

CYPRUS. NON-INSPECTION ACTIVITIES

Title of the non-inspection activity: **Organisation of Safety Week 2023 by the Cyprus Department of Labour Inspection**

Duration of the non-inspection activity: **43rd week in October**

Aim of the non-inspection activity: **Promotion of EU OSHA's Information Campaign using means of collective communication to inform major stakeholders in Cyprus**

Scope of the non-inspection activity (description): **Event Ceremony and Radio & TV Spot, Social Media Banners, Announcements, Newsletters, TV & Radio Interviews**

Sector covered by the non-inspection activity: **Workplaces where EU OSHA's Information Campaign is applicable, e.g. digitalization use in wood processing.**

The number of establishments covered by the non-inspection activity: **20 (during the Safety Week)**

The number of labour inspectors involved in implementing the non-inspection activity: **10 (during the Safety Week)**

The number of specialised staff (but not labour inspectors) involved in implementing the non-inspection activity: **20 (during the Safety Week)**

The number of persons involved in supervising the implementation of the non-inspection activity (including the preparation of communication and promotional materials and summing up its results): **3 (during the Safety Week)**

Background of the non-inspection activity: **EU OSHA's two-year Information Campaign**

Budget of the non-inspection activity: issuing the handbook: **approx.. € 15 000 (including cost of event ceremony, preparation and information dissemination in Mass Media, including local newspapers, radio, TV and online).**

Short summary of the outcome of the non-inspection activity: **Broad information dissemination of current OSH issues in Cyprus by the National Labour Inspectorate (Department of Labour Inspection). The current focus is on EU OSHA's Information Campaign on Digitalization (2023-2025). The top level involvement of the members of the Pancyprian Safety and Health Council, composed of the main employer and employee representative organisations, ensures that the majority of employed persons is kept informed.**

| No. | question | yes/no | comment |
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| Non-inspection activity – Safety Week 2023 | | | |
| A. Stakeholders cooperating with the labour inspectorate in non-inspection activity | | | |
| 1. | Were external stakeholders involved in the implementation of the non-inspection activity: | | |
| a) | From the public sector? | YES | <p>Please specify them.</p> <p>Governmental Members of the Pancyprrian Safety and Health Council</p> <p>What was the scope of such cooperation?</p> <p>Promotion of the Campaign using their means of collective communication</p> <p>Who verified consistency of the implemented project with the approved plans?</p> <p>Department of Labour Inspection</p> <p>To what extent consistency of the implemented project with the approved plans was verified?</p> <p>Satisfied</p> |
| b) | From the private sector? | YES | <p>Please specify them.</p> <p>Other Members of the Pancyprrian Safety and Health Council and other professional organizations, Health & Safety Consultants & Officers</p> <p>What was the scope of such cooperation?</p> <p>Promotion of the Campaign using their means of collective communication</p> <p>Department of Labour Inspection</p> <p>To what extent consistency of the implemented project with the approved plans was verified?</p> <p>Satisfied</p> |
| 2. | Does your national legislation specify the rules of cooperation with stakeholders in non-inspection activity? | N/A | |

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| 3. | While selecting stakeholders for cooperation during the non-inspection activity, was any account taken of the results of the inspectorate's cooperation with such stakeholders during previous initiatives? | YES | <p>If so, how were the results of such cooperation during previous joint undertakings documented?</p> <p>There's a continuous cooperation with the stakeholders through the works of the Pancyprrian Safety and Health Council.</p> <p>During every meeting of the Council, detailed minutes are kept by the Department of Labour Inspection.</p> |
| B. Sources of project financing in the labour inspectorate's activity | | | |
| 4. | Was the project (of non-inspection activity) financed solely by the labour inspectorate? | YES | |
| C. Preparation of the project (of non-inspection activity) | | | |
| 5. | What sources were used to specify the described non-inspection activity? | | <p>Please choose from the following (it is possible to choose more than one answer):</p> <p><input checked="" type="checkbox"/> inspectorate's own database of workplace accidents</p> <p><input checked="" type="checkbox"/> proposals of stakeholders – employer organizations</p> <p><input checked="" type="checkbox"/> proposals of stakeholders – trade union organizations, others (which ones?)</p> <p>Members of the Pancyprrian Safety and Health Council</p> <p><input checked="" type="checkbox"/> others (please specify)</p> <p>European Agency for Safety and Health at Work (EU-OSHA)</p> |
| 6. | How was the project (of non-inspection activity) prepared? | | |
| a) | By an organisational unit of the labour inspectorate | YES | <p>What is the range of the duties of the unit responsible for the preparation of the project?</p> <p>Campaign Coordinator</p> <p>How many members of staff are employed in the unit responsible for the preparation of the</p> |

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| | | | project? number of staff employed in the unit: 3 and number of staff preparing the project: 2 |
| b) | By a group/team established ad hoc to implement the project | NO | |
| c) | By an external entity (e.g. another public authority or a private enterprise) | YES | <p>What was that entity? (What were those entities?)</p> <p>Press and Information Office in cooperation with the Department of Labour Inspection</p> <p>Who verified consistency of the implemented project with the approved plans?</p> <p>Department of Labour Inspection</p> <p>To what extent consistency of the implemented project with the approved plans was verified?</p> <p>Fully</p> |
| 7. | Was the project (of non-inspection activity) related to an inspection task? | NO | |
| 8. | During which phase was the inspection task launched? | | <input checked="" type="checkbox"/> prior to the non-inspection activity, <input checked="" type="checkbox"/> during the non-inspection activity, <input checked="" type="checkbox"/> after completion of the non-inspection activity. |
| 9. | What components were included in the plan of actions (of non-inspection activity)? | | Radio & TV Spot, Social Media Banners, Announcements, Newsletters, TV & Radio Interviews |
| 10. | How was the target group of the non-inspection activity specified? | | |
| a) | In the plan of the non-inspection activity. | YES | |
| b) | In a different way. | NO | |
| 11. | What criteria were used while selecting the target group? | | N/A |

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| 12. | Were IT tools used to identify the priority area in the described non-inspection project? | NO | |
| 13. | Were IT tools used to identify the target group of activities carried out within the described non-inspection project? | NO | |
| D. Types of tasks undertaken during implementation of the non-inspection activity | | | |
| 14. | What activities were carried out so as to implement the project of the non-inspection activity? | | <input checked="" type="checkbox"/> visits to enterprises <input checked="" type="checkbox"/> distribution of publications, audio-visual materials <input checked="" type="checkbox"/> provision of advice <input checked="" type="checkbox"/> sharing experience and information during seminars and conferences <input checked="" type="checkbox"/> information in the press <input checked="" type="checkbox"/> information (campaign) on the radio <input checked="" type="checkbox"/> information (campaign) on TV <input checked="" type="checkbox"/> information on the Inspectorate's own websites <input checked="" type="checkbox"/> information on websites of stakeholders <input checked="" type="checkbox"/> paid campaign on the Internet <input checked="" type="checkbox"/> information in the social media (FB, Instagram, X) <input checked="" type="checkbox"/> e-mailing / newsletter <input checked="" type="checkbox"/> information disseminated via stakeholders |
| 15. | How were the contents of the project (of non-inspection activity) disseminated? | | |
| a) | The mass media used to disseminate the message (tick the appropriate answer) | | How many (regional/national) newspapers/ periodicals, (regional/national) TV and radio stations did you cooperate with? |
| | – regional press | YES | All Cyprus TV & Radio Stations and 2 - 3 newspapers |
| | – national press | YES | |
| | – regional TV | YES | How frequently did the message appear in each of the used mass media? In what period did the message appear? |
| | – national TV, | YES | |
| | – local radio station, | YES | |

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| | – national radio station, | YES | In October 2023, once per day What percentage of the target group was reached by the message via each of the mass media involved in the non-inspection activity? |
| | – e-bulletins for subscribers | YES | |
| | – information websites | YES | |
| | – specialist websites | | |
| | – websites addressed to the target group of the LI's activities | YES | |
| | – advertising with the use of an Internet search engine, e.g. Google | NO | |
| | – advertising with the use of an Internet advertising network, e.g. Google Ads | NO | |
| | – others (please, specify) | NO | |
| b) | Other ways of informing the general public about the non-inspection activity. | NO | |
| 16. | Was effectiveness proven during previous projects taken into account while selecting activities for the described project of non-inspection activity? | NO | |
| E. Methods of disseminating information about the project of the non-inspection activity | | | |
| 17. | Did you develop any plan to communicate the information about the project to: | | |
| a) | stakeholders in the sector covered by the non-inspection activity ? | NO | |
| b) | the general public? | YES | What information did the communication plan contain? During the meeting of the Pancyprian Safety and Health Council containing the duration and an action plan Press announcement for the general public |

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| 18. | Did you assess the effectiveness of communication of the project contents to stakeholders in the sector covered by the non-inspection activity or to the general public? | N/A | |
| F. Evaluation of the non-inspection activity. Methods and tools used to evaluate non-inspection initiatives. | | | |
| 19. | Were the project results evaluated? | N/A | |
| 20. | How were the project results evaluated? | | |
| a) | Was any final summary evaluation of the non-inspection activity made? | N/A | |
| b) | Were partial assessments made during the non-inspection activity? | N/A | |
| c) | Did you prepare a formal document with evaluation of the promotional campaign after its completion? | N/A | |
| 21. | Were the effects of the non-inspection activity evaluated? | N/A | |
| 23. | Were IT tools used to assess the effectiveness of the non-inspection campaign? | N/A | |