



HEALTH AND SAFETY  
AUTHORITY



Health and Safety Authority  
**Programme of Work  
2009**



Working to create  
a National Culture  
of Excellence in  
Workplace Safety,  
Health and Welfare  
for Ireland

# PROGRAMME OF WORK 2009

## CONTENTS

<b>FOREWORD</b>	<b>3</b>
<b>STATEMENT OF STRATEGY</b>	<b>4</b>
<b>AUTHORITY STRUCTURE</b>	<b>6</b>
<b>SUMMARY</b>	<b>7</b>
<b>KEY SECTORAL SUMMARIES</b>	<b>8</b>
<b>Agriculture</b>	<b>8</b>
<b>Quarries</b>	<b>8</b>
<b>Construction</b>	<b>9</b>
<b>KEY NATIONAL PROGRAMME SUMMARIES</b>	<b>10</b>
<b>Occupational Health</b>	<b>10</b>
<b>Education Programmes</b>	<b>11</b>
<b>WORKPLACE COMPLIANCE AND ADVICE DIVISION</b>	<b>13</b>
<b>Field Operations Programme</b>	<b>14</b>
Health and Safety Management	14
Agriculture, Forestry and Fishing Sector	15
Mining and Quarrying Sector	16
Manufacturing Sector	17
Electricity, Gas, Steam and Air Conditioning Supply Sector	17
Construction Sector	18
Wholesale and Retail Trade, Repair of Motor Vehicles and Motor Cycles Sector	19
Accommodation and Food Service Activities Sector	19
Transport and Storage Sector	20
Financial and Insurance Activities Sector	21
Public Administration and Defence, Compulsory Social Security Sector	21
Education Sector	22
Human Health and Social Work Activity Sector	22
Arts, Entertainment and Recreation Sector	23
Other Sectors	23
<b>Reactive Programmes</b>	<b>24</b>
Complaint and Injury Investigations	24
<b>Sector Campaigns</b>	<b>24</b>
<b>Occupational Health</b>	<b>25</b>
<b>Prosecution and Legal Advice Programme</b>	<b>25</b>
<b>Chemicals Enforcement Programme</b>	<b>25</b>
Occupational Hygiene and REACH Enforcement	25
Major Accident Hazards Sites	26
Transport and Storage of Dangerous Substances	27



<b>Inspection Quality and Inspection Process Development Programmes</b>	<b>28</b>
<b>CHEMICALS POLICY AND SERVICES DIVISION</b>	<b>29</b>
<b>Key Sectors</b>	<b>30</b>
Competent Authority and Administrative Responsibilities	31
Chemicals Legislative and Policy Development	31
Chemicals Stakeholder Support, Information and Consultation	32
<b>PREVENTION SERVICES DIVISION</b>	<b>33</b>
<b>Key Sectors</b>	<b>34</b>
Agriculture, Forestry and Fishing Sector	34
Mining and Quarrying Sector (and Sectors Using Explosives)	37
Electricity, Gas, Steam and Air Conditioning Supply Sector	38
Construction Sector	39
Docks	41
Wholesale and Retail Trade, Repair of Motor Vehicles and Motor Cycles Sector	41
Accommodation and Food Service Activities Sector	42
Transport and Storage Sector	42
Carriage of Dangerous Goods and Transportable Pressure Equipment	44
Human Health and Social Work Activities Sector	45
Education Sector	45
<b>Key Hazards</b>	<b>46</b>
Slips, Trips and Falls (STF)	46
Machinery and Equipment	47
Physical Agents	47
Pressure System Inspection	48
Work at Height	48
<b>Key National Programmes (Activity Spanning all Sectors)</b>	<b>49</b>
Occupational Health	49
Work-Related Mental Health	50
Musculoskeletal Health	50
Education	51
External Communications and Customer Contact Programme	53
<b>CORPORATE SERVICES DIVISION</b>	<b>55</b>
Corporate Governance	55
Research and Statistics	56
Human Resources (HR)	57
Financial and Facilities Management	58
Information and Communication Technologies (ICT)	59
<b>Legislative Development and Departmental Liaison</b>	<b>60</b>

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# [FOREWORD]

**This is the first programme of work prepared by the new Board of the Authority and it is ambitious. However, I believe that not only is it achievable, but it is vital that it is achieved, because the lives, safety and health of so many depend on the Authority doing its job to the best of its ability. And during my time as Chairman I have seen the staff of the Authority consistently delivering on very challenging programmes.**

For me, one of the key elements of the 2009 programme will be a fundamental review of the overall strategy of the Authority. While the current strategy is a good one it has been overtaken by events: a large part of the Authority is now working on REACH, which is both safety and environmental derived; the employment growth in the economy has reversed and the structure of work and employment is changing. Our new strategy will need to take these into account.

This programme sets out to achieve a high level of inspection and enforcement together with balancing programmes of information and advice to assist employers to manage safety. In addition, the legislative renewal programme will continue to make legislation accessible and sensible.

Achieving our programme and goals will not be easy. Like many other agencies we have less funding available to us in 2009 but we will do everything possible to ensure that we deliver the best possible outcome so as to avoid the unnecessary costs of avoidable accidents and ill-health.



**Jim Lyons**

Chairman

Health and Safety Authority



# STATEMENT OF STRATEGY

**The Health and Safety Authority's work programme for 2009 aims to achieve our vision of a national culture of excellence in safety, health and welfare and to meet the six main goals set out below.**

## OUR VISION IS:

A national culture of excellence in workplace safety, health and welfare, where all employees, employers and organisations will commit to the active prevention of accidents, injuries and work-related ill health on a long-term, permanent and sustainable basis.

## OUR OBJECTIVE IS:

To make workplace safety, health and welfare an integral part of doing business in every workplace in Ireland.

## OUR SIX MAIN GOALS ARE TO:

1. Raise the level of general awareness of occupational safety, health and welfare in the workplace among employers, employees and society in general.
2. Target the workers and managers of the future by fostering a culture of safety through early and continued interventions in the education and training systems.
3. Make relevant and specific information and guidance easily available to those who manage and promote workplace safety in all sectors and assist them to achieve their targets.
4. Enforce occupational safety, health and welfare legislation through targeted and prioritised inspections and through legal action where necessary.
5. Develop a research programme on current, emerging and future high-risk areas in workplace safety, health and welfare that will inform all our actions.
6. Ensure that the Authority and its staff, resources and facilities deliver on these corporate goals in line with best practice and value for money.

## OUR VALUES ARE TO:

- ■ Develop and use best practices and procedures to achieve and maintain high standards of service quality.
- ■ Consult our customers to identify their needs and develop our services to meet those needs.
- ■ Deal with people in a straightforward, polite, helpful, open and professional manner.
- ■ Treat people fairly and consistently.
- ■ Lay the foundations of quality customer service through the provision of good working conditions for our staff.
- ■ Respect the right of each individual for dignity in their working life.



# AUTHORITY STRUCTURE

## BOARD OF THE AUTHORITY

The Board determines the policy and objectives for the Authority and exercises general oversight in relation to the work programmes and processes of the Authority.

The Board comprises a chairperson and eleven members appointed by the Minister for Labour Affairs. The Minister appoints members nominated by organisations representative of the social partners and other interests associated with occupational safety and health, including employees, employers and other bodies.

The membership of the current Board is as follows:

<i>Jim Lyons Chairperson</i>		
Employer Nominees	Ministerial Nominees	Employee Nominees
Marian Byron	Ann-Marie Hayes	Eamon Devoy (Vice-Chair)
Dermot Carey	Pat Kearney	Esther Lynch
Sean Corrigan	Christina McEleney	Dessie Robinson
	Francis Rochford	
	Rosie Sheerin	

## THE EXECUTIVE

The functions of the Authority are performed, in accordance with the Board's policy and its legislative remit, by the executive. The executive consists of a staff of up to 197 people, organised into four operational divisions as follows:

<i>Martin O'Halloran Chief Executive</i>			
Workplace Compliance and Advice Division	Chemicals Policy and Services Division	Prevention Services Division	Corporate Services Division
<b>Michael Henry</b> Assistant Chief Executive	<b>Sharon McGuinness</b> Assistant Chief Executive	<b>Mary Dorgan</b> Assistant Chief Executive	<b>Robert Roe</b> Assistant Chief Executive

Our work programme for 2009 is organised by division and this document sets out each division's key roles and activities. Many programmes, however, span more than one division, e.g. the Compliance and the Prevention Divisions have co-ordinated programmes in a number of sectors, including agriculture and construction.





## SUMMARY

### During 2009 we will:

- Develop a new organisational strategy to take account of a changing economy, workforce and remit for the Authority.
- Carry out 17,400 workplace inspections, of which 5,500 will be in the construction sector, 2,000 will be in the manufacturing sector and 1,500 will be in the agriculture sector.
- Focus on health and safety management during inspections, including safety statements, safety and health plans and, where relevant, codes of practice.
- Meet our obligations as Competent Authority under the Chemicals Act 2008.
- Introduce the new Classification, Labelling and Packaging Regulations.
- Revise and update the Biological Agents Regulations and guidance.
- Introduce the revised Asbestos Regulations and publish guidance.
- Publish the updated Code of Practice for Chemical Agents.
- Identify novel and innovative ways to increase chemicals awareness at work.
  - Support the work of the Farm Safety Partnership Advisory Committee and the implementation of its action plan.
- Challenge national stakeholders to tackle the poor safety and health record in agriculture and implement their own safety and health strategies.
  - Launch the Code of Practice for Fishing Vessels.
  - Use a strategic alliance with the Irish Concrete Federation as a conduit to develop additional guidance for the construction sector.
  - Continue to work actively with other organisations such as the Construction Industry Federation, Irish Congress of Trade Unions, Local Government Management Services Board and the Construction Safety Partnership to promote and foster safer workplaces.
  - Develop further safe system of work plans to assist all contractors, but especially the smaller contractor.
  - Embed the new occupational first-aid system.
  - Produce a workplace health toolkit for small and micro companies.
  - Roll out the health and safety management system for post-primary schools on a national basis with the support of the Department of Education and Science.
- Enhance our existing HR, ICT and financial systems to ensure excellence in service delivery to our internal customers.



# [ KEY SECTORAL SUMMARIES ]

## AGRICULTURE

### We will:

- Challenge national stakeholders to tackle the sector's poor safety and health record by implementing their own safety and health strategies.
- Carry out 1,500 inspections in the agriculture sector, primarily focused on family farms. Marts will also be inspected.
- Assess awareness of and use of the Agriculture Code of Practice.
- Focus inspections on the issues of child safety, machinery safety and slurry handling.
- Give advice on farm health and safety training and farm construction activities.
- Where construction work is taking place, inspect this activity.
- Increase awareness of higher risk activities that can cause injury to older farmers.
- Support the work of the Farm Safety Partnership Advisory Committee (FSPAC) and the implementation of its five-year action plan.
- Maintain and develop the joint preventative initiative between the Authority and Teagasc.
- Have a promotional presence at the National Ploughing Championships and one other show, in association with the FSPAC.
- Produce and communicate guidelines for marts, abattoirs and meat factories on animal handling to protect workers.

## QUARRIES

### We will:

- Carry out 750 inspections of quarries and an additional twenty of mines.
- Assess compliance under the health and safety management programme.
- Focus inspections on the safe use of plant, adequate edge protection, vehicle and pedestrian movement, use of explosives, and noise.
- Raise awareness of, promote and provide information on the Quarries Regulations through the use of the guidance issued by the Authority in 2008.
- Ensure that the relevant appointments of operator, explosives supervisor and shot-firer and relevant notification to the Authority have taken place.

- Support the work of the Quarries Safety Steering Committee in the running of the National Quarries Safety Seminar and the development of best practice approaches.
- Use a strategic alliance with the Irish Concrete Federation as a conduit to develop additional guidance for the sector and carry out other relevant initiatives.
- Support FÁS in the development and take up of Quarry Safety Certificate Skills training within the quarrying sector.

## CONSTRUCTION

### We will:

- Carry out 5,500 inspections on construction sites.
- Assess compliance under the health and safety management programme, including the development of site-specific safety and health plans.
- During the inspection process, promote the use of the Code of Practice for Contractors with Three or Less Employees and all newly issued codes of practice and guidance in the sector.
- Ensure that clients are aware of their duties and make the necessary appointments.
- Focus on work at height and excavations, vehicle movement, site access, training, and welfare facilities.
- Continue the manual handling programme initiated in 2008.
- Continue to work actively with the Construction Industry Federation, Irish Congress of Trade Unions, Local Government Management Services Board and all members of the Construction Safety Partnership at national level to promote and foster safer workplaces and an improved safety culture. In particular to address the:
  - Health and safety needs of the small contractor
  - Development of further safe system of work plans to assist all contractors, but especially the smaller contractor
  - Inclusion of safety considerations in tendering and procurement processes.
- Continue to liaise with FÁS and all relevant national stakeholders in relation to promoting site training and in the identification of future industry training needs. We will also support and continue to influence the development of the Construction Skills Certification Scheme (CSCS) programmes and Safe Pass following on the recent report by Claritas conducted jointly by FÁS and the HSA.
- Hold nationwide seminars to inform and increase awareness amongst all construction duty-holders of recent initiatives of the Authority, including the Code of Practice for Access and Working Scaffolds, Code of Practice for Contractors with Three or Less Employees, amendments to the Construction Regulations relating to CSCS training and working on roads guidance, and the Safe System of Work Plan.
- Publish guidelines for best practice client in construction.
- Further develop the Code of Practice for Contractors with Three or Less Employees to include working on roads.



# KEY NATIONAL PROGRAMME SUMMARIES

## OCCUPATIONAL HEALTH

### We will:

- Promote greater awareness amongst employers and employees of workplace health and the prevention of work-related illness.
- Implement our Workplace Health and Well-being Strategy recommendations in conjunction with other key groups.
- Progress the recommendations of the Drummond Report on the reporting of occupational diseases in accordance with Board direction.
- Embed the new first-aid system and review it at year end.
- Target small and micro companies on a workplace health support initiative.
- Implement the Work Positive programme in twenty-five companies in five sectors and produce relevant case studies.
- Finalise implementation of FETAC manual handling training standards.
- Publish findings of the construction manual handling research project and prepare an action plan on its recommendations.
- Prepare guidance on carrying out manual handling risk assessment in hotels.
- Increase workplace inspections in occupational health areas across a range of hazards: stress, manual handling, display screen equipment; and targeted inspections in a range of sectors: education, financial and insurance activities, public administration and defence, and human health and social work.
- Co-sponsor research on farmers' health (Walsh Fellowship/Teagasc).



## EDUCATION PROGRAMMES

### **We will continue and increase our work to influence the education system through:**

- Working to mainstream health and safety at all levels of education.
- Providing teacher supports and classroom resources.
- Implementing joint initiatives with like-minded organisations.

### **At primary level we will:**

- Implement the Junior Achievement 'Our Nation' programme.
- Extend the pilot Keep Safe project (Donegal) to another county and examine its feasibility on a wider scale.

### **At post-primary level we will:**

- Roll out the 'Choose Safety' programme on a national level. This programme is primarily aimed at preparing students for the world of work and specifically for Transition Year, Leaving Certificate Applied and Leaving Certificate Vocational programmes.
- Put in place an online support system for teachers using the programme, through the Authority's website.
- Continue to work with the National Council for Curriculum and Assessment (NCCA) on mainstreaming health and safety in the national curriculum.
- Complete the drafting and testing of a Transition Unit in line with the NCCA guideline.
- Develop and pilot e-learning courseware to assist students in preparing for work experience and the world of work from a health and safety perspective.
- Roll out educational games software on risk assessment aimed at post-primary students, which can be accessed independently or in the classroom.
- Develop teaching and learning resources where required as a follow-up to our interventions with the NCCA on curriculum development, with the support of the Second Level Support Services.
- Develop a case study for the Spirit of Enterprise series (a learning resource aimed at business teachers) to be distributed to all post-primary schools.
- Implement the Junior Achievement 'Our Company' programme in post-primary schools.

### **At third level we will:**

- Complete the research project with the Institute of Occupational Safety and Health into the status and content of health and safety in key courses at third-level institutions in Ireland.



- Manage and deliver the workload of the Third Level Initiative Group of the Construction Advisory Committee, which will include:
  - Liaising and engaging with third-level institutions with respect to educational aspects of health and safety for construction professionals
  - Liaising and engaging with agencies/institutions that set training requirements in health and safety for those in the construction industry
  - Liaising and engaging with professional bodies with respect to educational aspects of health and safety for construction professionals
  - Exploring and investigating possible research areas and sourcing possible funding mechanisms
  - Creating an awareness of health and safety legislative requirements among students partaking in construction-related programmes by hosting a competition open to all third-level institutions.
- Inform appropriate practising academics of developments in the area of health and safety through the dissemination of an e-newsletter specific to construction-related courses.
- Engage with individual third-level institutions with a view to assisting them with the introduction of health and safety into existing and new courses.

# WORKPLACE COMPLIANCE AND ADVICE DIVISION

**This division is primarily focused on the delivery of strategic goals 3 and 4, to:**

- Make relevant and specific information and guidance easily available to those who manage and promote workplace safety in all sectors and assist them to achieve their targets.
- Enforce occupational safety, health and welfare legislation through targeted and prioritised inspections and through legal action where necessary.

## ROLE OF THE DIVISION

**The key role of the division is to deliver programmes of nationwide inspections, at individual places of work and in key sectors. We focus on achieving the following goals:**

- Raising the level of general awareness of occupational safety, health and welfare in the workplace and among employers and employees.
- Enforcing occupational safety, health and welfare legislation through targeted and prioritised inspections and through legal action where necessary.
- During workplace inspections, ensuring that employers are aware of their responsibilities, comply with health and safety legislation and manage health and safety at their place of work. This goal is achieved by a combination of advice, enforcement or legal proceedings, as appropriate.
- Increasing awareness of workers on the potential ill-health effects of using chemicals in the workplace and of the effect of chemicals on the wider environment.
- Discharging our responsibility as the national Competent Authority for the Control of Major Accident Hazards (COMAH Regulations/Seveso II Directive) and the Chemical Weapons Act.
- Developing and maintaining an up-to-date database on the level of compliance of Irish workplaces with occupational safety and health legislation.
- Using the information arising from the inspection programme and database to identify and target other actions and initiatives on a sectoral as well as an individual employer basis.



## FIELD OPERATIONS PROGRAMME

### HEALTH AND SAFETY MANAGEMENT

The Safety, Health and Welfare at Work Act 2005 identifies the need to manage health and safety at places of work. Workplaces inspected as part of the proactive inspection campaign in the individual sectors identified below will have their management of health and safety assessed.

#### OBJECTIVE

To ensure the management of health and safety at places of work in key identified sectors.

#### PERFORMANCE INDICATORS

The presence of a safety statement or compliance with issued codes of practice (agriculture and construction), written risk assessments, awareness of responsibilities, awareness of the level of compliance, the presence of systems for effective consultation on health and safety issues and reporting of notifiable accidents/dangerous occurrences.

#### **During workplace inspections, we will:**

- Give advice and guidance where there is evidence of a positive approach to the management of health and safety but where it is not fully effective.
- Take action to achieve compliance where there is evidence of no or limited management of health and safety.
- Contact senior managers to discuss on-site management of health and safety.
- Request and examine relevant documentation, including risk assessments, safety statements and codes of practice.
- Discuss with senior managers the level of compliance of their organisation with the relevant legislation and their health and safety responsibilities.
- Review the systems of consultation in the workplace.
- Advise employers of their duty regarding the reporting of accidents and dangerous occurrences.
- Review the role and the availability of the 'competent person', particularly with respect to carrying out chemicals risk assessments.
- Re-inspect places of work where there has been evidence of poor or no health and safety management.
- Review and report on sectoral and regional performance.



## AGRICULTURE, FORESTRY AND FISHING SECTOR

### AGRICULTURE

#### OBJECTIVES

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To achieve improvements in farm safety through contact with farmers, farm inspections and supporting the partnership approach adopted with other stakeholders through the Farm Safety Partnership Advisory Committee.

To achieve improvements in the management of construction work on farms to ensure that the risks of the combination of both these high-risk sectors are minimised.

#### PERFORMANCE INDICATORS

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An increase in the number of farmers with knowledge of, and complying with, the Agriculture Code of Practice.

An increase in the number of farmers with knowledge and awareness of the hazards and risks associated with construction work, and improved standards of safety during construction activity on farms.

#### **We will:**

- Carry out 1,500 inspections in the agriculture sector, primarily focused on family farms. Marts will also be inspected.
- Assess compliance with the health and safety management programme.
- Focus on the issues of child safety, machinery safety and slurry handling.
- Give advice and promote the Teagasc farm health and safety training.
- Increase awareness of activities that have a higher risk of causing injury to older farmers.
- Give advice on construction activity and client responsibilities.
- Where construction work is taking place, inspect this activity.
- Support farm safety initiatives organised by the Prevention Services Division, the Farm Safety Partnership Advisory Committee and the Regional Advisory Committees.
- Review and report on overall sectoral performance.



## FORESTRY

### OBJECTIVE

To maintain a programme of inspection in this area to ensure compliance with the Forestry Code of Practice and to maintain contact with relevant stakeholders.

### PERFORMANCE INDICATORS

Awareness within the sector of the code of practice and the legal duties placed on individuals, and compliance with these duties.

#### **We will:**

- Carry out fifty forestry inspections, based on the code of practice.
- Assess the degree of training in the use of plant and equipment.

## MINING AND QUARRYING SECTOR

### OBJECTIVES

To achieve improvements in the safety and health management of mines and quarries.

To ensure awareness of and compliance with the new Safety, Health and Welfare (Quarries) Regulations 2008.

### PERFORMANCE INDICATORS

The appointment of the relevant duty-holders as required under the new regulations.

An increase in the levels of compliance, particularly in the areas of fixed plant, vehicle movement and on-site use of explosives.

Repeat inspections of quarries where standards were identified as poor.

#### **We will:**

- Carry out 750 inspections of quarries and an additional 20 of mines.
- Assess compliance under the health and safety management programme.
- Promote and provide information on the Quarries Regulations through the use of the guidance issued by the Authority in 2008.
- Ensure that the relevant appointments of operator, explosives supervisor and shot-firer and relevant notification to the Authority have taken place.
- Focus on the safe use of plant, adequate edge protection, vehicle and pedestrian movement, use of explosives, and noise.
- Hold an intensive week of quarries inspections focused on a current relevant issue of concern in this sector to heighten health and safety awareness.
- Support mine and quarry safety initiatives and strategic alliances.
- Review and report on overall sectoral performance.

## MANUFACTURING SECTOR

### OBJECTIVE

To maintain an inspection focus in the area of manufacturing in order to continue improving the levels of compliance and to ensure that employers are implementing the necessary controls, particularly in the area of work at or access to height.

### PERFORMANCE INDICATORS

An increase in the level of compliance, particularly in the area of health and safety management.

The key hazards and risks, particularly those associated with machinery, work at height and vehicle and pedestrian movement, are adequately controlled at places of work.

#### **We will:**

- Carry out 2,000 inspections of manufacturing premises.
- Assess compliance under the health and safety management programme.
- During inspection, maintain a focus on machine guarding, forklift use, work at height, pedestrian movement, CE marking, manual handling and noise.
- Promote awareness of relevant new regulations and guidance.
- Review and report on overall sectoral performance.

## ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY SECTOR

### OBJECTIVE

In the area of renewable energy, particularly electricity generation by wind power, to examine health and safety management systems to ensure that the issue of plant maintenance has been risk assessed.

### PERFORMANCE INDICATORS

The presence of relevant risk assessments relating to plant maintenance at wind farm facilities.

#### **We will:**

- Carry out twenty inspections and interact with the main wind farm operation companies.
- During inspection, maintain a particular focus on plant maintenance and work at height.
- Examine the risk assessments relevant to plant maintenance, with a particular focus on work at height.



## CONSTRUCTION SECTOR

### OBJECTIVES

To continue to improve safety and health standards on construction sites through the enforcement of the 2006 Construction Regulations.

To ensure that employers are using guidance such as the Safe System of Work Plan, the Code of Practice for Contractors with Three or Less Employees and the Code of Practice for Access and Working Scaffolds, or guidance of an equivalent standard, to control the key risks.

### PERFORMANCE INDICATORS

Increased level of compliance with the Construction Regulations.

Awareness and use of the available guidance and codes of practice to assist in the control of the main risks within the sector. The use of the Code of Practice for Contractors with Three or Less Employees, the presence of risk assessments, and scaffolding erected in line with the code of practice.

#### **We will:**

- Carry out 5,500 inspections on construction sites.
- Assess compliance under the health and safety management programme, including the development of site-specific safety and health plans.
- During the inspection process, promote the use of the Code of Practice for Contractors with Three or Less Employees and all newly issued codes of practice and guidance in the sector.
- Ensure that clients are aware of their duties and make the necessary appointments.
- Focus on work at height and excavations, vehicle movement, site access, training, and welfare facilities.
- Continue the manual handling programme initiated in 2008.
- Ensure a renewed focus on construction safety by holding two construction safety campaigns focused on current issues of concern.
- Support construction safety initiatives organised by the Prevention Services Division, the Construction Safety Partnership and the Regional Advisory Committees.
- Review and report on overall sectoral performance.

## WHOLESALE AND RETAIL TRADE, REPAIR OF MOTOR VEHICLES AND MOTOR CYCLES SECTOR

### OBJECTIVES

To initiate an inspection programme to examine the current approaches to health and safety management in the retail sector, where manual handling accounts for 44% of accidents and the highest level of injury in the 15–19 age band.

To engage with senior managers in companies with multiple sites to ensure company-wide solutions.

### PERFORMANCE INDICATORS

The levels of active health and safety management systems and manual handling risk assessments within the sector are established.

Company-wide issues are raised with senior managers by the relevant Authority regional manager.

#### **We will:**

- Carry out 250 inspections with a focus on multiple outlet organisations.
- Assess company policy and health and safety management processes by engaging with senior management of large retail companies with multiple outlets.
- During inspection, maintain a particular focus on manual handling; forklift use; work at height; vehicle transport safety; slips, trips and falls; and young persons at work.
- Provide reports of findings on inspections to a company's senior management where inspections are carried out at multiple outlets of that company.

## ACCOMMODATION AND FOOD SERVICE ACTIVITIES SECTOR

### OBJECTIVE

To maintain the level of interaction with the sector, following on from the inspections initiated in 2008; and to build on the health and safety awareness generated by inspections and the support of stakeholder representative groups. This programme will focus on hotels, restaurants and public houses.

### PERFORMANCE INDICATORS

An increase in the level of compliance over that identified in the 2008 inspection programme.

#### **We will:**

- Carry out 1,000 inspections in the sector.
- Assess compliance under the health and safety management programme.
- During inspection, maintain a particular focus on manual handling; provision of health and safety information in an understandable format; maintenance and construction activity; staff security; and slips, trips and falls.



- Give advice, guidance and support where there is evidence of an approach to health and safety that is committed and proactive.
- Ensure compliance where there is no or limited evidence of the adequate control of known risks.
- Interact with stakeholder representative bodies to highlight health and safety issues of concern in the sector.

## TRANSPORT AND STORAGE SECTOR

### OBJECTIVE

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In the sector that had the second highest fatality rate in 2007, to initiate an inspection programme to increase awareness and ensure an increase in the level of compliance, particularly in the area of workplace vehicle transport safety.

### PERFORMANCE INDICATORS

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In places of work that have a high risk associated with workplace vehicle transport, awareness of the key issues of concern with workplace vehicle transport safety and an increased level of compliance, particularly in the areas of vehicle, site and driver safety and safe systems of work.

#### **We will:**

- Carry out 250 inspections in the sector.
- Assess compliance under the health and safety management programme.
- During inspection, maintain a particular focus on relevant risk assessments, vehicle maintenance, vehicle movements at the place of work, loading and unloading including use of loading bays, driver training, manual handling and noise.
- Assess awareness of the vehicle transport safety issue within the sector in light of the seminars held in 2008.
- Give advice, guidance and support where there is evidence of an approach to health and safety that is committed and proactive.
- Ensure compliance where there is no or limited evidence of the adequate control of known risks.
- Review and report on overall sectoral performance.

## FINANCIAL AND INSURANCE ACTIVITIES SECTOR

### OBJECTIVE

To maintain the level of interaction with the financial sector initiated in 2008 and to build on the health and safety awareness generated by inspections. This programme will be implemented nationwide following the initial Dublin-based programme of 2008.

### PERFORMANCE INDICATORS

An increase in the level of compliance and awareness over that identified in the 2008 inspection programme.

#### **We will:**

- Carry out 200 inspections in the sector.
- Assess compliance under the health and safety management programme.
- During inspection, maintain a particular focus on risk assessments on display screen equipment; the awareness of stress as a sectoral issue; slips, trips and falls; and the presence of an anti-bullying policy in line with the code of practice.
- Give advice, guidance and support where there is evidence of an approach to health and safety that is committed and proactive.
- Ensure compliance where there is no or limited evidence of the adequate control of known risks.

## PUBLIC ADMINISTRATION AND DEFENCE, COMPULSORY SOCIAL SECURITY SECTOR

### OBJECTIVE

To ensure that the major reduction in the level of limited or no compliance reported through local authority workplace inspections since 2005 is maintained, and that there is an increase in the level of full/broad compliance.

### PERFORMANCE INDICATORS

The presence of active health and safety management systems with identified duty-holders at local authority places of work.

#### **We will:**

- Carry out 200 inspections in the sector.
- Assess compliance under the health and safety management programme.
- During inspection, maintain a particular focus on identification and allocation of responsibilities, vehicle safety, chemical handling, manual handling, anti-bullying policy and noise.
- Review and report on overall sectoral performance.



## EDUCATION SECTOR

### OBJECTIVE

To initiate a series of proactive inspections to examine the approach to health and safety management in the second-level education sector and determine the presence of an anti-bullying policy.

### PERFORMANCE INDICATORS

The presence of school-specific safety statements with written risk assessments and an anti-bullying policy in line with the Code of Practice on Bullying.

#### **We will:**

- Carry out 200 inspections in second-level institutions.
- Assess compliance under the health and safety management programme.

## HUMAN HEALTH AND SOCIAL WORK ACTIVITY SECTOR

### OBJECTIVE

To maintain the level of interaction with the health service sector commenced in 2007 and to inform senior management within the sector of the findings of the Authority's inspections regarding health and safety management systems.

### PERFORMANCE INDICATORS

A synopsis of the findings of the Authority's interactions with Health Service Executive (HSE) places of work since 2008, identifying any issues of concern that may exist.

Resolution of service-wide issues through contact with HSE senior management rather than on a site-by-site basis.

#### **We will:**

- Carry out 200 inspections in the sector.
- Assess compliance under the health and safety management programme.
- During inspection, maintain a particular focus on identification of responsibilities, manual handling, violence and the presence of an anti-bullying policy.
- Keep the inspection programme under review and address service-wide issues centrally, i.e. with the HSE.
- Ensure compliance where there is no or limited evidence of the adequate control of known risks.



## ARTS, ENTERTAINMENT AND RECREATION SECTOR

### OBJECTIVE

To initiate a series of inspections in the arts sector focused on the area of staging and stage construction to increase awareness of health and safety issues and assess the level of compliance in the sector.

### PERFORMANCE INDICATORS

Identification of the approach used to control the key hazards and risks and a benchmark on the current level of compliance.

#### **We will:**

- Carry out twenty inspections in this sector.
- Examine the approach to risk assessment and the level of health and safety management compliance.

## OTHER SECTORS

### OBJECTIVE

To ensure that the Authority maintains a presence in other sectors, specific activities will be included in the programme for a very limited number of inspections.

### PERFORMANCE INDICATORS

Limited inspections carried out in some specific sectors.

#### **We will:**

- Perform offshore inspections.
- Perform diving inspections.
- Perform biological agents inspections.



## REACTIVE PROGRAMMES

### COMPLAINT AND INJURY INVESTIGATIONS

#### OBJECTIVE

To prioritise serious complaints and accidents for investigation to ensure that any improvements required to health and safety management and controls at a place of work are carried out. Where breaches of regulations are identified, these will result in enforcement action or prosecution as appropriate.

#### PERFORMANCE INDICATORS

Prioritised accidents and complaints are investigated and closed out. Where necessary, investigation files with recommendations are submitted for consideration for possible prosecution.

Based on the level of relative activity in 2007, it is anticipated that there will be 1,000 inspections of workplaces to investigate complaints and a further 1,000 inspections associated with accident investigations in 2009.

## SECTOR CAMPAIGNS

The following sector campaigns are planned for 2009:

- Agriculture
- Construction
- Mines and quarries
- European Safety Week.

These campaigns have been included in the activities for the relevant sectors above, with the exception of the European Safety Week, the focus of which will be directed by the theme identified at EU level.

## OCCUPATIONAL HEALTH

In addition to the occupational health issues included in the activities above, the issue of radon will be addressed during inspections of areas where the Radiological Protection Institute of Ireland has identified potential high exposure levels.

## PROSECUTION AND LEGAL ADVICE PROGRAMME

### OBJECTIVES

To provide, in consultation with State Legal Services, for the prosecution of health and safety offences in accordance with agreed protocols and procedures.

To provide legal advice within the Authority.

### PERFORMANCE INDICATORS

Investigation files are processed efficiently and in accordance with agreed procedures.

#### **We will:**

Manage the centralised prosecution system of the Authority in accordance with agreed procedures.

- Manage the centralised prosecution system of the Authority in accordance with agreed procedures.
- Provide legal advice to all divisions in the Authority.
- Manage and advise on the civil enforcement function of the Authority and all civil litigation in which the Authority is engaged.

## CHEMICALS ENFORCEMENT PROGRAMME

### OCCUPATIONAL HYGIENE AND REACH ENFORCEMENT

#### OBJECTIVE

To monitor workplaces and ensure compliance with the Chemicals Act 2008, the Safety, Health and Welfare at Work Act 2005 and the Chemical Agents Regulations 2001.

#### PERFORMANCE INDICATORS

The Authority's enforcement strategy on chemicals implemented in line with requirements under the Chemicals Act 2008 and the recommendations of the EU Senior Labour Inspectors Committee and European Chemicals Agency Forum.

800 inspections carried out under the Chemicals Act 2008 and 200 asbestos, fifty vibration and twenty biological agents inspections completed.



**We will:**

- Carry out 1,200 inspections focusing on chemical/pharmaceutical processing, electronics, electroplating, printing, woodworking, spray painting, wholesale and distribution sectors. Inspections will examine:
  - Registration and pre-registration of substances under REACH
  - Hazard communication (safety data sheets and hazard labels for dangerous substances and preparations, including detergents)
  - Risk assessments under the Chemical Agents Regulations 2001 and subsequent implementation of risk prevention strategies
  - Health and safety competence available at the workplace on chemicals risk assessments
- Carry out up to 20 biological agents inspections on a complaint basis.
- Perform 50 vibration inspections to monitor compliance with the General Application Regulations 2007 on control of vibration at work.
- Conduct 200 asbestos-based inspections to review worker training and the availability of suitable 'competent person' expertise for asbestos demolition work.

## MAJOR ACCIDENT HAZARDS SITES

### OBJECTIVE

As the national Competent Authority under the 2006 COMAH Regulations on the control of major accident hazards (Seveso II Directive), to ensure compliance with safety and health legislative requirements in designated workplaces that present a potential risk of major accident hazards.

### PERFORMANCE INDICATORS

All 2006 COMAH Regulations sites inspected and follow-up actions taken where deemed necessary.

New COMAH Regulations and updated guidance published.

Land-use planning requests responded to within the relevant time frame and planning appeal hearings attended as requested by relevant authorities.

Updated land-use planning and specified distance guidance published.

**We will:**

- Inspect all designated sites under the 2006 COMAH Regulations and assess the safety reports required to be submitted in 2009. Up to 400 inspections are planned, which will also concentrate on the level of competence available to the workplaces covered by the COMAH Regulations. We will also monitor the level of compliance with the Chemicals Act 2008 and the REACH registration requirements during these inspections.

- Ensure that 'top-tier' major accident hazards sites meet their obligations to provide information to the public on what to do in the event of an emergency at these sites. We will also review our published guidance 'Setting the Specified Area', which sets down the extent of the area to be informed.
- Monitor the preparedness of the local competent authorities with regard to their external emergency plans for these 'top-tier' sites.
- Provide land-use planning advice to planning authorities and to An Bord Pleanála in respect of major accident hazards establishments and nearby developments. We will update our published land-use planning guidance for developments around flammable liquid storage facilities in light of the recommendations of the final Buncefield Report.
- Work with the Department of Enterprise, Trade and Employment to update the 2006 COMAH Regulations so as to comply with the Chemicals Act 2008. This will also require the COMAH Regulations guidelines to be updated.
- Work with An Bord Pleanála to develop a memorandum of understanding on major accident hazards planning matters and update the current memorandum of understanding with the Environmental Protection Agency.
- Inspect oil jetties and all offshore installations not covered by the 2006 COMAH Regulations under the applicable legislation, as well as other potential high-hazard sites.
- Fulfil our responsibilities as Competent Authority as they relate to the provisions of the Chemical Weapons Act.

## TRANSPORT AND STORAGE OF DANGEROUS SUBSTANCES

### OBJECTIVE

To enforce legislation and guidance relating to the carriage of dangerous goods by road (ADR), the examination of dangerous goods safety advisers (DGSA) and drivers, and the storage and transport of liquid fuels.

### PERFORMANCE INDICATORS

1,600 inspections undertaken at ADR road checks, DGSA depots and petrol stations.

New dangerous goods enforcement framework designed.

#### **We will:**

- Carry out 1,600 inspections for the storage of dangerous goods at depots and their carriage by road, with particular reference to the availability of DGSA certification and driver training. This figure will include 1,200 ADR road checks, 250 DGSA depot inspections and 150 retail and private petroleum stores.
- Work with the Department of Enterprise, Trade and Employment to implement the review of the 1972 Dangerous Substances Act with regard to bulk petroleum stores, retail and private petroleum stores and oil jetties.



## INSPECTION QUALITY AND INSPECTION PROCESS DEVELOPMENT PROGRAMMES

### OBJECTIVE

To ensure that inspections are targeted, proportionate, fair and helpful.

### PERFORMANCE INDICATORS

GeoSmart successfully rolled out to all staff.

Inspectors' Enforcement Manual updated.

EU Senior Labour Inspectors Committee (SLIC) meetings attended.

#### **We will:**

- Continue to fulfil our responsibilities on the EU SLIC and participate on its sub-groups on enforcement and REACH enforcement.
- Continue to roll out the new inspection management system, GeoSmart, to all inspectors, introduce a quality-control programme to maintain its integrity and implement new working methods to secure the most efficient and effective targeting of inspector resources.
- Develop the Inspectors' Enforcement Manual to take on board the new requirements in legislation and best practice as identified in high-performing EU member states and through the EU SLIC forum, and to make it compliant with the new GeoSmart inspection management system.
- Run a new inspector induction training programme for all inspectors recruited in 2009 and continue to develop the skills of experienced inspectors.

## CHEMICALS POLICY AND SERVICES DIVISION

**This division is primarily focused on the delivery of strategic goals 1 and 3, to:**

- Raise the general awareness of occupational safety, health and welfare in the workplace.
- Make relevant and specific information and guidance easily available.

### ROLE OF THE DIVISION

One of the main functions of the division is to act as national Competent Authority or administration lead for the following areas of European chemical legislation on health, safety and the environment:

- REACH Regulation
- Detergents Regulation
- Classification, Packaging and Labelling of Dangerous Substances and Preparations
- Marketing and Use Directive
- Export and Import of Dangerous Chemicals Regulation.

**In addition, we also have administrative responsibility for:**

- Asbestos
- Carcinogens
- Chemical agents
- Biological agents.

**Our key goals are to:**

- Support the Department of Enterprise, Trade and Employment with technical expertise during negotiations at the European Council.
- Represent Irish interests at EU discussions and technical groups.
- Participate as technical experts and as the Competent Authority at European Commission and European Chemical Agency working groups and committees.
- Engage and consult with our stakeholders and customers throughout EU negotiations and discussions so that Irish views and interests are represented.
- Develop legislative proposals for the implementation of EU directives and regulations in Ireland and manage the associated consultation process.
- Develop codes of practice, guidance and guidelines.
- Inform, educate and promote awareness and knowledge.
- Monitor and engage in discussions on emerging trends in chemicals, e.g. nanotechnology.



- Lead and participate in stakeholder forums.
- Act as primary contact for key stakeholders, including the pharmachem industry.
- Co-operate with relevant state agencies on areas of common interest.
- Act as the principal contact for the Authority in the Technical and Scientific Advisory Committee and related ad-hoc working groups.
- Support the chemicals inspection programme through the provision of information and the determination of appropriate enforcement policy.

## KEY SECTORS

Chemicals are ubiquitous in the workplace and indeed in everyday life. Almost all Irish workplaces use chemicals to varying degrees of volume and complexity: from simple operations such as printing to the use of solvents and adhesives in a workshop through to more complex operations using speciality chemicals to produce medicinal products.

The 2005 Forfás assessment of the impact on Ireland of the then proposed EU chemical policy REACH (Registration, Evaluation and Authorisation of Chemicals) indicated that the chemical industry in Ireland is characterised by state-of-the-art manufacturing facilities producing speciality chemical (adhesives, sealants, paints etc.) and pharmaceutical (active pharmaceutical ingredients and finished products such as tablets) products for export. According to Eurostat data, Ireland represents 2.9% of the total EU chemical output.

While the manufacture of chemicals is mainly found amongst the sectors mentioned above, the import and/or use of chemicals is found throughout all sectors, from the medical devices/instruments sector through the ICT hardware (electrical and electronic equipment), food and drink, and printing and publishing sectors to the small to medium-sized enterprise (SME) sector.

The Authority's 2009 programme is geared to enabling companies that manufacture, import and use chemicals to continue to innovate and develop while at the same time ensuring the health and safety of employees and protection of consumers and the environment.



## COMPETENT AUTHORITY AND ADMINISTRATIVE RESPONSIBILITIES

### OBJECTIVES

To act as national Competent Authority for a range of EU chemical legislation designed to protect human health and the environment.

### PERFORMANCE INDICATORS

#### As national Competent Authority, we will:

- Fulfil this function in relation to the classification, packaging and labelling of dangerous substances and preparations and the Chemicals Act 2008.
- Conclude the Competent Authority role for marketing and use legislation by 31 May 2009 and prepare for the introduction of the new restrictions process under REACH as of 1 June 2009.
- Meet EU and national commitments in relation to the Asbestos, Chemical Agents, Carcinogens and Biological Agents Regulations.

## CHEMICALS LEGISLATIVE AND POLICY DEVELOPMENT

### OBJECTIVE

- To develop legislative proposals, guidelines and guidance to support our legislative and policy programme.

### PERFORMANCE INDICATORS

- New EU legislation is introduced and implemented within the specified time frames.
- Existing national legislation is amended and repealed within the specified time frames.

#### We will:

- Introduce the new Classification, Labelling and Packaging (CLP) Regulations.
- Introduce any amendments to the REACH, Detergents, Export and Import of Dangerous Chemicals and CLP Regulations within the ambit of the Chemicals Act 2008.
- Replace or repeal existing regulations on the classification, packaging, labelling, marketing and use of dangerous substances.
- Revise and update the Biological Agents Regulations and related guidance and information.
- Introduce the revised Asbestos Regulations and publish guidance.
- Publish guidelines for asbestos workers in line with EU training guidelines.
- Publish the updated Code of Practice for Chemical Agents with third indicative list of occupational exposure limit (OEL) values included.



- Introduce and implement the Authority's strategy on the safe use of nanoparticles in the workplace in consultation with Forfás and the Department of Enterprise Trade and Employment.
- Represent Ireland at European Commission committees and sub-groups as well as the European Chemicals Agency (ECHA) Member State Committee and Forum on Enforcement.
- Provide expert advice and input into ECHA's Risk Assessment and Socio Economic Committees and technical working groups.
- Represent Ireland in EU working groups on chemical agents' exposures and setting of OELs.

## CHEMICALS STAKEHOLDER SUPPORT, INFORMATION AND CONSULTATION

### OBJECTIVE

To meet our goals of informing, promoting awareness and monitoring trends to support all our customers and stakeholders.

### PERFORMANCE INDICATORS

Accompanying guidance and information is available at the same time as legislation is introduced and updated.

Sector-specific chemicals information is prepared and delivered to at least two of the sectors identified in the 2008 chemicals usage survey.

#### **We will:**

- Provide ongoing support to stakeholders through seminars, events, guidance and a dedicated helpdesk and website on chemicals.
- Seek to identify novel and innovative ways to increase chemicals awareness in Irish workplaces.
- Review and process information obtained from the 2008 chemicals usage survey with a view to prioritising and targeting information to the SME sector.
- Partner and consult with relevant stakeholder groups, including the Technical and Scientific Advisory Committee and any ad-hoc groups established under its remit.
- Identify and monitor emerging trends and research areas on the impacts of chemicals on occupational health and safety and on the environment.

# [ PREVENTION SERVICES DIVISION ]

This division is primarily focused on the delivery of strategic goals 1, 2 and 3, to:

- ■ Raise the level of general awareness of occupational safety, health and welfare in the workplace.
- ■ Target the workers and managers of the future by fostering a culture of safety through early and continued intervention in the education and training systems.
- ■ Make relevant and specific information and guidance easily available to those who manage and promote workplace safety.

## ROLE OF THE DIVISION

This division leads accident and ill-health prevention strategy for the Authority for work activities other than those involving chemicals and biological agents. We work to ensure that the Authority sets the right agenda and achieves the optimum balance between enforcement and prevention activities. Prevention action is a substantial part of the work of each operational division of the Authority. Our ultimate goal is to make workplaces safer and healthier for everyone.

### Our key activities are:

- ■ Collecting and analysing data to enable the Authority to plan effectively to address issues in key sectors, for key hazards and through national programmes spanning all sectors.
- ■ Developing necessary and proportionate legislative proposals and managing the consultation process around such proposals.
- ■ Promoting workplace health and safety to generate both general awareness and awareness of specific sectoral issues.
- ■ Matching the needs of workers, employers, students, the public and specialist groups (e.g. non-English speakers or those with special access needs) with specific guidance, information, workshops, curriculum materials and responses to complaints about safety. We use all forms of communication to inform, educate and guide and continuously upgrade such customer support technology.
- ■ Implementing special projects and initiatives in companies, schools and third-level institutions, jointly with other organisations and jurisdictions.
- ■ Acting as the Competent Authority at national and international level for the Carriage of Dangerous Goods by Road (ADR) and the Transportable Pressure Equipment Directive (TPED).
- ■ Managing national systems including occupational first aid and ADR/TPED assessments.



- Participating in partnerships with external organisations on a national and/or sectoral health and safety agenda such as the Construction Safety Partnership, Construction Industry Group (FÁS CIG), ESB Liaison Group, Farm Safety Partnership Advisory Committee, Teagasc (strategic alliance), Irish Concrete Federation (new strategic alliance), Department of Education and Science (Joint Steering Group), Bord Iascaigh Mhara (liaison agreement), FETAC (national standards and awards)..

## KEY SECTORS

This section highlights only those sectors for which specific preventative actions are planned and targeted. We select these sectors based on a demonstrated need for intervention and our ability to assign adequate resources to achieve results. Sectors that are not included will continue to be monitored for safety performance and inspected in accordance with the programmes set out elsewhere in this document.

## AGRICULTURE, FORESTRY AND FISHING SECTOR

### AGRICULTURE

Central Statistics Office, Teagasc and HSA data indicate a general downward trend in non-fatal and fatal injury rates over the five-year period to 2007 covered by the last Farm Safety Action Plan. Unfortunately, there was a marked increase in fatal accidents in the first half of 2008.

Deaths of children and adults under the age of 66 fell significantly during the period 2003 to 2007. Deaths of farmers (or family members) aged 66 and over now account for almost half of all farm fatalities. Most of these accidents are associated with the use of tractors and machinery, working with livestock and falls from height.

Rates of occupational illness are significantly higher in this sector, with manual handling, lung problems, infections and noise being the leading causes of ill health.

The current unsatisfactory safety culture in agriculture will not change and injuries will not reduce further without a significant increase in direction and leadership from the major stakeholders and representative bodies within the sector.

### OBJECTIVE

To ensure the implementation of the new four-year Farm Safety Action Plan, the widespread use of the Farm Safety Code of Practice and the take-up of available training.

### PERFORMANCE INDICATORS

Annual targets of the Farm Safety Partnership Advisory Committee (FSPAC) plan achieved.

**We will:**

- Support the work of the FSPAC and the implementation of its action plan.
- Challenge national stakeholders to tackle the sector's poor safety and health record by implementing their own safety and health strategies.
- Run, in association with the FSPAC, a National Farm Safety Conference aimed at tackling critical issues and raising awareness.
- Maintain and develop the joint preventative initiative between the Authority and Teagasc.
- Use every opportunity to promote and encourage attendance at Agriculture Code of Practice training courses, farm safety FETAC courses and tractor skills training for young persons.
- Have a promotional presence at the National Ploughing Championships and one other show, in association with the FSPAC.
- Produce and communicate guidelines for marts, abattoirs and meat factories on animal handling to protect workers.
- Work to influence the EU Advisory Committee working party in its preparation of non-binding guidance on risk assessment and contribute to identifying means of improving the performance of the sector at EU level.
- Maintain and strengthen international links and the sharing of information and initiatives, particularly on a north/south basis.
- During inspections, emphasise the requirement to have a written farm safety statement or to comply with the Agriculture Code of Practice.
- Provide our inspectorate with strategic information to assist in focusing farm safety inspections and campaigns on those locations and activities giving rise to the greatest risk, e.g. border county locations and older farmers.
- Support strong enforcement action for non-compliance in relation to safety statement/code of practice, machinery maintenance and guarding.



## FORESTRY

Recent years have shown generally good health and safety performance within this relatively small economic sector. The use of advanced forestry harvesting machinery and the implementation of the Forestry Code of Practice have played a major part in achieving this performance.

### OBJECTIVE

To promote the implementation of the Forestry Code of Practice.

### PERFORMANCE INDICATORS

Availability of the code of practice through a variety of channels, including downloads, web promotion and stakeholders.

Evidence of application of the code in the sector.

#### We will:

- Work with key stakeholders to ensure the implementation of the revised Forestry Code of Practice.
- Monitor changes within the sector to identify and address any emerging new risk factors.
- Challenge national stakeholders to identify and tackle health risks inherent in the sector, particularly in relation to noise and vibration.

## FISHING

The sea-fishing sector has a workforce of about 6,000 people and has a disproportionately high fatality and accident rate. On average, there are four or five fatal accidents annually in this sector; many of these involve multiple deaths caused when a vessel is lost at sea. Responsibility for enforcement is divided between the Authority and the Department of Transport, which is responsible for enforcing EU regulations for new vessels (15 metres or over) and existing vessels (18 metres or over).

### OBJECTIVE

To publish and promote the application of the Code of Practice for Fishing Vessels.

### PERFORMANCE INDICATORS

Widespread availability and use of the code of practice in the sector.

#### We will:

- Meet and consult, in association with Bord Iascaigh Mhara (BIM), with those employed in fishing at local level to ensure that the new code of practice is practical and takes account of their needs.

- Consult with relevant stakeholders, including the Department of Transport in relation to the draft Code.
- Launch the code of practice with associated training and work with BIM to ensure that the redesigned training takes account of the code.

## MINING AND QUARRYING SECTOR (AND SECTORS USING EXPLOSIVES)

The three-year fatal injury rate in this sector is 26 deaths per 100,000 workers, second only to the fishing sector and far higher than other high-risk sectors. The majority of these deaths are in quarrying. Until recently, underground mining had a fatality-free period of over fifteen years. However, worryingly, there have been two fatal underground incidents in the last three years. The sector will need to take an active and leading role in managing major risks.

The majority of quarry operators have made little or no provision for managing occupational health issues, despite noise and the potential for respiratory disease being significant issues in many quarries.

### OBJECTIVE

To support the use of the new Quarry Regulations and guidance with promotion and awareness-raising measures.

### PERFORMANCE INDICATORS

Information and guidance on the Quarry Regulations available through a variety of channels, including seminars, hard copies, downloads, web promotion and key stakeholders and alliances.

#### **We will:**

- Raise national awareness of the new requirements of the Quarry Regulations and guidance through the quarries ad-hoc committee and the Quarries Safety Steering Committee.
- Support the work of the Quarries Safety Steering Committee in its running of the National Quarries Safety Seminar and the development of best practice approaches.
- Use a strategic alliance with the Irish Concrete Federation as a conduit to develop additional guidance for the sector and carry out other relevant initiatives.
- Develop and distribute information sheets, best practice guides and simple worker information in association with industry stakeholders.
- Support FÁS in developing and achieving take-up of Quarry Safety Certificate Skills training within the quarrying sector.



- Develop an inspectorate programme to assess compliance with the new Quarries Regulations in relation to revised safety statements, transport rules and development of shot-firing rules. Non-compliant companies and smaller operators will be targeted for inspection and strong enforcement action where there is non-compliance with critical issues.
- Maintain and strengthen international links and the sharing of information and initiatives, particularly on a north/south basis.
- Support the co-operation established between mining operations in the area of emergency planning and the holding of the annual mines rescue competitions.
- Finalise the consolidation of the Mining Regulations.
- Continue to assist in the review of explosives legislation in conjunction with the Department of Justice, Equality and Law Reform.

## ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY SECTOR

In most years there are deaths caused by contact with overhead power lines and injuries or disruption caused by damage to underground services.

### OBJECTIVE

To distribute and support the use of the new Codes of Practice on Underground Services and Overhead Lines.

### PERFORMANCE INDICATORS

Broad use and availability of the codes of practice in industry through a variety of channels, including downloads and web promotion and through social partners such as the ESB Networks, Bord Gáis and Irish Liquefied Petroleum Gas Association.

#### **We will:**

- Promote the new codes of practice relating to overhead electricity lines and underground services.
- During construction inspections, investigate the extent to which adequate measures are being taken to prevent contact with electrical services.
- Produce information sheets on hazards from impact with underground natural and liquefied petroleum gas piping during excavation.
- Continue to assist the National Standards Authority of Ireland through participation in the Gas Standards Technical Committee.



## CONSTRUCTION SECTOR

Since 2007 there have been significant changes in the construction industry, with the following key indicators noted:

- Completed house builds are down by 50%.
- Employment in the industry has fallen by approximately 15%.
- 17% of the official workforce is classified as non-Irish nationals.
- Large infrastructural works are expected to continue with a major road-building programme and metro and LUAS projects already under way.

Despite the current decline, construction is and will continue to be one of the largest employment sectors and will remain a high priority for the work of the Authority.

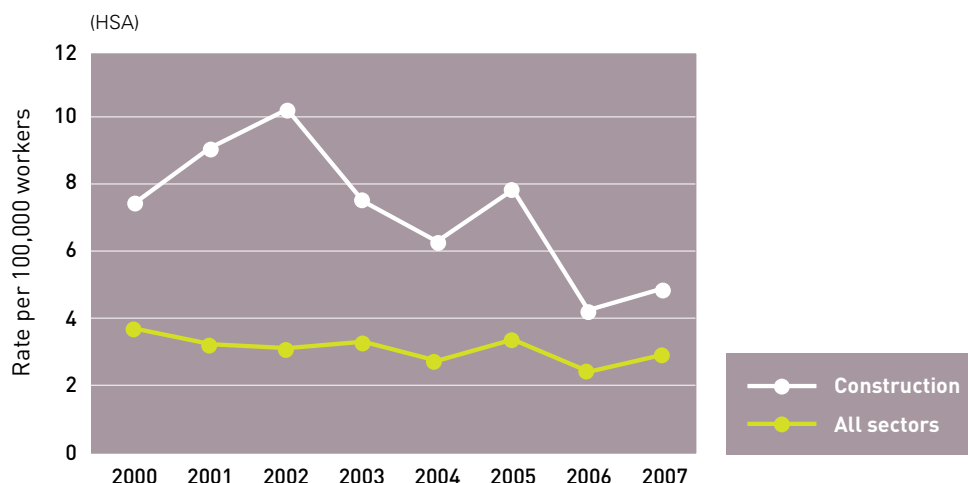
The Authority has evidence that its targeted campaigns, guidance and enforcement activity over the last decade have been effective and, in partnership with the key industry stakeholders in the Construction Safety Partnership (CSP), have contributed to the significant reduction in the rate of injuries and fatalities in construction since 2001 (see Figure 1).

While the fatality rate is reducing, the number of workplace deaths remains unacceptably high: thirteen in 2006, eighteen in 2007 and eleven in 2008 at half-year point. The Authority's data for 2007 indicate two key issues to address:

- Accidents involving vehicles and plant in construction have increased and are associated with high levels of fatal and serious injuries to workers.
- 48% of construction sites continue to have poor levels of compliance.

With the increase in large infrastructural developments and the reduction in house-building projects, plant maintenance and movements are identified as high risk and will be a particular focus for the Authority's compliance inspectors. Falls from height on sites will also continue to be actively addressed and particular initiatives such as the development of relevant guidance and a code of practice to further reduce the rate of falls from height will continue.

**Figure 1. Construction Worker Fatality Rate**



## OBJECTIVE

In partnership with key stakeholders, including the CSP, to implement a wide range of initiatives aimed at reducing the overall rate of injuries, ill health and fatalities in the sector.

## PERFORMANCE INDICATORS

Implementation of planned initiatives.

Significantly greater support provided to small contractors, with evidence of positive response and impact.

### We will:

- Continue to foster, promote and advance awareness of health and safety in the construction industry, both internally and externally.
- Continue to work with the Construction Industry Federation, Irish Congress of Trade Unions, Local Government Management Services Board and all members of the CSP at national level to promote and foster safer workplaces and an improved safety culture.
- Target the health and safety needs of the small contractor.
- Develop further safe system of work plans to assist all contractors, but especially the smaller contractor.
- Ensure that safety considerations are included in tendering and procurement processes (keeping in mind that the Department of Finance retains policy accountability for public procurement).
- Continue to liaise with FÁS and all relevant national stakeholders in relation to promoting site training and in the identification of future industry training needs. The Authority will support and continue to influence the development of the Construction Skills Certification Scheme (CSCS) programmes and Safe Pass following the report by Claritas conducted jointly by FÁS and the HSA.
- Establish closer working links with the Health and Safety Executive Northern Ireland to develop and promote cross-border initiatives in relation to construction health and safety.
- Hold nationwide seminars to inform and increase awareness amongst all construction duty-holders on recent initiatives of the Authority, including the Code of Practice for Access and Working Scaffolds, Code of Practice for Contractors with Three or Less Employees and amendments to the Construction Regulations relating to CSCS training and working on roads guidance.
- Publish guidelines for best practice client in construction.
- Further develop the Code of Practice for Contractors with Three or Less Employees to include working on roads.
- Conduct public consultation on the Code of Practice on the Safe Use of Precast Concrete.
- Continue development work on the Code of Practice for Roofwork.

## DOCKS

Docks can be a particularly hazardous environment if health and safety is not managed appropriately and effectively. In the last eight years, eight people have been killed whilst working at Irish docks. In addition, numerous non-fatal accidents and injuries are reported to the Authority every year. Common accident causes associated with docks are slips, trips and falls; people being hit by objects; and musculoskeletal injuries.

### OBJECTIVE

To review and where appropriate to develop legislative proposals and guidelines for docks.

### PERFORMANCE INDICATORS

Legislation reviewed and proposal developed as appropriate.

#### We will:

- Review and develop, where appropriate, regulatory proposals under the Safety, Health and Welfare at Work Act 2005 for docks.
- Develop guidelines to support any new legislative proposals for docks.
- Publish information sheets dealing with common issues found at docks.
- Finalise legislative proposals for diving at work and associated codes of practice.

## WHOLESALE AND RETAIL TRADE, REPAIR OF MOTOR VEHICLES AND MOTOR CYCLES SECTOR

The retail sector is very broad with many sub-categories of retail where particular risks may be quite different, e.g. the risks will vary substantially between a pharmacy and an off-licence, or between a newsagents and an electrical shop.

The proportion of accidents due to manual handling is particularly high in this sector. Injuries arising from manual handling include those to the back and other musculoskeletal-type injuries. The second most frequently reported accident trigger is slips, trips and falls. The wholesale and retail sector also suffers a high proportion of incidents associated with mobile handling devices such as barrows and pallet trucks, and objects and packaging in storage areas.

### OBJECTIVE

To produce information sheets on high-risk hazards in the sector.

### PERFORMANCE INDICATORS

Information sheets available on the web and promoted through key stakeholders.



**We will:**

- Develop information sheets dealing with common issues and for specific high-risk hazards found in the retail sector.
- Actively work with key stakeholders to promote and foster safer workplaces and an improved safety culture within the sector.

## ACCOMMODATION AND FOOD SERVICE ACTIVITIES SECTOR

This sector covers hotels and associated leisure centres, restaurants, cafés, bars and nightclubs. Potential hazards associated with the sector include manual handling; slips, trips and falls; fire; noise; machinery; and violence. Simple safety sheets have been produced for the sector and recently more detailed notes on particular machines have been drafted.

### OBJECTIVE

To produce a comprehensive risk assessment toolkit for the sector.

### PERFORMANCE INDICATORS

Availability of the toolkit and use within the industry through a variety of channels, including seminars, downloads, web promotion and key stakeholders.

**We will:**

- Produce a risk assessment toolkit.
- Promote the toolkit to inform and increase awareness among employers and employees of the hazards and the control measures required to provide safer workplaces.

## TRANSPORT AND STORAGE SECTOR

Every year in Ireland a significant number of people are killed or seriously injured in accidents involving workplace transport vehicles. Since 2003, transport-related fatalities average 45% of all workplace fatalities. In addition, transport-related accidents result in around 1,000 injuries per year that cause people to be off work for more than three days.

The four most common types of fatal workplace transport accidents are:

- Being hit or run over by a vehicle.
- Falling from a vehicle, e.g. falling whilst mounting or dismounting the vehicle.
- Objects from vehicles falling on people, e.g. people being struck or suffocated by a load.
- Vehicles overturning.

The Authority commissioned a thorough analysis in 2008 of health and safety issues in this sector in order to determine goals and assess priorities for actions, over a five-year period, to achieve specified improvements in the sector's health and safety performance. The resulting Workplace Transport Plan includes:

- An accurate, concise industry/economic profile of the sector.
- An account of health and safety performance in the sector.
- Priorities for the sector based on the profile.
- Objectives based on the priorities for health and safety performance in the sector.
- Actions to achieve these objectives.
- Review and evaluation mechanisms for the programme.

## OBJECTIVE

To implement the Year 1 objectives of the five-year Workplace Transport Plan.

## PERFORMANCE INDICATORS

Workplace Transport Plan implemented.

Initial positive feedback on impact of measures.

### We will:

- Implement the objectives and actions of the Workplace Transport Plan, which in the first year will focus on making key information available to employers, employees and others to reduce accidents involving work vehicles.
- Emphasise the following themes:
  - Workplace transport safety management practices
  - Loading and unloading
  - Load securing
  - Preventing falls from vehicles
  - Preventing vehicle reversing accidents.
- Develop guidance and information sheets dealing with common issues found in all workplaces, with supporting sectoral supplements as required.
- Actively work with key stakeholders to promote and foster safer workplace transport and an improved safety culture within the sector.
- Actively support and assist compliance inspectors.



## CARRIAGE OF DANGEROUS GOODS AND TRANSPORTABLE PRESSURE EQUIPMENT

The Authority is the Competent Authority in respect of the Carriage of Dangerous Goods by Road (ADR) and the Transportable Pressure Equipment (TPED) Regulations.

### OBJECTIVE

To draft, as agreed with the Department of Enterprise Trade and Employment, appropriate input in relation to the implementation of the 2009 ADR which will also reflect changes concerning transportable pressure equipment.

### PERFORMANCE INDICATORS

Act and regulations implemented.

#### **We will:**

- Develop proposals for a new Carriage of Dangerous Goods by Road Act and regulations reflecting the 2009 ADR, which will also reflect changes concerning transportable pressure equipment.
- Continue to oversee the examination of dangerous goods drivers and safety advisers in conjunction with the Chartered Institute of Logistics and Transport for Ireland.
- Issue Competent Authority approvals as necessary with respect to the TPED Regulations.
- Process applications for inspection bodies.
- Fulfil functions under the Dangerous Substances (Retail and Private Petroleum Stores) Regulations 1979 and assist in the review of the Dangerous Substances Acts and associated regulations. We will also act as the appeals body for the licensing of retail and private petroleum stores.
- Partner with the competent authorities in other EU member states and elsewhere to develop an integrated and consistent approach to ADR and TPED implementation and enforcement.

## HUMAN HEALTH AND SOCIAL WORK ACTIVITIES SECTOR

### OBJECTIVE

To prepare a five-year plan to improve health and safety performance for the sector.

### PERFORMANCE INDICATORS

Implementation of the objectives and actions of Year 1 of the five-year Health Services Plan commenced. Key stakeholders identified as agreed partners.

#### We will:

- Commission a thorough analysis of health and safety issues in the health service sector in order to determine goals and assess priorities for actions, over a five-year period, to achieve specified improvements in the sector's health and safety performance.
- Develop relevant guidance and information sheets dealing with safety management within the health service.
- Develop relevant guidance and information sheets dealing with safety issues found in health service workplaces.
- Actively work with key stakeholders to promote and foster safer workplaces and an improved safety culture within the sector.

## EDUCATION SECTOR

The Authority continues to prioritise prevention activity in the education sector for two reasons. Firstly, it is a significant public sector employer with almost 140,000 people employed across the sector nationally. Secondly, those employed in the education sector serve as one of the key influencers of the future workforce and therefore have been targeted as the primary conduit for facilitating risk education for current and future workers.

### OBJECTIVE

To improve the management of health and safety in post-primary schools throughout Ireland by implementing a health and safety management system in schools in conjunction with the Department of Education and Science (DES) and other partners.

### PERFORMANCE INDICATORS

High levels of interest and take-up of the system by post-primary schools.

#### We will:

- Roll out the health and safety management system for post-primary schools on a national basis with the support of the DES.
- Put in place an awareness-raising programme aimed at end-users of the system and highlighting its benefits to encourage take-up.



- Develop the appropriate supports and systems to assist school managers, teachers and others within the school system to implement the system, in conjunction with the education partners and the DES.
- Monitor and review the system as it is implemented in schools throughout the year with a view to making improvements each academic year.
- Develop e-learning courseware on managing safety for science teachers, technologies teachers and school managers/safety officers in order to enhance and complement existing levels of training for teachers. This courseware will be accessible independently as well as integrated within existing training structures provided by the DES.
- Continue to provide short training programmes through e-learning and/or face-to-face instruction for the summer courses for primary school teachers and evening in-service courses for post-primary teachers.
- Explore the possibility of accreditation for training programmes as appropriate.

## KEY HAZARDS

**This section deals only with those significant hazards that are prioritised for preventative actions in 2009.**

### SLIPS, TRIPS AND FALLS (STF)

STF incidents continue to be the second most common source of accidents. Web guidance has been produced and STF factors were identified for the financial services 2008 inspection programme, which will be continued in 2009.

#### OBJECTIVE

To produce targeted guidance on STF for the retail, catering and financial services sectors.

#### PERFORMANCE INDICATORS

Availability and use of guidance within the targeted sectors through a variety of channels, including downloads, web promotion and key stakeholders.

#### We will:

- Develop and produce targeted guidance on STF for the retail, catering and financial services sectors.
- Actively support and assist compliance inspectors.



## MACHINERY AND EQUIPMENT

New regulations to replace SI 518 of 2001 were signed in 2008 to give effect to Directive 2006/42/EC on machinery, which is to be applied from 29 December 2009. The European Commission is also producing detailed guidance on the new directive.

### OBJECTIVE

To raise awareness of the requirements of the Machinery Regulations.

### PERFORMANCE INDICATORS

Availability and use of guidance within the industry through a variety of channels, including downloads, web promotion and key stakeholders.

#### We will:

- Liaise with the NCA and the Department of Enterprise Trade and Employment re: the delineation of Authority's and the NCA's remits under the implementing Regulations. Arrange publicity and seminars in advance of the introduction of new regulations.
- Support compliance inspectors in raising awareness of the requirements under the new regulations.
- Co-operate with other states through participation in the relevant EU committee meetings.

## PHYSICAL AGENTS

Following the launch of the Code of Practice on Noise in the Entertainment Industry in 2008, we will provide guidance for inspectors in promoting application of the code in 2009.

### OBJECTIVE

Raise awareness of the new code of practice.

### PERFORMANCE INDICATORS

Availability and use of guidance within the sectors through a variety of channels, including downloads, web promotion and key stakeholders.

#### We will:

- Prepare proposals for draft regulations and guidance to implement Directive 2006/25/EC on optical radiation so that the necessary arrangements are in place by end of April 2010.
- provide guidance for inspectors in promoting application of the code in 2009



## PRESSURE SYSTEM INSPECTION

Proposals for draft regulations and associated guidance were being prepared in 2008 to improve the current regime for pressure system inspection.

### OBJECTIVE

To raise awareness of the new regulations.

### PERFORMANCE INDICATORS

Availability and use of guidance within the sectors through a variety of channels, including downloads, web promotion and key stakeholders.

#### We will:

- Disseminate information on the new and revised requirements as necessary.
- Co-operate with other member states through participation in the relevant EU committees.

## WORK AT HEIGHT

Work at height by its nature remains a high-risk activity. As a direct result of many of the initiatives taken by the Authority, accidents involving falls from a height have steadily decreased from 140 per 100,000 workers in 2001 to just over 120 per 100,000 in 2006; fatal injuries have reduced further still. The Authority will continue to target this area through the provision of practical codes of practice such as the development of a new roof work code and the promotion of the new Code of Practice for Access and Working Scaffolds.

### OBJECTIVE

To achieve greater awareness and compliance of safety in roof work operations: domestic dwelling roof work and commercial roof work.

### PERFORMANCE INDICATORS

Both parts of a new Code of Practice on Domestic Dwelling Roof Work and Commercial Roof Work at public consultation stage.

#### We will:

- Draft a new Code of Practice on Domestic Dwelling Roof Work and Commercial Roof work.

## KEY NATIONAL PROGRAMMES (ACTIVITY SPANNING ALL SECTORS)

### OCCUPATIONAL HEALTH

In the quest for safer workplaces and reductions in injuries and fatalities, employee health is often forgotten. Yet, work-related ill health is the cause of more days lost from Irish workplaces than absence following accidents. The principal role of the Prevention Services Division is prevention of work-related ill health. The Compliance Division also carries out inspections on those aspects and sectors that are identified for monitoring, based on the intelligence we have gathered. In addition to our main focus on prevention initiatives, we will also work closely with other organisations that have leading roles in the area of health promotion and rehabilitation. Our Workplace Health and Well-being Strategy is the framework for such a programme.

#### OBJECTIVE

To make substantial progress on implementing recommendations of the Workplace Health and Well-being Strategy.

#### PERFORMANCE INDICATORS

End-of-year record of progress, both quantitative and qualitative, with both internal and external (other organisations) indicators.

#### We will:

- Implement the Workplace Health and Well-being Strategy recommendations.
- Progress the recommendations of the Drummond Report on the reporting of occupational diseases in accordance with Board direction.
- Provide occupational medical advice.
- Embed new First Aid system and conduct review at year end.
- Develop and implement an initiative to support small and micro companies on workplace health.
- Develop and publish guidance for employers and employees on the management of intoxicants at work.



## WORK-RELATED MENTAL HEALTH

The mental health of employees is as important as their physical health. There is evidence that work factors can impact on employee mental health. Employers are increasingly anxious to identify those aspects of work that might damage health and to carry out appropriate risk assessments to assist in the control of these issues. The Authority's focus in the next year will be to support workplaces in addressing risks to mental health.

### OBJECTIVE

To gather evidence including case study material that will assist workplaces to prevent work-related risks to employee health.

### PERFORMANCE INDICATORS

Work Positive project completed and case studies developed in support of future prevention.

Positive evaluation by participating workplaces.

#### We will:

- Develop an action plan following the publication of results of the construction sector attitudes and safety behaviours research and assist in the development of improved approaches in that sector.
- Prepare guidance on carrying out stress risk assessments for small to medium-sized enterprises.
- Complete the Work Positive initiative that commenced in 2008, including the publication of case studies and evaluation with the participating companies.
- Carry out sixty workplace visits related to the management of stress.

## MUSCULOSKELETAL HEALTH

Central Statistics Office data show that 71,400 persons in employment suffered an illness in 2006 and that musculoskeletal disorders such as muscle strain accounted for 55% of all the illnesses reported. Data from the HSA database for 2007 indicate that manual handling continues to trigger approximately one-third of all reported incidents. Current scientific evidence states that musculoskeletal health should be addressed through a greater focus on implementing physical improvements at workplace level.

The Authority's work in this area will be focused on prevention. We will use the results of evidence-based research to inform strategies to address musculoskeletal health and to provide relevant information that will support workplaces.

## OBJECTIVE

To implement prevention-focused interventions that provide good practical support for workplaces.

## PERFORMANCE INDICATORS

Development of further sector-specific risk assessment guidance.

### We will:

- Carry out seventy manual handling and display screen equipment inspections.
- Finalise implementation of FETAC manual handling training standards.
- Publish findings of construction manual handling research project.
- Prepare guidance on carrying out manual handling risk assessment in hotels.
- Investigate the development of a joint initiative on manual handling supply chain issues with the Health and Safety Executives for Northern Ireland and the United Kingdom.

## EDUCATION

The Authority believes that education is the key to fostering a culture of safety. This means we must influence the formal education system at the earliest stage to ensure that young people develop the kind of 'safety-first mindset' that is necessary to keep themselves and those around them safe when they reach the workplace.

Authority research shows that over 50% of children at post-primary level have had or currently hold part-time jobs and that many work in the high-risk hospitality sector, which is characterised by long hours and high levels of injury. There are over 900,000 full-time students in education in Ireland today and 300,000 young people in the 15–24 age group in the Irish workforce.

We implement a multi-strand approach to the Authority's education strategy. In addition to its initiatives aimed at those employed in the education sector, dealt with above, we seek to influence the education system itself through:

- Working to mainstream health and safety at all levels of education.
- Providing teacher supports and classroom resources.
- Implementing joint initiatives with like-minded organisations.

## OBJECTIVE

To increase and improve the health and safety content in the national curriculum at all levels of education through interventions in the formal education system.



## PERFORMANCE INDICATORS

High levels of awareness amongst those in education and high take-up of health and safety resources and learning materials developed by the Authority.

### At primary level we will:

- Implement Year 3 of the Junior Achievement 'Our Nation' programme in primary schools, which will see a reach of 19,800 primary students over three years of the project.
- Sponsor the Primary Science Fair at the BT Young Scientist and Technology Exhibition in January 2009. This will involve the display and exhibition over a three-day period of 100 primary school class projects involving science and safety, an awards ceremony and educational entertainment for children. The invitation to participate will be extended to primary schools in Northern Ireland in 2009.
- Extend the pilot Keep Safe project (Donegal) to another county and examine its feasibility on a wider scale. This project is aimed at bringing together fifth and sixth-class students, away from the classroom, for a series of interactive presentations involving all organisations with a safety remit.

### At post-primary level we will:

- Roll out the Choose Safety programme, on a national level, which is primarily aimed at preparing students for the world of work and specifically for Transition Year, Leaving Certificate Applied and Leaving Certificate Vocational programmes.
- Put in place an online support system for teachers using the programme, through the Authority's website.
- Continue to work with the National Council for Curriculum and Assessment (NCCA) on mainstreaming health and safety in the national curriculum, through the implementation of its report.
- Complete the drafting and testing of a Transition Unit in line with the NCCA guideline.
- Develop and pilot e-learning courseware to assist students in preparing for work experience and the world of work from a health and safety perspective.
- Roll out educational games software on risk assessment aimed at post-primary students, which can be accessed independently or in the classroom.
- Develop teaching and learning resources where required as a follow-up to our interventions with the NCCA on curriculum development, with the support of the Second Level Support Services.
- Develop a case study for the Spirit of Enterprise series (a learning resource aimed at business teachers) to be distributed to all post-primary schools.
- Implement Year 3 of the Junior Achievement 'Our Company' programme in post-primary schools, which will see a reach of 10,200 post-primary students over the three years of the project.

**At third level we will:**

- Complete the research project with the Institute of Occupational Safety and Health into the status and content of health and safety in key courses at third-level institutions in Ireland.
- Manage and deliver the workload of the Third Level Initiative Group of the Construction Advisory Committee, which will include:
  - Liaising and engaging with third-level institutions with respect to educational aspects of health and safety for construction professionals
  - Liaising and engaging with agencies/institutions that set training requirements in health and safety for those in the construction industry
  - Liaising and engaging with professional bodies with respect to educational aspects of health and safety for construction professionals
  - Exploring and investigating possible research areas and sourcing possible funding mechanisms
  - Creating an awareness of health and safety legislative requirements among students partaking in construction-related programmes
- Inform appropriate practising academics of developments in the area of health and safety through the dissemination of an e-newsletter specific to construction-related courses.
- Engage with individual third-level institutions with a view to assisting them with the introduction of health and safety into existing and new courses.

## EXTERNAL COMMUNICATIONS AND CUSTOMER CONTACT PROGRAMME

The Authority undertakes a wide range of communications activities such as developing and implementing awareness-raising campaigns; designing, producing and distributing publications; drafting and issuing press releases and media alerts; maintaining and updating the corporate website; planning and managing seminars, events and conferences; and liaising with members of the public, employers and employees. This work is both proactive and reactive.

### OBJECTIVE

To ensure that all key stakeholders are proactively targeted with the appropriate Authority messages and are aware of and have access to all relevant Authority information and guidance.



## PERFORMANCE INDICATORS

Key safety messages in the public domain.

All publications meet the needs of their target market and are easily accessed by them.

Up-to-date and easily accessible website.

### We will:

- Proactively manage relationships with the full range of national and regional media and produce appropriately targeted press releases and media alerts.
- Manage the corporate identity of the Authority by ensuring adherence to brand guidelines.
- Design, produce and distribute an extensive range of awareness-raising publications.
- Manage the communications element of, and provide appropriate communications support to, the Authority's presence at key events such as the Young Scientist and Technology Exhibition, National Quarries Safety Conference, National Farm Safety Conference and National Ploughing Championships.
- Maintain the Customer Contact Association standard for the Workplace Contact Unit and ensure that all customer interactions are handled in a professional and courteous manner.
- Implement a call-recording solution for inbound customer queries to the Workplace Contact Unit.
- Achieve the following targets in relation to the Workplace Contact Unit:
  - Ensure 'abandoned call' rate is on average less than 5%
  - Answer 90% of customer calls within an average of fifteen seconds
  - Reply to 90% of emails and letters within three working days
  - Deal directly with an average of 85% of general queries within the unit itself.
- Support the work of the Compliance Division and the field inspectors through appropriate promotion of inspection campaigns.
- Review the Authority's website and manage its presentation to ensure that all relevant information is easy to find and available in an appropriate format. This includes management of the 'FAQs' section of the Authority's website, ensuring that it is maintained and updated based on new legislation, customer queries etc.
- Manage the relationship between the Authority and the European Agency for Safety and Health at Work, including the management of the annual EU Good Practice Awards and European Safety Week through the national Focal Point Network.
- Implement a major event to mark the twentieth anniversary of the Safety, Health and Welfare at Work Act 1989, which provided for the establishment of the Authority.



## CORPORATE SERVICES DIVISION

**This division is primarily focused on the delivery of strategic goals 5 and 6, to:**

- Develop a research programme on current, emerging and future high-risk areas.
- Ensure that the Authority delivers on its corporate goals in line with best practice and value for money.

### ROLE OF THE DIVISION

The division works as an enabler to support the Authority, including its Board, management and staff, to meet its goals for 2009.

**Our objective is to deliver excellent internal customer service and strategic direction in the following areas:**

- Corporate governance
- Research and statistics
- Human resources management
- Financial and facilities management
- Information and communication technologies
- Legislative development and departmental liaison
- Relationship management with key external stakeholders.

### CORPORATE GOVERNANCE

#### OBJECTIVE

To ensure best practice for governance in the Authority.

#### PERFORMANCE INDICATORS

Ethics in Public Office legislation and guidelines complied with.

Chairperson and Board members receive necessary information, including all relevant briefing material, five days before each Board meeting.

**We will:**

- Provide necessary supports to the work of the Board and its sub-committees.
- Ensure necessary information is made available to the Board to enable timely and informed decision making.
- Implement Ethics in Public Office legislation within the Authority.



- Implement the Code of Corporate Governance for State Agencies and report on our performance to the Minister as appropriate.
- Ensure inspectors are warranted to carry out workplace inspections.
- Ensure the continued successful operation of records management systems and the provision of ongoing support for records administrators and staff.

## RESEARCH AND STATISTICS

### OBJECTIVE

To provide an evidence base for the Authority's policy decisions and actions.

### PERFORMANCE INDICATORS

Continued monitoring of a range of data sources for existing and emerging risk sources.

Summary of Workplace Injury, Illness and Fatality Statistics 2008 produced in Q2, 2009.

We will:

- Provide timely and accurate statistical outputs for press releases, parliamentary questions, Authority website etc.
- Ensure that the Authority complies with European data-reporting requirements.
- Submit annual reported injury data to the European Commission by 30 June 2009.
- Review Authority recording systems to ensure greater compliance with international classification standards and methodologies.
- Revise online reporting forms.
- Revise paper incident reporting form, subject to Board approval.
- Develop audit system to ensure quality control of data input.
- Train data input staff to ensure understanding of revised systems.
- Represent the Authority on the European Scoreboard working group tasked with developing and implementing a questionnaire to assess progress in relation to the European Strategy on Safety and Health at Work 2007–2012.
- Consult with the national working group with responsibility for the development of data sources for occupational disease, and relay updates on progress to Eurostat.
- Manage completion of the research project investigating manual handling in the construction sector.
- Collaborate with the Institute of Occupational Safety and Health to commission a study of safety and health training in the third-level education sector.
- Initiate additional research projects within the available research budget.

## HUMAN RESOURCES (HR)

### OBJECTIVE

To ensure that the Authority's HR management systems are in line with best practice, support the achievement of our corporate goals and deliver agreed levels of customer service to other Authority divisions.

### PERFORMANCE INDICATORS

Agreed, implemented and monitored service-level agreements with key customers.

### MAINTAINING SYSTEMS

#### We will:

- Manage the recruitment programme to ensure timely employment of competent staff.
- Monitor our performance management systems to achieve a consistent approach.
- Maintain and develop our recruitment, salary, attendance management, occupational health, disciplinary and equality policies and systems.
- Maintain stable industrial relations through ongoing engagement with staff interests.
- Manage a comprehensive staff occupational health service.
- Provide staff induction, inspector development and staff learning and development programmes.
- Manage and deliver learning and development programmes to managers on dealing with all aspects of performance management, particularly in addressing underperformance.
- Evaluate our training delivery to ensure transfer of learning and value for money.
- Ensure compliance with all internal HR policies and legal requirements.

### DEVELOPMENT PROJECTS

#### We will:

- Develop and implement service-level agreements with key customers.
- Develop a new HR strategy to support the overall Authority strategy.
- Implement recommendations from the Excellence Through People review.
- Develop and implement a new attendance management policy.
- Develop and implement equality initiatives through the Partnership Committee.
- Develop and implement programmes to enhance coaching skills.
- Ensure that staff development is a key aspect of the PMDS (performance management and development system) process.
- Develop online training materials for a range of soft skills programmes.



- Develop an internal mobility policy for administrative grades.
- Review effectiveness of equality and dignity initiatives.
- Provide investigator skills training to senior managers in relation to disciplinary and bullying and harassment policies.

## FINANCIAL AND FACILITIES MANAGEMENT

### OBJECTIVE

To ensure that the Authority's financial management and procurement systems are in line with best practice and support the achievement of our corporate goals and deliver agreed levels of customer service to other Authority divisions.

### PERFORMANCE INDICATORS

Agreed, implemented and monitored service-level agreements with key customers.

Budget holders are supported in achieving audit compliance, probity and value for money.

Operated within the agreed budget.

### MAINTAINING SYSTEMS

#### **We will:**

- Complete annual accounts for 2008 before the end of February 2009.
- Ensure robust controls exist over financial processes and that the Authority's assets are effectively safeguarded.
- Be prepared to respond rapidly to resource issues arising from the challenging fiscal situation
- Ensure the Authority does not exceed its overall budget in 2009.
- Ensure payroll is delivered flawlessly to Authority staff.
- Ensure staff and managers use the procurement and travel and subsistence systems appropriately and ensure payments to staff and suppliers are made promptly.
- Provide support to the Board's Finance and Internal Audit Committees.
- Draw up and implement audit report implementation plans.
- Negotiate with the Department of Enterprise, Trade and Employment to ensure that the 2010 grant is sufficient to enable the Authority to meet its operational objectives.
- Ensure that high-quality, safe and accessible accommodation is provided.

### DEVELOPMENT PROJECTS

#### **We will:**

- Review financial management information and reporting systems and provide improved reporting of financial information to budget holders.
- Implement full electronic funds transfer for creditors' payments.



- Review operation of the electronic procurement and travel and subsistence systems.
- Review and update the procurement system and support staff in using the system.
- Introduce full facilities management helpdesk.
- Re-evaluate security procedures at the Authority's headquarters and field offices.

## INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)

### OBJECTIVE

To maintain, develop and advise on ICT systems and processes to support the Authority's programmes.

### PERFORMANCE INDICATORS

Service availability to users of 99.5% for core applications.

### MAINTAINING SYSTEMS

#### **We will:**

- Develop operation-level agreements that define the type and level of service that best meets the Authority's needs.
- Provide technical support for staff for the new enforcement support system (GeoSmart).
- Maintain and enhance our communications systems and phone systems and cater for the growing requirements of the Kilkenny office.
- Roll out further systems to allow secure remote access by staff.
- Develop our website to cater for online requests for information.
- Maintain disaster recovery/business continuity capability.
- Ensure cost-effectiveness of our systems.
- Provide support to users and maintain and upgrade systems.
- Develop the Authority's Intranet as a business portal.

### DEVELOPMENT PROJECTS

#### **We will:**

- Deploy and support our new enforcement support system (GeoSmart).
- Conduct a comprehensive ICT security review.
- Evaluate emerging technologies to obtain the best solutions to meet the Authority's needs.
- Support the implementation of REACH-IT (workflow database for registration, evaluation and assessment of chemicals developed by the European Chemical Agency).
- Update headquarters' network infrastructure to improve performance for our customers.



- Review technology to support the old enforcement support system (SAFE) as a reference database to secure cost savings.
- Conduct a telecoms infrastructure review.

## LEGISLATIVE DEVELOPMENT AND DEPARTMENTAL LIAISON

### OBJECTIVE

To continue the process of modernisation of existing safety and health legislation in line with the principles of 'Better Regulation' so that it is accessible, proportionate and effective.

### PERFORMANCE INDICATORS

System developed and implemented for efficiently progressing Chemical Safety Act Regulations and related 'technical' regulations under the European Communities Acts.

Proposals submitted to the Legislation and Guidance Sub-Committee and the Board within agreed time frames.

#### **We will:**

- Identify and assess opportunities for reducing regulatory burdens on employers while maintaining necessary health and safety provisions in relation to:
  - The submission of information or notifications to the Authority
  - The commencement of the review of the remaining provisions of the Safety in Industry Acts 1955 and 1980 and associated regulations, starting with the Docks (Safety, Health and Welfare) Regulations 1960 (SI No. 279 of 1960), with a view to progressive revocation and/or replacement.
- Use the regulatory impact analysis process to ensure that new legislative proposals are necessary and proportionate.
- Develop legislative proposals to bring the proposed EU regulation on classification, labelling and packaging (Globally Harmonised System (GHS) Regulation) within the ambit of the Chemicals Act 2008.
- Develop legislative proposals to bring any amendments to the articles of, or annexes to, any or all of the Rotterdam Regulation, Detergents Regulation, REACH Regulation and GHS Regulation within the ambit of the Chemicals Act 2008.
- Develop proposals for regulations under the Chemicals Act 2008 to replace existing European Communities Act 1972 regulations on the classification, packaging and labelling of dangerous substances and preparations and, as necessary, to revoke existing regulations on the marketing and use of dangerous substances and preparations.

- Assist the Department of Enterprise, Trade and Employment (DETE) in the development of proposals and guidelines to replace the EU (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2006 (SI No. 74 of 2006) by regulations under the Chemicals Act 2008.
- Assist the DETE or Department of Transport in the development of proposals in respect of the Carriage of Dangerous Goods by Road, Inland Transport of Dangerous Goods and Transportable Pressure Equipment Directives.
- Develop proposals for regulations and guidelines relating to transposition (by 27 April 2010) of the Optical Radiation Directive 2006/25/EC of the European Parliament and Council.
- Finalise the development of any legislative proposals under development at the end of 2008.
- Subject to the volume and time frames arising in the development of the proposals referred to above, we will also develop legislative proposals and guidelines under the Safety, Health and Welfare at Work Act 2005 for replacement and/or new regulations for:
  - 'Payment in lieu of prosecution' fines under section 79 of the 2005 Act
  - Safety, Health and Welfare at Work (Mines) Regulations
  - Safety, Health and Welfare at Work (Fishing Vessels) Regulations
  - Safety, Health and Welfare at Work (Biological Agents) Regulations.
- Assist the DETE in the development of and implementation of dangerous substances legislation
- Develop codes of practice for the bulk storage and dispensing of flammable products and for the retail storage and dispensing of petroleum products.
- Publish an updated Code of Practice for Chemical Agents, including the third indicative list of occupational exposure limits.
- Complete public consultation on proposed codes of practice on:
  - Safe use of precast concrete
  - Roofwork
  - Safe operation of vehicles delivering quarry products
  - Safety and health on fishing vessels less than 15 meters in length and with crews of less than three people
- Develop guidelines relating to intoxicants at work.
- Provide ongoing and efficient liaison with the DETE in relation to the legislation programme, co-ordination of response material for parliamentary questions, representations to the Minister etc.















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HEALTH AND SAFETY  
AUTHORITY

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