

ESTONIA. INSPECTION ACTIVITIES

Title of the inspection activities: **Targeted inspection focus on the use of carcinogens-mutagens in the working environment**

Duration of the inspection activities: **January-February 2024**

Aim of the inspection activities: **The main objective of the targeted inspections carried out was to raise awareness of the hazards associated with carcinogenic chemicals and work processes and to prevent health risks.**

Scope of the inspection activities: **12 counties of Estonia**

Sector covered by inspections: **Manufacture of furniture; Technical inspection points for cars (diesel exhaust)**

The number of establishments inspected in the framework of the activities: **72 establishments with 2589 employees**

The number of labour inspectors involved in implementing the inspection activities: **12**

The number of persons involved in supervising the implementation of the inspection activities (including development of inspection documents and summarizing results of inspections): **1**

Short summary of the outcome of the inspection activities: **During the inspection, the inspectors identified 435 infringement, 166 of which were formalised as written precepts, which meant that more than 7 calendar days were needed to remedy them.**

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"/> analyses of causes of temporary and permanent inability to work conducted by research institutes (which ones?) "Estimation of the number of occupational cancer cases in Estonia" by The National Institute for Health Development. <input checked="" type="checkbox"/> others (please specify) Labour Inspectorate has to gather and keep all announcements about using of CMR from employer. There are very low number of these announcements.
2.	What was the main reason for selecting the inspection priority area?		<input checked="" type="checkbox"/> others (please specify) Rising awareness among employers.
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) <input checked="" type="checkbox"/> a particular hazard (a group of hazards) in a given sector
4.	What was the predominant aim of workplace inspections?		<input checked="" type="checkbox"/> to examine the problem <input checked="" type="checkbox"/> to provide the inspected entities with information on legal requirements <input checked="" type="checkbox"/> to provide the inspected entities with information on how to ensure compliance with legal requirements <input checked="" type="checkbox"/> to enforce compliance with the law in the inspected entities <input checked="" type="checkbox"/> to identify flaws in legal regulations <input checked="" type="checkbox"/> to achieve a measurable effect, e.g. in the form of reduced accident rate, morbidity rate, etc.
5.	How did you determine the number of entities to be inspected?		<input checked="" type="checkbox"/> other criteria (please specify) Exposure to diesel exhaust; wood dust

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"/> others (please specify) Estonian labour inspectorate hasn't regions and we tried to cover whole Estonia to getting objective picture.
7.	Were IT tools used to identify the priority area in the described inspection campaign?	YES	A brief description of IT tools Estonian databases about economy sector The type of data: Economic sector, number of employees, location, LI's database about CMR announcement etc
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	YES	Two month's period
b)	as a series of intensified inspections in predetermined short periods of time	NO	
c)	other way (how?)	NO	
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"/> personal knowledge of labour inspectors who supervise particular workplaces (groups of workplaces)

			<input checked="" type="checkbox"/> sectoral criterion
13.	What sources of information were used when selecting establishments for inspection?		<input checked="" type="checkbox"/> inspectorate's own database <input checked="" type="checkbox"/> databases of institutions registering economic activity
14.	Were IT tools used to select specific inspected entities in the described inspection campaign?		A brief description of IT tools LI's own database The type of data: Number of employees, enterprises risk analyses (does it exist or not), economy sector
D. Provision of staff for carrying out inspections			
15.	What group of inspectors was involved in the inspection activities?		<input checked="" type="checkbox"/> other (please specify). The labour inspectors of the LI have been divided into five task force's groups and the inspection was carried out by a task force' group whose area of supervision overlapped with this topic (12 inspectors).
16.	How were inspectors prepared for the inspection activities (additional training)?		<input checked="" type="checkbox"/> no additional training was provided;
17.	Were IT tools used to prepare labour inspectors to carry out activities within the described inspection campaign?	NO	
18.	What materials were at the inspectors' disposal during the activities?		<input checked="" type="checkbox"/> the rationale of the inspection activities; <input checked="" type="checkbox"/> description of the inspection activities' objectives; <input checked="" type="checkbox"/> checklists;
19.	Did labour inspectors use IT tools when carrying out activities within the described inspection campaign?	YES	- A brief description of IT tools: Computers, tablets - IT tools were used : <input checked="" type="checkbox"/> when performing inspection activities during the inspection

			<input checked="" type="checkbox"/> when summarizing and documenting the results of the inspection in a specific inspected entity - how did they support the labour inspector in (please provide a short description): - preparation for an inspection? Preparatory documents and communication with employers - performing inspection activities? Prepared questionnaires, taking photos - summarizing and documenting the results of the inspection? Prepared documents for creating inspections summary, written ordinances, communication with employers
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	Employer's associations, trade unions
21.	Was the inspection activity the result of a proposal submitted by another regulator, institution, authority for labour protection or social partner?	NO	
22.	Was there any cooperation between the labour inspectorate and another regulator, institution, authority for labour protection or social partner?	YES	After controls thematic events for employer's associations were organized.
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 stage of popularizing the information about the results of the inspection activity; <input checked="" type="checkbox"/> others (please specify).

			Special meetings with employer's association after inspections.
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?	YES	There is generally no need for such data exchange, as there is cross-usage of data between different agencies in Estonia.
26.	Does the labour inspectorate have direct online access to information and data collected by other bodies, institutions and authorities?	YES	Number of employees, enterprise location, register of economy activity (please see answer above).
27.	What information obtained in the above manner was used for implementing the inspection campaign?		Cross-use of data.
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	Notice letter about inspections.
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 corrective measures – in the form of guidance or training – regarding the identified compliance level in	YES	<p>What form do they have? Notice letter, radio's podcast, thematic events.</p> <p>What percentage of establishments selected for guidance/training (or other forms of communication activities) actually attended? 62 enterprises.</p>

	establishments operating in the field covered by inspection?		
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>2</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>Senior labour inspector who headed the target control and leading labour inspector (head of unit)</p>
32.	What was the scope of monitoring and coordinating actions regarding the inspection activity?		<p><input checked="" type="checkbox"/> assistance in solving problems</p> <p><input checked="" type="checkbox"/> monitoring the implementation level of the developed quantitative plan</p> <p><input checked="" type="checkbox"/> monitoring the implementation level of the developed qualitative plan (how?)</p> <p>Through the IT tool.</p>
33.	Were IT tools used to carry out monitoring and coordination activities as part of the described inspection campaign?	YES	<p>A brief description of IT tools:</p> <p>Computer and tablet.</p> <p>IT tools were used to:</p> <p><input checked="" type="checkbox"/> assist labour inspector in solving problems related to inspection carried out within the inspection campaign (how?)</p> <p>Quick chat between inspectors and technical support.</p> <p><input checked="" type="checkbox"/> monitoring the implementation level of the developed qualitative plan (how?)</p> <p>Through LI's database.</p>
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? Notice letter, thematic events.
b)	the general public?	YES	If so, what information did the communication plan contain? Interviews in radio, podcast.
35.	What was the scope of information communicated to:		
a)	stakeholders in the sector covered by the inspection activity ?		Main problems, risks, how to improve the working environment.
b)	the general public?		About risks and general possibilities to minimise the risk.
36.	How was the information about the inspection activities communicated to stakeholders and the general public?		Letter, radio.
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? Data analyse.
b)	based on the number of legal measures issued	YES	
c)	based on the type of legal measures issued	YES	
d)	based on the number of implemented legal measures	YES	
e)	based on the type of implemented legal measures	YES	
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>Information exchange between employer and inspector through our database and follow inspections (documents, photos, letters).</p> <p>Was the information provided by employers randomly verified by labour inspectors?</p> <p>NO</p> <p>What is the employer's liability for providing false information?</p> <p>Fine.</p> <p>What is the ratio of information provided by the employer to the overall pool of information about the effects of inspections?</p> <p>Will inspected later.</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>Usually written.</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?</p> <p>10%</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>Increasing announcements about using CMR.</p>
40.	Were IT tools used to assess the effectiveness of the inspection campaign?	YES	<p>A brief description of IT tools:</p> <p>All data will registered in LI's databases.</p> <p>- IT tools were used to:</p> <p><input checked="" type="checkbox"/> provide compilations of data on the basis of which the inspection campaign was assessed</p>

			<input checked="" type="checkbox"/> formulate an assessment of the effectiveness of labour inspectors' activities within the inspection campaign (how?) Comparing infringements and written ordinances.
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? All data were used.
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	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. LI only. If so, what aspects of the evaluation were included in the formal document? (Please specify and describe the evaluation shortly). Brief overall about problems and given advices. How were the report conclusions disseminated? Notice letter, thematic events, meetings with employer's association.
42.	How was the final document utilized in practice?		As already described above, there were information days, meetings with employers' organisations and also radio appearances. In addition, a summary was sent to all companies in the sector.