

First International course on

# Quality of work environment and productivity

**First week:**

**7 – 10 March 2010**

Hotel Riekonlinna, Saariselkä, Lapland,  
Finland

**Second week:**

**6 – 9 September 2010**

Prevent Academy for Working Life,  
Leuven, Belgium

# Quality of work environment and productivity

## Objectives

This two-part course provides participants with tools for designing their own workplace strategy for linking productivity and a good work environment. A better understanding of the positive effects of a good work environment supports the implementation of an effective health and safety policy at company level.

The first part of the course (in Saariselkä, Lapland) presents the key concepts and tools. In the second part of the course (in Leuven, Belgium), the results from the workplaces are analyzed and feedback is provided. It is also possible to attend only one part of the course. NIVA and Prevent Academy for Working Life jointly organise the course.

## Background

The European Commission has published a communication about the new Community strategy on health and safety at work (2007-2012). It is aimed to improve quality and productivity of working life. Health and safety at work is considered as one of the most important aspects of the EU policy on employment and social affairs. The overall objective of the strategy is to reduce by 25 % the total incidence rate of accidents at work per 100 000 workers in the EU 27 during the strategy period.

A better understanding of positive effects of a good working environment would support the implementation of effective health and safety policy at company level. It would complement the set of rules and regulations with a significant parameter that is directly linked to the intrinsic motivation of a company.

## Main topics

- Introduction to the themes
- Productivity and quality of the working environment
- Cost-benefit analysis
- Costs of accidents and costs of prevention
- Guidance to writing a course report

## **Course structure and working method**

The course will consist of lectures, group work and discussions.

## **Target group**

Company representatives, researchers, administrators and representatives of social partners.

## **Course leaders**

Senior researcher Markku Aaltonen, Finnish Institute of Occupational Health, Helsinki

Markku Aaltonen is Doctor of Technology in the Occupational Safety Engineering and in the Industrial Engineering and Management. His doctoral dissertation

was focused on the consequence and cost analysis of occupational accidents in the furniture industry. The expertise areas are the economic aspects of occupational safety and health, safety information systems, safety management, risk management in SMEs and EU co-operation.



Markku Aaltonen is team leader of the Occupational Safety promotion Team at the Finnish Institute of Occupational Health, Helsinki, Finland. He worked as a project manager on research at the

European Agency for Safety and Health at Work in Bilbao, Spain from 1998 to 2004. He is author of over 30 scientific publications and 25 international presentations of scientific papers. Topics include "Economics for occupational safety and health", "Computer-Aided Calculation of accident costs"

Prof. Marc De Greef, Prevent, Institute for OSH, Belgium



Marc De Greef is Master in Applied Economics and Master of Business Administration (MBA). He works in the field of OSH since 1982. His research activities are focused on the field of the economic impact of work accidents and work related diseases. He developed a model to estimate costs and benefits of prevention efforts. Marc De Greef is Managing Director of Prevent, Institute for Occupational Safety and Health, Managing director of PreventLux, Centre de Promotion du Bien-être au Travail, Managing director of Prevent Academy for Working Life, Professor at the University of Leuven, Member of Belgian Council for Occupational Safety and Health, Chairman of the ISSA Information Section (International Social Security Association), Secretary General of the European Association of National Productivity Centres (EANPC) and Member of different European networks (PEROSH, ENSHPO, ...)

### **Course coordinators**

For Prevent Academy for Working Life:

Brigit Cosemans, Rue Gachardstraat 88, B-1050 Brussels, Belgium and Weligerveld 6, B-3212 Pellenberg, Belgium Tel +32 16 33 89 30, Fax +32 16 33 89 38, E-mail: [brigitte.cosemans@prevent.be](mailto:brigitte.cosemans@prevent.be)

Prevent Academy for Working Life is a Belgian non-profit making organisation, depending of Prevent, the Institute for Occupational Safety and Health. Prevent Academy for Working Life offers a varied selection of training programmes, suited to on-site requirements and designed for specific target groups. This includes practice-oriented courses as well as courses for experts. One of the main activities of the Academy is the organisation of accredited training programmes for prevention advisers, occupational hygienists, experts in psycho-social issues and environmental and safety coordinators; these courses are organised in cooperation with KU Leuven (the University of Louvain).

Prevent Academy is ISO 9001 certified for all its activities.

For NIVA:

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NIVA, the Nordic Institute for Advanced Training in Occupational Health) is a training institute under the Nordic Council of Ministers, the forum for Nordic governmental co-operation. The purpose of NIVA is to provide advanced training for researchers, practitioners, experts and specialists in the field of occupational health and safety. The training is arranged in cooperation with Nordic and international research groups and lecturers. NIVA Education is based on the latest research results as well as on practical experience. All the activities are professionally organised and provide for not only high level intellectual stimuli but also attractive surroundings and well-developed social programmes.

# Programme

## Part 1: Lapland, Finland, 7 - 10 March 2010

### 7 March 2010

**16h00 Registration**

**17h00 Welcome and introduction**

- Welcome, Mia Latta, Director NIVA
- Presenting the participants, the course contents, the assignment.  
*Marc De Greef and Markku Aaltonen, course directors*

**18h30 Get together**

## 8 March 2010

### **09h00** Opening

### **09h10** Session 1: The business case for OSH: the framework model

Marc De Greef, CEO, Prevent

*The added value of a business case*

*Arguments for investing in OSH*

*Evidence-base for the general business case*

### **10h30** Break

### **10h45** Session 2: The decision making process on company level

Birgit Köper, Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BAuA)

*Elements of a business case*

*Preconditions for building a business case*

*The decision making process: identifying stakeholders, decision makers and influencers*

*Business strategy: targets, indicators, approaches – linking OSH strategy to business strategy*

### **12h10** Lunch + outdoor activity

### **16h00** Session 2: Continuation

### **17h45** Session 3: Practical exercise

Marc De Greef, Markku Aaltonen

*Exercise: building a business case (1)*

*Stakeholder analysis: identifying the stakeholders*

*Approach, targets and indicators*

### **19h30** End of day 1

### **20h00** Dinner

## 9 March 2010 - Methods

### **09h00 Session 4: Calculating costs of occupational accidents**

Karla Van den Broek, Director of Publication and Training, Prevent

*Overview of methods and techniques*

*Why calculating costs of occupational accidents*

*How to use cost calculations in an economic evaluation and a business case*

### **10h30 Break**

### **10h45 Session 5: Methods to evaluate costs and benefits of OSH**

Elyce Biddle, Senior Research Economist, National Institute for Occupational Safety and Health (NIOSH)

*The aim of the lecture is to describe the elements and use of economic evaluations, which are systematic appraisals of both the costs and consequences of an action implemented in society as a whole, a community, or at the worksite. The focus of the session will be on using these methods to determine the value of OSH interventions or programs to the business—from the return on investment to the impact on business objectives using the varying types of cost analysis. Examples of available tools as well as the latest research efforts in developing the value proposition will be explored. Participants in this session will be able to better understand existing literature that employs these methods, but more importantly they will learn how to incorporate these methods into their efforts to insure that those who make resource decisions concerning OSH efforts in business are well informed.*

### **12h15 Lunch**

### **14h00 Session 6: OSH in the free market economy**

Guy Ahonen, Research professor, Finnish Institute of Occupational Health

*The aim of the lecture is to discuss the economic role of OSH in a free-market economy, basically based on Finnish experience. Up to date calculations on the total cost of insufficient OSH will be presented. These figures will be related to research findings about investments in OSH in Finland. Furthermore, international research on the effectiveness of OSH investments will be presented and discussed. Finally, incentive structures to reach optimal OSH levels are presented and elaborated. The lecture will enhance the participants' awareness of the economic role of OSH at workplaces and ability to analyse the feasibility of current national and work-place specific OSH activities.*

**15h30 Short break**

**15h45 Session 7: Breakout sessions**

Markku Aaltonen, Marc De Greef

*Exercise: Building a business case (2)*

*Setup of an economic evaluation: deciding on the steps, methods*

*Inventory of costs and benefits*

*Integrating the economic evaluation in the business case*

**18h00 End of day 2**

**19h00 Lumberjack dinner**

## 10 March 2010

**09h00 Session 9: Selection of business cases**

Markku Aaltonen, Guy Ahonen, Marc De Greef

**10h45 Session 10: Presentation of the assignments: building a business case**

*Selecting companies and projects*

*Composing project teams*

*Discussing tasks, milestones and methods*

**11h45 Conclusion**

**12h15 Concluding lunch**

**14h00 End of day 3**

## Part 2: Leuven, Belgium, 6 - 9 September 2010

### 6 September 2010

- 17h00** Registration
- 18h00** Welcome and introduction  
Marc De Greef and Markku Aaltonen
- 19h00** Get together

### 7 September 2010 - Presenting the cases

- 09h00** Opening  
Marc De Greef, Markku Aaltonen
- 09h15** Session 1: Presenting the business cases  
*Participants present their business case.*
- 17h45** Conclusions
- 18h00** End of day 1
- 19h30** Dinner in Leuven

### 8 September 2010 - Presenting the cases

- 09h00** Session 2: Management models and tools  
*Overview of the management models with emphasis on the balanced scorecard*
- 10h30** Break
- 10h45** Session 3: The business perspective  
*Why investing in OSH, or not?*
- 11h45** Session 3: Q&A  
*Participants discuss with the CEO*
- 12h30** Lunch

**13h30 Session 4: Breakout session**

*Participants prepare Q&A with the stakeholders*

**15h00 Break**

**15h15 Session 5: Discussion with the stakeholders**

Employee representative (Marc Sapir)

Employers representative (Kris De Meester)

**17h00 Session 6: Barbecue in Château de Maurissens**

**21h30 End of day 2**

## 9 September 2010 - Presenting the cases

**09h00 Session 7: OSH as a value in long-term business management**

*Corporate social responsibility and shareholder value*

**10h30 Break**

**17h45 Session 8: OSH in the free-market economy**

**12h00 Conclusions**

**12h45 Concluding lunch**

**14h00 End of day 3**

## Location and accommodation

**The first part of the course** from 7-10 March 2010 will take place in Saariselkä, Lapland. Saariselkä is located in the largest area of wild country in Europe, 200 km north from the Arctic Circle. The greatest attraction is the splendid mountainous landscape. The weather in March is usually nice and sunny the temperature ranging from -10 C° to -15 C°. Saariselkä is easy to reach by Finnair daily flights from Helsinki to Ivalo. The flight time is only one hour 35 minutes and from the Ivalo airport there is bus transportation from each flight directly to the conference hotel taking about 20 minutes (for more information, please visit: ([www.saariselka.fi](http://www.saariselka.fi))).

Rooms have been reserved for the participants at Lapland Hotel Riekonlinna, which is a first-class holiday and conference hotel ([www.laplandhotels.fi](http://www.laplandhotels.fi)).

**The second part of the course** from 7-9 September 2010 will take place in Prevent Academy for Working Life, Leuven, Belgium ([www.lucina-academy.be](http://www.lucina-academy.be)). Leuven city centre is easy to reach from the Brussels International Airport by train (30 min.) or by bus (60 min.).

Detailed information about all practical matters will be given in the confirmation letter, which will be sent to the participants after registration.

### Deadline for registration

You can register until 31st January 2010. The maximum number of participants is 30.

### Registration fee

€ 450/course; two courses for € 800 (accommodation and meals are not included in these prices).

# Registration Form

Please return to Prevent Academy for Working Life, rue Gachardstraat 88, B-1050 Brussels, Belgium  
e-mail Customer@prevent.be, fax +32 2 643 44 40

I will participate in the International Course on Quality of Work Environment and Productivity

- from 7-10 March 2010 in Lapland, Finland  
 from 6-9 September 2010 in Leuven, Belgium  
 10 Male     Female

Surname:

First Name:

Date of birth:

Nationality:

Function:

Company or organisation:

Address:

E-mail:

Phone:  Fax:

VAT:  Your order number:

Date:

*Signature*