

# Campaña EU-OSHA “Manejo de sustancias peligrosas en Pequeñas y medianas empresas”

El objetivo de la Agencia Europea de Seguridad e Higiene del Trabajo (EU-OSHA) es lograr que los lugares de trabajo sean seguros, saludables y más productivos, para el beneficio de las compañías, los empresarios y los Gobiernos de las naciones. EU-OSHA promociona la cultura preventiva como medio para mejorar las condiciones de trabajo en Europa.

Una de las actividades mas importantes son las campañas que se organizan cada dos años, a nivel europeo, con el nombre “Por un lugar de trabajo saludable”

La actual campaña 2018-2019 <https://osha.europa.eu/en/healthy-workplaces-campaigns> tiene como propósito que la población se haga consciente de los riesgos que plantea la presencia de sustancias peligrosas en el lugar de trabajo así como fomentar que se tomen medidas para minimizar los riesgos derivados de su uso.

El presente estudio, tiene como objetivo conocer el rol informativo y preventivo de la enfermera del trabajo en las empresas con trabajadores expuestos a sustancias peligrosas.

**Población a estudio: empresarios de pequeñas y medianas empresas.**

## El procedimiento es el siguiente:

- Reclutar 60 empresarios (en la fecha que estamos lo que consigamos, bienvenido sea) de empresas entre 1-50 empleados
- Crear Excel con la siguiente información para enviársela a [valerie.vangulck@idewe.be](mailto:valerie.vangulck@idewe.be) ( Valerie es la representante nacional Belga en FOHNEU y lidera este proyecto)  
(Nombre del empresario, dirección, numero de telefono, email).
- Se le envia un **email explicativo** al empresario (**Anexo 5**) así como la clausula referente a la ley de protección de datos (**Anexo 6**)

- Se realiza una **primera encuesta** para conocer: (**Anexo 1**)

1. Características de la compañía
2. Conocimiento sobre la existencia de sustancias peligrosas
3. Conocimiento sobre los riesgos de los trabajadores expuestos
4. Medidas preventivas

- Se establecen 3 grupos de estudio:

Se envía un **email explicativo**, según corresponda a cada grupo (ver Anexos) con las instrucciones.

1. **Grupo 1:** A este grupo se le dará solo información:

**a. via electrónica**

Utilizar email con instrucciones (Anexo 2)

La información proporcionada por la EU-OSHA se encuentra en los siguientes enlaces:

<https://chemicalsinourlife.echa.europa.eu/nl/home>  
<https://healthy-workplaces.eu/nl/tools-and-publications>  
<https://healthy-workplaces.eu/en/tools-and-publications/napo-films>

Se puede seleccionar el idioma

2. **Grupo 2:** Este grupo de empresarios recibirá la información de Grupo 1+ Herramienta Interactiva online.

Utilizar email con instrucciones (Anexo 3)

**a. Informacion via electrónica (Grupo 1)**

<https://chemicalsinourlife.echa.europa.eu/nl/home>  
<https://healthy-workplaces.eu/nl/tools-and-publications>  
<https://healthy-workplaces.eu/en/tools-and-publications/napo-films>

**b. Además se le facilitara una herramienta interactiva online de la EU-OSHA**

<https://eguides.osha.europa.eu/dangerous-substances/>

Esta herramienta sirve como guía de apoyo en relación al manejo de sustancias peligrosas en el lugar de trabajo.

Una vez contestadas las 7 cuestiones se generara un informe de los resultados obtenidos para esa especifica empresa y ofrecerá recomendaciones de mejora.

**3. Grupo 3: Este grupo recibirá la información del **Grupo 1 + Grupo 2+ Visita enfermera****

Utilizar email con instrucciones (**Anexo 4**)

**a. Información via electrónica (Grupo 1):**

<https://chemicalsinourlife.echa.europa.eu/nl/home>

<https://healthy-workplaces.eu/nl/tools-and-publications>

<https://healthy-workplaces.eu/en/tools-and-publications/napo-films>

**b. Se le facilita una herramienta interactiva online de la EU-OSHA (Grupo 2)**

<https://eguides.osha.europa.eu/dangerous-substances/about-e-tool>

**c. Además recibe la visita de una enfermera del trabajo** con la que compartirá los resultados obtenidos de la e-tool, el inventario de los agentes químicos (**Anexo 8**) y los riesgos potenciales existentes para la salud así como las medidas preventivas y recomendaciones de mejora.

## ANNEX 5: EMAIL TO EMPLOYERS

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Dear Employer,

Micro and small businesses (MSEs) are concerned about the health and safety of their employees who are exposed to hazardous substances.

Your collaboration in this study can help toward devising a solution.

By having an occupational health nurse visit your company, you can help to spread this information. This can provide insight into how to manage potential health risks caused by the hazardous substances in your workplace, and about the preventative measures that can eliminate or reduce these risks.

Sadly, the role of the occupational health nurse has not yet been defined in Europe.

The aim of this study is to determine how effective an intervention carried out by an occupational health nurse can be in MSEs as part of the European campaign called "Healthy Workplaces Manage Dangerous Substances".

The aim of this campaign is to raise awareness among employers of the risks of hazardous substances in the workplace, and encourage them to take action to reduce the health risks related to the use of hazardous substances.

Your participation as an employer in this study is very important for occupational health nurses and will hopefully contribute to the recognition of their profession in the wider context of health and well-being at work in Europe.

This is why we are asking you to log in **to ...** and complete a questionnaire. These questions cover your knowledge of hazardous substances, health risks that may arise for employees due to exposure to hazardous substances, and possible preventative measures to avoid or reduce health and safety risks caused by exposure to these hazardous substances.

Employers who take part will then be randomly assigned to one of a number of approaches during the time period from July 2019 to November 2019:

- First group: receives electronic information provided by the EU campaign.
  
- Second group: receives the same information as group 1 and completes the EU-OSHA Dangerous Substances e-tool that generates advice suitable for the company.
  
- Third group: receives the same intervention as group 2 as well as a site visit by an occupational health nurse. The occupational health nurse will discuss the report from the e-tool with you, along with how to complete an inventory of chemical agents and potential threats to health and preventative measures.

Once the study is completed in December 2019, you will be asked again to complete a questionnaire to allow us to detect any changes in your knowledge level.

We wish to emphasise that the results will be processed anonymously to provide group results, and we will ensure that no single employer can ever be identified.

You will have two weeks in which to follow the instructions. Your participation is entirely voluntary. However, the more employers who take part, the more reliable the results will be.

Completing the questionnaire takes around 10 minutes. You can do part of it if you wish and come back later to complete it.

Thank you in advance for your collaboration!

**ANNEX 6: INFORMATION FORM FOR PARTICIPANTS**  
**with the CLAUSE FROM THE LAW ON PROCESSING PERSONAL DATA**

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1. IDEWE, with its offices at Interleuvenlaan 58, 3001 Leuven is acting as **the data controller** of the details you have provided. IDEWE vzw is an [External Service for Prevention and Protection at Work](#) in [Belgium](#). The company's 850+ employees provide services to 35,000 employers that collectively oversee 750,000 employees. IDEWE vzw is a leader in this sector and offers high quality services based on **scientific knowledge**. These services focus on prevention in all areas of well-being, work and the environment.
2. Strict confidentiality is guaranteed to all participants in accordance with the law of 30 July 2018 relating to the protection of natural persons in relation the processing of their personal details. All of this data is covered by professional confidentiality and will only be used to provide personal feedback and for group analysis purposes in which no individual person will be identifiable. IDEWE ensures compliance with professional confidentiality and has established procedures to guarantee confidentiality. Every person involved in entering and analysing data is bound by the confidentiality rule. The study protocol will be submitted for an opinion to the Commission for Medical Ethics Res. Gp. **no. 117**. The data will remain the property of IDEWE.  
Data will exclusively be processed for the following **purposes**: Demonstrating the relevance of occupational health nurses in providing information on the prevention of threats to health if there is exposure to hazardous substances. This will increase the awareness of employers in MSEs about the impact on the health of their employees and lead them to adopt preventative measures.  
The data is deleted after being used to generate the results and as part of the tool check.
3. **Health-related data** is always processed under the responsibility of the competent healthcare practitioner and in compliance with legislation on the processing of personal data.
4. The data can be **accessed** by the following categories of **recipients**: IDEWE researchers. You can request a list of the relevant recipients from IDEWE. All categories of recipients are legally or contractually bound by a duty of confidentiality.
5. **If your data can be traced back to you**, you are entitled to receive **notification** of the data that relates to you. If the data is incorrect, incomplete or no longer relevant, you can request **correction or deletion** of the data. If you would like to assert this right, you can send a written, signed and dated request – along with a copy of the front and back of your identity card – to IDEWE, Interleuvenlaan 58, 3001 Leuven, Belgium. You can also submit the request on site at IDEWE or send it by post or email to IDEWE.
6. **By completing the questionnaire you are declaring that you have been informed of the information summarised here and agree to the processing of your details as described above.**

## APPENDIX 1: QUESTIONNAIRE

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### **Company characteristics**

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0. In which country is your company located?

- Belgium
- Croatia
- Denmark
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Netherlands
- Slovenia
- Spain
- Sweden

1. How many employees do you currently have (number of persons)? \_\_\_\_\_ employees

2. Tick the sector in which you work:

- Construction
- Services
- Healthcare
- Trade
- Hospitality
- Industry
- Education
- Government
- Transport
- Other sectors

### **Knowledge of the presence of hazardous substances**

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	Yes	No	Don't know
3. Are hazardous substances present in your company?			
3a If so, in the form of a gas (aerosol, fumes, smoke)			
3b If so, in the form of liquids			
3c If so, in the form of solids			

## Knowledge of health risks

	Yes	No	Don't know
4. Are there any threats to health in the event of exposure to the hazardous substances?			
5. Do the relevant employees undergo <b>mandatory</b> medical checks?			
6. Do you make sure that your employees can arrange a consultation with an occupational doctor?			
6a) If yes, by publishing their contact details in an easily accessible place?			
7. Do you make sure your employees can arrange a consultation with an occupational health nurse?			
7a) If yes, by publishing their contact details in an easily accessible place?			
8. Do you know whether the hazardous substances that are present are carcinogenic?			
9. Do you know whether the hazardous substances that are present can cause injuries?			
10. Do you know whether the hazardous substances that are present can affect fertility or harm unborn children?			
11. Do you know whether the hazardous substances that are present can cause skin problems?			
12. Do you know whether the hazardous substances that are present can cause breathing problems?			
13. Do you know whether the hazardous substances that are present can trigger allergies?			
14. Do you know whether the hazardous substances that are present can cause damage to the brain or nervous system?			
15. Do you know whether the hazardous substances that are present are poisonous?			

## **Knowledge of preventative measures**

	Yes	No	Don't know
16. Are you taking steps to objectively assess the threats to health? (e.g.: measurements)			
17. Are any hazardous substances banned from your premises?			
18. Have any hazardous substances been replaced by other substances within your company?			
19. Have any technical measures been taken within your company to prevent risks? (e.g.: extractors)			
20. Have any organisational measures been taken within your company to prevent risks? (e.g.: carrying out processes when few employees are present)			
21. Is personal protective equipment provided?			
22. Is training about hazardous substances provided for your employees?			
23. Are damage limitation measures in place? (e.g.: first aid, etc.)			
24. Are there signs and posters?			

**ANNEX 2: INSTRUCTIONS TO EMPLOYERS ABOUT THE ELECTRONIC INFORMATION FOR THE EU CAMPAIGN**

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Dear Employer,

The questionnaire that you completed has provided you with some insights into your existing knowledge of the hazardous substances that may be present on your premises.

The European campaign for a healthy workplace, "Healthy Workplaces Manage Dangerous Substances", can help you to expand your knowledge.

A range of materials has been provided through a website to assist employers.

The following links offer you practical information about chemical substances in our daily lives, examples of good practices to eliminate or manage risks, and some short animated films to teach the basic principles of health and safety at work in an engaging, informal way.

- <https://chemicalsinourlife.echa.europa.eu/nl/home>
- <https://healthy-workplaces.eu/nl/tools-and-publications>
- <https://healthy-workplaces.eu/en/tools-and-publications/napo-films>

You may wish to spend more time exploring this website.

In December 2019, we will ask you to complete a questionnaire to determine the progress you have made in terms of your level of knowledge (completion time: 10 minutes)

Your participation is entirely voluntary. However, the more employers who take part and help us complete the study in full, the more reliable the results will be.

We wish to emphasise that the results will be processed anonymously to provide group results, and we will ensure that no single employer can ever be identified.

Thank you in advance for your collaboration!

### **ANNEX 3: INSTRUCTIONS FOR EMPLOYERS ABOUT THE ELECTRONIC INFORMATION FOR THE EU CAMPAIGN AND HOW TO COMPLETE THE EU-OHSA DANGEROUS SUBSTANCES E-TOOL**

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Dear Employer,

The questionnaire that you completed has provided you with some insights into your existing knowledge of the hazardous substances that may be present on your premises.

The European campaign for a healthy workplace, "Healthy Workplaces Manage Dangerous Substances", can help you to expand your knowledge.

A range of materials has been provided through a website to assist employers.

First of all, we recommend that you consult the following links, which provide practical information about chemical substances in our daily lives, examples of good practices to eliminate or manage risks, and some short animated films to teach the basic principles of health and safety at work in an engaging, informal way.

- <https://chemicalsinourlife.echa.europa.eu/nl/home>
- <https://healthy-workplaces.eu/nl/tools-and-publications>
- <https://healthy-workplaces.eu/en/tools-and-publications/napo-films>

A second step is to complete the "Dangerous Substances: 7 questions" e-tool via the following link: <https://eguides.osha.europa.eu/hazardous-substances/>

The tool is an interactive online guide that provides support and guidance for employers regarding effective management of hazardous substance in the workplace. Based on your input, you will then receive clear information tailored to your company about good practices covering risks, labelling, legislation, preventative measures and many other aspects. The e-tool will generate a report about the management of hazardous substances relating to your company's specific situation, and offer you some recommendations for improvement.

We ask you to share this report with the occupational health nurse via the following email address: ...@...

You may wish to spend more time exploring this website.

In December 2019, we will ask you to complete a questionnaire to determine the progress you have made in terms of your level of knowledge (completion time: 10 minutes)

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Your participation is entirely voluntary. However, the more employers who take part and help us complete the study in full, the more reliable the results will be.

We wish to emphasise that the results will be processed anonymously to provide group results, and we will ensure that no single employer can ever be identified.

Thank you in advance for your collaboration!

## **ANNEX 4: INSTRUCTIONS FOR EMPLOYERS FOR THE SITE VISIT BY THE OCCUPATIONAL HEALTH NURSE**

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Dear Employer,

The questionnaire that you completed has provided you with some insights into your existing knowledge of the hazardous substances that may be present on your premises.

By having an occupational health nurse visit your company, you can help to spread this information. This can provide some insight into how to manage potential health risks arising from the hazardous substances in your workplace, and about the preventative measures that can minimise or eliminate these risks.

First of all, we would like to ask you to prepare for this visit:

- by consulting the following links, which provide practical information about chemical substances in our daily lives, examples of good practices to eliminate or manage risks, and some short animated films to teach the basic principles of health and safety at work in an engaging, informal way.

<https://chemicalsinourlife.echa.europa.eu/nl/home>

<https://healthy-workplaces.eu/nl/tools-and-publications>

<https://healthy-workplaces.eu/en/tools-and-publications/napo-films>

- by completing the "Dangerous Substances: 7 questions" e-tool via the following link:

<https://eguides.osha.europa.eu/dangerous-substances/>

The tool is an interactive online guide that provides support and guidance for employers regarding effective management of hazardous substance in the workplace. The e-tool will generate a report about the management of hazardous substances relating to your company's specific situation, and offer you some recommendations for improvement.

We ask you to share the report without delay with the occupational health nurse via the following email address: ...@...

The occupational health nurse will then arrange an appointment for a site visit.

In December 2019, we will ask you to complete a questionnaire to determine the progress you have made in terms of your level of knowledge (completion time: 10 minutes)

Your participation is entirely voluntary. However, the more employers who take part and help us complete the study in full, the more reliable the results will be.

We wish to emphasise that the results will be processed anonymously to provide group results, and we will ensure that no single employer can ever be identified.

Thank you in advance for your collaboration!