

A Guide to the Functions and Records of the Health and Safety Authority

**Prepared in accordance with Section 15 of the
Freedom of Information Acts 1997 and 2003**

FOREWORD

This manual is intended to facilitate access to official information held by the Health and Safety Authority. It does this by outlining the structure and functions of the Authority; the services we provide and how they may be availed of; the classes of records we hold and how to make a request to the Authority under the Freedom of Information Acts 1997 and 2003.

All the information in this manual and the reference manual prepared under Section 16 of the Freedom of Information Acts can be accessed on our web-site (www.hsa.ie).

This manual will be reviewed every three years but any significant changes will be posted on the Authority's website.

Revised: March 2011

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1. INTRODUCTION

The Freedom of Information (FOI) Acts 1997 and 2003 provide three main statutory rights:

- a legal right for each person to access information held by public bodies,
- a legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading, and
- a legal right to obtain reasons for decisions affecting oneself.

The Acts assert the right of members of the public to obtain access to official information to the greatest extent possible consistent with the public interest and the right to privacy of individuals.

It is important to be aware that Section 46(1) of the Freedom of Information Act, as amended by Section 74 of the Safety, Health and Welfare at Work Act 2005, provides that this Act does not apply to:

- (dc) a record held or created under the relevant statutory provisions by the Health and Safety Authority of an employee of the Authority, relating to or arising from its enforcement functions (other than a record concerning any other functions of the Authority or the general administration of the Authority).

In other words, only records concerning the general administration of the Authority are disclosable under Freedom of Information legislation. Therefore, access to information under the Freedom of Information Act does not extend to, for example, records relating to the investigation of accidents.

This manual is prepared in accordance with the publication requirements set out in Section 15 of the Acts.

2. HOW TO OBTAIN ROUTINELY AVAILABLE INFORMATION

The Authority currently makes information routinely available to the public in relation to its function and activities. Such information will continue to be available informally without the need to use the FOI Acts.

The Authority operates a **Workplace Contact Unit (WCU)** which is a helpdesk resource for employers, employees and general members of the public. The WCU is the primary point of contact for our customers for a range of topics including:

- reporting workplace fatalities and serious incidents;
- complaints relating to workplaces;
- obtaining health and safety information;
- notifying the Authority of accidents or incidents through [IR1](#) and [IR3](#) forms;
- notifying the Authority of construction work through [AF2](#) forms; and
- ordering health and safety publications.

The Workplace Contact Unit can be contacted through the Authority's Lo-call number 1890 289 389 (Monday – Friday 9am to 5pm), by email wcu@hsa.ie, or by writing to The Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1.

Through our website, www.hsa.ie, the Authority provides access to all publicly available information including legislation and guidance, enforcement procedures, accident notification procedures, press releases and career opportunities and vacancies.

The Authority has a wide range of publications available to download or to request in print. These include:

- guidance material on various statutory instruments,
- codes of practice,
- annual reports,
- annual work programmes,
- newsletters, and
- information sheets and booklets.

These are available from our website www.hsa.ie or through our Lo-call number 1890 289 389. Most of our publications are available to download **free of charge**.

The FOI Acts are designed to allow public access to information held by public bodies which is **NOT** routinely available through other sources. Access to information under the Acts is subject to certain exemptions and involves specific procedures and time limits. This reference book provides a guide to the structure of the Authority so as to help you access information under the FOI Acts.

3. HOW TO OBTAIN INFORMATION UNDER THE FREEDOM OF INFORMATION ACTS

3.1 Applications under the Freedom of Information Acts

Under the FOI Acts, anyone is entitled to apply for access to information not otherwise publicly available. Each person has a right of:

- access to records held by the Authority,
- correction of personal information relating to oneself held by the Authority where it is inaccurate, incomplete or misleading, and
- access to reasons for decisions made by the Authority directly affecting oneself.

The following records come within the scope of the Acts:

- all records relating to personal information held by the Authority irrespective of when created,
- all other records created from commencement date of 21st April 1998, and
- any other records necessary to the understanding of a current record.

The Authority will normally be obliged to respond to the request within 20 working days.

Applications under the FOI Acts should be addressed to:

Hugh Jordan
Freedom of Information Officer
The Metropolitan Building
James Joyce Street
Dublin 1

Telephone 1890 289 389
Fax (01) 614 7020
E-mail foi@hsa.ie

Applications must be in writing and should indicate that the information is sought under the Freedom of Information Acts 1997 and 2003. An application form 'Request for Information under the Freedom of Information Acts' is available on request but you are not required to use a form.

When you are preparing a request, please follow these guidelines:

- If you require the information in a particular format (such as a photocopy, computer disk, etc.) this should be mentioned in the application.
- Please give as much detail as possible to enable the staff of the Authority to identify the record and reply promptly to your request. If you have difficulty in identifying the precise records that you require, the FOI Officer will be happy to assist you in preparing your request.

- Provide full contact details including a contact telephone number.
- Enclose the appropriate fee (see section 4.1 below).

3.2 Rights of Review and Appeal

The Acts set out a series of exemptions to protect sensitive information where its disclosure may damage key interests of the State or of third parties. Where the Authority invokes these provisions to withhold information, the decision may be appealed. Decisions in relation to deferral of access, charges, forms of access, etc. may also be the subject of appeal. Details of the appeals mechanisms are as follows:

3.2.1. Internal Review

You may seek an internal review of the initial decision if:

- you are dissatisfied with the initial response received i.e. refusal of information, form of access, charges, etc., or
- you have not received a reply within 4 weeks of your initial application. This is deemed to be a refusal of your request and allows you to proceed to internal review.

An official at a higher level will carry out the review.

Requests for internal review should be addressed to:

Hugh Jordan
Freedom of Information Officer
Metropolitan Building
James Joyce Street
Dublin 1

Telephone 1890 289 389
Fax (01) 614 7020
E-mail foi@hsa.ie

Such a request for internal review must be submitted within 4 weeks of the initial decision. The Authority must complete the review within 3 weeks.

The internal review must normally be completed before an appeal may be made to the Information Commissioner.

3.2.2. Review by the Information Commissioner

Following the completion of an internal review, you may seek an independent review of the decision from the Information Commissioner.

Where you have not received a reply to your application for internal review within 3 weeks, this is deemed to be a refusal and you may appeal the matter to the Information Commissioner.

Appeals in writing may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner
18 Lower Leeson Street
Dublin 2

Telephone	(01) 639 5689 or Lo-call 1890 223 030
Fax	(01) 639 5674 or (01) 639 5676
E-mail	info@oic.ie

4.0 FEES

4.1. Processing fees

The Freedom of Information Act (Fees) Regulations 2003 provides for the charging of fees for processing requests under the FOI Acts, internal reviews of such requests, and subsequent appeals to the Information Commissioner.

A fee of €15 is required before processing a request under the FOI Acts can begin. A reduced fee of €10 applies where the requester is covered by a medical card in which case details of the medical card registration number and issuing health board together with consent to the verification of these details with the relevant health board, should be supplied.

A fee of €75 is required before processing a request for Internal Review under the FOI Acts can begin. A reduced fee of €25 applies where the requester is covered by a medical card in which case details of the medical card registration number and issuing health board together with consent to the verification of these details with the relevant health board, should be supplied. No fees are payable where the request for internal review relates to a decision to charge a fee or deposit in the first instance.

Fees for processing requests under the FOI Acts or requests for internal review can be paid by cheque, bank draft or payable order to the Health and Safety Authority.

A fee of €150 is required before processing an appeal to the Information Commissioner under the FOI Acts. A reduced fee of €50 applies where the requester is covered by a medical card in which case details of the medical card registration number and issuing health board together with consent to the verification of these details with the relevant health board, should be supplied.

You should note that no fee is payable where the records that are the subject of the request relate only to personal information relating to the requester. Neither is a fee payable where the request relates to applications under Sections 17 or 18 of the Acts i.e. requests for amendment of records relating to personal information or relating to the right of a person to information regarding acts of a public body affecting the person.

4.2. Search and retrieval fees

Search and retrieval fees may be charged as follows:

- In respect of personal records, no fees will be charged in respect of the cost of copying the records requested unless a large number of records are involved.
- In respect of other (non-personal) information, fees may be charged in respect of the time spent in efficiently locating and copying records, based on a standard hourly rate. No charges will apply in respect of the time spent by the Authority in considering requests.

Fees are currently set as follows in accordance with Statutory Instruments No's 139 of 1998 and 13 of 1997:

- €20.95 per hour of search and retrieval,
- €0.04 per sheet for a photocopy,
- €0.51 for a three and a half inch computer diskette containing copy documents,
- €10.16 for a CD – ROM containing copy documents, and
- €6.35 for a Radiograph (X-ray) containing copy documents

A deposit may be payable where the total fee is likely to exceed €50.79. In these circumstances, the Authority will, if requested, assist the member of the public to amend the request so as to reduce or eliminate the amount of the deposit.

Charges may be waived in the following circumstances:

- where the cost of collecting and accounting for the fee would exceed the amount of the fee;
- where the information in the record would be of particular assistance to the understanding of an issue of national importance; or,
- in the case of personal information, where such charges would not be reasonable having regard to the means of the requester.

5 OUR MISSION

The mission of the Health and Safety Authority is to:

Influence changes in the behaviours of employers and employees so that they can:

- prevent injury and ill-health arising from work activity, and
- protect human health and the environment through the sound management and safe use of chemicals.

6. DESCRIPTION AND FUNCTIONS OF THE AUTHORITY

The Authority is the national body in Ireland with responsibility for securing the safety, health and welfare of all persons at work. It is a state-sponsored body, operating under the Safety, Health and Welfare at Work Act 2005 and reporting to the Minister for Enterprise, Trade and Innovation (Minister for Labour Affairs and for Public Service Transformation).

The Authority's functions include the promotion of measures for the safety, health and welfare of all employees and employers throughout the state, the monitoring of compliance with the 2005 Act and enforcement, under statutory provisions, where non-compliance occurs.

The Authority provides advice and information on matters relating to safety, health and welfare at work and fosters national and localised co-operation on risk prevention between people and organisations that represent employees and employers.

The Authority's work programme is led by its senior management team who act in line with Government policy, implementation strategy, and measure and evaluate operational effectiveness on an ongoing basis and report quarterly to the Board.

The Authority currently has a headquarters office in Dublin with regional field offices in Waterford, Cork, Limerick, Galway, Sligo, Athlone and Kilkenny. The Kilkenny office is also the headquarters for the Chemicals, Policy and Services division of the Authority. The Authority has secured offices in Kilkenny as an interim location for decentralisation pending completion of the Authority's offices in Thomastown, Co Kilkenny.

6.1 Policy statement with regard to confidentiality and Freedom of Information

The Authority undertakes to hold any information provided to it by individuals or others on a confidential basis, subject to the Authority's obligations under law, including the Freedom of Information Acts.

7. ORGANISATIONAL STRUCTURE

The Board of the Authority

Occupational safety and health policy at national level is determined by a twelve-member, tripartite Board, with nominees from the social partners and other interests concerned with safety and health in the workplace. The appointment of the Board of the Authority is a function of the Minister for Labour Affairs and Public Service Transformation under the Safety, Health and Welfare at Work Act 2005.

Among the provisions of the Safety, Health and Welfare at Work Act 2005 relating to the Health and Safety Authority (formerly called the National Authority for Occupational Safety and Health) in Chapter 1 of Part 5 and Schedule 5 to the Act are –

- Section 32 - Continuance in being of Authority,
- Section 34 - Functions of Authority,
- Section 37 – Membership of Authority, and
- Schedule 5 – The Authority.

Section 37 of the 2005 Act, Membership of Authority, provides as follows –

37.-(1) the Authority shall consist of a chairperson and 11 ordinary members who shall be appointed by the Minister, who shall comprise the Board of the Authority.

(2) The ordinary members of the Authority shall be –

- (a) 3 persons nominated by such organisations representative of employees as the Minister considers appropriate,*
- (b) 3 persons nominated by such organisations representative of employers as the Minister considers appropriate,*
- (c) 5 persons as the Minister considers appropriate which shall include one person from the department under whose auspices the Authority operates.*

(3) The Minister shall, for the purposes of paragraph 13(b) of Schedule 5, designate one of the ordinary members of the Authority to be deputy chairperson of the Authority.

(4) Notwithstanding the repeal of the Act of 1989 by section 4, a person who is a member of the Authority immediately before the commencement of that section shall continue in office as such a member for the remainder of the term of office for which he or she was appointed, unless he or she dies or resigns from office or otherwise ceases to hold office in accordance with Schedule 5.

With regard to the role of Advisory Committees under the 2005 Act, section 38 (1) provides as follows -

The Authority may from time to time establish advisory committees to advise it in relation to any of its functions and may determine the membership, term of office and terms of reference and regulate the procedure of any such committee.

The members of the Board of the Authority which began its current statutory three year term of office in December 2007 are as follows:

Chairman

Mr. Michael Horgan

Employer Nominees

Ms. Marion Byron (Vice Chairperson)

Mr. Dermot Carey

Mr. George Brett

Employee Nominees

Mr. Eamon Devoy

Mr. Dessie Robinson

Ms. Esther Lynch

Minister Nominees

Councillor Mary Bohan

Mr. Des Mahon

Mr. Francis Rochford

Mr. Dan O’Connell

Mr. John Byrne

The Executive of the Authority

Chief Executive Martin O’Halloran			
Assistant Chief Executive Workplace Compliance and Advice Brian Higginson	Assistant Chief Executive Prevention Services Mary Dorgan	Assistant Chief Executive Chemicals Policy and Services Sharon McGuinness	Assistant Chief Executive Corporate Services Robert Roe
<ul style="list-style-type: none"> • Field Operations • Compliance Management and Development • Legal Services 	<ul style="list-style-type: none"> • Policy and Technical Services • Communications and Customer Relations • Education Strategy • Occupational Health • Legislation and Liaison 	<ul style="list-style-type: none"> • Marketing and Use • Classification Packaging and Labelling • Export/Import • REACH and GHS • New Substance Notification • Existing Substance Regulation • Chemical and Biological Agents • Carcinogens • Asbestos • PIU 	<ul style="list-style-type: none"> • Human Resources and Staff Development • Information and Computer Technology • Finance and Services • Impact Assessment

8. STRUCTURAL BREAKDOWN

The following section gives a breakdown of the internal structure and organisation of the Authority.

8.1 WORKPLACE COMPLIANCE AND ADVICE

Workplace Compliance and Advice is comprised of the Field Operations and Operations Development and Chemical Safety Enforcement Divisions and internal legal services. It enforces the relevant statutory provisions in relation to occupational safety and health and provides expert advice to employers, employees and the self-employed.

The structure is -

Brian Higginson Assistant Chief Executive	
Field Operations	Legal Services
Nuala Flavin Programme Manager	Johanna Hally Legal Advisor

8.1.1 Field Operations

◆ Role and Structure

The aim of the Field Operations inspectorate is to promote a working environment in which the safety, health and welfare of persons at work is maintained at the highest practicable level. This means ensuring that preventative systems are in place, and involves working with those who can influence and affect safety, including small companies and the self-employed.

The main functions of the Field Operations Division are –

- to carry out inspections of places of work and ensure compliance with the Safety, Health and Welfare at Work Act 2005 and associated Regulations;
- to investigate workplace accidents and complaints;
- to provide workplace information and advice in the areas of construction, agriculture, mines and quarries, manufacturing and all economic sectors that are not covered by the Authority's Chemical Safety Enforcement Division; and
- to carry out special investigations.

The structure is -

Marie McCarthy Inspector Grade I	Peter O'Connell Inspector Grade I	Mark Cullen Inspector Grade I	Sean Hyde Inspector Grade I	PJ Murphy Inspector Grade I	Alan Costello Inspector Grade I
Regional Manager North-East	Regional Manager East	Regional Manager South-East	Regional Manager South-West	Regional Manager North-West	Manager Special Investigation Unit

◆ **Delivery of Service**

The inspectors within our Field Operations Division carry out inspections across all sectors in accordance with the Authority's published Annual Programme of Work. They investigate accidents that have been notified to the Authority on a priority basis. They also investigate complaints that have been received from employees and other persons concerning safety, health and welfare conditions at work. Inspections and accident and complaint investigations bring inspectors into direct contact with employers, employees or their representatives.

◆ **Classes of Records**

- Inspections of workplaces,
- Complaints about workplaces,
- Notifications of Accidents : IR1 Forms,
- Notifications of Dangerous Occurrences: IR3 Forms,
- Notifications of Commencement of Construction Work: CR1 Forms,
- Prosecution, and
- Section Administration

Information collected during inspection and accident and complaint investigation is recorded on the Authority's Geosmart system. Geosmart is used by the Authority to manage all compliance activities and contacts with the public.

8.1.2 Operations Development and Chemical Safety Enforcement

The Operations Development and Chemical Safety Enforcement Division enforce legislation relating to chemicals including:

- the prevention of major accident hazards under the COMAH Regulations 2006,
- bulk petroleum stores and oil jetties,
- exposure to chemical agents in the workplace including asbestos, occupational exposure limits,
- monitoring compliance in workplaces on the classification, packaging and labelling of dangerous chemicals, and
- monitoring carriage of dangerous goods by road (ADR) and the storage of petrol at retail and private petroleum stores.

In addition the Division provides backup to inspectors in the development of enforcement processes and procedures to make the work of inspectors more efficient. This includes the:

- training of all new inspectors and upskilling for experienced inspectors;
- provision of inspectors enforcement procedures;
- provision of a modern IT system for recording inspectors' data on inspections and accident/complaint investigations (the so called Geosmart system).

The structure is –

Nuala Flavin Programme Manager
Gareth Doran Inspector Grade I
OH/REACH/GHS/Enforcement

8.1.3 Occupational Hygiene / REACH Enforcement

◆ Role and Structure

The main function of the Occupational Hygiene / REACH Enforcement Unit is

- To monitor and ensure compliance in workplaces with the Chemicals Act 2008, the Safety Health and Welfare at Work Act 2005, the Chemical Agents Regulations 2001 and other sector specific legislation (including asbestos and biological agents)

The structure is –

Gareth Doran Inspector Grade I
Jim Fanning Fiona Mitchell Kevin Buckley Majella Lowe Tom O’Sullivan Geraldine Mattimoe Inspectors Grade II

◆ Delivery of Service

The Occupational Hygiene / REACH Enforcement Unit inspects companies and products and investigates complaints and accidents in relation to legislative areas outlined. The Unit’s inspectors, during their workplace inspections, ensure that employers are aware of their responsibilities, comply with relevant health and safety legislation and manage health and safety at their place of work. This is achieved by a combination of advice, enforcement or legal proceedings, as appropriate. The Unit aims to increase the awareness of workers on the potential ill-health effects of using chemicals/substances in the workplace and advise regarding suitable methods of control to minimise exposure.

Where relevant, inspections may involve air monitoring for chemical/physical agents to determine worker exposure. Assessments of notifications of removal work for asbestos containing materials submitted by contractors are also conducted.

◆ Classes of Records

- Inspections of workplaces on IT Enforcement System
- Complaints about workplaces

- Notifications of Accidents: IR1 Forms
- Notifications of Dangerous Occurrences: IR3
- Asbestos/Biological Agent Notification Forms
- Notifications of asbestos removal work
- Reports of meetings
- Section Administration

8.1.4 Legal Service

◆ Role and Structure

The main functions of the Legal Service Unit are –

- to provide internal legal advice, and
- to liaise with state legal services for the conduct of prosecutions.

The structure is–

Johanna Hally Legal Advisor
Majella Tynan-Walsh Higher Executive Officer

◆ Delivery of Service

The Unit provides services for the State legal services, colleagues within the Authority and the Department of Enterprise, Trade and Innovation.

◆ Classes of Record

- Legal advice

8.2 PREVENTION SERVICES

Prevention Services is comprised of the following four departments:

- Policy and Technical Services,
- Occupational Health,
- Education Strategy,
- Communications and Customer Relations, and
- Legislation and Liaison.

The role of the Division is to facilitate the Irish workforce to achieve an environment in which they can work safely and in support of their own health and well-being.

The structure is -

Mary Dorgan Assistant Chief Executive			
Paula Gough Programme Manager	Kieran Sludds Inspector Grade I	Joanne Harmon Assistant Principal	Gavin Lonergan Communications Manager
Policy/Technical Services	Occupational Health	Education Strategy	Communications and Customer Relations

8.2.1 Policy and Technical Services Department

◆ Role and Structure

The main functions of the Policy and Technical Services Department are –

- to develop and review legislation,
- to prepare and publish guidance on health and safety issues,
- to develop enforcement guidance,
- to promote health and safety,
- to provide support to Workplace Compliance in the development of competence, and
- to identify emerging health and safety issues and develop policy.

The structure is –

Paula Gough Programme Manager						
John Colreavy Inspector Grade I	Deirdre Sinnott Inspector Grade I	Martin O'Dea Inspector Grade I	Pat Griffin Inspector Grade I	Anne Maria O'Connor Inspector Grade I	Hilary Byrne Inspector Grade I	Vacant Position Head of Function
Machinery and Equipment, Fishing, STF	Work related Vehicle Safety and Diving	Construction and SSWP	Agriculture and Quarries	Health Services Sector	Retail	Legislation and Liaison

◆ **Delivery of Service**

The Policy and Technical Services Department:

- develop and review legislation and guidance for approval by the Board and for submission to the Minister for Enterprise, Trade and Innovation,
- develop guidance for employers and employees. This guidance is made available on the web and through the Workplace Contact Unit,
- develop enforcement guidance for the compliance division of the Authority,
- provide support to Workplace Compliance in the development of technical competence,
- participate on national groups or committees relating to safety and health where these relate to the Authority work programme, and
- provides services for staff of the Authority, members of the Legislation and Guidance Sub-Committee of the Board and the Department of Enterprise, Trade and Innovation.

◆ **Classes of Records**

- Section Administration
- Reports of Meetings
- Policy
- Publications
- Draft proposals for legislation and guidance
- Material for reply to Parliamentary Questions, representations and enquiries
- Papers and Records, as appropriate, of the Legislation and Guidance Sub-Committee of the Board.

8.2.2 Occupational Health

◆ **Role and Structure**

The main functions of the Occupational Health Unit are to -

- carry out inspections and enforcement duties on health related issues;
- provide support and information to other sections within the Authority and to employers, employees and members of the public on issues related to the health of people at work.

The structure is –

Kieran Sludds Occupational Health Manager	
Patricia Murray Organisational Psychologist Inspector Grade II	Francis Power Ergonomist Inspector Grade II

◆ **Delivery of Service**

The Occupational Health Unit provides services for the Authority's staff, employers and employees and members of the public. Where a workplace has the support of its own occupational health professionals it is preferable that they are consulted prior to contacting the Authority.

◆ **Classes of Records**

- Technical Information
- Internal Administration
- Inspections of workplaces
- Complaints about workplaces
- Approved Doctors
- Professional Development and Research
- Projects
- Bullying in the workplace
- Contact with other organisations

8.2.3 Education Strategy

◆ **Role and Structure**

The role of the Education Strategy Unit is to develop and implement programmes which promote and foster awareness and understanding of workplace health and safety for those currently in education. The focus of the Unit is influencing the workers and managers of the future.

The Unit Manager is Joanne Harmon.

◆ **Delivery of Service**

The Unit works in close collaboration with relevant external organisations and also cross functionally utilising expertise within the Authority.

◆ **Classes of Records**

- Section Administration
- Projects

8.2.4 Communications and Customer Relations

◆ **Role and Structure**

The main functions of the Communications and Customer Relations Unit are –

- co-ordination of the Authority's external communications strategy,
- provision of a comprehensive media relations service,
- co-ordination of the Authority's event management and publications functions, and

- provide a health and safety information service to our external customers.

The structure is –

Gavin Lonergan Communications Manager	
Mark Ryan Higher Executive Officer Communications Officer	Annette Slater Norah Heffernan Higher Executive Officers Workplace Contact Unit

◆ **Delivery of Service**

The services provided by the Communications and Customer Relations Unit include-

Workplace Contacts

The Unit has a dedicated team to capture requests for information and reports of complaints, fatal and serious accidents and incidents. They also provide a health and safety information service to callers.

Media Relations

The Unit communicates with the media in accordance with the Authority's policy on media relations. It also deals with queries from the general public. The Unit issues speeches and press releases as well as organising press conferences and photo-calls.

Event Management

The Unit co-ordinates all of the Authority's public events throughout the year including an annual conference and a range of seminars.

Exhibitions

The Authority exhibits at many exhibitions, promoting health and safety in the workplace. At these exhibitions Inspectors give verbal advice on matters of workplace health and safety.

Publications

The Unit manages the production of the Authority's publications, which include leaflets, pamphlets and guides. These are produced in association with colleagues within the Authority. Major publications include the Newsletter, the Programme of Work and the Annual Report.

Campaigns and Other Promotional Activities

The Unit organises a range of thematic campaigns with particular emphasis on priority high-risk sectors. It is also responsible for arranging promotional activities including the production of videos and other resource material.

Information is also available to the media via e-mail and over the telephone. These requests relate to information that is not already published. This information service is provided in accordance with the Authority's policy on media relations.

◆ **Classes of Records**

- Advertising
- Events and Exhibitions
- Publications
- Conferences
- Speeches
- Press releases
- Media coverage
- Section Administration

8.2.5 Legislation and Liaison

◆ **Role and Structure**

The main functions of the Legislation and Liaison Unit are to –

- co-ordinate the Authority’s contribution to the legislative development process in its role and functions under Chapter 1 of Part 6 of the Safety, Health and Welfare at Work Act 2005 relating to Regulations and Codes of Practice;
- liaise with the Department of Enterprise, Trade and Innovation on the co-ordination of legislation development matters and response material to representations and Parliamentary Questions;
- service meetings of the Legislation and Guidance Sub-Committee of the Board.

The structure is–

Vacant Position Head of Function
Caitriona Fitzgerald Higher Executive Officer

◆ **Delivery of Service**

The Unit provides services for staff of the Authority, members of the Legislation and Guidance Sub-Committee of the Board and the Department of Enterprise, Trade and Innovation.

◆ **Classes of Records**

- Draft proposals for legislation and guidance
- Material for reply to Parliamentary Questions, representations and enquiries
- Papers and Records, as appropriate, of the Legislation and Guidance Sub-Committee of the Board

8.3 CHEMICAL POLICY AND SERVICES

◆ Role and Structure

The main function of the division is as National Competent Authority for a range of European chemical legislation on health, safety and the environment. The list of legislation we are the Competent Authority for includes:

- Asbestos,
- Carcinogens,
- Chemical Agents,
- Biological Agents,
- Chemicals Act 2008 which covers
 - REACH Regulation,
 - Detergents Regulation,
 - Classification, Packaging and Labelling of Dangerous Substances and Preparations,
 - Export and Import of Dangerous Chemicals Regulations,
- Carriage of Dangerous Goods by Road (ADR) and
- Transportable Pressure Equipment Directive (TPED)
- Retail and Private Petroleum Stores (RPPS)

As Competent Authority, we:

- Provide technical expertise to the Department of Enterprise, Trade and Innovation (DETI) during EU negotiations on a range of chemical's legislation at the European Council.
- Participate as technical experts and as Competent Authority at Commission and European Chemical Agency (ECHA) working groups and committees.
- Engage and consult with our stakeholders and customers throughout negotiations and discussions so that Irish views and interests are provided at the EU level.
- Support the development of legislative proposals for implementation of European directives and regulations in Ireland and manage the consultation process around this.
- Develop codes of practice, guidance and guidelines.
- Inform, educate and promote awareness and knowledge of chemical legislation through a dedicated helpdesk, web-pages, awareness campaigns, seminars, workshops, newsletters and other forums.
- Monitor and engage in discussions on emerging trends and changes in chemical research and development so that we can plan for future work areas and needs.

- Lead and participate in stakeholder forums.
- Act as the principal contact for the Authority in the Technical and Scientific Advisory Committee (TSAC) and related ad-hoc working groups.

The structure is –

Sharon McGuinness Assistant Chief Executive				
Peter J. Claffey Programme Manager				
Blaithin Tarpey Inspector Grade I	Yvonne Mullooly Inspector Grade I	Darren Arkins Inspector Grade I	Majella Cosgrave Inspector Grade I	Pat Conneely Inspector Grade I
Technical, Legal and ADR	Environment and Risk Assessment	Risk Communications, Chemical and Biological Agents	Project and Process Manager	PIU/REACH

◆ Delivery of service

The Chemical Policy and Services (CPS) division plays a leading role in development of the above legislation at both EU and national level, including participation in EU technical working groups which develop the technical guidance, review and amend this legislation.

CPS also participates as Competent Authority at EU Commission level and as technical experts in European Chemical Agency (ECHA) technical working groups and committees established under the REACH Regulation to implement and administer the regulation effectively.

The CPS division also deals with policy and legislation in relation to the implementation of chemical and biological regulations for which it has responsibility, consulting with various stakeholders at EU and national level.

At national level, the CPS provides advice and information to stakeholders in the form of a dedicated helpdesk for REACH and GHS enquiries. The division promotes awareness of their designated area by running information campaigns, consisting of inter alia, seminars, and briefing sessions. Information is also provided in the format of guidance and publications.

Recruitment, training and development of staff is delivered to enable the Authority to implement the competent authority and enforcement brief for new and existing chemical legislation. The division also provides support, advice and guidance to other sections of the Authority.

The Process Industries Unit primarily inspects establishments operated by, for example, chemical, oil and LPG companies under the COMAH Regulations 2006 (implementing the 'SEVESO II' Directive). It investigates complaints and accidents in relation to these establishments. All of these premises must have Major Accident Prevention Policies (MAPPs) in place which are reviewed on inspection.

For the 'Upper-tier' Seveso II sites the Unit reviews Safety Reports submitted by the companies, on-site emergency plans and external emergency plans prepared by the Local Competent Authorities. The Unit also provides advice to these companies and their representative bodies.

The Unit gives advice about the major hazard aspects of land-use planning to the planning authorities. It provides information to members of the public in the context of 'Access to Information on the Environment' Regulations and it also supplies information to the European Commission on the application of the Seveso II Directive.

The Transport Safety Unit deals with many queries and requests regarding policy, legislation, enforcement and EU/National implementation of relevant Directives for which it has responsibility.

The Unit services EU and international meeting commitments as part of its competent authority remit for ADR and TPED related matters.

The Unit deals with queries from Irish Industry, the public, Government Departments and Agencies, Local Authorities, Fire Authorities, Trade Associations, EU Member States, EU Commission and the UNECE bodies responsible for ADR related matters. The Unit provides a limited number of targeted lectures and seminars and gives advice by way of discussion and presentations to the public and others.

The Unit ensures the efficient management of the ADR Driver and DGSA Examination schemes which are run by an appointed agent, under contract, on behalf of the Authority.

The Unit manages the approval of trainers for the ADR Driver Training Scheme in Ireland, as part of the Authority's Competent Authority remit under the Carriage of Dangerous Goods by Road Act 1998.

The Unit is also the focal point for -

- the Review Group for the Examinations for Dangerous Goods Safety Advisers and ADR Drivers, and
- the Ad-Hoc TSAC Working Group on the ADR and TPED matters.

◆ **Classes of Records**

- Technical documents relating to the EU Commission and ECHA working groups, most of which are considered to be confidential to the committee or working group involved, until made publicly available
- Reports of meetings, both internal and external
- Section administration
- Inspections and investigation reports
- Draft legislation and related correspondence

- Contact with other organisations, including other national Competent Authorities and national and international departments and organisations including with ECHA via a dedicated secure network known as REACH-IT
- Research and projects
- Policy
- Publications
- Correspondence and queries in relation to all the above, including help desk queries
- Inspections of workplaces on the IT enforcement system
- Complaints about workplaces
- MAPPs, Safety Reports and emergency plans
- Chemical Weapons Act annual list of companies with inventories of scheduled substances.

8.4 CORPORATE SERVICES

Corporate Services is responsible for the implementation of effective human resource and financial management strategies. It also co-ordinates the strategic management, planning and board secretariat functions, and provides the information and communications technology to support the work of the Authority.

The structure is –

Robert Roe Assistant Chief Executive			
Finance & Services	Human Resources & Staff Development	ICT Unit	Impact Assessment
John Moran Head of Finance	Bernie Rutledge Head of Human Resources	Andrew Allen Head of ICT	Marie Dalton Assistant Principal

8.4.1 Finance and Services

◆ Role and Structure

The main functions of the Finance Unit are –

- to co-ordinate negotiations with the Department of Enterprise, Trade and Innovation on the Authority's annual grant requirements [Pay and Non-Pay],
- to process and monitor payments including the provision of monthly reports of expenditure to Senior Management, the Board of the Authority and the Department of Enterprise, Trade and Innovation,
- to maintain and develop the computerised accounting systems and controls,
- to prepare year-end accounts for audit by the Office of the Comptroller and Auditor General,
- maintaining internal controls, and
- payment of wages and salaries.

The Finance Unit also has responsibility for the administration, control and monitoring of the Authority's Non-Pay grant, which includes provision for –

- Accommodation,
- Travel and subsistence,
- Postal and telecommunications services,
- Office equipment and other supplies,
- Research, and
- Information, advertising and publicity.

The Authority is subject to the requirements of the Prompt Payments of Accounts Act 1997 and it is the responsibility of the Finance Unit to ensure compliance throughout the organisation.

The structure is –

John Moran Head of Finance
Debbie McDonnell Finance Officer

◆ **Delivery of Service**

Payments (electronic transfer of funds/ cheques/ bank drafts) are made out at the request of the other Sections within the Authority and they are forwarded to the companies that supply the goods and services. The part of the Finance Unit that comprises the Travel and Subsistence Section provides services exclusively for staff members and others connected directly with the Authority.

◆ **Classes of Records**

- Appropriation Accounts
- Estimates
- General Payments
- Petty Cash
- Trial Balances
- Section Administration
- Travel and Subsistence
- Insurance
- Annual Accounts

8.4.2 Human Resources and Staff Development

◆ **Role and Structure**

The Human Resources Unit is responsible for the management of the human resources and training function within the Authority.

The main functions of the Human Resources Unit are to -

- deliver the Authority's Human Resources Strategy,
- deliver the Industrial Relations Strategy,
- recruit staff,
- administer salaries and pensions,
- develop, co-ordinate and evaluate staff training including identifying competency set and training needs analysis, and
- manage the operation of the performance management and development system.

The structure is -

Bernie Rutledge Head of Human Resources		
Gillian Mathews Human Resources Officer	Joan Hannigan Human Resources Officer	Grainne O'Hanlon Training and Development Officer

◆ **Delivery of Service**

The Human Resources Unit is responsible for providing a day to day human resource service exclusively for staff members and others connected directly with the Authority, including -

- the monitoring of sick leave, annual leave and the staff flexitime system,
- liaison with the Department of Enterprise, Trade and Innovation in relation to Finance Unit payment of salary,
- keeping up to date with employment legislation,
- interpreting Department of Finance Circulars and informing staff of this information,
- the maintenance and development of the Units computerised systems and controls, and
- general administration work.

◆ **Classes of Records**

- Personnel/Staff
- Recruitment
- Promotion competitions
- Section administration
- Industrial relations
- Salaries/Pensions
- Training

8.4.3 Information and Communications Technologies

◆ Role and Structure

The main functions of the Information and Communications Technologies Unit (ICT) are to –

- facilitate the Authority in planning, assessing and delivering its Programme of Work, and
- maximise the benefits of Information and Communications Technology within the Authority.

The structure is –

Andrew Allen Head of ICT		
Marie Manning Higher Executive Officer	Barry Young Higher Executive Officer	Maurice de Courcy Higher Executive Officer

◆ Delivery of Service

The ICT Unit provides systems and support for staff of the Authority, thereby enhancing the service that they provide to their customers. The ICT Unit does not supply services directly to members of the public. It purchases consultancy, hardware, software and computer consumables throughout the year from external suppliers. All procurement is made in accordance with the Authority's Purchasing Policy and Procedures.

◆ Classes of Records

- Section Administration
- Hardware
- Software
- Systems Development
- ICT Infrastructure Information

8.4.5. Impact Assessment Unit

◆ Role and Structure

The main functions of the Impact Assessment Unit are –

- preparation for and service of meetings of the Board,
- strategic planning and assessment,
- co-ordinate research,
- development of health and safety statistics and reports, and
- records management.

The structure is -

Marie Dalton Assistant Principal
Hugh Jordan Higher Executive Officer

◆ **Delivery of Service**

The Unit provides services for Board members and staff of the Authority.

◆ **Classes of Records**

- Section Administration
- Board Policy Papers
- Minutes of Board Meetings
- Research
- Statistics
- Planning and Evaluation
- Records Management