



Programme of Work

2018

2018



Our Vision
healthy, safe and
productive lives

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This is the third programme of work prepared by the Health and Safety Authority under its strategy for 2016 to 2018. It has been developed to contribute to our long-term vision of *healthy, safe and productive lives*.

The Authority's strategy for the 2016–2018 period follows a new direction in terms of workplace health and seeks to reflect the impact of a growing economy. Work started in 2016 will continue into 2018 and beyond. In 2018 we will develop, in consultation with all key stakeholders, a new strategy for the period 2019–2021.



In line with our strategic priorities, the 2018 programme places particular focus on workplace health, new and returning workers, safety representatives and sectors such as accommodation and retail. The following sectors and topics also remain to the forefront of our work: agriculture, construction, healthcare, occupational health, work-related vehicle safety, small business support, chemicals and provision of the national accreditation service. Given the economic recovery observed in 2017, these remain relevant and valid areas of focus for 2018.

We will continue to encourage organisations and duty holders across all sectors in the economy to achieve high levels of compliance. We will provide advice, information and support to assist them. Where we identify breaches by duty holders that endanger workers or the public, we will take strong and proportionate enforcement action.

A large number of competent and regulatory authority functions fall within our remit, as set out in the wide range of legislation for which we have responsibility. We will continue to fulfil these functions and will work collaboratively with other government agencies and departments in doing so.

We will work to support the Minister in the development of legislation and policy positions that strengthen Ireland economically and that strive to achieve the best performance possible in workplace safety and health, chemicals management and accreditation while also encouraging business and enterprise.

We will take account of the challenges and opportunities associated with the United Kingdom's decision to end its membership of the European Union. As an agency that both regulates and supports enterprise, we will work to maintain the high standards of regulation required by international companies. We will use our position on European committees and working groups to ensure that Ireland maximises its influence on new legislative and policy arrangements. We will also focus on aspects of the UK's exit as they impact the Authority and the organisations that we regulate, work and interact with. The additional grant allocation provided to the Authority will be used to recruit any staff required to support these Brexit-related functions and activities.

Martin O'Halloran
Chief Executive Officer

ACEI – Association of Consulting Engineers of Ireland
ADR – Carriage of dangerous goods by road
AiE – Access to information on the environment
CA – Competent authority
CE – Communauté Européenne (European Union)
CLH – Harmonised classification and labelling
CLP – Classification, labelling and packaging of substances and mixtures
COMAH – Control of major accident hazards
COP – Code of practice
CoRAP – Community Rolling Action Plan
CPA – Certificate of Professional Competence
CSO – Central Statistics Office
CSPAC – Construction Safety Partnership Advisory Committee
DBEI – Department of Business, Enterprise and Innovation
DCCAE – Department of Communications, Climate Action and Environment
DGSA – Dangerous goods safety adviser
DNA – Designated national authority
DSA – Dangerous Substances Act
DTTAS – Department of Transport, Tourism and Sport
ECHA – European Chemicals Agency
EEA – European Economic Area
EI – Engineers Ireland
EPA – Environmental Protection Agency
ESPIRS – Electronic Seveso Plant Information Retrieval System
EU – European Union
EU-OSHA – European Agency for Safety and Health at Work
FAQ – Frequently asked question
FOI – Freedom of Information
FSPAC – Farm Safety Partnership Advisory Committee
GMO – Genetically modified organisms
HR – Human resources
HSE – Health Service Executive
HSENI – Health and Safety Executive Northern Ireland
ICT – Information and communications technology
IE – Ireland
ILEA – Irish Lift and Escalator Association
IMRC – Irish Mines Rescue Committee
INAB – Irish National Accreditation Board
IT – Information technology



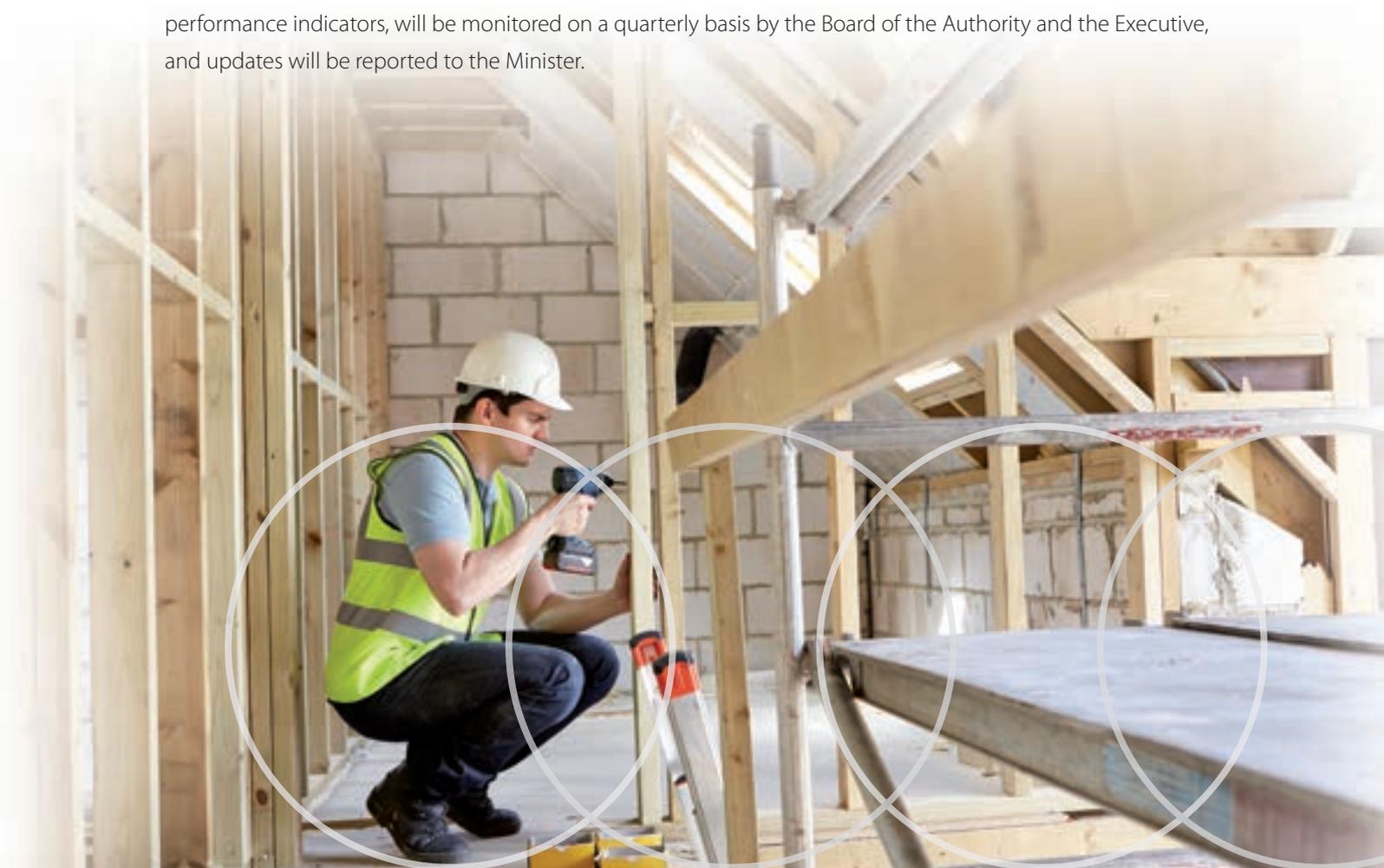
Glossary

- KTG – Knowledge transfer group
- LPG – Liquefied petroleum gas
- LUP – Land use planning
- MARS – Major accident reporting system
- MSD – Musculoskeletal disorder
- NALA – National Adult Literacy Agency
- NRCS – National Radon Control Strategy
- NSAI – National Standards Authority of Ireland
- OECD – Organisation for Economic Co-operation and Development
- OELV – Occupational exposure limit values
- OPC – Office of the Parliamentary Counsel
- OPCW – Organisation for the Prohibition of Chemical Weapons
- PPE – Personal protective equipment
- PSDP – Project supervisor design phase
- QQI – Quality and Qualifications Ireland
- QSP – Quarry Safety Partnership
- RAC – Committee for Risk Assessment (ECHA)
- RAPEX – EU rapid alert system (facilitating exchange of information between EU member states relating to products posing a serious risk to safety and health)
- REACH – Registration, evaluation, authorisation and restriction of chemicals
- REF – REACH Enforcement Forum
- RIAI – Royal Institute of the Architects of Ireland
- RiME – Risk management expert
- RMOA – Risk management operation analysis
- RPPS – Retail and private petroleum stores
- RSA – Road Safety Authority
- SAFED – Safety Assessment Federation
- SCOEL – Scientific Committee on Occupational Exposure Limits
- SCSI – Society of Chartered Surveyors Ireland
- SDS – Safety data sheets
- SLIC-CHEMEX – Senior Labour Inspectors Committee, Chemical Safety and Health Issues
- SME – Small and medium-sized enterprise
- SOLAS – Further Education and Training Authority
- SVHC – Substances of very high concern
- THOR ROI – The Health and Occupational Research Network in the Republic of Ireland
- TPE – Transportable pressure equipment
- UK – United Kingdom
- UNECE – United Nations Economic Commission for Europe
- WRVS – Work-related vehicle safety

The Authority's strategy for the period from 2016 to 2018 sets out five strategic priorities. The programme of work for 2018 will deliver on these strategic priorities.

- 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 safety and health 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.

Progress in the delivery of the programme of work and strategy and, in particular, progress in delivering on key performance indicators, will be monitored on a quarterly basis by the Board of the Authority and the Executive, and updates will be reported to the Minister.





It should be noted that the attached programme of work presents only the priority tasks for the year ahead. In addition to these planned actions, we will continue to deliver the competent and regulatory authority functions relevant to the 200 pieces of legislation for which we have responsibility. In delivering our strategy and mandates, we will continue to engage and work with other government agencies and departments as set out in the many memoranda of understanding and operational protocols we have in place. Further details of the planned inspection, legislation and EU representation programmes are set out in the appendices.

1. OCCUPATIONAL SAFETY

Against a background of increasing activity and continuing high numbers of fatal accidents, we will continue to maintain a strong focus in the areas of highest risk – agriculture and construction, which have strong engagement with stakeholders through the Agriculture Safety Partnership Advisory Committee and the Construction Safety Partnership Advisory Committee respectively. The delivery of the objectives in the action plans will be a driver for improvements to safety and health in both sectors.

Accidents, ill health and fatalities are the tragic outcome of the failure to control workplace risks. It is important that the most serious incidents that cause accidents or ill health are investigated. Where such investigations are undertaken, duty holders will be held to account and we will ensure that remedial actions are taken and relevant warnings issued through safety alerts.

The key triggers for accidents and ill health will be reviewed and where trends indicate increased concern, then specific triggers will receive increased attention. This approach means a particular focus on, for example, violence and aggression in the healthcare sector.

We will continue our work on key prevention programmes in work-related vehicle safety and healthcare. Both of these programmes are entering the final year of their three-year plans and we will continue to work in partnership to deliver on our agreed prevention objectives by providing advice and information, education, policy activities and targeted inspections.

We will also continue to seek opportunities to further support businesses through the BeSMART platform, with a target of 6,000 new users by year-end.

2. OCCUPATIONAL HEALTH AND WELLBEING

Occupational health remains a high priority. Our focus on health and wellbeing in the workplace involves a range of measures including guidance, advice and inspections.

With respect to work-related stress, we will continue to promote our online stress risk assessment tool, WorkPositive^{ci}, as a useful prevention measure to address stress in both public and private sector workplaces. We will target a number of our overall healthcare inspections towards assessment of stress in healthcare settings.

Other occupational health targets include addressing manual handling in inspections in the healthcare, construction, manufacturing, transport and storage sectors. We will also organise a health and wellbeing event to address the hazards and targets under the 2016–2018 strategy.

3. CHEMICALS AND MARKET SURVEILLANCE

Our chemicals policy, inspection and market surveillance programmes will address competent and national authority functions under COMAH, REACH, CLP, detergents, chemical agents, biological agents, carcinogens, ADR road transport and market surveillance requirements.

The final registration deadline under the REACH Regulation for chemicals above one tonne will conclude on 31 May 2018 and we will be providing advice and support to Irish SME registrants to help them meet this deadline. We will also be reviewing the outcome from the 2017 REACH review and contributing to discussions on the recommendations with the European Commission and European Chemicals Agency (ECHA).

Inspections will continue to examine the use of high-risk chemicals (carcinogens and sensitisers) in the workplace. This focus aligns with the EU Roadmap on Carcinogens initiative, which Ireland signed up to in 2017, as well as the EU-OSHA 2018–2019 campaign on dangerous substances, and will further feed into the Authority's increased focus on occupational health.

We will continue to ensure that the products consumers use and purchase comply with requirements under REACH, CLP and Detergents Regulations. For example, no chemicals that are toxic to reproduction or that cause cancer should be in chemical products purchased by consumers. We will work closely with EU colleagues and retailers to identify any products on the Irish market that cause or have the potential to cause harm to consumers. We will also work to ensure that Irish consumers know what the labels on their chemical products mean and how they can use this information to protect themselves and their children.

4. ACCREDITATION

The Irish National Accreditation Board (INAB) accreditation programme will continue to maintain and extend existing accreditations for over 200 accredited clients, supporting enterprise and the implementation of national and European regulation. It is anticipated that the demand for accreditation will continue to grow, particularly in areas of European regulation and Brexit. 2018 will see further process developments and the full peer evaluation of INAB as the national accreditation body for Ireland.

5. CORPORATE SUPPORT

In addition to the ongoing corporate support provided to stakeholders and staff in the Authority, we will conduct information and awareness-raising activities in the priority areas of farm safety, occupational health, machinery/vehicles and working at height. We will engage over 25,000 students at first, second and third levels and in industry in safety and health learning activities.

We will offer support to all our staff so as to provide the best accommodation, learning and development, finance, human resources (HR), ICT systems and information to help them to do their jobs effectively.

We will welcome several new inspectors into the organisation in early 2018 and our HR services will be supporting their introduction into the Authority as well as facilitating the retention, development and motivation of current Authority staff.

Accommodation and Food Service

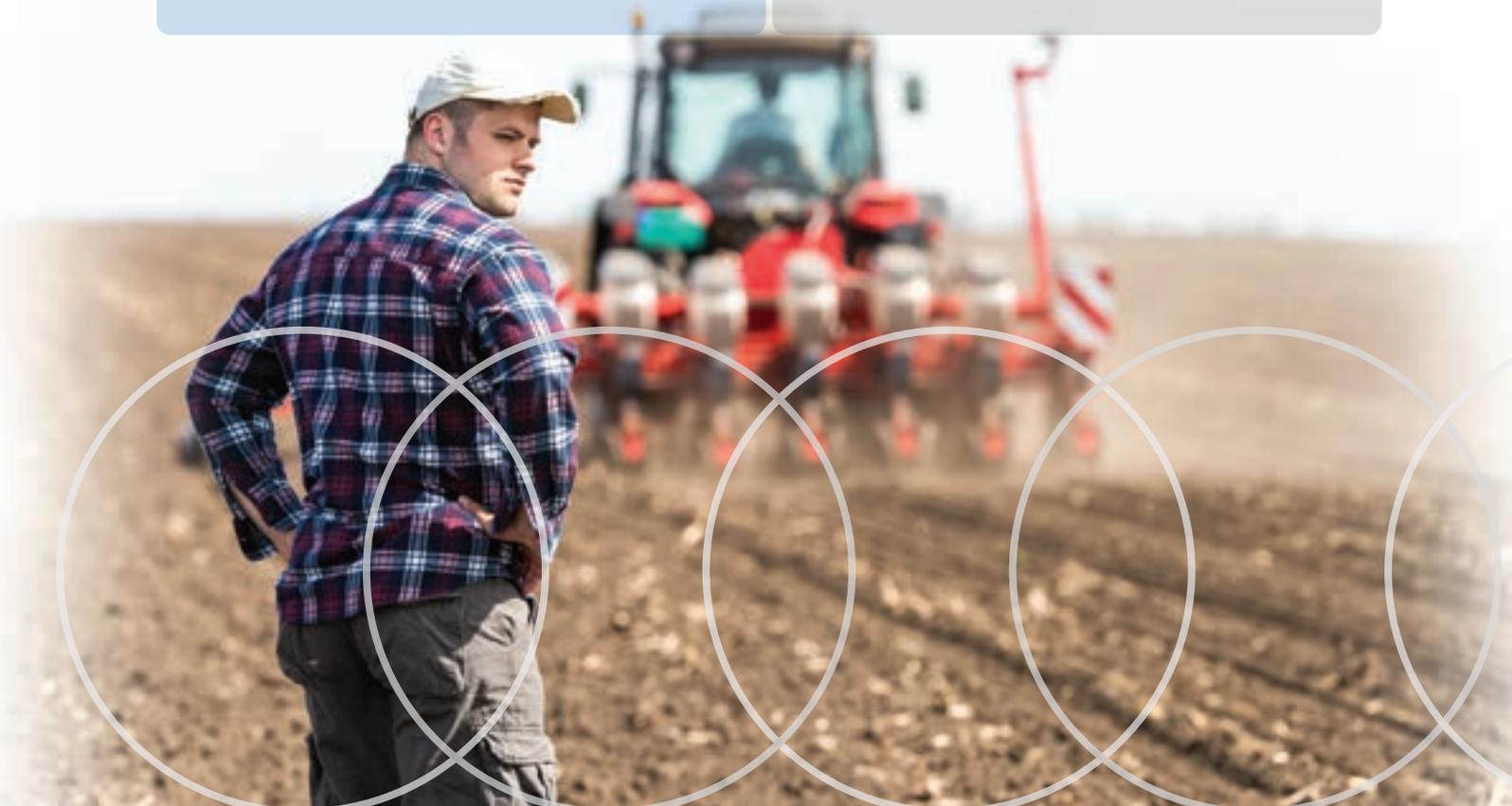
Planned actions	Performance indicators
Conduct a risk-based inspection programme and concentrate on safety and health management in the workplace.	250 inspections completed.

Agriculture

Planned actions	Performance indicators
<p>Undertake 2,000 inspections as follows:</p> <ul style="list-style-type: none"> - 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. - 30 of the farm inspections will have a detailed focus on work-related vehicle safety (WRVS). - 20 suppliers of second-hand farm machinery will be inspected. - Repeat inspections of farms where issues of non-compliance were previously observed. 	<p>2,000 inspections completed.</p> <ul style="list-style-type: none"> - The three campaigns deliver approximately 1,200 of a planned 2,000 farm inspections. Reports on the findings published on the Authority's website, www.hsa.ie - 30 farm inspections with a detailed focus on WRVS completed. - 20 inspections of suppliers of second-hand farm machinery completed. - Levels of compliance assessed against those previously observed.
Review current research on farm safety to ensure appropriate design of engagement initiatives with particular consideration to recent Irish, UK and Nordic research.	Research seminar held in the first quarter; relevant research and learnings applicable to the Irish agriculture risk profile identified.
Implement year three of the current Farm Safety Action Plan 2016–2018 of the Farm Safety Partnership Advisory Committee (FSPAC).	Year three of the plan implemented; a final review report issued.
Initiate the development of a three-year farm safety action plan for the period 2019–2021.	Continued engagement and support from FSPAC member organisations in the delivery of the specific objectives within the new plan.
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.	Farm Safety COP risk assessment available in both print and online versions. Half-day training courses promoted and completed. Information on the COP and copies available and distributed during inspection campaigns, at training events and to training bodies. Code promoted at events and through FSPAC member organisations. A 10 per cent increase in the use of www.farmsafely.com .

Agriculture (Cont'd)

Planned actions	Performance indicators
Promote the use of the Authority's farm safety guidance and information and raise awareness of the availability of online e-learning materials.	Increased uptake of the online versions of farm safety guidance and use of other resources such as e-learning, video clips.
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.	Relevant sector guidance updated, developed, distributed and promoted.
Participate in key agriculture events and host a national farm safety conference.	Positive engagement with the farming community achieved through attendance at events in the sector, such as the National Ploughing Championships and the Tullamore Show. A national farm safety conference held.
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.	Support provided at 50 KTGs.



BeSMART and Small Business Support

Planned actions	Performance indicators
<p>Maintain and further develop the BeSMART.ie website portal as follows:</p> <ul style="list-style-type: none"> - Increase the number of user accounts. - Review and update risk assessments to reflect changes to legislation and guidance. - Keep current content relevant for existing BeSMART business types. - Use feedback to improve the user journey through BeSMART. - Resolve platform and IT issues without delay. - Add content to existing sectors, including new business types and risk assessments across all sectors. - Review the future potential, use, direction and suitability of the current BeSMART platform to meet the needs of users over the next five years. 	<ul style="list-style-type: none"> - Target of 6,000 new user accounts achieved; analysis of analytics completed. - Relevant legislative changes reflected in BeSMART.ie content. - Existing content fully reviewed and updated to ensure fitness for use. - Workplace Contact Unit feedback and targeted user surveys set up to elicit feedback on ease of use, relevance, accuracy and consistency. - BeSMART.ie available to users without interruption. - 15 additional business types added. - Report prepared with recommendations on the future direction for BeSMART and the suitability of the current platform or alternatives to maximise delivery to users.
<p>Increase the use of BeSMART as a resource for employees and safety representatives.</p>	<p>Promotional activities undertaken with union, employer and training bodies to encourage safety representatives to use the new safety representative resource within BeSMART.</p>
<p>Increase the add-on learning to users within BeSMART.</p>	<p>Increased learning content within the 'Learn More' section of BeSMART.</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>Actively engaged with the relevant CSPAC groups to leverage the use of BeSMART within the target areas.</p>
<p>Undertake social media promotional activities to increase the awareness and use of BeSMART.</p>	<p>Targeted, low-cost social media campaigns designed and implemented to promote the use of BeSMART.</p>
<p>Network with industry business support groups and business owners to promote the increased use of BeSMART.ie.</p>	<p>Number of events attended nationwide, including meetings, seminars, presentations and demonstrations.</p>
<p>Network with EU-OSHA and other international partners in the pursuit of best practice for online tools.</p>	<p>Positive links developed with other countries and international bodies with similar tools.</p>

Construction

Planned actions	Performance indicators
<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 safety and health. In addition:</p> <ul style="list-style-type: none"> - 30 inspections to have a detailed focus on work-related vehicle safety (WRVS). - Two separate one-week inspection campaigns to be linked to the three-year CSPAC plan for 2017 to 2019. 	<p>4,000 inspections completed. Actions taken include advice and enforcement to ensure that risks are assessed and controls are identified and implemented.</p> <p>30 WRVS inspections completed. Two campaigns completed where 15 per cent of the national annual programme was focused on two issues linked to the CSPAC plan.</p>
<p>Continue to engage and work with national stakeholders in the construction sector through CSPAC.</p>	<p>Facilitated and participated in meetings of the committee. Progressed the actions set out in the CSPAC 2017–2019 plan.</p>
<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>Cross-border construction safety group meetings held, with the exchange of information and experience. Supported the HSENI in running a cross-border construction safety conference.</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>Technical and policy assistance in relation to updating the Construction Regulations provided to DBEI as required.</p>
<p>Develop guidance and information in relation to the following specific areas:</p> <ul style="list-style-type: none"> • Roadworks (in line with DTTAS amended guidance) • Managing vehicle risks in construction • Occupational health in construction. 	<p>Guidance developed in consultation with relevant stakeholders and made available on www.hsa.ie.</p>
<p>Develop initiatives to raise awareness of client, designer and PSDP duties among small project designers including architects and engineers.</p>	<p>Awareness initiatives developed and completed. Worked with sector stakeholders, particularly RIAI, ACEI, EI and SCSI, to promote awareness and compliance among designers of small projects.</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>Seminar organised and held in conjunction with key stakeholders.</p>
<p>Develop problem-based learning scenarios for use in higher education across construction-based disciplines.</p>	<p>Three scenarios produced and published on www.hsa.ie.</p>
<p>Prepare amendment to the Safety, Health and Welfare at Work (Construction) Regulations 2013 on foot of ministerial direction.</p>	<p>Amendment prepared and submitted to DBEI for conclusion.</p>

Education

Planned actions	Performance indicators
Hold awareness-raising seminars on the updated <i>Guidelines on Managing Safety and Health in Post-Primary Schools</i> .	Four well-attended seminars held nationwide.

Engineering – Market Surveillance

Planned actions	Performance indicators
Review reports submitted on the examinations for pressure and lifting equipment. Take action where serious issues are identified.	Concerns identified and addressed with the duty holder.
Engage with interest groups, including SAFED (Safety Assessment Federation) and ILEA (Irish Lift and Escalator Association), on requirements for statutory examinations.	Continued engagement and increased awareness of requirements for statutory examination.
Participate in the development of standards related to electrical safety.	Authority inputs included in the new National Standards Authority of Ireland (NSAI) framework for electrical safety guidance.
Follow up on issues of concern and potential non-compliance of plant and machinery identified during accident or complaint investigations.	Actions initiated based on investigation referrals.
Monitor RAPEX (EU rapid alert system facilitating exchange of information between member states relating to products posing a serious risk to safety and health) and highlight alerts to relevant sectors.	Number of RAPEX alerts reviewed. Number of alerts posted as safety alerts on www.hsa.ie ; advice provided to inspectorate and to relevant sectors.
Continue to provide expert support through participation in NSAI committee on cranes.	Contribution made to developing standards.
Undertake an inspection campaign on compliance of powered gates with the Machinery Directive.	Campaign of 30 inspections completed.



Ergonomics and Manual Handling

Planned actions	Performance indicators
Hold a series of 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.	Three seminars organised in conjunction with relevant professional bodies.
Continue inspections of MSD risk management in the following targeted sectors: <ul style="list-style-type: none"> • Transport and storage (50) • Manufacturing (50) • Healthcare (60) • Construction (50). 	210 manual handling risk inspections completed across the agreed sectors.
Develop a technical guidance information sheet on ergonomic risk management in the workplace to address the risk of MSDs.	Information sheet developed and published.
Continue to work with key stakeholders to implement recommendations from the fertiliser project.	Agreement reached with the key stakeholders to address recommendations in the medium term.
Promote the transport and logistics operations risk management resource.	Presentations on this resource provided at relevant events.

Fishing and Aquaculture

Planned actions	Performance indicators
Carry out inspections to ensure compliance with the duty on the employer to have a safety statement.	50 inspections completed.
Continue engagement with the risk-profiling group under the memorandum of understanding established relating to the non-EEA (European Economic Area) work permit scheme.	Attended risk profile group meetings and shared relevant information.

Forestry

Planned actions	Performance indicators
Carry out inspections relating to key duties as per the Code of Practice for Managing Safety and Health in Forestry Operations.	50 inspections completed and management systems assessed.

Healthcare

Planned actions	Performance indicators
Liaise with the HSE, employers and employees in the healthcare sector to promote the management of occupational safety and health.	Number of meetings held; communicated with employers/managers and healthcare unions to promote safety and health management as part of good governance.
Promote, monitor and review e-learning and other resources available for managers and employees.	Key stakeholders in healthcare made aware of resources. Resources and their use were monitored and reviewed.
Provide information and advice on sector-specific topics in healthcare to give practical guidance on complying with safety and health legislation in healthcare.	Queries responded to; participated in information and briefing sessions as appropriate; up to date information provided on www.hsa.ie .
Continue to monitor national and international data and reports on safety and health in healthcare to inform interactions.	Review undertaken of national and international data. Liaised with agencies on safety and health in healthcare.
<p>Conduct a risk-based inspection programme with a focus on the management of occupational safety and health. Within these inspections, target the following issues:</p> <ul style="list-style-type: none"> • Manual handling in healthcare (30) • Patient handling in healthcare (30) • Night and shift work (30) • Work-related violence and aggression (30) • Work-related stress (20). 	<p>Completed 140 healthcare inspections and met the specific targets outlined.</p> 

Manufacturing

Planned actions	Performance indicator
Complete a risk-based inspection programme concentrating on the presence and implementation of safety and health management systems. This programme will also include a continued focus on the management of work-related vehicle safety (WRVS) risks associated with warehousing activities.	800 inspections carried out, with action taken to ensure that risks are assessed and controls are identified and implemented. 30 targeted inspections focused on WRVS.

Mines and Quarries

Planned actions	Performance indicators
Conduct a risk-based inspection programme in mines and quarries to assess compliance with safety and health management systems.	240 inspections completed, with appropriate action taken to ensure the management and control of identified risks.
Complete campaign on ready-mix concrete block manufacture.	20 inspections of ready-mix concrete block manufacturers completed.
Conduct specific campaigns on high-risk activities in the sector, particularly vehicle movement and machinery guarding.	Campaign completed in both underground mines and surface quarries.
Review risks within the peat harvesting sector.	10 inspections completed in the sector; risks assessed and report issued with recommendations.
Review and implement current guidance for the quarries sector and promote new employee guidance.	Promoted <i>So You Work in a Quarry</i> guidance document to those working in the sector.
Support the work of the Quarry Safety Partnership (QSP).	Regular meetings of the QSP organised; stakeholders engaged in the promotion of best practice in the sector.
Promote best practice in both mining and quarrying.	Held a national mines and quarries conference and where necessary regional workshops in association with the Irish Concrete Federation to promote best practice.
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.	Attended relevant international and national expert groups.
Promote emergency response preparedness at all active mines.	Emergency preparedness reviewed.

Mines and Quarries (Cont'd)

Planned actions	Performance indicators
Maintain active involvement in the Irish Mines Rescue Committee (IMRC) to ensure the co-ordination of rescue capability in Ireland.	Continued preparedness of mine rescue capability within all active mining operations maintained based on inter-mine co-operation.
Finalise consolidated Mines Regulations.	Technical assistance provided to DBEI to finalise consolidated Mines Regulations. Campaign run to disseminate and implement the regulations.
Prepare amendment to the Safety, Health and Welfare at Work (Quarries) Regulations 2008 on foot of ministerial direction.	Amendment prepared and submitted to DBEI for conclusion.

New and Returning Workers

Planned actions	Performance indicators
Launch and promote an induction e-learning course aimed at new workers.	High levels of course take-up achieved.



Occupational Health

Planned actions	Performance indicators
Organise a health and wellbeing event to address specific hazards and risks targeted during the 2016–2018 strategy.	Event organised and well attended.
Continue participation in Healthy Ireland Workplace subgroup.	Agreed actions carried out.
Continue support for The Health and Occupational Research Network in the Republic of Ireland (THOR ROI).	Increased number of reporters and cases reported.
Target specific occupational health inspections in selected sectors.	Inspections carried out in healthcare, construction, manufacturing and transport and storage as outlined under relevant sectors.

Public Administration and Defence; Compulsory Social Security

Planned actions	Performance indicators
Carry out a programme of inspections focusing on safety and health management systems and engagement with contractors.	100 inspections completed.

Safety Representatives

Planned actions	Performance indicators
Promote take-up of the Authority's resources for safety representatives.	High levels of take-up of the e-learning course for safety representatives achieved. High levels of use of the new safety representative resource within BeSMART.
Continue to promote safety representation and employee engagement in safety and health management.	Guidance distributed during inspections and meetings held with safety representative when available at the workplace.
Conduct a survey during inspections on the resources made available to safety representatives at places of work.	Report prepared, detailing the range of resources made available to safety representatives.

Slips, Trips and Falls

Planned actions	Performance indicator
Undertake a number of inspections focusing on slip, trip and fall accidents involving stairs or floors.	20 reported accidents/contacts investigated and follow-up activities completed.
Develop an information sheet on slippery surfaces.	Information sheet published on www.hsa.ie and promoted.
Maintain contact and co-operation with relevant professional representative groups.	Number of briefings and technical advice provided.
Commence development of e-learning course 'Safer stairs – slips, trips and falls'.	Course development commenced.

Transport and Storage

Planned actions	Performance indicators
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.	250 inspections carried out, including 50 that targeted high-risk vehicle activities. Actions taken include advice and enforcement notices to ensure that risks are assessed and controls are identified and implemented.
Promote full range of relevant risk management resources through a series of regional seminars on safety priorities for transport and logistics operations.	Seminars completed and supported by a digital media campaign.
Promote transport risk management courses and influence inclusion of transport risk management in key vocational, apprenticeship and third-level transport education and training programmes.	Increased number of learners completing courses following promotion through a range of channels and stakeholders. Liaised with key vocational and third-level education institutions offering transport courses and apprenticeship programmes. Contributed to the review of the RSA driver Certificate of Professional Competence (CPC) training and transport operator CPC modules as required.

Sewerage, Waste Water and Refuse Collection and Disposal

Planned actions	Performance indicators
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.	130 inspections completed. Actions taken include advice and enforcement notices to ensure that risks are assessed and controls are identified and implemented. 20 WRVS inspections completed. 20 metal recycling workplace inspections completed.
Promote the joint EPA–HSA guidance on civic waste amenity sites.	Guidance promoted at relevant events and inspection sites.

Wholesale and Retail

Planned actions	Performance indicators
Carry out a risk-based inspection programme with a focus on safety and health management systems. <ul style="list-style-type: none"> - 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. - 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. 	450 inspections completed. 50 workplaces with high vehicle-related injury profile inspected. Other specified inspections completed

Work-related Stress and Bullying

Planned actions	Performance indicators
Host a joint seminar with the Institute of Public Administration on best practice to reduce conflict and bullying.	Joint seminar hosted.
Continue to promote Work Positive Critical Incident (Work Positive ^{CI}) to both private and public sectors.	Increased number of users of Work Positive ^{CI} .

Work-related Stress and Bullying (Cont'd)

Planned actions	Performance indicators
Act as advisory board member for a number of wellbeing projects in conjunction with Dublin City University and the University of Limerick.	Projects completed and findings translated into Authority actions as appropriate.
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.	Review completed and updated code published.

Work-related Vehicle Safety (WRVS)

Planned actions	Performance indicators
Implement Year 3 actions of the WRVS plan.	Actions implemented in line with published plan.
Commence review of the WRVS 2016–2018 plan and develop a plan for 2019 to 2021.	Review completed and new plan drafted.
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.	Feasibility study completed on the scope and nature of a potential protocol for data sharing between the Authority, An Garda Síochána and the RSA in the context of the joint WRVS programme.



Work-related Vehicle Safety (WRVS) (Cont'd)

Planned actions	Performance indicators
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.	Plan agreed and lead agencies assigned actions, with a focus on trucks, van fleets and grey fleet driving and promotion of driving for work risk management resources. Actions completed to agreed schedule.
Support the Legislation Unit in updating the Rider-operated Lift Truck Code of Practice and associated legislation and guidance.	Code updated and published.
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.	Videos developed and published on digital media and www.hsa.ie.
Promote, monitor and review e-learning and other guidance and resources for managing specific vehicle risks.	Key stakeholders made aware of resources; resources and their use were monitored and reviewed. Increased numbers of downloads and requests for key resources.
Develop an updated profile of work-related vehicle deaths and injuries for the period 2012–2017.	Profile developed, communicated to key stakeholders and details used to shape future guidance and enforcement approach.
Develop load securing guidance for the transport of goods by road, such as straw bales and palletised goods.	Guidance published and promoted extensively to key stakeholders and sectors.

Work at Height

Planned actions	Performance indicators
Provide technical support and guidance to the inspectorate and to the public in relation to work at height issues.	Guidance and support provided.
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.	Appropriate collaborations completed.

Carriage of Dangerous Goods by Road (ADR) and Use of Transportable Pressure Equipment (TPE)

Planned actions	Performance indicators
<p>Fulfil CA roles and obligations under ADR/TPE legislation.</p> <ul style="list-style-type: none"> - Provide guidance and support to stakeholders. - Process CA authorisations as required. - 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. - Represent Ireland at United Nations and EU working groups. - 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. 	<p>CA duties completed.</p> <ul style="list-style-type: none"> - Appropriate guidance and advice disseminated. - Authorisations processed in line with agreed procedure. - Services provided in line with agreed contract and service-level agreement. - Stakeholders consulted, papers prepared and meetings attended as required. - Appropriate policy and procedures in place. Authority informed about technical and legal developments relating to ADR and TPE at national level. Authority input achieved by way of participation in relevant national fora.
<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>Tender process completed and a new contract in place by January 2019.</p>
<p>Provide technical support to DBEI in relation to any proposed amendments to ADR/TPE legislation.</p>	<p>Technical support provided as required.</p>
<p>Enforce ADR legislation, taking account of the Checks Directive.</p>	<p>300 road checks and 120 premises inspections completed with a particular focus on load security.</p>
<p>Carry out investigations under ADR legislation as required and provide technical support to other compliance programmes as necessary.</p>	<p>Investigations completed in line with internal procedure.</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>Annual report prepared and submitted to DBEI.</p>

Chemicals Act – Inspection and Enforcement of REACH and CLP Regulations

Planned actions

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:

- Registration duties
- Compliance with Annex II (safety data sheets), Annex XIV (authorisation) and Annex XVII (restriction) requirements
- ECHA communications to Irish companies regarding Article 36, 40(3) and 41(3) decisions
- Provision of the correct classification and labelling of hazardous chemicals in accordance with CLP
- Provision of the correct advice on the safe use of hazardous chemicals in the workplace.

Performance indicators

5 registration inspections completed.

10 REACH/CLP audits completed.

200 inspections completed with a focus on REACH/CLP.

150 chemical products checked.

15 assessments of substances subject to authorisation.

Followed up on ECHA communications and statements of non-compliance and took appropriate action as necessary, including inspection and enforcement.

Participated in the REACH Enforcement Forum (REF) 6 project covering classification and labelling.



Chemicals Act – Detergent and Export-Import Regulations

Planned actions	Performance indicators
<p>Fulfil CA role in relation to the EU Detergent Regulation.</p>	<p>CA duties completed.</p> <ul style="list-style-type: none"> - Number of technical briefings and policy positions provided. - Number of EU Detergents Working Group meetings attended. - 20 detergent products assessed as part of 150 chemical product assessments.
<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>DNA duties completed.</p> <ul style="list-style-type: none"> - Number of export notifications and consents received and processed. - One DNA meeting attended. - Number of briefings and policy positions provided. - Article 10 report submitted.



Classification, Labelling and Packaging (CLP) Regulation

Planned actions

- Fulfil the lead CA role with particular regard to a number of key areas:
- Provide support and specific technical advice on CLP to DBEI and other government departments as requested.
 - Participate in the European Commission's competent authorities group (CARACAL) and associated subgroups on CLP.
 - Provide the national CLP helpdesk.
 - Provide stakeholder support through www.hsa.ie and social media, and through guidance, presentations, seminars and meetings as appropriate.
 - Undertake a consumer awareness-raising campaign.
 - Prepare harmonised classification and labelling (CLH) dossier on tetrafluoroethylene and submit to ECHA for decision.

Performance indicators

- CA duties completed.
- Number of briefings and technical advice provided.
 - Number of meetings attended.
 - Number of policy positions prepared.
 - Number of queries answered.
 - Number of CLP HelpNet meetings attended.
 - Input provided to other member state helpdesk queries and to the development of ECHA CLP FAQs.
 - Guidance prepared, seminars organised and presentations delivered as required. Meetings held with industry as requested.
 - Consumer awareness-raising campaign completed.
 - CLH dossier prepared, submitted and all follow-ups under the CLH process within ECHA completed to schedule.

Control of Major Accident Hazards (COMAH) Regulations

Planned actions

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.

Performance indicators

- CA duties completed.
- Number of safety reports (new/revised/five-year updates) received and processed.
 - Number of notifications received and assessed.
 - Number of major accident prevention policies received and assessed.
 - Number of technical LUP advices provided.

Control of Major Accident Hazards (COMAH) Regulations (Cont'd)

Planned actions	Performance indicators
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.	Risk-based inspection programme in place based on a risk-rating system. Routine inspection programmes and plans met the requirements of Regulation 22 in place for each COMAH establishment. 80 COMAH inspections completed.
Streamline interaction with operators through new COMAH software.	Software fully operational.
Review memorandum of understanding review with An Bord Pleanála following publication of revised planning and development regulations.	Revised memorandum in place.
Maintain COMAH information for all establishments on www.hsa.ie.	Current public information on www.hsa.ie available in line with COMAH requirements. Number of web hits and access to information on the environment (AiE) requests received.
Publish central CA guidance on significant modifications under COMAH.	Guidance on significant modifications published and promoted.
Revise LUP policy and approach document.	Updated LUP guidelines in place and promoted. Meetings and possible seminar with planning authorities to improve interaction completed.
Streamline interaction with planning authorities through new COMAH software.	Provided screening form to planning authorities – accepted requests for technical advice through email system. Reduced number of LUP requests.
Improve alignment in the operation of COMAH Regulations with the operation of the planning legislation.	Followed up in support of DBEI input to review of planning and development legislation.
Generate generic LUP advice under new LUP guidelines and COMAH charging system.	Number of generic advices issued.
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.	Report form for 2017 provided. Reports for 2017 received and assessed as appropriate. Necessary actions communicated to local CAs.
Provide data to the European Commission.	ESPIRS and MARS updated.
Maintain charging system for COMAH activities, including charges for generic LUP advice.	Charging system in place. Invoices raised and paid. Number of appeals processed.

Control of Major Accident Hazards (COMAH) Regulations (Cont'd)

Planned actions	Performance indicators
Continue internal COMAH inspector competency enhancement programme.	Phase 2 delivered.
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).	150 sub-COMAH sites inspected.

Chemical Weapons Act

Planned actions	Performance indicators
Meet national obligations under the United Nations Chemical Weapons Convention and to the implementing body, the Organisation for the Prohibition of Chemical Weapons (OPCW).	Inspections under the OPCW facilitated as required. Annual declarations submitted on time. Number of OPCW meetings and events attended. OPCW notified annually of unavailable inspection periods.



Dangerous Substances Act (DSA) and Retail and Private Petroleum Stores (RPPS) Regulations

Planned actions	Performance indicators
Provide technical support to DBEI in relation to the planned review of the DSA legislative regime.	Supported government policy on review of DSA by assisting on legislative proposals as required.
Enforce the DSA and RPPS legislation.	120 RPPS site inspections completed.

Chemical, Biological and Physical Agents (Occupational Hygiene)

Planned actions	Performance indicators
<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"> • High-risk chemicals (e.g. carcinogens, sensitisers) and user information (e.g. safety data sheets [SDS], hazard labels) – supporting the EU roadmap on carcinogens • Asbestos removal sites and asbestos surveys/risk assessments • Legionella control in higher risk sectors, including water towers and management of biological agents in containment levels 2 and 3 • Use of respiratory protective equipment, local exhaust ventilation and personal protective equipment (PPE) for chemical use • Completion of a pilot study on noise in the entertainment sector • Providing specialist support to the construction inspectors addressing occupational health issues on construction sites • Welding exposures and controls. 	<p>500 inspections completed, addressing asbestos, biological agents, chemical agents, carcinogens, information in the supply chain (SDS and chemical labels under REACH and CLP), market surveillance (chemicals, PPE) and noise.</p> <p>Inspection data collected, analysed and followed up on as appropriate.</p>

Chemical, Biological and Physical Agents (Occupational Hygiene) (Cont'd)

Planned actions

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.

- Represent Ireland on SLIC-CHEMEX.
- Represent the Authority on the Environmental Protection Agency (EPA) Genetically Modified Organisms (GMO) Committee, and Health and Radiological Protection Advisory Committees.
- Represent the Authority on the National Radon Control Strategy (NRCS) Co-ordination Group.
- Support DBEI in transposing work for the 4th Indicative List of Occupational Exposure Limit Values (OELV) Directive 2017/164.
- Act as national contact point for the Scientific Committee on Occupational Exposure Limits (SCOEL).
- Develop an asbestos e-learning module.
- Develop an information sheet on welding exposure.

Performance indicators

Number of chemical-related requests for information responded to; number of asbestos notifications processed; number of biological agent notifications processed; number of position or policy papers produced and presented at national and EU meetings.

- Number of SLIC-CHEMEX meetings attended.
- Number of EPA GMO Committee and Health and Radiological Protection Advisory Committee meetings attended.
- Number of NRCS Co-ordination Group meetings attended.
- Draft OELV legislation and code of practice produced. Number of briefings provided to DBEI.
- Selected SCOEL documents reviewed and responses provided as required.
- E-learning module developed to increase awareness of asbestos for tradespeople.
- Welding sheet developed based on inspection outcomes and recommendations of welding subgroup of SLIC-CHEMEX.



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

Planned actions	Performance indicators
<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"> - Provision of support and specific technical advice on REACH to DBEI and other government departments as requested. - Participation in a number of key European Commission and ECHA committees (see Appendix 2). - Provision of, and support to, the IE expert to the RAC. - Ensuring that registration duties for companies are being met. - Review of dossier and substance evaluations. - Complete screening of relevant substances as part of ECHA's common screening programme. - Identification of substances of very high concern (SVHC) and their prioritisation for inclusion in Annex XIV. 	<p>CA duties completed.</p> <ul style="list-style-type: none"> - Number of briefings and technical advice provided. - Number of meetings attended. - Number of policy positions prepared. - Support provided to IE RAC expert as required. - ECHA communications and requests with respect to registration issues followed up on appropriately. - Number of ECHA dossier evaluation draft decisions and number of substance evaluation draft decisions prepared by other member states reviewed and amendments proposed. - Number of substances screened for Community Rolling Action Plan (CoRAP), SVHC and harmonised classification and labelling (CLH). - Number of Annex XV dossiers reviewed and commented on.
<p>Provide the national REACH helpdesk.</p>	<p>Number of queries answered. Number of HelpNet meetings attended. Input provided to other member state helpdesk queries and to the development of ECHA REACH FAQs.</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>Number of Brexit-related requests answered. Meetings held with industry as requested.</p>
<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>Workshop held.</p>
<p>Support Irish stakeholders through the provision of information on www.hsa.ie and social media, and through guidance, presentations seminars and meetings as appropriate.</p>	<p>Guidance prepared as required. Seminars organised and presentations delivered as required. Meetings held with industry as requested.</p>

Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulation (Cont'd)

Planned actions	Performance indicator
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.	Irish companies made aware of their obligations to register. Support provided to individual companies, through the helpdesk, as required.
Continue to raise awareness on the safe use of chemicals among end-users, particularly consumers.	Number of communications and presentations completed.
Follow up on the decision issued to the registrants for the substance evaluated from the 2015 CoRAP.	Review of new information completed and relevant follow-up commenced.
Continue to contribute to the European Commission goal to identify all relevant substances of very high concern by 2020 under the SVHC roadmap.	One risk management option analysis (RMOA) prepared. Number of reviews and comments on RMOA proposals from other member states. Number of REACH risk management expert (RiME) meetings and co-ordination groups attended.



Market Surveillance

Planned actions	Performance indicators
<p>Contribute to the national market surveillance plan in relation to chemicals.</p> <ul style="list-style-type: none"> - Check that chemicals classified as carcinogenic, mutagenic or toxic to reproduction are not available for sale to the general public. - Check that chemicals used in the workplace comply with REACH Annex II (SDS), Annex XIV (authorisation), Annex XVII (restriction) and CLP requirements. - Monitor RAPEX alerts for non-compliance with REACH Annex XVII and CLP. - Check compliance of PPE for chemical use. 	<ul style="list-style-type: none"> - 150 product assessments completed. - 20 articles screened for compliance with restrictions under Annex XVII of REACH. Non-compliant products notified to the European Commission's market surveillance notification database. - 10 per cent of relevant RAPEX alerts were assessed for availability on the Irish market. - Relevant RAPEX alerts were assessed for availability on the Irish market. Non-compliant products notified to the European Commission's market surveillance notification database. - PPE for chemical use was checked for CE compliance during inspections.
<p>Complete an updated survey of chemical usage in Irish workplaces.</p>	<p>Survey conducted and report compiled.</p>

Refer also to Engineering section above for market surveillance actions for non-chemical products



Accreditation of Clients

Planned actions	Performance indicators
Maintain a programme of surveillance and re-assessment site visits for existing accredited clients.	Completed annual programme of planned and unannounced assessments for 216 accredited clients.
Process new applicants efficiently as received.	Processed applicants from date of application to accreditation within 18 months.
Award new accreditations across all sectors.	Awarded 15 accreditations (by INAB Board) and 100 extensions to scope (by INAB Manager).
Perform functions as the national accreditation body for the purposes of European and national legislation on data protection.	Evaluate the national certification scheme for data protection. Process applications for accreditation from product certification bodies for the national data protection scheme.

Communications

Planned actions	Performance indicator
Raise awareness of INAB and accredited services.	Hosted client seminar/workshop. Produced communications to promote new business activity. Attended trade events. Enhanced utilisation of social media platforms and technology tools. Promoted World Accreditation Day.
Enhance the INAB website.	Redeveloped the website, www.inab.ie .

Corporate Governance

Planned actions	Performance indicator
Maintain and develop INAB's structure.	Held six INAB Board meetings. Redeveloped the role of the INAB Medical Advisory Committee and held two meetings. Established mechanisms for stakeholder input into INAB accreditation. Managed membership of INAB Board and committees appropriately to ensure balanced representation of interests.
Maintain and develop relationships with key stakeholders and influence policy to rely on accredited services.	Completed memorandum of understanding with stakeholders.

Development of Services

Planned actions	Performance indicators
Work with regulators seeking to rely on INAB accreditation.	Maintained ongoing engagement with key stakeholders to INAB accreditation.
Expand INAB services.	Offered accreditation for proficiency test providers to ISO 17043 and developed INAB systems accordingly. Provided accreditation for the purposes of notification for all product directives.
Increase profile of INAB accreditation.	Developed a national policy on accreditation.

Eco Management and Audit Scheme (EMAS) Functions

Planned actions	Performance indicators
Discharge competent body functions and work programme on behalf of the Department of Communications, Climate Action and Environment (DCCA) as agreed.	Maintained register of EMAS sites in Ireland. Represented Ireland at European Commission meetings on behalf of DCCA. Represented INAB at accreditation body meetings for EMAS verifiers.



Systems and Processes

Planned actions	Performance indicators
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.	Successful outcome of EA.
Extend INAB international recognition status to include accreditation of reference material producers to ISO 17034.	Signed a multilateral agreement with EA for reference material producers.
Maintain and develop the INAB quality system, including the management of new and existing assessors and experts.	Maintained the INAB internal quality system through a programme of internal audit, client feedback and complaint management. Identified and qualified 15–20 new assessors to expand existing pool and as needed. Developed a rolling programme for assessor/expert training and monitoring.
Fully deploy INAB client relationship management system (CRM).	All assessments processed through CRM. Undertook a performance review of CRM.
Prepare for new accreditation standard revisions.	Communicated with key stakeholders and developed an action plan for standard transitions.

International Representation and Peer Evaluations

Planned actions	Performance indicators
Fulfil EA and EMAS mandate for peer evaluator person days.	INAB staff participated in two peer evaluations of EA accreditation bodies.
Fulfil multilateral agreement requirements through participation at relevant meetings; and developing and reviewing applicable international policies and standards.	Represented INAB at 27 technical accreditation committees and working groups.

Monitoring Authority for Good Laboratory Practice (GLP)

Planned actions	Performance indicators
Continue surveillance programme for two GLP facilities.	Annual surveillance programme for GLP compliant facilities completed.
Maintain international obligations.	Represented INAB at OECD and European Commission meetings on GLP. Co-operated on study audits requested by regulatory agencies as necessary.

Communications

Planned actions	Performance indicators
Further develop social media platforms, including the utilisation of new functionality to support awareness-raising goals, and increase audience.	Range of social media campaigns undertaken and tangible evidence of reach; audience size increased by 10 per cent on 2017 level.
Undertake targeted awareness-raising campaigns on farm safety and occupational health (work-related stress and exposure to carcinogens) and consumer chemical safety.	Quantifiable evidence of reach and value for money.
Develop and implement broad hazard-based awareness-raising campaigns on machinery/vehicles and working at height across a range of industry sectors.	Quantifiable evidence of reach and value for money.
Co-ordinate the Irish/EU Focal Point activity with emphasis on 2018/19 campaign theme of 'Healthy Workplaces Manage Dangerous Substances'.	Minimum of three national Focal Point meetings held. EU Safety Week activities successfully undertaken. EU Good Practice Awards launched.
Enhance website usability and functionality.	Number of unique visitors and average duration on www.hsa.ie.
Engage with national and regional media outlets both proactively and in response to queries from journalists.	Quantity and quality of press releases issued. Evidence of fair and balanced coverage.
Ensure all Authority events are run to a high standard.	Number of events undertaken and audience for each.
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.	WCU targets as per customer charter were reached.
Issue Authority guidelines, information sheets and publications in a format and style that facilitates ease of use and understanding.	All published guidelines designed in a customer-focused manner.

Statistics and Research

Planned actions	Performance indicators
Provide statistics on occupational safety and health to help identify key issues and trends to be addressed in the Authority's work programmes.	Statistical report on occupational safety and health published.

Statistics and Research (Cont'd)

Planned actions	Performance indicators
Work with other agencies and departments, in particular the Central Statistics Office (CSO) and the Department of Social Protection, to improve the availability of statistics on workplace ill health and injuries.	Detailed safety and health statistics published through the CSO statistics portal. Detailed statistics published on www.hsa.ie in a format that enables users to download data and work with it.
Disseminate relevant research reports.	Prepared NALA-approved summaries of relevant research reports, published on www.hsa.ie, which make the research findings and conclusions understandable to all. NALA is the National Adult Literacy Agency.

Corporate Governance

Planned actions	Performance indicators
Implement plan to achieve full compliance with the new requirements of the Code of Practice for the Governance of State Bodies.	Full compliance achieved.
Provide administration services to the Board of the Authority in line with best practice.	Board papers made available to board members five working days before each meeting. Conflicts of interest and obligations under ethics legislation managed in line with legislative requirements and the Code of Practice.
Fulfil reporting requirements.	Quarterly progress reports on key performance indicators submitted to the Board of the Authority. Annual Report for 2017 submitted to the Minister by 31 March 2018. Programme of Work for 2019 submitted to the Minister by 31 October 2018.
Complete warranting of new inspectors and external consultants as required.	All new inspectors and external consultants appropriately warranted to fulfil their functions.
Maintain a strong liaison relationship with DBEI.	Quarterly reports on key performance indicators submitted to DBEI in line with the annual service-level agreement between the Authority and the Department. All requests for information, including material for responses to parliamentary questions, supplied to DBEI within deadlines.
Respond to Freedom of Information (FOI), data protection and Access to Information on the Environment (AiE) requests.	Responded to requests and appeals within the legal timeframes.

Corporate Governance (Cont'd)

Planned actions	Performance indicators
Achieve compliance with requirements of the General Data Protection Regulation.	Undertook audit to identify all personal data collected, stored and processed both by and on behalf of the Authority. Conducted data risk impact analysis to prioritise high-risk or sensitive data. Prepared and implemented action plan to bring our systems and procedures in line with the requirements of the Data Protection Act. Completed campaign of staff awareness on the requirements of the Act.

Education

Planned actions	Performance indicators
Hold six Keep Safe interactive events for primary-school children nationwide.	Six well-attended and well-publicised events held with an average of nine state agencies at each.
Hold an event for participating Keep Safe national agencies to review and plan for future innovation.	Agencies well represented at event and plans developed.
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.	Strong interest and awareness recorded of resources and high level of take-up of e-learning courses.
Roll out annual Choose Safety programme for post-primary students and further education students.	Over 25,000 students participated in the programme in over 600 schools/further education centres.
Update Choose Safety to reflect greater emphasis on induction, entering the workforce and work experience.	Textbooks updated appropriately in time for distribution in the 2018/19 academic year.
Increase take-up of digital badges awards system, which rewards incremental learning.	Over 2,000 digital badges awarded.
Develop updated guidance for schools sending post-primary students on work experience.	High levels of awareness and usage of the guidance in post-primary schools.
Continue to develop the Authority's e-learning portal, www.hslearning.ie , 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.	Over 15,000 e-learning courses taken in 2018. New courses published and developed. Evidence of greater awareness of www.hslearning.ie .
Ensure that safety and health is included within new apprenticeship programmes and that employers are supported to provide safe workplaces for apprentices.	Evidence of greater awareness of the need to include safety and health learning outcomes in apprenticeship programmes; employer supports in place.

Facilities and Services

Planned actions	Performance indicators
Provide a high standard of accommodation to all staff so as to ensure staff productivity.	All staff have access to high-quality accommodation.
Complete the move of the Galway office.	Galway office moved to new location.
Review storage options for evidence and records.	Options identified for efficient storage.

Finance

Planned actions	Performance indicators
Provide management reports to managers and the Board so that expenditure can be monitored and controlled.	Expenditure in line with the budgets allocated to each unit.
Support the work of the Audit and Finance Committees of the Board.	Internal and external audits carried out in accordance with the audit plan and recommendations acted upon.
Manage outsourced finance function so that a high-quality service is provided to the Authority.	Service-level agreement in place and reported on quarterly. Payments made in line with prompt payments requirements.



Human Resources

Planned actions	Performance indicators
Recruit, induct and train new staff to fill vacant posts.	Process to fill vacant posts managed efficiently.
Provide learning and development opportunities to staff so that the Authority maximises the capability of its staff.	Days of formal learning and development activities completed.
Offer appropriate supports to ensure high standards of staff wellbeing, occupational health and occupational safety.	Staff occupational medical and counselling services in place; staff safety, health and wellbeing actively managed.
Actively manage staff industrial relations to ensure that any issues are expeditiously dealt with.	No disruption of services due to Authority industrial relations issues.

ICT and Innovation

Planned actions	Performance indicators
Produce ICT strategy and development roadmap.	ICT strategy and technology roadmap prepared to include all potential development work over the next three years. A detailed implementation plan shows the proposed sequence of work, anticipated timescales, milestones, target dates and other necessary activities to successfully deliver the ICT strategy.
Maintain key applications to enable productive working.	High level of system availability across all key applications and services.
Keep security and back-up systems in place to ensure the integrity of key Authority information and data.	Key systems backed up to ensure no loss of key data. Recommendations and action plan from 2017 security audit implemented. Security partner engaged for ongoing security support. Network access control system implemented.
Keep telecommunications system in place to facilitate efficient mobile and fixed-line communications and video and audio conferencing capabilities in all Authority offices.	All offices connected to the government network. High level of network availability. Managed service level agreements with vendors.

Legal Services

Planned actions	Performance indicators
<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>The civil and criminal litigation caseload of the Authority managed effectively.</p>
<p>Provide legal advice and support as follows:</p> <ul style="list-style-type: none"> - Advise on and manage all civil litigation involving the Authority, including appeals of enforcement notices, injunction applications and judicial reviews. - Manage the Authority's relationship with external legal service providers. - Provide practical legal advice on regulatory and workplace safety matters to the Authority's multidisciplinary inspectorate. - Provide legal advice to the Authority and all divisions of the Authority, as necessary, in relation to the Authority's functions and activities. 	<p>Legal advice and support provided in an effective and timely manner.</p>

Staff Health, Safety and Wellbeing

Planned actions	Performance indicators
<p>Provide a safe and healthy workplace for all Authority staff.</p>	<p>Safety committee contribution; safety audits carried out; safety statement kept under review; and any incidents investigated.</p>
<p>Ensure the welfare and wellbeing of all Authority staff.</p>	<p>Initiatives carried out to enhance staff welfare and wellbeing; occupational health service maintained; and employee assistance programme operated. Actions under the Authority's wellbeing strategy implemented.</p>

Inspection areas and sectors	Inspection targets
OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAMME	
Agriculture	2,000
Forestry	50
Fishing and aquaculture	50
Construction	4,000
Manufacturing	800
Wholesale and retail	450
Healthcare	140
Accommodation and food services	250
Public administration and defence; compulsory social security	100
Mines and quarries	240
Transport and storage	250
Sewerage, waste water and refuse collection and disposal	130
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
Total inspections under OSH legislation	9,150
CHEMICALS LEGISLATION INSPECTION PROGRAMME	
Chemical, biological and physical agents (occupational hygiene)	500
COMAH (control of major accident hazards)	80
Sub-COMAH	150
Transport of dangerous goods and transportable pressure equipment (ADR/TPE)	420
Retail and private petroleum stores (RPPS) and DSA	120
REACH registration audits	5
REACH/CLP audits	10
200 REACH/CLP inspections to be completed as part of Occupational Hygiene and COMAH programmes	-
Total inspections (including audits) under chemicals legislation programme	1,285
Total inspections under Chemicals and OSH Programmes	10,435
MARKET SURVEILLANCE OF CHEMICAL PRODUCTS	150

Investigations

It is estimated that the Authority will initiate approximately 1,000 investigations in 2018.

As competent authority and national lead on occupational safety and health, chemicals and market surveillance legislation, we will actively participate in EU and international committees and expert working groups. We will communicate the Irish position effectively to influence an outcome that benefits Ireland, or that does not put Ireland at a disadvantage. We will provide technical, scientific and policy inputs at EU and international levels as requested by the Minister and DBEI. The list of committees provided below is not exhaustive and covers only the main committees and working groups.

European and international committees in which the Authority participates

European Chemicals Agency (ECHA) Management Board	EU Machinery Directive Advisory Committees
Article 133 REACH Committee	EU Pressure Equipment Directive Advisory Committees
CARACAL Competent Authority and Subgroup on REACH and CLP	EU Lifts Directive Advisory Committees
Committee for Risk Assessment (RAC) in ECHA	EU Personal Protective Equipment Directive Advisory Committees
Member State Committee (MSC) on REACH	EU ATEX (explosive atmospheres) Directive Advisory Committees
ECHA Forum on Enforcement of REACH, CLP and the Rotterdam Regulation (PIC)	EU Chief Inspectors of Mines
Detergents Working Group	Senior Labour Inspectors Committee (SLIC) [Plenary/MACHEX/CHEMEX/Enforcement/KSS – Rapid sharing of information]
Designated National Authority Committee for the Rotterdam Regulation (PIC)	Technical Working Group on European Statistics on Accidents at Work
Central Competent Authority for Seveso	European Co-operation on Accreditation (EA) Technical and Policy Committees (Laboratory, Inspection, Harmonisation, Certification, Multi-lateral Agreement, General Assembly)
Risk Management Expert (RiME)	International Laboratory Accreditation Co-operation (ILAC) Technical and Policy Committees (Laboratory, Inspection, General Assembly)
Organisation for the Prohibition of Chemical Weapons (OPCW) Group	International Accreditation Forum (IAF) Technical and Policy Committees (Certification, General Assembly)
Advisory Committee on Safety and Health (ACSH)	European Commission Internal Market for Products (IMP)
EU-OSHA Focal Point Network	European Commission and OECD Committees on Good Laboratory Practice (GLP)
EU-OSHA CPWG (communication partnership working group)	European Commission Committees on Eco-Audit and Management Systems (EMAS)
EU Working Party on OSH Information System	
EU Technical Dangerous Goods Committee (TDGC)	
UNECE Working Party on the Transport of Dangerous Goods (WP15)	
European Transport Safety Council – Work-related Road Safety	
EU Transportable Pressure Equipment Advisory Committee	

Legislation	Status
LEGISLATION FOR WHICH THE AUTHORITY IS PROVIDING TECHNICAL AND DRAFTING ASSISTANCE	
Amendment to Safety, Health and Welfare at Work (Construction) Regulations 2013	Authority assisting DBEI to prepare draft regulations following direction from Minister
Amendment to the Safety, Health and Welfare at Work (Quarries) Regulations 2008	Authority assisting DBEI to prepare draft regulations following direction from Minister
European Communities (Personal Protective Equipment) Regulations	DBEI preparing draft regulations
Chemicals Act (Rotterdam) Regulations	DBEI preparing draft regulations
Chemicals Act (Detergents) Regulations	DBEI preparing draft regulations
Update of European Communities (Good Laboratory Practice Regulation) Regulations 1991	DBEI preparing draft regulations
Review of Dangerous Substances Act	DBEI leading review process
Review of Safety, Health and Welfare at Work Act 2005	Authority proposals sent to DBEI in 2016
LEGISLATION WITH COUNSEL FOR LEGAL SETTLEMENT	
Safety, Health and Welfare at Work (Quarries) Regulations	With Office of the Parliamentary Counsel (OPC) for legal settlement
Safety, Health and Welfare at Work (Diving) Regulations	With OPC for legal settlement
Safety, Health and Welfare at Work (Onshore and Offshore Drilling) Regulations	With OPC for legal settlement
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations with regard to use of work equipment	With OPC for legal settlement
Safety, Health and Welfare at Work (Mines) Regulations	With OPC for legal settlement
Code of practice	
Code of Practice for Avoiding Danger from Overhead Lines	In conjunction with ESB (Electricity Supply Board)
Code of Practice for Rider-operated Lift Trucks	To be reviewed
Code of Practice for Safety, Health and Welfare at Work (Chemical Agent) Regulations 2001 – update	To transpose Directive 2017/164 by 21 August 2018
Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work	To be reviewed

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Further Information and Guidance

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