

# Programme of Work 2013



Our vision:  
A country where worker  
safety, health and welfare  
and the safe management  
of chemicals are central to  
successful enterprise

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This is the first programme of work of the Health and Safety Authority prepared as part of our new strategy for the period 2013 to 2015. Our vision is a country where worker safety, health and welfare and the safe management of chemicals are central to successful enterprise. This programme is designed to move us closer toward achieving our vision.

The programme was prepared against the background of unacceptable levels of work-related deaths and injuries in the agriculture sector and continuing reductions in fatalities in other sectors. Progress has been made in agriculture by bringing stakeholders together and by developing action plans where everyone has a role to play. However, this is not enough; and the Authority will lead a campaign of awareness raising around specific risks and will conduct a high number of inspections in this sector during 2013. Upcoming research on farmer behaviour will contribute to developing more effective prevention strategies.

Construction fatality rates have dramatically reduced by three-quarters since the late 1990s. But there is no room for complacency: our inspectors continue to find poor practices on many construction sites and what is currently a good news story about fewer fatalities could quickly go the other way when activity levels increase.

Fishing is also a concern, with a high level of fatalities. We aim to ensure that there will be practical guidance available for those who fish from small boats.

Remaining competitive and innovative is a priority for Irish businesses in a global economy, especially those in the high-tech and pharma-chemical sectors. As the leading body for ensuring safe management of chemicals throughout the supply chain, the Health and Safety Authority will work to ensure that the health of workers and consumers, is protected without compromising the competitiveness and innovation of businesses in Ireland.

Protecting people's safety and health and the success of enterprises go hand in hand. Poor safety and health can impose substantial costs on businesses and a serious injury can threaten the survival of a small business. We will therefore have a particular emphasis on helping small businesses to operate safely and on minimising any administrative overheads through the use of innovative and simple online tools and guidance.

Our inspectors will concentrate on visiting workplaces with the highest risk levels. This means that only a very small number of inspections will be carried out in lower-risk workplaces and most of these will be in response to complaints or workplace injuries.

The Authority, like most agencies, will face further reductions in its staffing and finances during 2013. While the approximate number of staff reductions is known, the actual mix of staff that will leave and not be replaced is uncertain. This programme of work for 2013 has been drafted based on expected reductions in resources but some planned work may have to be reduced or ceased, depending on resources available and the availability of staff with the necessary competencies.

We will have to work smarter to get the best results from available resources and, in collaboration with our staff, we will deliver a flexible and efficient organisation best suited to achieve our strategic priorities.

Martin O'Halloran

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**Chief Executive**

Health and Safety Authority




## Strategy

Our strategy for the period 2013 to 2015 sets out five strategic priorities:

- 1. Enable enterprises to comply with their legal obligations in a practical and reasonable manner.**
- 2. Achieve a high standard of compliance with safety, health and welfare and chemical laws.**
- 3. Support the Minister in the development of a well-functioning, robust and proportionate regulatory framework.**
- 4. Engage and work with people and organisations nationally and internationally to achieve our vision.**
- 5. Be a high-performing organisation delivering value to the Irish taxpayer.**

This programme of work is built around the above strategic priorities. Progress in the delivery of the programme of work and strategy and, in particular, progress in delivering on key performance indicators, will be monitored regularly by the Executive Team and the Board of the Authority and will be reported to the Minister.





## Key Themes for 2013

### Agriculture

We will focus resources on our mission to reduce deaths, injuries and ill health in agriculture. There will be continuous interaction with all key players and this will be coordinated through the Farm Safety Partnership which will continue to report to the Board of the Authority. The focus will be on key risks and campaigns to maintain commitment and awareness. Engagement with farmers will include farm visits, walks and talks, and engagement with farmers, their families and employees in educational settings.

### Construction

We will maintain a level of inspection to prevent any reduction of the hard-won improvements in safety standards. We will develop awareness of the new Construction Regulations and build on our effective relationships with key groups to make further improvements.

### Small Business

We will continue to develop a range of supports, including our helpdesk, so that small businesses can easily understand and comply with their legal obligations. We will emphasise the links between good health and safety performance and the sustainability of businesses. We aim to increase the number of BeSMART risk assessment and safety statement tool users to 17,500.

### Chemicals

We aim to meet our Competent Authority role in ensuring that hazards are correctly identified and risks properly controlled and that Irish stakeholders are supported, for example, through our helpdesk, conferences and other supports. Together with the Department of Jobs, Enterprise and Innovation (DJEI), we will contribute to the national legislation programme on chemicals, Transport of Dangerous Goods by Road (ADR), and Control of Major

Accidents Directive (Seveso III). We will support DJEI and other Government departments during the EU Presidency and we aim to influence international and European agendas on chemicals in Ireland's interest. We will conduct a national inspection programme to ensure that businesses meet their workplace and legal obligations on the safe management of chemicals. Our activities will add support and focus to the national competitiveness and innovation agenda.

### National Inspection and Investigation Programme

We will implement a national programme of 11,350 inspections that advise on, and support the use of, effective health and safety management, to reduce the risks of workplace injuries, ill health and fatalities. Through 1,500 prioritised investigations, we will address complaints of poor health and safety standards and, where workplace accidents have occurred, ensure that necessary remedial actions are implemented. We will hold individuals and organisations to account where there has been serious disregard for the duty to prioritise and manage workplace health and safety.

### Performance Assessment

Our approach will be guided by information, assessment and monitoring. We will regularly assess the effectiveness of key activities, in particular that of our inspection programme. We will ensure that our activities are concentrated where they can be most effective; and we will collect, analyse, disseminate and act on key health and safety data.

### Joined-up Working

We will engage with other national and international bodies to maximise healthier and safer workplaces and we will cooperate with other regulators, sharing our knowledge for greater effectiveness.

## 1. Sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Agriculture</b>	<p>Publish a new three-year Action Plan for the Farm Safety Partnership which will deliver coordinated initiatives on awareness raising, safety promotion, research and special projects. Year One actions to commence in 2013.</p> <p>Work closely with Health and Safety Executive Northern Ireland (HSE NI) in addressing principal risks and implementing strategy.</p> <p>Make direct interventions with individuals and groups of farmers. These will focus on gaining commitment to improving farm safety on individual farms. Farm inspections will take place nationally and address the key concerns of machine safety, animal handling, slurry handling, and child and elderly safety.</p> <p>Use an educational approach based on farm walks and farm talks.</p> <p>Engage with associated agriculture enterprises such as machinery suppliers and contractors.</p> <p>Conduct a two-week farm safety campaign as a focus for joint involvement with farmer representative organisations.</p>	<p>Plan approved and implementation measures in place by each partner covering all agreed approaches.</p> <p>Research on farm behaviours published and action plan in place to address findings.</p> <p>3,000 farm interventions completed, including 2,750 farm visits.</p> <p>Technical and policy responses and contributions on the management of farm safety made available at national and EU and international levels.</p> <p>The number of farm walks delivered and the number of farm safety talks presented.</p> <p>Evidence of the outcomes of farm inspections and their impact on farm safety.</p> <p>Farm safety campaign completed.</p> <p>Range of manufacturers inspected and range of machinery assessed.</p>
<b>Fishing</b>	<p>Work with all stakeholders to ensure that there is strong and relevant support for those who fish from small (less than 15-metre) boats. Specifically, we aim to publish practical guidance in a Code of Practice format that will enable simple compliance by the sector whilst providing them with the means to prevent accidents. We will promote this through training and collaboration with those in the industry.</p>	<p>Code published.</p> <p>Memorandum of Understanding completed with the Department of Transport, Tourism and Sport on the management of fishing safety.</p>






## 1. Sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Fishing (continued)</b>	<p>Work with the Department of Transport, Tourism and Sport in finalising an MOU for the sector.</p> <p>Investigations will be undertaken based on prioritised complaints and accidents.</p>	<p>Programme of communication and training events completed, in collaboration with partners, for those employed in the sector.</p> <p>The number of investigations completed.</p>
<b>Forestry</b>	<p>Inspect forestry activity with a focus on duty holder responsibility and awareness and implementation of the Code of Practice.</p> <p>Increased interaction with private forestry operators.</p>	<p>100 forestry inspections completed of which 50% related to private forestry undertakings.</p> <p>Assessment made of health and safety management systems.</p>
<b>Construction</b>	<p>Deliver a substantial programme of legislative support and technical assistance to the DJEI. This will include the development of detailed guidance to assist all stakeholders in implementing the proposed new Construction Regulations.</p> <p>A review of all previous Codes of Practice and guides will commence and these will be updated or replaced on an on-going basis.</p> <p>Awareness raising and promotion will continue to be prominent in both targeted (for example, small business and manual handling) and general risk awareness activities.</p> <p>Collaboration with HSE NI and external stakeholders including the Construction Safety Partnership (CSP) will continue and the Authority will contribute to the delivery of projects.</p> <p>The Authority's Construction Advisory Committee (CAC) will play a lead role in the review of legislative support materials.</p>	<p>Guidance published and communicated to stakeholders.</p> <p>Legislative and support materials updated in line with new regulations and within schedule of implementation.</p> <p>Collaborated with key stakeholder groups (CSP, CAC, HSE NI) promoting safety and health and to special initiatives jointly implemented.</p> <p>Technical and policy response positions made available to DJEI as required.</p> <p>3000 inspections carried out of construction activity.</p>

## 1. Sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Construction (continued)</b>	<p>Maintain a level of inspection to build on the advances made in health and safety in construction, particularly in relation to the controls for key known hazards.</p> <p>Inspections will focus (a) on major projects relating to planned infrastructure development and maintenance and (b) on builders involved in one-off house building and extensions. The inspection programme will help to improve awareness of the new requirements of the amended Construction Regulations.</p> <p>Continue work with the Implementation Group for Unfinished Housing developments.</p> <p>A week-long Construction Campaign on working at height will provide a common theme for engagement with representative groups within the sector.</p>	<p>Assessment made of all Category 3 Unfinished Housing developments and standards ensured where these are places of work.</p> <p>Evidence collected of specific outcomes from the inspection process.</p> <p>Completion of the week-long Construction Campaign.</p>
<b>Diving</b>	<p>Provide technical support to the DJEI and Office of the Parliamentary Counsel to the Government (OPCG) in the legal settlement of diving regulations.</p> <p>Publish two Codes of Practice:</p> <ul style="list-style-type: none"> <li>- Offshore Diving</li> <li>- Inland and Inshore Diving</li> </ul> <p>Investigations will be undertaken based on prioritised complaint and accidents.</p>	<p>Technical support provided as required.</p> <p>The number of investigations completed.</p>
<b>Docks</b>	<p>Contribute to the development of a Memorandum of Understanding (MOU) with the Department of Transport, Tourism and Sport (DTTAS).</p> <p>Promote a new Code of Practice on Docks in conjunction with stakeholders.</p>	<p>Code of Practice on Docks communicated to key stakeholder groups.</p> <p>Policy and technical positions contributed to DJEI as required.</p>





## 1. Sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Docks (continued)</b>	<p>Conduct an inspection programme relating to the handling and transport of containers on portside at docks.</p> <p>Inspections will support awareness and implementation of the Code of Practice on Docks.</p>	<p>MOU in place with the Department of Transport, Tourism and Sport on the management of safety at Docks.</p> <p>Completion of the programme on container handling.</p> <p>Issues of concern brought to the sector's attention, with remedial actions stipulated if required.</p>
<b>Education</b>	<p>Deliver a programme of safety and health awareness across all levels of the Education system. This will involve specially targeted programmes, for example, the Choose Safety Transition Year and Senior Cycle programme and the expansion of other Second Level programmes; Keep Safe for primary schoolchildren; and competitions involving problem-based learning for Third Level students in Construction and Healthcare, through the Third Level Education Group.</p> <p>Continue to develop on-line learning courses to educate, develop understanding and promote sound judgement through the implementation of the Authority's own Learning Management System. Further modules will be developed across an increased number of sectors.</p> <p>Continue to work with the National Council for Curriculum and Assessment (NCCA) in the development of curricula for schools which include health and safety.</p> <p>Investigations will be undertaken based on prioritised complaints and accidents.</p>	<p>Increase <i>Choose Safety</i>, the Transition Year module, by 1,000 new participants.</p> <p>Seven <i>Keep Safe</i> events delivered</p> <p>Competitions completed in (a) Construction and (b) the Health sector.</p> <p>Increased development and usage of on-line learning courses.</p> <p>The number of investigations completed.</p>



## 1. Sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Healthcare</b>	<p>Provide technical assistance to the DJEI in the transposition of the EU Directive on the prevention of injuries from sharps.</p> <p>Develop guidance on the Safety, Health and Welfare at Work (Prevention of Sharps Injuries in the Healthcare Sector) Regulations 2013 and implement a communications programme to promote it.</p> <p>Hold information seminars to assist the management of lone working in the healthcare sector.</p> <p>Provide information and guidance for the healthcare sector on key known hazards, including:</p> <ul style="list-style-type: none"> <li>• Anaesthetic gases</li> <li>• Safety with equipment in healthcare</li> <li>• Latex in healthcare</li> <li>• Work-related violence and aggression</li> </ul> <p>Continue engagement with the sector through the Authority's Healthcare Steering Group, the HSE National Advisory Forum and other regulatory and healthcare agencies.</p> <p>A programme of inspections will assess the approach to risk management and controls concerning work-related violence and aggression in community care settings.</p>	<p>Technical assistance provided as required to DJEI and wider audience.</p> <p>Guidance developed, published and promoted.</p> <p>All specific 2013 actions of Healthcare Five Year Plan implemented.</p> <p>350 inspections completed in the healthcare sector with an even distribution between acute hospitals and community care environments.</p>



## 1. Sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Healthcare (continued)</b>	<p>Inspections will continue in acute hospitals.</p> <p>The inspection programme will increase awareness of the new sharps regulations where relevant.</p>	
<b>Manufacturing</b>	<p>A programme of inspections in the manufacturing sector will have a particular focus on the use and maintenance of machinery where interlocks are a key safety feature.</p>	<p>750 inspections completed.</p> <p>Assessments made of the standard of maintenance.</p> <p>Enforcement action taken where effective controls were not in place.</p>
<b>Mines and Quarries</b>	<p>Provide technical assistance to the DJEI on the settlement of the Draft Mines Regulations and any amendments following the review and update of the quarry regulations. The regulations will be communicated through information sessions and other appropriate fora.</p> <p>The Quarries Safety Steering Committee will meet twice to advance standards in health and safety management at quarries.</p> <p>The high-risk quarry sector will continue to have a dedicated programme of inspection, focusing on duty holder appointment, machinery safety, and edge protection.</p> <p>All mining activity will be inspected.</p>	<p>Timely and high-quality technical assistance provided.</p> <p>Adequate communication and guidance given on revised regulations.</p> <p>Two meetings of the Steering Group completed and agenda agreed for initiatives to advance safety at quarries.</p> <p>200 mines and quarry inspections completed.</p> <p>Assessment of the health and safety management systems in place; and actions taken to improve these where they were not of an acceptable standard.</p>



## 1. Sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Public Administration</b>	<p>Develop a programme on health and safety management (a) to assist the public sector as a whole and (b) to contribute to the delivery of savings through better practices.</p> <p>The management of health and safety will be the focus of an inspection programme within Local Authorities. Key contact points will be promoted and developed to assist in the exchange of information on a national basis.</p>	<p>Completed assessment of health and safety performance across the sector and identified improvements for employees and employers.</p> <p>200 inspections of Local Authorities.</p> <p>Assessment completed of Health and Safety Management Systems.</p>
<b>Waste Management</b>	<p>Waste management activities continue to require inspection, particularly the use of refuse vehicles. A programme of inspections will assess the standards of health and safety management and the control of key hazards.</p>	<p>150 inspections completed on waste management activity.</p> <p>Engaged with representative bodies to advise on findings about standards.</p>
<b>Wholesale/Retail</b>	<p>Retail inspections will support the awareness and use of BeSMART.</p> <p>The balance of the programme will look at the wholesale sector including the storage, transport and management of picking operations.</p>	<p>750 inspections completed including 200 with a specific BeSMART focus.</p>



## 2. Cross-sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Chemicals</b>	<p>Fulfil Competent Authority (CA) role in relation to the following legislation through inspections, provision of guidance, and stakeholder support and advice:</p> <ul style="list-style-type: none"> <li>• Dangerous Substances Act 1972</li> <li>• Retail and Private Petroleum Stores (RPPS) and Bulk Stores Regulations 1979</li> <li>• Offshore Installations Act 1987</li> <li>• Oil Jetties Regulations 1979</li> </ul>	<p>The number of inspections completed on bulk petroleum storage facilities.</p> <p>The number of inspections of operating platforms completed.</p> <p>Guidance on Wet Stock published on web.</p> <p>The number of RFIs dealt with.</p> <p>The number of consent applications for Oil Jetties processed.</p>
	<p>Fulfil Competent and Designated Authority roles in relation to the following legislation through inspections, provision of guidance and stakeholder support and advice:</p> <ul style="list-style-type: none"> <li>• Export–Import Prior Informed Consent (PIC) Regulation</li> <li>• Detergents Regulation</li> </ul> <p>Complete stakeholder awareness campaign on the recast PIC Regulation.</p>	<p>The number of export and explicit consent requests processed under the PIC Regulation.</p> <p>The number of RFIs dealt with.</p> <p>The number of inspections completed.</p> <p>One or two presentations on new PIC Regulation delivered.</p>
	<p>Meet IE obligations to the Organisation for the Prohibition of Chemical Weapons (OPCW) under the UN Chemical Weapons Convention.</p>	<p>The number of international inspections facilitated under the UN Chemical Weapons Convention.</p>

## 2. Cross-sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Chemicals (continued)</b>		Annual report to OPCW completed and submitted to Department of Foreign Affairs on time.
	<p>Provide lead role nationally on chemicals and their health impacts through Ministerial briefings, participation in national committees, policy advice, support to DJEI and specific advice as requested.</p> <p>Provide technical advice to DJEI and Department of the Environment on Industrial Chemicals proposed for the Rotterdam Convention meetings during the EU Presidency and technical advice and policy support to DJEI on other chemicals-related dossiers that may fall for consideration.</p>	<p>The number of queries and interventions responded to on chemical-related matters at a national level.</p> <p>The number of Committees led by the Authority or participated in: Technical and Scientific Advisory Committee (TSAC); Environmental Protection Agency Genetically Modified Organism Committee (EPA GMOC); EPA Advisory Committee on Health; and DJEI Interdepartmental Committee on Chemicals.</p> <p>Support provided within the Authority's resources.</p>
<b>Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) and Classification, Labelling and Packaging (CLP) Regulations</b>	<p>Fulfil Lead Competent Authority role in relation to the REACH and CLP Regulations and the Chemicals Acts 2008 and 2010.</p> <p>Provide the REACH and CLP National Helpdesks.</p> <p>Complete 600 REACH and CLP inspections using a combined approach involving workplace visits, desk-based assessments and defined projects. Focus will be on:</p> <ul style="list-style-type: none"> <li>Registration and responding to the Article 36, 40(3) and 41(3) letters from the European Chemicals Agency (ECHA)</li> <li>Authorisation Annex XIV</li> </ul>	<p>Annual Report on implementation of the Chemicals Act submitted to the Minister on time.</p> <p>The number of DJEI briefings and interventions provided (Article 133, other).</p> <p>The number of Rapporteur dossiers completed in Risk Assessment Committee (RAC) and Socio-Economic Analysis Committee (SEAC).</p>





## 2. Cross-sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>REACH and CLP (continued)</b>	<ul style="list-style-type: none"> <li>• Safety Data Sheets (SDS)</li> <li>• Labels and Packaging</li> <li>• Restrictions</li> <li>• Forum on Enforcement Project</li> </ul> <p>Evaluate one substance from the 2013 Community Rolling Action Plan (CoRAP) under Substance Evaluation.</p> <p>Organise Chemicals Conference for EU Presidency in March 2013.</p> <p>Continue national awareness campaigns to inform companies of the May 2013 Registration deadlines as well as ongoing Authorisation application deadlines.</p>	<p>The number of queries processed by the Helpdesk.</p> <p>The number of sectoral and company-specific engagements completed.</p> <p>The number of REACH and CLP inspections completed.</p> <p>Ireland enforcement project completed under Forum on Enforcement 2013 plan.</p> <p>Substance evaluated within 12-month window according to agreed procedures.</p> <p>Chemicals Conference successfully held.</p> <p>The number of stakeholder consultations, updates and seminars provided on Registration and Authorisation campaigns.</p>
<b>Control of Major Accident Hazards (COMAH)</b>	<p>Fulfil Competent Authority (CA) role under COMAH II Regulations including inspections, safety report assessments, land use planning advice and stakeholder support and engagement.</p> <p>Perform COMAH and Sub-COMAH inspections.</p> <p>Provide technical support to DJEI, if requested, regarding Seveso III Directive transposition.</p>	<p>88 COMAH sites (Tier I and II) inspected.</p> <p>237 Sub-COMAH sites inspected.</p> <p>The number of safety reports reviewed for Tier 1 sites.</p> <p>The number of requests for information dealt with.</p>

## 2. Cross-sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Control of Major Accident Hazards (COMAH) <i>(continued)</i></b>		<p>The number of land use planning advices provided.</p> <p>The number of generic land use planning advices published on the Internet.</p>
<b>Electricity</b>	<p>Develop a policy for the appropriate certification of electrical installations and of electric fencing in agriculture.</p> <p>Conduct a programme of inspection on the expanding area of renewable energy, particularly in relation to wind energy. This will involve (a) maintenance at existing sites and (b) the commissioning and construction of new sites.</p>	<p>Evidence of effective engagement with representative bodies.</p> <p>100 inspections completed.</p>
<b>Engineering</b>	<p>Provide technical assistance and policy support as required in relation to machinery, equipment (including pressure equipment) and lifts.</p> <p>Analyse engineer survey reports (approximately 1,200) to identify items for follow up.</p>	<p>Technical support provided as required.</p> <p>Surveys analysed and processed as necessary for inspection.</p>
<b>Fire</b>	<p>Initiate a programme relating to the hazards and risks posed by fire. The implementation of the necessary controls will be initiated.</p>	<p>Programme completed.</p>
<b>Health and Safety Management Systems</b>	<p>The existence, and implementation, of health and safety management systems will be central to all inspections. This includes the presence of a safety statement, a completed risk assessment, and a means of consultation with employees. Awareness of a manager's health and safety duties and the notification of accidents to the Authority will be inspected.</p>	<p>Health and safety management systems assessed during all inspections.</p>



## 2. Cross-sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Market Surveillance</b>	<p>Contribute to the National Market Surveillance plan in relation to the following:</p> <ul style="list-style-type: none"> <li>Chemicals with respect to human health effects</li> <li>Personal Protective Equipment (PPE) for chemical protection</li> <li>Transportable Pressure Equipment (TPE)</li> <li>Lifts</li> <li>Power gates</li> <li>Farm machinery</li> </ul> <p>Process relevant EU Rapid Alert System (RAPEX) alerts received from the National Consumer Agency.</p> <p>The current programme relating to electric-powered gates will be concluded.</p> <p>Provide on-going support to Customs in monitoring and control of chemicals subject to the Export–Import Regulation.</p>	<p>The number of inspections completed in each of the areas listed.</p> <p>The number of EU Rapid Alert System (RAPEX) alerts processed and followed up.</p> <p>The number of customs queries responded to regarding Export–Import Regulation.</p> <p>EU market surveillance report completed and submitted on time.</p>
<b>Occupational Health</b>	<p>Ensure a competent technical and policy resource within the Authority for a range of occupational health areas including: ergonomics (may include support for transposition of new EU Directive); the prevention of psychosocial occupational illness; and the management of safety for sensitive work groups such as pregnant women or young people.</p> <p>Oversee the administration of current national First Aid accreditation system through an appointed agent and other stakeholders. Ensure standards in place. Develop national accreditation standard for training of First Aid Instructors in conjunction with Further Education and Training Awards Council (FETAC) and Qualifications and Quality Assurance Ireland (QQAI)</p>	<p>Provision of timely and high-quality technical support to DJEI and other relevant stakeholders.</p> <p>System met set standards, and evaluation reports endorsed quality and efficiency.</p> <p>Data on occupational illness increased and targets were set for improved relevance of data sources.</p>

## 2. Cross-sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Occupational Health</b> <i>(continued)</i>	<p>Improve the data available on occupational illness through amendments to existing sources and an increase in the number of sources where possible.</p> <p>Deliver relevant workshops for targeted audiences on the management of issues including: manual handling; psychosocial risks; and the application of behaviour analysis approaches to improving health and safety compliance.</p> <p>Guidance materials will be published on relevant topics including: manual handling in construction; manual handling in transport; behaviour change aimed at improving health and safety compliance.</p> <p>Risk assessments on manual handling will be reviewed during inspections where manual handling is seen as a major contributor to injury.</p> <p>Patient handling will be addressed in the Health sector.</p> <p>Inspections of employers' health and safety management systems will assess the awareness, and inclusion, of psychosocial issues.</p> <p>The Senior Labour Inspectors' Committee (SLIC) Psychosocial Campaign will be concluded and the report on our campaign completed and submitted.</p>	<p>Feedback received on relevance and help provided by HSA workshops, and by guidance materials provided on occupational health.</p> <p>Inspections completed where manual handling was addressed.</p> <p>Psychosocial issues were assessed as part of the inspection program.</p> <p>Report on the SLIC Psychosocial Campaign submitted.</p>
<b>Occupational Hygiene (OH)</b>	<p>Fulfil lead Authority role in relation to Asbestos, Chemical Agents, Carcinogens and Biological Agents Directives through inspections, publications, stakeholder advice and engagements and DJEI support.</p> <p>The Biological and Chemical Agents programmes will focus on:</p> <ul style="list-style-type: none"> <li>Legionella and Water Cooling towers</li> </ul>	<p>1000 Chemical inspections completed covering OH (400) and REACH/Classification, Labelling and Packaging (CLP) (600) issues.</p> <p>The number of inspections completed on a reactive basis for complaints, referrals, investigations and vibration.</p>

## 2. Cross-sectoral Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Occupational Hygiene (OH)</b> <i>(continued)</i>	<ul style="list-style-type: none"> <li>Control systems including Personal Protective Equipment (PPE) and Local Exhaust Ventilation (LEV)</li> <li>Lead remediation</li> <li>Stakeholder engagement</li> <li>Overlaps with the Registration, Evaluation and Authorisation of Chemicals (REACH) Regulation.</li> </ul> <p>The Asbestos programme will build on the Guidance published in 2012 by focusing on:</p> <ul style="list-style-type: none"> <li>A multi-site employer approach</li> <li>Analyst clearances</li> <li>Survey standards</li> <li>Contractor competencies</li> <li>Stakeholder engagement</li> </ul> <p>Participate in the Inter-Agency Forum on Radon and chair working group on Radon in Workplaces.</p> <p>Occupational Hygiene issues, including noise and radon, will be addressed where identified as an uncontrolled hazard at a place of work within the general national inspection programme. Other issues of concern will be referred for specialist follow-up.</p>	<p>The number of Chemicals (Asbestos Articles) Applications processed.</p> <p>The number of Asbestos notifications processed.</p> <p>The number of biological agents notifications processed.</p> <p>The number of Guidance and/or information sheets published.</p> <p>The number of Requests for Information (RFIs) dealt with.</p> <p>One or two presentations on new Biological Agents Regulations completed.</p> <p>Outcomes from Radon Working Group completed and presented on schedule to the Inter-Agency Forum on Radon.</p> <p>The number of inspections where noise and radon were addressed.</p> <p>The number of referrals to specialist units.</p>



## 2. Cross-sector Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Physical Agents</b>	Provide technical support to the DJEI on the proposed EU Directive on Electromagnetic Fields (EMF) and the transposition of the Directive into national legislation. Commence guidance preparation to support Regulations.	Technical support provided as required.
<b>Slips, Trips and Falls</b>	Develop and implement simple user-friendly guidance and tools on Slips, Trips and Falls and target, as appropriate, to sectors.	Guidance published.
<b>Small Business</b>	<p>Provide a programme of support and preventive measures through a dedicated Taking Care of Business programme directed at small businesses.</p> <p>Extend the BeSMART simple risk assessment and safety statement tool to a further 25 business types.</p> <p>Maximise the usage of the BeSMART tool by small businesses (Target 17,500 by end 2013).</p> <p>Participate in all relevant fora that assist manageable compliance by small businesses. Engage with representative bodies to ensure maximum reach.</p> <p>Selected types of business which could use the BeSMART tool will be the focus of an inspection programme aimed at increasing health and safety awareness, encouraging registration and use of the tool, and assessing the impact of BeSMART in workplaces.</p>	<p>Programme implemented across a range of preventive measures and effective communication occurred with business representative bodies.</p> <p>Technical development of new business types concluded and targets reached.</p> <p>BeSMART tool used by 17,500 by year end.</p> <p>800 inspections achieved in the Services, Retail, Accommodation and Hospitality Sectors.</p> <p>Increased level of registration.</p> <p>Evidence of improved level of health and safety management where BeSMART was used.</p>
<b>Transport of Dangerous Goods by Road (ADR)</b>	Fulfil Competent Authority (CA) functions on ADR through guidance publication, stakeholder support and technical support to DJEI on ADR 2013 legislation.	The number of CA approvals, exemptions and Multi-Lateral Agreements (MLA) approved.





## 2. Cross-sector Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Transport of Dangerous Goods by Road (ADR)</b> <i>(continued)</i>	<p>Fulfil Competent Authority functions by conducting roadside inspections of Dangerous Goods vehicles through multi-agency checkpoints and by identifying and inspecting relevant undertakings having a Dangerous Goods Safety Advisor (DGSA) requirement.</p> <p>Inspect Retail and Private Petroleum Stores (RPPS) specifically in relation to their operation, delivery and dispensing of petrol.</p>	<p>ADR 2013 legislation published, together with guidance information.</p> <p>ADR services contract met performance metrics.</p> <p>500 dangerous goods vehicle inspections completed.</p> <p>Enforcement action taken for non-compliance with categorised offences.</p> <p>100 inspections completed of undertakings with a DGSA requirement.</p> <p>200 RPPS inspected.</p>
<b>Work-related Vehicle Safety (WRVS) including Driving for Work</b>	<p>We will oversee the delivery of Year Three of the Five Year Plan for Work-related Vehicle Safety (WRVS).</p> <p>A range of new supports will be developed, implemented and communicated including: an online risk assessment tool for Driving for Work; a driver handbook on Driving for work and information on Load Securing.</p> <p>We will continue to engage with the Road Safety Authority (RSA) and An Garda Síochána with whom we have developed a substantial programme. We will continue to deliver initiatives on data management, guidance, awareness raising and education.</p>	<p>Actions for Year Three implemented.</p> <p>Agreed programme delivered in conjunction with the RSA and An Garda Síochána.</p> <p>Evidence gathered of increased awareness of management issues relating to vehicle risk, within and outside the workplace.</p> <p>500 inspections with a WRVS central focus.</p> <p>The number of workplaces where driving for work was addressed during inspections.</p>



## 2. Cross-sector Programmes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Work-related Vehicle Safety (WRVS) including Driving for Work (continued)</b>	<p>We will continue to consult with the sector through an established Consultative Panel.</p> <p>An inspection programme with a central emphasis on the management of Work-related Vehicle Safety (WRVS) at specifically identified work activities will be undertaken.</p> <p>The issue of driving for work will be addressed within the general national inspection programme for employers who have a fleet of vehicles for use.</p>	
<b>Work at Height</b>	<p>Work activity at height and the application of the necessary controls is an issue of concern. The national inspection programme will address this risk activity during inspections.</p> <p>It will form the theme of the construction campaign in 2013.</p>	<p>The number of times the issue was addressed.</p> <p>Actions taken in relation to work at height.</p> <p>Completed Construction Campaign.</p>
<b>Use of Equipment in Explosive Areas (ATEX)</b>	<p>Fulfil Competent Authority (CA) role in relation to ATEX through contribution to ensuring that the Directive and Regulations are complied with and that technical proposals and advice is provided as required.</p>	<p>Technical and policy responses prepared as appropriate.</p>



### 3. HSA Processes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Complaints Process</b>	<p>Maintain a process for customer complaints on workplace safety and health issues and ensure timely and effective solutions and conclusions. We expect to deal with approximately 3,000 complaints in 2013.</p> <p>Complaints assigned for investigation will be followed up to ensure that the measures required to resolve the cause of the complaint are taken by the duty holder.</p> <p>Incoming complaints will be monitored for trends, and repeat issues with an employer will be taken as an indicator of poor standards of health and safety at the workplace leading to an increased frequency of inspection.</p>	<p>Complaints resolved with remedial steps completed by duty holders where required.</p>
<b>External Communications</b>	<p>Communicate, as widely and efficiently as possible, with employers and employees about the need for health and safety awareness and risk management and its importance to sustainable enterprises.</p> <p>Targeted external information and communication, maximising the use of our website and smart technology.</p> <p>Challenge the distorted image of safety and health at work as one of trivia and red tape.</p> <p>Respond to approximately 28,000 inbound contacts seeking information on safety and health matters.</p> <p>Maintain our Customer Contact Association accreditation as a high-quality Workplace Contact Centre.</p>	<p>Evidence of the impact of our communication campaigns.</p> <p>Evidence of further development of the Authority's use of smart technology in providing more and better quality information.</p> <p>High level of attendance and satisfaction at Authority events.</p> <p>Efficiency of call centre operation shown by high satisfaction ratings.</p> <p>Evidence that the customer contact centre delivered responses in a timely and competent manner.</p> <p>Retention of the Customer Contact Association standard.</p>

### 3. HSA Processes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Information and Evaluation</b>	<p>Represent Ireland's interest at EU level at the Eurostat working group and submit required information to Eurostat.</p> <p>Collate and publish national statistics on injuries and ill health to inform national and Authority policies and targeting.</p> <p>Coordinate and manage the assessment and reporting of progress on the Authority's strategy and programmes of work.</p> <p>Coordinate the preparation of Regulatory Impact Assessments (RIAs).</p> <p>Respond to Freedom of information, Data Protection and Access to Information on the Environment requests.</p> <p>The survey of the inspection process initiated in 2012 will continue throughout 2013. The 2012 programme will be assessed to determine the effectiveness and outcomes from the national inspection programme.</p>	<p>Meetings attended and Irish interests represented.</p> <p>Statistics published.</p> <p>Reports on progress prepared for executive team, Board and the Minister.</p> <p>RIAs prepared.</p> <p>Responses made within statutory deadlines.</p> <p>The number of surveys of the inspection process issued, the number of responses received and report on effectiveness and outcomes completed.</p>
<b>Investigations Process</b>	<p>All workplace fatal incidents will be investigated and approximately 5% of notified accidents will be prioritised for investigation.</p> <p>Investigations will ensure that controls to prevent recurrence have been implemented and that duty holders will be held to account where they have a clear disregard for the management of safety and health risks at their workplaces.</p>	<p>All fatal accidents investigated.</p> <p>5% of notifiable accidents prioritised for investigation.</p> <p>Direction provided to the duty holder to ensure that all necessary controls to prevent recurrence were implemented.</p> <p>Files forwarded to the DPP.</p>

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Operational Cooperation with Other Regulatory Agencies</b>	We will continue to cooperate with other regulatory agencies, particularly where there is an overlap or closely related operational function. We will maintain existing inter-agency agreements.	All existing MOUs maintained and reviewed.
<b>Reducing Information Obligations</b>	Identify further opportunities for reduction of administrative burdens on business.  Rationalise and simplify requirements in any reviews of existing, or in the development of any proposed new, Regulations.	Report progress made to DJEI.
<b>Representing Ireland in EU</b>	Participate in EU Commission and European Chemicals Agency (ECHA) committees, working groups and/or Forums on REACH, CLP, COMAH, Detergents, PIC and ADR–Transportable Pressure Equipment (ADR–TPE). These include but are not limited to: <ul style="list-style-type: none"> <li>• Competent Authority working group on REACH and CLP (CARACAL)</li> <li>• Member State Committee on REACH</li> <li>• Forum on Enforcement for REACH and CLP</li> <li>• Detergents Working Group</li> <li>• Central Competent Authority (CCA) on COMAH</li> <li>• Designated National Authorities (DNA) for PIC</li> </ul> Represent Ireland at international committees in relation to: <ul style="list-style-type: none"> <li>• UN Subcommittee of Experts on the Globally Harmonised System on Classification and Labelling (UN SCE GHS)</li> <li>• Annual Conference of the OPCW on Chemical Weapons</li> </ul>	The number of relevant international committees and working groups attended at which Ireland’s position represented.

### 3. HSA Processes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Representing Ireland in EU (continued)</b>	<p>Host the EU 2013 Road Checks Working Group in Ireland.</p> <p>Represent Ireland in the EU Senior Labour Inspectorate Committee by participation in the Plenary, thematic and working group meetings.</p> <p>Compilation of SLIC Annual Report.</p>	<p>Meeting of EU 2013 Road Checks Working Group held on schedule and within budget.</p> <p>Participated and influenced work of the EU Senior Labour Inspectorate Committee.</p> <p>Submission of SLIC annual report.</p>
	<p>Represent Ireland on the EU's Advisory Committee on Safety and Health at Work (ACSH) and on approximately two working parties reporting to this committee (Standing Working Party; Transport Working Party).</p>	<p>Identification of key policy issues which emerged at ACSH and assessment made in conjunction with DJEI.</p> <p>Effective representation made of Government policy on policy matters and technical support provided to DJEI as required.</p>
	<p>Act as national Competent Authority (CA) for the EU Focal Point for Ireland.</p> <p>Host an EU Presidency Conference in Dublin on high-level policy in relevant occupational health and safety theme.</p> <p>Participate in other EU working groups and committees where the Irish position should be represented or where there are specific benefits to Ireland arising from participation.</p>	<p>Three meetings of Focal Point national network completed.</p> <p>Attended and represented Ireland at EU Agency Focal Point Network.</p> <p>All EU Safety Week projects and initiatives coordinated.</p> <p>Best Practice Management entries were put in place for Ireland.</p> <p>Conference implemented, outcomes reported, and evaluation satisfactory.</p>



### 3. HSA Processes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Working Smarter</b>	<p>The Authority will target its resources on higher risk sectors and places of work. Only a very small proportion of lower risk enterprises will be inspected and the Authority's information and legislative programmes will concentrate on higher risk areas.</p> <p>Pilot and introduce the use of mobile technology to support more effective inspections and other activities.</p> <p>Introduce new structures, reporting relationships and more flexible working arrangements to better enable the delivery of the new strategy; and to reflect changes in staffing and staff composition as the organisation becomes smaller.</p> <p>Identify new ways of delivering services, e.g., through shared services, working closely with other regulatory agencies and outsourcing certain activities.</p> <p>Increase the percentage of inspections of high-risk organisations; and use customer feedback to inform our inspection process.</p> <p>New approaches to communications will be adopted for targeted audiences such as social media for students, e-learning to train people and increase health and safety awareness, and the website to provide technical information to professionals.</p> <p>We will adopt a policy of reducing information obligations where the relevance and benefits of data is not clear or proven.</p> <p>We will have an approach towards small businesses that recognises the challenges they face and provides simpler solutions for health and safety compliance.</p> <p>The project to engage with multi-site employers will continue to ensure that relevant health and safety issues are managed at corporate level. The on-going impact on previous multi-site employer programmes will be assessed.</p>	<p>Mobile inspection technology introduced and trialled.</p> <p>New structures introduced.</p> <p>MOUs with other agencies enabled more efficient use of resources.</p> <p>The percentage of targeted inspections increased.</p> <p>New communications approach in place.</p> <p>Responsible engagement verified at corporate level for multi-site employers where common issues of concern occurred on a number of sites. Repeat engagement on two previous multi-site projects will be completed.</p>



## 4. Corporate Processes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Facilities Management</b>	<p>Manage the Authority's office accommodation in eight locations and carry out a review of future requirements.</p> <p>Manage the provision of services, e.g., office cleaning, stationery, canteen.</p>	<p>Facilities provided to enable staff to perform their roles effectively.</p>
<b>Finance</b>	<p>Operate the finance and procurement systems of the Authority to achieve value for money in expenditure and procurement.</p> <p>The recovery of expenses incurred in investigations that result in successful prosecutions.</p>	<p>Internal and external audits showed no high-risk deficiencies in management or financial systems.</p> <p>High proportion of payments made within deadlines.</p> <p>Submission of claims detailing expenses incurred on completion of successful prosecutions.</p>
<b>Human Resources (HR)</b>	<p>The technical and managerial competence of staff will be maintained and developed through targeted training initiatives.</p> <p>Support will be provided to managers and staff of the Authority to assist in the delivery of the Authority's Croke Park Action Plan and in the restructuring of the Authority arising from reduced staffing.</p> <p>The HR systems in the Authority will be maintained and developed to enable effective management of performance together with the maintenance of efficient payroll, superannuation and records systems.</p>	<p>Learning and development programmes delivered on schedule; and line managers of attendees reported positively on post-course performance for selected programmes.</p> <p>New structures implemented and amended as necessary.</p> <p>New HR records system implemented.</p>

## 4. Corporate Processes

Operational Area	Summary of Actions	Performance Indicator(s)
<b>Information Communications Technology (ICT)</b>	<p>Options for the use of mobile technology as a means of improving the efficiency and effectiveness of the inspection process will be assessed and, where appropriate, implemented.</p> <p>The Authority's ICT systems will be maintained and developed to enable the most productive use of resources.</p> <p>Framework agreements will be used to ensure that value is obtained in ICT procurement.</p>	<p>Suitable technology identified.</p> <p>Trial of use of ICT implemented.</p> <p>User Service Level Agreement metrics achieved.</p>



## Appendix 1: Inspection Programme 2013

Operational Area	Target Number of Inspections
Agriculture	3000
Construction	3000
BeSMART awareness and support	800
Occupational Hygiene	400
REACH/CLP/Chemical Agents	600
COMAH, Sub-COMAH and Bulk Storage facilities	350
Manufacturing	750
ADR: DG Vehicles and DGSA	600
Wholesale and Retail	550
Healthcare	350
Mines and Quarries	200
Public Administration	200
Private Retail Petroleum Stores	200
Waste management	150
Forestry	100
Electricity	100
<b>Total Workplace Inspections</b>	<b>11350</b>
Investigations: Fatalities, Serious Accidents, Dangerous Occurrences, Complaints	1500
<b>Total Workplace Inspections &amp; Investigations</b>	<b>12850</b>
Market Surveillance	Programmes to be implemented as part of the inspections in the sectors indicated above.
Docks	
Work at Height	
Offshore	
Multi-site employers	
Workplace Vehicle Transport Safety	

## Appendix 2: Legislative Development Programme

### **Current legislative proposals to be finalised in 2013:**

Reporting of accidents, illnesses and dangerous occurrences

Diving

Amendment to the General Application Regulations in relation to the use of work equipment

Amendment to the General Application Regulations following review of Safety in Industry Act and Factories Act

Mines

Prevention of sharp injuries in the hospital and healthcare sector

Revision of the Quarries Regulations

### **New legislative proposals planned for 2013:**

Consolidated General Application Regulations 2007 – 2013

Construction Regulations 2013

Electromagnetic fields



## Appendix 3: Codes of Practice and Guidance Development Programme

### **Codes of Practice and legislative guidance:**

Homeowners guide to the Construction Regulations

Construction Regulations 2013: What's New

Guide to the Construction Regulations 2013

Rider-operated Lift Truck Safety guidance

Safe Load: Securing Employer guidance

Safe Load: Securing Driver guidance

Driving for Work: Driver Handbook for Employers

Health and Safety Competence guidance

### **Information sheets:**

Task-specific Manual Handling

Management of reversing vehicles and plant in construction

Work-related Vehicle Safety (WRVS) – Construction Issues

Non-integrated access platforms

Fall arrest and fall restraint systems

Anaesthetic gases

Safety with equipment in healthcare

Latex in healthcare

Work-related violence and aggression in healthcare

Slips, trips and falls

Fire and fire risk assessment



## Appendix 4: Table of Abbreviations


AACSH	Advisory Committee on Safety and Health at Work
ADR	The European Agreement concerning the International Carriage of Dangerous Goods by Road, 1957
ATEX	Use of Equipment in Explosive Atmospheres
CA	Competent Authority
CAC	Construction Advisory Committee
CCA	Central Competent Authority
CLP	Classification, Labelling and Packaging
COMAH	Control of Major Accident Hazards
CoRAP	Community Rolling Action Plan
CSP	Construction Safety Partnership
DGSA	Dangerous Goods Safety Advisor
DJEI	Department of Jobs, Enterprise and Innovation
DNA	Designated National Authorities
DTTAS	Department of Transport, Tourism and Sport
ECHA	European Chemicals Agency

## Appendix 4: Table of Abbreviations

EMF	Electromagnetic Fields
EPA GMOC	Environmental Protection Agency Genetically Modified Organism Committee
FETAC	Further Education and Training Awards Council
HR	Human Resources
HSA	Health and Safety Authority
HSE NI	Health and Safety Executive, Northern Ireland
ICT	Information Communications Technology
IE	Ireland
MLA	Multi-Lateral Agreement
MOU	Memorandum of Understanding
NCCA	National Council for Curriculum and Assessment
OPCG	Office of the Parliamentary Counsel to the Government
OPCW	Organisation for the Prohibition of Chemical Weapons
PIC	Prior Informed Consent
PPE	Personal Protective Equipment

## Appendix 4: Table of Abbreviations

QOAI	Qualifications and Quality Assurance Ireland
RAC	Risk Assessment Committee
RAPEX	EU Rapid Alert System
REACH	Registration, Evaluation and Authorisation of Chemicals
RFI	Requests for Information
RIA	Regulatory Impact Assessment
RPPS	Retail and Private Petroleum Stores
RSA	Road Safety Authority
SEAC	Socio-Economic Analysis Committee
SLIC	Senior Labour Inspectors Committee
TPE	Transportable Pressure Equipment
TSAC	Technical and Scientific Advisory Committee
WRVS	Work-related Vehicle Safety



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