

Information sheet:

Joint German Occupational Safety and Health Strategy (GDA) Guideline "Organisation of occupational safety and health"

The GDA Guideline "Organisation of occupational safety and health" is the joint, uniform basic understanding of the supervisory services of the public accident insurance institutions and the federal states on the organisation of company occupational safety and health.

The supervisory and consultancy activities of state occupational safety and health authorities and the public accident insurance institutions focus on the effective implementation of the employers' statutory obligation with regard to the safe and healthy design of work and work processes as well as the organisation of occupational safety and health in the company.

The complex requirements placed on occupational safety and health, in particular during the introduction of new technologies and changes in company work processes, necessitate an efficient and systematic approach towards occupational safety and health in companies.

The examination of the occupational safety and health system in the company and the integration of occupational safety and health into the company processes are of special importance. In this context, it is necessary to view the companies as systems and incorporate all impact factors influencing safety and health protection at work, such as technology, organisation and HR aspects, into consideration.

The key contents of the GDA Guideline "Organisation of occupational safety and health" include

- consultancy and supervision of the organisation of the company occupational safety and health system,
- consultancy on occupational health and safety management systems (OH&S-MS) and examination of their effectiveness,
- the evaluation of the organisation of company occupational safety and health,
- the supervisory and administrative action and
- dealing with occupational health and safety management systems.

The OSH inspectors also provide advice with the aim of introducing or improving the structures and processes of the occupational safety and health organisation or introducing or improving an occupational health and safety management system.

During consultancy, particular emphasis is to be placed on the functionality of the operational and organisational structure and on the implementation of organisational occupational safety and health regulations, such as are formulated in 15 elements (see below). During consultancy on an OH&S-MS, above all the advantages, the set-up and structure of an OH&S-MS are presented in a general form.

The respective occupational safety and health processes in the companies and their integration into the respective operational and organisational structure are examined as part of the supervision of the occupational safety and health organisation. This permits identification of weaknesses as regards occupational safety and health. The focus is on the occupational safety and health structures (operational structure) and the sequences of an organisation essential for occupational safety and health (organisational structure).

Targeted action and therefore a sustained improvement in the organisation of the company occupational safety and health are possible with the analysis of the organisational weaknesses, the identification of causes for occupational safety and health shortcomings found at workplaces and in activities.

During the examination of the effectiveness of an OH&S management system, a check is made in particular to see whether the contents of the National Guideline are implemented.

One important part of the GDA Guideline "Organisation of occupational safety and health" is the 15 elements which specify and explain the legal obligations of the companies concerning the occupational safety and health organisation.

Here in particular, mention is made of the statutory organisational obligations arising from the Occupational Safety and Health Act (for example, organisation of the performance of the risk assessment, responsibility for the transfer of tasks and their supervision ...) as well as from the Occupational Safety Act. However, non-legislative regulations, such as the Occupational Health Care Ordinance (ArbMedVV) are also included there.

In the 15 elements, occupational safety and health-relevant aspects of the operational and organisational structure - as already mentioned above – for example, planning and procurement processes or the integration of outside companies, are examined in detail. Furthermore, the company information and communication processes are also included in the overall assessment.

GDA Guideline "Organisation of occupational safety and health" (German version)

<http://www.gda-portal.de/de/pdf/Leitlinie-Arbeitsschutzorganisation.pdf>