

Annual Report

2010

The logo for 'prevent' features the word in a lowercase, sans-serif font. A small green leaf-like shape is positioned above the letter 'v'.

Institute for occupational
safety and health

Our assets

People oriented

Prevent attaches a great deal of importance to the involvement, motivation and dedication of its staff. That is why the institute makes the people-work relationship its central concern – because investing in people at work is not only an ethical but also an economic necessity.

Quality first

Prevent is ISO 9001 certified. The quality of the products and services is continually evaluated and adjusted if necessary. This is done firstly by our own experts, but external specialists, editorial committees and steering committees also support the products and services through every stage of their lifecycle.

Reality-based

The products and services offered are not only built on a firm basis, but also have an important practical relevance. Customers and partners can also switch to tailor-made solutions. Prevent thus reflects the specific needs of its partners and customers as closely as possible.

Up to date

The most recent information and developments are monitored, interpreted and processed by experts on a daily basis. This information and knowledge is immediately incorporated into the various products and services.

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With thanks to

The services of Prevent have received the financial support of work accident insurers, members of Assuralia, and other national and international bodies with which the institute has partnership agreements. Prevent would like to thank all organisations and institutions for their support and confidence. It enables the institute to develop activities in the public interest and to undertake research in new fields, so that it can support not just its own products and services, but also safety and welfare at work in general.

1 Mission and vision

1.1 Mission

Prevent, an institute for safety and welfare at work, develops activities with a view to positively affecting the quality of life of employees and the sustainable performance of organisations.

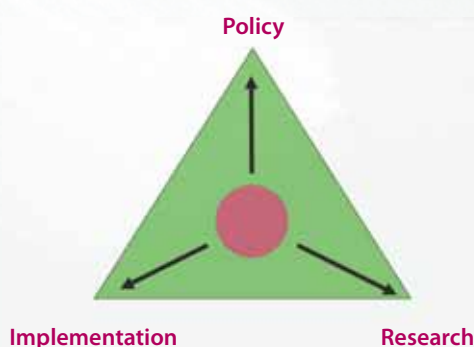
The institute collects and builds on scientifically substantiated information on safety, health and welfare at work, and distributes it through different media to various target groups. The activities of Prevent are thus aimed at increasing safety, health and welfare awareness and at creating a safety culture.

It is the ambition of Prevent to grow into a nationally and internationally recognised knowledge and research institute.

1.2 Vision

Prevent endeavours to develop products and services that are up to date, reliable and practically relevant, and that fit in with the needs of a changing world of work. Prevent thus chooses to base its activities on knowledge and experience from the field of work, the research world and policymakers. The institute supports these three pillars, works together with them, and builds bridges (Figure 1).

Figure 1: The institute's vision



Prevent approaches the subject of safety, health and welfare at work from different angles. The emphasis is on aspects such as risk analysis, ergonomics, psychosocial aspects, health promotion, reintegration, safety culture, etc. Special attention is paid to the human factor and the relationship between safety and performance.

Prevent wants to realise its objectives in a sustainable manner with the necessary care for employees, the environment and society as a whole.

2 Focus on...

The realisation is dawning in increasing numbers of companies that optimum working conditions are not only beneficial for employees, but also for the company itself. They contribute to the health, welfare and motivation of employees, and productivity, efficiency, quality and safety increase.

Employers can intervene in various ways to improve welfare at work. Over the years Prevent has built up substantial expertise in different areas of health and safety at work. The institute distributes knowledge to interested parties in the form of training, studies, advice, publications or campaigns. Prevent always keeps its finger on the pulse to detect new risks and develop strategies to prevent them.

In 2010 Prevent worked on musculoskeletal disorders, (mental) health promotion, job retention and reintegration, safety culture, the costs and benefits of safety and risk analysis. The following pages provide an overview of the activities of Prevent in these fields.

2.1 Ergonomics

Ergonomics is about designing implements, technical systems and tasks such that they are conducive to the safety, health, comfort and effective functioning of people. An ergonomic workplace is thus an important requirement for optimum working conditions.

Consultancy

Prevent has developed substantial expertise in ergonomics that we have made available for many years through training courses and consultancy work. In 2010, Prevent ergonomists provided coaching and advice in connection with around 80 ergonomics projects in companies. Back training was the most in demand.

Training

In addition to tailor-made back training for the company, in 2010 Prevent organised various ergonomics courses, including training in the prevention of office and back complaints, the ergonomics of monitors and offices, etc.

Research

Musculoskeletal disorders (MSDs) are associated with work and living conditions, personal characteristics and socioeconomic status. Successful interventions to combat MSDs at work must be targeted at prevention, (musculoskeletal) health promotion and job reintegration. For the Perosh network, Prevent is investigating which intervention strategies are the most successful.

2.2 Health promotion at work

Health promotion at work is a modern business strategy to avoid poor health at work and to make employees aware of their health and well-being.

This health-oriented approach to work is an important objective of the European Union's strategy to improve quality and productivity in the workplace. This strategy emphasises that good health at work can contribute to good public health in general.

Campaign

In 2007, the European Network for Workplace Health Promotion launched the Move Europe campaign, a two-year campaign on health promotion at work. Move Europe focused on four subjects: smoking, exercise, healthy diet and stress. The follow-up campaign which was run during 2010 focused in-depth on the promotion of mental welfare.

Tool

In Belgium, Prevent organised the campaign for and developed the Company Health Check tool, a test to evaluate the health promotion policy of a company. More than 400 companies in Belgium completed the questionnaire. It is still available and ready to complete on the website www.move-europe.be. This website is regularly updated with new tips and good practices to do with health promotion at work.

Research

On behalf of the Topic Centre Occupational Safety and Health, Prevent conducted two research projects looking at work-related health problems and good practices in connection with the 'whole-school' approach to health and safety in schools.

2.3 Mental health at work

The World Health Organisation describes mental health as 'a condition of well-being that enables each individual to realise his or her ambitions, to deal with normal stress, and to be able to work and have the ability to make a contribution to the development of the society in which he or she lives'. People's mental state is determined by a large number of highly divergent factors, including working conditions, for example work-related stress.

At the moment, mental health problems are the fourth most common cause of work incapacity. The WHO forecasts that depression will be the main reason for work incapacity by 2020. It is expected that the current economic crisis will only strengthen this development.

Research

Since 2008, Prevent has taken part in the European Hires projects, which are part of the European Commission Progress Programme. The first Hires project investigated the link between employee welfare and restructurings. In 2009, Prevent was responsible for the Belgian section of Hires Plus, the second project, with the objectives of increasing awareness of the health implications of restructuring and examining the possibilities in the Belgian system to make welfare at work play a more prominent role in restructurings. In 2010 all these national recommendations were bundled together in a European report.

On 1 October 2010, Hires Public was started. As the name suggests, this project focuses on the welfare factor in restructurings in the public sector, and more specifically on the role of social dialogue in these processes. Hires Public is scrutinising four subsectors: central and local government, education and public hospitals. The project will be completed in September 2011.

Campaign

In view of their effect on people's work capacity, one might expect that mental health problems would be an important point of attention in companies. However, there is no preventive policy in most companies. The campaign Move Europe, Work on Mental Health aims to stimulate companies to engage in mental health promotion at work. It is a sequel to the Move Europe campaign, an initiative of the European Network for Workplace Health Promotion. The Belgian section of the campaign was launched in the Brussels Square congress centre on 26 November 2009 and runs until 27 January 2011.

Tool

Specially for the campaign, Prevent has designed the Mental Health Promotion Check. This test is a fast and handy way to analyse what stage a company has reached with regard to mental health promotion. The test is still available free of charge on the website www.move-europe.be.

Research

On behalf of the Topic Center OSH, Prevent examined both success factors and instances of missing good practices with regard to mental health promotion at work.

Training

The focus on mental welfare was also reflected in the institute's training provision. In the academic year 2010-2011, PreventAcademy offered two courses on the theme of mental welfare: the course for safety advisers in psychosocial matters and the course for confidants. Various workshops covered the prevention of mental problems on the work floor, as well as psychosocial risks, crisis response in connection with traumatic events, suicide prevention and conflict management using the Daniel Faulx method.

2.4 Disability Management

Around 15% of employees in Belgium contend with long-term health problems. They are a significant factor in long-term sick leave and even exclusion from the employment market. The longer an employee is absent as a result of long-term health problems and/or functional limitations, the lower the chance that he or she will ever return to work. This fact, together with the high cost of absenteeism for employers, the shortages on the labour market and the prohibitive cost of social security, means that investment in prevention, job retention and reintegration is required more than ever. Disability management is a method that promotes job retention and reintegration of employees with long-term health problems using a two-pronged coordinated approach at company and individual level.

Research

With the DM@Work project, Prevent together with an extensive partnership of safety services and social partners, has further developed the disability management methodology on a company level. A systematic approach to retention and reintegration has been set up for four sectors: the health and welfare sector, the construction sector, the (petro)chemical sector and the Flemish government. DM@Work started in mid 2009 and runs until the end of 2011. The project is supported by the European Social Fund for Flanders. The ESF has selected DM@Work as its ambassador for 2011.

Publication

DM@Work has published four practical manuals: a general manual for the private sector as a whole, and individual manuals for the health and welfare sector, the construction sector and the (petro)chemical sector. These manuals support companies and service-providers in setting up a systematic job retention and reintegration policy. They offer an overview of problems and opportunities in the sector, of the statutory support measures, the network of actors involved in reintegration and a multi-step plan with tools for implementing and executing a policy. The manuals are available in limited numbers of hardcopy versions and in PDF form on the website www.disability-management.be.

This website was created in spring 2010 as a component of DM@Work. It provides background information about the method and collects news about job retention and reintegration.

Research

Prevent also coordinated research into the sustainable employment of people with an occupational disability and the policy conducted by Belgian companies in this area. This project resulted in spring 2010 in a report with practical tips for employers and recommendations for policymakers.

2.5 Young people at work

The young people of today are the employees and employers of tomorrow. Due to their lack of experience they are also a risk group for industrial accidents.

It is thus important for employers to pay extra attention to them and for young people to learn during their training what healthy and safe working is, so that they will apply it later on the work floor.

Research

On behalf of the Topic Center Occupational Safety and Health, Prevent collected good practices relating to a whole-school approach to safety, involving both teachers and pupils. The whole-school approach consists of a combination of preventive measures which firstly promote pupils' and teachers' health and safety in education and secondly aim to integrate safety in the school curriculum.

Campaign

Traditionally Prevent has supported the working students campaign of Preventie&Interim. The action ran from June to September 2010. In past years, the campaign has always been highly successful. The number of participants has increased from year to year, and the frequency of accidents and their severity has also fallen noticeably.

2.6 Welfare at work in SMEs and for the self-employed

SMEs and the self-employed deserve special attention when it comes to health and safety at work. The limited time and resources available mean that conducting a vigorous general safety policy in SMEs is more difficult than in larger companies. Nevertheless the risks are the same. The self-employed are often completely ignored when it comes to welfare at work, because they fall outside the scope of the Welfare Act that requires employers to report industrial accidents and conduct a preventive policy.

Briefings

Together with UCM (the Union of Small Firms and Traders) and Assuralia, Prevent organised five briefings for SMEs in five different Walloon cities in spring 2010. The evening sessions on the costs and benefits of preventive measures were attended by a total of around 100 companies. Most of the companies had fewer than ten employees. In 2011, Prevent will look into extending these briefings to Brussels and Flanders.

Publication

Prevent has also collaborated with UCM on the publication front. Since August 2010, UCM has published a monthly article written by Prevent in its magazine *Union et Actions*, which reaches 14,000 members of UCM. In the articles, Prevent gives practical information and tips to SMEs on various aspects of safety policy.

2.7 Safety culture

In order to improve safety in an organisation, a great deal of effort can be made in the area of engineering and safety management. But at a certain point in time these improvement possibilities dry up. In order to do even better, the focus has to shift to improving the safety culture. Safety culture is a subculture of the organisational culture that influences the attitudes and behaviour of employees with respect to health and safety.

Research

Prevent has collected all existing strategies and methods for measuring and analysing the safety and health culture within an organisation, in connection with a study for the Topic Center OSH. Likewise for the Topic Center, Prevent has collected good practices exemplifying engagement and leadership in safety policy management.

Prevent has also developed the NOSACQ tool for the Belgian market. The Nordic Safety Climate Questionnaire (NOSACQ) is a tool for diagnosis and intervention to evaluate the status and development of the safety culture in an organisation. It was designed in 2003 by a Scandinavian team. Prevent has translated NOSACQ to the Belgian context in Dutch and French. In 2010, these translated versions of the questionnaire were validated using a survey of more than 1,300 employees from sixteen different Belgian companies.

Consultancy

The NOSACQ tool is used by Prevent, among other purposes, as a diagnostic tool in connection with health and safety consultancy and improvement programmes in companies.

2.8 The costs and benefits of a safety policy

Everybody agrees that industrial accidents are costly. The problem, however, is to find out precisely how much they cost and what the impact of these costs are on the company. In 2008, with the support of Assuralia and together with partners, Prevent developed the PreventMatrix, a model for identifying the costs of industrial accidents, and continues to involve itself in the question of the impact of health and safety on the company and the economy.

Research

Prevent led a two-year study into the costs and benefits of health and safety at work. The study was given the name BenOSH: Benefits of Occupational Safety and Health, and was conducted on behalf of the Directorate-General Employment, Social Affairs and Equal Opportunities of the European Commission. During the project, case studies were carried out in different companies in which the costs of work accidents and work-related diseases were calculated. The project was completed at the end of 2010.

Prevent also participated in the Economic Incentives Expert Group of the European Agency for Safety and Health at Work. The group looks at how financial incentives can be used to encourage companies to invest more in safety and health at work.

Briefings

A hundred Walloon SMEs took part in the briefings on the 'Costs and benefits of safety' which Prevent organised with UCM and Assuralia.

3 A great diversity of projects

3.1 Research

Through its research, Prevent collects relevant and up-to-date knowledge from Belgium and abroad relating to occupational risks and the prevention of work-related accidents and health problems. Prevent translates this knowledge into practice, so that welfare at work can be improved in a scientifically grounded way.

The research is geared to answering questions such as:

- How are working conditions and the social, economic and cultural contexts developing?
- What are the trends?
- What are the new and emerging risks?
- Are there scientifically grounded safety strategies (good practices) to control the risks?

For these research activities, Prevent works closely with other institutes and organisations in Belgium and abroad. In 2010 Prevent conducted research projects for, among others: the European Commission, the European Agency for Safety and Health at Work (EU-OSHA), the Federal Public Service of Employment, Labour and Social Dialogue and the Department of Labour and the Social Economy of the Flemish Government.

3.1.1 Topic Centre Occupational Safety and Health

The Topic Centre Occupational Safety and Health (TCOSH), is a consortium of European safety institutes that together carry out assignments for the European Agency for Safety and Health at Work (EU-OSHA). These involve collecting good practices from the EU member states, conducting literature reviews on specific subjects, compiling national policy choices, and keeping the website <http://osha.europa.eu> up to date.

The Topic Centre OSH is divided into two pillars: the European Risk Observatory (ERO) covers quantitative research projects, while qualitative research (collecting good practices and performing literature reviews) is conducted under the Work Environment (WE) pillar. Prevent is one of the main partners in the Topic Centre OSH and worked on numerous research projects in 2010. Among others, Prevent was responsible for the following projects:

- Occupational burden of disease: overview of current methodologies and applications
- Expert analysis on mental health promotion at the workplace
- Case study collection on a 'whole-school approach' combining staff/pupil health and safety and risk education
- Case study collection on Occupational Safety and Health (OSH) and leadership
- Literature review on evidence-based prevention in construction, healthcare and the hospitality and catering sector
- State of the art review on safety culture assessment methods
- State of the art review of workplace innovation and OSH performance

Occupational burden of disease - Work-related health problems

The causes of work-related health conditions or diseases are complex. In a number of cases, work-related factors will be the sole cause of the disease, but it is also possible for work-related factors to increase the risk of the disease. 'Work-related health conditions' is a broader concept than 'work-related diseases', and encompasses all diseases in which work is a causal factor. It is conjectured that the work-related disease figures are underestimated.

A consistent and comparative description of the scope of work-related health conditions and work-related diseases and the associated risk factors is an important requirement for the conduct of an appropriate safety policy. The project gives an overview of the methods used to identify the scope of diseases and accidents; it identifies diseases and health problems for which the methodology can be used and gives examples in which the methodologies are used as input for policy and preventive measures.

Expert analysis on mental health promotion at the workplace

This project builds further on the examples of good practices to do with mental health promotion at work, which were catalogued in 2009.

The practical cases are analysed with a view to identifying common success factors and discerning gaps which require further research. The analysis will be provided to policymakers, experts and employers as a form of support with the implementation of projects for health promotion in companies.

Case study collection on a 'whole-school approach' combining staff/pupil health and safety and risk education

The whole-school approach consists of a combination of preventive measures which firstly promote pupils' and teachers' health and safety in education and secondly aim to integrate safety in the school curriculum.

The project identifies good practice examples of a whole-school approach and illustrates them by means of testimonials and interviews. A selection of the cases is then analysed in order to identify obstacles and success factors. The information is useful for policymakers and experts in education and the safety world.

Literature review on evidence-based prevention in construction, healthcare and the hospitality and catering sector

On the basis of a scientific literature review, this project is compiling a list of preventive measures, good practices and interventions – preferably those whose effectiveness is proved ('evidence-based interventions') – for three sectors: construction, healthcare and the hospitality and catering sector.

In a first subproject, evidence-based preventive measures are identified for specific risks such as the risk of musculoskeletal disorders, tripping, slipping, falling, noise, vibrations, burns and cuts, working in cold, hot and other climatological conditions, physically strenuous working conditions and accidents involving vehicles.

A second subproject focuses on risks in connection with work-related stress, mental health and undesirable behaviour.

A third subproject is cataloguing evidence-based preventive measures for risks associated with exposure to hazardous substances.

The preventive measures are compiled per sector in a report with an associated questionnaire.

The list of measures per sector can be used by national governments or insurance bodies, for example to develop economic or financial incentives. A previous project relating to economic incentive strategies demonstrated that successful strategies can reduce the number of work-related accidents and diseases in the companies concerned.

Case study collection on OSH and leadership

The goal of this project is to collect good practices which establish the link between active engagement and leadership on the part of management in safety activities in the company on the one hand, and the minimisation of the number of work-related accidents, reduced sick leave and increases in productivity on the other.

Among the areas of focus are strong and visible leadership by senior management, active engagement in safety, manifested for example in communication processes and management structures, safety as a clear area of management responsibility, the conduct of a documented safety policy based on risks, employee engagement and an active training policy.

State of the art review on OSH culture assessment methods

A safety policy is partly determined by the prevailing culture within an organisation. This refers to the unwritten rules which determine how employees treat one another, work together and communicate, and what influence this has on risk and safety levels. There are various different strategies and methods for analysing an organisation's occupational safety and health culture. The goal of this project is to collect together all existing strategies and methods for measuring and analysing the safety and health culture within an organisation.

State of the art review of workplace innovation and OSH performance

Workplace innovation or social innovation is about redesigning the way work is organised and making full use of workers' skills, so that business performance can be improved and the talent that is present can be developed. Within this project, a report is being written about all existing policy strategies and practice examples within Europe in order to encourage and increase workplace innovation and hence the quality of work. The emphasis is specifically being placed on the impact of innovative approaches to safety and health at work.

Facilitation of the Economic Incentives Expert Group workshop in Rome and Brussels

The Economic Incentives Expert Group is a group of experts brought together by the European Agency (EU-OSHA) to give advice on how financial incentives can be used to encourage companies in Europe to invest more in safety and health at work. In 2010, two expert meetings were held: one in Rome (26 and 27 May) and one in Brussels (24 November). This latter workshop was part of the 'Quality of Working Life Event' that was organised by Prevent in connection with the Belgian presidency of the EU (you can find more details of this in the chapter on 'Networks and Partners'). Prevent supported the European Agency by facilitating meetings and writing a report on both meetings.

Organisation, facilitation and drafting of minutes of three workshops on maintenance in the framework of a Belgian presidency event

During the Belgian presidency of the European Union, on behalf of the European Agency for Safety and Health at Work, Prevent organised three workshops on safe maintenance, the European campaign theme. The workshops formed the afternoon section of a seminar that the Agency organised during the safety week at the end of November 2010 in Brussels for participants from all over Europe.

Each workshop dealt with a specific theme relating to the main theme: 'maintenance and contractors', 'maintenance and design' and 'maintenance and hazardous substances'. This last theme was prepared in conjunction with the Kooperationsstelle in Hamburg. Prevent and KOOP compiled a report on the workshops, which has been made available on the Agency's website as the 'Online Seminar Survey'.

OSHWiki

The Agency for Safety and Health at Work (EU-OSHA) has started to develop OSHwiki, a Wikipedia on Safety and Health at Work. The Agency has tasked TCOSH with the compilation of a work plan setting out the overall structure, working method, communication plan and editorial guidelines. Prevent has led this TCOSH task. OSHwiki will be a place where knowledge about occupational safety and health is pooled. Like Wikipedia itself, OSHwiki will also be a multilingual platform on which experts from the OSH community can add information and comment on articles. In 2011, TCOSH will develop a number of articles so that OSHwiki can be made available with a broad information base from the start.

3.1.2 Benefits of Occupational Safety and Health (BenOSH)

Prevent led a two-year study into the costs and benefits of health and safety at work, called BenOSH: Benefits of Occupational Safety and Health. It was conducted for the Directorate-General Employment, Social Affairs and Equal Opportunities of the European Commission. During the project, case studies were conducted in different companies in which the costs of industrial accidents and cases of work-related diseases were calculated. The project was completed at the end of 2010. The provisional results of the research were presented at the seminar on 'Benefits of occupational safety and health: towards a sustainable productivity' in the European Parliament on 24 November 2010.

3.1.3 Hires Plus and Hires Public

Since 2008, the European Commission has been involved in research into the impact of restructurings in companies on workers' welfare. It has set up three successive projects, for which Prevent is the Belgian partner: Hires (Health in Restructuring), Hires Plus and Hires Public.

The Hires Plus project, which was completed in 2010, encouraged all participating member states to take a critical look at their national mechanisms to do with restructurings and the connection with the health of the employees concerned. They formulated policy recommendations on giving welfare at work during restructurings a higher place on the agenda. During the first Hires project, it had already been concluded that job insecurity has a negative impact on the working atmosphere and personnel motivation. Insecurity breaks the bond between employer and employee and creates a considerable amount of extra stress for the latter, which can lead to increased sick leave and lower productivity.

Hires Public focuses on the role of social dialogue and its impact on employee health during restructurings in the public sector. The project started on 1 October 2010 and ends on 30 September 2011 with a closing event in Brussels.

During that year, each of the partners in the project will analyse two cases of restructuring in the public sector, which is divided into four subsectors: central government, local government, education and healthcare. For each case, the partners will conduct research to examine the extent to which health questions were taken into account during the restructuring process. They will also identify the competencies that social partners need in order to minimise the impact of restructurings on employees' health. The partners are receiving support in this from an accompanying group of employee and employer representatives.

3.1.4 Move Europe

Prevent is the Belgian national contact point for the European Network for Workplace Health Promotion (ENWHP). In 2010, it conducted the campaign Move Europe – Work on Mental Health for ENWHP. The Belgian section of the campaign was launched on 26 November 2009 and comes to an end on 27 January 2011, when three companies will be selected as examples of good practice for their efforts to promote mental welfare on the work floor.

To measure what stage companies have reached with their mental health policy, Prevent has developed the Mental Health Promotion Check. This online questionnaire gives the company an instant analysis of its current policy on mental health and tips on how to improve it. Companies can still complete the questionnaire at www.move-europe.be.

3.1.5 DM@Work

Since 2004 Prevent has played an active role in disability management (DM) by introducing the methodology into Belgium. Disability management promotes job retention and a return to work for employees with long-term health problems, using a combined approach at individual and company level. With the DM@Work project, supported by the European Social Fund for Flanders, Prevent wants to further develop the methodology relating to job retention and reintegration policy at company level. A systematic approach to retention and reintegration was set up for four sectors: the health and welfare sector, the construction sector, the (petro)chemical sector and the Flemish public sector. The results of the research and experiments have been gathered together in four practice manuals which support companies and service-providers with the setting up of a DM policy. The manuals offer a practical overview of the relevant legislation, a sector-specific look at the issue and a multi-step plan with tools and practice examples to support the implementation and execution of a DM policy at company and individual level. DM@Work started in April 2009 and runs to the end of 2011. DM@Work has in the meantime been selected as ESF ambassador.

3.1.6 Sustainable employment of persons with an occupational handicap

'Sustainable employment of persons with an occupational handicap - What policy do companies conduct?' was a study for the Department of Work and Social Economics of the Flemish Government. It investigated the way in which companies approach the sustainable employment of people with a disability in practice, in order to make recommendations to employers on the basis of these findings. ACT-Désiron and UCBO-Ugent helped Prevent with the content of the study. The report, with tips for employers, was published on the website werk.be in May 2010.

3.1.7 Ik wil er wel-zijn

'Ik wil er wel-zijn' is a project of the non-profit organisation Familiehulp vzw, whose goal is to reduce short-term sick leave at Familiehulp and in other home care or service cheque organisations. Prevent and ACT Désiron are partners in the project, which is financed by the European Social Fund for Flanders. The project has two parts. In the first part, a tool was developed to match workload (a characteristic of the working environment) with work capacity (a characteristic of the employee): the TOM (Tailor-Made Tasks) score. In the second part of the project, a multi-step plan was developed to set up a sick leave policy. The aim is to avoid sick leave in this way, and ensure that employees feel well at work. Prevent mainly contributed to the development of the multi-step plan for a sick leave policy, and is now a partner for the dissemination phase of the project. 'Ik wil er wel-zijn' runs until the end of October 2011.

3.1.8 Evaluation of European directives on safety and health at work

On behalf of the European Commission, and in conjunction with two German partners, KOOP and TNS Infratest, Prevent is developing a methodology for the evaluation of European OSH directives, applicable to all member states.

The evaluation methodology should make it possible to assess the quality of European legislation on safety and health at work and the actual practical implementation of this legislation in workplaces. The methodology will also be tested out on Workplace Directive 89/654/EEC.

In the first work package, indicators will be sought which make evaluation possible, by looking at existing evaluation tools, primarily in the field of safety and health at work, although possible sources in other disciplines will also be studied. Using the indicators, a general tool will be developed for the systematic evaluation of the legislation.

The second work package will mainly focus on the practical application of the developed methodology on the Workplace Directive. In 27 European member states and the EFTA-EEA countries, statistical data will be collected and a literature study performed. A survey of the main stakeholders in the member states and the EFTA-EEA countries will then be organised, as well as a survey of a representative sample of employers and employees. The results of the two work packages will be documented in two reports. The project runs until the end of 2011.

3.1.9 NOSACQ-50

NOSACQ stands for 'Nordic Occupational Safety Climate Questionnaire'. The NOSACQ-50 is a questionnaire that can be used to measure how employees regard safety on the work floor, how they perceive the safety policy that is being conducted, and to what extent they observe existing safety rules and procedures. Reference is made in this connection to the 'safety climate' within an organisation. The questionnaire was developed by a group of Scandinavian researchers and initially tested and validated in Scandinavia, in various industrial sectors (construction and transport, manufacturing, healthcare, etc.).

Prevent has translated NOSACQ to the Belgian context in Dutch and French. In 2010, these translated versions of the questionnaire were validated in a survey of more than 1,300 employees from sixteen different Belgian companies.

Prevent serves as international contact point for NOSACQ studies in Belgium, and maintains close contacts with the NOSACQ main coordinator in Denmark (NRCWE, National Research Centre for the Working Environment).

The NOSACQ questionnaire is used by Prevent, among other purposes, as a diagnostic tool in connection with health and safety consultancy and improvement programmes in companies.

3.2 Consultancy

Prevent offers bespoke advice, coaching and training for different target groups: companies, sectors, the government, social partners, insurance companies and external safety services.

Areas of work in 2010

The activities of the consultancy team are based on scientifically tested strategies and methodologies and are situated in the areas of company management, company structures and material conditions, the people-work system, work organisation, procedures and safety culture.

In 2010, Prevent consultants coached companies and organisations in the following areas:

- Ergonomics
- Safety (culture)
- Human resources
- Stress and psychosocial aspects
- Health promotion
- Welfare, safety and health at work

3.3 Publications

Prevent develops numerous information products and services. The institute provides information on news and relevant subjects via websites, e-zines and journals and web-based tools. It publishes research reports and practical guidelines in the form of checklists and other (electronic) tools. Prevent designs awareness-creating material such as brochures, leaflets, posters, campaigns and tools. The institute also creates tailor-made products on the request of the customer.

3.3.1 Websites

PreventNet

Prevent's website, www.prevent.be, is an important showcase. The website gives information on the different products and services of the institute, contains articles, legislation and good practices relating to the broad field of welfare at work and gives access to PreventDoc, the online documentation centre. Certain parts are restricted, and only paying subscribers can access them with a user name and password. It is also possible to order online, ask questions and register temporarily. In 2010, work started on redefining the management and lay-out of the website. The new website will go online in the course of 2011.

BeSWIC

BeSWIC (www.beswic.be) is the internet portal of the Belgian Safe Work Information Centre, which is the Belgian support point of the European network of the European Agency for Safety and Health at Work. Prevent created the website's Ergonomics section, which went online in 2010.

3.3.2 Electronic newsletters

PreventMail

PreventMail informs subscribers every day about new legislation and newspaper coverage of welfare at work. In addition, the newsletter publishes reports on current affairs and announcements by international safety institutes. PreventMail has met with considerable interest and proves that electronic reporting is faster and more interactive than paper publications. A new design has been used for PreventMail since January 2010.

PreventSelect

PreventSelect gives users an overview of the new literature acquisitions in the documentation centre according to their interest profile.

PreventFlash

PreventFlash is a monthly electronic newsletter for work accident insurers, including an overview of literature acquisitions and new legislation.

3.3.3 Printed publications

PreventFocus

PreventFocus is a monthly magazine that looks at current trends in welfare at work. The magazine mainly provides background information, takes an in-depth look at a number of aspects through reports and interviews and gives information on safety matters.

PreventFocus was revamped in January 2010. The magazine now provides more practical and concise articles divided into different sections: In practice, News&Research, Tools&Methods, People&Safety, Legislation, On the Work Floor, Focus and Dossier. There are also short extra sections on electronic tools, research in the spotlight and ergonomics.

Each year the editorial team publishes a number of specials. In 2010 PreventFocus focused on the topics of falls, thermal environmental factors, chemicals and transport.

PreventMemo

PreventMemo is a monthly index card that explains a specific subject on two pages. The subjects dealt with in 2010 were: safety shoes, protection of pregnancy, safety harnesses, chlorine, an ergonomic approach to the work station, violence and aggression at work, excavators, vibrations, working in artificial cold, and industrial high-pressure cleaners.

PreventActua

PreventActua is a fortnightly newsletter for safety experts, occupational physicians, ergonomists, chairmen and members of the safety and protection at work committee. The newsletter provides news and practical information about the broad field of safety, health and welfare work. PreventActua is supported by an editorial committee that provides the contacts on the ground.

The articles from PreventFocus, PreventMemo and PreventActua are available online at www.prevent.be.

Operatie Veiligheid

Operatie Veiligheid is a monthly magazine for employees. It is the most read Prevent magazine. In addition to safety at work, safety in the home and road safety are also covered.

3.3.4 Practical tools

PreventLex

Prevent works together with the publisher UGA on the online application PreventLex, which makes all the legislation on welfare at work accessible. An editorial team with both partners, FPS ELSD, Prebes and PVI, advises on the texts to be included.

The website www.preventlex.be combines the benefits of the Internet (topicality, accessibility) with the qualities of a publication (handy keywords, well organised). In addition to legislation, the website also provides references to the literature and address lists of accredited organisations.

In 2010, work was done on a weekly update of the texts so that users can always count on an up-to-date picture. The 'In practice' section was further expanded with a module on case law and a series of new titles in the 'Focus on' series: Focus on artificial optical radiation, Focus on health monitoring, Focus on chemicals, Focus on smoking in the workplace.

3.3.5 Awareness-creating instruments

The 2011 campaign

In order to develop an information and awareness policy, companies can call on an extensive collection of posters and campaign resources. The annual campaign package includes a schedule, tips for actions and posters on three subjects.

In 2010, the subjects for the 2011 campaign were developed: hazardous products, work-life balance and respiration protection.

The theme of hazardous products was in the spotlight, as the labelling and packaging of hazardous products has undergone fundamental changes due to European regulations.

The 2010 campaign package (developed in 2009) dealt with the following subjects: safe maintenance, alcohol and drugs at work and eye protection.

3.3.6 Educational tools

Recognising hazardous products

To help companies inform employees about the new labelling and packaging of hazardous products, Prevent developed a separate poster and an information leaflet as well as the campaign package.

The leaflet clearly summarises the meaning of the labels on hazardous products, what risks they indicate and what preventive measures are required. It shows both the old and the new symbols. It is thus an excellent aid for spreading information about this subject in the company. The leaflet has also been produced in English.

PreventStart

Together with the multimedia company, Opikanoba, Prevent developed an e-learning tool on health and safety at work.

New employees in the company or employees who want to supplement or refresh their basic knowledge of health and safety at work can learn at their own pace through this tool in order to assess the different risks on the shop floor and the appropriate measures to be taken to prevent accidents. The employer selects, according to each employee, which of the 11 available modules are relevant: actors in the company, working posture, lifting and hoisting, internal transport, electricity, fire and explosion, accident, order, tidiness and hygiene, work equipment, machines and tools, ladders and scaffolding, hazardous products and safety signs.

Each company can also personalise the tool by adding a logo, emergency numbers, etc. The demo is available at the web address <http://prevent.opikanoba.com>.

3.4 Information

Prevent maps the information and knowledge requirements of different target groups and provides specific information via online databases and a documentation centre. The institute has a Working Life Service Centre, a documentation centre and a multimedia centre.

3.4.1 Working Life Service Centre

The Working Life Service Centre was set up in 2008. Via a network of internal and external experts, the Centre formulates a response to technical and legal questions regarding safety, as a personalised advice to PreventAssist subscribers. A selection of the questions and answers is available on PreventForum, on the website www.prevent.be/p/preventforum.

3.4.2 Documentation centre

The documentation centre provides support for answering the questions of the Working Life Service Centre. It also catalogues new legislation and publications relating to welfare at work. The result is an extensive database that can be consulted locally and on the Internet.

The centre is freely accessible by appointment, and documents can be consulted and borrowed. PreventAssist subscribers are sent the information.

Last year, 355 books, 799 articles and 138 dissertations were added to the database.

3.4.3 Multimedia centre

In 2010 Prevent further updated the audiovisual resources collection with the aim of broadening the range of DVDs and dealing with specific subjects. 20 new DVD titles were added to the collection. A DVD catalogue was created that can be consulted on the Prevent website.

A committee of representatives of work accident insurers advises the media library on the purchase of new DVDs and other audiovisual aids.

3.5 Training

Prevent develops and organises training courses in Dutch and French under the name 'Prevent Academy'. Subjects such as Safety & Security and Health and Environment linked to welfare at work occupy a central position at the Academy. The range of training includes legally recognised training courses, practice-oriented training, workshops, workshops and tailor-made training for the company.

Together with KU Leuven, Prevent Academy organises a wide range of accredited training courses and up-to-date workshops for safety advisers and environmental coordinators. This exclusively Dutch-speaking training is provided under the name 'Lucina Opleidingen'.

South Day

On 21 October 2010, PreventAcademy gave a day of training to a special student. Sixteen-year-old Maarten Van der Voorde, a student at Sint-Pieterscollege in Leuven, participated, along with Prevent, in the project 'Klop eens een dagje voor het Zuiden!'. This initiative by the non-profit organisation Zuiddag vzw enables pupils in the final stage of secondary education to work for a day for the benefit of their contemporaries in the South. The money that they earn during the day is donated in full to a humanitarian cause. With the money that Maarten earned at Prevent, he supported youth projects in Bali and Java which are using creative and innovative ways to raise awareness of the importance of healthy diet.

3.5.1 Training courses

In 2010-2011, the following training courses were on the programme:

Welfare at work

- Basic knowledge for safety advisers (French and Dutch)
- Refresher course for safety advisers
- Multidisciplinary basic training to prepare for the specialisations of a safety adviser (Lucina Opleidingen – four groups)
- Multidisciplinary basic module (French)
- Safety officer level 1 (Lucina Opleidingen)
- Safety officer level 2 (Lucina Opleidingen – 2 groups)
- Specialisation module as safety adviser in psychosocial aspects (Lucina Opleidingen)
- Training in psycho-social risks (French)
- Training as a confidant
- The toolbox meeting in practice
- The toolbox meeting (French)
- Preventing tripping and falling
- 5S, a method for a safe workplace
- Risk analysis and management: what are the options for my company? (French)
- Methods for analysing work accidents and incidents (French)
- Intake of workers (French)
- Communication resources and techniques for the safety adviser (French)
- Disability case manager

Ergonomics

- Prevention of back complaints (train the trainer)
- Prevention of office complaints
- Ergonomics adviser
- Prevention of musculoskeletal disorders (MSDs) and back complaints (French)
- Prevention of MSD and back complaints for nursing and care personnel (French)
- Trainers' training in the prevention of MSDs and back complaints for the healthcare sector (French)
- Office ergonomics (French)
- Protection against back complaints and MSDs (general training) (French)
- Protection against back complaints and MSDs – Construction sector (French)
- Protection against back complaints and MSDs – Childcare sector (French)
- Protection against back complaints and MSDs – Domestic help sector (French)
- Protection against back complaints and MSDs – Healthcare sector (French)
- Preserving your 'back capital' (French)

Hygiene

- Occupational hygiene adviser
- Specialisation module for safety advisers in occupational hygiene (Lucina Opleidingen)

Environment

- Environmental coordinator level A (Lucina Opleiding)
- Environmental coordinator level B (Lucina Opleiding)
- Environmental coordinator level A, via transitional level (Lucina Opleiding)
- Energy expert type A

Safety

- Safety coordinator module for safety advisers (Lucina Opleiding)
- Safety coordinator level A (Lucina Opleiding)
- Safety coordinator level B (Lucina Opleiding)
- Safety coordinator level A, via transitional level (Lucina Opleiding)
- Safety coordinator on temporary or mobile construction sites level A (Lucina Opleiding)
- Safety coordinator on temporary or mobile construction sites level B (Lucina Opleiding)

3.5.2 Workshops

The following workshops were offered in 2010-2011:

Welfare at work

- The prevention of mental problems on the work floor
- Crisis response in connection with traumatic events
- Suicide prevention
- Conflict management using the Daniel Faulx method
- Workshop for confidants: personal effectiveness in response and mediation
- Communication on the work site
- Update for the safety adviser
- Building welfare: site visits
- Psycho-social risks (French)
- Working with temporary workers (French)
- Road-related risks in conjunction with the Belgian Institute for Road Safety (French)
- Work-related road risks: issues for the company and responsibilities for the safety adviser (French)
- First aid (the new Royal Decree) (French)
- The social penal code (French)
- Legislative summary of the year (French)

Environnement

- Impact of new environmental standards on surface water
- The new registration of chemicals
- Reach, CLP... consequences for the safety adviser (French)

4 In contact with the environment

Prevent also has an eye for the link between the expertise developed within Prevent and the customers who use the products and services of Prevent. The Prevent marketing team supports the development of new products and services and devises promotional campaigns.

As an institute, Prevent maintains many contacts with networks and partners in Belgium and abroad. The Public Affairs team develops action plans for specific target groups and stakeholders. It also communicates with the outside through newsletters and press contacts.

4.1 Newsletters

Prevent publishes two newsletters to inform customers and partners about new developments within the institute.

4.1.1 PreventInfo

PreventInfo comes out four times a year and aims to make a link between Prevent and all its customers and contacts. The newsletter primarily contains news on the activities of the institute. The newsletter is published in three languages: French, Dutch and English (electronic only).

4.1.2 PreventNews

PreventNews is a fortnightly electronic newsletter with a number of short reports on current affairs, tips for readers and news on Prevent products and services. PreventNews is published in French and Dutch. It can be subscribed to via the website www.prevent.be.

4.2 Press

In 2010 Prevent issued six press releases on various subjects to the national press – and once also to the Luxembourg press. This led to around 20 contributions in daily, weekly or monthly news publications (11), on websites (9), and on the radio (1) and several mentions in events listings by local TV stations.

In one in four cases, Prevent was in the media with reports about stress and mental welfare at work. The launch of the website www.disability-management.be, the contribution about emerging risks in connection with World Day for Safety and Health at Work on 28 April 2010 and questions about working in very cold weather also prompted a number of news reports.

4.3 Networks and partners

4.3.1 Network event 'The Quality of Working Life'

From 24 to 26 November 2010, various workshops and conferences on current topics in occupational welfare were held in Brussels in connection with Belgium's presidency of the EU.

At the invitation of Prevent, various European network organisations (ENWHP, ENETOSH, ENSHPO, PEROSH, EANPC and ISHCCO), the European Agency for Safety and Health at Work (EU OSHA), and VCA-Besacc organised a seminar, conference or meeting. A wide range of topics was covered, including economic incentives, costs and benefits of safety, violence in education, safety coordination, maintenance, and moving from research to practice. Some meetings were by invitation only, while others were completely open to the public.

The three-day event closed with a colloquium in the European Parliament, organised by Prevent. During this colloquium, a number of experts outlined their visions of sustainable work, each from his or her specific field of expertise. The themes covered included national strategies on welfare in the different EU countries, sustainable work as the basis for sustainable enterprise, welfare at work and the link to social healthcare and employment, safety and reintegration, and the quest for further synergies in order to meet the new challenges with regard to welfare at work.

ESA astronaut Frank De Winne concluded the colloquium with a speech about his experience of extreme working conditions, the environmental factors and psychosocial pressure during his OasISS mission in space.

4.3.2 Belgian partner organisations and networks

Work accident insurers

For many years Prevent has developed a successful partnership with work accident insurers, through Assuralia. The institute supports the safety departments of work accident insurers with information and advice. Moreover, the financial support of insurers enables a number of collective actions to be developed, such as the development of knowledge, the management and expansion of the documentation and information centre, the organisation of information and awareness campaigns for SMEs (Pro-Safe) and young people at work.

Every year, Prevent organises a specific workshop for advisers at the safety departments of work accident insurers. In 2010 the subject was the relationship between stress and work accidents.

Federal Public Service of Employment, Labour and Social Dialogue

In 2004 Prevent and the FPS of Employment, Labour and Social Dialogue (ELSD) signed a cooperation protocol. Under it, FPS ELSD made Prevent responsible for supporting the Belgian section of the information network that is being built up by the European Agency for Safety and Health at Work. Prevent is working closely with the national Focal Point (the official contact point of Belgium of the European Agency for Safety and Health at Work) on the development of the BeSWIC website. Prevent set up the ergonomics section, which went online in 2010. Prevent also sits on the Supreme Board for Prevention, Protection and Welfare at Work.

4.3.3 European networks

Through better exchange of information and experiences and by creating synergies in knowledge development and knowledge transfer, important benefits of scale can be realised. That is why Prevent aims for closer cooperation on a European level, targeted at increasing numbers of concrete projects.

Topic Centre Occupational Safety and Health

The purpose of the European Agency for Safety and Health at Work is to collect and analyse information on health and safety at work and to ensure that more information is available. The role of the Agency is to make workplaces in Europe safer, healthier and more productive, and above all to promote an effective safety culture in the work environment.

Prevent plays an active role in the Topic Centre Occupational Safety and Health. The TC OSH is a consortium of European institutes that perform projects together for the European Agency for Safety and Health at Work. It involves collecting good health and safety practices from the EU member states, conducting literature studies on specific subjects, gathering together national policy options, keeping the website <http://osha.europa.eu> up to date, etc.

European Network for Workplace Health Promotion

The European Network for Workplace Health Promotion (ENWHP) is a European network that coordinates the exchange of good practices on the promotion of the health of employees. Prevent was given the role of National Contact Office for Belgium and actively works on different projects of the network. In 2010 it was decided that from 2011 Prevent would take on the role of network secretariat.

During the network event 'The Quality of Working Life', ENWHP convened its members for an internal meeting.

During 2010 Prevent organised the Belgian section of the Move Europe – Work on Mental Health campaign. It started on 26 November 2009 and ends on 27 January 2011.

Partnership for European Research on Occupational Safety and Health

Prevent is a member of PEROSH, the Partnership for European Research on Occupational Safety and Health. This is a European network of safety and research institutes from different member states for the mutual exchange of research results and information and the development of joint research projects.

Since 2008 Prevent has housed the scientific secretariat of PEROSH. The secretariat carries out day-to-day coordination, development and monitoring of the network activities in consultation with the PEROSH management.

In addition the secretariat is also the point of contact for the EU and other international and national players for setting up a proactive dialogue with stakeholders on an international and national level.

In 2010 the secretariat worked on various open consultations of the European Commission and among other things monitored the nine research projects that were organised within the network.

In 2010 a newsletter was also developed in which the partners provide information about new research projects and their results. The newsletter can be consulted via www.perosh.eu/p/newsletter.

As part of 'Quality of Working Life' event, PEROSH organised a seminar on the challenges for welfare at work for the next decade. The seminar on 'Research in Action' assembled European researchers and policymakers to discuss how the relationship between empirical knowledge about a healthy and safe workplace and actual implementation on the work floor can be improved. The proceedings of the seminar are available online on the PEROSH website, www.perosh.eu/p/proceedings-ria

Finally, Prevent participated in three research projects within Perosh in 2010:

- European practices in the management of ageing workers
- Success factors of workplace health intervention strategies to tackle musculoskeletal disorders (project leader)
- Expanding zero accident vision to European context - Interlinking research and networking
- Well being and work

These projects started in 2009 and have a duration of two to three years.

European Network of Safety and Health Practitioner Organisations

ENSHPO, the European Network of Safety and Health Practitioner Organisations, is a network of representatives of the most important organisations of safety experts of the EU member states. Prevent is the coordinator of the Belgian section of the network.

During the network event 'The Quality of Working Life', ENSHPO organised the seminar 'Towards a European harmonized qualification for Occupational Safety and Health professionals (ENSHPO EurOSHM and EUSAFE project)'.

European Association for National Productivity Centres

Prevent is secretariat-general of the EANPC, the European Association for National Productivity Centres. The EANPC consists of national productivity centres or their equivalent from Austria, Italy, Slovakia, Finland, Cyprus, the United Kingdom, Germany, Bulgaria, Belgium, France, the Czech Republic, Poland, Romania and Turkey. The network is working on the symbiosis between productivity and economic growth, with a focus on the quality and innovation of work.

From 2 to 5 November 2010, the EANPC organised the 2010 European Conference on Productivity, during the 16th World Congress on Productivity in Antalya, Turkey. The theme of the joint congress was 'Productivity at the crossroads: creating a socially, economically and environmentally responsible world'. Themes covered during the congress included sustainable growth and development; the role of education and training in sustainable productivity; the economic crisis: social impact and the role of productivity; and innovation.

The host was able to look back at a successful conference with more than 700 participants from 20 countries. During the opening session, Professor emeritus Frank Pot gave an interesting contribution on how innovation in the workplace can contribute to more productivity and improve working conditions at the same time. 42 participants received the prestigious World Academy of Productivity Science Award.

The World Productivity Congress is a two-yearly initiative of the World Confederation of Productivity Science (WCPS). The WCPS brings together individuals and organisations worldwide around the theme

of productivity and welfare. The organisation aims to serve as a catalyst and facilitator for the introduction of policy measures, infrastructure, methodologies and resources that help countries and regions to develop their full potential in terms of social, economic and environmental productivity.

European Network on Education and Training in Occupational Safety and Health

Prevent is a member of the European Network on Education and Training in Occupational Safety and Health (ENETOSH), which is working on a robust integration of health and safety in all training levels. It also promotes a competence standard to guarantee the quality of health and safety instructors.

For 'The Quality of Working Life', ENETOSH organised a well-attended seminar on third-party violence in education.

4.3.4 International networks

Partly as a result of globalisation, safety transcends national borders, but also European borders. Prevent has therefore also made a point of developing the necessary partnerships and networks on this level.

International Social Security Association

Prevent has worked with the safety committee of the International Social Security Association (ISSA) for many years. The institute is the chairman of the Information Section, supported by the CCOHS (Canadian Centre for Occupational Health and Safety) and the CIOP (Centralny Instytut Ochrony Pracy), the Polish institute for health and safety at work.

As the Information Section, Prevent participated in working groups on demography, SMEs and film in 2010. It also made preparations for the organisation of the Film and Multimedia Festival in Istanbul in September 2011, for which it created a Facebook page.

International Information Centre CIS/BIT

Prevent represents the International Information Centre CIS/BIT in Belgium. The institute passes on its own publications for inclusion in the CIS database and has direct access to the complete collection of CIS. Prevent also issues the monthly CIS Newsletter, which is distributed among the representatives of more than 140 national centres across the world.

The Sheffield Group

Prevent also forms part of the Sheffield Group. This is an informal group consisting of the directors of around twenty safety institutes across the world. The group discusses various new developments in the study of and research into safety, health and welfare at work.

International Disability Management Standards Council

Prevent is part of the International Disability Management Standards Council (IDMSC), and is a member of the organisation's governing board. Together with the Canadian National Institute for Disability Management and Research (NIDMAR), which is the global reference for disability management, Prevent organises a disability management training course in Belgium. Prevent has been incorporated into the international disability management network. In addition to Canada, this also includes the United Kingdom, Germany, Austria, the United States, Australia and New Zealand.

4.3.5 PreventLux

Since 10 January 2005 Prevent has carried on official activities in the Grand Duchy of Luxembourg via the Luxembourg non-profit organisation, PreventLux, whose articles of association were published in the Mémorial of 21 February 2005.

Like its parent organisation Prevent, PreventLux, as a centre for the promotion of welfare at work, develops resources and activities that can help prevent work accidents and occupational diseases and improve welfare at work.

PreventLux actively aims to work with different partners on the ground to set up activities. The centre wants to get dialogue going with organisations such as the social partners, work accident insurers, external services, educational institutions and the government. As a result it will be possible to realise benefits of scale and to achieve common objectives.

PreventLux has signed a partnership agreement with the Luxembourg government. It stipulates that PreventLux will support the work of the Inspectorate of Labour and Mines (ITM) through training, dossiers, campaigns and the provision of documentation.

5 People and resources

5.1 People

The structure of the Prevent Consortium consists of the parent organisation, Prevent vzw, and the subsidiary organisations Prevent Academy for Working Life and PreventLux Centre de Promotion du Bien-Être au Travail.

On 31 December 2010, the Prevent Consortium employed 36 people. It also regularly uses the services of a large network of external collaborators, mainly consisting of authors and lecturers.

The permanent staff of Prevent comprised 13 men and 23 women. Four employees work part-time and two employees are on a career break.

5.1.1 The organisational structure

Prevent is organised according to a market-oriented project structure which supports the creation, realisation and implementation of its various products and services.

This project structure is the backbone of the Prevent work programme, built up around a number of sub-programmes or centres such as publications, information, training, consultancy, research, monitoring, public affairs and marketing. Each project is incorporated into one of the clusters of the work programme. Management accounting and the knowledge management system have also been structured according to this concept.

In addition to the general management and a number of staff functions (human resources, quality, finance and office & facility), the functional structure consists of three departments, each with its own specific expertise: the Publishing & Information Department, the Consultancy & Research Department and the Corporate Communication Department. The training activities have been incorporated into the Prevent Academy for Working Life vzw, which together with the PreventLux Centre pour la Promotion du Bien-Être au Travail asbl forms part of the Prevent Group.

5.1.2 The Work Programme Team

A special role in the new organisational structure is reserved for the Work Programme Team (WPT). The team consists of the coordinators of the different clusters or centres (Publishing, Training, Information, Consultancy, Research, Monitoring, Public Affairs and Marketing) and is managed by two experienced Prevent employees.

The Work Programme Team aims to stimulate the communication and information exchange between the centres. The team seeks to create synergies and provide a breeding ground for innovative projects and products.

5.1.3 Management

The management committee of the Prevent Consortium was composed as follows on 31 December 2010:

- Marc De Greef - Managing Director
- Karla Van den Broeck - Publishing & Information Director
- Rik Op De Beeck - Research & Consultancy Director
- Veronique De Broeck - Corporate Communication Director

Contact details

You can contact a member of Prevent's staff at the following email address: firstname.surname@prevent.be, or by telephone on +32 2 643 44 44.

5.2 The quality system

In order to produce products and services with a consistently high quality, the Prevent group has implemented a quality system, based on the ISO 9001 quality standard. The implementation of the system is supported by an internal quality manager.

The quality system is continually evaluated and where necessary adapted and adjusted. The whole system is certified by an ISO quality certificate.

5.2.1 Scope

The quality system is targeted at the development, collection, mobilisation and transfer of knowledge on safety and welfare at work, by means of:

Innovation

- Monitoring of new developments
- Development of knowledge and understanding
- Development of new products and services

Studies and research

- Stimulation, coordination or self-implementation of study and research projects
- Monitoring and translation of existing national or international scientific research

Monitoring

- Collection of quantitative material on work accidents, occupational diseases, application of the safety policy, etc.
- Processing, analysing, interpreting and comparing quantitative material

Information

- Management and development of a substantial specialist library with the necessary databases and networks
- Distribution of general and personalised information, for example over the Internet and through the Working Life Service Centre.

Publications and educational resources

- Composition and publication of journals, dossiers, working tools, brochures, posters
- Creation of audiovisual material (video, interactive CD-Roms)
- Development of instructional packs

Information and awareness-raising

- Development, coordination and support of information and awareness campaigns
- Organisation of and participation in exhibitions
- Engaging the mass media such as TV, radio, newspapers and magazines

Training and workshops

- Development and organisation of training programmes
- Organisation of workshops, colloquia and seminars

Consultancy

- Advising companies and institutions on the development and implementation of their safety policy, primarily on a project-oriented level
- Support of intermediary organisations such as the social partners, safety departments of work accident insurers, external safety and protection services, government departments.

Coordination and consultation

- Organisation of coordination and consultation between the different institutions and organisations concerned in Belgium
- Organisation of coordination with international institutions and organisations

5.3 Resources

5.3.1 Results for 2010

In February 2005, PreventLux was set up as a non-profit association under Luxembourg law. As a result Prevent's existing market share in Luxembourg went to PreventLux, who could call on the support of Prevent for the development of products and services in Luxembourg. In 2008 the Prevent Academy for Working Life vzw was set up. This non-profit association deals solely with the organisation of open training on safety, health and welfare at work. As the three entities have the same management, they can be regarded as a consortium, so that the results can be consolidated on a group level.

In 2010, the Prevent Consortium recorded a total income of € 4,791,950. This is an increase of 2.3% on the figure for 2009. The consolidated result of the consortium in 2010 was € 5,139 (Tabel 1).

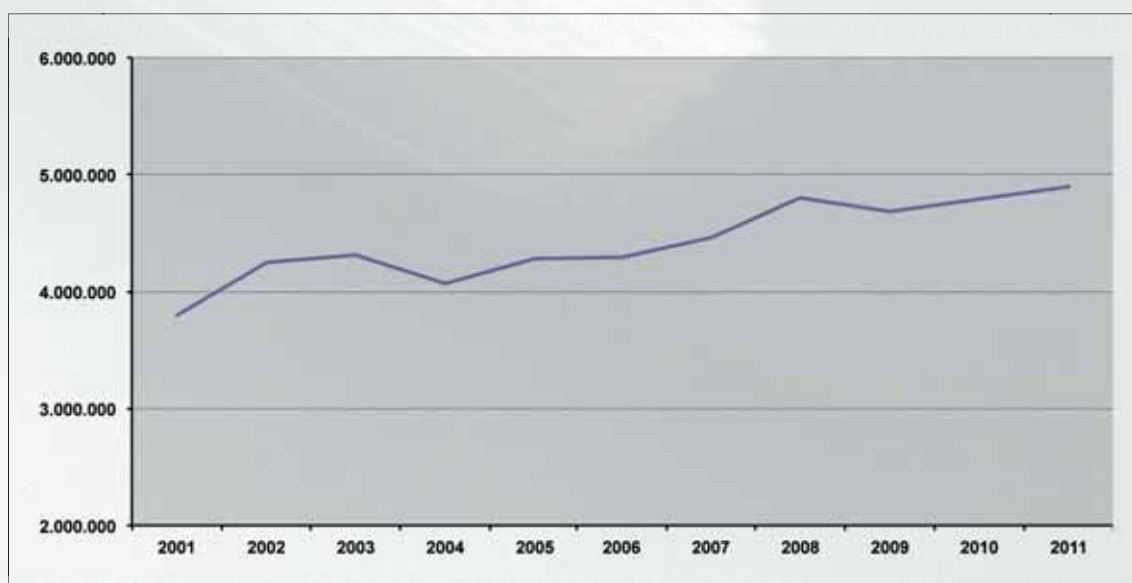
Table 1: The consolidated results of the Prevent Consortium

EXPENDITURE	2009	2010
Services and miscellaneous goods	1.989.114	2.232.068
Remuneration, social security and pensions	2.617.538	2.441.166
Depreciation	119.408	106.387
Provisions for liabilities and charges	-63.449	-14.048
Other operating costs	1.313	11.083
Financial costs	5.232	9.880
Extraordinary costs	389	275
Result	13.621	5.139
Total	4.683.167	4.791.950
INCOME	2009	2010
Turnover	4.681.068	4.791.033
Financial revenues	2.099	917
Total	4.683.167	4.791.950

5.3.2 The development of resources

The consolidated financial resources of the Prevent Consortium rose during the period 2001 - 2010. Following the economic and financial crisis, the consortium was able to convert the fall in income it experienced in 2009 into a slight increase in sales of products and services.

The economic recovery is again expected to have a positive impact on the sale of products and services in 2011. The budget for 2011 is therefore €4,900,000, slightly up on the result for 2010 (Graph 1).

Graph 1: Development of financial resources

5.4 The Board

Honorary chairmen

Wilfried Beirnaert
Roger Dillemans
Jean-Pierre Dupret

Chairman

Tony Vandeputte

Deputy Chairman

Jean-Claude Debussche

Managing Director

Marc De Greef

Directors

Annemie Callebaut
Philippe Courouble
Jacqueline De Baets
Geert De Smet
Serge Demarrée
Christian Deneve
Gust Luyckx
Philippe Mairiaux
Dirk Melotte
Patrick Michel
Agnes Pirard
Patrick Van Obergen
Othmar Vanachter

Supervisory Director

Frédéric Verset

The logo for 'prevent' features the word in a lowercase, sans-serif font. A small green leaf-like shape is positioned above the letter 'v'.

Institute for occupational
safety and health

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