

CYPRUS. INSPECTION ACTIVITIES

Title of the inspection activities: **National OSH Inspection campaigns in Cyprus by the Department of Labour Inspection (DLI)**

Duration of the inspection activities: **Two year OSH Inspection program, which includes monthly, bimonthly and 3- month specific inspection campaigns.**

Aim of the inspection activities: **To ensure compliance of employers with National OSH legislation, targeting high-risk workplaces, where occupational accidents and diseases prevail.**

Scope of the inspection activities: **All workplaces in Cyprus, with a priority on those workplaces falling under the defined criteria of the National OSH Inspection Programme.**

Sector covered by inspections: **Pre-defined sectors of economic activity areas**

The number of establishments inspected in the framework of the activities: **The number varies according to the targeting of the specific inspection campaigns.**

The number of labour inspectors involved in implementing the inspection activities: **Approximately 30 OSH Labour Inspectors take part in each campaign.**

The number of persons involved in supervising the implementation of the inspection activities (including development of inspection documents and summarizing results of inspections): **One Labour Inspection Officer (LIO) at the DLI Headquarters is the coordinator of each OSH inspection campaign. The Head and a Coordinator at each of the 5 District Labour Inspection Offices also participate.**

Short summary of the outcome of the inspection activities: **Compliance of employers with relevant OSH legislation in Cyprus, minimizing of work accidents, dangerous occurrences, and occupational diseases. Relevant feedback reports regarding the activities of the Inspectors from all district offices, for each inspection campaign, are further utilized in the planning of the next two year OSH Inspection programs of the DLI.**

No.	question	yes/no	comment
Inspection activity			
A. Selecting priority areas for inspection			
1.	What sources of information did you use in selecting the priority area for inspection?		<input checked="" type="checkbox"/> inspectorate's own database of workplace accidents <input checked="" type="checkbox"/> EU Strategic Framework on Health and Safety at Work 2021-2027 <input checked="" type="checkbox"/> SLIC recommendations (Cyprus evaluation of Labour Inspection System of 2019) SLIC European Campaign Accidents at Work of 2024 SLIC Inspection Campaign on Musculoskeletal Disorders (MSDs) of 2022 <input checked="" type="checkbox"/> complaints;
2.	What was the main reason for selecting the inspection priority area?		<input checked="" type="checkbox"/> high rates of workplace accidents, including fatal and serious accidents <input checked="" type="checkbox"/> guidelines from State Authorities
3.	What was defined as priority area?		<input checked="" type="checkbox"/> a particular sector(s) of economy <input checked="" type="checkbox"/> a particular hazard(s)
4.	What was the predominant aim of workplace inspections?		<input checked="" type="checkbox"/> to enforce compliance with the law in the inspected entities <input checked="" type="checkbox"/> to identify flaws in legal regulations
5.	How did you determine the number of entities to be inspected?		<input checked="" type="checkbox"/> others (please specify) 11% of the overall registered entities in the DLI's IT system
6.	What was taken into consideration when determining the number of inspections to be carried out by individual field offices (regions):		<input checked="" type="checkbox"/> the number of inspectors carrying out inspection tasks in a given region; <input checked="" type="checkbox"/> others (please specify) The percentage rate of inspection task assigned to each Inspector for inspections related to health and safety issues. (please note that some Inspectors have a % task rate to deal with other issues such as CE

			marking and chemicals)
8.	Were IT tools used to identify the target group of inspected entities in the described inspection campaign?	YES	<p>A brief description of IT tools</p> <p>The IT system was to determine the target group of inspected entities.</p> <p>The type of data:</p> <ul style="list-style-type: none"> - Sector of Economic Activity - Rating of the entities which takes into account: - Safety of equipment and building - Chemical & biological agents - Hazards due to processes - Number of Employees - Existence of a written risk assessment and the implementation of a risk management system - Number of accidents
B. Determining the time span of inspection activities			
9.	How was the breakdown of inspections planned? Were the inspections carried out:		
a)	evenly throughout the whole period of the planned activities	NO	
b)	as a series of intensified inspections in predetermined short periods of time	YES	<p>A biennial OSH Inspection program is prepared every two years. Based on this program, annual numerical inspection targets are assigned to each Inspector. Each Inspector who is dealing with health and safety issues at work is expected to carry out 192 inspections per year, that means approximately 16 inspections per month. During months where there is a predetermined campaign,</p>

			Inspectors are expected to carry out 5 out of the 16 inspections on entities in the economic sector of the campaign
c)	other way (how?)	YES	Inspections are also carried out for the investigation of work accidents and dangerous occurrences, complaints, for consultation of the competent Authorities for issuing building permits, certificates, final approval and planning permits.
10.	What was the average duration of a workplace visit conducted in the framework of the programme implementation (the time it took to complete inspection activities at an individual establishment)?		<input checked="" type="checkbox"/> within one day, between 2 and 4 hours;
11.	What was the average duration of the activities carried out in the office of the labour inspectorate (excluding the penal and administrative sanctions)?		<input checked="" type="checkbox"/> within one day, between 2 and 4 hours;
C. Selecting establishments for inspection.			
12.	What criteria were used when selecting establishments for inspection?		<input checked="" type="checkbox"/> overall number of workers <input checked="" type="checkbox"/> the number of workers employed in conditions specifically relating to the subject of the campaign <input checked="" type="checkbox"/> accident rate in a particular workplace <input checked="" type="checkbox"/> the number of complaints concerning a particular company <input checked="" type="checkbox"/> sectoral criterion
13.	What sources of information were used when selecting establishments for		<input checked="" type="checkbox"/> inspectorate's own database <input checked="" type="checkbox"/> labour inspectors' knowledge of

	inspection?		workplaces
14.	Were IT tools used to select specific inspected entities in the described inspection campaign?		Same answer as question no 8
D. Provision of staff for carrying out inspections			
15.	What group of inspectors was involved in the inspection activities?		<input checked="" type="checkbox"/> a select team of inspectors was involved based on their education and experience: <input checked="" type="checkbox"/> between 50% and 80% of the staff other (please specify). The majority of the DLI staff participates in OSH inspections. Only a small number of Inspectors deals with non-OSH (technical inspections)
16.	How were inspectors prepared for the inspection activities (additional training)?		For SLIC campaigns, a central level training is provided to all Inspectors. For other Inspection campaigns, no training is provided. Written documents such as questionnaire with an explanatory document are sent to the district inspectorate for statistical purposes and to help Inspectors to carry out their inspections.
17.	Were IT tools used to prepare labour inspectors to carry out activities within the described inspection campaign?	NO	Not a specific IT tool is used to prepare Inspectors. Inspection questionnaires in the form of checklist are used which are completed after each inspection by the Inspector who conducted the inspection. These questionnaires are uploaded to the IT system of the Department.
18.	What materials were at the inspectors' disposal during the activities?		<input checked="" type="checkbox"/> description of the ways in which to implement the activities (tasks to be completed); <input checked="" type="checkbox"/> checklists;

			<input checked="" type="checkbox"/> information about the rules of programme evaluation; <input checked="" type="checkbox"/> specialist, issue-related materials (applied technologies, machinery, equipment and tools, existing hazards and legal provisions); <input checked="" type="checkbox"/> examples of reactive actions to be taken by inspectors upon identification of typical cases of non-compliance; <input checked="" type="checkbox"/> promotional and communication materials for employers;
19.	Did labour inspectors use IT tools when carrying out activities within the described inspection campaign?	YES	<p>- A brief description of IT tools</p> <p>The IT system of the Department is used for the preparation of the inspection. No other tools are used during the inspection.</p> <p>- IT tools were used:</p> <p><input checked="" type="checkbox"/> for labour inspector's preparation for an inspection at a specific inspected entity, by using the information in the IT system, the inspector has an overview of the situation of the entity to be inspected (e.g. no of employees, no of complaints, no of workplace accidents)</p>
E. Involvement of other regulators, institutions, authorities for labour protection and social partners in the implementation process.			
20.	Can other regulators, institutions, authorities for labour protection and social partners submit their proposals of inspection topics to the inspectorate's plan of work?	YES	<p>The Pancyprian Health and Safety Committee which includes representatives of employers' organizations, representatives of trade unions and representatives of other bodies such as the Cyprus Chamber of Science and Technology, the Cyprus Safety and Health Association, who can make</p>

			proposals/suggestions for any OSH matter.
21.	Was the inspection activity the result of a proposal submitted by another regulator, institution, authority for labour protection or social partner?	YES	Some campaigns might result from the proposal of social partners such as the campaign for Heat Stress in industry and construction sectors.
22.	Was there any cooperation between the labour inspectorate and another regulator, institution, authority for labour protection or social partner?	YES	- Employers' organisations - Trade unions - Cyprus Chamber of Science and Technology - Cyprus Safety and Health Association
23.	At which stage was the cooperation with another regulator, institution, authority for labour protection or social partner initiated?		<input checked="" type="checkbox"/> at the implementation stage of the activity;
24.	What did the cooperation with another regulator, institution, authority for labour protection or social partner involve?		<input checked="" type="checkbox"/> others (please specify). Training on health and safety issues was provided to the staff of employers' organizations and trade unions, so that they could act as a training focal point and give training to their members. Collaboration with the Cyprus Chamber of Science and Technology for the definition of minimum training requirements for Engineers employed on construction sites or in related sectors of the construction industry.
25.	Are there any legal requirements obliging other regulators, institutions, authorities or social partners to make their data accessible to the labour inspectorate for inspection needs?	NO	- Cyprus Statistical Service (Labour Force Survey, Register of Companies) Eurostat

26.	Does the labour inspectorate have direct online access to information and data collected by other bodies, institutions and authorities?	YES	<ul style="list-style-type: none"> - Registrar of Companies - Access to the Register of Registered Legal Entities - Pancyprian Council for the Registration of Contractors - Register of Approved Contractors for Construction and Technical - Cyprus Chamber of Science and Technology - Access to the Register of Licensed Consultants / Engineers (e.g. Architects, Civil Engineers).
27.	What information obtained in the above manner was used for implementing the inspection campaign?		The information obtained above is not necessarily used for the implementation of the inspection campaigns.
F. Supporting inspection activities with training provided for employers or workers (combining inspection and educational activities)			
28.	Were establishments covered by inspections provided with information or training prior to the commencement of the inspection task ?	YES	<p>A Notice is posted on the Department's website together with the questionnaire (checklist) prior to the commencement of the campaign. Also, this notice is sent by email to social partners and other stakeholders in order to inform their members about the campaign.</p> <p>Some information about the campaign is given to the employer and workers prior to the commencement of inspection task.</p> <p>No training is given.</p>
29.	Is the effectiveness of prior information or training activities taken into account when evaluating the results of the inspections?	NO	
30.	Once the inspection activity is completed , are representatives of inspected establishments provided with recommendations and proposed	YES	<p>What form do they have?</p> <p>Employers and workers' representatives are verbally informed about the findings of the inspection</p>

	corrective measures – in the form of guidance or training – regarding the identified compliance level in establishments operating in the field covered by inspection?		<p>such as violations of the legislation and any measures to be taken to resolve the above.</p> <p>What percentage of establishments selected for guidance/training (or other forms of communication activities) actually attended?</p> <p>N/A</p>
G. Monitoring the implementation of inspection activities			
31.	Was the implementation of inspection activities in any way monitored and coordinated?	YES	<p>How many people were involved in monitoring and coordination of the inspection activity?</p> <p>One Labour Inspection Officer (LIO) at the headquarters is the coordinator of each campaign. The Head and a coordinator at each of the 5 District Offices.</p> <p>What was the function of those persons in relation to labour inspectors who implemented the activity (fellow labour inspectors, immediate supervisors, national coordinator at the labour inspectorate's headquarters)?</p> <p>The LIO prepares the documentation to be delivered to the District Offices, evaluates the results of the campaign and prepares the final report of the campaign.</p> <p>The Coordinator of each District Office helps / coordinates the Inspectors with regard to the technical issues of the campaign and the questionnaire.</p> <p>The Head of the District Office evaluates the results of the campaign at his/ her district and prepares a report which is sent to the headquarters.</p>
32.	What was the scope of monitoring and coordinating actions regarding the		<p><input checked="" type="checkbox"/> assistance in solving problems: over the phone, via email, formally (official</p>

	inspection activity?		correspondence), <input checked="" type="checkbox"/> monitoring the implementation level of the developed quantitative plan
33.	Were IT tools used to carry out monitoring and coordination activities as part of the described inspection campaign?		A brief description of IT tools: There is a IT campaign system where completed questionnaires are uploaded. Statistical reports can be prepared from this IT system. <input checked="" type="checkbox"/> monitoring the implementation level of the developed qualitative plan (how?)
H. Communicating the information about inspection campaign and its results.			
34.	Did you develop any plan to communicate the information about the inspection activities to:		
a)	stakeholders in the sector covered by the inspection activity ?	YES	If so, what information did the communication plan contain? an information letter is sent by email to employers' organizations in the sector of the campaign.
b)	the general public?	YES	If so, what information did the communication plan contain? A Notice of the campaign is issued and posted on the Department's website. Also, this notice is distributed for publication in the media.
35.	What was the scope of information communicated to:		
a)	stakeholders in the sector covered by the inspection activity ?		So that employers are aware of the campaign.
b)	the general public?		So that employees and other people are aware of the campaign.
36.	How was the information about the inspection activities		See 34a and 34b above.

	communicated to stakeholders and the general public?		
I. Evaluating the results of the inspection activities. Evaluation methods and tools.			
37.	How were the results of inspection campaign evaluated?		
a)	based on a checklist	YES	How are the results of inspections evaluated by means of a checklist? The level of compliance of inspected employers in each individual sector is assessed using the results of the questionnaire (checklist).
b)	based on the number of legal measures	YES	The number of the following legal measures are taken into consideration: <ul style="list-style-type: none"> • Infringement letters • Notices of improvement and/or prohibition • Extrajudicial Fines • Penal Prosecutions
38.	How was the information about the effects of inspection campaign obtained (e.g. about the elimination of irregularities, introduction of higher standards)?		
a)	information provided by the employer		<p>If so, what form did the information provided by the employer have?</p> <p>Written documents such a written risk assessment or photos to prove the measures taken to comply with the provisions of the law is information selected by the Inspector during the inspection or sent to the Inspector after the inspection.</p> <p>Was the information provided by employers randomly verified by labour inspectors?</p> <p>Yes, if the employer informs the inspector by phone that measures have been taken to fulfill the infringements in the entity, the</p>

			<p>Inspector asks for relevant documentation such as photos.</p> <p>What is the employer's liability for providing false information?</p> <p>According to the provisions of the Safety and Health Law, any person who knows or intentionally makes a false statement is guilty of an offence and shall be liable to a fine not exceeding forty thousand euros or to imprisonment not exceeding two years or to both penalties.</p> <p>What is the ratio of information provided by the employer to the overall pool of information about the effects of inspections? N/A</p>
b)	information provided by the labour inspector who conducted the next inspection at the workplace		<p>If so, what form did the information provided by the inspector have?</p> <p>During the inspection, information such as number of employees, infringements, worker's representatives are selected and uploaded on the IT system by the Inspector. The Inspector who conducts the next inspection is able to see this information and check whether protective or preventive measures have been taken.</p> <p>What is the ratio of information provided by the labour inspector who conducted the next inspection at the workplace to the overall pool of information about the effects of inspections? N/A</p>
39.	What performance indicators were used to evaluate the effectiveness of the inspection campaign?		<p>Please list and briefly describe the indicators:</p> <p>The number of the following legal measures are taken into consideration when evaluating the effectiveness of the</p>

			campaign. <ul style="list-style-type: none"> • Infringement letters • Notices of improvement and/or prohibition • Extrajudicial Fines • Penal Prosecutions The above indicators are compared with the results of the previous years.
40.	Were IT tools used to assess the effectiveness of the inspection campaign?	YES	IT tools were used to: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> provide compilations of data on the basis of which the inspection campaign was assessed <input checked="" type="checkbox"/> formulate an assessment of the effectiveness of labour inspectors' activities within the inspection campaign (how?) <input checked="" type="checkbox"/> reports of the activities of the Inspectors are prepared using the IT campaign system. <input checked="" type="checkbox"/> formulate conclusions resulting from the effects of the conducted inspection campaign .
41.	How were the project effects evaluated?		
a)	Was any final summary evaluation of the inspection task (inspection campaign) made?	YES	If so, what was the scope of such evaluation? A report for the activities of the Inspectors from all district offices is prepared by the coordinator of the campaign at the headquarters. The scope of this evaluation is to compare the results for each year for improving the questionnaires or deciding whether to continue the campaign for the next year.
b)	Were partial assessments made during the inspection activity?	NO	

c)	Did you prepare a formal document with evaluation of the inspection activity after its completion?	YES	<p>If so, was the formal evaluation document prepared by the labour inspectorate or an external evaluator? Please name the entities which conducted such external evaluation.</p> <p>A report is prepared internally in the DLI.</p> <p>If so, what aspects of the evaluation were included in the formal document? (Please specify and describe the evaluation shortly).</p> <p>In the report, the following aspects with regard to the campaign are included:</p> <p>Target</p> <ul style="list-style-type: none"> • Publicity • Results / Observations / Comments • Conclusions / Suggestions <p>How were the report conclusions disseminated?</p> <p>The report is sent back to the 5 District Offices with comments or suggestions.</p>
42.	How was the final document utilized in practice?		<p>The comments and suggestions of the final report are taken into consideration when preparing the documents for the campaign of the following year.</p>