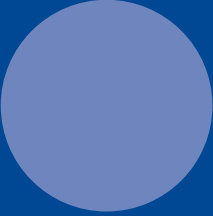


DGUV Vorschrift 2

model accident prevention regulation



Accident prevention regulation

Occupational physicians and OSH professionals

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¹⁾ Sec.: Section.

²⁾ Social accident insurance institutions that do not apply Annex 3 or 4 must write
“Not applicable” here.

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³⁾ Schedules 1 to 4 do not contain any legally binding provisions.

Part one

General provisions

Sec. 1 Scope

This accident prevention regulation defines in more detail the measures to be taken by employers in order to fulfil their duties as per the “Gesetz über Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit”, also known as the “Arbeitssicherheitsgesetz” (German Act on Occupational Physicians, Safety Engineers and other OSH Professionals/ Occupational Safety Act).

Sec. 2 Appointment

- (1) Employers must appoint, in writing and in accordance with the following provisions, occupational physicians and OSH professionals to perform the tasks described in Sections 3 and 6 of the “Arbeitssicherheitsgesetz”. On request, employers must provide the social accident insurance institution with evidence of how the obligation described in the previous sentence (sentence 1) has been met.
- (2) In the case of enterprises with 10 or fewer employees, the scope of the supervision provided by occupational physicians and OSH professionals must be as described in Annex 1.
- (3) In the case of enterprises with more than 10 employees, the provisions set out in Annex 2 apply.
- (4) Notwithstanding (2) and (3) above, employers can choose an alternative form of supervision, in accordance with Annex 3 or 4, provided they are actively involved in the company operations and the number of employees is no more than ... **(insert specific provisions for social accident insurance institution in question; Annex 3: Maximum 50; Annex 4: 10).**

- (5) The number of employees must be calculated based on annual averages; the threshold values specified in (2), (3) and (4) above must be calculated in accordance with Section 6(1), Sentence 4 of the “Arbeitsschutzgesetz” (German Occupational Safety and Health Act).
- (6) In individual cases, the social accident insurance institution can allow deviations from (2), (3) and (4) above, with the consent of the authority responsible as defined in Section 12 of the “Arbeitssicherheitsgesetz”, provided the accident and health hazards in the enterprise differ from the average and the deviations do not prejudice the employees’ safety. Enterprises of the same type should be used as a benchmark.

Sec. 3 Expertise in occupational medicine

The employer can deem physicians to have the necessary expertise in occupational medicine if they provide evidence of their entitlement to use the following titles:

1. practitioner of “Arbeitsmedizin”⁴⁾
or
2. practitioner with an additional qualification in “Betriebsmedizin”⁴⁾.

Sec. 4 Safety expertise

- (1) The employer can deem OSH professionals to have the necessary safety expertise if they meet the requirements set out in (2) to (5) below.
- (2) “Sicherheitsingenieure”⁴⁾ meet the requirements if they
 1. are entitled to use the professional title of “Ingenieur” or have obtained a Bachelor or Master degree in engineering,
 2. afterwards worked as an engineer for at least two years and
 3. have successfully completed a training course run by the government or social accident insurance institutionsor

⁴⁾ different level of qualification

a training course recognised by the government or by social accident insurance institutions and delivered by another training provider.

Safety engineers who are entitled by virtue of a qualification from a university/university of applied sciences to use the professional title “Sicherheitsingenieur” and have worked as an engineer for one year also meet the requirements.

- (3) Persons who have equivalent qualifications can also serve as safety engineers.
- (4) “Sicherheitstechniker”⁴⁾ meet the requirements if they have
1. passed an examination to become a “staatlich anerkannter Techniker”,
 2. afterwards worked as a technician for at least two years and
 3. successfully completed a training course run by the government or social accident insurance institutions
or
a training course recognised by the government or by social accident insurance institutions and delivered by another training provider.

Persons who have not taken the “staatlich anerkannter Techniker” examination but have worked as a technician for at least four years and have successfully completed a training course run by the government or social accident insurance institutions or a training course recognised by the government or by social accident insurance institutions and delivered by another training provider also meet the requirements.

- (5) “Sicherheitsmeister”⁴⁾ meet the requirements if they have
1. passed the “Meister” examination,
 2. afterwards worked as a “Meister” for at least two years and
 3. successfully completed a training course run by the government or by social accident insurance institutions

⁴⁾ different level of qualification

or

a training course recognised by the government or by social accident insurance institutions and delivered by another training provider.

Persons who have not taken the “Meister” examination but have worked as a “Meister” or in an equivalent role for at least four years and have successfully completed a training course run by the government or by social accident insurance institutions or a training course recognised by the government or by social accident insurance institutions and delivered by another training provider also meet the requirements.

- (6) The training course required by (2), (4) and (5) above comprises training level I (foundation training), training level II (advanced training), training level III (field-specific training) and a work placement. Training level III includes the following topics:

(Insert the specific provisions of the social accident insurance institution in question)

- (7) If an OSH professional who has completed training level III (field-specific training) as specified by one social accident insurance institution moves to an industry for which a different social accident insurance institution is responsible, the employer must ensure that the OSH professional gains the necessary field-specific knowledge through continuing training. The social accident insurance institution decides what continuing training is necessary, taking into account the content of its training level III.

Sec. 5 Reports

The employer must require the occupational physicians and OSH professionals appointed as per Section 2 of this accident prevention regulation to provide regular written reports describing the performance of the tasks assigned to them. The reports must also provide information on how the occupational physicians and OSH professionals have collaborated.

Part two

Transitional provisions

Sec. 6 Transitional provisions

- (1) Notwithstanding Section 3, the employer can assume that physicians have the necessary expertise if they
1. have a document from the relevant medical association, certifying that they worked in a hospital or polyclinic for one year prior to 1 January 1985 and have attended an introductory course on occupational medicine
and
 2. a) worked as an occupational physician for at least 500 hours in one year in the period up to and including 31 December 1985
or
b) completed a three-month course on occupational medicine in the period up to and including 31 December 1987
and
provide a document issued by the relevant medical association, certifying compliance with 2a) or b).

The certification document from the relevant medical association must have been issued prior to 31 December 1996.

- (2) The evidence of expertise required by Section 4(2) to (5) is deemed to be provided if the OSH professional is working as an OSH professional when this accident prevention regulation comes into force and the expertise requirements set out in the accident prevention regulation on OSH professionals (BGV A6/GUV-V A 6/7) dated ... **(to be inserted by social accident insurance institution!)** ... are met.

- (3) **(Transitional provisions concerning existing “employer models” and contracts with service providers shall be added by the social accident insurance institution. This only applies to the social accident insurance institutions for trade and industry and the railway services; publicsector social accident insurance institutions should write “Not applicable” here)**
- (4) Notwithstanding the provisions of Section 7, Annex 3 of this accident prevention regulation shall enter into force on 1 January 2013. **(This only applies to the public-sector social accident insurance institutions, which have not yet enacted Annex 3; other social accident insurance institutions should write “Not applicable” here)**

Part three

Entry into force and expiry

Sec. 7 Entry into force and expiry

This accident prevention regulation shall enter into force on 1 January 2011. The accident prevention regulations entitled **“Betriebsärzte und Fachkräfte für Arbeitssicherheit” (Occupational physicians and OSH professionals) (BGV A2, GUV-V A2)** and **“Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit” (Occupational physicians, safety engineers and other OSH professionals) (GUV-V A 6/7)** dated, as amended on, shall expire on the same date.

Annex 1

(to Section 2(2))

Standard supervision by occupational physicians and OSH professionals in enterprises with 10 or fewer employees

The nature and scope of the supervision provided by occupational physicians and OSH professionals are mainly based on the hazards to employees' safety and health in the enterprise and the tasks defined in Sections 3 and 6 of the "Arbeitssicherheitsgesetz".

The supervision to be provided by occupational physicians and OSH professionals consists of **basic supervision and ad hoc supervision**. The two can be combined.

Basic supervision involves providing support with

- the writing and/or
- the updating of the risk assessment.

Both occupational physicians' and OSH professionals' expertise is required for the purposes of basic supervision. This requirement can be met by means of the first advisor consulting the expertise of the other.

The basic supervision must be repeated whenever the working conditions change significantly but no later than after ... years:

(Insert specific provisions of the social accident insurance institution in question, using the "Orientierungshilfe für die Einordnung der Branche/Berufsgenossenschaft in die Gruppen I, II und III der betriebsärztlichen und sicherheitstechnischen Betreuung" (Guide to classifying industries/social accident insurance institutions into groups I, II or III for supervision by occupational physicians and OSH professionals), drawn up by the "OSH organisation" expert committee: Group I: max. 1 year; group II: max. 3 years; group III: max. 5 years.

These provisions do not affect the intervals for occupational medical examinations. The **risk assessment** consists of systematic identification and evaluation of relevant hazards to employees. Appropriate occupational safety and health measures must

be determined on the basis of the risk assessment. The effectiveness of the risk assessment and the measures taken must be monitored and, where necessary, the assessment and measures must be adapted to any changes in circumstances.

Ad hoc supervision

In special cases, employers are obliged to use the supervision services of an occupational physician or an OSH professional with industry-specific expertise when dealing with safety and health matters.

Examples of special cases in which supervision by the occupational physician and the OSH professional is required are:

- planning, installation and modification of plant,
- introduction of new work equipment that results in increased risk potential,
- significant change to working practices,
- introduction of new working practices,
- design of new workstations and work processes,
- introduction of new (hazardous) substances that result in increased risk potential,
- provision of advice to employees concerning special accident and health risks at work,
- investigation of accidents and occupational diseases,
- preparation of emergency and alarm plans.

Other examples of cases that can make ad hoc supervision by an OSH professional necessary are

- safety inspections and evaluations of plant, work systems and working practices.

Other examples of cases that can make ad hoc supervision by an occupational physician necessary are

- a fundamental restructuring of working hours, breaks and shifts,
- the necessity to carry out occupational medical examinations, conduct assessments and give advice,
- addictive disorders that restrict the ability to ensure risk-free work,
- questions regarding job changes, integration and reintegration of persons with a disability and (re-)integration of persons undergoing rehabilitation,
- a high incidence of health problems,
- occurrence of post-traumatic stress.

(The social accident insurance institution in question can add further specifics)

The enterprise must have adequate, up-to-date documents showing the results of the risk assessment, the measures derived from those results and the results of the effectiveness monitoring. These documents can take the form of reports as defined in Section 5 of this accident prevention regulation.

In individual cases, the basic supervision can be supplemented by ad hoc advice on specific issues, which can also be provided by persons who have expertise particularly relevant to the case concerned but are not qualified as an occupational physician or an OSH professional. This can apply, for example, to advice provided in connection with noise noise-reduction, fire-protection and ventilation measures. In these cases, combination with basic supervision is not permitted.

Employers can agree to share standard supervision services by occupational physicians and OSH professionals if they do not have sufficient resources to arrange for supervision in house.

The employees must be informed as to the type of supervision provided by the occupational physicians and OSH professionals and the occupational physician and OSH professional they should consult.

Annex 2

(to Section 2(3))

Standard supervision by occupational physicians and OSH professionals in enterprises with more than 10 employees

1. General provisions

The nature and scope of the supervision provided by occupational physicians and OSH professionals are based on the hazards to employees' safety and health in the enterprise and the tasks defined in Sections 3 and 6 of the "Arbeitssicherheitsgesetz".

The supervision provided by occupational physicians and OSH professionals consists of **basic supervision** and **company-specific supervision**. Together, the basic and company-specific supervision form the **overall supervision**.

The employer must determine and assign the tasks to be performed by the occupational physicians and the OSH professionals and agree the tasks in writing with them, based on the enterprise's needs, with the assistance of the workplace representatives (e.g. in accordance with the "Betriebsverfassungsgesetz" (Works Constitution Act)) and with reference to Section 9(3) of the "Arbeitssicherheitsgesetz".

The tasks involved in **basic supervision**, which is required in all enterprises and defined in Section 2 of this annex, are explained in more detail in Schedule 3. The scope of the basic supervision provided is calculated on the basis of the deployment times, which apply to all enterprises and are given in Section 2 of this annex.

The second component of the overall supervision is the **company-specific supervision**, for which the tasks are defined in Section 3 of this annex and described in more detail in Schedule 4. The employer determines and regularly reviews the relevance and scope of the company-specific part of the supervision, in accordance with Section 3 of this annex.

The employer must obtain the advice of the occupational physician and the OSH professional when determining the basic supervision and the company-specific part of the supervision.

The employees must be informed as to the type of supervision provided by the occupational physicians and OSH professionals and the occupational physician and OSH professional they should consult.

Occupational medical examinations must be included in the company-specific supervision deployment times, not those for basic supervision.

Travel time cannot be included as deployment time.

Measures taken and the results of the services performed must be documented in the periodic reports required from the occupational physician and the OSH professional in accordance with Section 5 of this regulation.

2. Basic supervision

There are three different groups for basic supervision, each of which has fixed total deployment times for the combined hours worked by the occupational physician and the OSH professional. Enterprises are assigned to one of the supervision groups based on their industrial classification, as shown in Section 4 of this annex. The following deployment times (in hours per employee and year) are required for basic supervision:

	Group I	Group II	Group III
Deployment time (hrs/year per employee)	2.5	1.5	0.5

The times must be divided between the occupational physicians and OSH professionals in such a way that each service provider is responsible for at least 20% of the basic supervision but no less than 0.2 hours/year per employee.

(Social accident insurance institution in question may insert specific figures; in Schedule 1, it can recommend that the total combined figure be divided into separate figures for the occupational physician and the OSH professional for specific types of company.)

Basic supervision comprises the following areas of activity:

- 1 Support with risk assessments (assessment of working conditions)**
 - 1.1 Support with the implementation of an overall strategy for risk assessments
 - 1.2 Support with performance of risk assessments
 - 1.3 Observation of actual practice in the enterprise and evaluation of risk assessments

- 2 Support with fundamental work-design activities – prevention activities focusing on the work environment**
 - 2.1 Proactive prevention measures taken to improve existing work systems
 - 2.2 Proactive prevention measures taken when working conditions change

- 3 Support with fundamental work-design activities – prevention activities focusing on individual behaviour**
 - 3.1 Support with oral and written instructions and training on health and safety
 - 3.2 Motivation to encourage safe and healthy behaviour
 - 3.3 Information and education
 - 3.4 Collective occupational health advice for employees

- 4 Support with the creation of a suitable structure and integration into managerial activities**
 - 4.1 Integration of occupational safety and health into the organisational structure
 - 4.2 Integration of occupational safety and health at management level
 - 4.3 Advice on resources required to implement OSH measures
 - 4.4 Ensuring communication and information
 - 4.5 Integration of OSH matters into enterprises's processes
 - 4.6 Organisation of enterprise's OSH-specific processes
 - 4.7 Ensuring continuous improvement

- 5 Investigation following events**
 - 5.1 Investigation of events, analyses of causes and evaluations thereof
 - 5.2 Identification of departments/activities where accidents or work-related illnesses frequently occur
 - 5.3 Suggestions for improvement

- 6 Provision of general advice to employers and managers, workplace representatives and employees**
 - 6.1 Advice on legal bases, the state of the art in safety and occupational medicine, research findings
 - 6.2 Answering of queries
 - 6.3 Distribution of information in the company, including team meetings
 - 6.4 Organisation of external advice on special OSH problems

- 7 Documentation, obligatory reporting**
 - 7.1 Support with documentation
 - 7.2 Support with obligatory reporting to relevant authorities and social accident insurance institutions
 - 7.3 Documentation of suggestions to the employer, including the extent to which they have been implemented
 - 7.4 Documentation of own work and the extent to which the deployment times are utilised

- 8 Involvement in enterprise meetings**
 - 8.1 Direct, one-to-one provision of advice to employers
 - 8.2 Participation in employer's business-related meetings with his/her managerial staff
 - 8.3 Participation in meetings of the delegates with OSH roles in accordance with Sections 9, 10 and 11 of the "Arbeitssicherheitsgesetz"
 - 8.4 Participation in other meetings, including works meetings
 - 8.5 Utilisation of permanent contact with managerial staff
 - 8.6 OSH committee meeting

- 9 Self-organisation**
 - 9.1 Organisation of continuing training (to update and expand knowledge)
 - 9.2 Development and utilisation of knowledge management

- 9.3 Recording and reviewing of information provided by employees
- 9.4 Utilisation of opportunities to share experiences, especially with the social accident insurance institutions and the relevant authorities

3. Company-specific part of the supervision

The employer determines the company-specific supervision needed, using a procedure that takes into account the areas of activity listed below and trigger and effort criteria. In line with the procedure, the employer must regularly review all of the areas of activity to determine their relevance for supervision by the occupational physicians and OSH professionals, especially after significant changes. The areas of activity are:

- 1 **Regularly occurring company-specific accident and health hazards; human factor requirements for work design**
 - 1.1 Special activities
 - 1.2 Workstations and workplaces that pose particular risks
 - 1.3 Work tasks and work organisation that pose particular risks
 - 1.4 Need for occupational health prevention
 - 1.5 Special, company-specific requirements concerning use of staff
 - 1.6 Safety and health in the face of demographic change
 - 1.7 Work design to prevent work-related health risks, preservation of individual health resources in connection with work
 - 1.8 Support with the enhancement of a health management system

(The social accident insurance institution in question can provide specifics here; if the regularly occurring areas of activity are specific to this type of enterprise, the social accident insurance institution can recommend deployment times in Schedule 1. This does not apply to occupational medical examinations.)

- 2 **Changes to working conditions and organisation**
 - 2.1 Procurement of fundamentally new machinery and equipment
 - 2.2 Fundamental changes as a result of new workstations, fundamental changes to workstation equipment; planning, installation of new plant; conversion, new build projects
 - 2.3 Introduction of completely new substances and materials

- 2.4 Fundamental change to enterprise's processes; fundamental change to organisation of working time; fundamental change to/ introduction of new working practices
 - 2.5 Specific requirements intended to create a suitable organisational structure for implementing OSH measures and integrating them into management activities and to establish a system for risk assessment
- 3 External developments that have a specific influence on the situation in the enterprise**
- 3.1 New regulations that result in substantial changes for the enterprise
 - 3.2 Advances in the state of the art in safety and occupational medicine relevant to the enterprise
- 4 Campaigns, programmes and activities in the enterprise**
Priority programmes, campaigns and support for health-promotion activities

A method for determining the supervision required, using the trigger and effort criteria, is explained in detail in Schedule 4.

To determine the duration and scope of the company-specific supervision, the employer must assess which tasks are necessary in the enterprise concerned and determine the effort required on the part of the occupational physician and the OSH professional to perform those tasks. On the basis of the determined required effort, the employer must determine in consultation and agree in writing with the occupational physician and the OSH professional the supervision services to be provided.

4. Assignment of enterprise types to supervision groups

The following table shows how the enterprises are assigned to the groups for basic supervision, as described in Section 2 of this annex, based on the economic activity code.

Extract for (insert name of social accident insurance institution) from the Classification of Economic Activities, 2008 issue ("WZ 2008"). A complete list for all of the social accident insurance institutions is kept at the German Social Accident Insurance (DGUV).

Seq. no.	WZ 2008 code	WZ 2008 category name (n. e. c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1	A	SECTION A – AGRICULTURE, FORESTRY AND FISHING			
64	01.5	Mixed farming		X	
79	02	Forestry and logging			
80	02.1	Silviculture and other forestry activities	X		
83	02.2	Logging	X		
103	B	SECTION B – MINING AND QUARRYING			
104	05	Mining of coal and lignite			
105	05.1	Mining of hard coal	X		
108	05.2	Mining of lignite	X		
111	06	Extraction of crude petroleum and natural gas			
112	06.1	Extraction of crude petroleum	X		
115	06.2	Extraction of natural gas	X		
118	07	Mining of metal ores			
119	07.1	Mining of iron ores	X		
122	07.2	Mining of non-ferrous metal ores	X		
127	08	Other mining and quarrying			
128	08.1	Quarrying of stone, sand and clay			
129	08.11	Quarrying of ornamental and building stone, limestone, gypsum, chalk and slate	X		
131	08.12	Operation of gravel and sand pits; mining of clays and kaolin		X	
133	08.9	Mining and quarrying n. e. c.	X		

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
136	08.92	Extraction of peat		X	
142	09	Mining and quarrying support services			
143	09.1	Support services for petroleum and natural gas extraction	X		
146	09.9	Support services to other mining and quarrying	X		
149	C	SECTION C – MANUFACTURING			
150	10	Manufacture of food products			
151	10.1	Slaughtering and meat processing	X		
158	10.2	Fish processing		X	
161	10.3	Fruit and vegetable processing		X	
168	10.4	Manufacture of vegetable and animal oils and fats		X	
173	10.5	Dairy processing			
174	10.51	Dairy processing (except ice-cream making)		X	
176	10.52	Manufacture of ice cream		X	
178	10.6	Manufacture of grain mill products, starches and starch products		X	
183	10.7	Manufacture of bakery and farinaceous products		X	
190	10.8	Other food products			
191	10.81	Sugar production		X	
193	10.82	Production of sugar confectionery (except non-perishable baked goods)			X
203	10.89	Manufacture of other food products n. e. c.		X	
205	10.9	Manufacture of animal feed		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n. e. c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
210	11	Manufacture of beverages			
211	11.0	Manufacture of beverages			
	11.01.1	Manufacture of distilled alcoholic beverages		X	
	11.01.2	Production of distilled alcoholic beverages (except distilleries)			X
214	11.02	Manufacture of wine from grape			X
220	11.05	Manufacture of beer		X	
222	11.06	Manufacture of malt		X	
224	11.07	Manufacture of soft drinks; production of natural mineral water		X	
	11.08	Manufacture of other beverages n. e. c.			X
226	12	Manufacture of tobacco products			
227	12.0	Manufacture of tobacco products			X
230	13	Manufacture of textiles			
231	13.1	Preparation and spinning of textile fibres		X	
234	13.2	Weaving of textiles		X	
237	13.3	Finishing of textiles		X	
240	13.9	Manufacture of other textiles			X
255	14	Manufacture of wearing apparel			
256	14.1	Manufacture of wearing apparel (except fur apparel)			X
271	14.2	Manufacture of articles of fur			X
274	14.3	Manufacture of knitted and crocheted apparel			X
279	15	Manufacture of leather and related products			

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
280	15.1	Manufacture of leather and related products (except leather apparel)			
281	15.11	Tanning and dressing of leather; dressing and dyeing of fur		X	
283	15.12	Manufacture of luggage, handbags and the like, saddlery and harness			X
285	15.2	Manufacture of footwear			X
288	16	Manufacture of wood and products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials			
289	16.1	Sawmilling and planing of wood		X	
292	16.2	Manufacture of products of wood, cork, straw and plaiting materials		X	
303	17	Manufacture of paper and paper products			
304	17.1	Manufacture of pulp, paper and paperboard		X	
309	17.2	Manufacture of articles of paper and paperboard		X	
320	18	Printing and reproduction of recorded media			
321	18.1	Printing and service activities related to printing			
322	18.11	Printing of newspapers		X	
324	18.12	Other printing		X	
326	18.13	Pre-press and pre-media services			X
328	18.14	Binding and related services		X	
330	18.2	Reproduction of recorded media		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
333	19	Manufacture of coke and refined petroleum products			
334	19.1	Manufacture of coke oven products	X		
337	19.2	Manufacture of refined petroleum products		X	
340	20	Manufacture of chemicals and chemical products			
341	20.1	Manufacture of basic chemicals, fertilisers and nitrogen compounds, plastics and synthetic rubber in primary forms		X	
356	20.2	Manufacture of pesticides and other agrochemical products		X	
359	20.3	Manufacture of paints varnishes and similar coatings, printing ink and mastics		X	
362	20.4	Manufacture of soaps and detergents, cleaning and polishing preparations, perfumes and toilet preparations		X	
367	20.5	Manufacture of other chemical products		X	
376	20.6	Manufacture of man-made fibres		X	
379	21	Manufacture of basic pharmaceutical products and pharmaceutical preparations			
380	21.1	Manufacture of basic pharmaceutical products		X	
383	21.2	Manufacture of pharmaceutical preparations		X	
386	22	Manufacture of rubber and plastic products			
387	22.1	Manufacture of rubber products		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
392	22.2	Manufacture of plastic products		X	
401	23	Production of non-metallic mineral products			
402	23.1	Manufacture of glass and glass products		X	
413	23.2	Manufacture of refractory products		X	
416	23.3	Manufacture of clay building materials		X	
421	23.4	Manufacture of other porcelain and ceramic products		X	
432	23.5	Manufacture of cement, lime and plaster	X		
437	23.6	Manufacture of articles of concrete, cement and plaster			
438	23.61	Manufacture of concrete products for construction purposes		X	
440	23.62	Manufacture of plaster products for construction purposes	X		
442	23.63	Manufacture of ready-mixed concrete	X		
444	23.64	Manufacture of mortars	X		
446	23.65	Manufacture of fibre cement	X		
448	23.69	Manufacture of articles of concrete, plaster and cement n.e.c.	X		
450	23.7	Cutting, shaping and finishing of stone n.e.c.			
	23.71	Industrially cutting, shaping and finishing of stone	X		
	23.72	Stonemasonry		X	
453	23.91	Production of abrasive products		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
456	23.99	Manufacture of other non-metallic mineral products n.e.c.	X		
458	24	Manufacture of basic metals			
459	24.1	Manufacture of basic iron, steel and ferro-alloys	X		
462	24.2	Manufacture of tubes, pipes, hollow profiles and related fittings, of steel		X	
467	24.3	Manufacture of other products of the first processing of iron and steel	X		
476	24.4	Manufacture of basic precious and other non-ferrous metals		X	
489	24.5	Casting of metals	X		
498	25	Manufacture of fabricated metal products			
504	25.2	Manufacture of tanks, reservoirs and containers of metal; central heating radiators and boilers		X	
512	25.4	Manufacture of weapons and ammunition		X	
515	25.5	Forging, pressing, stamping and roll-forming of metal; powder metallurgy		X	
522	25.6	Coating services and (heat) treatment; machining n.e.c.			
523	25.61	Coating services and (heat) treatment			
	25.61.1	Coating services and (heat) treatment (other than electroplating/electrochemical surface treatment)		X	
	25.61.2	Coating services and (heat) treatment (electroplating/ electrochemical surface treatment)	X		
525	25.62	Machining n.e.c.		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
527	25.7	Manufacture of cutlery, tools and general hardware		X	
538	25.9	Manufacture of other fabricated metal products		X	
551	26	Manufacture of computer, electronic and optical products			
552	26.1	Manufacture of electronic components and boards		X	
558	26.2	Manufacture of computers and peripheral equipment		X	
561	26.3	Manufacture of communication equipment		X	
564	26.4	Manufacture of consumer electronics		X	
567	26.5	Manufacture of instruments and appliances for measuring, testing and navigation; watches and clocks		X	
574	26.6	Manufacture of irradiation, electro-medical and electrotherapeutic equipment		X	
577	26.7	Manufacture of optical instruments and photographic equipment		X	
580	26.8	Manufacture of magnetic and optical media		X	
583	27	Manufacture of electrical equipment			
584	27.1	Manufacture of electrical motors, generators, transformers and electricity distribution and control apparatus			
585	27.11	Manufacture of electric motors, generators and transformers			
	27.11.1	Manufacture of electric motors, generators and transformers (output > 5 kVA)	X		

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
	27.11.2	Manufacture of electric motors, generators and transformers (up to 5 kVA)		X	
588	27.12	Manufacture of electricity distribution and control apparatus		X	
589	27.2	Manufacture of batteries and accumulators		X	
592	27.3	Manufacture of and wiring devices		X	
599	27.4	Manufacture of electric lighting equipment		X	
602	27.5	Manufacture of domestic appliances		X	
607	27.9	Manufacture of other electrical equipment n. e. c.		X	
610	28	Manufacture of machinery and equipment			
611	28.1	Manufacture of general-purpose machinery		X	
622	28.2	Manufacture of other general-purpose machinery		X	
636	28.3	Manufacture of agricultural and forestry machinery		X	
639	28.4	Manufacture of metal forming machinery and machine tools		X	
647	28.9	Manufacture of other special-purpose machinery		X	
663	29	Manufacture of motor vehicles, trailers and semi-trailers			
664	29.1	Manufacture of motor vehicles and motor-vehicle engines			X
668	29.2	Manufacture of bodies (coachwork) for motor vehicles; Manufacture of trailers and semi-trailers		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
671	29.3	Manufacture of parts and accessories for motor vehicles		X	
676	30	Manufacture of other transport equipment			
677	30.1	Building of ships and boats	X		
682	30.2	Manufacture of railway locomotives and rolling stock			
684	30.20.1	Manufacture of rail locomotives and locomotive tenders	X		
685	30.20.2	Manufacture of railway infrastructure		X	
686	30.3	Manufacture of air and spacecraft and related machinery		X	
692	30.9	Manufacture of transport equipment n.e.c.		X	
699	31	Manufacture of furniture			
700	31.0	Manufacture of furniture		X	
706	31.03	Manufacture of mattresses		X	
	31.04	Industrial processing of wood to produce furniture (other than upholstered furniture)			X
708	31.09	Manufacture of other furniture		X	
711	32	Other manufacturing			
712	32.1	Manufacture of coins, jewellery and related articles		X	
719	32.2	Manufacture of musical instruments		X	
722	32.3	Manufacture of sports goods		X	
725	32.4	Manufacture of games and toys		X	
728	32.5	Manufacture of medical and dental instruments and supplies		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
733	32.9	Manufacturing n.e.c.		X	
738	33	Repair and installation of machinery and equipment			
739	33.1	Repair of fabricated metal products, machinery and equipment		X	
756	33.2	Installation of machinery and equipment n.e.c.		X	
759	D	SECTION D – ELECTRICITY, GAS, STEAM AND AIR CONDITIONING			
760	35	Electricity, gas, steam and air conditioning supply			
761	35.1	Electric power generation, transmission and distribution		X	
772	35.2	Manufacture of gas; distribution of gaseous fuels through mains		X	
781	35.3	Steam and air conditioning supply		X	
784	E	SECTION E – WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES			
785	36	Water collection, treatment and supply		X	
791	37	Sewerage		X	
796	38	Waste collection, treatment and disposal activities; materials recovery			
797	38.1	Waste collection		X	
802	38.21	Waste treatment and disposal of non-hazardous waste		X	
805	38.22	Treatment and disposal of hazardous waste	X		
807	38.3	Materials recovery services		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
812	39	Remediation services and other waste management services		X	
816	F	SECTION F – CONSTRUCTION			
817	41	Construction of buildings			
818	41.1	Development of building projects		X	
823	41.2	Construction of residential and non-residential buildings	X		
827	42	Civil engineering			
828	42.1	Construction of roads and railways			
829	42.11	Construction of roads and motorways		X	
831	42.12	Construction of railways and underground railways	X		
833	42.13	Construction of bridges and tunnels	X		
835	42.2	Construction of utility projects			
836	42.21	Construction of utility projects for fluids		X	
838	42.22	Construction of utility projects for electricity and telecommunications	X		
840	42.9	Construction of other civil engineering projects		X	
845	43	Specialised construction activities			
846	43.1	Demolition and site preparation activities	X		
853	43.2	Electrical, plumbing and other construction installation activities			
854	43.21	Electrical installation		X	
856	43.22	Plumbing, heat and air-conditioning installation		X	
	43.29	Other construction installation	X		

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
861	43.3	Building completion and finishing		X	
881	G	SECTION G – WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES			
882	45	Wholesale and retail trade and repair of motor vehicles and motorcycles			
883	45.1	Sale of motor vehicles			X
888	45.2	Maintenance and repair of motor vehicles		X	
894	45.3	Sale of motor vehicle parts and accessories			X
899	45.4	Sale, maintenance and repair services of motorcycles and related parts and accessories		X	
902	46	Wholesale trade, except of motor vehicles and motorcycles			
903	46.1	Wholesale on a fee or contract basis			X
942	46.18.6	Wholesale on a fee or contract basis of cardboard, paper, stationery, gift and promotional items, packaging supplies and wallpapers			X
943	46.18.7	Wholesale on a fee or contract basis of books, magazines, newspapers, sheet music and other printed products			X
947	46.2	Wholesale of agricultural raw materials and live animals			X
956	46.3	Wholesale of food, beverages and tobacco			X
978	46.4	Wholesale of household goods			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
985	46.43.1	Wholesale of photographic and optical goods			X
1004	46.49.4	Wholesale of cardboard, paper, stationery, books, magazines and newspapers			X
1006	46.5	Wholesale of information and communication equipment			X
1011	46.6	Wholesale of other machinery, equipment and supplies			X
1028	46.7	Other specialised wholesale			
1029	46.71	Wholesale of solid, liquid and gaseous fuels and related products			X
1032	46.72	Wholesale of metals and metal ores			X
1035	46.73	Wholesale of wood, construction materials and sanitary equipment			X
1044	46.74	Wholesale of hardware, plumbing and heating equipment and supplies			X
1048	46.75	Wholesale of chemical products			X
1050	46.76	Wholesale of other intermediate products			X
1052	46.77	Wholesale of waste and scrap		X	
1054	46.9	Non-specialised wholesale trade			X
1059	47	Retail trade, except of motor vehicles and motorcycles			
1060	47.1	Retail sale in non-specialised stores			X
1067	47.2	Retail sale of food, beverages and tobacco in specialised stores			X
1082	47.3	Retail sale fuels in specialised stores			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1086	47.4	Retail sale of information and communication equipment in specialised stores			X
1093	47.5	Retail sale of other household equipments in specialised stores			X
1108	47.6	Retail sale of cultural and recreation goods in specialised stores			X
1121	47.7	Retail sale of other goods in specialised stores			X
1127	47.73	Pharmacies			X
1147	47.8	Retail sale via stalls and markets			X
1154	47.9	Retail sale not in stores, stalls and markets			X
1161	H	SECTION H – TRANSPORTATION AND STORAGE			
1162	49	Land transport and transport via pipelines			
1163	49.1	Passenger rail transport, interurban			X
1166	49.2	Freight rail transport		X	
1169	49.3	Other passenger land transport			X
1178	49.4	Freight transport by road and removal services		X	
1183	49.5	Transport via pipeline		X	
1186	50	Water transport			
1187	50.1	Sea and coastal passenger water transport		X	
1190	50.2	Sea and coastal freight water transport		X	
1193	50.3	Inland passenger water transport		X	
1196	50.4	Inland freight water transport		X	
1199	51	Air transport			
1200	51.1	Passenger air transport			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e. c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1203	51.2	Freight air transport and space transport			X
1208	52	Warehousing and support activities for transportation			
1209	52.1	Warehousing and storage		X	
1212	52.2	Support activities for transportation		X	
1215	52.21.2	Activities incidental to road transportation		X	
1221	52.22.1	Activities incidental to water transportation		X	
1222	52.22.2	Port operation Activities		X	
1225	52.23	Activities incidental to air transportation		X	
1234	53	Postal and courier activities			
1235	53.1	Postal activities under universal service obligation		X	
1238	53.2	Other postal and courier activities		X	
1241	I	SECTION I – ACCOMMODATION AND FOOD ACTIVITIES			
1242	55	Accommodation			
1243	55.1	Hotel and similar accommodation		X	
1249	55.2	Holiday and other short-stay accommodation			X
1255	55.3	Camping grounds			X
1262	56	Food and beverage serving activities			
1263	56.1	Restaurants and mobile food service activities		X	
1270	56.2	Event catering and other foodservice activities			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1282	J	SECTION J – INFORMATION AND COMMUNICATION			
1283	58	Publishing activities			
1284	58.1	Publishing of books, periodicals and other publishing activities (other than software)			X
1289	58.13	Publishing of newspapers			X
1295	58.2	Software publishing			X
1300	59	Motion picture, video and television programme production sound recording and music publishing activities			
1301	59.1	Motion picture, video and television programme			X
1310	59.2	Sound recording and music publishing activities			X
1315	60	Programming and broadcasting activities			
1316	60.1	Radio broadcasting			X
1319	60.2	Television programming and broadcasting activities			X
1322	61	Telecommunications			
1323	61.1	Wired telecommunications activities		X	
1326	61.2	Wireless telecommunications activities		X	
1329	61.3	Satellite telecommunications activities		X	
1332	61.9	Other telecommunications activities		X	
1336	62	Computer programming, consultancy and related activities			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1347	63	Information service activities			
1348	63.1	Data processing, hosting and related activities; web portals			X
1353	63.9	Other information service activities			X
1358	K	SECTION K – FINANCIAL AND INSURANCE ACTIVITIES			
1359	64	Financial service activities, except insurance and pension funding			
1360	64.1	Monetary intermediation			X
1370	64.2	Activities of holding companies			X
1373	64.3	Trusts, funds and similar financial entities			X
1376	64.9	Other financial activities, except insurance and pension funding			X
1385	65	Insurance, reinsurance and pension funding, except compulsory social security			
1386	65.1	Insurance			X
1390	65.12.1	Health insurance (company health insurance funds)			X
1392	65.2	Reinsurance			X
1395	65.3	Pension funding			X
1398	66	Activities auxiliary to financial services and insurance activities			
1399	66.1	Activities auxiliary to financial services, except insurance and pension funding			X
1406	66.2	Activities auxiliary to insurance and pension funding			X
1413	66.3	Fund management activities			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1416	L	SECTION L – REAL ESTATE ACTIVITIES			
1417	68	Real estate activities			
1418	68.1	Buying and selling of own real estate			X
1422	68.2	Rental and operating of own or leased real estate			X
1426	68.3	Real estate activities on a fee or on contract basis			X
1433	M	SECTION M – PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES			
1434	69	Legal and accounting activities			
1435	69.1	Legal activities			X
1442	69.2	Accounting, bookkeeping and auditing activities; tax consultancy			X
1448	70	Activities of head offices; management consultancy activities			
1449	70.1	Activities of head offices			X
1453	70.2	Management consultancy activities			X
1458	71	Architectural and engineering activities; technical, physical and chemical testing and analysis			
1459	71.1	Architectural and engineering activities			X
1470	71.2	Technical testing and analysis			X
1473	72	Research and development			
1474	72.1	Research and development on natural sciences, engineering, agricultural sciences and medicine		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1477	72.19	Other research and development on natural sciences, engineering, agricultural sciences and medicine		X	
1479	72.2	Research and development in law, economics, social sciences, linguistics, culture and art			X
1482	73	Advertising and market research			
1483	73.1	Advertising			X
1488	73.2	Market research and public opinion polling			X
1491	74	Other professional, scientific and technical activities			
1492	74.1	Design activities for textiles, jewellery, graphics, etc.			X
1497	74.2	Photographic activities			X
1501	74.3	Translation and interpretation activities			X
1505	74.9	Other professional, scientific and technical activities n. e. c.			X
1508	75	Veterinary activities			X
1513	N	SECTION N – ADMINISTRATIVE AND SUPPORT SERVICES			
1514	77	Rental and leasing activities			
1515	77.1	Rental and leasing of motor vehicles			X
1520	77.2	Rental and leasing of personal and household goods			X
1527	77.3	Rental and leasing of other machinery, equipment and tangible goods			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1540	77.4	Leasing of intellectual property and similar products, except copyrighted works			X
1543	78	Employment activities			
1544	78.1	Activities of employment placement agencies		X	
1547	78.2	Temporary employment agency activities		X	
1550	78.3	Other human resources provision			X
1553	79	Travel agency, tour operator and other reservation servc and related activities			
1554	79.1	Travel agency and tour operator activities			X
1559	79.9	Other reservation services and related activities			X
1562	80	Security and investigation activities			
1563	80.1	Private security activities			X
1566	80.2	Security systems service activities			X
1569	80.3	Investigation activities			X
1572	81	Services to buildings and landscap activities			
1573	81.1	Combined facilities support activities			X
1576	81.21	General cleaning activities of buildings			X
1583	81.29.1	Transport cleaning activities		X	
1584	81.29.2	Disinfecting and exterminating activities		X	
1585	81.29.9	Other cleaning activities n. e. c.		X	

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1590	82	Office administrative, office support and other business support activities			
1591	82.1	Office administrative and support activities, copy shops			X
1596	82.2	Activities of call centres			X
1599	82.3	Convention and trade shows			X
1602	82.9	Business support activities n.e.c.			
1603	82.91	Collection agency and credit bureau services			X
1606	82.92	Packaging services		X	
1608	82.99	Other business support services n.e.c.			X
1611	0	SECTION O – PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY			
1612	84	Public administration and defence; compulsory social security			
1613	84.1	Public administration activities			X
1620	84.2	Foreign affairs activities, defence activities, justice and judicial activities, public order and safety activities		X	
1631	84.3	Compulsory social security activities			X
1634	P	SECTION P – EDUCATION			
1635	85	Education			
1636	85.1	Pre-primary education			X
1640	85.2	Primary education			X
1643	85.3	Secondary education			X
1645	85.31.1	Lower general secondary education I			X
1646	85.31.2	Upper general secondary education II			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1647	85.32	Technical and vocational secondary education			X
1649	85.4	Higher education			X
1657	85.5	Other education			X
1668	85.6	Educational support activities			X
1671	Q	SECTION Q – HUMAN HEALTH AND SOCIAL WORK ACTIVITIES			
1672	86	Human health activities			
1673	86.1	Hospital activities			
1675	86.10.1	Hospital activities, except university hospitals, preventive health and rehabilitation clinics		X	
1676	86.10.2	University hospitals		X	
1677	86.10.3	Preventive health and rehabilitation clinics			X
1678	86.2	Medical and dental practice activities			X
1679	86.21	General medical practice activities			X
1681	86.22	Specialist medical practice activities			X
1683	86.23	Dental practice activities			X
1685	86.9	Human health activities n. e. c.			X
1691	87	Residential care activities, except convalescent homes			
1692	87.1	Residential nursing care activities			X
1695	87.2	Residential care activities for mental retardation, mental health, substance abuse, etc.			X
1698	87.3	Residential care activities for the elderly and disabled			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1701	87.9	Other residential care activities, except convalescent homes			X
1704	88	Social work activities without accommodation			
1705	88.1	Social work activities for the elderly and disabled			
1707	88.10.1	Mobile social work activities			X
1708	88.10.2	Other social work activities for the elderly and disabled		X	
1709	88.9	Other social work activities without accommodation			X
1710	88.91	Child day-care activities			X
1712	88.99	Other social work activities without accommodation n. e. c.			X
1714	R	SECTION R – ARTS, ENTERTAINMENT AND RECREATION			
1715	90	Creative, arts and entertainment activities			
1716	90.0	Creative, arts and entertainment activities			
1717	90.01	Performing arts			X
1722	90.02	Support activities to performing arts		X	
1724	90.03	Artistic creation (journalists, press photographers)			X
1730	90.04	Operation of art facilities		X	
1734	91	Libraries, archivs, museums, botanical and zoological garden activities			
1735	91.0	Library, archive, museum, botanical and zoological garden activities			
1736	91.01	Library and archivs activities			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1738	91.02	Museums activities			X
1740	91.03	Operation of historical sites and buildings and similar visitor attractions			X
1742	91.04	Botanical and zoological garden services and nature reserve activities		X	
1744	92	Gambling and betting activities			X
1750	93	Sports activities and amusement and recreation activities			
1751	93.1	Sports activities			X
1752	93.11	Operation of sports facilities			X
1760	93.2	Amusement and recreation activities			
1761	93.21	Activities of amusement parks and theme parks			X
1763	93.29	Other amusement and recreation activities n. e. c.		X	
1765	S	SECTION S – OTHER ACTIVITIES			
1766	94	Activities of membership organisations			
1767	94.1	Activities of business, employers' and professional membership organisations			X
1772	94.2	Activities of trade unions			X
1775	94.9	Activities of religious associations; political parties and other special interest groups and associations n. e. c.			X
1780	94.99	Activities of other special interests groups and associations n. e. c.			X

Seq. no.	WZ 2008 code	WZ 2008 category name (n.e.c. = not elsewhere classified)	Group I 2.5 h	Group II 1.5 h	Group III 0.5 h
1786	95	Repair of computers and personal and household goods			
1787	95.1	Repair of computers and communication equipment		X	
1792	95.2	Repair of personal and household goods			
1793	95.21	Repair of consumer electronics		X	
1795	95.22	Repair of household appliances and home and garden equipment		X	
1797	95.23	Repair of footwear and leather goods			X
1801	95.25	Repair of watches, clocks and jewellery			X
1805	96	Other personal activities			
1806	96.0	Other personal activities			
1807	96.01	Washing and dry-cleaning			X
1809	96.02	Hairdressing and other beauty treatment			X
1812	96.03	Funeral and related activities			X
1815	96.04	Physical well-being activities			X
1817	96.09	Other personal services activities n. e. c.			X

Annex 3

(to Section 2(4))

Alternative, demand-based supervision by occupational physicians and OSH professionals in enterprises with up to (to be inserted by the social accident insurance institution, max. 50) ... employees

(The social accident insurance institution shall insert specific measures, based on the “Rahmenbedingungen für einheitliche Strukturlösungen für alternative Betreuungsmodelle der bedarfsorientierten betriebsärztlichen und sicherheitstechnischen Betreuung” (Framework conditions for consistent structural solutions for alternative models of demand-based supervision by occupational physicians and OSH professionals), drawn up by the “OSH organisation“ expert committee and dated 14 October 2003; the social accident insurance institution assigns industries/types of enterprise to groups using the “Orientierungshilfe für die Einordnung der Branche/Berufsgenossenschaft in die Gruppen I, II und III der betriebsärztlichen und sicherheitstechnischen Betreuung” (Guide to classifying industries/social accident insurance institutions into groups I, II or III for supervision by occupational physicians and OSH professionals), drawn up by the “OSH organisation” expert committee)

1. General provisions

Where alternative, demand-based supervision by occupational physicians and OSH professionals is used, the employer is informed about OSH matters in the enterprise and motivated to implement the necessary measures. Alternative, demand-based supervision by occupational physicians and OSH professionals consists of motivation and information activities, continuing training and utilisation of demand-based supervision.

The employees are informed as to the type of supervision provided by the occupational physicians and OSH professionals and know which occupational physician and OSH professional to consult.

2. Motivation, information and continuing training activities

The motivation and information activities comprise: ...

They must be carried out within ... years.

(Insert specific activities for the social accident insurance institution in question: see above!)

Thereafter, the employer attends, at intervals of no more than ... years, continuing training courses delivered or recognised by the social accident insurance institution; the continuing training consists of at least ... modules.

(Insert specific provisions of the social accident insurance institution in question: see above!)

In particular, the motivation activities that form part of alternative, demand-based supervision cover:

(Insert specific provisions of the social accident insurance institution in question: see above!)

The information activities cover the following topics:

(Insert specific provisions of the social accident insurance institution in question: see above!)

3. Demand-based supervision

Upon completion of the motivation and information activities, the employer can make an independent decision as to whether external supervision is necessary and to what extent. Competent demand-based supervision in the enterprise by occupational physicians and OSH professionals is provided on the basis of the risk assessment, which is conducted with the assistance of an occupational physician and an OSH professional with industry-specific knowledge if necessary.

In addition, employers are obliged in **special cases** to use the supervision services of an occupational physician or an OSH professional with industry-specific expertise when dealing with safety and health matters. Examples of special cases in which supervision by the occupational physician and the OSH professional is required are:

- planning, installation and modification of plant,
- introduction of new work equipment that results in increased risk potential,
- significant change to working practices,
- introduction of new working practices,
- design of new workstations and work processes,
- introduction of new (hazardous) substances that result in increased risk potential,
- investigation of accidents and occupational diseases,
- provision of advice to employees concerning special accident and health risks at work,
- preparation of emergency and alarm plans.

Another example of a case that can make ad hoc supervision by an OSH professional necessary is

- safety inspections and evaluations of plant, work systems and working practices.

Other examples of cases that can make ad hoc supervision by an occupational physician necessary are

- a fundamental restructuring of working hours, breaks and shifts,
- the necessity to carry out occupational medical examinations, conduct assessments and give advice,
- addictive disorders that restrict the ability to ensure risk-free work,
- questions regarding job changes, integration and re-integration of persons with a disability and (re-)integration of persons undergoing rehabilitation,
- a high incidence of health problems,
- occurrence of post-traumatic stress.

(The social accident insurance institution in question can add further specifics)

In individual cases, ad hoc advice on specific issues can also be provided by persons who have expertise particularly relevant to the case concerned but are not qualified as an occupational physician or an OSH professional.

This can apply, for example, to advice provided in connection with noise noise-reduction, fire-protection and ventilation measures.

4. Documentation

The following documentation must be kept in the enterprise for review by the relevant inspection bodies

- certificate of attendance of the motivation, information and continuing training activities,
- up-to-date documentation of the risk assessment carried out in the enterprise,
- the reports required by Section 5 of this accident prevention regulation.

If employers fail to fulfil their obligations in connection with the alternative, demand-based form of supervision, they and their enterprise shall be subject to the standard form of supervision described in Section 2(2) or (3) of this accident prevention regulation.

Annex 4

(to Section 2(4))

Alternative, demand-based supervision by competence centres' occupational physicians and OSH professionals in enterprises with 10 or fewer employees

(Social accident insurance institutions intending to use this form of alternative supervision insert specific measures here, based on the "Rahmenbedingungen für einheitliche Strukturlösungen für alternative Betreuungsmodelle der bedarfsorientierten betriebsärztlichen und sicherheitstechnischen Betreuung" (Framework conditions for consistent structural solutions for alternative models of demand-based supervision by occupational physicians and OSH professionals), drawn up by the "OSH organization" expert committee and dated 14 October 2003. Competence centres are run in accordance with the criteria developed by the expert committee, dated 8 December 2003.)

The prerequisite for participation in the alternative model of demand-based supervision by competence centres' occupational physicians and OSH professionals is that the employer must be informed about OSH matters in the enterprise and motivated to implement the necessary measures. Alternative, demand-based supervision by occupational physicians and OSH professionals consists of motivation and information activities and utilisation of demand-based supervision.

The motivation and information activities comprise:

(Insert specific activities for the social accident insurance institution in question: see above!)

In particular, the motivation activities that form part of alternative, demand-based supervision cover:

(Insert specific activities for the social accident insurance institution in question: see above!)

The information activities cover the following topics:

(Insert specific activities for the social accident insurance institution in question: see above!)

Continuing training is provided in the form of courses offered by the competence centres and documents supplied by the social accident insurance institution.

Upon completion of the motivation and information activities, the employer can make an independent decision as to whether external supervision is necessary and to what extent. The enterprises are supervised via competence centres.

Competent demand-based supervision in the enterprise by occupational physicians and OSH professionals is provided on the basis of the risk assessment. Employers can ask the competence centre responsible for their enterprise to assist with the writing or updating of the risk assessment.

In addition, employers are obliged in **special cases** to use the supervision services of the competence centre when dealing with safety and health matters. Examples of special cases in which supervision by the occupational physician and the OSH professional is required are:

- planning, installation and modification of plant,
- introduction of new work equipment that results in increased risk potential,
- significant change to working practices,
- introduction of new working practices,
- design of new workstations and work processes,
- introduction of new (hazardous) substances that result in increased risk potential,
- investigation of accidents and occupational diseases,
- provision of advice to employees concerning special accident and health risks at work,
- preparation of emergency and alarm plans.

Another example of a case that can make ad hoc supervision by an OSH professional necessary is

- safety inspections and evaluations of plant, work systems and working practices.

Other examples of cases that can make ad hoc supervision by an occupational physician necessary are

- a fundamental restructuring of working hours, breaks and shifts,
- the necessity to carry out occupational medical examinations, conduct assessments and give advice,
- addictive disorders that restrict the ability to ensure risk-free work,
- questions regarding job changes, integration and re-integration of persons with a disability and (re-)integration of persons undergoing rehabilitation,
- a high incidence of health problems,
- occurrence of post-traumatic stress.

(The social accident insurance institution in question can add further specifics)

The following documentation must be kept in the enterprise for review by the relevant inspection bodies

- certificate of attendance of the motivation and information activities,
- up-to-date documentation of the risk assessment carried out in the enterprise and
- the reports required by Section 5 of this accident prevention regulation concerning the utilisation of external demand-based supervision.

The employees are informed as to the type of supervision provided by the occupational physicians and OSH professionals and know which competence centre to consult.

If employers fail to fulfil their obligations in connection with the alternative, demand-based form of supervision, they and their enterprise shall be subject to the standard form of supervision described in Section 2(2) of this accident prevention regulation.

Schedule 1

(to Section 2)

Appointment of occupational physicians and OSH professionals and initiation of their activities

When calculating the number of employees in order to determine the appropriate supervision model, part-time employees whose standard working week is no longer than 20 hours must be counted as 0.5 FTE and those whose standard working week is no longer than 30 hours must be counted as 0.75 FTE.

The term “employees” also includes persons working in the enterprise in accordance with the “Arbeitnehmerüberlassungsgesetz” (German Act on Temporary Employment).

Employees who work from home in accordance with Section 2(2)3 of the “Arbeitsschutzgesetz” are not taken into account when calculating the deployment times. This is also true of persons working in the enterprise on the basis of a contract for services (e.g. contractors’ employees).

Breakdown of deployment times for basic supervision

(The social accident insurance institution can recommend that the total combined figure be divided into separate figures for the occupational physician and the OSH professional for specific types of company. The recommendation should start as follows:

When dividing the deployment times for basic supervision between occupational physicians and OSH professionals as per Annex 2(2), it is recommended that....)

Deployment times for regularly occurring company-specific accident and health risks; human factor requirements for work design.

(The social accident insurance institution can recommend deployment times here if the regularly occurring areas of activity are specific to this type of enterprise. This does not apply to occupational medical examinations.)

The recommendation should start as follows:

A deployment time of X hours per employee and year is recommended for the company-specific part of the supervision as per Annex 2(3)1 for enterprises classified as (insert WZ 2008 category name, WZ 2008 code). This recommendation does not apply to occupational health prevention as described in the 1.4 area of activity as it is not possible to calculate generally applicable times for occupational health prevention. Demand for occupational health prevention must be determined additionally for the specific enterprise in question.)

Definition of “enterprise”

For the purposes of this accident prevention regulation, an enterprise is a self-contained entity that is an autonomous organisation able to make decisions independently. Enterprises are assigned to a supervision group in accordance with Annex 2 taking into account the purpose of the enterprise but not its activities. The following examples show how enterprises are assigned to supervision groups and how the deployment time for basic supervision is calculated:

Schedule to Section 2(3) in conjunction with Annex 2, Sections 2 and 4

(The social accident insurance institution can use this schedule to provide examples to help explain how enterprises are assigned to a supervision group and how the deployment time for basic supervision by occupational physicians (OPs) and OSH professionals (OSHPs) is calculated)

Example 1: Local authority A (public)

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	WZ 2008 code	WZ 2008 – Category name (n.e.c. = Not elsewhere classified)	Group	Deployment time OP & OSHP (hours per year and employee)	Number of employees	Deployment time OP & OSHP (hours per year)
Administrative offices	84.1	Public administration services	III	0.5	400	200
Hospital	86.10.1	Hospital services, except university hospitals, preventive health and rehabilitation clinics	II	1.5	280	420
Depot	81.29.9	Other cleaning services n. e. c.	II	1.5	23	34.5
Museum	91.02	Museum services	III	0.5	30	15
Waste disposal company	38.21	Waste treatment and disposal services	II	1.5	15	22.5
Swimming pool	93.11	Operation of sports facilities	III	0.5	20	10
					Deployment time for basic supervision by OP & OSHP:	702

Example 2: Stadtwerke GmbH (trade and industry)

	WZ 2008 code	WZ 2008 – Category name (n.e.c. = Not elsewhere classified)	Group	Deployment time OP & OSHP (hours per year and employee)	Number of employees	Deployment time OP & OSHP (hours per year)
Waste disposal and recycling company	38.3	Materials recovery services	II	1.5	43	64.5
Tram operator	49.3	Other passenger land transport	III	0.5	73	36.5
Bus operator	49.3	Other passenger land transport	III	0.5	35	17.5
					Deployment time for basic supervision by OP & OSHP:	118.5

Example 3: Food retail, chain store (trade and industry)

	WZ 2008 code	WZ 2008 – Category name (n.e.c. = Not elsewhere classified)	Group	Deployment time OP & OSHP (hours per year and employee)	Number of employees	Deployment time OP & OSHP (hours per year)
Food retailer	47.2	Retail sale of food, beverages and tobacco (in specialised stores)	III	0.5	3,000	1,500
					Deployment time for basic supervision by OP & OSHP:	1,500

Example 4: Tyre manufacturer (trade and industry)

	WZ 2008 code	WZ 2008 – Category name (n.e.c. = Not elsewhere classified)	Group	Deployment time OP & OSHP (hours per year and employee)	Number of employees	Deployment time OP & OSHP (hours per year)
Tyre manufacturer	22.1	Manufacture of rubber	II	1.5	1,200	1,800
					Deployment time for basic supervision by OP & OSHP:	1,800

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Schedule 2

(to Section 4)

Industry-specific training content for OSH professionals

The training courses are designed in line with the principles laid down by the former Federal Ministry of Labour in its 1997 paper concerning expert supervision (29 December 1997) and addressed to the social accident insurance institutions.

OSH professionals who have successfully completed a course of training designed in line with the principles laid down by the Federal Ministry of Labour in its 1979 paper concerning expert supervision (2 July 1979) may continue to be appointed.

The requirements concerning OSH professionals' training and work are set out in the "Insert title" brochure. A copy of the brochure is sent to the employer and the prospective OSH professional prior to training.

In accordance with the seventh principle (7) listed in the paper concerning expert supervision issued by the Federal Ministry of Labour on 29 December 1997 (ref.: IIIb7 36042 5) dealing with the training required to become an OSH professional, the necessary field-specific knowledge is covered in training level III (field-specific training), which usually builds on the knowledge acquired in training levels I and II. The content meets the requirements concerning the design of the training courses, which call for the subjects covered in training level III to be assigned to one of the following five areas:

1. Specific risk factors
2. Specific machinery/equipment/plant
3. Specific working practices
4. Specific workplaces
5. Specific staff-related topics

The subjects are subdivided as follows:

- Subject 1 (... modules) from the "...” area.

(particularly...)

(Each social accident insurance institution should use this space to describe the subjects listed by indicating the intended minimum scope (number of modules) and the content (keywords). If there is also a self-learning phase IV, its content should be described (in keywords) as well)

Level III training can be carried out in the periods between the in-class phases of training levels I (foundation training) and II (advanced training) provided the trainees have the required specialist knowledge.

Schedule 3

(to Annex 2, Section 2)

Basic supervision – areas of activity and possible tasks

Schedule 3 provides a non-binding list of possible tasks that occupational physicians and OSH professionals might have to perform in the different areas of activity at the basic supervision level as per Annex 2, Section 2 as part of the tasks required by Sections 3 and 6 of the “Arbeitssicherheitsgesetz”.

1 Support with risk assessments (assessment of working conditions)

1.1 Support with the implementation of an overall strategy for risk assessments

- Advise the employer/enterprise manager on risk assessment organisation
 - Provide information on and raise awareness of the basic objective
 - Develop an enterprise strategy for implementation
 - Develop arrangements for risk assessment performance
 - Develop a strategy for the implementation of a continuous improvement process
- Support for managers
 - Provide information on and raise awareness of the basic objective, enterprise strategy and arrangements for risk assessment performance
 - Train managers to perform risk assessments on their own
 - Develop and introduce aids, including documentation templates for managers; adapt them as required with the managers’ help
 - Develop enterprise-specific examples

1.2 Support with performance of risk assessments

- Advise managers directly in different situations
- Provide expertise as part of basic supervision, particularly with regard to identification of hazards, risk evaluation and determination of the necessary measures
- Support efforts to motivate employees to take part
- Advise during monitoring of the effectiveness of necessary measures
- Provide support with the documentation required by Section 6 of the “Arbeitsschutzgesetz”

1.3 Observation of actual practice in the enterprise and evaluation of risk assessments

- Conduct random checks to determine whether assessments of working conditions are carried out to the intended standard in the situations requiring them (auditing)
- Summarise and compare evaluations and identify required improvements (e.g. as part of the annual report)
- Suggest priority programmes for continuous improvement

2 Support with fundamental work-design activities – prevention activities focusing on the work environment

2.1 Proactive prevention measures taken to improve existing work systems

- Review OSH measures required and monitor performance (implementation) thereof: determine and assess work systems and define target standards with regard to work equipment, substances, organisation of work, etc. (Compliance with Section 4 of the “Arbeitsschutzgesetz”)
 - Conduct regular workplace inspections, identify hazards and assess risks using suitable methods; identify health factors in work systems and assess their potential
 - Check work equipment, plant, working practices, use of substances, workplace design, recreational areas and sanitary facilities – taking into account occupational physiology, occupational psychology and other ergonomics and occupational hygiene matters
 - Review workflow organisation, including work tasks, shift schedules and working times and breaks
 - Check workplaces and work environment
 - Check how employees are used (job changes, lone work)
- Support efforts to identify solutions, put forward work-design suggestions, support and help to ensure implementation
 - Technical measures (safety equipment, ergonomics, including maintenance of protective equipment)
 - Organisational measures
 - Hygiene measures
 - Selection, testing, use and maintenance of personal protective equipment (PPE)

- Design of organisational health factors (design of work tasks, work organisation and work environment in a way that promotes health)
- Job changes and (re-)integration of persons with a disability
- Effectiveness monitoring
 - Check measures have been implemented
 - Effectiveness of implemented protective measures
 - Check for new hazards

2.2 Proactive prevention measures taken when working conditions change

E.g. in the event of changes to workstations, replacement of machinery, equipment, changes to working practices, changes to enterprise's processes, introduction of substances, materials, changes to working times

- Prior to initial operation/introduction, check to ensure
 - compliance with safety and ergonomic requirements
 - instruction manuals, health and safety instructions, safety data sheets, etc. are available
 - warning and hazard signs are in place
 - provision of necessary PPE
 - updating of risk assessment
 - identification of any additional measures required.
- Check for fundamental changes within the meaning of the “Geräte- und Produktsicherheitsgesetz” (German Equipment and Product Safety Act) and request that any necessary measures be taken (including documentation)
- Provide advice on specifying required inspections within the meaning of the “Betriebssicherheitsverordnung” (German Ordinance on Industrial Safety and Health)

3 Support with fundamental work-design activities – prevention activities focusing on individual behaviour

3.1 Support with oral and written instructions and training on health and safety

Promote and assist with, in particular,

- establishment of a system for oral instruction on health and safety and delivery of oral instruction
- preparation of written health and safety instructions
- development of rules of conduct
- delivery of training related to occupational safety and health

3.2 Motivation to encourage safe and healthy behaviour

Particularly

- promotion of safe and healthy conduct
- promotion of PPE use

3.3 Information and education

Inform and educate employees, particularly about

- accident and health risks
- safe and healthy conduct
- safety equipment and protective equipment

3.4 Collective occupational health advice for employees

4 Support with the creation of a suitable structure and integration into managerial activities

4.1 Integration of occupational safety and health into the organisational structure

Support, particular with

- assignment of OSH-related tasks and powers
- monitoring performance of tasks
- organising health and safety roles (occupational physician, OSH professional, safety delegate, first-aiders, etc.)
- ensuring managers work with the occupational physician and OSH professional
- cooperation between several employers as described in Section 8 of the “Arbeitsschutzgesetz” (subcontracting, temping, construction sites, etc.)

4.2 Integration of occupational safety and health at management level

- Support, particularly with
- development of an OSH strategy for the enterprise by the top-level management and publicising thereof within the enterprise
- promotion of a leadership style in line with OSH requirements
- ensuring OSH matters are taken into account in strategic and operational decisions

4.3 Advice on resources required to implement OSH measures

Support with organisation of resource provision, especially with regard to

- resources required (as per Section 3(2) of the “Arbeitsschutzgesetz”) in order to implement OSH measures
- ensuring requirements concerning human resources and qualifications are met:
 - assistance in the training of safety delegates
 - assistance in the training of first-aiders
- ensuring compliance with the organisational requirements to enable employees to fulfil their duty to cooperate in OSH matters (in accordance with Section 3(2) of the “Arbeitsschutzgesetz”)

4.4 Ensuring communication and information

In particular, support with the

- creation and running of the OSH committee
- provision of the necessary information to all parties involved.

4.5 Integration of OSH matters into enterprise’s processes

Support to ensure organisational arrangements are in place so that OSH matters are integrated into enterprise’s processes, especially

- into all production and service processes (integration into day-to-day operations)
- for investment and planning processes
- for new-build, conversion and extension projects
- for procurement of work equipment (machinery, plant, tools, substances)
- for contract-awarding to third-party companies; cooperation between several employers
- for maintenance (e.g. buildings, machinery, plant)
- for recruitment of new employees, employee redeployment

4.6 Organisation of enterprise’s OSH-specific processes

Support with organisation of OSH-specific processes, especially

- management of OSH rules and regulations
- monitoring of working conditions
- management of OSH requirements imposed by external bodies
- organisation of first aid; planning of first-aider deployment
- emergency/incident management
- accident reporting
- organisation of occupational medical examinations

4.7 Ensuring continuous improvement

Support, particularly with

- identifying and specifying targets based on the status review
- implementation of measures
- assessment of status and development
- implementation of improvement measures

5 Investigation following events

5.1 Investigation following events, analyses of causes and evaluations thereof

- Reportable accidents, non-reportable accidents, near-miss accidents, first aid incidents, relevant non-injury incidents; plus, in particular, fatal, life-threatening and masscasualty accidents
- Occupational diseases (suspected cases, recognised occupational diseases)
- Work-related illnesses; evaluation of accident and illness reports issued by health insurers
- Commuting accidents

5.2 Identification of departments/activities where accidents or work-related illnesses frequently occur

5.3 Suggestions for improvement

Formulation of proposals for improvement, based on the analyses and investigations, with the aim of

- preventing repetition of accidents, illnesses and other events
- preventing similar accidents, illnesses and other events
- tackling frequently occurring accidents and work-related illnesses

6 Provision of general advice to employers and managers, workplace representatives and employees

6.1 Advice on legal bases, the state of the art in safety and occupational medicine, research findings

Monitoring and evaluation of

- regulations and any changes to them
- advances in the state of the art in safety and occupational medicine of relevance to the specific enterprise with regard to
 - knowledge regarding risks and health factors
 - progress in health and safety measures, including work design that takes human factors into account

6.2 Answering of queries

6.3 Distribution of information in the company, including team meetings

6.4 Organisation of external advice on special OSH problems

7 Documentation, obligatory reporting

7.1 Support with documentation

Particularly in connection with

- compliance with special requirements (e.g. explosion protection document)
- investigation of accidents and occupational diseases
- inspection of equipment in accordance with the “Betriebssicherheitsverordnung”
- access authorisations for particularly hazardous work areas (Section 9 of the “Arbeitsschutzgesetz”)
- oral health and safety instruction
- briefing about protective measures for special hazards
- approval of plant, etc. for special activities
- assignment of tasks
- monitoring of lone working

7.2 Support with obligatory reporting to relevant authorities and social accident insurance institutions

7.3 Documentation of suggestions to the employer, including the extent to which they have been implemented

7.4 Documentation of own work and the extent to which the deployment times are utilised

8 Involvement in enterprise meetings

8.1 Direct, one-to-one provision of advice to employers

8.2 Participation in employer's business-related meetings with his/her managerial staff

Particularly on topics such as

- management of existing risks in the company and health factors in the work systems
- implementation of health and safety measures in the work systems
- analyses of the extent to which OSH is incorporated into all activities and into the enterprise's management structures
- plans for changes to work systems and the organisational structure of the enterprise
- conclusions in terms of improvements to safety and health

8.3 Participation in meetings of the delegates with OSH roles in accordance with Sections 9, 10 and 11 of the "Arbeitssicherheitsgesetz"

8.4 Participation in other meetings, including works meetings

8.5 Utilisation of permanent contact with managerial staff

8.6 OSH committee meetings

In particular,

- preparation
- participation
- evaluations

9 Self-organisation

9.1 Organisation of continuing training (to update and expand knowledge)

9.2 Development and utilisation of knowledge management

9.3 Recording and reviewing of information provided by employees

**9.4 Utilisation of opportunities to share experiences,
especially with the social accident insurance institutions
and the relevant authorities**

Schedule 4

(to Annex 2, Section 3)

Company-specific part of the supervision

Schedule 4 provides a non-binding description of the areas of activity to be considered, trigger and effort criteria and services that might be required for the specific enterprise, in addition to the basic supervision, as part of the tasks required by Sections 3 and 6 of the “Arbeitssicherheitsgesetz”. Further tasks may be required depending on the needs of the enterprise and the results of the risk assessment.

A Procedure for determining the company-specific supervision services required

Employers must determine and regularly verify the relevance and scope of the company-specific part of the supervision. They must seek the advice of the occupational physician and OSH professional in this process. The tables on the following pages describe the areas of activity, trigger and effort criteria to be considered when determining and verifying relevance and scope, as well as services that might be required for the specific enterprise, in addition to the basic supervision, as part of the tasks required by Sections 3 and 6 of the “Arbeitssicherheitsgesetz”.

In the tables on the following pages, there are two columns (“Trigger criteria” and “Effort criteria”) for each area of activity. The determination and verification process takes place in two steps, each of which is divided into further steps.

Step 1: Verifying the relevance of areas of activity

Each area of activity must be checked, using the trigger criteria given, to determine its relevance for the specific enterprise in question. The trigger criteria describe enterprise parameters for each area of activity, which must be marked as either “Yes” or “No” depending on whether they apply or not. If there are one or more “Yes” responses for a specific area of activity, company-specific supervision is “triggered” for that area.

Step 1.1:

Assess each trigger criterion for each area of activity to determine whether it applies or not (“Yes” or “No”).

The tables on the following pages do not provide an exhaustive list of trigger criteria. In the last row of each table, there is a space (marked with the next letter in the alphabet and ...) for adding company-specific trigger criteria.

Step 1.2:

Check each area of activity to determine whether the trigger criteria apply.

If at least one of the trigger criteria in an area of activity applies, that area requires company-specific supervision.

For each area of activity, specify whether company-specific supervision is required by marking either “Yes” or “No”.

Step 1.3:

Determine how long the company-specific supervision will be required

Only if specific factors result in certain trigger criteria applying for limited periods can the supervision by the occupational physician and OSH professional also be provided for a limited period.

If temporary situations are recurrent in the specific enterprise in question, permanent supervision by an occupational physician and an OSH professional is required.

Step 2:

Determining the supervision services required and the effort involved on the part of the occupational physician and the OSH professional

The required supervision services and the effort involved are determined with the help of effort criteria. The effort criteria are descriptions of the services the occupational physician and the OSH professional might provide, which enable the effort required for the company-specific supervision to be determined and estimated.

Step 2.1:

Determine and specify the services to be performed by the occupational physician and the OSH professional for each area of activity for which company-specific supervision has been triggered.

The services required for the company-specific part of the supervision must be described, based on the actual conditions in the enterprise, and agreed using the “Description of services” column in the tables on the following pages.

Step 2.2:

Determine and specify the effort required for each area of activity, separately for the occupational physician and the OSH professional.

The effort required for each complete area of activity must be specified in hours separately for the occupational physician and the OSH professional in the “Effort required” column, based on the description of the services.

As far as possible, the effort required should be specified in hours/per year for one year. If the task concerned is a temporary task that recurs over a period of several years, the annual effort should be determined separately for each of the relevant years.

B Determination of services required

1 Regularly occurring company-specific accident and health hazards;
human factor requirements for work design

1.1 Special activities

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
a) Hot work in fire-risk areas and potentially explosive atmospheres	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Identification and analysis of the specific risk situation (risk factors, sources, hazardous conditions, interdependencies) • Activity-specific risk assessments • Determination of the relevant state of the art in safety and occupational health • Consultation to define target standards for the risks identified • Development of protection strategies • Support and supervision for the implementation of protection strategies • Periodic monitoring of effectiveness • Updating of risk assessment 		
b) Hazardous work on pressurised equipment	<input type="checkbox"/>	<input type="checkbox"/>			
c) Work in gas-hazard areas	<input type="checkbox"/>	<input type="checkbox"/>			
d) Other hazardous work (welding in confined spaces, blasting work, tree-felling, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
e) Work involving risk of infection	<input type="checkbox"/>	<input type="checkbox"/>			
f) Use of ionising radiation, work near electromagnetic fields	<input type="checkbox"/>	<input type="checkbox"/>			
g) Lone work	<input type="checkbox"/>	<input type="checkbox"/>			
h) Other activities requiring special protective measures	<input type="checkbox"/>	<input type="checkbox"/>			
i) Activities that are not typical of the industry or core business in which the enterprise operates	<input type="checkbox"/>	<input type="checkbox"/>			
j) ...	<input type="checkbox"/>	<input type="checkbox"/>			

Continue: 1.1 Special activities

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):		
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

1.2 Workstations and workplaces that pose particular risks

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
a) Numerous different sources or special hazardous conditions for specific hazards (e.g. sources of noise)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Identification and analysis of the specific risk situation (risk factors, sources, hazardous conditions, interdependencies, etc.) 		
b) Numerous different hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Specific risk assessments for the work-stations and workplaces 		
c) Workstations for which the “Gefahrstoffverordnung” (German Hazardous Substances Ordinance) requires special protective measures for activities involving hazardous substances that are carcinogenic, mutagenic or toxic to reproduction	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Consultation to define target standards • Determination of the relevant state of the art in safety and occupational health • Development of protection strategies • Support and supervision for the implementation of protection strategies 		
d) Workstations at which biological agents classified as risk group 4 in the “Bio-stoffverordnung” (German Ordinance on Biological Substances) are used	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Periodic monitoring of effectiveness • Updating of risk assessment 		
e) Hazardous work items (dimensions, weights, surface properties, thermal state, etc.) or particularly hazardous conditions of use	<input type="checkbox"/>	<input type="checkbox"/>			
f) Work on high masts, towers and in other high workplaces	<input type="checkbox"/>	<input type="checkbox"/>			
g) Difficult-to-navigate/Poorly laid-out grounds with in-house transport and traffic	<input type="checkbox"/>	<input type="checkbox"/>			

Continue: 1.2 Workstations and workplaces that pose particular risks

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
h) Workstations requiring special protective measures	<input type="checkbox"/>	<input type="checkbox"/>			
i)	<input type="checkbox"/>	<input type="checkbox"/>			
j) ...	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):		
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

1.3 Work tasks and work organisation that pose particular risks

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to c)	Effort required	
	Yes	No		OP	OSHP

Activities involving potential for negative mental or physical strain:

a) Requirements arising from the work task (high concentration levels, large volume of work, particularly difficult work, etc.) with potential for negative mental strain	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Analysis of the mental requirements arising from the work task and the organisation of work • Identification of specific mental stress sources and factors in the work system 		
b) Requirements arising from the organisation of the work (work-flow, frequency of interruptions, type of collaboration, etc.) with potential for negative mental strain	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Assessment of the health risks arising from negative mental strain • Consultation to define target standards to prevent negative mental strain 		
c) Other requirements with potential for negative mental strain	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of the state of the art in safety and occupational health with regard to work-task and work-organisation design taking into account human factors • Determination of the state of the art in safety and occupational health with regard to work-task and work-organisation design taking into account human factors • Support with development of design solutions • Support and supervision for the implementation of design solutions • Periodic monitoring of effectiveness • Updating of risk assessment 		

Continue: 1.3 Work tasks and work organisation that pose particular risks

model accident prevention regulation

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria d) to g)	Effort required	
	Yes	No		OP	OSHP
d) Activities involving potential for physical strain: manual handling of loads (high risk score with the Key Indicator Method)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Analysis of the physical requirements • Identification of specific physical workload sources and factors in the work system 		
e) Activities involving potential for physical strain: frequently recurring, short-cycle movement of small groups of muscles	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Assessment of the health risks arising from physical strain • Consultation to define target standards to prevent physical strain 		
f) Activities involving potential for physical strain: constrained posture during work	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of the state of the art in safety and occupational health with regard to the reduction of physical strain and to work design in line with human factor requirements 		
g) Activities involving potential for physical strain: static muscle work	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Support with development of design solutions • Support and supervision for the implementation of design solutions • Periodic monitoring of effectiveness • Updating of risk assessment 		

Continue: 1.3 Work tasks and work organisation that pose particular risks

Trigger criteria		Effort criteria			
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria h)	Effort required	
	Yes	No		OP	OSHP
h) Shift work involving night work	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Analysis of the shift work situation and the related working conditions • Assessment of the health risks arising from shift work • Determination of the state of the art in safety and occupational health with regard to shift work • Consultation to define target standards for shift work • Support with development of solutions • Support and supervision for the implementation of solutions • Periodic monitoring of effectiveness • Updating of risk assessment 		

Continue: 1.3 Work tasks and work organisation that pose particular risks

model accident prevention regulation

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria i)	Effort required	
	Yes	No		OP	OSHP
i) Use of third-party companies with company-specific/activity-specific risk potential	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of the conditions under which third-party companies are used in the enterprise • Identification of the risks and specific hazardous conditions connected with the use of third-party companies • Risk assessment for third-party company use • Support with fulfilment of selection, information and coordination duties, contractdrafting, issuing of rules for the company • Periodic monitoring of use of third-party companies • Updating of risk assessment 		
j) ...	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):		
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

1.4 Need for occupational health prevention

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to c)	Effort required	
	Yes	No		OP	OSHP
a) Mandatory examinations required?	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of specific working conditions • Provision of one-to-one information to employees about examinations • Performance of examinations • Discussion of results with employees • Certificate-writing • Evaluation and determination of consequences for protective measures • Supervision of implementation of measures • Effectiveness monitoring 		
b) Optional examinations required?	<input type="checkbox"/>	<input type="checkbox"/>			
c) On-demand examinations required?	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required? If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required			Effort required in hours for the area of activity as a whole (see Step 2.2):		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

1.5 Special, company-specific requirements concerning use of staff

Trigger criteria		Effort criteria			
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) and b)	Effort required	
	Yes	No		OP	OSHP
a) Qualification requirements and other staff-related requirements laid down in special regulations	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of specific staff-related requirements • Advice on and support with fulfilment of special qualification requirements and other staff-related requirements • Support with the drawing-up of rules for the enterprise to ensure staff-related requirements are met • Periodic monitoring of compliance with requirements 		
b) Qualification requirements for emergency situations	<input type="checkbox"/>	<input type="checkbox"/>			
			Description of services for trigger criterion c)		
c) Employee-development activities concerning occupational safety and health	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of need for OSH training • Determination of employee-development activities for specific target groups in the enterprise and degree of integration of OSH matters • Support with development of employee-development activities concerning safety and health at work • Promotion of inclusion of OSH matters in employee-development activities • Periodic monitoring and evaluation of the impact of employee-development activities 		

Continue: 1.5 Special, company-specific requirements concerning use of staff

Trigger criteria		Effort criteria			
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria d)	Effort required	
	Yes	No		OP	OSHP
d) Groups particularly at risk (expectant mothers, young people, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Identification of individuals particularly at risk • Identification of risks to which individuals particularly at risk are exposed • Assessment of health risks • Consultation to define target standards for protection of such individuals • Support with development of solutions and options for how such individuals are used • Support and supervision for the implementation of solutions • Effectiveness monitoring • Updating of risk assessment 		

Continue: 1.5 Special, company-specific requirements concerning use of staff

Trigger criteria		Effort criteria			
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria e)	Effort required	
	Yes	No		OP	OSHP
e) Use of temporary workers	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Support with first risk assessments for temporary workers • Advice on selecting temporary work agencies • Advice on contract-drafting • Periodic inspection of temporary workers' workstations and working conditions • Support with induction training and oral instruction on health and safety for temporary workers • Advice on special problems concerning temporary work 		

model accident prevention regulation

Continue: 1.5 Special, company-specific requirements concerning use of staff

Trigger criteria		Effort criteria			
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria f)	Effort required	
	Yes	No		OP	OSHP
f) Work-process requirements to facilitate participation of people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Systematic analysis of conditions for participation • Analysis of potential methods with which to make the enterprise disabled-friendly • Comparison of capabilities and job requirements • Support with efforts to find possibilities for participation • Support with development of specific work-design measures • Collaboration with other relevant roles • Promotion of and assistance with conclusion of integration agreements • Promotion of involvement of inter-company institutions and collaboration with them 		

Continue: 1.5 Special, company-specific requirements concerning use of staff

model accident prevention regulation

Trigger criteria		Effort criteria			
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria g)	Effort required	
	Yes	No		OP	OSHP
g) Reintegration of employees	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Assistance with management of workplace reintegration • Specifying the risk assessment taking individual's abilities into consideration • Identification of adjustments needed to work systems • Assistance with development of design solutions and strategies for reintegration • Support with implementation of design solutions • Promotion of involvement of inter-company Institutions and collaboration with them 		
			Description of services for trigger criterion h)		
h) Enterprise-specific safety and health effort caused by third parties (e.g. children, pupils, students, members of the public, customers)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Support with first risk assessments to consider potential risks to employees posed by third parties • Periodic inspection of workstations and working conditions to identify any risks posed by third parties • Advice on special problems concerning safety and health 		
i) ...	<input type="checkbox"/>	<input type="checkbox"/>			

Continue: 1.5 Special, company-specific requirements concerning use of staff

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to i)	Effort required	
	Yes	No		OP	OSHP
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):		
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

model accident prevention regulation

1.6 Safety and health in the face of demographic change

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to e)	Effort required	
	Yes	No		OP	OSHP
a) Large share of older employees	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Analysis of workforce situation and work environment based on demographic aspects of safety and health • Assessment of need for work design that takes demographic aspects into account • Assessment of risks for ageing workforces and older employees • Definition of target standards • Development of proposals for work design in line with needs of older workers • Support with implementation of design measures • Support with development of leadership style taking into account ageing workforces and older employees • Monitoring of developments and results • Updating of risk assessment 		
b) Divergence between employees' abilities and requirements of work task as workforces age	<input type="checkbox"/>	<input type="checkbox"/>			
c) Work design that does not take needs of older employees into account	<input type="checkbox"/>	<input type="checkbox"/>			
d) Development of leadership style in the face of ageing workforces	<input type="checkbox"/>	<input type="checkbox"/>			
e) ...	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required? If there is at least one "Yes" response in the "Applicable?" column, company-specific supervision is required			Effort required in hours for the area of activity as a whole (see Step 2.2):		
Yes <input type="checkbox"/> No <input type="checkbox"/>					Hrs.
					Hrs.

1.7 Work design to prevent work-related health risks, preservation of individual health resources in connection with work

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to e)	Effort required	
	Yes	No		OP	OSHP
a) Above-average sickness rate (benchmark values within company, similar enterprises, industry average)	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Analysis of causes of work-related health risks and work design that does not cater for human factor requirements • Assessment of the state of the art in safety, occupational medicine and hygiene and the substantiated findings of ergonomic research on work design in line with human factor and health requirements • Identification of approaches for improving health literacy of employees at work and for work design in line with human factor requirements aimed at preserving health resources • Consultation to define target standards to prevent work-related health risks, design work in line with human factor requirements and preserve individual health resources • Advice, information and education for employees to enable them to have a positive influence on health-related factors at work; initiation of and support for learning processes 		
b) Design of work tasks, work organisation and working environment that is not in line with human factor and health requirements and so impedes preservation of health resources	<input type="checkbox"/>	<input type="checkbox"/>			
c) Inadequate provision of enterprise activities aimed at preserving health resources in connection with work (back-exercise classes, exercise during breaks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
d) Inadequate health literacy on the part of the employees on how to preserve their health resources in connection with their work	<input type="checkbox"/>	<input type="checkbox"/>			

Continue: 1.7 Work design to prevent work-related health risks, preservation of individual health resources in connection with work

model accident prevention regulation

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to e)	Effort required	
	Yes	No		OP	OSHP
e) ...	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Advice on and support with development of enterprise activities and programmes to preserve individual health resources • Advice on and support with work design in line with human factor requirements aimed at preserving individual health resources (design of work tasks, work organisation and environment, social working conditions) • Promotion of the implementation of design methods of the type mentioned in the previous point • Supervision of implementation • Periodic monitoring and evaluation of the impact of the measures 		
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):		
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>			Hrs.
					Hrs.

1.8 Support with the enhancement of a health management system

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to c)	Effort required	
	Yes	No		OP	OSHP
a) Decision to implement a health management system	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Assistance and support with development of enterprise structures for health management (e.g. installation of steering committees, “health circles”, link to the OSH committee) • Collaboration with other workplace health roles (e.g. health delegates, health insurers) • Support and assistance with health management process control (key processes are drafting of health reports, conducting of employee surveys and campaign days, PR and marketing activities, programme planning, evaluation and quality management of the activities involved) • Promotion of permanent integration of health management into enterprise routines (integration with OSH management system, integration into organisational structure and management of enterprise) 		
b) Operation of a health management system	<input type="checkbox"/>	<input type="checkbox"/>			
c) ...	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required? If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required			Effort required in hours for the area of activity as a whole (see Step 2.2):		
Yes <input type="checkbox"/> No <input type="checkbox"/>					Hrs.
					Hrs.

2 Changes to working conditions and organisation

2.1 Procurement of fundamentally new machinery and equipment

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to i)	Effort required	
	Yes	No		OP	OSHP
a) New risks anticipated for enterprise compared to risks covered by basic supervision	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Support with identification of hazards and risk assessment for work systems that will change due to new machinery and equipment being procured 		
b) New types of hazard can occur	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Advice on identifying requirements to be met by machinery and equipment to be procured 		
c) Fundamental change in impact on work environment	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Advice on requirements for use of new machinery and equipment (work system design) 		
d) Previous protective measures can no longer be applied/can only be applied to a certain extent	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Assistance with drafting of specifications/calls for bids 		
e) There are no standardised solutions	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Assistance with evaluation of quotes and contract-drafting 		
f) Fundamentally new requirements concerning qualifications/safe and healthy conduct at work are anticipated	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Verification of compliance with agreed requirements for delivery, installation, assembly, etc. 		
g) Fundamental changes to the organisational structure are required	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Assistance with implementation of changes; support with approval process for implemented changes 		
h) There will be different/new interfaces with existing work systems	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Monitoring of effectiveness 		
i) ...	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Updating of risk assessment 		

Continue: 2.1 Procurement of fundamentally new machinery and equipment

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to i)	Effort required	
	Yes	No		OP	OSHP
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):	Hrs.	Hrs.
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required					
	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

2.2 Fundamental changes as a result of new workstations, fundamental changes to workstation equipment; planning, installation of new plant; conversion, new build projects

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
a) New risks anticipated for enterprise compared to risks covered by basic supervision	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Support with identification of hazards and risk assessment for work systems to be changed 		
b) New types of hazard can occur	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Support with identification and specification of requirements concerning workstation and workplace design 		
c) Fundamental change in impact on work environment or on workstations and workflows	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Review of relevant rules and regulations, the state of the art in safety and occupational medicine 		
d) Previous protective measures can no longer be applied/can only be applied to a certain extent	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Assistance with drafting of specifications/calls for bids • Advice on requirements for use of new workplace equipment, plant, rooms, etc. (technical, organisational, staff-related) 		
e) There are no standardised solutions	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Assistance with evaluation of quotes and contract-drafting 		
f) Fundamentally changed requirements concerning qualifications/safe and healthy conduct at work are anticipated	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Verification of compliance with agreed requirements for construction work, delivery, installation, assembly, etc. 		
g) Fundamental changes to the organisational structure are required	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Assistance with implementation of changes; support with approval process for implemented changes 		
h) There will be different/new interfaces with existing work systems	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Monitoring of effectiveness • Updating of risk assessment 		

Continue: **2.2 Fundamental changes as a result of new workstations, fundamental changes to workstation equipment; planning, installation of new plant; conversion, new build projects**

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
i) There will be new responsibilities	<input type="checkbox"/>	<input type="checkbox"/>			
j) ...	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):		
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

2.3 Introduction of completely new substances and materials

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to g)	Effort required	
	Yes	No		OP	OSHP
a) Different/new risks anticipated for enterprise compared to risks covered by basic supervision	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Support with information-gathering for new substances and materials • Appraisal of risks posed by new substances and materials • Support with selection of low-risk substances and materials • Definition of target standards for use of substances and materials • Support with approval of substances and materials for use in enterprise • Support with specification of protective measures • Support with implementation of protective measures and effectiveness monitoring • Updating of risk assessment 		
b) New types of hazard can occur	<input type="checkbox"/>	<input type="checkbox"/>			
c) Change in impact on work environment or on workstations and workflows	<input type="checkbox"/>	<input type="checkbox"/>			
d) Previous protective measures can no longer be applied/can only be applied to a certain extent	<input type="checkbox"/>	<input type="checkbox"/>			
e) There are no standardised solutions	<input type="checkbox"/>	<input type="checkbox"/>			
f) Completely changed requirements concerning qualifications/safe and healthy conduct at work are anticipated	<input type="checkbox"/>	<input type="checkbox"/>			
g) ...	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):		
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

2.4 Fundamental change to enterprise's processes; fundamental change to organisation of working time; fundamental change to/introduction of new working practices

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Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
a) Different/new risks anticipated for enterprise compared to risks covered by basic supervision	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Identification of hazards and risk appraisal for work systems to be changed • Support with identification and specification of requirements concerning design of processes and working practices and organisation of working time • Review of relevant rules and regulations, the state of the art in safety and occupational medicine, comprehensive research to this end • Advice on requirements when there are changes to processes, working practices and/or working times • Support with work system design • Assistance with implementation of changes; support with approval process for implemented changes • Monitoring of effectiveness • Updating of risk assessment 		
b) New types of hazard can occur	<input type="checkbox"/>	<input type="checkbox"/>			
c) Change in impact on work environment or on work-stations and workflows	<input type="checkbox"/>	<input type="checkbox"/>			
d) Previous protective measures can no longer be applied/can only be applied to a certain extent	<input type="checkbox"/>	<input type="checkbox"/>			
e) There are no standardised solutions	<input type="checkbox"/>	<input type="checkbox"/>			
f) Completely changed requirements concerning qualifications/safe and healthy conduct at work are anticipated	<input type="checkbox"/>	<input type="checkbox"/>			
g) The organisational structure will have to be completely changed	<input type="checkbox"/>	<input type="checkbox"/>			
h) There will be different/new interfaces with existing work systems	<input type="checkbox"/>	<input type="checkbox"/>			
i) There will be new responsibilities	<input type="checkbox"/>	<input type="checkbox"/>			
j) ...	<input type="checkbox"/>	<input type="checkbox"/>			

Continue: 2.4 Fundamental change to enterprise’s processes; fundamental change to organisation of working time; fundamental change to/introduction of new working practices

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):	Hrs.	Hrs.
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

2.5 Specific requirements intended to create a suitable organisational structure for implementing OSH measures and integrating them into management activities and to establish a system for risk assessment

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to g)	Effort required	
	Yes	No		OP	OSHP
a) Requirements for integration into management activities and establishment of a suitable organisational structure, if there is demand beyond basic supervision	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Analysis and presentation of usefulness, necessity and benefit of implementing and evolving a suitable organisational structure, integrating OSH measures into management activities and establishing a comprehensive risk assessment system, provision of advice to company management 		
b) Enterprise-specific requirements for implementation of a comprehensive risk assessment system	<input type="checkbox"/>	<input type="checkbox"/>			
c) Fundamental changes aimed at integrating OSH at management level	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of specific need for implementation and evolution, analysis of current status; systematisation of next steps 		
d) Introduction of management principles and systems relevant to OSH	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Development and agreement of objectives with company management 		
e) Integration of OSH into existing management systems	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Development of enterprise-specific strategies for integrating OSH matters into the management of the enterprise, into management systems, for setting up OSH management systems and a comprehensive risk assessment system 		
f) Establishment of an OSH management system	<input type="checkbox"/>	<input type="checkbox"/>			
g) ...	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Support with implementation of strategies 		

Continue: 2.5 Specific requirements intended to create a suitable organisational structure for implementing OSH measures and integrating them into management activities and to establish a system for risk assessment

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to g)	Effort required	
	Yes	No		OP	OSHP
			<i>(Continue)</i> <ul style="list-style-type: none"> • Audits and effectiveness monitoring • Support with continuous improvement process 		
Company-specific supervision required? If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required			Effort required in hours for the area of activity as a whole (see Step 2.2):		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

3 External developments that have a specific influence on the situation in the enterprise

3.1 New regulations that result in substantial changes for the enterprise

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to d)	Effort required	
	Yes	No		OP	OSHP
a) Risk assessment needs to be updated	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Review of fundamental consequences for enterprise • Support with assessment of working conditions in accordance with new regulation • Organisation of training activities required concerning regulation • Determination of consequences for assignment of tasks and responsibilities • Assistance with changes to enterprise's work-flow organisation • Support with technical and organisational changes required to work systems • Support with preparation and implementation of activities designed to ensure employees act in line with OSH requirements 		
b) Changes to existing work systems are necessary	<input type="checkbox"/>	<input type="checkbox"/>			
c) Changes are necessary to ensure a suitable organisational structure	<input type="checkbox"/>	<input type="checkbox"/>			
d) ...	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required? If there is at least one "Yes" response in the "Applicable?" column, company-specific supervision is required			Effort required in hours for the area of activity as a whole (see Step 2.2):		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

3.2 Advances in the state of the art in safety and occupational medicine relevant to the enterprise

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to e)	Effort required	
	Yes	No		OP	OSHP
a) Fundamentally new knowledge regarding risks	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of enterprise-specific advances in the state of the art in safety and occupational medicine • Review of fundamental consequences for enterprise • Support with assessment of working conditions in line with advances in the state of the art in safety and occupational medicine • Development of design and protection strategies in line with advances in the state of the art in safety and occupational medicine • Support with technical and organisational changes required to work systems • Supervision of implementation • Monitoring of effectiveness • Updating of risk assessment 		
b) Evaluation of events affecting more than one enterprise (large fires, epidemics, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
c) New solutions for preventing/combatting risks	<input type="checkbox"/>	<input type="checkbox"/>			
d) New approaches for strengthening health factors	<input type="checkbox"/>	<input type="checkbox"/>			
e) ...	<input type="checkbox"/>	<input type="checkbox"/>			
Company-specific supervision required? If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required			Effort required in hours for the area of activity as a whole (see Step 2.2):		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Hrs.	Hrs.

4 Campaigns, programmes and activities in the enterprise

Priority programmes, campaigns and support for health-promotion activities

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
a) Initiative, decision by employer or need to undertake priority programmes to tackle black spots: number of individuals exposed to special risks (to be considered separately for each risk), frequency of exposure	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Analysis of problem for which a programme is to be carried out • Definition of objectives of enterprise's priority programmes • Development of criteria for assessing programme's success 		
b) Initiative, decision by employer or need to undertake priority programmes to promote safe/healthy conduct; campaigns to develop expertise/provide training on OSH matters	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Determination of programme content (programme planning, work steps, etc.) • Support with planning of resource requirements and preparation of resource decisions 		
c) Initiative, decision by employer or need to undertake priority programmes following particularly serious accidents	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Advice, information and education for employees to enable them to have a positive influence on health-related factors at work; initiation of and support for learning processes 		
d) Initiative, decision by employer or need to undertake priority programmes to promote health	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Development of programme-specific forms of organisation • Assistance with organisation of PR work • Active involvement in implementation of programme phases; coordination of activities 		

Continue: Priority programmes, campaigns and support for health-promotion activities

model accident prevention regulation

Trigger criteria		Effort criteria			
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
e) Initiative, decision by employer or need to undertake priority programmes to improve work culture, social interaction, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<i>(Continue)</i> <ul style="list-style-type: none"> Controlling; measurement of outcomes Review of lessons learned and conclusions Measures to ensure long-term effects Support with development of a management style in line with needs of ageing workforces and older employees 		
f) Programmes, strategies and campaigns aimed at managing physical workloads	<input type="checkbox"/>	<input type="checkbox"/>			
g) Programmes, strategies and campaigns aimed at managing mental stress	<input type="checkbox"/>	<input type="checkbox"/>			
h) Need to improve psychosocial stress/strain situation arising from social aspects of work so as to preserve health resources (The main social aspects of work are positive social ties, opportunities for mutual support, opportunities to have a say in the workplace, employee-oriented management, development of a corporate culture)	<input type="checkbox"/>	<input type="checkbox"/>			
i) Development of a mission statement on employment of older workers, development of an appropriate work culture	<input type="checkbox"/>	<input type="checkbox"/>			
j) ...					

Continue: Priority programmes, campaigns and support for health-promotion activities

Trigger criteria			Effort criteria		
Trigger criteria for company-specific supervision	Applicable?		Description of all services for trigger criteria a) to j)	Effort required	
	Yes	No		OP	OSHP
Company-specific supervision required?			Effort required in hours for the area of activity as a whole (see Step 2.2):	Hrs.	Hrs.
If there is at least one “Yes” response in the “Applicable?” column, company-specific supervision is required					
	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Schedule 5

“Gesetz über Betriebsärzte, Sicherheitsingenieure und andere Fachkräfte für Arbeitssicherheit”

(German Act on Occupational Physicians, Safety Engineers and other OSH Professionals)

Amendments compared to the version dated 22 July 2010

Annex 2, Section 4: WZ code 31.04, category name “Industrial processing of wood to produce furniture (other than upholstered furniture)”, has been added and assigned to supervision group III.

Annex 2, Section 4: WZ code 56.1, category name “Restaurants and mobile food service activities”, has been assigned to supervision group II.

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