

## GRECE. INSPECTION ACTIVITIES

Title of the inspection activities: **Inspection Programme in Municipalities**

Duration of the inspection activities: **6 months**

Aim of the inspection activities: **Enhance enforcement of OSH legislation**

Scope of the inspection activities: **Targeted Inspections with use of checklist (first & follow up inspections)**

**Sector covered by inspections: Specific activities & workplaces in Municipalities (OSH management / Machinery & equipment standards & handling / Machinery maintenance workshops / PPEs in Waste Disposal / Environment / Technical services)**

The number of establishments inspected in the framework of the activities: **285 (number of inspection notices issued and not of the establishments)**

The number of labour inspectors involved in implementing the inspection activities: **approx. 200 field inspectors**

The number of persons involved in supervising the implementation of the inspection activities (including development of inspection documents and summarizing results of inspections): **12 (10 regionally, 2 centrally)**

Short summary of the outcome of the inspection activities:

**Results:**

**Safety officer and occupational doctor notifications as required by relative legislation (qualifications, minimum hours per year and month/establishment etc.): almost full compliance.**

**Medical records and medical job certificates issued (moderate to satisfactory compliance)**

**Risk assessment: moderate compliance in relation to the level of risks covered (e.g. psychosocial risks etc.) or the needs for update (e.g. workplace violence & harassment etc.).**

**Workers' Health and Safety Committee / representatives (poor compliance)**

**Machinery & equipment standards / handling: moderate compliance (depends on the specific issue e.g. old refuse collection vehicles poor compliance)**

**Maintenance Workshops: moderate compliance**

**Issues with prompt provision / renewal of PPEs due to financial procedures / problems.**

No.	question	yes/no	comment
<b>Inspection activity</b>			
<b>A. Selecting priority areas for inspection</b>			
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"/> others (please specify) <b>Hellenic Labour Inspectorate's (HLI) accumulated experience and use of data of the HLI's Integrated Information System (IIS)</b>
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"/> others (please specify) <b>High risks in municipalities in activities such as waste collection &amp; disposal, technical services etc.</b>
3.	What was defined as priority area?		<input checked="" type="checkbox"/> a particular hazard (a group of hazards) in a given sector <input checked="" type="checkbox"/> others (please specify) <b>Waste disposal/environmental/technical services in Municipalities</b>
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 enforce compliance with the law in the inspected entities
5.	How did you determine the number of entities to be inspected?		<input checked="" type="checkbox"/> other criteria (please specify) <b>Due to wide variations in geographical characteristics and considerable lacks of personnel in HLI, the percentage of municipalities to be inspected was up to the regional services (number of inspectors, distances &amp; number of municipalities under</b>

			<b>authority, available car and general resources etc.)</b>
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 entities typical of a given programme in the region; <input checked="" type="checkbox"/> the number of inspectors carrying out inspection tasks in a given region; <input checked="" type="checkbox"/> the hazard level as measured by the rate of workplace accidents; <input checked="" type="checkbox"/> others (please specify) <b>Inspection needs for investigations and complaints</b>
7.	Were IT tools used to identify the priority area in the described inspection campaign?	NO	
8.	Were IT tools used to identify the target group of inspected entities in the described inspection campaign?	NO	
<b>B. Determining the time span of inspection activities</b>			
9.	How was the breakdown of inspections planned? Were the inspections carried out:		
a)	evenly throughout the whole period of the planned activities	YES	<b>In general and within the 6 month duration there have been directions from central service for conducting re-inspections where possible</b>
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, no longer than 2 hours;

C. Selecting establishments for inspection.			
12.	What criteria were used when selecting establishments for inspection?		<input checked="" type="checkbox"/> accident rate in a particular workplace <input checked="" type="checkbox"/> sectoral criterion <input checked="" type="checkbox"/> others (please specify) <b>Municipalities in the region</b>
13.	What sources of information were used when selecting establishments for inspection?		<input checked="" type="checkbox"/> inspectorate's own database
14.	Were IT tools used to select specific inspected entities in the described inspection campaign?	NO	
D. Provision of staff for carrying out inspections			
15.	What group of inspectors was involved in the inspection activities?		<input checked="" type="checkbox"/> nearly all inspectors were involved (at least 80%);
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; <input checked="" type="checkbox"/> description of the reporting requirements; <input checked="" type="checkbox"/> others (please specify). <b>A document was sent by central service with relevant information (aim, duration etc) and the Checklist together with the corresponding Inspection and re-inspection Report Sheets.</b>

19.	Did labour inspectors use IT tools when carrying out activities within the described inspection campaign?		<p>A brief description of IT tools:</p> <p><b>All inspectors used HLI's IIS.</b></p> <p><b>Since there was a general probation period for tablet use in order to issue inspection notice online and on-site a few inspections were made with tablets (specific app had been developed in connection with IIS and all inspectors had undergone relevant training for the use of the app)</b></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</p> <p><input checked="" type="checkbox"/> when performing inspection activities during the inspection</p> <p>- how did they support the labour inspector in (please provide a short description):</p> <p>- preparation for an inspection?</p> <p><b>History of inspections, accidents, complaints, administrative and penal sanctions etc. (since the implementation of IIS in 2018) and typical OSH status notified by company through the IIS (Safety officer / occupational doctor notification details etc.)</b></p> <p>- performing inspection activities?</p> <p><b>Some use, where possible, of tablets with specialized app for direct delivery of inspection notices</b></p>
<b>E. Involvement of other regulators, institutions, authorities for labour protection and social partners in the implementation process.</b>			
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><b>Hellenic Labour Inspectorate had recently undergone a structural change and operates now as an Independent Authority with Governor. So far there are no strict</b></p>

			<b>procedures established in relation to the issue of the question</b>
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?	NO	
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	Please indicate institutions and the type of accessible data / information:
26.	Does the labour inspectorate have direct online access to information and data collected by other bodies, institutions and authorities?	NO	<p>Please indicate institutions and the type of accessible data / information:</p> <p><b>Within the two separate branches of HLI namely Labour Relations (LR) and Health and Safety at Work all data of Information System ERGANI are available to all inspectors (ERGANI keeps data about LR issues such as real time registration of employees, work time data with digital labour card etc.)</b></p>
27.	What information obtained in the above manner was used for implementing the inspection campaign?		<p>Please indicate the cooperating institutions and the type of data / information used in the described inspection campaign:</p> <p><b>See question 26</b></p>
<b>F. Supporting inspection activities with training provided for employers or workers (combining inspection and educational activities)</b>			
28.	Were establishments covered by inspections provided with	NO	

	information or training <b>prior to the commencement of the inspection task?</b>		
<b>G. Monitoring the implementation of inspection activities</b>			
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><b>The immediate supervisors</b></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><b>The immediate supervisors and at the reporting stage the 5 coordination departments corresponding to each of the 5 regional directorates</b></p>
32.	What was the scope of monitoring and coordinating actions regarding the inspection activity?		<input checked="" type="checkbox"/> assistance in solving problems: over the phone, via email, formally (official correspondence), other (what?) <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?		<p>A brief description of IT tools:</p> <p><b>Data from IIS</b></p> <p>IT tools were used to:</p> <input checked="" type="checkbox"/> monitoring the implementation level of the developed quantitative plan
<b>H. Communicating the information about inspection campaign and its results.</b>			
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 ?	NO	

b)	the general public?	YES	If so, what information did the communication plan contain?  <b>There has been some general information about the programme in the published Annual Report uploaded to HLI's site</b>
35.	What was the scope of information communicated to:		
b)	the general public?		<b>As part of HLI's Annual Report in the section where there is reference and a concise description for each of the targeted inspection campaigns of the year</b>
36.	How was the information about the inspection activities communicated to stakeholders and the general public?		<b>Through the published Annual Report uploaded to HLI's site</b>
<b>I. Evaluating the results of the inspection activities. Evaluation methods and tools.</b>			
37.	How were the <b>results</b> of inspection campaign evaluated?		
a)	based on a checklist	YES	How are the results of inspections evaluated by means of a checklist?  <b>Central services got the inspection report sheets fulfilled with total numbers for each regional directorate</b>
f)	other way	YES	<b>In the Inspection and Re-inspection Report Sheets submitted by regional directorates (besides the total data on each Question) there were data on number of accidents / inspection notices / number of individual inspection recommendations for enforcement / number and some data on the type of sanctions imposed and short description of corresponding infringement.</b>
38.	How was the information about the <b>effects</b> of inspection campaign obtained (e.g. about the elimination of irregularities, introduction of higher standards)?		

b)	information provided by the labour inspector who conducted the next inspection at the workplace	YES	<p>If so, what form did the information provided by the inspector have?</p> <p><b>Only total reports for re-inspections using the same checklist were provided</b></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><b>Main contributors were the inspectors. In general the same inspector has the obligation to do the re-inspection in order for better consistency.</b></p>
40.	Were IT tools used to assess the effectiveness of the inspection campaign?	NO	
41.	How were the project <b>effects</b> evaluated?		
a)	Was any final summary evaluation of the inspection task (inspection campaign) made?	YES	<p>If so, what was the scope of such evaluation?</p> <p><b>to communicate some results in the annual report</b></p>
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?	NO	
42.	How was the final document utilized in practice?		<b>Each directorate has a pool of relevant information in order to use it as they consider most efficiently.</b>