



Annual Report | 2018

2018



**Our Vision:**  
healthy, safe and  
productive lives  
and enterprises

# Contents

Report of the Chief Executive and the Chairperson of the Board to Pat Breen TD, Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection . . . . .	2
Glossary . . . . .	5
Role of the Health and Safety Authority . . . . .	6
Strategy of the Health and Safety Authority 2016–2018 . . . . .	7
The Board and Executive of the Health and Safety Authority . . . . .	8
Report under the Protected Disclosures Act 2014 . . . . .	10
<b>1</b> Occupational Safety and Health Programmes . . . . .	11
<b>2</b> Chemicals Programmes . . . . .	28
<b>3</b> Market Surveillance Programmes . . . . .	38
<b>4</b> Irish National Accreditation Board (INAB) Programmes . . . . .	40
<b>5</b> Cross-organisational Programmes . . . . .	43
Appendix 1: Extracts from the unaudited financial statements of the Health and Safety Authority for year ended 31 December 2018. . . . .	51
Appendix 2: Inspection and Enforcement . . . . .	80
Appendix 3: EU and International Representation 2018 . . . . .	90
Appendix 4: Legislation and Code of Practice Development Programme 2018 . . . . .	92
Appendix 5 : 2018 Annual Report to the Minister on the operation of the Chemicals Acts 2008 and 2010 . . . . .	94

## Report of the Chief Executive and the Chairperson of the Board to Pat Breen TD, Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection

Dear Minister,

We are pleased to submit our annual report for 2018. This is the third and final annual report under the Authority's strategy for 2016 to 2018. The Authority delivered on a broad programme of work in 2018 across all our mandates – occupational health and safety, chemicals, market surveillance and national accreditation.

Our programme of work during 2018 under occupational health and safety involved the provision of advice, tools, education and support, as well as inspection, investigation and prosecutions. In terms of support and advice, the Authority's customer contact centre handled approximately 16,000 inbound calls. Additional support and advice were provided through national media campaigns on agriculture and construction safety and on occupational health, as well as through some 44 different new publications launched across a variety of topics and sectors. The use of the Authority's online tools, such as BeSMART.ie, elearning and Work Positive, also continued to grow and expand. By year end, BeSMART.ie, the Authority's online risk assessment tool, had a total of 56,329 cumulative users, with 9,357 of these new in 2018. A total of 23,264 online courses were taken on subjects ranging from construction, safety representatives and chemical safety. Work Positive uptake also continued to be promoted through joint events with the State Claims Agency. A range of national events was also organised, including the National Farm Safety Conference, and to recognise our three-year strategic focus on occupational health, a Managing Work Related Health Risks conference was held, covering topics as diverse as ergonomics, psychosocial hazards, chemical and sun exposures.

Partnership and collaboration remained a key strategic priority in 2018. Our Construction and Farm Safety Partnership Advisory Committees (CSPAC and FSPAC) were actively involved in delivering on our programme of work objectives in 2018. Each of these platforms provides a forum for provision of advice and input as well as completion of key tasks as outlined in their respective three-year plans. Another key collaboration forum was the Work Related Vehicle Safety forum, which also delivered on the final year of its three-year plan of action. In addition to these stakeholder groups, we actively engaged and co-operated with other Government regulators and agencies to deliver on our joint role in the furtherance of good health and safety practices. In Europe, the Authority actively engaged in policy and inspection committees and groups at Commission and EU Occupational Safety and Health Agency (EU-OSHA) level.

We completed over 9,000 inspections and investigations under safety, health and chemicals legislation in 2018. Some 1,225 inspections and audits were conducted under chemicals legislation. Our focus on inspection and investigation continues to be risk based and evidence led. This meant that our highest levels of inspections and investigations were in the construction, agriculture, manufacturing, wholesale and retail and transportation sectors. Across our inspection programme, we provided written advice in over 5,200 cases. Our inspectors issued over 450 improvement notices and over 500 prohibition notices for more serious breaches observed. The Authority concluded 15 prosecutions in 2018, resulting in total fines imposed of €705,972.

In relation to chemicals, our programme also adopted a similar approach in terms of support, advice, inspection and investigation under the different regulations, in addition to acting as Competent and National Authority. As the lead Competent Authority under the Chemicals Acts 2008 and 2010, we provided the national helpdesk which responded to 271 queries in relation to REACH, CLP and Export-Import Regulations. As the Competent

Authority, we delivered national objectives in relation to the evaluation, hazard identification and risk management of chemicals manufactured and used in Europe. In Europe, we participated in EU decision making on chemicals at Commission and European Chemicals Agency (ECHA) meetings. Of particular note is the fact that the Authority was in a position to nominate an expert to the Socio-Economic Assessment Committee for the first time in several years, and this resulted in full Authority participation in the key ECHA committees by year-end.

We fulfilled our Central Competent Authority functions in relation to COMAH Regulations, completing 101 specific inspections, as well as developing further guidance on significant modifications, which will be published in 2019. We also delivered on national commitments in relation to the Carriage of Dangerous Goods by Road (ADR) and use of Transportable Pressure Equipment, by completing some 445 inspections of vehicles and premises and processing one multilateral agreement and one CA approval in the course of the year.

Our occupational hygiene programme delivered on its policy and inspection objectives, which targeted actions in relation to asbestos, biological, chemical and physical agents. We were involved in 72 asbestos inspections and one successful prosecution in relation to asbestos and construction-related contraventions. A key action for us in 2018 related to the EU legislative developments on the Carcinogens and Mutagens Directive amendments; this has resulted in a number of amendments to add new carcinogens and limits for the first time in several years. Nationally, we published the Chemical Agents Code of Practice, which transposed the EU Directive 2017/164.

A total of 289 chemical products on the Irish market were assessed for compliance with chemical legislation requirements. 50 budget jewellery items were assessed for compliance with REACH restrictions on lead, cadmium and nickel; five products were found to be in contravention and were removed from the market. In relation to market surveillance of industrial products, we conducted a range of inspections on products, such as agricultural sprayers, knapsack sprayers, lift equipment and chainsaws. As the national market surveillance authority for chemicals and industrial products, we regularly monitored the EU Rapex alerts and took action to have products removed from the Irish market when appropriate.

The Irish National Accreditation Board (INAB) completed its annual programme of assessments to applicant and accredited conformity assessment bodies with 408 assessment events covering 222 accredited clients. There were also 10 new accreditations awarded by the INAB Accreditation Board. Of particular note was the fact that INAB was subject to a periodic peer evaluation by the European Co-operation for Accreditation (EA) to verify compliance to international standards and Regulation 765/2008. As a result, the outcome and recommendation to maintain INAB's multilateral agreement status was successful, which will be finalised by EA in 2019. In addition, the evaluation team also recommended that INAB's international recognition be extended for reference material producers.

The Authority spent the latter part of 2018 actively preparing Irish business for the potential impact of the UK leaving the EU in March 2019. We particularly focused on the impacts to Irish business in relation to chemicals, accreditation and industrial products. The Authority hosted two seminars on Brexit, which explained how a no-deal exit would affect Irish businesses, and, in addition, provided information on our Brexit webpages and answered company queries as they arose. We also worked to deliver support and advice to Irish companies as part of the overall Government approach on Getting Ireland Brexit Ready, and participated in events organised by Government, Enterprise Ireland and others.

# Report of the Chief Executive and the Chairperson of the Board

As 2018 brought to a close our three-year strategy (2016–2018), the Board of the Authority and Executive commenced work on preparing and finalising our strategy for the period 2019–2021. This involved considerable engagement with external and internal stakeholders and resulted in the on-schedule submission to the Department of the draft strategy and accompanying programme of work for 2019.

Finally, it is worth noting that 39 people were killed in work-related accidents in 2018, a decline of 19% on 2017 and the lowest figure since the establishment of the Authority in 1989. While even one death in the workplace is one too many, this reduction is to be welcomed. However, there remains a lot still to be done in the high-risk sectors of farming and construction. The farming sector, which has consistently been the most dangerous sector in which to work, suffered 15 work-related deaths in 2018, compared to 25 in 2017, a decline of 40%, while construction had five work-related deaths.

In accordance with our strategy for 2019–2021, we will continue to focus on high-risk sectors in relation to safety, as well as continuing to drive the occupational health agenda in all sectors and workplaces. The Board of the Authority is committed to our vision of realising healthy, safe and productive lives and enterprises.



**Dr Sharon McGuinness**  
Chief Executive Officer



**Tom Coughlan**  
Chairperson

<b>ADR</b> – Carriage of Dangerous Goods by Road	<b>LPG</b> – Liquefied Petroleum Gas
<b>AiE</b> – Access to Information on the Environment	<b>LUP</b> – Land Use Planning
<b>CA</b> – Competent Authority	<b>MSD</b> – Musculoskeletal Disorder
<b>CLH</b> – Harmonised Classification and Labelling	<b>NRCS</b> – National Radon Control Strategy
<b>CLP</b> – Classification, Labelling and Packaging of Substances and Mixtures	<b>NSAI</b> – National Standards Authority of Ireland
<b>COMAH</b> – Control of Major Accident Hazards	<b>OECD</b> – Organisation for Economic Co-operation and Development
<b>COP</b> – Code of Practice	<b>OELV</b> – Occupational Exposure Limit Values
<b>CoRAP</b> – Community Rolling Action Plan	<b>OPC</b> – Office of the Parliamentary Counsel
<b>CSO</b> – Central Statistics Office	<b>OPCW</b> – Organisation for the Prohibition of Chemical Weapons
<b>CSPAC</b> – Construction Safety Partnership Advisory Committee	<b>PPE</b> – Personal Protective Equipment
<b>DBEI</b> – Department of Business, Enterprise and Innovation	<b>PSDP</b> – Project Supervisor Design Phase
<b>DGSA</b> – Dangerous Goods Safety Adviser	<b>QQI</b> – Quality and Qualifications Ireland
<b>DNA</b> – Designated National authority	<b>QSP</b> – Quarry Safety Partnership
<b>DSA</b> – Dangerous Substances Act	<b>RAC</b> – Committee for Risk Assessment (ECHA)
<b>DTTAS</b> – Department of Transport, Tourism and Sport	<b>RAPEX</b> – EU Rapid Alert System (facilitating exchange of information between EU Member States relating to products posing a serious risk to safety and health)
<b>ECHA</b> – European Chemicals Agency	<b>REACH</b> – Registration, Evaluation, Authorisation and Restriction of Chemicals
<b>EEA</b> – European Economic Area	<b>REF</b> – REACH Enforcement Forum
<b>EPA</b> – Environmental Protection Agency	<b>RiME</b> – Risk Management Expert
<b>ePIC</b> – Prior Informed Consent IT system	<b>RMOA</b> – Risk Management Operation Analysis
<b>EU</b> – European Union	<b>RPPS</b> – Retail and Private Petroleum Stores
<b>EU-OSHA</b> – European Agency for Safety and Health at Work	<b>RSA</b> – Road Safety Authority
<b>FAQ</b> – Frequently Asked Question	<b>SAFED</b> – Safety Assessment Federation
<b>FOI</b> – Freedom of Information	<b>SCOEL</b> – Scientific Committee on Occupational Exposure Limits
<b>FSPAC</b> – Farm Safety Partnership Advisory Committee	<b>SDS</b> – Safety Data Sheets
<b>GDPR</b> – General Data Protection Regulation	<b>SEAC</b> – Committee for Socioeconomic analysis
<b>GMO</b> – Genetically Modified Organisms	<b>SME</b> – Small and Medium-sized Enterprise
<b>HR</b> – Human Resources	<b>SOLAS</b> – Further Education and Training Authority
<b>HSE</b> – Health Service Executive	<b>STF</b> – Slips, Trips, Falls on the same level
<b>HSENI</b> – Health and Safety Executive Northern Ireland	<b>SVHC</b> – Substances of Very High Concern
<b>ICT</b> – Information and Communications Technology	<b>TPE</b> – Transportable Pressure Equipment
<b>IE</b> – Ireland	<b>UK</b> – United Kingdom
<b>ILEA</b> – Irish Lift and Escalator Association	<b>UNECE</b> – United Nations Economic Commission for Europe
<b>IMRC</b> – Irish Mines Rescue Committee	<b>WRVS</b> – Work-related Vehicle Safety
<b>INAB</b> – Irish National Accreditation Board	
<b>IT</b> – Information Technology	
<b>KTG</b> – Knowledge Transfer Group	



# Role of the Health and Safety Authority

The mandate of the Health and Safety Authority includes the following areas:

- To regulate and promote the safety, health and welfare of people at work and those affected by work activities.
- To regulate and promote the safe manufacture, use, placing on the market, trade and transport of chemicals.
- To act as the surveillance authority in relation to relevant single European market legislation.
- To act as the national accreditation body.





The Authority's strategy for the period 2016 to 2018 sets out five strategic priorities. The five priorities are:

1. **Health:** Increase the focus on work-related health risks.
2. **Safety:** Maintain and develop the advances achieved in the management of work-related safety risks.
3. **Chemicals:** Focus on the risks to human health and safety arising from chemicals used at work and by the general public.
4. **Accreditation:** Provide an impartial, internationally recognised accreditation service, responsive to market demands through the Irish National Accreditation Board.
5. **How we work:** Continue to change and transform the way we work.

Regular updates on the delivery of the programme of work were provided to the Board of the Authority and to the Minister throughout 2018.

# The Board and Executive of the Health and Safety Authority



The Board determines the Health and Safety Authority's operational policy. It comprises twelve members: a chairperson and eleven members appointed by the Minister. The Minister appoints members nominated by organisations that are representative of the interests associated with occupational safety and health and chemicals regulation, including employees, employers and other bodies. Appointments are for a term of three years in a part-time capacity.

The most recent Board of the Authority was appointed between December 2016 and September 2017 by the Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection at the Department of Business, Enterprise and Innovation (DBEI), Pat Breen. Seven members of the previous Board were appointed to serve a second term. Where vacancies arose, Board members were either nominated from representative bodies or recruited using the Public Appointments Service.

Board member	Position	Board meetings attended in 2018 (out of 10)
<b>Chairperson</b>		
Tom Coughlan (Appointed with effect from 12/04/17)	Former Chief Executive, Clare County Council (2009-2016)	10
<b>Employer Nominees</b>		
Michael Gillen, (Deputy Chairperson)	Senior Executive, BioPharmaChem Ireland	9
Andrew Bowers	Director Operational Excellence EMS at Baxter Healthcare Corporation	10
Dermot Carey	Head of Safety and Manpower Services, CIF	7
<b>Employee Nominees</b>		
Pat Kenny	Staff Side Secretary, An Post, Communications Workers' Union	10
Frank Vaughan	Director of Education, Irish Congress of Trade Unions	8
Christine Rowland	Independent Consultant, retired SIPTU official	7
<b>Ministerial Nominees</b>		
Stephen Curran	Principal Officer, Safety, Health and Chemicals Policy Unit, DBEI	10
Deirdre Cullivan	HR Consultant	9
James Phelan	Former Dean of Agriculture and Head of the Department of Agribusiness, Extension and Rural Development, UCD	8
John McCartney	Director of Research at Chartered Surveyors, Savills Ireland	10
Carol Bolger	Former Head of Business Management, Ulster Bank	9

The Chief Executive Officer, together with three assistant chief executives, manages the implementation of strategy in line with the Authority's statutory responsibilities and policies as set out by the Board.

At the end of 2018, the Authority (including INAB) employed 171.5 staff, including inspectors, professional and technical specialists, administrators and clerical staff.

## Board of the Authority



Tom Coughlan

Chairperson



Michael Gillen (Deputy Chairperson)

Employer Nominees



Andrew Bowers



Dermot Carey



Pat Kenny

Employee Nominees



Frank Vaughan



Christine Rowland



Stephen Curran

Ministerial Nominees



Deirdre Cullivan



James Phelan



John McCartney



Carol Bolger

## Executive of the Authority

CEO



Martin O'Halloran

CEO until June 2018

CEO



Dr. Sharon McGuinness

Chemicals and  
Prevention Division  
Appointed CEO  
July 2018

Assistant Chief  
Executive



Mark Cullen

Operational  
Compliance and  
Prevention Division

Assistant Chief  
Executive



Robert Roe

Corporate Support,  
Communications &  
Education Division

Assistant Chief  
Executive



Yvonne Mullooly

Chemicals and  
Prevention Division  
Appointed  
December 2018

# The Board and Executive of the Health and Safety Authority



INAB is a committee of the Health and Safety Authority. The Board of INAB, which makes decisions relating to the award of accreditation, has twelve members and is appointed by the Board of the Authority.

Board member	Position	Board meetings attended in 2017 (out of 6)
Ms Ita Kinahan, Chairperson	Former State Chemist, State Laboratory	6
Dr Adrienne Duff	Manager of INAB, ex-officio Board Member	6
Mr Jan van der Poel	Chief Executive, Dutch Accreditation Council (RvA)	5
Mr Ray Ellard	Director of Consumer Protection, Food Safety Authority	4
Mr Jim O'Toole	Chief Executive, Bord Iascaigh Mhara	5
Mr Paul Hetherington, Vice-chairperson	Director of the National Metrology Laboratory	5
Mr Peter Dennehy	Retired CEO Pre-Hospital Emergency Care Council	4
Dr Caitriona Fisher	Director of Quality, Scientific Affairs and Communications, Health Products Regulatory Authority	6
Mr Grant Henderson	Country Manager, Applus Car Testing Service	5
Dr Micheal Lehane	Programme Manager, Environmental Protection Agency	4
Mr John O'Loughlin	Laboratory Manager, Rotunda Hospital	5
Dr David Graham	Chief Executive, Animal Health Ireland	3

## Report under the Protected Disclosures Act 2014

Under the Protected Disclosures Act 2014 every public body is required to publish a report on the number of protected disclosures made to the public body in the preceding year and the action taken (if any) in response to the protected disclosures. In 2018, the Chief Executive of the Authority, in the context of her role as a prescribed person under the Protected Disclosures Act 2014, received nine (9) protected disclosures from parties external to the Authority and relating to third parties. All disclosures were referred to Authority inspectors for investigation. Five (5) disclosures have been closed out and a further four (4) are still under investigation.



Operational area	Planned actions	Progress in 2018
<b>Accommodation and Food Service</b>	Conduct a risk-based inspection programme and concentrate on health and safety management in the workplace.	<p>In this sector, 165 inspections and 30 investigations were carried out. Results for compliance with health and safety management requirements are set out in Appendix 1. Of these inspections, 25 concentrated on manual handling in hotels particularly for room service, bed make-up and associated cleaning activities.</p> <p>A series of 'Safety in Licensed Premises' Case Studies were produced and uploaded to <a href="http://www.hsa.ie/catering">www.hsa.ie/catering</a> webpage and BeSMART website.</p>
<b>Agriculture</b>	<p>Undertake 2,000 inspections as follows:</p> <ul style="list-style-type: none"> <li>- Three focused farm inspection campaigns (one to coincide with the multijurisdictional UK and Ireland farm safety campaign) supported by targeted media campaigns to raise awareness of key farm risks, with both a national and a local focus.</li> <li>- 30 of the farm inspections to have a detailed focus on work-related vehicle safety (WRVS).</li> <li>- 20 suppliers of second-hand farm machinery to be inspected.</li> <li>- Repeat inspections of farms where issues of non-compliance were previously observed.</li> </ul>	<p>A total of 1,784 farm inspections and 68 investigations were carried out. These figures include occupational safety and health and chemical inspections, but exclude inspections in the forestry and fishing sectors. The OSH inspections found that 90% of farms had a safe play area for children and 82% addressed the involvement of elderly farmers in farming activity. In addition, 71% had safe facilities for calving, 68% had safe slurry handling facilities, 78% had serviced tractor handbrakes and 53% had power take-off (PTO) guards in place. There was a 70% compliance rate with the requirements to complete the Agriculture Code of Practice in 1,378 farm inspections.</p> <p>A farm inspection campaign (207 inspections) in February focused on livestock handling safety. 85% of farms had good compliance with livestock and calving facilities. Inspection reports and notices were served in 107 of these inspections. In particular, the poor guarding of PTOs on vacuum tankers and agitators resulted in 17 prohibition or improvement notices being served.</p> <p>During a farm inspection campaign in May, which focused on tractors and farm machinery, 407 inspections were carried out. Enforcement action was taken in 153 of these inspections. In these inspections, 97% had handbrakes well maintained while 91% had tractor cabs in good working order and 78% had tractor mirrors set correctly. 52 improvement or prohibition notices were served for these machines.</p> <p>During a farm inspection campaign in October, which focused on falls from a height, 190 inspections were carried out. Enforcement action was taken in 27 of these inspections. In addition, 86 Reports of Inspection were served where advice was given on preventing falls from a height during roof maintenance, carrying out risk assessments for working at heights, providing adequate protection on fragile roofs and stacking round bales correctly and ensuring their stability.</p>



Operational area	Planned actions	Progress in 2018
<b>Agriculture</b> <i>(Continued)</i>	<p>Review current research on farm safety to ensure appropriate design of engagement initiatives with particular consideration to recent Irish, UK and Nordic research.</p> <p>Implement year three of the current Farm Safety Action Plan 2016–2018 of the Farm Safety Partnership Advisory Committee (FSPAC).</p> <p>Initiate the development of a three-year farm safety action plan for the period 2019–2021.</p> <p>Promote the best use of the updated revised Farm Safety Code of Practice (COP) through the general media, agricultural events, discussion groups and knowledge transfer groups. Update and promote the online version of the Farm Safety COP risk assessment tool.</p> <p>Promote the use of the Authority's farm safety guidance and information and raise awareness of the availability of online e-learning materials.</p> <p>Develop and distribute further guidance for the agri-sector, particularly on prevention of cow attacks and machinery crush injuries. Undertake related media campaigns and publish articles within the agri-sector media.</p> <p>Participate in key agriculture events and host a national farm safety conference.</p>	<p>These inspection campaigns were accompanied by social media campaigns using Facebook and Twitter to increase safety awareness.</p> <p>Seven inspections were carried out which focused specifically on transport operations and vehicle risk management.</p> <p>Throughout the year, 12% of farm inspections were follow-up inspections to check compliance with previously served prohibition or improvement notices. Furthermore, an additional 5% were part of planned inspection campaigns, which may have included some follow-ups on previous inspections.</p> <p>Staff engaged with their counterparts across the EU, particularly looking at recent research carried out in the UK and Nordic counties.</p> <p>The 2016–2018 Farm Safety Action Plan involving six working groups and 91 specific activities was over 90% complete at year end. A full review of the work of the FSPAC and its impact will be carried out during 2019 before developing a new farm safety action plan.</p> <p>The revised COP was actively promoted through the FSPAC and its member organisations. It was also promoted through the agriculture media, several articles and at many agriculture events. The online version was updated, revised and similarly promoted.</p> <p>Educators, trainers and advisors were encouraged to make use of the extensive suite of information, guidance, e-learning materials and video on farmer safety and health.</p> <p>Specific material was developed through the Livestock Working Group for use in a planned campaign on livestock safety, particularly dealing with cow attacks.</p> <p>Safety stands at the National Ploughing Championships and Tullamore Show again drew good engagement, as did the National Farm Safety Conference held in November.</p>

Operational area	Planned actions	Progress in 2017
<b>Agriculture</b> <i>(Continued)</i>	<p>Continue to support and participate in the knowledge transfer groups (KTGs) structure established by the Department of Agriculture, Food and the Marine, and to engage with Teagasc on farm events. As far as resources allow, attend and support farm walks and safety events.</p>	<p>Safety Stands were provided at major Teagasc events and Authority staff continued to work in support of safety and health input to Knowledge Transfer Groups. We participated in 30 Knowledge Transfer Group meetings, farm safety walks and spoke to Agriculture students in the colleges. We engaged with an additional 1,000 farmers and 400 students in the process.</p>
<b>BeSMART.ie and Small Business Support</b>	<p>Maintain and further develop the BeSMART.ie website portal as follows:</p> <ul style="list-style-type: none"> <li>- Increase the number of user accounts.</li> <li>- Review and update risk assessments to reflect changes to legislation and guidance.</li> <li>- Keep current content relevant for existing BeSMART.ie business types.</li> <li>- Use feedback to improve the user journey through BeSMART.ie.</li> <li>- Resolve platform and IT issues without delay.</li> <li>- Add content to existing sectors, including new business types and risk assessments across all sectors.</li> <li>- Review the future potential, use, direction and suitability of the current BeSMART.ie platform to meet the needs of users over the next five years.</li> </ul>	<p>New registered users increased by 9,357, bringing the cumulative user figure up to 56,329.</p> <p>Existing risk assessments were reviewed as needed and resulted in 22 risk assessments being updated or improved.</p> <p>To ensure relevant content for both existing and new users, 78 controlled edits of existing content were undertaken.</p> <p>Feedback was received from a variety of sources:</p> <ul style="list-style-type: none"> <li>• Three user feedback surveys were completed via the website (website users, employees and safety representatives).</li> <li>• New inspector workshop.</li> <li>• Customer queries.</li> </ul> <p>The feedback received was used to improve the BeSMART user experience. Platform was stable with no outages.</p> <p>A range of new content was developed including 15 new Business Types and 19 new risk assessments involving 194 new controls.</p> <p>As the current content management system has reached end of life, it is no longer being supported. BeSMART.ie will need to be migrated to a new platform within the next three years to meet the needs of an increased number of users. In the interim, a redesign and responsive design upgrade of the platform will commence in Q1 2019.</p>

Operational area	Planned actions	Progress in 2017
<b>BeSMART.ie and Small Business Support</b> <i>(Continued)</i>	<p>Increase the use of BeSMART.ie as a resource for employees and safety representatives.</p> <p>Increase the add-on learning to users within BeSMART.ie.</p> <p>Engage with the Construction Safety Partnership Advisory Committee (CSPAC) to implement 2018 actions under its three-year plan objectives 1, 3 and 6: improving safety and health for small contractors; improving awareness of the roles and duties of clients, designers and project supervisors design phase (PSDP) with appropriate supports; providing resources to support the role of safety representatives.</p> <p>Undertake social media promotional activities to increase the awareness and use of BeSMART.ie</p> <p>Network with industry business support groups and business owners to promote the increased use of BeSMART.ie.</p> <p>Network with EU-OSHA and other international partners in the pursuit of best practice for online tools.</p>	<p>Safety Representative resource within 'Learn More' was expanded and promoted, along with the development of a new video. A recent survey of 100 safety representatives found the resource useful with 89% finding it extremely/very useful.</p> <p>'Learn More' content was expanded with a range of relevant guidance, publications, and checklists, for all users. Furthermore navigation improvements to relevant e-learning courses were completed.</p> <p>Participated in the CSPAC working groups where BeSMART.ie resources were made available in support of achieving the three goals, including the development of a series of videos e.g. PSDP, Client and Safety Representative animated videos.</p> <p>A range of social media initiatives was used to promote new business types and events e.g. Facebook ads and ads to promote e-learning and new videos.</p> <p>BeSMART.ie was presented at 41 nationwide networking events. The Authority also coordinated another successful Taking Care of Business One-Stop-Shop event in Limerick, where over 30 State Departments and Agencies presented to over 200 businesses attending.</p> <p>In 2018, close working was maintained with Norway, Estonia and the European Agency in Bilbao in the exchange of the latest thinking and experiences with online tools.</p>
<b>Construction</b>	<p>Complete a programme of 4,000 inspections, with a continued focus on small construction companies and the self-employed, and including assessment of the management of risks to both health and safety. In addition:</p> <ul style="list-style-type: none"> <li>- 30 inspections to have a detailed focus on work-related vehicle safety.</li> </ul>	<p>Completed over 3,700 inspections and 326 investigations in this sector, covering the management of occupational safety and health and the safe use of chemicals. Small contractors and the self-employed accounted for 80% of inspections. Enforcement actions in the form of improvement or prohibition notices or written inspection reports were taken in 60% of these inspections. Other results for compliance with health and safety management requirements are set out in Appendix 1.</p>

Operational area	Planned actions	Progress in 2018
<b>Construction</b> <i>(Continued)</i>	<ul style="list-style-type: none"> <li>- Two separate one-week inspection campaigns to be linked to the three-year CSPAC plan for 2017 to 2019.</li> </ul>	<p>Our inspections in June focused on safety around excavations and the building of timber-framed houses where these activities were found. Excavation work was reviewed at 96 sites which found that 66% had identified engulfment in their risk assessments. Over 80% had good systems in place which identified underground services before starting digging, had good protection in place to prevent trench collapse, were carrying out regular weekly and daily examinations of trenches and kept good AF3 records.</p> <p>15 timber- framed construction projects were inspected in June. Of these, 43% had designed the scaffolding for the build, 385 had completed the design for the temporary works and fire safety was assessed in 64% of cases.</p> <p>In October, 362 site inspections focused on occupational health, with particular emphasis on the safe handling and use of chemicals and controlling dust generation on sites. This campaign was carried out in support of the European Safety Week programme on Dangerous Substances. Formal enforcement action was taken in the form of either prohibition or improvement notices in 37 cases, and 186 Reports of Inspection were given to duty holders. This enforcement covered the carrying out of risk assessments for hazardous dusts, chemical risk assessments and Safety Data Sheets (SDS) being available on site, the use of on-tool extraction and water for dust control when cutting concrete, the safe handling of rockwool and asbestos materials and the correct use of respiratory protection equipment (RPE).</p> <p>During these two campaigns, social media channels were used to highlight dangerous activities and situations and to promote safe practices, with over 100,000 reached in each campaign.</p> <p>42 inspections were carried out which focused specifically on transport operations and vehicle risk management. 61 concentrated on manual handling.</p>
	<p>Continue to engage and work with national stakeholders in the construction sector through CSPAC.</p>	<p>CSPAC met four times and held its annual safety forum in November. The six working groups continued their implementation of the CSPAC three-year plan objectives.</p>

Operational area	Planned actions	Progress in 2018
<b>Construction</b> <i>(Continued)</i>	<p>Continue to engage with the Health and Safety Executive of Northern Ireland (HSENI) to share experiences and develop cross-border initiatives to increase awareness and compliance.</p> <p>Continue to support the Department of Business, Enterprise and Innovation (DBEI), SOLAS and QQI in maintaining and developing the national qualifications and training structures for the construction sector.</p> <p>Develop guidance and information in relation to the following specific areas:</p> <ul style="list-style-type: none"> <li>- Roadworks (in line with DTTAS amended guidance).</li> <li>- Managing vehicle risks in construction.</li> <li>- Occupational health in construction.</li> </ul> <p>Develop initiatives to raise awareness of client, designer and PSDP duties among small project designers including architects and engineers.</p> <p>Run a seminar to highlight key priority risks in construction, including safe working at height, management of vehicle risks and occupational health issues in construction.</p> <p>Develop problem-based learning scenarios for use in higher education across construction-based disciplines.</p> <p>Prepare amendment to the Safety, Health and Welfare at Work (Construction) Regulations 2013 on foot of ministerial direction.</p>	<p>Continued to engage with the HSENI.</p> <p>Meetings held with DES, QQI, DBEI and SOLAS on national qualifications and training schemes. The Authority was part of the SOLAS Technical Working Group reviewing schemes, and the SOLAS Construction Industry Advisory Group and Safe Pass Technical Group.</p> <p>DTTAS amended guidance not completed – due to be completed in February 2019.</p> <p>Guidance on 'Chemicals on building sites' published.</p> <p>Guidance on safety in concrete pumping published.</p> <p>Expanded CSPAC safety awards to include safety in design award. E-Learning developed with focus on small projects.</p> <p>Seminar held on 23 October on key priority topics.</p> <p>Not completed.</p> <p>Draft amendment prepared and forwarded to DBEI.</p>
<b>Education</b>	<p>Hold awareness-raising seminars on the updated <i>Guidelines on Managing Safety and Health in Post-Primary Schools</i>.</p>	<p>Revised Guidelines for Post-Primary Schools completed in 2018 and a copy sent to all schools. Online versions available including a Safety Statement Checklist tool, FAQs, and 74 interactive risk assessment templates.</p>



Operational area	Planned actions	Progress in 2018
<b>Engineering and Market Surveillance</b>	<p>Review 'Reports of Thorough Examinations' submitted on the examinations for pressure and lifting equipment. Take action where serious issues are identified.</p> <p>Engage with interest groups, including SAFED (Safety Assessment Federation) and ILEA (Irish Lift and Escalator Association), on requirements for statutory examinations.</p> <p>Participate in the development of standards related to electrical safety.</p> <p>Follow up on issues of concern and potential non-compliance of plant and machinery identified during accident or complaint investigations.</p> <p>Continue to provide expert support through participation in NSAI committee on cranes.</p> <p>Undertake an inspection campaign on compliance of powered gates with the Machinery Directive.</p>	<p>Of 1,324 reports reviewed, follow-up action was taken on 1,278, either by written correspondence or referral to area inspector.</p> <p>Ongoing dialogue with SAFED and ILEA was maintained throughout the year.</p> <p>Participated in the NSAI electrical committees to develop and improve electrical standards. HSA contributed to the development of new wiring rules, which are currently being revised in preparation for publication in 2019.</p> <p>Technical support was provided to inspectors and stakeholders in respect of safety standards and EU Directives throughout the year. The issues addressed, for example, pesticide sprayers, breathing apparatus, PPE, agricultural equipment and powered gates.</p> <p>Chaired the NSAI technical committee mandated to revise IS 360 'Code of Practice – Safe Use of Cranes in the Construction Industry'. The draft document has been substantially reviewed and will be ready for public consultation in 2019.</p> <p>The safe operation of seven powered gates was assessed at workplaces to monitor compliance with the Authority Guidelines on the Safety of Powered Gates and Irish Standard IS EN12635:2002 and A1 2008. Three were found to be in compliance. Four were non-compliant due to the absence of safe edges and not fencing off dangerous moving parts.</p>
<b>Ergonomics and Manual Handling</b>	<p>Hold four seminars on the theme of practical ergonomic risk assessment tools in order to increase the knowledge and understanding of occupational health risks related to musculoskeletal disorders (MSDs) and of how to manage and control them in the workplace.</p>	<p>Four Ergonomic Risk Assessment Workshops took place in Dublin, Cork, Athlone and Galway.</p>

Operational area	Planned actions	Progress in 2018
<b>Ergonomics and Manual Handling</b> <i>(Continued)</i>	<p>Continue inspections of MSD risk management in the following targeted sectors:</p> <ul style="list-style-type: none"> <li>- Transport and storage (50)</li> <li>- Manufacturing (50)</li> <li>- Healthcare (50)</li> <li>- Construction (50)</li> </ul> <p>Develop a technical guidance information sheet on ergonomic risk management in the workplace to address the risk of MSDs.</p> <p>Continue to work with key stakeholders to implement recommendations from the fertiliser project.</p> <p>Promote the transport and logistics operations risk management resource.</p>	<p>200 inspections were carried out across these four sectors as well as retail, accommodation and waste recycling, retail, accommodation and waste recycling. The inspections found that 69% of employers had taken appropriate measures, e.g. manual handling equipment in place or appropriate organisational measures, e.g. reduced the weight of the load to address manual handling risk factors.</p> <p>New publication titled <i>Managing Ergonomic Risk to improve Musculoskeletal Health</i> published on <a href="http://www.hsa.ie">www.hsa.ie</a></p> <p>Agreement reached with the Irish Fertiliser Manufacturers Association (IFMA) to place a warning label on 50kg fertiliser bags on the need to get help if lifting. BeSMART Risk Assessment developed for the handling of 50kg fertiliser bags for the agristore sector.</p> <p>Presentations delivered at the transport and logistics seminars on managing ergonomic risk.</p>



Operational area	Planned actions	Progress in 2018
<b>Fishing and Aquaculture</b>	<p>Carry out inspections to ensure compliance with the duty on the employer to have a safety statement.</p> <p>Continue engagement with the risk-profiling group under the memorandum of understanding established relating to the non-EEA (European Economic Area) work permit scheme.</p>	<p>36 inspections were carried out on fishing vessels and marine aquaculture facilities. The fishing vessel inspections concentrated on boats at the pier and monitored compliance with safety statement preparation and the implementation of the Authority's guidance for the sector.</p> <p>We continued to participate in the Non-EEA fishermen permit scheme with other Government agencies (e.g. Revenue, Department of Agriculture) with a concentration on larger boats (&gt;15m).</p>
<b>Forestry</b>	<p>Carry out inspections relating to key duties as per the Code of Practice for Managing Safety and Health in Forestry Operations.</p>	<p>61 forestry and their ancillary support facilities were inspected. The inspections took place for logging operations, silviculture and support services to the forestry industry (e.g. the road transporting of logs and trees).</p> <p>The logging inspections covered compliance with the health and safety responsibilities of the landowner and the forestry manager, worker training and machine safety. Compliance was found to be adequate at 71–87% of sites inspected for these provisions.</p> <p>In addition to forestry inspection a suite of ten forestry safety leaflets were developed and launched at a Forestry Conference.</p> <p>The Authority also supported the development of an Arboriculture Apprenticeship Scheme.</p>
<b>Healthcare</b>	<p>Liaise with the HSE, employers and employees in the healthcare sector to promote the management of occupational health and safety.</p> <p>Promote, monitor and review e-learning and other resources available for managers and employees.</p> <p>Provide information and advice on sector-specific topics in healthcare to give practical guidance on complying with health and safety legislation in healthcare.</p>	<p>Engagements with employers, employees, and representative bodies took place throughout the year to address health and safety issues and promote health and safety in the sector. These included meetings, safety management system reviews and presentations at conferences.</p> <p>The use of e-learning resources was monitored and promoted through social media, working with the HSE and distribution of promotional material to particular health and social care agencies.</p> <p>In 2018, 8,870 healthcare health and safety courses were taken.</p> <p>HSA contributed to a number of healthcare-related documents/developments including HIQA National Standards on HCAI and the ILO proposal on Ending Violence and Harassment in the World of Work.</p>

Operational area	Planned actions	Progress in 2018
<b>Healthcare</b> <i>(Continued)</i>	<p>Continue to monitor national and international data and reports on health and safety in healthcare to inform interactions.</p> <p>Conduct a risk-based inspection programme with a focus on the management of occupational health and safety. Within these inspections, target the following issues:</p> <ul style="list-style-type: none"> <li>- Manual handling in healthcare (30)</li> <li>- Patient handling in healthcare (30)</li> <li>- Night and shift work (30)</li> <li>- Work-related violence and aggression (30)</li> <li>- Work-related stress (20)</li> </ul>	<p>The HSA worked with other regulators in the sector on the management of work-related violence and aggression/challenging behaviour. Two meetings of the regulators group on work-related violence and aggression took place.</p> <p>Detailed analysis of data collated by the HSA was undertaken to target HSA interventions and inform future work programmes. Other data and information sources, including the Central Statistics Office, EU OSHA, Department of Health, HSE and THOR reports, were used to inform future interactions with the sector and plan programmes of work.</p> <p>In the sector, 181 inspections and 30 investigations were carried out, covering the management of occupational safety and health and including the safe use of chemicals. Inspections focused on hospitals and community care facilities.</p> <p>Results for compliance with health and safety management requirements are set out in Appendix 1.</p> <p>13 inspections looked at manual handling in health-care facilities.</p> <p>37 inspections looked at patient handling in healthcare facilities. The results showed that 81% had written risk assessments on patient handling, 72% did individual patient handling assessments, 94% had instructors with FETAC People Handling Instruction Award (level 6) and 94% provided training that relates to the type of patient handling activities being conducted in the place of work.</p> <p>115 inspections looked at the prevention of violence and aggression to health-care workers. The results showed that there was 75% compliance for having violence and aggression risk assessments in place, 79% had control measures in place, 84% carried out training for employees, 89% reported violence and aggression accidents, 96% had support services in place and 69% had carried out risk assessments on this topic for lone workers.</p> <p>93 inspections looked at night work and shift work. These found that 60% of healthcare institutions had an adequate risk assessment prepared for night work and shift work, 66% had taken appropriate</p>

Operational area	Planned actions	Progress in 2018
<b>Healthcare</b> <i>(Continued)</i>		<p>precautions, 52% had made health surveillance available to workers. Only 30% had changed workers' working conditions as a result of becoming ill due to night work.</p>
<b>Mines and Quarries</b>	<p>Conduct a risk-based inspection programme in mines and quarries to assess compliance with safety and health management systems.</p> <p>Conduct specific campaigns on high-risk activities in the sector, particularly vehicle movement and machinery guarding.</p> <p>Complete campaign on ready-mix concrete block manufacture.</p> <p>Review risks within the peat harvesting sector</p> <p>Review and implement current guidance for the quarries sector and promote new employee guidance.</p> <p>Support the work of the Quarry Safety Partnership (QSP).</p> <p>Participate in international groups such as the EU Standing Working Party for the Extractive Industries, the EU Heads of State Mining Authorities, the UK Quarries National Joint Advisory Committee; give particular attention to active cross-border engagement.</p>	<p>236 inspections of the extractive industries (including peat extraction and offshore drilling) were carried out in addition to 16 investigations. This included 25 mines inspections.</p> <p>12 prohibition notices, 21 improvement notices and 137 reports of inspection were issued during the year. Principal issues identified were conveyor and plant guarding, management of quarry faces, blasting procedures and excavator quick-hitch systems.</p> <p>Inspectors also monitored that the relevant Quarry Safety Certification Scheme registration cards were held by plant operators.</p> <p>Vehicle movement and machinery guarding were the focus of attention during quarry and ancillary factory inspections.</p> <p>39 ready-mix concrete plants were inspected. The quarry sector welcomed and engaged well in the ready-mix concrete block manufacturing safety campaign completed during 2018.</p> <p>The peat harvesting programme was postponed until 2019. The review of peat harvesting activity and prevalence of serious accidents will be followed up during a specific campaign in the sector in 2019.</p> <p>New employee guidance was developed through the Quarries Advisory Committee and will be rolled out in early 2019.</p> <p>The Quarry Safety Partnership (QSP) was very active in 2018 and was very involved in promoting best practice, particularly through the National Extractive Industries Conference and expo.</p> <p>Staff engaged in all these areas meeting counterparts and ensuring good cross-border cooperation.</p>



Operational area	Planned actions	Progress in 2018
<b>Mines and Quarries</b> <i>(Continued)</i>	<p>Promote emergency response preparedness at all active mines. Maintain active involvement in the Irish Mines Rescue Committee (IMRC) to ensure the co-ordination of rescue capability in Ireland.</p> <p>Finalise consolidated Mines Regulations.</p> <p>Prepare amendment to the Safety, Health and Welfare at Work (Quarries) Regulations 2008 on foot of ministerial direction.</p>	<p>The work of the IMRC and general emergency preparedness was supported.</p> <p>Consolidated mining regulations were finalised and launched by Minister Pat Breen TD at New Boliden Tara Mines.</p>
<b>New and Returning Workers</b>	<p>Launch and promote an induction e-learning course aimed at new workers.</p>	<p>These issues were addressed during inspections in the construction, services, retail, food and accommodation sectors.</p>
<b>Occupational Health</b>	<p>Organise a health and wellbeing event to address specific hazards and risks targeted during the 2016–2018 strategy.</p> <p>Continue participation in Healthy Ireland Workplace subgroup.</p> <p>Continue support for The Health and Occupational Research Network in the Republic of Ireland (THOR ROI).</p> <p>Target specific occupational health inspections in selected sectors.</p>	<p>Managing Work Related Health Risks conference held in Dublin on 21 November 2018.</p> <p>Attended three meetings of HI Workplace subgroup.</p> <p>Published a brochure to promote THOR ROI. Engaged with stakeholders at ICOH in Dublin in May 2018 and in November 2018.</p> <p>Risk assessments sought on inspection for work-related stress and night and shift work in healthcare. Specific inspection campaigns targeting occupational health matters in construction (sun and dust protection), healthcare (stress) were completed. In addition, manual handling and ergonomics inspections were carried out across construction, manufacturing, healthcare (patient handling), transport and retail sectors. Further details are given under relevant sectors.</p>
<b>Public Sector</b>	<p>Carry out a programme of inspections focusing on health and safety management systems and engagement with contractors.</p>	<p>54 inspections and 18 investigations took place in the public administration and defence sector which focused on safety and health management systems.</p>
<b>Safety Representatives</b>	<p>Promote take-up of the e-learning course on safety representatives.</p> <p>Continue to promote safety representation and employee engagement in health and safety management.</p>	<p>An information sheet was prepared in 2017 on these issues and distributed during inspections in 2018. Inspectors also communicated with safety representatives during inspections. The results for the main economic sectors are set out in Appendix 1.</p>

Operational area	Planned actions	Progress in 2018
<b>Safety Representatives</b> <i>(Continued)</i>	<p>Conduct a survey during inspections on the resources made available to safety representatives at places of work.</p>	<p>Overall, 21% of all inspections found that a safety representative had been selected and in 20% of these cases the representative accompanied the inspector during the inspection.</p>
<b>Slips, Trips and Falls</b>	<p>Undertake a number of inspections focusing on slip, trip and fall accidents involving stairs or floors.</p> <p>Develop an information sheet on slippery surfaces.</p> <p>Maintain contact and co-operation with relevant professional representative groups.</p> <p>Commence development of e-learning course 'Safer stairs — slips, trips and falls'.</p>	<p>In 2018, 748 inspections checked for STF risk assessment. The results showed that 81% of premises visited had prepared an STF risk assessment, 78% of risk assessments included stairs and steps and 55% of risk assessments identified pedestrian surfaces that could be slippery when wet. 15 inspections were undertaken following reported STF accidents in the workplace.</p> <p>Information sheet with practical step-by-step approach developed for publication.</p> <p>Presented on the prevention of STFs at our National Transport Safety Seminars and to the Irish Brewers Association working group.</p> <p>Course content development commenced with a view to providing the course in 2019.</p>
<b>Transport and Storage</b>	<p>Complete a targeted transport inspection campaign concentrating on driving for work, workplace transport and load-securing risk management at transport and logistics premises, distribution centres, storage and warehousing centres. Inspections will focus on workplace arrangements; vehicle, driver and pedestrian management; specific high-risk vehicle activities associated with driving, transport and warehousing activities; reversing; slow speed manoeuvres; loading and unloading; vehicle maintenance; certification and safety of tail lifts, forklifts and vehicle-mounted cranes.</p>	<p>In the Transport and Storage sector, 480 inspections and 47 investigations were carried out.</p> <p>A programme of 414 transport and vehicle risks inspections was also carried out. This programme was run in conjunction with a media and stakeholder engagement campaign to raise awareness of the priority risks in transport operations that required action.</p> <p>In enterprises where transport and vehicles were not the primary business activity, e.g. in the Wholesale and Retail, Construction, Manufacturing and Waste and Recycling sectors, 260 inspections were completed.</p> <p>55% of workplaces inspected had risk assessments covering the risks associated with all vehicle-related activities and movements in the workplace. Where applicable 64% (60% T&amp;S sector) had specific workplace signs in place to support workplace transport safety procedures.</p> <p>18 inspections concentrated on manual handling.</p>

Operational area	Planned actions	Progress in 2018
<b>Transport and Storage</b> <i>(Continued)</i>	<p>Promote full range of relevant risk management resources through a series of regional seminars on safety priorities for transport and logistics operations.</p> <p>Promote transport risk management courses and influence inclusion of transport risk management in key vocational, apprenticeship and third-level transport education and training programmes.</p>	<p>Four regional seminars held with 400+ attendees, augmented by a multimedia promotion campaign.</p> <p>Engaged in and supported development of Logistics Associate and HGV Apprenticeship</p>
<b>Waste Collection Disposal</b>	<p>Carry out an inspection programme to cover safety and health management. A targeted number of inspections will have a focus on vehicle risks and will concentrate on driving for work, workplace transport and load-securing risk management at waste industry centres. A targeted number of inspections will be conducted at metal recycling facilities.</p> <p>Promote the joint EPA–HSA guidance on civic waste amenity sites.</p>	<p>In waste collection and disposal facilities and at material recycling facilities, 123 inspections and 25 investigations were carried out. 22 inspections were carried out which focused specifically on transport operations and vehicle risk management and nine concentrated on manual handling.</p>
<b>Wholesale and Retail and Repair of Motor Vehicles</b>	<p>Carry out a risk-based inspection programme with a focus on health and safety management systems.</p> <p>A specific campaign in this sector will concentrate on workplace transport and load-securing risk management. Inspections will also focus on workplace arrangements, vehicle, driver and pedestrian management and specific high-risk vehicle activities associated with driving, transport and goods delivery and dispatch activities.</p> <p>Where relevant, inspections will review the bulk storage, sale and distribution of LPG (liquefied petroleum gas) cylinders. We will continue to focus on goods stores and warehouse racking condition and on safe forklift use.</p>	<p>792 inspections and 122 investigations were completed which covered occupational safety and health management, petroleum stores and other chemical safety management requirements in these sectors. 74 inspections were carried out which focused specifically on transport operations and vehicle risk management. In addition, 24 inspections concentrated on manual handling in the retail sector. Other results for compliance with health and safety management requirements are set out in Appendix 1.</p>

Operational area	Planned actions	Progress in 2018
<b>Work-related Stress and Bullying</b>	<p>Host a joint seminar with the Institute of Public Administration on best practice to reduce conflict and bullying (postponed from 2017).</p> <p>Continue to promote Work Positive Critical Incident (Work Positive <sup>CI</sup>) to both private and public sectors.</p> <p>Act as advisory board member for a number of wellbeing projects in conjunction with Dublin City University and the University of Limerick.</p> <p>Review the Code of Practice on Bullying in light of the outcomes from recent legal cases. This review will be done in consultation with relevant stakeholders.</p>	<p>Seminar did not proceed due to decision early in 2018 to produce new joint Bullying CoP with the Workplace Relations Commission (WRC).</p> <p>Two seminars held in conjunction with State Claims Agency (SCA) on promoting use of WP<sup>CI</sup>.</p> <p>Attended meetings.</p> <p>Worked in conjunction with WRC to produce first draft of CoP with input from IBEC and ICTU.</p>
<b>Work-related Vehicle Safety</b>	<p>Implement Year 3 actions of the WRVS plan.</p> <p>Commence review of the WRVS 2016–2018 plan and develop a plan for 2019 to 2021.</p> <p>Develop a protocol, underpinned by legislation, to allow the sharing of information and data, including personal data, between the Authority, An Garda Síochána and the RSA, to assist in the identification and investigation of non-compliance and non-adherence to statutory responsibilities in relation to vehicle maintenance, WRVS and driving for work.</p> <p>Manage and co-ordinate joint initiatives with the RSA and An Garda Síochána related to joint programmes on driving for work, load securing and WRVS risk management.</p> <p>Update the Rider-operated Lift Truck Code of Practice and associated legislation and guidance.</p> <p>Develop a suite of short videos to highlight key vehicle risk management priorities in transport and logistics and cross-sectorally. Focus on reversing, slow speed manoeuvres, loading and unloading, vehicle maintenance, certification and safety of tail lifts, forklifts and vehicle-mounted cranes.</p>	<p>Actions in Year 3 of the plan implemented.</p> <p>This was deferred to 2019 owing to resources focused on new HSA strategic approach.</p> <p>Joint HSA, RSA and Garda monthly meetings commenced in April to progress matters of common interest around this action and to explore data-sharing requirements regarding work-related road safety.</p> <p>The joint programme focused on awareness raising and promotion of joint resources to enable employers to manage work-related road risk with focus on driving for work e-learning, seminars and TV advertisement.</p> <p>Formal work on updating COP deferred to 2019.</p> <p>Deferred to 2019 .</p>

Operational area	Planned actions	Progress in 2018
<b>Work-related Vehicle Safety</b> <i>(Continued)</i>	<p>Promote, monitor and review e-learning and other guidance and resources for managing specific vehicle risks.</p> <p>Develop an updated profile of work-related vehicle deaths and injuries for the period 2012–2017.</p> <p>Develop load-securing guidance for the transport of goods by road, such as straw bales and palletised goods.</p>	<p>The Workplace Transport e-learning courses were completed by 994 learners. The Managing Driving for Work e-learning course was completed by 813 learners.</p> <p>Deferred to 2019.</p> <p>Deferred to 2019 .</p>





Operational area	Planned actions	Progress in 2018
<b>Work at Height</b>	<p>Provide technical support and guidance to the inspectorate and to the public in relation to work-at-height issues.</p> <p>Work with industry bodies such as the Construction Industry Federation and National Access and Scaffolding Confederation to raise awareness and compliance with the Code of Practice for Access and Working Scaffolds.</p>	<p>Published updated Code of Practice on Access and Working Scaffolds.</p> <p>Worked with NASC and CIF in updating Code of Practice.</p> <p>Worked with scaffolding stakeholders and ETBs on scaffolding apprenticeship committee.</p>



Operational area	Planned actions	Progress in 2018
Carriage of Dangerous Goods by Road (ADR) and Use of Transportable Pressure Equipment (TPE)	<p>Fulfil CA roles and obligations under ADR/TPE legislation:</p> <ul style="list-style-type: none"> <li>- Provide guidance and support to stakeholders by responding to requests for information and through <a href="http://www.hsa.ie">www.hsa.ie</a>.</li> <li>- Process CA authorisations as required.</li> <li>- Manage the existing contract for ADR and related services, including the administration of ADR driver and dangerous goods safety adviser (DGSA) exams, and the approval of training providers for ADR drivers.</li> <li>- Represent Ireland at United Nations and EU working groups.</li> <li>- Develop national policy and procedures in relation to ADR/TPE legislation, including influencing national policy developments by participation in relevant national fora and working groups.</li> </ul> <p>Carry out a tender process for a new contract for the administration of ADR driver and DGSA exams and the approval of training providers for ADR drivers.</p> <p>Provide technical support to DBEI in relation to any proposed amendments to ADR/TPE legislation.</p>	<p>Guidance documents on the carriage of waste aerosols, the TPE directive and the duties of a DGSA were updated and published on the website along with an administrative consolidation of the ADR regulations. Information was provided to stakeholders as part of 77 requests for information and via the Authority's chemicals e-bulletin.</p> <p>The Authority initiated the renewal of a Multilateral Agreement (M310) which was subsequently signed by two other Contracting Parties to the ADR. A CA approval (01/2018) for a tank inspection body was also processed.</p> <p>Implementation of the contract was reviewed at quarterly meetings with the agent, regular updates on relevant matters were also provided.</p> <p>A proposal on provisions for the carriage of gas cartridges was presented by the Authority at the 53rd and 54th sessions of the Sub-Committee of Experts on the Transport of Dangerous Goods, and was accepted. The Authority also attended the 104th session of the working party on the transport of dangerous goods (WP.15) and the EU coordination meeting, the EU Committee meeting on the Transport of Dangerous Goods, and the seventh and eighth TPE directive administrative co-operative (TPED ADCO) group meetings.</p> <p>Meeting requests from external stakeholders were facilitated. Feedback was provided on stakeholder publications and policies as requested. Gas Standards Technical Committee meetings were attended.</p> <p>The tender process was completed and a new contract was awarded for 'ADR and Related Services'.</p> <p>Technical support was provided on the amendment to the Regulations, which came into effect on 3 July 2018 (S.I. No. 197 of 2018). National derogations under Article 6 of the ADR directive were reviewed.</p>

Operational area	Planned actions	Progress in 2018
<b>Carriage of Dangerous Goods by Road (ADR) and Use of Transportable Pressure Equipment (TPE)</b> <i>(Continued)</i>	<p>Enforce ADR legislation, taking account of the Checks Directive.</p> <p>Prepare a report for the European Commission on checks carried out in 2017 on the transport of dangerous goods by road.</p> <p>Carry out investigations under ADR legislation as required and provide technical support to other compliance programmes as necessary.</p>	<p>A total of 455 inspections comprising 247 dangerous goods vehicle inspections and 208 premises inspections was carried out. Most of the vehicle inspections were Irish vehicles (97%) with the remainder comprising EU vehicles (3%). The overall compliance for vehicle inspections was 71%.</p> <p>In line with the Checks Directive, a report of infringements and penalties on the transport of dangerous goods by road was completed for 2017 and submitted to the European Commission.</p> <p>A total of 14 investigations was carried out.</p>
<b>Chemicals Act – Inspection and Enforcement of REACH and CLP Regulations</b>	<p>Complete a programme of on-site inspections and desk-based assessments to determine compliance with REACH and CLP under the Chemicals Acts 2008 and 2010. Particular emphasis will be given to:</p> <ul style="list-style-type: none"> <li>- Registration duties.</li> <li>- Compliance with Annex II (safety data sheets), Annex XIV (authorisation) and Annex XVII (restriction) requirements.</li> <li>- ECHA communications to Irish companies regarding Article 36, 40(3) and 41(3) decisions.</li> <li>- Provision of the correct classification and labelling of hazardous chemicals in accordance with CLP.</li> </ul> <p>Provision of the correct advice on the safe use of hazardous chemicals in the workplace.</p>	<p>In 2019, 195 Reach/CLP inspections were undertaken including 13 detailed audits on compliance with CLP and Annex II of REACH and five detailed REACH Registration audits. The majority of inspections were at downstream user sites (167) and distributors (62). 12 of the inspected companies had registration duties and 10 were found to comply with the requirements of REACH. 73 SDSs/ labels were assessed as part of these inspections with 16 contravention notices being issued and written advice provided in 101 instances.</p> <p>Two desktop REACH inspections completed following communication from ECHA (one registration revocation and one possible breach of animal testing as a last resort).</p>

Operational area	Planned actions	Progress in 2018
<b>Chemicals Act</b> – Detergent and Export – Import Regulations	<p>Fulfil CA role in relation to the EU Detergent Regulation.</p> <p>Fulfil DNA role in relation to the EU Rotterdam Regulation on the export and import of dangerous substances. Complete information-gathering on companies who may have duties under the regulations for follow-up assessment.</p>	<p>Participated in the annual EU Detergent working group meeting. The compliance of 41 detergents products on the Irish market was checked.</p> <p>The Authority was not in a position to attend the Rotterdam DNA meeting but did provide written comments to the Commission on relevant agenda items.</p> <p>Rotterdam Regulation Art 10 report for industrial chemicals was checked against notifications and submitted to ECHA, supported DBEI by providing relevant input material for Irish Art 20 report.</p> <p>19 export–import enquiries resolved and one export notification a special RIN (mentioned below) processed. Website updated with news alerts on ePIC. Input was provided into the development of reporting requirements under Article 22.</p> <p>One special Reference Identification Number (RIN) application under R&amp;D was received and processed.</p> <p>Provided advice to DBEI on the Detergents and Rotterdam Regulations. Both statutory instruments are expected to be completed in 2019.</p>
<b>Classification, Labelling and Packaging (CLP) Regulations</b>	<p>Fulfil the lead CA role with particular regard to a number of key areas:</p> <ul style="list-style-type: none"> <li>- Provide support and specific technical advice on CLP to DBEI and other government departments as requested.</li> <li>- Participate in the European Commission's competent authorities group (CARACAL) and associated subgroups on CLP.</li> <li>- Provide the national CLP helpdesk.</li> </ul>	<p>The Authority submitted one harmonised classification and labelling proposal for Tetrafluoroethylene to ECHA.</p> <p>The Authority attended all three CARACAL meetings (CLP sessions) contributing to all discussions. The Authority also participated in one CASG-ATP meeting on the implementation of Annex VIII to CLP.</p> <p>70 requests for information in relation to CLP were answered by the helpdesk. The helpdesk also contributed to the harmonisation of questions on CLP from other Member State helpdesks and the development of ECHA FAQs on CLP.</p>

Operational area	Planned actions	Progress in 2018
<b>Classification, Labelling and Packaging (CLP) Regulations</b> <i>(Continued)</i>	<ul style="list-style-type: none"> <li>- Provide stakeholder support through <a href="http://www.hsa.ie">www.hsa.ie</a> and social media, and through guidance, presentations, seminars and meetings as appropriate.</li> <li>- Undertake a consumer awareness-raising campaign.</li> <li>- Meet CLP obligations with respect to chemicals placed on the market.</li> </ul>	<p>The chemicals webpages were updated regularly and social media used to circulate relevant updates in relation to CLP. In addition, the chemicals e-bulletin was published quarterly and regular emails were circulated to alert stakeholders to consultations and updates. The helpdesk also worked with the education unit to launch the 'Under the Sink' resource for primary schools, in addition to publishing an information sheet on workplace labelling.</p> <p>Campaign was postponed due to other priorities.</p> <p>Obligations met through CA policy, support and inspection efforts.</p>
<b>Control of Major Accident Hazards (COMAH) Regulations</b>	<p>Fulfil CA role under the COMAH Regulations, including performance of inspections, safety report assessments, provision of technical land use planning (LUP) advice and engaging and supporting stakeholders.</p> <p>Carry out risk-based inspections of COMAH sites, using a layer-of-protection analysis technique, focusing on safety management and risk control systems that are directly linked to the relevant major accident hazards, according to a detailed annual COMAH inspection programme.</p> <p>Streamline interaction with operators through new COMAH software.</p> <p>Complete memorandum of understanding review with An Bord Pleanála.</p> <p>Maintain COMAH information for all establishments on <a href="http://www.hsa.ie">www.hsa.ie</a>.</p> <p>Publish central CA guidance on significant modifications under COMAH.</p> <p>Revise LUP policy and approach document.</p> <p>Streamline interaction with planning authorities through new COMAH software.</p>	<p>In accordance with the annual inspection plan, 101 COMAH inspections were undertaken. Among the topics formally assessed at inspected COMAH sites were: Permit to Work (24% of inspected sites), Safety Critical Equipment (11%), Explosion Protection Documents (10%), Planned Maintenance (9%), Emergency Response Procedures (8%), Accident and Incident Investigation (7%), Management of Change (6%), Bunds (5%), Hazard Identification (4%), Alarm Handling (3%). Overall, compliance was judged to meet good practice or better in 40% of inspections, to be generally compliant in 44% and to fall short in 15%.</p> <p>Greater use made of <a href="mailto:COMAH@hsa.ie">COMAH@hsa.ie</a> mailbox and Sharefile pending new software.</p> <p>Review postponed until completion of guidance on significant modifications.</p> <p>Information kept up to date.</p> <p>Guidance went to public consultation following Board approval.</p> <p>On hold pending final publication of guidance on significant modifications in 2019.</p> <p>Ongoing interaction at departmental level.</p>



Operational area	Planned actions	Progress in 2018
<b>Control of Major Accident Hazards (COMAH) Regulations</b> <i>(Continued)</i>	<p>Improve alignment in the operation of COMAH Regulations with the operation of the planning legislation.</p> <p>Generate generic LUP advice under new LUP guidelines and COMAH charging system.</p> <p>Provide annual report form to local CAs for reporting on 2017. Review annual reports from local CAs on external emergency activities in 2017. Complete review and follow-up as appropriate. Streamline interaction with local CAs through new COMAH software.</p> <p>Provide data to the European Commission.</p> <p>Maintain charging system for COMAH activities, including charges for generic LUP advice.</p> <p>Continue internal COMAH inspector competency enhancement programme.</p> <p>Perform risk-based sub-COMAH inspections as part of a targeted campaign, including requirements in relation to oil jetties (Oil Jetty Regulations), large petroleum bulk stores (Petroleum Bulk Stores Regulations) and liquefied petroleum gas stores (LPG Regulations).</p>	<p>Ongoing interaction at departmental level.</p> <p>Preparation continuing: rollout after revision of Policy &amp; Approach document.</p> <p>Report form and feedback provided. Continue submission of Excel files via Sharefile pending implementation of new software.</p> <p>Updated ESPIRS data provided.</p> <p>115 invoices to a value of €103,711 issued in relation to chargeable activities in 2018.</p> <p>Five one-day workshops held.</p> <p>81 inspections carried out across a range of sectors.</p>
<b>Chemical Weapons Act</b>	<p>Meet national obligations under the United Nations Chemical Weapons Convention and to the implementing body, the Organisation for the Prohibition of Chemical Weapons (OPCW).</p>	<p>Annual returns and declarations were submitted as required. Attended annual meeting of national authorities in the Hague. Facilitated two OPCW inspections.</p>

Operational area	Planned actions	Progress in 2018
<b>Dangerous Substances Act (DSA) and Retail and Private Petroleum Stores (RPPS) Regulations</b>	<p>Provide technical support to DBEI in relation to the planned reform of the DSA legislative regime.</p> <p>Enforce the DSA and RPPS legislation.</p>	<p>A detailed review of the DSA and RPPS regulations was carried out and provided to DBEI. Technical support was provided to DBEI during the tender process and in the implementation of the project plan and schedule for the review of the legislation. The Authority participated in meetings of the steering committee overseeing the project and other meetings as required, and also attended the dangerous substances workshop organised for external stakeholders.</p> <p>Responses were provided to Ministerial queries on labelling under the DSA and the sale of air at petrol stations.</p> <p>A total of 145 petrol station inspections was carried out.</p>
<b>Chemical, Biological and Physical Agents (Occupational Hygiene)</b>	<p>Fulfil lead authority role in relation to the enforcement of Asbestos, Chemical Agents, Carcinogens and Biological Agents Directives through a nationwide inspection programme. Support enforcement of particular duties under REACH (including REF 6), CLP and market surveillance. Inspections will focus on:</p> <ul style="list-style-type: none"> <li>- High-risk chemicals (e.g. carcinogens, sensitisers) and user information (e.g. safety data sheets [SDS], hazard labels) – supporting the EU roadmap on carcinogens.</li> <li>- Asbestos removal sites and asbestos surveys/risk assessments.</li> <li>- Legionella control in higher-risk sectors, including water towers and management of biological agents in containment levels 2 and 3.</li> <li>- Use of respiratory protective equipment, local exhaust ventilation and personal protective equipment (PPE) for chemical use.</li> <li>- Completion of a pilot study on noise in the entertainment sector.</li> <li>- Providing specialist support to the construction inspectors addressing occupational health issues on construction sites.</li> <li>- Welding exposures and controls.</li> </ul>	<p>A total of 421 occupational hygiene inspections addressing areas of focus and 108 investigations was completed. 72 asbestos inspections were completed of high- and low-risk asbestos sites. 58 biological agents inspections were completed which included legionella management. A total of 235 chemical agents inspections included high-risk chemicals, exposure controls such as respiratory/ personal protective equipment and local exhaust ventilation. A number of these inspections addressed welding fume control at manufacturing sites and chemical management on construction sites during the construction inspection campaign in October.</p> <p>A range of advice and enforcement was issued during inspections including over 300 written advices, 13 prohibition notices, 9 Improvement Notices and 11 contravention notices. One successful prosecution was taken in relation to asbestos and construction-related contraventions.</p> <p>A total of 316 asbestos notifications and 23 biological agents notifications were processed.</p> <p>Initial work commenced on noise in the entertainment sector and will be continued in 2019.</p>

## Chemicals Programmes

covering Competent Authority (CA), Designated National Authority (DNA) and Enforcement Authority Roles under Specified Legislation

Operational area	Planned actions	Progress in 2018
<b>Chemical, Biological and Physical Agents (Occupational Hygiene)</b> <i>(Continued)</i>	<p>Fulfil lead authority role in relation to the administration of the Asbestos, Chemical Agents, Carcinogens and Biological Agents Directives through legislative and policy interventions, publications, stakeholder advice and engagements, national and EU working groups and DBEI support.</p> <ul style="list-style-type: none"> <li>- Represent Ireland on SLIC-CHEMEX.</li> <li>- Represent the Authority on the Environmental Protection Agency (EPA) Genetically Modified Organisms (GMO) Committee, and Health and Radiological Protection Advisory Committee.</li> <li>- Represent the Authority on the National Radon Control Strategy (NRCS) Co-ordination Group.</li> </ul>	<p>Two SLIC CHEMEX meetings attended in Luxembourg and technical input and support provided to new EU inspector guidance on welding fume exposure.</p> <p>Attended and participated in relevant EPA committee meetings.</p> <p>Participated in final meetings of Phase 1 of the National Radon Control Strategy (NRCS).</p>



Operational area	Planned actions	Progress in 2018
<b>Chemical, Biological and Physical Agents (Occupational Hygiene)</b> <i>(Continued)</i>	<ul style="list-style-type: none"> <li>- Support DBEI in transposing work for the 4th Indicative List of Occupational Exposure Limit Values (OELV) Directive 2017/164.</li> <li>- Provide technical support to DBEI on Carcinogens and Mutagens Directive.</li> <li>- Act as national contact point for the Scientific Committee on Occupational Exposure Limits (SCOEL).</li> <li>- Develop an asbestos e-learning module.</li> <li>- Develop an information sheet on welding exposure.</li> </ul>	<p>Chemical Agents Code of Practice published in August which transposed EU Directive 2017/164.</p> <p>Provided technical support to DBEI on Carcinogens and Mutagens Directive (CMD) amendments and attended associated EU Commission technical meetings. Several EU Commission CMD questionnaires completed</p> <p>Responded to relevant SCOEL consultations.</p> <p>Asbestos e-learning module completed, to be launched in 2019.</p> <p>Welding guidance developed and will be published 2019.</p> <p>Guidance on nails bars and chemicals in construction information sheet published.</p> <p>Over 200 requests for information on chemical and biological matters were addressed.</p> <p>EU Healthy Workplace campaign supported.</p> <p>66 diving notifications processed.</p>
<b>Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations</b>	<p>Fulfil the lead CA role in relation to the REACH Regulation, with particular regard to a number of key areas:</p> <ul style="list-style-type: none"> <li>- Provision of support and specific technical advice on REACH to DBEI and other government departments as requested.</li> <li>- Participation in a number of key European Commission and ECHA committees (see list in Appendix 2).</li> </ul>	<p>The Authority continued to maintain its representation on behalf of Ireland in key European Commission and ECHA Committees including eight Article 133 Committee meetings dealing with final regulatory actions on proposals to amend the REACH and CLP Regulations. See Appendix 5.</p> <p>The Authority attended all three CARACAL meetings (REACH sessions) contributing to all discussions.</p> <p>The Authority participated in all five meetings of the Member State Committee (MSC), with all relevant written procedures and follow-up actions completed. The IE member was appointed rapporteur to prepare the MSC's opinion on ECHA's 9th draft recommendation to include substances in Annex XIV of REACH.</p>

Operational area	Planned actions	Progress in 2018
<b>Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations</b> <i>(Continued)</i>	<ul style="list-style-type: none"> <li>- Provision of, and support to, the IE expert to the RAC.</li> <li>- Ensuring that registration duties for companies are being met.</li> <li>- Review of dossier and substance evaluations.</li> <li>- Complete screening of relevant substances as part of ECHA's common screening programme.</li> <li>- Identification of substances of very high concern (SVHC) and their prioritisation for inclusion in Annex XIV.</li> </ul> <p>Provide the national REACH helpdesk.</p> <p>Support and assist enterprises to review their chemical supply chains and identify how best they can address changing regulatory roles as a result of Brexit through the chemicals helpdesk.</p>	<p>The Authority participated in ECHA's endocrine disruptors expert group for the first time in 2018 and attended two meetings. One HelpNet Steering Group meeting, and three workshops were attended.</p> <p>The Risk Assessment Committee (RAC) expert nominee attended five meetings. Drafted first draft opinion requirements under rapporteurship for RAC opinion restricting the content of PAH's in rubber crumb infill material primarily made from recycled tyres.</p> <p>The new Socioeconomic Committee Expert nominee attended one meeting.</p> <p>All ECHA requests regarding registration duties of IE registrants were followed up.</p> <p>All relevant substance and dossier evaluation draft decisions were reviewed and proposals for amendment submitted to ECHA, as required.</p> <p>As part of ECHA's common screening programme, the Authority screened four substance groups (consisting of 23 substance in total), all selected from ECHA's manual screening shortlist. All justification documents submitted to ECHA.</p> <p>None of the substances screened were identified by the Authority as substances of high concern under REACH. All Risk Management Option Analysis (RMOA) of substances prepared by Member States and ECHA reviewed. One RMOA was prepared.</p> <p>All relevant SVHC proposals were reviewed but no requirement to submit comments during the public consultation arose.</p> <p>The helpdesk answered 182 requests for information in relation to REACH. The helpdesk also contributed to the harmonisation of questions on REACH from other Member State helpdesks and the development of ECHA FAQs.</p> <p>Responded to queries on Brexit through the Helpdesk and provided specific webpages and advice on a regular basis through bulletins and updates.</p>



Operational area	Planned actions	Progress in 2018
<b>Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations</b> <i>(Continued)</i>	<p>Organise a workshop to advise companies on the Brexit-specific regulatory challenges they will face under REACH, CLP, export-import, ADR road transport and other chemical and market surveillance requirements.</p> <p>Support Irish stakeholders through the provision of information on <a href="http://www.hsa.ie">www.hsa.ie</a> and social media, and through guidance, presentations seminars and meetings as appropriate.</p> <p>Complete the awareness-raising campaign for the May 2018 registration deadline, with a particular emphasis on support to Irish SMEs in the time leading up to the deadline.</p> <p>Continue to raise awareness on the safe use of chemicals among end-users, particularly consumers.</p> <p>Follow up on the decision issued to the registrants for the substance evaluated from the 2015 CoRAP.</p> <p>Continue to contribute to the European Commission goal to identify all relevant substances of very high concern by 2020 under the SVHC roadmap.</p>	<p>Organised two seminars to advise companies on the Brexit-specific regulatory challenges they will face under REACH, CLP, export-import, ADR road transport and other chemical and market surveillance requirements. One specifically relating to chemicals and the TPE directive was held in Athlone and the second covering the broader remit of the Authority including chemicals was organised in Dundalk.</p> <p>As part of its wider support to the Government programme of 'Getting Ireland Brexit Ready' the Authority supported Enterprise Ireland and the Department of the Taoiseach at numerous national events.</p> <p>The chemicals webpages were updated regularly and social media used to circulate relevant updates in relation to REACH. In addition, the chemicals e-bulletin was published quarterly and regular emails were circulated to alert stakeholders to consultations and updates.</p> <p>An awareness-raising campaign relating to the May 2018 REACH registration deadline was conducted using dedicated emails and e-bulletins.</p> <p>See under CLP section above.</p> <p>Follow-up work on the substance evaluated by IE from the 2015 CoRAP commenced.</p>

Operational area	Planned actions	Progress in 2018
Market Surveillance	<p>Contribute to the national market surveillance plan in relation to chemicals.</p> <ul style="list-style-type: none"> <li>- Check that chemicals classified as carcinogenic, mutagenic or toxic to reproduction are not available for sale to the general public.</li> <li>- Check that chemicals used in the workplace comply with REACH Annex II (SDS), Annex XIV (authorisation), Annex XVII (restriction) and CLP requirements.</li> </ul> <p>- Monitor RAPEX alerts for non-compliance with REACH Annex XVII and CLP.</p> <p>Check compliance of PPE for chemical use.</p> <p>Complete an updated survey of chemical usage in Irish workplaces.</p> <p>Monitor RAPEX (EU rapid alert system facilitating exchange of information between member states relating to industrial products posing a serious risk to safety and health) and highlight alerts to relevant sectors.</p> <p>Carry out market surveillance of specific machinery and engineering equipment.</p>	<p>34 workplaces were recorded using CMR substances restricted under Annex XVII, and all but one were in compliance with the restriction (i.e., not made available for sale to the general public).</p> <p>Of the workplaces checked for substances subject to authorisation (Annex XIV), four were found to use or place on the market Annex XIV substances past the sunset date, three were compliant with requirements, and enforcement action was taken in one where no authorisation number was on label.</p> <p>A total of 289 chemical products on the Irish market were assessed for compliance with chemical legislation requirements. 40 were classified as carcinogens, 10 as mutagens, and 27 as reprotoxins. 84 products were identified as skin or respiratory sensitisers. 50 budget jewellery items were assessed for compliance with Annex XVII (lead, cadmium and nickel) and five were found to be in contravention and removed from the market. Five RAPEX alerts were submitted by HSA in 2018 from 2017 jewellery campaign.</p> <p>171 RAPEX alerts were recorded as non compliant with REACH Annex XVII and CLP. 17 were assessed in detail. Three were present on the Irish market.</p> <p>Checks made and action taken as appropriate.</p> <p>The Authority also undertook a chemical usage survey and continued to gather data during REACH/CLP inspections on workplace chemicals sourced from the UK as part of a Brexit impact assessment on Irish businesses.</p> <p>Rapex alerts were monitored in a systematic manner, 49 Alerts were reviewed and follow-up action took place where importers / distributors were identified. One Rapex alert issued in relation to a chainsaw which resulted in its withdrawal from the market. One other product was also taken off the market.</p> <p>Conducted 13 market surveillance inspections of lift equipment, chainsaws and agricultural equipment. Appropriate action was taken on foot of non-compliance.</p>

Operational area	Planned actions	Progress in 2018
<b>Market Surveillance</b> <i>(Continued)</i>		<p>Market surveillance was undertaken on six agricultural sprayer suppliers. A contravention notice was issued restricting access to the market for a range of non-compliant sprayers.</p> <p>The HSA also contacted market surveillance authorities in other member states to alert to possible problems with sprayers that were either manufactured or exported from their jurisdictions. The HSA also agreed a framework with all the main sprayer suppliers in Ireland for the placing on the market of agricultural sprayers. A report was sent to the EU Machinery Advisory Committee detailing the HSA's findings with respect to sprayers in general.</p> <p>Following contact from Customs a substantial quantity of knapsack sprayers with dangerous electrical charging mechanisms were prevented from being placed on the market. Sale of these types of knapsack sprayers, which had cleared customs, was prohibited by the HSA. All actions were notified to Europe via the ICSMS database.</p>



Operational area	Planned actions	Progress in 2018
<b>Accreditation Clients</b>	<p>Maintain a programme of surveillance and re-assessment site visits for existing accredited clients.</p> <p>Process new applicants efficiently as received.</p> <p>Award new accreditations across all sectors.</p> <p>Perform functions as the national accreditation body for the purposes of European and national legislation on data protection.</p>	<p>INAB completed its annual programme of assessments to applicant and accredited conformity assessment bodies. A total of 408 assessment events were performed with 222 accredited clients by the end of 2018.</p> <p>A total of 25 applications was received in 2018. A total of 10 new accreditations awarded by the INAB Accreditation Board and 101 extensions to scope decisions taken by the INAB Manager.</p> <p>INAB cooperated with the Data Protection Commission to consider application of the requirements for accreditation under GDPR and implementing national legislation.</p>
<b>Communications</b>	<p>Raise awareness of INAB and accredited services.</p> <p>Enhance the INAB website.</p>	<p>INAB raised awareness of accreditation through publication of newsletters, representation at Brexit preparation and other business events, and articles in technical journals.</p> <p>A comprehensive publication on accreditation and its contribution to a safer world was issued.</p> <p>The INAB website was unable to be re-developed due to other work priorities.</p>
<b>Corporate Governance</b>	<p>Maintain and develop INAB's structure.</p> <p>Maintain and develop relationships with key stakeholders and influence policy to rely on accredited services.</p>	<p>INAB secured new staff in 2018 to deal with increasing demand for accreditation particularly in the area of notified bodies.</p> <p>Two serving INAB Accreditation Board members were re-appointed for a further five-year term and one Board member retired.</p> <p>INAB developed working relationships with national authorities with responsibility for appointing notified bodies.</p> <p>Through the medical and scientific advisory committee, INAB continues to work with the professional bodies in the healthcare sector.</p>

Operational area	Planned actions	Progress in 2018
<b>Development of Services</b>	<p>Work with regulators seeking to rely on INAB accreditation.</p> <p>Expand INAB services.</p> <p>Increase profile of INAB accreditation.</p>	<p>INAB currently has an MoU arrangement with three regulators that rely on the activities of accredited bodies.</p> <p>INAB provided accreditation in new areas of activity, including notified bodies. Initial development work is underway in new activity areas in the healthcare and forensic sectors, in addition to the implementation of the final requirements for accreditation under GDPR, when available.</p>
<b>Eco Management and Audit Scheme (EMAS) Functions</b>	<p>Discharge competent body functions and work programme on behalf of the Department of Communications, Climate Action and Environment (DCCAE) as agreed.</p>	<p>INAB discharged competent body functions in 2018 on behalf of Department of Communications, Climate Action and Environment (DCCAE), including representation at relevant European meetings.</p> <p>Two EMAS registered sites remain in the programme.</p>
<b>Systems and Processes</b>	<p>Prepare and plan for the peer evaluation of INAB systems by the European Co-operation for Accreditation (EA) to verify compliance to international standards and Regulation 765/2008.</p> <p>Extend INAB international recognition status to include accreditation of reference material producers to ISO 17034.</p> <p>Maintain and develop the INAB quality system, including the management of new and existing assessors and experts.</p> <p>Fully deploy INAB client relationship management system (CRM).</p> <p>Prepare for new accreditation standard revisions.</p>	<p>INAB was subject to its periodic peer evaluation by the European Co-operation for Accreditation (EA) to verify compliance to international standards and Regulation 765/2008.</p> <p>The outcome and recommendation to maintain INAB's multi-lateral agreement status was successful and the final decision will be taken by EA in 2019.</p> <p>The evaluation team also recommended that our international recognition be extended for reference material producers.</p> <p>The INAB quality system was developed to reflect the new standard for accreditation bodies.</p> <p>The CRM is working satisfactorily and incorporating the accreditation process from application to decision. Further development would maximise the end-user experience.</p> <p>A total of 16 new assessors was contracted to INAB to meet increasing demand.</p> <p>A number of new management systems standards were implemented and preparation was put in place within INAB and communication to clients on the transition for the new laboratory standard, ISO 17025:2017.</p>



Operational area	Planned actions	Progress in 2018
<b>International Representation and Peer Evaluations</b>	<p>Fulfil EA and EMAS mandate for peer evaluator person days.</p> <p>Fulfil multilateral agreement requirements through participation at relevant meetings; and developing and reviewing applicable international policies and standards.</p>	<p>INAB staff were appointed to two international teams which evaluated other European accreditation bodies.</p> <p>Staff represented INAB at 18 international accreditation and Commission meetings.</p>
<b>Monitoring Authority for Good Laboratory Practice (GLP)</b>	<p>Continue surveillance programme for two GLP facilities.</p> <p>Maintain international obligations.</p>	<p>One GLP facility remains within the programme.</p> <p>Staff represented INAB at the EU Commission and OECD working groups meetings on GLP.</p> <p>Annual reporting obligations completed.</p>



Operational area	Planned actions	Progress in 2018
<b>Communications</b>	<p>Further develop social media platforms, including the utilisation of new functionality to support awareness-raising goals, and increase audience.</p> <p>Undertake targeted awareness-raising campaigns on farm safety and occupational health (work-related stress and exposure to carcinogens).</p> <p>Develop and implement broad hazard-based awareness-raising campaigns on machinery/vehicles and working at height across a range of industry sectors.</p> <p>Co-ordinate the Irish/EU Focal Point activity with emphasis on 2018/19 campaign theme of 'Healthy Workplaces Manage Dangerous Substances'.</p> <p>Enhance website usability and functionality.</p> <p>Engage with national and regional media outlets both proactively and in response to queries from journalists.</p> <p>Ensure all Authority events are run to a high standard.</p> <p>Manage service provided by the Workplace Contact Unit (WCU) to ensure quality is consistently of a professional standard; identify opportunities to improve the efficiency and effectiveness of the unit.</p> <p>Issue Authority guidelines, information sheets and publications in a format and style that facilitates ease of use and understanding.</p>	<p>Audience size for Twitter and Facebook increased by 17% and 14% respectively. Content reached regularly in the tens of thousands.</p> <p>Major awareness-raising campaigns implemented in relation to farm safety, construction safety and occupational health.</p> <p>Vehicles and machinery at work targeted via digital and social media channels. Work-at-Height campaign developed for 2019 implementation.</p> <p>Successful implementation of the EU-OSHA campaign on dangerous substances including the Good Practice Awards.</p> <p>Website compliance and accessibility standards reviewed and upgraded</p> <p>31 national and regional press releases issued and strong and balanced coverage secured for a wide range of key initiatives.</p> <p>Key events included the National Farm Safety Conference, Managing Work Related Health Risks Conference and a variety of regional seminars/ workshops covering topics as diverse as ergonomics and Brexit.</p> <p>Workplace Contact Unit received over 16,000 inbound contacts.</p> <p>44 new publications launched across a variety of topics and industry sectors, including occupational health, quad bikes, nail bars, chainsaws and chemical safety.</p>

Operational area	Planned actions	Progress in 2018
Statistics and Research	<p>Provide statistics on occupational safety and health to help identify key issues and trends to be addressed in the Authority's work programmes.</p> <p>Disseminate relevant research reports.</p> <p>Work with other agencies and departments, in particular the Central Statistics Office (CSO) and the Department of Employment and Social Protection (DEASP), to improve the availability of statistics on workplace ill-health and injuries.</p>	<p>ESRI reports were published on:</p> <p>Analysis of Work-related Injury and Illness, 2001 to 2014: Agriculture, Forestry and Fishing.</p> <p>Analysis of Work-related Injury and Illness, 2001 to 2014: Construction Sector.</p> <p>Analysis of Work-related Injury and Illness, 2001 to 2014: Industry Sector</p> <p>Analysis of Work-related Injury and Illness, 2001 to 2014: Health Sector</p> <p>Analysis of Work-related Injury and Illness, 2001 to 2014: Transport and Storage Sector.</p> <p>Plain English summaries of each of these five research reports were also published.</p> <p>Job Stress and Working Conditions: Ireland in Comparative Perspective.</p> <p>A Plain English summary of the ESRI research on Job Stress will be published in early 2019.</p> <p>ESRI research reports were presented at several seminars and conferences.</p> <p>A review of construction fatalities between 1989 and 2016 was finalised and is scheduled for publication in early 2019 together with a 'Plain English summary'</p> <p>THOR ROI reports were published on our website.</p> <p>Received detailed breakdown from DEASP on Occupational Injury Benefit data including occupational illness data, disaggregated by industry sector, occupation, medical condition, age and gender.</p> <p>Received CSO data which was generated from their special Labour Force Survey module on Work-Related Accidents and Illnesses. This data related to incidents which occurred in 2016 as there is a two-year lag associated with this data.</p> <p>The HSA is one of fifteen Irish National Authorities, apart from the CSO, legally required to produce European Statistics. In 2018, data pertaining to fatal and non-fatal work-related accidents in 2016 were returned to Eurostat, along with reference data and metadata. These data were successfully validated by Eurostat.</p>

Operational area	Planned actions	Progress in 2018
<b>Statistics and Research</b> <i>(Continued)</i>	<p>Disseminate data and statistical information.</p>	<p>Submitted a joint HSA / DEASP proposal to TILDA, the Irish Longitudinal Study on Ageing for the inclusion of employment histories in wave 6 of the research.</p> <p>Submitted additional questions for the third European Survey of Enterprises organised by the European Agency for Safety and Health at Work on New and Emerging Risks (ESENER-3), together with specifying an increased sample size for Ireland.</p> <p>The Summary of Workplace Injury, Illness and Fatality Statistics 2016–2017 was published.</p> <p>General data and statistical queries were received and relevant data supplied to applicants within and outside the HSA.</p> <p>The Statistics section of the HSA's website was updated regularly.</p>
<b>Corporate Governance</b>	<p>Implement plan to achieve full compliance with the new requirements of the Code of Practice for the Governance of State Bodies. Provide administration services to the Board of the Authority in line with best practice. Fulfil reporting requirements.</p> <p>Complete warranting of new inspectors and external consultants as required.</p> <p>Maintain a strong liaison relationship with DBEI.</p> <p>Respond to freedom of information (FOI), data protection and Access to Information on the Environment (AIE) requests.</p> <p>Achieve compliance with requirements of the General Data Protection Regulation.</p>	<p>The Authority continued to implement the governance requirements of the code.</p> <p>Board papers provided to Board seven days in advance of each Board meeting.</p> <p>Quarterly updates on programme of work provided to Board and Department by agreed deadlines.</p> <p>Warrants provided to all new inspectors on their start date with the Authority. Temporary inspectors warranted as required.</p> <p>A high volume of Departmental requests processed within very tight deadlines, including responses to Parliamentary questions, representations and provision of technical advice on proposed legislation and European activity.</p> <p>FOI requests, mainly in relation to civil litigation, continued to be submitted. We received 171 freedom of information (FOI), four Access to Information on the Environment (AIE) and 11 Data Protection requests. Three FOI decisions were appealed to the Office of the Information Commissioner (OIC) and the OIC upheld the Authority's original decisions for two of these while the third appeal is still under consideration by the OIC.</p> <p>A staff working group undertook an organisation-wide review of our processes for gathering, storing and disposing of personal data. Training was provided and necessary amendments were made.</p>

Operational area	Planned actions	Progress in 2018
Education	<p>Hold six Keep Safe interactive events for primary-school children nationwide.</p> <p>Hold an event for participating Keep Safe national agencies to review and plan for future innovation.</p> <p>Promote primary level online resources to schools including: new 'Under the Sink' (chemicals awareness programme) for younger children and e-learning courses for primary schools.</p> <p>Roll out annual Choose Safety programme for post-primary students and further education students.</p> <p>Increase take-up of digital badges awards system, which rewards incremental learning.</p> <p>Update Choose Safety texts to reflect greater emphasis on induction, entering the workforce and work experience.</p> <p>Develop updated guidance for schools sending post-primary students on work experience.</p> <p>Continue to develop the Authority's e-learning portal, <a href="https://hsalearning.ie">https://hsalearning.ie</a>, in order to improve navigation, redevelop older courses for mobile responsiveness, improve user experience and increase take-up of online courses. Develop and publish new online courses. Promote online courses to appropriate audiences internally and externally.</p>	<p>Over 600 fifth and sixth class school children and their teachers attended six Keep Safe events during 2018 (held nationwide).</p> <p>Event postponed to 2019.</p> <p>'Under the Sink' launched. English and Irish versions of the resource available online.</p> <p>There were 28,414 students who participated in the Choose Safety programme across senior cycle in post-primary schools and further education. A total of 647 post-primary schools and further education centres took part.</p> <p>Participants of the Choose Safety programme in 2018 were awarded 979 digital badges.</p> <p>The Choose Safety texts were reviewed and updated with strong emphasis on induction and entering the workplace, all statistical information and changes to legislation and guidance information were updated.</p> <p>Guidance underway to be completed Q1 2019.</p> <p>Additional resources were uploaded to the e-learning portal including BeSMART videos for safety representatives and construction, and the primary school's chemical safety resource 'Under the Sink'.</p> <p>Courses promoted through social media and through direct contact with stakeholder bodies.</p> <p>Improvements to online 'Group Manager' function and certification process complete, enhancing efficiency and user friendliness.</p> <p>A construction course for small contractors and the self-employed, supported by CIF, was launched (956 courses taken in 2018). Work completed on a new 'Asbestos Safety for Tradespeople' course. Work on an updated 'Get Safe Work Safe' course for post-primary / further education students entering the workplace also completed. Work has commenced on a new course on</p>



Operational area	Planned actions	Progress in 2018
<b>Education</b> <i>(Continued)</i>	<p>Ensure that health and safety is included within new apprenticeship programmes and that employers are supported to provide safe workplaces for apprentices.</p>	<p>'Steps and Stairs'. The Education Unit in partnership with IT Sligo will finalise a MOOC induction course, aimed at new employees as a business resource, which will go live in 2019.</p> <p>CPD points are available from Construction Industry Registry Ireland (CIRI) for 11 of the online courses, and for the BeSMART construction safety videos.</p> <p>A total of 23,264 online courses were taken in 2018. This includes 3,766 HSE staff and partner agencies who completed the Authority's Healthcare – Chemical Agents course via the HSELandD portal.</p> <p>An updated privacy policy for hslearning.ie was actioned with an 'opt-in' facility for users, in compliance with GDPR.</p> <p>A data processing agreement in line with GDPR is in place with hslearning.ie host.</p> <p>HSA staff in policy units (agriculture, construction and WRVS) collaborating with programme developers to embed OSH in apprenticeships and work progressing with Education and Training Boards (ETBI) to develop an employer support for safe workplaces for apprentices.</p>
<b>Facilities and Services</b>	<p>Provide a high standard of accommodation to all staff so as to ensure staff productivity.</p> <p>Review various desk-sharing models to ensure that all accommodation is fully utilised.</p> <p>Review storage options for evidence and records.</p>	<p>New Galway office fitted out and opened. All other offices maintained to a high standard.</p> <p>Pilot desk-sharing project to commence in order to ensure best utilisation of office accommodation against the background of increasing rental levels.</p> <p>Linked to desk-sharing project – review storage options for evidential material and records.</p>
<b>Finance</b>	<p>Manage outsourced finance function so that a high-quality service is provided to the Authority.</p> <p>Provide management reports to managers and the Board so that expenditure can be monitored and controlled.</p> <p>Support the work of the Audit and Finance Committees of the Board.</p>	<p>Finance function delivered to a very high standard. Majority of creditors paid within prompt payment timelines. Invoices issued in a timely manner and all necessary follow-up actions carried out.</p> <p>Full reporting of all financial information took place in a timely and accurate manner.</p> <p>Provided full secretarial support to the Finance and Audit and Risk Committees. Also provided support to the Internal and External Auditors.</p>

Operational area	Planned actions	Progress in 2018
Human Resources	<p>Recruit, induct and train new staff to fill vacant posts.</p> <p>Provide learning and development opportunities to staff so that the Authority maximises the capability of its staff.</p> <p>Offer appropriate supports to ensure high standards of staff wellbeing, occupational health and occupational safety.</p> <p>Actively manage staff industrial relations to ensure that any issues are expeditiously dealt with.</p>	<p>Ongoing engagement with Department of Business, Enterprise and Innovation on resourcing and workforce planning issues. 17 new staff joined the Authority in 2018 to fill vacant roles and a number of new positions.</p> <p>Induction training provided and a comprehensive development programme for all newly recruited inspectors was designed, delivered and evaluated. A wide-ranging technical upskilling programme was also delivered. Staff were also supported in achieving relevant third level qualifications through the Refund of Fees Scheme.</p> <p>Continued to provide a staff occupational health and wellbeing service and actions implemented in line with our Wellbeing Strategy.</p> <p>Regular engagement with staff through our Industrial Relations Council ensured that issues are managed and resolved in a constructive way.</p>
ICT and Innovation	<p>Produce ICT strategy and development roadmap.</p> <p>Maintain key applications to enable productive working.</p> <p>Keep security and back-up systems in place to ensure the integrity of key Authority information and data.</p> <p>Keep telecommunications system in place to facilitate efficient mobile and fixed-line communications and video and audio conferencing capabilities in all Authority offices.</p>	<p>Commenced process to delivery ICT Strategy. Held workshops with key internal stakeholders.</p> <p>All key applications maintained.</p> <p>All systems backed up. New storage area network system procured.</p> <p>Tender competition run for new mobile carrier. HQ and majority of regional offices moved to Government networks.</p>

Operational area	Planned actions	Progress in 2018
<b>Legal Services</b>	<p>Manage the Authority's prosecution caseload in accordance with the protocol with and in liaison with the Office of the Director of Public Prosecutions and state legal services.</p> <p>Provide legal advice and support as follows:</p> <ul style="list-style-type: none"> <li>- Advise on and manage all civil litigation involving the Authority, including appeals of enforcement notices, injunction applications and judicial reviews.</li> <li>- Manage the Authority's relationship with external legal service providers.</li> <li>- Provide practical legal advice on regulatory and workplace safety matters to the Authority's multidisciplinary inspectorate.</li> <li>- Provide legal advice to the Authority and all divisions of the Authority, as necessary, in relation to the Authority's functions and activities.</li> </ul>	<p>The prosecution caseload for the Authority was effectively managed.</p> <p>All civil litigation involving the Authority was effectively managed and the legal advice and support has been provided as necessary to the Authority.</p>
<b>Staff Health, Safety and Wellbeing</b>	<p>Provide a safe and healthy workplace for all Authority staff.</p> <p>Ensure the welfare and wellbeing of all Authority staff.</p>	<p>The Safety Statement was revised, a range of issues in Authority offices was addressed, manual handling and driving for work training was delivered.</p> <p>An occupational health service and employee assistance programme together with a number of talks on healthy living were provided to staff, and a Work Positive Survey was carried out with a view to identifying areas for improvement for 2019.</p>



# Appendices

.....



# Extracts from the unaudited financial statements of the Health and Safety Authority for year ended 31 December 2018



## Introduction

In accordance with the requirements of Section 48 of the Safety, Health and Welfare at Work Act, 2005 the Health and Safety Authority is required to produce Financial Statements each year. The Authority's financial year ends on 31 December each year. The financial statements must be in such form as may be approved by the Minister for Business, Enterprise and Innovation with the concurrence of the Minister for Finance. In preparing those financial statements, the Authority is required to:

- **select suitable accounting policies and then apply them consistently,**
- **make judgements and estimates that are reasonable and prudent,**
- **prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Authority will continue in operation, and**
- **state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.**

The Authority is responsible for keeping proper books of account which disclose with reasonable accuracy at any time the financial position of the Authority and which enable it to ensure that the financial statements comply with Section 48(1) of the Safety, Health and Welfare at Work Act, 2005. The Authority is also responsible for safeguarding the assets of the Authority and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Draft Financial Statements for the year ended 31 December 2018 have been prepared and were considered by the Board at its meeting held on Friday, 22 March 2019. The draft Financial Statements for 2018 have been prepared in accordance with the provisions of Accounting Standard FRS102 and the Code of Practice for the Governance of State Bodies 2016. The Board reviewed the draft Financial Statements and approved them on a no-material-change basis.

The Authority submits the draft Financial Statements as approved by the Board to the Office of the Comptroller and Auditor General who will be conducting the external audit. The audit fieldwork is normally scheduled to take place during Q2 each year.

The information below is extracted from the draft Financial Statements and should not be considered to be a reliable source of financial information regarding the financial affairs of the Authority until the external audit is completed.

The audited Financial Statements will include the following documentation together with a full set of explanatory notes:

- **Statement on Internal Financial Control**
- **Statement of Authority Responsibilities**
- **Statement of Accounting Policies**
- **Statement of Income and Expenditure and Retained Revenue Reserves**
- **Statement of Financial position as at 31 December 2018**
- **Statement of Cash Flows**
- **Notes to Financial Statement**

Once the external audit is completed and the Report of the Comptroller and Auditor General is received, the Authority will make the necessary arrangements to submit the audited Financial Statements to the Minister for Business, Enterprise and Innovation, to have them formally laid before the Houses of the Oireachtas.

A copy of the Authority's audited Financial Statements can be accessed on the Authority's website once the external audit has been completed.

The processing of all the Authority's financial transactions has been contracted to the external contractor (Crowleys DFK). The Authority continues to manage the finance function and has put in place all the necessary controls and safeguards to ensure the integrity of the function.



## Statement of Responsibilities of the Board

Section 48(1) of the Safety, Health and Welfare at Work Act, 2005 requires the Authority to keep in such form as may be approved by the Minister for Jobs, Enterprise and Innovation with the consent of the Minister for Finance, all proper and usual books or other records of account of all money received and expended by it and, in particular, shall keep in such form as aforesaid all special accounts (if any) as the Minister may from time to time direct. In preparing those financial statements, the Authority is required to:

- select suitable accounting policies and apply them consistently,
- make judgments and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Authority will continue in operation.



The Authority is responsible for keeping proper books of account, which disclose with reasonable accuracy at any time its financial position and which enable it to ensure that the financial statements comply with Section 48(1) of the Safety, Health and Welfare at Work Act, 2005. The Authority is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Information

<b>Head Office</b>	Health and Safety Authority The Metropolitan Building James Joyce Street Dublin 1
<b>Chief Executive</b>	Dr Sharon McGuinness
<b>Auditor</b>	Comptroller and Auditor General 3A Mayor Street Upper Dublin 1
<b>Accountants</b>	Crowleys DFK Chartered Accountants 5 Lapps Quay Cork
<b>Internal Auditors</b>	Deloitte Deloitte & Touche House 29 Earlsfort Terrace Dublin 2

## GOVERNANCE STATEMENT AND BOARD MEMBERS' REPORT

### Governance

The Board of the Health and Safety Authority was established under the Safety, Health and Welfare at Work Act, 2005. The functions of the Board are set out in Section 16 of the Act. The Board is accountable to the Minister for Business, Enterprise and Innovation and is responsible for ensuring good governance and performs this task by setting strategic objectives and targets and taking strategic decisions on all key business issues. The regular day-to-day management, control and direction of the Health and Safety Authority are the responsibility of the Chief Executive Officer (CEO) and the Executive Team. The CEO and the Executive Team must follow the broad strategic direction set by the Board and must ensure that all Board members have a clear understanding of the key activities and decisions related to the entity, and of any significant risks likely to arise. The CEO acts as a direct liaison between the Board and management of the Health and Safety Authority.

### Board Responsibilities

The work and responsibilities of the Board are set out in the Safety, Health and Welfare at Work Act 2005, the Standing Orders approved by the Board, and the Schedule of Reserved and Delegated functions of the Board, which also contain the matters specifically reserved for Board decision. Standing items considered by the Board include:

- **declaration of interests,**
- **reports from Committees,**
- **financial reports/management accounts,**
- **performance reports, and**
- **reserved matters.**

Section 48(1) of the Safety, Health and Welfare at Work Act, 2005 requires the Board of the Health and Safety Authority to keep, in such form as may be approved by the Minister for Business, Enterprise and Innovation with the consent of the Minister for Public Expenditure and Reform, all proper and usual accounts of money received and expended by it.

In preparing these financial statements, the Board of the Health and Safety Authority is required to:

- **select suitable accounting policies and apply them consistently,**
- **make judgements and estimates that are reasonable and prudent,**
- **prepare the financial statements on the going concern basis unless it is inappropriate to presume that it will continue in operation, and**
- **state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.**



The Board is responsible for keeping adequate accounting records which disclose, with reasonable accuracy at any time, its financial position and enable it to ensure that the financial statements comply with Section 48(1) of the Safety, Health and Welfare at Work Act, 2005. The maintenance and integrity of the corporate and financial information on the Health and Safety Authority's website is the responsibility of the Board.

The Board is responsible for approving the annual plan and budget. An evaluation of the performance of the Health and Safety Authority by reference to the annual plan and budget is carried out regularly at Board meetings.

The Board is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board considers that the financial statements of the Health and Safety Authority give a true and fair view of the financial performance and the financial position of the Health and Safety Authority at 31 December 2018.

## Board Structure

The Board consists of a Chairperson, Deputy Chairperson and ten ordinary members, all of whom are appointed by the Minister for Business, Enterprise and Innovation. The members of the Board were appointed for a period of three years and meet on a regular basis. The table below details the appointment period for current members:

Board Member	Role	Date Appointed
Mr Tom Coughlan	Chairperson	12 April 2017
Dr Michael Gillen	Deputy Chairperson	20 December 2016
Mr Pat Kenny		20 December 2016
Ms Carol Bolger		26 February 2017
Mr Andrew Bowers		20 December 2016
Mr Dermot Carey		20 December 2016
Ms Christine Rowland		20 December 2016
Mr Frank Vaughan		20 December 2016
Prof. James Phelan		26 February 2017
Dr John McCartney		26 February 2017
Ms Deirdre Cullivan		08 March 2017
Mr Stephen Curran		12 September 2017

The Authority conducted an internal Board self-assessment in December 2017. The Authority expects to undertake an external review commencing in early 2019.

The Board has established five committees, as follows:

**1. Audit and Risk Committee:** comprises four Board members. The role of the Audit and Risk Committee (ARC) is to support the Board in relation to its responsibilities for issues of risk, control and governance and associated assurance. The ARC is independent from the financial management of the organisation. In particular, the Committee ensures that the internal control systems including audit activities are monitored actively and independently. The ARC reports to the Board after each meeting, and formally in writing annually. The members of the Audit and Risk Committee are: Carol Bolger (Chairperson), Deirdre Cullivan, Pat Kenny and John McCartney. There were four (4) meetings of the ARC in 2018.

**2. Finance Committee:** This comprises four Board members. The role of the Finance Committee is to monitor and review the financial policies and strategies of the Authority. The members of the Finance Committee are: Carol Bolger (Chairperson), Deirdre Cullivan, Pat Kenny and John McCartney. There were six meetings of the Finance Committee in 2018.

**3. Strategic Review Committee:** comprises five Board members. The role of the Strategy Review Committee is to consider the development of the Authority's strategy; the strategic development of the Authority and to monitor the performance of the Chief Executive Officer. The members of the Strategic Review Committee are: Tom Coughlan (Chairperson), Andrew Bowers, Stephen Curran, John McCartney and Christine Rowland. There were three meetings of the Strategic Review Committee during 2018.

**4. Legislation and Guidance Committee:** comprises five Board members. The role of the Legislation and Guidance Committee (L&G) is to monitor the implementation of the legislation and guidance aspects of the Authority's programme of work and to examine proposals for legislation, Codes of Practice and, where necessary, related Guidance, and submit appropriate conclusions and/or recommendations to the Board. The members of the Legislation and Guidance Committee are: Michael Gillen (Chairperson), Dermot Carey, Christine Rowland, Deirdre Cullivan and Frank Vaughan. There were five meetings of the Legislation and Guidance Committee in 2018.

**5. INAB Committee:** The Irish National Accreditation Board (INAB) is a committee of the Health and Safety Authority. The Board of INAB, which makes decisions relating to the award of accreditation, has twelve members and is appointed by the Board of the Authority. There are no Authority Board members on this Committee. The Committee met on six occasions during 2018.

## Schedule of Attendance, Fees and Expenses

A schedule of attendance at the Board and Committee meetings for 2018 is set out below including the fees and expenses received by each member:

	Board	Audit & Risk Committee	Finance Committee	Strategy Review Committee	L&G Committee	Fees 2018 €	Expenses 2018 €
<b>Number of meetings</b>	<b>10</b>	<b>4</b>	<b>6</b>	<b>3</b>	<b>5</b>		
Mr Tom Coughlan	10			3		11,970	6,234
Dr Michael Gillen	9				5	7,695	-
Mr Pat Kenny	10	3	5			7,695	-
Ms Carol Bolger	9	4	6			7,695	-
Mr Andrew Bowers	10			2		7,695	-
Mr Dermot Carey	7				5	7,695	955
Ms Christine Rowland	7			2	4	7,695	-
Mr Frank Vaughan	8				4	7,695	169
Prof. James Phelan	8					7,695	-
Dr John McCartney	10	2	4	2		7,695	419
Mrs Deirdre Cullivan	9	4	6		5	7,695	1,511
Mr Stephen Curran	10			3		-	185
						<b>88,920</b>	<b>9,473</b>

Mr Stephen Curran did not receive Board fees under the One Person One Salary (OPOS) principle as he is an official of the Department of Business, Enterprise and Innovation.

## Key Personnel Changes

There were no appointments or resignations of Board members for the year under review. Dr Sharon McGuinness was appointed Chief Executive of the Authority with effect from 1 July 2018. Martin O'Halloran the Authority's previous Chief Executive retired on 30 June 2018.

## Disclosures Required by Code of Practice for the Governance of State Bodies (2016)

The Board is responsible for ensuring that the Health and Safety Authority has complied with the requirements of the Code of Practice for the Governance of State Bodies ('the Code'), as published by the Department of Public Expenditure and Reform in August 2016. The following disclosures are required by the Code:

## Consultancy Costs

Consultancy costs include the cost of external advice to management and exclude outsourced 'business-as-usual' functions.

	2018 €	2017 €
Legal advice	120,039	96,131
Financial/actuarial advice	32,111	22,541
IT Consultancy	30,281	30,997
External Communications	16,605	-
Occupational health consultancy	15,714	33,790
Strategy development	35,869	11,993
Human Resources	47,109	-
Total consultancy costs	<b>297,728</b>	<b>185,452</b>
Consultancy costs capitalised	-	-
Consultancy costs charged to the Income and Expenditure and Retained Revenue Reserves	297,728	185,452
<b>Total</b>	<b>297,728</b>	<b>185,452</b>

## Legal Costs and Settlements

The table below provides a breakdown of amounts recognised as expenditure in the reporting period in relation to legal costs, settlements and conciliation and arbitration proceedings relating to contracts with third parties. This does not include expenditure incurred in relation to general legal advice received by the Health and Safety Authority which is disclosed in Consultancy costs above.

	2018 €	2017 €
Legal fees — legal proceedings	120,039	96,131
Conciliation and arbitration payments	-	-
Settlements	-	-
<b>Total</b>	<b>120,039</b>	<b>96,131</b>

Included in these legal costs is an amount of €0 in relation to on-going matters involving other state agencies.

## Travel and Subsistence Expenditure

Travel and subsistence expenditure are categorised as follows:

	2018 €	2017 €
Domestic		
- Board*	9,473	7,583
- Employees	892,660	791,438
International		
- Board*	-	1,220
- Employees	162,237	174,204
<b>Total</b>	<b>1,064,370</b>	<b>974,445</b>

\*includes travel and subsistence of €9,473 paid directly to Board members in 2018 (2017: €8,802).



## Hospitality Expenditure

The Income and Expenditure Account includes the following hospitality expenditure:

	2018 €	2017 €
Staff hospitality	8,106	1,789
Client hospitality	-	-
<b>Total</b>	<b>8,106</b>	<b>1,789</b>

## Statement of Compliance

The Board has adopted the Code of Practice for the Governance of State Bodies (2016) and has put procedures in place to ensure compliance with the Code. The Health and Safety Authority was in compliance with the Code of Practice for the Governance of State Bodies for 2018.



## STATEMENT ON INTERNAL CONTROL

### Scope of Responsibility

On behalf of the Board of the Health and Safety Authority, I acknowledge our responsibility for ensuring that an effective system of internal control is maintained and operated. This responsibility takes account of the requirements of the Code of Practice for the Governance of State Bodies (2016).

### Purpose of the System of Internal Control

The system can provide only reasonable, and not absolute, assurance that the assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely period.

The Authority has taken steps to ensure an appropriate control environment by:

- clearly defining management responsibilities and powers,
- establishing formal procedures for reporting significant control failures and ensuring appropriate corrective action,
- establishing a process to safeguard the assets of the Authority, and
- developing a culture of accountability across all levels of the organisation.

### Capacity to Handle Risk

The Authority has established processes to identify and evaluate business risks by:

- identifying the nature, extent and financial implications of risks facing the Authority, including the extent and categories which it regards as acceptable,
- assessing the likelihood of identified risks occurring,
- assessing the Authority's ability to manage and mitigate the risks that do occur,
- assessing the costs of operating particular controls relative to the benefit obtained, and
- working closely with Government and various Agencies to ensure that there is a clear understanding of the Authority's goals and support for the strategies to achieve those goals.

### Risk and Control Framework

The system of internal control is based on a framework of regular management information, administration procedures including segregation of duties, and a system of delegation and accountability. In particular it includes:

- a comprehensive budgeting system with an annual budget, which is reviewed and agreed by the Board,

- regular reviews by the Board of periodic and annual reports, which indicate financial performance against forecasts,
- setting targets to measure financial and other performance,
- clearly defined purchasing and approval guidelines, and
- formal project management disciplines.

An active Audit and Risk Committee met four times during the year and works closely with the Board on areas of risk that may impact on the Authority. The Board sets out the risk appetite for the Authority, ensures risk management processes are in place and details the roles and responsibilities of staff in relation to risk. A risk register, which identifies key risks of the Authority, evaluates the risks and ranks the risks in accordance with the likelihood and consequences for the Authority using an agreed scoring matrix. The risk register is reviewed and updated by the Audit and Risk Committee and the Board up to three times each year.

We can confirm that a control environment is in place for the following areas:

- procedures for all key business processes have been documented,
- financial responsibilities have been assigned at management level with corresponding accountability,
- there is an appropriate budgeting system with an annual budget which is kept under review by senior management,
- there are systems aimed at ensuring the security of the information and communication technology systems,
- there are systems in place to safeguard the assets, and
- control procedures over grant funding to outside agencies ensure adequate control over approval of grants and monitoring and review of grantees to ensure that grant funding has been applied for the purpose intended.

The Authority has put in place an internal audit function, which operates in accordance with the principles set out in the Code of Practice on the Governance of State Bodies published in September 2016. A firm of independent internal auditors assists the Authority in implementing the internal audit plan approved by the Board. The work of internal audit is informed by analysis of the risk to which the Authority is exposed, and annual internal audit plans are based on this analysis. The analysis of risk and the internal audit plans are endorsed by the Audit and Risk Committee and approved by the Board of the Authority. At least annually, the Internal Auditor will provide the Authority with a report of internal audit activity. The report includes the Internal Auditor's opinion on the adequacy and effectiveness of the system of internal control.

The Authority's monitoring and review of the effectiveness of the system of internal control is informed by the work of the internal auditor, the Audit Committee, which oversees the work of the internal auditor, the Executive within the Authority who have the responsibility for the development and maintenance of the financial control framework, and comments made by the Office of the Comptroller and Auditor General in management letters or other reports.

## Procurement

I confirm that the Health and Safety Authority has procedures in place to ensure compliance with current procurement rules and guidelines and that during 2018 the Health and Safety Authority complied with those procedures.

## Review of Effectiveness

The Statement on System of Internal controls has been reviewed by the Audit and Risk Committee and the Board to ensure it accurately reflects the control system in operation during the reporting period.

A review of Internal Controls in 2018 was carried out by an external firm and signed off by the Board of the Authority in March 2018.

The Authority is reasonably assured that the systems of Internal Control instituted and implemented in the Health and Safety Authority for the financial year ended 31st December 2018 are effective.



## Statement of Income & Expenditure & Retained Revenue Reserves for the year ended 31 December 2018

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
<b>Income</b>		
Department of Business, Enterprise and Innovation — Oireachtas Grant	19,075,000	18,372,000
Pension Contributions remitted	(684,846)	(671,735)
Accreditation Income	2,709,790	2,343,798
COMAH Income	103,711	175,650
Other Income	137,214	169,312
Other Transfer (to)/from Capital Account	(139,256)	(35,280)
Deferred retirement benefit funding	4,009,000	3,926,000
	25,210,613	24,279,745
<b>Expenditure</b>		
Salaries Costs	11,322,888	10,949,293
Retirement Benefit Costs	4,755,154	4,661,265
Operational Expenses	9,111,195	8,210,831
	25,189,237	23,821,389
<b>Surplus/(Deficit) for the year</b>	<b>21,376</b>	<b>458,356</b>
Balance Brought Forward at 1 January	1,185,252	726,901
<b>Balance Carried Forward at 31 December</b>	<b>1,206,628</b>	<b>1,185,252</b>



## Statement of Total Comprehensive Income for the year ended 31 December 2018

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
<b>Income</b>		
Surplus/(Deficit) for the year	21,377	458,356
Experience losses on retirement benefit obligations	(3,959,000)	(1,821,000)
Change in assumptions underlying the present value of retirement benefit obligations	(2,998,000)	(900,000)
Actuarial gains in the year	(6,957,000)	(2,721,000)
Adjustment to deferred retirement benefit funding	6,957,000	2,721,000
Comprehensive Income for the year	21,376	458,356

## Statement of Financial Position for the year ended 31 December 2018

	Year ended 31 December 2018 €	Year ended 31 December 2017 €
<b>Fixed assets</b>		
Property, plant & equipment	912,248	772,993
<b>Current assets</b>		
Receivables	821,960	1,396,838
Cash and cash equivalents	1,075,542	474,191
	1,897,502	1,871,029
<b>Current Liabilities (amounts due within one year)</b>		
Payables	(690,874)	(685,774)
Net Current Assets	1,206,628	1,185,255
<b>Total assets less current liabilities Before retirement benefits</b>	<b>2,118,876</b>	<b>1,958,248</b>
Deferred retirement benefit funding asset	102,835,000	105,783,000
Retirement benefit obligation	(102,835,000)	(105,783,000)
<b>Total net assets</b>	<b>2,118,876</b>	<b>1,958,248</b>
<b>Representing</b>		
Retained revenue reserves	1,206,628	1,185,255
Capital account	912,248	772,993
	<b>2,118,876</b>	<b>1,958,248</b>

## Statement of Cash Flows for the year ended 31 December 2018

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
<b>Net Cash Flows from Operating Activities</b>		
Operating surplus/(deficit) for year	21,377	458,356
Depreciation	242,823	256,949
Transfer to Capital reserve	139,256	35,280
(Decrease)/Increase in payables	5,101	(476,555)
(Increase)/Decrease in receivables	574,877	(210,632)
<b>Net cash inflow from operating activities</b>	<b>983,434</b>	<b>63,398</b>
<b>Cash flows from Investing Activities</b>		
<b>Net Cash Flows from Financing Activities</b>	<b>983,434</b>	<b>63,398</b>
Payments to acquire property, plant and equipment	(382,079)	(292,229)
<b>Net (decrease)/increase in cash and cash equivalents</b>	<b>601,355</b>	<b>(228,831)</b>
Cash and Cash Equivalents at 31 December 2017	474,191	703,022
<b>Cash and Cash Equivalents at 31 December 2018</b>	<b>1,075,546</b>	<b>474,191</b>

## Extract from Notes to the Financial Statements

### ACCOUNTING POLICIES

The basis of accounting and significant accounting policies adopted by the Health and Safety Authority are set out below. They have been applied consistently throughout the year and preceding year.

#### a) General Information

The Health and Safety Authority was set up under the Safety, Health and Welfare at Work Act 2005, with a Head Office at The Metropolitan Building, James Joyce Street, Dublin 1.

The Authority's primary objectives are set out in Section 34 of that Act and has overall responsibility for the administration and enforcement of health and safety at work in Ireland. The Authority monitors compliance with legislation at the workplace and can take enforcement action (up to and including prosecutions). The Authority is the national body for information and advice to employers, employees and self-employed on all aspects of workplace health and safety. The Authority also promotes education, training and research in the field of health and safety. A wide range of activities falls under the Authority's remit, including:

- promotion of good standards of health and safety at work;
- inspection of all places of work and monitoring of compliance with health and safety laws;
- investigation of serious accidents, causes of ill-health and complaints;
- undertaking and sponsoring research on health and safety at work;
- developing and publishing codes of practice, guidance and information documents;
- providing an information service during office hours; and
- developing new laws and standards on health and safety at work.

The Irish National Accreditation Board (INAB) is the national body with responsibility for accreditation in accordance with the relevant International Organisation for Standardisation (ISO) 17000 series of standards. It is Ireland's national body within a European network of accreditation bodies. INAB assesses certification bodies, laboratories and inspection bodies for conformity against internationally harmonised standards, providing assurance that these bodies demonstrate competence and performance capability in carrying out their work.

INAB was established as a Committee of Forfás under Section 10 of the Industrial Development Act, 1993, as amended by Section 46 of the Industrial Development (Enterprise Ireland) Act, 1998.

Under the Industrial Development (Forfás Dissolution) Act, 2014 INAB was transferred as a Committee of the Health and Safety Authority, with the transfer of all INAB functions and staff to the Authority.

The Authority is the body legally responsible for accreditation. This responsibility is delegated to the Committee (referred to in the 2014 legislation as the Accreditation Board). The Accreditation Board members are appointed by the Board of the Authority, and the staff assigned to INAB to carry out day-to-day functions, are employees of the Authority.

The Authority is a Public Benefit Entity (PBE)

## b) Statement of Compliance

The financial statements of the Health and Safety Authority for the year ended 31 December 2018 have been prepared in accordance with FRS 102, the financial reporting standard applicable in the UK and Ireland issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland.

## c) Basis of Preparation

The financial statements have been prepared under the historical cost convention, except for certain assets and liabilities that are measured at fair values as explained in the accounting policies below. The financial statements are in the form approved by the Minister for Business, Enterprise and Innovation with the concurrence of the Minister for Public expenditure and Reform under the Safety, Health and Welfare at Work Act 2005. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Authority's financial statements.

## d) Revenue

### *Oireachtas Grants*

Revenue is generally recognised on an accruals basis; one exception to this is in the case of Oireachtas Grants which are recognised on a cash receipts basis. Oireachtas grants shown in the Statement of Income and Expenditure and Retained Revenue Reserves Account reflect the amounts received from the Department of Business, Enterprise and Innovation (DBEI) in respect of the year.

### *INAB income*

Income for the Irish National Accreditation Board (INAB) represents income invoiced during the year.

### *COMAH Income*

This represents income from recoverable costs invoiced during the year for performing inspections and investigations under the Chemicals Act Regulations 2015.

### *Other income*

All other income is recorded in the period which it relates to within the Statement of Income and Expenditure and Retained Revenue Reserves.



### e) Property, Plant and Equipment

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. Depreciation is provided on all property, plant and equipment, at rates estimated to write off the cost less the estimated residual value of each asset on a straight line basis over their estimated useful lives, as follows:

Office furniture & equipment	20%	Straight Line
Computer equipment	33.33%	Straight Line
Scientific equipment	20%	Straight Line
Fixtures and fittings	10%	Straight Line
Software development	10%	Straight Line

The Authority operates a capitalisation threshold policy of €1,000.

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of an age and in the condition expected at the end of its useful life.

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

### f) Capital Account

The Capital Account comprises the unamortised value of capital grants used to fund fixed assets.

### g) Foreign Currencies

Monetary assets and liabilities denominated in foreign currencies are translated at the exchange rates ruling at the Statement of Financial Position date. Revenues and costs are translated at the exchange rates ruling at the dates of the underlying transactions.

Profits and losses arising from foreign currency translations and on settlement of amounts receivable and payable are dealt with in the Statement of Income and Expenditure and Retained Reserves Account.

### h) Receivables

Receivables are recognised at fair value, less a provision for doubtful debts. The provision for doubtful debts is a specific provision and is established when there is objective evidence that the Health and Safety Authority will not be able to collect all amounts owed to it. All movements in the provision for doubtful debts are recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

## i) Operating Leases

Rental expenditure under operating leases is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves over the life of the lease. Expenditure is recognised on a straight-line basis over the lease period, except where there are rental increases linked to the expected rate of inflation, in which case these increases are recognised when incurred. Any lease incentives received are recognised over the life of the lease.

## j) Employee Benefits

### *Short-term Benefits*

Short term benefits such as holiday pay are recognised as an expense in the year, and benefits that are accrued at year-end are included in the Payables figure in the Statement of Financial Position.

### *Retirement Benefits*

The Health and Safety Authority previously established its own defined benefit pension scheme, funded annually on a pay-as-you-go basis from monies provided by the Department of Business, Enterprise and Innovation (DBEI) and from contributions deducted from staff and members' salaries. The Authority also operates the Single Public Services Pension Scheme ('Single Scheme'), which is a defined benefit scheme for pensionable public servants appointed on or after 1 January 2013. Single Scheme members' contributions are paid over to the Department of Public Expenditure and Reform (DPER).

Pension costs reflect pension benefits earned by employees and are shown net of staff pension contributions which are remitted to the DBEI. An amount corresponding to the pension charge is recognised as income to the extent that it is recoverable and offset by grants received in the year to discharge pension payments.

Actuarial gains or losses arising on scheme liabilities are reflected in the Statement of Comprehensive Income, and a corresponding adjustment is recognised in the amount recoverable from the DBEI.

The financial statements reflect, at fair value, the assets and liabilities arising from the Authority's pension obligations and any related funding, and recognise the costs of providing pension benefits in the accounting periods in which they are earned by employees. Retirement benefit scheme liabilities are measured on an actuarial basis using the projected unit credit method.

## k) Provisions

Provisions are recognised when the Authority has a present legal or constructive obligation as a result of past events; it is probable that an outflow of resources will be required to settle the obligation; and the amount of the obligation can be estimated reliably.

## l) Contingencies

Contingent liabilities arising as a result of past events, are not recognised when (i) it is not probable that there will be an outflow of resources or that the amount cannot be reliably measured at the reporting date or (ii) when the existence will be confirmed by the occurrence or non-occurrence of uncertain future events not wholly within the Authority's control. Contingent liabilities are disclosed in the financial statements unless the probability of an outflow is remote.

Contingent assets are not recognised. Contingent assets are disclosed in the financial statements when an inflow of economic benefits is probable.

## m) Critical Accounting Judgements and Estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the reporting date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements have had the most significant effect on amounts recognised in the financial statements.

### ***Impairment of Property, Plant and Equipment***

Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less cost to sell and value in use. For the purpose of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash generating units). Non-financial assets that suffered impairment are reviewed for possible reversal of the impairment at each reporting date.

### ***Depreciation and Residual Values***

The Directors have reviewed the asset lives and associated residual values of all fixed asset classes and, in particular, the useful economic life and residual values of fixtures and fittings and have concluded that asset lives and residual values are appropriate.

### ***Provisions***

The Health and Safety Authority makes provisions for legal and constructive obligations, which it knows to be outstanding at the period end date. These provisions are generally made based on historical or other pertinent information, adjusted for recent trends where relevant. However, they are estimates of the financial costs of events that may not occur for some years. As a result of this and the level of uncertainty attaching to the final outcomes, the actual out-turn may differ significantly from that estimated.

### ***Retirement Benefit Obligation***

The assumptions underlying the actuarial valuations for which the amounts recognised in the financial statements are determined (including discount rates, rates of increase in future compensation levels, mortality rates and healthcare cost trend rates) are updated annually based on current economic conditions, and for any relevant changes to the terms and conditions of the pension and post-retirement plans.

The assumptions can be affected by:

- (i) the discount rate, changes in the rate of return on high-quality corporate bonds,
- (ii) future compensation levels, future labour market conditions, and
- (iii) health-care cost trend rates, the rate of medical cost inflation in the relevant regions.



## OIREACHTAS GRANTS

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
D/BEI - Vote 32 - Subhead C5	19,075,000	18,372,000
Employee Pension Contributions remitted to D/BEI	(651,082)	(669,583)
Single Scheme Contributions remitted to D/PER	(33,764)	(2,152)
	18,390,154	17,700,265

## ACCREDITATION INCOME

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
Accreditation income	2,709,790	2,343,798

The Industrial Development (Forfás Dissolution) Act 2014 was signed into law on 29 June 2014, and on 1 August 2014 Forfás was dissolved and ceased as a legal entity. Much of its related activities were transferred to the Department of Business, Enterprise and Innovation. The Irish National Accreditation Board (INAB) transferred to the Health & Safety Authority. INAB is responsible for accreditation activities and invoice clients for work undertaken.

## COMAH INCOME

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
COMAH income	103,711	175,650

In 2016, the Authority introduced a fee schedule for various inspection and investigation activities under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations, 2015.

## OTHER INCOME

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
Driver Training Course Income	67,500	81,495
ADR Fines	6,700	-
Sale of Authority's Publications	825	2,397
ECHA Income	42,556	36,541
Miscellaneous (Seminars, Legal, Witness Expenses, EU Commission)	19,633	48,879
	137,214	169,312



## SALARY COSTS

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
Staff short-term benefits	10,392,625	10,079,254
Employer PRSI	930,263	870,039
<b>Total Salary Costs</b>	<b>11,322,888</b>	<b>10,949,293</b>

	Year ended 31 December 2018 €	Year-ended 31 December 2017 €
<b>Staff Short-Term Benefits</b>		
Basic Pay	10,348,256	10,023,261
Overtime	21,722	38,379
Allowances	22,647	17,614
		<b>10,079,254</b>

The Authority can confirm that there were no termination payments during the year 2018.

Actual Staffing Levels – Professional/technical	132.2	111.7
Actual Staffing Levels – Administration	39.3	50.4
	<b>171.5</b>	<b>162.1</b>

€580,610 (2017: €551,913) of pension levy has been deducted from staff and paid over to the Department of Business, Enterprise and Innovation.

### CEO Remuneration

During the year under review, a new Chief Executive Officer was appointed on 1 July 2018 and received a salary of €67,557 and expenses to the value of €5,658 in respect of their new role.

The previous Chief Executive Officer retired on 30 June 2018 and received a salary of €90,986 and expenses to the value of €6,781.

For comparative purposes, the Chief Executive received a salary of €145,605 and expenses of €10,011 in the year ended 31 December 2017.

The CEO did not receive any bonus or perquisites in the year.

The CEO's retirement benefit entitlements are in line with standard entitlements in the model public sector defined-benefit superannuation scheme.

## Employee Benefits Breakdown

## Range of total employee benefits

## Number of Employees

From	To	2018	2017
€60,000	€69,999	43	63
€70,000	€79,999	27	17
€80,000	€89,999	16	11
€90,000	€99,999	7	3
€100,000	€109,999	3	3
€110,000	€119,999	1	1
€120,000	€149,999	1	1
Total		98	99

Note: For the purposes of this disclosure, short-term employee benefits in relation to services rendered during the reporting period include salary, overtime allowances and other payments made on behalf of the employee, but exclude employer's PRSI.

## MEMBERS' FEES AND EXPENSES

Board member	Fees € 2018	Expenses € 2018	Fees € 2017	Expenses € 2017
Ms Carol Bolger	7,695	-	7,695	-
Mr Andrew Bowers	7,695	-	7,695	-
Mr Dermot Carey	7,695	955	7,695	1,130
Mr Tom Coughlan (Chairperson)	11,970	6,234	11,970	6,003
Mr Stephen Curran (DBEI)	-	185	-	-
Ms Deirdre Cullivan	7,695	1,511	7,695	1,260
Dr Michael Gillen	7,695	-	7,695	-
Mr Pat Kenny	7,695	-	7,695	-
Mr John McCartney	7,695	419	7,695	292
Professor James Phelan	7,695	-	7,695	-
Ms Christine Rowland	7,695	-	7,695	-
Mr Frank Vaughan	7,695	169	7,695	117
	88,920	9,473	88,920	8,802

## OPERATIONAL EXPENSES

	Total 2018 €	Total 2017 €
Accommodation	1,694,881	1,621,760
Communications costs	402,980	456,360
Travel & subsistence – national	892,660	791,438
Travel & subsistence – international	162,237	174,204
Publications & marketing	2,023,778	1,397,652
Legal services	120,039	106,823
Research	149,733	2,571
Financial services	257,885	293,095
Pensions and human resources	15,509	17,557
Other consultancy	444,834	453,719
Accreditation – external assessor costs (note 3)	860,215	812,573
Business process review	455,283	323,217
Staffing costs	343,034	250,586
General equipment supplies	60,757	149,827
Investment in learning	195,668	188,751
Technology costs	427,580	625,910
Depreciation	242,823	256,949
Internal audit fees	19,319	19,835
External audit fees	16,000	27,100
Members' fees	88,920	88,920
Bad debts	-	-
Other	135,575	151,984
	<b>9,109,710</b>	<b>8,210,831</b>

Included in operational expenses is a charge of €8,106 (2017: €1,789) in respect of amounts paid by the Authority for hospitality.

Note that comparative figures have been reclassified where necessary on a basis consistent with the current year presentation.

**Table 1.1** Number of workplace inspections and investigations 2008–2018

Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Total</b>	16,009	18,451	16,714	15,340	13,835	12,244	10,719	10,880	10,478	9,934	9,830

**Table 1.2** Total workplace inspections and investigations by economic sector and enforcement actions 2018

Economic sector	Inspections and investigations*	Payment in Lieu (On-the-spot fines)	Improvement notice or direction	Prohibition notice	Written advice
Agriculture, forestry and fishing	1,949	0	126	105	907
Mining and quarrying	252	0	21	12	137
Manufacturing	1,019	0	49	23	571
Water supply, sewerage, waste management and remediation activities	148	0	2	5	76
Construction	4,185	1	152	342	2,090
Wholesale and retail trade, repair of motor vehicles and motorcycles	914	10	49	18	586
Transport and storage	527	24	20	6	395
Accommodation and food service activities	195	0	11	5	126
Public administration and defence, compulsory social security	72	0	1	0	25
Human health and social work activities	211	0	5	1	122
Other sectors	358	0	16	6	174
<b>Total</b>	<b>9,830</b>	<b>35</b>	<b>452</b>	<b>523</b>	<b>5,209</b>

\* Includes workplace inspections and investigations carried out under OSH and chemicals legislation.

**Table 1.3 OSH and Chemical Inspection Programmes 2018**

Inspection areas and sectors	Inspection targets	2018
<b>OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAMME</b>		
Agriculture (farms only)	2,000	1,781
Forestry	50	61
Fishing and aquaculture	50	36
Construction	4,000	3,722
Manufacturing	800	596
Wholesale and retail	450	419
Healthcare	140	130
Accommodation and food services	250	141
Public administration and defence; compulsory social security	100	52
Mines and quarries	240	236
Transport and storage	250	250
Sewerage, waste water and refuse collection and disposal	130	92
Other NACE sectors (e.g. electricity and gas, water, financial and insurance, real estate and renting, information and communication services, administrative services, education, other services)	690	152
<b>Total inspections under OSH legislation</b>	<b>9,150</b>	<b>7,668</b>
<b>CHEMICALS LEGISLATION INSPECTION PROGRAMME</b>		
Chemical, biological, physical agents –(occupational hygiene)	500	425
COMAH — Control of major accident hazards	80	101
Sub-COMAH	150	81
Transport of dangerous goods and transportable pressure equipment (ADR/TPE)	420	455
Retail and private petroleum stores (RPPS) and DSA	120	145
REACH registration audits	5	5
REACH/CLP audits	10	13
<b>Total inspections (including audits) under chemicals legislation programme</b>	<b>1,285</b>	<b>1,225</b>
<b>MARKET SURVEILLANCE OF CHEMICAL PRODUCTS</b> (included in total figures above – completed as part of the occupational hygiene, COMAH and market surveillance programmes)	<b>150</b>	<b>289</b>
<b>REACH AND CLP INSPECTIONS</b> (included in total figures above —completed as part of the occupational hygiene, COMAH and Market Surveillance programmes)	<b>200</b>	<b>195</b>



**Table 1.4** OSH and Chemical Investigation Programmes 2018

Complaint / Accident		2018
Complaint investigations	Issues raised with the Authority were prioritised as complaints or matters of concern. Complaints are typically addressed with the duty holder and, where necessary, assigned to the inspectorate for investigation. Issues of concern may direct individual workplace inspections.	644
Accident investigations	All workplace accidents resulting in a fatality were investigated. In addition, other serious accidents, where they became known to the Authority, were prioritised for investigation or directed individual workplace inspections. Some dangerous occurrences which did not result in injuries were also investigated.	293

**Table 1.5** Health and safety management compliance in main economic sectors 2018

Sector	Safety statement prepared and available at workplace (% compliance)	Enforcement action taken for safety statement (% visits where written advice or notice served)	System in place for reviewing health and safety performance (% yes)	Safety consultation process in place (% yes)	Safety rep. selected (% yes)	Where there is a safety rep., did he/she communicate with or accompany inspector? (% yes)
Agriculture, forestry and fishing	72	30	62	89	5	3
Construction	76	28	61	87	16	19
Wholesale and retail trade	76	42	52	90	11	19
Manufacturing	89	64	66		40	38
Transport and storage	71	48	64	92	21	13
Health	85	53	54	84	49	11
Mining and quarrying	97	20	90	97	31	17
Public administration, defence and social security	94	23	71	98	31	31
All NACE sectors	78	32	62	89	21	20

**Table 1.6** Items reviewed in safety statement and compliance rates in main economic sectors 2018

Sector	Safety statement contains relevant safety risk assessments (% compliance)	Safety statement contains relevant health risk assessments (% compliance)	Safety statement specifies appropriate control measures for safety risks identified (% compliance)	Safety statement specifies appropriate control measures for health risks identified (% compliance)	Safety statement allocates responsibilities to relevant managers (% compliance)
Agriculture, forestry and fishing	97	91	90	90	91
Mining and quarrying	98	98	98	98	95
Manufacturing	82	87	70	77	78
Transport and storage	84	85	82	82	80
Construction	94	91	91	90	74
Wholesale and retail trade	74	75	71	72	60
Public administration and defence; social security	100	100	90	100	90
Health	48	54	59	55	57
All NACE sectors	87	86	83	83	74



## Outcomes of Prosecutions 2018

Type of proceeding	Total Heard	% total of cases heard summarily / indictment	Dismissals/ Charges struck out	Under appeal	Suspended sentence	Community service	Probation Act	Fines
On Indictment	9	60%	0	0	1	0	0	€696,872
Summarily	6	40%	1	0	0	0	0	€9,100
Total	15	100%	1	0	1	0	0	<b>€705,972</b>

### Felix O'Hare and Co. Limited

### On Indictment

On 12 February 2018, this case was heard in Dublin Circuit Criminal Court. Felix O'Hare Limited pleaded guilty to one charge. On 21 February 2014, a member of the public suffered personal injury and died when Felix O'Hare and Co. Limited, at a construction site at Pier House, Harbour Road, Skerries, County Dublin, failed to ensure that adequate controls were in place to protect pedestrians from the operations of a tracked excavator moving stones at the entrance of the site, and specifically failed to erect appropriate barriers around the materials at the entrance of the construction site.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to 77(9) (a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	€25,000

### McCarthy Greenbuild Construction Company Limited

### On Indictment

On 19 February 2018, this case was heard in Cork Circuit Criminal Court. McCarthy Greenbuild Construction Company Limited pleaded guilty to one charge. On 15 September 2014, a member of the public suffered personal injury and died when McCarthy Greenbuild Construction Company Limited, at a construction site at Padrigin's Pizza, St Patrick's Quay, Bandon, County Cork, failed to ensure that the walls of a structure under construction at the site were of sufficient strength to withstand the load to which they were subjected and which wall subsequently collapsed.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to 77(9) (a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	€21,872

### AV Pound and Company Limited

### Summarily

On 27 February 2018, this case was heard in Mallow District Court. AV Pound and Company Limited pleaded guilty to one charge. Between 1 January 2015 and the 31 January 2015, AV Pound and Company Limited, being a client within the meaning of the Safety, Health and Welfare at Work (Construction) Regulations 2013, failed to appoint in writing at or before the start of the design process, a competent Project Supervisor for the design process for the carrying out of the construction works at Gould's Hill, Mallow, County Cork.

Contravention	Legislation	Verdict	Fine
Regulation 6(1)(a) as it relates to Regulation 6(3)(a) contrary to 77(2)(c)	Safety Health and Welfare at Work (Construction) Regulations 2013.  Safety Health and Welfare at Work Act 2005	Pleaded guilty	€750

### Leeside Cut & Core Contractors Limited

### On Indictment

On 27 April 2018, this case was heard in Cork Circuit Criminal Court. Leeside Cut & Core Contractors Limited pleaded guilty to two charges. Between 21 January 2015 and 6 February 2015, at an office building at Gould's Hill, Mallow, County Cork, Leeside Cut & Core Contractors Limited failed to manage and conduct work activity, specifically the carrying out of demolition work in the said premises in circumstances where there were asbestos-containing materials present, in such a way as to ensure, insofar as was reasonably practicable, the safety, health and welfare of their employees, in that the demolition work was being carried out in an uncontrolled fashion, causing damage to the asbestos-containing ceiling tiles and floor tiles on the premises, thereby exposing their employees to the risk of inhaling asbestos fibres.

Contravention	Legislation	Verdict	Fine
8(2)(a) contrary to 77(2)(a)	Safety Health and Welfare at Work Act 2005	Pleaded guilty	€50,000
Regulation 7(a) contrary to 77(2)(c)	Safety Health and Welfare at Work (exposure to Asbestos Regulations) 2006 and 2010  Safety Health and Welfare at Work Act 2005	Pleaded Guilty	Taken into consideration

**Prosecution of an individual****On Indictment**

On 4 May 2018, the case was heard in Letterkenny Circuit Court. The accused, an employer, pleaded guilty to one charge. On 13 March 2012 at Meenabool, Dunlewy, County Donegal, the accused failed to manage and conduct his undertaking in such a way that individuals at the place of work, who were not his employees, were not exposed to risks to their safety, health and welfare, in particular that he failed to take precautions in relation to plant, namely a crane working near overhead power lines, or to ensure that said work was carried out safely and in accordance with ESB guidelines.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to 77(2)(a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	Sentenced to 12 months' imprisonment suspended for 12 months

**Tony Kirwan Civil Engineering Contractors Limited****On Indictment**

On 28 June 2018, this case was heard in Kilkenny Circuit Court. Tony Kirwan Civil Engineering Contractors Limited pleaded guilty to three charges. On 25 April 2016, an employee suffered personal injury when Tony Kirwan Civil Engineering Contractors Limited, at IDA Business Park, Purcellsinch, Dublin Road, Kilkenny, failed to ensure that a safe system of work was in place to protect persons working inside a trench box within an excavation from being struck by falling materials.

Contravention	Legislation	Verdict	Fine
Section 8(2)(e) contrary to 77(9)(a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	€200,000
Regulation 51(1)(a) contrary to Section 77(9)(a)	Safety Health and Welfare at Work (Construction) Regulations 2013 Safety Health and Welfare at Work Act 2005	Pleaded Guilty	Taken into consideration
Regulation 52(3) contrary to Section 77(2)(c)	Safety Health and Welfare at Work (Construction) Regulations 2013 Safety Health and Welfare at Work Act 2005	Pleaded Guilty	Taken into consideration

### McKeon Stone Limited

### On Indictment

On 29 June 2018, this case was heard in Kilkenny Circuit Court. McKeon Stone Limited pleaded guilty to one charge. On 25 April 2016, an employee suffered personal injury and died when McKeon Stone Limited, at Kilaree Quarry, Threecastles, County Kilkenny, failed to manage work practices, in that the work was being carried out by employees on the edge of a quarry face without any harness or lanyards or other fall protection measures.

Contravention	Legislation	Verdict	Fine
Section 8(1) and 8(2)(a) contrary to 77(9)(a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	€175,000

### John Galvin Developments Limited

### On Indictment

On 18 July 2018, this case was heard in Tralee Circuit Court. John Galvin Developments Limited pleaded guilty to four counts. On 13 August 2014 at 12 Ross Road, Killarney, County Kerry, John Galvin Developments Limited failed to manage and conduct work activity, namely the carrying out of work at height, in such a way as to ensure as far as was reasonably practicable, the safety, health and welfare at work of its employees, in that no measures were put in place to prevent its employees from falling from a height or to protect against the consequences of such a fall and, as a consequence, an employee suffered personal injury. John Galvin Developments Limited also failed to ensure that suitable and sufficient work equipment was provided to prevent a fall occurring and, as a consequence, a person suffered personal injury.

Contravention	Legislation	Verdict	Fine
Section 8(1) and 8(2)(a) contrary to 77(2)(a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	Taken into consideration
Section 8(1) and 8(2)(a) contrary to 77(9)(a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	€50,000
Regulation 100 in breach of Regulation 98(c)(ii) contrary to Section 77(2)(c)	Safety Health and Welfare at Work (General Application) Regulations 2007 Safety Health and Welfare at Work Act 2005	Pleaded Guilty	Taken into consideration
Regulation 100 in breach of Regulation 98(c)(ii) contrary to Section 77(9)(a)	Safety Health and Welfare at Work (General Application) Regulations 2007 Safety Health and Welfare at Work Act 2005	Pleaded Guilty	€50,000



**O'Reilly Commercials Limited****On Indictment**

O'Reilly Commercials Limited was found guilty of one charge in Dublin Circuit Criminal Court on 27 March 2013. Sentence was imposed on 29 July 2013. Between 5 and 6 August 2005, both days inclusive, at Ballinalack, Mullingar, County Westmeath, O'Reilly Commercials Limited did fail to conduct its undertaking in such a way as to ensure, so far as was reasonably practicable, that persons not in its employment who may be affected thereby were not exposed to risks to their safety or health, in that, while conducting a vehicle test in respect of bus 89 WD 2218 pursuant to the European Communities (Vehicle Testing) Regulations 1981 to 2008, O'Reilly Commercials Limited failed to note the modified rear suspension in the said vehicle. O'Reilly Commercials Limited appealed the conviction and on 3 October 2018 the Court of Appeal dismissed the Appeal.

Contravention	Legislation	Verdict	Fine
Section 7 (1) contrary to Section 48(1)	Safety Health and Welfare at Work Act 1989	Guilty	€25,000

**Navan Hire Hardware & Safety Training Limited****On Indictment**

On 27 November 2018, this case was heard in Trim Circuit Court. Navan Hire Hardware & Safety Training Limited pleaded guilty to two charges. On 16 January 2016, an employee of Navan Hire Hardware & Safety Training Limited suffered personal injury and died when a Neilsen Hydraulic Press fell from the forks of a forklift which was being used to transport it. Navan Hire Hardware & Safety Training Limited also failed to provide to its employee the information, instruction, training and supervision necessary for the operation of a forklift truck to lift and transport a Hydraulic Press.

Contravention	Legislation	Verdict	Fine
Section 8(1) and 8(2)(e) contrary to 77(9)(a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	€50,000
Section 8(1) and 8(2)(g) contrary to 77(2)(a)	Safety Health and Welfare at Work Act 2005	Pleaded Guilty	€50,000

**Ardkenna Agri Services Limited****Summary**

On 19 January 2018, this case was heard in Bandon District Court, Cork. Ardkenna Agri Services Ltd pleaded guilty to one charge. On 16 September 2016, an employee suffered personal injury when cleaning a blockage in a combine harvester.

Contravention	Legislation	Verdict	Fine
Section 8(2)(a) Contrary to 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Guilty	€3,250

### Holdensrath Quarry Limited

### Summary

On 6 February 2018, this case was heard at Kilkenny District Court, Kilkenny. Holdensrath Quarry Limited pleaded guilty to two charges. On 29 August 2016 an employee suffered personal injury when quarrying stone.

Contravention	Legislation	Verdict	Fine
Section 8(2)e Safety, Health and Welfare at Work Act, 2005.	Safety, Health and Welfare at Work Act, 2005.	Guilty	€2,000
Section 19 Safety, Health and Welfare at Work Act, 2005. Contrary to Section 77(2)(a)	Safety, Health and Welfare at Work Act 2005	Guilty	€2,000

### Prosecution of an Individual

### Summary

On 28 June 2018, this case was heard in Mullingar District Court, Co. Westmeath. The accused pleaded guilty to one charge. On 11 April 2017, a person suffered personal injury when assisting in the process of felling trees.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to Section 79 (9)(a)	Safety Health and Welfare at Work Act, 2005	Guilty	€500

### Vitabond Ltd

### Summary

On 5 September 2018, this case was heard in the District Court, Co. Westmeath. Vitabond Limited pleaded guilty to one charge. On 28 June 2017, an employee suffered personal injury when he fell from a height when carrying out maintenance work.

Contravention	Legislation	Verdict	Fine
Section 8(2)(e) contrary to Section 77(9)(a)	Safety Health and Welfare at Work Act, 2005	Guilty	€500

### Prosecution of Individual

### Summary

On 22 November 2018, this case was heard in the District Court, Co. Westmeath. The accused and employer pleaded guilty to one charge. On 3 October 2017, an employee suffered personal injury when he fell from a height when carrying out construction work.

Contravention	Legislation	Verdict	Fine
Section 8(2)a contrary to Section 77(9)a	Safety Health and Welfare at Work Act, 2005	Guilty	€100

As competent authority and national lead on occupational health and safety, chemicals and market surveillance legislation, the Authority actively participated in a number of EU and international committees and expert working groups. At all meetings, we communicate the Irish position effectively to influence an outcome that benefits Ireland, or that does not put Ireland at a disadvantage. We have also provided technical, scientific and policy inputs for other EU and international levels as requested by the Minister and DBEI. The list of committees provided below is not exhaustive and covers the main committees and working groups attended in 2018. Additional detail is provided in the body of the report.

#### European and international committees in which the Authority participates

European Chemicals Agency (ECHA) Management Board
EU OSHA Governing Board
Article 133 REACH Committee
CARACAL Competent Authority and Subgroup on REACH and CLP
Committee for Risk Assessment (RAC) in ECHA
Committee for Socioeconomic Committee (SEAC) in ECHA
Member State Committee on REACH in ECHA
ECHA Forum on Enforcement of REACH, CLP and the Rotterdam Regulation (PIC)
ECHA Working Group on Endocrine Disruptors
Detergents Working Group
Designated National Authority Committee for the Rotterdam Regulation (PIC)
Central Competent Authority for Seveso
Risk Management Expert (Chemical) RIME
Organisation for the Prohibition of Chemical Weapons (OPCW)
Advisory Committee on Safety and Health (ASCH) including interest groups and workshops
EU-OSHA Focal Point Network
EU-OSHA CPWG (communication partnership working group)
EU Working Party on OSH Information System
EU Working Party on Enforcement of Legislation
EU Technical Dangerous Goods Committee (TDGC)
UNECE Working Party on the Transport of Dangerous Goods (WP15)
ECOSOC Sub-Committee of Experts on the Transport of Dangerous Goods
European Transport Safety Council – Work-related Road Safety

### European and international committees in which the Authority participates

EU Transportable Pressure Equipment Advisory Committee
EU Machinery Directive Advisory Committees
EU Pressure Equipment Directive Advisory Committees
EU Lifts Directive Advisory Committees
EU Personal Protective Equipment Directive Advisory Committees
EU ATEX (explosive atmospheres) Directive Advisory Committees
EU Machinery Directive Working Group
EU Pressure Equipment Directive Working Group
EU Personal Protective Equipment Directive Working Group
EU ATEX (explosive atmospheres) Directive Working Group
EU Chief Inspectors of Mines
Senior Labour Inspectors Committee (SLIC) [Plenary/MACHEX/CHEMEX/Enforcement/KSS – Rapid sharing of information]
Technical Working Group on European Statistics on Accidents at Work
European Co-operation on Accreditation (EA) Technical and Policy Committees (Laboratory, Inspection, Harmonisation, Certification, Multi-lateral Agreement, General Assembly)
International Laboratory Accreditation Co-operation (ILAC) Technical and Policy Committees (Laboratory, Inspection, General Assembly)
International Accreditation Forum (IAF) Technical and Policy Committees (Certification, General Assembly)
European Commission and OECD Committees on Good Laboratory Practice (GLP)
European Commission Committees on Eco-Audit and Management Systems (EMAS)

Legislation	Status update
European Communities (Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment) (Amendment) Regulations 2018	Complete — S.I. No. 197 of 2018 came into operation on 3 July 2018
Amendment to Safety, Health and Welfare at Work (Construction) Regulations 2013	At legal drafting stage
Chemicals Act (Rotterdam) Regulations	At legal drafting stage
Chemicals Act (Detergents) Regulations	At legal drafting stage
Update of European Communities (Good Laboratory Practice Regulation) Regulations 1991	No developments in 2018
Review of Dangerous Substances Act	Project underway to review roles and responsibilities under the Dangerous Substances regime and to draft legislation to support the revised structures.
Safety, Health and Welfare at Work (Quarries) Regulations	With Office of the Parliamentary Counsel (OPC) — no developments in 2018
Safety, Health and Welfare at Work (Diving) Regulations	Diving regulations and accompanying codes of practice to be published on 1 May 2019
Safety, Health and Welfare at Work (Onshore and Offshore Drilling) Regulations	With OPC – no developments in 2018
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations with regard to use of work equipment	With office of the Parliamentary Counsel (OPC) — draft regulations reviewed by Authority
Safety, Health and Welfare at Work (Mines) Regulations	Complete – SI 133 of 2018 introduced on 30 April 2018
European Union (Personal Protective Equipment) Regulations 2018	Complete – S.I. 136 of 2018 came into operation 21 April 2018

Code of Practice	Status update
Code of Practice for Avoiding Danger from Overhead Lines	Code of Practice to be approved by Minister in 2019
Code of Practice for Rider-Operated Lift Trucks	No developments in 2018
Code of Practice for Safety, Health and Welfare at Work (Chemical Agent) Regulations 2001 – update	Complete – Code of Practice published on 21 August 2018
Code of Practice on Bullying	Work ongoing with Workplace Relations Commission to produce joint Code – first draft expected in mid-2019.
Code of Practice for Inland Diving and Inshore Diving: Code of Practice for Offshore Diving	Codes of Practice to accompany S.I. 254 of 2018 to come into effect from 1 May 2019, being prepared for Ministerial approval.





The Health and Safety Authority (herein referred to as 'the Authority') was appointed as the principal national authority under the Chemicals Act 2008. The Chemicals Act of 2008, as amended, provides for the national administration and enforcement of the REACH, Detergents, Rotterdam (Prior Informed Consent) and CLP Regulations. As of 1 June 2015, the Control of Major Accident Hazards involving Dangerous Substances COMAH (SEVESO III) Regulations also come within the ambit of the Chemicals Acts 2008 and 2010 but these are not subject to this annual report. Five national authorities have administration and/or enforcement obligations under the Chemicals Act, namely the Minister for Agriculture, Food and the Marine, the Environmental Protection Agency (EPA), Beaumont Hospital Board, the Customs Division of the Revenue Commissioners and the Irish National Accreditation Board.

Section 8(4) of the 2008 Act requires a national authority (other than the Authority) to a) make adequate arrangements for the performance of its functions under the relevant statutory provisions; b) keep appropriate records; and c) to furnish a report to the Authority within two months after the end of each year. Such a report is to include information as may be required and requested by the Authority. In fulfilment of its statutory duties under the Act, the Authority requested each national authority named above to report on its activities under the 2008 and 2010 Acts for 2018. Details for each competent authority are provided below:

## The Irish National Accreditation Board

The Irish National Accreditation Board (INAB) acts as the National Competent Authority for the purposes of Articles 8(2) and (3) of the Detergents Regulation only. For 2018, INAB reported that they had one GLP test facility under their inspection programme while they had no facilities accredited to ISO 17025. During 2018, INAB actively participated in the EA Laboratory Committee for accreditation to ISO 17025 whose remit is to harmonise the implementation of ISO /IEC 17011 for accredited testing laboratories, proficiency testing providers and reference material producers and to elaborate guidance documents where necessary. INAB also actively participated in the OECD and EU Commission Working Groups on GLP. During 2018, INAB continued its service level agreement to provide monitoring authority services for Malta.

## The Beaumont Hospital Board

Beaumont Hospital Board is the appointed body responsible for receiving information relating to emergency health response (Article 9(3) of the Detergents Regulation and Article 45 of the CLP Regulation) and has designated the National Poisons Information Centre (NPIC) to perform this function.

The Manager and Clinical Director spent a large proportion of their time on Chemical-Act-related activities in 2018. A dedicated email address for queries about submitting information on hazardous chemical mixtures was introduced in 2018 ([chemicalsinfo@beaumont.ie](mailto:chemicalsinfo@beaumont.ie)). In 2018, the NPIC processed 2,482 product submissions and 660 emails from/to industry. The NPIC also posted an updated FAQ document explaining industry obligations to notify chemical mixtures on its website in February 2018.

In 2018, the NPIC answered an increased number of enquiries, 2,719, about suspected human poisoning/exposure incidents involving household chemical products, including 1,419 detergent products. Fabric-cleaning products (particularly liquid detergent sachets/capsules), dishwasher products, and general-purpose cleaners, bleach, washing-up liquid and toilet cleaners/fresheners were the most frequently implicated detergent products.

At a European level, the NPIC Manager participated in a workshop on the implementation of Annex VIII to CLP on harmonisation of information relating to emergency health response and a CARACAL Sub-Group on the Adaption to Technical Process (ATP) in CLP. The NPIC Manager also attended two ECHA webinars, on the current ECHA security model and preparations for notifying hazardous mixtures. Throughout 2018, the NPIC provided numerous written comments, via the HSA, on relevant issues discussed in both CARACAL and the REACH Committee. The NPIC also completed the ECHA survey on IT tools for the implementation of Annex VIII in June. The Clinical Director and Manager participated in the Commission Study on 'Workability issues regarding implementation of Annex VIII to CLP'. The NPIC also participated in the Partnership Expert Group (PEG) accessing the draft ECHA guidance on Annex VIII.

At a national level, regular contact and co-operation exists between the HSA and NPIC with the NPIC Director continuing to provide quarterly updates to the Authority on incidents involving detergent sachets/capsules. The HSA kept the NPIC informed about relevant discussions at CARACAL and European working groups and gave opportunities to comment on issues of interest. The NPIC cooperated with the chemical helpdesk on relevant queries. In addition, the NPIC worked jointly with the HSA and prepared an information sheet to explain the industry obligations to notify chemical mixtures to the NPIC. The NPIC also participated in the DBEI Chemicals Interdepartmental Group.

During 2018, six poison centres officers (4.5 full-time equivalents) worked in the NPIC and were involved in providing information to meet medical demand in the event of an emergency. One clerical officer and one poisons information officer processed the notifications from companies placing mixtures on the market and dealt with queries from industry. The NPIC Manager also assisted with these queries if needed.

The workload related to CLP and preparations for implementation of Annex VIII increased during 2018 without any extra resources. The NPIC welcomes the decision to provide a searchable database for use by appointed bodies. This is a more cost-effective option than each member state developing separate systems to receive information on hazardous chemical mixtures. However, the increased workload related to the preparations for implementation of Annex VIII impaired NPIC's ability to perform other important administrative tasks such as audits and records management, which is unsustainable, and will lead to inevitable delays in responding to industry queries during 2019. The Clerical Officer worked almost exclusively on Chemicals Act Activities during 2018, which cannot be sustained in 2019, so a business plan was submitted by the NPIC to the HSE to increase resources.

While the NPIC does not have sufficient staff or resources to organise or participate in awareness-raising activities, prior to the January 2020 deadline, it will continue to provide website updates as they become available.

## Department of Agriculture, Food and the Marine

DAFM remained active in a number of national, Commission and ECHA-led committees and working groups in 2018. At a national level, DAFM replied to a number of queries on REACH and CLP referred by the Authority's Chemicals Helpdesk. DAFM also attended one meeting of the DBEI Chemicals Interdepartmental/Agency Group and had other communications with National Authorities as the need arose during the year.

At an EU level, under REACH, DAFM attended three FORUM meetings, two Endocrine Disruptor Working Group meetings and one Persistent Bioaccumulative Toxic Expert Group meeting. DAFM kept a watching brief on nanomaterials during 2018 but did not attend any meetings. Regarding risk assessment of chemicals mixtures, DAFM kept a watching brief in this area but did not attend any meetings in 2018.

Under CLP, DAFM attended four Risk Assessment Committee (RAC) meetings and one joint MSC-RAC workshop on 'Fine tuning the testing requirements and evaluation of selected human health endpoints under REACH and CLP'. The Irish RAC member acted as rapporteur for four CLH opinion documents (Azoxystrobin, Pyrethrin Zinc, Fluxapyroxad and Pydiflumetofen), drafting and presenting the opinions to ECHA's RAC. Three substances were concluded fully. Pydiflumetofen is scheduled for a second plenary debate in March 2019 (RAC-48).

DAFM also submitted three harmonised classification proposals (CLH dossiers), as report author and dossier submitter, to ECHA which were discussed and finalised at RAC 47 in November 2018 – Iprovalicarb, Silthiofam and Oxathiapiprolin.

During 2018, DAFM attended three working-group meetings for the Environment and six co-ordination group meetings. Under the Rotterdam (PIC Regulation), DAFM attended one meeting in April and provided written comments for the meeting in October. Annual reporting under Article 10 of the Rotterdam Regulation was carried out in respect of 2017 during 2018.

DAFM participated in the FORUM REF-6 inspection project on the classification and labelling of mixtures completing six questionnaires. DAFM continued to enforce the REACH and CLP Regulations in the context of enforcement of the sector-specific Plant Protection Product and Biocides legislation, as follows:

- a. REACH: Enforcement that relates to the registration of substances under REACH was performed as per the sector-specific legislation. Notification/authorisation/registration of pesticide products to DAFM included a check on the REACH compliance of SDSs.
- b. CLP: DAFM checked the labelling and classification requirements of pesticide products during the notification/authorisation/registration process. In addition, inspections carried out in 2018 involved checks on the compliance of pesticide product labels.
- c. Rotterdam: There was no import or export activity for pesticides within the scope of the Rotterdam Regulation in 2018.

The types of premises visited for REACH and CLP included wholesale and retail distributors, local authorities, nurseries, HSE stores and sports clubs. The issuing of enforcement notices by DAFM and the removal of non-compliant pesticide products from the market were carried out under pesticides legislation and not the Chemicals Act. Two DAFM inspectors have access to the PD-NEA portal. DAFM also participated in the Biocides Enforcement Group, BPRS, that ran back-to-back with the ECHA Forum meetings.

In the 2018 annual inspection programme of pesticide distributors and users other than farmers, 132 inspections were carried out. The majority of non-compliances found were minor in nature, relating to out-of-date and re-registered products. Action included direction to re-export, use up or otherwise dispose of product in compliance with the law.

Approximately 1,300 farms are inspected annually by the Integrated Controls Division of the DAFM for the BPS (formerly SPS), to determine compliance with pesticide regulations, as part of the EU Basic Payment Scheme (BPS) inspection programme. In 2018, PCD processed the BPS inspection reports for 2017. The vast bulk of farmers inspected (approx. 92%) had no financial penalties imposed. A financial penalty of 1%, 3% and 5% of their BPS payment was incurred by 5.3%, 1.4% and 0.6% respectively of those individuals inspected.

In 2018, a programme of controls on the composition of Plant Protection Products was carried out. 64 formulation samples were analysed. One sample (1.5%) was found to be outside the FAO tolerances for the registered formulation specification. However, products formulation was within the uncertainty limits so no enforcement action was taken.

A new MoU with the Authority on REACH/CLP and on PIC was agreed and signed during 2018.

A new MoU between DAFM, HSA and Revenue-Customs in relation to the Rotterdam Regulation was agreed and signed by DAFM in 2018. Approximately 4.5 FTEs are involved in work related to the Chemicals Acts (and the associated EU legislation) in DAFM. Expertise involved includes toxicologists, chemists and agricultural scientists. The level of resources available within DAFM for this work in 2018 was the same as 2017 resources.

## Customs Division of the Revenue Commissioners

The Revenue Commissioners are the designated national authority under Article 17 of the Rotterdam Regulation. Revenue's Customs Service is responsible for the control of the import and export of dangerous chemicals as listed in that Regulation. For this purpose, profiles have been set into Revenue's Automated Entry Processing (AEP) Customs clearance system. The AEP system is programmed to flag various export declarations to Customs staff. If a RIN is required under the provisions of the Rotterdam Regulation, then the following procedure applies:

- The exporter must enter the RIN on the customs declaration (SAD).
- Customs officers then validate the RIN against the EU ePIC Database.
- Where no RIN is present or where there is any question regarding the RIN, the requirement for a RIN or the export of a certain chemical, Customs contacts the appropriate DNA for clarification on the status of the chemical in question.

Exporters are obliged to declare the chemicals for export correctly by entering the appropriate Y Code in Box 44 of the export declaration (SAD). If a relevant Y Code is not entered in Box 44 the export cannot proceed. The Rotterdam Regulation itself does not provide for any prohibitions or restrictions on importation of chemicals. Revenue has (through its Customs Consultative Committee) informed the trade of the export declaration and RIN requirements for the exportation of chemicals covered by the Rotterdam Regulation. The public can access the staff manual via the Revenue website. **(Dangerous Chemicals Manual)**

The Revenue website also sets out general information in respect of prohibited/restricted goods and this includes information on the exportation of Dangerous Chemicals under the Rotterdam Regulation.

<http://www.revenue.ie/en/customs/prohibitions-restrictions/index.html>.

Enforcement activities from a Customs perspective include the electronic profiling of certain dangerous chemicals on our AEP system and the validation by Customs staff of RINs at exportation where relevant. An information manual has been issued to all Customs staff, which outlines the procedures to be used in the exportation of chemicals specified by the Rotterdam Regulation.

A Memorandum of Understanding was signed in July 2010 between Revenue, the Health and Safety Authority and Department of Agriculture, Food and Marine. This MOU sets out respective roles and responsibilities in the implementation of the Rotterdam Regulation. A new MoU between DAFM, HSA and Revenue-Customs in relation to the Rotterdam Regulation was formulated and agreed by DAFM and the HSA in 2018. Revenue hopes to sign off on an updated MOU in early 2019.

## Environmental Protection Agency (EPA)

During 2018, the EPA implemented a combined REACH–Persistent Organic Pollutants compliance monitoring campaign, as part of market surveillance activities. The programme comprised the procurement, processing and compliance testing of 20 general household items (composed primarily of various plastic polymers) for relevant specified restricted substances under the legislation. The final programme report is scheduled for completion in Q1 2019.

The EPA also carried out inspections to ascertain if two products, reported as non-compliant with provisions set out in Article 67 of the REACH Regulation and the subject of RAPEX notifications, had been made available on the market within the State. A total of 11 targeted wholesale and retailer premises were inspected and observations and enquiries made concerning the products. One of the products (fancy dress costume) was observed to have been stocked by one economic operator and was voluntarily withdrawn from the market. The associated non-compliance case file is scheduled for closure in Q1 2019.

No directions were issued or legal actions taken regarding the non-compliant products observed during RAPEX follow-up investigations as the economic operator concerned withdrew the products voluntarily. No intervention requiring the safeguard clause was required over the reporting period.

The EPA did not carry out any market surveillance activities in relation to the Detergents Regulation, due to low risk, during this reporting period.

During 2018, EPA personnel attended National Market Surveillance FORUM meetings.

To enhance its internal market surveillance effectiveness, the EPA established two cascade framework agreements, one covering the provision of general services and the other the provision of laboratory services. Both frameworks are scheduled to last for four years with the total expenditure for the two frameworks estimated at €1.7m over the period.

A revision of a Memorandum of Understanding between the Authority and the EPA was signed in 2018.

Regarding PD-NEA, no proposals were made for sign-up and use of this tool during 2018. Use of this tool by the EPA to assist in relevant enforcement activities will be reviewed periodically.

The EPA Research Programme 2014–2020 funds certain projects that are intended to provide information on the exposure of the public and the environment to a range of hazardous substances, which include persistent organic pollutants, and Substances of Very High Concern. Among these projects are:

*EPA project reference 2015-HW-MS-3:* The project involves the investigation of the potential sources and environmental fates of target phthalates. The project commenced in May 2016 and is due for completion in late 2019. Further information on this project can be found at <https://sites.google.com/site/phthalatesireland/>

*EPA project reference 2015-HW-MS-4:* The primary objective of this project is the elucidation of relative contributions of different exposure pathways (air, dust diet and water) to substances such as POP-Brominated Flame Retardants, PFOS and other Perfluoroalkyl Compounds. The project commenced in May 2016 and is scheduled for completion in mid- to late 2019. Further information on this project can be found at <http://www.nuigalway.ie/elevate/>

Combined direct EPA resources expended for the purposes of the REACH and Detergent Regulations respectively during 2018 were approximately 0.13 FTE (relatively static compared to 2017 levels). There is currently one EPA staff member (third level science graduate with experience in industry) involved in REACH and Detergent Regulations activities on a part-time basis. Additionally, other EPA technical resources (chemists, biologists and environmental engineers) are available to provide input to the relevant activities if and when required. The level of labour resources available for REACH and Detergents activities for 2019 is not expected to vary considerably with respect to the 2018 value. Expenditure (not including EPA direct labour costs) directly attributed to REACH-related activities during the period is estimated at ~€15,000.00, an increase compared with 2017 expenditure (~€1,020.00). The manner in which the UK will leave the EU will be monitored closely for potential implications regarding additional resource requirements.



## Notes

[illegible]

### Further Information and Guidance:

Visit our website at [www.hsa.ie](http://www.hsa.ie), telephone our contact centre on **1890 289 389** or email [wcu@hsa.ie](mailto:wcu@hsa.ie)

Use BeSMART, our free online risk assessment tool at [www.besmart.ie](http://www.besmart.ie)

Check out our range of free online courses at [www.hsalearning.ie](http://www.hsalearning.ie)



*healthy,  
safe and  
productive  
lives and  
enterprises*

**Health and Safety  
Authority**

**Tel. 1890 289 389**

International  
Callers

00353 1 6147000

[www.hsa.ie](http://www.hsa.ie)