



HEALTH AND SAFETY
AUTHORITY



Programme of Work

2016

2016



Our Vision
healthy, safe and
productive lives

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This is the first programme of work prepared by the Health and Safety Authority under its strategy for 2016 to 2018, and is developed to contribute to our long-term vision of *healthy, safe and productive lives*.

Across all of our mandates, we will continue to encourage business and all duty holders to achieve high levels of compliance. We will always aim to provide advice, information and support in the first instance, but we are committed to taking strong enforcement action where breaches endanger workers or the public.

We will continue to influence the development of legislation and policy to Ireland's advantage through our involvement in European and international committees and working groups.

The strategy signals some new priorities for the Authority and these are reflected in the programme for 2016. We will increase our emphasis on work-related health issues, both in our inspection and promotion activities. We will also address some of the risks associated with workers in a growing economy. Research commissioned by the Authority in 2015 indicates that new or returning workers and workers that work fewer or irregular hours are at greater risk of workplace injury or illness.

It is unfortunately the case that certain priorities remain unchanged. The continuing high number of fatalities in agriculture means that we will invest significant resources in this sector in 2016. We will work with the Farm Safety Partnership on their new three-year plan for a broad range of promotional, training and engineering activities across the sector, and our inspectors will do over 2,000 farm inspections. The construction sector will also receive significant inspection attention as the Authority seeks to pre-empt any rise in injury and illness rates associated with the increasing level of activity in the sector.

Under our chemicals remit, a priority will be the implementation of the new European requirements for monitoring major accident hazard sites. This will entail the development and dissemination of new forms and guidance to sites that use certain types and amounts of hazardous chemicals, and the introduction of a new charging regime.

We will continue to deliver efficiencies in the accreditation services provided by the Irish National Accreditation Board (INAB). The application of technological solutions in 2016 will facilitate a more streamlined service, resulting in savings for both INAB and our clients.

We aim to build on our successful record of developing innovative technological solutions, such as e-learning modules and online risk assessments and reporting forms, that make it easier for the public to interact with us and that assist them in meeting their responsibilities.

We ask every employer, every employee and every representative organisation to make workplace safety and health and the safe management of chemicals central to their plans for 2016. The Authority's programme will provide every possible support for this effort.

Martin O Halloran
Chief Executive Officer



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

- 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.

The programme of work for 2016 will deliver on these strategic priorities. Progress in the delivery of the programme of work and strategy and, in particular, progress in delivering on key performance indicators, will be monitored on a quarterly basis by the Board of the Authority and the Executive, and updates will be reported to the Minister.



In line with our new Strategy 2016–2018, we will be addressing work-related health risks to a greater extent in all of our activities in 2016. We will be putting particular emphasis on projects that promote positive mental health and that target work-related illnesses. We will also work to ensure that the integration and embedding of occupational health approaches takes place across different sectors and programmes.

We will continue our focus on the agriculture and construction sectors. A new *Farm Safety Action Plan 2016–2018* is being developed with the members of the Farm Safety Partnership Advisory Committee. The emphasis on engagement with farmers through knowledge-sharing groups will continue and the level of farm inspection will be maintained at 2015 levels. There will be an increased number of construction inspections so that we retain the current inspection rate per 1,000 workers in the sector.

Workplace fatalities and serious accidents will continue to be prioritised for investigation. We will hold duty-holders to account and ensure remedial actions are taken at individual places of work. We will provide urgent information to sectors through our safety alert system.

The specific programmes which will remain at the forefront of our activities in 2016 are:

- **Agriculture**
- **Construction**
- **Healthcare**
- **Chemicals – in particular areas such as COMAH (Control of Major Accident Hazards), consumer awareness and market surveillance**
- **Work-related vehicle safety**
- **Occupational health**
- **Inspection, investigation and enforcement, up to and including prosecution**
- **Provision of the national accreditation service**

It should be noted that the attached programme of work presents only the priority tasks for the year ahead. In addition to these planned actions, we will continue to deliver the competent and regulatory authority functions relevant to the 200 pieces of legislation for which we have responsibility. In delivering our strategy and mandates, we will continue to engage and work with other government agencies and departments as set out in the many memoranda of understanding and operational protocols we have in place. Details of the planned inspection, legislation and EU representation programmes are set out in the appendices.

Agriculture

Planned actions	Performance indicator
<p>The Farm Safety Partnership Advisory Committee will develop and launch a new three-year <i>Farm Safety Action Plan (2016–2018)</i>. The overall objective of the plan will be to reduce the level of fatalities and serious injuries and improve the health profile in the agriculture sector.</p>	<p>Review of health and safety in agriculture, including the outcomes of the <i>Farm Safety Action Plan 2013–2015</i>.</p> <p>Publication and distribution of new action plan to key stakeholders.</p>
<p>Implement Year 1 of the Farm Safety Action Plan.</p>	<p>Working groups established for each goal and implementation plans developed.</p>
<p>Targeted awareness campaigns relating to both health and safety in agriculture will be delivered through media, events and advertising. This will include joint initiatives with other groups in the sector.</p>	<p>Awareness-raising campaigns delivered.</p>
<p>Work with farming organisations to promote the issue of farmer health, including the use of a simple stress assessment tool, promoting good health through blood pressure and health checks at the National Ploughing Championship and assessing the outcome of fit-for-farming review.</p>	<p>Information and tools to assist in the promotion of farmer health disseminated.</p>
<p>Develop e-learning course on the topic of tractor and machinery safety.</p>	<p>Modules developed and available on the Authority's e-learning portal.</p>
<p>Publish information sheets to increase the knowledge and understanding of particular farm machinery hazards.</p>	<p>Information sheets published on the Authority website and available through stakeholder organisations.</p>
<p>The current code of practice on farm safety will be fully reviewed and updated, including the online system.</p>	<p>Consultation completed, code of practice revised and approved by the Minister for publication.</p>
<p>Run the Authority's stand at the National Ploughing Championships, including the safety demonstrations area. Also have a presence at a small number of other major agricultural shows.</p>	<p>Authority represented at selected agricultural shows.</p>
<p>A national farm safety conference will be held as a focus for discussing developing trends in farmer safety and health.</p>	<p>A wide range of stakeholders participated in the national conference; expert knowledge shared among participants.</p>
<p>Child safety on farms, particularly for children at primary and post-primary school level, will be promoted using existing e-learning and the <i>Choose Safety</i> programme.</p>	<p>A national multimedia competition for children will be run and the results will be used to promote farm safety. The e-learning module on farm safety for children will be promoted at critical times during the year.</p>

Agriculture (Cont'd)

Planned actions	Performance indicator
Ensure appropriate research is carried out to influence the Authority's prevention strategy.	Areas of key research supported where possible.
Agree a new joint prevention initiative with Teagasc aimed at improving the safety and health record of those working in the agricultural sector.	Joint prevention initiative in place.
Carry out a national programme of farm inspections to address key issues within different farming types. Inspections will focus on high-risk activities and key concerns such as vehicle safety, general safety management, machinery safety, animal handling, slurry handling, and child and elderly safety.	A total of 2,300 farm visits completed. Advice and information provided. Enforcement action taken where standards are poor and the level of risk is high.
The inspection programme will aim to increase awareness of relevant occupational health issues in the sector.	Awareness of health and wellbeing incorporated in the inspection process.
Inspectors will be available to engage with farmers through the Knowledge Transfer Group structures established by the Department of Agriculture, Food and the Marine.	Engagement with 60 Knowledge Transfer Groups nationally through group facilitators.
A two-week farm safety campaign will be carried out, which will be linked to initiatives and actions from farmer representative organisations.	Inspection campaign completed and key findings advised to the agriculture sector stakeholders.
The Authority will, where resources allow, support stakeholders' initiatives by providing farm walks and talks. Requests for support will be considered on a case-by-case basis.	Support provided in line with available resources.



Construction

Planned actions	Performance indicator
<p>Guidance and information will be developed in relation to the following specific areas:</p> <ul style="list-style-type: none"> – Construction Skills Certification Scheme – Occupational health in construction. 	<p>Guidance developed in consultation with relevant stakeholders and available on Authority website.</p>
<p>New operational guidance on temporary traffic management at roadworks will be advanced in conjunction with the Department of Transport, Tourism and Sport and other sector partners.</p>	<p>Technical and policy assistance provided to the Department of Transport, Tourism and Sport. Completed guidance promoted and available on the Authority website.</p>
<p>Continue to support the Department of Jobs, Enterprise and Innovation (DJEI), SOLAS and Quality and Qualifications Ireland (QQI) in maintaining and developing the national qualifications and training structures for the construction sector.</p>	<p>Technical and policy assistance made available to DJEI as required.</p>
<p>Through our engagement in both the Construction Advisory Committee and the Construction Safety Partnership, we will support and actively participate in initiatives developed by other groups in the sector.</p>	<p>Collaborated with key stakeholder groups to promote safety and health; special initiatives jointly implemented.</p>
<p>Add value to our work by collaborating with the construction division of Health and Safety Executive Northern Ireland to develop cross-border initiatives in areas of mutual concern.</p>	<p>Cross border construction safety group meetings held and assistance made available. Information and experience exchanged. Joint annual conference on construction safety held.</p>
<p>Raise awareness of safety and health among the self-employed and small contractors.</p>	<p>Awareness initiatives completed, including addressing health issues during inspection. Requests for information responded to.</p>
<p>Raise awareness of mental health and well-being issues; opportunities for joint initiatives with other interest groups in the sector will be supported.</p>	<p>Participated in initiatives to raise awareness of mental health issues in the sector.</p>
<p>Organise the third-level <i>Safety in Construction</i> project competition, aimed at helping undergraduate students to develop and embed their knowledge and understanding of safety and health in construction.</p>	<p>Competition held and winning entries displayed at awards ceremony.</p>

Construction (Cont'd)

Planned actions

The construction inspection programme will be increased. Inspections will continue to include small construction companies and the self-employed. There will be a specific focus on:

- safety and health management and ensuring the control of high-risk safety activity;
- specific occupational health issues.

Two week-long inspection campaigns will be completed, one focusing on occupational health, the other on work at height.

Performance indicator

3,800 inspections carried out. Levels of compliance assessed and data gathered on specific outcomes. Enforcement action taken as necessary.

500 inspections completed during these two campaigns (part of the total 3,800 inspections in the sector).



Docks

Planned actions	Performance indicator
Promote the <i>Code of Practice for Health and Safety in Dock Work</i> published in 2015 and due to come into effect in January 2016.	Code of practice promoted, including engagement with the major ports to determine awareness of and adherence to the code of practice.

Engineering

Planned actions	Performance indicator
Reports submitted on the examinations for pressure and lifting equipment will be reviewed and actioned where serious issues of concern are identified.	All reports reviewed and assigned for engagement with the duty-holders where serious issues are identified.
RAPEX (EU rapid alert system facilitating exchange of information between member states relating to products posing a serious risk to safety and health) will be monitored and alerts highlighted to relevant sectors.	Number of RAPEX alerts reviewed. Number of alerts posted as safety alerts on Authority website, advised to inspectorate and to relevant sectors.
Continue our role as national coordinator for ICSMS (information and communication system for pan-European market surveillance).	Meetings participated in and number of relevant issues brought back to the interdepartmental forum on market surveillance. Coordinate uploading of IE cases to ICSMS.
Development of a policy position in relation to visibility devices on earthmoving machinery.	Position finalised.
Engage with interest groups, including SAFED (Safety Assessment Federation) and ILEA (Irish Lifts and Escalators Association), on requirements for statutory examinations.	Ongoing engagement with interest groups.
Participation in Electro-Technical Council of Ireland (ETCI) committees.	Participated in and contributed to ETCI committees.
Provide expert support through participation in National Standards Authority of Ireland (NSAI) committee on cranes.	Service revision of IS360.

Ergonomics and manual handling

Planned actions	Performance indicator
Continue the musculoskeletal disorder (MSD) risk-management project through a combination of targeted inspections, training and advice. Engage with corporate employers as appropriate.	Number of targeted inspections completed. Number of corporate interventions made.
Complete a task analysis project and workshops with inspectors and other interested groups to investigate the range of systems of work on farms as they relate to manual handling; prepare a report on recommended actions.	Report prepared and recommendations made.
Information sheet developed on ergonomic good practice for transport and logistic operations.	Information sheet published and promoted.
Complete a number of proactive inspections in manufacturing based on analysis of available accident data.	Number of proactive inspections in manufacturing completed.
Complete report on supply and distribution of 50kg fertiliser bags in the supply chain and present to stakeholders. Identify follow-up actions as agreed with the stakeholder groups.	Report completed; actions identified and concluded.

Fishing and aquaculture

Planned actions	Performance indicator
Carry out inspections of fishing vessels to improve standards of safety and health in the commercial sea and marine fishing sector.	Fifty inspections of fishing vessels completed and relevant guidance promoted.
Develop guidance on safety and health in aquaculture.	Guidance developed, promoted and available on Authority website.
Seek opportunities to bring about improvements in the fishing sector by collaborating with other government departments and agencies through memoranda of understanding.	Joint working arrangements in place. Memoranda of understanding established with relevant State enforcement bodies, to assist cross-agency support and effective inspection systems.

Forestry

Planned actions

Forestry operations will be inspected to determine compliance by the relevant duty-holders in line with the *Code of Practice for Managing Safety and Health in Forestry Operations*.

Performance indicator

Fifty forestry inspections completed and relevant guidance promoted through the inspection process.

Healthcare

Planned actions

Ongoing engagement, communications and consultations with the sector on safety and health issues as appropriate. Stakeholders include HSE at national level, representative bodies and other regulators in healthcare.

Implement a programme of inspections in the healthcare sector. Inspections will be across all service types and will include a focus on safety and health for employees in the homecare industry and management of hazardous agents in the workplace. Continue to monitor safety management as part of good governance. Data gathered from inspections will be assessed to inform future activities in the sector.

Develop sector-specific guidance, including guidance on hazards in dental practice, safety and health and home care. Review and update the Authority's *Safety and Health Audit Tool* for the sector.

Monitor national and international data and reports on safety and health in healthcare to inform future interactions with the sector.

Provide information and advice on sector-specific topics in healthcare; provide practical guidance on complying with safety and health legislation in healthcare.

Performance indicator

Number of engagements with HSE; number of meetings of the Authority's Healthcare Steering Group organised; number of engagements held with representative bodies and other regulators.

Two hundred inspections carried out in healthcare sector; number of enforcement actions taken in the sector.

Sector-specific guidance developed in consultation with the sector and published on the Authority's website.

Review undertaken of national and international data and available information.

Requests for information responded to within defined time periods; number of events participated in; number of visitors to the healthcare section of the Authority's website.

Manufacturing

Planned actions	Performance indicator
Carry out a programme of inspections in the manufacturing sector to assess safety and health management systems, and on other topics, including work equipment safety, slips, trips and falls and driving for work.	Seven hundred inspections completed.
Manufacturers of concrete products will be the focus of a specific inspection campaign.	Campaign completed (included in the 700 inspections above).

Mines and quarries

Planned actions	Performance indicator
Develop guidance on geotechnical assessment of quarries and slope stability. Produce a worker safety information sheet for quarry workers.	Guidance published and available on the Authority's website. Safety information sheet distributed to quarry workers.
The quarry inspection programme will have a particular focus on conveyor guarding, working at height (quarry face and maintenance), quarry worker health protection, tyre safety (changing and inflation) and the Quarry Skills Certification Scheme.	One hundred and eighty quarry inspections will be completed and topics addressed.
An all-island Quarry Safety Conference will be held with HSENI.	Conference held with all-island participation.
A mines inspection programme will continue.	Twenty mine inspections completed.
Run the UK and Ireland mine rescue competition.	Competition supported and complete.

New and returning workers

Planned actions	Performance indicator
Provide information and guidance to heighten awareness among employers of the increased risks posed to employees in the initial six months of their employment.	Information provided through our website and through the inspection programme.
Update the <i>Choose Safety</i> programme to strengthen the content regarding preparation for the world of work and new workers' induction.	Updated content aimed at new and young workers.
Develop a course on induction for new employees on hslearning.ie .	Online course live and promoted.

Occupational health

Planned actions	Performance indicator
Develop three-year action plan on occupational health for the Strategy 2016–2018; implement Year 1 actions. Engage with relevant stakeholder groups as appropriate.	Plan developed and actioned as appropriate.
Continue work with Department of Social Protection and EU OCCUSTAT on developing shortlist of reportable occupational illnesses in each member state.	Number of positions prepared and submitted; number of EU OCCUSTAT meetings attended.
Manage data collection system on occupational illnesses provided by the University of Manchester (THOR ROI). Analyse data provided, together with other data sources, and devise appropriate follow-up actions.	THOR ROI reports disseminated; actions identified in consultation with relevant groups.
Provide support to DJEI as required to ensure transposition of Electromagnetic Field Regulations by 1 July 2016. Develop and promote guidance on the regulations.	EMF Regulations published by 1 July, together with accompanying guidance. Follow-up promotion of both the regulation and associated guidance completed.
Engage with the Healthy Ireland programmes and in particular the actions of Healthy Workplaces Group.	Specific actions for the Authority under its different programmes identified and acted on as appropriate.



Public sector

Planned actions	Performance indicator
Liaise with the key agencies and employers that can influence and support health and safety at work in the public sector, including the State Claims Agency, the Local Government Management Agency and employers in the public sector.	Number of engagements with health and safety personnel in the public sector.
Implement a programme of inspections in all areas of the public sector, including the civil service, commercial state agencies, non-commercial state agencies and local authorities. We will continue to focus on safety management systems as part of good governance.	One hundred inspections carried out; enforcement action taken as necessary.
Develop the public sector section of the Authority's website to make available relevant guidance and advice on sector-specific issues.	Website developed.
Provide advice and support to external stakeholders with regard to compliance and best practice.	Number of requests for information responded to; number of events participated in; number of visitors to the public sector section of the Authority's website.
Continue to monitor national and international data and reports on safety and health in the public sector to inform future interactions with the sector.	Review undertaken of national and international data and available information.
Update and engage in a national training programme for <i>Guidelines on Managing Health and Safety</i> in post-primary schools.	High levels of awareness of <i>Guidelines</i> and evidence of their use in schools.

Safety representatives

Planned actions	Performance indicator
A programme of initiatives to support safety representatives in their role will be developed in 2016, for implementation in 2017–2018.	Programme of initiatives complete and implementation plan in place.
Inspectors will engage with safety representatives during the inspection process.	Number of safety representatives engaged with during the inspection programme.

Slips, trips and falls

Planned actions	Performance indicator
Follow-up actions in relation to the root-cause analysis done in 2015 will be completed through targeted inspections and specific guidance.	Actions completed.
Inspections will target those sectors where vehicle-related slips, trips and falls accidents are particularly common: manufacturing, wholesale and retail, healthcare, public sector, and transport and storage.	Inspections completed.
Inspections completed to survey the installation of stairs during construction projects.	Inspections completed.
Guidance developed on preventing vehicle-related slips, trips and falls.	Guidance published and promoted.

Small business support

Planned actions	Performance indicator
Implement Year 3 of the <i>Taking Care of Business Plan 2014–2016</i> to enable small businesses to efficiently manage employee safety and health.	Actions outlined for 2016 completed.
Promote and continue to expand the new construction and agribusiness sections of BeSMART.ie.	Number of BeSMART.ie users; number of BeSMART website visitors, time spent per BeSMART visit; average page views per BeSMART visit; number of BeSMART construction risk assessments generated by users, number of BeSMART agri-business users.
Maintain and develop the BeSMART.ie website portal to include: <ul style="list-style-type: none"> - additional content added to existing sectors, including new business types and risk assessments; - update risk assessments to reflect changes to legislation and guidance; - explore the expansion of the BeSMART.ie platform to other sectors and groups; - ensure system issues are resolved without delay. 	BeSMART content regularly updated to include new content and take account of legislative changes. Report on expansion of BeSMART.ie options completed and followed up. BeSMART.ie available to users without interruption.
Network with other industry and business support groups to promote the use of BeSMART.ie.	Number of nationwide third-party events participated in.
Work with other agencies to provide a One Stop Shop to support small business; coordinate any planned nationwide events.	Number of nationwide events held; number of participants attending.

Transport and storage

Planned actions	Performance indicator
Carry out a programme of inspections in the transport sector, including review of safety and health management and assessments of risks associated with storage and racking. Risk management of driving for work and controls to prevent slips, trips and falls will also be part of the focus.	Two hundred inspections carried out.
Develop and promote an ergonomics good practice factsheet for the sector.	Factsheet published and promoted to relevant stakeholders.
Continue to actively promote the range of resources available to the sector on the management of workplace transport risks. Resources include guidance and e-learning modules on the Authority's portal.	Number of presentations given; number of learners using online courses.
Influence the integration of work-related vehicle safety learning outcomes into apprenticeship, vocational and third-level transport education programmes.	Input into the Road Safety Authority driver training modules as appropriate; risk management modules included in selected education programmes.

Waste collection and disposal

Planned actions	Performance indicator
The inspection programme of waste disposal facilities will continue.	One hundred inspections of waste handling and disposal facilities completed.

Wholesale and retail

Planned actions	Performance indicator
Inspection of wholesale and retail operations will assess safety and health management systems, with a particular focus on warehousing.	Five hundred inspections carried out and the use of the BeSMART.ie tool promoted in the sector.

Work at height

Planned actions	Performance indicator
Provide technical support and guidance relating to work-at-height issues, including guidance on safe use of mobile elevated working platforms.	Guidance produced and available on Authority website.
Work with industry bodies (e.g. Construction Industry Federation and National Access and Scaffolding Confederation) to identify challenges and practical solutions to work at height.	Appropriate collaborations completed.
Topic focus for one construction campaign.	Campaign complete.

Work-related stress and bullying

Planned actions	Performance indicator
Engage with State Claims Agency (SCA) to develop and pilot a process for recording and handling bullying-related issues (in prisons initially), outcomes and control mechanisms.	Process piloted, outcome and follow-up actions completed.
Use findings from research completed in 2015 to develop updated guidance for all organisations, especially on risk assessment and post-investigation actions.	Guidance published and promoted.
Pilot the revised Work Positive online tool with 10 organisations and compare findings to the existing tool.	Process piloted, outcome and follow-up actions completed.
Interrogate data from the Department of Social Protection on occupational illness (psychosocial) causal factors and barriers to return to work. Use the information to devise a strategy around prevention measures targeting psychosocial issues.	Strategy drafted in consultation with stakeholders.
Engage with external research project on teachers' health.	Actions arising completed and communicated to relevant stakeholders as appropriate.

Work-related vehicle safety

Planned actions	Performance indicator
Implement Year 1 of Work-related Vehicle Safety Plan 2016–2018.	New plan communicated to relevant stakeholders and actions completed.
Manage and coordinate joint initiatives with the Road Safety Authority and Gardaí related to driving for work, load-securing and work-related road risk management.	Revised <i>Driving for Work Employer Guidelines</i> and <i>Driver Handbook</i> published and promoted.
<p>Progress national programme for load-securing risk management including the following:</p> <ul style="list-style-type: none"> - promotion of relevant guidance and e-learning; - work with the Gardaí and RSA to develop an evidence-led enforcement approach; - develop profile of injuries arising from loading, unloading and load-securing in the workplace and on the road. 	<p>Programme prepared and actions, including joint-agency actions around awareness, education and enforcement implemented.</p> <p>Injury profile established and published.</p>
There will be a focused inspection campaign on load security.	Fifty load-security inspections carried out.
Develop further load-securing guidance on high-risk loads associated with specific work sectors: construction, agriculture, transport and logistics.	Guidance published and promoted.
Share data on work-related road collisions to meet national reporting obligations to Eurostat under EU Regulation 834/2011.	Data-gathering and sharing arrangements in place.
Support and contribute to UCD research project on establishment of baseline of work-related road collisions from Coroner records in Ireland.	Baseline data on work-related road collisions available.
Promote <i>Driving for Work</i> e-learning courses.	Campaign completed.
Inspections will include targeted assessments of driving for work risk management in sectors having the highest vehicle-related injury profiles from 2009 to 2013. These include transport and storage, public sector, manufacturing, retail and wholesale trade, waste management, construction and healthcare.	<p>Three hundred targeted assessments completed.</p> <p>Employer checklists and guidance developed and promoted during inspection.</p>

Chemicals policy role

Planned actions	Performance indicator
Provide lead role nationally on chemicals and their health impacts, through ministerial briefings, policy advice, participation in national committees, support to DJEI and specific technical advice as requested.	Number of briefings, policy positions and technical advice provided; number of national advisory committees attended.
Fulfil competent authority role in relation to the EU Detergent Regulation. Continue to network and raise awareness among relevant stakeholders.	Number of briefings and policy positions provided; number of EU meetings attended. Number of detergent products on the market assessed for compliance.
Fulfil Designated National Authority (DNA) role in relation to the EU Rotterdam Regulation on the export and import of dangerous substances. Continue to raise awareness among relevant stakeholders.	Number of export notifications and consents received and processed; number of briefings and policy positions provided; number of EU meetings attended. Article 10 Report submitted on time.
Meet national obligations in relation to the Organisation for the Prohibition of Chemical Weapons (OPCW) under the United Nations Chemical Weapons Convention.	International inspections under the OPCW facilitated as required. Annual declarations submitted on time. Number of OPCW meetings and events attended.



Chemicals enforcement role

Planned actions	Performance indicator
<p>As the National Enforcement Authority under the Chemicals Act 2008 and the Chemicals (Amendment) Act 2010, complete a programme of inspections, involving desk-based assessments and on-site visits, to assess compliance with REACH, CLP, Detergents and Export-Import Regulations¹ 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"> - registration duties under REACH; - ECHA communications to IE companies regarding Article 36, 40(3) and 41(3) decisions; - correct provision of information in the supply chain using safety data sheets and hazard labels; - correct classification of chemical substances and mixtures on the market; - substances classified as carcinogenic, mutagenic and toxic to reproduction are not sold to consumers; - authorisation duties and obligations are met. 	<p>Five REACH registration audits completed.</p> <p>ECHA communications and statements of non-compliance followed up and appropriate action taken as necessary, including inspection and enforcement.</p> <p>Ten CLP and safety data sheet audits completed.</p> <p>Follow-up inspection and enforcement actions completed where appropriate.</p>
<p>Participate in the EU Forum second pilot project on authorisation.</p>	<p>Pilot actions and follow-ups completed to agreed schedule.</p>
<p>Participate in the EU Forum on Enforcement Project on restrictions.</p>	<p>Agreed number of inspections and follow-up actions completed as required by the Forum.</p>
<p>Conclude the actions arising from the 2015 Forum projects on child-proof packaging and authorisation.</p>	<p>IE report on the relevant Forum project completed and submitted by ECHA deadlines.</p>

¹ Note COMAH Inspections are covered in the specific item on Control of Major Accident Hazards below.

CLP policy and competent authority functions

Planned actions	Performance indicator
<p>Fulfil the lead competent authority role in relation to the CLP regulations with particular regard to a number of key areas:</p> <ul style="list-style-type: none"> - labels and packaging obligations and duties for chemical products, including detergents; - participation in Commission CARACAL Subgroup on CLP and competent authority group (CARACAL); - correct classification for chemicals on the market. 	<p>Number of briefings and policy positions prepared; number of EU meetings attended.</p>
<p>Provide the CLP national helpdesks.</p>	<p>Number of queries addressed; number of HelpNet meetings attended. Input provided as appropriate to development and agreement of ECHA's REACH and CLP Frequently Asked Questions.</p>

Control of major accident hazards (COMAH)

Planned actions	Performance indicator
<p>Fulfil competent authority role under COMAH III Regulations, including inspections, safety report assessments, land-use planning (LUP) advice and stakeholder support and engagement.</p>	<p>Number of safety reports (new, revised, 5-year updates) received and processed; number of notifications received and assessed; number of major accident prevention policies received and assessed; number of LUP advices provided; number of COMAH inspections completed (100 sites estimated).</p>
<p>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. Prepare a detailed annual COMAH inspection programme.</p>	<p>Risk-based inspection programme in place based on a risk-rating system.</p> <p>Routine inspection programmes and plans that meet the requirements of Regulation 22 in place for each COMAH establishment.</p>
<p>Provide technical advice to DJEI, as requested, regarding COMAH Regulations.</p>	<p>Legislative and technical advice provided to DJEI in a timely manner.</p>
<p>Review memoranda of understanding with Environmental Protection Agency, An Bord Pleanála, and Commission for Energy Regulation.</p>	<p>Memoranda reviewed and revised as appropriate.</p>
<p>Receive and formally assess electronic notifications from all establishments.</p>	<p>Portal provided and monitored. Notifications assessed.</p>
<p>Receive and formally assess Major Accident Prevention Policies (MAPPs) submitted by all establishments.</p>	<p>Formal assessment system for MAPPs in place.</p>

Control of major accident hazards (COMAH) (Cont'd)

Planned actions	Performance indicator
Host the COMAH information for all establishments on the Authority website.	Public information web pages available in line with Regulation requirements; number of web hits and Access to Information on the Environment (AiE) requests received.
Publish a guide to completing the new e-notification form.	Guide to e-notification published and promoted.
Review current LUP guidelines.	Updated LUP guidelines in place and promoted. Follow-up actions on provision of generic advice completed as necessary.
Produce guidance on what will constitute a 'significant' modification and therefore require advance notification by a COMAH operator. Guidance will be produced in consultation with relevant stakeholders.	Technical guidance developed and published.
Promote the regulations and guidance with seminars and workshops as appropriate.	Number of events on the implementation of COMAH Regulations held; number of sector meetings with operators, planners and local competent authorities.
Provide annual report form to local competent authorities. Review annual reports from local competent authorities on external emergency activities in 2015. Complete review and follow-ups as appropriate.	Report form provided to competent authorities. Reports received and assessed as appropriate.
Ensure charging system for specified COMAH services is in place.	Internal system for the COMAH charging system in place and operators advised of the steps to process payments.
Perform risk-based sub-COMAH inspections as part of a targeted campaign. Inspection and enforcement of requirements in relation to oil jetties, large petroleum bulk and liquified petroleum gas stores and sub-COMAH sites.	Twenty-five sub-COMAH sites inspected.

Dangerous Substances Act (DSA) and Retail and Private Petroleum Stores (RPPS)

Planned actions	Performance indicator
<p>Fulfil competent authority roles and obligations under DSA legislation, including:</p> <ul style="list-style-type: none"> – providing guidance and support to stakeholders through the website and helpdesk; – further developing policy and procedures to implement DSA legislation; – providing technical support to DJEI in relation to government policy on revocation of the DSA legislative regime. 	<p>Appropriate guidance and advice disseminated to relevant stakeholders.</p> <p>Meetings held with relevant stakeholders to establish policy and working procedures.</p> <p>Assistance provided to DJEI in relation to legislative proposals as required.</p>
<p>Enforce the DSA and RPPS legislation.</p>	<p>Seventy RPPS site inspections completed. All licence refusal appeals processed as required.</p>

Occupational hygiene

Planned actions	Performance indicator
<p>Fulfil lead Authority role in relation to enforcement of the asbestos, chemical agents, carcinogens and biological agents directives through a nationwide inspection programme and continue to increase focus on worker health protection.</p>	<p>Six hundred and eighty-five inspections completed on asbestos, biological agents, chemical agents, carcinogens, information in the supply chain (safety data sheets and chemical labels under REACH and CLP), market surveillance (chemicals/PPE) and noise.</p>

Occupational hygiene (Cont'd)

Planned actions	Performance indicator
<p>The inspection programme will support the Authority's obligations in relation to the enforcement of particular duties under REACH, CLP, Detergents Regulations and the Market Surveillance programme. Inspections will focus on:</p> <ul style="list-style-type: none"> - high-risk chemicals and processes which are deemed carcinogenic, mutagenic, reprotoxic and/or sensitising to skin or respiratory system; - quality of chemical Safety Data Sheets (SDS) and hazard labels; - removal of higher-risk asbestos-containing materials (ACMs) from workplaces; - risk assessments of ACMs in pre-2000 workplace buildings; - legionella risk assessments in the accommodation sector; - respiratory protective equipment programmes and fit-testing; - local exhaust ventilation and PPE for chemical use; - noise management; - radon; - health in construction sector and management of hazardous agents in healthcare sector. 	<p>Inspection data collected, analysed and followed up as appropriate.</p>
<p>Fulfil lead Authority role in relation to administration of the asbestos, chemical agents, carcinogens and biological agents directives through legislative and policy interventions, publications, stakeholder advice and engagements, IE and EU working groups and DJEI support.</p> <ul style="list-style-type: none"> - represent Ireland on SLIC CHEMEX and sub-group on respirable crystalline silica exposure in the construction sector; - represent the Authority on the Environmental Protection Agency (EPA) Genetically Modified Organisms (GMO) committee and Radiological Protection Advisory Committee; - represent the Authority on the National Radon Control Strategy coordination group; - support DJEI in the transposition of the 4th Indicative List of Occupational Exposure Limit Values Directive, if published by EU Commission in 2016; 	<p>Number of chemical-related requests for information responded to.</p> <p>Number of asbestos notifications processed.</p> <p>Number of biological agent notifications processed.</p> <p>Number of meetings attended.</p> <p>Number of positions or policy papers produced and presented at national and EU meetings.</p> <p>Number of briefings provided to DJEI.</p>

Occupational hygiene (Cont'd)

Planned actions

- carry out full review of current asbestos enforcement and policy and make recommendations to the Board, as appropriate;
- finalise and publish the Chemical Agents code of practice for OELVs;
- finalise and publish new guidelines supporting the 2001 Chemical Agents Regulations;
- promote all relevant new chemicals, biological and personal protective equipment and local exhaust ventilation-related guidance, including codes of practice;
- continue to act as national contact point for Scientific Committee on Occupational Exposure Limits (SCOEL).

Performance indicator

Asbestos policy review completed and recommendations presented to the Board.

Chemical Agents code of practice published and promoted.

Guidelines for Chemical Agents Regulations 2001 published and promoted.



REACH policy and competent authority functions

Planned actions	Performance indicator
<p>Fulfil the lead competent authority role in relation to the REACH regulation with particular regard to a number of key areas:</p> <ul style="list-style-type: none"> - REACH registration duties and obligations; - substance and dossier evaluation; - screening of relevant substances of concern and Risk Management Options Analysis (RMOA); - identification of substances of very high concern and their prioritisation in Annex XIV; - information in the supply chain for industry (Safety Data Sheets) and consumers; - participation in key Commission and ECHA committees: competent authority; (CARACAL); REACH Competent Authorities Sub-Group on Nano-materials (CASG Nano); ECHA Management Board; Member State Committee (MSC), Forum on Enforcement, Security Officers Network; and Helpnet - provide and support the IE expert to the Risk Assessment Committee (RAC). 	<p>Number of dossier evaluation draft decisions reviewed and commented on.</p> <p>Number of draft decisions prepared by other member states reviewed and commented on.</p> <p>Number of substances screened.</p> <p>Number of Annex XV SVHC dossiers reviewed and commented on.</p> <p>Number of briefings and policy positions prepared; number of meetings participated in.</p>
<p>Provide the REACH national helpdesk. Continue communication campaign on the 2018 REACH registration deadline in line with ECHA's 2018 Registration Roadmap and with a particular focus on support to small and medium enterprises.</p>	<p>Number of helpdesk queries addressed; number of HelpNet meetings attended. Input provided as appropriate to development and agreement of ECHA's REACH and CLP Frequently Asked Questions.</p>
<p>Raise awareness on safe use of chemicals amongst the end-users of chemicals, including consumers.</p>	<p>Number of targeted communications and presentations completed.</p>
<p>Conclude actions from the 2015 substance evaluation process. Follow up on actions from the 2013 substance evaluation as appropriate.</p>	<p>2015 substance evaluation concluded or, if required, a draft decision submitted to the European Chemicals Agency within the specific deadlines. Subsequent agreement received at the Member State Committee.</p> <p>Follow-ups arising from the 2013 substance evaluation decision progressed.</p>
<p>Continue to contribute to the EU Commission's goal to identify all relevant substances of very high concern (SVHC) by 2020 under the SVHC Roadmap.</p>	<p>Number of sensitiser coordination working groups attended.</p> <p>Number of RIME meetings attended; number of substances screened; number of risk management option analyses (RMOA) prepared and submitted by Ireland; number of RMOA outcomes actioned by Ireland; number of RMOA prepared by other member states reviewed and commented on.</p>

Storage, supply and transport of dangerous substances and goods

Planned actions	Performance indicator
<p>Fulfil Competent Authority (CA) roles and obligations under ADR/TPE legislation, including:</p> <ul style="list-style-type: none"> – providing guidance and support to stakeholders through the Authority’s website and helpdesk – Processing CA authorisations; – managing the contract for the administration of ADR driver and DGSA exams; – representing Ireland as national competent authority at UN and EU working groups; – Developing national policy and procedures in relation to ADR/TPE legislation. 	<p>Appropriate guidance and advice disseminated to stakeholders.</p> <p>All CA authorisations processed as required in accordance with agreed procedures.</p> <p>Services provided in line with agreed contract and service-level agreement.</p> <p>Number of EU and international meetings attended.</p> <p>Number of papers and briefings prepared.</p> <p>Appropriate policy and procedures in place for implementing ADR/TPE regulations.</p>
<p>Provide technical support to DJEI in relation to the transposition of ADR legislation 2015 and ongoing amendments. In particular, provide technical support for the development of a written scheme of testing for national use only tanks.</p>	<p>Briefing materials and technical advice provided, stakeholders consulted and meetings attended as required.</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>Two hundred road checks completed.</p> <p>Seventy inspections completed on premises with dangerous goods safety advisor.</p> <p>Inspection data collected, analysed and followed up as appropriate.</p>
<p>Report on enforcement activities to the Commission as required.</p>	<p>Annual report provided to DJEI within deadline.</p>
<p>Carry out investigations under ADR/TPE as required, and provide technical support to other compliance programmes as necessary.</p>	<p>Number of investigations completed; files prepared and submitted in line with Authority policy and procedures.</p>

Market surveillance

Planned actions	Performance indicator
<p>Contribute to the national market surveillance plan in relation to:</p> <ul style="list-style-type: none"> - checks on consumer chemicals to ensure no chemicals that are carcinogenic, mutagenic or toxic to reproduction are sold to the general public; - product assessments to ensure compliance with REACH restrictions under Annex XVII and CLP requirements; - processing of relevant RAPEX alerts; - transportable pressure equipment; - personal protective equipment (PPE); - machinery; - lifts. 	<p>Number of entries inputted into the European Commission's market surveillance tool.</p> <p>One hundred and fifty product assessments completed.</p> <p>Number of RAPEX alerts processed.</p>
<p>Provide ongoing support to Customs queries in monitoring chemical exports under the Rotterdam Regulation. Continue to liaise on market surveillance inspections with Customs service.</p>	<p>Support provided on request and within timelines as agreed in memorandum of understanding. Number of information requests to Customs.</p>
<p>Participate on behalf of the state in the EU task force on market surveillance indicators.</p>	<p>Common EU market surveillance indicators developed.</p>
<p>Participation in the EU co-funded project on market surveillance of vehicle lifts and chainsaws.</p>	<p>Coordinate Authority input to EU market surveillance project; number of economic operators contacted.</p>
<p>Carry out a survey of lift installers regarding compliance with Lifts Directive.</p>	<p>Number of lift installers surveyed.</p>
<p>Carry out a survey of non-accredited organisations that conduct statutory examinations.</p>	<p>Number of organisations surveyed.</p>

Accreditation of existing and new clients

Planned actions	Performance indicator
Maintain a programme of surveillance and re-assessment site visits for existing accredited clients.	Accreditation maintained for existing base of 207 accredited clients through programme of annual surveillance and unannounced assessments.
Process new applicants efficiently as received. (The average number of new applicants received annually is 10-12.)	New applications processed within 18 months.
Award new accreditations across all sectors.	Fifteen accreditations and 120 extensions to scope awarded.

INAB systems

Planned actions	Performance indicator
Improve efficiency of INAB systems through ICT enablement.	New document sharing system rolled out to clients and assessors for document transmission. Client management system developed and implemented. Applicable modules in QPulse implemented to manage the INAB quality system.
Maintain and develop the INAB quality system, including the management of new and existing assessors and experts.	Internal quality system maintained through a programme of internal audit, client feedback, complaint management. Up to 20 suitably qualified new assessors identified and added to existing pool. Rolling programme for assessor and expert training developed.
Review assessment processes for efficiency.	Initial review of INAB processes completed to identify opportunities for development.

Monitoring Authority for Good Laboratory Practice (GLP)

Planned actions	Performance indicator
Continue surveillance programme for three GLP-compliant facilities.	Surveillance programme continued.
Maintain international obligations.	INAB represented at OECD and EU Commission meetings on GLP. Co-operated on study audits requested by regulatory agencies as necessary.

Eco Management and Audit Scheme (EMAS) Functions

Planned actions	Performance indicator
Discharge competent body functions and work programme on behalf of the Department of the Environment, Community and Local Government (DECLG) as agreed.	Register of EMAS sites in Ireland maintained. Ireland represented at EU Commission meetings on behalf of DECLG. INAB represented at accreditation body meetings for EMAS verifiers.

International representation and peer evaluations

Planned actions	Performance indicator
Fulfil European Co-operation for Accreditation (EA) and Eco-Audit and Management Scheme (EMAS) mandate for peer evaluator participation.	Participated in two peer evaluations of EA accreditation bodies.
Fulfil multilateral agreement requirements through participation at relevant meetings; developing and reviewing applicable international policies and standards.	INAB represented at 27 technical committees and working groups.

Communications and awareness of INAB services

Planned actions

Raise awareness of INAB and accredited services.

Performance indicator

Two newsletters issued.
Selected media and other awareness campaigns completed on benefits of INAB accreditation.
Client seminar/workshop hosted.
Feedback survey on INAB services completed.

INAB governance

Planned actions

To maintain and develop INAB structure.

Performance indicator

Six INAB Board meetings held.
Two meetings of the Medical Advisory Committee held.
Two advisory committees established, for food and environment sectors.
Membership of INAB Board and committees managed to ensure appropriate and balanced representation of interests.

To maintain and develop relationships with key stakeholders and influence policy to rely on accredited services.

Memorandum of understanding completed with stakeholders.
Worked with regulators seeking to rely on INAB accreditation.

Communications

Planned actions	Performance indicator
Implement national awareness-raising campaigns across national media channels aimed at the construction and agriculture sectors.	Effective campaigns completed with quantifiable evidence of impact and value for money.
Ensure the 25,000+ contacts received by the Authority's Workplace Contact Unit result in high levels of customer satisfaction.	Customer service targets met.
Coordinate the Focal Point Ireland activity and act as the contact for European Agency awareness-raising campaigns, including management of European Safety Week activities under the theme ' <i>Healthy Workplace For All Ages</i> '.	Minimum of three national Focal Point meetings to be held and ' <i>Healthy Workplaces For All Ages</i> ' campaign implemented.
Maximise the use of social media forums as a core Authority communications channel and increase Facebook and Twitter audience size by minimum of 20%.	Audience size for social media channels increased by 20%.
Provide proactive management and targeting of media and related coverage of the Authority.	Fair and balanced coverage of Authority activity, with misrepresentations challenged.
Plan and coordinate Authority events ensuring high levels of awareness and strong satisfaction from attendees.	High level of attendance and satisfaction recorded at all Authority events.
Ensure the usability of the Authority's website is maximised and that content is up to date.	Website responsiveness project successfully implemented.
Manage the production of the Authority's publications using 'plain English' as appropriate to customer needs.	All publications designed and typeset to meet the needs of customers.

Corporate governance

Planned actions	Performance indicator
Respond to Freedom of Information, Data Protection and Access to Information on the Environment requests.	Respond to requests and appeals within the legal timeframes.
Deliver corporate publications, including: <ul style="list-style-type: none"> – Annual Report 2015; – Quarterly Reports on Programme of Work 2016 to the Board of the Authority and to DJEI; – Programme of Work 2017. 	All statutory obligations and deadlines met in relation to corporate publications.
Issue warrants to Authority inspectors, in accordance with the introduction of new legislation or changing inspector responsibilities. Warrants for temporary inspectors to be issued as required within urgent deadlines.	All permanent and temporary inspectors appropriately warranted to conduct their work.
Facilitate the work of the Board of the Authority in 2016.	Board papers available to the Board members seven working days in advance of each Board meeting.



Education

Planned actions	Performance indicator
<p>Develop an education strategy which will include planned interventions across the formal education system and in the workplace.</p>	<p>Strategy developed and actions clearly defined for annual programmes of work. Work on Year 1 of the strategy started.</p>
<p>Roll out <i>Choose Safety</i> transition year and senior cycle programmes for 2016/17 and (i) update contents to reflect new and young workers; (ii) create demand amongst employers for the programme vis a vis work experience; (iii) promote the programme into further education colleges; and (iv) increase the take-up of the digital badges scheme.</p>	<p>High levels of usage of <i>Choose Safety</i> programmes retained and take-up increased in further education. Target of 2,000 for take-up of digital badges achieved.</p>
<p>Work to embed safety and health and chemical safety into national curriculum programmes where the opportunities arise at post-primary, further and higher education.</p>	<p>Formal consultations responded to in terms of inputs to standards and programme formation at post-primary, apprenticeship and higher education.</p>
<p>Maintain and develop the Authority's e-learning portal to attract learners by:</p> <ul style="list-style-type: none"> - upgrading the learning management system to make it responsive in design and enhancing usability and learner features; - developing four new online courses on new employee induction, healthcare, chemicals, tractor skills; - seeking recognition of courses for Continuing Professional Development (CPD) points and develop the link-up facility for higher education institutions. 	<p>Improved system available which combines functionality and ease of use.</p> <p>Four courses complete and live on the e-learning portal. Number of learners taking online courses increased.</p> <p>Recognition of courses for CPD points granted by professional bodies and link-up achieved with two higher education institutions.</p>
<p>Host the launch event and winners' exhibition for the national multimedia farm safety competition for post-primary students.</p>	<p>High awareness created of multimedia farm safety project amongst young people and farming organisations.</p>
<p>Hold six <i>Keep Safe</i> events nationwide aimed at raising risk awareness in groups of primary schools in conjunction with ten regional/state agencies with a health or safety remit.</p>	<p>Six well-attended events held nationwide, attracting high levels of local and regional publicity.</p>

Facilities and services

Planned actions

Ensure that the office accommodation for the staff of the Authority is adequate to meet operational requirements and that there is a robust facilities management programme in place for the office network.

Performance indicator

All issues addressed in a timely and cost-effective manner.

Finance

Planned actions

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.

Provide the finance and audit committees of the Board of the Authority with adequate information so that they and the Board can perform their roles.

Complete and seek Board approval for the 2015 draft financial statements by the end of February 2016.

Ensure that the insurances in place for the Authority are both adequate and appropriate to our operational activities.

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.

Review the operation of the travel desk function to ensure its continued effective and efficient operation.

Performance indicator

Payroll, purchasing, invoicing and accounts payable services provided and management accounts produced.

Regular reports provided, including expenditure, internal audit and risk register reports.

Statements presented to Board.

Insurances in place and regularly reviewed.

Procurement managed in accordance with public sector guidance.

All official travel justified and the reason for it recorded.

Human resources

Planned actions	Performance indicator
Invest in staff learning and development so that the staff of the Authority have the skills needed to perform at a high level in the delivery of our strategy and work programmes.	Annual learning and development plans developed and implemented.
Maximise the functionality of new electronic HR system to develop robust and efficient HR processes.	Additional modules implemented.
Review and update HR policies relating to recruitment, induction and promotion.	Policies reviewed and revised in consultation with staff unions.
Continue to implement the government's Public Sector Reform programme.	Relevant programme initiatives implemented and reports submitted to DJEI and DPER as required.
Provide technical advice and support to line managers on HR matters.	Advice provided as required and in a timely fashion.
Continue to develop cooperative working relationships with staff and their union representatives.	Regular meetings of the Industrial Relations Council and staff engagement surveys.

ICT and innovation

Planned actions	Performance indicator
ICT steering group with the support of the ICT user group will actively promote innovation across the organisation and seek to develop systems to support such innovation.	Innovative processes and systems adopted on a continual basis.
Implement process changes in line with inspection process review and develop a mobile app to support field inspection.	Required process changes implemented; app in place and being used in the field.
Develop online system to allow external users to log workplace complaints and requests for information.	System in place to ease the burden on the Workplace Contact Unit.
Develop Customer Relations Management system for INAB to cater for all interactions with assessors and client organisations.	Operational efficiency improved and significant reduction of administrative burden on clients and assessors.
Architecture is refreshed and upgraded as required.	Enhanced performance with a high degree of security achieved.
Review of our wide area network (WAN) and local area network (LAN) communication links.	WAN/LAN links reviewed and optimised to ensure high performance and resilience.

Legal services

Planned actions

Manage the Authority's prosecution caseload, civil litigation, including appeals of enforcement notices, injunction applications and judicial reviews, and legal advice on regulatory and workplace safety matters.

Performance indicator

Criminal and civil litigation caseload managed efficiently, and effective and timely provision of legal advice.

Staff health and safety

Planned actions

Provide occupational health and welfare services to staff, to promote healthy living and to assist staff and managers in relation to staff ill-health.

Consult staff on occupational health issues affecting them, carry out regular premises inspections and fire drills and ensure that staff and their managers receive adequate information and training on their safety and health.

Performance indicator

Occupational health promotion activities carried out and staff counselling service provided.

Provisions of the Authority's safety statement periodically reviewed.

Statistics and research

Planned actions

Produce more detailed statistical information on occupational injury and ill-health which will:

- enable efficient targeting of resources;
- inform programmes aimed at minimising work-related injury and ill health.

Represent Ireland at EU level at the Eurostat working group. Submit annual datafile of reported injuries to Eurostat.

Commission research to provide useful evidence for future strategies and programmes.

Performance indicator

Increased public access to Authority data through an online database facility.
Production of a summary of workplace injury, illness and fatality statistics for 2015.

Make appropriate inputs at the Eurostat working group. Submit datafile for reported injuries to Eurostat.

The publication of research reports which provide evidence-based findings and recommendations to inform the Authority's programmes and initiatives.

Inspection and Investigation Programme 2016

Inspection area	Inspection target
Occupational safety and health legislation	
Agriculture	2,300
Forestry	50
Fishing	50
Construction	3,800
Manufacturing	700
Wholesale and retail	500
Healthcare	200
Public sector	100
Mines and quarries	200
Transport and storage	200
Waste collection and disposal	100
Other sectors	700
Total inspections under OSH legislation	8,900
Chemicals legislation	
Occupational hygiene	685
COMAH (control of major accident hazards)	100
Sub-COMAH	25
Transport of dangerous goods (ADR/TPE)	270
Retail and private petroleum stores (RPPS)	70
REACH – registration audits	5
REACH – CLP audits	10
Total inspections and audits under chemicals legislation	1,165
Investigations	
Expected investigations of fatalities, serious accidents, dangerous occurrences and complaints	1,100
Total inspections and investigations	11,165

As competent authority and national lead on occupational health and safety, chemicals and market surveillance legislation, we will actively participate in EU and international committees and expert working groups. We will communicate the Irish position effectively to influence an outcome that benefits Ireland, or that does not put Ireland at a disadvantage. We will provide technical, scientific and policy inputs at EU and international levels as requested by the Minister and the Department of Jobs, Enterprise and Innovation (DJEI). Note the list of committees provided below is not exhaustive and only covers the main committees and working groups.

European and international committees in which the Authority participates

European Chemicals Agency Management Board
CARACAL Competent Authority meeting on REACH and CLP
Risk Assessment Committee (RAC)
Member State Committee on REACH
REACH Competent Authorities Sub-Group on CLP
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
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 & Policy Committees (Laboratory, Inspection, Harmonisation, Certification, Multi-Lateral Agreement, General Assembly)
International Laboratory Accreditation Co-operation (ILAC) Technical & Policy Committees (Laboratory, Inspection and General Assembly)
International Accreditation Forum (IAF) Technical & 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-Audit and Management Systems (EMAS)

Legislation Development Programme 2016

Legislation to be finalised in 2016	Comments
Transposition of Lifts Directive (2014/33/EU)	To be transposed by 19 April 2016
Transposition of ATEX Directive (2014/34/EU)	To be transposed by 19 April 2016
Transposition of Pressure Equipment Directive (2014/68/EU)	To be transposed by 18 July 2016
Transposition of Electro Magnetic Fields Directive (2013/35/EU)	To be transposed by 1 July 2016
Safety, Health and Welfare at Work (Quarries) Regulations	
Safety, Health and Welfare at Work (Diving) Regulations	
Safety, Health and Welfare at Work (Onshore and Offshore Drilling) Regulations	
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations with regard to use of work equipment	
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations with regard to reporting of accidents, illnesses and dangerous occurrences	
Safety, Health and Welfare at Work (Mines) Regulations	
Safety, Health and Welfare at Work (General Application) (Amendment) Regulations with regard to woodworking machines, abrasive wheels and abrasive blasting of surfaces	
Transposition of Chemical Handling Directive (2014/27/EU) <ul style="list-style-type: none"> - General Application (Amendment) Regulations - Chemical Agents Regulations - Carcinogens Regulations 	
Chemicals Act (Rotterdam) Regulations	
Chemicals Act (Detergents) Regulations	
Review of Dangerous Substances Act	
Proposal for amendment to the SHWW 2005 Act and Chemicals Act 2008	
Update of European Communities (Good Laboratory Practice Regulation) Regulations 1991	

Guidance Development Programme 2016

Codes of Practice

Chemical Agents Code of Practice for OELVs

Update Agriculture Code of Practice

Other Guidance *

Update guidance on the Safety, Health and Welfare at Work (Chemical Agents) 2001 Regulations

Update guidance on the Safety, Health and Welfare at Work (Equipment and Pressure) Regulations under the General Application Regulations

Update guidance on General Application Regulations to take account of Chemical Handling Regulations

Guidance on the Electromagnetic Field Regulations

Guidance on Construction Skills Certification Scheme (CSCS)

Guidance on the safe use of mobile elevated working platforms

Guidance on health and safety in aquaculture

Guidance on hazards in dental practice

Guidance on geotechnical assessment of quarries and slope stability

Guidance on occupational health in construction

Guidance on health and safety and homecare

Guidance on preventing vehicle-related slips, trips and falls

Update guidance on risk assessments and safety statements

Update guidance for safety representatives and safety consultation

Update guidance for directors and senior managers on their responsibilities for workplace safety and health

*A range of fact sheets on specific topics will also be produced in 2016.

Our Vision
healthy,
safe and
productive
lives

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Tel. 1890 289 389

International
Callers

00353 1 6147000

www.hsa.ie

