



An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority



# Climate Action Roadmap 2024



# Contents

<b>Statement demonstrating senior management commitment</b>	<b>4</b>
<b>1: Introduction</b>	<b>5</b>
Organisational context	5
<b>2: Our people – leadership and governance</b>	<b>7</b>
Nominated Climate and Sustainability Champion	7
Governance structure	7
Green Team	8
<b>3: Our people – engaging our staff</b>	<b>10</b>
Climate action training	10
<b>4: Our targets, performance and progress to date</b>	<b>11</b>
Carbon dioxide (CO <sub>2</sub> ) emissions and energy efficiency analysis – baseline, current emissions, emissions trends	11
▶ Our buildings	11
▶ Waste management	12
▶ Paper and digitalisation of processes	12
▶ Transportation	12
▶ Green procurement	13
▶ Single-use plastic	13
▶ Training, awareness and reporting	13
▶ Water conservation	13
▶ Wider actions	13
<b>5: Our way of working</b>	<b>16</b>
▶ Energy and environmental management system	16
▶ Buildings	16
▶ Green procurement	16
▶ Single-use plastic items	16
▶ Low carbon construction methods	16
▶ Digitalisation of processes	17
▶ Waste production	17
▶ Water usage	17
▶ Transportation	17
▶ Gap-to-Target review	17
<b>6: Climate action initiatives – future plans</b>	<b>18</b>
▶ Buildings	18
▶ Transportation	18
▶ Waste management	18
▶ Paper and digitalisation	18
▶ Green procurement	18
▶ Training, awareness and reporting	19
▶ Water conservation	19
▶ Wider actions	19
<b>Appendix: Green Team Terms of Reference</b>	<b>20</b>

# Statement



**Conor O'Brien**  
*Chief Executive Officer,  
Health and Safety Authority*

**I am pleased to approve this Climate Action Roadmap, which has been endorsed by the Health and Safety Authority Senior Management Team.**

The roadmap shows how we propose to address the growing challenge of fulfilling our commitment to achieve a 51% reduction in greenhouse gas emissions, and a 50% increase in energy efficiency from our 2018 baseline. Our roadmap towards reducing total energy-related emissions and fossil fuel-related emissions from our operations is designed to help us perform our functions in a manner consistent with the national climate action ambitions.

In carrying out our activities, we aim to minimise our environmental impact and achieve continual environmental improvement.

**Conor O'Brien,**  
*Chief Executive Officer,  
Health and Safety Authority*

December 2024





# Introduction

**This Climate Action Roadmap demonstrates the Health and Safety Authority's commitment as a public sector body to improve energy efficiency and reduce greenhouse gas (GHG) emissions across our core infrastructure and operational activities.**

The Roadmap will address our relevant legal requirements related to climate and energy efficiency action under:

- ▶ The Climate Action and Low Carbon Development (Amendment) Act 2021 requiring all public bodies to perform their functions in line with Ireland's climate ambition;
- ▶ S.I. No. 646 of 2016, requiring public bodies to procure only energy-using products and vehicles that are on the Triple E register;
- ▶ S.I. No. 426 of 2014 to manage our energy and undertake an energy audit every four years;
- ▶ S.I. No. 393 of 2021 Energy Performance of Buildings concerning building automation control, parking and bike spaces.

## Disclaimer/Clarification

The requirements pertaining to some aspects of the above regulations are in certain respects outside of the Authority's control.

These are:

- ▶ **Buildings:** The Authority operates all of its activities from leased properties (with offices located in Dublin and in seven regional locations, in addition to an evidence storage warehouse). Requirements within the scope of S.I. No. 393 of 2021 (parking; bike spaces; installation of e-charging points; heating, ventilation and air conditioning (HVAC) systems) are outside of the Authority's control as they are managed and operated by the landlord(s).
- ▶ **Transportation:** The Authority does not own or operate a transport fleet.

As we do not own our own building stock our Climate Action Plan (CAP) programmes will be funded through Exchequer funding.

## Organisational context

The Authority was established in 1989 under the Safety, Health and Welfare at Work Act, 1989, which has since been replaced by the Safety, Health and Welfare at Work Act 2005. Additional functions have been conferred on the Authority since 2005 under the Chemicals Acts 2008 and 2010, and other legislation. In 2014, the functions of the Irish National Accreditation Board (INAB) was included under the Authority's remit.

The Authority reports to the Minister of State for Business, Employment and Retail under delegated authority from the Minister for Enterprise, Trade and Employment. The Authority's main legislative role is outlined in the table below.



	Occupational Safety and Health	Chemicals	Market Surveillance	Accreditation
Principal Legislation	Safety, Health and Welfare at Work Act 2005	Chemicals Acts 2008 and 2010	EU Market Surveillance Regulation 2019/1020	EU Regulation 765/2008
		Chemical Weapons Act 1997		
		European Communities Act 1972 Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment Regulations 2011 to 2023	EU Communities Act 1972 product safety regulations	
		Dangerous Substances Act 1972	Chemicals Act 2008-2010	
Legislative Role	Protection of workers and those affected by a work activity from occupational injury and illness	Protection of human health and the environment	Ensuring the free movement of chemicals and industrial products on the internal market	To accredit organisations to international standards for technical competence in testing, calibration, inspection, verification and certification
		Enhance competitiveness and innovation		
		Act as focal point to the Technical Secretary of OPCW		
		Ensuring dangerous chemicals are transported by road safely	Protection of workers, consumers and the environment from unsafe industrial products, chemicals, detergents or articles made from chemicals	
		Independent body to decide appeals on flammable liquid and fuel retail store licence decisions made by the relevant (local) authority		

The Health and Safety Authority is the national regulator responsible for securing the safety, health and welfare of persons at work.

It is a competent authority/designated national authority for the regulation of chemical substances, mixtures and articles containing chemicals. This includes the control of chemical manufacture, use, transportation, importation and major accident hazards.

It is a market surveillance authority for chemical products and industrial products within the Authority's legislative remits, primarily for industrial and professional users but also for certain consumer products containing chemical substances.

The Authority also provides the national accreditation service.

Under the above functions, the Authority has a role in protecting both human health and the environment from the risks posed by chemicals.

As of December 2023, the Authority employed 261 staff (an increase from 179 in December 2018). Staff are based at the HSA's headquarters in Dublin, and seven regional offices in Cork, Kilkenny, Galway, Sligo, Waterford, Limerick, and Athlone.



## Our people, leadership and governance

**The CEO and HSA non-executive board are responsible for the resourcing and oversight of the Authority's climate action initiatives. The Senior Management Team have signed off on the Authority's Climate Action Roadmap plan.**

The Authority recognises that leadership, commitment, and the active support of senior management is critical to the Authority's environmental success. In 2024, the Authority appointed a member of the senior leadership team as its Climate and Sustainability Champion. The Climate and Sustainability Champion is responsible for steering the implementation of, and reporting on, the Roadmap. The Authority's Head of Finance and Facilities is the Authority's Energy Performance Officer (EPO) and the Facilities Manager is the Authority's Energy Co-Ordinator.

The Green Team includes the Climate and Sustainability Champion, EPO, members of the facilities management team and members of staff who are also supported regionally by local Green Ambassadors.

As part of our commitment to reducing the Authority's impact on the environment, we re-established our Green Team in 2024.

Role	Name	Position
Climate and Sustainability Champion	Yvonne Mullooly	Assistant Chief Executive (Chemicals and Industrial Products)
Energy Performance Officer (EPO)	John Moran	Head (Assistant Principal /Higher) of Finance and Facilities
Energy Co-ordinator	Geraldine Nolan	Higher Executive Officer Facilities Manager

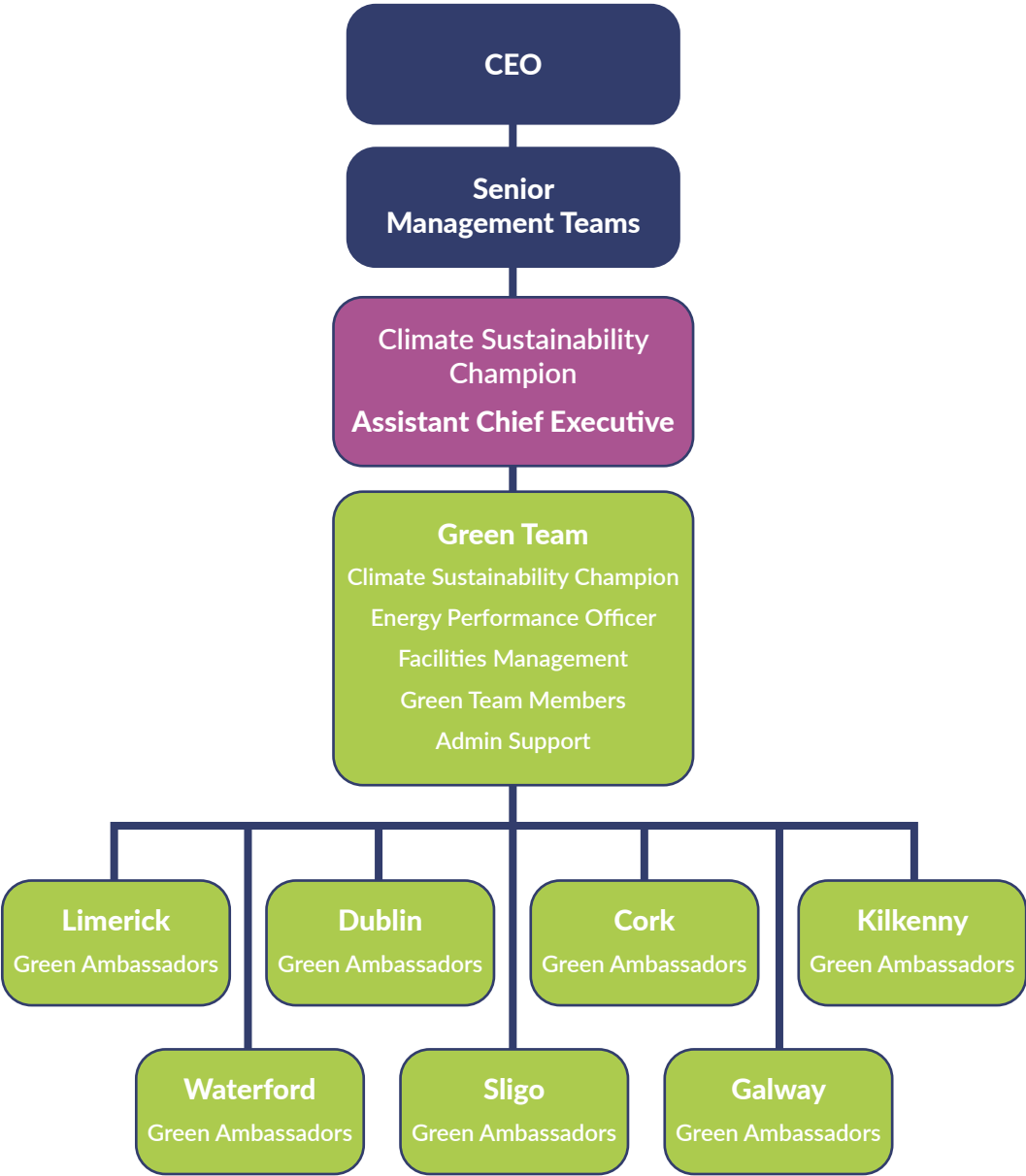
# Green Team

The Authority also recognises the contribution that its staff make towards maintaining and improving the Authority’s environmental performance. In line with our commitment to minimise the Authority’s impact on the environment, we re-established our Green Team in 2024.

The Green Team is composed of the Climate and Sustainability Champion, the EPO, Facilities Management Team staff, and regional Green Team staff who are supported by Green Ambassadors.

The Green Team’s role is to support the implementation of the Authority’s climate action initiatives, contribute to the development of our climate action roadmap, and ensure that the Authority’s activities align with climate action targets. It will serve as a forum for discussing strategies to reduce the Authority’s resource usage, promote the greening of the Authority, and raise awareness to encourage behaviour change at the local level.

The Authority will continue to advance initiatives aimed at improving the Authority’s environmental performance by collaborating with staff and the Green Team.





Name	Position and location
Michelle Costelloe	Executive Officer, Kilkenny
Thomas Furey	Higher Executive Officer, Athlone
Hugh Jordan	Higher Executive Officer, Dublin
Niamh Conerney	Clerical Officer, Galway
Cian Cody	Higher Executive Officer, Dublin
Joan Cahill	Assistant Principal, Dublin
Shara Smith	Inspector, Cork
Liise Siim	Inspector, Sligo
Donagh Sweeney	Clerical Officer, Limerick
Noirin Doyle	Executive Officer, Waterford
<b>Green Ambassadors</b>	
Elaine Moran	Higher Executive Officer, Dublin
Mike Broderick	Inspector, Athlone
Liam Burke	Clerical Officer, Galway
Michael Cleary	Inspector, Sligo
Íde Walshe	Inspector, Cork
Michael Kelly	Inspector, Kilkenny

# 3

## Our people – engaging staff

**In 2024, we re-established our Green Team and we recognise that communication about our green initiatives will play a key role in keeping our staff engaged and informed of our expectations and progress in meeting our organisational objectives.**

Our internal communication platform eXchange will serve as the primary channel to share information, updates and details of green events with HSA staff and encourage action on reducing energy usage and greening the Authority. As part of the re-establishment of our Green Team, we published a short video on our eXchange platform in order to encourage Green Ambassadors from each of our regional offices to support the Green Team's initiatives.

### Climate action training

Climate action training is being rolled out. Training and a staff awareness programme will be an ongoing requirement on a continual basis. Training for both senior leadership and the Green Team is scheduled for 2025. Additionally, we plan to host a webinar and workshop on climate action and sustainability for staff in 2025.



# 4

## Our targets, performance and progress to date

**The Health and Safety Authority Climate Action Roadmap 2024 takes account of the available data up to and including 2023, and provides an overview of the Authority's achievements to date, and plans for the future.**

The Authority has been recording and reporting on the Authority's GHG emissions since 2009. Significant progress can be seen in the profile in table 1 with the baseline period 2016–2018.

Our targets are as follows:

- ▶ Reduce the Authority's carbon dioxide (CO<sub>2</sub>) emissions by 52% by 2030
- ▶ Increase the Authority's energy efficiency to 50% by 2030
- ▶ Put in place a Climate Action Roadmap

The targets relate to the Authority's thermal energy usage for heating and energy-related CO<sub>2</sub> emissions, including electricity. The Health and Safety Authority Climate Action Roadmap 2024 takes account of the available data up to and including 2023, and provides an overview of the Authority's achievements to date, and plans for 2025. While blended working has allowed HSA staff some flexibility in terms of a requirement to work in the office, our core functions as a regulator nevertheless require HSA staff to travel within Ireland and abroad to carry out the Authority's regulatory and competent authority activities. These essential regulatory activities as we grow as an organisation are reflected in our CO<sub>2</sub> emissions.

The dedicated work to date of our facilities management team and our staff has delivered good progress in our organisation's energy efficiency. Since our baseline year (2018) a number of climate action measures have been implemented across the organisation in order to reduce energy consumption and improve waste management.

These initiatives have delivered good results in the Authority's overall downward trend in our total energy and resource consumption against a background of increasing staff numbers.

Our main sources of energy consumption are:

- ▶ fuel used to heat and power buildings, and
- ▶ fuel used in business travel by road, rail and air.

The following are two key achievements to note:

- ▶ Since 2023, the Authority's energy efficiency has increased by 62.8% and total CO<sub>2</sub> emissions have reduced by 59.2%.

This was achieved as a result of implementing the following initiatives:

### Our buildings

All of our eight office building premises are leased rather than owned by the Authority. As a result, responsibility for measures such as heating and lighting rest with the landlords. Only one of our regional offices (Waterford) is under public ownership. It is the responsibility of the Office of Public Works (OPW), who own the building. The Authority's Dublin office is leased and it is our public office. All of our other regional office locations are also leased.

Our Dublin office building accounts for most of the Authority's energy consumption. Data loggers are installed in our Dublin office building to monitor energy usage. Monitoring and recording of energy expenditure (KWh) is undertaken in seven\* of our eight buildings. (\*The Waterford regional office is located within an OPW building.)

All of our buildings with the exception of one are heated using electricity. One regional hub has an additional heating source (provided by a gas boiler).

In 2024, we moved our evidence storage facilities to a new building.

The following outlines our building climate action initiatives:

- ▶ **Energy audits:** We have completed detailed energy audits of our public office in Dublin and two regional offices. In 2025, energy audits of all buildings leased by the Authority will be carried out. The data collected will help us create 'reduce our use' strategies for all HSA-occupied buildings.
- ▶ **Building Energy Rating (BER) certificates displayed in public offices show our energy performance:** As Dublin is our only public office, the requirement to display a BER certificate is not applicable in our regional offices.
- ▶ **Heating:** The heating system in our Dublin office building is controlled centrally. This approach ensures that energy is not consumed excessively and is designed to encourage maximum efficiency. The HVAC system is turned off in meeting rooms when they are not in use, and timers have been installed where the system is in use in other relevant building areas.
- ▶ **Energy-efficient light-emitting diode (LED) lighting:** LED lighting has been installed in seven HSA occupied office locations.
- ▶ **Appliances:** A-rated appliances have been purchased for locations where replacement equipment was required.

## Waste management

- ▶ 'Keep cups' were introduced across the organisation prior to the single-use plastic products ban provided for under S.I. No. 516/2021.
- ▶ All electrical waste is now recycled/disposed of professionally, in line with producer responsibility.
- ▶ All offices have recycling and general refuse bins. A compost bin is in place in our Kilkenny office building.

## Paper and digitalisation of processes

- ▶ We have installed new printers, and all printers default to double-sided printing.
- ▶ We ensure that recycled paper is procured for photocopiers in all offices; this is in line with our green procurement policy.
- ▶ We ensure increased automation of our paper-based processes. Between 2023 and 2024, we reduced our printing and copying by more than 120,000 pages.
- ▶ We collected old HSA-branded paper and send this to a print company to recycle it into compliments slips.
- ▶ We recycled used and old HSA logo envelopes for internal and regional office post purposes.

## Transportation

- ▶ Government Circular 01/2020 requires public bodies to record the CO<sub>2</sub> emissions associated with official air travel and to pay an amount equivalent to the travel CO<sub>2</sub> emissions' impact into the Climate Action Fund. The circular also requires public bodies to appraise, monitor and ensure that only essential air travel is undertaken and that the number of officers on any official journey is kept to an absolute minimum. Since the COVID-19 pandemic, many European Union (EU) and international meetings are now hosted online. During 2023, HSA staff took 36 relevant official journeys by air, involving a total of 144,560 kilometres. This accounted for an estimated 18,783 tonnes of CO<sub>2</sub>, resulting in a total payment to the Climate Action Fund of €910.98 for 2023.
- ▶ The Authority does not own any fleet vehicles.
- ▶ Information and communication technology (ICT) infrastructure is in place to facilitate online/video meetings, thus reducing commuting requirements between offices for meetings.
- ▶ Our Dublin office and our regional offices in Cork, Kilkenny and Waterford are located close to public transport links, which provide an incentive for staff to use public transport.

- ▶ Bicycle stands are available in our Dublin office, and public bike stands are available for staff to use in our Kilkenny and Waterford offices.
- ▶ The limited requirement for parking in Dublin for staff is for the conduct of business to accommodate the needs of staff who travel by car during the course of their work. In other HSA office regional locations, parking is limited in common parking areas shared by others.

## Green procurement

- ▶ We avail of Office of Government Procurement (OGP) frameworks wherever possible.
- ▶ Our public procurement partner includes green public procurement criteria within our calls for tender.

## Single-use plastic

- ▶ The Authority has implemented the Government decision, including the elimination of procurement of single-use plastic.
- ▶ Disposable cups, plates and cutlery are not procured for use in canteen facilities.

## Training, awareness and reporting

- ▶ Our internal communication intranet eXchange is used to share information and updates with HSA staff. As part of the process of re-establishing our Green Team, we published a short video on our eXchange platform to encourage Green Ambassadors from each of our regional offices to support Green Team initiatives.
- ▶ Members of our Facilities Management team have completed the Sustainable Energy Authority of Ireland (SEAI) Carbon Basics and Energy training.
- ▶ We have completed annual SEAI Monitoring and Reporting system (M&R).

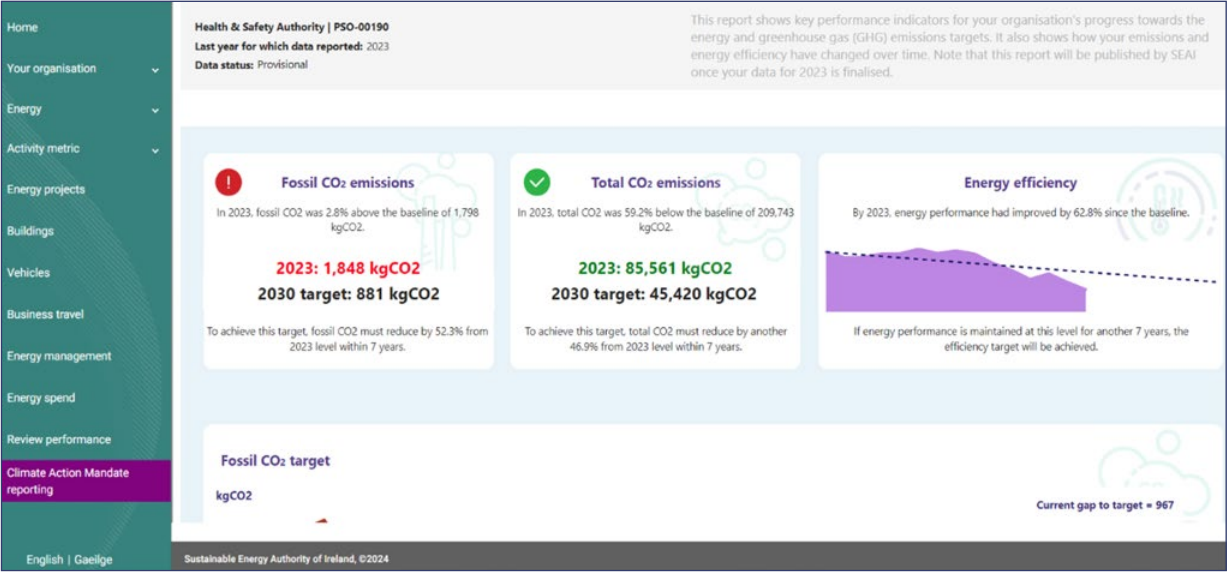
## Water conservation

- ▶ Drinking water stations are available for staff in all HSA leased buildings. Filtered tap water systems are installed in three of our office buildings, located in Dublin, Kilkenny and Cork.
- ▶ In 2023, HSA office building refill drinking water stations consumed a total of 1,869 litres. Unfortunately, however, we have only been able to find one filtered tap water supplier, and that supplier's system does not track filtered tap water usage.

## Wider actions

- ▶ In 2024, we appointed a Climate and Sustainability Champion.
- ▶ In 2024, we re-established our Green Team and our Green Ambassadors.
- ▶ We ensure that our staff can now avail of battery recycling stations in all HSA office buildings.

Table 1 - SEAI Monitoring and Reporting Report for 2023



The Authority has met its total carbon and energy efficiency targets to date and it will continue to put in place measures to achieve further reductions in order to meet future targets.

In 2023, the Authority was 2.8% above the baseline target with respect to CO<sub>2</sub> emissions from fossil fuels. The organisation is aware that the increased energy consumption of fossil fuels in 2023 is associated with increased office occupancy, both in terms of occupancy rate and the increased use of office meeting room facilities.

The Senior Management Team have identified the relevant office accommodation improvements but improvements are budget dependent. It is intended to commence office improvements in 2025 and engage with the landlord around the use of this supplementary heating source.

## Future plans

The Climate Action Mandate contains key targets for CO<sub>2</sub> emissions reduction and energy efficiency for the HSA.

Our GHG emissions target is based on energy-related CO<sub>2</sub> equivalent emissions, with the baseline average of 2016–2018 CO<sub>2</sub> emissions. It requires energy-related GHG emissions for heating and transport to be reduced by 51% by 2030.

By 2023, energy performance had improved by 62.8% since the baseline 2016–2018 period. If our energy performance is maintained at current levels up to 2030, we will achieve the required public sector efficiency target for the HSA by 2030.

In 2023, total CO<sub>2</sub> emissions were 59.2% below the 2016–2018 baseline period of 209,743 kg CO<sub>2</sub>. In order to achieve the HSA's 2030 CO<sub>2</sub> emissions target, total CO<sub>2</sub> emissions must be reduced by an additional 46.9% from the 2023 level by 2030.

In 2023, energy-related fossil fuel CO<sub>2</sub> emissions were 2.8% above the baseline of 1,798 kg energy-related CO<sub>2</sub>. To achieve the HSA's 2030 CO<sub>2</sub> emissions target, we are working with the landlord to remove dependence on this fossil fuel heating source.

The Authority operates from leased premises and since our baseline period (2016–2018) we have made no changes to HSA offices location, or to our offices' footprint. In 2023, in total we occupied a footprint of 3,750 m<sup>2</sup>. In 2025, it is anticipated that the footprint across our existing buildings will increase to 4,550 m<sup>2</sup> to office accommodate functional needs for our increased staff headcount and evidence storage requirements.



Ensuring energy efficiency and related energy consumption reduction will continue to be an ongoing practice for the HSA. In 2021, we undertook an energy audit of our buildings, and we are currently progressing our next audits for 2025. A total of 65% of the Authority's energy usage is concentrated in our Dublin headquarters building. To achieve the greatest impact, we will primarily focus on energy efficiency improvements in this location. We will continue to work with our landlord (s) in relation to improvements in the heating system in Dublin and our other office locations on a phased basis. This may result in landlord(s) retrofitting heating system.

We are in the process of conducting a review of our building stock to determine what additional opportunities exist for energy-saving project initiatives within our control, as all our buildings are leased.

We will review heating systems that will transition away from the supplementary heating systems using fossil fuels to a viable energy alternative. We will continue using the Gap-to-Target assessment tool to understand the combination of initiatives that will be necessary to achieve further reductions on energy usage.

In addition, in the case of any new office building leases, these buildings will be required to have a minimum of an A3 building energy rating (BER) wherever possible.





## Our way of working

### Energy and environmental management

The Authority is subject to the Code of Practice for the Governance of State Bodies, and we adhere to the principles and standards that must be followed in order to ensure transparency, accountability, and effective management.

M&R returns have been undertaken every year to date.

### Buildings

The current CO<sub>2</sub> energy-related emissions reduction required is 40,141kg. The most significant opportunity to reduce emissions will be in our headquarters building in Dublin. Action will require close cooperation with the landlord. As implementation of our various climate action initiatives progresses we will continue to report, monitor and explore additional opportunities to reduce our energy consumption.

### Green public procurement (GPP)

Green public procurement (GPP) refers to the process through which public authorities aim to procure goods, services, or works that have a lower environmental impact. The inclusion of environmental criteria in public procurement projects will depend on the specific requirements of each contract.

GPP is a key priority for the Office of Government Procurement (OGP), and the majority of HSA procurement is conducted using OGP frameworks, where GPP is a standard criterion in the tender documents. The ICT products and services sector is the most significant area for GPP inclusion.

The HSA ICT Unit is fully aligned with public sector guidance on this matter and ensures that green criteria are incorporated into its tendering processes, in compliance with Circular 20/2019.

HSA tender procurement technical supports include requirements for green procurement in all our tenders, in order to minimise the environmental impact in the methods of service delivery and in materials used. We encourage tenderers to develop green initiatives and to provide relevant information in their tender submission as to their carbon footprint. We do not currently have a system for recording the extent of our GPP practices. The Authority will implement a system for tracking and documenting GPP implementation in procurement processes that are outside OGP Framework agreements. The Procurement Officer, who also serves as a member of the Green Team, will oversee the procurement process, in order to ensure that green criteria are applied where appropriate.

### Single-use plastic items

The Authority no longer procures disposable cups, cutlery and plates. Our staff canteens provide non-disposable cups, glasses, cutlery and plates for use and reuse in the canteen. Staff can recycle used packaging in one of the on-site recycling bins.

### Low carbon construction methods

The Authority does not directly commission construction work, as all our premises are leased.

## Digitalisation of our processes

We have reviewed our paper-based processes to evaluate the possibilities for digitalisation as the default approach.

Work on enhancing our digitalisation transformation of our customer-facing processes continues, with the implementation of the remaining phases of our Córas ICT platform.

## Waste production

We do not have the ability to track waste production in all of our buildings as some of our leased offices are in shared buildings where waste is collected and disposed of centrally. We will continue to raise the matter for a building-wide waste reduction action plan with the respective landlords.

## Water usage

Currently, we do not have the ability to track water usage in buildings occupied by HSA staff as we do not have water submetering for HSA-designated areas. We have recently installed two water mains-fed dispensers in our Dublin office and we now have mains-fed water dispensers in three of our regional offices. We are exploring options for procuring mains-fed dispensers for the rest of our regional offices. In 2024, there was only one operator in the filter water market in Ireland. That operator's systems do not have a mechanism to monitor the quantity of water used from the filtration systems.

## Transportation

The Authority does not own or procure vehicles. We have a cycle to work scheme in place and all HSA staff can avail of that scheme. We have secure access-controlled designated bicycle parking in our Dublin office. Bicycle parking is also readily available for staff and visitors in three of our regional offices.

We have shower facilities in our Dublin, Kilkenny, Limerick, Galway, and Sligo offices to support staff members who wish to cycle to work.

## Gap-to-Target review

To date, the Authority has achieved a 44% reduction in energy and a 59.2% reduction in CO<sub>2</sub> emissions, thus making significant progress towards its stated 2030 targets. Moving forward, the Authority will also work to phase out the use of heating from fossil fuel sources. This will involve transitioning to cleaner energy sources, implementing energy-efficient technologies, and adopting sustainable practices in order to ensure that emissions are significantly reduced or eliminated. The Authority is committed to continuing its efforts in sustainability and energy efficiency, aiming to continue to meet its targets in the coming years.



# Climate action initiatives – future plans

The following additional climate action initiatives will form part of our future climate action plans.

## Buildings

We will:

- ▶ focus on energy efficiency in all HSA-occupied buildings in order to progress continual improvement,
- ▶ conduct an energy audit in all HSA-occupied buildings in 2025 and define emissions reduction targets for each building,
- ▶ continue to monitor energy usage and emissions in order to track progress towards emissions reduction targets,
- ▶ continue to plan and implement new office accommodation projects in line with the carbon reduction targets, and these projects by their nature will have further positive impacts on our energy performance,
- ▶ collaborate with our landlords and office accommodation providers to enhance the efficiency of heating systems in our leased buildings. Where new heating systems are necessary, we will collaborate with landlords and building owners to ensure compliance with requirements regarding the use of renewable fuels, as far as possible.

## Transportation

The Authority does not own any fleet vehicles. However, in addition to the Authority continuing to explore measures to reduce further CO2 emissions across its activities, it will:

- ▶ promote continued use of online meeting facilities to minimise travel for meeting purposes,

- ▶ promote sustained use of shared mobility options as an alternative to car usage where possible,
- ▶ review the cycle friendliness of its buildings and enhance its bicycle facilities where feasible, and
- ▶ explore requirements to apply for the Smarter Travel mark.

## Waste management

We will

- ▶ enhance controls for the monitoring and segregation of waste.

## Paper and digitalisation of processes

We will

- ▶ review our remaining paper-based processes and evaluate the possibility for digitalisation.

## Green procurement

We will

- ▶ continue to carry out green procurement guideline requirements within our Request for Tenders particularly in the following relevant areas for the Authority: office accommodation provision, indoor cleaning services, ICT products and services, heating and lightening equipment, catering services, paper and printing services.
- ▶ Green procurement will continue to be incorporated into relevant contracts.

## Training, awareness and reporting

We will:

- ▶ incorporate climate action and sustainability learning and development training to increase engagement, encourage staff learning and development and behavioural change,
- ▶ increase awareness of climate action initiatives to reduce the HSA's carbon footprint, including promotion of a 'Reduce Your Use' campaign through our staff communication channels,
- ▶ publish on our staff intranet (eXchange) environmental performance reports;
- ▶ develop climate action awareness (information on the cycle to work scheme, bicycle and shower facilities) for incorporation as part of our new staff induction sessions,
- ▶ report GHG emissions and sustainability activities in our annual report,
- ▶ communicate our Green Team activities as a key part of keeping our staff engaged and informed, to encourage action on climate sustainability,
- ▶ hold staff engagement workshops.

## Water conservation

We will:

- ▶ enhance controls for water conservation and work with water purification providers to enhance our use of filter water systems in our regional offices,
- ▶ work with office accommodation landlords to improve water conservation where possible.

## Wider actions:

We will:

- ▶ continue to actively engage with the SEAI to remain updated on developments with regard to public sector requirements,
- ▶ Display up-to-date BER certificates in our public office.

The Roadmap will remain under review and further iterations will be produced in line with review requirements.

# Appendix: Green Team Terms of Reference

## 1. Introduction

The purpose of establishing a Green Teams is to ensure we develop integrated drivers of sustainability within the Authority for our energy, waste and water management. These terms of reference set out the purpose, membership, scope and arrangements of the Health and Safety Authority's Green Team. These terms of reference will provide a clarity of purpose to enable the Authority to deliver on its Climate Action mandate.

The Green Team will be active in the following areas.

### Management:

- ▶ To ensure energy and sustainability plans and policies are up to date and appropriate

### Behaviour:

- ▶ Ensure Climate Action Leadership training for senior management is delivered
- ▶ Embed climate and energy training in the new staff induction programme
- ▶ Maintain awareness and rollout our staff training/workshop programmes

### Technical:

- ▶ Audit to identify opportunities to reduce energy use and decarbonise heating and improve our energy management
- ▶ Understanding our building energy and facility
- ▶ Explore opportunities to moving towards ISO 50001

The Green Team will comprise of staff members from each of the offices along with staff from facilities, Energy performance officer and will be chaired by the Climate Sustainability Champion.

## 2. Values

The Green Team will work in accordance with the values of collaboration, outcome focused, responsiveness and ethics.

## 3. Purpose

The Green Team will provide ensuring the management and achievement of our Climate Action objectives.

## 4. Membership

The Green team shall consist of the following members:

- ▶ Climate Sustainability Champion (Chair)
- ▶ Head of Facilities (Energy Performance officer)
- ▶ Facilities staff representative
- ▶ One Green ambassador representing each regional office and three representing Dublin HQ
- ▶ Administration



## 5. Scope

- ▶ Support the implementation of our Climate action roadmap to enhance and align the Authority's activities to Climate Action targets.
- ▶ Review the delivery of the Climate Action Roadmap to achieve the outcomes as set out in the Climate Action plan.
- ▶ Complete a Gap-to-Target assessment to understand the combination of initiatives necessary to achieve our emissions target.
- ▶ Support effective internal communication to foster a greener culture of continuous improvement across all offices.
- ▶ Support delivery of workshops on topics such as energy, travel and waste management awareness
- ▶ Identify new green opportunities to address reductions in our emissions effectively.
- ▶ Working with green ambassadors at a local level support to ensure a coordinated approach to our green initiatives.
- ▶ Provide feedback on our regional compliance with our roadmap actions
- ▶ Input into the development of the Authority's future climate action roadmap.

## 6. How the Green will work

The Green Team shall meet on a monthly basis initially to discuss climate action initiatives and review our performance. After six months the frequency of meetings will be reviewed by the Chair to ensure effective ways of working. Additional ad-hoc meetings may be convened as necessary.

The activities of the Green Team will be reported quarterly to the SMT. Secretariat administration will be provided.

## 7. Review and Amendment

These terms of reference shall be reviewed annually by the Climate Sustainability Champion any proposed amendments shall be brought and approved by the SMT.

# **Our Vision:**

**To deliver healthy and  
safe working lives and  
contribute to productive  
enterprises**



An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority

Health and Safety Authority

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