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INTERNATIONAL ASSOCIATION OF LABOUR INSPECTION
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国际劳动监察协会

International common principles for labour inspection



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This document was developed by the International Association of Labour Inspection (IALI) Executive Committee on behalf of IALI, as a draft for the purpose of international consultation with IALI members and with employers, workers and other stakeholders involved in the application of labour standards in the workplace.

The text draws from a wide range of source material including ILO Conventions and the *IALI Global Code of Integrity for Labour Inspection*. In particular the Executive Committee acknowledges and thanks the members of the EU Senior Labour Inspection Committee (SLIC) for their pioneering work on the concept of *Common Principles for Labour Inspection in relation to health and safety in the workplace*.

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MESSAGE FROM IALI PRESIDENT



FOREWORD

The development of a set of *International Common Principles for Labour Inspection* meets one of the International Association of Labour Inspection's (IALI's) goals for the years 2011-2014.

This goal was identified in *IALI's Action Plan for the Future* as the next stepping stone following development of *IALI's Global Code of integrity for Labour Inspection (IALI's Global Code)*, towards the broader objective of building a foundation for professional, ethical and effective Labour Inspection worldwide.

These *International Common Principles* are intended to be used by IALI members as a companion document to *IALI's Global Code*. IALI's recently completed *Handbook for Labour Inspectorates: Measuring Performance of the Occupational Safety and Health Function*, also provides a useful reference document that will assist Inspectorates responsible for health and safety at work, in implementing the *International Common Principles*.

The *Common Principles* provide a framework of essential criteria for all types of Labour Inspectorates, whether generalist or specialist, to assist them in developing the capability to achieve their key mission of ensuring that workplace parties implement standards for fair and decent working conditions and for health, safety and wellbeing at work.

With these *Common Principles* IALI aims to provide a useful resource that will assist all countries, regardless of the maturity of their labour protection administration, both in establishing the importance of an effective and professional Labour Inspection system and in providing the key principles for its successful operation.

Further, it is hoped that the document will inform regional cooperation initiatives such as regional alliances of Labour Inspectors, providing a basis for a common approach and for the adoption of comparable criteria for the implementation of labour standards across regions.

As with *IALI's Global Code*, the *Common Principles* are intended to provide stimulation for each country and/or region to discuss, assess and ultimately adopt their own criteria – reflecting these *International Common Principles* and suited to local conditions.

This document has been developed by IALI's Executive Committee and was finalised following feedback from an international public consultation period that actively sought comment from IALI members and other interested parties such as employers and workers with an interest in Labour Inspection operations. The final document was endorsed* by IALI's membership at our General Assembly in Geneva, in June 2014 (*to be confirmed following the General Assembly).



As with *IALI's Global Code*, IALI's Executive Committee members, Regional Delegates and Technical Advisors will encourage and promote the translation of the *Common Principles* into other languages and support implementation of the document in countries and regions throughout the world.

The text of the document draws from a wide range of source material and our thanks go to all of you who have contributed to the development of these *International Common Principles for Labour Inspection*. In particular the Executive Committee acknowledges and thanks the members of the EU Senior Labour Inspection Committee (SLIC) for their pioneering work on the concept of *Common Principles for Labour Inspection in relation to health and safety in the workplace*.

Whether your Labour Inspection system is well-established or in-development, I hope that you will make use of these *Common Principles* to assess or review whether your Labour Inspection system is professional, ethical and effective; and for those building inspection systems for the first time, the *Principles* should provide you with a sound basis for development.

I now have great pleasure in commending to you this common global reference point for establishing good Labour Inspection practice and I invite you to implement these *International Common Principles* within your country and region.



Michele Patterson
President
International Association of Labour Inspection



1. INTRODUCTION

The purpose of this document is to set out a framework of *Common Principles* for Labour Inspection to:

- establish basic criteria for professional, ethical and effective Labour Inspection systems worldwide;
- provide practical guidance to underpin signatory nations' commitment to ILO Convention no. 81 on Labour Inspection;
- assist the development of capabilities in Labour Inspection systems internationally;
- encourage the adoption of comparable criteria by Inspectorates in their operational policies and practices; and
- promote a common approach to the implementation of legal requirements across regions.

1.1 WHY A SET OF INTERNATIONAL COMMON PRINCIPLES?

Each Labour Inspection system usually derives from a form of national authority such as an act of Parliament, or a government directive or decree. This authority provides the context for Labour Inspection and the operational environment relevant to each country.

Political, social and economic factors mean Labour Inspection systems will inevitably reflect differences in approach and in some countries, the basic pre-requisites for effective operation are absent. IALI members have indicated there is a need for a common set of criteria for assessing whether the requisite elements for success are in place.

These *Common Principles* are intended to provide some basic criteria on which each country can assess whether their Labour Inspection system is professional, ethical and effective as well as independent and credible; and for those establishing inspection systems for the first time, the *Principles* should provide a sound basis for development.

1.2 TO ESTABLISH BASIC CRITERIA FOR PROFESSIONAL, ETHICAL AND EFFECTIVE LABOUR INSPECTION SYSTEMS WORLDWIDE

Establishing a credible Labour Inspection system is vital to ensuring the development of safe, healthy, fair and decent work in any society. Achieving this objective presents challenges and opportunities in every country.

For some countries, achieving this objective is particularly challenging for a wide range of reasons including (but not limited to), deficiencies in fundamental national governance structures, maturity of the Labour Inspection system, lack of resources and inadequate access to expertise.

In these situations, the *Common Principles* are intended to provide assistance in the form of basic criteria to guide policy and strategy development and implementation; decision-making on setting up governance structures and allocating resources; and practical processes for measuring, monitoring, improving and reviewing progress.

For all countries involved in Labour Inspection the *Common Principles* provide information that can be used to develop resourcing proposals, assist policy development and inform processes for review.

1.3 TO PROVIDE PRACTICAL GUIDANCE TO UNDERPIN SIGNATORY NATIONS' COMMITMENT TO ILO CONVENTION NO. 81 ON LABOUR INSPECTION

ILO Convention No.81 on Labour Inspection is one of the most widely ratified technical Conventions of the ILO.

The ILO Conventions on Labour Inspection and on labour protection laws (including those on OSH, working conditions, child labour, industry-specific matters and so on), provide at the highest level, direction for the development of Labour Inspection systems and their modes of operation.

National ratification of these ILO Conventions at a country level demonstrates a commitment to establish a professional, ethical and effective Labour Inspection system to ensure implementation of labour laws.



In support of Convention 81 (and related conventions), the ILO has developed a guide called *10 Steps for Strengthening Labour Inspection, a Tool Kit for Labour Inspectors*, training modules and many other documents to assist governments in developing various aspects of effective Labour Inspection systems.

These IALI *Common Principles* are intended to pull together in one framework document, the key essential elements required for success from the point of view of IALI' members, to guide those interested in establishing or improving their Labour Inspection systems. It aims to do this by identifying the features common to all professional and effective Labour Inspection systems, based on the experience of its member organisations across the globe.

1.4 TO ASSIST THE DEVELOPMENT OF CAPABILITIES IN LABOUR INSPECTION SYSTEMS INTERNATIONALLY

International experience has taught us that Labour Inspection is a driver for fair and responsible social and economic development around the world. Effective Labour Inspection systems are in the interests of every country.

The role of the modern Inspectorate is to ensure social peace and social justice by preventing unfair work practices, work-related accidents or occupational illnesses. Experience also demonstrates that working in collaboration with employer and worker organisations improves effectiveness.

The key function of the Labour Inspector is to ensure compliance with labour standards by the parties in the workplace and those who affect the workplace. To achieve this goal the Labour Inspector encourages, promotes, informs, educates, persuades, influences and ultimately, enforces the law where necessary.

To carry out this role effectively and to be credible in their role, the Inspector needs a wide range of skills to communicate, educate, investigate, inspect, audit, assess, report on and evaluate circumstances in the workplace; and the Labour Inspection authority needs to be able to facilitate and support the complex work

of the Inspector in increasingly challenging work environments. Perceived and actual independence of both the Inspector and the Inspectorate from vested interests and influences, is vital in ensuring credibility and effectiveness.

Improving the capability of Labour Inspectorates and the Inspectors themselves is clearly a desirable goal. These *Common Principles* aim to assist the development of capabilities by identifying the essential features of an effective modern Inspectorate operating in a globalised world of work.

1.5 TO ENCOURAGE THE ADOPTION OF COMPARABLE CRITERIA BY LABOUR INSPECTORATES IN THEIR OPERATIONAL POLICIES AND PRACTICES

Many countries have developed national strategies on Labour Inspection, as well as on a wide range of subjects relevant to the scope of Labour Inspection work.

Identifying common features of effective Labour Inspection systems is a first step in providing the means for Labour Inspectors to work towards a more consistent implementation of labour laws around the world.

These *Common Principles* aim to encourage the adoption of comparable criteria by Labour Inspectorates in their operational policies and practices.

Further, as well as being intended as a guide to the essential characteristics of the modern regulator, the *Common Principles* can also be used as a check list to ensure policy and strategy development competently addresses practical operational issues and challenges.

1.6 TO PROMOTE A COMMON APPROACH TO THE IMPLEMENTATION OF LEGAL REQUIREMENTS ACROSS REGIONS

IALI has long recognised that the key to achieving professional Labour Inspection worldwide is to encourage and promote cooperation across borders.



Under IALI's *Action Plan for the Future*, IALI outlines its role as a catalyst for the promotion and development of regional cooperation initiatives.

In recent years, a dramatic increase in regional activities between Labour Inspectorates is evident. This outward focus of the operation of the typical Inspectorate has been stimulated by many factors arising from the development of the globalised workforce including:

- access to instant communication;
- cross-border agreements to facilitate trade;
- mobile workforces;
- migrant labour; and,
- international supply chains.

All of these factors present challenges and opportunities for Inspectorates that have traditionally operated within national systems. To remain relevant and effective, the modern Inspectorate must adapt their approaches to meet the needs of this new environment.

Also of fundamental concern is the reality that issues that may negatively impact on working conditions and health and safety in one country may have their origins in another. The means of effectively preventing these impacts increasingly points to the need for cooperation across borders.

An example of how regional alliances of inspection authorities can work towards addressing issues across national borders, can be seen in the approach of the Senior Labour Inspectors Committee (SLIC) of the European Union. SLIC members developed a set of 'Common Principles' to provide a framework for promoting a more common approach to the implementation of laws relating to health and safety in the workplace and the adoption of comparable criteria by inspectorates in their enforcement policies and practices.

IALI's *International Common Principles for Labour Inspection* builds on this approach by providing a framework of core criteria to inform regional cooperation initiatives on any aspect of labour inspection; and providing a generic basis for a common approach to the implementation of legal requirements across regions.

Using these *Common Principles* to develop strong and effective partnerships in Labour Inspection across regions has numerous benefits. When operating effectively, Labour Inspection alliances result in:

- shared good practice;
- collaborative action;
- combined resources; and,
- better results.



2. APPLICATION OF THE COMMON PRINCIPLES

The application of the *Common Principles* is intended to be global. The Principles are designed so that any country, sector, organisation or region, can either apply the *Principles* in their current form or choose to use them as a model framework for the development of their own document and criteria.

The *Principles* require commitment at the level of a country's governing body (e.g. Government or Parliament), and are designed to be implemented by Labour Inspection organisations.

Commitment to achieving the criteria described in the *Common Principles* is aimed at country level but may also be relevant at any or all of the following levels:

- Regional: across a number of countries in a region particularly where Labour Inspection alliances are found; or across countries that are signatories to a particular labour, trade or employment agreement;
- State/Province or other defined region within a country.

Implementation of the *Common Principles* may also reflect the scope of a particular Labour Inspectorate, such as within an **industry sector**, for example:

- construction;
- mining;
- agriculture;
- marine, transport;

- or for certain **types of labour protection legislation** such as,

- conditions of employment, working conditions and fair work standards;
- occupational safety, health and well-being legislation;
- child labour;
- workers compensation;

- or for the **control of a particular hazard**; for example:

- chemicals / dangerous goods;
- explosives;
- major hazards (e.g. offshore oil installations).



3. THE COMMON PRINCIPLES: A FRAMEWORK FOR PROFESSIONAL AND EFFECTIVE LABOUR INSPECTION

Labour Inspectorates are expected to provide services that promote the highest possible standard of integrity, meet community expectations and result in confidence in the organisation and its position of authority.

To assist in meeting these expectations, these *Common Principles* provide a framework of six key *Principles* that should be common to all Labour Inspectorate systems:

1. [Common Statement of purpose \(belief\) for Labour Inspection;](#)
2. [Planning, strategy and monitoring;](#)
3. [Commitment to professionalism;](#)
4. [Character and complexion of Labour Inspectorates;](#)
5. [Method of operation an ensuring compliance with the law;](#)
6. [Inspector authorities, independence and competencies.](#)

Each of the six *Common Principles* is explained in terms of a description, a proposed set of basic criteria essential for the success of any Labour Inspectorate; and a list of key strategies, capabilities and tools that are needed to give effect to the *Principle* in practice.

3.1 GOVERNMENT/PARLIAMENT COMMITMENT

The *Common Principles*, in establishing basic criteria for Labour Inspection systems, describe matters that will impact on a country's governance policies, resourcing and budget considerations. Other areas of whole-of-government policy such as commitment to stakeholder consultation and related areas of administration such as the country's legal system may also be impacted.

Implementation of the *Common Principles* will therefore require commitment to a professional, ethical and effective Labour Inspectorate at the country level.

Governments and parliaments responsible for the resourcing of Inspectorates, in terms of funding, personnel and legislative arrangements, will need to

consider the provision of appropriate measures and resources to facilitate the achievement of the *Principles*.

3.2 IMPLEMENTATION BY THE LABOUR INSPECTORATE ORGANISATION

For a Labour Inspectorate to be able to fully implement the *Common Principles*, the organisation will require an appropriate level of resources and support.

Within this context the development of the system should occur within a framework that involves ongoing tripartite and other stakeholder engagement.

Key to the implementation process is planning, monitoring and review. Section 5 of this document provides a summary of the key steps towards implementing the *Common Principles*; and section 6 provides a list of examples of Labour Inspection system arrangements that would typically support implementation of the *Principles*.

3.3 COMMITMENT AND IMPLEMENTATION ACROSS REGIONS

For Labour Inspectorates that participate in a Regional Alliance or Agreement, the *Common Principles* are designed to be built into the region's strategic and action plans. For success, the process of adapting the *Principles* to suit a region must involve negotiation with all signatories. Arrangements should include agreement to priorities and timeframes to achieve implementation over a suitable period.



4. PRINCIPLES

Principle 1

COMMON STATEMENT OF PURPOSE (BELIEF) FOR LABOUR INSPECTION

DESCRIPTION

A common purpose and objectives for Labour Inspectorates and for the role and functions of Labour Inspectors is defined

BASIC CRITERIA

Government / Labour Inspectorate commitment:

1. A professional, ethical and effective Labour Inspection system is a precondition for responsible, safe, healthy and fair economic and social development.
2. The common purpose of the modern Labour Inspectorate is to ensure social peace and social justice by preventing unfair work practices, work-related accidents or occupational illnesses, and by working in collaboration with employer and worker organisations.
3. The Labour Inspectorate is committed to ensuring effective compliance and enforcement of the legal requirements within its authorised scope.
4. The key function of each Labour Inspector is to ensure compliance with labour standards by the parties in the workplace and those who affect the workplace. To achieve this goal the Labour Inspector encourages, promotes, informs, educates, persuades, influences and ultimately, enforces the law where necessary.
5. The Labour Inspector uses a wide range of skills to communicate, educate, investigate, inspect, audit, assess, report on and evaluate various circumstances.

KEY STRATEGIES, CAPABILITIES & TOOLS

To give effect to this commitment, the Government and Labour Inspectorate need to facilitate key strategies, capabilities and tools including:

- ratification of ILO Convention 81 on Labour Inspection; and other relevant conventions on Labour inspection and labour protection
- sound Labour protection legislation and standards (including regulations/rules, codes and guidance) covering all workers;
- a strategic and tripartite policy framework involving employer and worker representatives;
- a transparent, fair, supportive and accountable work environment that fosters integrity & ethics;
- diverse personnel and physical resources & tools;
- access to information, ongoing education and personal development;
- Comprehensive operational management rules, data, record and information systems and measurement and evaluation systems.

The Labour Inspectorate needs to be able to facilitate and support the complex work of the Inspector in increasingly challenging work environments.

DESCRIPTION

A strategic planning process is in place to underpin a consistent approach to implementation of national labour legislation, delivery of regulatory functions and strategic monitoring and benchmarking processes

BASIC CRITERIA

Government / Labour Inspectorate commitment:

1. Strategic planning establishes measurable results of key tasks and activities.
2. A strategic framework for delivering integrated Labour Inspection functions incorporating these *Common Principles*
3. Strategic plans for Labour Inspection address all areas within the authorised scope of the Inspectorate
4. Arrangements for tripartite input with employer and worker representatives (and other stakeholders as relevant), are ongoing
5. Data collection systems are used to inform and monitor the strategic deployment of the Inspectorate
6. A performance measurement strategy utilises both quantitative and qualitative indicators as a basis for public reporting
7. Monitoring, review and evaluation processes are comprehensive and ongoing, including plans for identifying/addressing emerging issues

KEY STRATEGIES, CAPABILITIES & TOOLS

To give effect to this commitment, the Government and Labour Inspectorate need to facilitate key strategies, capabilities and tools including:

- National policies and strategies on matters within the scope of the Labour Inspectorate (for example tripartism, OSH, health, child labour, construction, chemicals)
- Whole-of-government or department-specific strategies on service delivery such as 'exemplary customer service' and 'best practice' regulation
- Strategies for cross-government coordination detailing procedures for addressing agency and regulation overlap (for example legal, environmental, health, building/planning, immigration or mining), as appropriate
- Documents (such as Memoranda of Understanding), authorising and listing areas of joint responsibility across states/provinces, ministries, departments and authorities (for example marine, aviation, state-federal jurisdictions)
- Statistical systems and processes for the compilation, analysis and monitoring of data relevant to the Inspector's work (for example, work injuries and diseases, dangerous occurrences, numbers of visits, notices, served, prosecutions and so on)
- Performance Measurement systems using clear and measurable qualitative and quantitative indicators assessing the impact and value of Inspector interventions (e.g. see case studies in IAL's *Performance Measurement Handbook for the OHS function*)

Principle 3

COMMITMENT TO PROFESSIONALISM

DESCRIPTION

The Labour Inspectorate is committed to achieving professionalism and integrity in all aspects of its operation and at all levels of the organisation.

BASIC CRITERIA

Labour Inspectorate commitment:

1. Processes and practices that foster a culture of respect for others and are underpinned by equity and diversity are a key foundation of the organisation
2. A transparent, fair, supportive and accountable work environment that builds integrity and ethics is provided
3. Development and implementation of a Code of Integrity throughout the organisation is facilitated
4. Encouraging and promoting Inspector commitment to work to the values of the Code of Integrity is core business
5. Inspectors have specialist expertise according to the authorised scope of the inspectorate (for example worker entitlements, construction, mining, child labour etc)
6. Where Inspectors have responsibility for occupational safety and health, essential expertise is required in the disciplines of core hazard regulation (for example plant, high risk occupations, hazardous substances, manual tasks, noise etc)
7. Internal and external (as appropriate) review processes are established for both Inspector and authority decisions
8. The working environment supports the implementation of these *Common Principles* as a basis for ensuring professionalism

KEY STRATEGIES, CAPABILITIES & TOOLS

To give effect to this commitment, the Government and Labour Inspectorate need to facilitate key strategies, capabilities and tools including:

- A code of integrity based on *IALI's Global Code of Integrity for Labour Inspection*
- Training on the *Code of Integrity* values and systems for dealing with problems
- Ongoing access to information and training (additional to general Inspector training), where specialist expertise is required
- Transparent and accessible complaints handling/review-of-decision systems
- A plan for implementation of basic criteria for professionalism, based on these *Common Principles*

Principle 4

CHARACTER AND COMPLEXION OF LABOUR INSPECTORATES

DESCRIPTION

The Labour Inspectorate is characterised by diversity and balance, is outward-looking, encourages an open-minded culture and promotes a holistic approach to Labour Inspection. It reflects the characteristics of the country's workforce, is sensitive to the needs of vulnerable workers and has skills appropriate to the scope of the Inspectorate

BASIC CRITERIA

Labour Inspectorate commitment:

1. Recruitment practices result in diversity of employees that are representative of the country's workforce, industry and occupations
2. The work environment is conducive to encouraging and facilitating indigenous and migrant participation; and acknowledgement and understanding of cultural requirements
3. The work environment and culture promotes balanced gender, indigenous and ethnic access, participation and support
4. Labour Inspectors understand the characteristic of vulnerable workers (for example migrant, outworkers, seasonal, children, disabled, informal)
5. Understanding of the integrated, holistic approach to Labour Inspection is applied including a genuine commitment to cooperation between all Inspectorates relevant to the workplace; and an open-minded culture in the Inspection system is encouraged

KEY STRATEGIES, CAPABILITIES & TOOLS

To give effect to this commitment, the Government and Labour Inspectorate need to facilitate key strategies, capabilities and tools including:

- Recruitment policies that will ensure the diverse nature of the Inspectorate
- A comprehensive and ongoing learning and development framework for Labour Inspectors (including qualifications, competency, training and personal development)
- Specialised training on vulnerable workers and relevant cultural norms
- Procedures and sanctions to encourage supportive workplace behaviours and prevent and/or act on inappropriate behaviours in the workplace
- Organisational arrangements to promote and support cooperative protocols and joint initiatives between all Inspectorates relevant to the workplace

Principle 5

METHOD OF OPERATION AND ENSURING COMPLIANCE WITH THE LAW

DESCRIPTION

The Labour Inspectorate demonstrates the attributes of the modern regulator. Its activities are organised around a strategic, systemised and informed approach to service delivery that will ensure compliance with the law.

BASIC CRITERIA

Labour Inspectorate commitment:

1. All Inspectorate activities reflect the attributes of the modern regulator:
 - Accountable, as well as flexible, proactive, responsive, proportionate;
 - consistent, fair and transparent decision-making processes;
 - encourages development of partnerships between the Inspectorate and stakeholders;
 - uses intelligence to target and prioritise activities
2. Methods of operation are systemised, informed and documented; and subject to regular review and continuous improvement
3. Work plans and priorities take into account the changing economy, changing patterns of employment and their influence on work issues and priorities
4. Inspectors are suitably trained in emerging issues and trends
5. Specialist support is aligned with identified changing priorities and perspectives
6. Effective systems for monitoring Inspection processes, techniques and activities take into account international approaches to good management

KEY STRATEGIES, CAPABILITIES & TOOLS

To give effect to this commitment, the Government and Labour Inspectorate need to facilitate key strategies, capabilities and tools including:

- *A framework and tools* for ensuring the Inspectorate operates as a modern regulator
- *Principles of operation* for inspection, investigation and audit, describing the appropriate actions for inspectors to take in different circumstances
- *A compliance and enforcement policy* (including the appropriate use of all compliance tools available to inspectors under local labour laws)
- *Investigation manuals* for all types of investigations within the scope of the Inspectorate
- *Plans* for the effective use of information technology and provisions for future developments to improve efficiency, accessibility, accuracy and effectiveness of services
- *Nationally and regionally consistent systems, processes and procedures* including protocols for practical cooperation between national and regional Inspectorates.

Principle 6

INSPECTOR AUTHORITIES, INDEPENDENCE AND COMPETENCIES

DESCRIPTION

Labour Inspectors operate in an environment that provides for independence of decision-making whilst supporting appropriate use of authority. The Labour Inspectorate facilitates access to a programme of learning and ongoing professional development for Labour Inspectors that ensures appropriate levels of competence and provides for career progression.

BASIC CRITERIA

Labour Inspectorate commitment:

- To work for the active preservation of human rights and dignity at work - through an independent, professional inspectorate
- Establishes employment conditions that recognise the value of staff and encourage appropriate behaviours and an open and transparent environment.
- Defines qualifications nationally / regionally but ensures they are underpinned by international standards (National/regional training and professional development framework)
- Promotes proper use of position and responsible and appropriate use of authority for the public good

KEY STRATEGIES, CAPABILITIES & TOOLS

To give effect to this commitment, the Government and Labour Inspectorate need to develop key strategies, capabilities and tools including:

- A *Learning and Development Framework for Labour Inspectors* (either national or regional) that includes qualifications, competencies, training and personal development
- Procedures to give effect to legal processes and the appropriate use of Inspector authorities, including protection for Inspectors against inappropriate pressures from vested interests
- Operational rules for field work such as serving notices, rights of entry, coping with dangerous interactions, identification procedures, consulting with employers and workers in the workplace, limits of authority and so on
- Rules for consistent and transparent action to be taken by the Inspector as a result of the Inspection

5. STEPS FOR IMPLEMENTATION

For effective implementation of the *International Common Principles for Labour Inspection* in your country or across your region, it is important to plan how the key goals will be met. The following steps are provided as a guide to the main areas for action in planning implementation of the criteria:

1. Adapt the *Common Principles* to an appropriate format for your country or region involving all relevant stakeholders in this process.
2. Adopt the *Common Principles* at government level.
3. Equip the Labour Inspectorate/s to implement the *Common Principles* through commitment to the allocation of appropriate resourcing for development of a professional, ethical and effective Labour Inspection system based on the Common Principles in your country or region. This may require a long-term strategy to reach the objectives over time.
4. Raise awareness about the government-level policy commitment to the *Common Principles* by the country or region – with all members of the Labour Inspectorate, stakeholders and the broader community – to gain and build long-term support for the ongoing effective implementation of labour laws and an understanding of the positive social and economic benefits that will flow from this policy initiative.
5. Develop the associated systems, policies and procedures to facilitate practical implementation of the *Common Principles* (see Section 6 of this document for examples of typical Labour Inspection system arrangements).
6. Ensure the essential supporting documentation and systems, including a Code of Integrity, a Performance Measurement Framework, Recruitment, Learning and Development policies and other internal strategies and guidelines are in place.
7. Implement a continuous improvement model that reflects the dynamic nature of the Labour Inspectorate; including a process for reviewing and evaluating progress towards implementing the *Common Principles* and identifying areas and actions for improvement.



6. EXAMPLES OF LABOUR INSPECTORATE SYSTEM ARRANGEMENTS

The *Common Principles* are high level statements of commitment that provide a framework to guide the development of professional and ethical Labour Inspection systems. Implementation of the *Principles* would normally be accompanied by a range of related policies, procedures and practices. This list of examples of typical system arrangements is intended to assist the implementation of the *Common Principles* in practice.

1 FUNDAMENTAL STRATEGIES AND TOOLS FOR PROFESSIONALISM AND ETHICS

- **Code of Integrity** for Labour Inspection (based on IALI's *Global Code of Integrity*)
- **Strategic framework** for delivering integrated Labour Inspection (incorporating the *Common Principles*)
- **Strategic plans** (e.g. for Labour Inspection and all areas within the authorised scope of the Inspectorate)
- **Consultative framework** and arrangements for tripartite input with employer and worker representatives (and other stakeholders as relevant)
- **Recruitment policies** that will ensure the diverse nature of the Inspectorate
- **Learning and Development Framework** for Labour Inspectors (including qualifications, competency, training and personal development)
- **Data collection systems** for strategic deployment of the Inspectorate and collection of statistics
- **Complaints handling/review-of-decision** systems
- **Performance measurement** strategy and tools (refer to IALI's *Performance Measurement Handbook*)
- **Monitoring, review and evaluation** processes including plans for identifying/addressing emerging issues

2 OPERATIONAL PLANS AND PROCEDURES

- **A framework and tools** for ensuring the Inspectorate operates as a **modern regulator**: reflecting fairness, consistency, transparency of decisions and responsible and appropriate use of authorities
- **Principles of operation** for inspection, investigation and audit, describing the appropriate actions for inspectors to take in different circumstances
- **Compliance and enforcement policy** (including the appropriate use of all compliance tools available to inspectors under local labour laws)
- **Plan for effective use of information technology** and provisions for future developments to improve efficiency, accessibility, accuracy and effectiveness of services
- **Procedures** to give effect to legal processes and the use of Inspector authorities

3 NATIONAL LAWS AND WHOLE-OF-GOVERNMENT STRATEGIES

- **National legislation on labour protection** including acts, regulations (or rules), codes of practice and guidance material
- **National policies and strategies** on any matter within the scope of the Labour Inspectorate (e.g. tripartism, OSH, health, child labour, construction, chemicals etc)
- **Whole-of-government or department-specific strategies** on service delivery such as 'exemplary customer service' and 'best practice' regulation
- **Strategies for cross-government coordination** detailing procedures for addressing agency and regulation overlap (e.g. legal, environmental, health, building/planning, immigration or mining)
- **Documents (such as Memoranda of Understanding), authorising and listing areas of joint responsibility** across states/provinces, ministries, departments and authorities (e.g. marine, aviation, state-federal jurisdictions)

- **Regional alliances of Labour inspectorates and authorities** (e.g. research institutes and tripartite OSH authorities)
- **Inter-regional governmental agreements** and Memorandums of Understanding (e.g. Free Trade agreements, MoU's on cooperation and sharing of expertise and resources)
- **Recommendations and agreements on mutual recognition** of qualifications and licences and facilitating mobility of labour across borders
- **Joint compliance initiatives**
- **Registers of professional expertise** available across regions for resolving complex matters
- **IT systems** and databases that interact and share information relevant to compliance
- **Professional exchanges** and work shadowing
- **Policies and procedures for cross-border inspection** (particularly throughout a supply-chain involving various countries; or to address human trafficking and forced labour across borders)
- **Regional benchmarking** and comparative performance monitoring systems
- **Tripartism** and training of employers and workers (and their representatives) on a regional basis

- ILO Conventions and documents relevant to labour Inspection and labour protection laws (e.g. OSH, Child Labour etc)
- *IALI Code of Integrity for Labour Inspection*
- *IALI International Common Principles for Labour Inspection*
- *IALI Handbook for Labour Inspectorates: Measuring Performance of the Occupational Safety and Health Function*
- *Materials produced by regional organisations (e.g. E.U, ASEAN-OSHNET)*

GLOSSARY

IALI	The International Association of Labour Inspection, the global association for labour inspection
ILO	The International Labour Organisation, the tripartite United Nations agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world
Inspector	Any civil servant or other public official with responsibility for inspecting any aspect of working conditions and holding proper credentials issued by the relevant authorities (e.g. government or parliament) to perform inspections for a labour administration organisation
Integrity	Adherence to moral and ethical principles that are used to make decisions that rely on truth and honesty
Labour Inspectorate	The organisation responsible for administration and/or enforcement of labour inspection work
Stakeholder	Any party that has an interest in or relationship with an organisation and may include government, employers, workers, contractors, customers, designers, manufacturers, suppliers and the community
Tripartite	Decisions involving, participated in, or made by three parties representing employers, workers and government

