



Annual Report | 2015

2015

The background is a solid blue color with a pattern of overlapping circles in a slightly darker shade of blue, creating a geometric, honeycomb-like effect.

Our Vision:
healthy, safe and
productive lives

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Report of the Chairperson and Chief Executive to the Minister for Jobs, Enterprise and Innovation, Mary Mitchell O'Connor

Minister,

We are pleased to submit our annual report on our programme of work for 2015. This is the third annual report under the Authority's strategy for 2013 to 2015.

The Authority achieved a challenging and broad programme of work in 2015. Across the areas of workplace health and safety regulation, chemicals regulation, and national accreditation, we continued our approach of supporting Irish enterprise, primarily through the provision of information and advice, and through enforcement where necessary.

Sadly, there were 56 work related deaths in 2015. Agriculture had the highest number of fatalities at 18, but showed a reduction on the tragic levels of 2014. Regrettably the trend of agriculture having the highest fatality rate continues. Over recent years we have worked extensively with a range of groups in agriculture to promote and encourage improved performance in this sector. In 2015 the Authority, working with the Farm Safety Partnership Advisory Committee, completed a new three year action plan. We continued the policy to adopt a firmer enforcement policy to enable the prosecution of farmers where specific hazards are identified by our inspectors, including unguarded PTO shafts, unsecured slurry tanks and children under seven years old travelling in tractors. We also continued the work of collaboration with other organisations. Jointly organised discussion groups and farm walks formed a key element of our regulatory programme in 2015.

We completed over 9,500 inspections and investigations under safety and health legislation in 2015, including almost 3,000 inspections in the agriculture sector (including forestry and fishing). In the construction sector we increased the inspection level and completed over 3,000 inspections to take account of the recovery in the sector and the influx of returning and new workers. Just over 1,300 inspections and investigations were conducted under the chemicals legislation. Our inspectors also completed over 1,000 investigations of fatal accidents, serious injuries and complaints on safety, health and chemicals. Across our inspection programme, we provided written advice in over 4,300 cases. Where our inspectors found more serious breaches, they issued improvement notices (489 notices) and prohibition notices (488 notices). The Authority concluded 16 prosecutions in 2015, resulting in total fines imposed of €541,000.

Alongside our enforcement activities, we undertook an extensive programme of support and advice. The BeSMART tool, which assists small businesses in the services sector to prepare online risk assessments and safety statements, was further enhanced in 2015 with the development and launch of additional modules for the agribusiness and construction sectors. The number of BeSMART users increased by 6,896 during 2015, bringing the total number of users to over 30,000.

We carried out activities at all levels in the education sector. We held five *Keep Safe* events to raise awareness of health and safety in primary schools across the country. Over 25,000 students at second level and in further education completed our *Choose Safety* module. We also held competitions for undergraduate students in nursing and construction, which attracted very positive interest from third level institutions. Our e-learning portal was launched during 2014, and it continued to attract an increasing number of learners, with over 13,000 new learners in 2015. Through this portal we provided resources at primary, secondary, and further and higher levels, as well as courses for workplace learning. We also collaborated with the education sector on a competition to publish a book for children focused on the construction sector which attracted more than 6,500 entries.

We continued our involvement in the public administration sector through our strategy of targeted interventions in specific organisations. There are almost 200 employers within this sector. We identified those

organisations with the highest risk and focused our resources on influencing these. A number of inspections were completed in 2015 among local authorities, state agencies, commercial semi-state bodies, government departments and in the health sector.

A highlight in the chemicals programme was the work by the Authority, in conjunction with the Department of Jobs, Enterprise and Innovation, to transpose the SEVESO III Directive and implement a new fees structure and consultative process for the sector.

We had an increase in our focus on consumer awareness of chemicals through a campaign to encourage consumers to 'read the back' of chemical products to make themselves aware of the hazards identified on the labels. This coincided with the full implementation of the CLP Regulation in June 2015 for both chemical substances and mixtures. We continued our work in relation to detergent liquitabs by taking part in an OECD campaign designed to warn parents of the dangers to small children.

During 2015 we transposed and supported the Minister in enacting legislation in the areas of SEVESO and finalising an agreement on transportation of dangerous goods by road. We made progress on the transposition of directives on lifts, ATEX and electromagnetic fields. We produced a number of codes of practice and guidance documents to make legislation more accessible to employers, employees and dutyholders.

We held comprehensive communications and research programmes informing our policy direction and interventions; however our communications programme was limited by resource availability.

We completed a comprehensive programme of development and modernisation of ICT systems. These included key systems and platforms such as secure national and international transfer of large files for accreditation and legal purposes and the development of our inspection database system to facilitate the introduction of a mobile app for inspection fieldwork. Through these platforms we achieved cost savings and efficiencies in our operations and improved the service to external customers and clients by enhanced electronic enablement. Within the organisation we achieved efficiencies through the introduction of web meeting software.

The transition to an outsourced model for financial support and operations was implemented in 2015 and its first year of operation was completed successfully.

The Irish National Accreditation Board (INAB), which has responsibility for the accreditation of laboratories, certification bodies and inspection bodies, completed its first full year as part of the Authority and delivered an accreditation programme with 294 assessments completed. During 2015 the business processes and support systems for INAB were modernised.

Michael Horgan

Chairman



Martin O'Halloran

Chief Executive Officer



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

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

The Irish National Accreditation Board (INAB) was integrated into the Health and Safety Authority in 2014. It is the Irish national body with responsibility for accreditation in accordance with the relevant International Organisation for Standardisation (ISO) 17000 series of standards and guides and with the harmonised EN 45000 series of European standards. INAB currently provides its accreditation services to calibration, testing and medical testing laboratories, certification bodies and inspection bodies. It is also the statutory compliance monitoring authority with responsibility for the inspection and verification of good laboratory practice (GLP). It acts as the national competent body responsible for the registration of organisations in accordance with the EU Eco-Management and Audit Scheme (EMAS).



The Authority's programme of work for 2015 was the final programme carried out under the strategy for the period 2013 to 2015. The strategy sets out five priorities as follows:

- 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.**

Regular updates on the delivery of the programme of work and strategy were provided to the Board of the Authority and to the Minister throughout 2015.



The Board and Executive of the Health and Safety Authority



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

A new Board of the Authority was appointed between December 2013 and February 2014 by the then Minister for Jobs, Enterprise and Innovation, Richard Bruton. Four of the appointments were selected from suitably qualified and experienced persons who applied following a call for expressions of interest from the Public Appointments Service.

Board member	Position	Board meetings attended (out of 9)
Chairperson		
Michael Horgan	Former Chief Executive, Royal College of Surgeons of Ireland	8
Employer Nominees		
George Brett	Occupational Health, Safety and Environment Director, Amcor Flexibles	7
Robert Butler	Head of Learning and Development, Construction Industry Federation	8
Michael Gillen	Senior Executive, Pharma Chemical Ireland	9
Employee Nominees		
Pat Kenny (Deputy Chairperson)	Staff Side Secretary, An Post, Communications Workers' Union	9
Frank Vaughan	Director of Education, Irish Congress of Trade Unions	9
Christine Rowland	Sector Organiser, SIPTU	7
Ministerial Nominees		
Paul Cullen	Principal Officer, Department of Jobs, Enterprise and Innovation	7
Vicki O'Reilly	Quality, Compliance and Regulatory Manager, SISK Healthcare	6
James Phelan	Former Dean of Agriculture and Head of the Department of Agribusiness, Extension and Rural Development, UCD	8
John McCartney	Director of Research at Chartered Surveyors, Savills Ireland	8
Carol Bolger	Former Head of Business Management, Ulster Bank	9

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

Board of the Authority



Michael Horgan

Chairperson



George Brett

Employer Nominees



Robert Butler



Michael Gillen



Pat Kenny (Deputy Chairperson)

Employee Nominees



Frank Vaughan



Christine Rowland



Paul Cullen

Ministerial Nominees



Vicki O'Reilly



James Phelan



John McCartney



Carol Bolger

CEO



Martin O'Halloran

Assistant Chief
Executive



Brian Higginson

Operational
Compliance and
Prevention

Assistant Chief
Executive



Sharon McGuinness

Chemicals and
Prevention

Assistant Chief
Executive



Robert Roe

Corporate Support,
Communications &
Education

Executive
of the
Authority

The Board and Executive of the Health and Safety Authority



INAB is a committee of the Health and Safety Authority under the Industrial Development (Forfás Dissolution) Act 2014. The Board of INAB has 12 members and is appointed by the Board of the Authority.

Board member	Position	Board meetings attended (out of 6)
Mr Tom O'Neill, Chairperson	Former Site Leader, Pfizer Manufacturing, Ringaskiddy, Cork	6
Ms Ita Kinahan, Vice-Chairperson	Former State Chemist, State Laboratory	5
Dr Adrienne Duff	Manager of INAB, ex-officio Board Member	6
Dr Nuala Bannon (to September 2015)	Senior Advisor, Department of Environment, Community and Local Government	2
Mr Jan van der Poel	Chief Executive, Dutch Accreditation Council (RvA)	4
Mr Ray Ellard	Director of Consumer Protection, Food Safety Authority	2
Mr Jim O'Toole	Director of Meat and Livestock Division, Bord Bia	3
Dr Emer Lawlor	Consultant Haematologist	5
Mr Paul Hetherington	Director of the National Metrology Laboratory	6
Mr Peter Dennehy	CEO Pre-Hospital Emergency Care Council	4
Dr Caitriona Fisher	Director of Quality, Scientific Affairs and Communications, Health Products Regulatory Authority	4
Mr Grant Henderson (appointed October 2015)	Country Manager, Applus Car Testing Service	(only 1 meeting scheduled after appointment) 1
Dr Micheal Lehane (appointed October 2015)	Programme Manager, Environmental Protection Agency	(only 1 meeting scheduled after appointment) 1

At the end of 2015, the Authority (including INAB) employed 166.2 staff, including inspectors, professional and technical specialists, administrators and clerical staff.



1
Sector
programmes
2015

3
Irish National
Accreditation Board
programme 2015

2
Cross-sector
programmes 2015

4
Corporate support
programme 2015

Operational area	Planned actions	Progress
Agriculture	Implement the final year of the three year Farm Safety Action Plan developed by the Farm Safety Partnership.	The Farm Safety Action Plan 2013–2015 was reviewed. Out of 40 actions, 37 have achieved satisfactory outcomes. Work has begun on the three remaining actions and these will be carried forward to the next plan.
	Develop and deliver coordinated initiatives with major stakeholders (e.g. raising awareness, safety promotion, training, special projects, further research).	A wide range of initiatives with major stakeholders was undertaken, including a national conference and safety stands at major events, including the National Ploughing Championships.
	Progress the Joint Prevention Initiative with Teagasc and identify synergies with them to promote occupational safety and health in agriculture.	Joint working continued with Teagasc, particularly in the area of research, training and co-hosting of events and assistance at open days. We participated in 25 discussion groups facilitated by Teagasc, where farm health and safety was reviewed.
	Share information and research on farm safety trends with the Health and Safety Executive of the UK (HSE UK) and of Northern Ireland (HSENI) to address major risks in agriculture.	Tripartite meetings with UK and Northern Ireland counterparts were held, leading to sharing of information, strategies and prevention resources.
	Maintain and develop further resources for agriculture safety.	Further resources, such as detailed guidance on tractors and machinery and survivor stories, were developed and made available on DVD and memory sticks.
	Influence the supply chain of articles and substances used within the sector.	A survey was concluded on safety issues with farm tractors and machinery. The collated findings of this survey will feed into actions in 2016. The continuing innovative developments in relation to quick-hitch systems were kept under review.
	Contribute at international level to promote a greater focus on agriculture safety within the European Union.	Networked with our EU partners in relation to farm safety, particularly with the Nordic region.
	Carry out national programme of farm inspections to address key issues within different farming types. Inspections will focus on high risk activities and key concerns, such as general safety management, machinery safety, animal handling, slurry handling, and child and elderly safety.	We carried out 2,837 farm inspections. We found that 82% of farms had a safe play area for children and 80% addressed the involvement of elderly farmers in farming activity. In addition, 58% had safe facilities for calving, 57% had safe slurry handling facilities, and tractor handbrakes were serviced in 57% of cases. The completion of the code of practice was reviewed in 1,459 farm inspections, indicating that relevant hazards were adequately recorded in 78% of cases. Health and safety actions were adequately addressed in 63% of cases.

Operational area	Planned actions	Progress
	Conduct a two week farm safety campaign, with involvement from farmer representative organisations.	<p>There were 399 inspections carried out during this campaign and formal enforcement action was taken in 129 cases. In 20 cases dangerous work activities were prohibited by inspectors, and in 28 cases an improvement notice was served. In 154 of these inspections some form of written advice was given to the farmer. Prohibited work activities involved poor electrical equipment, unguarded PTOs and unguarded farm machinery.</p> <p>The Authority attended the Joint Oireachtas Committee on Agriculture, Food and the Marine. We made a written submission and oral presentation to the Seanad Public Consultation Committee on Farm Safety.</p>
Construction	<p>Continue technical review of construction codes of practice and associated guidance, and update documents in line with legislation.</p> <p>Produce guidance and information sheets in relation to:</p> <ul style="list-style-type: none"> – risk management of manual handling in construction; – occupational health among construction workers (e.g. dusts, silica, noise); – load securing for construction; – pre-start inspection/checks posters for operators of construction plant machinery. <p>Work with the Department of Transport and other industry partners to develop new operational guidance on temporary traffic management at roadworks.</p> <p>Support the Department of Jobs, Enterprise and Innovation (DJEI), and other state departments and agencies as appropriate, in implementing changes to the national qualifications and training structures (e.g. FÁS/SOLAS/FETAC/Quality and Qualifications Ireland).</p>	<p>The <i>Code of Practice for Safety in Roofwork</i>, the <i>Code of Practice for Avoiding Danger from Underground Services</i> and the <i>Code of Practice for Contractors with Three or Less Employees Working on Roads</i> were updated and were forwarded for Ministerial approval.</p> <p>Guidance drafted on manual handling in construction and on occupational health in construction.</p> <p>The Temporary Traffic Management of Roadworks Committee met three times and made progress in developing operational guides. Work will continue in 2016.</p> <p>Ongoing consultation was undertaken with the DJEI, the Department of Education, SOLAS and QQI around changes to qualifications and training structures. This work will continue in 2016.</p>

Operational area	Planned actions	Progress
Construction <i>(Continued)</i>	<p>Engage and work with groups, including the Construction Safety Partnership (CSP) and the Construction Advisory Committee (CAC), to ensure a cooperative approach to safety in the industry.</p> <p>Collaborate with the construction division of HSENI to develop cross border initiatives that add value to an all-island construction sector.</p> <p>Increase the number of inspections to monitor compliance with the 2013 Construction Regulations, particularly with regard to known high-risk activities. Inspections to focus on small construction projects, vehicle management on sites, school construction projects and large infrastructure projects.</p> <p>Carry out a two-week inspection campaign in the construction sector, with the emphasis on occupational health; engage with representative groups in the sector.</p>	<p>Four meetings of the CAC and four meetings of the CSP and CSP Forum were held in 2015. The Authority supported both committees and worked with the stakeholders involved to promote safety in the sector.</p> <p>Two meetings of the cross border construction safety group were held. The group collaborated through sharing data and statistics and identifying common issues and solutions.</p> <p>We carried out 3,320 inspections with a particular focus on small construction projects. Inspections addressed health and safety management and working at height.</p> <p>This campaign increased the focus on occupational health issues on construction sites. Advice was given on the effects of dusts such as asbestos, silica and wood dusts, the selection and use of respiratory protection equipment, preventing skin cancers, the effects of diesel engine exhaust fumes and musculoskeletal disease (due to lifting concrete kerbs and heavy glazing units). During the campaign 597 site visits were made. Enforcement action in the form of improvement or prohibition notices was taken in 43 cases (7% of visits) and written advice was served in 225 cases (38% of visits).</p>
Diving	Work with DJEI to complete new diving regulations and prepare associated codes of practice.	These regulations have been drafted. Responses to queries from the Office of Parliamentary Counsel were addressed in 2015.
Docks	<p>Publish Docks code of practice.</p> <p>Carry out inspections to promote awareness of the new Docks code of practice.</p>	<p>The Docks code of practice was cleared for publication by the Minister in 2015 and came into effect on 1 January 2016. Draft regulations were prepared to remove the Docks Regulations 1972 from the statute book.</p> <p>Seven docks were inspected and the code of practice was promoted during these inspections.</p>

Operational area	Planned actions	Progress
Forestry	<p>Maintain and develop further resources for forestry safety.</p> <p>Maintain the programme of inspections in the sector.</p>	<p>Guidance on chainsaw safety was developed and published.</p> <p>The 64 forestry inspections looked at the health and safety responsibilities of the landowner and the forestry manager for forestry operations, worker training and machine safety. Compliance was found to be at 84%.</p> <p>Teagasc open days were supported.</p>
Education	<p>Raise awareness of guidelines for primary schools amongst key groups.</p>	<p>In this sector, 36 inspections and 13 investigations were done to follow up on complaints and investigate serious accidents.</p>
Fishing	<p>Collaborate with government departments, agencies and working groups to improve fishing safety.</p> <p>Promote and raise awareness of the guidance on managing health and safety on fishing boats.</p> <p>Carry out inspections as part of a campaign to promote the available guidance and raise safety standards in the sector.</p>	<p>The Authority participated in the ministerial task force on fishing established by the Minister for Agriculture, Food and the Marine.</p> <p>The guidance document, published in 2014, and the updated safety statement template were promoted during inspection.</p> <p>A total of 71 fishing vessels were inspected. These inspections concentrated on boats at the pier and monitored compliance with safety statement preparation and the implementation of the Authority's guidance for the sector.</p>
Healthcare	<p>Engage with key stakeholders to ensure an inclusive and coordinated approach to health and safety in the sector. Communication channels include the HSA Healthcare Steering Group, National Health Service Executive Healthcare Advisory Forum, Health and Social Care Regulatory Forum, and formal consultations on policy development.</p> <p>Promote the development and maintenance of robust health and safety management systems as part of good governance.</p>	<p>Engaged with key stakeholders, including other regulators in healthcare and healthcare service providers. Engagement was through formal communication channels such as scheduled meetings and also through informal channels to respond to needs as they arose.</p> <p>A review of health and safety management systems was included in the inspection programme. Safety management systems were promoted through information and educational events and meetings with service providers.</p>

Operational area	Planned actions	Progress
Healthcare <i>(Continued)</i>	<p>Conduct a programme of inspections to assess the approach to health and safety management, work-related violence and aggression, and compliance with the Sharps Regulations. Inspections to be carried out in the public, private and voluntary services.</p> <p>Promote the inclusion of health and safety in training programmes for healthcare employees.</p> <p>Continue to monitor trends in the sector with regard to service provision and their implications for health and safety, to inform the ongoing work of the Authority.</p> <p>Provide information, briefing sessions and advice on sector-specific topics to clarify legal requirements and to promote and support best practice in health and safety.</p>	<p>There were 164 inspections and 13 investigations carried out in the sector. Inspections reviewed the effectiveness of the health and safety management programmes in hospitals and community care facilities. The results show that 57% of workplaces inspected had systems in place for monitoring and reviewing their health and safety performance. Compliance with the Sharps Regulations 2014 was at 69% for documented risk assessments, 79% for using safety devices required by this assessment, and 90% on the prohibition of needle recapping.</p> <p>Communicated with key personnel in the institutes of technology and universities to promote the inclusion of health and safety on undergraduate courses and advised on free, relevant health and safety resources available on the Authority's website.</p> <p>A review of trends and patterns in health and safety in healthcare during the period 2010 to 2014 was undertaken to inform the development of a new plan for the healthcare sector. The new plan was produced to outline the Authority's approach from 2016 onwards. Sources of information included data collected by the Authority and external sources such as the Central Statistics Office, Department of Health, EU-OSHA and research by the ESRI.</p> <p>Information was made available through the Authority's website, presentations at conferences with other agencies, responses to queries from customers, meetings with stakeholders, and submissions to formal consultations held by other agencies.</p>
Manufacturing	<p>Carry out a programme of inspections in the manufacturing sector, focusing on workplace health and safety management and with a particular emphasis on work equipment safety.</p>	<p>There were 680 inspections and 122 investigations completed to assess compliance with requirements for a safety statement, safety consultation and safety representation.</p>

Operational area	Planned actions	Progress
Mines and quarries	Complete the programme to review and consolidate the Mines and Quarries Regulations and guidance.	Guidance was developed and draft consolidated regulations have been forwarded to DJEI.
	Provide appropriate levels of safety and health information and advice to the sector.	Extensive updating of the mining and quarrying web pages was completed.
	Support DJEI and other state agencies to ensure that appropriate health and safety training programmes are available to the sector, particularly in relation to the Quarries Skills Certification Scheme (QSCS).	Senior staff engaged with industry stakeholders and SOLAS to ensure appropriate take-up of QSCS training.
	Consult fully with the Quarries Safety Partnership (QSP) on all planned approaches to safety and health within the sector.	A programme of actions for the QSP was agreed.
	Ensure emergency preparedness, particularly within the underground mining sector.	Meetings of the International Mines Rescue Competition group were supported. Ireland's rescue preparedness was set out at an EU meeting. A successful Ireland and UK Mines Rescue Competition was held in Portugal with an additional competition held at Tara Mines.
	Inspect all operating mines. Conduct 200 quarry inspections.	There were 207 inspections and 25 investigations carried out under occupational safety and health legislation in these sectors. These included 11 inspections and two investigations carried out at metal mines (zinc/lead) and five inspections of a gypsum mine. Inspectors served 31 prohibition notices and 17 improvements notices in the sector, in addition to giving written advice on 109 occasions. Key issues of concern were inadequate guarding of conveyors, crushers and screeners, no emergency stop/pull-wire on conveyors, no visual aids on front-end loader or dumper, poor brake testing or tyre maintenance, no QSCS cards for plant operators and no or inadequate safety statements.
	Conduct Mine Supervisor Assessments.	Ten shift boss assessments were carried out.

Operational area	Planned actions	Progress
Public sector	Carry out a programme of inspections, concentrating on health and safety management systems and their implementation in the civil service, non-commercial state agencies, commercial semi-state companies and the local authorities.	There were 121 inspections and 28 investigations completed under occupational safety and health legislation in this sector. Forty-two of the inspections involved detailed reviews of the health and safety management system, including interviews with key personnel. Overall findings from these inspections indicate that 69% of the employers inspected had appointed a safety officer, 95% had a system in place for consultation with employees on health and safety, 76% had undertaken risk assessments for work activities, and 42% of the employers had systems in place for measuring health and safety performance.
	Liaise with the key agencies in the public sector that influence health and safety at work to ensure a coordinated and inclusive approach.	Engaged with key agencies in the public sector, including the State Claims Agency, Local Government Management Agency and health and safety personnel and employers in the public sector, to influence standards of health and safety at work and to facilitate an inclusive approach.
	Review and develop data collection systems to enhance information and intelligence gathering capability.	Developed our internal data collection systems to enhance information and intelligence capability. Reviewed data collected through external agencies, including CSO, EU-OSHA, and ESRI research reports to inform our interventions in the public sector.
	Make available guidance and advice on sector-specific hazards.	Sections of the Authority's website have been expanded to include further information on the public sector. This will go live in 2016 and will facilitate easy retrieval of relevant data for this sector. Responded to queries and requests for information from customers and other agencies. Advice and guidance was provided through interactions with key stakeholders.
Transport and storage	Review sector's safety performance and further needs as part of the review of the Work-related Vehicle Safety Plan 2010–2014.	Established a profile of fatal and non-fatal injuries in the transport sector from 2009 to 2015, based on the Authority's accident database.
	Develop sector-specific web pages to highlight key risks, sector injury trends, risk management and online learning resources.	Developed the transport section of the Authority's website and populated with key information and resources.

Operational area	Planned actions	Progress
Transport and storage <i>(Continued)</i>	<p>Promote awareness of the main risks, with an emphasis on workplace transport and load securing.</p> <p>Promote the online workplace transport safety management courses on hslearning.ie.</p> <p>Carry out a programme of inspections in the transport sector, concentrating on: workplace transport safety management systems at transport and logistics premises and distribution centres; load securing; safety of tail lifts; and the certification, testing and examination of vehicle-mounted cranes and bus passenger transport.</p> <p>Promote the inclusion of health and safety in undergraduate and vocational transport programmes, and identify areas where further support may be required. Develop agreements with the relevant education bodies for learner access to e-learning courses.</p>	<p>Information on high risk activities was provided through seminars, trade articles, digital media and advertising campaign.</p> <p>Online courses were promoted through trade press, digital media, targeted seminars and the stakeholder network.</p> <p>There were 215 inspections and 67 investigations completed under occupational safety and health legislation in this sector. Workplace transport safety management systems were reviewed and the results are set out in the section on the Work-related Vehicle Safety (WRVS) programme.</p> <p>Communicated with key personnel in Limerick IT, DIT Bolton Street, UCD and the Chartered Institute of Logistics and Transport to promote the inclusion of health and safety on undergraduate courses. Advised on free, relevant health and safety resources available from the Authority. Engineers Ireland incorporated e-learning courses on workplace transport into its CPD programme.</p>
Chemical manufacturing, importation and formulation	<p>Undertake audits to determine compliance with Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) and Classification, Labelling and Packaging (CLP) requirements with respect to registration, safety data sheets (SDS), labels, packaging and, in particular, child resistant fastenings.</p>	<p>Five REACH registration audits completed.</p> <p>There were 14 REACH and CLP audits of safety data sheets, labelling and packaging completed.</p> <p>Additional details are provided under sections on REACH and CLP inspections and market surveillance.</p>

1 Sector programmes 2015

Operational area	Planned actions	Progress
Material recycling facilities	Carry out a series of inspections in this high risk sector to look at machine operations and the separation of waste.	A total of 100 inspections were carried out in this sector. Seventy four per cent of inspections found compliance, with the availability of a safety statement and communication of this to workers. There was 72% compliance for adequate guarding of equipment and CE marking, and 74% compliance with equipment maintenance and competent persons for this. It was found that there was 71% compliance with ergonomic requirements relating to line picking stations and the provision and availability of suitable PPE. Lower levels of compliance, at 67%, were observed in relation to the assessment of on-site traffic management.
Liquid Petroleum Gas (LPG) tanks and cylinders	Carry out inspections on compliance with IS3216 on safe storage of LPG in tanks and cylinders.	We carried out 82 inspections to assess compliance with requirements relating to LPG storage tanks. In most cases maintenance of LPG systems were undertaken by a contractor (88%). In only 64% of cases was there an emergency plan in place in the event of an incident. In 89% of cases there was compliance with protection against physical damage, particularly by vehicles. It was found that 92% of tanks were in well-ventilated, open-air locations. Seventy-one percent had procedures in place to monitor the integrity of connections and pipework. There was compliance with the need to have adequate separation distances from ignition sources in 69% of cases.



Operational area	Planned actions	Progress
Small business support	<p>Implement the second year of the Taking Care of Business Plan 2014–2016 to enable small businesses to manage workplace safety and health efficiently.</p> <p>Launch new construction and agriculture sections of the BeSMART online tool.</p> <p>Maintain and develop the BeSMART.ie website portal by:</p> <ul style="list-style-type: none"> – adding content to existing sectors, including new business types and risk assessments; – updating risk assessments to reflect changes in legislation and guidance; – resolving system issues without delay. <p>Provide subject matter expertise to support the development of two further e-learning modules, one for employers and one for employees.</p> <p>Network with other industry and business support groups to promote the use of BeSMART.ie.</p> <p>Work with other agencies to provide a one-stop shop to support small business.</p>	<p>All the major actions identified for the second year of the three-year plan were fully implemented.</p> <p>Following a major upgrade of the BeSMART platform during the year, the construction section was launched in May and the agribusiness section launched in November.</p> <p>The number of BeSMART users increased by 6,896 during 2015, bringing the total number of users to 30,278.</p> <p>Website developments included:</p> <ul style="list-style-type: none"> – improved look and feel; – integration of the two new industry sectors; – simplified completion process; – improved storage and risk assessment editing facility; – user access to the full database of risk assessment content; – Seventy-one new risk assessments with 881 associated controls, resulting in the addition of 31 new business types; – no site downtime recorded. <p>Three e-learning modules were published in April for business start-ups, employers and employees. A construction toolbox talk pack was also published.</p> <p>Networked with a variety of organisations to promote BeSMART, in particular the insurance industry, Construction Industry Federation (CIF), SIPTU, Local Enterprise Offices (LEOs), Professional Agricultural Contractors (PAC) Ireland, the Hardware Association and the Self Catering Federation. In addition, BeSMART was demonstrated at 44 events nationwide.</p> <p>The Taking Care of Business (TCOB) one-stop shop multi-agency events, coordinated jointly by DJEI and the Authority, held two very successful events in the southeast and northeast.</p>

Operational area	Planned actions	Progress
Chemicals	Provide lead role nationally on chemicals and their health impacts, through ministerial briefings, policy advice, participation in national committees, support to DJEI and specific technical advice as requested.	Provided Authority input to Ireland's five year report on REACH to the Commission. Provided technical advice to DJEI for the Article 133 Committee, including on proposals for the amendment of REACH Annexes II, VII, XIV, XVII, adaptations to the CLP Regulation, applications for authorisation, and related REACH and CLP implementing measures. Briefings also provided to Department of Environment, Community and Local Government (DoECLG) for Stockholm/POPS implementation.
	Fulfil Competent Authority role in relation to the EU Detergent Regulations. Continue to network and raise awareness among relevant stakeholders.	Attended the EU Detergents Working Group meeting. Participated in the OECD campaign on the dangers of detergent liquid tablets through a national media campaign. Provided technical support to DJEI on development of the draft Detergents Regulations.
	Fulfil Designated National Authority (DNA) role in relation to the Rotterdam Regulations on the export and import of hazardous substances. Continue to raise awareness among relevant stakeholders.	Attended one DNA meeting. Processed all 19 export notifications received via ePIC. National Article 10 Reports were processed and submitted via ePIC. Provided input into the EU level consultation on Member State Article 22 Report. Dealt with 38 queries under the Regulation. Authority website and social media actively updated with relevant alerts. New information sheet published on requirements under the Rotterdam Regulations for exporters. Provided technical support to DJEI on transposition of the Rotterdam Regulations.
	Meet national obligations to the Organisation for the Prohibition of Chemical Weapons (OPCW) under the United Nations Chemical Weapons Convention.	Annual reports were made to the OPCW on schedule and the Conference of States Parties was attended.
Control of major accident hazards (COMAH)	Fulfil Competent Authority role under COMAH II/III Regulations, including inspections, safety report assessments, land use planning (LUP) advice and stakeholder support and engagement.	There were 87 inspections and 16 investigations completed at COMAH establishments, as chosen based on risk criteria. Seven investigations were also completed at COMAH sites. Two hundred and seventy land-use planning referrals were processed and 11 safety report assessments were completed.
	Carry out risk based inspections of COMAH sites, focusing on safety management systems and risk control systems, with direct links to the relevant major accident hazards. Publish a detailed COMAH inspection programme.	Inspection development continued with the introduction of the Layers of Protection Analysis techniques and detailed inspection planning procedure to feed into the overall inspection plan.

Operational area	Planned actions	Progress
Control of major accident hazards (COMAH) <i>(Continued)</i>	<p>Provide technical advice to DJEI, as requested, regarding the transposition of the Seveso III Directive (required by 1 June 2015).</p> <p>Review Memoranda of Understanding with Environmental Protection Agency, An Bord Pleanála, and Commission for Energy Regulation.</p> <p>Report to EU Commission on implementation.</p> <p>Provide structure for electronic notification and provision of information to the public.</p> <p>Publish guidance on the new regulations and on technical aspects of the regulations. Promote the regulations and guidance.</p> <p>Perform risk based sub-COMAH inspections. Inspection and enforcement of requirements in relation to oil jetties, large petroleum bulk and liquid petroleum gas stores and sub-COMAH sites.</p>	<p>The COMAH Regulations 2015 were introduced on schedule on the 1 June 2015. This followed the publication of a regulatory impact assessment (RIA) and a formal public consultation. A new system of charging fees for services under the COMAH Regulations 2015 was approved by the Minister.</p> <p>Initial work on revision of the MoUs commenced with a view to concluding in 2016.</p> <p>An implementation report covering the years 2012–2014 was compiled and sent to the European Commission. An EU inspection sharing event was attended.</p> <p>An electronic notification form was tested with a sample group of operators and then formally launched in December 2015, along with an accompanying guide.</p> <p>A guide was published with the regulations. Presentations were made to a wide group of stakeholders on the new regulations, culminating in an operator seminar in December.</p> <p>Twenty-eight inspections were completed at sub-COMAH sites.</p>
REACH and CLP – policy	<p>Fulfil lead Competent Authority role in relation to the REACH and CLP Regulations.</p>	<p>Attended three CARACAL meetings as well as subgroup meetings on CLP. Also participated in six ECHA Member State Committee meetings as the Irish nominee.</p> <p>The Risk Assessment Committee expert nominee attended four meetings as Irish nominee. Delivered requirements under rapporteurship for restriction of ammonium salts.</p>

Operational area	Planned actions	Progress
REACH and CLP – policy <i>(Continued)</i>	Participate in European Chemical Agency (ECHA) screening activities with a view to identifying substances for further work under the REACH and CLP processes.	Screening of ECHA shortlist to select suitable candidates for the Community Rolling Action Plan (CoRAP) and manual screening of substances of very high concern completed. Manual screening subsequently completed for 10 substances.
	Provide the REACH and CLP national helpdesks.	A total of 153 REACH and 171 CLP queries were answered by the helpdesk, in addition to 71 general chemical queries. Input was provided to queries from other member state helpdesks and to the development of central ECHA REACH and CLP FAQs. Attended one HelpNet meeting and three related workshops.
	Evaluate one substance from the 2015 Community Rolling Action Plan (CoRAP) under substance evaluation.	Evaluation progressed through 2015 and will be completed by March 2016 deadline.
	Contribute to the EU Commission's goal to identify all relevant substances of very high concern (SVHC) by 2020 under the SVHC roadmap.	Attended three Risk Management Expert (RiME) meetings and two ECHA workshops. Submitted one risk management option analysis (RMOA). Reviewed RMOA proposals from other member states and submitted written comments on four such proposals.
	Continue the campaign initiated in 2014 to raise awareness of chemicals among importers, formulators and users, as part of the CLP 2015 Act Now campaign.	CLP workshop held in cooperation with the National Irish Safety Organisation. <i>Countdown to CLP 2015</i> campaign continued with e-bulletins, newsletter articles and website updates.
	Conduct campaign, together with the National Poisons Information Centre, to alert consumers to changes in product labels due to CLP in 2015.	Completed <i>Read the Back</i> awareness raising campaign.
	Provide subject matter expertise to support the development of an e-learning module on chemical hazard communication.	E-learning module completed and will be available online in early 2016.
	Continue efforts to maintain awareness of REACH and CLP among stakeholders.	<i>Use Chemicals Safely</i> seminar covering aspects of REACH, CLP, risk assessments and transport was organised. Stakeholder support was provided through meetings, e-bulletins, presentations, targeted emails and the Authority's website.

Operational area	Planned actions	Progress
REACH and CLP – inspections	<p>Complete (as the national enforcement Authority) a programme of inspections, involving desk based assessments and on-site visits, to assess compliance with REACH and CLP.</p> <p>Target manufacturers, importers, distributors and formulators to assess compliance with the requirements of REACH and CLP, looking in particular at:</p> <ul style="list-style-type: none"> – ECHA communications, including Article 36, 40(3) and 41(3) decisions; – registration duties; – provision of information in the supply chain (e.g. SDS); – CLP rules for hazardous substances and mixtures. <p>Check (in relation to market surveillance on REACH restrictions under Annex XVII) that substances identified as carcinogenic, mutagenic or toxic for reproduction (CMR) are not being sold to consumers as chemical substances or mixtures.</p> <p>Participate in EU Forum projects on authorisation and on child proof packaging.</p>	<p>Convened the Irish Competent Authority Forum on Chemicals Act enforcement. Referred 18 chemical products from other EU countries back to the originating member state for compliance follow up.</p> <p>No article 36, 40(3) or 41(3) decisions were received from ECHA.</p> <p>Five REACH registration audits were completed.</p> <p>Fourteen REACH/CLP (SDS/labelling/packaging) audits completed.</p> <p>Three hundred and seventy six workplace inspections addressed REACH, CLP and detergents.</p> <p>Two hundred and sixty eight chemical products on the Irish market were checked for compliance with REACH and CLP.</p> <p>Workplaces were also checked for the presence of CMRs. A total of 96 companies were identified using these types of substances, with three companies identified as non-compliant with the restriction under entries 28, 29 and 30 Annex XVII of REACH prohibiting their sale to the general public.</p> <p>Attended three Forum meetings in 2015. Completed eight workplace inspections and four desk based assessments for the Forum authorisation project. Five inspections were completed under the Forum child-proof packaging project. Seven products were voluntarily removed from the shelves due to inadequate child-proof packaging (three cases), no tactile warning of danger (three cases) and non-compliant classification and labelling (one case).</p> <p>Forum interlinks project (desk based) on CMR substances was completed.</p>
Work-related vehicle safety (WRVS)	<p>Complete review of Work-related Vehicle Safety Plan 2010–2014.</p> <p>Develop a new WRVS plan for 2016–2020.</p>	<p>Review of the 2010–2014 plan and achievements completed.</p> <p>Draft WRVS plan for 2016–2018 completed.</p>

Operational area	Planned actions	Progress
Work-related vehicle safety (WRVS) <i>(Continued)</i>	<p>Manage and coordinate initiatives with the Road Safety Authority (RSA) and An Garda Síochána related to joint programmes on driving for work, load securing and working on or near the road.</p> <p>Implement a national programme for load securing in the workplace and on the road, including:</p> <ul style="list-style-type: none"> – promote e-learning course on load securing risk management; – develop evidence-led enforcement approach with Gardaí and the RSA; – develop profile of injuries arising from loading, unloading and load securing in the workplace and on the road. <p>Develop guidance on securing high risk loads in specific work sectors, such as construction, agriculture, transport and logistics, and forestry.</p> <p>Develop guidance on safe vehicle maintenance, vehicle tail-lift safety, preventing falls from vehicles, vehicle-mounted cranes and delivering safely.</p> <p>Provide subject matter expertise for development of the driving for work risk management course on the Authority's e-learning platform.</p> <p>Develop arrangements with the RSA and Gardaí to agree data collection and sharing requirements and to establish baseline data to meet the Authority's obligations under EU Regulation 834/2011 to report on work-related road collisions.</p> <p>Review current rider-operated lift truck training requirements and liaise with Quality and Qualifications Ireland (QQI) in relation to any future development of a training award and associated guidance.</p>	<p>Maintained ongoing contact and interaction with key personnel in both agencies and coordinated progress on main actions in the joint WRVS programme for 2016.</p> <p>Continued to develop the national programme on load securing with RSA and Gardaí and key transport stakeholders through awareness raising, guidance and standards promotion, data analysis and development of injuries profile for accidents involving loading, unloading, load securing and transport incidents.</p> <p>Three load safety factsheets for high-risk loads were developed and published. The web pages at www.loadsafe.ie were extensively updated.</p> <p>Guidance on safe delivery from vehicles and preventing falls from vehicles was developed.</p> <p>Provided support in development of project proposal and appointment of developer.</p> <p>Data on work-related road collisions for reference year 2014 was provided by Gardaí and RSA. Ongoing liaison maintained with key personnel.</p> <p>Engaged with QQI to establish status of award development. Further work required to reference QQI requirements in existing legislation.</p>

Operational area	Planned actions	Progress
Work-related vehicle safety (WRVS) <i>(Continued)</i>	<p>Carry out inspection campaigns in selected organisations and sectors, including transport and storage, waste management, construction and bus passenger transport depots.</p> <p>Participate in joint roadside inspections with Gardai and the RSA to assess safety in relation to load securing.</p>	<p>A total of 358 inspections were carried out to check for workplace transport compliance. Inspections showed that 79% had addressed this issue by risk assessment, 73% had traffic management plans in place, 76% had adequate safety signs in place for workplace transport, 78% had adequate systems in place for vehicle maintenance, servicing, repairs and pre-use checks, and 85% had systems in place to prevent falls from vehicles.</p> <p>There were 119 inspections done to check compliance with load-securing requirements. This issue was addressed by way of risk assessment in 79% cases, 78% had written procedures for loading, unloading and securing loads, 96% had designated areas for loading and unloading vehicles, and in 8% of cases drivers and loaders were given instruction, information and training.</p> <p>There were 183 inspections done in relation to driving for work, most of which were carried out on the road with the Gardai and the RSA. The results showed that 76% had a policy on driving for work in place, 79% had done a risk assessment for this activity, and 79% had adequate procedures in place. Where they were available, 83% had communicated these procedures to employees and 82% had provided instruction, information and training to workers who drive for work.</p>
Slips, trips and falls	<p>Develop guidance to address the key risks associated with slips, trips and falls.</p> <p>Undertake root cause analysis of slip, trip and fall accidents to identify areas in need of further research.</p> <p>Review the implementation of preventive measures in relation to slips, trips and falls in the manufacturing and healthcare sectors during inspections.</p>	<p>Authority's website updated with guidance material. E-learning module developed and promoted with over 1,000 learners having completed the online course by year end.</p> <p>An analysis was done of over 8,000 slip, trip and fall accidents reported to the Authority between 2005 and 2014. The analysis identified sectors and key issues that contributed to slips, trips and falls in the workplace. These factors will be the focus of future work programmes.</p> <p>There were 569 premises inspected in relation to slips, trips and falls (43 were healthcare and 105 were in the manufacturing sector). In 83% of all applicable workplace visits there were reasonable precautions to prevent spills identified in the risk assessment.</p>

Operational area	Planned actions	Progress
Engineering	<p>Analyse and follow up on examination reports on defective lifting and pressure equipment.</p> <p>Inspect offshore fixed and mobile installations.</p>	<p>The Authority received 1,322 lift examination reports, of which 515 were referred for inspector attention and 761 for follow up by the Authority's customer contact unit. No action was required on the remaining 46 as they indicated remedial actions already taken.</p> <p>Inspection of one fixed and one mobile installation took place.</p>
Market surveillance	<p>Contribute to a national market surveillance plan in relation to:</p> <ul style="list-style-type: none"> – checks on industrial chemicals with human health effects; – 150 product assessments for compliance with REACH and CLP; – processing relevant RAPEX alerts; – transportable pressure equipment; – personal protective equipment. <p>Provide ongoing support to Customs in monitoring chemical exports under the Rotterdam Regulation.</p> <p>Carry out inspections on the installation of lifts in new building projects and monitor compliance with the EU Lifts Directive.</p> <p>Inspect existing lift installations.</p> <p>Carry out an inspection programme on the manufacture of agricultural machinery and the supply of power take-off drive units, quick hitches and earth-moving equipment in compliance with the EU Machinery Directive.</p>	<p>A total of 268 chemical products on the Irish market were assessed for compliance with chemical legislation requirements. The products included industrial chemicals, household detergents and liquids for e-cigarettes. Of these, 21 products were found to contain CMRs.</p> <p>There were 161 EU RAPEX alerts issued pertaining to chemical products that fell within the Authority's remit in 2015 and 17 were selected for more detailed follow up. In all cases there was no evidence that the products were on the Irish market.</p> <p>There were 23 queries from Customs in relation to monitoring export activities.</p> <p>A desktop survey of 35 companies was completed to check the conformity assessment procedure used by lift installers.</p> <p>There were 52 lift installations inspected.</p> <p>Inspections of 13 suppliers of agricultural equipment took place and 38 other machinery market surveillance-related inspections were recorded. The project for earthmoving machinery did not take place as a result of prioritising work on legislation drafting.</p>

Operational area	Planned actions	Progress
Occupational hygiene	<p>Fulfil lead authority role in relation to the enforcement of Asbestos, Chemical Agents, Carcinogens and Biological Agents Directives through a nationwide inspection programme. Inspections will focus on:</p> <ul style="list-style-type: none"> – asbestos removal sites and asbestos awareness and management; – legionella risk assessments, including water-cooling towers; – respiratory protective equipment programmes and fit testing; – carcinogen, asbestos and biological employee exposure lists; – occupational hygiene programmes in the pharmaceutical and chemical industry; – local exhaust ventilation and personal protective equipment; – noise and health surveillance; – radon; – occupational health in the hairdressing and construction sectors. 	<p>There were 690 occupational hygiene inspections and 101 investigations carried out. The inspections addressed REACH/CLP duties in small enterprises in 248 site inspections. Duties related to use of respiratory protective equipment, local exhaust ventilation systems and health surveillance were addressed in 341 inspections. Other duties were examined as follows:</p> <ul style="list-style-type: none"> – asbestos in 78 inspections; – biological agents (such as legionella management in accommodation sector) in 42 inspections; – noise exposure in 49 inspections; – radon management in 44 inspections. <p>General health and safety management systems were reviewed in 678 inspections, with safety statements being reviewed in 270 of those inspections. Written advice to employers was issued in 61% of inspections, including a total of 26 improvement notices, four prohibition notices (asbestos related) under the SHWW Act 2005, and five contravention notices under the Chemicals Act. Two prosecution files were prepared in 2015.</p>
	<p>Fulfil lead Authority role in relation to the administration of Asbestos, Chemical Agents, Carcinogens and Biological Agents Directives, including:</p> <ul style="list-style-type: none"> – Review and process all relevant statutory notifications and applications. – Continue engagement with the asbestos industry and other key stakeholders. – Represent Ireland on SLIC CHEMEX. – Publish the Chemical Agents Code of Practice for Occupational Exposure Limit Values (OELV). 	<p>There were reviews of 243 asbestos notifications and 13 biological agent notifications.</p> <p>Presentations were made at industry seminars and conferences throughout 2015. Meetings were held with key public bodies on asbestos management.</p> <p>Three SLIC CHEMEX meetings were attended in Luxembourg and assistance was provided to the CHEMEX sub-group developing guidance for inspectorates to address silica exposures on construction sites.</p> <p>The draft code of practice for OELVs was sent to DJEI for ministerial approval. Publication was postponed pending settlement of amendments to the Chemical Agents Regulations in 2016.</p>

2 Cross-sector programmes 2015

Operational area	Planned actions	Progress
Occupational hygiene <i>(Continued)</i>	<ul style="list-style-type: none"> – Commence review and update of guidelines supporting the 2001 Chemical Agents Regulations. – Promote all relevant new biological- and chemicals-related guidance and codes of practice. – Continue to act as the national contact point for the Scientific Committee on Occupational Exposure Limits (SCOEL). 	<p>Preparatory work began and publication of guidelines is planned for 2016.</p> <p>Guidance promoted during inspections and at relevant presentations and seminars.</p> <p>Limited information received from SCOEL during 2015.</p>
Ergonomics, manual handling and musculoskeletal disorders	<p>Develop a resource demonstrating examples of good practice, where engineering interventions minimise exposure to risk factors caused by poor ergonomic conditions in the workplace.</p> <p>Continue the musculoskeletal disorder (MSD) risk management project.</p> <p>Develop a technical guidance factsheet on the risk management of manual handling in construction.</p> <p>Continue to address manual handling, display screen equipment and upper limb disorder issues at corporate and workplace levels. Engage with employers to manage MSD.</p> <p>Complete the investigation of the supply and distribution of 50kg fertiliser bags across the farming sector.</p>	<p>Published guidance document <i>Ergonomic Good Practice in the Irish Workplace</i>.</p> <p>Ongoing interaction with inspectors completed.</p> <p>Deferred pending further interactions with the construction sector.</p> <p>Ongoing interactions with employers based on inspector referrals.</p> <p>Report completed and recommendations reviewed.</p>
Occupational health	<p>Manage contracts for occupational first aid assessment agent and occupational medical services.</p> <p>Review existing occupational first aid administration system.</p>	<p>Contracts managed effectively.</p> <p>Report prepared on future options for administration of the occupational first aid system.</p>

Operational area	Planned actions	Progress
Occupational health <i>(Continued)</i>	<p>Commence transposition of Electromagnetic Fields Directive.</p> <p>Support THOR ROI (The Health and Occupation Reporting Network) and encourage more doctors to report.</p> <p>Review data on occupational illness from the Department of Social Protection, Central Statistics Office, Economic and Social Research Institute and THOR to identify trends.</p> <p>Develop guidance on occupational health and safety for the hairdressing sector.</p>	<p>Draft regulations completed and sent to DJEI.</p> <p>Continued to resource and support the running of THOR ROI.</p> <p>Noted that ESRI research report indicated that absence rates were higher due to illness than injury in recent years.</p> <p>Deferred pending further interactions with the hairdressing sector.</p>
Work-related stress	<p>Develop online <i>Work Positive</i> tool to include section on critical incident stress management (CISM) for emergency personnel, and promote it alongside use of the general <i>Work Positive</i> tool for generic stress audits.</p> <p>Develop guidance based on the EU Joint Action Pan-European Project report, specifically its 'Outcomes and Recommendations' chapter.</p> <p>Support the Authority's farm safety programme in the ongoing integration of learnings from recently commissioned research on farm safety in Ireland, including stress issues.</p> <p>Organise and present at three conferences on the topic of reducing exposure to work-related stress, in line with the second year of the EU Safety Week theme of psychosocial stress.</p> <p>Present guidance materials for roll-out to Authority inspectors, based on the International Labour Organisation (ILO) document on addressing psychosocial risks at inspection.</p>	<p><i>Work Positive</i> completed for CISM.</p> <p>Shorter <i>Work Positive</i> questionnaire developed.</p> <p>Assisted in developing guidance.</p> <p>Advice provided on psychosocial issues such as stress and changing behaviour.</p> <p>Organised and presented at five seminars in association with Mental Health Ireland.</p> <p>Awaiting publication of the ILO guidance.</p>

Operational area	Planned actions	Progress
Work-related bullying	<p>Develop content on work-related bullying and psychosocial factors for inclusion on the Authority's e-learning platform.</p> <p>Co-host a seminar with the National Anti-Bullying Coalition for managers and supervisors on handling bullying investigations and complaints.</p>	<p>Completed an e-learning module for managers on <i>Managing Bullying at Work</i>.</p> <p>Seminar successfully completed.</p>
Transport of dangerous goods by road (ADR/TPE)	<p>Fulfil Competent Authority (CA) roles and obligations under ADR/TPE legislation, including:</p> <ul style="list-style-type: none"> – providing guidance and support to stakeholders through the Authority's website and helpdesk; – processing CA authorisations; – managing the contract for ADR and related services covering statutory requirements under ADR; – representing Ireland as national CA at UN and EU working groups; – developing national policy and procedures in relation to tank testing (certification, accreditation, etc.) by engaging with relevant stakeholders. 	<p>Published revised guidance for Dangerous Goods Safety Advisors (DGSA) and updated guidance on asbestos containing materials. Relevant sections of the website were updated. Delivered ADR presentation at 'Use Chemicals Safely' and IOSH seminars. We answered 116 technical queries, including queries related to dangerous substances (see below). A technical paper on CLP labelling issues was presented at the CARACAL sub-group.</p> <p>Processed three CA authorisations and several applications were reviewed.</p> <p>A new data sharing site was set up to facilitate sharing of the ADR driver database and examination of data between the Authority and the contractor. A contract performance review was carried out and the contract was renewed for 2016.</p> <p>Participated in two UN Economic Commission for Europe Working Party meetings, one TPED advisory council meeting, one EU Transport of Dangerous Goods meeting, one EU Road Checks Working Group meeting, and two ad-hoc working group meetings on tank certification and testing, representing Ireland as national CA for ADR.</p> <p>Attended one interdepartmental meeting on ADR. A national policy was developed, and draft legislative proposals were transmitted to DJEI for transposition. Monitored accreditation progress of one inspection body for ADR tanks inspection work.</p>

Operational area	Planned actions	Progress
Transport of dangerous goods by road (ADR/TPE) <i>(Continued)</i>	<p>Provide technical support to DJEI in relation to the transposition of ADR 2015.</p> <p>Enforce the ADR/TPE legislation, taking account of the requirements of the Road Checks Directive.</p> <p>Report on enforcement activities to the Commission as required.</p> <p>Carry out investigations under ADR/TPE as required, and provide technical support to other compliance programmes as necessary.</p>	<p>Technical support and legislative proposals provided to DJEI for transposition in 2015.</p> <p>An ADR enforcement policy was added to the Authority's inspector manual. There were 318 ADR inspections completed and a number of meetings were held with stakeholders.</p> <p>The annual report required under the Road Checks Directive was submitted to the Commission by the deadline.</p> <p>Nine investigations were carried out.</p>
Dangerous Substances Act (DSA) and retail and private petroleum stores (RPPS)	<p>Fulfil Competent Authority roles and obligations under DSA legislation, including:</p> <ul style="list-style-type: none"> – providing guidance and support to stakeholders through the website and helpdesk; – further developing policy and procedures to implement DSA legislation, in particular in relation to local authority licence refusal appeals; – providing technical support to DJEI in relation to the planned reform of the DSA legislative regime. <p>Raise awareness of training requirements for staff in RPPS.</p> <p>Enforce the DSA and RPPS legislation.</p>	<p>Two guidance notes on petroleum were revised and updated. All technical queries were closed out. A number of DSA stakeholders provided significant submissions to the Authority's strategy development process.</p> <p>Policy position papers on the revision of DSA legislation were prepared as required. No DSA licence appeals were received in 2015.</p> <p>Technical support was provided to the DJEI in relation to planned reform of the DSA legislative regime, in particular in relation to DJEI presentations at a seminar with the Association for Petroleum and Explosives Administration (APEA) and a meeting with the County and City Management Association (CCMA).</p> <p>Training requirements were highlighted during inspections.</p> <p>There were 90 RPPS inspections carried out and one DSA licence renewed.</p>

Operational area	Planned actions	Progress
Work at height	<p>Provide technical support and guidance relating to work at height issues.</p> <p>Work with industry bodies (e.g. Construction Industry Federation and National Access and Scaffolding Confederation) to identify challenges and practical solutions.</p> <p>Develop initiatives to raise awareness among farmers, and others who work at height on farms, of the dangers involved and the appropriate controls to be used.</p>	<p>Support was provided through responses to requests and technical queries from the industry and the public.</p> <p>Two meetings were held with CIF and NASAC to discuss industry issues, including training and updates of codes of practice.</p> <p>An article on roofing and falls from height was included in an agricultural publication.</p>
Education	<p>Roll out <i>Choose Safety</i> programmes for post-primary and further education levels for 2015/16 with special emphasis on promoting digital badges as awards for participation.</p> <p>Develop the Authority's e-learning portal (hsalearning.ie) with a view to expanding the number of courses available and attracting learners across all sectors to the site.</p> <p>Develop and promote further courses for:</p> <ul style="list-style-type: none"> – managing driving for work; – managing bullying at work; – chemical hazards; – healthcare. <p>Hold six <i>Keep Safe</i> events nationwide to raise risk awareness in groups of primary schools, in conjunction with ten regional/state agencies with a safety remit.</p>	<p>The Authority's <i>Choose Safety</i> programme attracted over 25,000 post-primary and further education students in the academic year 2014/15, an increase of 3,790 on 2013/14. Over half of all post-primary schools now deliver the <i>Choose Safety</i> programme. The programme texts are now available in the Irish language.</p> <p>There were 13,541 courses taken up in 2015, bringing the total number of courses to nearly 18,000 since hsalearning.ie was launched in 2014.</p> <p>New courses were provided on:</p> <ul style="list-style-type: none"> - managing bullying at work; - slips, trips and falls; - chemical hazards. <p>A module on managing driving for work is under development. Mobile responsive versions have been provided for the existing six courses for the healthcare sector.</p> <p>Five <i>Keep Safe</i> events were held nationwide, attracting schools and state agencies to each event, resulting in strong publicity and awareness in the region.</p>

Operational area	Planned actions	Progress
Education <i>(Continued)</i>	<p>Complete national 'Safety in Construction' competition for 2014/2015 aimed at construction undergraduates in higher education, with subject specific learning outcomes, and launch and develop competition for 2015/2016.</p> <p>Maintain and grow the Authority's education Facebook page for <i>Choose Safety</i>, aimed at the youth market (age 15–19).</p> <p>Run a construction safety project in primary schools involving a national art/writing competition, workshops for children and the publication of a book to be available in all primary schools and libraries.</p> <p>Develop and roll-out a national farm safety multi-media project aimed at post-primary students in 2015/2016.</p>	<p>The final of the competition and the awards ceremony involved key stakeholders in construction. Excellent feedback was received from participants and academic staff.</p> <p>Facebook page maintained and content updated regularly.</p> <p>There were 6,500 entries received in the primary school competition. The 89 finalists worked with writers and artists to produce a book, <i>Grandad Built my House</i>, which was sent to every primary school and library in the country.</p> <p>A competition was launched and promoted in conjunction with choosefarmsafety.ie.</p>
Communications	<p>Manage media relationships on both a proactive and a reactive basis.</p> <p>Develop and enhance website usability and navigation to maximise user experience.</p> <p>Plan and coordinate events, such as seminars and workshops, to ensure a high level of customer satisfaction.</p> <p>Provide communications support for major awareness-raising campaigns by the Authority, across press, radio and digital channels.</p>	<p>There were 31 press releases issued nationally as well as regional media targeting.</p> <p>Unique hits to the website reached over 1 million, with a total of 3.7 million page views.</p> <p>A wide range of successful events were held, including Workers' Memorial Day, EU Safety Week activities and targeted industry seminars.</p> <p>Communications campaigns were developed for the farming and construction sectors and also for the Workplace Vehicle Safety and BeSMART programmes. Consumer campaigns were developed in relation to liquitabs and CLP.</p>

2 Cross-sector programmes 2015

Operational area	Planned actions	Progress
Communications <i>(Continued)</i>	<p>Develop social media campaigns with a view to maximising impact from the official Facebook and Twitter platforms for a range of key areas such as BeSMART.ie, farm safety, chemical safety and work-related vehicle safety.</p> <p>Manage the production of Authority publications, ensuring that all guidelines and other documents are appropriate for their target market.</p> <p>Ensure that people contacting the Authority's customer service unit (approximately 25,000 contacts each year) are dealt with as per service level agreements.</p> <p>Manage proactive outbound customer service campaigns.</p> <p>Manage and coordinate the European Focal Point activity, including European Safety Week campaigns.</p>	<p>A wide range of consumer and industry campaigns were undertaken on social media. The Authority's Facebook audience increased by 30% to 26,000 and the Twitter audience increased by 50% to 6,000.</p> <p>Twenty-three new publications were designed and made available to download for free on the Authority's website.</p> <p>Inbound customer contacts (complaints and queries) reached over 25,000.</p> <p>Outbound campaigns continued in relation to accident reporting and insurance forms.</p> <p>EU Safety Week activities were successfully completed, with four nationwide seminars and national media coverage on the theme <i>Healthy Workplaces Manage Stress</i>.</p>



Operational area	Planned actions	Progress
Accreditation	<p>Maintain a programme of surveillance and re-assessment site visits for existing accredited clients. Maintain surprise visit programme.</p> <p>Process new applicants efficiently as received. Award new accreditations across all sectors.</p>	<p>INAB maintained its programme of on-site assessments and completed 294 assessments in 2015.</p> <p>There were 16 new applications for accreditation received in 2015, and 116 extensions to scope were awarded to existing accredited clients.</p>
INAB ICT platforms	<p>Develop INAB database application.</p> <p>Introduce electronic document submission and retrieval.</p> <p>Introduce e-papers for the INAB Board.</p>	<p>The tender for development of an INAB application was prepared and awarded in 2015. The supplier will develop and implement an INAB client relationship management system in 2016.</p> <p>Electronic document submission and retrieval software was implemented fully in 2015.</p> <p>The prototype for e-papers for the INAB Board was developed in 2015 and will be rolled out fully in 2016.</p>
International representation and peer evaluations	<p>Fulfil European cooperation for Accreditation (EA) and Eco-Audit and Management Scheme (EMAS) mandate for peer evaluator person days.</p> <p>Fulfil multilateral agreement requirements through participation at relevant meetings.</p>	<p>Staff represented INAB at 31 international meetings covering the breadth of activity.</p> <p>INAB staff participated in two peer evaluations of other accreditation bodies and GLP monitoring authorities in 2015.</p>
Monitoring Authority for good laboratory practice (GLP)	<p>Continue surveillance programme for four facilities.</p> <p>Maintain international obligations.</p>	<p>The surveillance programme for the GLP facilities was completed as scheduled.</p> <p>INAB attended the relevant OECD and EU GLP meetings.</p>
EMAS functions	<p>Discharge Competent Body functions and work programme on behalf of the Department of the Environment, Community and Local Government (DECLG) as agreed.</p>	<p>INAB discharged all competent body functions and represented DECLG at relevant meetings. Two of the meetings were hosted in Dublin.</p> <p>INAB also supervised the activity of a foreign verifier operating in Ireland.</p>

Operational area	Planned actions	Progress
Facilities and services	Ensure that office accommodation for the staff of the Authority is adequate to meet operational requirements and that there is a robust facilities management programme in place for the office network.	All office accommodation met operational requirements. A robust facilities management programme is in place.
Human resources (HR)	<p>Implement new electronic HR system to allow automation of a range of HR processes.</p> <p>Implement public sector reform measures in line with government policy and related recruitment guidelines.</p> <p>Manage the occupational health and welfare service and employee assistance programme for Authority staff.</p> <p>Integrate INAB fully within all existing HR processes.</p> <p>Coordinate delivery of annual learning and development programme. Ensure ongoing development of staff competence.</p> <p>Provide technical support and assistance to line managers on all HR systems and policies.</p> <p>Continue to work cooperatively with staff and their union representatives to implement improvements and efficiencies in the Authority's working environment.</p> <p>Coordinate the roll-out of feedback sessions from staff survey and the development of an action plan for the implementation of recommendations.</p>	<p>The new HR system was implemented on schedule and is operational throughout the organisation.</p> <p>All relevant reform measures were implemented, including regular monitoring of staffing levels and reporting to DJEI.</p> <p>A full range of services was provided, including medical assessments, health promotion, health screening, vaccinations and absence referrals.</p> <p>Integration programme implemented.</p> <p>A full range of learning and development programmes was delivered, including extensive technical updates. Over 800 training days were provided across the organisation.</p> <p>Support was provided to line managers on the implementation of all HR policies, including the performance management and development system, attendance management and work-life balance.</p> <p>Regular meetings of the Authority's Industrial Relations Council took place and productive engagement maintained.</p> <p>The working group for the staff survey developed recommendations for improvements and presented these to all staff. Implementation of an action plan is planned for 2016.</p>

Operational area	Planned actions	Progress
Finance	<p>Provide outsourced financial services to the Authority so that all payments to staff, pensioners and suppliers are made promptly and with probity, and managers have adequate information to manage expenditure.</p> <p>Provide the finance and audit committees of the Board of the Authority with adequate information so that they and the Board can perform their roles.</p> <p>Complete and seek Board approval for the 2014 draft financial statements before the end of February 2015.</p> <p>Ensure that the insurances in place for the Authority are both adequate and appropriate to our operational activities.</p> <p>Review and update the procurement system, and support staff in using the system, to ensure that the Authority is a best practice organisation in the area of public procurement.</p> <p>Review the operation of the travel desk function to ensure its continued effective and efficient operation.</p>	<p>An outsourced financial services provider is in place. All salary payments were made to prescribed timelines and all suppliers were paid in a timely manner. Managers were provided with detailed financial information each month.</p> <p>The members of the finance and audit committees were provided with all relevant financial information, including monthly and quarterly financial reports.</p> <p>Draft financial statements for 2014 were approved by the Board on a no-material-change basis within the prescribed timelines.</p> <p>All necessary insurances are in place and there is regular contact with the insurers to ensure that our cover is both adequate and appropriate.</p> <p>Staff were provided with all necessary support in relation to the operation of the procurement system, including support from retained specialist procurement advisers as required.</p> <p>The travel desk continued to operate efficiently and effectively during the year.</p>
Information and communication technology (ICT)	<p>Continue to drive innovation and implement enhanced processes and technologies to enable new and more effective ways of working.</p>	<p>Following recommendations made in an assessment of the ICT function, a steering group was set up to foster innovation, assign priorities to ICT work and make available necessary resources.</p> <p>An ICT user group was established in July which has met regularly to reflect user needs.</p> <p>The introduction of online meeting software has reduced meeting overheads and facilitated communication, particularly for mobile and regional staff.</p> <p>A system to allow the secure exchange of large files was put in place. This was of particular benefit to INAB as it dispensed with the expense and time delays</p>

Operational area	Planned actions	Progress
Information and communication technology (ICT) <i>(Continued)</i>		<p>associated with sending large volumes of paper by post.</p> <p>A review of the inspection process led to a more streamlined electronic form for inspection data capture. A prototype mobile application for capture of inspection data was developed.</p> <p>Input screens were developed to capture desk based assessments.</p> <p>A specification was developed for online accident reporting and construction notifications.</p> <p>A customer relationship management system for INAB was specified, put out to tender and the vendor was selected.</p> <p>A new firewall system was procured and implemented which provides maximum security for our networked resources.</p> <p>Smart phones were provided to field inspectors as a precursor to the first stage of the inspection data capture project.</p> <p>REACH IT was virtualised and a segmented network was implemented for enhanced security, performance, accessibility and device management.</p>
	Maintain and develop the Authority's ICT systems to enable the most productive use of resources.	<p>Network switches were upgraded for enhanced performance.</p> <p>A segmented database upgrade was delivered for our intranet and file storage systems.</p> <p>Upgrades were provided across a wide range of software.</p> <p>Two new cloud based systems were introduced for the HR and finance functions.</p> <p>The Authority availed of government framework agreements for purchases of computers and phones.</p>
	Obtain best value in ICT procurement.	<p>The Authority adhered closely to Government requirements for the procurement of goods and services.</p>

Operational area	Planned actions	Progress
Corporate governance	<p>Deliver corporate publications, including:</p> <ul style="list-style-type: none"> – Annual Report 2014; – quarterly reports on Programme of Work 2015 to the Board of the Authority and to DJEI; – Programme of Work 2016. <p>Issue warrants to Authority inspectors, in accordance with the introduction of new legislation or changing inspector responsibilities. Warrants for temporary inspectors to be issued as required within tight deadlines.</p> <p>Facilitate the work of the Board in 2015.</p> <p>Respond to freedom of information (FOI), data protection and access to information on the environment requests.</p> <p>Prepare Authority's Statement of Strategy 2016–2018.</p>	<p>All corporate publications were delivered by deadlines.</p> <p>All warrants for full time and temporary inspectors were issued.</p> <p>Board papers were provided to members seven days in advance of each meeting.</p> <p>The Authority processed 132 FOI requests, five FOI internal reviews, four data protection requests and one access to information on the environment request. Responses were issued in a timely manner.</p> <p>The Authority's strategy for 2016–2018 was developed in consultation with key stakeholders and was approved by the Minister.</p>
Research and statistics	<p>Collate and publish statistics on injuries and ill health to inform national and Authority policies and targeting.</p> <p>Represent Ireland at EU level at the Eurostat working group.</p> <p>Submit annual data file of reported injuries to Eurostat.</p> <p>Continue to survey the inspection process (initiated in 2012).</p>	<p>The annual summary of workplace injury, illness and fatality statistics was published.</p> <p>The following two research reports were published:</p> <ul style="list-style-type: none"> - <i>Trends and Patterns in Occupational Health and Safety in Ireland;</i> - <i>Workplace Risks and Worker Outcomes in Ireland from a Comparative Perspective: An Analysis of the European Working Conditions Survey, 2005 and 2010.</i> <p>The Eurostat working group meeting was deferred until 2016.</p> <p>The annual data file of reported injuries was submitted to Eurostat.</p> <p>An external market research company was commissioned to survey the inspection process. A report on the findings will be published in early 2016.</p>

A low-angle, upward-looking shot of a roller coaster's steel track and support structure. The track curves and rises steeply against a clear, bright blue sky. The sun is visible in the lower right, creating a lens flare effect. A large, semi-transparent blue circle is overlaid on the left side of the image, containing the word "Appendices" in white text.

Appendices

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Extracts from the *unaudited*
financial statements of the Health
and Safety Authority for year
ended 31 December 2015

Members of the Board

Mr Michael Horgan (Chairman)	[appointed on 20/12/2013]
Ms Carol Bolger	[appointed on 26/02/2014]
Mr George Brett	[appointed on 20/12/2013]
Mr Robert Butler	[appointed on 20/12/2013]
Mr Paul Cullen (DJEI)	[appointed on 20/12/2013]
Dr Michael Gillen	[appointed on 20/12/2013]
Mr Pat Kenny	[appointed on 20/12/2013]
Mr John McCartney	[appointed on 26/02/2014]
Ms Vicki O'Reilly	[appointed on 26/02/2014]
Prof James Phelan	[appointed on 26/02/2014]
Ms Christine Rowland	[appointed on 20/12/2013]
Mr Frank Vaughan	[appointed on 20/12/2013]

Head Office

Health and Safety Authority
The Metropolitan Building
James Joyce Street
Dublin 1

Auditor

Comptroller and Auditor General
Dublin Castle
Dublin 2

Accountants

Crowleys DFK
Chartered Accountants
16/17 College Green
Dublin 2

Internal Auditors

Deloitte
Deloitte & Touche House
29 Earlsfort Terrace
Dublin 2

Introduction

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

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

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

Draft financial statements for the year ended 31 December 2015 have been prepared and were considered by the Board at its meeting held on Friday, 11 March 2016. The draft financial statements for 2015 have been prepared in accordance with the provisions of FRS102. The Board reviewed the draft financial statements and approved them on a no-material-change basis.

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

The information below is extracted from the draft financial statements and should not be considered to be a reliable source of financial information regarding the financial affairs of the Authority until the external audit is completed. The audited financial statements will include the following documentation, together with a full set of explanatory notes:

- **Statement on internal financial control**
- **Statement of responsibilities of the Board**
- **Statement of accounting policies**
- **Statement of income and expenditure and retained revenue reserves**
- **Statement of financial position as at 31st December 2015**
- **Statement of cash flows**
- **Notes to financial statement**

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

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

During 2015 the Authority completed the transfer of the processing of all the Authority's financial transactions to the external contractor (Crowleys DFK). The Authority continues to manage the finance function and has put in place all the necessary controls and safeguards to ensure the integrity of the function.

Statement on internal financial control

On behalf of the Board of the Health and Safety Authority, I acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated.

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

Key control procedures

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

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

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

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

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

- **A comprehensive budgeting system with an annual budget, which is reviewed and agreed by the Board.**
- **Regular reviews by the Board of periodic and annual reports, which indicate financial performance against forecasts.**
- **Setting targets to measure financial and other performance.**
- **Clearly defined purchasing and approval guidelines.**
- **Formal project management disciplines.**

The Authority has put in place an internal audit function, which operates in accordance with the principles set out in the Code of Practice on the Governance of State Bodies published in June 2009. The work of internal audit is informed by analysis of the risk to which the Authority is exposed, and annual internal audit plans are based on this analysis. The analysis of risk and the internal audit plans are endorsed by the audit committee and approved by the Authority. At least annually, the internal auditor will provide the Authority with a report of internal audit activity. The report includes the internal auditor's opinion on the adequacy and effectiveness of the system of internal financial control.

The Authority's monitoring and review of the effectiveness of the system of internal financial control is informed by the work of the internal auditor, the audit committee, which oversees the work of the internal auditor, the Executive within the Authority with responsibility for the development and maintenance of the financial control framework, and comments made by the Comptroller and Auditor General in his management letter or other reports.

Annual review of controls

The Authority's audit committee reviews the effectiveness of the internal financial systems with a formal report that is presented to the Board. The Board has carried out a formal review of its internal financial controls in respect of 2015.



Statement of income and expenditure and retained revenue reserves for the year ended 31 December 2015

	Year ended 31 December 2015 €	Year-ended 31 December 2014 €
Income		
Department of Jobs, Enterprise and Innovation, including Oireachtas grant	18,217,000	18,422,785
Accreditation income	2,289,062	354,176
Other income	312,012	487,966
Other income reimbursed to DJEI	(678,344)	(641,000)
Transfer from/(to) capital account	25,953	(82,627)
Deferred pension funding	4,629,000	4,305,000
	24,794,683	22,846,300
Expenditure		
Salaries costs	10,990,003	10,760,783
Pension costs	4,970,656	4,628,000
Operational expenses	8,907,367	7,239,072
	24,868,056	22,627,855
(Deficit)/Surplus for the year	(73,373)	218,445
Retained revenue reserve		
Balance at the beginning of the year (as previously stated in financial statements 2014)	837,364	866,810
Prior period adjustment	-	(247,890)
(Deficit)/Surplus for the year	(73,373)	218,444
Balance at the end of the year	763,991	837,364

Statement of comprehensive income for the year ended 31 December 2015

	Year ended 31 December 2015 €	Year-ended 31 December 2014 €
(Deficit)/Surplus for the year	(73,373)	218,445
Experience (losses)/gains on pension scheme liabilities	(775,000)	353,000
Changes in actuarial assumptions	11,765,000	(17,514,000)
Actuarial (losses)/gains on pension liabilities	10,990,000	(17,161,000)
Adjustment to deferred pension funding	(10,990,000)	17,161,000
Total comprehensive income for the year	(73,373)	218,445

Statement of financial position as at 31 December 2015

	31 December 2015 €	31 December 2014 €
Fixed assets		
Tangible assets	390,250	416,203
Current assets		
Debtors	1,229,805	1,241,453
Bank and cash	272,741	712,979
	1,502,546	1,954,432
Creditors (amounts falling due within one year)	(738,553)	(1,117,068)
Net current assets	763,992	837,364
Total assets less current liabilities		
Before pensions	1,154,242	1,253,567
Fair value of deferred pension scheme assets	78,142,000	84,503,000
Present value of pension scheme liabilities	(78,142,000)	(84,503,000)
Total assets less current liabilities	1,154,242	1,253,567
Financed by		
Statement of income and expenditure	763,992	837,364
Capital reserve	390,249	416,202
	1,154,242	1,253,567

Statement of cash flows for the year ended 31 December 2015

	Year ended 31 December 2015 €	Year-ended 31 December 2014 €
Reconciliation of operating (deficit)/surplus to net cash inflow/(outflow) from operating activities		
Operating (deficit)/surplus for year	(73,373)	218,445
Depreciation	233,353	204,172
Transfer (from)/to capital account	(25,953)	82,627
(Decrease) in creditors	(378,516)	34,345
Decrease /(increase) in debtors	11,650	(290,385)
Net cash (outflow)/inflow from operating activities	(232,838)	249,204
Statement of cash flows		
Net cash (outflow)/inflow from operating activities	(232,838)	249,204
Cash flows from financing activities		
Interest earned	-	-
Cash flows from investing activities		
Payments to acquire tangible fixed assets	(207,400)	(286,799)
Net (decrease) in cash and bank balances	(440,238)	(37,595)
Net funds at 31 December 2014	(712,979)	(750,574)
Net funds at 31 December 2015	272,741	712,979
Net (decrease) in cash and bank balances	(440,238)	(37,595)

Extracts from the notes to the financial statements year ended 31st December 2015

Oireachtas grants

	Year ended 31 December 2015 €	Year-ended 31 December 2014 €
DJEI - Vote 14	18,217,000	18,422,785

Accreditation income

	Year ended 31 December 2015 €	Year-ended 31 December 2014 €
Accreditation income	2,289,062	354,176

The Industrial Development (Forfás Dissolution) Act 2014 was signed into law on 29 June 2014, and on 1 August 2014 Forfás was dissolved and ceased as a legal entity. Much of their related activities were transferred to the Department of Jobs, Enterprise and Innovation. The Irish National Accreditation Board (INAB) transferred to the Health and Safety Authority. INAB are responsible for accreditation activities and invoice clients for work undertaken. This year was the first year that a full year of accreditation income has been recorded in the financial statements.

Other income

	Year ended 31 December 2015 €	Year-ended 31 December 2014 €
Driver training course income	95,804	123,796
COMAH	28,556	76,641
Fines – European agreement concerning the international carriage of dangerous goods by road (ADR)	1,750	13,450
Sale of Authority's publications	19,510	44,174
Miscellaneous (seminars, legal, witness expenses, EU Commission)	166,392	229,905
	312,012	487,966

Extracts from the notes to the financial statements year ended 31st December 2015 (continued)

Salary costs	Year ended 31 December 2015 €	Year-ended 31 December 2014 €
Gross salaries	11,153,287	9,883,623
Employer PRSI	856,746	877,160
Total salary costs	12,010,033	10,760,783
Actual staffing levels – professional/technical	117.6	118
Actual staffing levels – administration	48.6	49.1
	166.2	167.1

€728,012 (2014: €698,911) of pension levy has been deducted from staff and paid over to the Department of Jobs, Enterprise and Innovation.

CEO Remuneration

The chief executive officer received a salary of €148,541 (2014: €143,040) and expenses to the value of €8,324.19 (2014: €10,266) in 2015.

Prior to the expiration of the CEO's contract in May 2012, the Board of the Authority decided to renew his contract, subject to the consent of the Minister. The Minister wrote to the Authority in June 2012 confirming that Mr O'Halloran should remain as CEO pending sanction for the terms and conditions of that appointment from the Department of Public Expenditure and Reform. In June 2015 the Board was informed that the outstanding sanction had been obtained. The Board subsequently recommended a revised contract, for consideration by the CEO and subject to consent of the Minister and the Minister for Public Expenditure and Reform.

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

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

Members' fees and expenses

Board member	Fees € 2015	Expenses € 2015	Fees € 2014	Expenses € 2014
Ms Mary Bohan*	-	-	-	1,284
Ms Carol Bolger	7,695	-	7,695	200
Mr George Brett	7,695	2,693	7,695	1,941
Mr Robert Butler	7,695	-	7,695	-
Mr John Byrne*	-	-	-	554
Mr Dermot Carey*	-	-	-	228
Mr Paul Cullen (DJEI)	-	-	-	-
Dr Michael Gillen	7,695	243	7,695	-
Mr Michael Horgan (Chairman)	11,960	-	11,970	-
Mr Pat Kenny	7,695	-	7,695	-
Mr Des Mahon*	-	-	-	1,186
Mr John McCartney	7,695	237	7,695	147
Mr Dan O'Connell*	-	-	-	900
Ms Vicki O'Reilly	7,695	-	7,695	-
Prof James Phelan	7,695	183	7,695	-
Ms Christine Rowland	3,848	-	-	-
Mr Frank Vaughan	7,695	-	7,695	-
	85,063	3,356	81,225	6,440

*Previous Board members' term ended on 19th December 2013.

Expenses due to these members were paid in 2014.

Operational Expenses

	Total 2015 €	Total 2014 €
Accommodation	1,671,558	1,855,990
Communications costs	230,073	325,029
Travel and subsistence	1,002,042	863,175
Publications and marketing	1,629,928	1,007,270
Legal services	84,432	63,792
Research and consultancy	995,402	922,645
Accreditation – external assessor costs	1,069,295	467,134
Business process review	343,969	141,384
Staffing costs	283,709	248,624
General equipment supplies	137,448	138,897
Investment in learning	173,036	166,876
Technology costs	859,251	559,372
Depreciation	233,353	204,172
Internal audit fees	12,123	6,642
External audit fees	15,422	15,510
Members' fees	85,063	81,225
Other	81,262	171,334

Enforcement statistics 2015

Table B.1 Number of workplace inspections and investigations 2005–2015

Year	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Total	13,552	15,365	13,631	16,009	18,451	16,714	15,340	13,835	12,244	10,719	10,880

Table B.2 Total workplace inspections and investigations by economic sector and enforcement actions 2015

Economic sector	Inspections and investigations ¹	Agreed prohibition	Improvement notice / direction	Payment in lieu	Prohibition notice	Verbal advice	Written advice	Total
Agriculture, forestry and fishing	3,056	0	232	0	175	1,299	1,147	2,853
Mining and quarrying	233	0	17	0	31	64	109	221
Manufacturing	1,108	2	64	0	10	264	521	866
Electricity, gas, steam and air-conditioning supply	31	0	2	0	0	13	9	24
Water supply, sewerage, waste management and remediation activities	140	0	14	0	6	16	53	88
Construction	3,932	18	89	0	245	1,584	1,468	3,404
Wholesale and retail trade, repair of motor vehicles and motorcycles	800	0	28	3	14	145	395	585
Transportation and storage	515	11	9	2	2	71	178	271
Accommodation and food service activities	127	1	1	0	0	36	65	103
Information and communication	28	0	2	0	0	8	13	23
Financial and insurance activities	22	0	1	0	0	5	4	10

¹ These figures include workplace inspections and investigations carried out in the sector under occupational safety and health and chemicals legislation

Economic sector	Inspections and investigations ¹	Agreed prohibition	Improvement notice / direction	Payment in lieu	Prohibition notice	Verbal advice	Written advice	Total
Real estate activities	30	1	3	0	0	6	11	21
Professional, scientific and technical activities	78	0	1	0	1	26	26	54
Administrative and support service activities	95	0	1	0	0	22	34	57
Public administration and defence, compulsory social security	164	0	6	0	1	53	61	121
Education	61	0	2	0	0	16	32	50
Human health and social work activities	246	0	9	0	2	43	146	200
Arts, entertainment and recreation	87	0	3	0	2	25	44	74
Other service activities	126	0	4	0	0	27	69	100
Others	1	0	1	0	0	0	1	2
Total	10,880	22	489	14	488	3,728	4,386	9,127

Table B.3 Number of workplace inspections and investigations under OSH legislation by economic sector 2015

OSH legislation	Target	Progress
Agriculture	2,300	2,837
Forestry	100	64
Fishing	150	71
Construction	3,150	3,320
Manufacturing	700	680
Healthcare	200	164
Public sector	100	121
Mines and quarries	150	207
Transport and storage	150	215
Docks	50	(included in above figures, e.g. transport and storage, fishing)
Other NACE sectors	-	810
Total OSH inspections	9,000	8,489
Of the above inspections:		
- Reactive inspections due to complaint, injury report, dangerous occurrence	550 (6%)	387 (4%)
- Proactive inspections in specific areas, including waste recycling, liquid petroleum gas bulk and cylinder storage, lifts, driving for work, workplace transport and load securing risk management	500 (5%)	1,218 (13%)
- Return inspections due to low levels of compliance	900 (10%)	387 (5%)
Total OSH investigations	1,100	1,023
Total OSH inspections and investigations	10,100	9,512

Table B.4 Number of inspections, investigations and desk-based assessments under chemicals legislation 2015

Chemicals legislation	Target	Progress
Occupational hygiene	850	791
COMAH (control of major accident hazards)	150	103
Sub-COMAH	50	28
Transport of dangerous goods (ADR/TPE)	420	327
Retail and private petroleum stores (RPPS)	120	90
REACH – registration audits	5	5
REACH – CLP audits	10	14
Chemical – market Surveillance	0	10
Total chemical inspections and investigations	1,605	1,368
REACH–CLP market surveillance product desk assessments as a result of workplace inspections (not included above)	150	268

Table B.5 Total inspections and investigations 2015

Type	Target	Progress
Total inspections – OSH and chemicals	10,755	9,731
Investigations of fatalities, serious accidents, dangerous occurrences and complaints under OSH and chemical legislation	1,200	1,149
Total inspections and investigations	11,955	10,880

Table B.6 Health and safety management compliance in main economic sectors 2015

Sector (sample size)	Safety statement prepared and available at workplace (%)	Enforcement action taken for safety statement (written advice or notice served) (%)	Safety consultation process in place (%)	Safety repres- entative selected (%)	Reportable accidents that occurred in previous 12 months (%)	Accidents reported to the Authority (%)
Agriculture, forestry and fishing	69	26	84	5	2	14
Construction	77	15	93	21	3	21
Wholesale retail trade	77	33	89	16	6	61
Manufacturing	87	29	95	32	16	67
Health	88	49	92	41	32	85
Mining and quarrying	96	10	97	28	4	10
Public administration, defence and social security	91	26	97	43	27	78
Over all NACE sectors	76	23	91	22	6	40

Table B.7 Items reviewed in safety statement and compliance rates in the main economic sectors 2015

Sector (sample size)	Safety statement identified relevant hazards (%)	Safety statement contains relevant risk assessments %	Safety statement specifies appropriate control measures %	Control measures implemented %	Safety statement identifies resources %	Safety statement allocates responsibilities %
Agriculture, forestry and fishing	95	95	94	90	79	90
Mining and quarrying	98	97	95	64	90	91
Manufacturing	86	80	74	75	83	85
Construction	95	93	91	77	91	94
Wholesale and retail trade	81	72	75	72	80	84
Transport and storage	91	86	83	75	79	93
Public administration and defence; social security	89	86	84	87	86	93
Health	65	66	51	58	65	67
Overall NACE sectors	91	87	85	76	86	90

Outcomes of prosecutions 2015

Type of proceeding	Total heard	% total of cases heard summarily / indictment	Dismissals	Under appeal	Suspended sentence	Community service	Probation Act*	Fines €
On Indictment	7	44%	0	0	0	0	0	528,000
Summarily	9	56%	1	0	0	0	1	13,750
Total	16	100%	1	0	0	0	1	541,750

*Where a prosecution results in the application of the Probation of Offenders Act 1907, the outcome and circumstances giving rise to the summary prosecution where the Probation Act was applied are as follows:

A guilty plea was entered with the Probation Act applied and a donation of €5,000 to charity. The prosecution related to an incident where a refuse collection truck overturned, resulting in injury to three vehicle occupants.

Iggy Madden Transport Limited

On indictment

On 23 January 2015, this case was heard in Galway Criminal Circuit Court. Iggy Madden Transport Limited pleaded guilty to one charge. Iggy Madden Transport Limited was convicted of failing to ensure that work at height on 19 March 2013 was properly planned, appropriately supervised and carried out in a manner that was, so far as is reasonable and practicable, safe and without risk to health.

Contravention	Legislation	Verdict	Fine
Regulation 95(1)(a) of the Safety Health and Welfare at Work (General Application) Regulations 2007, Regulations 2007, contrary to Section 77(2)(c)	Safety Health and Welfare at Work (General Application) Regulation Safety Health and Welfare at Work Act 2005	Guilty plea	€20,000

Gregory Smith

Summary

On 10 February 2015 this case was heard in Dublin District Court. Gregory Smith was found guilty on one charge and was convicted of failing to provide systems of work that were planned, organised, performed, maintained and revised as appropriate, a consequence of which was that a person suffered personal injury. This case arose from an accident on 4 September 2013, where a man basket in use slid off the forks of a teleporter and fell to the ground, throwing the injured party to the ground and resulting in severe injuries.

Contravention	Legislation	Verdict	Fine
Section S8(2)(e) contrary to S77(9)(a)	Safety Health and Welfare at Work Act 2005	Found guilty	€500

Oran Pre-Cast Limited

On indictment

On 20 February 2015, this case was heard in Dublin Circuit Criminal Court. Oran Pre-Cast Limited pleaded guilty to one charge. This case arose from an accident on 20 October 2010 when there was a catastrophic failure of a stair core in Phibblestown Post Primary School, Dublin when stair core 5, linking the first and second floors, collapsed.

Contravention	Legislation	Verdict	Fine
Section 17(2)(a) contrary to Section 77(2)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€25,000

Electricity Supply Board

On indictment

On 9 March 2015, this case was heard in Dublin Circuit Criminal Court. The Electricity Supply Board pleaded guilty to one charge. This case arose from an accident on 15 January 2013 when an apprentice electrician suffered fatal injuries whilst carrying out service maintenance at Finglas 220kV Station.

Contravention	Legislation	Verdict	Fine
Section 8(2)(a) as that relates to Section 8(1) of the Safety Health and Welfare at Work Act 2005 contrary to Section 77(9)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€250,000

Eurogene AI Services (Ireland) Limited**On indictment**

On 13 March 2015, this case was heard in Clonmel Circuit Criminal Court. Eurogene AI Services (Ireland) Limited pleaded guilty to two charges. This case arose from an incident on 13th December 2011 at Eurogene AI Services Ltd, Kilcoran, Co. Tipperary, where two laboratory technicians were dispensing liquid nitrogen when they collapsed.

Contravention	Legislation	Verdict	Fine
Section 8(2)(c)(iii) contrary to Section 77(2)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€7,000
Section 8(2)(g) contrary to Section 77(2)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	Taken into consideration

M.L. Quinn Construction Ltd**Summary**

On 18 March 2015 this case was heard in Dundalk District Court. M.L. Quinn Construction Ltd pleaded guilty to one charge and were convicted and fined €5,000, the maximum allowable in the District Court. The case arose when during the course of a project, a fatal accident occurred on 8 July 2013 when an employee fell from the lower level scaffolding (2.25 metres) to the ground below.

Contravention	Legislation	Verdict	Fine
Regulation 16 (f) of the Safety, Health and Welfare at Work (Construction) Regulations, 2006 and contrary to Section 77(2)(c)	Safety Health and Welfare at Work (Construction) Regulations 2006.	Guilty plea	€5,000

Earrai Coillte Chonnacht Teoranta**Summary**

On 26 March 2015, this case was heard in Clifden District Court, Co Galway. Earrai Coillte Chonnacht Teoranta pleaded guilty to one charge and were convicted and fined €2,000. This case arose from an incident on 17 January 2014 when an employee was seriously injured by becoming pinned between a metal bin and the box metal upright of a drop sorter machine when attempting to free a log jam.

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

Tipperary Co-Operative Creamery Limited

Summary

On 1 April 2015 this case was heard in Tipperary District Court. Tipperary Co-Operative Creamery Limited pleaded guilty to one charge. This case arose from an incident where an employee was injured by an exposed blade on an agitator when removing settled curd from a cheese vat.

Contravention	Legislation	Verdict	Fine
Regulation 28 (k) of the Safety, Health and Welfare at Work (General Applications) Regulations 2007 contrary to Section 77(9)(a) of the Safety, Health and Welfare at Work Act 2005	General Application Regulations 2007 Safety Health and Welfare at Work Act 2005	Guilty plea	€500

Patrick Murphy

Summary

On 24 April 2015 this case was heard in Kilmallock District Court. Patrick Murphy pleaded guilty to one charge and was convicted and fined €250. The case arose following a fatal accident on 21 February 2014 when a young stable boy, in training to be a jockey, fell from the drawbar of the trailer being towed by a tractor.

Contravention	Legislation	Verdict	Fine
Section 14 (b) of the Safety, Health and Welfare at Work Act, 2005 contrary to Section 77 (2) (b) of the Safety, Health and Welfare at Work Act 2005	Safety Health and Welfare at Work Act 2005	Guilty plea	€250

Irish Ferries Limited t/a Dublin Ferryport Terminals

On indictment

On 25 June 2015, this case was heard in Dublin Circuit Criminal Court. Irish Ferries Limited t/a Dublin Ferryport Terminals pleaded guilty to one charge arising out of an incident on 28 October 2011 involving an employee of a contractor working on site. On 28 October 2011, Irish Ferries Limited t/a Dublin Ferryport Terminals failed to ensure that individuals at their place of work were not exposed to risks to their safety, health and welfare.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to 77(2)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€125,000

H.J. Heinz Manufacturing Ireland Limited**Summary**

On 14 July 2015, this case was heard in Dundalk District Court. H.J. Heinz Manufacturing Ireland Limited pleaded guilty to two charges arising from an incident on 6 July 2012, where an employee fell from a height of approximately 20 feet through a fragile roof of an internal refrigeration unit.

Contravention	Legislation	Verdict	Fine
Section 8(2)(c)(1) contrary to 77(2)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€2,500
Regulation 6(1)(b) contrary to Section 77(2)(c)	Safety Health and Welfare at Work Act 2005	Guilty plea	€2,000

Liebherr Container Cranes Limited, Fossa, Killarney, Co. Kerry**Summary**

On 1 September 2015 this case was heard in Killarney District Court. Liebherr Container Cranes Limited pleaded guilty to two charges. This case arose from an incident on 27 August 2014 when an employee of Liebherr Container Cranes received serious injury when two 12 meter lengths of steel fell from a cantilever racking.

Contravention	Legislation	Verdict	Fine
Section 8 (2) (a) contrary to Section 77(9)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€1,000
Section 8 (2) (e) Contrary to section 77(2)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	Taken into consideration

Finlay's of Ardee Limited

On indictment

On 23 October 2015, this case was heard in Dundalk Criminal Circuit Court. Finlay's of Ardee pleaded guilty to three charges. On 3 March 2014 a fire broke out in the finishing area of Finlay's coffin manufacturing facility. The investigation established that the employees were not provided with information, instruction and necessary training in the use of flammable materials while carrying out cleaning work; the safety statement was not brought to the attention of employees annually and an appropriate assessment of the explosive atmosphere was not carried out.

Contravention	Legislation	Verdict	Fine
Section 8(2)(g) contrary to 77(2)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€7,000
Section 20(3) contrary to Section 77(2)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€7,000
Regulation 169(2) contrary to Section 77(2)(c)	Safety Health and Welfare at Work (General Applications) Regulations 2007	Guilty plea	€7,000

University College Cork

On indictment

On 19 November 2015, this case was heard in Cork Criminal Circuit Court. University College Cork pleaded guilty to two charges relating to failures to manage and conduct a work activity safely and to implement a safe system of work, as a consequence of which a person died. On 5 March 2013 a general operative in the UCC maintenance department was fatally injured when acting as a banksman for the movement of a mobile elevated work platform (MEWP) across the college campus. A significant operator blind spot existed at the time that is characteristic of the MEWP and is noted in the user manual, which was not available on site.

Contravention	Legislation	Verdict	Fine
Section 8(2)(a) contrary to Section 77(9)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€40,000
Section 8(2)(e) contrary to Section 77(9)(a)	Safety Health and Welfare at Work Act 2005	Guilty plea	€40,000

The legislative development programme in 2015 primarily concentrated on assisting DJEI in relation to legislative proposals and assisting in cases where there was an urgent requirement to transpose EU directives into Irish law.

Legislative proposals	Progress
Transposition of SEVESO Directive 2012/18/EU on the control of major accident hazards	Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015 (S.I. No. 209 of 2015) (Seveso III), were introduced on 1 June 2015
Transposition of ADR Directive 2014/103/EU on the transport of dangerous goods by road	European Communities (Carriage of dangerous goods by road and use of transportable pressure equipment) (Amendment) (No. 2) Regulations 2015 (S.I.No. 288 of 2015) were introduced on 9 June 2015
Transposition of Chemical Handling Directive 2014/27/EU	Safety, Health and Welfare at Work (Carcinogens) (Amendment) Regulations 2015 (S.I. No. 622 of 2015) and Safety, Health and Welfare at Work (Chemical Agents) (Amendment) Regulations 2015 (S.I. No. 623 of 2015) were introduced on 22 December 2015
Transposition of Lifts Directive 2014/33/EU	Regulations prepared and public consultation completed
Transposition of ATEX Directive 2014/34/EU (Equipment and protective systems for use in potentially explosive atmospheres)	Regulations prepared and public consultation completed
Transposition of Electromagnetic Fields Directive 2013/35/EU	Regulations prepared and consulted on. Finalised draft sent to DJEI in October 2015
Revise Dangerous Substances Act 1972 and associated regulations	Supported DJEI in inter-departmental and agency consultations

Codes of Practice	Progress
Code of Practice for Chemical Agents	Deferred as the regulations required by transposition of the Chemical Handling Directive 2014/27/EU were not published until December 2015
Code of Practice to support new Diving Regulations	Deferred until finalisation of regulations
Review of Code of Practice for Access and Working Scaffolds	Guidance reviewed. Public consultation planned for 2016
Code of Practice for Contractors with Three or Less Employees Working on Roads	Guidance ready to be sent for ministerial approval in early 2016
Code of Practice for Safety in Roofwork	Guidance ready to be sent for ministerial approval in early 2016
Code of Practice for Avoiding Danger from Underground Services	Guidance ready to be sent for ministerial approval in early 2016
Code of Practice for Health and Safety In Dock Work	Code of Practice was launched in November 2015 and comes into force on 1 January 2016

Other guidance	Progress
Seveso III Regulations guidance	Guidance published on 1 June 2015
Ergonomics good practice guidance	Guidance published
Technical guidance factsheet on manual handling risk management in construction	Deferred pending further interactions with sector
Guidance for hairdressers	Deferred pending further interactions with sector
Joint guidance (with Environmental Protection Agency) on handling of hazardous waste at civic amenity sites	Technical advice and support provided to EPA. Awaiting publication by EPA
Guidelines to Chemical Agents Regulations 2001 – revision	Deferred until the finalisation of the regulations required by the transposition of the Chemical Handling Directive. The regulations were introduced in December 2015
Guidance on load securing and high risk loads in specific sectors, including construction, agriculture, transport and logistics and forestry	Guidance published
Guidance on safe vehicle maintenance, vehicle tail-lift safety, preventing falls from vehicles, vehicle-mounted cranes and delivering safely	Guidance on delivering safely and preventing falls from vehicles published. Other guidance deferred to 2016

2015 Annual Report to Minister on the Operation of Chemicals Act 2008 and the Chemicals (Amendment) Act 2010

The Health and Safety Authority (herein referred to as 'the Authority') was appointed as the principal national authority under the Chemicals Act 2008. The Chemicals Act of 2008 provides for the national administration and enforcement of the REACH, Detergents and Rotterdam (Prior Informed Consent) Regulations. The Chemicals (Amendment) Act of 2010 provides for the incorporation of the CLP Regulation within the ambit of the 2008 Chemicals Act. Five national authorities have administration and/or enforcement obligations under these two Acts, namely the Minister for Agriculture, Food and the Marine, the Environmental Protection Agency (EPA), Beaumont Hospital Board, the Customs Division of the Revenue Commissioners and the Irish National Accreditation Board.

Section 8(4) of the 2008 Act requires a national authority (other than the Authority) to a) make adequate arrangements for the performance of its functions under the relevant statutory provisions; b) keep appropriate records; and c) to furnish a report to the Authority within 2 months after the end of each year. Such a report is to include information as may be required and requested by the Authority. In fulfilment of its statutory duties under the Act, the Authority has asked each competent authority to report on their activities under the 2008 and 2010 Acts for 2015. Details for each competent authority are provided below.

1. The Irish National Accreditation Board

The Irish National Accreditation Board (INAB) is a Competent Authority for the purposes of Articles 8(2) and (3) of the Detergents Regulation only. For 2015, INAB reported that no GLP facilities or accredited laboratories (ISO 17025) were currently providing laboratory services under the Detergents regulations. They noted there were in fact only 2 GLP facilities remaining in the INAB programme. Furthermore, the national regulations on GLP are currently under revision.

2. Beaumont Hospital Board

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

In 2015 the NPIC received an increased number of enquiries from industry about providing information relating to emergency health response under the Detergents and CLP regulations, and particularly about using the NPIC telephone number in section 1.4 of safety data sheets. There was also a major increase in the number of product information submissions. These have placed significant demands on the Centre, without any increase in resources. Two staff members spent approximately 50% of their time in 2015 answering enquiries from industry and processing product information. A new IT system will therefore be needed which will enable submission of data directly by industry, in the xml format presently under development by the European Commission. Work is ongoing between the NPIC and the IT Department in Beaumont Hospital to assess and update the IT capability and capacity for this work.

The NPIC website was updated in August 2015 and now provides more detailed information for industry on the NPIC requirements for use of the centre's telephone number on safety data sheets and on the submission process, in an effort to better meet industry needs.

In 2015 the NPIC answered 2,342 enquiries about suspected human poisoning/exposure incidents involving household chemical products, including 1,170 detergent products (an increase of 12% and 21% respectively). Fabric cleaning products (particularly liquid detergent sachets/capsules), bleach, dishwasher products and toilet cleaners/fresheners were the most frequently implicated detergent products.

The NPIC took part in a European study, funded by AISE, to collect information on how poisoning incidents with detergent capsules occur, with the aim of identifying additional measures to prevent these exposures. This study was completed in 2015 and the final report is available on the AISE website.

The NPIC continues to monitor incidents involving liquid detergent sachets/capsules, to assess the impact of the additional packaging and labelling measures introduced to prevent childhood poisoning. The Centre is currently contributing data to the European Commission Study on Hazardous Detergent Mixtures Contained in Soluble Packaging.

The NPIC has shared on their Facebook page messages from the Authority and from industry, reminding parents of the need to store liquid detergent capsules safely, to prevent accidental childhood exposures. In particular, they supported the Authority's liquitabs campaign in spring 2015 with 20 Facebook posts between 16 and 29 March. These reached 13,545 people, with 295 likes, 543 post clicks and 98 shares. The NPIC also handled a number of media enquiries about liquid detergent capsules during the year. These were mainly prompted by the Authority's campaign in March and by an individual case of poisoning reported in the press in November.

Support was also provided to the Authority's public awareness campaign *Read the Back*, by contributing ideas during the planning phase and sharing the campaign message on social media in summer 2015.

At EU level, the European Commission carried out a review to assess the possibility of harmonising the information to be submitted to poisons centres and appointed bodies, including establishing a format for the submission of information by importers and downstream users. The NPIC have contributed to the discussions with the Commission and industry which aimed to finalise the harmonised data set for poisons centres. The NPIC has also participated in discussions about databases to facilitate exchange of information between appointed bodies (poison centres), according to Article 45 (4) of the EC Regulation No. 1272/2008 (CLP Regulation). The Centre also tested the basic application developed for this purpose and provided feedback to the contractors in October.

3. Department of Agriculture, Food and the Marine

DAFM remained active in a number of national, Commission and ECHA-led committees and working groups in 2015:

- **REACH:**

- Endocrine disruptor working group – three meetings attended.
- Nanomaterials working group – two meetings attended.
- Persistent bioaccumulative toxic expert group – an IE participant was appointed in 2015 from DAFM. One meeting of the PBT EG was attended by the new representative, and one substance dossier was prepared, submitted and discussed.

- **CLP:**

- Risk assessment committee (RAC) – four RAC meetings were attended in 2015. Opinion documents for three substances were submitted to ECHA by the RAC rapporteur. Four CLH dossiers were also submitted to ECHA for public consultation and consideration by the RAC.
- DAFM also attended the CLP enforcement course at ECHA - Training for trainers on the enforcement of classification and labelling of mixtures.

- **Rotterdam:**

- While DAFM did not attend any Rotterdam Regulation DNA meeting in Brussels, written comments were provided for 25 and 26 Regulation 649/2012 meetings. DAFM also commented on the proposed Article 22 Common Reporting Format.
- DAFM also provided comments to the ECHA Forum guidance for implementation of the PIC Regulation as well as guidance for and development of ePIC IT application.

DAFM is also involved in CLEEN (Chemicals Legislation European Enforcement Network) as well as participating in the Biocides Enforcement Group (BEG) that will run back-to-back with the ECHA Forum.

In 2015, DAFM contributed to the first five-yearly REACH and CLP report. This report is required under REACH Article 117 and CLP Article 46. Drafting of the report was carried out by DAFM, the Health and Safety Authority and the Environmental Protection Authority with coordination and final submission by the Department of Jobs, Enterprise and Innovation. Annual reporting under Article 10 of the Rotterdam regulation was also carried out in respect of 2014.

In terms of inspection, no specific REACH, CLP or Rotterdam inspections were carried out in 2015. DAFM also did not participate in FORUM-REF or pilot projects in 2015.

In effect, DAFM enforces the REACH and CLP Regulations in the context of enforcement of the sector-specific plant protection product and biocides legislation. Specific checks were completed as follows:

- REACH: Notification/authorisation/registration of pesticide products to DAFM included a check on the REACH compliance of SDSs.
- CLP: Labelling and classification requirements of pesticide products under CLP Regulation during the notification/authorisation/registration process were also checked. In addition, inspections carried out in 2015 involved checks on the compliance of pesticide product labels.
- Rotterdam: There was no import or export activity for pesticides within the scope of the Rotterdam Regulation in 2015. There was one Special RIN request for analytical purposes in 2015. This was processed through the ePIC IT application.

4. Customs Division of the Revenue Commissioners

The Revenue Commissioners are the designated national authority under Article 17 of the Rotterdam Regulation. The Revenue's Customs Service is responsible for the control of the import and export of dangerous chemicals as listed in that Regulation. For this purpose, profiles have been set into the Revenue's Automated Entry Processing (AEP) Customs clearance system. Revenue has (through its Customs Consultative Committee) informed the trade of the export declaration and RIN requirements for the exportation of chemicals covered by the Rotterdam Regulation. The public can access the staff manual via the Revenue website (Dangerous Chemicals Manual). In addition, the Revenue website also sets out general information in respect of prohibited/restricted goods, and this includes information in respect of the exportation of dangerous chemicals under the Rotterdam Regulation (<http://www.revenue.ie/en/customs/prohibitions-restrictions/index.html>).

Enforcement activities from a Customs perspective include the electronic profiling of certain dangerous chemicals on the AEP system and the validation by Customs staff of RINs at exportation where relevant. The use of combined nomenclature (CN) codes for profiling remains an issue not only for Customs in Ireland but also for other member states, as the use of CN codes cannot in all cases identify the specific chemicals that are subject to the Rotterdam Regulation. A particular CN code could relate to as many as 300 different chemicals, a small number of which may require a RIN, most of which may not require a RIN and possibly some for which export is prohibited. Customs, via the HSA, submitted a proposal some time ago to the EU Commission for the mandatory use on Customs declarations of a unique number to identify specific chemicals (e.g. CUS number). However, no action has been taken to date at EU level.

5. Environmental Protection Agency (EPA):

The roll-out of the Agency's REACH Implementation Strategy, development of which was mentioned in the 2014 Chemicals Act Report, continued in 2015. Agency personnel involved in the processing of permits issued under the Industrial Emissions Directive (Directive 2010/75/EU) within the State have been familiarised with REACH's authorisation requirements for the use of substances listed in Annex XIV of the REACH Regulation. Additionally, market surveillance regarding the use of substances listed in Annex XVII of the REACH Regulation were incorporated into the Agency's general internal market surveillance programmes and, where feasible, combined with actions relating to other relevant legislation, e.g. Persistent Organic Pollutants Regulation.

The EPA had carried out on its behalf inspection campaigns over the reporting period to ascertain if seven products, reported as non-compliant with provisions set out in Article 67 of the REACH Regulation and the subject of RAPEX notifications, had been made available on the market within the State. A total of 50 inspections were carried out at importer and retailer premises and observations and enquiries were made concerning the products. None of the products relating to the RAPEX notifications were observed or reported to have been placed or made available on the market within the State.

Additionally, an exploratory market surveillance campaign was initiated in December combining the monitoring of compliance of general household items with essential requirements under both the REACH Regulation (Article 67) and the Persistent Organic Pollutants Regulation. The programme was developed largely in accordance with the Agency's REACH Implementation Strategy. Initial results of the campaign are expected in February 2016. It is anticipated that experiences gained during the 2015 campaign will inform the EPA's activities regarding the forthcoming ECHA Forum on Enforcement REF4 project (Restriction Entries in Annex XVII). The EPA did not get involved in any specific Forum projects, although they have, as mentioned above, committed to the REF4 project in 2016.

The EPA also provided input in relation to two requests for information regarding substances being considered for risk management action under the REACH Regulation. Input was also provided into the UK Environment Agency (Evidence Directorate) project investigating substances that have been identified as being of potential concern in sludge applied to land. Some of the target substances are listed in Annex XIV and/or Annex XVII of the REACH Regulation. The project aims to derive soil screening values where possible for these substances.

The EPA, as part of the implementation of the Action Plan in the State's National Implementation Plan on Persistent Organic Pollutants, also commenced a study on the Persistent Organic Pollutant (POPs) content of sewage sludge. The study was expanded to incorporate testing for many contaminants of emerging concern (CEC), some of which are known or suspected endocrine-disrupting substances. Preliminary results for this project are expected early February 2016.

Further roll-out of the EPA REACH Implementation Strategy is expected during 2016.



Statement on compliance with the requirements of the code of practice for the governance of State bodies

This statement of compliance must be read in conjunction with the statement of internal control that appears in both the annual report and financial statements of the Authority. This statement seeks to provide assurance in connection with a range of items detailed in Paragraph 13.1 of the Code that are not addressed in the statement of internal financial control.

A code of standards and behaviour has been put in place for employees and a code of corporate governance has been put in place for Board members and both are adhered to.

Government policy on the pay of chief executives and all State body employees is being complied with. Details of the salary of the chief executive officer are published in the annual report and financial statements.

Government guidelines on the payment of Directors' fees and expenses are being complied with. The fees and expenses paid to Board members during 2015 have been detailed in a note to the financial statements and are in the annual report.

There have been no significant post balance sheet events.

The Authority has complied with the government travel policies in all respects, is adhering to the relevant procurement policy and procedures and is compliant with the asset disposal procedures.

The Authority is in compliance with all relevant tax laws and the code of practice for the governance of State bodies is being complied with. During the year under review, the Authority, in common with a number of other State agencies, was requested by the Revenue Commissioners to participate in a profile interview and a subsequent Revenue audit. The Authority has not yet been advised of the outcome of the Revenue audit.

On behalf of the Board.

Michael Horgan

Chairperson

March 2016

[illegible]

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lives*

**Health and Safety
Authority**

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