

COMMISSION OF THE EUROPEAN COMMUNITIES

COM(77) 400 final

Brussels, 29 July 1977

FIRST PROGRAMME REPORT
OF THE
ADVISORY COMMITTEE
ON SAFETY, HYGIENE AND
HEALTH PROTECTION AT WORK

(for the period 26 June 1975 to 31 December 1976)

COM(77) 400 final

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1. INTRODUCTION

Article 3 of Council Decision of 27 June 1974 on the setting up of an Advisory Committee on Safety, Hygiene and Health Protection at Work provides that 'the Committee shall produce an annual report on its activities' and 'the Commission shall forward that report to the European Parliament, the Council, the Economic and Social Committee and the Consultative Committee of the European Coal and Steel Community'.

This first report was drawn up by the secretariat, and was approved by the Committee on 19 April 1977.

It covers more than a year (second half of 1975 and the whole of 1976) because the Committee was initially concerned mainly with preparatory work which did not provide sufficient material for a progress report on the 6-month period.

The report is not merely a list of activities; there is also a certain amount of information on the running problems encountered which may be of interest to the recipients.

Because of its tripartite structure and the status of its members, the Committee enjoys an authority and a prestige which are conducive to decision-making at Commission, and even Council, level, provided that the necessary administrative and technical facilities are available.

2. ESTABLISHMENT AND MEMBERSHIP

20 Origin

The idea of the Committee was first raised in the Council Resolution of 21 January 1974 concerning a Commission social action programme, which provide for:

- 'the establishment of an initial action programme, relating in particular to health and safety at work, the health of workers and improved organization of tasks, etc.'
- 'the setting-up of a European General Industrial Safety Committee'.

21 Establishment

The Committee was set up by Council Decision 74/325 EEC of 27 June 1974*. This decision is given in Appendix 1.

22 Membership

The governments of the Member States were asked to nominate candidates, and the Council appointed full and alternate members on 5 May 1975**. When each appointment had been formally accepted, a list of the first members of the Committee was published in Official Journal C 177 of 5 August 1975.

The terms of office expire on 4 May 1978.

The list of members of the Committee as at 31 December 1976 is given in Appendix 2.

* Official Journal L 185/75 of 9 July 1974.

** The Committee consists of 54 full members, there being for each Member State two representatives of the government, two representatives of trade unions and two representatives of employers' organizations. An alternate member shall be appointed for each full member (see Appendix 1, Art. 4, paras. 1 and 2).

3. PROCEDURE AND INITIAL STRUCTURE

30 Procedure

In accordance with Article 8 of Council Decision 74/325 EEC on the setting up of the Committee, provisional rules of procedure were drawn up to take effect as from the first meeting (June 1975).

Having received an opinion from the Commission, the Council approved the final rules of procedure on 30 April 1976 and they entered into force on that date (see appendix 6).

These rules of procedure govern the running of the Committee, taken together with the above cited Council decision.

31 Initial structure

At the first meeting (June 1975), the Committee set up three working parties and decided on the initial terms of reference, number of members, chairman and vice-chairmen of each working party. Details of this provisional structure are given in the table on the next page.

A list of members as at (31 December 1976) of the three working parties is given in Appendices 3, 4 and 5. Their terms of office also expire on 4 May 1978.

The structure was based on tasks listed under Article 2, para. 2 of Council Decision 74/325 EEC, and preliminary discussions about the Commission's projects in connection with the Community action programme (see items 21 and 51).

WORKING PARTIES

I	II	III
<p>Consultation on problems and requirements of prevention (saf.+hyg.+med.)</p>	<p>Coordination and promotion of research into prevention (saf.+hyg.)</p>	<p>Participation of both sides of industry in prevention (saf.+hyg.+med.)</p>
<p>1. to define a procedure for informing the Commission about national action in the field of rules and regulations 2. to determine priority items for Community action</p>	<p>1. to define the procedure for the collection of information on national research + critical analysis 2. to propose topics to the Commission for Community research</p>	<p>1. to carry out a comparative study of the situations in the Member States 2. to decide what the Community's attitude to this form of participation should be, with a view to making improvements 3. to propose Community measures where appropriate</p>
<p>Article 2, para. 2, subparas. a) and b)</p>	<p>Article 2, para.2, subpara. c)</p>	<p>Article 2, para. 2, subpara. e)</p>
<p>Mr Silon</p>	<p>Mr Owen*</p>	<p>Mr Cassells</p>
<p>Messrs Clarke and Fiore</p>	<p>Messrs den Boer** and Guillon</p>	<p>Mr Tassin</p>
<p>Maximum 27 (of Advisory Committee)</p>	<p>27</p>	<p>18 (both sides of industry)</p>

Resigned 27 October 1976

Acting Chairman from 28 October 1976

4. MEETINGS

40 Meetings

There were six meetings during the reference period, distributed as follows:

- | | | |
|--|---------------------|--|
| - Committee: | 3 plenary meetings: | - 26 and 27 June 1975
- 17 and 18 February 1976
- 25, 26 and 27 October 1976 |
| - Working Party I: | 3 meetings: | - 8 December 1975
- 3 May 1976
- 7 December 1976 |
| Consultation on problems of and requirements respecting occupational accident and disease prevention | | |
| - Working Party II: | 2 meetings: | - 1 December 1975
- 23 April 1976 |
| Coordination and promotion of research into occupational accident and disease prevention | | |
| - Working Party III: | 1 meeting: | - 24 November 1975 |
| Participation of both sides of industry in occupational accident and disease prevention | | |
| - Editorial Board: | 1 meeting: | - 28 June 1976 |
| consisting of the chairmen and vice chairmen of the three working parties | | |

total: 10 meetings : 4 in 1975
6 in 1976

41 Attendance at meetings

Attendance at meetings has been good; the average for all the meetings has been about 90%.

5. ACTIVITIES OF THE COMMITTEE

50 For the rules of procedure and initial structure of the Committee, see items 30 and 31.

51 Community action programme in the field of safety and health protection at work

At the three plenary meetings the Committee made a detailed examination of the Commission action programme which was submitted in stages as it was drawn up.

In June 1975, the Committee accepted Doc. 167/75 (Guidelines for a Community Programme), which the Commission had adopted in April 1975, as a basis for its activities, subject to certain provisions.

The three working parties then examined the items in these guidelines which concerned them individually in order to make more detailed arrangement for action. On the basis of the working parties' proposals, the Committee decided on its policy in February 1976.

The Committee set up an editorial board, consisting of the Chairmen and Vice-chairmen of the three working parties, to draft the programme; the editorial board met in June 1976 and produced a new version of the draft programme which the Committee examined in October 1976 and upon which it based the resolution given in Appendix 7.

As a result of the Committee's decisions, the Commission was able, at the end of 1976, to approve a document outlining the programme to be followed, its general objectives and main principles. This document was a basis for the programme to be submitted to the Council in 1977.

52 Provision of information to the Commission

From the outset, the Committee stressed the importance of concertation between the Member States on measures relating to safety, hygiene and health protection at work.

In February 1976 the Committee said that the Commission should be informed by the Member States of all proposed laws, regulations and administrative provisions relating to safety, hygiene and health protection at work which affected these fields in general or the Community action programme in particular, and of any new problems deemed worthy of consideration at Community level.

53 Research and investigations

The Committee asked the Commission to draw up two lists of current or recent national research in the fields of industrial safety and medicine respectively, to serve as a starting-point for the coordination of national research and the furtherance of Community research. In 1977 the Committee intends to make a critical analysis of these lists in order to pinpoint any gaps and make corresponding suggestions for coordinated research at national or Community level.

Similarly, in agreement with the Committee, the Commission has outlined pilot studies of:

- carcinogenic substances
- inflammable substances
- analysis of safety hazards in the construction industry.

As regards future research work, the Committee suggested that the organisations responsible for promoting research in the member countries should inform the Commission at regular intervals about their programmes and projects and that the Commission should introduce measures to facilitate the exchange of information between the various national organizations, to avoid duplication or overlapping, and encourage them to undertake certain joint projects.

The Committee delegations designated certain persons or bodies to act as a liaison office for each country in order to ensure that the Commission received regular information and Working Party II was asked to draw up a standard form for the supply of information on the projects in question.

The liaison offices are:

- Belgium: Le Président du Conseil Supérieur de Sécurité et d'Hygiène du Travail, Ministère du Travail, 53 rue Belliard, 1040 Bruxelles
- Denmark: Direktoratet for Arbejdstilsynet, Rosenvaengets Allé 16, 2100 København.
- Germany: Bundesanstalt für Arbeitsschutz und Unfallforschung, Martenerstrasse 435, Dortmund.
- France: Institut national de recherche et de sécurité 30, rue Olivier-Noyer, 75680 Paris Cedex 14.
- Ireland: Department of Labour, Mespil Road, Dublin 4
- Italy: L'Ispettorato medico Centrale del Lavoro, Via XX Settembre, Roma
- Luxembourg: Inspection du Travail, Boîte Postale No 27, Luxembourg
- Netherlands: Directoraat-Generaal van de Arbeid, Balen van Andelplein 2, Voorburg
- United Kingdom: Director of Research and Laboratory Services and Head of the S.M.R.E., Safety in Mines Research Establishment, Health and Safety Executive, Broad Lane, Sheffield, S. Yorkshire.

In the course of discussion on the programme, various important points emerged, and it was agreed that the following preparatory studies should be undertaken immediately:

- training of safety and health specialists
- teaching of general principles of occupational safety and health in schools
- initial training of workers in safety matters
- safety problems arising from subcontracting
- accidents in the private sector
- safety of agricultural equipment
- health and hygiene in the building construction industry.

54 Participation of both sides of industry

The Committee agreed that the Commission should

- draw up a comparative study on the participation of both sides of industry in occupational accident and disease prevention in the Member States;
- draw up a proposal on the setting up and running of organizations in the Member States involving the participation of both sides of industry at the appropriate levels of prevention;
- take appropriate measures to encourage management and workers to draw up collective agreements on safety and health protection;

these three items would be carried out in succession.

The Committee also agreed to help the secretariat with any preparations required in connection with these activities.

55 Proposal for a Directive on the harmonization of the legal and administrative regulations of the Member States on the provision of safety information at the workplace .

(Official Journal C96, 29 April 1976)

After detailed examination, the Committee voted, by a large majority, in favour of the draft directive submitted by the Commission for approval by the Council.

This directive requires all Member States to use four categories of safety signs without text to indicate certain hazards; the four categories are: prohibition signs, warning signs, mandatory signs and emergency (first aid and exit) signs. Each category should have a distinctive form and colour.

56 Proposal for a Directive on the approximation of Member States' laws, regulations and administrative provisions on the protection of the health of workers occupationally exposed to vinyl chloride monomer

(Official Journal C291, 10 December 1976)

The Commission wished to give special attention to this draft directive, considering that the approach and methods used in this directive could perhaps be used as a basis for further directives on other dangerous substances or products.

At the end of the period reported on, the draft directive was still being examined by Working Party I.

57 Statistical information

From the outset, the Committee had asked the Commission to make a determined effort to improve the supply of occupational accident and disease statistics.

Knowing that improvements of this kind were complicated and would take some considerable time, the Committee recommended that initially a list (based on experience of the coal and steel sector and on the statistics already available) should be drawn up of

- the main causes of accidents and
- efficient preventive measures,

so that ideas and methods could be brought into line if necessary.

The government representatives on the Committee agreed to supply the secretariat with a summary of the main problems in the field of accident prevention, to serve as a basis for this list. These documents are now being processed.

58 Information and documentation

The Committee has been informed of the activities of two of the working parties which existed before it was set up - those concerned with in-plant safety services in the Member States, and with the joint production of a film on the safe handling of loads.

The Committee has been given general information on some of the directives recently submitted to the Council or being drawn up as part of the general programme for the elimination of technical barriers to trade; information of this kind is regarded as a first step, but coordination between such action and the Committee's future activities will need to be gone into more thoroughly.

Several documents have been distributed to the members of the Committee for information purposes; these refer in particular to:

- research in Denmark and Italy
- the activities of the Joint Committee on Social Problems in Sea Fishing in connection with safety.

The Committee has received a document listing all the organizations connected in any way with occupational safety, health and hygiene within the Directorate-General for Employment and Social Affairs (date when set up, powers, members, structure).

Much of this information and documentation was supplied to the Committee on request. It would be desirable for the position of the Committee in relation to the many bodies and departments concerned with occupational safety and health to be more clearly defined.

6. ACTIVITIES OF THE WORKING PARTIES

Nearly all the preparatory work for the Committee (see item 5) was done by the three Working Parties under their terms of reference. These activities are listed below with additional details.

60 Working Party I: Consultation on problems of and requirements respecting occupational accident and disease prevention.

- draft programme (whole)
- the provision of information to the Commission on national draft regulations (see 52)
- the two draft directives mentioned under items 55 and 56
- the problem of statistics (see 57)
- this Working Party has contributed to the general interest in the problem of dangerous (and particularly toxic) substances and products leading to a substantial strengthening of the action programme in these fields.

61 Working Party II: Coordination and promotion of research into occupational accident and disease prevention (see 53)

- part of the programme;
- lists of recent research projects
- the establishment of a liaison network to coordinate future research and the production of a standard form for the supply of information to the Commission
- the main practical achievement of this Working Party has been the initiation of a series of studies.

62 Working Party III: Participation of both sides of industry in occupational accident and disease prevention

- part of the programme (see 54)
- the Working Party drew up an outline for the comparative study mentioned under item 54
- the national reports for this comparative study were supplied by members of this Working Party.

7. SECRETARIAT

The Commission in Luxembourg provides a secretariat for the Committee and its Working Parties (the Health and Safety Directorate of the Directorate-General for Employment and Social Affairs).

Messrs H. Baur and W. Goeminne act as secretary and deputy secretary respectively.

At the first meeting, the Committee stressed that, in view of the volume of work, the secretariat must be adequately staffed; this was however not the case during the reference period.

The Committee therefore operated without adequate secretarial help during the running-in period, and, when the first progress report was being approved, expressed its disappointment at not being able to organize its work more efficiently because of these practical problems.

8. CONCLUSIONS AND FUTURE ACTIVITIES

Most of the work was in connection with the setting up and organization of the Committee and the running in of the Commission action programme.

Three working parties were started and two draft directives examined (see items 55 and 56).

The practice of submitting documents to the Committee "after the event" was criticized - a clear indication of the Committee's wish to be associated with such work from the outset.

The Committee reiterated its intention of fulfilling the role of advisor to the Commission on all aspects of safety and health at work which was assigned to it when it was set up (Council Decision 73/325 EEC). With this in mind, the Committee asked the Commission to ensure that the Committee was informed in good time of all Commission activities in this field (e.g. various directives under the general programme for the elimination of technical barriers to trade, some of the activities of the Joint Committees, the European Foundation for the improvement of living and working conditions and other advisory or technical bodies). Consultation of this kind will represent a large part of the Committee's future work.

In the immediate future the Committee's activities will be largely determined by the Community action programme on health and safety at work (see item 51). The Committee strongly urges that this programme be officially adopted as soon as possible.

From 1978 onwards, the work of the Commission's services will have to expand accordingly.

The programme requires that the Committee's structure is adapted and developed. The Commission's services involved and the secretariat therefore should be adequately staffed (numerically and qualitatively), so that the Committee can function properly.

COUNCIL

COUNCIL DECISION

of 27 June 1974

on the setting up of an Advisory Committee on Safety, Hygiene and Health Protection at Work

(74/325/EEC)

THE COUNCIL OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Economic Community, and in particular Article 145 thereof;

Having regard to the draft of the Commission;

Having regard to the Opinion of the European Parliament⁽¹⁾;

Having regard to the Opinion of the Economic and Social Committee;

Whereas the profound transformation in production methods in all sectors of the economy and the spread of dangerous techniques and materials have created new problems for the safety, hygiene and health protection of workers at their place of work;

Whereas the prevention of occupational accidents and diseases, as well as occupational hygiene, are among the objectives of the Treaty establishing the European Economic Community;

Whereas the Council resolution of 21 January 1974⁽²⁾ concerning a social action programme envisages an action programme for workers which aims *inter alia* at improvement in safety and health conditions at work;

Whereas a standing body should be envisaged to assist the Commission in the preparation and implementa-

tion of activities in the fields of safety, hygiene and health protection at work and to facilitate cooperation between national administrations, trades unions and employers' organizations;

Whereas this Decision does not conflict with Article 118 of the Treaty establishing the European Economic Community,

HAS DECIDED AS FOLLOWS:

Article 1

An Advisory Committee on Safety, Hygiene and Health Protection at Work (hereinafter called the 'Committee') is hereby established.

Article 2

1. The Committee shall have the task of assisting the Commission in the preparation and implementation of activities in the fields of safety, hygiene and health protection at work.

This task shall cover all sectors of the economy except the mineral extracting industries falling within the responsibility of the Mines Safety and Health Commission and except the protection of the health of workers against the dangers arising from ionizing radiations which is subject to special regulations pursuant to the Treaty establishing the European Atomic Energy Community.

⁽¹⁾ OJ No C 40, N. 4, 1974, p. 64.

⁽²⁾ OJ No C 13, 12. 2. 1974, p. 1.

2. The Committee shall have the task in particular, of undertaking the following activities :

- (a) conducting, on the basis of information available to it, exchanges of views and experience regarding existing or planned regulations ;
- (b) contributing towards the development of a common approach to problems existing in the fields of safety, hygiene and health protection at work and towards the choice of Community priorities as well as measures necessary for implementing them ;
- (c) drawing the Commission's attention to areas in which there is an apparent need for the acquisition of new knowledge and for the implementation of appropriate educational and research projects ;
- (d) defining, within the framework of Community action programmes, and in cooperation with the Mines Safety and Health Commission :
 - the criteria and aims of the campaign against the risk of accidents at work and health hazards within the undertaking ;
 - methods enabling undertakings and their employees to evaluate and to improve the level of protection ;
- (e) contributing towards keeping national administrations, trades unions and employers' organizations informed of Community measures in order to facilitate their cooperation and to encourage initiatives promoted by them aiming at exchanges of experience and at laying down codes of practice.

Article 3

1. The Committee shall produce an annual report on its activities.
2. The Commission shall forward that report to the European Parliament, the Council, the Economic and Social Committee and the Consultative Committee of the European Coal and Steel Community.

Article 4

1. The Committee shall consist of 54 full members, there being for each Member State two representatives of the Government, two representatives of trade unions and two representatives of employers' organizations.
2. An alternate member shall be appointed for each full member.

Without prejudice to Article 6 (3), the alternative member shall attend Committee meetings only when the member for whom he deputizes is unable to be present.

3. Full members and alternate members of the Committee shall be appointed by the Council which, in respect of representatives of trade unions and employers' associations, shall endeavour to achieve a fair balance in the composition of the Committee between the various economic sectors concerned.

4. The list of the members and the alternate members shall be published by the Council in the *Official Journal of the European Communities* for information purposes.

Article 5

1. The term of office of full members and alternate members shall be three years. Their appointments shall be renewable.
2. On expiry of their term of office, the full members and alternate members shall remain in office until they are replaced or their appointments are renewed.
3. A member's term of office shall end before the expiry of the three year period with his resignation or following a communication from the Member State concerned indicating that the term of office is terminated.

For the remainder of the term of office, a member shall be replaced in accordance with the procedure laid down in Article 4.

Article 6

1. The Committee shall be chaired by a member of the Commission or, where such member is prevented from so doing and as an exception, by a Commission official to be nominated by him. The Chairman shall not vote.
2. The Committee shall meet when convened by the Chairman, either at the latter's initiative or at the request of at least one-third of its members.
3. The Chairman may, on his own initiative, invite up to two experts to participate in Committee meetings.

Each Committee member may be accompanied by an expert, provided that he so informs the Chairman at least three days before the Committee meeting.

4. The Committee may establish working parties under the chairmanship of a Committee member.

They shall submit the results of their proceedings in the form of a report at a meeting of the Committee.

5. Representatives of the Commission's department concerned shall participate in meetings of the Committee and of working parties.

Secretarial services shall be provided for the Committee and for working parties by the Commission.

Article 7

1. An opinion delivered by the Committee shall not be valid unless two-thirds of its members are present.

2. Opinions of the Committee shall state the reasons on which they are based; they shall be delivered by an absolute majority of the votes validly cast. They shall be accompanied by a written statement of the views expressed by the minority, when the latter so requests.

Article 8

The Committee shall adopt its rules of procedure which shall enter into force after the Council, having received an opinion from the Commission, has given its approval.

Article 9

Without prejudice to Article 214 of the Treaty, Committee members shall be required not to disclose

information to which they have gained access through Committee or working party proceedings, if the Commission informs them that the opinion requested or the question raised is of a confidential nature.

In such cases, only Committee members and representatives of the Commission's department shall attend the meetings concerned.

Article 10

This Decision shall enter into force on the fifth day following its publication in the *Official Journal of the European Communities*.

Done at Luxembourg, 27 June 1974.

For the Council

The President

K. GSCHIEDLE

Bilag Anlage 2
Appendix Annoxo 2
Allegato Bijlage 2

Rådgivende udvalg
for sikkerhed, hygiejne
og sundhedsbeskyttelse
pa arbejdspladsen

Beratender Ausschuss
für Sicherheit, Arbeitshygiene
und Gesundheitsschutz
am Arbeitsplatz

Advisory Committee
for Safety, Hygiene
and Health Protection
at Work

Comité consultatif
pour la sécurité, l'hygiène
et la protection de la santé
sur le lieu de travail

Comitato Consultivo
per la sicurezza, l'igiene
e la tutela della salute
sul luogo di lavoro

Raadgevend Comité
voor de veiligheid, de hygiëne
en de gezondheidsbescherming
op de arbeidsplaats

MEDLEMMER
MITGLIEDER
MEMBERS
MEMBRES
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Arbejdsgruppen I
Arbeitsgruppe I
Working Party I
Groupe de travail I
Gruppo di lavoro I
Werkgroep I

Drøftelse af problemer og forskrifter i forbindelse med forebyggelse
Konzertierung über Probleme und Vorschriften auf dem Gebiet der Unfallverhütung
Consultation on problems and requirements of prevention
Concertation sur des problèmes et des prescriptions de prévention
Concertazione su problemi e norme di prevenzione
Overleg over preventieproblemen en -voorschriften

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Arbejdsgruppen II
Arbeitsgruppe II
Working Party II
Groupe de travail II
Gruppo di lavoro II
Werkgroep II

Koordinering og fremme af forskningen inden for forebyggelse

Koordinierung und Förderung der Unfallverhütungsforschung

Coordination and promotion of research into prevention

Coordination et promotion de la recherche en matière de prévention

Coordinamento e promozione della ricerca in materia di prevenzione

Coördinatie en bevordering van het onderzoek op het gebied van de ongevalle-
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Arbejdsgruppen III
Arbeitsgruppe III
Working Party III
Groupe de travail III
Gruppo di lavoro III
Werkgroep III

Arbejdsmarkedets parters deltagelse i forebyggelse

Beteiligung der Sozialpartner an der Unfallverhütung

Participation of both sides of industrie in prevention

Participation des partenaires sociaux à la prévention

Partecipazione delle parti sociali alla prevenzione

Inschakeling van de Sociale partners bij de ongevallenpreventie

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on Safety, Hygiene and Health Protection at Work

(approved by the Council of the European Communities
on 30th April 1976)

Rules of Procedure
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set up by Decision 74/325/EEC of the Council of 24 June 1974 on the setting up of an Advisory Committee on Safety, Hygiene and Health Protection at Work ⁽¹⁾,

Pursuant to Article 8 of that Decision,

Has adopted the following rules of procedure.

⁽¹⁾ OJ No L 185, 9.7.1974, p. 15

Convocation and venue for its meetings

Article 1

1. The Chairman shall convene all full members at least 30 days before the date set for a meeting. He shall at the same time inform each alternate member of that date. He shall simultaneously send them the draft agenda comprising the items to be examined and the preparatory documents.
2. In an emergency, the Chairman may curtail the 30 days' notice referred to in paragraph 1, but must nonetheless give at least 10 days' notice.
3. If a meeting is called for by at least one third of the members of the Committee the Chairman shall act on such a request within a period not exceeding two months and in accordance with the arrangements laid down in paragraph 1.

Article 2

As a general rule, Committee meetings shall be held at the seat of the Commission.

Agenda

Article 3

1. At the beginning of a meeting, the Committee shall approve the agenda which shall consist of the items included on the draft agenda referred to in Article 1 (1) and any other items falling within the competence of the Committee, proposed by the Chairman or, in accordance with paragraph 2, by one or more members of the Committee.

2. Any request made by one or more members of the Committee for the inclusion of an item on the agenda or its deletion therefrom shall state the reasons on which it is based and shall be sent in writing to the Chairman at least 10 days before the meeting. The Chairman must immediately bring such a request to the notice of the other full and alternate members of the Committee.
3. During a meeting, each member may propose the inclusion of an item on the agenda for the subsequent meeting. At the beginning of this subsequent meeting, the Committee shall decide whether to include the proposed item on the agenda.

Attendance at meetings

Article 4

Any member who is unable to attend a meeting must inform the Chairman.

Proceedings

Article 5

1. An opinion delivered by the Committee shall not be valid unless two thirds of its members are present.
2. Committee meetings shall be private.
3. The Chairman shall direct the proceedings.
4. The Chairman shall call first on members wishing to speak on a point of order or a previous question.

5. The Chairman may ask a speaker whose comments are not to the point to stop speaking if, after the latter has been given two warnings by the Chairman, he still continues to digress.
6. The Chairman may impose a time limit on speakers.

Opinions

Article 6

1. The opinions of the Committee shall be delivered at meetings. The reasons on which they are based shall be stated and they shall be delivered by a majority of the votes validly cast.
2. In the event of an equal vote, the proposed opinion shall be rejected.
3. Blank votes and abstentions shall be considered as votes validly cast.

Article 7

1. The voting figures shall be stated in each opinion delivered by the Committee. The opinion shall be accompanied by a written statement of the views expressed by the minority, when the latter so requests.
2. Opinions shall be sent to the Commission and to the full and alternate members of the Committee.

Order of voting

Article 8

1. Motions that the Committee should not express an opinion on a question or that consideration of a question should be postponed shall be voted on before any motion dealing with the substance of the question.
2. A motion dealing with several questions must be subdivided when such subdivision is requested.
3. When several motions are submitted dealing with the same question, a vote shall be taken first on the most fundamental. In the case of amendments, a vote shall be taken first on the one which is furthest removed from the basic text. In the case of amendments to amendments, a vote shall be taken first on those dealing with the amendment furthest removed from the basic text, beginning with the most fundamental amendment to the amendment.
4. The final vote shall be taken on the text as it stands after the previous voting.

Method of voting

Article 9

1. Voting shall be by show of hands or by roll call.
2. If the result of a vote by show of hands is challenged, the Chairman must then have a vote by roll call.
3. The Appointments referred to in Articles 15 and 16 shall

4. In the case of a secret vote the Chairman shall count the votes in the presence of three scrutineers appointed by the Committee each time a vote is taken. He shall declare the result immediately.
5. When a motion is put to the vote, the Chairman shall authorize any member if he so requests, to give a brief explanation of the reasons for his vote.

Article 10

1. An alternate member who replaces a full member shall be entitled to vote.
2. The Chairman shall not vote.
3. An expert taking part in the meeting shall not be entitled to vote.

Closure of debates

Article 11

1. The Chairman may move the closure of the debate when he considers that members have had an opportunity to express their views. Each member may also move for closure.
2. If a member asks to speak on closure he shall have priority over other speakers.
3. Every motion to close the debate shall be put to a vote.

Minutes of meetings

Article 12

1. Minutes shall be drawn up for each meeting.
2. The minutes shall comprise:
 - (a) a list of those present,
 - (b) a concise record of the debate,
 - (c) the opinions delivered by the Committee and an indication of the voting figures for each vote taken.
3. The Committee shall approve the minutes.
4. The minutes shall be submitted for approval by the Committee only if a draft has been sent to full and alternate members at least 30 days before the date envisaged for the meeting. Should this document not have been sent in time, it shall be held over for approval until the next Committee meeting.
5. Motions for amendment of the draft minutes must be submitted in writing before the meeting at which they are to be approved.

Annual report

Article 13

The annual report of the Committee shall refer to the calendar year.

Working parties

Article 14

The Committee may set up working parties, defining their terms of reference.

It may disband a working party if it deems fit.

Article 15

1. The Committee shall appoint, from among its full and alternate members, a Chairman and two Vice-Chairmen to each working party.
2. In appointing Chairmen and Vice-Chairmen, the Committee shall endeavour to ensure that, taking all the working parties together such offices are distributed fairly between representatives of governments, trade unions and employers' organizations.
3. The Vice-Chairmen may attend meetings at the same time as the Chairman.
4. The Chairman shall report to the Committee for the working party.
5. Meetings of the working party shall be convened on the initiative of the Chairman.
6. If he is unable to attend, the Chairman shall be represented by a Vice-Chairman.

Article 16

1. The number of members in each working party shall be laid down by the Committee. This number must be as low as possible in order to ensure that working parties function with optimum efficiency.
2. Members of working parties shall not have alternates.
3. The members of a working party must possess the necessary specialist knowledge. If necessary, they may be appointed from among persons who are not full or alternate members of the Committee.
4. Nationals of any Member State who belong to the Committee shall jointly nominate one or more nationals of that state for a working party. The Committee shall appoint the members of the working party after considering the nominations thus made for all the Member States.
5. Members of a working party may not be appointed for a period exceeding that of the term of office of the members of the Committee. Their appointment may be renewed.

The term of office of the members of a working party shall end as soon as the Committee has completed its deliberations on the questions which the working party was set up to study.
6. The Committee may relieve a member of a working party of his office at the written request either of the person concerned or of the members of the Committee who nominated him. In that case, the Committee shall appoint a successor in accordance with the arrangements laid down in paragraph 4.

7. The working party may allocate particular duties to one or more of its members.

Article 17

The proceedings of a working party shall not be put to the vote.

Article 18

Article 1(1) and (2), Articles 2 and 3, Article 5(2) to (6), Article 11(1) and (2) and Article 12 of these rules of procedure shall apply mutatis mutandis to the proceedings of working parties.

Secretariat

Article 19

1. The Secretariat shall organize the work of the Committee and of the working parties and shall assist in preparing and drawing up documents.
2. The documents necessary for the proceedings of the working parties shall also be sent to full and alternate members of the Committee who are not members of a working party.
3. Correspondence intended for the Committee shall be sent to its Chairman at the Secretariat.
4. Correspondence intended for a working party shall be sent to the Chairman of the working party at the Secretariat.

Revision of the rules of procedure

Article 20

1. The Committee shall decide by absolute majority of its members on any revision of its rules of procedure.
 2. The revision shall enter into force after the Council, having received an opinion from the Commission, has given its approval.
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R E S O L U T I O N

The Advisory Committee on Safety, Hygiene and Health Protection at Work, pursuant to the Council Decision dated 27 June 1974 (74/325/EEC), and in particular Article 2 thereof,

- having thoroughly studied the Draft Community Action Programme on Health and Safety at Work (Doc. V/Lux/2850/76), made certain changes and clarified certain passages,
- gives its approval to the above-mentioned Draft Programme in its entirety as amended, and relies on the appropriate departments of the Commission for redrafting, and
- requests the Commission, in accordance with current procedures
 - to implement this programme, certain aspects of the general objectives of which are still to be clarified, at the earliest possible date
 - to proceed with immediate effect to the resolution of the practical problems as now defined, and
 - to provide the necessary resources to enable the measures thus approved to be put into effect.