



2008
ANNUAL REPORT OF WORK ENVIRONMENT

March 2009

Introduction

Changes in the Labour Inspectorate in 2008

The strategic aims of the Labour Inspectorate in 2007-2008 were to enhance the effectiveness of inspection activities, starting with a wider information and communication activities and unifying and enhancing organization's operation.

With respect to these aims, a structural reform of the Labour Inspectorate was prepared in 2007 and it was enacted starting from 1. 02. 2008. With the aim to improve effectiveness and uniform operation and activities of the organization, the Labour Inspectorate was reorganized from 14 local inspectorates to 4 regional inspectorates. For better arrangement of communication and information activities a Communication Department was established at the central office of the Labour Inspectorate and communication specialists were recruited to each regional inspectorate.

On 02.01.2008 a nationwide infoline was opened, where lawyers render advice, with the aim to make consultations and advisory services more effective.

For making inspection activities more efficacious inspection capacity was increased and selection criteria of enterprises to be inspected were specified. The inspection sample prepared on the basis of new principles makes a cross-section of enterprises of all fields of activities taking into account the total number of enterprises and employees of each field of activity. When assessing the risk level of a field of activity also occupational diseases and work-related diseases are taken into account when preparing the sample.

In 2008 traditional nationwide and local target inspections continued.

Work environment in 2008

It can be said that the work environment situation in Estonia in 2008 is generally similar to that of previous years, but the situation changed substantially with respect to labour relations and labour disputes at the last quarter. The number of requests for approvals and coordinations for part-time working time or holiday with partial pay increased as compared to the previous year **4,5 times** and applications for collective terminations of employment contracts **2 times**. The number of labour disputes increased remarkably as compared to the year 2007 - **57%**.

One of the indicators of work environment is the number of accidents at work. As compared to the year 2007 the number of registered **accidents at work has increased 9%**, but the reason of increase is mainly better notification of minor accidents at work and also of such accidents that did not result in days for incapacity for work.

The number of **serious accidents at work** decreased during the year **-13,2%** and the number of fatal accidents at work taken place in 2008 remained the same as during the previous year - 21.

The ratio of **occupational accidents per 100 000 employees** has somewhat increased in 2008- 618, in 2007 - 568. According to the data of the Statistical Office of Estonia there were 656 500 employed people aged 15-74 in 2008.

Taking for the basis the aim of the Labour Inspectorate to ensure more effective inspection activities in as many different enterprises as possible, the number of inspection visits has increased as compared to the year 2007 - 4% i.e. by 188 enterprises. Since in 2008 the percentage of coordinations and proceeding of applications and rendering advice to employers and employees concerning labour relations increased, then inspection of labour relations at enterprises was not a priority topic.

As for fields of activities, the enterprises visited most in 2008 were construction enterprises - 1198 times i.e. 18% and retail and wholesale enterprises in 975 cases i.e. 14% of inspection visits. Enterprises dealing with transportation and storage were also focused on, they were inspected in 552 cases i.e. 8% and enterprises of metal industry, and these were inspected in 497 cases i.e. 7% of inspection visits.

Nationwide target inspections performed in 2008 were:

- Manual handling of loads in construction and trade sectors.
- Target inspection of biological risk factors
- Assessment of the quality of risk analysis

The topics of target inspections selected by the local inspectorates:

- Target inspection of construction sites – enterprises in South-Estonia
- Target inspection in beauty parlors – enterprises in South-Estonia
- Target inspection of work with display screen – in Tallinn and Harju County and East and West Viru Counties
- Target inspection of night clubs – in Tallinn and Harju County
- In enterprises of Ida- and Lääne-Viru Counties – conformity of work equipment with occupational safety requirements, safety signs in work environment, use, issue, instruction on use of personal protective equipment, welfare facilities and provision of medical examination.

Occupational Health and Safety

Inspection of occupational health and safety requirements

Within occupational health and safety (OSH) inspection activities 4201 enterprises in all were inspected in 2008, including:

- 2351 work environment inspection visits;
- 1498 target controls;
- 809 follow-up controls;
- 379 inspections of new buildings;
- 37 inspections related to market controls of PPE.

Types of inspection

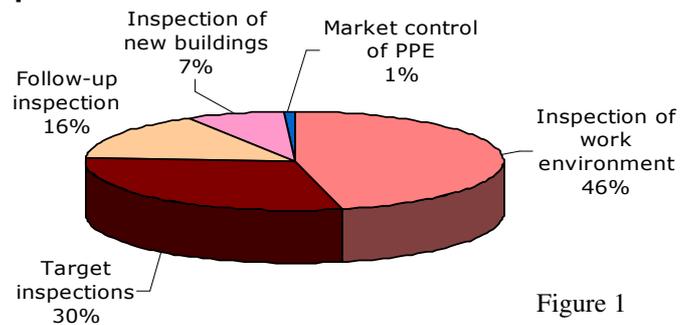


Figure 1

Inspection of different enterprises increased as compared to the year 2007 by **20% i.e by 700 enterprises**. For the first time an inspection sample was taken into use in arrangement of occupational health and safety inspection. When preparing the sample, risks in fields of activities, including numbers of accidents at work, occupational and work-related diseases were taken into account.

No of enterprises covered by OSH inspections
(change as compared to the previous year)

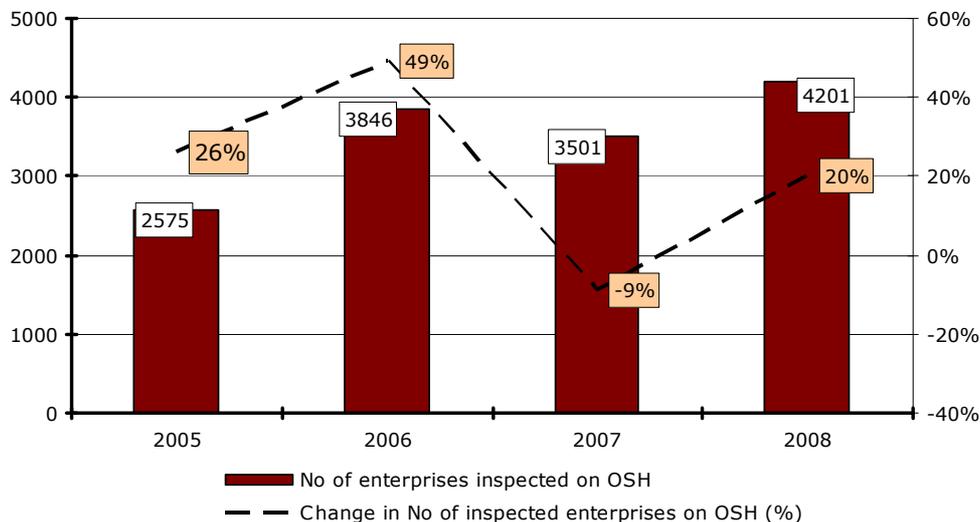


Figure 2

On the basis of the inspection sample, our aim was to perform inspections of the work environment as follows: 20% in construction enterprises, 13% in trade sector, 10% in wood industry, 9% in metal industry and smaller proportions in other fields of activity.

Work environment inspections by fields of activity

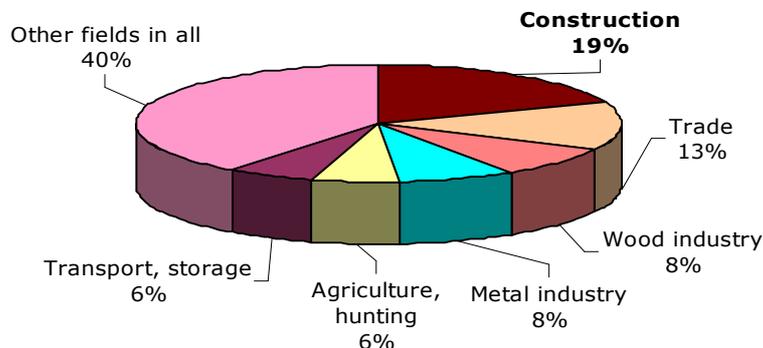


Figure 3

Work environment inspections were performed in 2351 enterprises i.e. 46% of all inspection visits. The most inspected fields of activities were, according to the aim, construction and trade sector and inspection of other fields of activity broadly corresponded to the proportions set down in the sample.

For performing target inspections 1497 enterprises were inspected in all, conclusions of it can be found at the end of the document. Target inspections were carried out also with the aim to solve submitted complaints.

On the basis of complaints 2% of inspection visits were performed. Most inspections on the basis of complaints were carried out in enterprises of wholesale and retail trade and in construction sector.

Follow-up inspections were conducted 809 times during the year. The percentage of follow-up inspections of all inspection visits has increased as planned up to 16% when comparing the percentage with 2007 (in 2007 - 13%). On the basis of assessments given in the course of a follow-up inspection visit, the work environment situation in enterprises substantially advanced. In 95% of enterprises on an average work environment had been improved according to the suggestions given by inspectors. For instance in all enterprises with a potential danger of explosion, measures were taken to eliminate or reduce the risk. In most enterprises problematic issues such as lightening, passages, welfare facilities, etc. were solved. In 95% of enterprises training and instruction of employees was organised, in 97% of enterprises activities related to provision of first aid were looked over. Most problems posed to the enterprises were related to reducing, for instance biological and psychological risk factors, prevention of vibration and rearrangement of work to be performed in forced position which was identified in about 10% of enterprises covered by follow-up inspection.

Investigation of accidents at work was mostly the cause of inspection visits in enterprises of metal industry, construction, wood industry and trade sector. Cases of occupational diseases were investigated more often in enterprises of metal, textile and food industries.

Regional inspectorates performed inspection activities on occupational health and safety issues as follows:

Inspectors of the **Põhja Inspectorate** inspected 1339 different enterprises in all in Tallinn and Harju County, constituting 32% of all inspected enterprises in 2008 (in 2007 - 1019 or 29%).

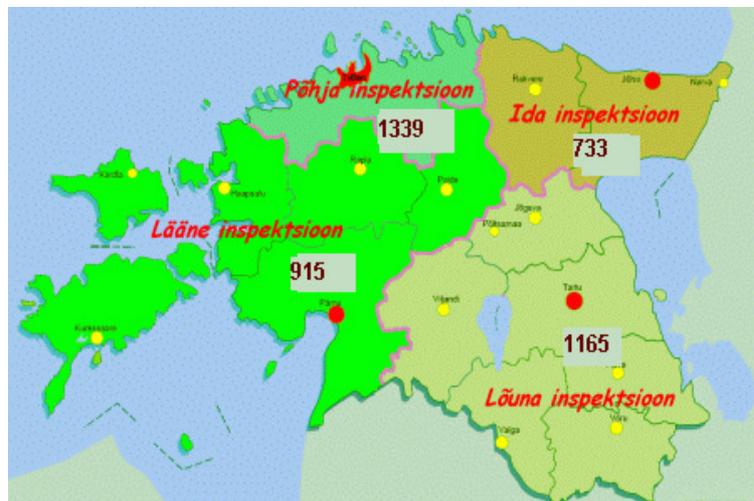


Figure 4

In the work area of **the Lõuna Inspectorate** 1165 enterprise visits in all were performed i.e. 28% of all inspected enterprises in 2008;

In the work area of **the Lääne Inspectorate** 915 enterprises were inspected i.e 22% of all inspected enterprises;

In the work area of **the Ida Inspectorate** (enterprises of Ida- and Lääne-Viru Counties) 733 enterprises, i.e 18% of all inspected enterprises were controlled.

In the course of **a work environment control** 2299 work environment questionnaires were drawn up in all. On the basis of the questionnaire 28 different indicators of work environment were assessed. Taking all factors for the basis, inspectors assessed work environment as good in 34% of cases, rather good in 48%, rather bad 12% and bad in 5% of cases.

In the course of a follow-up inspection, respective assessment given was: good in 42%, rather good 53%, rather bad 5% and bad in 1% of cases.

In the figure below you can see assessment of enterprises where the given factors were assessed in the course of performance of work environment inspection. These enterprises where activities were not required or where there were no risk factors are not taken into account.

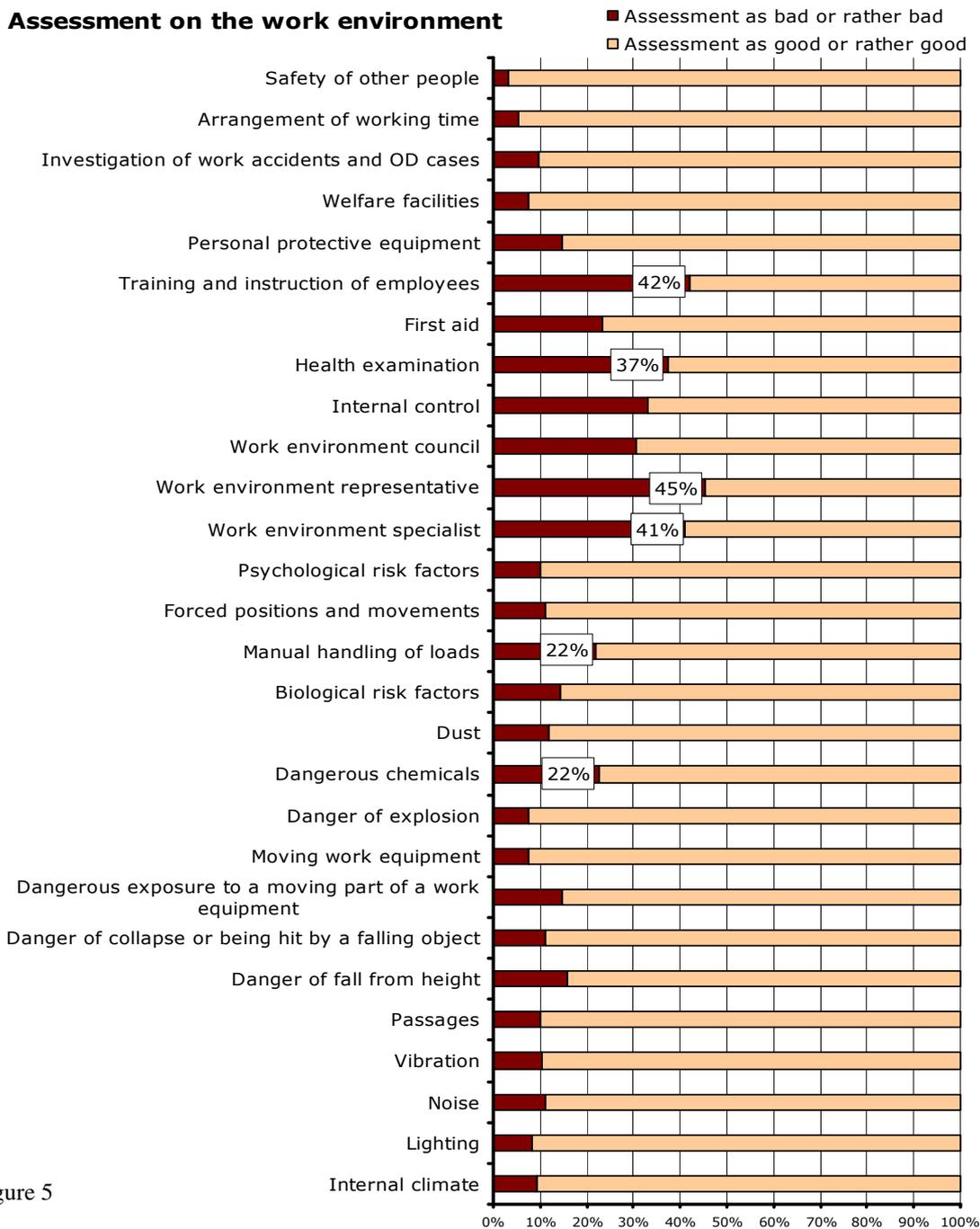


Figure 5

As you can see from Figure 5, election of working environment representatives was assessed as bad or rather bad by labour inspectors – in 45% of enterprises, where the representative should have been elected, but it had not been done, also in many enterprises work environment specialist had not been nominated. One of the reasons for that could be the fact that mostly such enterprises were assessed which had not been inspected before. One of the worst indicators was training and instruction of employees, which had not been performed in 42% of enterprises assessed. Assessments were not good also as for manual handling of loads and work with dangerous chemicals.

The risk factors, assessed by the labour inspectors as bad or rather bad, were described in risk assessments in 20% of enterprises on an average. About 11% of enterprises had described in the plans of activities how to manage risks. For instance, preventive activities for managing noise, that the inspectors assessed as bad or rather bad in 167 enterprises, was reflected in the risk assessment in 47 of these enterprises, out of which 36 enterprises had drawn up a plan of activities for reducing noise level. However, the enterprises had actually taken no steps for reducing noise.

We could say that ensuring safety of other persons can be considered **as good in the work environment of Estonia** – in 97% of assessed enterprises and organization of working time – in 95% of assessed enterprises. One can be satisfied with activities that are related to moving work equipment and prevention of danger of explosion.

In 2007 danger of explosion was assessed as the least occurring risk factor in enterprises, the same was noted also in 2008. Enterprises, where such a risk factor occurred, the risk had been managed in 92% of enterprises (in 2007 – in 90% of enterprises).

During inspection visits 10 530 **infringements** of different legal acts were identified in all, out of which 30% were formulated in notices, 1504 notices were prepared in all (in 2007 respectively 12 176 infringements, out of which 65% were formulated in notices, 3139 notices were drawn up in all). By counties the largest number of infringements was formulated in enterprises of Tallinn and Harju Counties - 31% of infringements, in enterprises of Ida-Viru County - 18% and in enterprises of Tartu County 12% of infringements. As compared to previous years both the number of infringements and notices has decreased. The main reason of decrease in notices is formulation of infringements in inspection reports and thus the infringement has been eliminated on the basis of the inspection report. Notices were drawn up on the basis of more serious infringements and if requirements of inspection report had not been complied with.

OSH violations

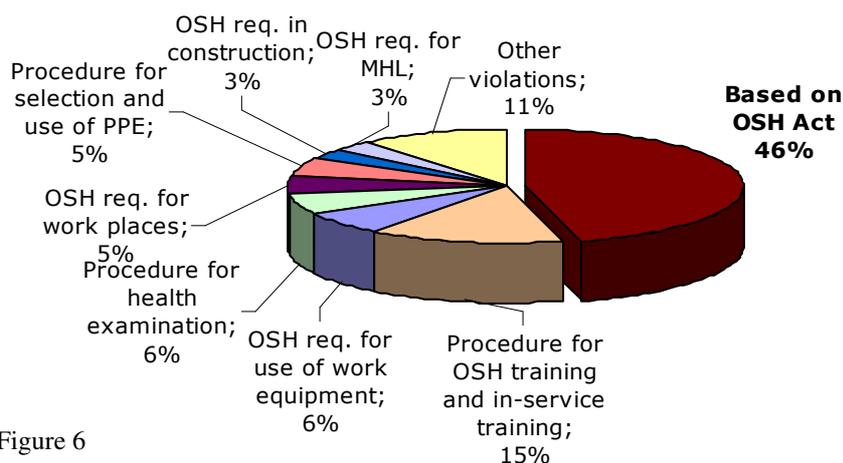


Figure 6

Pursuant to **the Occupational Health and Safety Act** the most common infringement was still failure to conduct risk assessment at enterprises, it was formulated at 1206 enterprises in all, 424 of them at enterprises in Tallinn and Harju County, 205 in Ida-Viru County and 154 in Tartu County. Safety instructions were missing in 756 cases, 38% of infringements were identified at enterprises of Tallinn and Harju County. No case of lack of safety instructions was identified at enterprises in Lääne and Viljandi Counties.

Pursuant to the requirements of the **Procedure for Occupational Health and Safety Training and In-Service Training** in 824 cases it was identified that enterprises had not carried out primary or supplementary instruction (8% of infringements). 37% of such non-observances were identified in Tallinn and Harju and 21% in Ida-Viru County.

Pursuant to the **Occupational Health and Safety Requirements for Use of Work Equipment** it was identified mostly that devices ensuring safety of work equipment do not comply with requirements. This kind of infringement was most common in enterprises of Lääne-Viru and Järva Counties.

Pursuant to the requirements of the **Procedure for Health Examination of Employees** the most common violation at enterprises in Ida-Viru County and Tallinn and Harju County was that there were no lists of employees who had been sent to health examination and health examination was not conducted as required.

By work areas of Inspectorates the largest number of notices drawn up were 569 times in enterprises of Ida- and Lääne-Viru Counties, 379 times in enterprises of South-Estonia, 362 in Tallinn and Harju and 194 times in enterprises of West-Estonia.

Cautions with penalty payments for non-observance of requirements were applied 381 times in all, in the sum of 1 549 500 EEK. Penalty payment was enforced 9 times in the sum of 63 000 EEK.

As compared to previous years the number of cautions of penalty payment has increased to some extent, but the need for enforcement has considerably decreased (in 2007 - 20 times and in 2006 - 40 times).

Proceedings concerning misdemeanour matters were conducted 117 times in all. Fines were imposed 107 times in the sum of 322 580 EEK - among them 29 times for natural persons in the sum of 40 480 EEK and legal persons 78 times in the sum of 282 100 EEK. As a result of investigation of accidents at work and cases of occupational diseases fines were imposed to legal persons 67 times in the sum of 262 500 EEK and natural persons 9 times in the sum of 9780 EEK.

In comparison with the year 2007 both the number of misdemeanour matters and the number of fines imposed has decreased.

Misdemeanour proceedings, fines

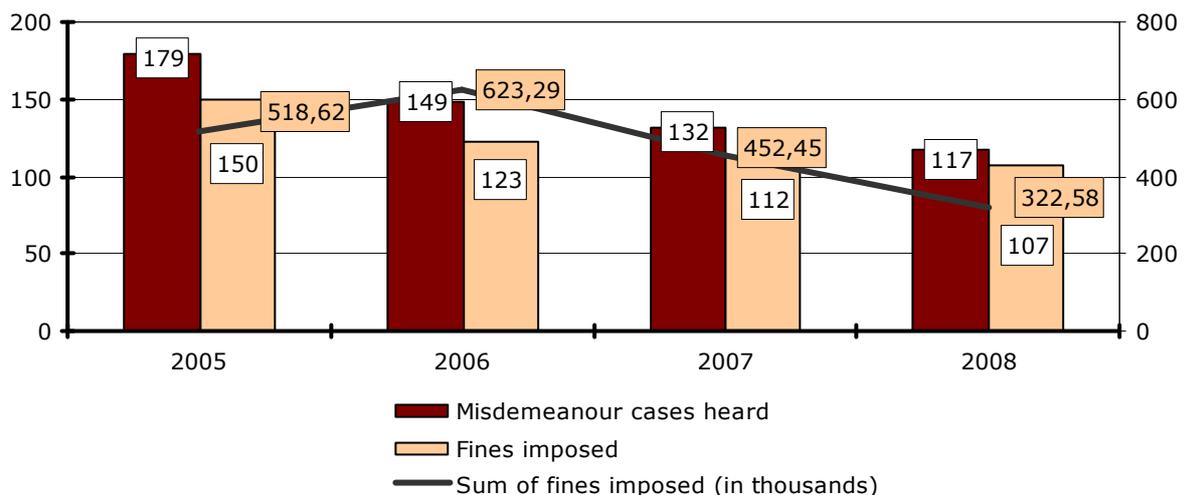


Figure 7

Accidents at work

In 2008 **4835** notifications on accidents at work were registered at the Labour Inspectorate, out of which 648 i.e. 13,4% of them turned out not to be accidents at work, concerning **58** i.e. 1,2% of cases it was not possible to clarify the circumstances. **4059 cases** were registered as accidents at work (in 2007 – 3725 cases).

Accidents at work in 2005-2008

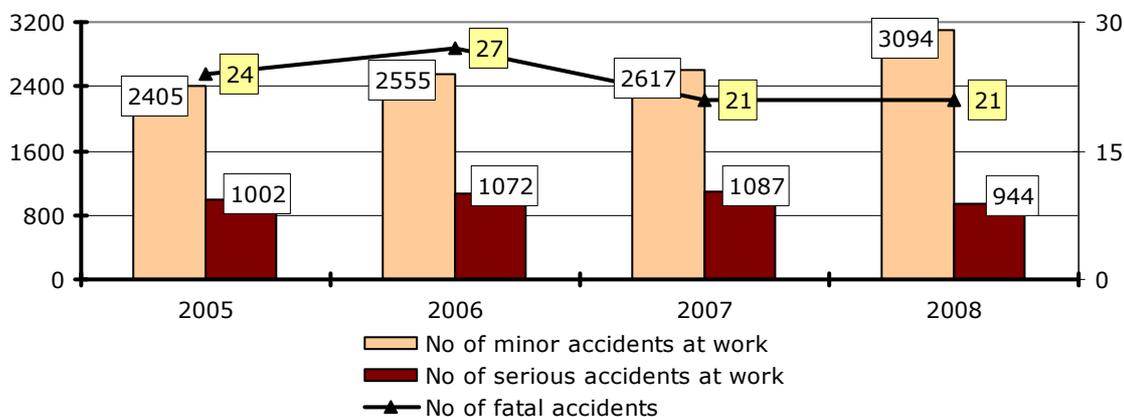


Figure 8

By severity level of health damage 944 accidents at work were registered as accidents at work with severe damage to health, 3094 as minor damage to health and 21 fatal accidents. Comparing the figures with the respective ones in 2007 the number of accidents at work increased **9%** or by **334** accidents at work.

The ratio of occupational accidents per 100 000 employees is related to the number of employed people aged 15-74 in the county and field of activity. In 2008, based on the data of 2008 per 100 000 employees 618 accidents at work were registered, including 471 minor, 144 serious work accidents and 3 fatal accidents at work (in 2007 the respective figures were – 399 minor, 166 serious and 3 fatal accidents at work). Thus the ratio of minor accidents at work per 100 000 employees has increased, but of serious accidents at work has decreased to some extent and the ratio of fatal accidents at work has remained the same.

By counties most accidents at work were registered by 100 000 employees continuously in Lääne-Viru County. It can be explained by the fact that the number of registered accidents at work in Lääne-Viru County is characterized by notification of accidents at work by doctors and employers at a very good level. The good level of notification of accidents at work is characterized by notification of especially minor accidents at work; as such accidents at work are considerably less notified of in other counties.

Accidents at work by counties per 100 000 employees 2006-2008

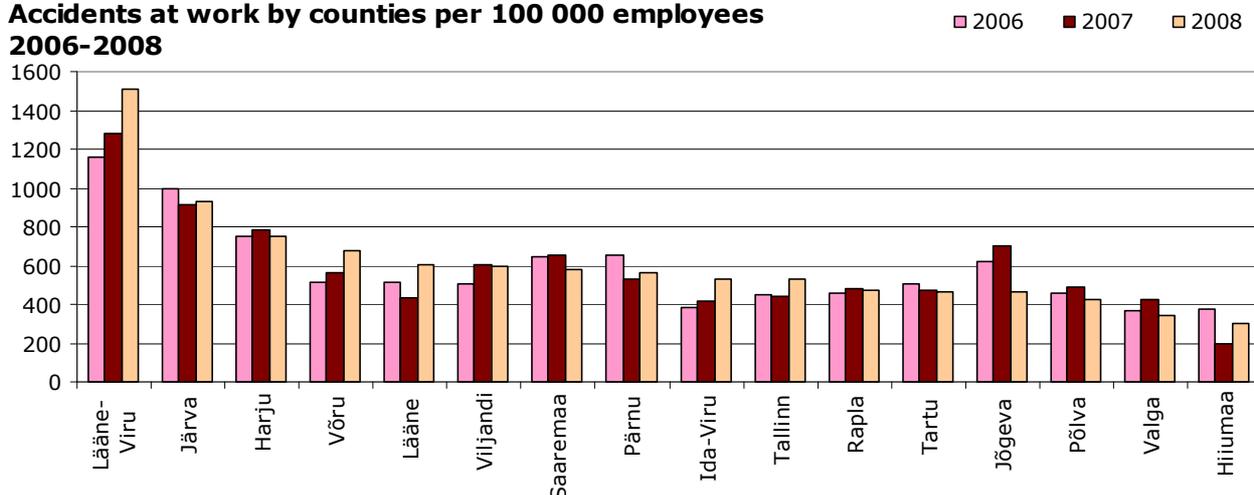


Figure 9

As compared to the year 2007 the number of accidents at work per 100 000 employees increased most in Lääne- and Hiiumaa Counties and less increased in Jõgeva County. In Jõgeva County both the number of minor and serious accidents at work has decreased. In absolute figures the increase of accidents at work has been the biggest in Tallinn and Lääne-Viru County. In Tallinn the number of minor work accidents increased by 239, whereas the number of serious accidents at work decreased by 58. In Lääne-Viru County 101 minor accidents were registered more and 23 serious accidents less than in the year 2007. The proportion of the severity level of all accidents at work in 2008 is characterized by the increase of minor accidents at work and decrease of serious ones.

Registered minor and serious accidents at work by counties 2007-2008

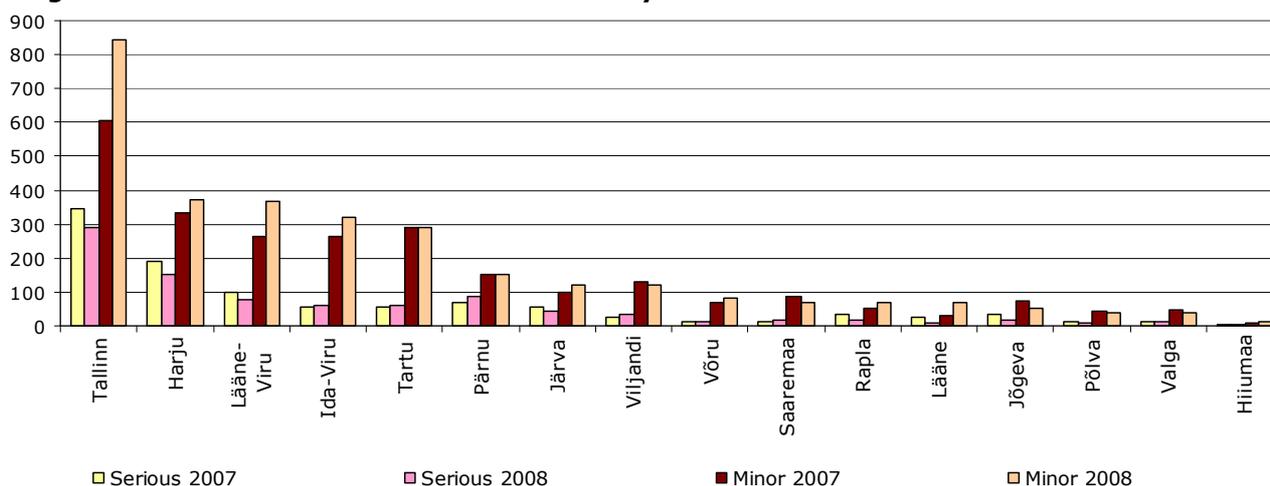


Figure 10

118 accidents at work taken place **outside of the Republic of Estonia** were registered, 71 of them being minor, 44 serious and 3 fatal accidents at work.

Most of the accidents taken place outside Estonia happened in Finland - 52, outside the boundaries of EU - 33 and in Sweden - 7 accidents at work. Occupational accidents where more than one person was involved happened in Germany, France, Latvia, Poland, Norway and Belgium. The accidents taken place in Finland were mostly related to construction sector. 70% of the registered accidents at work taken place outside the boundaries of the EU happened to peacekeepers of national defence; another calamitous field of activity was transport sector. There were two fatal accidents at work with an Estonian employee in Finland and one in Afghanistan.

21 fatal accidents were registered in all (in 2007 - 21; in 2006 - 27). By area of activity fatal accidents at work were registered as follows: in Ida-Viru County - 6, in Lääne-Viru County - 4, in Tallinn - 3 and in Pärnu - 2, in Harju, Põlva and Rapla County - 1 and outside Estonia - 3. Most fatal accidents at work happened in mining, construction sites and production buildings. There were two traffic accidents at work.

As causes labour inspectors have mostly pointed out lack of internal control of work environment, non-observance of occupational safety requirements by employees themselves or non-compliance of work place or work equipment with occupational safety requirements. Two accidents at work were caused by violation of occupational safety requirements by colleagues. In one case the cause was insufficient training and instruction and non-use of personal protective equipment. There were two fatal traffic accidents at work, in one case there was non-observance of traffic rules by the employee and in the other by another driver.

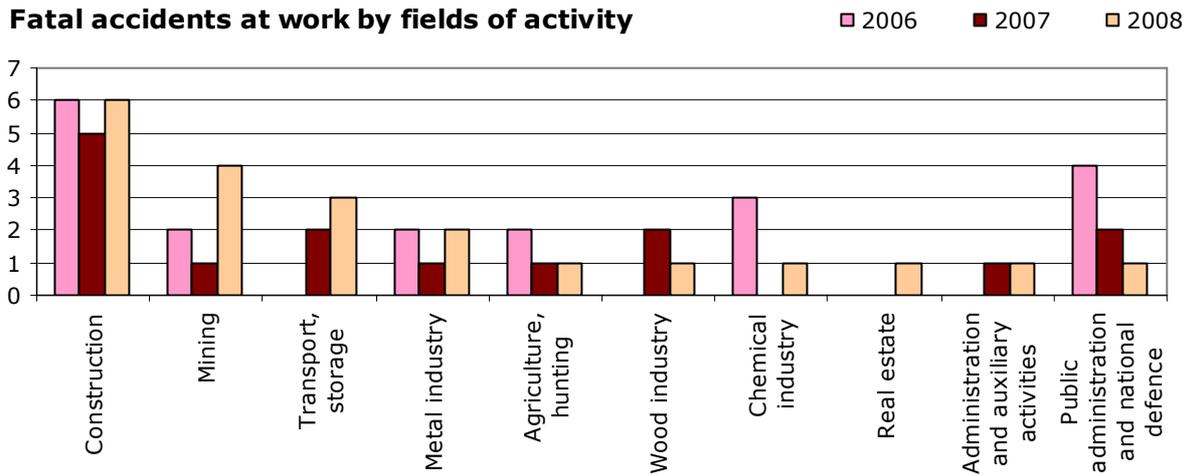


Figure 11

By fields of activities the most registered at accidents at work in Estonia, taking place for the first time, were in the field of **metal industry, manufacture of machinery and electrical equipment** of processing industry - **506** (as compared to the year 2007 +62) and **construction** - **479** (as compared to 2007 +52). In addition, the fields of activities with the biggest number of accidents at work are wholesale and retail trade - 402 accidents at work (as compared to the year 2007 +27) and public administration - 367 accidents at work (as compared to the year 2007 +47).

Comparing the number of accidents in 2007 and 2008, we can say that the number increased most in metal industry +62, concerning both minor and serious accidents; accommodation and catering establishments +59, where more minor accidents at work were registered and public administration and national defence +47, where also minor accidents at work were registered more. The number of accidents at work decreased most in wood industry -65, chemical industry -28 and textile industry by -24 occupational accidents.

Fields of activities with the largest No of accidents in Estonia

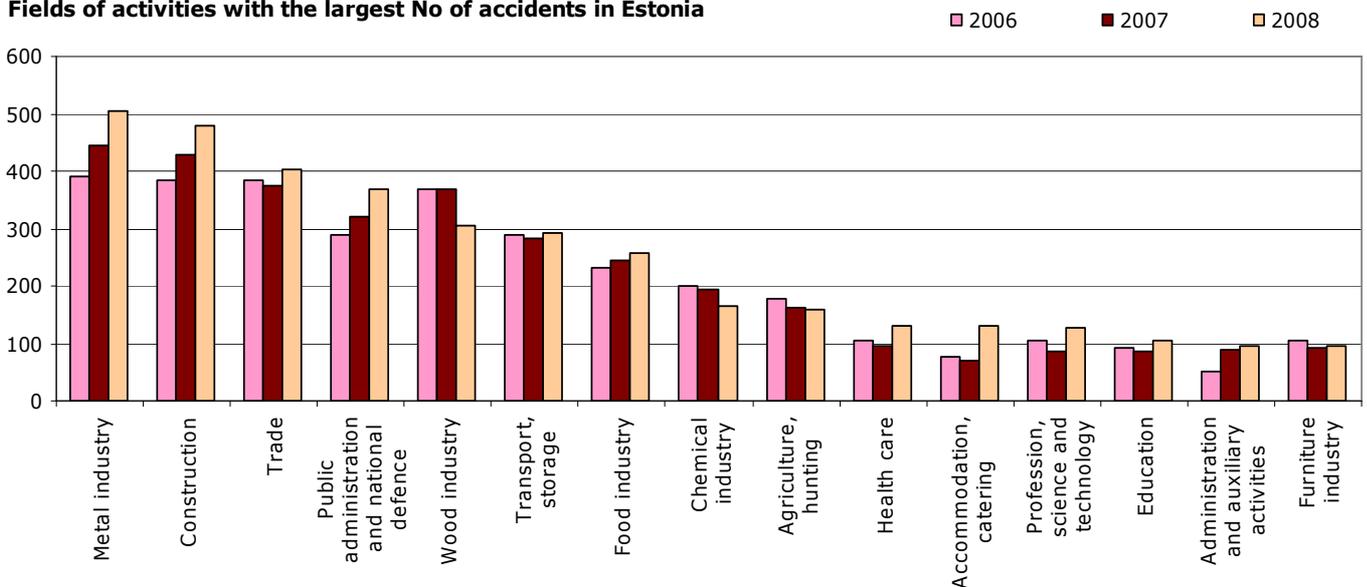


Figure 12

Serious accidents at work decreased most in wood industry -51 i.e. 44%, in construction -36 i.e. 22% and in the fields of transport and storage -23 e. 21%. Therefore serious accidents that have decreased during the recent years are the ones of the fields of activities which were in focus. This is a good indicator of improvements in work environment of the enterprises with those dangerous fields of activities.

Accidents at work **per 100 000 employees** were registered in **paper industry** (3556) mostly in **branches of processing industry**, enterprises dealing with **water supply** (2174) and **wood industry** (1961). The large number of accidents in enterprises of paper industry and water supply per 100 000 employees has been caused by the small number of employed in this field of activity. In paper industry the ratio has not been so big during recent years per 100 000 employees, as occupational accidents that have previously taken place in printing industry and also employees of printing industry have been taken into account together with this field of activity. Since EMTAK was taken into use in 2008 printing industry is not taken into consideration together with paper industry, therefore the ratio has considerably increased per 100 000 employees in this sector. Thus each accident at work influences the ratio of this small field of activity considerably more than in larger fields of activities.

As compared to the year 2007 the number of accidents at work per 100 000 employees has increased nearly in each field of activity. Increases can be seen only in mining industry, branches of processing industry – production of food and beverages, chemical industry and textile industry and branches of forestry.

Fields of activities with the largest No of accidents per 100 000 employees in Estonia

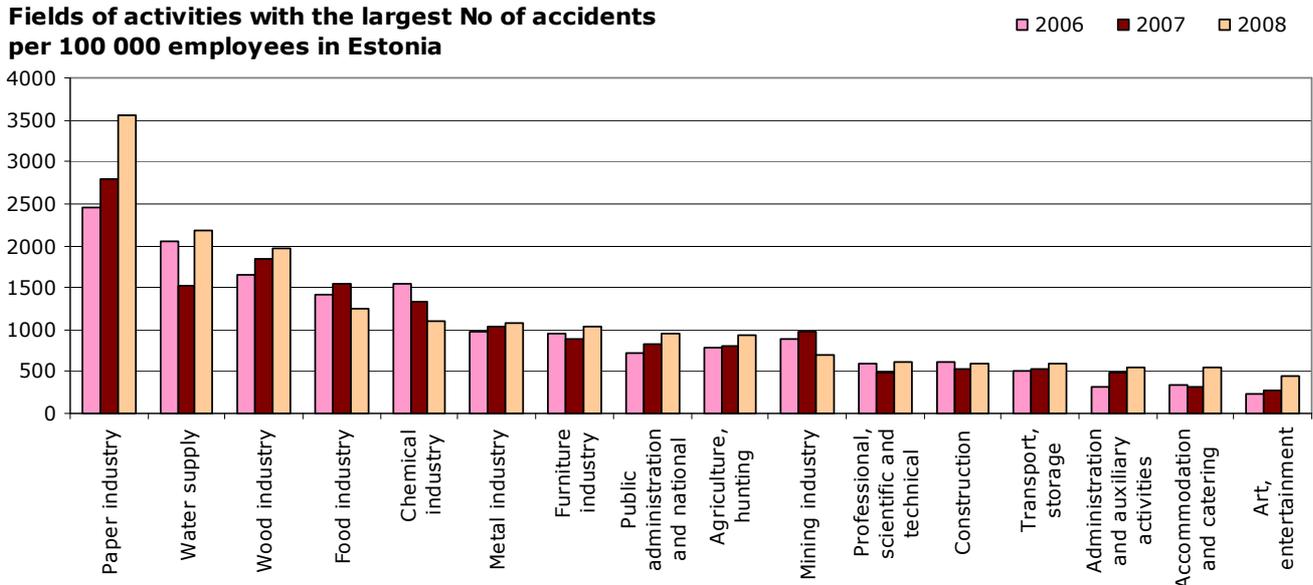


Figure 13

The main causes of accidents at work submitted on the basis of reports turn out to be in employers` opinion other causes in 44% of cases of accidents at work taken place at enterprises, that cannot be somehow defined and the other most frequent cause in 31% of cases was the non-observance of safety requirements by employees. It can be noted that explanation of causes by employers has improved. Employers have also come to the conclusion, though substantially less, that accidents at work may have been caused by insufficient training and instruction of employees or non-use or absence of personal protective equipment. In some single cases employers have stated overstrain of an employee as the cause of an accident at work.

On the basis of investigation summaries of serious accidents at work, examined by labour inspectors, the main cause of accidents at work in addition to infringements of requirements of occupational safety by employees in 17% of cases is insufficient training and instruction, in 16% of cases insufficient internal control of work environment and in 15% of cases non-compliance of work equipment with occupational safety requirements.

Cases of occupational and work-related diseases

In 2008 76 cases of occupational diseases (OD) were registered at the Labour Inspectorate. More than half of the people suffering from an occupational disease were diagnosed more than one occupational disease; therefore 166 diagnoses were given in all. 279 notifications of work-related diseases (WRD) were registered, including 394 different work-related diseases were diagnosed in all. OD-s are diagnosed in Estonia as compared to the work environment situation disproportionately little.

Registered persons with an occupational and work-related disease

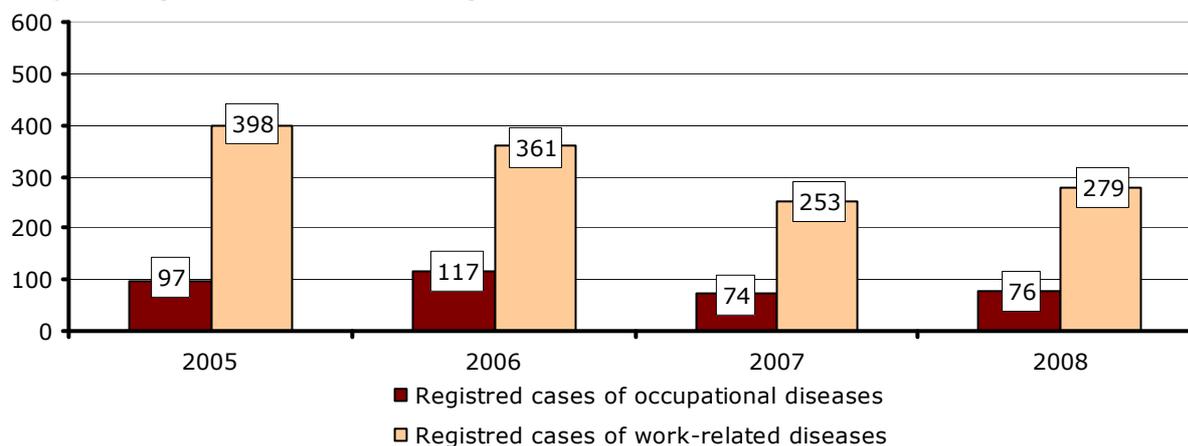


Figure 14

By age most of the people suffering from an occupational disease i.e. 57% of those who were diagnosed an occupational disease, were aged 45-54, 32% aged 55-64 and 4% aged 35-44. In three cases occupational diseases were also diagnosed with younger employees who were younger than 35 years old. OD were diagnosed in 2008 at 29 male and 47 female employees.

WRD were also diagnosed mostly at employees aged 45-54 or 45% of sick employees, 31% - aged 55-64 and 19% - aged 35-44. As compared to 2007 the number of people due to WRD aged 35-44 increased 41%. In two cases WRD were diagnosed at employees younger than 24 years old. WRD were diagnosed at 134 male and 146 female employees.

By occupations 30% of occupational diseases were diagnosed at operators of equipment and machinery, most of them were operators of farm and forestry machinery, land improvement and road work operations and truck drivers. The next second largest group comprised skilled workers and craftsmen (21%), out of which were mostly meat and fish processors, sewers, welders, electricians.

WRD were mostly diagnosed in 2008 mostly at drivers of agricultural, etc. mobile machinery, metal processors, food processors, miners, cattle breeders and bakers-confectioners.

The most diagnosed occupational diseases in 2008 were musculo-skeletal system disorders caused by physical overload, out of which the main clinical diagnosis were still the carpal tunnel syndrome and myofascial disorder due to strain. The number of diagnoses of such diseases as Raynaud's syndrome, gout and diseases caused by vibration has decreased as compared to the number of previous years. In 2008 no cases of tuberculosis were diagnosed as an occupational disease.

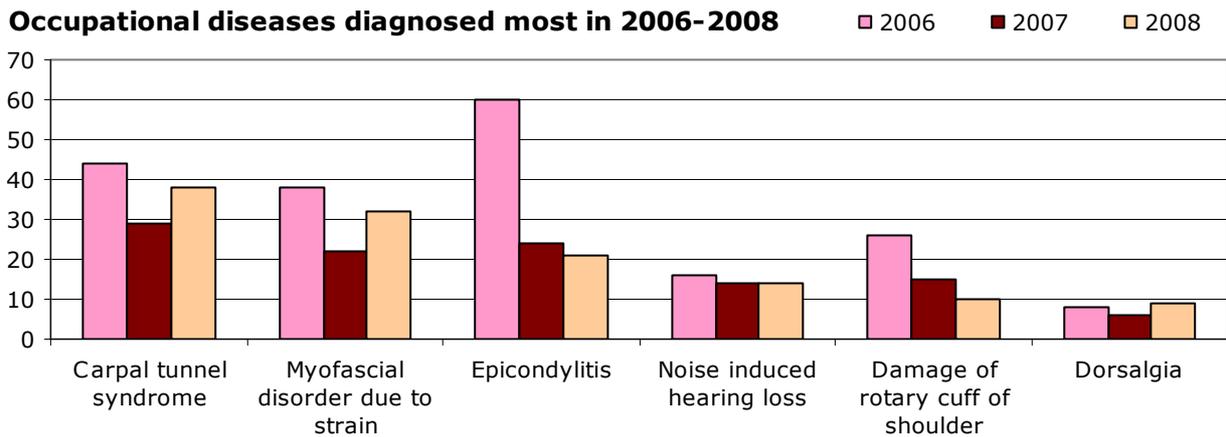


Figure 15

On the basis of notifications of **work-related diseases** in 2008 also noise-induced hearing loss was diagnosed most, as compared to the previous year the problem has increased. Taking into account the fact that work-related diseases are practically the same as occupational diseases, it is relevant that employees do not continue work under the same conditions and in the same work environment where the disease has developed. First of all more attention should be paid to reducing noise in the work environment and to the risk factors causing musculo-skeletal disorders. More than last year such work-related diseases as allergic rhinitis, conjunctivitis and allergic contact dermatitis, that have been caused by different chemical risk factors. Also a case of tuberculosis was diagnosed as a work-related disease.

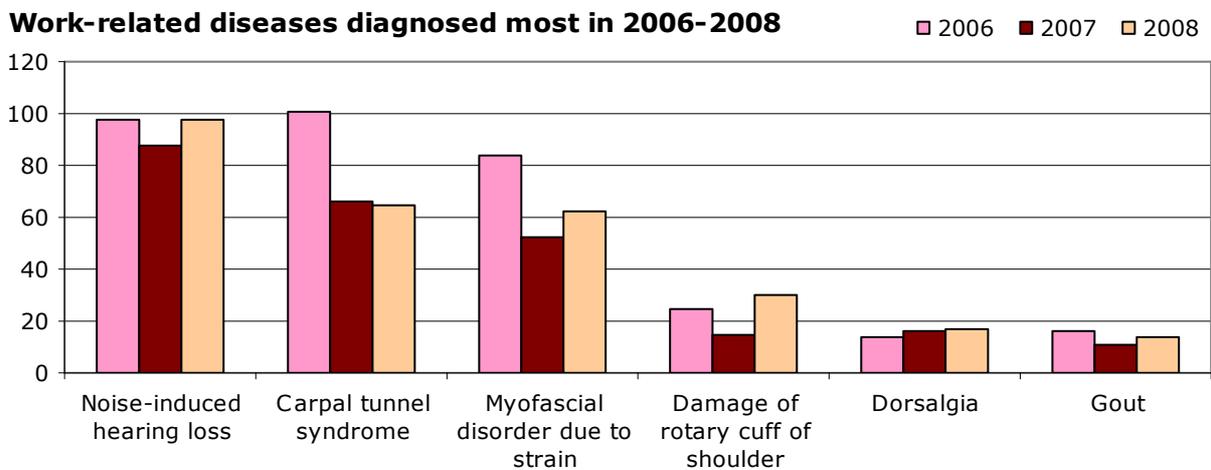


Figure 16

By fields of activities 36% of persons suffering from an OD or WRD had worked in some sectors of processing industry, more precisely in metal industry - 8, in food industry - 7, in textile industry - 6 and in wood industry - 4 cases, 21% i.e. 16 employees have worked in agriculture and hunting sector. OD was diagnosed in 7 employees of construction sector and 3 of public administration and national defence. As compared with the year 2007 the proportion of fields of activities is similar.

The syndrome of carpal tunnel was diagnosed both with employees of metal and engineering industry and food industry. This disease has mostly been caused by either repetitive stereotypic movements or heavy physical work, which in its turn has been mostly caused by wrong manual handling of loads. The second most frequent diagnosis of employees in metal industry was noise-induced hearing loss. From agricultural workers half of them who suffered from an OD, were also diagnosed carpal tunnel syndrome and in addition myofascial disorder or diseases of soft tissues due to overstrain.

Work-related diseases that were diagnosed in 2008 were most at metal workers of processing industry - 43 i.e. 15% of sick persons. On the basis of diagnoses it can be said that the biggest risk factor was noise for workers in this sector in 2008, noise-induced hearing loss was diagnosed at half of the 43 employees. The second most frequent WRD was the syndrome of carpal tunnel, just as it was concerning OD.

12% of sick people or 34 employees who work or have worked in mining industry noise-induced hearing loss was diagnosed at 73% of them. 10% of people having a WRD work in agricultural sector, where the risk factor is heavy physical work and diseases related to overstrain induced by it.

More WRD were registered than during the previous year at people who worked in the sector of public administration and national defence (14) and health sector (19). In the public administration sector the most frequent risk factor was forced positions and movements due to overstrain, that have caused disorder of cervical vertebra or the carpal tunnel syndrome.

In health sector different chemical risk factors have become a problem, causing allergies to employees and also diseases due to overstrain as a second diagnosis.

Main risk factors causing OD and WRD

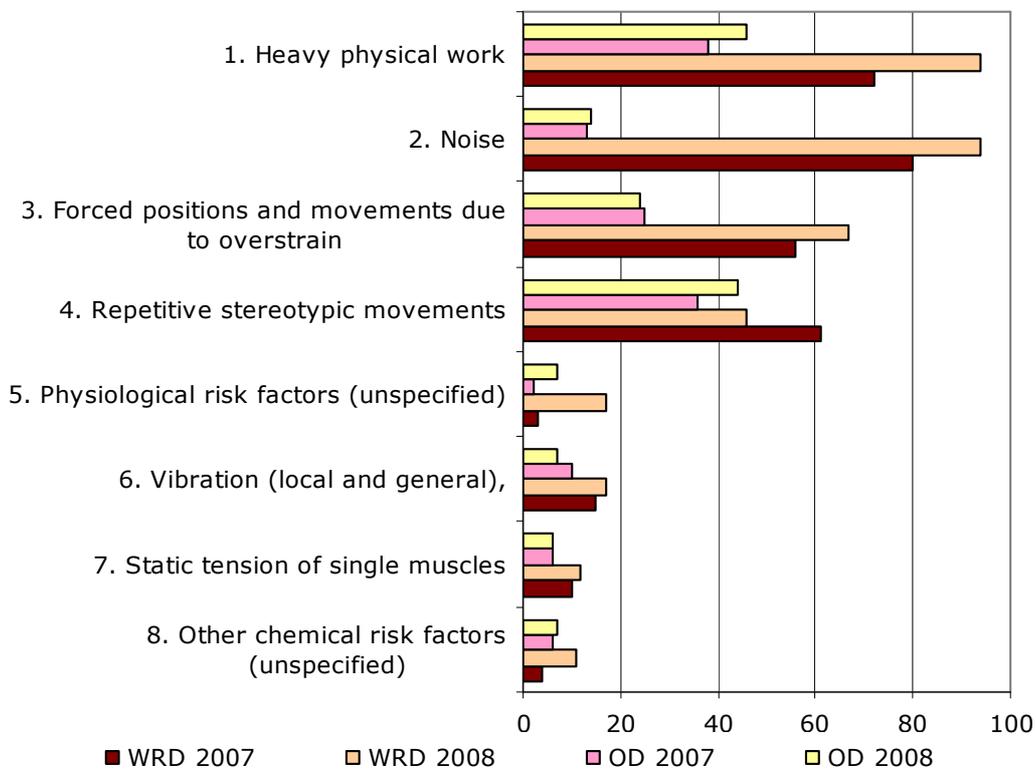


Figure 17

Labour Relations

Labour disputes

In 2008 the Labour Dispute Committees (LDC) were submitted **4102** claims in all, which was **57%** more than in 2007 (2610 claims). The biggest number of claims were submitted to the LDC-s of the Põhja Inspectorate - 1907 claims or 46% of all the claims submitted in the country, to the LDC of the Lõuna Inspectorate - 1024 i.e. 25%, of Lääne Inspectorate - 646 i.e. 16% and of Ida Inspectorate - 525 i.e. 13% of all the claims on labour disputes in the country.

Submitted claims in 2007-2008

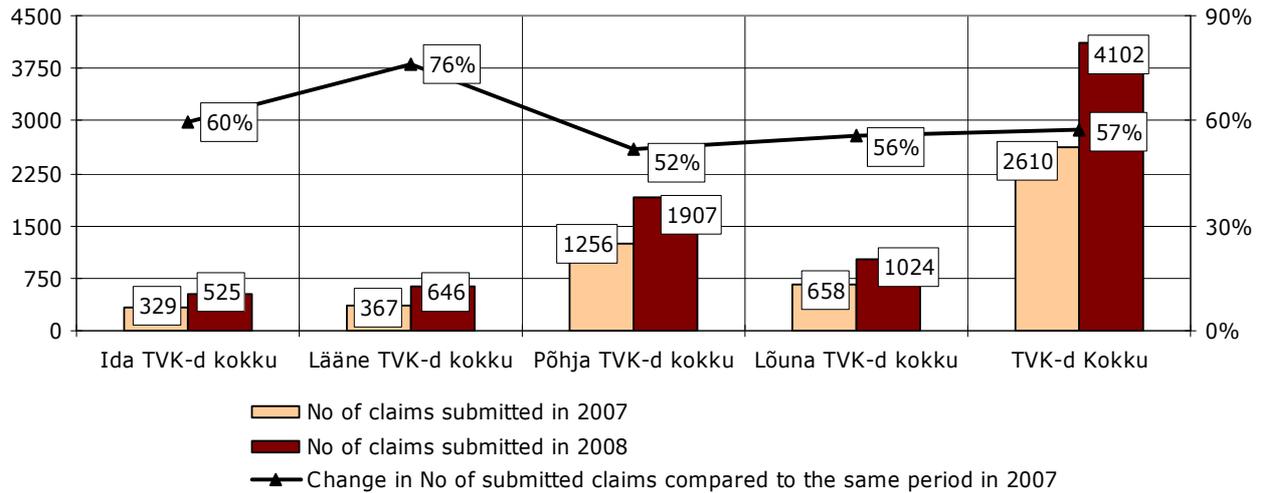


Figure 18

In numbers the biggest increase of submitted claims was in LDC of the Põhja Inspectorate, where 651 claims were submitted more in 2008 than in 2007, in LDC of the Lõuna Inspectorate +366, of the Lääne Inspectorate +279 and of the Ida Inspectorate +196 claims.

In 2008 **4659** claims in all were under settlement together with the claims unsettled in 2007, out of which 2910 or 62% of all the claims under settlement were settled (in 2007 - 82%). The main reason of the ratio of increase of unsettled claims was the drastic increase in numbers of claims at the end of the year.

Claims submitted to LDC by quarters

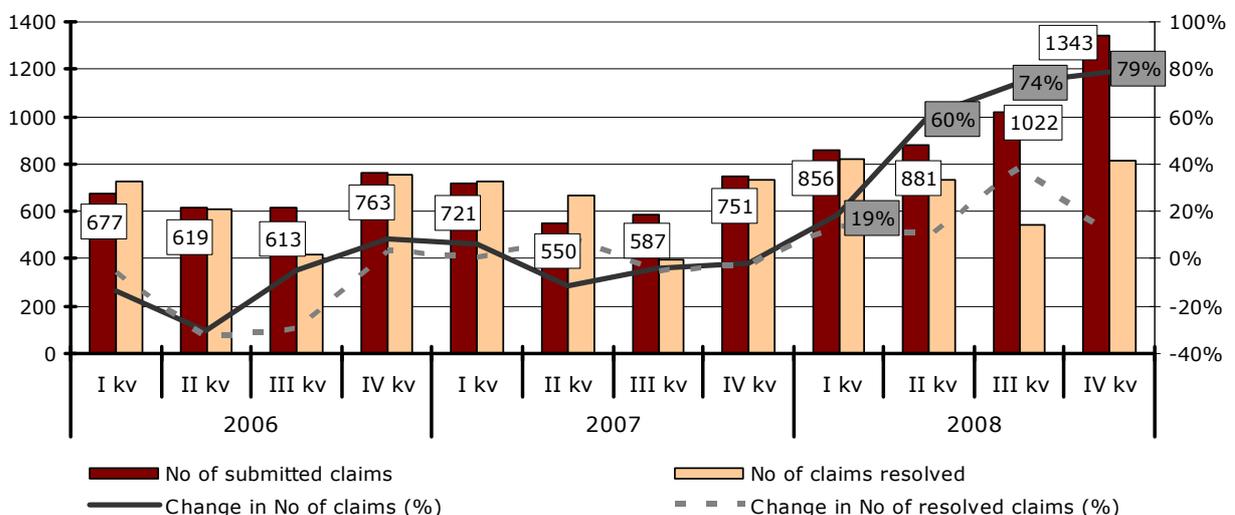


Figure 19

The LDC-s of the Ida Inspectorate coped with the increased number of claims and settlement of the claims **the best** where 80% of claims were settled. The biggest problem of designating a sitting within a month was at the Põhja Inspectorate, where claims were submitted in such an extent that it was possible to designate only 13% of these to a sitting during a month. As a solution it is planned to have one more, the fourth LDC at the Põhja Inspectorate.

Submitted and resolved claims in 2008

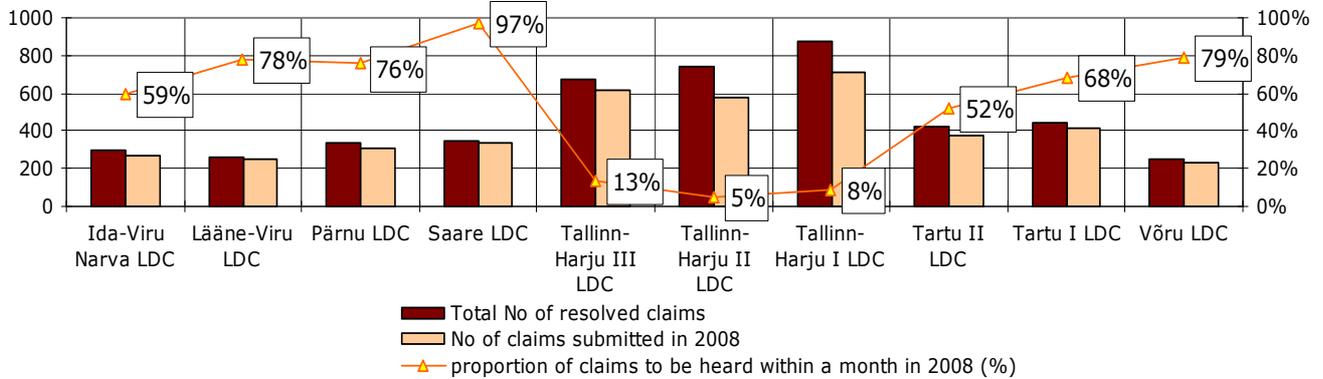


Figure 20

Claims **submitted by employers** made up 4% or 169 claims submitted in 2008. As compared to the year 2007 the number of claims submitted by employers has increased 17% in 2008. The claims submitted by employers concerned claims for compensation of material damage caused by employees or claims related to leaving employment without authorisation before term of advance notice. Other claims submitted concerned termination of employment contract due to breach of contract by employees and monetary claims for violation of obligations. 3933 claims in all were submitted **by employees**. One of the most frequent claims was still a claim for unpaid wages - 52% of claims, claims for compensation due to withholding employment record book and final settlement - 41% of claims and claims for declaring termination of employment contract unlawful - 17% of claims. 14% of claims were related to withholding holidays and unpaid holiday pay. As compared to previous years the number of all types of claims has increased, but it concerned especially revocation of disciplinary punishment (+79%) and claims for unpaid wages during the period of work (+59%).

Claims submitted by employees

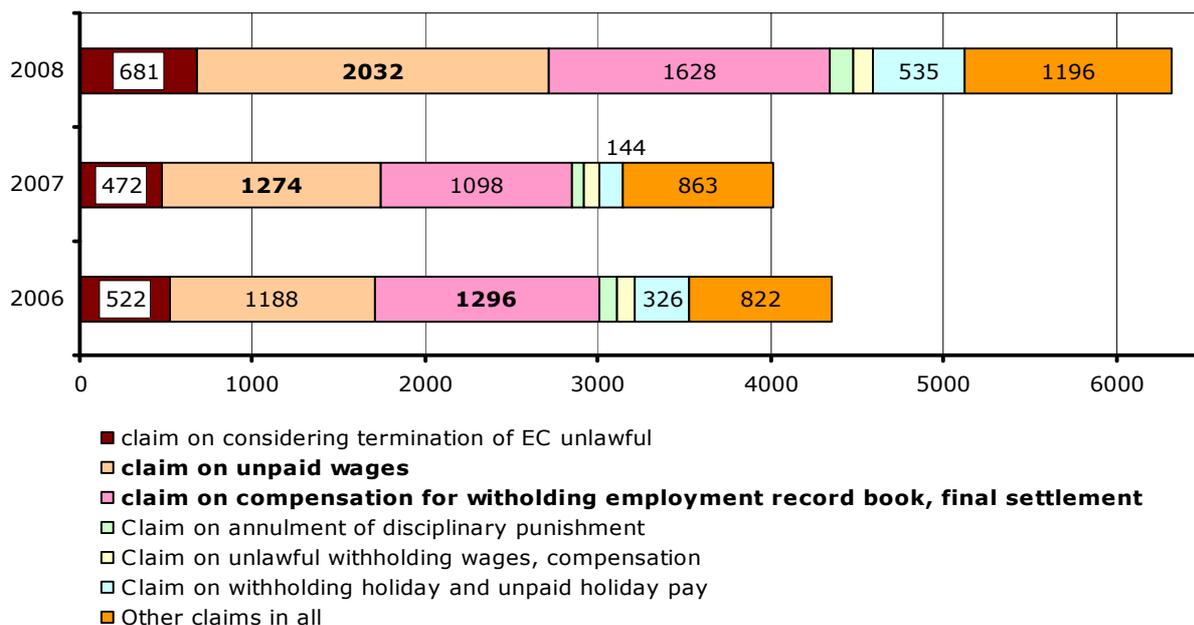


Figure 21

The number of claims on **announcement of termination of employment contracts unlawful** increased in the LDC of the Lääne Inspectorate 56% and of the Lõuna Inspectorate 55%. The number of claims for **unpaid wages** during work has increased significantly in the LCD of the Ida Inspectorate, nearly 3 times, especially in Ida-Viru County. The number of such claims has also increased more than twice in other Counties. Compensation claims on **withholding employment record book and final settlement** have been mostly submitted to the LDC-s of the Põhja Inspectorate, but the increase in number has been the biggest in the LDC of the Lääne and Ida Inspectorates. Claims on **withholding holidays or holiday pay** were submitted noticeably more than in 2007 to the LDC-s of the Lõuna Inspectorate, whereas the number of such claims submitted to the LDC-s of the Lääne Inspectorate (13 claims) has decreased.

Proportion of resolved claims

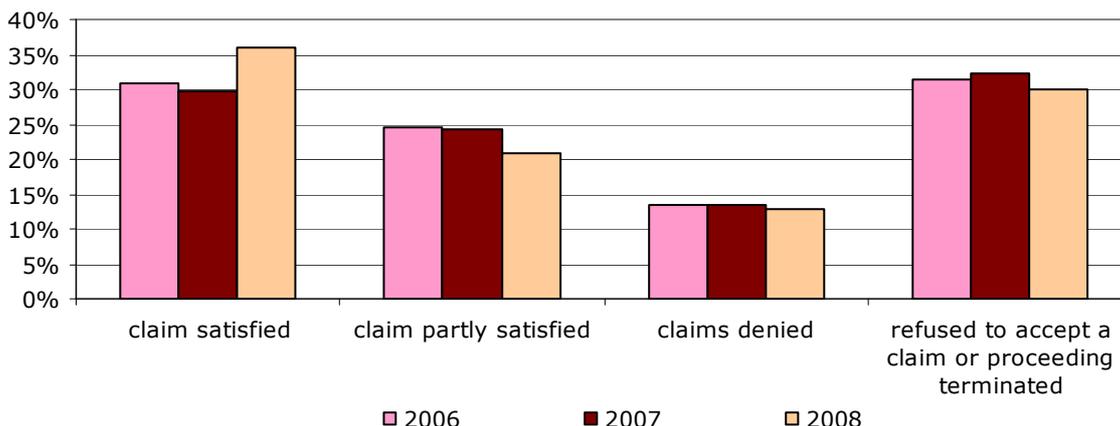


Figure 22

Predominantly the reason for termination of proceedings was waiver of claims by the applicant - 40% of cases or applicant`s failure to appear - 17% of cases. Applications were refused to be accepted mainly because the claims were not within the competence of the LDC-s.

Financial claims

Since the second half-year of 2008 the Labour Inspectorate collects data on the amount of financial claims. The aim is to find out monetary value of financial claims for unpaid wages that were submitted to the LDC-s and if the monetary upper limit corresponds to the actual situation. Based on the data of the second half-year about a quarter of the claims remain between 10 000 – 19 999 EEK. 151 or 7% of claims have been submitted exactly for application for 50 000 EEK, where we can assume that the applicant had tried to keep the claim within the limit. Non-monetary claims made up 10% of claims.

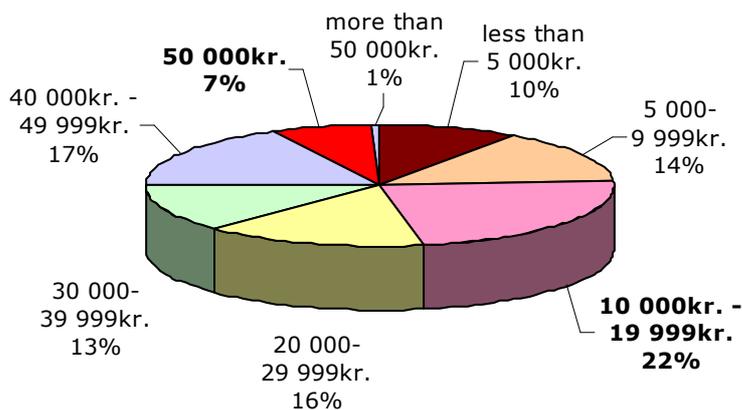


Figure 23

Applications, where the monetary value exceeded the limit stipulated by law, were refused to be accepted only 6 times. In practical work the amount of monetary value of the claim is found out as a rule at acceptance of application and when it turns out that the claim exceeds the limit then such applications are not accepted.

Consents, coordinations, registrations

Pursuant to the Employments Contract Act (ECA), Working and Rest Time Act (WRTA) and Public Service Act (PSA) the Labour Inspectorate was submitted **5204** applications in all for obtaining consents or coordinations, **91%** of which were satisfied (in 2007 respectively 4722 and 87%). The number of submitted applications increased 10% a year. Due to the rapid deterioration of the economic situation of the enterprise the number of applications increased drastically at the last quarter of the year on part-time working time or partially paid holiday (compared to 2007 - 4,5 times) and on application for collective termination of employment contracts (compared to 2007 - 2,4 times). The number of applications increased also on termination of employment contract with workers' representatives.

In 2008 the number of applications on coordination of internal work procedure rules decreased -18%, extension of working shift -45% and applications for coordination of total working time -21%.

328 applications in all for termination of employment contracts of **7312** employees were submitted for coordination of **collective termination of employment contracts** in 2008. Within the year **295** applications were coordinated in connection with **6848** employees. Thus collective termination of employment contracts concerned twice as many employees than in 2007.

No of employees related to collective termination of EC and submitted applications

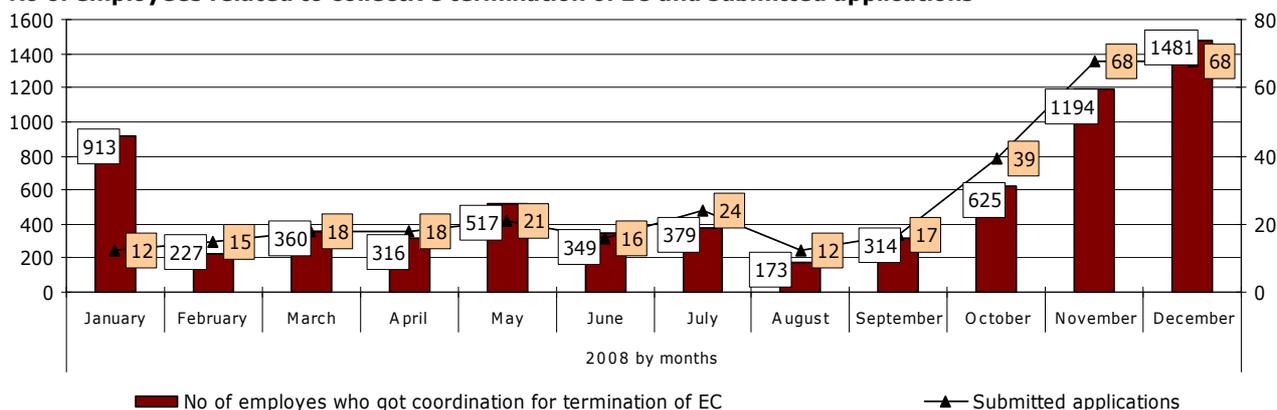


Figure 24

By fields of activities collective termination of employment contracts concerned mostly employees of textile industry (1680), of metal industry (701) and of transport, storage sector (653). 31% of applications in all were submitted from these fields of activities.

By counties applications were submitted mostly from the following fields of activities:

- Harju County – woodworking industry, transport, storage, furniture industry
- Hiiumaa County – manufacture of chemical, plastic products
- Ida-Viru County – textile industry, manufacture of chemical, plastic products
- Jõgeva County – woodworking industry
- Järva County – manufacture of articles of metal
- Lääne County – food industry
- Lääne-Viru County – manufacture of chemical, plastic products
- Põlva County – woodworking industry, food industry
- Pärnu County – textile industry, manufacture of articles of metal, construction
- Rapla County – paper industry
- Saaremaa County – construction, manufacture of articles of metal
- Tallinn – transport, storage, manufacture of articles of metal, wholesale and retail trade, textile industry
- Tartu County – wholesale and retail trade, manufacture of articles of metal
- Valga County – woodworking industry
- Viljandi County – textile industry, food industry
- Võru County – furniture industry, woodwork

892 applications concerning **41 356** employees were submitted on **part-time work or holiday with partial pay** in 2008. Consent was given to **840** applications that concerned **39 509** employees. Thus approval on part-time work or holiday with partial pay concerned twice as many employees than in 2007. Unfortunately the Labour Inspectorate does not have data how many enterprises have actually sent employees to holiday with partial pay or part-time work.

Employees sent to part-time work time or partially paid holiday and submitted applications

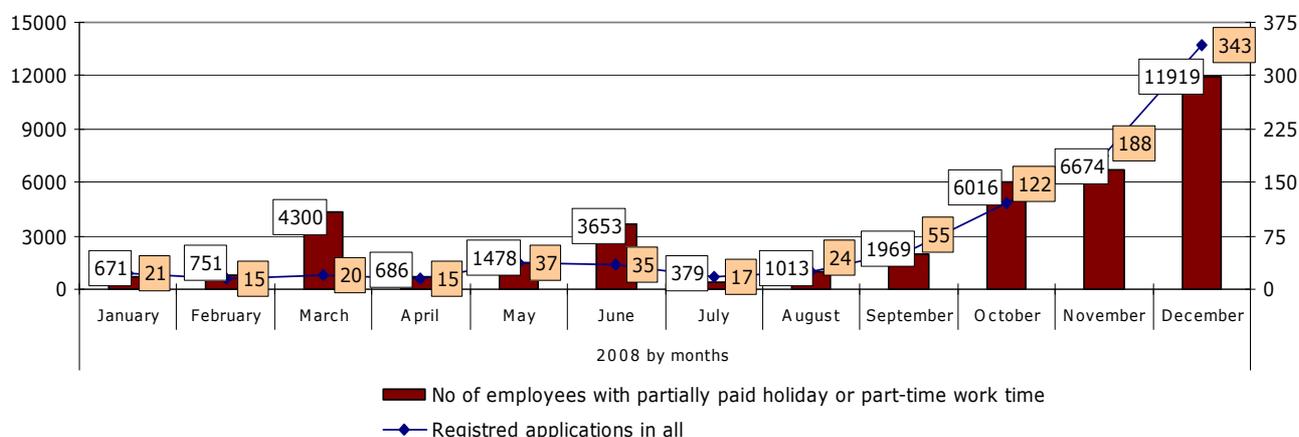


Figure 25

By fields of activities consent for part-time work or holiday with partial pay was applied most for employees of metal industry (8298), mining industry (5996) and textile industry (653). Applications were submitted mostly by enterprises of metal industry, construction and wholesale and retail trade.

By counties applications were submitted from the following fields of activities most:

- Harju County – manufacture of articles of metal, paper industry, textile industry
- Hiiumaa County – manufacture of articles of metal
- Ida-Viru County – mining industry, textile industry, manufacture of chemical and plastic products
- Jõgeva County – manufacture of food products, agriculture
- Järva County – food production, manufacture of furniture
- Lääne County – wood industry, manufacture of articles of metal, construction
- Lääne-Viru County – manufacture of articles of metal, manufacture of furniture, wood industry
- Põlva County – wood industry
- Pärnu County - construction, manufacture of articles of metal, wood industry
- Rapla County – manufacture of furniture, wood industry
- Saaremaa County – wholesale and retail trade, manufacture of chemical and plastic products, accommodation, catering
- Tallinn - manufacture of articles of metal, food industry, textile industry, administration and assistance services
- Tartu County - manufacture of articles of metal, wood industry
- Valga County – manufacture of furniture, wood industry
- Viljandi County – manufacture of articles of metal, wood industry, education
- Võru County – manufacture of furniture

Registration of **conclusion of employment contracts** by the Labour Inspectorate has considerably decreased as compared with the previous years, 613 employment contracts were registered in all and termination was registered in 541 cases, in 2007 the respective numbers were 893 and 695 and in 2006 - 1200 and 693.

Inspection of labour relations

1244 separate enterprises were inspected on labour relations (LR), where 64% of inspection visits on labour relations were performed, 21% inspection of working and rest time of drivers and 15% follow-up inspection.

As compared to 2007 inspection on labour relations in enterprises has decreased 20% and also changed to some extent. Starting from the year 2008 topical target inspections are not carried out any more.

No of enterprises covered by inspections on labour relations

(change as compared to the previous year)

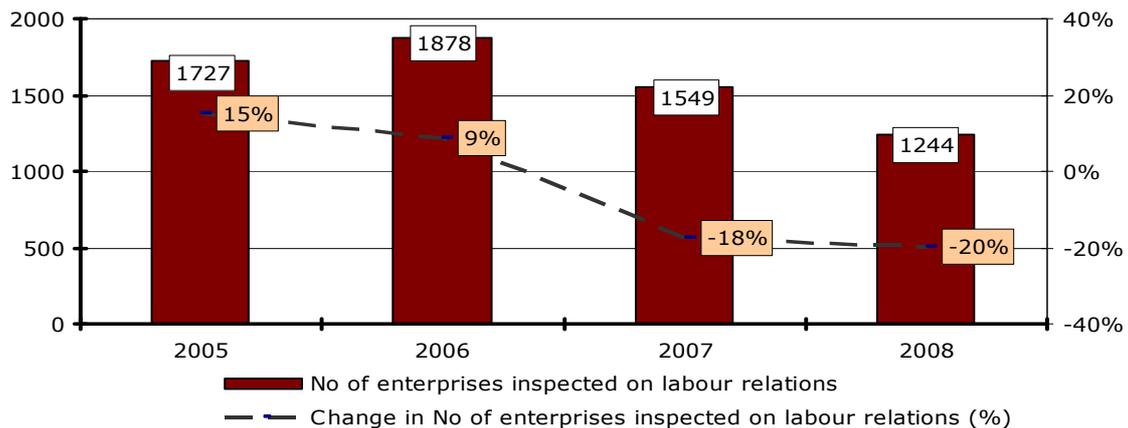


Figure 26

In 60% of cases the basis of the visits was random selection by the inspectorate; in 15% of cases it was inspection before granting consent and 3% of cases enterprises were inspected as a result of complaint.

In 2008 enterprises of the work area of the Lõuna Inspectorate were visited most – 466 times and also of the Lääne Inspectorate – 389 times. The smallest number of enterprise visits was in the work area of the Põhja Inspectorate i.e. in Tallinn and Harju County – 167 enterprises. It can be explained by the very big number of consultations and work with applications in Tallinn and Harju County. Thus the lawyers of the Põhja Inspectorate rather dealt with consulting citizens during reception hours or claims submitted to the Labour Inspectorate were heard. Inspections of working and rest time of drivers of motor vehicles were performed most in the work area of the Lääne Inspectorate – 108 and of the Lõuna Inspectorate - 73. On the basis of complaints mostly enterprises in Tallinn and Harju County were visited.

By fields of activities inspection of labour relations was performed in 2008 to a larger extent in enterprises of wholesale and retail trade – 177 times, in construction - 115 times and of metal works - 69 times.

Inspections on LR in inspected fields

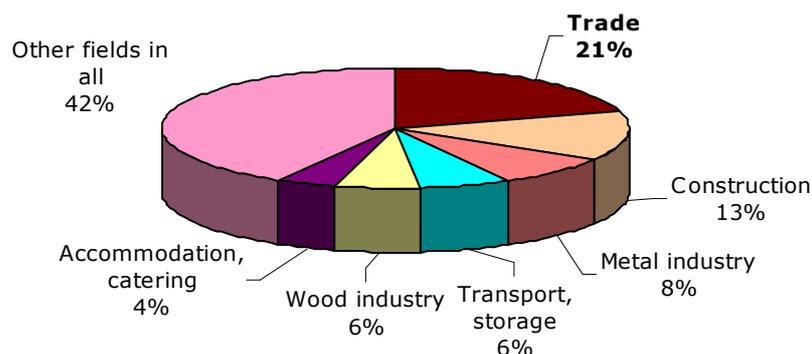


Figure 27

1863 infringements of different legal acts were discovered during inspection activity in all. For non-observance of requirements of legal acts 581 notices were prepared, or on every second inspected enterprise, only in the work area of the Lääne Inspectorate on every third enterprise. Notices on labour relations were issued to 217 enterprises of the Lõuna Inspectorate, to 143 of the Lääne Inspectorate, to 113 enterprises of Ida or Lääne-Viru County and 108 enterprises of Tallinn and Harju County.

Violations of labour relations by legal acts

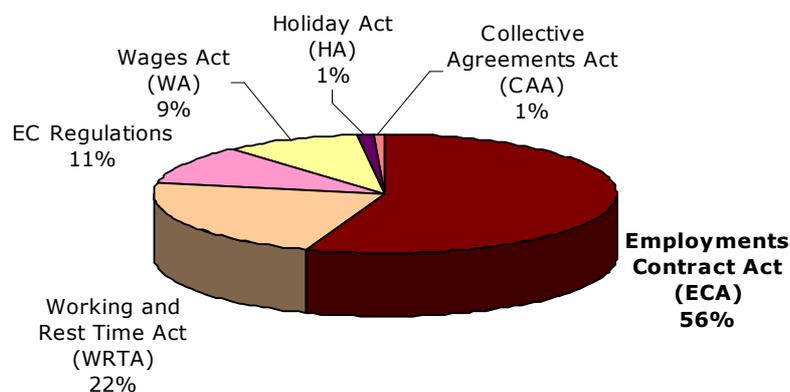


Figure 28

One of the most frequent violations was non-observance of the requirements of the **Employment Contracts Act**, based on which unsatisfactory employment contracts were discovered – 511 times – in Jõgeva County 102 times, in Tallinn and Harju County – 74 times, in Lääne-Viru County - 72 times. Internal work procedure rules had not been prepared by 338 enterprises, most in Tallinn and Harju County – 94 enterprises, in 43 enterprises of Ida-Viru County, in 31 enterprises of Tartu County. Pursuant to the **Working and Rest Time Act** recording of working time in 214 enterprises was unsatisfactory – such breach was mostly discovered in enterprises of Lääne-Viru County and Tartu County. In 43 times infringements were established, where the length of a shift exceeded 12 hours and it was not formulated pertaining to norms in most of the enterprises of Lääne-Viru County. Pursuant to the **Wages Act** the biggest number of non-compliances were discovered in Lääne-Viru County, of them concerning compensation for work in special conditions – 53 times and the wage rate was below the minimum wage – 42 cases.

For non-compliance of requirements enterprises were cautioned with penalty payment in 78 cases, in the sum of 249 500 EEK. Penalty payment was enforced 4 times in the sum of 13 000 EEK. In 2007 there were more cautions with penalty payment but they were enforced also 4 times.

National information activity

On 01 June 2008 information specialists started work at local inspectorates. On 06 October 2008 the homepage of the Labour Inspectorate was updated, it was given a new design making it simpler and more informative.

- As an innovation direct links to frequently visited topics can be found at the homepage. A possibility to join the infolist where one can subscribe to the newsletters of the Labour Inspectorate is also provided there.
- The rubric of questions-and-answers was amended.
- Introduction of statistics on work environment was improved.
- The homepage got a new design and logo.
- The logo of the Labour Inspectorate, symbolising a star, has been in use since July.

At the second half of the year the Labour Inspectorate has actively participated at seminars, organized by the Health Promoting Workplaces.

Information activities in the Põhja Inspectorate

- Discussions concerning participation in the project "Prevention of traumas in Tallinn"
- An informative electronic newsletter was prepared and delivered to employers "What should be done in case of an accident at work?"
- The activities of the Põhja Inspectorate are continuously reflected at the national newspapers "Eesti Päevaleht", "Äripäev" and "Postimees".

Information activities in the Lääne Inspectorate

- Discussions concerning participation in the project "Prevention of traumas" in the work area of the Lääne Inspectorate with the aim to find common grounds for cooperation. The first largest seminar within the project took place on 22 October, the aim of which was to prepare a programme for the Lääne County 2009 - 2013.
- Health service providers in the work area of the Lääne Inspectorate have been mapped and information activities focusing at the target group have started. Within the information activities the new structure of the Labour Inspectorate was introduced, contact-data was updated and information on different possibilities of notification of accidents at work was provided with (e-mail).

Information activities in the Lõuna Inspectorate

- On 25 September within the project "Prevention of traumas" participation in the competition organised for schools of the Viljandi County "ABC of Assistance", in the frames of which pupils of 7.-9. Forms had to demonstrate their theoretical and practical skills to cope in different situations – provide first aid, perform tasks given by rescuers, policemen and members of the armed forces, etc. This year for the first time competitions took place at the Labour Inspectorate, where the task was to find possible risk factors in the photos, depicting one of the four workplaces (kitchen, construction site, office and storehouse). It turned out that despite the fact that young people for the most part did not know what the Labour Inspectorate deals with; they managed to find the risk factors quite well. The feedback, received from the teachers, was that knowledge of hidden risk at work places and the rights/responsibilities of employees would be very useful for graduates of basic school.
- Project leaders of other counties were also contacted and potential cooperation in the future was discussed.
- The Lõuna Inspectorate actively took part in finding nominees for the Best Practice Competition – 7 nominees were presented in all.
- Assisted in editing the information material "Lighten the load".

Information activities in the Ida Inspectorate

- In September a meeting at the City Council of Narva took place, where occupational safety and health requirements at the local government and its sub-offices were discussed.
- There were meetings with trade union representatives of the Kreenholm Viimistluse AS and Kreenholmi Ömbluse AS, where occupational safety activities of enterprises and guaranteeing employees with work were discussed.

- In the frames of cooperation a round table took place with the trade union representative of the Narva Elektriijaamade AS Eesti Elektriijaam. The main topic of the round table was concluding a new collective agreement.

Infoline

With the aim to be more available to employers and employees and to raise awareness on work environment issues, a national infoline was established in 2008. The infoline (**640 6000**) is answered by lawyers all weekdays on issues arising from implementation of legal acts. Questions e.g. on employment contract, working and rest time, wages, holidays and work environment, also questions concerning collective labour relations are answered there.

The infoline has become more and more popular during the year, and so there were twice as many calls at the end of the year. People tried to call the number outside its working hours in 8% of cases on an average. **87,4%** of calls made during working time were passed on to respondents, out of which 5% were cut off at hearing a greeting text. **31%** of calls passed on to respondents, could be answered during the year on an average.

To increase the efficiency of answering questions by information phone the work of answering the infoline was changed and the capacity was doubled. Thus in September even 47% of questions were answered already. But as the amount of calls still increased, still only about **34%** of calls could be answered on an average at the end of the year.

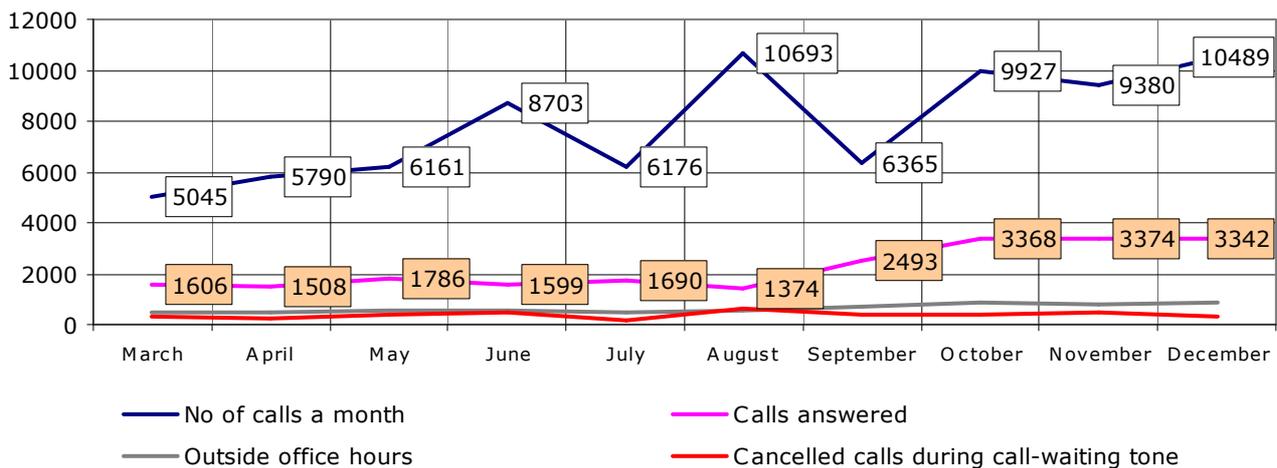


Figure 29

The following questions are mostly asked by the infoline:

- Termination of an employment contract (compensation, final settlement, work record book, compensation for holiday withheld, termination of an employment contract during sick-leave);
- Issues related to part-time working time and holiday with partial pay (when an employee does not agree to it, recall from holiday);
- Issues related to the use of holiday (if an employer can make the employee take a holiday before the termination of the employment contract, expiration of holiday);
- Unpaid wages, final settlement, compensation;
- Receipt of an employment record book from an employer.

Reviews of target inspections

Target Inspection of Driving and Rest Time of Drivers of Motor Vehicles

During target inspections of driving and rest time of drivers of motor vehicles **281** target inspections in all were carried out all over Estonia in 2008. Compliance of requirements of driving and rest time of 1823 drivers of motor vehicles was inspected in the amount of 44 299 working days.

With the aim to ensure traffic safety on roads, the purpose of the target inspection is to check how enterprises have organized driving and rest time of drivers, whether the standards of driving and rest time stipulated in the Regulation No 561/2006 EC is complied with.

Organisation of working time, daily driving and rest time of drivers, rest periods and weekly working, driving and rest time, driving limits set for two weeks, compliance of data recorded by tachographs with requirements were inspected at enterprises.

1576 **violations** were discovered in all, of them 1505 concerned carriage of goods. By the type of violation missing data on other work and/or availability were discovered most (490), infringements of storing data of driving time were the second most frequent violations (406), then infringements of requirements for breaks (385), infringements of requirements for rest time (152) and infringements of requirements for driving time (143).

By the size of vehicle fleet of undertakings most violations were at enterprises with up to 5 vehicles (2,31 violations per driver), then came enterprises with 6-10 vehicles (2,13 violations per driver) and enterprises with 11-20 vehicles (0,53 violations per driver). The most satisfactory situation was at enterprises with more than 50 vehicles –0,14 violations per driver on an average.

The results obtained during inspection activities are taken for the basis for planning inspections in the future. When planning inspections the number and severity of violations, also information on infringements obtained from competent authorities of other countries are taken into account of.

No of drivers and working days inspected at the territory of undertakings

Type of transportation	No of inspected drivers	No of inspected work days
<i>I. type</i>		
Carriage of passengers	261	5397
Carriage of goods	1562	38902
<i>II. type</i>		
Carriage for hire or reward	1767	43307
Carriage on own account	56	992

VIOLATIONS – type and number of violations at the territory of undertakings

Type of violation	Carriage of passengers	Carriage of goods
Driving time:		
– daily driving time	2	128
– weekly driving time	0	11
– fortnightly driving time	0	2
Data missing on other work and/or availability	29	461
Breaks during driving time (without breaks driving time longer than 4,5 hours or too short breaks)	5	380

Type of violation	Carriage of passengers	Carriage of goods
Rest period: - minimal daily - minimal weekly	10 9	104 29
Data on driving time: - storage of data within a year - record sheets on previous 28 days	16	390
Tachograph: - not in working order - wrong use or manipulation of a tachograph	0	0

No of undertakings and drivers inspected at the territory of undertakings by the size of vehicle fleet of the undertaking

Size of the vehicle fleet	No of inspected undertakings	No of inspected drivers	No of violations discovered
1	8	12	60
2-5	111	283	604
6-10	76	411	546
11-20	44	403	213
21-50	29	433	98
51-200	9	197	27
201-500	0	0	0
more than 500	0	0	0

In addition enterprises with 0 vehicles were inspected: 4 visits, 5 drivers, 28 violations

Manual Handling of Loads at Construction and Trade

In the course of the campaign of manual handling of loads (MHL) 110 trade enterprises and 110 construction sites were visited. During the visits it was assessed whether MHL had been included in the risk assessment, whether it complied with the actual situation, plans of activities for reducing risks. Instruction and training of employees was also assessed, presence and use of technical aids facilitating work, working conditions, arrangement of work and health examination of employees.

1. Risk assessment of the work environment

Risk assessment was not performed or did not comply with requirements in 53 enterprises, in 67 enterprises the risk assessment did not comply with requirements, in 16 enterprises there were major shortcomings in the risk assessment and in 84 enterprises there were minor shortcomings.

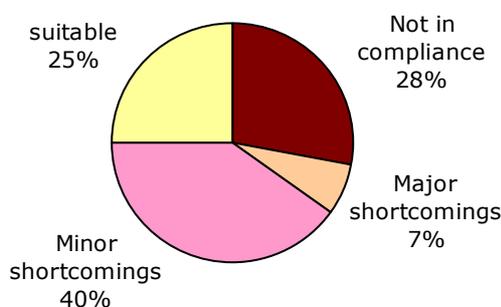


Figure 30

2. Plan of activities

Plan of activities was missing or did not comply with requirements in 62 enterprises, in 55 enterprises the plan of activities did not comply with requirements, in 15 enterprises there were major shortcomings and in 89 enterprises minor shortcomings in the plan of activities.

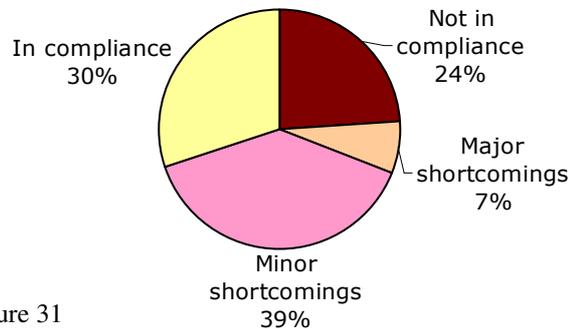


Figure 31

3. Training on MHL and safety instructions

Training on MHL was assessed as suitable at 99 enterprises, at 72 enterprises there were minor infringements, at 21 enterprises there were major infringements and at 28 enterprises training was assessed as unsuitable. Safety instructions on MHL were assessed to be suitable at 93 enterprises, at 80 enterprises there were minor violations, at 22 enterprises there were major infringements and at 25 enterprises safety instructions were assessed as unsuitable.

Safety instructions on MHL

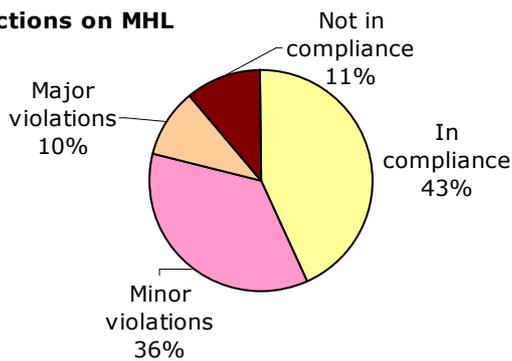


Figure 32

Training on MHL

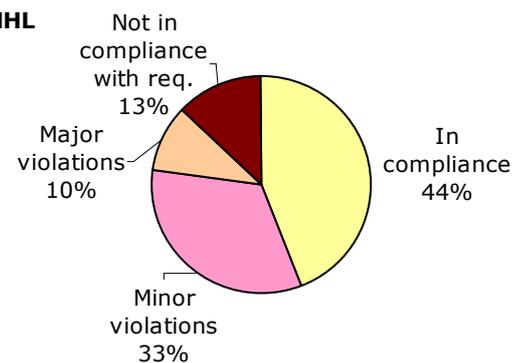


Figure 33

4. Occupational health services

Provision of occupational health services was missing in 22 trade enterprises, in 4 enterprises there were major and in 15 minor violations and suitable in 49 enterprises, it was not necessary in 20 enterprises.

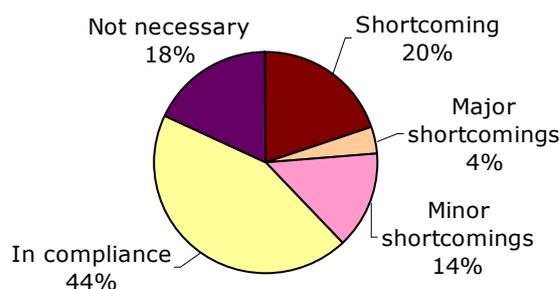


Figure 34

5. The compliance of risk level with the actual situation

Assessment of risk level in risk assessment did not comply with the actual situation in 44 enterprises – was suitable in 74 enterprises (in 14 there were major and in 78 minor infringements).

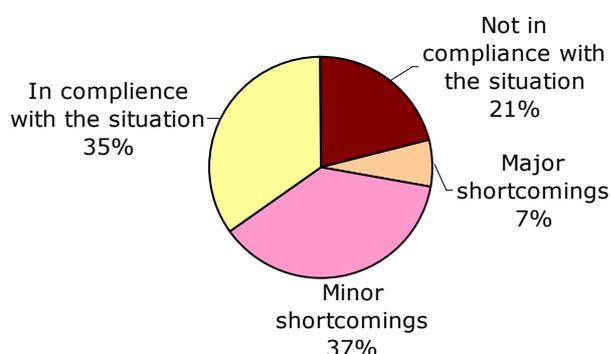


Figure 35

What to focus on in the future?

More problematic topics at enterprises where loads are handled manually:

- Risk assessment of work environment
- Plan of activities
- Training on MHL and safety instructions
- Occupational health services

Recommendations and infringements

556 times were given oral recommendations for eliminating minor infringements or for better organisation of work by inspectors. 450 violations of safety requirements were discovered. Regarding 101 of them inspectors considered it necessary to prepare a notice. The rest of them were registered in an inspection report and the deadline for eliminating them together with an obligation to notify labour inspectors of it was agreed with employers.

Something positive

No comment or recommendation was necessary to be given concerning 4 trade enterprises and 4 construction sites. As for the presence and use of technical aids and organisation of manual handling of loads the situation was satisfactory or nearly good.

Target inspection of biological risk factor

In the period of time from October to December labour inspectors visited **134** enterprises, including 44 waste handling and 33 agricultural enterprises, 36 health care institutions, 13 veterinary and diagnostic laboratories and 7 slaughterhouses. 6 579 employees were exposed to biological risk factor at the inspected enterprises.

It was checked if biological risk factor was reflected in risk analysis, if it corresponded with the actual situation and whether activities were planned for reducing health risks. It was assessed whether employees had been instructed and trained how to behave in case of an accident, whether vaccination had been ensured, presence and use of occupational hygiene and personal protective equipment.

All occupational health and safety requirements had been complied with at seven enterprises. In other enterprises 377 violations were discovered and 121 notices prepared. The violations often resulted from lack of knowledge of employers and employees. A lot of employees exposed to biological risk factors are not aware of the risks and hazards they are endangered by during their everyday work and therefore they do not take any preventive measures to avoid them. Employers are responsible for instruction of employees and implementation of preventive measures.

Inspection results:

- 7 enterprises without shortcomings
- 432 oral recommendations
- 377 breaches formulated in inspection reports
- 121 of them in notices

Work environment was assessed to be **rather good** by labour inspectors in veterinary and diagnostic laboratories, where there were fewer problems with information of biological risk factor than in other fields.

Work environment was assessed **worse in** waste disposal, agricultural and health sectors, where about in one third of inspected enterprises risk assessment did not meet the requirements.

From the **risk assessments** of enterprises visited in the frames of target inspections we can conclude that the majority of employers have analysed biological hazards at their work places, but 28% of all visited enterprises have not done it (as an assessment - either not in compliance with requirements or there are serious violations):

- 39% of sewage treatment enterprises;
- 30% of other waste treatment enterprises;
- 27% of health institutions;
- 21% of agricultural enterprises.

The risk level stated in risk assessments of a large number of enterprises is not in line with the actual situation (as an assessment either not in compliance with requirements or there are serious violations) in:

- 43% of sewage treatment enterprises;
- 29% of health institutions;
- 23% of other waste treatment enterprises;
- 18% of agricultural enterprises.

Instruction of employees exposed to or endangered by biological risk factors was assessed as not in compliance with requirements or there were major violations in:

- 46% of other waste treatment enterprises;
- 45% of agricultural enterprises;
- 42% of sewage treatment enterprises;
- 10% of health institutions.

Training on how to act in case of risk of an accident did not comply with requirements or there were major violations in:

- 46% of sewage treatment enterprises;
- 42% of agricultural enterprises;
- 30% of other waste treatment enterprises;
- 11% of health institutions.

From the point of view of biological risk factors the more problematic fields of activity are waste disposal and agriculture. The situation in health sector is not much better as the largest number of employees exposed to biological risk factor work there. The situation was rather good at veterinary and diagnostic laboratories, where people are more aware of the problems related to biological risk factors than in other fields of activities.

25 enterprises had notified the Labour Inspectorate of handling of biological risk factors, 109 enterprises had not done that.

Assessment of the quality of risk assessment

Inspection of the quality of risk assessment (RA) was performed from March up to June 2008 at 214 enterprises with 14 171 employees in all.

The aim of the inspection was to have an overview of the quality of RA, improve the level of RA and make a review to the Health Care Board of the level of work performed by service providers registered by them.

By fields of activity inspection visits were carried out in 102 enterprises of processing industry, most of them being enterprises of metal industry - 30, of wood processing - 22, of food industry - 15, of manufacture of chemical products - 13 and of textile industry - 12. Construction enterprises made up 13% and trade enterprises 9%, other fields of activity were represented to a less extent.

RA implementor

It turned out that in 103 enterprises RA had been prepared by the enterprise itself, in 31 it was prepared in collaboration with somebody, in 70 enterprises the RA had been purchased as a service and in 10 enterprises it was not clear who had prepared the risk assessment. In cases RA was ordered from a service provider, in 67% of these cases it had been ordered from occupational health service providers, officially registered at the Health Care Board.

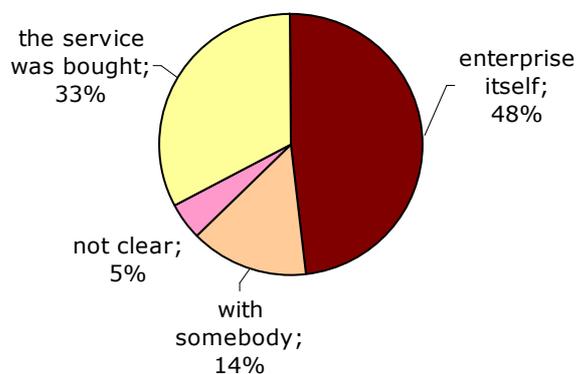


Figure 36

At enterprises with less than 10 employees, RA was prepared by the enterprises in 65% of cases and only in 15% of small enterprises had bought the service. At enterprises with 10-49 employees enterprises had drawn up the RA themselves in 45% of cases and the service was bought by 36% of enterprises. Larger enterprises with more than 50 employees rather prepared RA themselves or in collaboration with somebody, 34% of enterprises bought RA as a service.

49% of enterprises had drawn up RA within the last three years, 14% in 2008 and RA had been prepared more than 5 years ago by 18% of enterprises. Inspectors were of the opinion that RA described the situation of the enterprises adequately in 153 i.e. 71% of enterprises, changes were reflected in 8% of enterprises and RA did not adequately reflect the situation in 21% of the enterprises.

Assessment of the risk level in RA complied either fully or satisfactorily in 191 enterprises, either poorly or did not comply at all in 23 enterprises. Results of assessments of risks were the best when RA had been prepared by a service provider.

Did the assessments reflect the extent of the risk factor?

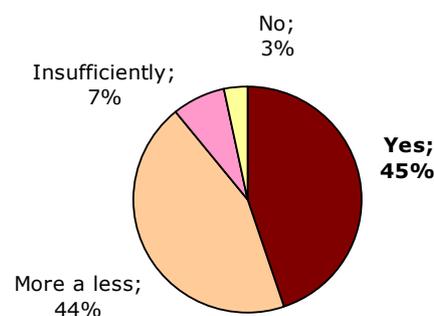


Figure 37

In 81% of RA-s all endangered employees were described. At the same time it was noted that external service providers assessed risks and endangered employees more objectively and the result was also better when enterprises had done it in cooperation with someone else. It may be explained that enterprises

themselves perhaps do not objectively enough assess or notice risks and hazards in the work environment.

The need for health examination was formulated in RA of 149 enterprises. This need was better understood by enterprises themselves. The need for personal protective equipment was identified in 155 RA-s, here again the results were better concerning RA-s drawn up by enterprises themselves. Plans of activities on OSH were prepared by 80% of enterprises.

In the course of RA risk factors of work environment were measured by 145 or 68% enterprises. It turned out that measurements of risk factors were ordered more by service providers - 93% of RA-s prepared by them measurements had been done.

Measurement according to the size of the enterprise

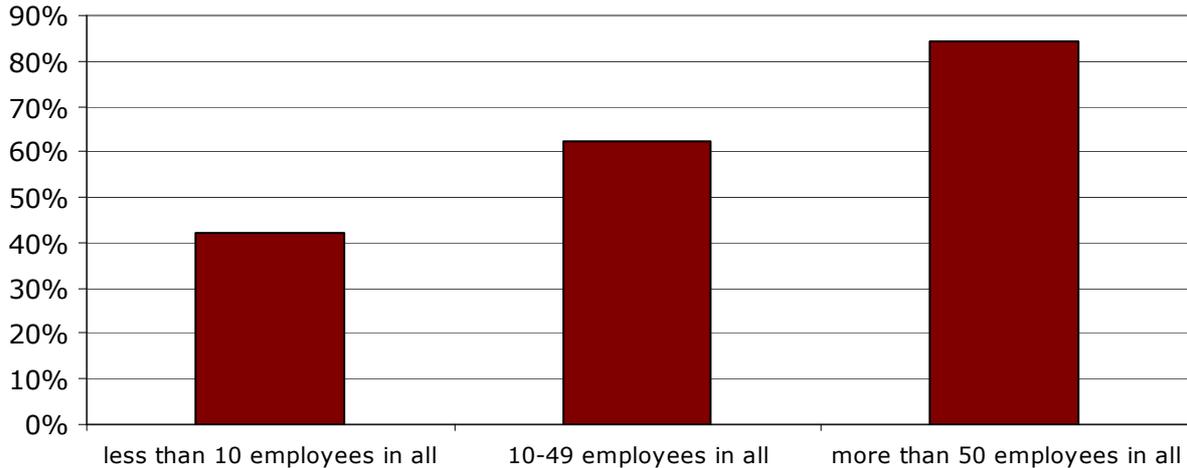


Figure 38

In the course of RA lighting, noise and air temperature were measured most. The effect and working condition of ventilation was measured only in 36% of cases, air humidity in 32% and chemical substances in 17% of cases. Measurement results were taken into account of in drawing up 85% of RA, partly by 13% of enterprises and only 2 enterprises did not consider the results.

Measured risk factors based on the size of the enterprise

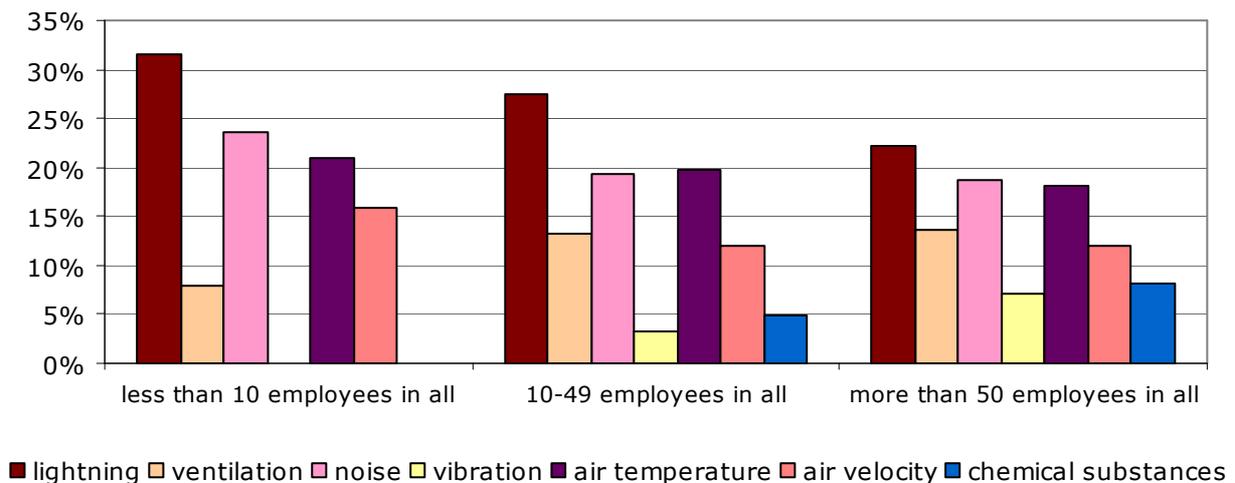


Figure 39

On the basis of data collected from RA-s it turned out that presence of risk factors can be identified and described in risk assessment better by registered occupational health service providers or enterprises who have used somebody`s help when preparing RA.

As a result of target inspections the quality of risk assessments can be assessed as satisfactory.

Review of Target Inspections of Local Inspectorates

Target inspection of construction sites

In the course of target inspections 34 constructions sites in all were visited in the Lõuna Inspectorate.

In Jõgeva County	–	5 construction sites in all with 39 employees
In Põlva County	–	5 construction sites in all with 95 employees
In Tartu County	–	9 construction sites in all with 166 employees
In Valga County	–	5 construction sites in all with 22 employees
In Viljandi County	–	6 construction sites in all with 61 employees
In Võru County	–	4 construction sites in all with 45 employees

34 construction sites in all with 425 employees

At the largest inspected construction site employees of 40 different contractors worked at the same time. The target inspection covered 425 employees in all.

When we analysed the results we observed that it was quite often that employers do not perform necessary occupational health and safety preparatory operations for starting construction work.

Agreement on joint activity – in nearly half of the cases there was no agreement for joint activity where requirements and responsibilities of each employer would be determined for concurrant work at the construction site. In 9 cases or 39%of cases there were no agreements on joint activity at 23 construction sites where employees of several employers worked at the same time.

Safety and health plan – Safety and health plan had not been prepared in 15 cases or 44% of cases. It is quite often very formal – an insufficiently formulated sheet of paper, the only reader of which is a labour inspector.

Inspection of construction sites, documentation of it – Inspections of specified construction sites had not been done in half of the cases. Appropriate inspection reports were missing. Pursuant to § 7 of the Regulation on Occupational Health and Safety Requirements in Construction the person responsible for construction site must at least once a week perform general inspection, in the course of which he inspects maintenance of the construction site, protection against fall, scaffolding, connecting roads, lighting, installiations of distribution of energy, lifting equipment, preventive measures against danger of collapse of soil and excavations, etc.

The order of scaffoldings, work platforms and ladders must be inspected before the use of them at construction sites and regularly afterwards. Inspection of scaffoldings and work platforms is repeated if they have been exposed to gales, heavy equipment or loads or have not been used more than a month. Special attention must be paid to plankings.

Personal protective equipment – At about a third of inspected construction sites employees did not use personal protective equipment (PPE) as prescribed by law – protective glasses, hearing protective equipment, protective helmets, dust masks, safety belts or harness. Generally PPE have been procured and distributed to employees but they are not available when necessary, therefore work is performed without using them. In case of work at heights such cases when protective harness or ropes are in the close vicinity of the work place are not rare and when asked employees why they are not used, the answer is usually that they cannot use them or do not know how to use them so that it does not disturb work. When employers are asked the question, the answer is the same. Even in most simple situations it is not known how to use safety harness and ropes. Quite often it is not possible to fasten safety ropes. Employees have not been provided with training on the use of PPE. During conversations with

employers and employees it became clear that these employees, who use PPE, have got the pertinent training in Finland, Ireland or in some other country.

Scaffoldings and ladders – At construction sites where scaffoldings were used, their installation did not comply with requirements of the instruction of the manufacturer in every fifth inspected case. At installation and use of scaffoldings the most common shortcomings concerned lack of perimeter elements, scaffoldings with slots or ladders or their wrong installation. Often fastenings to wall are not adequate enough. During work at heights (including on roof), protective borders or harness were not used in every fourth case.

Navvying and earthworks – At navvying and earthworks safety of employees was not ensured in 5 of 20 cases. Slope of the trench wall were overly steep and not supported.

Welfare conditions – Employers` attitude towards welfare conditions is often very careless. The first presumption for creating usual hygienic requirements of welfare rooms is presence of a dressing-room and a restroom with chairs and a table.

Since mobile shelters are usually used at construction sites where there is only one room which serves both as a dressing-room and a rest room at the same time, then at construction sites where both men and women work, there should be at least two of them. There was no rest room at 13 construction sites (36%). A separate dressing room for women was not at 12 out of 28 construction sites (at sites where women worked) i.e. 43%. There were no conditions for drying wet work clothes at most of the inspected sites. Possibilities to keep and warm up food were at 19 construction sites (56%). Washing facilities were minimal. Cold washing water was available due to technological use of water during construction process. Specified showers and washbasins and warm washingwater were not provided at all at the 34 inspected construction sites. Toilets where it could be possible to wash hands as well were missing at 12 construction sites (35%). Non-compliance of different welfare conditions is one of the most frequent violations at construction sites.

Creating safe and healthy conditions of work the following enterprises must be brought out:

OÜ Sõmeru Vara
Reconstruction of Puurman Swinery in Jõgeva County.
The person responsible is Jaan Moik

Reconstruction of Viluste Swinery in Põlva County.
The person responsible is Raigo Moik

AS BRICK
Construction site at 2, Kase Str, Valga.
The person responsible is Event Manager Mihkel Pežonen

OÜ Bauest
New structure at 2A, Pikk in Võru
The person responsible is Eduard Rõzenkov

VMT Ehitus AS
Construction of a production building in Päraküla in Suure-Jaani, Viljandi County.
The person responsible is Vello Ilves

OÜ Leviehitus
Construction of a trade centre at 61, Leola Viljandi. Site Manager is Ats Johanson

AS Linnaehitus
VI stage of Lõunakeskus, at 75A Ringtee in Tartu. The person responsible is Margo Rosin
Construction of Luunja Library in Tartu. Tartu County Tarvo Truija
Construction of Bureau and trade centre at 1 Turu, Tartu. The person responsible is Edvard Naarits

In these enterprises at organising work environment activities requirements of legal acts and examples of best practice have been taken into account of. The activity is more systematic. It is evident that before starting of construction works, organisation of activities is better considered and planned, necessary tasks distributed between employees and their performance is systematically inspected.

Target inspection of beauty parlours

In the course of a target inspection, implemented from September to November labour inspectors visited 40 beauty parlours in South-Estonia, controlling the workplaces of 218 employees. The target inspection was carried out in six counties, beauty parlours in Tartu, Põlva, Võru, Valga, Viljandi and Jõgeva Counties were inspected.

Most problematic issues concerning work environment activities for the Labour Inspectorate were RA, either not performed or insufficient and lack of a competent work environment specialist and an appropriate first aid provider.

- Risk assessment was organised and corresponded to the actual situation in two enterprises, elsewhere risks were underestimated or not identified. Only at two beauty parlours there were safety and health instructions for work equipment to be used and for work to be performed.
- In 75 % inspected beauty parlours there was no competent work environment specialist and in 65 % an appropriately trained first aid provider.
- First aid equipment was not assembled as necessary at 40 % of beauty parlours: there were either too few tools or there were also medicaments among other things. At six beauty parlours there was no first aid equipment.
- Ventilation did not comply with requirements at 20 % of inspected work places. At all beauty parlours there was a ventilation system, but in many cases it did not ensure adequate exchange of air at work places. Insufficient exchange of air in working area, where dangerous substances or dust are released in the course of work process, may cause such health damage as irritation or allergies of mucous membranes and respiratory tract.
- Lighting at hairdresser`s was generally very good, the same cannot be said about the receptionists` work stations, about 40 % of saloons were not sufficiently lightened.
- Saloons were mostly adequately spacious and designed taking ergonomical posture of the body and work process for the basis. An adequately spacious rest room, providing possibilities to have meals in comfort existed at about 80% of saloons. At the rest of cases rest rooms were either too narrow or it was also used as a storage facility for keeping cleaning agents and devices.
- Work equipment was in order and clean at 95% of saloons.

By all indicators labour inspectors assessed occupational health and safety situation as good at 60 % of saloons.

Target inspection of personal protective equipment

As a result of inspection on use, issue, instruction of personal protective equipment (PPE) and welfare facilities in Lääne and Ida-Viru County 98 infringements were identified. In the course of inspection activities 18 notices were formulated and in 28 cases violations were reflected only in inspection reports. **The most frequent infringement identified was the non-use of PPE by employees;** there were problems with registration of PPE and storage facilities for PPE and training on exploitation of PPE. The need for use of PPE was not clear from RA.

In welfare facilities infringements were identified regarding – the use of rest rooms as a smoking area, lack of high-quality drinking water and possibility to wash hands and insufficient exchange of air in rest and dressing-rooms.

Target inspection of work with display screen

At the first half of 2008, a target inspection on work with display screen was carried out in enterprises of Tallinn and Harju County, in the course of which 1323 work places with display screen were inspected.

General situation regarding work with display screen can be assessed as satisfactory.

- Health examination of those employees who were supposed to pass eyesight tests, had been carried out with more than half of the employees;
- In the course of inspection it was inspected if work places were ergonomical, i.e. if the arrangement of the work place, the direction of falling of light are suitable, if the height of chairs and table correspond to employee`s height;
- When assessing internal climate, air temperature, humidity and velocity were observed – these indicators were assessed as good at 83 % of work places;
- About half of the enterprises had considered risks related to work with display screen in RA.
- Instruction of workers on safety issues was performed regarding about half of the employees.

Target inspection on work with display screen was performed in Ida and Lääne-Viru County together with inspection of compliance of the procedure for health examination and welfare facilities. As a result of inspections 127 infringements were identified. In the course of inspection visits 32 notices were formulated and in 12 cases violations were reflected only in inspection reports. **The most frequent shortcoming was that eyesight tests and health examination had not been organised for employees working with display screen,** there was not enough space on work-table, unsuitable work-chairs and bad ventilation of work rooms. It was quite often that work with display screen had not been reflected in RA.

Target inspection of work equipment

In the course of target inspection on compliance of work equipment with occupational safety requirements and the use of safety signs in work environment performed in Ida- and Lääne-Viru County 96 infringements were identified. 18 notices were drawn up during target inspections and in 22 cases infringements were reflected only in inspection reports. **Lack of safety signs and protective covers was the most common violation,** also wrong installation of control knobs. Broken welding hose, pressure gauge not fit for use or the lack of them altogether were mentioned among other violations, also lack of written safety instructions, problems with storing cylinders and lack of labels with nominal loads on lifting equipment and electric hoists.

Target inspection of night clubs

In October and November the Põhja Inspectorate performed target inspection visits of 31 nightclubs in Tallinn. The aim of the inspection was to examine the work environment situation at nightclubs. The need for health examination for employees working during night was not identified and health examination not carried out at 30 nightclubs. In most of the nightclubs the volume of music had not been measured.

Labour inspectors' recommendations for drawing up RA at nightclubs:

- Measuring noise level (volume) during the whole working cycle;
- Possibilities to reduce noise level (specific earplugs to reduce noise level, but enabling to hear a client standing nearby);
- Taking into use specific limiter of noise level (an employer should ensure that tuning of the limiter is not changed);
- Provision of rest periods in a noise-free room;
- Considering recommendations received in the course of health examination of employees.