



*Occupational Health & Safety NETworking in EASTern Europe*



# **OSHNET SCHOOL**

FOR HIGH CERTIFIED EDUCATION  
IN OCCUPATIONAL AND ENVIRONMENTAL SAFETY AND HEALTH

## **INTERNAL REGULATION**

**(November 2016)**

**PREPARATORY DOCUMENT FOR THE STATUTE OF THE  
OSHNET SCHOOL INTERNATIONAL - NPO (NON PROFIT ORGANISATION)**

**Emitted by:  
OSHNET SCHOOL CENTRAL OFFICE**

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# OSHNET SCHOOL

## FOR CERTIFIED EDUCATION IN OCCUPATIONAL AND ENVIRONMENTAL HEALTH AND SAFETY INTERNAL REGULATION

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### Presentation

The European Strategy for Health and Safety at Work emphasizes a comprehensive approach in occupational health and safety. This can be achieved through a combination of improving the work organization and the work environment, promoting active participation and encouraging personal development in the field of Occupational Hygiene (OH). On the other hand, there is a little political ability to address OH hazards in small companies and in the informal sector of the developing countries.

EU Member states strongly support the development of mechanisms for regional networking of stakeholders and professional groups, whose tasks could be: generating information for evidence-based policy making, monitoring and evaluation as well as collaboration on the establishment of norms and standards for the healthy workplaces in the framework of EU Directives.

The health and safety awareness is not well developed in the Balkan countries and Turkey. There are number of challenges in those nations including the lack of government support for training of OH professionals, establishing the infrastructure and disseminating the good practices, especially among the most vulnerable groups, like companies of small scale, and from informal sectors.

The occupational hygiene is deserving a special attention with this regards. The Project entitled OSH EAST NET (financed under EuropeAid/128287/C/ACT/MULTI call - Budget line: B-2008-22.02.07.01-C1) has conducted in 2010 an assessment of occupational hygiene status in Albania, FYROM, Serbia and Turkey. The main results of this project have shown that the Occupational Hygiene didn't establish a professional post at local or national level in the abovementioned countries. Hygienists neither have a network nor strong partnerships with organizations at European or international level. Therefore the OSHNET School has been established in 2011, involving partners of OSH EAST NET Project, to ensure professionalism in Occupational Hygiene, enhance capacity and disseminate in the participated countries levels of knowledge and expertise in Occupational Hygiene, referable to the highest European continuous education standards.

The OSHNET SCHOOL aims to enhance the existing Occupational Hygiene partnerships and develop new ones, at National and Regional level in partner countries, building and increasing the capacities, improving the knowledge and the expertise in Occupational Hygiene.

## 1. THE OSHNET SCHOOL STRUCTURE - DIRECTORS AND STAFF

**Scientific Director of the School:** Sergio Luzzi

**General Secretary of the School:** Yücel Demiral

### **International Executive Board of Directors**

Sergio Luzzi, Yücel Demiral, Remko Houba,

### **National Operative Committee' members**

Turkey: Yücel Demiral (Director), Ayşe Öztürk, Alp Ergör, Ceyda Sahan, Ayse Coskun Beyan, Huseyin Sezek, Sibel Kiran

Italy: Sergio Luzzi (Director) , Giulio Arcangeli, Alessandro Bonari, Riccardo Fusi

The Netherlands: Remko Houba (Director), Jolanda Willems

### **International Scientific Committee**

Alp Ergör, Cristina Aprea, Giulio Arcangeli, Iskra Kocheva, Jolanda Willims, Remko Houba, Sergio Luzzi, Stefano Dugheri, Yucel Demiral

### **Meetings**

At least one meeting per year of the International Executive Board is organized. Other meetings can be organized via skype or other web conference system.

The management structure of the school (directors and members of the staff) for the following year is defined in the Annual meeting.

A Plan of activities, including dates, venues, subjects of Courses exams, symposia and other initiatives scheduled for the following year is yearly discussed and approved by the Board of Directors in the Annual Board Meeting.

## 2. THE OSHNET SCHOOL ACTIVITIES

### **1) Courses**

The OSHNET SCHOOL organizes Courses of Fundamental Occupational and Environmental Hygiene (60 hours – 7 days), Fundamental Occupational Hygiene (40 hours – 5 days) and Short Courses structured in Modules of 8-12-16 hours (1-2-3 days).

Frequency and positive result in the final exam of each course give to the participants a number of credits (hours) for the ICFP educational requirements (120 hours for certification, 16 hours for maintenance). Frequency and positive result in the final exam of each course can give to the participants a number of credits (hours) for the OHS experts maintenance system, certified by an approved Educational Agency.

### **2) e-learning**

The OSHNET SCHOOL will consider the possibility of organizing full Short Courses (16 hours) and Modules of Fundamental Courses (max 16 hours) in E-Learnig.

### **3) Symposia, conferences, other events**

The OSHNET SCHOOL participates in organization and co-organization symposia, congresses and other events connected to education and information in the fields of Occupational Hygiene, OHS, EHS.

### 3. ORGANIZATIVE DETAILS OF MAIN EVENTS (COURSES, MODULES)

#### a) Courses details

##### *i. Number of participants*

Minimum 15 Maximum 35

##### *ii. Services included in the participation fees*

Lessons presentations in CD or downloadable from the website. Other documents and materials related to the topic of the course/module (free for participants).

Certificate/diploma with specification of Credits and other reference to Certification systems.

Coffee break and lunches. Agreements for accommodation included in the fees are possible.

##### *iii. Venues*

University or public institutions are preferable, residential courses are preferable, allowing the participation of students from different cities and countries.

##### *iv. Language*

English (optional native language translation), Native Language (only if all participants comes from the hosting country).

##### *v. Materials*

All the materials produced by the OSHNET SCHOOL are subjected to intellectual rights. Materials can be used only under permission of the Board.

“OSHNET School” term and logo shall be used with proper reference, under permission of the Board.

#### b) Organization

Directors of National Staffs are responsible for the whole organization of events in their country. They prepare budget and balance and present these documents to the International Board for approval. They coordinate the scientific activities as well.

All organizational, administrative and logistic aspects of each event are managed by National Staff members and their collaborators.

For each initiative, the scientific programme is defined by the National Staff in collaboration with Executive Board and with the members of the International Scientific Board for their topics of interest.

#### c) Lecturers and Instructors

Lecturers and Instructors, where they are not member of the Boards, should either be certified expert in the assigned topic or they must own academic and/or professional background, submitted to National Staff and approved by the Executive Board, in collaboration with the Scientific Board. For each initiative, specific contracts must be defined and signed by corresponding Oshnet School National Director and Lecturers/Instructors of the event. Lecturer Fees and travel expenses reimbursements are paid directly to the lecturer under invoice, including VAT and other contributions.

#### **d) Sponsors**

Institutional sponsorships are preferred. All sponsorships need to be approved by the Board.

For Regular Sponsors: No direct relation with the instructor (no direct support to instructor).

For Technical Sponsors: Possible involvement in practical lessons of the sponsor providing instrumentation, software and facilities. Possible visit to sponsor working or designing sites.

Regular Sponsors can give financial support to general organization or part of organization of each module (or course) without giving lecture neither participating to practical lessons.

Technical Sponsors can give financial support and give lectures and/or practical lessons during sponsored module (or course).

Regular and Technical sponsors are mentioned (with logo and information) in all published materials of the module/course sponsored by them. They have a booth or table for exhibition and presentation of their products in the venue of sponsored module (or course).

Oshnet School Golden Sponsors give financial support to all the activities of the school. They are mentioned (with logo and information) in all published materials of the school and in all the gadgets as well.

Specific Contracts must be signed by Regular and Technical Sponsors and Directors of each event and by Golden Sponsor and Director of the School.

For each initiative, specific contracts must be defined and signed by corresponding Oshnet School National Director and Sponsors of the event. Sponsorship contributions should be paid by the sponsor directly to the Course Director under invoice, including taxes where required.

#### **4. SCIENTIFIC AND TECHNICAL CONTENTS OF THE COURSES**

Starting from a general programme derived by:

- EU Directives and guidelines on OEHS education,
- educational requirements for attending the ICFP exam for Certification as Occupational Hygienist, or equivalent professional profile present in the National legislation,
- educational requirements for ICFP (or equivalent) Certification maintenance,
- National educational priorities in the fields of OEHS as emerged in OSHEASTNET project outcomes and as derived by National updated reports on OEHS,

programmes are defined by a Scientific Coordinator nominated for each course (module) in collaboration with the Scientific and Operative National Board, adapting as far as possible contents to National issues.

A priori control on coherence risks of overlapping is operated by the Executive Board in collaboration with the Scientific Committee.

#### **5. ORGANIZATION TIME SCHEDULING**

The OSHNET SCHOOL organizes Short Courses (16 hours), Fundamental OHS (40 hours), Fundamental EHS (40 hours), Fundamental OEHS (60 hours).

Credits (1 credit per hour) are collected by participants. 120 credits (hours of high education) are required for ICFP Certification exam.

According to the annual plan of courses (dates and subjects of modules), defined every year in May Board meeting, the National Staff provides that the following deadlines are respected.

Lecturers and Instructors: written confirmation of acceptance at least 2 months prior to the event.

Sponsors: written confirmation of acceptance at least 2 months prior to the event.

Venue: to be defined 2 months prior to the event.

First Announcement: 3 months prior to the event.

Final Announcement with all details: 1 month prior to the event.

## 6. BUDGET AND BALANCE RULES

- a) Basic fees for participants are approx. 200 € for a 16 hours module, 600-800 € for a 40-60 hours course. According to venue and budget (costs of venue, coffee breaks, lunch, translation, organization, instructors), fees the can be changed upon approval of the Executive Board.
- b) Special fees could be defined for groups and supporting institutions.
- c) Special Bourse (no fees) could be defined for deserving students.
- d) Sponsorships basic contribution is 500-1500 € for regular sponsors and technical sponsors (with regards to ethical considerations and considering their contribution to scientific programme), 10.000 € per year for the Golden Sponsors.
- e) Fees for instructors are 60-100 € per hour depending on budget and final balance, plus taxes, travel and accommodation expenses.
- f) Budget of each event has to be defined by National Staff, presented by National Director and approved by the Executive Board together with the scientific program preferably 6 months before the event (at least 3 months).
- g) Final Balance of each event of the current year has to be presented by the Director of the event to the Executive Board in the first meeting following the event.
- h) Possible profits are preserved by the Executive Board to be used in future events organization and in promotional initiatives of Oshnet School. If necessary, a treasurer can be nominated among the members of the Executive Board of the School.

November 2016, Antalya