

CZECHIA. NON-INSPECTION ACTIVITIES

Title of the non-inspection activity: **The “Safe Enterprise” Programme**

Duration of the non-inspection activity: **every year since 1996**

Aim of the non-inspection activity: **Participation in the Programme enables the introduction of a functioning occupational health and safety management system that complies not only with Czech regulations but also with the requirements applied in the European Union.**

Scope of the non-inspection activity (description): **After management’s affirmative decision to join the Programme, the company first prepares the so-called internal audit according to all control questions from the manual (the Programme checklist). The “Safe Enterprise” Programme also includes compliance with requirements relating to fire protection, protection of employee health and working conditions, and environmental protection. A team of inspectors having various specializations carry out an on-site audit of the implemented OSH management system. In addition to reviewing documentation, the audit is especially focused on verifying compliance with the system requirements of the Programme and reviewing the implementation of the documented procedures at workplaces. Employee responses regarding the operation of the system in practice also form an important source of information for the auditing inspectors. If the conclusion of the RLI audit is positive and no unfulfilled requirements contained in the checklist or other serious deficiencies are discovered, the RLI shall notify the SLIO of this fact together with a recommendation to grant the Safe Enterprise certificate to the audited company.**

Sector covered by the non-inspection activity: **The Programme is primarily intended for manufacturing companies with approximately 100 or more employees. The Programme requires, among other things, that the activities being carried out present an increased level of risk to the life and health of persons and, where appropriate, to the environment.**

The number of establishments covered by the non-inspection activity: **Currently, as of August 2024, there are a total of 68 “Safe Enterprises” in the Czech Republic.**

The number of labour inspectors involved in implementing the non-inspection activity: **About 80 inspectors of various specialisations (OSH, special technical equipment, and labour relations).**

The number of specialised staff (but not labour inspectors) involved in implementing the non-inspection activity: **0**

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 from the SLIO, namely: inspector methodologist (guarantor of Programme), spokesperson, assistant to inspector general (to help organise the awards ceremony).**

Background of the non-inspection activity: **Once the application is received at the RLI, it is sent for approval and registration to the SLIO. The inspectors and company representatives then agree on the dates of the audit/check of the compliance of the established OSH management system with the requirements of the Programme. The check is carried out in accordance with the law, the auditing inspectors behave as inspectors would, but it is not an inspection the Act on Inspection and the Labour Inspection Act, the result of which are documents other than the inspection report (audit records and the final report). Eventually, if all goes well, the RLI sends a communication to the SLIO of whether or not they recommend the issuance of the Safe Enterprise certificate. The awards ceremony is held twice a year, where the Inspector General and a high-ranking representative of the Ministry of Labour and Social Affairs present certificates to enterprises that succeeded in implementing the Safe Enterprise Programme. The certificate is valid for 3 years, during which inspectors carry out at least one interim check. If the OSH management system is found not to be working, the certificate may be withdrawn. Companies also send improvement indicators to RLI on annual basis, which include workplace accidents, instances of replacing unsafe technologies with safer ones, documented examples of more efficient work organisation, improved working conditions, etc.**

Budget of the non-inspection activity: **Companies do not have to pay anything, the SLIO/Ministry of Labour and Social Affairs pays for everything related to the certificate awards ceremony (i.e., certificates, glass plaques, room rental and banquet), there's no budget for any other activities.**

Short summary of the outcome of the non-inspection activity: **Safe Enterprise assists companies and their employees in improving the OSH management system, which not only improves the working environment of employees, but also improves the state of occupational safety, occupational health, environmental protection, or fire protection. The companies involved in the Programme also strive to improve the quality and effectiveness of their approach to OSH with their suppliers, customers, or visitors.**

| No. | question | yes/no | comment |
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| Non-inspection activity | | | |
| 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>Ministry of Labour and Social Affairs</p> <p>What was the scope of such cooperation?</p> <p>Together with the Inspector General, the high-ranking Ministry official present certificates to successful companies</p> |
| b) | From the private sector? | YES | <p>Please specify them.</p> <p>Companies wishing to be audited/awarded</p> |
| 2. | Does your national legislation specify the rules of cooperation with stakeholders in non-inspection activity? | NO | <p>What are these rules?</p> <p>There is no national legislation, but there is an internal (Labour Inspection) regulation governing to the Programme – applicable to auditing inspectors and companies.</p> |
| 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>When inspectors during a common inspection visit (with a focus on general safety at work, or major accident prevention) find that the company has a well-developed OSH management system, they suggest participation in the Safe Enterprise Programme.</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? | NO | <p>If not, please specify other authorities, institutions and stakeholders co-financing the project and the percentage of partners' financial contribution to the project.</p> <p>There is zero cost to companies in terms of visits by the auditing inspectors; the visits</p> |

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| | | | are considered an integral part of (auditing) inspectors' job description. Funding is only needed for the certificate awards ceremony organized twice a year (i.e., to hire the venue, pay for the catering/certificates and glass plaques), where these events are funded by the SLIO and the Ministry of Labour and Social Affairs. |
| 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"/> ILO recommendations (which ones?)</p> <p>Back in 2009, with ratification of the ILO Convention no. 187 the Programme was adjusted.</p> |
| 6. | How was the project (of non-inspection activity) prepared? | | |
| a) | By an organisational unit of the labour inspectorate | YES | <p>If so, what is the range of the duties of the unit responsible for the preparation of the project?</p> <p>The chief inspector of each RLI is responsible for the functioning of inspections within the Safe Enterprise Programme and, together with the auditing inspectors, usually participates in the initiation of inspections and the final evaluation, where he/she also signs, together with a representative of the successful company, the so-called Conditions for obtaining the certificate. The number of auditing inspectors depends on the size of the company and its activities; up to 10 inspectors from one RLI may participate in the audits. A smaller number of inspectors will participate in interim inspections during the 3 years of the</p> |

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| | | | certificate's validity, depending on changes or emergence of more challenging areas of OSH in the company. |
| 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) | NO | |
| 7. | Was the project (of non-inspection activity) related to an inspection task? | NO | |
| 8. | During which phase was the inspection task launched? | | <p>Please choose:</p> <p><input checked="" type="checkbox"/> during the non-inspection activity,</p> <p><input checked="" type="checkbox"/> after completion of the non-inspection activity.</p> <p>Comments:</p> <p>It is theoretically possible that serious breaches of legal obligations in the field of OSH may be detected during inspections conducted as part of the Programme. Should this occur, inspectors have the option of initiating an inspection under the law. In practice, however, companies wishing to obtain the Safe Enterprise certificate have an OSH management system in place and are prepared for auditing inspectors' visits. Moreover, they welcome the inspections because they help them eliminate shortcomings that are often overlooked as a result of operational blindness. However, this does not mean that everyone who would like to have the Safe Enterprise certification for their company will get one - if a lot of non-compliances are found, an accident</p> |

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| | | | happens due to a failure of the OSH management system, or for a related reason, no certificate is awarded. |
| 11. | What criteria were used while selecting the target group? | | The Programme is intended primarily for manufacturing companies with approximately 100 or more employees. The Programme requires, among other things, that the activities being carried out pose an increased level of risk to life and health, and where appropriate, to the environment. |
| 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"/> preventive programmes (programmes for enterprises to improve working conditions, based on voluntary participation) <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 on the Inspectorate's own websites <input checked="" type="checkbox"/> information on websites of 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) | | |
| | – regional press | YES | |

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| | – national press | | |
| | – regional TV | | |
| | – national TV, | | |
| | – local radio station, | | |
| | – national radio station, | | |
| | – e-bulletins for subscribers | | |
| | – 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 | | |
| | – advertising with the use of an Internet advertising network, e.g. Google Ads | | |
| | – others (please, specify) | | |
| b) | Other ways of informing the general public about the non-inspection activity. | YES | What were they? (please specify) We inform about the Programme at OSH conferences, universities, and in some regions, there are meetings of "Safe Enterprise" representatives. |
| 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? | NO | |

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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? | NO | |
| F. Evaluation of the non-inspection activity. Methods and tools used to evaluate non-inspection initiatives. | | | |
| 20. | How were the project results evaluated? | | |
| a) | Was any final summary evaluation of the non-inspection activity made? | YES | <p>If so, what was the scope of such evaluation?</p> <p>An annual evaluation of the (Safe Enterprise) audits is carried out, and the final report is part of the Report on the Results of Inspection Activities which is publicly available on the official Labour Inspection website. The report includes an assessment of the audits (i.e., the number of companies, audits, findings, recommendations, and inspectors involved in the Safe Enterprise Programme), the most common findings and recommendations for improvement, and a list of companies that were awarded Safe Enterprise certificates in a given year.</p> |
| b) | Were partial assessments made during the non-inspection activity? | NO | |
| c) | Did you prepare a formal document with evaluation of the promotional campaign after its completion? | YES | <p>See letter a)</p> <p>If so, was the formal document on evaluation prepared by:</p> <p><input checked="" type="checkbox"/> the labour inspectorate</p> |
| 21. | Were the effects of the non-inspection activity evaluated? | NO | |
| 22. | What tools and methods were used to evaluate the effects of the non-inspection activity? | | |
| a) | Evaluation by labour inspectors during inspection of establishments | NO | |

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| | covered by the promotional campaign. | | |
| b) | Checklists filled out by establishments covered by the promotional campaign. | NO | |
| c) | Questionnaires (surveys) addressed to establishments covered by the campaign. | NO | |
| d) | Other tools and methods applied during evaluation of the promotional campaign. | NO | |
| 23. | Were IT tools used to assess the effectiveness of the non-inspection campaign? | NO | |