systems
 - 2.2 Proactive prevention measures taken when working conditions change
- 3 Support with fundamental work-design activities – prevention activities focusing on individual behaviour
 - 3.1 Support with oral and written instructions and training on health and safety
 - 3.2 Motivation to encourage safe and healthy behaviour
 - 3.3 Information and education
 - 3.4 Collective occupational health advice for employees
- 4 Support with the creation of a suitable structure and integration into managerial activities
 - 4.1 Integration of occupational safety and health into the organisational structure
 - 4.2 Integration of occupational safety and health at management level
 - 4.3 Advice on resources required to implement OSH measures
 - 4.4 Ensuring communication and information
 - 4.5 Integration of OSH matters into enterprises's processes
 - 4.6 Organisation of enterprise's OSH-specific processes
 - 4.7 Ensuring continuous improvement
- 5 Investigation following events
 - 5.1 Investigation of events, analyses of causes and evaluations thereof
 - 5.2 Identification of departments/activities where accidents or work-related illnesses frequently occur
 - 5.3 Suggestions for improvement
- 6 Provision of general advice to employers and managers, workplace representatives and employees
 - 6.1 Advice on legal bases, the state of the art in safety and occupational medicine, research findings
 - 6.2 Answering of queries
 - 6.3 Distribution of information in the company, including team meetings
 - 6.4 Organisation of external advice on special OSH problems

7 Documentation, obligatory reporting

- 7.1 Support with documentation
- 7.2 Support with obligatory reporting to relevant authorities and social accident insurance institutions
- 7.3 Documentation of suggestions to the employer, including the extent to which they have been implemented
- 7.4 Documentation of own work and the extent to which the deployment times are utilised

8 Involvement in enterprise meetings

- 8.1 Direct, one-to-one provision of advice to employers
- 8.2 Participation in employer's business-related meetings with his/her managerial staff
- 8.3 Participation in meetings of the delegates with OSH roles in accordance with Sections 9, 10 and 11 of the "Arbeitssicherheitsgesetz"
- 8.4 Participation in other meetings, including works meetings
- 8.5 Utilisation of permanent contact with managerial staff
- 8.6 OSH committee meeting

9 Self-organisation

- 9.1 Organisation of continuing training (to update and expand knowledge)
- 9.2 Development and utilisation of knowledge management
- 9.3 Recording and reviewing of information provided by employees
- 9.4 Utilisation of opportunities to share experiences, especially with the social accident insurance institutions and the relevant authorities

3. Company-specific part of the supervision

The employer determines the company-specific supervision needed, using a procedure that takes into account the areas of activity listed below and trigger and effort criteria. In line with the procedure, the employer must regularly review all of the areas of activity to determine their relevance for supervision by the occupational physicians and OSH professionals, especially after significant changes. The areas of activity are:

- 1 Regularly occurring company-specific accident and health hazards; human factor requirements for work design
 - 1.1 Special activities
 - 1.2 Workstations and workplaces that pose particular risks
 - 1.3 Work tasks and work organisation that pose particular risks
 - 1.4 Need for occupational health prevention
 - 1.5 Special, company-specific requirements concerning use of staff
 - 1.6 Safety and health in the face of demographic change
 - 1.7 Work design to prevent work-related health risks, preservation of individual health resources in connection with work
 - 1.8 Support with the enhancement of a health management system

(The social accident insurance institution in question can provide specifics here; if the regularly occurring areas of activity are specific to this type of enterprise, the social accident insurance institution can recommend deployment times in Schedule 1. This does not apply to occupational medical examinations.)

- 2 Changes to working conditions and organisation
 - 2.1 Procurement of fundamentally new machinery and equipment
 - 2.2 Fundamental changes as a result of new workstations, fundamental changes to workstation equipment; planning, installation of new plant; conversion, new build projects
 - 2.3 Introduction of completely new substances and materials
 - 2.4 Fundamental change to enterprise's processes; fundamental change to organisation of working time; fundamental change to/introduction of new working practices
 - 2.5 Specific requirements intended to create a suitable organisational structure for implementing OSH measures and integrating them into management activities and to establish a system for risk assessment
- 3 External developments that have a specific influence on the situation in the enterprise
 - 3.1 New regulations that result in substantial changes for the enterprise
 - 3.2 Advances in the state of the art in safety and occupational medicine relevant to the enterprise

4 Campaigns, programmes and activities in the enterprise

Priority programmes, campaigns and support for health-promotion activities

A method for determining the supervision required, using the trigger and effort criteria, is explained in detail in Schedule 4.

To determine the duration and scope of the company-specific supervision, the employer must assess which tasks are necessary in the enterprise concerned and determine the effort required on the part of the occupational physician and the OSH professional to perform those tasks. On the basis of the determined required effort, the employer must determine in consultation and agree in writing with the occupational physician and the OSH professional the supervision services to be provided.

4. Assignment of enterprise types to supervision groups

The following table shows how the enterprises are assigned to the groups for basic supervision, as described in Section 2 of this annex, based on the economic activity code.

Extract for (insert name of social accident insurance institution) from the Classification of Economic Activities, 2008 issue (“WZ 2008”). A complete list for all of the social accident insurance institutions is kept at the German Social Accident Insurance (DGUV).

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 1 | A | SECTION A – AGRICULTURE, FORESTRY AND FISHING | | | |
| 64 | 01.5 | Mixed farming | | X | |
| 79 | 02 | Forestry and logging | | | |
| 80 | 02.1 | Silviculture and other forestry activities | X | | |
| 83 | 02.2 | Logging | X | | |
| 103 | B | SECTION B – MINING AND QUARRYING | | | |
| 104 | 05 | Mining of coal and lignite | | | |
| 105 | 05.1 | Mining of hard coal | X | | |
| 108 | 05.2 | Mining of lignite | X | | |
| 111 | 06 | Extraction of crude petroleum and natural gas | | | |
| 112 | 06.1 | Extraction of crude petroleum | X | | |
| 115 | 06.2 | Extraction of natural gas | X | | |
| 118 | 07 | Mining of metal ores | | | |
| 119 | 07.1 | Mining of iron ores | X | | |
| 122 | 07.2 | Mining of non-ferrous metal ores | X | | |
| 127 | 08 | Other mining and quarrying | | | |
| 128 | 08.1 | Quarrying of stone, sand and clay | | | |
| 129 | 08.11 | Quarrying of ornamental and building stone, limestone, gypsum, chalk and slate | X | | |
| 131 | 08.12 | Operation of gravel and sand pits; mining of clays and kaolin | | X | |
| 133 | 08.9 | Mining and quarrying n.e.c. | X | | |
| 136 | 08.92 | Extraction of peat | | X | |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 142 | 09 | Mining and quarrying support services | | | |
| 143 | 09.1 | Support services for petroleum and natural gas extraction | X | | |
| 146 | 09.9 | Support services to other mining and quarrying | X | | |
| 149 | C | SECTION C – MANUFACTURING | | | |
| 150 | 10 | Manufacture of food products | | | |
| 151 | 10.1 | Slaughtering and meat processing | X | | |
| 158 | 10.2 | Fish processing | | X | |
| 161 | 10.3 | Fruit and vegetable processing | | X | |
| 168 | 10.4 | Manufacture of vegetable and animal oils and fats | | X | |
| 173 | 10.5 | Dairy processing | | | |
| 174 | 10.51 | Dairy processing (except ice-cream making) | | X | |
| 176 | 10.52 | Manufacture of ice cream | | X | |
| 178 | 10.6 | Manufacture of grain mill products, starches and starch products | | X | |
| 183 | 10.7 | Manufacture of bakery and farinaceous products | | X | |
| 190 | 10.8 | Other food products | | | |
| 191 | 10.81 | Sugar production | | X | |
| 193 | 10.82 | Production of sugar confectionery (except non-perishable baked goods) | | | X |
| 203 | 10.89 | Manufacture of other food products n.e.c. | | X | |
| 205 | 10.9 | Manufacture of animal feed | | X | |
| 210 | 11 | Manufacture of beverages | | | |
| 211 | 11.0 | Manufacture of beverages | | | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| | 11.01.1 | Manufacture of distilled alcoholic beverages | | X | |
| | 11.01.2 | Production of distilled alcoholic beverages (except distilleries) | | | X |
| 214 | 11.02 | Manufacture of wine from grape | | | X |
| 220 | 11.05 | Manufacture of beer | | X | |
| 222 | 11.06 | Manufacture of malt | | X | |
| 224 | 11.07 | Manufacture of soft drinks; production of natural mineral water | | X | |
| | 11.08 | Manufacture of other beverages n.e.c. | | | X |
| 226 | 12 | Manufacture of tobacco products | | | |
| 227 | 12.0 | Manufacture of tobacco products | | | X |
| 230 | 13 | Manufacture of textiles | | | |
| 231 | 13.1 | Preparation and spinning of textile fibres | | X | |
| 234 | 13.2 | Weaving of textiles | | X | |
| 237 | 13.3 | Finishing of textiles | | X | |
| 240 | 13.9 | Manufacture of other textiles | | | X |
| 255 | 14 | Manufacture of wearing apparel | | | |
| 256 | 14.1 | Manufacture of wearing apparel (except fur apparel) | | | X |
| 271 | 14.2 | Manufacture of articles of fur | | | X |
| 274 | 14.3 | Manufacture of knitted and crocheted apparel | | | X |
| 279 | 15 | Manufacture of leather and related products | | | |
| 280 | 15.1 | Manufacture of leather and related products (except leather apparel) | | | |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 281 | 15.11 | Tanning and dressing of leather; dressing and dyeing of fur | | X | |
| 283 | 15.12 | Manufacture of luggage, handbags and the like, saddlery and harness | | | X |
| 285 | 15.2 | Manufacture of footwear | | | X |
| 288 | 16 | Manufacture of wood and products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials | | | |
| 289 | 16.1 | Sawmilling and planing of wood | | X | |
| 292 | 16.2 | Manufacture of products of wood, cork, straw and plaiting materials | | X | |
| 303 | 17 | Manufacture of paper and paper products | | | |
| 304 | 17.1 | Manufacture of pulp, paper and paperboard | | X | |
| 309 | 17.2 | Manufacture of articles of paper and paperboard | | X | |
| 320 | 18 | Printing and reproduction of recorded media | | | |
| 321 | 18.1 | Printing and service activities related to printing | | | |
| 322 | 18.11 | Printing of newspapers | | X | |
| 324 | 18.12 | Other printing | | X | |
| 326 | 18.13 | Pre-press and pre-media services | | | X |
| 328 | 18.14 | Binding and related services | | X | |
| 330 | 18.2 | Reproduction of recorded media | | X | |
| 333 | 19 | Manufacture of coke and refined petroleum products | | | |
| 334 | 19.1 | Manufacture of coke oven products | X | | |
| 337 | 19.2 | Manufacture of refined petroleum products | | X | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 340 | 20 | Manufacture of chemicals and chemical products | | | |
| 341 | 20.1 | Manufacture of basic chemicals, fertilisers and nitrogen compounds, plastics and synthetic rubber in primary forms | | X | |
| 356 | 20.2 | Manufacture of pesticides and other agrochemical products | | X | |
| 359 | 20.3 | Manufacture of paints varnishes and similar coatings, printing ink and mastics | | X | |
| 362 | 20.4 | Manufacture of soaps and detergents, cleaning and polishing preparations, perfumes and toilet preparations | | X | |
| 367 | 20.5 | Manufacture of other chemical products | | X | |
| 376 | 20.6 | Manufacture of man-made fibres | | X | |
| 379 | 21 | Manufacture of basic pharmaceutical products and pharmaceutical preparations | | | |
| 380 | 21.1 | Manufacture of basic pharmaceutical products | | X | |
| 383 | 21.2 | Manufacture of pharmaceutical preparations | | X | |
| 386 | 22 | Manufacture of rubber and plastic products | | | |
| 387 | 22.1 | Manufacture of rubber products | | X | |
| 392 | 22.2 | Manufacture of plastic products | | X | |
| 401 | 23 | Production of non-metallic mineral products | | | |
| 402 | 23.1 | Manufacture of glass and glass products | | X | |
| 413 | 23.2 | Manufacture of refractory products | | X | |
| 416 | 23.3 | Manufacture of clay building materials | | X | |
| 421 | 23.4 | Manufacture of other porcelain and ceramic products | | X | |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 432 | 23.5 | Manufacture of cement, lime and plaster | X | | |
| 437 | 23.6 | Manufacture of articles of concrete, cement and plaster | | | |
| 438 | 23.61 | Manufacture of concrete products for construction purposes | | X | |
| 440 | 23.62 | Manufacture of plaster products for construction purposes | X | | |
| 442 | 23.63 | Manufacture of ready-mixed concrete | X | | |
| 444 | 23.64 | Manufacture of mortars | X | | |
| 446 | 23.65 | Manufacture of fibre cement | X | | |
| 448 | 23.69 | Manufacture of articles of concrete, plaster and cement n.e.c. | X | | |
| 450 | 23.7 | Cutting, shaping and finishing of stone n.e.c. | | | |
| | 23.71 | Industrially cutting, shaping and finishing of stone | X | | |
| | 23.72 | Stonemasonry | | X | |
| 453 | 23.91 | Production of abrasive products | | X | |
| 456 | 23.99 | Manufacture of other non-metallic mineral products n.e.c. | X | | |
| 458 | 24 | Manufacture of basic metals | | | |
| 459 | 24.1 | Manufacture of basic iron, steel and ferro-alloys | X | | |
| 462 | 24.2 | Manufacture of tubes, pipes, hollow profiles and related fittings, of steel | | X | |
| 467 | 24.3 | Manufacture of other products of the first processing of iron and steel | X | | |
| 476 | 24.4 | Manufacture of basic precious and other non-ferrous metals | | X | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 489 | 24.5 | Casting of metals | X | | |
| 498 | 25 | Manufacture of fabricated metal products | | | |
| 504 | 25.2 | Manufacture of tanks, reservoirs and containers of metal; central heating radiators and boilers | | X | |
| 512 | 25.4 | Manufacture of weapons and ammunition | | X | |
| 515 | 25.5 | Forging, pressing, stamping and roll-forming of metal; powder metallurgy | | X | |
| 522 | 25.6 | Coating services and (heat) treatment; machining n.e.c. | | | |
| 523 | 25.61 | Coating services and (heat) treatment | | | |
| | 25.61.1 | Coating services and (heat) treatment (other than electroplating/electrochemical surface treatment) | | X | |
| | 25.61.2 | Coating services and (heat) treatment (electroplating/ electrochemical surface treatment) | X | | |
| 525 | 25.62 | Machining n.e.c. | | X | |
| 527 | 25.7 | Manufacture of cutlery, tools and general hardware | | X | |
| 538 | 25.9 | Manufacture of other fabricated metal products | | X | |
| 551 | 26 | Manufacture of computer, electronic and optical products | | | |
| 552 | 26.1 | Manufacture of electronic components and boards | | X | |
| 558 | 26.2 | Manufacture of computers and peripheral equipment | | X | |
| 561 | 26.3 | Manufacture of communication equipment | | X | |
| 564 | 26.4 | Manufacture of consumer electronics | | X | |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 567 | 26.5 | Manufacture of instruments and appliances for measuring, testing and navigation; watches and clocks | | X | |
| 574 | 26.6 | Manufacture of irradiation, electromedical and electrotherapeutic equipment | | X | |
| 577 | 26.7 | Manufacture of optical instruments and photographic equipment | | X | |
| 580 | 26.8 | Manufacture of magnetic and optical media | | X | |
| 583 | 27 | Manufacture of electrical equipment | | | |
| 584 | 27.1 | Manufacture of electrical motors, generators, transformers and electricity distribution and control apparatus | | | |
| 585 | 27.11 | Manufacture of electric motors, generators and transformers | | | |
| | 27.11.1 | Manufacture of electric motors, generators and transformers (output > 5 kVA) | X | | |
| | 27.11.2 | Manufacture of electric motors, generators and transformers (up to 5 kVA) | | X | |
| 588 | 27.12 | Manufacture of electricity distribution and control apparatus | | X | |
| 589 | 27.2 | Manufacture of batteries and accumulators | | X | |
| 592 | 27.3 | Manufacture of and wiring devices | | X | |
| 599 | 27.4 | Manufacture of electric lighting equipment | | X | |
| 602 | 27.5 | Manufacture of domestic appliances | | X | |
| 607 | 27.9 | Manufacture of other electrical equipment n.e.c. | | X | |
| 610 | 28 | Manufacture of machinery and equipment | | | |
| 611 | 28.1 | Manufacture of general-purpose machinery | | X | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 622 | 28.2 | Manufacture of other general-purpose machinery | | X | |
| 636 | 28.3 | Manufacture of agricultural and forestry machinery | | X | |
| 639 | 28.4 | Manufacture of metal forming machinery and machine tools | | X | |
| 647 | 28.9 | Manufacture of other special-purpose machinery | | X | |
| 663 | 29 | Manufacture of motor vehicles, trailers and semi-trailers | | | |
| 664 | 29.1 | Manufacture of motor vehicles and motor-vehicle engines | | | X |
| 668 | 29.2 | Manufacture of bodies (coachwork) for motor vehicles; Manufacture of trailers and semi-trailers | | X | |
| 671 | 29.3 | Manufacture of parts and accessories for motor vehicles | | X | |
| 676 | 30 | Manufacture of other transport equipment | | | |
| 677 | 30.1 | Building of ships and boats | X | | |
| 682 | 30.2 | Manufacture of railway locomotives and rolling stock | | | |
| 684 | 30.20.1 | Manufacture of rail locomotives and locomotive tenders | X | | |
| 685 | 30.20.2 | Manufacture of railway infrastructure | | X | |
| 686 | 30.3 | Manufacture of air and spacecraft and related machinery | | X | |
| 692 | 30.9 | Manufacture of transport equipment n.e.c. | | X | |
| 699 | 31 | Manufacture of furniture | | | |
| 700 | 31.0 | Manufacture of furniture | | X | |
| 706 | 31.03 | Manufacture of mattresses | | X | |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| | 31.04 | Industrial processing of wood to produce furniture (other than upholstered furniture) | | | X |
| 708 | 31.09 | Manufacture of other furniture | | X | |
| 711 | 32 | Other manufacturing | | | |
| 712 | 32.1 | Manufacture of coins, jewellery and related articles | | X | |
| 719 | 32.2 | Manufacture of musical instruments | | X | |
| 722 | 32.3 | Manufacture of sports goods | | X | |
| 725 | 32.4 | Manufacture of games and toys | | X | |
| 728 | 32.5 | Manufacture of medical and dental instruments and supplies | | X | |
| 733 | 32.9 | Manufacturing n.e.c. | | X | |
| 738 | 33 | Repair and installation of machinery and equipment | | | |
| 739 | 33.1 | Repair of fabricated metal products, machinery and equipment | | X | |
| 756 | 33.2 | Installation of machinery and equipment n.e.c. | | X | |
| 759 | D | SECTION D – ELECTRICITY, GAS, STEAM AND AIR CONDITIONING | | | |
| 760 | 35 | Electricity, gas, steam and air conditioning supply | | | |
| 761 | 35.1 | Electric power generation, transmission and distribution | | X | |
| 772 | 35.2 | Manufacture of gas; distribution of gaseous fuels through mains | | X | |
| 781 | 35.3 | Steam and air conditioning supply | | X | |
| 784 | E | SECTION E – WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES | | | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 785 | 36 | Water collection, treatment and supply | | X | |
| 791 | 37 | Sewerage | | X | |
| 796 | 38 | Waste collection, treatment and disposal activities; materials recovery | | | |
| 797 | 38.1 | Waste collection | | X | |
| 802 | 38.21 | Waste treatment and disposal of non-hazardous waste | | X | |
| 805 | 38.22 | Treatment and disposal of hazardous waste | X | | |
| 807 | 38.3 | Materials recovery services | | X | |
| 812 | 39 | Remediation services and other waste management services | | X | |
| 816 | F | SECTION F – CONSTRUCTION | | | |
| 817 | 41 | Construction of buildings | | | |
| 818 | 41.1 | Development of building projects | | X | |
| 823 | 41.2 | Construction of residential and non-residential buildings | X | | |
| 827 | 42 | Civil engineering | | | |
| 828 | 42.1 | Construction of roads and railways | | | |
| 829 | 42.11 | Construction of roads and motorways | | X | |
| 831 | 42.12 | Construction of railways and underground railways | X | | |
| 833 | 42.13 | Construction of bridges and tunnels | X | | |
| 835 | 42.2 | Construction of utility projects | | | |
| 836 | 42.21 | Construction of utility projects for fluids | | X | |
| 838 | 42.22 | Construction of utility projects for electricity and telecommunications | X | | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 840 | 42.9 | Construction of other civil engineering projects | | X | |
| 845 | 43 | Specialised construction activities | | | |
| 846 | 43.1 | Demolition and site preparation activities | X | | |
| 853 | 43.2 | Electrical, plumbing and other construction installation activities | | | |
| 854 | 43.21 | Electrical installation | | X | |
| 856 | 43.22 | Plumbing, heat and air-conditioning installation | | X | |
| | 43.29 | Other construction installation | X | | |
| 861 | 43.3 | Building completion and finishing | | X | |
| 881 | G | SECTION G – WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES | | | |
| 882 | 45 | Wholesale and retail trade and repair of motor vehicles and motorcycles | | | |
| 883 | 45.1 | Sale of motor vehicles | | | X |
| 888 | 45.2 | Maintenance and repair of motor vehicles | | X | |
| 894 | 45.3 | Sale of motor vehicle parts and accessories | | | X |
| 899 | 45.4 | Sale, maintenance and repair services of motorcycles and related parts and accessories | | X | |
| 902 | 46 | Wholesale trade, except of motor vehicles and motorcycles | | | |
| 903 | 46.1 | Wholesale on a fee or contract basis | | | X |
| 942 | 46.18.6 | Wholesale on a fee or contract basis of cardboard, paper, stationery, gift and promotional items, packaging supplies and wallpapers | | | X |
| 943 | 46.18.7 | Wholesale on a fee or contract basis of books, magazines, newspapers, sheet music and other printed products | | | X |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 947 | 46.2 | Wholesale of agricultural raw materials and live animals | | | X |
| 956 | 46.3 | Wholesale of food, beverages and tobacco | | | X |
| 978 | 46.4 | Wholesale of household goods | | | X |
| 985 | 46.43.1 | Wholesale of photographic and optical goods | | | X |
| 1004 | 46.49.4 | Wholesale of cardboard, paper, stationery, books, magazines and newspapers | | | X |
| 1006 | 46.5 | Wholesale of information and communication equipment | | | X |
| 1011 | 46.6 | Wholesale of other machinery, equipment and supplies | | | X |
| 1028 | 46.7 | Other specialised wholesale | | | |
| 1029 | 46.71 | Wholesale of solid, liquid and gaseous fuels and related products | | | X |
| 1032 | 46.72 | Wholesale of metals and metal ores | | | X |
| 1035 | 46.73 | Wholesale of wood, construction materials and sanitary equipment | | | X |
| 1044 | 46.74 | Wholesale of hardware, plumbing and heating equipment and supplies | | | X |
| 1048 | 46.75 | Wholesale of chemical products | | | X |
| 1050 | 46.76 | Wholesale of other intermediate products | | | X |
| 1052 | 46.77 | Wholesale of waste and scrap | | X | |
| 1054 | 46.9 | Non-specialised wholesale trade | | | X |
| 1059 | 47 | Retail trade, except of motor vehicles and motor-cycles | | | |
| 1060 | 47.1 | Retail sale in non-specialised stores | | | X |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 1067 | 47.2 | Retail sale of food, beverages and tobacco in specialised stores | | | X |
| 1082 | 47.3 | Retail sale fuels in specialised stores | | | X |
| 1086 | 47.4 | Retail sale of information and communication equipment in specialised stores | | | X |
| 1093 | 47.5 | Retail sale of other household equipments in specialised stores | | | X |
| 1108 | 47.6 | Retail sale of cultural and recreation goods in specialised stores | | | X |
| 1121 | 47.7 | Retail sale of other goods in specialised stores | | | X |
| 1127 | 47.73 | Pharmacies | | | X |
| 1147 | 47.8 | Retail sale via stalls and markets | | | X |
| 1154 | 47.9 | Retail sale not in stores, stalls and markets | | | X |
| 1161 | H | SECTION H – TRANSPORTATION AND STORAGE | | | |
| 1162 | 49 | Land transport and transport via pipelines | | | |
| 1163 | 49.1 | Passenger rail transport, interurban | | | X |
| 1166 | 49.2 | Freight rail transport | | X | |
| 1169 | 49.3 | Other passenger land transport | | | X |
| 1178 | 49.4 | Freight transport by road and removal services | | X | |
| 1183 | 49.5 | Transport via pipeline | | X | |
| 1186 | 50 | Water transport | | | |
| 1187 | 50.1 | Sea and coastal passenger water transport | | X | |
| 1190 | 50.2 | Sea and coastal freight water transport | | X | |
| 1193 | 50.3 | Inland passenger water transport | | X | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 1196 | 50.4 | Inland freight water transport | | X | |
| 1199 | 51 | Air transport | | | |
| 1200 | 51.1 | Passenger air transport | | | X |
| 1203 | 51.2 | Freight air transport and space transport | | | X |
| 1208 | 52 | Warehousing and support activities for transportation | | | |
| 1209 | 52.1 | Warehousing and storage | | X | |
| 1212 | 52.2 | Support activities for transportation | | X | |
| 1215 | 52.21.2 | Activities incidental to road transportation | | X | |
| 1221 | 52.22.1 | Activities incidental to water transportation | | X | |
| 1222 | 52.22.2 | Port operation Activities | | X | |
| 1225 | 52.23 | Activities incidental to air transportation | | X | |
| 1234 | 53 | Postal and courier activities | | | |
| 1235 | 53.1 | Postal activities under universal service obligation | | X | |
| 1238 | 53.2 | Other postal and courier activities | | X | |
| 1241 | I | SECTION I – ACCOMMODATION AND FOOD ACTIVITIES | | | |
| 1242 | 55 | Accommodation | | | |
| 1243 | 55.1 | Hotel and similar accommodation | | X | |
| 1249 | 55.2 | Holiday and other short-stay accommodation | | | X |
| 1255 | 55.3 | Camping grounds | | | X |
| 1262 | 56 | Food and beverage serving activities | | | |
| 1263 | 56.1 | Restaurants and mobile food service activities | | X | |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 1270 | 56.2 | Event catering and other foodservicing activities | | | X |
| 1282 | J | SECTION J – INFORMATION AND COMMUNICATION | | | |
| 1283 | 58 | Publishing activities | | | |
| 1284 | 58.1 | Publishing of books, periodicals and other publishing activities (other than software) | | | X |
| 1289 | 58.13 | Publishing of newspapers | | | X |
| 1295 | 58.2 | Software publishing | | | X |
| 1300 | 59 | Motion picture, video and television programme production sound recording and music publishing activities | | | |
| 1301 | 59.1 | Motion picture, video and television programme | | | X |
| 1310 | 59.2 | Sound recording and music publishing activities | | | X |
| 1315 | 60 | Programming and broadcasting activities | | | |
| 1316 | 60.1 | Radio broadcasting | | | X |
| 1319 | 60.2 | Television programming and broadcasting activities | | | X |
| 1322 | 61 | Telecommunications | | | |
| 1323 | 61.1 | Wired telecommunications activities | | X | |
| 1326 | 61.2 | Wireless telecommunications activities | | X | |
| 1329 | 61.3 | Satellite telecommunications activities | | X | |
| 1332 | 61.9 | Other telecommunications activities | | X | |
| 1336 | 62 | Computer programming, consultancy and related activities | | | X |
| 1347 | 63 | Information service activities | | | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 1348 | 63.1 | Data processing, hosting and related activities; web portals | | | X |
| 1353 | 63.9 | Other information service activities | | | X |
| 1358 | K | SECTION K – FINANCIAL AND INSURANCE ACTIVITIES | | | |
| 1359 | 64 | Financial service activities, except insurance and pension funding | | | |
| 1360 | 64.1 | Monetary intermediation | | | X |
| 1370 | 64.2 | Activities of holding companies | | | X |
| 1373 | 64.3 | Trusts, funds and similar financial entities | | | X |
| 1376 | 64.9 | Other financial activities, except insurance and pension funding | | | X |
| 1385 | 65 | Insurance, reinsurance and pension funding, except compulsory social security | | | |
| 1386 | 65.1 | Insurance | | | X |
| 1390 | 65.12.1 | Health insurance (company health insurance funds) | | | X |
| 1392 | 65.2 | Reinsurance | | | X |
| 1395 | 65.3 | Pension funding | | | X |
| 1398 | 66 | Activities auxiliary to financial services and insurance activities | | | |
| 1399 | 66.1 | Activities auxiliary to financial services, except insurance and pension funding | | | X |
| 1406 | 66.2 | Activities auxiliary to insurance and pension funding | | | X |
| 1413 | 66.3 | Fund management activities | | | X |
| 1416 | L | SECTION L – REAL ESTATE ACTIVITIES | | | |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 1417 | 68 | Real estate activities | | | |
| 1418 | 68.1 | Buying and selling of own real estate | | | X |
| 1422 | 68.2 | Rental and operating of own or leased real estate | | | X |
| 1426 | 68.3 | Real estate activities on a fee or contract basis | | | X |
| 1433 | M | SECTION M – PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES | | | |
| 1434 | 69 | Legal and accounting activities | | | |
| 1435 | 69.1 | Legal activities | | | X |
| 1442 | 69.2 | Accounting, bookkeeping and auditing activities; tax consultancy | | | X |
| 1448 | 70 | Activities of head offices; management consultancy activities | | | |
| 1449 | 70.1 | Activities of head offices | | | X |
| 1453 | 70.2 | Management consultancy activities | | | X |
| 1458 | 71 | Architectural and engineering activities; technical, physical and chemical testing and analysis | | | |
| 1459 | 71.1 | Architectural and engineering activities | | | X |
| 1470 | 71.2 | Technical testing and analysis | | | X |
| 1473 | 72 | Research and development | | | |
| 1474 | 72.1 | Research and development on natural sciences, engineering, agricultural sciences and medicine | | X | |
| 1477 | 72.19 | Other research and development on natural sciences, engineering, agricultural sciences and medicine | | X | |
| 1479 | 72.2 | Research and development in law, economics, social sciences, linguistics, culture and art | | | X |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 1482 | 73 | Advertising and market research | | | |
| 1483 | 73.1 | Advertising | | | X |
| 1488 | 73.2 | Market research and public opinion polling | | | X |
| 1491 | 74 | Other professional, scientific and technical activities | | | |
| 1492 | 74.1 | Design activities for textiles, jewellery, graphics, etc. | | | X |
| 1497 | 74.2 | Photographic activities | | | X |
| 1501 | 74.3 | Translation and interpretation activities | | | X |
| 1505 | 74.9 | Other professional, scientific and technical activities n.e.c. | | | X |
| 1508 | 75 | Veterinary activities | | | X |
| 1513 | N | SECTION N – ADMINISTRATIVE AND SUPPORT SERVICES | | | |
| 1514 | 77 | Rental and leasing activities | | | |
| 1515 | 77.1 | Rental and leasing of motor vehicles | | | X |
| 1520 | 77.2 | Rental and leasing of personal and household goods | | | X |
| 1527 | 77.3 | Rental and leasing of other machinery, equipment and tangible goods | | | X |
| 1540 | 77.4 | Leasing of intellectual property and similar products, except copyrighted works | | | X |
| 1543 | 78 | Employment activities | | | |
| 1544 | 78.1 | Activities of employment placement agencies | | X | |
| 1547 | 78.2 | Temporary employment agency activities | | X | |
| 1550 | 78.3 | Other human resources provision | | | X |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 1553 | 79 | Travel agency, tour operator and other reservation servic and related activities | | | |
| 1554 | 79.1 | Travel agency and tour operator activities | | | X |
| 1559 | 79.9 | Other reservation services and related activities | | | X |
| 1562 | 80 | Security and investigation activities | | | |
| 1563 | 80.1 | Private security activities | | | X |
| 1566 | 80.2 | Security systems service activities | | | X |
| 1569 | 80.3 | Investigation activities | | | X |
| 1572 | 81 | Services to buildings and landscap activities | | | |
| 1573 | 81.1 | Combined facilities support activities | | | X |
| 1576 | 81.21 | General cleaning activities of buildings | | | X |
| 1583 | 81.29.1 | Transport cleaning activities | | X | |
| 1584 | 81.29.2 | Disinfecting and exterminating activities | | X | |
| 1585 | 81.29.9 | Other cleaning activities n.e.c. | | X | |
| 1590 | 82 | Office administrative, office support and other business support activities | | | |
| 1591 | 82.1 | Office administrative and support activities, copy shops | | | X |
| 1596 | 82.2 | Activities of call centres | | | X |
| 1599 | 82.3 | Convention and trade shows | | | X |
| 1602 | 82.9 | Business support activities n.e.c. | | | |
| 1603 | 82.91 | Collection agency and credit bureau services | | | X |
| 1606 | 82.92 | Packaging services | | X | |
| 1608 | 82.99 | Other business support services n.e.c. | | | X |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 1611 | 0 | SECTION O – PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY | | | |
| 1612 | 84 | Public administration and defence; compulsory social security | | | |
| 1613 | 84.1 | Public administration activities | | | X |
| 1620 | 84.2 | Foreign affairs activities, defence activities, - justice and judicial activities, public order and safety activities | | X | |
| 1631 | 84.3 | Compulsory social security activities | | | X |
| 1634 | P | SECTION P – EDUCATION | | | |
| 1635 | 85 | Education | | | |
| 1636 | 85.1 | Pre-primary education | | | X |
| 1640 | 85.2 | Primary education | | | X |
| 1643 | 85.3 | Secondary education | | | X |
| 1645 | 85.31.1 | Lower general secondary education I | | | X |
| 1646 | 85.31.2 | Upper general secondary education II | | | X |
| 1647 | 85.32 | Technical and vocational secondary education | | | X |
| 1649 | 85.4 | Higher education | | | X |
| 1657 | 85.5 | Other education | | | X |
| 1668 | 85.6 | Educational support activities | | | X |
| 1671 | Q | SECTION Q – HUMAN HEALTH AND SOCIAL WORK ACTIVITIES | | | |
| 1672 | 86 | Human health activities | | | |
| 1673 | 86.1 | Hospital activities | | | |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 1675 | 86.10.1 | Hospital activities, except university hospitals, preventive health and rehabilitation clinics | | X | |
| 1676 | 86.10.2 | University hospitals | | X | |
| 1677 | 86.10.3 | Preventive health and rehabilitation clinics | | | X |
| 1678 | 86.2 | Medical and dental practice activities | | | X |
| 1679 | 86.21 | General medical practice activities | | | X |
| 1681 | 86.22 | Specialist medical practice activities | | | X |
| 1683 | 86.23 | Dental practice activities | | | X |
| 1685 | 86.9 | Human health activities n.e.c. | | | X |
| 1691 | 87 | Residential care activities, except convalescent homes | | | |
| 1692 | 87.1 | Residential nursing care activities | | | X |
| 1695 | 87.2 | Residential care activities for mental retardation, mental health, substance abuse, etc. | | | X |
| 1698 | 87.3 | Residential care activities for the elderly and disabled | | | X |
| 1701 | 87.9 | Other residential care activities, except convalescent homes | | | X |
| 1704 | 88 | Social work activities without accommodation | | | |
| 1705 | 88.1 | Social work activities for the elderly and disabled | | | |
| 1707 | 88.10.1 | Mobile social work activities | | | X |
| 1708 | 88.10.2 | Other social work activities for the elderly and disabled | | X | |
| 1709 | 88.9 | Other social work activities without accommodation | | | X |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 1710 | 88.91 | Child day-care activities | | | X |
| 1712 | 88.99 | Other social work activities without accommodation n.e.c. | | | X |
| 1714 | R | SECTION R – ARTS, ENTERTAINMENT AND RECREATION | | | |
| 1715 | 90 | Creative, arts and entertainment activities | | | |
| 1716 | 90.0 | Creative, arts and entertainment activities | | | |
| 1717 | 90.01 | Performing arts | | | X |
| 1722 | 90.02 | Support activities to performing arts | | X | |
| 1724 | 90.03 | Artistic creation (journalists, press photographers) | | | X |
| 1730 | 90.04 | Operation of art facilities | | X | |
| 1734 | 91 | Libraries, archivs, museums, botanical and zoological garden activities | | | |
| 1735 | 91.0 | Library, archive, museum, botanical and zoological garden activities | | | |
| 1736 | 91.01 | Library and archivs activities | | | X |
| 1738 | 91.02 | Museums activities | | | X |
| 1740 | 91.03 | Operation of historical sites and buildings and similar visitor attractions | | | X |
| 1742 | 91.04 | Botanical and zoological garden services and nature reserve activities | | X | |
| 1744 | 92 | Gambling and betting activities | | | X |
| 1750 | 93 | Sports activities and amusement and recreation activities | | | |
| 1751 | 93.1 | Sports activities | | | X |

Annex 2

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|---|------------------|-------------------|--------------------|
| 1752 | 93.11 | Operation of sports facilities | | | X |
| 1760 | 93.2 | Amusement and recreation activities | | | |
| 1761 | 93.21 | Activities of amusement parks and theme parks | | | X |
| 1763 | 93.29 | Other amusement and recreation activities n.e.c. | | X | |
| 1765 | S | SECTION S – OTHER ACTIVITIES | | | |
| 1766 | 94 | Activities of membership organisations | | | |
| 1767 | 94.1 | Activities of business, employers' and professional membership organisations | | | X |
| 1772 | 94.2 | Activities of trade unions | | | X |
| 1775 | 94.9 | Activities of religious associations; political parties and other special interest groups and associations n.e.c. | | | X |
| 1780 | 94.99 | Activities of other special interests groups and associations n.e.c. | | | X |
| 1786 | 95 | Repair of computers and personal and household goods | | | |
| 1787 | 95.1 | Repair of computers and communication equipment | | X | |
| 1792 | 95.2 | Repair of personal and household goods | | | |
| 1793 | 95.21 | Repair of consumer electronics | | X | |
| 1795 | 95.22 | Repair of household appliances and home and garden equipment | | X | |
| 1797 | 95.23 | Repair of footwear and leather goods | | | X |
| 1801 | 95.25 | Repair of watches, clocks and jewellery | | | X |
| 1805 | 96 | Other personal activities | | | |
| 1806 | 96.0 | Other personal activities | | | |

| Seq. no. | WZ 2008 code | WZ 2008 category name (n.e.c. = not elsewhere classified) | Group I 2.5 h | Group II 1.5 h | Group III 0.5 h |
|----------|--------------|--|------------------|-------------------|--------------------|
| 1807 | 96.01 | Washing and dry-cleaning | | | X |
| 1809 | 96.02 | Hairdressing and other beauty treatment | | | X |
| 1812 | 96.03 | Funeral and related activities | | | X |
| 1815 | 96.04 | Physical well-being activities | | | X |
| 1817 | 96.09 | Other personal services activities n.e.c. | | | X |

Annex 3

(to Section 2(4))

Alternative, demand-based supervision by occupational physicians and OSH professionals in enterprises with up to (to be inserted by the social accident insurance institution, max. 50)... employees

(The social accident insurance institution shall insert specific measures, based on the “Rahmenbedingungen für einheitliche Strukturösungen für alternative Betreuungsmodelle der bedarfsorientierten betriebsärztlichen und sicherheitstechnischen Betreuung” (Framework conditions for consistent structural solutions for alternative models of demand-based supervision by occupational physicians and OSH professionals), drawn up by the “OSH organisation“ expert committee and dated 14 October 2003; the social accident insurance institution assigns industries/types of enterprise to groups using the “Orientierungshilfe für die Einordnung der Branche/Berufsgenossenschaft in die Gruppen I, II und III der betriebsärztlichen und sicherheitstechnischen Betreuung” (Guide to classifying industries/ social accident insurance institutions into groups I, II or III for supervision by occupational physicians and OSH professionals), drawn up by the “OSH organisation” expert committee)

1. General provisions

Where alternative, demand-based supervision by occupational physicians and OSH professionals is used, the employer is informed about OSH matters in the enterprise and motivated to implement the necessary measures. Alternative, demand-based supervision by occupational physicians and OSH professionals consists of motivation and information activities, continuing training and utilisation of demand-based supervision.

The employees are informed as to the type of supervision provided by the occupational physicians and OSH professionals and know which occupational physician and OSH professional to consult.

2. Motivation, information and continuing training activities

The motivation and information activities comprise: ...

They must be carried out within ... years.

(Insert specific activities for the social accident insurance institution in question: see above!)

Thereafter, the employer attends, at intervals of no more than ... years, continuing training courses delivered or recognised by the social accident insurance institution; the continuing training consists of at least ... modules.

(Insert specific provisions of the social accident insurance institution in question: see above!)

In particular, the motivation activities that form part of alternative, demand-based supervision cover:

(Insert specific provisions of the social accident insurance institution in question: see above!)

The information activities cover the following topics:

(Insert specific provisions of the social accident insurance institution in question: see above!)

3. Demand-based supervision

Upon completion of the motivation and information activities, the employer can make an independent decision as to whether external supervision is necessary and to what extent. Competent demand-based supervision in the enterprise by occupational physicians and OSH professionals is provided on the basis of the risk assessment, which is conducted with the assistance of an occupational physician and an OSH professional with industry-specific knowledge if necessary.

In addition, employers are obliged in **special cases** to use the supervision services of an occupational physician or an OSH professional with industry-specific expertise when dealing with safety and health matters. Examples of special cases in which supervision by the occupational physician and the OSH professional is required are:

- planning, installation and modification of plant,
- introduction of new work equipment that results in increased risk potential,
- significant change to working practices,

- introduction of new working practices,
- design of new workstations and work processes,
- introduction of new (hazardous) substances that result in increased risk potential,
- investigation of accidents and occupational diseases,
- provision of advice to employees concerning special accident and health risks at work,
- preparation of emergency and alarm plans.

Another example of a case that can make ad hoc supervision by an OSH professional necessary is

- safety inspections and evaluations of plant, work systems and working practices.

Other examples of cases that can make ad hoc supervision by an occupational physician necessary are

- a fundamental restructuring of working hours, breaks and shifts,
- the necessity to carry out occupational medical examinations, conduct assessments and give advice,
- addictive disorders that restrict the ability to ensure risk-free work,
- questions regarding job changes, integration and re-integration of persons with a disability and (re-)integration of persons undergoing rehabilitation,
- a high incidence of health problems,
- occurrence of post-traumatic stress.

(The social accident insurance institution in question can add further specifics)

In individual cases, ad hoc advice on specific issues can also be provided by persons who have expertise particularly relevant to the case concerned but are not qualified as an occupational physician or an OSH professional.

This can apply, for example, to advice provided in connection with noise noise-reduction, fire-protection and ventilation measures.

4. Documentation

The following documentation must be kept in the enterprise for review by the relevant inspection bodies

- certificate of attendance of the motivation, information and continuing training activities,
- up-to-date documentation of the risk assessment carried out in the enterprise,
- the reports required by Section 5 of this accident prevention regulation.

If employers fail to fulfil their obligations in connection with the alternative, demand-based form of supervision, they and their enterprise shall be subject to the standard form of supervision described in Section 2(2) or (3) of this accident prevention regulation.

Annex 4

(to Section 2(4))

Alternative, demand-based supervision by competence centres' occupational physicians and OSH professionals in enterprises with 10 or fewer employees

(Social accident insurance institutions intending to use this form of alternative supervision insert specific measures here, based on the "Rahmenbedingungen für einheitliche Strukturösungen für alternative Betreuungsmodelle der bedarfsorientierten betriebsärztlichen und sicherheitstechnischen Betreuung" (Framework conditions for consistent structural solutions for alternative models of demand-based supervision by occupational physicians and OSH professionals), drawn up by the "OSH organization" expert committee and dated 14 October 2003. Competence centres are run in accordance with the criteria developed by the expert committee, dated 8 December 2003.)

The prerequisite for participation in the alternative model of demand-based supervision by competence centres' occupational physicians and OSH professionals is that the employer must be informed about OSH matters in the enterprise and motivated to implement the necessary measures. Alternative, demand-based supervision by occupational physicians and OSH professionals consists of motivation and information activities and utilisation of demand-based supervision.

The motivation and information activities comprise:

(Insert specific activities for the social accident insurance institution in question: see above!)

In particular, the motivation activities that form part of alternative, demand-based supervision cover:

(Insert specific activities for the social accident insurance institution in question: see above!)

The information activities cover the following topics:

(Insert specific activities for the social accident insurance institution in question: see above!)

Continuing training is provided in the form of courses offered by the competence centres and documents supplied by the social accident insurance institution.

Upon completion of the motivation and information activities, the employer can make an independent decision as to whether external supervision is necessary and to what extent. The enterprises are supervised via competence centres.

Competent demand-based supervision in the enterprise by occupational physicians and OSH professionals is provided on the basis of the risk assessment. Employers can ask the competence centre responsible for their enterprise to assist with the writing or updating of the risk assessment.

In addition, employers are obliged in **special cases** to use the supervision services of the competence centre when dealing with safety and health matters. Examples of special cases in which supervision by the occupational physician and the OSH professional is required are:

- planning, installation and modification of plant,
- introduction of new work equipment that results in increased risk potential,
- significant change to working practices,
- introduction of new working practices,
- design of new workstations and work processes,
- introduction of new (hazardous) substances that result in increased risk potential,
- investigation of accidents and occupational diseases,
- provision of advice to employees concerning special accident and health risks at work,
- preparation of emergency and alarm plans.

Another example of a case that can make ad hoc supervision by an OSH professional necessary is

- safety inspections and evaluations of plant, work systems and working practices.

Other examples of cases that can make ad hoc supervision by an occupational physician necessary are

- a fundamental restructuring of working hours, breaks and shifts,

- the necessity to carry out occupational medical examinations, conduct assessments and give advice,
- addictive disorders that restrict the ability to ensure risk-free work,
- questions regarding job changes, integration and re-integration of persons with a disability and (re-)integration of persons undergoing rehabilitation,
- a high incidence of health problems,
- occurrence of post-traumatic stress.

(The social accident insurance institution in question can add further specifics)

The following documentation must be kept in the enterprise for review by the relevant inspection bodies

- certificate of attendance of the motivation and information activities,
- up-to-date documentation of the risk assessment carried out in the enterprise and
- the reports required by Section 5 of this accident prevention regulation concerning the utilisation of external demand-based supervision.

The employees are informed as to the type of supervision provided by the occupational physicians and OSH professionals and know which competence centre to consult.

If employers fail to fulfil their obligations in connection with the alternative, demand-based form of supervision, they and their enterprise shall be subject to the standard form of supervision described in Section 2(2) of this accident prevention regulation.

Schedule 1

(to Section 2)

Appointment of occupational physicians and OSH professionals and initiation of their activities

When calculating the number of employees in order to determine the appropriate supervision model, part-time employees whose standard working week is no longer than 20 hours must be counted as 0.5 FTE and those whose standard working week is no longer than 30 hours must be counted as 0.75 FTE.

The term “employees” also includes persons working in the enterprise in accordance with the “Arbeitnehmerüberlassungsgesetz” (German Act on Temporary Employment).

Employees who work from home in accordance with Section 2(2)3 of the “Arbeitsschutzgesetz” are not taken into account when calculating the deployment times. This is also true of persons working in the enterprise on the basis of a contract for services (e.g. contractors’ employees).

Breakdown of deployment times for basic supervision

(The social accident insurance institution can recommend that the total combined figure be divided into separate figures for the occupational physician and the OSH professional for specific types of company. The recommendation should start as follows:

When dividing the deployment times for basic supervision between occupational physicians and OSH professionals as per Annex 2(2), it is recommended that....)

Deployment times for regularly occurring company-specific accident and health risks; human factor requirements for work design.

(The social accident insurance institution can recommend deployment times here if the regularly occurring areas of activity are specific to this type of enterprise. This does not apply to occupational medical examinations.

The recommendation should start as follows:

A deployment time of X hours per employee and year is recommended for the company-specific part of the supervision as per Annex 2(3)1 for enterprises classified as (insert WZ 2008 category name, WZ 2008 code). This recommendation does not apply to occupational health prevention as described in the 1.4 area of activity as it is not possible to calculate generally applicable times for occupational health prevention. Demand for occupational health prevention must be determined additionally for the specific enterprise in question.)

Definition of “enterprise”

For the purposes of this accident prevention regulation, an enterprise is a self-contained entity that is an autonomous organisation able to make decisions independently. Enterprises are assigned to a supervision group in accordance with Annex 2 taking into account the purpose of the enterprise but not its activities. The following examples show how enterprises are assigned to supervision groups and how the deployment time for basic supervision is calculated:

Schedule to Section 2(3) in conjunction with Annex 2, Sections 2 and 4

(The social accident insurance institution can use this schedule to provide examples to help explain how enterprises are assigned to a supervision group and how the deployment time for basic supervision by occupational physicians (OPs) and OSH professionals (OSHPs) is calculated)

Example 1: Local authority A (public)

| | WZ 2008 code | WZ 2008 – Category name (n.e.c. = Not elsewhere classified) | Group | Deployment time OP & OSHP (hours per year and employee) | Number of employees | Deployment time OP & OSHP (hours per year) |
|------------------------|--------------|--|-------|---|--|--|
| Administrative offices | 84.1 | Public administration services | III | 0.5 | 400 | 200 |
| Hospital | 86.10.1 | Hospital services, except university hospitals, preventive health and rehabilitation clinics | II | 1.5 | 280 | 420 |
| Depot | 81.29.9 | Other cleaning services n.e.c. | II | 1.5 | 23 | 34.5 |
| Museum | 91.02 | Museum services | III | 0.5 | 30 | 15 |
| Waste disposal company | 38.21 | Waste treatment and disposal services | II | 1.5 | 15 | 22.5 |
| Swimming pool | 93.11 | Operation of sports facilities | III | 0.5 | 20 | 10 |
| | | | | | Deployment time for basic supervision by OP & OSHP: | 702 |

Schedule 1

Example 2: Stadtwerke GmbH (trade and industry)

| | WZ 2008 code | WZ 2008 – Category name (n.e.c. = Not elsewhere classified) | Group | Deployment time OP & OSHP (hours per year and employee) | Number of employees | Deployment time OP & OSHP (hours per year) |
|--------------------------------------|--------------|---|-------|---|--|--|
| Waste disposal and recycling company | 38.3 | Materials recovery services | II | 1.5 | 43 | 64.5 |
| Tram operator | 49.3 | Other passenger land transport | III | 0.5 | 73 | 36.5 |
| Bus operator | 49.3 | Other passenger land transport | III | 0.5 | 35 | 17.5 |
| | | | | | Deployment time for basic supervision by OP & OSHP: | 118.5 |

Example 3: Food retail, chain store (trade and industry)

| | WZ 2008 code | WZ 2008 – Category name (n.e.c. = Not elsewhere classified) | Group | Deployment time OP & OSHP (hours per year and employee) | Number of employees | Deployment time OP & OSHP (hours per year) |
|---------------|--------------|--|-------|---|--|--|
| Food retailer | 47.2 | Retail sale of food, beverages and tobacco (in specialised stores) | III | 0.5 | 3,000 | 1,500 |
| | | | | | Deployment time for basic supervision by OP & OSHP: | 1,500 |

Example 4: Tyre manufacturer (trade and industry)

| | WZ 2008 code | WZ 2008 – Category name (n.e.c. = Not elsewhere classified) | Group | Deployment time OP & OSHP (hours per year and employee) | Number of employees | Deployment time OP & OSHP (hours per year) |
|-------------------|--------------|---|-------|---|--|--|
| Tyre manufacturer | 22.1 | Manufacture of rubber | II | 1.5 | 1,200 | 1,800 |
| | | | | | Deployment time for basic supervision by OP & OSHP: | 1,800 |

Schedule 2

(to Section 4)

Industry-specific training content for OSH professionals

The training courses are designed in line with the principles laid down by the former Federal Ministry of Labour in its 1997 paper concerning expert supervision (29 December 1997) and addressed to the social accident insurance institutions.

OSH professionals who have successfully completed a course of training designed in line with the principles laid down by the Federal Ministry of Labour in its 1979 paper concerning expert supervision (2 July 1979) may continue to be appointed.

The requirements concerning OSH professionals' training and work are set out in the "Insert title" brochure. A copy of the brochure is sent to the employer and the prospective OSH professional prior to training.

In accordance with the seventh principle (7) listed in the paper concerning expert supervision issued by the Federal Ministry of Labour on 29 December 1997 (ref.: IIIb7 36042 5) dealing with the training required to become an OSH professional, the necessary field-specific knowledge is covered in training level III (field-specific training), which usually builds on the knowledge acquired in training levels I and II. The content meets the requirements concerning the design of the training courses, which call for the subjects covered in training level III to be assigned to one of the following five areas:

1. Specific risk factors
2. Specific machinery/equipment/plant
3. Specific working practices
4. Specific workplaces
5. Specific staff-related topics

The subjects are subdivided as follows:

- Subject 1 (... modules) from the "... " area.

(particularly...)

(Each social accident insurance institution should use this space to describe the subjects listed by indicating the intended minimum scope (number of modules) and the content (keywords). If there is also a self-learning phase IV, its content should be described (in keywords) as well)

Level III training can be carried out in the periods between the in-class phases of training levels I (foundation training) and II (advanced training) provided the trainees have the required specialist knowledge.

Schedule 3

(to Annex 2, Section 2)

Basic supervision – areas of activity and possible tasks

Schedule 3 provides a non-binding list of possible tasks that occupational physicians and OSH professionals might have to perform in the different areas of activity at the basic supervision level as per Annex 2, Section 2 as part of the tasks required by Sections 3 and 6 of the “Arbeitssicherheitsgesetz”.

1 Support with risk assessments (assessment of working conditions)

1.1 Support with the implementation of an overall strategy for risk assessments

- Advise the employer/enterprise manager on risk assessment organisation
 - Provide information on and raise awareness of the basic objective
 - Develop an enterprise strategy for implementation
 - Develop arrangements for risk assessment performance
 - Develop a strategy for the implementation of a continuous improvement process
- Support for managers
 - Provide information on and raise awareness of the basic objective, enterprise strategy and arrangements for risk assessment performance
 - Train managers to perform risk assessments on their own
 - Develop and introduce aids, including documentation templates for managers; adapt them as required with the managers’ help
 - Develop enterprise-specific examples

1.2 Support with performance of risk assessments

- Advise managers directly in different situations
- Provide expertise as part of basic supervision, particularly with regard to identification of hazards, risk evaluation and determination of the necessary measures
- Support efforts to motivate employees to take part
- Advise during monitoring of the effectiveness of necessary measures
- Provide support with the documentation required by Section 6 of the “Arbeitsschutzgesetz”

1.3 **Observation of actual practice in the enterprise and evaluation of risk assessments**

- Conduct random checks to determine whether assessments of working conditions are carried out to the intended standard in the situations requiring them (auditing)
- Summarise and compare evaluations and identify required improvements (e.g. as part of the annual report)
- Suggest priority programmes for continuous improvement

2 **Support with fundamental work-design activities – prevention activities focusing on the work environment**

2.1 **Proactive prevention measures taken to improve existing work systems**

- Review OSH measures required and monitor performance (implementation) thereof: determine and assess work systems and define target standards with regard to work equipment, substances, organisation of work, etc. (Compliance with Section 4 of the “Arbeitsschutzgesetz”)
 - Conduct regular workplace inspections, identify hazards and assess risks using suitable methods; identify health factors in work systems and assess their potential
 - Check work equipment, plant, working practices, use of substances, workplace design, recreational areas and sanitary facilities – taking into account occupational physiology, occupational psychology and other ergonomics and occupational hygiene matters
 - Review workflow organisation, including work tasks, shift schedules and working times and breaks
 - Check workplaces and work environment
 - Check how employees are used (job changes, lone work)
- Support efforts to identify solutions, put forward work-design suggestions, support and help to ensure implementation
 - Technical measures (safety equipment, ergonomics, including maintenance of protective equipment)
 - Organisational measures

- Hygiene measures
- Selection, testing, use and maintenance of personal protective equipment (PPE)
- Design of organisational health factors (design of work tasks, work organisation and work environment in a way that promotes health)
- Job changes and (re-)integration of persons with a disability
- Effectiveness monitoring
 - Check measures have been implemented
 - Effectiveness of implemented protective measures
 - Check for new hazards

2.2 Proactive prevention measures taken when working conditions change

E.g. in the event of changes to workstations, replacement of machinery, equipment, changes to working practices, changes to enterprise's processes, introduction of substances, materials, changes to working times

- Prior to initial operation/introduction, check to ensure
 - compliance with safety and ergonomic requirements
 - instruction manuals, health and safety instructions, safety data sheets, etc. are available
 - warning and hazard signs are in place
 - provision of necessary PPE
 - updating of risk assessment
 - identification of any additional measures required.
- Check for fundamental changes within the meaning of the “Geräte- und Produktsicherheitsgesetz” (German Equipment and Product Safety Act) and request that any necessary measures be taken (including documentation)
- Provide advice on specifying required inspections within the meaning of the “Betriebssicherheitsverordnung” (German Ordinance on Industrial Safety and Health)

- 3 Support with fundamental work-design activities – prevention activities focusing on individual behaviour**
- 3.1 Support with oral and written instructions and training on health and safety**
Promote and assist with, in particular,
- establishment of a system for oral instruction on health and safety and delivery of oral instruction
 - preparation of written health and safety instructions
 - development of rules of conduct
 - delivery of training related to occupational safety and health
- 3.2 Motivation to encourage safe and healthy behaviour**
Particularly
- promotion of safe and healthy conduct
 - promotion of PPE use
- 3.3 Information and education**
Inform and educate employees, particularly about
- accident and health risks
 - safe and healthy conduct
 - safety equipment and protective equipment
- 3.4 Collective occupational health advice for employees**
- 4 Support with the creation of a suitable structure and integration into managerial activities**
- 4.1 Integration of occupational safety and health into the organisational structure**
Support, particular with
- assignment of OSH-related tasks and powers
 - monitoring performance of tasks

- organising health and safety roles (occupational physician, OSH professional, safety delegate, first-aiders, etc.)
- ensuring managers work with the occupational physician and OSH professional
- cooperation between several employers as described in Section 8 of the “Arbeitsschutzgesetz” (subcontracting, temping, construction sites, etc.)

4.2 Integration of occupational safety and health at management level

Support, particularly with

- development of an OSH strategy for the enterprise by the top-level management and publicising thereof within the enterprise
- promotion of a leadership style in line with OSH requirements
- ensuring OSH matters are taken into account in strategic and operational decisions

4.3 Advice on resources required to implement OSH measures

Support with organisation of resource provision, especially with regard to

- resources required (as per Section 3(2) of the “Arbeitsschutzgesetz”) in order to implement OSH measures
- ensuring requirements concerning human resources and qualifications are met:
 - assistance in the training of safety delegates
 - assistance in the training of first-aiders
- ensuring compliance with the organisational requirements to enable employees to fulfil their duty to cooperate in OSH matters (in accordance with Section 3(2) of the “Arbeitsschutzgesetz”)

4.4 Ensuring communication and information

In particular, support with the

- creation and running of the OSH committee
- provision of the necessary information to all parties involved.

4.5 Integration of OSH matters into enterprise’s processes

Support to ensure organisational arrangements are in place so that OSH matters are integrated into enterprise’s processes, especially

- into all production and service processes (integration into day-to-day operations)
- for investment and planning processes
- for new-build, conversion and extension projects
- for procurement of work equipment (machinery, plant, tools, substances)
- for contract-awarding to third-party companies; cooperation between several employers
- for maintenance (e.g. buildings, machinery, plant)
- for recruitment of new employees, employee redeployment

4.6 Organisation of enterprise's OSH-specific processes

Support with organisation of OSH-specific processes, especially

- management of OSH rules and regulations
- monitoring of working conditions
- management of OSH requirements imposed by external bodies
- organisation of first aid; planning of first-aider deployment
- emergency/incident management
- accident reporting
- organisation of occupational medical examinations

4.7 Ensuring continuous improvement

Support, particularly with

- identifying and specifying targets based on the status review
- implementation of measures
- assessment of status and development
- implementation of improvement measures

5 Investigation following events

5.1 Investigation following events, analyses of causes and evaluations thereof

- Reportable accidents, non-reportable accidents, near-miss accidents, first aid incidents, relevant non-injury incidents; plus, in particular, fatal, life-threatening and masscasualty accidents
- Occupational diseases (suspected cases, recognised occupational diseases)
- Work-related illnesses; evaluation of accident and illness reports issued by health insurers
- Commuting accidents

5.2 Identification of departments/activities where accidents or work-related illnesses frequently occur

5.3 Suggestions for improvement

Formulation of proposals for improvement, based on the analyses and investigations, with the aim of

- preventing repetition of accidents, illnesses and other events
- preventing similar accidents, illnesses and other events
- tackling frequently occurring accidents and work-related illnesses

6 Provision of general advice to employers and managers, workplace representatives and employees

6.1 Advice on legal bases, the state of the art in safety and occupational medicine, research findings

Monitoring and evaluation of

- regulations and any changes to them
- advances in the state of the art in safety and occupational medicine of relevance to the specific enterprise with regard to
 - knowledge regarding risks and health factors

- progress in health and safety measures, including work design that takes human factors into account

6.2 Answering of queries

6.3 Distribution of information in the company, including team meetings

6.4 Organisation of external advice on special OSH problems

7 Documentation, obligatory reporting

7.1 Support with documentation

Particularly in connection with

- compliance with special requirements (e.g. explosion protection document)
- investigation of accidents and occupational diseases
- inspection of equipment in accordance with the “Betriebssicherheitsverordnung”
- access authorisations for particularly hazardous work areas (Section 9 of the “Arbeitsschutzgesetz”)
- oral health and safety instruction
- briefing about protective measures for special hazards
- approval of plant, etc. for special activities
- assignment of tasks
- monitoring of lone working

7.2 Support with obligatory reporting to relevant authorities and social accident insurance institutions

7.3 Documentation of suggestions to the employer, including the extent to which they have been implemented

7.4 Documentation of own work and the extent to which the deployment times are utilised

8 Involvement in enterprise meetings

8.1 Direct, one-to-one provision of advice to employers

8.2 Participation in employer's business-related meetings with his/her managerial staff

Particularly on topics such as

- management of existing risks in the company and health factors in the work systems
- implementation of health and safety measures in the work systems
- analyses of the extent to which OSH is incorporated into all activities and into the enterprise's management structures
- plans for changes to work systems and the organisational structure of the enterprise
- conclusions in terms of improvements to safety and health

8.3 Participation in meetings of the delegates with OSH roles in accordance with Sections 9, 10 and 11 of the "Arbeitssicherheitsgesetz"

8.4 Participation in other meetings, including works meetings

8.5 Utilisation of permanent contact with managerial staff

8.6 OSH committee meetings

In particular,

- preparation
- participation
- evaluations

9 Self-organisation

9.1 Organisation of continuing training (to update and expand knowledge)

9.2 Development and utilisation of knowledge management

9.3 Recording and reviewing of information provided by employees

9.4 Utilisation of opportunities to share experiences, especially with the social accident insurance institutions and the relevant authorities

Schedule 4

(to Annex 2, Section 3)

Company-specific part of the supervision

Schedule 4 provides a non-binding description of the areas of activity to be considered, trigger and effort criteria and services that might be required for the specific enterprise, in addition to the basic supervision, as part of the tasks required by Sections 3 and 6 of the “Arbeitssicherheitsgesetz”. Further tasks may be required depending on the needs of the enterprise and the results of the risk assessment.

A Procedure for determining the company-specific supervision services required

Employers must determine and regularly verify the relevance and scope of the company-specific part of the supervision. They must seek the advice of the occupational physician and OSH professional in this process. The tables on the following pages describe the areas of activity, trigger and effort criteria to be considered when determining and verifying relevance and scope, as well as services that might be required for the specific enterprise, in addition to the basic supervision, as part of the tasks required by Sections 3 and 6 of the “Arbeitssicherheitsgesetz”.

In the tables on the following pages, there are two columns (“Trigger criteria” and “Effort criteria”) for each area of activity. The determination and verification process takes place in two steps, each of which is divided into further steps.

Step 1: Verifying the relevance of areas of activity

Each area of activity must be checked, using the trigger criteria given, to determine its relevance for the specific enterprise in question. The trigger criteria describe enterprise parameters for each area of activity, which must be marked as either “Yes” or “No” depending on whether they apply or not. If there are one or more “Yes” responses for a specific area of activity, company-specific supervision is “triggered” for that area.

Step 1.1: Assess each trigger criterion for each area of activity to determine whether it applies or not (“Yes” or “No”).

The tables on the following pages do not provide an exhaustive list of trigger criteria. In the last row of each table, there is a space (marked with the next letter in the alphabet and ...) for adding company-specific trigger criteria.

Step 1.2: Check each area of activity to determine whether the trigger criteria apply.

If at least one of the trigger criteria in an area of activity applies, that area requires company-specific supervision.

For each area of activity, specify whether company-specific supervision is required by marking either “Yes” or “No”.

Step 1.3: Determine how long the company-specific supervision will be required

Only if specific factors result in certain trigger criteria applying for limited periods can the supervision by the occupational physician and OSH professional also be provided for a limited period.

If temporary situations are recurrent in the specific enterprise in question, permanent supervision by an occupational physician and an OSH professional is required.

Step 2: Determining the supervision services required and the effort involved on the part of the occupational physician and the OSH professional

The required supervision services and the effort involved are determined with the help of effort criteria. The effort criteria are descriptions of the services the occupational physician and the OSH professional might provide, which enable the effort required for the company-specific supervision to be determined and estimated.

Step 2.1: Determine and specify the services to be performed by the occupational physician and the OSH professional for each area of activity for which company-specific supervision has been triggered.

The services required for the company-specific part of the supervision must be described, based on the actual conditions in the enterprise, and agreed using the “Description of services” column in the tables on the following pages.

Step 2.2: Determine and specify the effort required for each area of activity, separately for the occupational physician and the OSH professional.

The effort required for each complete area of activity must be specified in hours separately for the occupational physician and the OSH professional in the “Effort required” column, based on the description of the services.

Schedule 3

As far as possible, the effort required should be specified in hours/per year for one year. If the task concerned is a temporary task that recurs over a period of several years, the annual effort should be determined separately for each of the relevant years.

B Determination of services required

1 Regularly occurring company-specific accident and health hazards; human factor requirements for work design

1.1 Special activities

| Trigger criteria | | | Effort criteria | | | |
|--|---------------------------------|--------------------------------|---|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to j) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) Hot work in fire-risk areas and potentially explosive atmospheres | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Identification and analysis of the specific risk situation (risk factors, sources, hazardous conditions, interdependencies) • Activity-specific risk assessments • Determination of the relevant state of the art in safety and occupational health • Consultation to define target standards for the risks identified • Development of protection strategies • Support and supervision for the implementation of protection strategies • Periodic monitoring of effectiveness • Updating of risk assessment | | | |
| b) Hazardous work on pressurised equipment | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) Work in gas-hazard areas | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| d) Other hazardous work (welding in confined spaces, blasting work, tree-felling, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| e) Work involving risk of infection | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| f) Use of ionising radiation, work near electromagnetic fields | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| g) Lone work | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| h) Other activities requiring special protective measures | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| i) Activities that are not typical of the industry or core business in which the enterprise operates | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| j) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. | |
| f there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | | |

1.2 Workstations and workplaces that pose particular risks

| Trigger criteria | | Effort criteria | | | |
|--|--------------------------|--------------------------|--|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to j) | Effort required | |
| | Yes | No | | OP | OSHP |
| a) Numerous different sources or special hazardous conditions for specific hazards (e.g. sources of noise) | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Identification and analysis of the specific risk situation (risk factors, sources, hazardous conditions, interdependencies, etc.) • Specific risk assessments for the work-stations and workplaces • Consultation to define target standards • Determination of the relevant state of the art in safety and occupational health • Development of protection strategies • Support and supervision for the implementation of protection strategies • Periodic monitoring of effectiveness • Updating of risk assessment | | |
| b) Numerous different hazardous substances | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| c) Workstations for which the “Gefahrstoffverordnung” (German Hazardous Substances Ordinance) requires special protective measures for activities involving hazardous substances that are carcinogenic, mutagenic or toxic to reproduction | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| d) Workstations at which biological agents classified as risk group 4 in the “Biostoffverordnung” (German Ordinance on Biological Substances) are used | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| e) Hazardous work items (dimensions, weights, surface properties, thermal state, etc.) or particularly hazardous conditions of use | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| f) Work on high masts, towers and in other high workplaces | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| g) Difficult-to-navigate/Poorly laid-out grounds with in-house transport and traffic | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| h) Workstations requiring special protective measures | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| i) | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Continue: 1.2 Workstations and workplaces that pose particular risks

| Trigger criteria | | | Effort criteria | | |
|--|--------------------------|--------------------------|---|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to j) | Effort required | |
| | Yes | No | | OP | OSHP |
| j) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Company-specific supervision required? If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | | | Effort required in hours for the area of activity as a whole (see Step 2.2): | | |
| | Yes | No | | Hrs. | Hrs. |

1.3 Work tasks and work organisation that pose particular risks

| Trigger criteria | | Effort criteria | | | | |
|---|-------------|--------------------------|---|--|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to c) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| Activities involving potential for negative mental or physical strain: | | | | | | |
| a) Requirements arising from the work task (high concentration levels, large volume of work, particularly difficult work, etc.) with potential for negative mental strain | | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Analysis of the mental requirements arising from the work task and the organisation of work • Identification of specific mental stress sources and factors in the work system • Assessment of the health risks arising from negative mental strain • Consultation to define target standards to prevent negative mental strain • Determination of the state of the art in safety and occupational health with regard to work-task and work-organisation design taking into account human factors • Determination of the state of the art in safety and occupational health with regard to work-task and work-organisation design taking into account human factors • Support with development of design solutions • Support and supervision for the implementation of design solutions • Periodic monitoring of effectiveness • Updating of risk assessment | | |
| b) Requirements arising from the organisation of the work (work-flow, frequency of interruptions, type of collaboration, etc.) with potential for negative mental strain | | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| c) Other requirements with potential for negative mental strain | | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Continue: 1.3 Work tasks and work organisation that pose particular risks

| Trigger criteria | | Effort criteria | | | |
|---|--------------------------|--------------------------|---|---|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of services for trigger criteria d) to g) | Effort required | |
| | Yes | No | | OP | OSHP |
| d) Activities involving potential for physical strain: manual handling of loads (high risk score with the Key Indicator Method) | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Analysis of the physical requirements • Identification of specific physical workload sources and factors in the work system • Assessment of the health risks arising from physical strain • Consultation to define target standards to prevent physical strain • Determination of the state of the art in safety and occupational health with regard to the reduction of physical strain and to work design in line with human factor requirements • Support with development of design solutions • Support and supervision for the implementation of design solutions • Periodic monitoring of effectiveness • Updating of risk assessment | | |
| e) Activities involving potential for physical strain: frequently recurring, short-cycle movement of small groups of muscles | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| f) Activities involving potential for physical strain: constrained posture during work | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| g) Activities involving potential for physical strain: static muscle work | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | | | Description of services for trigger criterion h) | |
| h) Shift work involving night work | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Analysis of the shift work situation and the related working conditions • Assessment of the health risks arising from shift work • Determination of the state of the art in safety and occupational health with regard to shift work • Consultation to define target standards for shift work • Support with development of solutions • Support and supervision for the implementation of solutions • Periodic monitoring of effectiveness • Updating of risk assessment | | |

Continue: 1.3 Work tasks and work organisation that pose particular risks

| Trigger criteria | | | Effort criteria | | | |
|---|--------------------------|--------------------------|---|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of services for trigger criterion i) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| i) Use of third-party companies with company-specific/ activity-specific risk potential | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Determination of the conditions under which third-party companies are used in the enterprise • Identification of the risks and specific hazardous conditions connected with the use of third-party companies • Risk assessment for third-party company use • Support with fulfilment of selection, information and coordination duties, contractdrafting, issuing of rules for the company • Periodic monitoring of use of third-party companies • Updating of risk assessment | | | |
| j) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | | | | |
| If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | Yes | No | Effort required in hours for the area of activity as a whole (see Step 2.2): | | Hrs. | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | Hrs. | |

1.4 Need for occupational health prevention

| Trigger criteria | | | Effort criteria | | | |
|--|--------------------------|--------------------------|--|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of services for trigger criteria a) to c) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) Mandatory examinations required? | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Determination of specific working conditions • Provision of one-to-one information to employees about examinations • Performance of examinations • Discussion of results with employees • Certificate-writing • Evaluation and determination of consequences for protective measures • Supervision of implementation of measures • Effectiveness monitoring | | | |
| b) Optional examinations required? | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) On-demand examinations required? | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | | | Effort required in hours for the area of activity as a whole (see Step 2.2): | | | |
| | Yes | No | | Hrs. | Hrs. | |

1.5 Special, company-specific requirements concerning use of staff

| Trigger criteria | | Effort criteria | | | |
|---|--------------------------|--------------------------|---|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of services for trigger criteria a) and b) | Effort required | |
| | Yes | No | | OP | OSHP |
| a) Qualification requirements and other staff-related requirements laid down in special regulations | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Determination of specific staff-related requirements • Advice on and support with fulfilment of special qualification requirements and other staff-related requirements | | |
| b) Qualification requirements for emergency situations | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Support with the drawing-up of rules for the enterprise to ensure staff-related requirements are met • Periodic monitoring of compliance with requirements | | |
| | | | Description of services for trigger criterion c) | | |
| c) Employee-development activities concerning occupational safety and health | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Determination of need for OSH training • Determination of employee-development activities for specific target groups in the enterprise and degree of integration of OSH matters • Support with development of employee-development activities concerning safety and health at work • Promotion of inclusion of OSH matters in employee-development activities • Periodic monitoring and evaluation of the impact of employee-development activities | | |

Continue: 1.5 Special, company-specific requirements concerning use of staff

| Trigger criteria | | Effort criteria | | | |
|--|--------------------------|--------------------------|--|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of services for trigger criterion d) | Effort required | |
| | Yes | No | | OP | OSHP |
| d) Groups particularly at risk (expectant mothers, young people, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Identification of individuals particularly at risk • Identification of risks to which individuals particularly at risk are exposed • Assessment of health risks • Consultation to define target standards for protection of such individuals • Support with development of solutions and options for how such individuals are used • Support and supervision for the implementation of solutions • Effectiveness monitoring • Updating of risk assessment | | |
| | | | Description of services for trigger criterion e) | | |
| e) Use of temporary workers | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Support with first risk assessments for temporary workers • Advice on selecting temporary work agencies • Advice on contract-drafting • Periodic inspection of temporary workers' workstations and working conditions • Support with induction training and oral instruction on health and safety for temporary workers • Advice on special problems concerning temporary work | | |

Continue: 1.5 Special, company-specific requirements concerning use of staff

| Trigger criteria | | Effort criteria | | | |
|--|--------------------------|--------------------------|--|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of services for trigger criterion f) | Effort required | |
| | Yes | No | | OP | OSHP |
| f) Work-process requirements to facilitate participation of people with disabilities | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Systematic analysis of conditions for participation • Analysis of potential methods with which to make the enterprise disabled-friendly • Comparison of capabilities and job requirements • Support with efforts to find possibilities for participation • Support with development of specific work-design measures • Collaboration with other relevant roles • Promotion of and assistance with conclusion of integration agreements • Promotion of involvement of inter-company institutions and collaboration with them | | |
| | | | Description of services for trigger criterion g) | | |
| g) Reintegration of employees | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Assistance with management of workplace reintegration • Specifying the risk assessment taking individual's abilities into consideration • Identification of adjustments needed to work systems • Assistance with development of design solutions and strategies for reintegration • Support with implementation of design solutions • Promotion of involvement of inter-company Institutions and collaboration with them | | |

Continue: 1.5 Special, company-specific requirements concerning use of staff

| Trigger criteria | | | Effort criteria | | | |
|---|--------------------------|--------------------------|---|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of services for trigger criterion h) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| h) Enterprise-specific safety and health effort caused by third parties (e.g. children, pupils, students, members of the public, customers) | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Support with first risk assessments to consider potential risks to employees posed by third parties • Periodic inspection of workstations and working conditions to identify any risks posed by third parties • Advice on special problems concerning safety and health | | | |
| i) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | | | | |
| If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | Yes | No | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

1.6 Safety and health in the face of demographic change

| Trigger criteria | | | Effort criteria | | | |
|---|--|---------------------------------------|--|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of services for trigger criterion a) to e) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) Large share of older employees | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Analysis of workforce situation and work environment based on demographic aspects of safety and health • Assessment of need for work design that takes demographic aspects into account • Assessment of risks for ageing workforces and older employees • Definition of target standards • Development of proposals for work design in line with needs of older workers • Support with implementation of design measures • Support with development of leadership style taking into account ageing workforces and older employees • Monitoring of developments and results • Updating of risk assessment | | | |
| b) Divergence between employees' abilities and requirements of work task as workforces age | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) Work design that does not take needs of older employees into account | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| d) Development of leadership style in the face of ageing workforces | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| e) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | | | | |
| If there is at least one "Yes" response in the "Applicable?" column, company-specific supervision is required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. | |

1.7 Work design to prevent work-related health risks, preservation of individual health resources in connection with work

| Trigger criteria | | | Effort criteria | | |
|--|--------------------------|--------------------------|---|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to e) | Effort required | |
| | Yes | No | | OP | OSHP |
| a) Above-average sickness rate (benchmark values within company, similar enterprises, industry average) | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Analysis of causes of work-related health risks and work design that does not cater for human factor requirements • Assessment of the state of the art in safety, occupational medicine and hygiene and the substantiated findings of ergonomic research on work design in line with human factor and health requirements • Identification of approaches for improving health literacy of employees at work and for work design in line with human factor requirements aimed at preserving health resources • Consultation to define target standards to prevent work-related health risks, design work in line with human factor requirements and preserve individual health resources • Advice, information and education for employees to enable them to have a positive influence on health-related factors at work; initiation of and support for learning processes | | |
| b) Design of work tasks, work organisation and working environment that is not in line with human factor and health requirements and so impedes preservation of health resources | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| c) Inadequate provision of enterprise activities aimed at preserving health resources in connection with work (back-exercise classes, exercise during breaks, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| d) Inadequate health literacy on the part of the employees on how to preserve their health resources in connection with their work | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Continue: 1.7 Work design to prevent work-related health risks, preservation of individual health resources in connection with work

| Trigger criteria | | | Effort criteria | | |
|--|--------------------------|--------------------------|--|-----------------|----------------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to e) | Effort required | |
| | Yes | No | | OP | OSHP |
| e) ... | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Advice on and support with development of enterprise activities and programmes to preserve individual health resources • Advice on and support with work design in line with human factor requirements aimed at preserving individual health resources (design of work tasks, work organisation and environment, social working conditions) • Promotion of the implementation of design methods of the type mentioned in the previous point • Supervision of implementation • Periodic monitoring and evaluation of the impact of the measures | | |
| Company-specific supervision required? If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | | | Effort required in hours for the area of activity as a whole (see Step 2.2): | | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | Hrs. Hrs. |

1.8 Support with the enhancement of a health management system

| Trigger criteria | | | Effort criteria | | | |
|---|--|---------------------------------------|--|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to c) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) Decision to implement a health management system | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Assistance and support with development of enterprise structures for health management (e.g. installation of steering committees, “health circles”, link to the OSH committee) • Collaboration with other workplace health roles (e.g. health delegates, health insurers) • Support and assistance with health management process control (key processes are drafting of health reports, conducting of employee surveys and campaign days, PR and marketing activities, programme planning, evaluation and quality management of the activities involved) • Promotion of permanent integration of health management into enterprise routines (integration with OSH management system, integration into organisational structure and management of enterprise) | | | |
| b) Operation of a health management system | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | | | | |
| If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Effort required in hours for the area of activity as a whole (see Step 2.2): | | Hrs. | |

2 Changes to working conditions and organisation

2.1 Procurement of fundamentally new machinery and equipment

| Trigger criteria | | | Effort criteria | | |
|---|--|---------------------------------------|---|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to i) | Effort required | |
| | Yes | No | | OP | OSHP |
| a) New risks anticipated for enterprise compared to risks covered by basic supervision | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Support with identification of hazards and risk assessment for work systems that will change due to new machinery and equipment being procured • Advice on identifying requirements to be met by machinery and equipment to be procured • Advice on requirements for use of new machinery and equipment (work system design) • Assistance with drafting of specifications/calls for bids • Assistance with evaluation of quotes and contract-drafting • Verification of compliance with agreed requirements for delivery, installation, assembly, etc. • Assistance with implementation of changes; support with approval process for implemented changes • Monitoring of effectiveness • Updating of risk assessment | | |
| b) New types of hazard can occur | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| c) Fundamental change in impact on work environment | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| d) Previous protective measures can no longer be applied/can only be applied to a certain extent | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| e) There are no standardised solutions | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| f) Fundamentally new requirements concerning qualifications/safe and healthy conduct at work are anticipated | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| g) Fundamental changes to the organisational structure are required | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| h) There will be different/new interfaces with existing work systems | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| i) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Company-specific supervision required? | | | | | |
| If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. |

2.2 Fundamental changes as a result of new workstations, fundamental changes to workstation equipment; planning, installation of new plant; conversion, new build projects

| Trigger criteria | | | Effort criteria | | | |
|--|---------------------------------|--------------------------------|--|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to j) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) New risks anticipated for enterprise compared to risks covered by basic supervision | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Support with identification of hazards and risk assessment for work systems to be changed • Support with identification and specification of requirements concerning workstation and workplace design • Review of relevant rules and regulations, the state of the art in safety and occupational medicine • Assistance with drafting of specifications/calls for bids • Advice on requirements for use of new workplace equipment, plant, rooms, etc. (technical, organisational, staff-related) • Assistance with evaluation of quotes and contract-drafting • Verification of compliance with agreed requirements for construction work, delivery, installation, assembly, etc. • Assistance with implementation of changes; support with approval process for implemented changes • Monitoring of effectiveness • Updating of risk assessment | | | |
| b) New types of hazard can occur | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) Fundamental change in impact on work environment or on workstations and work-flows | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| d) Previous protective measures can no longer be applied/can only be applied to a certain extent | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| e) There are no standardised solutions | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| f) Fundamentally changed requirements concerning qualifications/safe and healthy conduct at work are anticipated | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| g) Fundamental changes to the organisational structure are required | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| h) There will be different/new interfaces with existing work systems | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| i) There will be new responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| j) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | | | | |
| If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. | |

2.3 Introduction of completely new substances and materials

| Trigger criteria | | | Effort criteria | | | |
|---|--|---------------------------------------|--|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to g) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) Different/new risks anticipated for enterprise compared to risks covered by basic supervision | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Support with information-gathering for new substances and materials • Appraisal of risks posed by new substances and materials • Support with selection of low-risk substances and materials • Definition of target standards for use of substances and materials • Support with approval of substances and materials for use in enterprise • Support with specification of protective measures • Support with implementation of protective measures and effectiveness monitoring • Updating of risk assessment | | | |
| b) New types of hazard can occur | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) Change in impact on work environment or on workstations and workflows | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| d) Previous protective measures can no longer be applied/can only be applied to a certain extent | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| e) There are no standardised solutions | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| f) Completely changed requirements concerning qualifications/safe and healthy conduct at work are anticipated | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| g) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. | |
| If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | | |

2.4 Fundamental change to enterprise's processes; fundamental change to organisation of working time; fundamental change to/introduction of new working practices

| Trigger criteria | | | Effort criteria | | | |
|---|--|---------------------------------------|---|---|------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to j) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) Different/new risks anticipated for enterprise compared to risks covered by basic supervision | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| b) New types of hazard can occur | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) Change in impact on work environment or on workstations and workflows | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Identification of hazards and risk appraisal for work systems to be changed • Support with identification and specification of requirements concerning design of processes and working practices and organisation of working time • Review of relevant rules and regulations, the state of the art in safety and occupational medicine, comprehensive research to this end • Advice on requirements when there are changes to processes, working practices and/or working times • Support with work system design • Assistance with implementation of changes; support with approval process for implemented changes • Monitoring of effectiveness • Updating of risk assessment | | | |
| d) Previous protective measures can no longer be applied/can only be applied to a certain extent | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| e) There are no standardised solutions | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| f) Completely changed requirements concerning qualifications/safe and healthy conduct at work are anticipated | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| g) The organisational structure will have to be completely changed | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| h) There will be different/new interfaces with existing work systems | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| i) There will be new responsibilities | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| j) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | | | | |
| If there is at least one "Yes" response in the "Applicable?" column, company-specific supervision is required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. |

2.5 Specific requirements intended to create a suitable organisational structure for implementing OSH measures and integrating them into management activities and to establish a system for risk assessment

| Trigger criteria | | | Effort criteria | | | |
|--|--------------------------|--------------------------|---|--------------------------|---|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to g) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) Requirements for integration into management activities and establishment of a suitable organisational structure, if there is demand beyond basic supervision | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Analysis and presentation of usefulness, necessity and benefit of implementing and evolving a suitable organisational structure, integrating OSH measures into management activities and establishing a comprehensive risk assessment system, provision of advice to company management • Determination of specific need for implementation and evolution, analysis of current status; systematisation of next steps • Development and agreement of objectives with company management • Development of enterprise-specific strategies for integrating OSH matters into the management of the enterprise, into management systems, for setting up OSH management systems and a comprehensive risk assessment system • Support with implementation of strategies • Audits and effectiveness monitoring • Support with continuous improvement process | | | |
| b) Enterprise-specific requirements for implementation of a comprehensive risk assessment system | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) Fundamental changes aimed at integrating OSH at management level | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| d) Introduction of management principles and systems relevant to OSH | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| e) Integration of OSH into existing management systems | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| f) Establishment of an OSH management system | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| g) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | | | | |
| If there is at least one "Yes" response in the "Applicable?" column, company-specific supervision is required | | | Yes | No | Effort required in hours for the area of activity as a whole (see Step 2.2): | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Hrs. Hrs. | |

3 External developments that have a specific influence on the situation in the enterprise

3.1 New regulations that result in substantial changes for the enterprise

| Trigger criteria | | | Effort criteria | | | |
|---|--------------------------|--------------------------|--|-----------------|------|--|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to d) | Effort required | | |
| | Yes | No | | OP | OSHP | |
| a) Risk assessment needs to be updated | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Review of fundamental consequences for enterprise • Support with assessment of working conditions in accordance with new regulation • Organisation of training activities required concerning regulation • Determination of consequences for assignment of tasks and responsibilities • Assistance with changes to enterprise's work-flow organisation • Support with technical and organisational changes required to work systems • Support with preparation and implementation of activities designed to ensure employees act in line with OSH requirements | | | |
| b) Changes to existing work systems are necessary | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| c) Changes are necessary to ensure a suitable organisational structure | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| d) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Company-specific supervision required? | | | | | | |
| If there is at least one "Yes" response in the "Applicable?" column, company-specific supervision is required | Yes | No | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | | | |

3.2 Advances in the state of the art in safety and occupational medicine relevant to the enterprise

| Trigger criteria | | | Effort criteria | | |
|---|--------------------------|--------------------------|---|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to e) | Effort required | |
| | Yes | No | | OP | OSHP |
| a) Fundamentally new knowledge regarding risks | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Determination of enterprise-specific advances in the state of the art in safety and occupational medicine • Review of fundamental consequences for enterprise • Support with assessment of working conditions in line with advances in the state of the art in safety and occupational medicine • Development of design and protection strategies in line with advances in the state of the art in safety and occupational medicine • Support with technical and organisational changes required to work systems • Supervision of implementation • Monitoring of effectiveness • Updating of risk assessment | | |
| b) Evaluation of events affecting more than one enterprise (large fires, epidemics, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| c) New solutions for preventing/combating risks | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| d) New approaches for strengthening health factors | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| e) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Company-specific supervision required? | | | | | |
| If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | | | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. |

4 Campaigns, programmes and activities in the enterprise

Priority programmes, campaigns and support for health-promotion activities

| Trigger criteria | | Effort criteria | | | |
|---|--------------------------|--------------------------|--|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to j) | Effort required | |
| | Yes | No | | OP | OSHP |
| a) Initiative, decision by employer or need to undertake priority programmes to tackle black spots: number of individuals exposed to special risks (to be considered separately for each risk), frequency of exposure | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| b) Initiative, decision by employer or need to undertake priority programmes to promote safe/healthy conduct; campaigns to develop expertise/provide training on OSH matters | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Analysis of problem for which a programme is to be carried out • Definition of objectives of enterprise's priority programmes • Development of criteria for assessing programme's success • Determination of programme content (programme planning, work steps, etc.) | | |
| c) Initiative, decision by employer or need to undertake priority programmes following particularly serious accidents | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Support with planning of resource requirements and preparation of resource decisions • Advice, information and education for employees to enable them to have a positive influence on health-related factors at work; initiation of and support for learning processes | | |
| d) Initiative, decision by employer or need to undertake priority programmes to promote health | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Development of programme-specific forms of organisation | | |
| e) Initiative, decision by employer or need to undertake priority programmes to improve work culture, social interaction, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> • Assistance with organisation of PR work • Active involvement in implementation of programme phases; coordination of activities | | |
| f) Programmes, strategies and campaigns aimed at managing physical workloads | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| g) Programmes, strategies and campaigns aimed at managing mental stress | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Continue: Priority programmes, campaigns and support for health-promotion activities

| Trigger criteria | | | Effort criteria | | |
|--|--|---------------------------------------|---|-----------------|------|
| Trigger criteria for company-specific supervision | Applicable? | | Description of all services for trigger criteria a) to j) | Effort required | |
| | Yes | No | | OP | OSHP |
| h) Need to improve psychosocial stress/strain situation arising from social aspects of work so as to preserve health resources (The main social aspects of work are positive social ties, opportunities for mutual support, opportunities to have a say in the workplace, employee-oriented management, development of a corporate culture) | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> Controlling; measurement of outcomes Review of lessons learned and conclusions Measures to ensure long-term effects Support with development of a management style in line with needs of ageing workforces and older employees | | |
| i) Development of a mission statement on employment of older workers, development of an appropriate work culture | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| j) ... | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Company-specific supervision required? | | | Effort required in hours for the area of activity as a whole (see Step 2.2): | Hrs. | Hrs. |
| If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | |

Schedule 5

“Gesetz über Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit” (German Act on Occupational Physicians, Safety Engineers and other OSH Professionals)

Amendments compared to the version dated 22 July 2010

Annex 2, Section 4: WZ code 31.04, category name “Industrial processing of wood to produce furniture (other than upholstered furniture)”, has been added and assigned to supervision group III.

Annex 2, Section 4: WZ code 56.1, category name “Restaurants and mobile food service activities”, has been assigned to supervision group II.

Deutsche Gesetzliche Unfallversicherung e.V.
(German Social Accident Insurance, DGUV)

Mittelstraße 51

10117 Berlin, Germany

Tel.: +49 30 288763800

Fax: +49 30 288763808

E-Mail: info@dguv.de

Internet: www.dguv.de