



Towards 2016

“Modernisation”

Action Plan for the Health and Safety
Authority

Final Progress Report

1st January 2008 to 31st July 2008

1. *All Actions which fell due for completion over the period are commented on in this report*
2. *All 33 Priority Actions (i.e. those ranked No. 1 Priority on the 1 to 5 scale) are commented on also – 31 have been delivered and 2 are delayed with revised target dates for implementation identified.*
3. *Other Actions where specific progress has been notified by Individual Business Unit are also commented upon*

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(A) Key Achievements during the Jan 08 – Jul 08 Reporting Period

1. SAFE Redevelopment Project

The contract to design and implement the new Enforcement Support System to replace the existing SAFE system was awarded in November 2007.

Substantial design and development work on the project has taken place in 2008 and it is on target for completion for January 1st 2009. As of the end of July the design phase had been completed. The new system is in line with our current operational requirements and business changes arising from introduction of the Safety, Health and Welfare at Work Act 2005 and associated new Regulations like the 2006 Construction or 2007 General Application Regulations. This enables effective recording of all interactions with employers, employees etc. and includes data on inspection, reported accidents, complaints, enforcement actions etc. From January to June 2008 the safety and health management policy was updated and Operational Minutes were prepared on Noise, Hand-Arm Vibration and CSCS Scheme for Construction sites. The Memorandum of Understandings which HSA has with other Government Agencies were also added.

2. Full integration of PMDS

Full integration of PMDS within our HR processes. Integration of PMDS with other HR processes in accordance with agreement set out in General Council Report 1452. Increments and Promotions are now dependant on achieving minimum ratings in PMDS. Behavioural guidelines have been produced and administrative procedures have been put in place to increase the consistency and fairness of reviews. The new guidelines have been implemented in all annual and interim reviews carried out during 2008.

3. New web site

New website has been launched and workflow functionality for intranet/internet site updating and maintenance in place.

4. Telephone conferencing between regional offices

Additional telephone and video conferencing facilities have been installed.

5. Online consultation

Online consultation is available and has been used for a large number of legislative documents.

6. Helpdesk for REACH

Helpdesk for REACH has been established using Workplace Contact Unit set-up. Fully operational with initial queries dealt with by WCU staff and more specific queries dealt with by Chemical and Policy Services staff Training on REACH given to all WCU staff as well as existing and new staff in Chemical and Policy Services. Materials for frequently asked questions available on website (www.reachright.ie)

7. REACH Awareness & Project Team

In April 2008 awareness raising seminars were held in Dublin and Cork and these included question and answer clinics which allowed industry to have

their questions on specific topics answered by members of the REACH technical team in a 1:1 situation. A major media campaign also ran throughout May 2008 with the objective of promoting pre-registration before the December deadline. The REACH/GHS project team was formally established at the end of 2005 with the appointment of a REACH Project Manager and representation and full co-operation from all necessary sections of the Authority. The project followed project management principles and the implementation strategy is now nearing completion on schedule and within budget. The project ended in June/July 2008 as many of the remaining titles of REACH come into force and the Authority moves to the operational phase of the regulation. During the project, a number of new staff were successfully recruited and trained. The REACH team provided technical support to DETE during the EU negotiations on REACH and GHS. A media campaign, targeted direct mails, a series of nationwide seminars, a dedicated webpage, a chemicals usage survey and a focus on REACH during enforcement activities helped to raise awareness of the regulation. The REACH Helpdesk has been busy advising industry and stakeholders in their compliance efforts. We actively participated in the Commissions Interim Strategy and most of the guidance documents developed have been published on the website of the newly established European Chemicals Agency. The development of appropriate IT systems is on-going.

8. Data Sharing

A comprehensive report was commissioned and completed to analyse the specific possibilities for sharing occupational disease data

9. Financial Management

New procurement procedures and financial reports have been introduced to enable efficient budgetary management.

10. Stable Industrial Relations

During the period under review the AIRC met on three occasions and dealt with a range of industrial relations matters and issues through negotiation and discussions. No industrial actions arising.

13. Cross Functional SAFE Project Team

This team continues to meet on a monthly basis up to end of the project at the end of 2008 and are reviewing the progress of implementation of the project as it develops. The project is on target.

14. E-Government

Online consultation has taken place in relation to a range of legislative proposals.

15. Redeployment of Posts

Ongoing and on target. Discussions have taken place on this issue. All vacant posts are reviewed to ensure that posts are filled in the areas most in need of resources. Arising from this posts have been reassigned to front-line customer focused units.

(B) Actions of the Plan which have Priority 1 Status

Comment: All actions of the Plan which have Priority 1 Status have been commented on in the main report.

(C) Individual Actions, Theme by Theme, for Period Under Review

Modernisation and Flexibility

Action 1 – Target Date Ongoing

Development and Implementation of intranet based self-service HR system- Phase 1& Phase 2

Phase 1 roll out complete. Phase 2 roll out complete. Phase 2 work on automation of annual leave carry over and three year cycle complete. So far there has been a high level of favourable acceptability by staff.

Action 2 – Target Date March 2007(Priority 1)

Revised Business Process design of the SAFE System in line with current operational requirements and business changes arising from introduction of the Safety, Health and Welfare at Work Act 2005 and any associated new Regulations and for any ongoing organisational changes.

This process design was completed in June 2007.

Action 3 – Target Date June 2007(Priority 1)

Produce detailed functional and technical specification for an optimal SAFE system to support inspection workflow activities including accident reports (IRI) and construction site notifications (CRI) recording and enhanced management and statistical reporting.

Project running and on target. Functional and technical specification completed in June 2007. Software development tendering process began in July 2007. The contract was awarded in November 2007.

Action 4 – Target Date – June 2008(Priority 1)

RE-Develop HSA Inspection/Enforcement IT System (SAFE) in line with functional specification.

Project running and scheduled to be completed by end Dec. 2008.

Action 5.1.1 – Target Date July 2007(Priority 1)

SAFE Redevelopment projects Phase 1: Introduce a fixed penalty system on a phased basis. Regulation (S.I.) development.

Discussed at HSA Board in December 2006 and while the Board agreed not to progress this matter for the moment, the SAFE redevelopment includes the technical

capability for payment in lieu of prosecutions so that it can be implemented quickly if reviewed by the Board at a future date.

Action 5.1.2 – Target Date June 2007(Priority 1)

SAFE Redevelopment projects Phase 1: Introduce a fixed penalty system on a phased basis. Process design

As above in 5.1.1 a facility has been incorporated into the design of the new SAFE system to incorporate a fixed penalty enforcement system.

Action 5.1.3 – Target Date July 2007(Priority 1)

SAFE Redevelopment projects Phase 1: Introduce a fixed penalty system on a phased basis. Implement.

As above in 5.1.1 a facility is being incorporated into the implementation of the new SAFE system to incorporate a fixed penalty enforcement system.

Action 5.2 – Target Date September 2007(Priority 1)

SAFE Redevelopment projects Phase 1: Data quality initiative

Operations support staff have been trained to monitor the quality of employer data entered by inspectors on SAFE and work with the SAFE Development Manager to correct errors.

Action 5.3 – Target Date July 2007

SAFE Redevelopment projects Phase 1: Implement policies and procedures supporting remote connectivity for staff:

Pilot phase of this project was completed successfully with 10 inspectors. There are currently 60 staff on Voluntary Remote Access (VRA) to the IT system.

Action 5.4.1 – Target Date March 2007

SAFE Redevelopment projects Phase 1: Carry out an assessment on feasibility of introducing a scanning system for incoming correspondence

This feasibility study has been carried out. Review currently taking place in relation to filing location of scanned images. (Completed as previously reported)

Action 5.4.2 – Target Date December 2007

SAFE Redevelopment projects Phase 1: Implement new system for incoming correspondence if feasible.

Paper based incoming correspondence system was updated in July 2007 and improved in order to facilitate scanning. Prohibition and Improvement Notice pads were redrafted so as to facilitate scanning.

Action 5.5 – Target Date June 2008

Publication of Prohibition Notices and Prosecutions – development and implementation

As part of the development of the new enforcement support system the technical facilities to enable the publication are being developed.

Action 5.6 – Target Date Ongoing to Sept 2008

SAFE Redevelopment projects Phase 1: Review and revise Enforcement Manual to integrate business process changes

Revised Enforcement Manual was published on HSA Intranet in January 2007. Due to ongoing business process changes updates will be made as required. Additional operational minutes have been prepared in 2007 and entered into Inspector's Enforcement Manual e.g. on occupational health in construction, safety statements and safety and health management enforcement policy.

From January to June 2008 the safety and health management policy was updated and Operational Minutes were prepared on Noise, Hand -Arm Vibration and CSCS Scheme for Construction sites. The Memorandum of Understandings which HSA has with other Government Agencies were also added.

Action 5.7 – Target Date December 2007(Priority 1)

SAFE Redevelopment projects Phase 1: Train Inspectors to carry out inspections under new Inspection procedures and under the new SAFE System

Project running and on target. New inspectors were trained on HSA Enforcement procedures and the current SAFE operating Procedures from June to October 2007. All inspectors have received training on Occupational Health, 2007 General Application Regulations and Health and Safety Management and on new SAFE scanning and document management system. Additional training on the new SAFE Operation procedures will be carried out in October to November 2008.

Action 5.8 – Target Date June 2007

SAFE Redevelopment projects Phase 1: Introduce secure VPN connectivity for remote workers using broadband

Pilot phase of this project was completed successfully with 10 inspectors. We have now rolled it out to 60 staff.

Action 5.9 – Target Date December 2007

SAFE Redevelopment projects Phase 1: Carry out feasibility study on VPN connectivity via mobile connection.

The Remote Access Pilot project incorporated a feasibility study on Virtual Private Network (VPN) connectivity via mobile connection. Users were given the latest wireless cards to assess the practicality of using this method of connection to our systems. The systems proved successful in areas where the 3G signal was sufficiently strong. However it was much less than satisfactory where the signal was poor. Therefore in the absence of uniform strength of signal this service was not deemed suitable for mobile connectivity. Emerging technologies in the wireless market will proactively be kept under review so that when the service offers a better level of connectivity the Authority will be in a position to avail of the advantages of such a service.

Action 6.1 – Target Date September 2006(Priority 1)

Implement new Intranet site / access portal for the Authority. Implement phase 1 of project which includes set up of technology and software.

Intranet site hardware and software set up in September 2006 with full Content Management System (CMS) capability including the necessary work flows for approval of content. Users trained in developing the necessary content using the CMS system. (Completed as previously reported)

Action 6.2 – Target Date December 2006(Priority 1)

Implement new Intranet site / access portal for the Authority. Implement Phase 2 of project which includes population of site with content from units, user profile database

New Intranet site set up in September 2006 following detailed consultation with users on information requirements, user interface and structure. The site now brings together all required applications to support the various needs of HSA staff. It also provides a business portal to support workers who connect remotely to our systems over secure Virtual Private Network Access. The site has proven very popular with users in improving visibility and access to corporate applications and data (Completed as previously reported)

Action 6.3 – Target Date June 2007

Implement Phase 3 of project which includes feasibility study of the use of collaborative software

WebEX software was identified as the most suited to the Authority's needs. This was piloted in mid 2007 and has continued. While it has been somewhat successful for its intended purpose it is not proposed to extend it further into other areas in the immediate future. This is a rapidly evolving area and the Authority will maintain a proactive watch on developments in this area to ensure that it can avail of the best technology in any future extension.

Action 7 – Target Date December 2006

Use of electronic systems (e.g., Outlook) to schedule meetings, absences, etc. Outlook calendars should be a) shared between line managers and direct reports, b) kept up to -date and c) accessible.

Outlook now used by all staff in scheduling all internal meetings.
(Completed as previously reported).

Action 8 – Target Date June 2007

Run a 6 month pilot trial for conference calling and web-based meetings in Chemicals Policy and Services division with the aim of increasing flexibility and productivity.

As at Action 6.3 above.

Action 9 – Target Date June 2007

Introduce multifunctional devices (MFDs) so that all relevant documentation can be scanned and made available as required.

Multi functional devices now situated in Kilkenny and Dublin to aid Chemical and Policy Services staff. All notification dossiers have been scanned and are now available electronically. Decision taken to move away from holding paper copies of notification dossiers so that all new dossiers received are now solely kept as electronic formats.

Second stage of implementing the DES software on a shared drive to facilitate the dual location of the team has been completed.

Action 10 – Target Date December 2007(Priority 1)

Staff and management co-operation and flexibility with the establishment of the REACH function in Kilkenny

Kilkenny office now fully operational with videoconferencing facilities. REACH and Chemical Policy Services functions now established in Kilkenny and Dublin. Staff flexibility in operation through face to face meetings, phone and video conferencing.

Action 11 – Target Date Ongoing

Review existing working and attendance patterns/schedules in line with business needs and with the flexible working arrangements agreed at Authority level. Any issues arising will be managed in accordance with provisions set out in Towards 2016 Agreement.

Flexible working arrangements reviewed on a case -by-case basis on an ongoing basis.

Action 12 – Target Date Ongoing

Define role profiles within PMDS for staff in the Authority that allow for staff development and at the same time allow for flexibility in adapting to the changing work programme of the Authority

The target of having role profiles in place for all staff within 1 month of being assigned to a new role is being monitored on an ongoing basis.

Stable Industrial Relations

Action 1 – Target Date – Lifetime of pay agreement(Priority 1)

Operate a staff/management industrial relations council (AIRC) on a bi -monthly basis to address issues of mutual concern and work to ensure that issues are progressed to a fair and reasonable conclusion within the Authority. Where an issue cannot be progressed within the AIRC it will be referred to the conciliation service of the LRC and if necessary to the Labour Court.

During the period under review the AIRC met on three occasions and dealt with a range of industrial relations matters and issues through negotiation and discussions. No industrial actions arising.

Team Working and Cross Functional Working

Action 1 – Target Date – Ongoing

Cross functional project team comprising Compliance, Policy and ICT units for the Specification and Procurement of enhanced SAFE System to meet additional requirements arising from Safety Health and Welfare at Work 2005 Act and General Application Regulations.

For SAFE System redevelopment project a steering committee comprising personnel from Compliance, Policy and ICT meet on a monthly basis to review progress with implementation of the project. In November 2007 the project to develop the new SAFE was awarded. The cross functional teams required for successful development and implementation of the new SAFE system are now in place.

This team continues to meet on a monthly basis up to end of the project at the end of 2008 and are reviewing the progress of implementation of the project as it develops. The project is on target.

Action 2 – Target Date – Ongoing to June 2008

Establishment of a REACH/GHS implementation project team with representatives from HR, IT, Compliance, Prevention and CPS fully committed to introduction, implementation and enforcement of these two new EU chemical regulations.

The REACH/GHS project team was formally established at the end of 2005 with the appointment of a REACH Project Manager and representation and full co-operation from all necessary sections of the Authority. The project followed project management principles and the implementation strategy is now nearing completion on schedule and within budget. The project ended in June/July 2008 as many of the remaining titles of REACH came into force and the Authority moved to the operational phase of the regulation. During the project, a number of new staff were successfully recruited and trained. The REACH team provided technical support to DETE during the EU negotiations on REACH and GHS. A media campaign, targeted direct mails, a series of nationwide seminars, a dedicated webpage, a chemicals usage survey and a focus on REACH during enforcement activities helped to raise awareness of the regulation. The REACH Helpdesk has been busy advising industry and stakeholders in their compliance efforts. We actively participated in the Commissions Interim Strategy and most of the guidance documents developed have been published on the website of the newly established European Chemicals Agency. The development of appropriate IT systems is on-going.

New Technology and eGovernment

Action 1 – Target Date October 2006(Priority 1)

Facilitate online submission of Construction Project notifications (CRI Forms) to new and existing online system users. (AF1, AF2, AF3)

Notification of construction projects form AF2 went live on -line on 14th February 2007. This allows for fast submissions of construction projects. It also allows the customer to view all their notifications for a given year and confirms to the customer that notification has been received. AF1 may be developed as Phase 2 to this project depending on volume of notifications in this category. (Completed as previously reported).

Action 2 – Target Date December 2007

Examine feasibility of remote access while on inspection

As 5.3 and 5.8 above a pilot phase of this project was completed successfully with 10 inspectors and was subsequently extended to 60 staff who now have Remote Access to the IT system.

Action 3.1 – Target Date December 2006(Priority 1)

Facilitate consultation process on draft new Safety Health and Welfare at Work and Chemical Safety and related Regulations by the introduction of an online consultation process. Website consultation section designed with facility for users to upload submissions

Stakeholders are able to view draft legislation online and submit comments / observations via a user friendly online web screen. (Completed as previously reported).

Action 3.2 – Target Date Ongoing(Priority 1)

Facilitate consultation process on draft new Safety Health and Welfare at Work and Chemical Safety and related Regulations by the introduction of an online consultation process. Draft Legislation uploaded to consultation section.

Public consultation on the draft European Communities (Classification, Packaging and Labelling of Dangerous Preparations) (Amendment) Regulations concluded on 22 December 2006

and the

Public consultation on the

- draft “Code of Practice For Employers and Employees on the Prevention and Resolution of Bullying at Work”
- Draft Code of Practice for Avoiding Danger from Overhead Electricity Lines
- Draft Code of Practice for Contractors in the Construction Sector with 3 or less employees

concluded in 2007

and the

Public consultation on the draft -

- (i) Carriage of Dangerous Goods by Road Regulations 2007,
- (ii) European Communities (Carriage of Dangerous Goods by Road) (ADR Miscellaneous Provisions) Regulations 2007,
- (iii) Carriage of Dangerous Goods by Road Act 1998 (Appointment of Competent Authorities) Order 2007, and
- (iv) Carriage of Dangerous Goods by Road (Fees) Regulations 2007.

concluded on 20 February 2007.

Public consultation concluded on draft European Communities (Marketing of Dangerous substances and preparations) (amendment) regulations 2007 on 12th October 2007.

Public consultation on the review of REACH Annexes IV and V concluded on Nov 30th 2007.

The Draft European Communities (Dangerous Substances and Preparations) (Marketing and Use) (Amendment) Regulations 2008 are currently at public consultation.

Action 4.1 – Target Date –October 2006 and Ongoing(Priority 1)

As part of the Authority’s campaign to publicise and highlight the new Construction Regulations we will create an online booking system for seminars and events taking place around the country. Develop web pages to all customers to choose and pay for their preferred event online.

Online booking system for seminars and events for launch and promotion of new construction regulations went live in October 2006. This successfully facilitated reservations by customers wishing to attend the Authority’s information seminars at their preferred venue allowing them to make their booking online with a user friendly web system. (Completed as previously reported).

Action 4.2 – Target Date December 2006 and Ongoing(Priority 1)

As part of the Authority's campaign to publicise and highlight the new Construction Regulations we will create an online booking system for seminars and events taking place around the country. Publicise the service and provide customer support

Publicised via Construction Advisory Committee on HSA website, IOSH website and CIF website. Also the Authority produced information flyers which were distributed by Inspectors during construction site visits. Receipt of publicised information is evidenced by full attendance at all construction information seminars. Customer support provided by HSA Workplace Contact Unit and HSA Communications Unit.

Online booking system developed and put in place for event and seminar bookings including REACH seminars. Events widely publicised using national media and key stakeholders such as the CIF and IOSH.

Action 5 – Target Date December 2007(Priority 1)

Update the Authority's existing Website to provide more information, better customer experience and improve interaction. Carry out feasibility study on the introduction of extranet functionality.

The new Authority website was launched in early September 2007, almost four months ahead of schedule. Increased functionality includes better accessibility, easier navigation, a wider range of languages and a more accurate search facility. An extranet facility has been made available to Board members.

Action 6 – Target Date June 2008

Migrate website to new content management system with built in workflow functionality allowing dual Intranet / Internet publishing

New website has been launched and workflow functionality for intranet/internet site updating and maintenance in place.

Action 7.1 – Target Date Ongoing(Priority 1)

Enhance system Security in line with EU requirements under REACH programme. Carry out security survey on all internal and perimeter ICT and communications systems and implement recommendations

Internal and external ICT security assessments now completed. The assessments established our ICT security systems as being strong and robust. A number of enhancements were recommended and these have been Implemented. Systems will be re-assessed on an ongoing basis to cater for system changes and in particular in the context of any special requirements arising for the implementation of the REACH central database in Europe.

Action 7.2 – Target Date March 2007

Enhance system Security in line with EU requirements under REACH programme. Introduce Ironport email scanning device to increase security and efficiency of email scanning and to reinforce Acceptable Usage Policy.

Internal and external audit of ICT systems security completed and action plan for enhancements developed. Security systems will be reviewed in line with any additional requirements that may emerge for the implementation of the REACH programme. “Ironport” e-mail scanning device configured to support enforcement of Acceptable Usage Policy. We have also achieved a radical reduction in the amount of “spam” mail arriving on our users PCs thus increasing the effectiveness of our e-mail system. (Completed as previously reported).

Action 8.1 – Target Date March 2007- Lifetime of pay agreement(Priority 1)

Introduce new server technology as required to increase efficiency and security and to provide for disaster recovery. Put in place new consolidated server structure to facilitate disaster recovery, backup procedures and server resilience.

The Authority has introduced “blade” server technology to enable better business continuity for its corporate applications. The technology has also allowed the HSA to reduce the number of servers from 32 to 17 thus simplifying on server administration, recovery and lowering the overall power consumption of our server farm. This architecture forms a critical building block in enhancing our disaster recovery capability and facilitates a centralised backup solution for all servers. (Completed as previously reported).

Action 9 – Target Date June 2008(Priority 1)

Introduce new server technology as required to meet evolving business requirements. Contribute to the European development of IT systems and services for industry and competent authorities on REACH and GHS – introduce and implement these in the Authority together with any necessary changes to existing systems

“Blade” server technology was introduced to provide a very resilient and flexible platform that will allow rapid adaptation of our systems to meet the changing business needs of the Authority. This flexibility will be leveraged to quickly modify our systems to best meet the emerging requirements for the integration of the REACH chemical databases (REACH-IT) and IUCLID5) into our overall ICT architecture in a secure and seamless manner. The databases will then be networked to relevant staff over secure connections. The Authority is actively contributing at EU level in the development of REACH and GHS IT systems..

Action 10 – Target Date March 2007(Priority 1)

*Introduce new server technology as required to meet evolving business requirements.
Introduce a helpdesk to answer queries on REACH and GHS – system will be phone and internet based. System introduced needs to be flexible so as to respond quickly to the needs of the customer*

Helpdesk has been established using Workplace Contact Unit set-up. Fully operational with initial queries dealt with by WCU staff and more specific queries dealt with by Chemical and Policy Services staff. Training on REACH given to all WCU staff as well as existing and new staff in Chemical and Policy Services. Materials for FAQs available on website (www.reachright.ie). Availability of helpdesk publicised via HSA website; through media campaigns and via Industry associations. (Completed as previously reported).

Action 11 – Target Date December 2007 to June 2008(Priority 1)

*Introduce new server technology as required to meet evolving business requirements.
Develop and implement a stakeholder partnership for an awareness-raising and training programme on REACH and GHS with a particular focus on SMEs and micro businesses.*

REACH communications strategy in place and on schedule. A REACH conference was held on May 29th 2007 in Dublin attended by approximately 200 business people and representative organisations. A range of seminars were undertaken throughout September and October nationwide and were strongly attended by local businesses. Further awareness raising through a national advertising campaign took place during September and October encompassing national press, radio and online media channels.

Two major seminars were held in Dublin and Cork in April 2008 and were well attended by key industry stakeholders. A major awareness raising campaign also ran throughout May 2008 in the national media (press, radio and online) with the intention of raising awareness of the benefits of pre-registration.

Service Delivery Options (including outsourcing)

Action 1– Target Date Dec 2008

Investigate ways to deliver and implement ongoing competency based training to industry.

REACH awareness and support activities (seminars, workshops, clinics, helpdesk, website etc) has been a key objective for us. The REACH awareness raising seminars already delivered, and those planned for November 2008, have been structured in such a way that they provide increasing levels of detail to industry to assist them in developing competence in REACH and the registration and pre-registration requirements in particular. The opportunity for industry representative to receive 1:1 advice from our technical experts during the April 2008 seminars allowed them to

address individual difficulties or issues which were company or sector specific. . We have completed a chemicals usage survey amongst SME companies in Ireland to provide us with details on levels of understanding and awareness of chemicals in the workplace. We will use the results from this survey to consider ways of increasing both awareness and understanding of chemicals in the future with a view to a continuous development of competence within the chemical industry.

Action 2.1.– Target Date June 2007

Review printing and photocopying needs of the Authority

Review has been carried out to identify optimum photocopying capacity. We have adequate photocopying equipment to meet current and future photocopying requirements. Dedicated photocopying machines will be maintained to deal with high volume printing jobs. A number of multi function devices (MFDs) have been introduced to streamline our printing/photocopying facilities. Each machine has copy, print and scanning facilities and provides detailed logs of usage.

Action 2.2– Target Date Ongoing to December 2007

Investigate opportunities for assigning above responsibility (Review printing and photocopying needs of the Authority) to an external company

Responsibility for print management of common printers (including MFD'S) has now been assigned to an external company.

Action 3– Target Date December 2007 and June 2008 (Priority 1)

Examine and where applicable implement new models of service delivery including the use of temporary staff and the contracting out of work. Any issues arising will be managed in accordance with provisions set out in Towards 2016 Agreement.

Temporary staff are used to cover short term increases in demand or staff absence. ICT services use external contractor as required. See notes 4.1 & 4.2 below.

Action 4.1– Target Date Ongoing to December 2006 (Priority 1)

Transport of Dangerous Goods by Road. Examine feasibility of the outsourcing of the driver examination process

A feasibility study was completed and in-depth discussions held with staff unions on how best to implement out-sourcing and agreement was reached. (Completed as previously reported).

Action 4.2– Target Date Ongoing to March 2007(Priority 1)

Transport of Dangerous Goods by Road. Examine feasibility study recommendations

A contractor was chosen. The outsourcing is now complete.
(Completed as previously reported).

Action 5– Target Date November 2007(Priority 1)

Put system in place for the full implementation of Transport Pressure Equipment Directive

A system has been put in place and its final implementation awaits approval by the DETE.

Shared Services

Action 1 – Target Date December 2006(Priority 1)

Review of potential for data sharing with other government agencies. Phase 1 involves series of meeting with agencies including PIAB, Dept of Social and Family Affairs (OIB), NTMA, NSRF

The Authority has had a series of meetings with various agencies including Department of Social and Family Affairs (OIB), PIAB, Central Statistics Office, Irish Public Bodies, Road Safety Authority, Department of the Marine, ESRI and the Health Safety Executive.

Action 2 – Target Date March 2007

Review of potential for data sharing with other government agencies. Phase 2 involves production of Internal Statistics Report (Report 04/06) summarising data available from other agencies and assessing possibilities for data -sharing.

The process of identifying opportunities for data sharing is ongoing. The Department of Social and Family Affairs (OIB) has provided data which has been incorporated in the Authority's annual Statistics Summary and is used to triangulate results from the Authority's own database of reported accidents and CSO estimates of workplace injury and illness. The Authority has identified to the Road Safety Authority opportunities in relation to the reporting form for road traffic accidents so that accidents involving those at work may be distinguished. The Authority is also consulting with the ESRI to establish if the HSE's Hospital In -Patient Enquiry (HIPE) database can provide data on hospital admissions for workplace accidents. In light of ongoing consultation a comprehensive report was commissioned and completed to analyse the specific possibilities for sharing occupational disease data. The Authority and CSO are participating in a Health and Safety data sharing forum with other relevant agencies. Proposals relating to the reporting of occupational diseases and data sharing were presented to the Board in October 2007.

Attendance Patterns and Management

Action 1 – Target Date November 2006

Implementation of PC based flexitime system.

New system is in operation and is being used by staff. (Completed as previously reported).

Action 2 – Target Date March 2007(Priority 1)

Review of operation of flexible bands and a review of operation of bank -time facility.

Newly recruited staff do not have bank time facility in line with General Council Report 1429. Review for existing staff to be discussed with staff unions. (Completed as previously reported).

Action 3 – Target Date June 2007

Examine feasibility of using time and attendance system (flexitime) as a means to satisfy requirements for recording attendance times of all staff not on flexible working hour's system in line with Working Time Act requirements

Review completed.

Redeployment of Staff

Action 1 – Target Date Ongoing(Priority 1)

Examine feasibility for redeployment of posts within the Authority

Ongoing and on target. Discussions have taken place on this issue. All vacant posts are reviewed to ensure that posts are filled in the areas most in need of resources. Arising from this posts have been reassigned to front -line customer focused units.

Action 2 – Target Date October 2006(Priority 1)

Re-assignment of relevant duties to services staff in light of move to new accommodation.

New duties agreed and implemented for Services staff. (Completed as previously reported).

Management of the Introduction of Change & New Developments

Action 1 – Target Date September 2007(Priority 1)

Development of new HR Strategy to cover period 2007 to 2009.

Cross functional team put in place to develop strategy in line with the target date . Strategy drafted. This strategy is currently being reviewed to take account of a new review of overall strategy.

Commitment to Modernisation and Change

Action 1 – Target Date March 2007(Priority 1)

Integration of PMDS with other HR processes in accordance with agreement set out in General Council Report 1452

Integrated PMDS model introduced with effect from 1st January 2007. PMDS is now linked to increment, promotion and assignment to higher scales. (Completed as previously reported).

Action 2 – Target Date Ongoing – throughout Lifetime of pay agreement

Co-operation with the introduction of modern tools to assist in measuring performance at the individual, team and organisational level

Measurement procedures introduced.

Action 3 – Target Date March 2007 and September 2007

Carry out a review of the Authority's Disciplinary procedures to ensure that it allows for the management of issues of ongoing underperformance

Review carried out – revised policy to be drafted and agreed with unions at AIRC.

Service Channels and Shared Services

A number of projects identified under other areas (28.7 -8 and 28.10) will also be delivering success in terms of Service Channels and Shared Services.

The ADR Driver examination system was outsourced.

(D) Delayed Actions

Action 4 – Target Date – June 2008 (Priority 1)

RE-Develop HSA Inspection/Enforcement IT System (SAFE) in line with functional specification.

Project running and scheduled to be completed by end Dec. 2008.

Action 5.5 – Target Date June 2008

Publication of Prohibition Notices and Prosecutions – development and implementation

As part of the development of the new enforcement support system the technical facilities to enable the publication are being developed.