

Baxter

National Safety
Representative
Conference 2017
Employer Perspective

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28 November, 2017



Our enduring mission for more than 86 years **saving and sustaining lives**



Committed to **advancing innovation** for patient care



One of the most **trusted brands** in medical products



A **global healthcare company** with dedicated employees

Making an Impact in the Lives of Patients



3,400 bags of
Baxter IV
solutions are
delivered to
patients around
world every
minute



60 million
patients use
Baxter products
every year

**A home
infusion is
delivered via
a Baxter
elastomeric
pump every
8 seconds**



38 million
surgeries
performed globally
with Baxter inhaled
anesthetics



Just a bit about Baxter....

For 86 years, Baxter has been guided by our mission to save and sustain lives. Every day, Baxter touches millions of lives through products and services that are essential building blocks of healthcare.



IN THE HOSPITAL

Hospital Products Business

Parenteral nutrition • Inhaled anesthetics
Surgical hemostats and sealants
Pharmacy compounding products and services
Pharmacy software • IV solutions
Infusion systems and devices



IN THE CLINIC



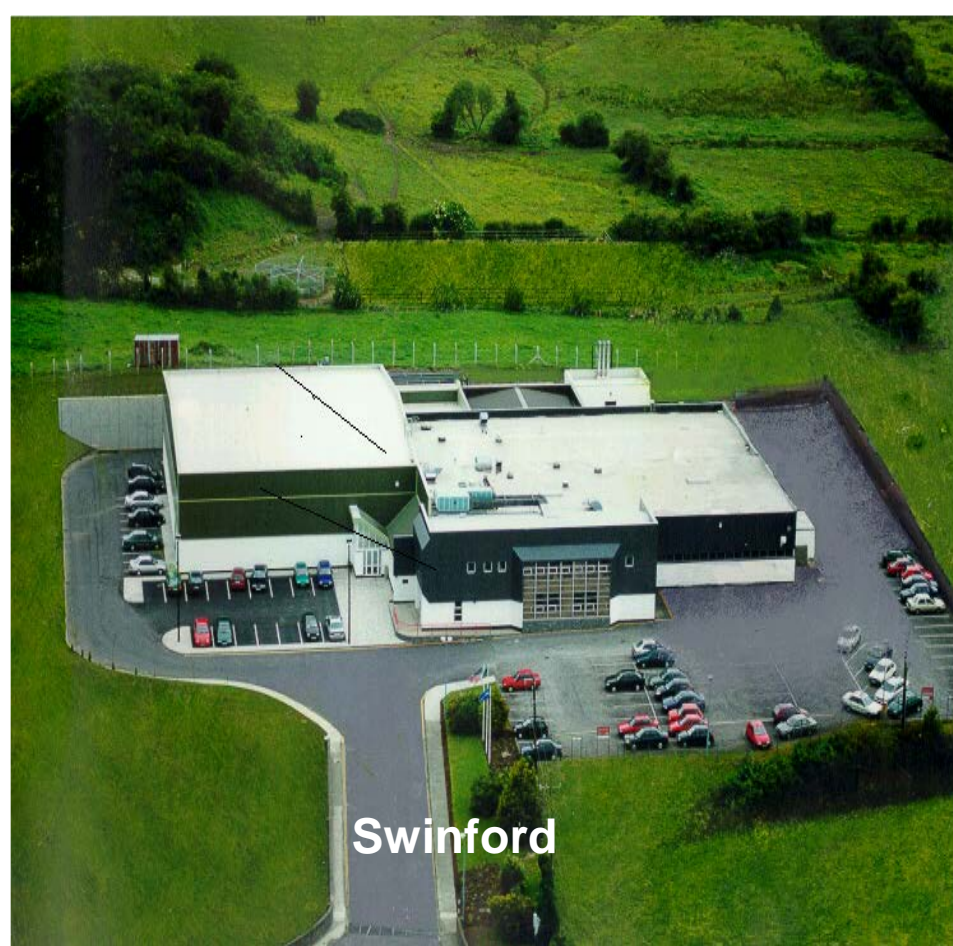
IN THE HOME

Renal Business

Peritoneal dialysis
Acute renal care
Hemodialysis
Sterile solutions for dialysis



Castlebar



Swinford

Baxter

Ireland Manufacturing Product Portfolio

Castlebar & Swinford

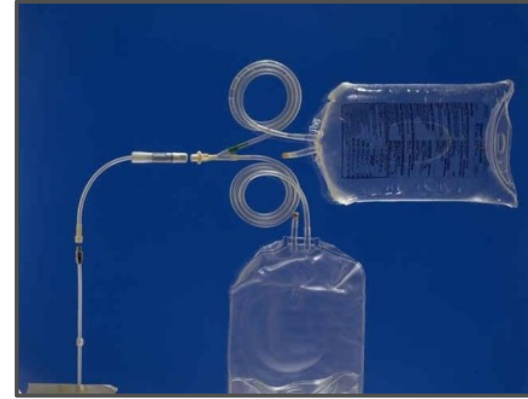
Renal (83%)



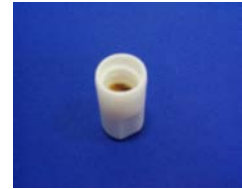
Peritoneal Dialysis (PD)



Automated PD



Continuous Ambulatory PD



Minicap

Hospital Products (17%)



Viaflo Intravenous (IV) Solutions

Safety Representative Structure

- Safety Committee in place at both facilities with representatives from different functions and shifts.
- Hold Safety Committee Meeting every 2 months chaired by EHS Dept
- Only items that cannot be addressed by Safety Rep & Supervisor are raised at Safety Committee Meeting
- Safety Committee Team Charter
 - includes a defined meeting schedule, agreed meeting guidelines, standard agenda items each month and a defined training schedule for each meeting which takes place every 2 months.
- Provide recognition to Safety Representative on an annual basis - *Dinner voucher, in-house luncheon, Letter of recognition, Recognition day.*
- Supervisor Appraisal.

Recognition – NISO Safety Rep Nomination



Role of Safety Rep Includes:

- Engagement
- Complete daily '**At a Glance**' inspections.
- Work closely with their Supervision to correct any unsafe acts or conditions.
- They review **Incident Investigations** where they discuss with the employees they represent to ensure appropriate corrective action is taken to prevent a similar incident.
- The safety rep ideas and comments are valued and shared with senior management to help implement practical safety solutions.
- They may be asked to complete **Dept EHS inspections** of their area alongside.
- The Safety Representative attend Tier board meetings (Daily) in their area.
- Tour guides for our external audits/new hires.
- The Safety Rep is encouraged by his/her manager to raise **Safety Observations (EHS Improvement idea cards)** introduced as part of our STOP & Think Programme and to consult with work colleagues in their work area to raise any issues they have.

R-36-11-01-037	EHS OBSERVATION	Form # 4303A Page 1 of 1
Section 1: To be completed by Observer		
Area:	Dept:	Environmental <input type="checkbox"/> Safety & Health <input type="checkbox"/>
Description of EHS Observation:		
Suggested Corrective Action: (Optional)		
Name:	Date:	Dept:
Submit Card to Area Supervisor		

Border Confidential - Internal Use Only

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Safety Connection

The Safety Connection

Select one of the roles below to learn about the Critical Safety Behaviors necessary for building a zero harm workplace



Safety Engagement at all levels with clear roles



Expected Behaviours clearly defined

Employees: Work Safe and Smart



1. Talk about safety with fellow employees
Step in and stop unsafe and risky behaviors
2. Recognize and help correct hazards – report unsafe conditions & near misses
Do a hazard check before beginning tasks
3. Participate in and maintain 6S safety
Teach others and explain safe procedures and practices
4. Participate in incident investigations and root cause analysis
Participate in safety committees
5. Use required safety equipment
Contribute to safety goals setting
Role model safe behavior by following all requirements and safe work practices
6. Never perform any activity you know or believe to be unsafe
Stop work if necessary and consult a supervisor



Supervisors/Managers: Teach and Guide



1. Talk to individual employees about safety daily
Ask employees about near misses and potentially hazardous conditions at group meetings
2. Identify and correct hazards and risky behaviors before they cause injuries
Conduct weekly safety Gemba walks
3. Use visual management tools to ensure safe procedures are followed
Clarify procedures and practices so that working safely is easy to understand and accomplish
4. Actively listen to safety concerns
Conduct incident investigation and root cause analysis – involve employees
5. Align department safety goals with facility goals – get employee input
Include safety in all Kaizen decisions. Actively participate in safety committees
6. Never permit work which you know to be unsafe. Include safety in PMOs
Assure compliance with safety procedures and training
Model safe behavior and use required safety equipment



Facility Leadership: Lead With Passion



1. Actively talk with employees about safety and seek feedback
Ask for employee input on facility safety strategies
2. Gemba walks for safety at least monthly
Coach and recognize safe behaviors and achievements. Perform a safety culture survey
Set safety program priorities based on risk
3. Deliver a simple message that safety is a core value
Develop leading metrics for safety. Fully deploy 6S
4. Actively participate in root cause analysis for significant events
5. Design facility safety strategy based on risk and prior performance
Provide resources and leadership for safety
6. Demonstrate safe behavior at all times – lead by example. Set safety goals and track metrics
Review safety targets and incidents at management meetings. PMOs include safety
Reward employees who value safety



Senior Leadership: Set The Tone And Vision



1. Ask questions about safety when visiting facilities
Participate in at least one safety meeting per year
2. Recognize safety accomplishments when visiting facilities
Participate in at least one safety Gemba walk each year
Conduct an annual review of the safety management system against risks and priorities
3. Tell a safety story during all-employee meetings – make it personal
4. Actively participate in major incident investigations and ensure that lessons are learned and changes made throughout the organization to prevent recurrence
5. Provide an annual safety message with photo and date
Provide resources (people, time and money) for safety initiatives and training
6. Hold your team accountable for safety
Include safety in PMOs
Participate in leadership safety training



Safety
Top
Of all
Priorities



Commitment



Proactive prevention rather than reactive:

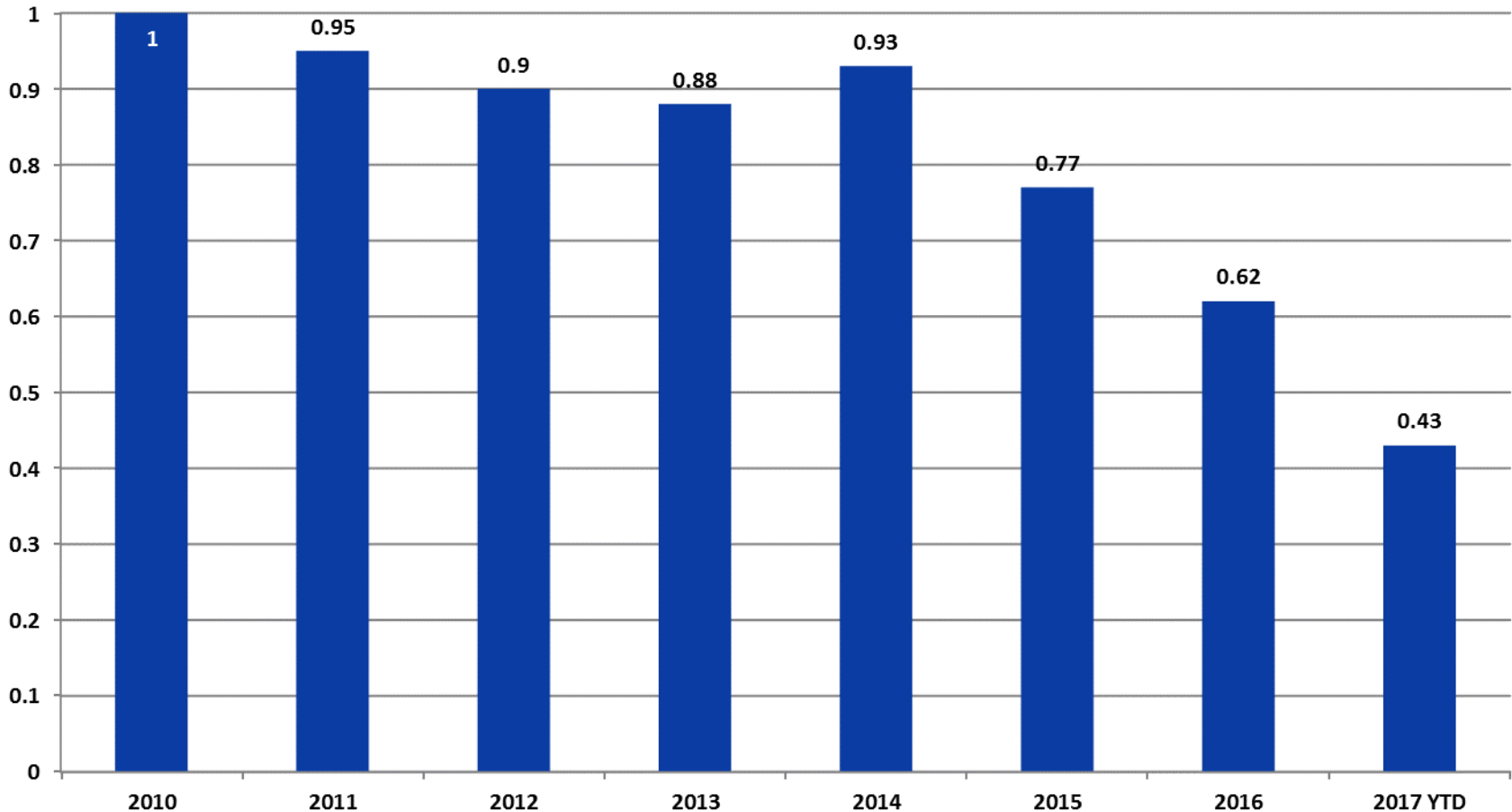


- STOP & Think – Over 1700 Safety Improvement Ideas implemented in 2016.
- Lost Time - Achieved 5 million hours in 2017.
- Reduced our Total Recordable accidents x5 fold since introduction.
- Reduced first aid accidents by 50%.
- Increased reporting of near misses.
- Better Working Environment - Top Quartile results in Best Place to Work Survey.
- External Plant Recognition Awards.
- Engagement, Commitment, Accountability and Ownership of our EHS programme

Global impact?

Baxter Global Total Recordable Incident Rate 2010 – 2017 YTD

TRIR = No. of US OSHA Recordable Incidents per 200,000 hours worked (100 employees)
A recordable incident is any injury requiring medical treatment.



*2015 was the first year to include Gambro
Performance 2010 thru June 30, 2015 includes Baxalta



Baxter

Thank You

Baxter.com

New HSA initiatives for Safety Representatives in 2018

Brian Higginson



Safety Representative Registration Portal

- > [Events](#)
- > [News](#)
 - > [Press Releases 2017](#)
 - > [Media Queries](#)
 - > [News and Articles](#)
 - > [Newsletters & Bulletins](#)
 - > [European Agency for Safety and Health at Work](#)
- > [Social Media](#)
- > [Archive](#)

HSA Newsletters & Bulletins

Sign up for the HSA Newsletter or the Chemical E-Bulletin by clicking on the links below:

[Sign up for HSA Newsletter](#)

[Sign up for Chemicals E-Bulletin](#)

2017

Newsletter	Chemicals E-Bulletin
February 2017	March 2017
April 2017	May 2017
June 2017	September 2017
September 2017	

The registration portal will be embedded into the main HSA website, in an identical fashion to how the signup forms for the main HSA Newsletter, Publications Updates and the Chemicals Bulletins are deployed.



Safety Rep

September 2017 | 29 September 2017

[← Back to cover page](#)

Subscribe

Please fill in your details below to receive our emails

Title

First Name

Last Name

Email*

Employer

Economic Activity of Employer

What county is your employer based in?

Date appointed safety rep with current employer

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The sign-up form for registration captures the information provided by the registering safety representative as shown.





Please direct all queries to pressoffice@hsa.ie

Safety Rep Mailing List

October 2017

This mailing list has been devised to offer safety representatives a point of contact where they may be periodically notified of upcoming events, new publications or significant developments & announcements that we feel will be of interest to the individual, in their capacity as a safety representative at their place of employment.

Please note that all relevant considerations will taken in terms of your privacy and data protection. We will only use your information for the purposes described above , and will not share your details with any other party.

National Safety Representative Conference 2017

The HSA's 2017 National Safety Representative Conference takes place on Tuesday 28th November in the Croke Park Conference Centre, Dublin. Book your place [here](#)

[Like](#) (0)



Safety Representatives Resource Book for safety representatives, and a resource to which employers, their occupational health and safety advisors, employees and the self-employed can refer. Get it [here](#).

[Like](#) (0)

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When the subscription has been completed, the safety representative will receive a confirmation email confirming the successful subscription.

Initially the register will be used as a mailing list to issue periodic e-mails with links to relevant information, guidance and events that will be of interest to safety representatives.



https://hsalearning.ie/



[Courses](#) [FAQ](#) [Digital Badges](#)

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Username

Password

Remember username

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[Lost password?](#)

Sector of employment

Enrol on a course that will raise your awareness of health and safety in your workplace.
[Browse course](#)



Calendar

November 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Welcome to Health and Safety Authority on-line learning

Welcome to the Health and Safety Authority's portal for health and safety courses on-line. Our courses are free of charge and accessible 24/7. Learn new skills and help prevent accidents and injury by taking a short on-line course. Browse our courses and find one that suits you whether you're in education or work. It's simple. Just register, take the course whenever you wish and then download your certificate of completion when finished.

If you're a teacher, lecturer, employer or manager, you can also register a group to take a course using the [HSA Group Manager facility](#).

The Education Team, HSA

[Browse courses by categories:](#)



Coming soon to <https://hsalearning.ie>

A short course for
Safety representatives



A short course for Safety Representatives

- ✓ 30 minutes
- ✓ Free online course
- ✓ Awareness Raising
- ✓ Complete in your own time
- ✓ Group Manager Function
- ✓ Certificate available



A short course for Safety Representatives

Learning outcomes

At the end of this course you should be able to:

- Identify key sections of the Safety, Health and Welfare at Work Act 2005
- Describe the role (functions) of a safety representative
- Identify the rights of a safety representative
- Understand the basis of risk assessment
- Source information and resources available to safety representatives.



Thank you





Managing Hazardous Chemicals & Asbestos at the Workplace

Darren Arkins, Occupational Hygiene Unit

28th November 2017

Safety Representative Conference

Managing Hazardous Chemicals



- Hazardous Chemical - any chemical whether in gas, liquid or solid form that has the potential to cause harm
- Brought into workplace such as solvents, glues, paints etc
- Process / activity generated - fumes from welding, silica dust from concrete cutting, flour dust, asbestos fibres.
- Health effects from exposure to hazardous chemicals can range from skin irritation to cancer



Managing Hazardous Chemicals

Employers & Employees Key Duties



Employers must*

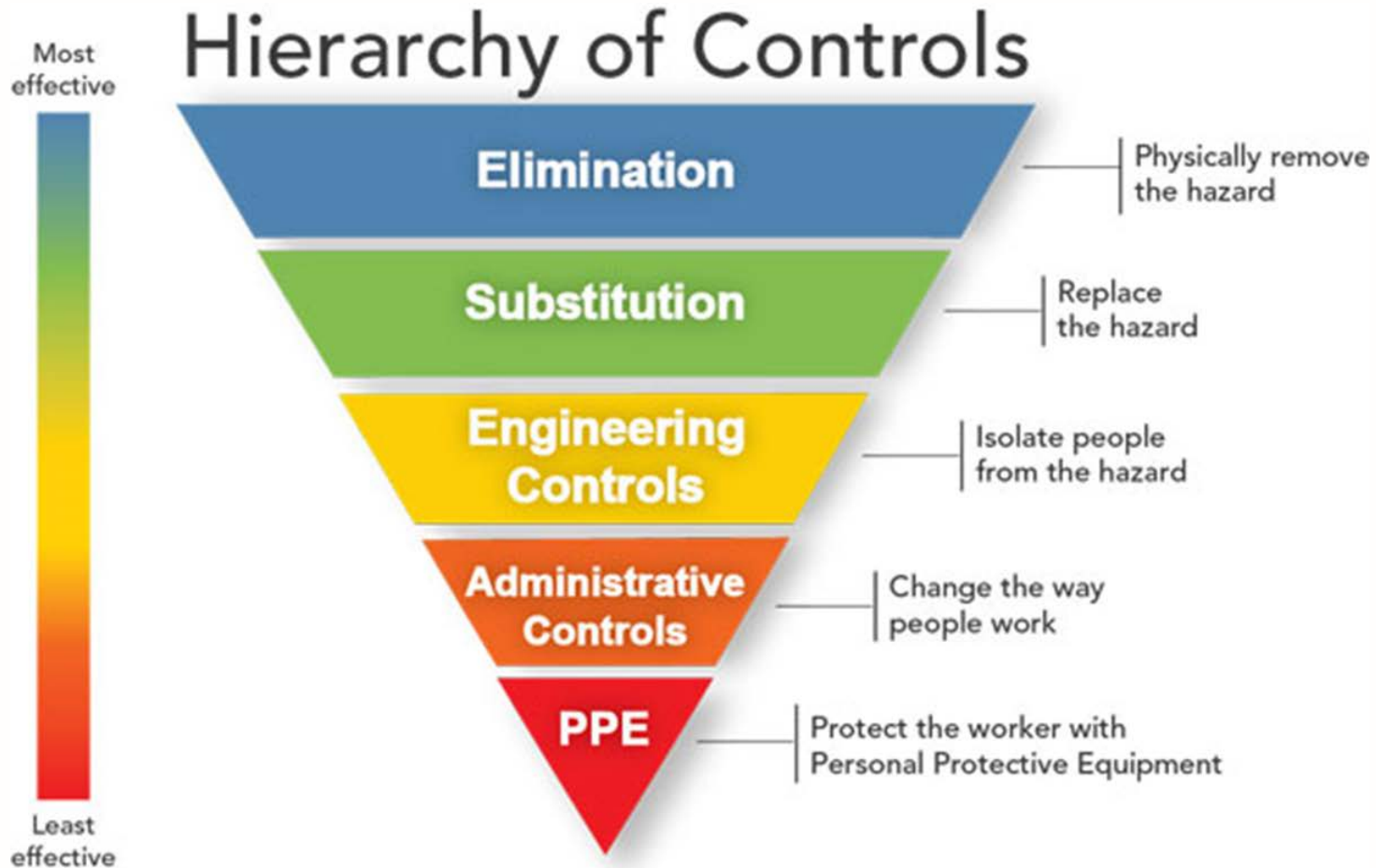
- Determine hazardous substances in the workplace and assess the risk to employees and others.
- Prevent or control exposure to as low a level as is reasonably practicable
- Arrangements to deal with accidents, incidents and emergencies
- Provide information, training and consultation
- Make health surveillance available

Employees must*

- Follow procedures, use controls such as ventilation and personal protective equipment, report defects and incidents/accidents.

**Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001/2015*

Managing Hazardous Chemicals



Managing Hazardous Chemicals

Steps to Chemical Safety

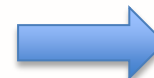


Are all chemicals/ processes listed in a chemical inventory?

Name of preparation or process	Chemical contained	CAS Number	How much? Where is it stored?	What is it used for?	Hazard information	Supplier's details	SDS available?
Best cleaner	Sodium hypochlorite	7681-52-9	5 x 1 Litre containers stored in cleaning cabinet in kitchen	Cleaning kitchen area	Eye and skin irritant	Acme Cleaning Ltd, 1 Acme Lane, Ind. Estate, Dublin 123	Yes
Unknown chemical	We have no information	Not known	Approx. 1L on top shelf of garage	Not currently used	No information	No information	No. Arrange for chemical to be safely removed

Using the completed inventory -

- ❖ Can the process be changed or eliminated so that the work is less hazardous?
- ❖ Can hazardous chemicals be substituted with less hazardous chemicals?
- ❖ Dispose of unknown, unused or out of date chemicals.



Managing Hazardous Chemicals

Steps to Chemical Safety



- Are all chemicals to be used correctly labelled?
- Are relevant Safety Data Sheets (SDSs) available?

SAFETY DATA SHEET
Cleanit Date of Issue: June 2010

1. Identification of the substance/mixture and of the company/undertaking

Identification of the substance/mixture:
 Product identifier: ABC XYZ chemical
 Trade Name: Industrial Cleaner
 Relevant identified uses: Industrial Cleaner
 Company identifier: Acme Cleaning Ltd.
 Company name: Acme Cleaning Ltd., 1 Acme Lane, Ind. Estate, Dublin 123
 Telephone number: 01 234 5678
 E-mail of responsible person for SDS: tom.acme@acme-cleaning.com
Emergency telephone
 Emergency telephone number: 01 123 4567 (9am – 5pm)

2. Hazard Identification

Classification according to Directive 67/548/EEC:
 Xi: R36/38
 Classification according to Regulation (EC) No 1272/2008:
 Eye Irritant 2, H319
 Skin Irritant 2, H315
Label elements:
 Labelling: according to Regulation (EC) No 1272/2008
 Pictogram:  Signal Word: Warning
 Signal Word: Warning
 Hazard Statements: H315 Causes skin irritation
 Precautionary Statements: Precaution: P280
Primary route(s) of entry: Inhalation: Yes; Skin - eyes: Yes; Ingestion: No
Human health:
 Inhalation: Irritant, alkaline liquid.
 Eyes: Eye contact may cause irritation.
 Skin: May cause irritation.
Environment: No data available
Hazards: There are no known other hazards

3. Composition/Information on Ingredients

Name	EC No.	CAS No.	Co
ABC	123-456-0	1234-56-7	>1%
XYZ	123-789-0	1234-56-0	>99%

Cleanit
 XYZ > 99% w/w CAS No. 0123-45-6

 Acme Cleaning Ltd.,
 1 Acme Lane,
 Ind. Estate,
 Dublin 123
 Phone: 01 234 5678

Warning
 Causes serious eye irritation. Causes skin irritation.
 Keep out of the reach of children. Wear protective gloves/protective clothing/eye protection/face protection.
 If IN EYES: rinse cautiously with water for several minutes. If eye irritation persists get medical attention.

Managing Hazardous Chemicals

Steps to Chemical Safety



<https://echa.europa.eu/clp-quiz>

Managing Hazardous Chemicals

Steps to Chemical Safety




- SDSs are critical for proper risk assessments
- Must contain 16 headings
- Be prepared by a competent person
- Be specific to the chemical
- Be clear and understandable
- Be provided free of charge and no later than first delivery
- Extended SDSs will have additional information on risk management measures

SAFETY DATA SHEET
Cleanit Date of Issue: June 2010

1. Identification of the substance/mixture and of the company/undertaking


Product identifier: ABC XYZ chemical
 Trade Name: Industrial Cleaner
 Relevant identified uses: for cleaning
 Company name: Acme Cleaning Ltd., 1 Acme Lane, Ind. Estate, Dublin 123
 Telephone number: 01 234 5678
 E-mail of responsible person for SDS: tom.acme@acme-cleaning.com
Emergency telephone
 Emergency telephone number: 01 123 4567 (9am – 5pm)

2. Hazard Identification

Classification according to Directive 67/548/EEC:
 Xi: R36/38
 Classification according to Regulation (EC) No 1272/2008:
 Eye Irritant 2, H319
 Skin Irritant 2, H315
Label elements:
 Labelling: according to Regulation (EC) No 1272/2008:
 Pictogram:  Signal Word: Warning
 Signal Word: Warning
 Hazard Statements: H315 Causes skin irritation
 Precautionary Statements: P201+202 Attention
Primary route(s) of entry: Inhalation: Yes; Skin - eyes: Yes; Ingestion: No
Human health:
 Inhalation: Irritant, alkaline liquid
 Eyes: Eye contact may cause irritation.
 Skin: May cause irritation.
Environment: No data available
Hazards: There are no known other hazards

3. Composition/Information on Ingredients

Name	EC No.	CAS No.	Co
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XYZ	123-789-0	1234-56-0	>99%

Cleanit
 XYZ > 99% w/w CAS No. 0123-45-6

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 Dublin 123
 Phone: 01 234 5678

Warning
 Causes serious eye irritation. Causes skin irritation.
 Keep out of the reach of children. Wear protective gloves/protective clothing/eye protection/face protection.
 If in eyes: rinse cautiously with water for several minutes. If eye irritation persists get medical advice/attention.

Managing Hazardous Chemicals

Steps to Chemical Safety



Safety data sheets must contain the following headings

1. Identification of the substance/preparation and of the company/undertaking.
2. Hazards identification.
3. Composition/information on ingredients.
4. First aid measures.
5. Fire-fighting measures.
6. Accidental release measures.
7. Handling and storage.
8. Exposure controls/personal protection.
9. Physical and chemical properties.
10. Stability and reactivity.
11. Toxicological information.
12. Ecological information.
13. Disposal consideration.
14. Transport information.
15. Regulatory information.
16. Other information.

Managing Hazardous Chemicals

Steps to Chemical Safety



Other authoritative sources of Information on Chemicals

- Information portals e.g. European Chemicals Agency (ECHA)

ECHA
EUROPEAN CHEMICALS AGENCY

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REGULATIONS
REACH CLP BPR PIC

PUBLIC CONSULTATIONS

INFORMATION ON CHEMICALS

ECHA > Information on Chemicals

Search for Chemicals

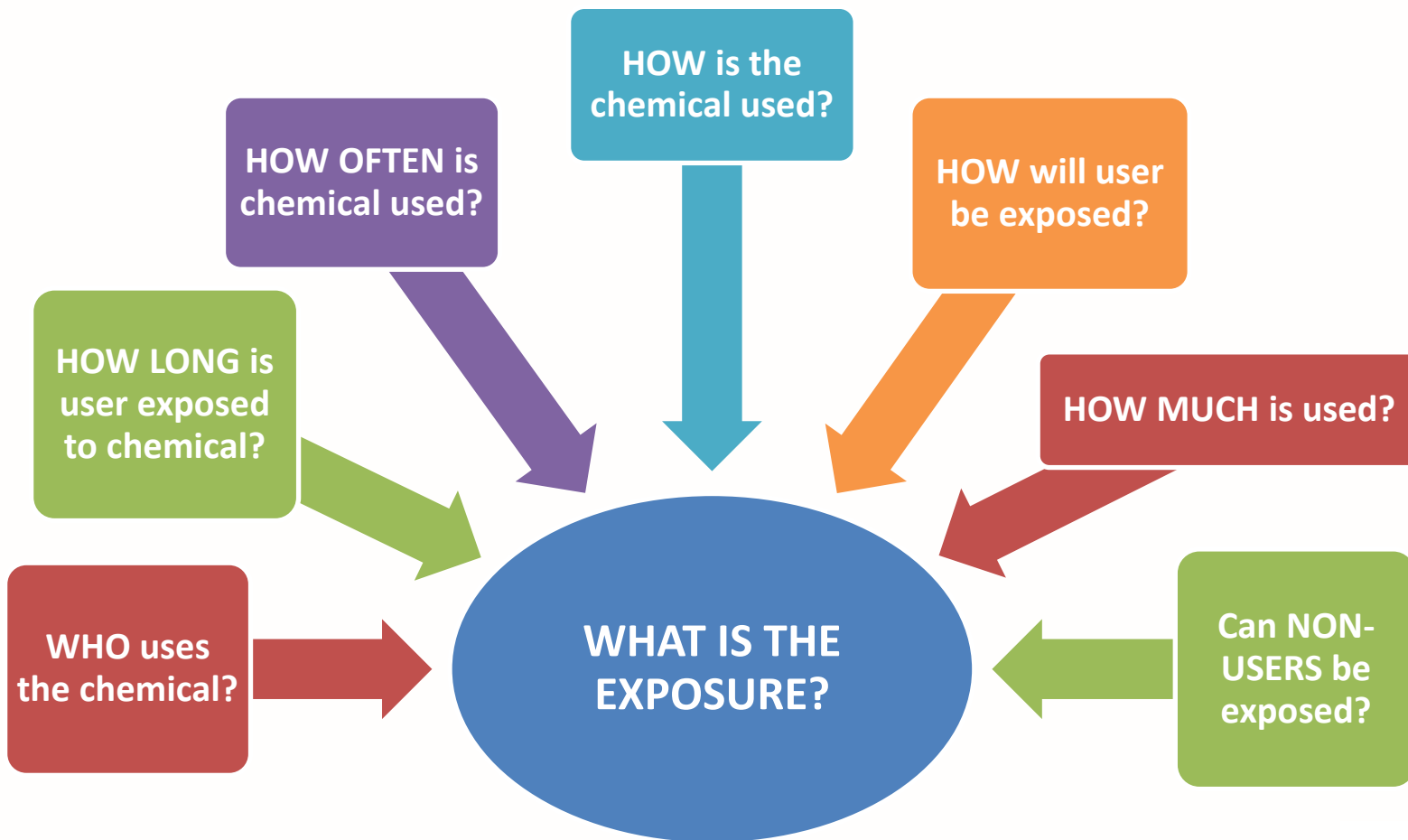
Search by Name, EC or CAS NO. Search

I have read and I accept the legal notice ADVANCED SEARCH >

<https://echa.europa.eu/information-on-chemicals>

Managing Hazardous Chemicals




Steps to Chemical Safety



Managing Hazardous Chemicals

Steps to Chemical Safety



Exposure	High e.g. Exposure to chemical is likely – frequent use/ large quantities	Low e.g. Very small amounts, contained in closed system
Severity of hazard		
High e.g. Cancer, Reproductive effects, respiratory sensitisation , explosion 	H/H - Obtain expert advice/ Eliminate/ Substitute	H/L - Obtain expert advice - Eliminate/ Substitute
Medium Potentially irreversible non-fatal health effects -corrosive to skin/eye 	M/H – Aim to minimise/ reduce exposure	M/L – Aim to minimise/ reduce exposure
Low Reversible effects -irritating to skin & eyes 	L/H - Aim to minimise/ reduce exposure	L/L – Ensure control measures are in place

Managing Hazardous Chemicals

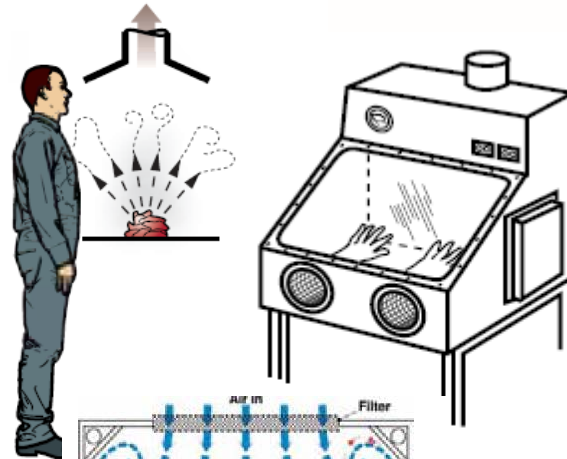
Steps to Chemical Safety



Controlling Exposure by Engineering means

- Vented Closed Containers
- Local Exhaust Ventilation (LEV)
- Containment hoods
- Spray Booths
- On-tool extraction
- Water suppression

Canopy



Room



Managing Hazardous Chemicals

Steps to Chemical Safety



**Control/ Minimise Exposure
by Administrative means**

- **Limit workers present**
- **Information training & instruction**
- **Safe storage of chemicals (S10)**
- **Emergency measures (S4,5 & 6)**
- **Safe disposal (S13)**



Managing Hazardous Chemicals

Steps to Chemical Safety



Control/ Minimise Exposure by Personal Protective Equipment (S8 of SDS)

- Eye/face protection
- Skin protection – shoes/clothing/ overalls
- Hand protection - gloves, breakthrough times.
- Respiratory protection – filter selection
- Check Selection and Use, CE marking etc



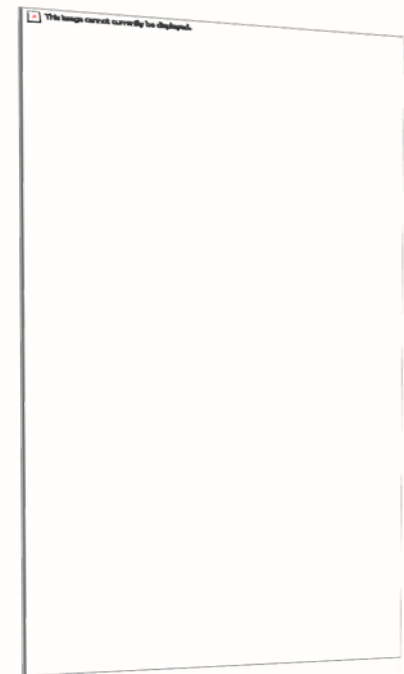
Managing Hazardous Chemicals

Steps to Chemical Safety



Other controls

- Air sampling and analysis – Occupational Exposure Limit Values
- Health surveillance e.g. skin checks, spirometry, biological monitoring



Managing Hazardous Chemicals

Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)

Authorised Substances

e.g. Lead sulphochromate pigment (yellow)



Restriction under REACH

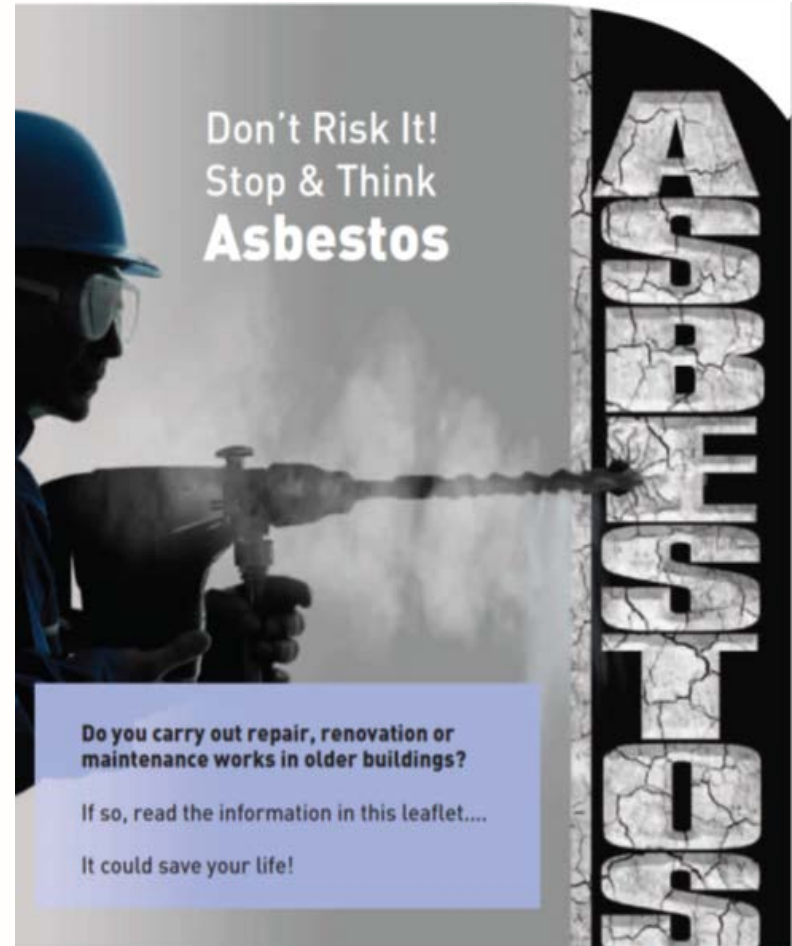
- Acrylamide in products for grouting applications
- Toluene in glues/spray paints
- Polycyclic aromatic hydrocarbons (PAH's) in tyres
- Lead sulphate in paint
- Chromium VI in cement
- [REACH Registration Deadline](#)
November 2018



Asbestos

- Asbestos Containing Materials (ACMs) remains a serious occupational hazard in pre-2000 buildings
- Risk assessment* based on **Management or Refurbishment/Demolition Survey** by competent person
- Survey reports must contain material assessments for all ACMs, register of ACMs found, bulk sample certificates, annotated plans and photographs
- Maintain an Asbestos Management Plan (AMP)
- Construction Regulations 2013 apply to asbestos identification and removal

**Safety, Health & Welfare at Work (Asbestos) Regulations 2006/2010*



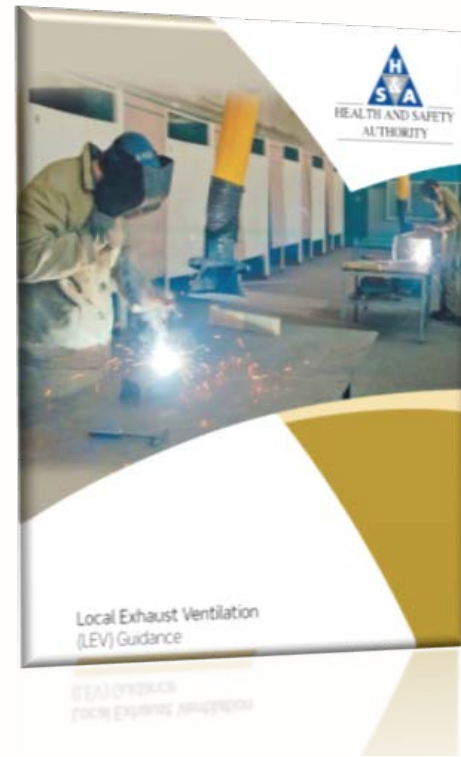
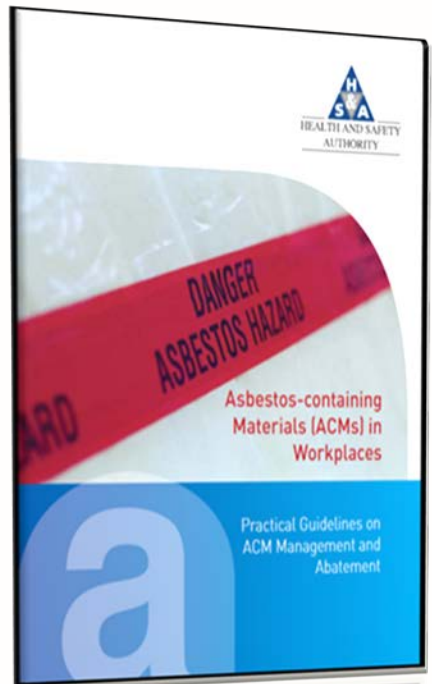
Asbestos

- For high risk removal activities – Specialist contractor submits Plan of Work (POW) and Notification 14 days in advance to H.S.A
- 4 stage clearance certification required for all high risk removal activities by independent analyst
- Waste transfer form (WTF) for disposal of ACMs
- Survey report, POW, notification, clearance certs and WTF should be filed with Construction Safety File
- Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016)



Managing Hazardous Chemicals

Useful publications



Managing Hazardous Chemicals

Useful Guidance – Info sheets

Safety Data Sheets for Hazardous Chemicals Information Sheet

Version Number: 016

In accordance with the CLP Regulation (Regulation (EC) No. 1272/2008), a safety data sheet (SDS) must be provided with all hazardous chemical substances. SDSs provide useful information on chemical, physical, health and environmental hazards, and give information on handling, storage and emergency measures in case of an accident. Over the coming years, SDSs may include further information on global warming, or the flow of hazardous materials. More frequent updates of hazardous chemicals will be subject of risk management measures given in the separate reports, where provided.

The Safety Data Sheet must contain the following 16 headings:

1. Identification of the substance/mixture and of the company/manufacturing organisation	4. Hazards	10. Ecological information
2. Hazard identification	5. Precautionary statements	11. Regulatory information
3. Composition/information on ingredients	6. Physical and chemical properties	12. Other information
4. Hazards	7. Stability and reactivity	
5. No lighting sources	8. Toxicological information	

Safety Data Sheets must be provided for:

- Chemicals classified as hazardous in accordance with Regulation (EC) No. 1272/2008 or the classification, labelling and packaging of substances and mixtures (CLP).
- Substances meeting the criteria as provided, for example in Annex VI, or any substance with the concentration given in the annexes in accordance with REACH.
- Substances which appear on the list of candidate substances of high concern (CHCS) or a mixture other than either of the two groups above.
- Substances upon request of the downstream user/ distributor, which information can not be classified under CLP but which content of base mix substances fits in:
 - classified as hazardous in the annexes above concentration limits set in Annex VI of REACH,
 - in PBT or vPBT or in the candidate list of PBT or vPBT,
 - in the candidate list of PBT or vPBT for a concern other than either of the two points above,
 - assigned as the list of substances for the purposes of REACH.

Safety Data Sheet must not:


- Present data on mixtures not present in an official language whenever there is no hazard to being placed on the market.
- Specify the chemical formula.
- Clear and understandable.
- Presented in paper form or in electronic form.
- Presented in paper form at the time of first delivery.
- Indicated when new information on the chemical substance available or when an authorisation is granted or refused or a candidate substance is rejected under REACH.
- Presented to extensive who has obtained the chemical during the previous 12 months since last delivery or receipt.
- Indicated the origin of substances.




Hazard Labelling & Packaging according to the CLP Regulation Information Sheet

May 2014

The Classification, Labelling and Packaging (CLP) Regulation covers hazardous chemicals sold to professional users and consumers. This information sheet outlines the key requirements for the labelling and packaging of hazardous chemicals under the CLP Regulation.



All hazardous chemical substances and mixtures placed on the market must be classified, labelled and packaged according to the CLP Regulation (EC No. 1272/2008) by 1st June 2015. The responsibility for labelling and packaging of hazardous substances and mixtures lies with:

- manufacturers of substances,
- importers of substances or mixtures,
- formulators of mixtures, and
- distributors at Downstream Users, who do not reformulate or change the substance or mixture but relabel/package them.

Exemptions from CLP

Waste and cosmetics, medicines, medical devices, veterinary products, foodstuffs or animal feed which are in their finished state, intended for the final user are not covered by the CLP Regulation.


Classification of Hazardous Substances/Mixtures:

The physical properties along with health and environmental effects of chemicals must be identified and evaluated to determine if they need to be classified. Some hazardous chemical substances have legally harmonised (agreed) classifications which are listed in Annex VI of the CLP Regulation.

If a chemical substance does not have a classification listed in Annex VI, then the manufacturer or importer is legally obliged to examine all relevant available information against the CLP classification criteria and self-classify the hazardous substance when it meets the criteria.

Similarly, formulators or importers of mixtures must examine all relevant available information against the CLP classification criteria and self-classify hazardous mixtures.

Once the chemical hazards are identified, communication of these hazards must be provided on the hazard label and the chemical must be contained in packaging that meets the requirements of CLP.



Page 1

Crystalline Silica Dust Information Sheet

November 2010

Crystalline silica is widely found in nature. Occupational exposure to crystalline silica dust occurs in many industries including: quarrying, mining, mineral processing (e.g. drying, grinding, bagging and handling) slate working, stone crushing and dressing, foundry work, brick and tile making, some refractory processes, construction and demolition work, including work with stone, concrete, brick and some insulation boards, tunnelling, building restoration, pottery and ceramic industries. Basically where concrete, stone or sand based materials are used, there is a potential for exposure to crystalline silica dust.



Routes of Exposure

Inhalation is the primary route of exposure to crystalline silica dust. For any kind of dust, there are different particle sizes. When dust is inhaled, its point of deposition within the respiratory system is very much dependent upon the range of particle sizes present in the dust. It is the respirable (inhalable particle size) fraction of crystalline silica dust which is of critical concern for its health effects, since these can penetrate deep into the lung.

Occupational Exposure Limit Value

The respirable fraction of the dust is invisibly fine and the OELV for Respirable Crystalline Silica (RCS) is 0.1 mg/m³ averaged over 8 hours, as set down in the H.S.A. Chemical Agents Code of Practice.

Health Effects

Inhalation of fine dust containing crystalline silica can cause lung damage (silicosis), which in severe cases can be disabling, or even fatal. Silicosis is irreversible and treatment options are limited.

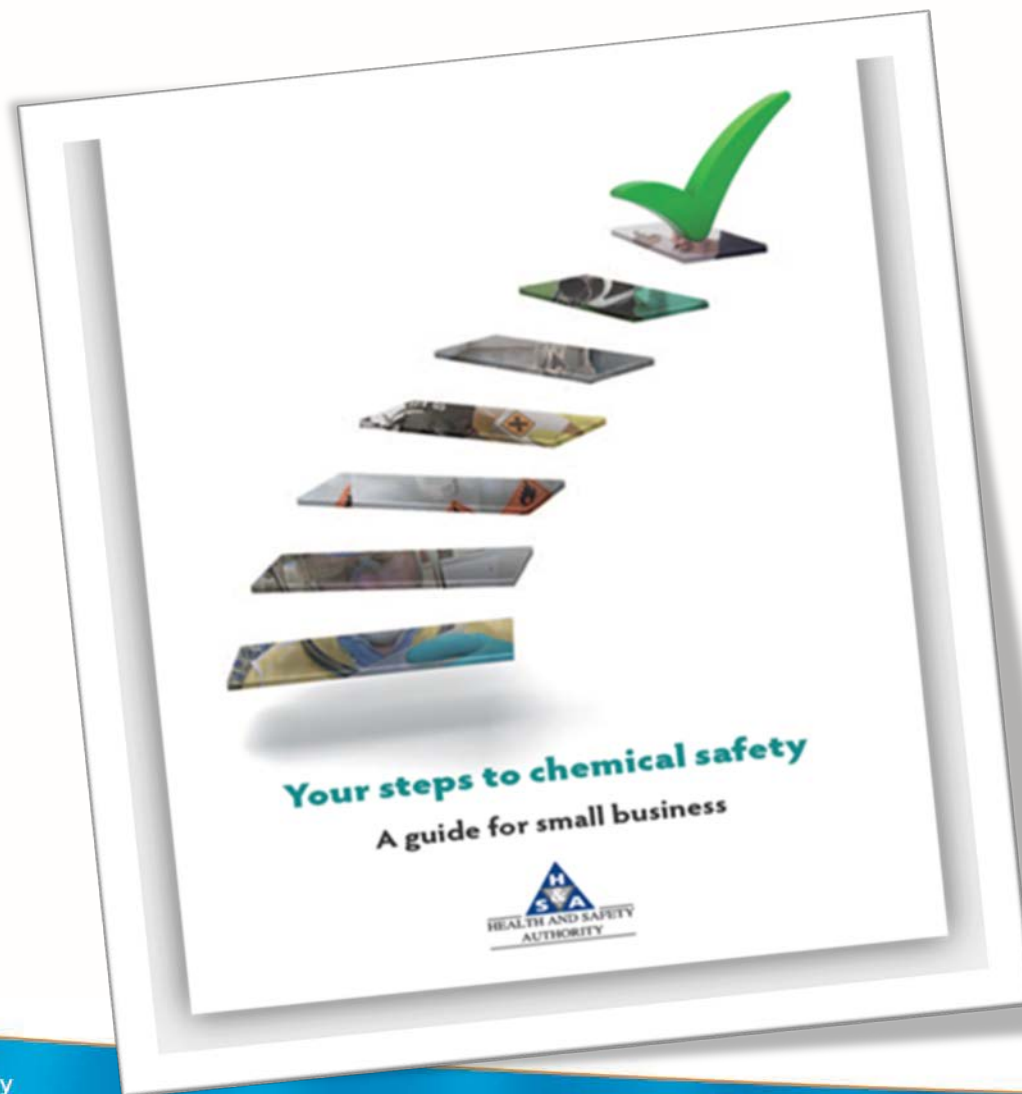
Workers may develop any of three types of silicosis, depending on the concentration of airborne silica:

- Chronic silicosis, which usually occurs after ten or more years of exposure to crystalline silica at relatively low concentrations.
- Accelerated silicosis, which results from exposure to high concentrations of crystalline silica and develops five to ten years after the initial exposure.
- Acute silicosis, which occurs where exposure concentrations are the highest and can cause symptoms to develop within a few weeks to four or five years after the initial exposure.



Managing Hazardous Chemicals

Guidance – Your Steps to Chemical Safety



Managing Hazardous Chemicals

E-learning

The screenshot shows the HSA e-learning website interface. At the top left is the HSA logo (a triangle with 'H', 'S', and 'A' inside) and the text 'HEALTH AND SAFETY AUTHORITY'. To the right of the logo are navigation links: 'Courses', 'FAQ', and 'Digital Badges'. Further right, it says 'You are not logged in. (Log in)'. Below the navigation bar is a breadcrumb trail: 'Home > Site pages > Chemicals'. The main content area is titled 'Chemicals' and features a blue header for 'Chemical Safety in the Workplace'. Under this header, there is a photo of a woman in a lab coat, followed by a description: 'This introductory course provides information on the identification and risk assessment of chemicals in the workplace. The course is aimed at employers and employees including supervisors and health and safety representatives.' Below the description are the course details: 'Course duration: 30 minutes' and 'Learning outcomes:'. The outcomes are listed as: 'On successful completion of this course you should be able to: differentiate between hazardous/ non-hazardous chemicals; identify ways hazardous chemicals can enter the body; recognise Inventory chemicals; their hazards, uses, frequency of use, storage conditions and volumes; find information on chemicals through the use of labels and SDSs; examine risk and determine possible risk reduction measures using the hierarchy of control.' A green 'Enter course' button is located at the bottom right of this section. Below this is another section for 'Chemical Safety in the Workplace – Level 2', which includes a diamond-shaped hazard pictogram with various symbols (flame, skull and crossbones, exclamation mark, etc.). The description for Level 2 states: 'This course follows on from the 'Chemical Safety in the Workplace' introductory course. The course is Level 2 and covers the following key topics: Understanding Hazard Information; Labels and Safety Data Sheets (SDSS); Managing Chemical Safety.' Below this are the course details: 'Course duration: 30 minutes' and 'Learning outcomes:'. On the left side of the page, there are three orange-bordered boxes: 'Share this' with Facebook and Twitter icons; 'Contact Us' with icons for 'Technical support', 'Health & Safety queries', and 'Or check our help videos'; and 'Education News' with a link to 'HSA launches Chemical Safety in the Workplace (2) course for all sectors where chemicals are used' and a note that 'S.I. no. 36 of 2016 applies to woodworking machines in all workplaces'.

<https://hsalearning.ie>

Managing Hazardous Chemicals

Webpages, Newsletters & Helpdesk

The screenshot shows the Health and Safety Authority website. At the top left is the HSA logo with the tagline "Healthy, Safe and Productive Lives". To the right are navigation links: Home, News, Events & Media, About Us, **Contact Us** (circled in red), and Customer Service. Below these are social media icons for RSS, YouTube, Facebook, and Twitter. A search bar contains the text "How can we help you?". A dark blue navigation bar lists various topics: Topics, Your Industry, Chemicals, Education, Legislation, Publications and Forms, Safety Alerts, Small Business, Vehicles at Work, and Workplace Health. Below this is a breadcrumb trail: Home / Your Industry / Chemicals. The main content area features a section titled "Safe Supply, Use & Management of Chemicals" with a share icon. Below this is a paragraph: "For any queries relating to the safe supply, use & management of chemicals, you can contact the chemicals helpdesk on chemicals@hsa.ie or 1890 289 389. Lines are open Monday to Friday between 9:00am and 12:30pm." Three columns of content are displayed: "Guidance & Support" with a signpost image and links to Chemicals A-Z, BeSmart Risk Assessment Tool, Chemicals Act Guidance, ECHA Guidance & FAQs, and ECHA Website; "Legislation & Enforcement" with a document image and links to ADR - Carriage of Dangerous Goods by Road, Asbestos, Carcinogens, The Chemicals Act, and Chemical Agents; and "Latest News" with a keyboard image and links to 4 SVHCs added to the Candidate List, REACH Registration workshop Austria 9-10 March 2017, Citizens and Experts to get more information on nanomaterials, and REACH 2018 Phase 6 Submit your registration.

chemicals@hsa.ie

Managing Hazardous Chemicals

EU Roadmap on Carcinogens



[NEWS](#) [ABOUT](#) [FRIENDS](#) [EVENTS](#) [SOLUTIONS](#)

[JOIN IN!](#)

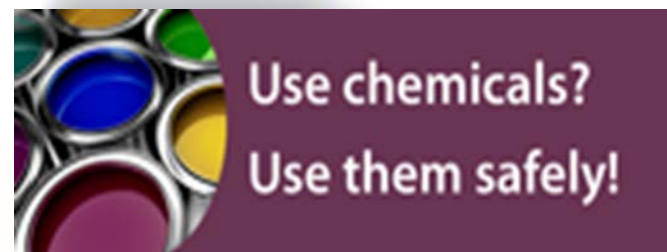
ABOUT THE ROADMAP

**LET'S GET
SMART ABOUT
CARCINOGENS AT
WORK**

Managing Hazardous Chemicals

Key points for Safety Representatives

- ✓ Ensure a chemical Inventory is available for the workplace for all chemicals in use and process generated substances
- ✓ Chemicals correctly labelled with Safety Data Sheets (SDSs)
- ✓ Risk assessments completed and controls monitored
- ✓ Be aware of REACH requirements such as Authorisation
- ✓ Asbestos Survey completed for pre-2000 buildings
- ✓ Asbestos Register of ACMs available and kept up-to date
- ✓ Appropriate asbestos management plan in place
- ✓ Use H.S.A chemicals publications, webpages and E-learning
- ✓ Contact Chemicals Helpdesk Chemicals@hsa.ie



Thank you





Safety Representatives

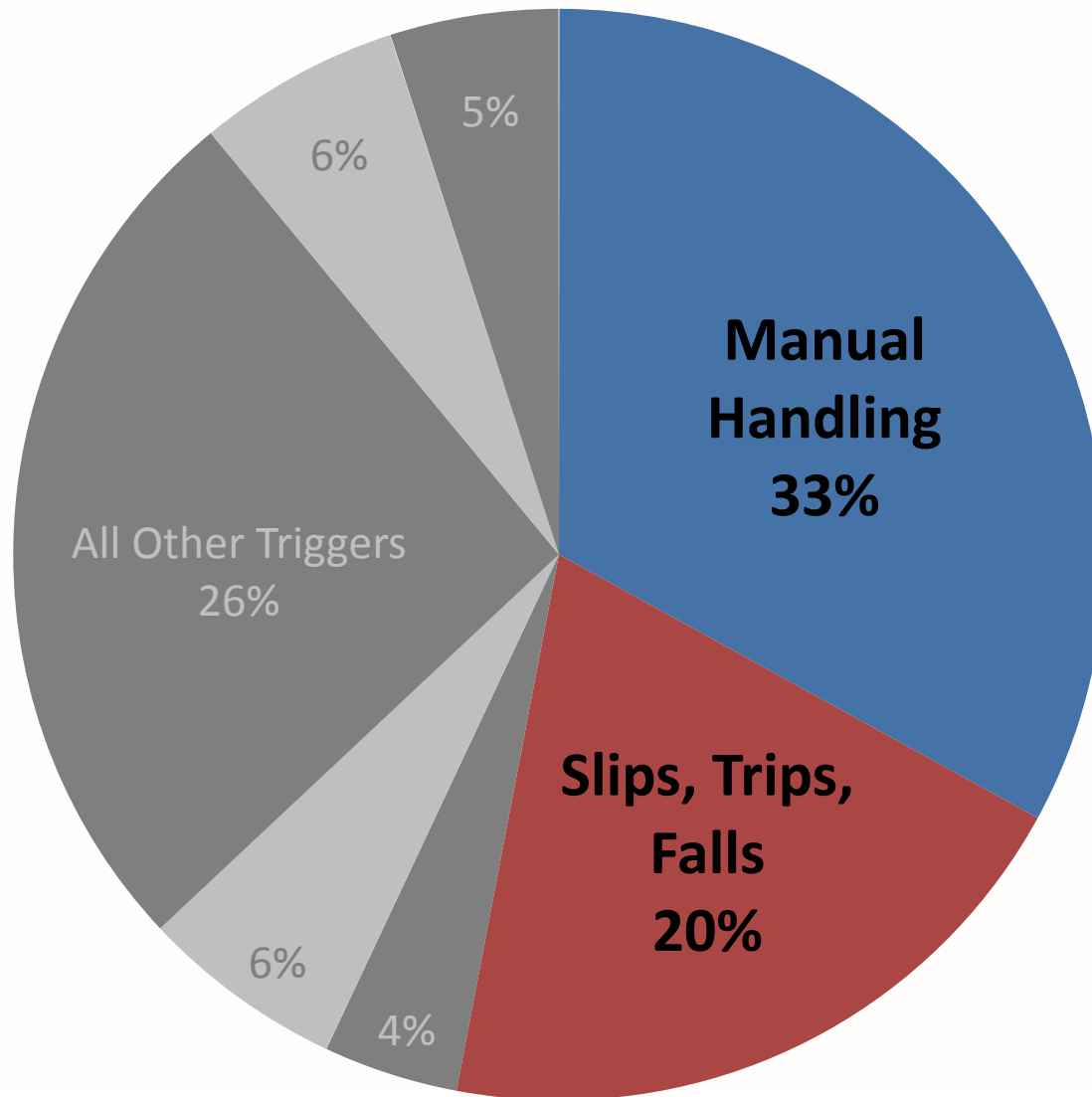
Safer work stairs and steps

Eamonn O'Sullivan

28 November 2017



Incident Triggers



Safer work stairs and steps

7th January 2010 mother-of-two and senior physiotherapist (36)
fell down snow and ice on hospital steps

- chronic pain since and lifetime pain management
 - can only drive for 10 minutes at a time
- post-traumatic stress disorder
 - anxiety, panic attacks, depression & loss of appetite
- unable to work in chosen profession

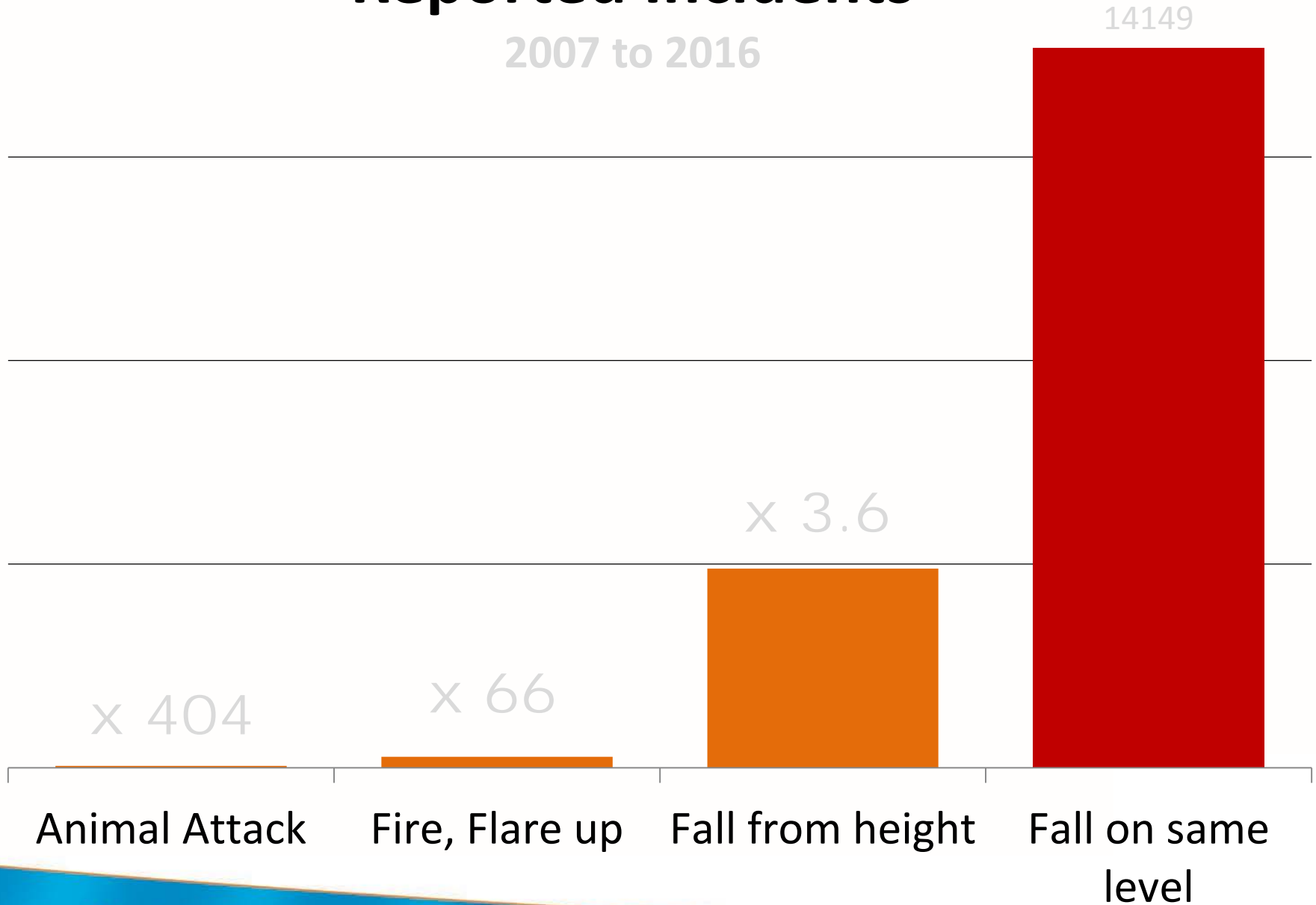
Security had used boiling water to melt ice from steps

Three '*wet floor*' signs on one side

February 2014 she was awarded €1m in damages

Reported Incidents

2007 to 2016



Safer work stairs and steps

Every working day one person is hurt in a slip, trip or fall on work stairs or steps

hsa.ie/stairs

“Watch Your Step” Safer Work Stairs and Steps Information Sheet

May 2017

Every working day in Ireland one person is hurt in a slip, trip and fall (STF) on stairs and steps at work. Slips are more common than any other type of accident on stairs and steps. This information sheet will help employers, the self-employed, employees, suppliers, designers, installers and facility managers understand how to control slips, trips and falls on stairs and steps at work.

What the law requires

The Building Regulations specify structural requirements for stairs and steps and are enforced by local authorities. Safety legislation specifies general requirements for stairs and steps in the workplace. The Safety, Health and Welfare at Work Act 2005 requires safe access and also requires safe systems of work and training. Work stairs and steps should comply with the relevant Building Regulations and occupational safety legislation. New structural changes to stairs and steps must require design consultation and must comply with the relevant laws.

There are four interdependent elements of work stairs and step safety. The four elements should be considered in isolation. The four elements are:

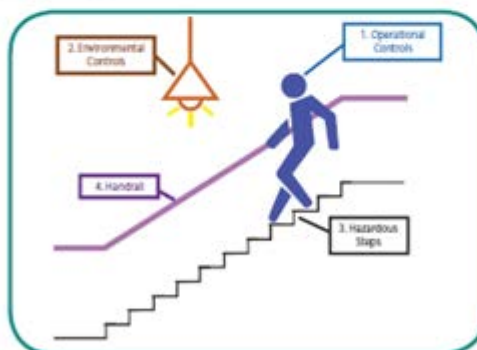
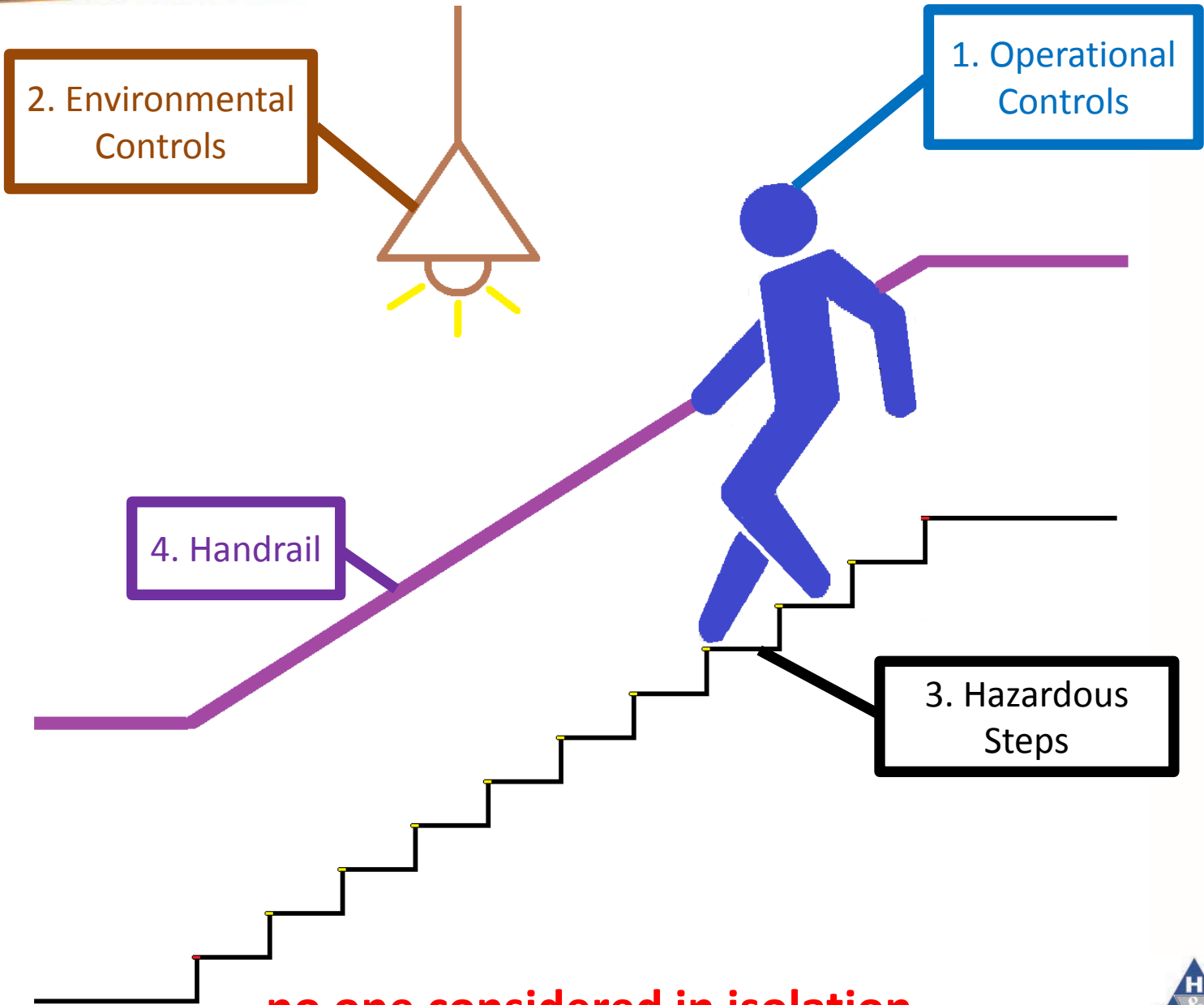


Figure 1: Key elements of work stairs and step safety



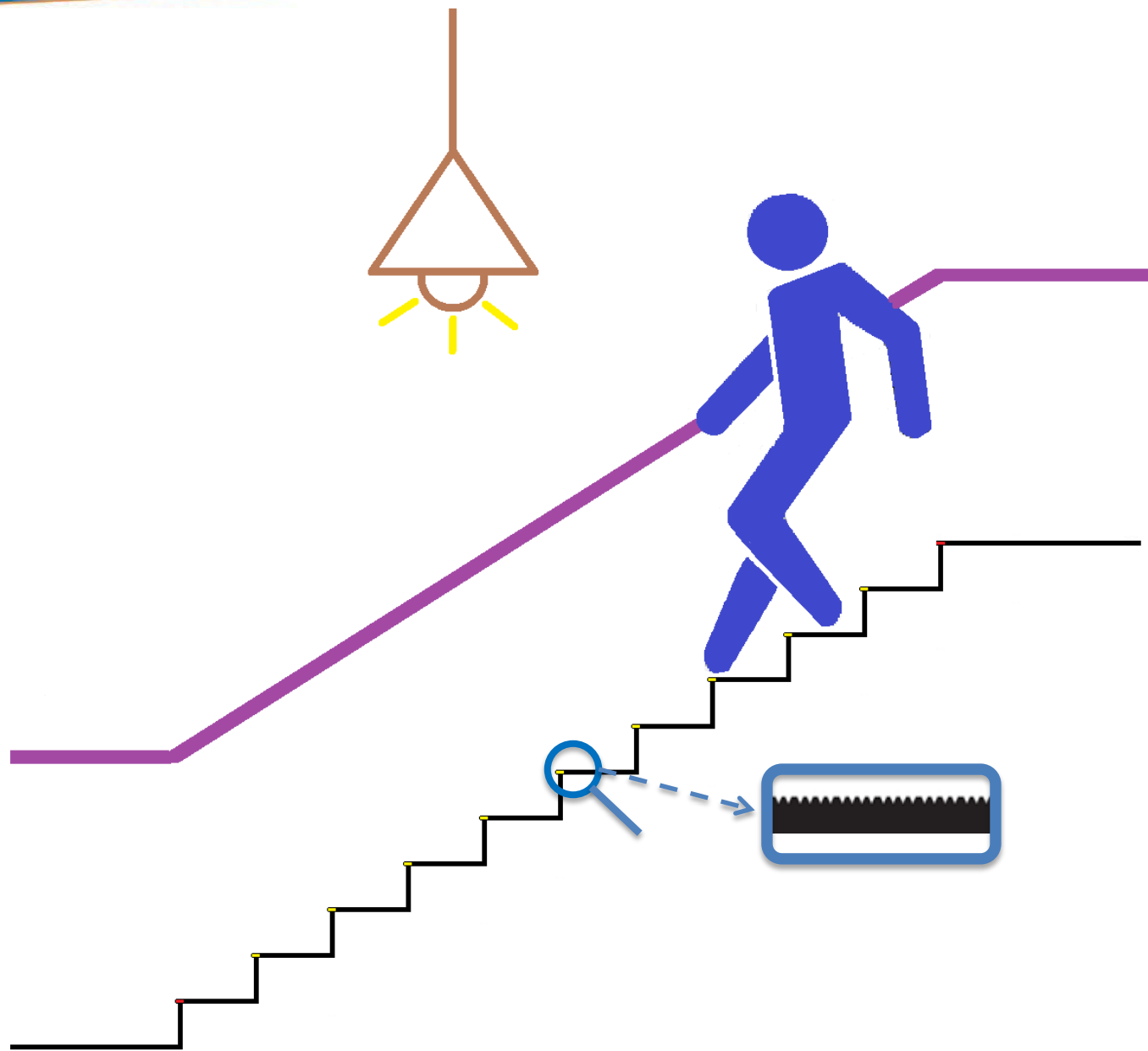
no one considered in isolation





3 Hazardous Steps

a. Slippery step



3 Hazardous Steps

b. Short step

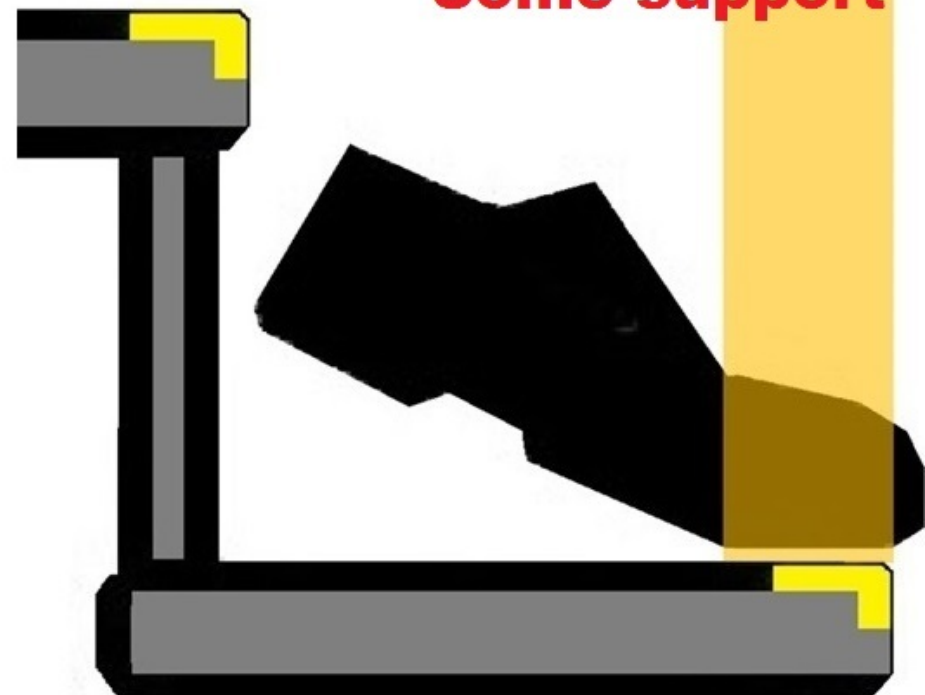
HIGH RISK

No support

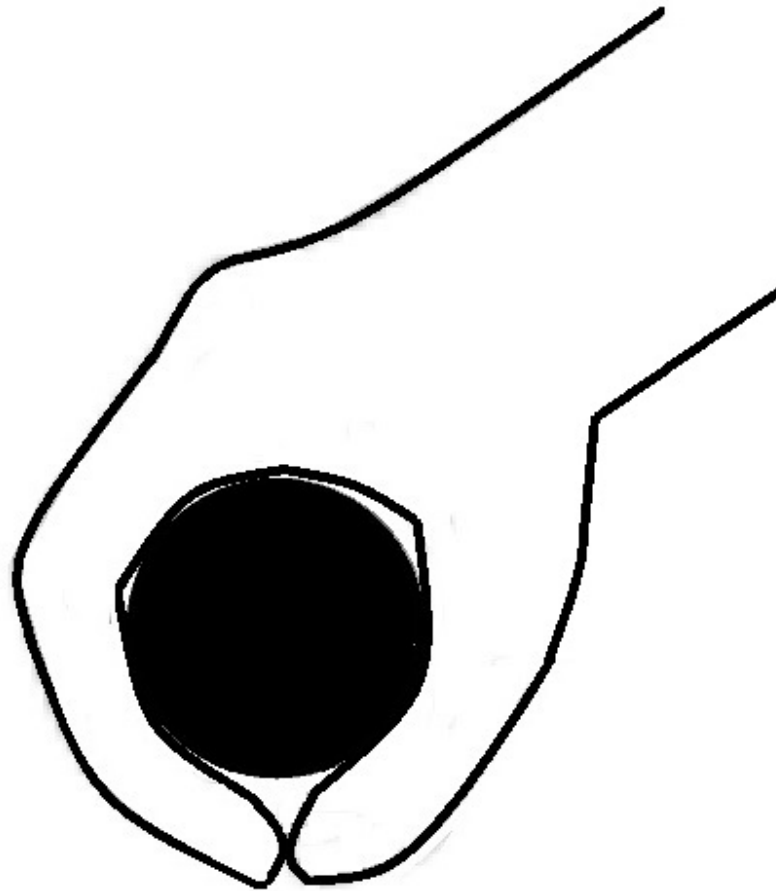


MEDIUM RISK

Some support







Power Grip

Safer work stairs and steps

Safer r stairs and steps

Four interdependent elements

hsa.ie/stairs

“Watch Your Step”
Safer Work Stairs and Steps
Information Sheet May 2017

Every working day in Ireland one person is hurt in a slip, trip and fall (STF) on stairs and steps at work. STFs are more common. Many STF accidents occur while descending stairs and steps. This information sheet will help employers, the self-employed, employees, suppliers, designers, installers and facility managers understand how to control slip, trip and fall on stairs and steps at work.

WHO IS THE REQUEST?
The Building Regulations specify structural requirements for stairs and steps and are enforced by local authorities. Safety legislation specifies general requirements for stairs and steps in the workplace. The Safety, Health and Welfare at Work Act 2005 requires safe access and also requires safe systems of work and working. Work stairs and steps should comply with the relevant Building Regulations and occupational safety legislation. New structural changes to stairs and steps must require design consideration and must comply with the relevant laws.

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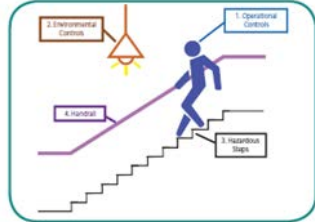


Figure 1: Key elements of work stairs and step safety

HEALTH AND SAFETY AUTHORITY
www.hsa.ie

1 of 4

Construction Safety Representative

A View !

Frank Kelly

Chair

Construction Industry Federation –
Safety Policy Committee





definition

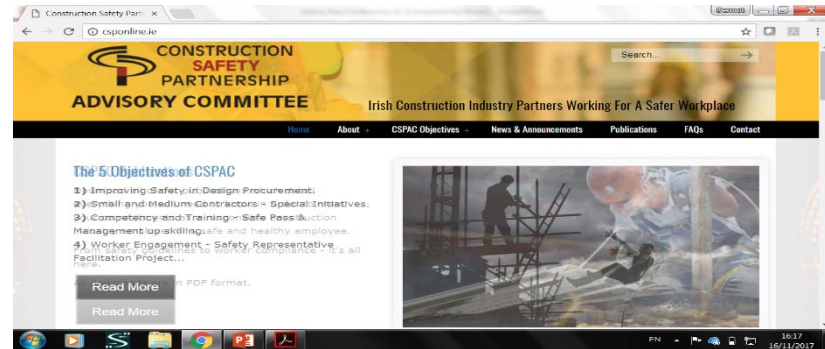
- *A Safety Representative is an employee elected by their fellow employees, whose main role is to represent them to management on all health and safety issues.*
- *From NISO.*



Construction Sector Unique

- 2 Requirements for Safety Reps
 - Safety, Health and Welfare at Work Act 2005
 - Requirement to consult
 - Safety, Health and Welfare at Work (Construction) Regulations
 - Sites with normally more than 20 people

Background



- H&S issues came to head in late 1990's
- High profile accidents / incidents
- Confrontation – Unions / Employers
- Minister Tom Kitt TD – tasked CIF and Unions to devise an action plan
- Construction Safety Partnership

CSP - Agenda

Agreement

- Drive standards in construction sector
- Training to make work safer
 - Safe Pass / CSCS
- Consultation for Safer Work
- Update legislation in line with our agreements
 - Construction Regulations 2000
- Safety Management System / Certification for the Construction Sector
 - Safe-T-Cert

APPENDIX 1



Worker Consultation - Plan

Executive Summary



The Construction Safety Partnership has agreed upon:-

Safety Consultation

- Mandatory appointment of a Safety Representative on all construction sites with over 20 workers. (2.1)
- Redoubling of efforts to ensure a health and safety consultative structure is in place on all other sites. (2.1)
- Safety training for Safety Officers and Safety Representatives. (2.1)
- Initially as a pilot project, appointing two Safety Representative Facilitators to improve Safety Representative coverage on sites. (2.2)
- Establishing a Joint Safety Council (JSC) for the industry. (2.3)
- A review of current safety auditing arrangements in the industry. (2.4)

2. Consultation for Safer Work

2.1 Consultation and Worker Safety Representation

The consultation and representation provisions contained in Section 13 of the Safety, Health and Welfare at Work Act, 1989 have not impacted in any significant way on construction projects. The Partnership therefore recommends that a new Ministerial Regulation under the Construction Regulations be introduced in order to ensure that consultation and worker representation will be an ongoing feature on significant construction projects. The regulations should strengthen existing Safety Officer provisions. The regulations should also require the appointment of a worker Safety Representative on all sites with more than twenty workers. For all sites with twenty or fewer workers, efforts will be redoubled to ensure that a health and safety consultative structure is in place, in line with legislation.

The Social Partners will co-operate in the provision of courses for Safety Officers and Safety Representatives where appropriate.

Guidelines on the roles, rights and responsibilities of the Safety Officer and Safety Representative will be agreed between ICTU and CIF, in conjunction with the HSA, with a view to improving site safety. These guidelines will cover such issues as site safety meetings, inspections, monitoring safety etc.

2.2 Appointment of Safety Representative Facilitators and a Pilot Project on Safety Representatives

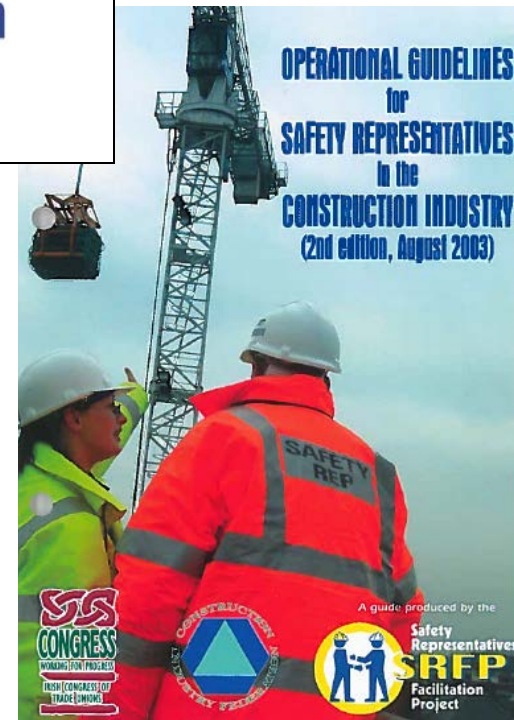
A pilot project designed to improve Safety Representative coverage on sites has already commenced with two full time Safety Representative Facilitators and will be completed and evaluated in early 2001. The facilitators are visiting selected sites encouraging site management to develop safety consultation structures and encouraging workers to select a Safety Representative. The Safety Representatives will continue to receive off-the-job training to equip them to fulfil their functions. This training carries FÁS/City and Guilds accreditation.

The pilot project has received financial support from the Department of Enterprise, Trade and Employment, through the Health and Safety Authority, and from FÁS.

Safety Rep Facilitation Project

SRFP

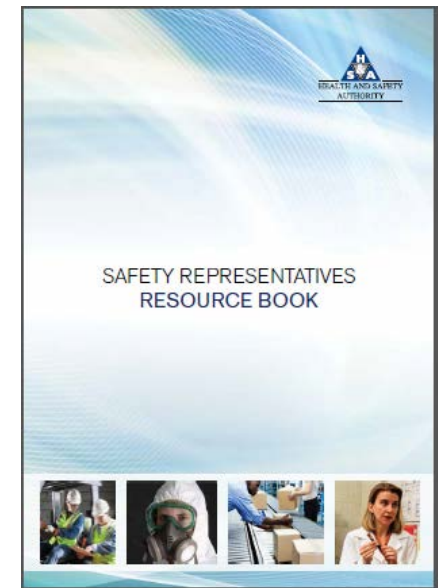
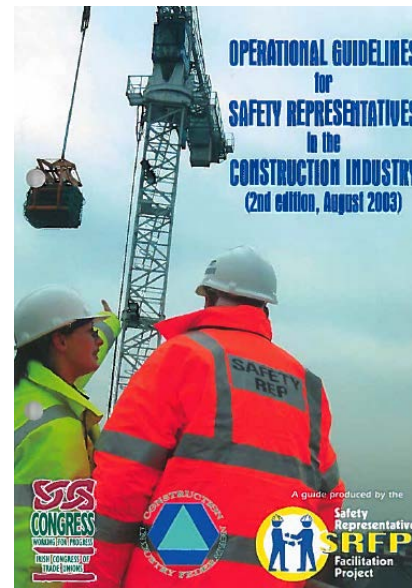
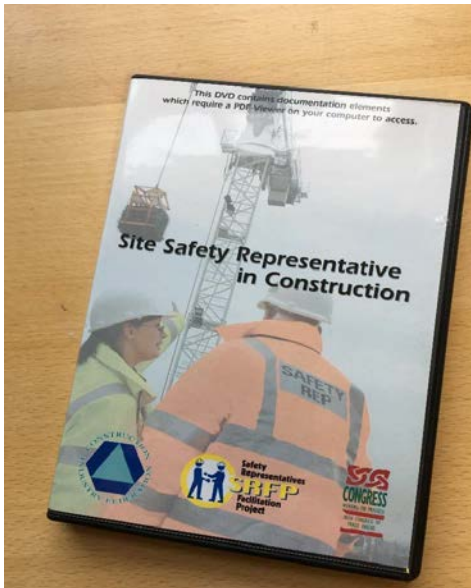
- CIF & ICTU
- 2 Facilitators
- Visited sites
- Encouraged Involvement
- Training



Resources Developed

DVD

Education and Guidance



Revised legislation – Construction Regulations



Site safety representative

23. (1) The project supervisor for the construction stage shall—

- (a) co-ordinate the development and application by contractors of arrangements, made in consultation with their employees, which will enable them and their employees to co-operate effectively in promoting and developing measures in relation to their safety, health and welfare on the construction site and in ascertaining the effectiveness of such measures, taking account of section 26 of the Act, and
- (b) facilitate, where more than 20 persons are normally employed at any one time on a construction site at any stage of a project, in co-operation with contractors and persons employed on the project, the appointment of a site safety representative from among the employees of the contractor or contractors undertaking the project in accordance with the procedure outlined in *Schedule 6*.

STATUTORY INSTRUMENTS.

Consultation

28. The relevant contractor shall ensure consultation on the construction site with the contractor's employees, their safety representative and the site safety representative in relation to the requirements of these Regulations in accordance with the provisions of section 26 of the Act, taking account of the need, whenever necessary, for co-operation and co-ordination among—

- (a) employees,
- (b) the safety representatives of the different contractors, and
- (c) the site safety representative



Result

- 1500 + trained Safety Representatives.
- A dysfunctional approach to the application of the legislation.
- Impact of the recession.



Current situation

- Reps are usually appointed by the PSCS as opposed to being elected - Difficult to apply the requirements of the construction Regulations.
- The continuity of Safety Rep through the complete project duration is difficult to achieve.



Positive Aspects of the Role

- Fosters better safety culture and worker engagement.
- Onus on the employer to listen to the Rep.
- Employer / Manager gets real story “from the horses mouth”.
- Another set of eyes and ears to give feedback.

Construction Safety Rep of the Year



Difficulties/Challenges

- Mobile nature of the construction industry
 - Cost in terms of time for the course.
- The course currently takes up to 4 days.
- Unwillingness of individuals to undertake the role – perception of too much responsibility, training requirement, concern at becoming a “Target”.
- Attitude / approach of the Safety Rep
- Misunderstandings as to the role –
- Foreign nationals – communication issues.



Finally – an observation

- Concerned about recent HSA Safety Rep Guidance.
- Is the role being extended needlessly and losing sight of the original specification?
- Should we change the focus of the role back to one of employee engagement, participation and consultation only?



The future?

- We should look at following a behavioural safety model for the Safety Rep role.
- We should focus on workforce engagement and participation.
- We need to reach the situation where operatives “feel” its okay to challenge unsafe acts or situations without recourse from their co-workers or employers.

Ergonomics Risk Management in the Workplace

Frank Power
Ergonomist (Inspector)
Health and Safety Authority

National Safety Representative
Conference November 2017



Introduction

- Ergonomics and ergonomics risk
- Why do we need to **manage Ergonomic risks** in the workplace?
- Health and Safety Authority strategy on managing Ergonomic risk
- Managing ergonomic risk through the use of the Health and Safety Executive Manual Handling Assessment Charts (MAC) Tool

Ergonomics and Ergonomic Risks

Ergonomics?

- Understanding the way work is carried out
- Quantifying the physical risks such as excessive force, awkward posture, repetition.
- Developing better ways of carrying out a work activity and managing the risks so that the workers can work within their capabilities and protect their musculoskeletal health.

- Inspector had concerns about stone cladding units being manually fitted into place
- Raised the issue with the Project Supervisor Construction Stage and Project Supervisor Design Stage and contacted the Ergonomist
- Ergonomist asked the inspector to request further information related to the weight specification of the cladding and the method statement

Why do we need to manage Ergonomic risks in the workplace?

- Legal duties
- Protect the health of our workforce
- Encourage the development of innovative engineering or organisational solutions to reduce risk and improve productivity
- Toolbox talks and the provision of manual handling training are not enough.

Problem



Solution



Benefits

- Management gave the commitment to support the project
- Eliminated the manual Loading of heavy (20-130kg) metal billets into a CNC machine while engaged in awkward posture.
- Billet can now be loaded in less than one minute as opposed to 5 to 10 minutes.
- Cost of engineering solutions €800/machine.
- There is an additional ten hours of manufacturing time per week per machine.

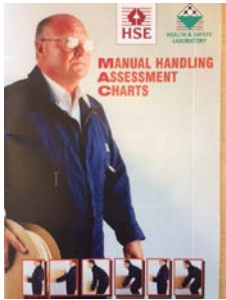
Health and Safety Authority strategy on managing Ergonomic risk

- Ensure legal compliance through proportionate enforcement:
 - Ergonomic Referral Process and support to inspectors
 - Training for inspectors in the use of the HSE Mac Tool and guidance on addressing ergonomic risk at workplace level

Health and Safety Authority strategy on managing Ergonomic risk

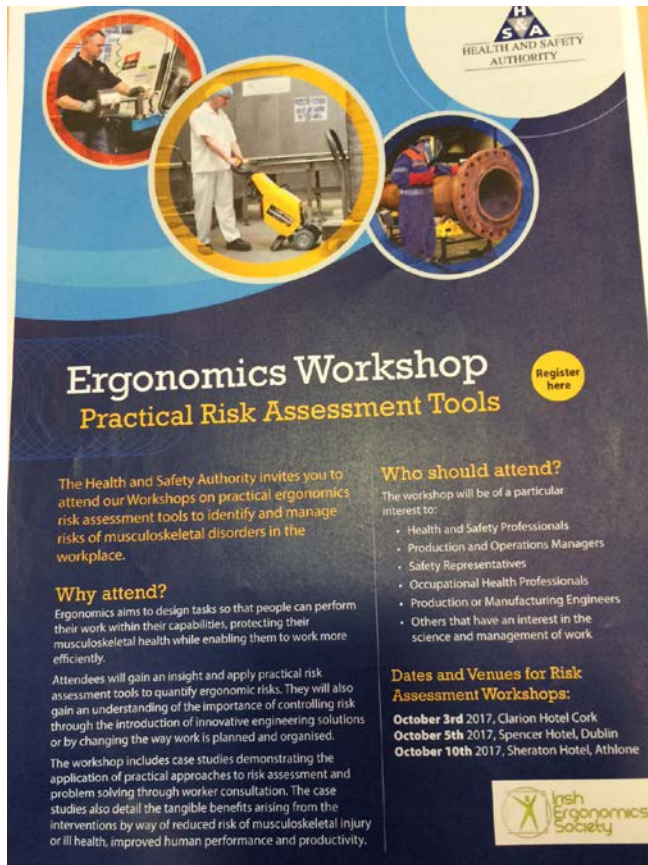
- Raise awareness of the value of controlling occupational health risks and promoting positive health and well-being:
 - Development of Ergonomic and Manual Handling publications available at www.hsa.ie
 - Ergonomic Risk Assessment Workshops on the practical application of the Health and Safety Executive Manual Handling Assessment Charts (Mac Tool)

The Health and Safety Executive Manual Handling Assessment Charts (Mac Tool)



- This is a tool designed to assess and quantify the most common risk factors in lifting, carrying and team handling operations
- It is evidence based and validated
- It is widely used in the UK at workplace level to manage ergonomic risk
- It can be used in to determine whether or not there is a contravention of the Manual Handling of Loads Regulation

Ergonomic Risk Assessment Workshops



HEALTH AND SAFETY AUTHORITY

Ergonomics Workshop

Practical Risk Assessment Tools

[Register here](#)

The Health and Safety Authority invites you to attend our Workshops on practical ergonomics risk assessment tools to identify and manage risks of musculoskeletal disorders in the workplace.

Why attend?

Ergonomics aims to design tasks so that people can perform their work within their capabilities, protecting their musculoskeletal health while enabling them to work more efficiently.

Attendees will gain an insight and apply practical risk assessment tools to quantify ergonomic risks. They will also gain an understanding of the importance of controlling risk through the introduction of innovative engineering solutions or by changing the way work is planned and organised.

The workshop includes case studies demonstrating the application of practical approaches to risk assessment and problem solving through worker consultation. The case studies also detail the tangible benefits arising from the interventions by way of reduced risk of musculoskeletal injury or ill health, improved human performance and productivity.

Who should attend?

The workshop will be of a particular interest to:

- Health and Safety Professionals
- Production and Operations Managers
- Safety Representatives
- Occupational Health Professionals
- Production or Manufacturing Engineers
- Others that have an interest in the science and management of work

Dates and Venues for Risk Assessment Workshops:

- October 3rd 2017**, Clarion Hotel Cork
- October 5th 2017**, Spencer Hotel, Dublin
- October 10th 2017**, Sheraton Hotel, Athlone

Irish Ergonomics Society



Health and Safety Authority
Published by Hugh Jordan (?)
Page Liked - 10 October - €

Over 50 people at our #Ergonomics Workshop in #Athlone this morning! Fantastic turnout

Tag photo Tag Products
Add location Edit

Like Comment Share

26 Chronological

Mark Howard Health & safety brilliant, should check out the state of some of the retail store in Dublin..... I'm sure you be pretty shocked to say the least.
Like Reply Message - 10 October at 12:21

Sylvester Cronin Excellent workshop
Like Reply Message - 1 - 10 October at 23:37

Ita Kenny Excellent workshop
Like Reply Message - 1 - 11 October at 17:50

Write a comment...

The Workshops Managing Ergonomics risk:

- Knowledge of the nature of work carried out
- Effective communication and consultation with staff
- Ability to use evidence based risk assessment tools **to quantify and manage ergonomic risk**
- Development of appropriate or innovative solutions to reduce or eliminate risk factors
- Transfer knowledge of new control measures or solutions in place

Ergonomics and Ergonomic Risks

Ergonomics?

- Understanding the way work is carried out
- Quantifying the physical risks such as excessive force, awkward posture, repetition.
- Developing better ways of carrying out a work activity and managing the risks so that the workers can work within their capabilities and protect their musculoskeletal health.

Conclusion

- Try out the tools
- Look at work activities in your workplace
- Check are ergonomic risks being managed in your workplace and consult with management
- Refer to our website and guidance
- Ergonomic workshops 2018

Thank you



The Health & Safety Authority

Helen Hourihane
Taking Care of Business Unit



Resources



WWW.HSA.ie

The screenshot shows the HSA website homepage. At the top left is the HSA logo and the tagline "Healthy, Safe and Productive Lives". To the right are navigation links: Home, News, Events & Media, About Us, Contact Us, and Customer Service. Below these are social media icons for RSS, YouTube, Facebook, and Twitter. A search bar with the placeholder text "How can we help you?" is highlighted with a red circle. Below the search bar is a horizontal menu with categories: Topics, Your Industry, Chemicals, Education, Legislation, Publications and Forms, Safety Alerts, Small Business, Vehicles at Work, and Workplace Health. The "Topics" category is highlighted with a red circle and contains a list of sub-topics: ADR - Carriage of Dangerous Goods by Road, Agriculture & Forestry, Catering and Hospitality, Chemicals, Construction, Diving, Docks, Education, Fishing, Healthcare Sector, Mining, Offshore, Petrol Stations, Public Sector, and Quarrying. Below the menu is a large banner for a "New Online Anti-Bullying Course" with a play button icon. At the bottom are four service tiles: "Report an Injury online" (with a warning icon), "BeSMART.ie Free Safety Statement tool" (with a checkmark icon), "Safety Alerts" (with a bell icon), and "HSA Learning.ie HSA Online Courses" (with a computer icon).

Publications

Becoming a safety representative or joining the safety committee Information Sheet

February 2017

Do you know that under the Safety, Health and Welfare at Work Act, 2005 you can put you forward to be selected by your colleagues as their safety representative? You can also represent your department or division on the safety committee. Active worker engagement in safety and health dividends for a company and ensures greater protection for all.

What are the benefits?

If workers see their company making progress on promoting safety and health, they will be motivated to do more to ensure compliance. The best way to get workers to follow safe work procedures is to get them involved in the development and review of those procedures. If workers feel that their opinions are valued and considered they are much more likely to follow the processes when they are being implemented. After all it is the workers who are doing the jobs and they will know the work better than anyone.

What are the legal requirements?

Under Section 25 of the 2005 Act, all employees are entitled to select a safety representative to represent them on safety and health matters with their employer. Section 26 of this Act requires the employer to consult with employees to ensure co-operation with preventing accidents and health and injury. The workers can consult with their employer. Section 26 sets out the arrangements for this consultation on a range of safety and health issues. Where a safety committee is already in existence, it can be used for this consultation process.



Under Regulation 22 of the Construction Regulations, where more than 20 persons are employed at one time on a construction site, the project supervisor at the construction stage must facilitate the appointment of safety representatives.

Your employer must ensure that you know your role as a safety representative or as a member of a safety committee. They must provide you with the information you need to carry out your role successfully. While the law puts a management responsibility on workers to ensure better safety and health, it does allow those who get involved, the opportunity to promote better safety in their workplace.



1 of 4



Safety Representatives and Safety Consultation Guidelines



- Frequently Asked Questions



Workplace Contact Unit

- Email:
wcu@hsa.ie
- Telephone:
1890 289 3989



BeSMART.ie

Free



Easy to Use



Online



Developed by



BeSMART.ie

BeSMART.ie

[Home](#)

[Contact Us](#)

[Learn More](#)

[eLearning](#)

▶ What is BeSMART.ie?



BeSMART.ie - Business electronic Safety Management And Risk assessment Tool - will help business owners / managers to prepare risk assessments and a safety statement for their workplace. It is easy to use and it will:

- Reduce the chances of an accident occurring in your workplace
- Save you time and money



Brought to you by the Health and Safety Authority

▶ Why Register?



By registering you gain access to the following benefits:

- It's free
- It's confidential
- You can save, review and edit your completed risk assessment(s) at any time
- You can manage your action list and receive email reminders

▶ Register Now

▶ Sign In



▶ Login

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▶ Agribusiness



▶ Construction

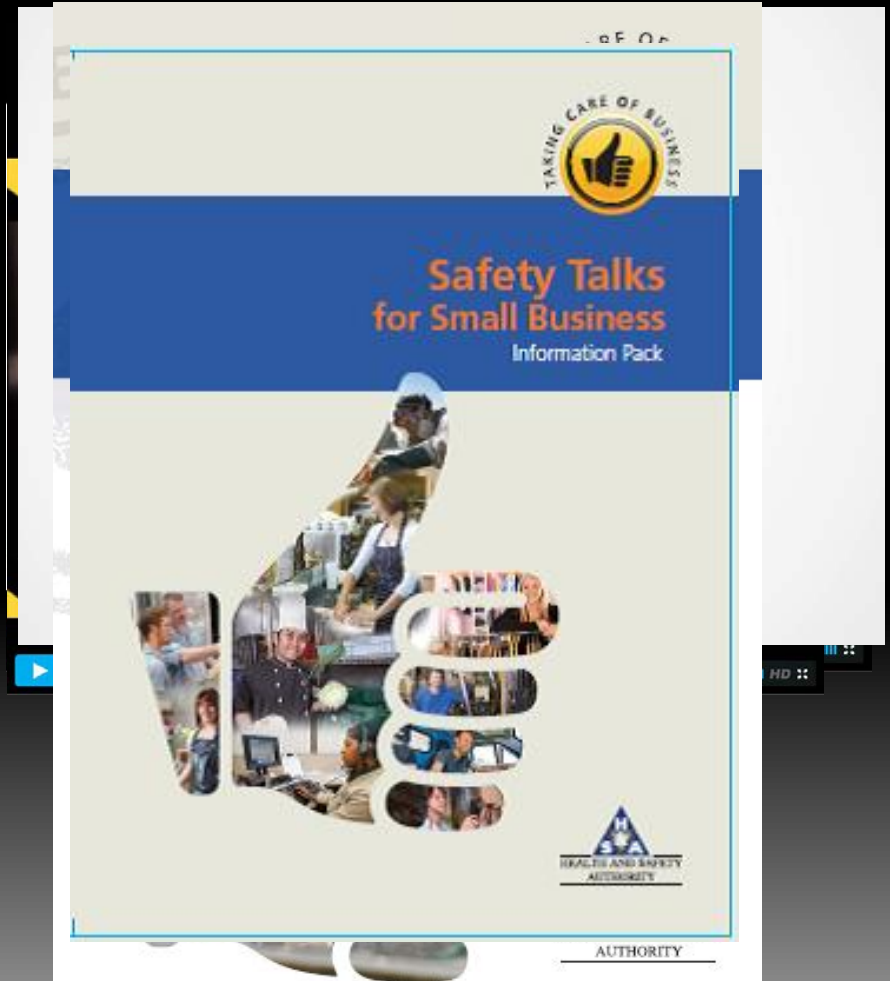


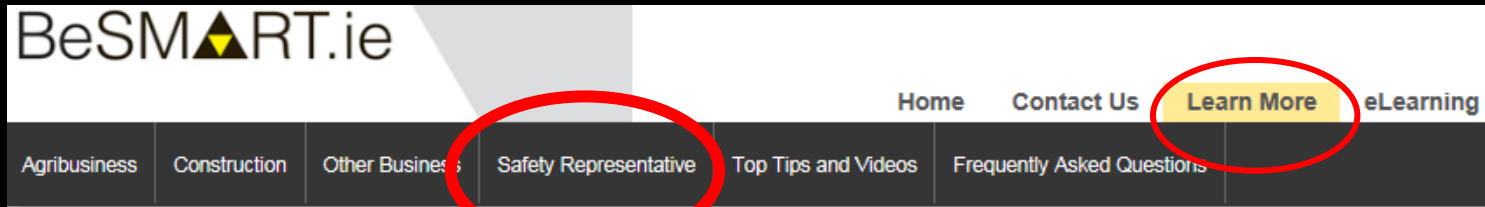
▶ Other Business



Learn More

- ▲ Video Animations
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- ▲ Information Sheets & Pack
- ▲ Safety Talk Packs
- & Construction Tool Box Talks
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Safety Representative

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WHY HAVE OR BE A SAFETY REPRESENTATIVE?

ROLE OF THE SAFETY REPRESENTATIVE

PUBLICATIONS

USE OF BESMART.IE

EMPLOYEE EARNING COURSE

CHECKLISTS, FORMS AND TEMPLATES

OTHER RESOURCES



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This section contains information on safety representation including:

- ▶ how your workplace could benefit by having a safety representative
- and
- ▶ what supports are available to you as a safety representative



Learn More

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BeSMART.ie

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eLearning

▶ What is BeSMART.ie?



BeSMART.ie - Business electronic Safety Management And Risk assessment Tool - will help business owners / managers to prepare risk assessments and a safety statement for their workplace. It is easy to use and it will:

- Reduce the chances of an accident occurring in your workplace
- Save you time and money



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- It's free
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▶ Register Now

▶ Sign In



Enter Email

.....

▶ Login

[Forgotten your login details ?](#)

▶ Guest User

Select Business Type

1. Select 2. Risk Assessment 3. Consult 4. Complete

Primary Business Type Selection

Instructions:

- Please enter your business type in the search box below. Your search results may display similar business name types.
- Select the business type from within the 'Selected Business Type' box and then click 'Continue'.
- If you do not find a business type that is relevant to you, please let us know.

Ground

Select Business Type

Groundworks

You have selected "Groundworks ", if this is correct click continue.

If you are unsure of a search term you can

▶ View all Business Types

◀ Return To My BeSMART

▶ Continue

Hazard Panel

1. Select

2. Risk Assessment

0%

3. Consult

4. Complete

Hazard Panel for Groundworks

A hazard is anything which could cause harm to anyone in your workplace. The following 63 hazards may be applicable to the business type you have selected.

As you progress, the hazards will be marked Start, Continue or Complete. All hazards must be marked Complete before you can progress to the next step.

Electricity on Site

▶ Start

Fire

▶ Start

Slips, Trips & Falls on Site

▶ Start

Manual Handling

▶ Start

Chemicals

▶ Start

Display Screen Equipment

▶ Start

Driving for Work

▶ Start

Articulated Dumper

▶ Start

Asbestos Containing Materials

▶ Start

Bitumen Boiler

Cartridge Operated Tools

Cement Mixer

Notes

You can risk assess the hazards in any order.

- Click 'Start' on any hazard
- Click 'Yes' if the hazard exists in your workplace
- Click 'No' if the hazard is not applicable

You may re-visit any 'Complete' hazard on this screen to review or change the information you have provided

Further information and guidance is provided in the 'Learn More' section

Hazard Information

Slips, Trips & Falls on Site

Unsafe access or poor housekeeping could result in slips, trips and falls which may cause fractures, head injuries or other serious injuries to you, your employees and / or visitors

Could you, your employees or others slip, trip or fall on site?

YES NO

Indicate if the following controls have been implemented in your workplace.

Access routes and work areas are kept clean and clear of materials, obstructions and trip hazards

YES NO

Site is kept clean and organised

YES NO

Work areas and access routes are adequately lit

Put systems in place for the safe delivery and storage of materials and for collecting, storing and disposing of waste. Adequate skips and bins are provided

Safe access is provided to work areas located above and below ground

YES NO

Exposed nails are removed from timber

YES NO

Protruding reinforcing bar is cut or capped

YES NO

Notes

The controls listed reduce the risk of this hazard causing harm:

- Click 'Yes' if you have the control in place
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Print Checklist

Slips, Trips & Falls on Site

Unsafe access or poor housekeeping could result in slips, trips and falls which may cause fractures, head injuries or other serious injuries to you, your employees and / or visitors

Access routes and work areas are kept clean and clear of materials, obstructions and trip hazards (e.g. escape routes, stairways, walkways and working platforms)

Yes
No

A minimum of 600mm width must be kept clear on all working platforms. Avoid trailing leads e.g. use of battery operated tools, adequate number of transformers and generators

Site is kept clean and organised

Yes
No

Put systems in place for the safe delivery and storage of materials and for collecting, storing and disposing of waste. Adequate skips and bins are provided

Work areas and access routes are adequately lit

Yes
No

Safe access is provided to work areas located above and below ground (e.g. provision of stairs, ramp, scaffold, hoist)

Yes
No

Exposed nails are removed from timber

Yes

Browse Database

Management Screen

Risk Assessment for Office

Here you can download your safety statement including risk assessments, allowing you to edit, print or save. You can also manage your action list and browse hazard



Download

Download your safety statement including risk assessments and action list

Edit, print or save the download

▶ Download



Manage Your Action List

Assign actions with due dates to individuals

Close out completed actions

View Controls Not Applicable

▶ Manage



Browse Hazards

Browse all available hazards

Select any additional hazard you want to risk assess

▶ Browse

Browse Hazards

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Browse Hazards Logged in as Brian Molloy | Log Out

[▶ Back to Management Screen](#)

[Display All Hazards](#) [Small Businesses Only](#) [Agribusiness Only](#) [Construction Only](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

[Angle Grinder](#) [Articulated Dumper](#) [Asbestos Containing Materials](#)

[Back to top](#)

B

[Bench Circular Saw](#) [Bitumen Boiler](#) [Building / Repairing Walls](#)

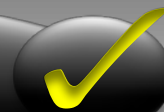
[Back to top](#)

C

[Cartridge Operated Tools](#) [Cement Mixer](#) [Chemicals](#) [Chop Saw](#)

[Compressed Air Tools](#) [Concrete Poker / Vibrator](#) [Concrete Pump \(Boom/Static\)](#) [Concrete Saw](#)

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Preventing Workplace A

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Now that you have complete 'continue' icon to test your comprehension. Or alternat icon below to study topic 4 a

to do is register, take a group

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00:09 / 00:38

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General Inspection Checklist for Safety Representatives

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Area or Location Inspected: _____

Date: _____

Inspected By: _____

No.	Item	Yes	No	Comments
1	Is the workplace clean and tidy?			
2	Is there adequate lighting?			
3	Is there excessive noise?			
4	Is the temperature reasonable?			
5	Are welfare facilities, e.g. toilets and canteen, clean and tidy?			
6	Are walkways kept clear of trip hazards?			
7	Are there trailing leads?			
8	Is there clear access to exit doors and do fire exits open outwards?			
9	Are floors and walkways slippery?			
10	Are floors wet at the entrance?			
11	Are secure handrails in place on stairways and raised walkways?			
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7	Are appropriate safety signs in place e.g. traffic routes, authorised personnel, PPE?			
8	Are welfare facilities e.g. toilets and canteen, adequate and are they kept clean?			



Working Together for a Safe and Healthy Workplace

As an employee, you play an important role in keeping your workplace safe

- You may spot something that could lead to an accident
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Your voice matters. Get involved!

- Talk to your Safety Representative and discuss any concerns you might have about workplace safety, health and welfare

Your Safety Representative(s):

Name:

Location/TAI No:

TCB Aims



▲ H&S Awareness

▲ H&S Standards

▲ Better Ways of Working

▲ Improved Staff Morale

▲ Accidents



Status

▲ 290 Business types

▲ 476 Hazards

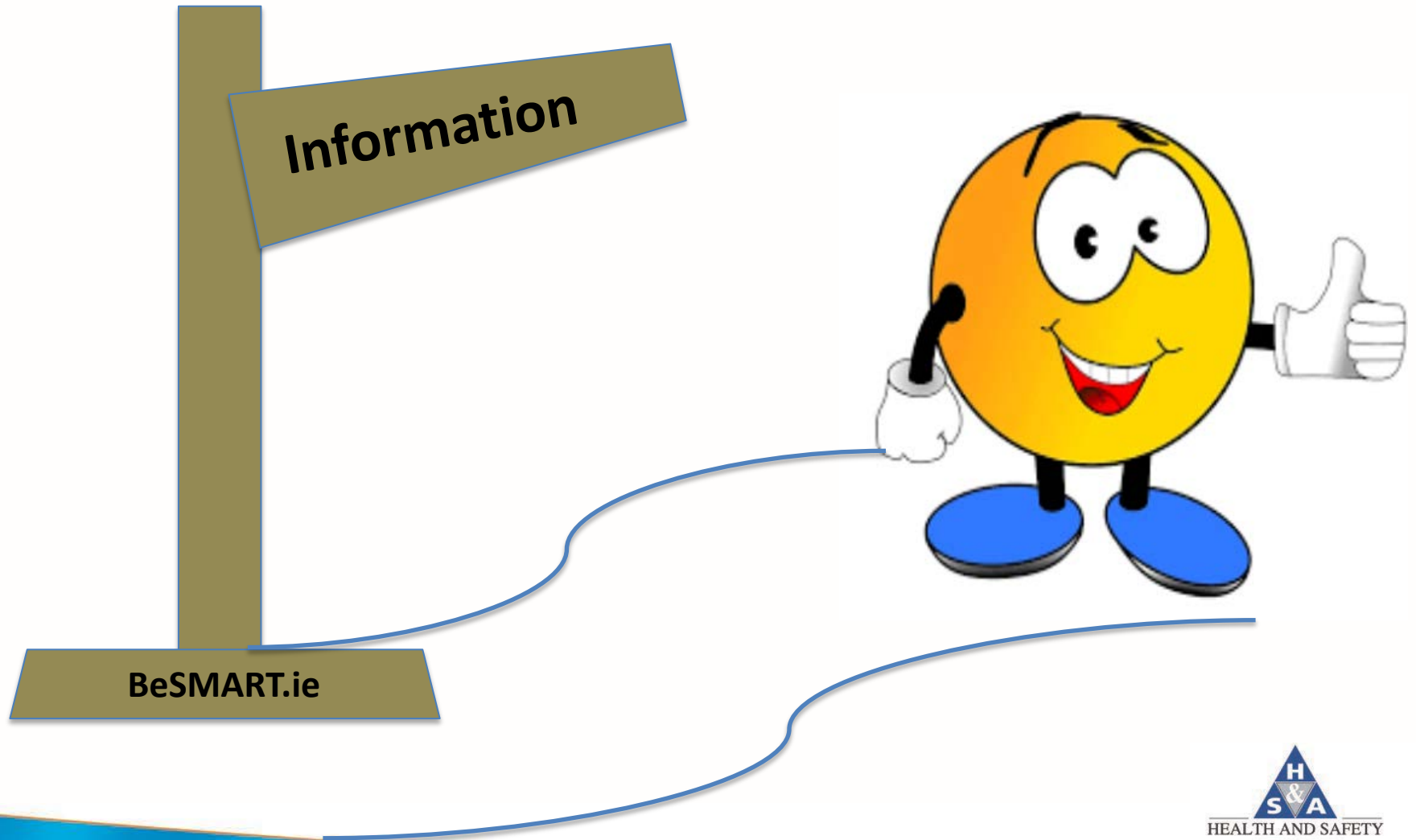
▲ Continuous expansion and Improvement

▲ Feedback

More Information / Contact Us

- Social Media
- HSA Newsletter
- Workplace Contact Unit:
 - Contact from HSA or BeSMART.ie websites
 - wcu@hsa.ie
 - Tel 1890 289 3989

Conclusion



Thank you



The Health & Safety Authority

Helen Hourihane
Taking Care of Business Unit



Resources



WWW.HSA.ie

The screenshot shows the HSA website homepage. At the top left is the HSA logo and the tagline "Healthy, Safe and Productive Lives". To the right are navigation links: Home, News, Events & Media, About Us, Contact Us, and Customer Service. Below these are social media icons for RSS, YouTube, Facebook, and Twitter. A search bar with the placeholder text "How can we help you?" is highlighted with a red circle. Below the search bar is a horizontal menu with categories: Topics, Your Industry, Chemicals, Education, Legislation, Publications and Forms, Safety Alerts, Small Business, Vehicles at Work, and Workplace Health. The "Topics" category is highlighted with a red circle and contains a list of sub-topics: ADR - Carriage of Dangerous Goods by Road, Agriculture & Forestry, Catering and Hospitality, Chemicals, Construction, Diving, Docks, Education, Fishing, Healthcare Sector, Mining, Offshore, Petrol Stations, Public Sector, and Quarrying. Below the menu is a large banner for a "New Online Anti-Bullying Course" with a play button icon. At the bottom are four service tiles: "Report an Injury online" (with an exclamation mark icon), "BeSMART.ie Free Safety Statement tool" (with a checkmark icon), "Safety Alerts" (with a bell icon), and "HSA Learning.ie HSA Online Courses" (with a computer monitor icon).

Publications

Becoming a safety representative or joining the safety committee Information Sheet

February 2017

Do you know that under the Safety, Health and Welfare at Work Act, 2005 you can put you forward to be selected by your colleagues as their safety representative? You can also represent your department or division on the safety committee. Active worker engagement in safety and health dividends for a company and ensures greater protection for all.

What are the benefits?

If workers see their company making progress on protecting safety and health, they will be motivated to do more to ensure compliance. The best way to get workers to follow safe work procedures is to get them involved in the development and review of those procedures. If workers feel that their opinions are valued and considered they are much more likely to follow the processes when they are being implemented. After all it is the workers who are doing the jobs and they will know the work better than anyone.

What are the legal requirements?

Under Section 25 of the 2005 Act, all employees are entitled to select a safety representative to represent them on safety and health matters with their employer. Section 26 of this Act requires the employer to consult with employees to ensure co-operation with preventing accidents and health and injury. The workers can consult with their employer. Section 26 sets out the arrangements for this consultation on a range of safety and health issues. Where a safety committee is already in existence, it can be used for this consultation process.

Under Regulation 22 of the Construction Regulations, where more than 20 persons are employed at any one time on a construction site, the project supervisor at the construction stage must facilitate the appointment of safety representatives.

Your employer must ensure that you know your role as a safety representative or as a member of a safety committee. They must provide you with the information you need to carry out your role successfully. While the law puts a management responsibility on workers to better safety and health, it does allow those who get involved, the opportunity to promote better safety in their workplace.



Safety Representatives and Safety Consultation Guidelines



SAFETY REPRESENTATIVES RESOURCE BOOK



- Frequently Asked Questions

Workplace Contact Unit

- Email:
wcu@hsa.ie
- Telephone:
1890 289 3989



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Free



Easy to
Use



Online



Developed by



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▶ Register Now

▶ Sign In



Enter Email

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▶ Login

[Forgotten your login details ?](#)

▶ Guest User

▶ Agribusiness



▶ Construction

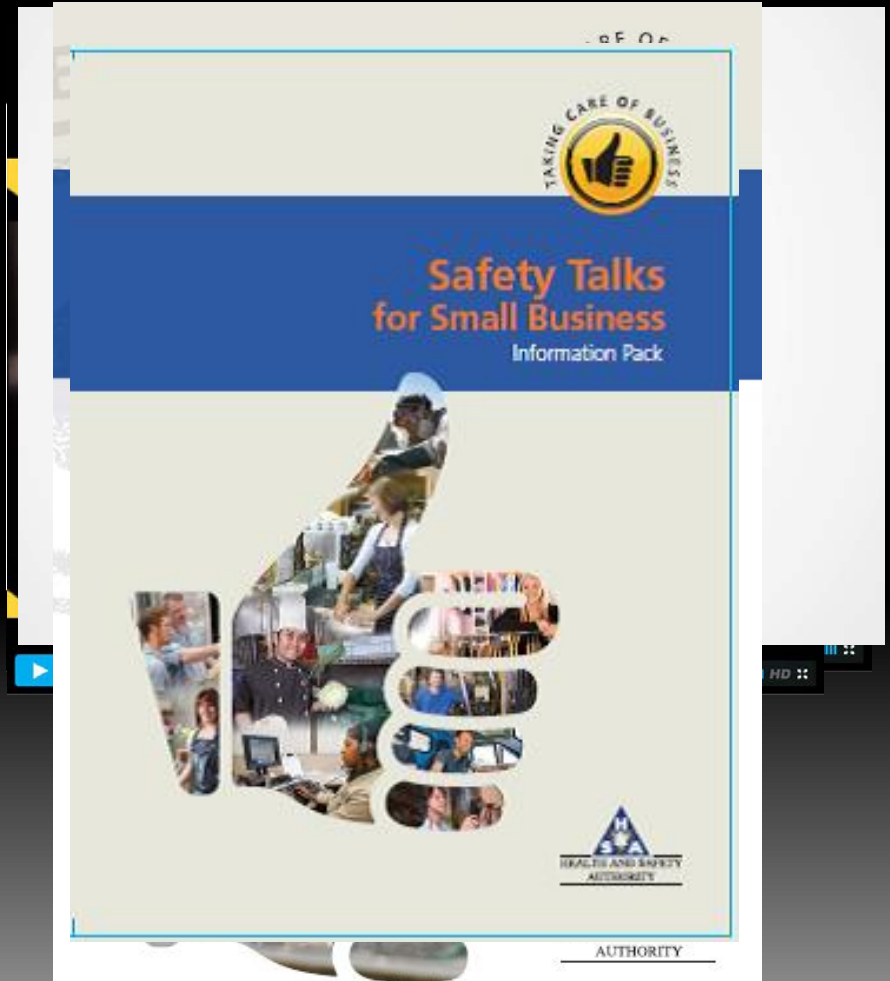


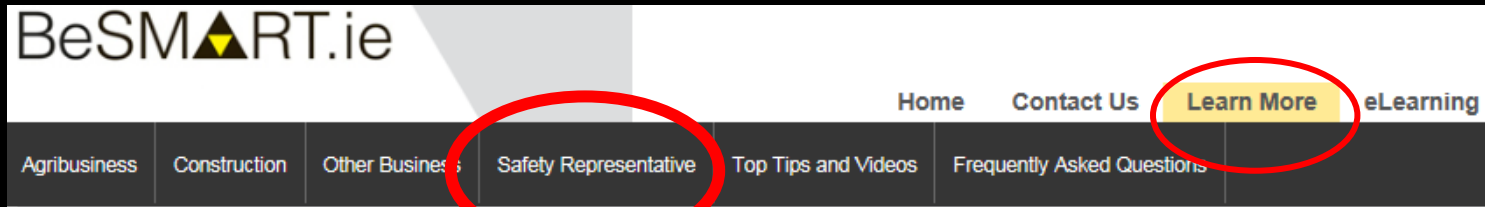
▶ Other Business



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- ▲ 'Top Tips' Videos
- ▲ Information Sheets & Pack
- ▲ Safety Talk Packs
- & Construction Tool Box Talks
- ▲ Free Online Learning





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▶ Sign In



Enter Email

.....

▶ Login

[Forgotten your login details ?](#)

▶ Guest User

Select Business Type

1. Select 2. Risk Assessment 3. Consult 4. Complete

Primary Business Type Selection

Instructions:

- Please enter your business type in the search box below. Your search results may display similar business name types.
- Select the business type from within the 'Selected Business Type' box and then click 'Continue'.
- If you do not find a business type that is relevant to you, please let us know.

Ground

Select Business Type

Groundworks

You have selected "Groundworks ", if this is correct click continue.

If you are unsure of a search term you can

▶ View all Business Types

◀ Return To My BeSMART

▶ Continue

Hazard Panel

1. Select

2. Risk Assessment

0%

3. Consult

4. Complete

Hazard Panel for Groundworks

A hazard is anything which could cause harm to anyone in your workplace. The following 63 hazards may be applicable to the business type you have selected.

As you progress, the hazards will be marked Start, Continue or Complete. All hazards must be marked Complete before you can progress to the next step.

Electricity on Site

▶ Start

Fire

▶ Start

Slips, Trips & Falls on Site

▶ Start

Manual Handling

▶ Start

Chemicals

▶ Start

Display Screen Equipment

▶ Start

Driving for Work

▶ Start

Articulated Dumper

▶ Start

Asbestos Containing Materials

▶ Start

Bitumen Boiler

Cartridge Operated Tools

Cement Mixer

Notes

You can risk assess the hazards in any order.

- Click 'Start' on any hazard
- Click 'Yes' if the hazard exists in your workplace
- Click 'No' if the hazard is not applicable

You may re-visit any 'Complete' hazard on this screen to review or change the information you have provided

Further information and guidance is provided in the 'Learn More' section

Hazard Information

Slips, Trips & Falls on Site

Unsafe access or poor housekeeping could result in slips, trips and falls which may cause fractures, head injuries or other serious injuries to you, your employees and / or visitors

Could you, your employees or others slip, trip or fall on site?

YES NO

Indicate if the following controls have been implemented in your workplace.

Access routes and work areas are kept clean and clear of materials, obstructions and trip hazards

YES NO

Site is kept clean and organised

YES NO

Work areas and access routes are adequately lit

Put systems in place for the safe delivery and storage of materials and for collecting, storing and disposing of waste. Adequate skips and bins are provided

Safe access is provided to work areas located above and below ground

YES NO

Exposed nails are removed from timber

YES NO

Protruding reinforcing bar is cut or capped

YES NO

Notes

The controls listed reduce the risk of this hazard causing harm:

- Click 'Yes' if you have the control in place
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In general, controls are listed in order of importance. However you may find a combination of controls are needed to eliminate or reduce the risk to an acceptable level.

Print Checklist

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Yes
No

A minimum of 600mm width must be kept clear on all working platforms. Avoid trailing leads e.g. use of battery operated tools, adequate number of transformers and generators

Site is kept clean and organised

Yes
No

Put systems in place for the safe delivery and storage of materials and for collecting, storing and disposing of waste. Adequate skips and bins are provided

Work areas and access routes are adequately lit

Yes
No

Safe access is provided to work areas located above and below ground (e.g. provision of stairs, ramp, scaffold, hoist)

Yes
No

Exposed nails are removed from timber

Yes

Browse Database

Management Screen

Risk Assessment for Office

Here you can download your safety statement including risk assessments, allowing you to edit, print or save. You can also manage your action list and browse hazard



Download

Download your safety statement including risk assessments and action list

Edit, print or save the download

▶ Download



Manage Your Action List

Assign actions with due dates to individuals

Close out completed actions

View Controls Not Applicable

▶ Manage



Browse Hazards

Browse all available hazards

Select any additional hazard you want to risk assess

▶ Browse

Browse Hazards

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Browse Hazards Logged in as Brian Molloy | Log Out

[▶ Back to Management Screen](#)

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

[Angle Grinder](#) [Articulated Dumper](#) [Asbestos Containing Materials](#)

[Back to top](#)

B

[Bench Circular Saw](#) [Bitumen Boiler](#) [Building / Repairing Walls](#)

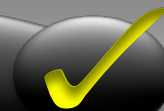
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C

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Area or Location Inspected: _____

Date: _____

Inspected By: _____

No.	Item	Yes	No	Comments
1	Is the workplace clean and tidy?			
2	Is there adequate lighting?			
3	Is there excessive noise?			
4	Is the temperature reasonable?			
5	Are welfare facilities, e.g. toilets and canteen, clean and tidy?			
6	Are walkways kept clear of trip hazards?			
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9	Are floors and walkways slippery?			
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11	Are secure handrails in place on stairways and raised walkways?			
12	Are steps hard to see, damaged or slippery?			

TAKING CARE OF BUSINESS

HEALTH AND SAFETY AUTHORITY

Construction Site Inspection Checklist for Safety Representatives

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Area or Location Inspected: _____

Date: _____

Inspected By: _____

No.	Item	Yes	No	Comments
1	Do workers have a safe route to their place of work?			
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3	Are members of the public, such as people passing by the site, protected e.g. from falling materials, moving machines?			
4	Are traffic routes kept clear and are they well lit?			
5	Do vehicles have visual and reversing aids fitted, where needed e.g. reversing camera, convex mirror?			
6	Is the site tidy and well laid out?			
7	Are appropriate safety signs in place e.g. traffic routes, authorised personnel, PPE?			
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- Talk to your Safety Representative and discuss any concerns you might have about workplace safety, health and welfare

Your Safety Representative(s):

Name:

Location/TAI No:

TCB Aims

▲ H&S Awareness

▲ H&S Standards

▲ Better Ways of Working

▲ Improved Staff Morale

▲ Accidents



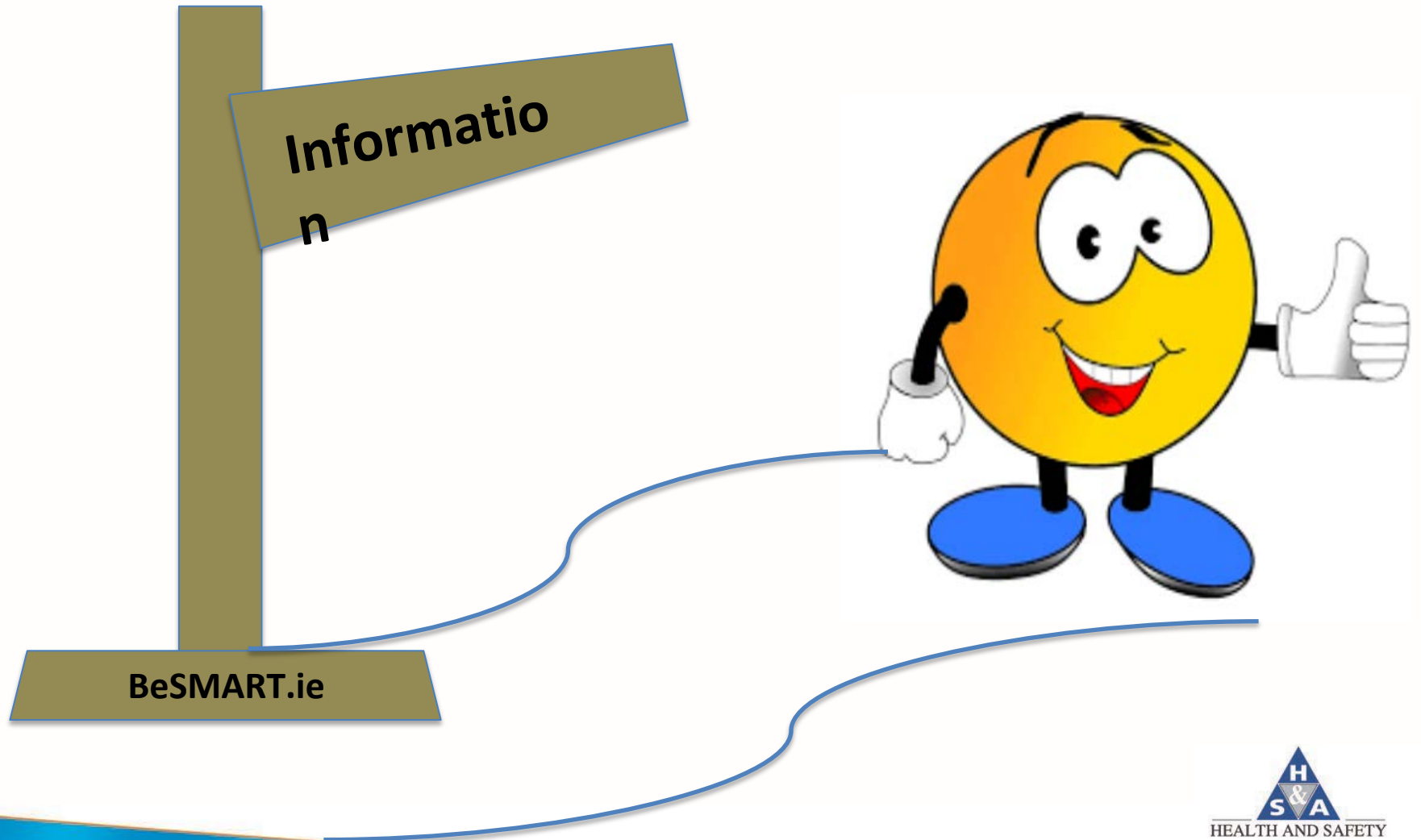
Status

- ▲ 290 Business types
- ▲ 476 Hazards
- ▲ Continuous expansion and Improvement
- ▲ Feedback

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- Social Media
- HSA Newsletter
- Workplace Contact Unit:
 - Contact from HSA or BeSMART.ie websites
 - wcu@hsa.ie
 - Tel 1890 289 3989

Conclusion



Thank you



Baxter

National Safety
Representative
Conference 2017

Safety Representative
Experience in the Role

Lisa Bourke

Safety Representative, Irish Manufacturing

Nov 28, 2017



Background

- **Role in Baxter**
- **Safety Representative Role**
- **Nominated by Lab Manager and elected by fellow employees**
- **Relevant Training for Role as Safety Rep/RA/Audits**
- **Outline of current role**

Role of Safety Rep Includes:

- Complete daily '**At a Glance**' inspections.
- Complete **Incident Investigations** (if applicable) appropriate corrective action is taken to prevent a similar incident.
- Complete Monthly **Safety Audits** – check on compliance.
- Raise **Safety Observations** (EHS Improvement idea cards).
- Assist in the closure of Safety Observation(s).

Role of Safety Rep Includes:

- Attend Daily Tier board meeting where safety is first on the agenda.
- Act as Tour guide and auditee for external audits.
- Complete Training with all lab personnel on hazardous waste.
- Respirator Fit Testing – Trained as a Fit Testing Operator.
- Play advisory and mentoring role alongside your colleagues/supervisors/management.
- Continual learning – NISO Workplace Safety Training Oct 2017.
- Attend Plant Safety Committee Meeting.



Baxter

Thank You

Baxter.com



Martin Casserly, Safety Representative

Thermo King, Ingersoll Rand, Galway.



28th November 2017  **Ingersoll Rand**

Overview

- Manufacturing Plant for transport temperature control systems
- *Facility opened in June 1976 (41 Yrs in Galway)*
- *18,000 m² Manufacturing, total site area : 5.7 ha*
- *600 employees which consists of:*
- *2 Large assembly lines....Truck & Trailer Unit*
- *2 Small assembly lines... Remote Evaporators & Cryogenic Units*
- *R&D Facility & Customer Services*
- *Thermo King is part of the Ingersoll Rand Corporation*

Achievements

- *NSAI Certification Environment 14001:2015, Safety 18001 & Energy 50001*
- *NISO Safety Quiz All Ireland Winners 2016*
- *NISO Safety Manufacturing Award 2014, 2015, 2016*

Safety Representative



- Working in Thermo King since 1979
- Elected Safety Representative for site since January 2012
- 1 elected Safety Representative for site
- Elected every 3 years by all employees on site
- 30 years service in the Civil Defence.



Safety Representative



Role on site:

- To assist in the investigation of accidents and dangerous occurrences
- To liaise with the Health and Safety team and Area Managers on employee health and safety concerns
- To attend safety committee meetings
- To conduct safety inspections with the Health and Safety Officer
- To work with the Health and Safety Officer to achieve compliance to legislative requirements and health and safety standards- e.g. risk assessments are completed, PPE requirements are adhered to in relevant areas.
- To create and maintain an awareness of Health and Safety throughout the site
- To assist with Health & Safety Authority inspector during site visits

Safety Committee

The safety committee comprises of:

- Senior manager to attend monthly, normally Production Manager or EHS Leader
- Area Manager from Production
- An office based employee
- Health & Safety team member
- Manufacturing employees
- Elected Safety Representative for the site
- Research & Development employee
- Member from the Facilities & Maintenance Department



Martin Casserly (Safety Rep)



Padraig Hedderman



Tommy Gavin



Dessie Pratt



Mike Conneely



Dave Biggins



Michelle Nolan



Mary Flynn



Denis Mulgannon



Martin Collins



Tom O Halloran

Safety Committee functions



- The safety committee meet biweekly for 1 hour
- A quorum of 6 committee members is required
- The Safety Committee is chaired by an Environmental, Health & Safety team member, normally health & safety officer
- Minutes of meeting to be communicated through e-mail and posted on Safety Committee notice board, see picture below
- The meeting structure comprises of an agenda, review of minutes from previous week, review of changes within site, safety walkabouts.
- Safety Committee carry out annual bench marking visit to other sites

Occupational First Aid Team



- 20 fully trained First Aiders on site
- 3 AEDs
- Attend and assist first aid injuries
- Arrange for further treatment as required
- Training for First Aiders include:
- Initial Occupational First Aid Training
- Two year refresher Occupational First Aid Training
- 6 monthly AED training and biological hazards
- Bi weekly in-house practical training

Feeder Area- Area Manager Tony Loughnane ext. 450



Truck First Aiders: A Manager: Mike Conneely ext. 405



Trailer Liner First Aiders: A Manager: Tom O'Halloran ext.: 320



Maintenance/ R&D/ Salvage/IT/ Main Canteen Building



Please note Saturday and Sunday contact security on the mobile 086 0488 569

IR Presidents Award Winner 2014



- This is a Global Corporate Award
- Received by Occupational First Responders for saving an employee's life on site
- Employee presented to the Occupational Health Unit with localized chest pain
- Employee became unconscious. CPR was commenced and the automated external defibrillator (AED) was attached to the employee, shock advised by AED and was administered, the employee heart responded. The emergency services arrived.
- Employee was treated in Hospital, where he responded to treatment.
- Thermo King Galway recommend all sites should have one AED as a minimum requirement and first aid responders to be trained regularly.

First aid responders for this incident:

1. Michelle Nolan
2. Martin Casserly
3. Dave Honan
4. Orla Keady Giblin



Plant Emergency Response Team



- 15 PERT team members on site
- PERT team meet weekly
- Duties include to provide assistance and information to the Fire Brigade in an emergency situation
- Extinguish and/or contain fire until the arrival of the Fire Brigade
- To carry out Fire drills and spill drills
- Liaise with the Facilities and EHS Team member in giving feedback from emergency drills
- To carry out regular inspections of fire fighting equipment and emergency exits for accessibility, usability and correct location
- Training for PERT members include:
 - Fire, Chemical Spill & Confined Space,
 - 2 way radio communications and fire panel operation



PERT members during Fire Training 2017

NISO Safety Quiz All Ireland Winners 2016



Left to right: Gerry Quinn (Team member), Dessie Pratt (Team Captain) , Martin Casserly (Team member), Barry Cullen (Team member).

- The team members from different departments form a safety quiz team annually to represent Thermo King, Galway in the NISO Safety Quiz
- The Team were all Ireland winners in the NISO National Safety Quiz final 2016
- The team demonstrated commitment and hard work throughout the year as they met weekly in their own personal time to study all the Health & Safety topics on the syllabus.

Training as Safety Representative



- Initial Safety Representative Training- 3 days course
- Onsite Risk Assessment training
- Safety Committee training
- Incident management and investigation- in UK
- FETAC First Aid training
- Fire Crew training
- Fire Warden training
- Chemical and Spill training
- Confined space training

Thank you for your attention, any questions?



Psychosocial hazards and Wellbeing at Work Nov 2017

Patricia Murray,
Senior Organisational Psychologist/Inspector,



Outline

- Context for 'Psychosocial'
- Research indications
- Employer duties - how
- Other roles - why
- Work Positive on-line risk Assessment tool

Psychosocial – context is workplace

- Internal mental understanding ...and subsequent behaviour
- What we think/how we think, within the work and the social situation
- Informed by research re causal agents

- **What we know:** difficult to accurately predict stress related issues through individual, ad hoc reactions
- **What we do not know:** exactly what effect one stressor will have on any one individual.
 - Why do we behave as we do – and how does the *general environment* influence that
 - The *work* environment specifically
 - Different *types* of work environment

Research, work and wellbeing

- Psychosocial work environment – scan for potential stressors
- DCS/Effort-reward imbalance/transactional
- Burnout: Antecedents and consequences
- Personality traits - stress predictors
- Customer /client service work - effects on job burnout
- Emotion strategies and stress -the moderating role of perceived organizational support

- Off shoot but interesting areas....
- Does physical activity have an impact on sickness absence?
- Does manager support mediate conflict?
- Does organisational climate impact individual commitment?

The individual as work (in progress)

- motivated by self serving interests
- Prone to a self serving bias
- Fearful of exposure as guilty/wrong /silly
- Prone to develop schemas (acts) - self efficacy 'I can do it'.
 - Or, the helpless one; 'I cannot do it'.
- Consciously **and sub consciously** frustration avoidant
- Group dependent -group think
- influenced by pre-existing attitudes
- Manipulated by situational factors – time of day/day of week (judges research)

How to Risk Assess

- Consider the environment of the organisation
- Different roles, functions, entities
- Assess the perceptions of individuals, within their roles/groups at any given time
- Consider the results of assessments
- Put in place prioritised actions – based on prioritised risks – time pressures, shift work, difficult client group, lone working, physically demanding..
- Record the actions and outcomes
- Ensure management role is competent for ‘people’ skills

Employer Duties

- keep the workplace safe and healthy psychologically
 - foresee what 'ought to be ' foreseeable
 - Eliminate, reduce, prevent exposure, PPE
 - have active management systems
 - Managers capable of feedback and active engagement
 - Adapt for vulnerable individual or group
 - 8 (2) b improper conduct management
-
- The employer is not responsible for all employee stress
 - The employer is responsible to have a system which has in-built filters to ensure no unreasonable level of psychosocial hazard is there which is likely to cause distress.

Work Positive usage

- What is it?
- 5000 + individuals completed
- Jan 2016 60+ orgs have registered online.
- Multiple uses - can identify trends of improvement
- Measures workplace stressors, psychological wellbeing and with CISM tool (2017) Critical Incident exposure.
- July 2015 to Feb 2016 2,439 employees from 15 orgs completed a pilot CWPP.
- Tool is valid and reliable- Composite wellbeing measure a valid indicator
- Clear association between psychosocial working conditions and psychological wellbeing.
- Exposure to any critical incident will more than double the likelihood of 'Probable Distress'

Companies who have used the Work Positive tool recently in Ireland ...

Danske Bank

Lilly



eircom



SCANIA



MERCK



NOVARTIS



Department of
Justice
www.dojni.gov.uk



Setting the scene: prepare, do it and then communicate

- Set up a steering group
- Get the interested and the experienced on board
- Tell everyone what it is and why
- Voluntary - anonymous
- Set realistic goals wisely:
 - Difficult goals lead to higher performance than easy goals, so long as they have been accepted.
 - Specific goals lead to higher performance than vague goals of the do-best type
- Feedback is essential for effective change monitoring
- Keep records and justify drift from plans

Want to improve employee performance?

The Work Positive approach has helped organisations increase employee wellbeing, engagement and improve performance.



A proven 4 stage process to improve employee wellbeing



1. Preparation

Establishing what you currently know and securing commitment



2. Measure

Use our free survey to measure risk and opportunity within your workforce



3. Action Plan

Further exploration, prioritising issues and developing your Action plan



4. Review

Monitoring, reviewing and revitalising your Action plan

Work Positive is a government supported process designed to help you reduce the risk of employee stress and identify ways you can improve the health and wellbeing of your workforce. The survey is completely confidential, there is no software to download, it takes five minutes to complete, you can access results anywhere and its completely FREE to use.

- [+ Create a survey](#)
- [☰ List surveys](#)
- [👤 Edit account details](#)

Welcome 'user'

This is the survey admin interface. You can build a survey, view your survey results and edit your account details from here. There's a useful help button on the right of the screen if you need it.

[Explain this page](#)

Survey info **Demographics** Work Stressors Wellbeing Critical incidents Health topics

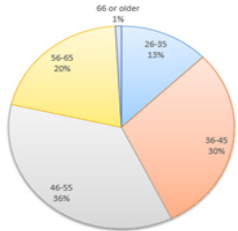
Survey name **Test survey**

Gender profile



Age profile

	Age	Percent	Count
●	26-35	13%	15
●	36-45	30%	35
●	46-55	36%	42
●	56-65	20%	24
●	66 or older	1%	1
	Total		117



- [Close survey](#)
- [Download survey data](#)
- [Download paper version](#)
- [Delete survey](#)
- [🖨️ Print Page](#)

Work stressors reports



about | contact us | [Logout](#)

Home Preparation **Measure** Action plan Review Resources

- [+ Create a survey](#)
- [☰ List surveys](#)
- [👤 Edit account details](#)

Welcome 'user'

This is the survey admin interface. You can build a survey, view your survey results and edit your account details from here. There's a useful help button on the right of the screen if you need it.

[Explain this page](#)

Survey info Demographics **Work Stressors** Wellbeing Critical incidents Health topics

Survey name Test survey minimise text Filter reports by

Overall report -Work Stressors Score

Demands	Employees often become overloaded if they cannot cope with the amount of work or type of work they are asked to do. This management standard includes issues such as workload, work patterns, and the work environment	2.7 - Requires Urgent Attention
Control	Employees can feel disaffected and perform poorly if they have no say over how and when they do their work. This management standard looks at how much say the employee has in the way they do their work.	4 - No Action Required
Manager Support	Levels of sickness absence often rise if employees feel they cannot talk to managers about issues that are troubling them. This section investigates the level of support employees feel they receive from their work colleagues.	4 - No Action Required
Peer Support	This section investigates the level of support employees feel they receive from their work colleagues.	3.8 - Requires Urgent Attention
Relationships	Poor working relationships can lead to problems related to discipline, grievances and bullying. This management standard investigates employees relationships at work.	2.8 - Requires Urgent Attention
Change	Organisational change (large or small) can have a destabilising and demoralising effect on the workforce. This management standard investigates how change is managed and communicated within your organisation.	4 - No Action Required
Role	Role conflict, role ambiguity and role overload can all lead to an employee feeling stressed. This management standard assess how well employees understand their role within the organisation.	3.8 - Requires Urgent Attention

[Find out more about this measure](#)

Overall report - Demands Questions Score

3. Different groups at work demand things from me that I find hard to combine.	3.6 - No Action Required
No action required.	
6. I have unachievable deadlines.	2.8 - Requires Urgent Attention
Requires urgent attention: Your employees feel they have unachievable deadlines. This issue needs to be addressed. Are the deadlines achievable? Why would your employees not think so? Try to identify ways of communicating to your employees how these deadlines could be achieved. Can you provide additional support to help your employees achieve these deadlines? Support your employees by helping them prioritise or renegotiate deadlines.	
9. I have to work very intensively	3.6 - No Action Required



Create a survey

List surveys

Edit account details

Welcome 'user'

This is the survey admin interface. You can build a survey, view your survey results and edit your account details from here. There's a useful help button on the right of the screen if you need it.

Explain this page

Survey info

Demographics

Work Stressors

Wellbeing

Critical incidents

Health topics

Survey name **Test survey**

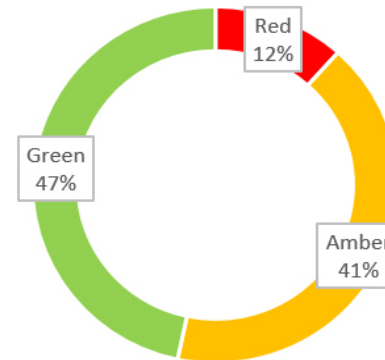
minimise text

Filter reports by

Overall report - Employee Wellbeing

The wellbeing index is created through a combination of the PHQ4, a 4 item screening tool for psychological distress (i.e. anxiety and depression), and the WHO-5 Well-being Index, a 5 item scale which measures an individual's wellbeing over the last two weeks. These are then combined to create a 'traffic light' summary score to represent 'positive mental health' (Green), 'low distress' (Amber), and 'high distress and low quality of life' (Red). [Find out more about this measure](#)

		Percent	Count
	Green Employees in a positive mental health and likely to be most productive at work	47%	56
	Amber Employees may be suffering from low distress	41%	50
	Red Employees may be in high distress and suffering from a low quality of life	12%	14
	Total		120



[Find out more about this measure](#)

Close survey

Download survey data

Download paper version

Delete survey

Print Page

Thank you
www.workpositive.ie
Patricia_Murray@hsa.ie



2017 National Safety Representative Conference

Ronan Magee

HSENI



HSENI

- HSENI is the lead body responsible for the promotion and enforcement of health and safety at work standards in Northern Ireland.
- Shares this responsibility with the 11 local district councils.
- 100 FTE staff



Co-operation



hseni
CONTROLLING RISK TOGETHER



HEALTH AND SAFETY
AUTHORITY

The logo for the Health and Safety Authority (HSA) is a blue triangle with a white border. Inside the triangle, the letters 'H' and 'A' are positioned at the top and bottom respectively, with an ampersand '&' in the center. Below the triangle, the words 'HEALTH AND SAFETY' and 'AUTHORITY' are written in a serif font, separated by a horizontal line above and below.

HSENI / HSA Co-operation



What are we talking about?


 Health and Safety Law in Northern Ireland
What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.



<p>What employers must do for you</p> <ol style="list-style-type: none"> 1. Check what could harm you in your job and the precautions to stop it. This is part of risk assessment. 2. In a way you can understand, explain how risks will be controlled and of you who is responsible for this. 3. Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace. 4. Tell of changes, give you the health and safety training you need to do your job. 5. Tell of changes provide you with any equipment and protective clothing you need, and ensure it is properly looked after. <p>Your health and safety representatives</p> <p>Other health and safety contacts</p>	<p>What you must do</p> <ol style="list-style-type: none"> 6. Provide safety, working facilities and drinking water. 7. Provide adequate first aid facilities. 8. Report injuries, diseases and dangerous incidents at work to HSE on 028 9024 3249 9. Have insurance that covers you in case you get hurt at work or ill through work. Display a first-aid certificate or electronic copy of the current insurance certificate where you can easily read it. 10. Work with any other employers or contractors during the workplace or providing equipment such as signs or notices, so that everyone's health and safety is protected. 	<p>If there's a problem</p> <ol style="list-style-type: none"> 1. If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative. 2. You can also talk to our helpline for general information about health and safety at work. 3. If, after talking with your employer, you are still worried, phone our Helpline. We can put you in touch with the local enforcing authority for health and safety and the Employment Medical Advisory Service. You don't have to give your name. <p>HSENI Helpline: 0800 0320 121 HSENI website: www.hseni.gov.uk</p> <p>Fire safety You can get advice on fire safety from the Fire and Rescue Service at your workplace fire officer.</p> <p>Employment rights Find out more about your employment rights at: www.nidirect.gov.uk</p>
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hseni CONTROLLING RISK TOGETHER
Health and Safety Executive for Northern Ireland

 Health and Safety Executive

Involving your workforce in health and safety


Guidance for all workplaces



 Health and Safety Executive

Consulting employees on health and safety

A brief guide to the law




Role of the All Safety Reps

- Trust
- Respect
- Co-operation
- Joint problem solving



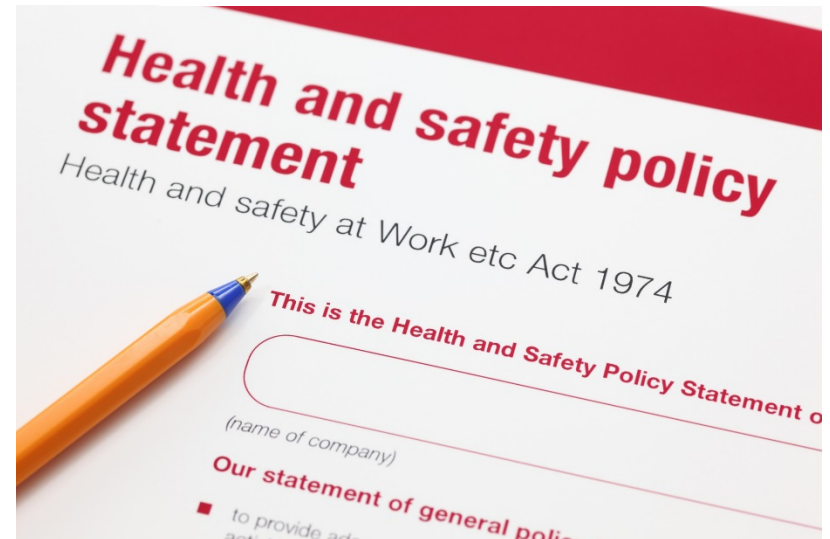
Union appointed safety representatives

- Representing workers
- Investigating potential hazards
- Investigating complaints
- Carrying out workplace inspections
- Receiving information from inspectors
- Attending joint health and safety committee meetings



The function of a safety representative

- Legal requirements
- Hazards in the workplace
- H&S Policy
- Ensure co-operation
- Raise issues



Safety committees

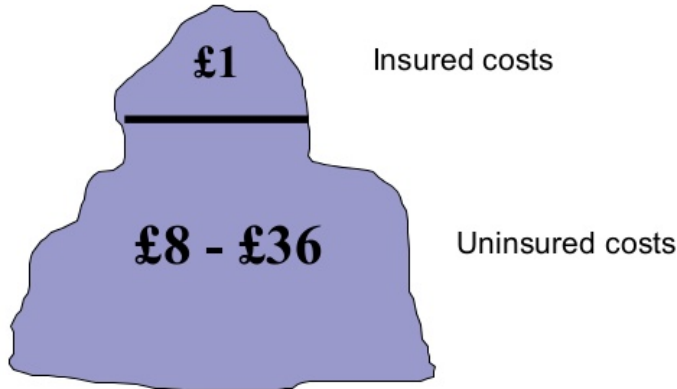
Committees should:

- Analyse injury/illness trends
- Review accident and inspection reports
- Develop safety rules
- Review safety training
- Advise on communications and publications



Why is consultation with employees important?

Costs of Accidents – Accident Iceberg



The Cost of Accidents at Work – HSG 96



Why is consultation with employees important?



The role and effectiveness of safety representatives
in influencing workplace health and safety

Prepared by **Cardiff University** for the
Health and Safety Executive 2005

RESEARCH REPORT 363



Examples of Good and Bad

Good

- ✓ Constructive
- ✓ 2 way communication
- ✓ Eyes and Ears
- ✓ Influencers of peers
- ✓ Provide solutions
- ✓ Escalate to enforcer where necessary

Bad

- ✗ H&S used as lever for other issues
- ✗ Only identify problems
- ✗ Use enforcer as 'stick'
- ✗ Fails to contact in enforcer when required.
- ✗ Do not consult



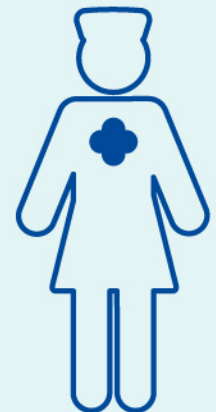
HSENI approach on the ground



**Health and Safety
Executive for
Northern Ireland**
& the Irish Congress
of Trade Unions



**Northern Ireland Health and Safety
Representative of the Year**
could you be the winner?



Safety Reps Award



It's a Safety First for Norman!

The winner of the 2012 Health and Safety Representatives Award went to Norman Gray, Health and Safety Rep for Branch 730 and Vice-Chairperson of NIPSA Health and Safety Committee.

The winner of the award, run by the Health and Safety Executive NI and the Northern Ireland Committee of the Irish Congress of Trade Unions (NIC/ICTU), was announced at an event in UNISON on 25th January 2013.

In presenting the award Barbara Martin, Chairperson of the NIC/ICTU Health and Safety Committee said "The calibre of applicants was extremely impressive. Norman fought against stiff competition and we are delighted this award has gone to an extremely worthy winner".

In accepting the award Norman said: "I believe this award is for all Health and Safety Reps across NIPSA for their continued hard work and dedication to both protecting their members and raising health and safety awareness in their place of work. Continued on page 2



Above: George Lucas, Chairperson of HSENI, presents Norman Gray (Branch 730) Winner of the 2012 Health and Safety Representatives Award.



More information

<https://www.hseni.gov.uk/articles/trade-union-representatives-and-health-and-safety-legislation>

