



Annual Report | **2017**

**2017**

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**Our Vision:**  
healthy, safe and  
productive lives

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## Report of the Chief Executive and the Chairperson of the Board to Pat Breen TD, Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection

Minister,

We are pleased to submit our annual report for 2017. This is the second annual report under the Authority's strategy for 2016 to 2018.

The Authority achieved a challenging and broad programme of work in 2017. Across the areas of workplace health and safety regulation, chemicals regulation and national accreditation, we continued our approach of supporting Irish enterprise, primarily through the provision of information and advice, and through enforcement where necessary.

Sadly, there were 47 work-related deaths in 2017. The agriculture sector had the highest number of fatalities, with 24 deaths in the sector. Regrettably, the trend of agriculture having the highest fatality rate continues. Over recent years we have worked extensively with a range of groups in agriculture to promote and encourage improved performance in this sector. In 2017 the Authority, working with the Farm Safety Partnership Advisory Committee, implemented the third year of a three-year action plan. We also continued to collaborate with other organisations. Discussion groups and farm walks formed a key element of our programme in the sector.

We completed nearly 10,000 inspections and investigations under safety, health and chemicals legislation in 2017. Our focus on inspection and investigation continues to be risk based and evidence led. The programme included nearly 2,000 inspections and investigations in the agriculture sector (including forestry and fishing). In the construction sector we increased the inspection level and completed over 4,400 inspections and investigations to take account of the recovery in the sector and the influx of returning and new workers. Just over 1,300 inspections and audits were conducted under chemicals legislation. Our inspection programme also examined the approach to the management of health and safety in a number of other sectors including docks, healthcare, manufacturing, quarries, public sector and retail and wholesale. Our inspectors completed over 1,000 investigations of fatal accidents, serious injuries and complaints on safety, health and chemicals. Across our inspection programme, we provided written advice in over 4,700 cases. Where our inspectors found more serious breaches, they issued 500 improvement notices and over 500 prohibition notices. The Authority concluded 21 prosecutions in 2017, resulting in total fines imposed of €2,695,500, compared with €614,000 in 2016. We also completed almost 400 market surveillance checks of chemical products on the Irish market, including 200 on detergents and 22 inspections on budget jewellery.

Alongside our enforcement activities, we undertook an extensive programme of support and advice.

The BeSMART tool, which assists businesses across a range of sectors, including services, agribusiness and construction, reached 8,500 new users. By year end, BeSMART had almost 47,000 registered users.

In 2017 the REACH Regulation celebrated its tenth birthday and the Authority marked this milestone with an event attended by the Executive Director of the European Chemicals Agency, EU Commission officials and industry and stakeholders from employee and environmental organisations. We also delivered on our competent authority and enforcement obligations under REACH, CLP, PIC and Detergents at the national and EU level.

The Authority introduced fees for inspection under the COMAH Regulations and 105 inspections were undertaken in accordance with our annual inspection plan. In addition, we continued to develop guidance and advice in conjunction with stakeholders throughout the year.

Our occupational hygiene programme targeted areas relevant to occupational safety and health, as well as REACH and CLP. For example, through our strategic focus on occupational health, we targeted specific sectors, such as nail bars, and hazards such as respiratory sensitisers and carcinogens. In 2017, Ireland signed up to the EU Roadmap on Carcinogens and in conjunction with the Occupational Hygiene Society of Ireland, we held a conference where a range of speakers from the Authority, Ireland and EU groups spoke about “Working together to tackle occupational carcinogens”. Asbestos remained a focus for our inspection programmes with checks of risk assessments, clearance standards and removal operations throughout the year.

Under our ADR Road Transport obligations, we processed two exemptions and one approval alongside providing technical advice to DBEI in relation to the amendments of the ADR Regulations. Inspections of vehicles and premises were also completed.

We continued our increased focus on safety representatives with the hosting of a major conference for safety representatives in November 2017, attended by more than 250 delegates. We published updated guidance on safety representatives and safety consultation. Inspectors continued to actively engage with safety representatives during inspections.

In the area of work-related vehicle safety we had six themes. These included targeted enforcement in high risk sectors, promotion of key resources for transport and vehicle risk management including e-learning courses, guidance and videos. An annual vehicle-related fatal injury profile was published. Over 1,500 learners completed the Workplace Transport and Driving for Work e-learning courses. We implemented a joint work programme with the Road Safety Authority and An Garda Síochána focused on the development and promotion of load securing and driving for work risk management resources and establishing an evidence base on work related road collisions. A revamped joint information portal was launched to educate and assist employers to manage risks related to driving for work. A joint Health and Safety Authority, Road Safety Authority and Garda Síochána public information video was launched. This was followed by a programme of broadcasts to ensure employers had a clear understanding of their duty to manage risks associated with driving for work.

There was significant activity across Authority education programmes in 2017. Almost 25,000 students at post-primary and further education participated in the Choose Safety programme. The demand for online learning increased as more than 17,750 courses were taken on our eLearning portal [www.hslearning.ie](http://www.hslearning.ie), which was an increase of 2,469 on 2016. The Authority also led six Keep Safe events with primary schools across the country, in collaboration with other state agencies.

Our communications and awareness-raising activities are key elements of our efforts to foster a culture of prevention. In 2017 we implemented national and regional farm safety and construction safety campaigns across TV, radio, outdoor and digital formats. In addition, we developed and implemented a new campaign in relation to work-related stress and the benefits of the Work Positive online tool. Our social media and digital channels continue to grow in importance with the potential to reach and influence thousands of people. This is achieved via our Facebook, Twitter, LinkedIn and YouTube activity. Our website remains a key communications channel with 1.9 million visits throughout the year. More traditional communications activity such as event management and the publication of guidelines and information sheets remain an important feature.

A range of events and conferences were held in 2017. New publications covered an array of topics such as slips, trips and falls, silica dust, quarry safety, working in confined spaces and farm safety. Our customer contact centre handled approximately 22,000 inbound queries and complaints from a variety of employers, employees and members of the public.

The demands of Freedom of Information requests in relation to civil cases continued to rise. A total of 215 were processed in 2017 compared to 179 during 2016 and 135 in 2015. This represents an increase of 61 percent in requests over this three-year period and is making a significant impact on resource availability for front line promotion and prevention.

The Irish National Accreditation Board (INAB) delivered an ongoing programme of accreditation to industry. INAB accreditation continued to be recognised by national authorities as the preferred method of demonstrating competence. There was sustained interest and increased applications for accreditation in the regulated fields arising from the planned UK exit from the EU. A complete analysis and revision of the INAB charging structure was undertaken and approved by the Minister for implementation in 2018 and subsequent years.



**Martin O'Halloran**



**Tom Coughlan**

<b>ADR</b> – Carriage of Dangerous Goods by Road	<b>LUP</b> – Land Use Planning
<b>AiE</b> – Access to Information on the Environment	<b>MSD</b> – Musculoskeletal Disorder
<b>CA</b> – Competent Authority	<b>NRCS</b> – National Radon Control Strategy
<b>CLH</b> – Harmonised Classification and Labelling	<b>NSAI</b> – National Standards Authority of Ireland
<b>CLP</b> – Classification, Labelling and Packaging of Substances and Mixtures	<b>OECD</b> – Organisation for Economic Co-operation and Development
<b>COMAH</b> – Control of Major Accident Hazards	<b>OELV</b> – Occupational Exposure Limit Values
<b>COP</b> – Code of Practice	<b>OPC</b> – Office of the Parliamentary Counsel
<b>CoRAP</b> – Community Rolling Action Plan	<b>OPCW</b> – Organisation for the Prohibition of Chemical Weapons
<b>CSO</b> – Central Statistics Office	<b>PPE</b> – Personal Protective Equipment
<b>CSPAC</b> – Construction Safety Partnership Advisory Committee	<b>PSDP</b> – Project Supervisor Design Phase
<b>DBEI</b> – Department of Business, Enterprise and Innovation	<b>PTO</b> – Power take off
<b>DGSA</b> – Dangerous Goods Safety Adviser	<b>QQI</b> – Quality and Qualifications Ireland
<b>DNA</b> – Designated National authority	<b>QSP</b> – Quarry Safety Partnership
<b>DSA</b> – Dangerous Substances Act	<b>RAC</b> – Committee for Risk Assessment (ECHA)
<b>DTTAS</b> – Department of Transport, Tourism and Sport	<b>RAPEX</b> – EU Rapid Alert System (facilitating exchange of information between EU Member States relating to products posing a serious risk to safety and health)
<b>ECHA</b> – European Chemicals Agency	<b>REACH</b> – Registration, Evaluation, Authorisation and Restriction of Chemicals
<b>EEA</b> – European Economic Area	<b>REF</b> – REACH Enforcement Forum
<b>EPA</b> – Environmental Protection Agency	<b>RiME</b> – Risk Management Expert
<b>ePIC</b> – Prior Informed Consent IT system	<b>RMOA</b> – Risk Management Operation Analysis
<b>EU</b> – European Union	<b>RPE</b> – Respiratory Protective Equipment
<b>EU-OSHA</b> – European Agency for Safety and Health at Work	<b>RPPS</b> – Retail and Private Petroleum Stores
<b>FAQ</b> – Frequently Asked Question	<b>RSA</b> – Road Safety Authority
<b>FOI</b> – Freedom of Information	<b>SAFED</b> – Safety Assessment Federation
<b>FSPAC</b> – Farm Safety Partnership Advisory Committee	<b>SCOEL</b> – Scientific Committee on Occupational Exposure Limits
<b>GMO</b> – Genetically Modified Organisms	<b>SDS</b> – Safety Data Sheets
<b>HR</b> – Human Resources	<b>SME</b> – Small and Medium-sized Enterprise
<b>HSE</b> – Health Service Executive	<b>SOLAS</b> – Further Education and Training Authority
<b>HSENI</b> – Health and Safety Executive Northern Ireland	<b>SVHC</b> – Substances of Very High Concern
<b>ICT</b> – Information and Communications Technology	<b>THOR</b> – The Health and Occupation Research Network
<b>IE</b> – Ireland	<b>TPE</b> – Transportable Pressure Equipment
<b>ILEA</b> – Irish Lift and Escalator Association	<b>UK</b> – United Kingdom
<b>IMRC</b> – Irish Mines Rescue Committee	<b>UNECE</b> – United Nations Economic Commission for Europe
<b>INAB</b> – Irish National Accreditation Board	<b>WRVS</b> – Work-related Vehicle Safety
<b>IT</b> – Information Technology	
<b>KTG</b> – Knowledge Transfer Group	
<b>LPG</b> – Liquefied Petroleum Gas	



# Role of the Health and Safety Authority

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

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



The Authority's strategy for the period 2016 to 2018 sets out five strategic priorities. The five priorities are:

1. **Health:** Increase the focus on work-related health risks.
2. **Safety:** Maintain and develop the advances achieved in the management of work-related safety risks.
3. **Chemicals:** Focus on the risks to human health and safety arising from chemicals used at work and by the general public.
4. **Accreditation:** Provide an impartial, internationally recognised accreditation service, responsive to market demands through the Irish National Accreditation Board.
5. **How we work:** Continue to change and transform the way we work.

Regular updates on the delivery of the programme of work were provided to the Board of the Authority and to the Minister throughout 2017.



# The Board and Executive of the Health and Safety Authority



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

The most recent Board of the Authority was appointed between December 2016 and September 2017 by the Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection at the Department of Business, Enterprise and Innovation (DBEI), Pat Breen. Seven members of the previous Board were appointed to serve a second term. Where vacancies arose Board members were either nominated from representative bodies or recruited using the Public Appointments Service.

Board member	Position	Board meetings attended in 2017 (out of 9)
<b>Chairperson</b>		
Tom Coughlan (Appointed with effect from 12/04/17)	Former Chief Executive, Clare County Council (2009-2016) Board member of the Shannon Group PLC	7 out of 7
<b>Employer Nominees</b>		
Michael Gillen, (Deputy Chairperson)	Senior Executive, BioPharmaChem Ireland	9
Andrew Bowers	Director Operational Excellence EMEA, Baxter Healthcare Corporation	8
Dermot Carey	Head of Safety and Manpower Services, CIF	6
<b>Employee Nominees</b>		
Pat Kenny (Deputy Chairperson)	Staff Side Secretary, An Post, Communications Workers' Union	8
Frank Vaughan	Director of Education, Irish Congress of Trade Unions	7
Christine Rowland	Independent Consultant, retired SIPTU official	8
<b>Ministerial Nominees</b>		
Stephen Curran (appointed with effect from 12/09/17)	Principal Officer, Safety, Health and Chemicals Policy Unit, DBEI	2 out of 4
Paraig Hennessy (appointed with effect from 20/12/2016)	Principal Officer, Safety, Health and Chemicals Policy Unit, DBEI	1 out of 3
Paul Cullen (appointed with effect from 20/12/2016)	Principal Officer, Safety, Health and Chemicals Policy Unit, DBEI	1 out of 2
Deirdre Cullivan	HR Consultant	8 out of 8
John McCartney	Director of Research at Chartered Surveyors, Savills Ireland	8
Carol Bolger	Former Head of Business Management, Ulster Bank	6
James Phelan	Former Dean of Agriculture and Head of the Department of Agribusiness, Extension and Rural Deleopment, UCD	9

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

At the end of 2017, the Authority (including INAB) employed 162.1 staff, including inspectors, professional and technical specialists, administrators and clerical staff.

## Board of the Authority



Tom Coughlan

Chairperson



Michael Gillen (Deputy Chairperson)

Employer Nominees



Andrew Bowers



Dermot Carey



Pat Kenny

Employee Nominees



Frank Vaughan



Christine Rowland



Stephen Curran

Ministerial Nominees



Deirdre Cullivan



James Phelan



John McCartney



Carol Bolger

## Executive of the Authority

CEO



Martin O'Halloran

Assistant Chief  
Executive



Brian Higgisson

Operational  
Compliance and  
Prevention

Assistant Chief  
Executive



Sharon McGuinness

Chemicals and  
Prevention

Assistant Chief  
Executive



Robert Roe

Corporate Support,  
Communications &  
Education

# The Board and Executive of the Health and Safety Authority



INAB is a committee of the Health and Safety Authority. The Board of INAB, which makes decisions relating to the award of accreditation, has 12 members and is appointed by the Board of the Authority.

Board member	Position	Board meetings attended in 2017 (out of 6)
Ms Ita Kinahan, Chairperson	Former State Chemist, State Laboratory	6
Dr Adrienne Duff	Manager of INAB, ex-officio Board Member	6
Mr Jan van der Poel	Chief Executive, Dutch Accreditation Council (RvA)	3
Mr Ray Ellard	Director of Consumer Protection, Food Safety Authority	5
Mr Jim O'Toole	Chief Executive, Bord Iascaigh Mhara	4
Mr Paul Hetherington, Vice-chairperson	Director of the National Metrology Laboratory	5
Mr Peter Dennehy	CEO Pre-Hospital Emergency Care Council	1
Dr Caitriona Fisher	Director of Quality, Scientific Affairs and Communications, Health Products Regulatory Authority	6
Mr Grant Henderson	Country Manager, Applus Car Testing Service	5
Dr Micheal Lehane	Programme Manager, Environmental Protection Agency	3
Mr John O'Loughlin	Laboratory Manager Rotunda Hospital	5
Dr David Graham	Deputy Chief Executive Animal Health Ireland	5

## Report under the Protected Disclosures Act 2014

Under the Protected Disclosures Act 2014 every public body is required to publish a report on the number of protected disclosures made to the public body in the preceding year and the action taken (if any) in response to the protected disclosures. In 2017 the Chief Executive of the Authority, in the context of his role as a prescribed person under the Protected Disclosures Act 2014, received four protected disclosures from parties external to the Authority and relating to third parties. All four disclosures were referred to Authority inspectors for investigation. In one case a written response was sent to the person making the disclosure and the case was closed. The investigations into the other cases were ongoing at the end of the year.

Operational area	Planned actions	Progress in 2017
<b>Accommodation and Food Service</b>	A risk-based inspection programme for compliance with health and safety management systems, with a particular focus on health issues and new and young staff in the sector.	124 inspections and 20 investigations were carried out in these sectors. Results for compliance with health and safety management requirements are set out in Appendix 2.
<b>Agriculture</b>	Conduct three agriculture inspection campaigns, each of three weeks' duration. Each campaign will have a specific focus as well as addressing overall safety and health standards on farms. Campaigns will have both a national and regional focus and will be supported by media campaigns.	<p>1,776 farm inspections and 65 investigations were carried out. These figures include occupational safety and health and chemical inspections. The OSH inspections found that 88% of farms had a safe play area for children and 81% addressed the involvement of elderly farmers in farming activity. In addition, 63% had safe facilities for calving, 61% had safe slurry handling facilities, 69% had serviced tractor handbrakes and 56% had power take off (PTO) guards in place.</p> <p>A farm inspection campaign (400 inspections) in March focused on livestock handling safety. 70% of farms had good compliance with livestock and calving facilities. Inspection reports and notices were served in 200 of these inspections. In particular, the poor guarding of PTOs on vacuum tankers and agitators resulted in 14 prohibition notices being served.</p> <p>302 farm inspections were carried out during a farm inspection campaign in May which focused on tractors and farm machinery. Enforcement action was taken in 161 of these inspections. Only 56% of inspections found good compliance with safe systems for agitating and spreading slurry, 61% had handbrakes well maintained on their tractors and 47% had adequate PTO guards in place and well maintained. 19 prohibition notices were served for these machines.</p> <p>166 farm inspections were carried out during a farm inspection campaign in November which focused on falls from a height. Enforcement action was taken in 64 of these inspections. Two prohibition notices were served to prohibit the use of an unguarded PTO on a slurry spreader and to prevent working under overhead power lines.</p> <p>These inspection campaigns were accompanied by social media campaigns using Facebook and Twitter to increase safety awareness.</p>

Operational area	Planned actions	Progress in 2017
<b>Agriculture</b> <i>(Continued)</i>	<p>Implement Year Two of the current Farm Safety Action Plan 2016–2018 of the Farm Safety Partnership Advisory Committee (FSPAC).</p> <p>Complete targeted awareness campaigns relating to health and safety in agriculture, with a particular focus on the development of programmes to foster innovative engineering solutions to risks in agriculture.</p> <p>Promote use of the updated farm safety Code of Practice.</p>	<p>The Farm Safety Partnership Advisory Committee (FSPAC) met on four occasions to progress implementation of Year Two of the current Farm Safety Action Plan 2016–2018. The six working groups established to progress the six major goals of the plan were very active working on delivering on the 91 objectives of the plan through working group chairpersons. The majority of the work done by working groups was undertaken in small expert groupings or by e-mail. Delivery of the complete action plan is well on target.</p> <p>In addition to the three topic-specific inspection campaigns, radio and print media campaigns were carried out to coincide with major farming events. A major exhibit at the National Ploughing Championships incorporated practical farm safety demonstrations and engineering solutions to high risk activities, particularly vehicle safety and working at a height. Exhibits were also provided at the Tullamore Show, the Moorpark Dairy event, a national farm machinery show and at a number of smaller events. Innovative engineering solutions continued to be identified and assessed, particularly around automatic cut-off devices and visibility aids on farm machinery and rollover protection on quad bikes.</p> <p>The revised Code of Practice for Preventing Injury and Ill Health in Agriculture was approved and launched by the Minister. The revision, which reflected any changes in farming practice, was promoted through social media and all major agricultural events.</p> <p>The revised Farm Safety Code of Practice was also promoted during all farm safety half-day training sessions provided by Teagasc, Farm Relief Services and other independent trainers.</p> <p>The use of the Code of Practice was assessed in 1,317 farm inspections. Relevant hazards were adequately recorded in 80% of cases. Health and safety actions were adequately addressed in 64% of cases. Other results for compliance with health and safety management requirements are set out in Appendix 2.</p>



Operational area	Planned actions	Progress in 2017
<b>Agriculture</b> (Continued)	Participate in the new Knowledge Transfer Groups structure established by the Department of Agriculture, Food and the Marine.	The Authority participated in 112 Knowledge Transfer Group meetings and farm safety walks and engaged with over 2,000 farmers in the process.
<b>Business Support</b>	<p>Maintain and further develop the BeSMART.ie website portal:</p> <ul style="list-style-type: none"> <li>- Add content to existing sectors including new business types and risk assessments;</li> <li>- Update risk assessments to reflect changes to legislation and guidance;</li> <li>- Keep the current content relevant for existing BeSMART.ie business types;</li> <li>- Improve user access and usability including intuitive navigation;</li> <li>- Resolve system issues without delay.</li> </ul> <p>Use BeSMART.ie to support contractors acting as Project Supervisors for the Construction Stage (PSCS).</p> <p>Network with other industry and business support groups to promote the increased use of BeSMART.ie.</p> <p>Network with the EU Occupational Safety and Health Agency and other international partners in the pursuit of best practice.</p> <p>Partner with DBEI and other government agencies to host a Taking Care of Business event.</p>	<p>Added 8,496 new accounts, bringing the total registered BeSMART accounts to 46,972. A total of 7,618 safety statements were created using BeSMART.ie.</p> <p>20 new business types created across all sectors. 15 new risk assessments added.</p> <p>Updated one risk assessment to reflect new guidance.</p> <p>Updated 120 existing risk assessments.</p> <p>Created new landing page to improve user navigation.</p> <p>No system disruptions recorded.</p> <p>Introduced a template Safety and Health Plan for the Project Supervisor for the Construction Stage.</p> <p>Made new contacts to increase awareness of BeSMART.ie, partnered with the Irish Brewers Association to launch a campaign on cellar safety which reached 8,000 bar owners nationwide.</p> <p>Hosted the EU Commission's first Mutual Learning Exercise in the area of health and safety. The focus was on a peer review of BeSMART.ie by Member States.</p> <p>Continued collaboration with EU-OSHA (European Agency for Safety and Health), other Member States and countries such as Norway and Iceland to develop best practice for online risk assessment tools.</p> <p>Event hosted in Dublin with 500 participants. Plans developed for hosting an event in the southwest in 2018.</p>

Operational area	Planned actions	Progress in 2017
Construction	<p>Increase the level of construction inspection based on the risk profile of the sector. This will include inspections of small construction companies and self-employed workers in the sector, with a focus on one-off builds and smaller sites.</p> <p>Assess the management of risks to both health and safety through the inspection process.</p> <p>Inspect major infrastructure projects.</p> <p>Conduct two separate one-week inspection campaigns. The focus for these inspections will be linked to the Action Plan of the Construction Safety Partnership Advisory Committee (CSPAC) for 2017.</p> <p>Continue to engage and work with national stakeholders in the construction sector through the CSPAC.</p>	<p>Completed 3,995 inspections and 418 investigations in this sector, covering the management of occupational safety and health and including the safe use of chemicals. Small contractors and the self-employed accounted for 80% of inspections. Enforcement actions in the form of improvement or prohibition notices or written inspection reports were taken in 56% of these inspections. Other results for compliance with health and safety management requirements are set out in Appendix 2.</p> <p>Inspections were carried out on large infrastructural projects throughout the country such as the Luas cross city works and the M17/M18 motorway.</p> <p>328 of these inspections were carried out during the occupational health campaign in June. 223 enforcement actions were taken during the campaign in the form of formal notices or written reports. These mainly addressed inadequate protection from falls from a height and poor safe systems of work or method statements. The inspections also covered the carrying out of risk assessments for hazardous dusts, chemical risk assessments and Safety Data Sheets (SDS), the use of on-tool extraction and water for dust control when cutting concrete, and the use of appropriate respiratory protection equipment (RPE).</p> <p>362 inspections were carried out during the work at a height campaign in October. Enforcement action was taken in 219 cases in the form of formal notices or written reports. These covered no fall protection or scaffolding being used, defective mobile elevated work platforms (MEWPs) or other equipment in use, safe systems of work not used, project supervisors for the design and construction stages not appointed and no safety statements or risk assessments in place.</p> <p>During these two campaigns social media channels were used to highlight dangerous activities and situations and to promote safe practices, with over 100,000 reached in each campaign.</p> <p>Engaged with national stakeholders through the CSPAC. Developed three-year plan to improve safety and health in the sector in a collaborative way. CSPAC met four times and the annual Safety Forum was held in November.</p>

Operational area	Planned actions	Progress in 2017
<b>Construction</b> <i>(Continued)</i>	<p>Continue to engage with the Health and Safety Executive of Northern Ireland to share experiences and develop cross-border initiatives to increase awareness and compliance.</p> <p>Continue work with the Temporary Traffic Management at Roadworks Committee of the Department of Transport, Tourism and Sport (DTTAS) to produce operational guidance.</p> <p>Support DBEI and the Department of Education and Skills (DES), together with SOLAS (Further Education and Training Authority) and QQI (Quality and Qualifications Ireland), in maintaining and developing the national qualifications and training structures for the construction sector.</p> <p>Develop guidance on two topics: occupational health in construction and the control of reversing vehicles on construction projects.</p> <p>Develop initiatives to promote worker involvement and consultation in the sector and to support the work of the safety representative.</p> <p>Develop initiatives to raise awareness of safety and health among the self-employed and small contractors.</p> <p>Develop a construction-related, problem-based learning brief for use on third-level courses.</p>	<p>Meetings were held with the HSENI construction unit. Information and statistics were shared, particularly relating to occupational health issues in construction.</p> <p>Operational guides on temporary traffic management at roadworks were further developed by the DTTAS working group.</p> <p>Continued work with the DBEI, SOLAS, QQI and DES in reviewing schemes.</p> <p>Participated in SOLAS Stakeholder Oversight Group and Technical Working Group in reviewing the schemes.</p> <p>Guidance developed on MEWPs, crystalline silica dust and welfare facilities.</p> <p>Updated the Guidelines on Procurement, Design and Management Requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013, and associated summary guide.</p> <p>Updated the Code of Practice for the Design and Installation of Anchors and the Code of Practice for Working in Confined Spaces.</p> <p>CSPAC held the Construction Safety Representative Award 2017. Inclusion of worker engagement and safety representatives in CSPAC three-year plan.</p> <p>Developed short videos in BeSMART to help small contractors and self employed to understand key dutyholder responsibilities and requirements in construction.</p> <p>Not completed.</p>

Operational area	Planned actions	Progress in 2017
Engineering	Review reports submitted on the examinations for pressure and lifting equipment. Take action where serious issues are identified.	1,064 reports reviewed with follow-up action on 1,026 reports either by written correspondence or referral to area inspector.
	Assess visibility devices on earthmoving machinery during relevant inspections.	Inspectors followed up on individual cases of non-compliant devices but publication of guidance was deferred to take account of changing standards at ISO and CEN level.
	Conduct campaign to examine how property management companies are addressing maintenance and certification of lifts under their control.	This examination was conducted to identify how lift certification and maintenance was managed.
	Participate in the development of standards related to electrical safety.	Participated in the new processes under NSAI in respect of electrical standardisation.
	Follow up on issues of concern and potential non-compliance of plant and machinery identified during accident or complaint investigations.	Technical support in respect of standards and European directives was provided to stakeholders throughout the year on a range of issues, e.g. agricultural trailers, pesticide sprayers, breathing apparatus, high visibility clothing etc.
	Monitor RAPEX (EU rapid alert system facilitating exchange of information between Member States relating to products posing a serious risk to safety and health) and highlight alerts to relevant sectors.	The weekly RAPEX alerts were monitored in a systematic manner and follow-up took place where Irish importers/distributors were identified.
	Engage with interest groups, including SAFED (Safety Assessment Federation) and ILEA (Irish Lifts and Escalators Association), on requirements for statutory examinations.	Ongoing dialogue with members of SAFED and ILEA was maintained throughout the year.
	Provide expert support through participation in NSAI committee on cranes.	Supported the restarting of the NSAI committee on cranes to review IS 360.
Ergonomics and manual handling	Plan seminars on the theme of practical ergonomic tools and strategies to address musculoskeletal disorders (MSDs).	Practical Ergonomics Risk Assessment workshops took place in Cork, Dublin and Athlone with 150 delegates, with very positive feedback from participants. Attendees were provided with a practical insight into risk assessment tools to quantify ergonomic risks.

Operational area	Planned actions	Progress in 2017
<b>Ergonomics and manual handling</b> <i>(Continued)</i>	<p>Continue MSD Risk Management Project in a select number of inspections.</p> <p>Develop a technical guidance factsheet on managing manual handling risks in the agriculture sector.</p> <p>Work with stakeholders to ensure the implementation of the recommendations in the report on fertiliser supply.</p>	<p>Social media channels were used to highlight the workshops and the importance of managing health risks as they relate to musculoskeletal disorders.</p> <p>38 specialist ergonomic inspections were carried out. Inspectors were trained in the Mac Tool (designed for assessing handling operations where loads of different weight are handled over a work day). Ergonomist supported inspectors during inspections aimed at addressing ergonomic issues in the workplace and use of the Mac Tool where appropriate.</p> <p>Technical guidance on reducing the risk of back injury on the farm was developed and published on the Authority's website.</p> <p>Agreement was reached with fertiliser manufacturers to place a warning label on 50kg bags of fertiliser to advise people to take care when lifting.</p> <p>Received support from the Farm Safety Partnership Advisory Committee to implement recommendations in the report.</p>
<b>Fishing and aquaculture</b>	<p>Conduct inspections in the fishing sector focusing on the management of health and safety risks and the preparation of a safety statement.</p> <p>Continue to support initiatives in the sector, including the memorandum of understanding agreed by relevant state enforcement bodies to support an effective inspection system for the sector and the work of the Santa Marta Group.</p>	<p>52 fishing vessels were inspected. These inspections concentrated on boats at the pier and monitored compliance with safety statement preparation and the implementation of the Authority's guidance for the sector.</p> <p>Participated in the Non-EEA fishermen permit scheme with other Government Agencies (for example, Revenue, Department of Agriculture, Food and the Marine) with a concentration on larger boats (&gt;15m). Also sought to ensure that training and safety information was provided in languages that the fishermen understood.</p>
<b>Forestry</b>	<p>Inspect for compliance based on the Code of Practice for managing safety and health in forestry operations.</p>	<p>56 forestry inspections completed which examined the health and safety responsibilities of the landowner and the forestry manager for forestry operations, worker training and machine safety. Compliance was found to be at 85-91% for these provisions. The inspections took place for logging operations, silviculture and support services to the forestry industry (for example, the road transporting of logs and trees).</p>

Operational area	Planned actions	Progress in 2017
Healthcare	<p>Engage with the Health Service Executive (HSE) at national level and with directors and managers of healthcare services to promote the management of occupational health and safety.</p> <p>Hold briefing sessions on occupational health and safety in healthcare for managers, supervisors and employees.</p> <p>Promote, monitor and review e-learning and other resources available to employees and new entrants to the healthcare sector.</p>	<p>Meetings were held with the HSE and senior managers in healthcare services promoting the management of occupational health and safety at organisational level.</p> <p>Collaborated with a range of agencies in healthcare through consultation processes and participation in healthcare events. The Authority was part of the local organising committee for the 10th European Congress on Violence in Clinical Psychiatry. Support and advice was provided to healthcare managers, supervisors and employees.</p> <p>The use of e-learning resources was monitored and learning resources were reviewed and promoted to create awareness.</p>





Operational area	Planned actions	Progress in 2017
<b>Healthcare</b> <i>(Continued)</i>	<p>Continue to monitor national and international data and reports on health and safety in healthcare to inform future interactions with the sector.</p> <p>Provide information and advice on sector-specific topics in healthcare to provide practical guidance on complying with health and safety legislation.</p> <p>Conduct a risk-based inspection programme focusing on the management of occupational health and safety.</p> <p>Conduct an additional inspection campaign with particular emphasis on the control of violence and aggression, chemical safety and stress at the place of work.</p>	<p>Use of internal data sources as well as data from the Central Statistics Office (CSO), EU OSHA, THOR reports, HSE UK, expert reports, Department of Health and HSE were used to inform future interactions with the sector and plan programmes of work.</p> <p>An e-learning course for new employees to the sector 'Your Safety, Health and Welfare in Healthcare' was published on the Authority's website. Requests for information and advice from the sector were responded to as appropriate.</p> <p>158 inspections and 46 investigations were carried out in the sector covering the management of occupational safety and health and including the safe use of chemicals. Inspections focused on hospitals and community care facilities. Results for compliance with health and safety management requirements are set out in Appendix 2.</p> <p>39 inspections looked at patient handling in healthcare facilities. The results showed that 89% had written risk assessments on patient handling, 84% did individual patient handling assessments, 97% had instructors with FETAC People Handling Instruction Award (level 6) and 95% provided training that relates to the type of patient handling activities being conducted in the place of work.</p> <p>108 inspections looked at the prevention of violence and aggression to health care workers. The results showed that there was 75% compliance for having violence and aggression risk assessments in place, 69% had control measures in place, 80% carried out training for employees, 83% reported violence and aggression accidents, 94% had support services in place and 74% had carried out risk assessments on this topic for lone workers.</p>
<b>Manufacturing</b>	<p>Conduct a risk-based inspection programme to assess compliance with health and safety management systems.</p>	<p>814 inspections and 127 investigations were completed covering the management of occupational safety and health and including the safe use of chemicals. Inspectors assessed compliance with the requirements for a safety statement, safety consultation and safety representation. The results of these assessments are set out in Appendix 2.</p>

Operational area	Planned actions	Progress in 2017
<b>Manufacturing</b> <i>(Continued)</i>	<p>Carry out an inspection campaign focused on asphalt-manufacturing plants.</p> <p>Prepare and plan an inspection campaign focused on concrete block-making facilities.</p>	<p>An initiative to address risks in asphalt plants involved 36 detailed inspections and resulted in the issuing of 26 inspection reports. The initiative focused on improvements to confined space entry procedures when entering driers and other confined spaces, safe delivery and unloading of bitumen, traffic management, conveyor guarding, work at height and skip trolley safety and maintenance.</p> <p>The block-making initiative was developed for implementation in 2018.</p>
<b>Mines and Quarries</b>	<p>Conduct a risk-based inspection programme in quarries to assess compliance with safety and health management systems.</p> <p>Support the work of the Quarry Safety Partnership (QSP).</p> <p>Promote best practice in both mining and quarrying.</p>	<p>216 inspections of the extractive industries (including peat extraction and offshore drilling) were carried out in addition to 20 investigations. This included 12 mines inspections and one mine incident investigation.</p> <p>14 prohibition and 14 improvement notices were issued at quarries during the year. Principal issues were conveyor and plant guarding, management of quarry faces, blasting procedures and excavator quick-hitch systems.</p> <p>Inspectors also monitored that the relevant Quarry Safety Certification Scheme registration cards were held by plant operators.</p> <p>58 accidents and four dangerous occurrences were notified to the Authority in the mining and quarrying sector and a number were investigated.</p> <p>The QSP was active in developing advice and guidance for specific issues in the quarries sector.</p> <p>While an extensive review of the guidance to the Safety, Health and Welfare at Work (Quarry) Regulations was postponed, three new guidance documents for the sector were published on idler roller guarding, significant geotechnical hazards, and fall protection at quarry faces.</p> <p>A specific programme was developed and delivered in consultation with industry on establishing best practice in asphalt production.</p>

Operational area	Planned actions	Progress in 2017
<b>Mines and Quarries</b> <i>(Continued)</i>	<p>Promote best practice with respect to fire prevention on underground vehicles.</p> <p>Promote emergency response preparedness at all active mines on the Island of Ireland. Maintain an active involvement in the Irish Mines Rescue Committee (IMRC) to ensure the co-ordination of rescue capability in Ireland.</p> <p>Work to finalise the consolidated Mines Regulations which are expected to come into effect in 2018.</p>	<p>Fire prevention was dealt with during mines inspections.</p> <p>The Irish Mines Rescue Committee (IMRC) continued to co-ordinate mine rescue capability in Ireland with a number of combined rescue team training sessions. Contact was also maintained with the Irish Air Corp who will provide emergency transfer of teams where necessary.</p> <p>The consolidated Mines Regulations are expected to come into effect in 2018.</p>
<b>New and returning workers</b>	<p>In the sectors where a significant increase in employment is noted, conduct inspection programmes to address the issue of training, induction and supervision of new and returning workers.</p>	<p>These issues were addressed during inspections in the construction, services, retail, food and accommodation sectors.</p>
<b>Occupational health</b>	<p>Organise an occupational health event involving a series of awareness events and an inspection campaign.</p> <p>Gather data on occupational illnesses from the Department of Employment Affairs and Social Protection (DEASP) to inform policy initiatives.</p> <p>Continue participation in the <i>Healthy Ireland</i> workplace sub-group.</p> <p>Raise awareness and enforcement of EMF (Electromagnetic Fields) Regulations.</p> <p>Target specific occupational health inspections in selected sectors.</p>	<p>Occupational health event postponed to 2018. Specific workshops held on ergonomics, manual handling and work related stress.</p> <p>DEASP commenced collaboration with the Authority and Eurostat. This resulted in the submission of data to the EU pilot project on reporting of occupational diseases for 2013, 2014 and 2015.</p> <p>As a member of the <i>Healthy Ireland</i> workplace group the Authority participated in two meetings and one workshop as well as contributing to specific data collection exercises. A new workplace health promotion certificate was launched in NUIG which has been oversubscribed in its first year.</p> <p>Not completed.</p> <p>Specific inspection campaigns targeting occupational health matters in construction (sun and dust protection), healthcare (stress) were completed. In addition, manual handling and ergonomics inspections were carried out across construction, manufacturing, healthcare (patient handling), transport and retail sectors. Further details given under relevant sectors.</p>

Operational area	Planned actions	Progress in 2017
Public sector	<p>Engage with key agencies and employers that can influence and support health and safety at work.</p> <p>Provide advice and support to external stakeholders with regard to compliance and best practice.</p> <p>Continue to monitor national and international data and reports on health and safety in the public sector to inform future interactions with the sector.</p> <p>Review the initiatives in the public sector area over the past two years to determine any further interventions.</p>	<p>60 inspections and 28 investigations took place in the public administration and defence sector with 22 of these inspections and 21 desktop assessments undertaken with public sector employers focusing on safety management systems.</p> <p>Support and advice provided to public sector employers and requests for information responded to.</p> <p>Internal data sources as well as data from the CSO, EU OSHA, THOR reports, HSE UK were used to inform future interactions with the sector and plan programmes of work.</p> <p>Authority interventions in the public sector from 2014 to 2017 were reviewed to inform future interactions with the sector.</p>
Safety representatives	<p>Organise a national conference for safety representatives.</p> <p>Produce material to encourage the participation of employees in the safety representative role and distribute it in identified sectors during inspections.</p> <p>Develop a safety representative module for BeSMART.</p> <p>Examine the potential benefits of a register of safety representatives.</p>	<p>A national conference was held in Croke Park Conference Centre in November with 250 attendees.</p> <p>An information sheet was prepared on these issues and distributed during inspections. Inspectors also communicated with safety representatives during inspections. The results for the main economic sectors are set out in Appendix 2. Overall, 18% of all inspections found that a safety representative had been selected and in 24% of these cases the representative accompanied the inspector during the inspection.</p> <p>Two checklists to assist the safety representative in carrying out their functions were also launched, together with a poster to raise the profile of the safety representative in the workplace.</p> <p>A new module for safety representatives was added to BeSMART.ie providing detailed information on the role. Training on the role of the safety representative was provided to safety representatives and employee groups through other organisations. An online course for safety representatives was developed for <a href="http://www.hslearning.ie">www.hslearning.ie</a></p> <p>This was not completed.</p>

Operational area	Planned actions	Progress in 2017
<b>Slips, trips and falls</b>	<p>Assess a sample of the reported slip, trip and fall accidents that occurred on stairs or floors.</p> <p>Develop an information sheet on preventing slips, trips and falls and incorporate it into risk assessment on BeSMART.ie.</p> <p>Build contact and cooperation with relevant architectural representative groups.</p>	<p>794 slip, trip and fall assessments were carried out during inspections. The results showed that there was 79% compliance for having written risk assessments prepared for slip, trip and fall prevention. A sample of reported accidents on stairs and floors were reviewed.</p> <p>Three information sheets were published on the website. Recommendations on preventing slips, trips and falls were included in BeSMART.ie.</p> <p>Communications with relevant architectural representative groups were established and conducted through the Construction Safety Partnership Advisory Committee.</p>
<b>Transport and storage</b>	<p>Promote full range of risk management resources for transport and logistics operations.</p> <p>Update and improve sector webpages to highlight key risk, sector injury trends, risk management and online learning courses.</p> <p>Promote online transport risk management courses and influence inclusion in key further and higher education transport programmes.</p> <p>Conduct a risk-based inspection programme for compliance with health and safety management systems.</p> <p>Conduct a campaign to examine the storage and filling of liquid petroleum gas (LPG).</p>	<p>Resources were promoted through web, digital media and stakeholder events and seminars throughout the year.</p> <p>Webpages were updated.</p> <p>Online courses were promoted at driving for work seminars.</p> <p>433 inspections and 49 investigations were completed in this sector, of which 190 examined compliance with health and safety management systems. Workplace transport safety management systems were reviewed and the results are set out below in the section on work related vehicle safety. General compliance with health and safety management requirements in this sector are set out in Appendix 2.</p> <p>32 inspections were carried out at small LPG storage facilities with particular emphasis on the retail, hotel and restaurant sectors. The inspections looked at compliances with IS standards 3213 and 3216, awareness of the hazards of using LPG, emergency planning and LPG appliances and pipework. The results showed that:</p> <ul style="list-style-type: none"> <li>- 23% of employers did not know where the emergency shut-off valve was;</li> </ul>

Operational area	Planned actions	Progress in 2017
<b>Transport and storage</b> <i>(Continued)</i>		<ul style="list-style-type: none"> <li>- 20% of the shut-off valves were not clearly marked;</li> <li>- 37% of employers had not considered a gas leak as a risk;</li> <li>- 27% had not considered a gas explosion in the event of a fire;</li> <li>- 50% had not considered carbon monoxide as a risk;</li> <li>- 37% had no carbon monoxide alarms;</li> <li>- 10% of the carbon monoxide monitors were out of date.</li> </ul>
<b>Waste collection disposal</b>	Complete an inspection campaign in the sector, with a particular focus on vehicle safety and the processing of metal waste.	<p>40 inspections were carried out at material recycling facilities. The results showed that:</p> <ul style="list-style-type: none"> <li>- 64% had an adequate safety statement;</li> <li>- 56% had adequate mechanical equipment with appropriate guarding and maintenance plans in place;</li> <li>- 84% had good ergonomic working conditions on picking lines;</li> <li>- 91% had provided appropriate PPE/RPE;</li> <li>- 61% had procedures in place for dealing with potential chemical or biological agents exposures;</li> <li>- 75% had adequate welfare procedures;</li> <li>- 83% had adequate on-site traffic management controls in place.</li> </ul> <p>A joint guidance document between the Authority and the Environmental Protection Agency (EPA) – Management of Household Hazardous Waste at Civic Amenity Sites – was finalised and published on the website.</p>
<b>Wholesale and retail</b>	<p>Conduct a risk-based inspection programme in the wholesale sector, addressing compliance with safety and health management systems.</p> <p>Conduct a further campaign of inspections in the wholesale sector, focusing on storage, racking and forklift use.</p>	<p>750 inspections and 144 investigations were completed which covered occupational safety and health management, petroleum stores and other chemical safety management requirements in these sectors. Workplace transport safety management systems were reviewed in retail warehouses and the results are set out below in the section on work-related vehicle safety. Other results for compliance with health and safety management requirements are set out in Appendix 2.</p> <p>40 inspections were carried out in wholesale premises with racking storage and where forklifts were in use.</p>



Operational area	Planned actions	Progress in 2017
Wholesale and retail	<p>Conduct a risk-based inspection programme in the retail sector, addressing compliance with health and safety management systems.</p> <p>Conduct a further campaign of inspections in the retail sector, focusing on the supply of second-hand farm machinery.</p>	<p>The results showed that:</p> <ul style="list-style-type: none"> <li>- 60% had a safety statement available at the place of work;</li> <li>- 88% had goods safely stored on racking;</li> <li>- 42% had safe working load marked on racking;</li> <li>- 55% carried out routing checks on racking;</li> <li>- 79% carried out training of forklift operators;</li> <li>- 42% carried out job specific forklift operator training;</li> <li>- 85% used a competent trainer for forklift operator training.</li> </ul> <p>30 inspections were carried out at premises which buy and sell second hand farm machinery. The results showed that:</p> <ul style="list-style-type: none"> <li>- 73% had adequate safety statement in place;</li> <li>- 46% were aware of their responsibilities under Section 16 (Suppliers of articles for use at work) of the 2005 Act;</li> <li>- 56% carried out a safety use checklist on machines being old;</li> <li>- 75% provided safety instructions to end users;</li> <li>- 100% had adequate PTO guarding in place.</li> </ul>
Work related stress and bullying	<p>Hold three seminars on change management and work-related stress.</p> <p>Refine hosting of online <i>Work Positive tool</i>. Working with the State Claims Agency and other stakeholders, increase its uptake across public and private sectors.</p>	<p>Work-related stress seminar held in conjunction with State Claims Agency (SCA) with over 100 in attendance. A specific seminar on critical incident stress management was also held with over 100 in attendance.</p> <p><i>Work Positive</i> relaunched as <i>Work Positive Critical Incident (Work Positive<sup>CI</sup>)</i> and a national advertising campaign on work-related stress contributed to almost 500 new companies registering online for <i>Work Positive<sup>CI</sup></i>.</p>
Work related vehicle safety	<p>Implement year two of the Work Related Vehicle Safety Plan 2016–2018.</p> <p>Manage and co-ordinate joint initiatives with the Road Safety Authority (RSA) and An Garda Síochána in relation to programmes on driving for work, load securing and work related road risk management. Focus on promotion of <i>Driving for Work</i> risk-management resources.</p>	<p>Year 2 actions implemented.</p> <p>Continued to promote the revised <i>Driving for Work Employer Guidelines</i> and <i>Driver Handbook</i>. Conducted five <i>Driving for Work</i> seminars in conjunction with the Road Safety Authority (RSA) and An Garda Síochána.</p>

# 1 Occupational Safety and Health Programmes

Operational area	Planned actions	Progress in 2017
<b>Work related vehicle safety</b> <i>(Continued)</i>	<p>Progress national programme for load securing risk management including promotion of relevant guidance and online courses, development of evidence-led enforcement approach with An Garda Síochána and the RSA and development of further load securing guidance on high-risk loads associated with specific work sectors.</p> <p>Promote guidance on safe vehicle maintenance, vehicle tail lift safety and vehicle-mounted cranes.</p> <p>Promote <i>Driving for Work</i> online course and promote its inclusion in further and higher education and training programmes.</p> <p>Develop arrangements with the RSA and An Garda Síochána to identify work-related road collisions and agree data collection and sharing requirements to meet Irish obligations under EU Regulation 834/2011 to report on work-related road collisions.</p>	<p>Six factsheets on securing common high-risk loads were published on <a href="http://www.loadsafe.ie">www.loadsafe.ie</a>.</p> <p>Information sheets on vehicle tail-lift safety and lorry loader cranes were drafted and are at final design stage.</p> <p>Promoted the Authority's four online courses through articles in sector specific publications and stakeholder contacts.</p> <p>There was input into Garda Roads Policing and Road Safety Strategy review on data collection and sharing requirements and improvements.</p>



Operational area	Planned actions	Progress
<b>Work-related vehicle safety</b> <i>(Continued)</i>	<p>Promote findings of UCD research project on deaths from work-related road collisions in Ireland.</p> <p>Complete an inspection campaign targeting key vehicle risk management priorities:</p> <ul style="list-style-type: none"> <li>- Driving for work;</li> <li>- Workplace transport;</li> <li>- Working on or near the road;</li> <li>- Loading, unloading, load securing.</li> </ul>	<p>There was ongoing promotion of the UCD research report into fatal work related road collisions from coroner records. A joint webinar was conducted in October involving UCD and the Authority.</p> <p>61 inspections were carried out during this campaign. The results showed that:</p> <ul style="list-style-type: none"> <li>- 77% had a safety statement prepared;</li> <li>- 47% had a safety statement which covered workplace transport and in 57% cases it was available for inspection;</li> <li>- 38% had a safety statement which covered loading, unloading and load securing of vehicle and in 57% cases it was available for inspection;</li> <li>- 43% had safety statements that covered driving for work and 48% of these had it available for inspection;</li> <li>- 48% had appointed a responsible person for managing vehicle risks;</li> <li>- 80% had designated areas for loading and unloading vehicles;</li> <li>- 70% had procedures which were communicated to employees and others;</li> <li>- 73% had a reporting system for work related vehicle incidents in place;</li> <li>- Enforcement action in the form of notices was taken in 13% visits and 87% obtained a report of inspection.</li> </ul>





Operational area	Planned actions	Progress in 2017
Chemicals policy role	Provide lead role nationally on chemicals and their health impacts, through ministerial briefings, policy advice, participation in national committees, support to DBEI and specific technical advice as requested.	In 2017, the Authority maintained representation at the Article 133 Committee which dealt with the final regulatory actions on proposals amending the REACH and CLP Regulations. Concluded agreements in relation to restrictions (for example, Methanol, NMP), applications for authorisation (including for one IE company); dossier and substance evaluation decisions.
	Fulfil competent authority role in relation to the EU Detergent Regulation.	The Authority represented Ireland at the annual Detergent Working Group meeting. In a market surveillance campaign undertaken to check labelling and packaging of hazardous chemicals sold to the general public in discount and hardware stores, 200 detergent products were checked and 28 non-compliant detergents were removed from the market.
	Fulfil designated national authority (DNA) role in relation to the EU Rotterdam Regulation on the export and import of dangerous substances.	The Authority attended one DNA meeting, consulted on another and provided IE inputs into proposals to amend Annexes to the Rotterdam Regulation. The Article 10 report for industrial chemicals was cross checked against notifications and processed. Nicotine importers were identified and assisted in making Article 10 reports. Operators potentially affected by the Rotterdam Regulations were contacted and informed of their obligations. Website updated with news alerts on ePIC. Input was provided into the development of reporting requirements under Article 22. There were 22 requests for information. There were no export notifications received under the Rotterdam Regulation but one special Reference Identification Number (RIN) application under R&D was received and processed.
	Meet national obligations in relation to the Organisation for the Prohibition of Chemical Weapons (OPCW) under the United Nations Chemical Weapons Convention.	Annual returns and declarations were submitted as required. Attended the meeting of national authorities.
	Provide technical advice and support to the Minister, DBEI and companies affected by Brexit. Contribute to EU discussions on the impact of Brexit on REACH, CLP, ADR Transport, COMAH and other chemical legislation.	Gathered data on workplace chemicals sourced from the UK as part of Brexit impact assessment. Attended meetings with stakeholders regarding the impact of Brexit on transportable pressure equipment and setting up notified bodies in IE.

Operational area	Planned actions	Progress in 2017
<b>Chemicals enforcement role</b>	<p>As the national enforcement authority under the Chemicals Act 2008 and the Chemicals (Amendment) Act 2010, complete a programme of on-site inspections and desk-based assessments, to assess compliance with REACH, CLP, Detergents and Export-Import Regulations by targeting those in the supply chain who manufacture, import, distribute and formulate. Particular emphasis will be given to enforcement of the following:</p> <ul style="list-style-type: none"> <li>- Registration duties under REACH;</li> <li>- ECHA (European Chemicals Agency) communications to Irish companies regarding Article 36, 40(3) and 41(3) decisions.</li> </ul> <p>Ensure the provision of correct information on the classification of chemical hazards and advice on the safe use of chemicals in the supply chain by checking that chemicals used in the workplace comply with REACH Annex II (safety data sheets), Annex XIV (authorisation), Annex XVII (restriction) and CLP requirements.</p> <p>Participate in the EU Forum REF5 enforcement project on exposure scenarios.</p> <p>Conclude the actions arising from the 2016 Forum project on restrictions.</p>	<p>A total of 254 REACH/CLP inspections were undertaken comprising of nine detailed audits on REACH and CLP. The majority of inspections were at downstream user sites (217) and distributors (67).</p> <p>Seven of the inspected companies had registration duties and all were found to comply with the requirements of REACH. Six detailed REACH Registration audits were undertaken.</p> <p>We completed desk-top enforcement of registration revocations regarding three IE registrants.</p> <p>One statement of non-compliance (SONC) from ECHA to an IE company was followed up.</p> <p>50 SDSs/labels were assessed as part of these inspections with one contravention notice being issued and written advice in six instances.</p> <p>13 inspections for the REF5 project focusing on exposure scenarios provided in extended safety sheets. Inspections also focussed on assessment of 28 substances.</p> <p>All results of the joint action between the HSA and EPA were fed back to ECHA's Forum on enforcement as part of the REF4 project, which will be published in 2018.</p>

Operational area	Planned actions	Progress in 2017
<b>Chemicals enforcement role</b> <i>(Continued)</i>	Represented IE at the Forum on Enforcement.	IE member nominated as vice chair of the Forum.  Attended all three Forum meetings held during the year and also participated in four working groups (WG) – WG on the second pilot project on substances subject to authorisation; WG set up to prepare and deliver the Train the Trainers event at ECHA; WG to review and amend the Forum’s best practice documents and WG for the improvement of Safety Data Sheet (SDS) quality.
<b>CLP policy and competent authority functions</b>	Fulfil the lead competent authority role in relation to CLP with particular regard to a number of key areas: <ul style="list-style-type: none"> <li>- Participation in the European Commission’s competent authorities group (CARACAL) and associated sub-groups on CLP;</li> <li>- Provide the national CLP helpdesk;</li> <li>- Support stakeholders through the provision of information on <a href="http://www.hsa.ie">www.hsa.ie</a> and on social media, and through guidance and seminars as appropriate;</li> <li>- CLP obligations with respect to chemicals placed on the market.</li> </ul>	Participated in all three CARACAL meetings in 2017, contributing to all discussions, with a particular focus on the amendment of CLP to take account of harmonisation of information to be submitted to poisons centres, in consultation with colleagues in National Poisons Information Centre (NPIC). The Authority also participated in one CASG-ATP meeting.  74 requests for information in relation to CLP were answered by the helpdesk. The helpdesk also contributed to harmonisation of questions on CLP from other Member State helpdesks and the development of ECHA FAQs.  The chemicals webpages on the Authority’s website were updated on a regular basis and social media was regularly used to circulate relevant updates.  Ensured products on the market were in compliance with CLP requirements through a range of on site inspections and desktop assessments of labels (refer to details in other sections).
<b>Control of major accident hazards (COMAH)</b>	Fulfil competent authority role under COMAH III Regulations, including inspections, safety report assessments, land use planning (LUP) advice and stakeholder support and engagement.  Carry out risk-based inspections of COMAH sites, using a layer-of-protection analysis technique, focusing on safety management systems and risk control systems, with direct links to the relevant major accident hazards.	Fulfilled duties in relation to role as Central Competent Authority as noted below.  105 COMAH inspections undertaken in accordance with the annual inspection plan. Nine safety reports assessed and 289 land-use planning requests processed.



Operational area	Planned actions	Progress in 2017
<b>Control of major accident hazards (COMAH)</b> <i>(Continued)</i>	<p>Prepare a detailed annual COMAH inspection programme.</p> <p>Provide technical advice regarding COMAH Regulations to DBEI as requested.</p> <p>Review memorandum of understanding with An Bord Pleanála (ABP).</p> <p>Receive and assess electronic notifications for major accident prevention policies (MAPPs) from COMAH establishments.</p> <p>Host the COMAH public information webpages for all establishments on <a href="http://www.hsa.ie">www.hsa.ie</a>.</p> <p>Publish central competent authority guidance on safety report assessment.</p> <p>Conclude review of current LUP guidelines. Review consistency of COMAH Regulations with planning legislation.</p> <p>Produce guidance, in consultation with relevant stakeholders, on what will constitute a 'significant' modification and therefore require advance notification by a COMAH operator.</p> <p>Promote the regulations and guidance with seminars and workshops as appropriate.</p> <p>Provide annual report form to local competent authorities. Review annual reports from local competent authorities on external emergency activities in 2015. Complete reviews and follow-ups as appropriate. Streamline interaction with planning authorities through new COMAH software.</p> <p>Provide data to the European Commission.</p>	<p>Annual inspection programme completed and implemented.</p> <p>Technical advice provided to DBEI on operation of COMAH Regulations.</p> <p>Initial discussions held with ABP; review will be completed when new/revised planning regulations are published.</p> <p>Notifications received electronically and assessed.</p> <p>Information on all COMAH establishments is now on the Authority's website.</p> <p>Guidance published to website.</p> <p>Review of LUP policy and approach initiated with independent technical review and questionnaire to COMAH operators and relevant technical experts.</p> <p>Significant modification working group formed and met three times. Draft procedure under review.</p> <p>Held one meeting of the COMAH Cost Review Group to advise on technical and administrative issues arising. Agreement on establishment of the significant modification working group.</p> <p>Forms provided on website. Direct feedback given to local competent authorities.</p> <p>Data collected for next report.</p>

Operational area	Planned actions	Progress in 2017
<b>CLP policy and competent authority functions</b> <i>(Continued)</i>	<p>Put in place a charging system for COMAH inspection and investigation.</p> <p>Perform risk-based sub-COMAH inspections as part of a targeted campaign. Inspect and enforce requirements in relation to oil jetties, large petroleum bulk and liquefied petroleum gas stores and sub-COMAH sites.</p>	<p>Charging system in place.</p> <p>52 sub-COMAH inspections performed. Two inspection projects – on whiskey distilleries and on ammonia refrigeration plants – were carried out.</p>
<b>Dangerous Substances Act (DSA) and Retail and Private Petroleum Stores (RPPS)</b>	<p>Provide support and advice to the Minister with respect to the DSA legislation.</p> <p>Provide technical support to DBEI in relation to the planned reform of the DSA legislative regime.</p> <p>Enforce the DSA and RPPS legislation.</p>	<p>Provided information to DBEI in response to queries and matters arising.</p> <p>Attended dangerous substances working group meeting and chemicals liaison meetings with DBEI to advance reform of the DSA.</p> <p>Carried out 120 petrol station inspections. The results showed:</p> <ul style="list-style-type: none"> <li>- 53% had a hazardous area zone plan;</li> <li>- 68% had adequate staff training;</li> <li>- 75% had electrical certification.</li> </ul>
<b>Occupational hygiene</b>	<p>Fulfil lead authority role in relation to the enforcement of Asbestos, Chemical Agents, Carcinogens and Biological Agents Directives through a nationwide inspection programme and continue to increase focus on worker health protection.</p> <p>Support the Authority's obligations in relation to the enforcement of particular duties under REACH, CLP and Detergents Regulations and the market surveillance programme. Inspections will focus on:</p> <ul style="list-style-type: none"> <li>- High risk chemicals and user information (see above under Chemicals enforcement);</li> <li>- Higher risk asbestos removal, risk assessments of asbestos containing materials in pre-2000 workplace buildings and clearance standards for high and lower risk asbestos work;</li> <li>- Legionella control in higher-risk establishments in the hospitality sector and review of notifying bodies;</li> <li>- Respiratory protective equipment programmes, local exhaust ventilation and personal protective equipment (PPE) for chemical use;</li> </ul>	<p>Completed an inspection and investigation programme on chemical, physical and biological agent requirements as outlined below. Completed 654 inspections and 122 investigations. The following topics were addressed in the inspection programme - chemical agent risk assessments (370) biological agents (88) noise (64) radon (42) safety statement reviews (242) and general health and safety management in all inspections (651). Inspectors visited 63 asbestos removal sites following a review of 277 asbestos statutory notifications submitted by industry in 2017. Asbestos clearance standards were also assessed by detailed unannounced site audits. Processed 17 biological agent notifications and 102 diving notifications.</p>

Operational area	Planned actions	Progress in 2017
<b>Occupational hygiene</b> <i>(Continued)</i>	<ul style="list-style-type: none"> <li>- Specific occupational hygiene inspection interventions, for example, EMF risk assessments, chemical agents in the healthcare sector, active pharmaceutical ingredient/powder controls in the pharmaceutical sector and chemical safety in nail bars;</li> <li>- Noise and radon management.</li> </ul> <p>Fulfil lead authority role in relation to the administration of the asbestos, chemical agents, carcinogens and biological agents directives through legislative and policy interventions, publications, stakeholder advice and engagements, national and EU working groups and DBEI support:</p> <ul style="list-style-type: none"> <li>- Represent Ireland on SLIC CHEMEX;</li> <li>- Represent the Authority on the Environmental Protection Agency (EPA) Genetically Modified Organisms (GMO) Committee and Radiological Protection Advisory Committee;</li> <li>- Represent the Authority on the National Radon Control Strategy co-ordination group;</li> <li>- Support DBEI in transposition work for the 4th Indicative List of Occupational Exposure Limit Values Directive and the Carcinogens and Mutagens Directive;</li> <li>- Complete review of current asbestos enforcement and policy approach;</li> <li>- Finalise and publish new guidelines supporting the 2001 Chemical Agents Regulations;</li> </ul>	<p>A specific project was completed which addressed nail bar chemical health and safety. Nail bars, product suppliers and training organisations were inspected. Specific guidance based on the project findings will be published in Q1 of 2018.</p> <p>A comprehensive noise policy and enforcement review was completed and outcomes will be fed into the 2018 programme of work.</p> <p>Attended and contributed to EU enforcement issues at three meetings of SLIC CHEMEX. Work on Silica exposure guidance for EU construction sector for Labour Inspectors by CHEMEX sub-group completed. New EU guidance commenced for welding sector.</p> <p>No meetings held by EPA GMO committee in 2017. One GMO file reviewed. One meeting attended of the Radiological Protection Advisory Committee.</p> <p>Co-ordination group meetings attended including the National Radon Forum meeting.</p> <p>Drafting of the 2018 Code of Practice to transpose 2017/164/EU commenced. Provided technical responses to DBEI queries on Carcinogens and Mutagens Directive amendment proposals.</p> <p>Asbestos analyst site inspections completed. A review of asbestos removal company occupational health registers was also carried out and follow-up actions planned for 2018.</p> <p>Not completed.</p>

Operational area	Planned actions	Progress in 2017
<b>Occupational hygiene</b> <i>(Continued)</i>	<ul style="list-style-type: none"> <li>- Continue to act as national contact point for the Scientific Committee on Occupational Exposure Limits (SCOEL).</li> </ul>	<p>SCOEL recommendation reports received and reviewed.</p> <p>In addition, attended two EU expert group meetings in Luxembourg on possible amendments to Personal protective equipment (PPE) and Biological Agents Directives.</p> <p>Presentations made at several conferences and seminars on a range of chemical safety topics. Responded to 246 requests for information from the public.</p> <p>IE signed up to the EU Roadmap on Carcinogens in 2017. To support the sign-up and to further our occupational health focus, the Authority held a joint Occupational Hygiene Society of Ireland (OHSI) event on carcinogens. A range of speakers from the Authority, IE and EU groups spoke about "Working together to tackle occupational carcinogens".</p>



Operational area	Planned actions	Progress in 2017
REACH policy and competent authority functions	Fulfil the lead competent authority role in relation to the REACH Regulation with particular regard to a number of key areas:	Participated in all three CARACAL meetings in 2017, contributing actively to all discussions. One CASG-nano (nanomaterials) meeting was attended.
	- Participation in key Commission and ECHA committees (see Appendix 2);	Participated in all five meetings of the Member State Committee, with all relevant actions and follow-ups completed. Three Helpnet meetings and one CLP workshop were attended.
	- Provision of, and support to, the IE expert to the Risk Assessment Committee (RAC);	The Risk Assessment Committee expert nominee attended five meetings. Delivered requirements under rapporteurship for applications for authorisation for chromates and a restriction for another substance.
	- Registration obligations;	All ECHA requests regarding registration duties of IE registrants followed up.
	- Dossier and substance evaluation;	Relevant substance and dossier evaluation draft decisions were reviewed and proposals for amendments submitted to ECHA, as required.
	- Screening of relevant substances as part of ECHA's common screening programme;	Manual screening (human health) for three substances for the Community Rolling Action Plan/Harmonised Classification and Labelling (CoRAP/CLH) screening in collaboration with Portugal and two substances for SVHC potential were completed. We also participated in the Colla (collaborative pilot project) on screening of a group of substances in cooperation with Germany and ECHA.
	- Identification of substances of very high concern (SVHC) and their prioritisation for inclusion in Annex XIV.	All relevant Annex XV SVHC proposals were reviewed; no requirement for comments to be submitted during the public consultation was identified.
	Provide the REACH national helpdesk.	Answered 207 requests for information on REACH. The helpdesk also contributed to the harmonisation of questions on REACH from other Member State helpdesks and the development of ECHA FAQs.
	Continue the awareness-raising communication campaign on the 2018 registration deadline, with a continued focus on support to small and medium enterprises.	Participated in ECHA's REACH 2018 Communicators' network and communicated the outcome to our stakeholders. Targeted communication with potential IE registrants regarding the 2018 registration deadline continued throughout the year. A REACH ten year anniversary conference was held in Dublin, with speakers from the European Commission, ECHA, the Authority, industry and environmental and employee stakeholder groups.



Operational area	Planned actions	Progress in 2017
<b>REACH policy and competent authority functions</b> <i>(Continued)</i>	<p>Continue to raise awareness on the safe use of chemicals among the end-users of chemicals, including consumers.</p> <p>Obtain agreement among Member States and ECHA on the draft decision prepared for the substance evaluation (SEv) from the 2015 Community rolling action plan (CoRAP).</p> <p>Complete follow-up from the 2013 substance evaluation as appropriate.</p> <p>Continue to contribute to the European Commission's goal to identify all relevant substances of very high concern (SVHCs) by 2020 under the SVHC roadmap.</p>	<p>A media campaign for consumers was initiated and will run in Q1 2018. A resource for primary school children called 'Under the Sink' was developed. The second elearning module on chemical safety in the workplace went live in 2017.</p> <p>Agreement was obtained on the IE SEv 2015 draft decision at ECHA's Member State Committee meeting.</p> <p>Follow-up to the IE SEv 2013 substance was completed and all deliverables were submitted to ECHA.</p> <p>Reviewed all Risk Management Option Analysis (RMOA) of substances prepared by Member States, and ECHA and comments submitted as appropriate. Prepared one RMOA for Ireland. Three Risk Management Experts (RIME) meetings were attended.</p>
<b>Transport (including transport of dangerous goods by road)</b>	<p>Fulfil competent authority roles and obligations under ADR/TPE (transportable pressure equipment) legislation, including:</p> <ul style="list-style-type: none"> <li>– Provide guidance and support to stakeholders through <a href="http://www.hsa.ie">www.hsa.ie</a> and the Authority's helpdesk;</li> <li>– Process competent authority authorisations as required;</li> <li>– Manage the contract for the administration of ADR driver and Dangerous Goods Safety Adviser (DGSA) exams;</li> <li>– Represent Ireland as national competent authority at UN and EU working groups;</li> </ul>	<p>Published information note on national legislation affecting ADR tanks and tank inspection services. Updated industry notice on the carriage of waste aerosols and information note on the carriage of infectious substances. Responded to 94 requests for information. Attended meetings with stakeholders.</p> <p>Processed two exemptions (01/2017 and 02/2017) and one approval (03/2017). Consulted with industry as part of a request to initiate a new Multilateral Agreement (MLA) in February 2018.</p> <p>Held review meetings with agent. Attended two ATP audits. Reviewed ATP guide, driver exam syllabus and questions, and DGSA syllabus. Progressed review of DGSA examination.</p> <p>Attended the 102nd and 103rd sessions of the working party on the transport of dangerous goods (WP15) in Geneva and the 6th meeting of the TPE administrative co-operative (ADCO) group in Brussels.</p>



Operational area	Planned actions	Progress in 2017
<b>Transport (including transport of dangerous goods by road)</b> <i>(Continued)</i>	<ul style="list-style-type: none"> <li>– Develop national policy and procedures in relation to ADR/TPE legislation, including influencing national policy developments by participation in relevant national fora and working groups, e.g. Gas Technical Standards Committee, Waste Enforcement Regional Lead Authorities (WERLAs), Waste Association representative groups, DGSAIL, ADR Inter-Agency Group, etc.</li> </ul> <p>Provide technical support to DBEI in relation to the transposition of ADR legislation, and ongoing amendments, to resolve legal issues in relation to fines and national transport issues. In particular, provide technical support for the development of a written scheme of testing for national-use-only tanks.</p> <p>Enforce the ADR/TPE legislation, taking account of the requirements of the Road Checks Directive, and in line with planned targeted areas, in particular in relation to the transport of hazardous waste.</p> <p>Report on enforcement activities to the European Commission as required.</p> <p>Carry out investigations under ADR/TPE as required, and provide technical support to other compliance programmes as necessary.</p>	<p>Submitted notification procedures to the Commission under Article 19 of the TPE Directive (prior to amendment S.I. No. 555 of 2017). Processed application for a notified body under the TPE Directive.</p> <p>Provided technical advice to DBEI on amendments to the ADR Regulations (S.I. No. 5 of 2017, S.I. No. 282 of 2017 and S.I. No. 555 of 2017) and fixed payment notices. Progressed work with external consultants in preparation of the first draft of a written scheme for the inspection of Irish tanks.</p> <p>Carried out 377 inspections comprising 230 dangerous goods vehicles and 147 premises inspections. The vehicle inspections comprised Irish vehicles (97%) and EU vehicles (3%) and the results showed an overall compliance of 67%.</p> <p>Submitted report on infringements and penalties for the transport of dangerous goods by road.</p> <p>Carried out 24 investigations.</p>

Operational area	Planned actions	Progress in 2017
Market surveillance	<p>Contribute to the national market surveillance plan in relation to chemicals:</p> <ul style="list-style-type: none"> <li>- Check that chemicals classified as carcinogenic, mutagenic or toxic to reproduction (CMR) are not available for sale to the general public;</li> <li>- Check that chemicals used in the workplace comply with REACH Annex II (safety data sheet), Annex XIV (authorisation), Annex XVII (restriction) and CLP requirements;</li> <li>- Monitor RAPEX alerts for non-compliance with REACH Annex XVII and CLP;</li> <li>- PPE for chemical use.</li> </ul> <p>Participate in the EU co-funded project on compliance of chainsaws and vehicle servicing lifts with the Machinery Directive.</p>	<p>52 workplaces were recorded using CMR substances restricted under Annex XVII but were in compliance with the restriction (that is, not made available for sale to the general public).</p> <p>173 chemical products on the market were checked for compliance with REACH. Of these 40 were classified as carcinogens, 17 as mutagens, and 41 as reprotoxins. In addition 57 products were identified as skin or respiratory sensitisers. Of 20 workplaces assessed relating to substances subject to authorisation (Annex XIV), six were found to use or place on the market Annex XIV substances past the sunset date, four were compliant with requirements and enforcement action was taken in the remaining two. 22 budget jewellery items were assessed for compliance with Annex XVII (lead, cadmium and nickel) and five were found to be in contravention and removed from the market.</p> <p>151 RAPEX alerts were recorded as non compliant with REACH Annex XVII and CLP. 15 were assessed in detail. One was present on the Irish market but was removed.</p> <p>A review of disposable overalls (Category 3 types 5/6) in use by the Irish asbestos removal industry was carried out. Overalls from six manufacturers were found to be compliant with relevant standards.</p> <p>Three models of chain saws and three models of vehicle servicing lifts were examined in detail as part of a pan-European project; follow-up action ongoing where serious non-compliance was identified.</p>

Operational area	Planned actions	Progress in 2017
<b>Accreditation of existing and new clients</b>	<p>Maintain a programme of surveillance and re-assessment site visits for existing accredited clients.</p> <p>Process new applicants efficiently as received (average of eight to ten new applicants annually).</p> <p>Award new accreditations across all sectors.</p>	<p>294 on site assessment visits completed with 302 decisions to maintain and extend accreditation taken.</p> <p>21 new accreditations were awarded by the INAB Board.</p> <p>New areas of work arose in the area of accreditation for the purposes of notification under the General Data Protection Regulation.</p>
<b>INAB systems</b>	<p>Implement client relationship management (CRM) system.</p> <p>Re-design INAB website.</p> <p>Continue business review process.</p>	<p>The CRM system was fully rolled out to all assessment events and client management.</p> <p>Minor updates only to the INAB website were undertaken but a more in depth re-design is planned.</p> <p>The business process review was concluded and several key recommendation were implemented.</p>
<b>Monitoring Authority for Good Laboratory Practice (GLP)</b>	<p>Continue surveillance programme for two facilities within current monitoring programme.</p> <p>Maintain international obligations</p>	<p>There continues to be two GLP compliant facilities in the INAB programme that were subject to ongoing monitoring.</p> <p>INAB was represented on the EU working group on GLP and the OECD Committee.</p>



Operational area	Planned actions	Progress in 2017
<b>Eco Management and Audit Scheme (EMAS) Functions</b>	Discharge competent body functions and work programme on behalf of the Department of Housing, Planning, Community and Local Government as agreed.	<p>INAB performed assigned competent body functions through attendance at six EU committees.</p> <p>INAB supervised the EMAS activity of a foreign verifier operating in Ireland.</p> <p>Four EMAS registered sites remain in the programme.</p>
<b>International representation and peer evaluations</b>	<p>Fulfil European Co-operation for Accreditation (EA) and EMAS mandate for peer evaluator person days.</p> <p>Fulfil multilateral agreement requirements through participation at relevant meetings, developing and reviewing applicable international policies and standards.</p>	INAB staff attended 16 international meetings on accreditation and staff were assigned as peer evaluators for the assessment of three European accreditation bodies.
<b>Communications and awareness of INAB services</b>	<p>Provide relevant and timely communications to clients and stakeholders.</p> <p>Review the quality of INAB services.</p>	Several communication campaigns were undertaken in relation to CRM and INAB updates. World Accreditation Day 2017 was promoted and coincided with a client forum held in Dublin Castle. Two feedback surveys were also conducted.
<b>Development of INAB services</b>	<p>Raise awareness of INAB and the use of accredited services within DBEI and other government departments. Harmonise approach to accreditation within public bodies.</p> <p>Maintain and develop relationships with key stakeholders and influence policy to rely on accredited services.</p>	Ongoing meetings with Government departments and agencies on the benefits of accreditation were held. INAB continued to be part of the national market surveillance forum.
<b>INAB governance</b>	<p>Maintain and develop INAB structure.</p> <p>Maintain compliance with international standards and requirements as the national accreditation body.</p>	<p>Six Board meetings were held in 2017 and two Board members were re-appointed. The Medical Advisory Committee was reconstituted with a new membership and mandate.</p> <p>INAB maintained its internal quality system in compliance to ISO 17011 and is in transition to the 2017 version.</p>

Operational area	Planned actions	Progress in 2017
Communications	Provide and disseminate user-friendly information on occupational safety and health, chemicals and accreditation through <a href="http://www.hsa.ie">www.hsa.ie</a> , social media and the Authority's contact centre.	The Authority website remains the key communications channel with 1.9m visits in 2017. Almost 22,000 inbound contacts were processed via our workplace contact centre.
	Increase social media audience on Authority platforms by 10% minimum.	Target achieved; Facebook and Twitter audience increased to 40,000 and 12,000 respectively.
	Implement improved processes in the Workplace Contact Unit.	Review completed and new processes approved for 2018 implementation.
	Conduct targeted awareness-raising campaigns in the areas of farm safety, construction safety, chemical safety, occupational health and general safety awareness.	New occupational health campaign developed (work related stress). National farm and construction safety campaigns implemented. Chemicals campaign (consumers) in development.
	Co-ordinate and support events relating to the above areas.	Wide range of events held including our National Safety Representative Conference with over 250 delegates and others in support of, for example, farm safety, work related vehicle safety and occupational health.
	Co-ordinate the national Focal Point activity, including management of the European Week for Safety and Health at Work under the campaign theme 'Healthy Workplaces for All Ages'.	Successful conclusion of the 2016/17 EU-OSHA campaign. European Safety Week marked and planning for 2018/19 campaign underway.
	Proactively target regional and national media outlets.	30 press releases issued with widespread national and regional coverage.
	Design and produce official publications in a reader-friendly format and style.	Over 30 new guidelines published including in relation to slips, trips and falls, quarry safety, silica dust, chemical safety, working in confined spaces and safety on farms. Approximately 360,000 publication downloads via our website in 2017.
Corporate governance	Implement plan to achieve full compliance with the new requirements of the Code of Practice for the Governance of State Bodies.	Plan approved and implemented to ensure full compliance with Code of Practice in 2018.



Operational area	Planned actions	Progress in 2017
<b>Corporate governance</b> <i>(Continued)</i>	Respond to Freedom of Information (FOI), Data Protection and Access to Information on the Environment requests.	<p>FOI requests, mainly in relation to civil litigation, continued to increase and the Authority received 215 FOI, six Access to Information on the Environment (AIE) and five Data Protection (DP) requests.</p> <p>Two FOI decisions were appealed to the Office of the Information Commissioner (OIC). In both instances, the OIC upheld the Authority's original decisions.</p>
<b>Education</b>	<p>Roll out the updated <i>Choose Safety</i> transition year and senior cycle programmes for 2017/18.</p> <p>Implement Year 1 of new education strategy.</p> <p>Maintain and develop the Authority's online learning portal <a href="http://www.hslearning.ie">www.hslearning.ie</a> and learning management system to ensure enhanced and optimal functionality and to seek continued recognition for CPD (continuing professional development) points from relevant bodies.</p>	<p>Choose Safety programme being delivered to 26,000 students in post-primary schools and colleges of further education in the 2017/2018 academic year.</p> <p>Development of new education strategy postponed to coincide with development of new Authority strategy 2019-2021.</p> <p>A total of 17,750 courses taken on the elearning portal <a href="http://www.hslearning.ie">www.hslearning.ie</a>. Portal maintained with improved learner navigation and functionality. CPD recognition continued for courses on work-related vehicle safety courses with Engineers Ireland and Healthcare courses with the Nursing and Midwifery Board of Ireland (NMBI).</p>





Operational area	Planned actions	Progress in 2017
<b>Education</b> <i>(Continued)</i>	<p>Review the post-primary guidelines on health and safety in schools.</p> <p>Roll out <i>Keep Safe</i> Programme for primary schools.</p>	<p>Courses developed on: Chemical Safety, Healthcare, Safety Representatives and development commenced on a Massive Open Online Course (MOOC) in partnership with IT Sligo on Workplace Induction. Courses were promoted through promotional literature and social media campaigns.</p> <p>Guidelines updated and interactive risk assessment templates reviewed in partnership with State Claims Agency.</p> <p>Six <i>Keep Safe</i> events held nationwide with ten state/ regional agencies represented at each event.</p>
<b>Facilities and services</b>	<p>Provide a high standard of accommodation to all staff so as to support staff productivity.</p>	<p>Office accommodation provided for all staff to an appropriate standard.</p>
<b>Finance</b>	<p>Provide outsourced financial services to the Authority so that all payments to staff, pensioners and suppliers are made promptly and with probity, and managers have adequate information to manage expenditure.</p> <p>Provide the Finance and Audit and Risk Committees of the Board of the Authority with adequate information so that they and the Board can perform their roles.</p> <p>Complete and seek Board approval for the 2017 draft financial statements by the end of February 2018.</p> <p>Ensure that the insurances in place for the Authority are both adequate and appropriate to our operational activities.</p> <p>Review and update the procurement system, and support staff in using the system, to ensure that the Authority is a best-practice organisation in the area of public procurement.</p> <p>Review the operation of the travel desk function to ensure its continued effective and efficient operation.</p>	<p>Full transactional service provided by outsourced finance partner. Full system of monthly financial management reporting in place.</p> <p>Full programme of committee meetings took place.</p> <p>Financial statements prepared and approved by the Board within the required timelines.</p> <p>All necessary insurances in place.</p> <p>Procurement system in place. Specialist advice obtained, as required, from retained external procurement consultants.</p> <p>Travel desk service operated satisfactorily. Initial review of operation took place.</p>

Operational area	Planned actions	Progress in 2017
Human resources	<p>Provide learning and development opportunities to staff so that the Authority maximises the capability of its staff.</p> <p>Continue to invest in our electronic human resource system so as to maximise its functionality.</p> <p>Offer appropriate supports to ensure high standards of occupational health and safety for all staff. Continue to champion the Staff Wellbeing Group and ensure active management and support for staff wellbeing.</p> <p>Recruit, induct and train new staff to fill vacant posts.</p> <p>Actively manage industrial relations to ensure that issues are dealt with expeditiously.</p> <p>Continue to provide technical advice and support to line managers on human resource related matters.</p> <p>Review and update human resource policies relating to grievance and disciplinary issues.</p>	<p>Comprehensive learning and development programme delivered, including a range of technical programmes.</p> <p>Additional reporting capabilities implemented which enhanced operational efficiency within HR.</p> <p>Staff occupational health and wellbeing programmes provided including access to health screening. Confidential counselling service also provided.</p> <p>Business cases submitted to DBEI for all vacant posts. Competitions held to fill all sanctioned vacancies. Induction training delivered to new staff. Individual staff training plans developed as part of probationary process.</p> <p>Regular meeting of the Authority's Industrial Relations Council held and relationships developed.</p> <p>Ongoing support and advice offered on a range of HR-related matters.</p> <p>This review was not possible due to resources being reassigned to manage inspector recruitment campaign.</p>
ICT and innovation	<p>Use ICT to enable more effective ways of working.</p> <p>Maintain key productivity applications so as to enable productive working.</p> <p>Keep security and backup systems in place to ensure integrity of key Authority information and data.</p>	<p>Piloted mobile inspection app. Reviewed customer contacts system to identify upgrade requirements for 2018.</p> <p>Maintained and supported all applications with no loss of service outside of service level agreements.</p> <p>All systems backed up and patched as required. No downtime due to security failure.</p>

Operational area	Planned actions	Progress in 2017
<b>ICT and innovation</b> <i>(Continued)</i>	Keep telecommunications system in place to facilitate efficient mobile and fixed-line communications and video and audio conferencing capabilities in all Authority offices.	Commenced move over to Government Network for enhanced speed and resilience. Continued rollout and support of web conferencing.
<b>Legal services</b>	Manage the Authority's prosecution caseload in accordance with the protocol with, and in liaison with, the Office of the Director of Public Prosecutions (ODPP) and state legal services. Advise on and manage all civil litigation involving the Authority, including appeals of enforcement notices, injunction applications and judicial reviews. Manage the Authority's relationship with external legal service providers. Provide practical legal advice on regulatory and workplace safety matters to the Authority's multidisciplinary inspectorate. Provide legal advice to the Authority and all divisions of the Authority as necessary in relation to the Authority's functions and activities.	<p>The prosecution caseload of the Authority has been effectively managed.</p> <p>All civil litigation involving the Authority has been effectively managed and legal advice and support has been provided as necessary to the Authority.</p>
<b>Staff health and safety</b>	Manage the health and safety of staff so as to avoid work-related injury and ill-health. Conduct regular reviews of the safety statement and office inspections. Maintain an active Safety Committee.	The safety statement was reviewed and a number of changes have been made for example, in relation to lone working. Periodic office inspections have taken place and staff are consulted through their safety representatives and the safety committee.
<b>Statistics and research</b>	<p>Provide statistics on occupational health and safety to help identify key issues and trends to be addressed in Authority work programmes.</p> <p>Work with other agencies and departments, in particular the Central Statistics Office (CSO) and the Department of Employment Affairs and Social Protection (DEASP), to improve the availability of statistics on workplace ill-health and injuries.</p>	<p>The annual statistics report was produced and published.</p> <p>There was ongoing liaison with both the CSO and the DEASP and this facilitated:</p> <ul style="list-style-type: none"> <li>- The Authority's mandatory return of occupational injury data to Eurostat. The Irish datafile was validated by Eurostat;</li> <li>- The return of occupational illness data to Eurostat by the Department of Employment Affairs and Social Protection.</li> </ul> <p>The research programme with the Economic and Social Research Institute (ESRI) continued. A research report on Risk Taking and Accidents on Irish Farms was published.</p>

# Appendices

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# Extracts from the unaudited financial statements of the Health and Safety Authority for year ended 31 December 2017



## Introduction

In accordance with the requirements of Section 48 of the Safety, Health and Welfare at Work Act, 2005 the Health and Safety Authority is required to produce Financial Statements each year. The Authority's financial year ends on 31 December each year. The financial statements must be in such form as may be approved by the Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection with the concurrence of the Minister for Public Expenditure and Reform. In preparing those financial statements, the Authority is required to:

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

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

Draft Financial Statements for the year ended 31st December 2017 have been prepared and were considered by the Board at its meeting held on Friday 9th March 2018. The draft Financial Statements for 2017 have been prepared in accordance with the provisions of FRS102 and the Code of Practice for the Governance of State Bodies 2016. The Board reviewed the draft Financial Statements and approved them on a no material change basis.

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

The information below is extracted from the draft Financial Statements and should not be considered to be reliable source of financial information regarding the financial affairs of the Authority until the external audit is completed.



The audited Financial Statements will include the following documentation together with a full set of explanatory notes:

- **Statement on Internal Financial Control**
- **Statement of Authority Responsibilities**
- **Statement of Accounting Policies**
- **Statement of Income and Expenditure and Retained Revenue Reserves**
- **Statement of Financial position as at 31st December 2017**
- **Statement of Cash Flows**
- **Notes to Financial Statement**

Once the external audit is completed and the Report of the Comptroller and Auditor General is received, the Authority will make the necessary arrangements to submit the audited Financial Statements to the Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection to have them formally laid before the Houses of the Oireachtas.

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

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



## Statement of Responsibilities of the Board

Section 48(1) of the Safety, Health and Welfare at Work Act, 2005 requires the Authority to keep in such form as may be approved by the Minister for Business, Enterprise and Innovation with the consent of the Minister for Public Expenditure and Reform, all proper and usual books or other records of account of all money received and expended by it and, in particular, shall keep in such form as aforesaid all special accounts (if any) as the Minister may from time to time direct. In preparing those financial statements, the Authority is required to:

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

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

## Information

<b>Members of the Board</b>	Mr Tom Coughlan (Chairperson)	appointed on 12/04/2017
	Dr Michael Gillen (Deputy Chairperson)	reappointed on 20/12/2016
	Mr Pat Kenny	reappointed on 20/12/2016
	Ms Christine Rowland	reappointed on 20/12/2016
	Mr Frank Vaughan	reappointed on 20/12/2016
	Mr Andrew Bowers	appointed on 20/12/2016
	Mr Dermot Carey	appointed on 20/12/2016
	Ms Carol Bolger	reappointed on 26/02/2017
	Dr John McCartney	reappointed on 26/02/2017
	Professor James Phelan	reappointed on 26/02/2017
	Mr Paul Cullen (DBE)	reappointed on 20/12/2016 resigned 29/03/2017

<b>Members of the Board</b>	Ms Deirdre Cullivan	appointed on 8/03/2017
	Mr Stephen Curran (DBEI)	appointed on 12/09/2017
	Mr Paraig Hennessy (DBEI)	appointed on 30/03/2017, resigned 16/08/2017
	Ms Vicki O'Reilly	term of appointment ended 25/02/2017
<b>Head Office</b>	Health and Safety Authority The Metropolitan Building James Joyce Street Dublin 1	
<b>Auditor</b>	Comptroller and Auditor General 3A Mayor Street Upper Dublin 1	
<b>Accountants</b>	Crowleys DFK Chartered Accountants 16/17 College Green Dublin 2	
<b>Internal Auditors</b>	Deloitte Deloitte & Touche House 29 Earlsfort Terrace Dublin 2	

## Governance Statement and Board Members' Report

### Governance

The Board of the Health and Safety Authority was established under the Safety, Health and Welfare at Work Act 2005. The functions of the Board are set out in section 37 of this Act. The Board is accountable to the Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection and is responsible for ensuring good governance and it performs this task by setting strategic objectives and targets and taking strategic decisions on all key business issues. The regular day-to-day management, control and direction of the Health and Safety Authority are the responsibility of the Chief Executive Officer (CEO) and the senior management team. The CEO and the senior management team must follow the broad strategic direction set by the Board, and must ensure that all Board members have a clear understanding of the key activities and decisions related to the entity, and of any significant risks likely to arise. The CEO acts as a direct liaison between the Board and management of the Health and Safety Authority.

### Board Responsibilities

The work and responsibilities of the Board are set out in the Safety, Health and Welfare at Work Act 2005, the Standing Orders approved by the Board, the Schedule of Reserved and Delegated Functions of the Board which also contain the matters specifically reserved for Board decision. Standing items considered by the Board include:

- **declaration of interests;**
- **reports from committees;**
- **financial reports/management accounts;**
- **performance reports; and**
- **reserved matters.**

Section 48(1) of the Safety, Health and Welfare At Work Act 2005 requires the Board of the Health and Safety Authority to keep, in such form as may be approved by the Minister for Business, Enterprise and Innovation with consent of the Minister for Public Expenditure and Reform, all proper and usual accounts of money received and expended by it.

In preparing these financial statements, the Board of the Health and Safety Authority is required to:

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

The Board is responsible for keeping adequate accounting records which disclose, with reasonable accuracy at any time, its financial position and enables it to ensure that the financial statements comply with Section 48(1) of the Safety, Health and Welfare at Work Act 2005. The maintenance and integrity of the corporate and financial information on the Health and Safety Authority's website is the responsibility of the Board.

The Board is responsible for approving the annual plan and budget. An evaluation of the performance of the Health and Safety Authority by reference to the annual plan and budget is carried out regularly at Authority meetings.

The Board is also responsible for safeguarding its assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board considers that the financial statements of the Health and Safety Authority give a true and fair view of the financial performance and the financial position of the Health and Safety Authority at 31 December 2017.

## Board Structure

The Board consists of a Chairperson, Deputy Chairperson and ten ordinary members, all of whom are appointed by the Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection. The members of the Board were appointed for a period of three years and meet on a monthly basis. Details of appointment and reappointment dates are set out in the Statement of Responsibilities of the Board (above).

The Authority conducted an internal Board self-assessment in December 2017. The Authority expects to undertake an external review commencing in late 2018.

The Board has established five committees, as follows:

**Audit and Risk Committee:** This comprises four Board members. The role of the Audit and Risk Committee (ARC) is to support the Board in relation to its responsibilities for issues of risk, control and governance and associated assurance. The ARC is independent from the financial management of the organisation. In particular, the Committee ensures that the internal control systems including audit activities are monitored actively and independently. The ARC reports to the Board after each meeting, and formally in writing annually.

The members of the Audit and Risk Committee are: Carol Bolger (Chairperson), Deirdre Cullivan, Pat Kenny and John McCartney. There were five meetings of the ARC in 2017.

**Finance Committee:** This comprises four Board members. The role of the Finance Committee is to monitor and review the financial policies and strategies of the Authority.

The members of the Finance Committee are: Carol Bolger (Chairperson), Deirdre Cullivan, Pat Kenny and John McCartney. There were seven meetings of the Finance Committee in 2017.

**Strategy Review Committee:** This comprises five Board members. The role of the Strategy Review Committee is to consider the development of the Authority's strategy; the strategic development of Authority and to monitor the performance of the Chief Executive Officer.

The members of the Strategic Review Committee are: Tom Coughlan (Chairperson), Andrew Bowers, Stephen Curran, John McCartney and Christine Rowland. There was one meeting of the Strategic Review Committee during 2017.

**Legislation and Guidance Committee:** This comprises four Board members. The role of the Legislation and Guidance Committee is to monitor the implementation of the legislation and guidance aspects of the Authority's programme of work and to examine proposals for legislation, Codes of Practice and, where necessary, related guidance, and submit appropriate conclusions and/or recommendations to the Board.

The members of the Legislation and Guidance Committee are: Michael Gillen (Chairperson), Dermot Carey, Christine Rowland and Frank Vaughan. There were two meetings of the Legislation and Guidance Committee in 2017.

**INAB Committee:** The Irish National Accreditation Board (INAB) is a committee of the Health and Safety Authority. The Board of INAB, which makes decisions relating to the award of accreditation, has 12 members and is appointed by the Board of the Authority. There are no Board members on this Committee. The Committee met on six (6) occasions during 2017.





## Schedule of Attendance, Fees and Expenses

A schedule of attendance at the Board and Committee meetings for 2017 is set out below including the fees and expenses received by each member:

	Board	Audit & Risk Committee	Finance Committee	Strategy Review	L&G Committee	INAB Committee	Fees 2017 €	Expenses 2017 €
<b>Number of meetings</b>	<b>9</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>6</b>		
Mr Tom Coughlan	7 out of 7			1			11,970	6,003
Dr Michael Gillen	9				2		7,695	-
Mr Pat Kenny	8	5	7				7,695	-
Ms Carol Bolger	6	5	7				7,695	-
Mr Andrew Bowers	8			1			7,695	-
Mr Dermot Carey	6				2		7,695	1,130
Ms Christine Rowland	8				2		7,695	-
Mr Frank Vaughan	7				2		7,695	117
Prof James Phelan	9						7,695	-
Mr John McCartney	8	2	4				7,695	292
Mr Paul Cullen	1 out of 2						-	-
Mrs Deirdre Cullivan	8 out of 8	4 out of 4	6				7,695	1,260
Mr Stephen Curran	2 out of 4			1			-	-
Mr. Paraig Hennessy	1 out of 3						-	-
Ms. Vicki O'Reilly	-						-	-
							88,920	8,802

Mr Paul Cullen, Mr Stephen Curran and Mr Paraig Hennessy did not receive Board fees under the One Person One Salary principle as they are Department of Business, Enterprise and Innovation officials.

## Key Personnel Changes

During the year two members of the board resigned and one member's term ended. There were four new appointments to the board during the year and there were four reappointments of members to the Board. In accordance with the Safety, Health and Welfare at Work Act 2005 the Minister appointed the new members.

## Disclosures Required by Code of Practice for the Governance of State Bodies (2016)

The Board is responsible for ensuring that the Health and Safety Authority has complied with the requirements of the Code of Practice for the Governance of State Bodies ("the Code"), as published by the Department of Public Expenditure and Reform in August 2016. The following disclosures are required by the Code:

## Employee Short-Term Benefits Breakdown

Employees' short-term benefits in excess of €60,000 are categorised into the following bands:

Range		Number of employees	
From	To	2017	2016
€ 60,000	- € 69,999	64	75
€ 70,000	- € 79,999	16	14
€ 80,000	- € 89,999	11	9
€ 90,000	- € 99,999	3	5
€ 100,000	- € 109,999	3	3
€ 110,000	- € 119,999	1	-
€ 120,000	- € 129,999	-	-
€ 130,000	- € 139,999	-	-
€ 140,000	- € 149,999	1	1
€ 150,000	- € 159,999	-	-
€ 160,000	- € 169,999	-	-

Note: For the purposes of this disclosure, short-term employee benefits in relation to services rendered during the reporting period include salary, overtime, allowances and other payments made on behalf of the employee, but exclude employer's PRSI.

## Consultancy Costs

Consultancy costs include the cost of external advice to management and exclude outsourced 'business-as-usual' functions.

	2017 €	2016 €
Legal advice	96,131	117,640
Actuarial advice	2,706	2,706
IT Consultancy	20,997	39,607
Occupational health consultancy	33,790	31,044
Strategy development	11,993	-
Internal audit	19,835	16,544
Total consultancy costs	185,452	207,541
Consultancy costs capitalised	-	-
Consultancy costs charged to the Income and Expenditure and Retained Revenue Reserves	185,452	207,541
<b>Total</b>	<b>185,452</b>	<b>207,541</b>

## Legal Costs and Settlements

The table below provides a breakdown of amounts recognised as expenditure in the reporting period in relation to legal costs, settlements and conciliation and arbitration proceedings relating to contracts with third parties. This does not include expenditure incurred in relation to general legal advice received by the Health and Safety Authority which is disclosed in Consultancy costs above.

	2017 €	2016 €
Legal fees – legal proceedings	91,115	108,265
Conciliation and arbitration payments	-	-
Settlements	-	-
<b>Total</b>	<b>91,115</b>	<b>108,265</b>

## Travel and Subsistence Expenditure

Travel and subsistence expenditure is categorised as follows:

	2017 €	2016 €
Domestic		
- Board*	8,802	2,246
- Employees	791,438	689,092
International		
- Board	--	
- Employees	174,204	153,838
<b>Total</b>	<b>974,444</b>	<b>845,176</b>

\*includes travel and subsistence of €8,802 paid directly to Board members in 2017 (2016: €2,246).

## Hospitality Expenditure

The Income and Expenditure Account includes the following hospitality expenditure:

	2017 €	2016 €
Staff hospitality	1,789	2,224
Client hospitality	-	-
<b>Total</b>	<b>1,789</b>	<b>2,224</b>

## Statement of Compliance

The Board has adopted the Code of Practice for the Governance of State Bodies (2016) and has put procedures in place to ensure compliance with the Code. The Health and Safety Authority was in full compliance with the Code of Practice for the Governance of State Bodies for 2017.

\_\_\_\_\_  
Authority Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authority Member

\_\_\_\_\_  
Date

## DRAFT Statement on Internal Control

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

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

## Key Control Procedures

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

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

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

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

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

- a comprehensive budgeting system with an annual budget, which is reviewed and agreed by the Board;
- regular reviews by the Board of periodic and annual reports, which indicate financial performance against forecasts;
- setting targets to measure financial and other performance;
- clearly defined purchasing and approval guidelines; and
- formal project management disciplines.



It also entails an active Audit and Risk committee, which meets at least four times per year and works closely with the Board on areas of risk that may impact on the Authority. Furthermore, there is an up-to-date risk management policy which sets out the risk appetite, risk management processes in place and details the roles and responsibilities of staff in relation to risk. A risk register exists which identifies key risks of the Authority, evaluates these risks and ranks them in accordance with the severity of impact on the Authority. The risk register is reviewed and updated by the Audit and Risk Committee three times each year, this is then reviewed and approved by the Board.

We can confirm that a control environment is in place for the following areas:

- o procedures for all key business processes have been documented;
- o financial responsibilities have been assigned at management level with corresponding accountability;
- o there is an appropriate budgeting system with an annual budget which is kept under review by senior management;
- o there are systems aimed at ensuring the security of the information and communication technology systems, there are systems in place to safeguard the assets, and
- o control procedures over grant funding to outside agencies ensure adequate control over approval of grants and monitoring and review of grantees to ensure grant funding has been applied for the purpose intended.

The Authority has put in place an internal audit function, which operates in accordance with the principles set out in the Code of Practice on the Governance of State Bodies published in September 2016. The work of internal audit is informed by analysis of the risk to which the Authority is exposed, and annual internal audit plans are based on this analysis. The analysis of risk and the internal audit plans are endorsed by the Audit Committee and approved by the Board of the Authority. At least annually, the internal auditor will provide the Authority with a report of internal audit activity. The report includes the internal auditor's opinion on the adequacy and effectiveness of the system of internal control.

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

## Disclosure of Details Regarding Instances where Breaches in Control has Occurred

Details of breaches	Mitigating actions
<i>Procurement – As part of the review of internal financial controls prepared by the Authority's Internal Auditors it transpired that quotations had not been sought in respect of small number of low value transactions with a supplier.</i>	<i>All staff in the Authority will be reminded of ensuring full compliance with the public procurement guidelines, the need to seek competitive quotations and the need to keep all procurement records on file for future inspection.</i>

## Compliance with Public Spending Code

I confirm that the Health and Safety Authority has procedures in place to ensure compliance with current procurement rules and guidelines and that during 2017 the Health and Safety Authority complied with those procedures.

## Other Items

I can further confirm that:

- ✓ There were no commercially significant developments involving the Authority in the year under review.
- ✓ No subsidiaries or joint ventures were established; there were no share acquisitions; no major issues likely to arise in the short to medium term.
- ✓ There were no off-balance sheet financial transactions involving the Authority.
- ✓ All appropriate procedures for financial reporting, internal audit, travel, procurement and asset disposals are being carried out.
- ✓ Codes of Conduct for the Board of the Authority and employees have been put in place and are being adhered to.
- ✓ Government policy on the pay of the Authority's Chief Executive Officer and all State employees is being adhered to.
- ✓ Government guidance on the payment of Board members are being complied with.
- ✓ There were no significant post balance sheet events.
- ✓ Procedures are in place for the making of protected disclosures in accordance with the provisions (Section 21(1)) of the Protected Disclosures Act 2014 and that the report referenced in Section 22(4) of the Act has been published.

- ✓ Government travel policy requirements are being complied with.
- ✓ The Authority is tax compliant.
- ✓ Other than in the context of our role as a regulatory body the Authority is not engaged in a legal dispute involving other State bodies.
- ✓ The Code of Practice for the Governance of State Bodies 2016 has been adopted by the Authority and the Authority is complying with the relevant provisions of the Code.

## Approval by the Board

The Statement on System of Internal Controls has been reviewed by the Audit and Risk Committee and the Board to ensure it accurately reflects the control system in operation during the reporting period.

A review of Internal Controls in 2017 was carried out by an external firm and signed off by the Board of the Authority in 2018.

The Authority is reasonably assured that the systems of Internal Control instituted and implemented in the Health and Safety Authority for the financial year ended 31 December 2017 are effective.



## Statement of Income & Expenditure & Retained Revenue Reserves for the year ended 31 December 2017

	Year ended 31 December 2017 €	Year-ended 31 December 2016 €
<b>Income</b>		
Department of Jobs, Enterprise and Innovation including Oireachtas Grant	17,700,265	17,210,484
Accreditation Income	2,343,798	2,324,206
COMAH Income	175,650	241,904
Other Income	169,312	235,471
Other Transfer (to)/from Capital Account	(35,280)	(347,462)
Deferred retirement benefit funding	3,926,000	3,744,000
	24,279,745	23,408,603
<b>Expenditure</b>		
Salaries Costs	10,845,502	10,771,115
Retirement Benefit Costs	4,661,265	4,323,484
Operational Expenses	8,210,831	8,351,096
	23,717,598	23,445,695
<b>Surplus/(Deficit) for the year</b>	562,147	(37,092)
<b>Balance Carried Forward at 31 December</b>	1,289,048	726,901

## Statement of Total Comprehensive Income for the year ended 31 December 2017

	Year ended 31 December 2017 €	Year ended 31 December 2016 €
(Deficit) for the year	562,147	(37,092)
Experience (losses)/gains on retirement benefit obligations	(1,821,000)	(1,531,000)
Change in assumptions underlying the present value of retirement benefit obligations	(900,000)	(15,719,000)
Actuarial (losses)/gains in the year	(2,721,000)	(17,250,000)
Adjustment to deferred retirement benefit funding	2,721,000	17,250,000
Total Comprehensive Income for the year	562,147	(37,092)



## Statement of Financial Position for the year ended 31 December 2017

	31 December 2017 €	31 December 2016 €
<b>Fixed assets</b>		
Property, plant & equipment	772,993	737,712
<b>Current assets</b>		
Receivables	1,500,629	1,186,206
Cash and cash equivalents	474,191	703,022
	1,974,820	1,889,228
<b>Current Liabilities (amounts due within one year)</b>		
Payables	(685,774)	(1,162,328)
Net current assets	1,289,046	726,900
<b>Total assets less current liabilities Before retirement benefits</b>	2,062,039	1,464,612
Deferred retirement benefit funding asset	105,783,000	99,136,000
Retirement benefit obligation	(105,783,000)	(99,136,000)
<b>Total net assets</b>	2,062,039	1,464,612
<b>Representing</b>		
Retained revenue reserves	1,289,048	726,901
Capital account	772,991	737,711
	2,062,039	1,464,612

## Statement of Cash Flows for the year ended 31 December 2017

	Year ended 31 December 2017 €	Year-ended 31 December 2016 €
<b>Reconciliation of operating (deficit)/to net cash inflow/(outflow) from operating activities</b>		
Operating surplus/(deficit) for year	562,147	(37,092)
Depreciation	256,949	238,565
Transfer to Capital reserve	35,280	347,462
(Decrease)/Increase in payables	(476,555)	423,775
(Increase)/Decrease in receivables	(314,423)	43,598
<b>Net cash inflow from operating activities</b>	<b>63,398</b>	<b>1,016,308</b>
<b>Statement of cash flows</b>		
Net cash inflow from operating activities	63,398	1,016,308
<b>Cash flows from Financing Activities</b>		
Interest earned	-	-
<b>Cash flows from Investing Activities</b>		
Payments to acquire property, plant and equipment	(292,229)	(586,027)
<b>Net (decrease)/increase in cash and cash equivalents</b>	<b>(228,831)</b>	<b>430,281</b>
Net funds at 31 December 2016	703,022	272,741
<b>Net funds at 31 December 2017</b>	<b>474,191</b>	<b>703,022</b>

## Extracts from the Notes *(forming part of the financial statements)*

### ACCOUNTING POLICIES

The basis of accounting and significant accounting policies adopted by the Health and Safety Authority are set out below. They have been applied consistently throughout the year and preceding year.

#### General Information

The Health and Safety Authority was set up under the Safety, Health and Welfare at Work Act 2005, with a Head Office at The Metropolitan Building, James Joyce Street, Dublin 1.

The Authority's primary objectives are set out in Section 34 of that Act. The Health and Safety Authority (HSA) has overall responsibility for the administration and enforcement of health and safety at work legislation in Ireland. The Authority monitors compliance with legislation at the workplace and can take enforcement action (up to and including prosecutions). The Authority is the national centre for information and advice to employers, employees and self-employed on all aspects of workplace health and safety. The Authority also promotes education, training and research in the field of health and safety. There are a wide range of activities that fall under the Authority's remit including:

- promotion of good standards of health and safety at work;
- inspection of all places of work and monitoring of compliance with health and safety laws;
- investigation of serious accidents, causes of ill health and complaints;
- undertaking and sponsoring research on health and safety at work;
- developing and publishing codes of practice, guidance and information documents;
- providing an information service during office hours; and
- developing new laws and standards on health and safety at work.

The Irish National Accreditation Board (INAB) is the national body with responsibility for accreditation in accordance with the relevant International Organisation for Standardisation (ISO) 17000 series of standards. It is Ireland's national body within a European network of accreditation bodies. INAB assesses certification bodies, laboratories and inspection bodies for conformity against internationally harmonised standards providing assurance that these bodies demonstrate competence and performance capability in carrying out their work.

INAB was established as a Committee of Forfás under Section 10 of the Industrial Development Act 1993 as amended by Section 46 of the Industrial Development (Enterprise Ireland) Act 1998.

Under the Industrial Development (Forfás Dissolution) Act 2014 INAB was integrated into the Authority as a committee, with the transfer of all INAB functions and staff to the Authority.

The Authority is the body legally responsible for accreditation. This responsibility is delegated to the Committee (referred to in the 2014 legislation as “the Accreditation Board”). The Accreditation Board members are appointed by the Board of the Authority and the staff assigned to INAB to carry out day to day functions, are employees of the Authority.

The Authority is a Public Benefit Entity (PBE).

## Statement of Compliance

The financial statements of the Health and Safety Authority for the year ended 31 December 2017 have been prepared in accordance with FRS 102, the financial reporting standard applicable in the UK and Ireland issued by the Financial Reporting Council (FRC), as promulgated by Chartered Accountants Ireland.

## Basis of Preparation

The financial statements have been prepared under the historical cost convention, except for certain assets and liabilities that are measured at fair values as explained in the accounting policies below. The financial statements are in the form approved by the Minister for Trade, Employment, Business, EU Digital Single Market and Data Protection with the concurrence of the Minister for Public Expenditure and Reform under the Safety, Health and Welfare at Work Act 2005. The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Authority’s financial statements.

## Revenue

### *Oireachtas Grants*

Revenue is generally recognised on an accruals basis; one exception to this is in the case of Oireachtas Grants which are recognised on a cash receipts basis. Oireachtas grants shown in the Statement of Income and Expenditure and Retained Revenue Reserves Account reflect the amounts received from the Department of Business, Enterprise and Innovation (DBEI) in respect of the year.

### *INAB Income*

Income for the Irish National Accreditation Board (INAB) represents income invoiced during the year.

### *COMAH Income*

Income from recoverable costs invoiced during the year for preforming inspections and investigations under the Chemicals Act Regulations 2015.

### **Other Income**

All other income is recorded in the period which it relates to within the Statement of Income and Expenditure and Retained Revenue Reserves.

## **Property, Plant and Equipment**

Property, plant and equipment are stated at cost less accumulated depreciation, adjusted for any provision for impairment. Depreciation is provided on all property, plant and equipment, at rates estimated to write off the cost less the estimated residual value of each asset on a straight line basis over their estimated useful lives, as follows:

Office furniture and equipment	20%	Straight Line
Computer equipment	33.33%	Straight Line
Scientific equipment	20%	Straight Line
Fixtures and fittings	10%	Straight Line
Software development	10%	Straight Line

The Authority operates a capitalisation threshold policy of €1,000.

Residual value represents the estimated amount which would currently be obtained from disposal of an asset, after deducting estimated costs of disposal, if the asset were already of an age and in the condition expected at the end of its useful life.

If there is objective evidence of impairment of the value of an asset, an impairment loss is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves in the year.

## **Capital Account**

The Capital Account comprises the unamortised value of capital grants used to fund fixed assets.

## **Foreign Currencies**

Monetary assets and liabilities denominated in foreign currencies are translated at the exchange rates ruling at the Statement of Financial Position date. Revenues and costs are translated at the exchange rates ruling at the dates of the underlying transactions.

Profits and losses arising from foreign currency translations and on settlement of amounts receivable and payable are dealt with in the Statement of Income and Expenditure and Retained Reserves Account.



## Receivables

Receivables are recognised at fair value, less a provision for doubtful debts. The provision for doubtful debts is a specific provision and is established when there is objective evidence that the Health and Safety Authority will not be able to collect all amounts owed to it. All movements in the provision for doubtful debts are recognised in the Statement of Income and Expenditure and Retained Revenue Reserves.

## Operating Leases

Rental expenditure under operating leases is recognised in the Statement of Income and Expenditure and Retained Revenue Reserves over the life of the lease. Expenditure is recognised on a straight-line basis over the lease period, except where there are rental increases linked to the expected rate of inflation, in which case these increases are recognised when incurred. Any lease incentives received are recognised over the life of the lease.

## Employee Benefits

### *Short-term Benefits*

Short-term benefits such as holiday pay are recognised as an expense in the year, and benefits that are accrued at year-end are included in the Payables figure in the Statement of Financial Position.

### *Retirement Benefits*

The Health and Safety Authority previously established its own defined benefit pension scheme, funded annually on a pay-as-you-go basis from monies provided by the Department of Business, Enterprise and Innovation (DBEI) and from contributions deducted from staff and members' salaries. The Authority also operates the Single Public Services Pension Scheme ("Single Scheme"), which is a defined benefit scheme for pensionable public servants appointed on or after 1 January 2013. Single Scheme members' contributions are paid over to the Department of Public Expenditure and Reform (DPER).

Pension costs reflect pension benefits earned by employees and are shown net of staff pension contributions which are remitted to the DBEI. An amount corresponding to the pension charge is recognised as income to the extent that it is recoverable and offset by grants received in the year to discharge pension payments.

Actuarial gains or losses arising on scheme liabilities are reflected in the Statement of Comprehensive Income, and a corresponding adjustment is recognised in the amount recoverable from the DBEI.

The financial statements reflect, at fair value, the assets and liabilities arising from the Authority's pension obligations and any related funding and recognises the costs of providing pension benefits in the accounting periods in which they are earned by employees. Retirement benefit scheme liabilities are measured on an actuarial basis using the projected unit credit method.

## Provisions

Provisions are recognised when the Authority has a present legal or constructive obligation as a result of past events; it is probable that an outflow of resources will be required to settle the obligation; and the amount of the obligation can be estimated reliably.

## Contingencies

Contingent liabilities arising as a result of past events, are not recognised when (i) it is not probable that there will be an outflow of resources or that the amount cannot be reliably measured at the reporting date or (ii) when the existence will be confirmed by the occurrence or non-occurrence of uncertain future events not wholly within the Authority's control. Contingent liabilities are disclosed in the financial statements unless the probability of an outflow is remote.

Contingent assets are not recognised. Contingent assets are disclosed in the financial statements when an inflow of economic benefits is probable.

## Critical Accounting Judgements and Estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The following judgements have had the most significant effect on amounts recognised in the financial statements.

### ***Impairment of Property, Plant and Equipment***

Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less cost to sell and value in use. For the purpose of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash generating units). Non-financial assets that suffered impairment are reviewed for possible reversal of the impairment at each reporting date.

### ***Depreciation and Residual Values***

The Board Members have reviewed the asset lives and associated residual values of all fixed asset classes, and in particular, the useful economic life and residual values of fixtures and fittings and have concluded that asset lives and residual values are appropriate.

**Provisions**

The Health and Safety Authority makes provisions for legal and constructive obligations, which it knows to be outstanding at the period end date. These provisions are generally made based on historical or other pertinent information, adjusted for recent trends where relevant. However, they are estimates of the financial costs of events that may not occur for some years. As a result of this and the level of uncertainty attaching to the final outcomes, the actual out-turn may differ significantly from that estimated.

**Retirement Benefit Obligation**

The assumptions underlying the actuarial valuations for which the amounts recognised in the financial statements are determined (including discount rates, rates of increase in future compensation levels, mortality rates and healthcare cost trend rates) are updated annually based on current economic conditions, and for any relevant changes to the terms and conditions of the pension and post-retirement plans.

The assumptions can be affected by:

- (i) the discount rate, changes in the rate of return on high-quality corporate bonds;
- (ii) future compensation levels, future labour market conditions; and
- (iii) health care cost trend rates, the rate of medical cost inflation in the relevant regions.

### Oireachtas grants

	Year ended 31 December 2017 €	Year-ended 31 December 2016 €
D/BEI - Vote 32 - Subhead C5	18,372,000	17,884,000
Employee Pension Contributions remitted to D/BEI	(669,583)	(671,449)
Single Scheme Contributions remitted to D/PER	(2,152)	(2,067)
	17,700,265	17,7210,484

### Accreditation income

	Year ended 31 December 2017 €	Year-ended 31 December 2016 €
Accreditation income	2,343,798	2,324,206

The Industrial Development (Forfás Dissolution) Act 2014 was signed into law on 29 June 2014 and on the 1 August 2014 Forfás was dissolved and ceased as a legal entity. Much of their related activities were transferred to the Department of Business, Enterprise and Innovation. The Irish National Accreditation Board (INAB) transferred to the Health and Safety Authority. INAB are responsible for accreditation activities and invoice clients for work undertaken.

### COMAH income

	Year ended 31 December 2017 €	Year-ended 31 December 2016 €
COMAH income	175,650	241,904

In 2016 the Authority introduced a fee schedule for various inspection and investigation activities under the Chemicals Act (Control of Major Accident Hazards Involving Dangerous Substances) Regulations 2015.

### Other income

	Year ended 31 December 2017 €	Year-ended 31 December 2016 €
Driver Training Course Income	81,495	115,650
SEVESO	-	1,169
Sale of Authority's Publications	2,397	3,935
ECHA Income	36,541	-
Miscellaneous (Seminars, Legal, Witness Expenses, EU Commission)	48,879	114,717
	169,312	169,312

## SALARY COSTS

	Year ended 31 December 2017 €	Year-ended 31 December 2016 €
Gross Salaries	9,975,463	9,912,218
Employer PRSI	870,039	858,897
<b>Total Salary Costs</b>	<b>10,845,502</b>	<b>10,771,115</b>
Actual Staffing Levels – Professional/technical	-	112.7
Actual Staffing Levels – Administration	-	45.9
	162.1	158.6

€551,913 (2016: €587,537) of pension levy has been deducted from staff and paid over to the Department of Business, Enterprise and Innovation.

### CEO REMUNERATION

The Chief Executive Officer received a salary of €145,552 (2016: €143,040) and expenses to the value of €10,011 (2016: €8,192) in 2017.

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

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

### EMPLOYEE BENEFITS BREAKDOWN

		Range of total employee benefits	Number of Employees
From	To	2017	2016
€60,000	€69,999	54	75
€70,000	€79,999	33	14
€80,000	€89,999	11	9
€90,000	€99,999	2	5
€100,000	€109,999	5	3
€110,000	€119,999	1	-
€140,000	€149,999	1	1

## Members' fees and expenses

Board member	Fees € 2017	Expenses € 2017	Fees € 2016	Expenses € 2016
Ms Carol Bolger	7,695	-	7,695	-
Mr Andrew Bowers	7,695	-	-	-
Mr George Brett	-	-	7,695	1,169
Mr Robert Butler	-	-	7,695	-
Mr Dermot Carey	7,695	1,130	-	-
Mr Tom Coughlan (Chairperson)	11,970	6,003	-	-
Mr Paul Cullen (DBEI)	-	-	-	-
Mr Stephen Curran (DBEI)	-	-	-	-
Mrs Deirdre Cullivan	7,695	1,260	-	-
Dr Michael Gillen	7,695	-	7,695	-
Mr Paraig Hennessy (DBEI)	-	-	-	-
Mr Michael Horgan (Chairperson)	-	-	11,970	-
Mr Pat Kenny	7,695	-	7,695	-
Mr John McCartney	7,695	292	7,695	307
Ms Vicki O'Reilly	-	-	7,695	-
Professor James Phelan	7,695	-	7,695	561
Ms Christine Rowland	7,695	-	7,695	-
Mr Frank Vaughan	7,695	117	7,695	209
	88,920	8,802	88,930	2,246



## OPERATIONAL EXPENSES

	Total 2017 €	Total 2016 €
Accommodation	1,621,760	1,857,488
Communications costs	456,360	399,042
Travel & subsistence – national	791,438	689,092
Travel & subsistence – international	174,204	153,838
Publications & marketing	1,397,652	1,207,608
Legal services	106,823	128,360
Research	2,571	160,347
Financial services	293,095	304,279
Pensions and human resources	17,557	21,287
Other consultancy	453,719	471,077
Accreditation – external assessor costs (note 3)	812,573	961,000
Business process review	323,217	155,813
Staffing costs	250,586	218,647
General equipment supplies	149,827	167,391
Investment in learning	188,751	186,414
Technology costs	625,910	795,964
Depreciation	256,949	238,565
Internal audit fees	19,835	16,544
External audit fees	27,100	15,400
Members' fees	88,920	88,930
Bad debts	-	14,254
Other	151,984	99,756
	<b>8,210,831</b>	<b>8,351,096</b>

Included in operational expenses is a charge of €1,789 (2016: €2,224) in respect of amounts paid by the Authority for hospitality.

## Inspections and enforcement statistics 2017

**Table 2.1** Number of workplace inspections and investigations 2007–2017

Year	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Total</b>	13,631	16,009	18,451	16,714	15,340	13,835	12,244	10,719	10,880	10,478	9,934

**Table 2.2** Total workplace inspections and investigations by economic sector and enforcement actions 2017

Economic sector	Inspections and investigations*	Agreed prohibition	Improvement notice or direction	Prohibition notice	Verbal advice	Written advice
Agriculture, forestry and fishing	1,949	0	150	88	1,031	746
Mining and quarrying	236	0	14	14	118	112
Manufacturing	941	0	49	21	369	529
Electricity, gas, steam and air-conditioning supply	25	0	0	0	9	11
Water supply, sewerage, waste management and remediation activities	110	0	6	2	36	57
Construction	4,413	1	115	319	1,894	2,109
Wholesale and retail trade, repair of motor vehicles and motorcycles	894	0	42	17	305	503
Transportation and storage	482	0	12	7	115	215
Accommodation and food service activities	144	0	2	7	50	96
Information and communication	15	0	2	0	3	9
Financial and insurance activities	15	0	0	0	8	2
Real estate activities	37	0	0	0	7	13
Professional, scientific and technical activities	79	0	2	0	38	28
Administrative and support service activities	80	0	2	2	31	18
Public administration and defence, compulsory social security	88	0	3	1	24	43
Education	44	0	2	2	31	29
Human health and social work activities	204	0	3	0	84	122
Arts, entertainment and recreation	78	0	3	0	33	61
Other service activities	99	0	4	0	28	56
Others	1	0	0	0	0	0
<b>Total</b>	<b>9,934</b>	<b>1</b>	<b>411</b>	<b>480</b>	<b>4,214</b>	<b>4,759</b>

\* Includes workplace inspections and investigations carried out under OSH and chemicals legislation.

**Table 2.3** Number of occupational safety and health and chemical inspections and workplace investigations 2017

Inspection area	Inspection target	2017 outcome
<b>Occupational safety and health legislation</b>		
Agriculture	2,000	1,773
Forestry	50	56
Fishing	50	52
Construction	4,000	3,866
Manufacturing	600	520
Wholesale and retail	420	378
Healthcare	130	118
Public sector	100	53
Mines and quarries	200	211
Transport and storage	200	190
Accommodation and Food Services	200	88
Other NACE sectors (for example electricity and gas, water, sewerage and waste services, financial and insurance, real estate and renting, information and communication services, administrative services, education, other services)	500	248
Topical inspection campaigns: Waste collection and disposal, Healthcare: violence, aggression and stress, Asphalt manufacture, block manufacture, Wholesale: storage, racking and forklift use, Retail: supply of second hand farm machinery, Property management: maintenance and certification of lifts, LPG; storage and filling, work related vehicle safety.	300	In above figures (details of each campaign in the sections above)
<b>Total inspections under OSH legislation</b>	<b>8,750</b>	<b>7,553</b>
<b>Chemicals legislation</b>		
Occupational hygiene	600	654
COMAH (control of major accident hazards)	90	105
Sub-COMAH	75	52
Transport of dangerous goods (ADR/TPE)	420	377
Retail and private petroleum stores (RPPS)	120	120
REACH – registration audits	5	6
REACH – CLP audits	10	9
<b>Total inspections and audits under chemicals legislation</b>	<b>1,320*</b>	<b>1323</b>
<b>INVESTIGATIONS</b>		
Investigations of fatalities, serious accidents, dangerous occurrences and complaints	700	1,058
<b>TOTAL INSPECTIONS AND INVESTIGATIONS</b>		<b>9,934</b>

\* Note the figure 1,420 in the Programme of Work 2017' reflected a total of 1,320 inspections/audits and 100 investigations.

**Table 2.4** Market surveillance of chemical products

Inspection Focus	2017 Target	2017 Outcome
Market surveillance of chemical products	150	173
Market surveillance project on detergents	-	200
Market surveillance of budget jewellery	20	22

**Table 2.5** Inspection type in main economic sectors 2017

Sector	Routine inspection (% type)	Follow-up inspection (% type)	Planned inspection (% type)
Agriculture, forestry and fishing	76	17	7
Construction	84	10	6
Wholesale and retail trade	62	13	25
Transport and storage	63	10	27
Manufacturing	54	11	31
Health	72	8	21
Mining and quarrying	75	4	21
Public administration, defence and social security	34	19	47
All NACE sectors	76	12	12

**Table 2.6** Health and safety management compliance in main economic sectors 2017

Sector	Safety statement prepared and available at workplace (% compliance)	Enforcement action taken for safety statement (% visits where written advice or notice served)	System in place for reviewing health and safety performance (% yes)	Safety consultation process in place (% yes)	Safety rep. selected (% yes)	Where there is a safety rep., did he/she communicate with or accompany inspector? (% yes)
Agriculture, forestry and fishing	80	23	58	89	3	1
Construction	71	25	64	90	16	27
Wholesale and retail trade	72	40	47	88	11	38
Manufacturing	86	36	56	92	29	35
Transport and storage	77	30	53	96	26	26
Health	84	45	62	89	39	21
Mining and quarrying	95	20	94	95	22	17
Public administration, defence and social security	92	40	48	98	44	15
All NACE sectors	76	28	92	90	18	24

**Table 2.7** Items reviewed in safety statement and compliance rates in main economic sectors 2017

Sector	Safety statement contains relevant safety risk assessments (% compliance)	Safety statement contains relevant health risk assessments (% compliance)	Safety statement specifies appropriate control measures for safety risks identified (% compliance)	Safety statement specifies appropriate control measures for health risks identified (% compliance)	Safety statement allocates responsibilities to relevant managers (% compliance)
Agriculture, forestry and fishing	97	91	91	94	80
Mining and quarrying	93	95	93	89	89
Manufacturing	78	71	72	65	67
Transport and storage	81	86	71	86	77
Construction	91	89	87	84	69
Wholesale and retail trade	81	77	71	70	65
Transport and storage	81	86	71	86	77
Public administration and defence; social security	71	67	60	75	83
Health	49	59	51	59	58
All NACE sectors	84	82	79	77	68

## Outcomes of Prosecutions 2017

Type of proceeding	Total heard	% total of cases heard summarily / indictment	Dismissals/ Charges struck out *	Under appeal	Suspended sentence	Community service	Probation Act**	Fines €
On Indictment	12	55%	0	0	0	0	0	2,659,000
Summarily	9	45%	3	0	0	0	1	36,500
Total	21	100%	3	0	0	0	1	2,695,500

\*In one case a guilty plea was entered and the charges were subsequently struck out subject to a €5,000 donation to the Court poor box, in another case the charges were struck out subject to a €2,000 donation to the Court poor box.

\*\* The Probation Act was applied subject to a €2,000 donation to the Court poor box.

### Aer Lingus Limited

### On Indictment

On 20 March 2017 this case was heard in Dublin Circuit Criminal Court. Aer Lingus Limited pleaded guilty to one charge. On 5 November 2014 Aer Lingus Limited failed to manage and conduct their undertaking such that individuals at the place of work, who were not their employees, were exposed to risks to their safety, health and welfare, in that appropriate measures to address certain risks at the place of work were not implemented. In particular, they failed to implement their own written procedures dealing with driver access to the loading bays and warehouse, in that persons gained access by climbing up onto the loading bay rather than using the adjoining pedestrian door.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to 77(2) (a)	Safety, Health and Welfare at Work Act 2005	Pled guilty	€250,000

### Bryan & Coakley Limited t/a B & C Services

### On Indictment

On 7 February 2017 this case was heard in Cork Circuit Criminal Court. Bryan & Coakley Limited t/a B & C Services pleaded guilty to one charge. On 18 November 2015 at premises at Unit 5, Marlhill Court, Foxhole Industrial Estate, Youghal, County Cork, an employee suffered personal injury and died when a metal drum (of 45 gallon capacity) which had previously contained waste engine oil, exploded when the employee attempted to cut the lid off the drum using a plasma cutter.

Contravention	Legislation	Verdict	Fine
Section 8(2)(e) contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pled guilty	€10,000



**East Coast Kitchen Factory Limited****On Indictment**

On 12 October 2017, this case was heard in Dublin Circuit Criminal Court. East Coast Kitchen Factory Limited pleaded guilty to one charge. On 23 July 2015, East Coast Kitchen Factory Limited failed to provide a system of work in relation to the operation of an Altendorf F45 Sliding Table Saw by failing to provide an adequate guarding system as a consequence of which an employee suffered person injury, namely the amputation of three fingers.

Contravention	Legislation	Verdict	Fine
Section 8(2)(e) contrary to Section 77(9)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€5,000

**Ellickson Engineering Limited****On Indictment**

On 5 July 2017, this case was heard in Tralee Circuit Court. There was no appearance on behalf of Ellickson Engineering Limited. In or about the month of April 2004 at Killarney Plaza Hotel, Killarney a passenger lift was installed for use at that place and Ellickson Engineering Limited failed to ensure as far as is reasonably practicable, that nothing about the way in which the article was erected or installed made it unsafe, or a risk to health when in use at a place of work, namely a safety electric system for the refuge space safety system for maintenance personnel was not installed.

Contravention	Legislation	Verdict	Fine
Section 10(3) contrary to Section 48(1)(a) and Section 49(2)	Safety, Health and Welfare at Work Act 1989	Guilty	€750,000

**Forde Dismantlers Limited****On Indictment**

On 20 July 2017, this case was heard in Galway Circuit Court. Forde Dismantlers Limited pleaded guilty to one charge. On 22 July 2015, an employee of Forde Dismantlers Limited suffered personal injury and died while removing a rear suspension leaf spring from an Isuzu motor truck at their premises at Cahermorris, Corrandulla, County Galway.

Contravention	Legislation	Verdict	Fine
Section 8(2)(a) contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€15,000

### Kilsaran Concrete

### On Indictment

On 18 February 2016 this case was heard in Trim Circuit Court. Kilsaran Concrete (Unlimited Company) pleaded guilty to one charge. On 6 September 2011 at Piercetown, Dunboyne, County Meath, Kilsaran Concrete failed to manage and conduct work activities, in particular, the manufacture of concrete kerbs in a wet-cast plant at the place of work in such a way as to ensure, so far as was reasonably practicable, the safety, health and welfare at work of their employees, in that employees were working inside the guarded safety area of the wet-cast production or casting line while the line was operational and as a consequence, an employee suffered personal injury and died. Kilsaran Concrete was fined €125,000 in Trim Circuit Court. The DPP sought a review of the sentence on the grounds of undue leniency and on 6 April 2017 the Court of Appeal increased the fine to €1,000,000.

Contravention	Legislation	Verdict	Fine
Section 8(2)(a) contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€1,000,000

### Kilsaran Concrete

### On Indictment

On 10 November 2017 this case was heard in Trim Circuit Court. Kilsaran Concrete (Unlimited Company) pleaded guilty to one charge. On 15 May 2014, at Piercetown, Dunboyne, County Meath, Kilsaran Concrete failed to provide systems of work in relation to the cleaning of a machine known as a doser in the wet-cast production plant and an employee suffered personal injury, namely the amputation of four fingers on his left hand.

Contravention	Legislation	Verdict	Fine
Section 8(2)(e) contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€125,000

### Knauf UK GMBH

### On Indictment

On 23 October 2017 this case was heard in Dublin Circuit Criminal Court. Knauf UK GMBH pleaded guilty to one charge. On 5 March 2014 a non-employee suffered personal injury and died when Knauf UK GMBH at their premises at Unit 7, Broomhill Road, Tallaght, Dublin 24 failed to ensure that adequate controls were in place to protect pedestrians from the movement of vehicles in the yard.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€40,000

**Premier Periclase Limited****On Indictment**

On 10 February 2017 this case was heard in Dundalk Circuit Court. Premier Periclase Limited pleaded guilty to one charge. On 30 October 2014 an employee suffered personal injury and died whilst carrying out clearing of limestone blockages in a preheater which clearing was carried out at a height and from a ladder inside the preheater wherein there was an ongoing risk of being hit or struck by falling material.

Contravention	Legislation	Verdict	Fine
Section 8(2)(e) contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€100,000

**Thompson Butler Steel****On Indictment**

On 4 July 2017 this case was heard in Roscommon Circuit Court. Thompson Butler Steel Limited pleaded guilty to one charge. On 13 November 2014 at Clover Hill, Ballaghderreen, County Roscommon, Thompson Butler Steel Limited failed to manage and conduct work activity, namely the stacking and storage of bundles of steel tubing in racking bays in such a way as to ensure, as far as is reasonably practicable, the safety, health and welfare of its employees in that there was insufficient containment and protective measures to protect employees in the event of inadvertent movement or collapse of steel stock and as a consequence an employee suffered personal injury and died.

Contravention	Legislation	Verdict	Fine
Section 8(2)(a) contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€54,000

**Wayss & Freytag Ingenieurbau Ag****On Indictment**

On 13 June 2017 this case was heard in Castlebar Circuit Court. Wayss & Freytag Ingenieurbau Ag pleaded guilty to two charges. On 8 September 2013 at the Corrib Gas Tunnel, Aughoo, Ballina, County Mayo, Wayss & Freytag Ingenieurbau Ag failed to ensure that a tunnel boring machine being operated in the tunnel was stopped from operating while a person was carrying out maintenance work in the gear chamber of the said tunnel boring machine and failed to ensure that maintenance work in the gear chamber of the tunnel boring machine was carried out when the said machine was shut down.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to Section 77(2)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€200,000
Regulation 31(b) contrary to Section 77(2)(c)	Safety, Health and Welfare at Work (general application) Regulations 2007 Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€100,000

### Dunmore East Adventure Centre Limited

### On Indictment

At a hearing of Waterford District Court held on 24 February 2017 Dunmore East Adventure Centre Limited pleaded guilty to two contraventions of the Safety, Health and Welfare at Work Act 2005 and one contravention of the Safety Health and Welfare at Work (General Application) Regulations 2007. The case arose from the investigation of an incident on 17 of November 2015 in which an employee fell from an unsecured ladder, while accessing a mezzanine loft area and sustained injuries which subsequently proved fatal. Costs of €3,200 were awarded.

Contravention	Legislation	Verdict	Fine
Regulation 114(e), contrary to Section 77(9)(a)	Safety, Health and Welfare at Work (General Application) Regulations 2007	Pleaded guilty	€4,000
Section 19(1) contrary to section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€4,000
Section 8(2)(c)(iii) contrary to section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€4,000

### G Bruss GmbH

### Summary

This case was heard on 6 June 2017 at Sligo District Court, Courthouse, Teeling St, Sligo. G Bruss GmbH pleaded guilty to two contraventions of the Safety Health and Welfare at Work Act 2005 and two contraventions of the Safety Health and Welfare at Work (General Application) Regulations 2007. This case arose from the investigation of an incident that occurred on 31 January 2016 when an employee suffered serious injuries while operating an electrically powered gate. The employee became trapped between the gate and a fixed steel upright. Costs of €3,567 were awarded.

Contravention	Legislation	Verdict	Fine
Section 8(2)(c)iii contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€4,000
Section 19(1) contrary to Section 77(2)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€4,000
Regulation 11(h)(i) contrary to Section 77(2)(c) of the Act	Safety, Health and Welfare at Work (General Application) Regulations 2007	Pleaded guilty	€4,000
Regulation 33(e) contrary to Section 77(2)(c) of the Act	Safety, Health and Welfare at Work (General Application) Regulations 2007	Pleaded guilty	€4,000

**Grafton Merchenting ROI Limited****Summary**

On the 25 July 2017 this case was heard before Mallow District Court. Grafton Merchenting ROI Limited pleaded guilty to two charges. On the 19 September 2013 at premises at Shortcastle Street, Mallow, County Cork, a customer suffered personal injury when struck by a reversing forklift truck while walking across the yard.

Contravention	Legislation	Verdict	Fine
Section 12 contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€500
Regulation 41(a) contrary to Section 77(2)(a)	Safety, Health and Welfare at Work Act (General Application) Regulations 2007 Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€500

**O B Heating and Plumbing Supplies Limited****Summary**

This case was heard on 21 June 2017 at Cork District Court, County Cork. This case arose from the investigation of an incident that occurred on the 17 May 2016 when an employee suffered fatal injuries when he fell from a pallet placed on the forks of a fork-lift.

Contravention	Legislation	Verdict	Fine
Section 77(9)(a)	Safety, Health and welfare at Work Act 2005.	Pleaded guilty	€2,500

**Prosecution of an Individual****On Indictment**

The case was heard in the Circuit Court where an individual pleaded guilty to one charge contrary to Section 14(b) and Section 77(9)(a) of the Safety, Health and Welfare at Work Act 2015 in that (s)he permitted persons to work inside the guard of a machine and as a consequence a person suffered a fatal injury.

Contravention	Legislation	Verdict	Fine
Section 14(b) contrary to Section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€10,000

### Roadmarkers Lining Ltd

### Summary

Roadmarkers Lining Ltd pleaded guilty to contraventions of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013 at a hearing of Mallow District Court held on 30 January 2017. The case arose following an investigation after an employee was struck by a car while placing road markings on the N20 at Charleville, County Cork on 22 March 2015. Expenses of €5,330 were awarded.

Contravention	Legislation	Verdict	Fine
Section 8(2)(a) contrary to section 77(9)(a)	Safety, Health and Welfare at Work Act 2005	Pleaded guilty	€1,000
Regulation 97(1)(a)(i) contrary to section 77(2)(a)	Safety, Health and Welfare at Work (Construction) Regulations 2013	Pleaded guilty	Taken into consideration

### Schiele and McDonald Mushrooms Limited

### Summary

On 25 January 2017 at Tipperary Town District Court Schiele and McDonald Mushrooms Limited pleaded guilty to two contraventions of the Safety, Health and Welfare at Work Act 2005. The case arose from an investigation after an employee's arm was caught in an unguarded winch roller used to pull netting on 10 July 2015. Costs of €3,500 and expenses of €703 were awarded.

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



## Legislative Development Programme 2017

Legislation	Status	Update
ADR 2017 and outstanding amendments to address national transport and legal issues	Complete	<p>The Authority provided technical support for the following regulations published in 2017:</p> <p>S.I. No. 5/2017 – European Communities (Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment) (Amendment) Regulations 2017</p> <p>S.I. No. 282/2017 – European Communities (Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment) (Amendment)(No. 2) Regulations 2017</p> <p>S.I. No. 555/2017 – European Communities (Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment) (Amendment) (No. 3) Regulations 2017.</p>
<p>Transposition of EU Directives on the harmonisation of the laws of the Member States relating to:</p> <ul style="list-style-type: none"> <li>- Potentially explosive atmospheres (Directive 2014/34/EU)</li> <li>- Lifts (Directive 2014/33/EU)</li> <li>- Pressure Equipment (Directive 2014/68/EU)</li> </ul>	Complete	<p>The Authority provided technical support for the following regulations published in 2017:</p> <p>European Union (Equipment and Protective Systems for use in Potentially <b>Explosive Atmospheres</b>) Regulations 2017 (SI No 230 of 2017)</p> <p>European Union (<b>Lifts</b> and Safety Components for Lifts) Regulations 2017 (SI No 232 of 2017)</p> <p>European Union (<b>Pressure Equipment</b>) Regulations 2017 (SI No 233 of 2017).</p>
Transposition of Regulation (EU) 2016/425 – Personal Protective Equipment	With private counsel for legal settlement. Regulation shall apply from 21 April 2018	DBEI is co-ordinating the introduction of the regulations with the Authority and the Competition and Consumer Protection Commission
Safety, Health and Welfare at Work (Mines) Regulations	With Office of Parliamentary Counsel (OPC) for legal settlement	OPC restarted work to finalise the legal settlement of the regulations in December 2017
Safety, Health and Welfare at Work (Quarries) Regulations	With Office of the Parliamentary Counsel (OPC) for legal settlement	No update

Legislation	Status	Update
Safety, Health and Welfare at Work (Diving) Regulations	With OPC for legal settlement	Authority provided review and comments on draft regulations in June 2017; no further update
Safety, Health and Welfare at Work (Onshore and Offshore Drilling) Regulations	With OPC for legal settlement	No update
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations with regard to use of work equipment	With OPC for legal settlement	No update
Chemicals Act (Rotterdam) Regulations	With DBEI	No update
Chemicals Act (Detergents) Regulations	With DBEI	No update
Update of European Communities (Good Laboratory Practice Regulation) Regulations 1991	With DBEI	No update
Review of Dangerous Substances Act	With DBEI	Funding has been secured by DBEI for an external review of the DSA, DBEI to proceed with project in 2018
Review of Safety, Health and Welfare at Work Act 2005	With DBEI	Priority proposals were identified for inclusion in primary legislation when the opportunity arises
Review of Safety, Health and Welfare at Work (General Application) Regulations 2007-2016	Complete	A consolidation of the Regulations was prepared by the Law Reform Commission (LRC) and is available on the <a href="#">LRC website</a>
Safety in Industry Acts – revocation and repeals exercise	Postponed	Project postponed due to resource demands

Codes of Practice	
Code of Practice for Working in Confined Spaces	Code was published in May 2017
Code of Practice for the Design and Installation of Anchors	Code was published in May 2017
Code of Practice on Farm Safety	Code was published in June 2017
Code of Practice Code of Practice for the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 - (technical amendment)	Code was published in December 2017
Code of Practice for Avoiding Danger from Overhead Lines – in conjunction with ESB	Code to be transmitted for Ministerial approval in 2018
Code of Practice on Access and Working Scaffolds	Code to be transmitted for Ministerial approval in 2018

## EU and International Representation 2017

As competent authority and national lead on occupational health and safety, chemicals and market surveillance legislation, the Authority actively participated in a wide range of EU and international committees and expert working groups in 2017. We communicated the Irish position effectively to influence outcomes that benefit Ireland, or that did not put Ireland at a disadvantage. We provided technical, scientific and policy inputs at EU and international levels as requested by the Minister and DBEI. The list of committees provided below is not exhaustive and covers only the main committees and working groups.

There are two high-level policy committees on occupational health and safety which the Authority attends, the Advisory Committee on Safety and Health (ACSH) and the Senior Labour Inspectorate Committee (SLIC).

The **ACSH** met twice in 2017 and agreed the opinion on the review of six occupational safety and health directives. Expert groups were convened to assist the Commission with review of the technical annexes and the Authority participated in three expert groups on the Personal Protective Equipment (PPE), Biological Agents and Display Screen Equipment directives. Following the ACSH opinion review, the Commission is moving forward with technical amendments to the Biological Agents, PPE and Medical Equipment on Board Vessels directives in 2018. ACSH also agreed opinions on a number of substances (Cadmium, Beryllium, Aniline, butyl Acetate), the REACH OSH interface, the mandate for a Working Party on Enforcement and biomonitoring for Poly Vinyl Chloride (PVC).

A joint meeting was held in May 2017 with the Working Party on OSH information systems and the National Contact Points group, where decisions were made in relation to the development of a safety and health visualisation tool.

The **SLIC** met twice in 2017 and reviewed common standards for labour inspection which are to be used in Member States. The SLIC operates a peer review programme which ensures that all Member States conform to labour inspection procedures. In October the Health and Safety Authority was audited by a peer review group of ten labour inspectors from nine member states, and the Authority is implementing its recommendations. The Authority was represented on SLIC sub-groups on enforcement and strategy and it also operated the SLIC Knowledge Sharing System to facilitate the rapid sharing of information on labour inspection issues.

Additional information on individual committees below may also be given in the relevant sections in the main document.

## European and international committees in which the Authority participates

European Chemicals Agency Management Board  
 CARACAL (Competent Authorities for REACH and CLP)  
 ECHA Committee for Risk Assessment (RAC)  
 Member State Committee on REACH  
 REACH Competent Authorities Sub-Groups on CLP and Nanomaterials  
 REACH Risk Management Expert (RIME)  
 ECHA Forum on Enforcement of REACH, CLP and the Rotterdam Regulation (PIC)  
 Detergents Working Group  
 Designated National Authority Committee for the Rotterdam Regulation (PIC)  
 Central Competent Authority for Seveso  
 Organisation for the Prohibition of Chemical Weapons (OPCW) Group  
 Advisory Committee on Safety and Health (ACSH)  
 EU Working Party on OSH Information System  
 EU Technical Dangerous Goods Committee (TDGC)  
 UNECE Working Party on the Transport of Dangerous Goods (WP15)  
 Working Party on Reducing Vehicle Risks at Work  
 EU Expert Group in Cargo [load] Securing  
 European Transport Safety Council – Work-related Road Safety  
 Transportable Pressure Equipment Advisory Committee  
 Machinery Advisory Committee  
 Pressure Equipment Directive Advisory Committee  
 Lifts Advisory Committee  
 Personal Protective Equipment Advisory Committee  
 ATEX (explosive atmospheres) Advisory Committee  
 EU Chief Inspectors of Mines  
 Senior Labour Inspectorate Committee (SLIC)  
 Technical Working Group on European Statistics on Accidents at Work  
 European Co-operation on Accreditation (EA) Technical and Policy Committees (Laboratory, Inspection, Harmonisation, Certification, Multilateral Agreement, General Assembly)  
 International Laboratory Accreditation Co-operation (ILAC) Technical and Policy Committees (Laboratory, Inspection and General Assembly)  
 International Accreditation Forum (IAF) Technical and Policy Committees (Certification and General Assembly)  
 European Commission Internal Market for Products (IMP)  
 European Commission and OECD Committees on Good Laboratory Practice (GLP)  
 European Commission Committees on Eco-Management and Audit Systems (EMAS)  
 EU-OSHA Focal Point Network

## 2017 Annual Report to the Minister on the operation of the Chemicals Acts 2008 and 2010

The Health and Safety Authority (herein referred to as “the Authority”) was appointed as the principal national authority under the Chemicals Act 2008. The Chemicals Act of 2008 as amended provides for the national administration and enforcement of the REACH, Detergents and Rotterdam (Prior Informed Consent) Regulations and the CLP Regulation. As of 1 June 2015 the Control of Major Accident Hazards involving Dangerous Substances COMAH (SEVESO III) Regulations also come within the ambit of the Chemicals Acts 2008 and 2010 but these are not subject to this annual report. Five national authorities have administration and/or enforcement obligations under the Chemicals Act, namely the Minister for Agriculture, Food and the Marine, the Environmental Protection Agency (EPA), Beaumont Hospital Board, the Customs Division of the Revenue Commissioners and the Irish National Accreditation Board.

Section 8(4) of the 2008 Act requires a national authority (other than the Authority) to a) make adequate arrangements for the performance of its functions under the relevant statutory provisions; b) keep appropriate records, and c) to furnish a report to the Authority within two months after the end of each year. Such a report is to include information as may be required and requested by the Authority. In fulfilment of its statutory duties under the Act, the Authority requested each national authority named above to report on their activities under the 2008 and 2010 Acts for 2017. Details for each competent authority are provided below:

### 1. The Irish National Accreditation Board

The Irish National Accreditation Board (INAB) acts as the National Competent Authority for the purposes of Articles 8(2) and (3) of the Detergents Regulation only. For 2017, INAB reported that it had two GLP test facilities under their inspection programme but no facilities are accredited to ISO 17025. During 2017, INAB actively participated in the EA Laboratory Committee for accreditation to ISO 17025 whose remit is to harmonise the implementation of ISO/IEC 17011 for accredited testing laboratories, proficiency testing providers and reference material producers and to elaborate guidance documents where necessary. INAB also actively participated in the OECD and EU Commission Working Groups on GLP. During 2017 INAB reported that it provided training to one inspector in OECD GLP principles, while also establishing a service level agreement to provide monitoring authority services for Malta.

### 2. The Beaumont Hospital Board

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

In 2017 the number of product information submissions continued to place significant demands on the centre. No additional resources have been provided to the NPIC, so there were delays in responding to non-urgent queries from industry, as priority was given to the management and operations of the telephone poisons information service. The NPIC has been working with the Beaumont Hospital IT Department to establish the IT requirements for accepting information on hazardous mixtures in the harmonised XML format specified in Annex VIII to CLP. The process was delayed during 2017 while awaiting a decision from ECHA on a single notification portal and database. The outcome of which meant that the application for funding by NPIC to develop a searchable database is delayed until March 2018, and it is not guaranteed that funding will be

provided for this purpose. The timelines for accepting notifications in the XML format will also be challenging as the final XML format will not be available until March 2018. The notification portal opens in Q1 2019, which leave little time to develop and test a national database and systems for downloading notifications from the portal.

In 2017 the NPIC answered 2,488 enquiries about suspected human poisoning/exposure incidents involving household chemical products, including 1,267 detergent products. Fabric cleaning products (particularly liquid detergent sachets/capsules), dishwasher products, general purpose cleaners, bleach and toilet cleaners/fresheners were the most frequently implicated detergent products. The NPIC posted an updated FAQ document explaining industry obligations to notify chemical mixtures in accordance with CLP Article 45 and answered queries from 40 companies on this topic during the year; working in close cooperation with the Authority's Chemicals Helpdesk who shared enquires and provided support in the interpretation of CLP.

At a European level, the NPIC participated in a workshop on the implementation of the Regulation amending CLP by adding an Annex VIII on harmonisation of information relating to emergency health response, attended a webinar on "Notifying hazardous mixtures to poison centres", and also participated in an ECHA working group preparing guidance on CLP Annex VIII. Furthermore, the NPIC participated in discussions on databases to facilitate exchange of information between appointed bodies, according to Article 45 of CLP, while also commenting on issues of interest at CARACAL and other European working groups during 2017.

At a national level, the NPIC Director participated in the Chemicals Interdepartmental Group during 2017 and provided quarterly updates to the Authority on incidents involving detergent sachets/capsules. The NPIC repeatedly posted and shared on their Facebook page messages reminding parents of the need to store liquid detergent capsules safely, to prevent childhood exposures. The NPIC worked with the Authority to update the joint information sheet which explains industry obligations to notify chemical mixtures to the poison centre.

### 3. Department of Agriculture, Food and the Marine

DAFM remained active in a number of national, Commission and ECHA led committees and working groups in 2017. At a national level, DAFM replied to a number of queries on REACH and CLP referred by the Authority's Chemicals Helpdesk. DAFM also attended one meeting of the Chemicals Interdepartmental/Agency Group and had other communications with National Authorities as the need arose during the year.

At an EU level under REACH, DAFM attended three FORUM meetings, one Endocrine Disruptor Working Group meeting and one Persistent Bioaccumulative Toxic Expert Group meeting. For the latter group, a presentation was given on a factsheet for the active substance Permethrin. Comments were made by experts. The factsheet is currently being updated and will be submitted for written procedure in 2018. DAFM kept a watching brief on nanomaterials during 2017 but did not attend any meetings. Regarding risk assessment of chemicals mixtures, DAFM kept a watching brief in this area but did not attend any meetings in 2017.

Under CLP, DAFM attended four Risk Assessment Committee (RAC) meetings, two full opinion documents were submitted to ECHA and presented to the RAC by the Irish RAC rapporteur. The Irish RAC rapporteur was also a member of the ad hoc working group responsible for the final opinion of a third substance, glyphosate. Three CLH dossiers were submitted to ECHA by DAFM – iprovalicarb, silthiofam and oxathiapiprolin.



DAFM attended five Working Group meetings for the environment in 2017 as well as attending six co-ordination group meetings.

Under Rotterdam (PIC Regulation), written comments were provided for 29th Regulation 649/2012 DNA meeting in Brussels. The 30th Regulation 649/2012 DNA meeting was also attended by DAFM.

In terms of inspection, 29 specific REACH, CLP or Rotterdam inspections were carried out in 2017. DAFM did not participate in FORUM-REF or Pilot Projects in 2017 but has signed up to participate in REF6 in 2018. In effect DAFM enforces the REACH & CLP Regulations in the context of enforcement of the sector-specific Plant Protection Product and Biocides legislation, as follows:

- a** REACH: Enforcement that relates to the registration of substances/mixtures under REACH was performed as per the sector-specific legislation. Notification/authorisation/registration of pesticide products to DAFM included a check on the REACH compliance of SDSs.
- b** CLP: DAFM checked labelling and classification requirements of pesticide products during the notification/authorisation/registration process. In addition, inspections carried out in 2017 also involved checks on the compliance of pesticide product labels.
- c** Rotterdam: There was no import or export activity for pesticides within the scope of the Rotterdam Regulation in 2017.

The types of premises visited for REACH and CLP included wholesale and retail distributors, local authorities, nurseries, HSE stores and sports clubs. The issuing of enforcement notices by DAFM and the removal of non-compliant pesticide products from the market were carried out under pesticides legislation and not the Chemicals Act. DAFM has not signed up for the Portal Dashboard for National Enforcement Authorities (PD-NEA), and has no current plans to do so. DAFM is involved in CLEEN (Chemicals Legislation European Enforcement Network) and participates in the Biocides Enforcement Group, BPRS that runs back-to-back with the ECHA Forum.

The existing MoUs with the Authority on REACH/CLP and on PIC are due for review. There are no mutual co-operation agreements between DAFM and other external bodies/authorities that do not have a statutory role.

Approximately 4.5 FTEs are involved in work related to the Chemicals Acts (and the associated EU legislation) in DAFM. Expertise involved includes toxicologists, chemists and agricultural scientists. The level of resources available within DAFM for this work in 2017 was an increase on 2016 resources.

Annual reporting under Article 10 of the Rotterdam Regulation was carried out in respect of 2016 during 2017.

## 4. Customs Division of the Revenue Commissioners

The Revenue Commissioners are the designated national authority under Article 17 of the Rotterdam Regulation. Revenue's Customs Service is responsible for the control of the import and export of dangerous chemicals as listed in that Regulation. For this purpose, profiles have been set into Revenue's Automated Entry Processing (AEP) Customs clearance system. The AEP system is programmed to flag various export declarations to Customs staff. If a RIN is required under the provisions of the Rotterdam Regulation, then the following procedure applies;

- The exporter must enter the RIN on the customs declaration (SAD).
- Customs officers then validate the RIN against the EU ePIC Database.
- Where no RIN is present or where there is any question regarding the RIN, the requirement for a RIN or the export of a certain chemical, Customs contacts the appropriate DNA for clarification on the status of the chemical in question.

Exporters are obliged to correctly declare the chemicals for export by entering the appropriate Y Code in Box 44 of the export declaration (SAD). If a relevant Y Code is not entered in Box 44, the export cannot proceed. The Rotterdam Regulation itself does not provide for any prohibitions or restrictions on importation of chemicals. Revenue has (through its Customs Consultative Committee) informed the trade of the export declaration and RIN requirements for the exportation of chemicals covered by the Rotterdam Regulation. The public can access our staff manual via our Revenue website. **(Dangerous Chemicals Manual)**

The Revenue website also sets out general information in respect of prohibited/restricted goods and this includes information of the exportation of Dangerous Chemicals under the Rotterdam Regulation. <http://www.revenue.ie/en/customs/prohibitions-restrictions/index.html>

Enforcement activities from a Customs perspective include the electronic profiling of certain dangerous chemicals on our AEP system and the validation by Customs staff of RINs at exportation where relevant. An information manual has been issued to all Customs staff, which outlines the procedures to be used in the exportation of chemicals specified by the Rotterdam Regulation.

Profiles have been set within the AEP system in respect of the exportation of chemicals. Profiling can be initiated using various identifiers and can be based on CN Codes of chemicals. Customs have raised an issue regarding the effectiveness of only using CN Codes for profiling. Customs, via the Authority, submitted a proposal to the EU Commission for the mandatory use on Customs declarations of a unique number to identify specific chemicals (e.g. CUS number). We are still awaiting the outcome of considerations of this proposal but to date no progress has been reported.

## 5. Environmental Protection Agency (EPA)

During 2017, the EPA submitted reports on product tests carried out under the REF4 project. The EPA, as part of its proposed annual market surveillance programme, incorporated some REACH surveillance activities within the campaign. The EPA did not carry out any compliance surveillance activities in relation to the Detergents Regulation during this reporting period.

The EPA carried out inspections to ascertain if four products, reported as non-compliant with provisions set out in Article 67 of the REACH Regulation and the subject of RAPEX notifications, had been made available on the IE market. A total of 25 inspections were carried out at wholesaler and retailer premises and observations and enquiries made concerning the products. None of the products relating to the RAPEX notifications were observed or reported to have been placed or made available on the market within the State.

No interventions, including the safeguard clause, or legal action were required as no non-compliance was observed during enforcement activities over the reporting period. No market surveillances activities were reported during this period. Regarding PD-NEA, no proposals were made for sign-up and use of this tool during 2017. Use of this tool by the EPA to assist in relevant enforcement activities will be reviewed periodically.

During 2017, EPA personnel attended the Review of REACH Impact in Ireland Steering Group meeting.

A project, funded by the EPA Research Programme 2014-2020, on the potential sources and environmental Fates of Certain Phthalates commenced May 2016. The project, due for completion in 2019, will look at sources of a range of phthalates and examine the fate of the substances in the environment.

One of the main aims of the EPA's internal Chemicals Cross-office Team is to ensure timely intervention relating to potential/emerging environmental threats posed by certain substances, including endocrine disruptors.

A revision of a Memorandum of Understanding between the Authority and the EPA commenced in 2017 and will be signed off in 2018. The EPA and the Health Service Executive also operate a Memorandum of Understanding in relation to cooperation in areas promoting the protection of human health and the environment.

Combined direct EPA labour resources expended for the purposes of the REACH and Detergent Regulations respectively during 2017 were approximately 0.12 FTE (relatively static compared to 2016 levels).



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