



Programme of Work 2014

Our vision: A country where worker safety, health and welfare and the safe management of chemicals are central to successful enterprise

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Foreword

This is the second programme of work of the Health and Safety Authority prepared as part of our strategy for the period 2013 to 2015 and it builds on the work done in the 2013 programme. Our vision is a country where worker safety, health and welfare and the safe management of chemicals are central to successful enterprise.

This programme aims to reduce the toll of lives lost and people injured in the agriculture sector and it also seeks to improve the way in which vehicles are used for work. These two areas combined account for the majority of work related deaths in Ireland and we will continue to use a combination of promotion and enforcement to help bring down the totally unacceptable level of fatalities in these areas.

A major theme of our strategy is enabling enterprises to comply with their legal obligations in a practical and reasonable manner and our innovative BeSMART programme will be a core part of this. Thousands more enterprises will be helped to achieve good standards of safety and health while reducing their cost of doing business. We will continue our assistance to enterprises and employees through the provision of high quality information and advice through our web-site, customer help-desk and through our inspection activity.

Our job is to persuade and encourage employers to actively manage safety and health and to get the information and advice to employers and employees to enable compliance. Where we find people's safety and health being put at risk we will continue to take strong and effective enforcement action.

Putting together this programme has been a challenge for the Authority as demand for our services is still running at high levels but like other public sector bodies our staff and financial resources are reducing.

We have targeted our resources on those areas where the risk is greatest and where we believe that we can achieve the greatest impact. We are working to get the most out of the resources we have and are conducting a review of our inspection management ICT system to ensure that our work is done as effectively as possible.

But we cannot be everywhere and nor would we wish to be. So it is up to everyone, employers and employees alike, to organise their activities so that no one is harmed by their work activities or the chemicals they manufacture, distribute or use. And we appeal to all representative bodies involving employer or employee interests to take an active interest in championing and promoting workplace and chemical safety and health for their members.

Martin O'Halloran

Chief Executive Officer Health and Safety Authority



Our strategy for the period 2013 to 2015 sets out five strategic priorities:

- 1. Enable enterprises to comply with their legal obligations in a practical and reasonable manner.
- 2. Achieve a high standard of compliance with safety, health and welfare and chemical laws.
- 3. Support the Minister in the development of a well-functioning, robust and proportionate regulatory framework.
- 4. Engage and work with people and organisations nationally and internationally to achieve our vision.
- 5. Be a high-performing organisation delivering value to the Irish taxpayer.

The programme of work for 2014 will continue our efforts to achieve 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 regularly by the Board of the Authority and the Executive Team and updates will be reported to the Minister.



2. Key Themes for 2014

The focus for the Authority's programme of work in 2014 is the continuation and consolidation of existing programmes and areas of focus. Though the ongoing reduction in the Authorities staffing levels will have an adverse effect on this programme as the year progresses, the following issues will have an important focus in 2014:

- Agriculture
- Work related vehicle safety
- Healthcare
- Taking Care of Business
- Chemical management under the Chemicals Act (REACH, CLP, Detergents, etc.)
- Control of Major Accident Hazards at COMAH and Sub-COMAH sites
- Representation of Irish interests at international and EU fora
- Pro-active workplace inspections including the construction, quarrying and manufacturing sectors
- Accident investigations

The allocation of resources to particular sectors or topics will be on the basis of the level of risk for employees and others, together with the likelihood of intervention by the Authority leading to a significant reduction in that risk. Some sectors and topics will receive little, if any, inspection or policy attention. This means that employers in some sectors such as financial services, hospitality, information and communication, professional, scientific and technical activities will usually only be inspected following a complaint or adverse event notified to the Authority and policy attention in these areas will be on a reactive basis.

Operational Area	Planned Actions	Performance Indicator
Agriculture and Forestry	Implement the second year of the three-year Farm Safety Action Plan 2013-2015.	Five working groups established to progress the five goals of the action plan, each led by major stakeholder.
	Use the results of research on farmer behaviour in the workplace to develop strategies and initiatives that will promote improvements in farm safety.	Hard hitting media campaign launched to motivate behaviour change and awareness-raising.
	Support and develop the joint prevention initiatives with Teagasc. Increase co-operative approach with other critical stakeholders.	Joint prevention initiative with Teagasc established and work progressed. Further develop the Irish Rural Link mentoring program.
	Deliver co-ordinated initiatives with major stakeholders, e.g. awareness-raising, safety promotion, training, special projects, further research, etc.	National Farm Safety Conference held; smaller regional events held or attended; safety stand organised at National Ploughing Championships.
	Work closely with the Health and Safety Executive Northern Ireland (HSENI) to address major risks in agriculture and forestry. Specifically, aim to develop a shared media campaign focused on the area of major risks and accident experience.	Shared approaches and programmes with HSENI underway or completed.
	Complete inspection programmes to address key issues of general safety management, machinery safety, animal handling, slurry handling, and child and elderly safety. Chainsaw safety addressed in forestry inspections.	National programme of farm inspections completed, with data gathered on key issues.
	Maintain and develop further resources for agriculture and forestry safety.	Resources developed including publications, DVDs, risk assessments and e-tools.



Operational Area	Planned Actions	Performance Indicator
	Influence the supply chain of equipment and substances used within the sector.	Range of manufacturers inspected and range of machinery assessed.
	Engage with marts and co-ops on a monthly basis to drive messages on critical safety issues to farmers.	Farm calendar programme complete.
	Contribute at international level to drive greater focus on agriculture and forestry safety within EU.	Technical and policy contributions on the management of safety in agriculture and forestry made at national, EU and international levels.
	Conduct two-week farm safety campaign with increased involvement from farmer representative organisations.	Farm safety campaign completed. Direct interventions made with individuals and groups of farmers focused on gaining commitment to improving farm safety on individual farms.
Construction	Continue the programme of technical review and update of the construction Codes of Practice and the associated guidance in line with legislation.	Codes of Practice and guidance updated, published and communicated to stakeholders in accordance with review programme.
	Produce guidance and information sheets in relation to:	Guidance published and communicated to
	- Risk management of manual handling in construction.	stakeholders.
	 Load securing for construction, specifically loads including steel, precast and plant and machinery. 	
	- Guide to safety in excavations.	
	- Guide to safety in precast installations.	



Operational Area	Planned Actions	Performance Indicator
Construction (continued)	- Technical guidance factsheet on manual handling risk management in construction.	
	Develop awareness raising initiatives relating to work near overhead cables.	Initiative developed and communicated to stakeholders.
	Support the Department of Jobs, Innovation and Enterprise (DJEI) and other departments and agencies in implementing changes to national qualifications and training structures.	Technical and policy assistance made available to DJEI as required.
	Work with the industry partners on the Construction Advisory Committee (CAC) to ensure co-operative approach to safety in the industry.	Collaborated with key stakeholder groups to promote safety and health.
	Work with the Construction Safety Partnership (CSP) in implementing a new programme.	Collaborated with key stakeholder groups to promote safety and health.
	Collaborate with the construction division of Health and Safety Executive Northern Ireland (HSENI) to develop cross border joint initiatives which add value to an all- island construction sector.	Cross-border construction safety seminar held.
	Monitor compliance with the Construction Regulations 2013 through inspection programme, particularly with regard to known high risk activities. Inspection programme to also focus on water meter installation, once-off housing developments and work at height.	Evidence collected of specific outcomes from the inspection process; one week long inspection campaign completed.
	Complete project to inspect Unfinished Housing Developments.	Project completed.
	Proactively engage with clients and contractors for large scale infrastructure projects, planned or commenced.	Engagement with clients and contractors completed.



Operational Area	Planned Actions	Performance Indicator
Diving	Promote the planned Diving Regulations and associated Codes of Practice through proactive liaison and the inspection programme.	Information on legislation and Codes of Practice disseminated to key stakeholders and representative organisations.
	Update website information to take account of the planned Diving Regulations and associated Codes of Practice.	Website information updated.
	Produce guidance to assist clients hiring divers.	Guidance published.
Docks	Collaborate with the Irish Maritime Administration to promote good standards of health and safety in dock work, in line with the planned Memorandum of Understanding.	Collaboration activities complete.
	Promote the proposed Code of Practice for Health and Safety in Dock Work through liaison with key stakeholders and the inspection programme.	Code of Practice promoted; inspection programme complete.
	Update website information on docks safety.	Website information updated.
Education	Promote guidelines on <i>Managing Safety in Primary Schools</i> amongst relevant stakeholders.	High levels of use of the guidelines in primary schools.
	Inspections undertaken based on prioritised complaints and accidents.	Inspections completed as required.
	Roll out revised <i>Choose Safety</i> programme and transition year programmes for secondary students, with emphasis on promoting the <i>Safety Passport</i> .	High levels of usage of <i>Choose Safety</i> programmes maintained; aim for 1,500 <i>Safety Passports</i> in academic year 2014-2015.

Operational Area	Planned Actions	Performance Indicator
Education (continued)	Hold six <i>Keep Safe</i> events aimed at raising health and safety awareness in primary schools in conjunction with other regional or government agencies with a safety remit.	Six well-attended events held nationwide, attracting high levels of local and regional publicity.
	Continue to mainstream risk education in higher education by working with the Third Level Education Group. Hold two awareness raising competitions for nursing and construction undergraduates.	Two safety competitions held.
Fishing	Collaborate with other Government Departments, Agencies and Working Groups to improve fishing safety.	Collaboration activities carried out in line with Memoranda of Understanding with Bord lascaigh Mhara and the Irish Maritime Administration; maintain communication with Working Group on Safety, Training and Employment in the Irish Fishing Industry.
	Gather information on occupational safety, health and welfare in aquaculture.	Research carried out and information disseminated to the industry.
	Promote the <i>Managing Health and Safety on Small Fishing Boats Guidance</i> <i>Document</i> and associated risk assessment document through liaison with key stakeholders, Government Departments and Agencies and relevant Industry Bodies.	Promotion activities completed.
	Inspections will be undertaken:	Inspections completed as required.
	Based on prioritised complaints and accidents.	
	• To promote awareness of the aforementioned planned documents.	

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Operational Area	Planned Actions	Performance Indicator
Healthcare	Engage with key stakeholders in the public, private and voluntary healthcare sectors, to ensure an inclusive and co-ordinated approach to health and safety.	Involvement in formal communication channels such as the HSA Healthcare Steering Group and HSE National Health and Safety Advisory Forum.
	Engage with key regulatory agencies to ensure a co-ordinated approach to health and safety in healthcare.	Engagement in line with the MOU with HIQA, through the Health and Social Care Regulatory Forum meetings and other communications.
	Hold seminars/briefing sessions for the healthcare sector to promote occupational health and safety.	Number of seminars/briefing sessions held for the healthcare sector.
	Promote safety with sharps in healthcare in keeping with legal requirements. Publish guidance on sharps safety.	Guidance on sharps published which will accompany the introduction of the Sharps Regulations. Awareness raised through seminars, briefing sessions, the inspection programme and the website.
	Complete a programme of inspections to assess the approach to health and safety management, specifically the prevention of sharps injuries, violence and aggression and work related vehicle safety.	Inspection programme completed and relevant data gathered.
	Promote the inclusion of health and safety in undergraduate healthcare programmes and identify areas where further support may be required.	Following consultation, resources on occupational health and safety in healthcare made available to third level institutions that prepare entrants to the sector.
	Hold the Health and Safety in Healthcare Nursing Undergraduate competition 2013/2014.	Competition held for nursing undergraduates.

Operational Area	Planned Actions	Performance Indicator
Healthcare (continued)	Review the implementation of the Authority's five year plan for the healthcare sector 2010 – 2014.	Review completed.
	Develop a new plan for the healthcare sector.	A new three year plan for the healthcare sector developed and approved for implementation.
Manufacturing	Complete a programme of inspections in the manufacturing sector, focusing on workplace health and safety management with particular emphasis on equipment safety.	Inspection programme completed and outcomes reported.
Mines and Quarries	Complete the review and consolidation of the mines and quarries Regulations and guidance.	Regulations published and implementation programme developed. Quarry guidance revised and communicated to stakeholders.
	Support DJEI and other departments and agencies in implementing changes to national qualifications and training structures, particularly in relation to the Quarry Safety Certification Scheme (QSCS).	Inputs made to restructure of QSCS training.
	Work with the Quarries Safety Partnership to ensure co-operative approach to safety in the sector.	Work completed with industry on awareness and educational initiatives.
	Work closely with the Health and Safety Executive Northern Ireland (HSENI) in addressing major risks.	Collaborative activities completed, including media campaigns on major risks and accident experience.
	Promote programmes of emergency preparedness, particularly within the underground mining sector.	Support provided for mine rescue training exercises and competitions.

Operational Area	Planned Actions	Performance Indicator
Mines & Quarries <i>(continued)</i>	Inspect all operating mines. Inspect operating quarries regularly.	Inspection programme completed and outcomes reported.
Public Administration	Develop a strategy of targeted interventions in specific public sector organisations based on available evidence and data analysis.	Evidence based strategy developed. Key interventions and recommendations identified and implemented. Inspection programme completed and outcomes reported.
Wholesale/Retail	Conduct retail inspections to promote the use of BeSMART in smaller retail outlets. Inspections will also focus on workplace transport and forklift trucks. Participate in the EU SLIC Campaign 2014 which will address slips, trips and falls in the retail sector.	Inspection programme completed and outcomes reported. Campaign completed.
Transport and Storage	 Develop Authority website to include content on vehicle related activities and injuries in the sector. Conduct inspections concentrating on transport management systems at distribution centres, load securing for transport, safety of tail lifts and the certification, testing and examination of vehicle mounted cranes. Network with sector stakeholders to increase awareness of main risks to be managed in transport sector. Produce a 'Forklift Safety Guide'. 	 Website information updated quarterly. Inspection programme carried out and outcomes reported. Stakeholder events attended and presentations provided. Guidance produced and disseminated.

Operational Area	Planned Actions	Performance Indicator
Small Business Support	Implement Year 1 of the Taking Care of Business Plan 2014-2016 to enable small businesses to efficiently manage employee safety and health.	Year 1 activities complete as outlined in plan.
	 Maintain and develop the BeSMART.ie website portal to include: Enhanced employer and employee BeSMART experience. Risk assessment hazard search facility. Additional content to be added to existing sectors including new business types and risk assessments. Inclusion of an additional business sector, construction. Design and initial development work for the introduction of the Agriculture Sector. Update risk assessments to reflect changes to legislation and guidance. Development of further employer and employee e learning modules. 	 Approved BeSMART employee experience views uploaded. Risk assessment search facility enhanced. Additional business types added including a range of construction business types. Construction Sector included. Design and preparation work completed for the inclusion of the Agricultural Sector. Relevant legislative changes reflected in BeSMART content. Additional employer and employee e learning modules developed. Participation at a number of third party events.
	BeSMART. Work with other agencies to provide a <i>One Stop Shop</i> to support small business.	Lead agency coordinating the planned four nationwide Taking Care of Business One Stop Shops.

Operational Area	Planned Actions	Performance Indicator
Chemicals	Provide lead role nationally on chemicals and their health impacts through Ministerial briefings, policy advice, participation in national committees and support to DJEI and specific technical advice as requested.	Number of Ministerial briefings provided; number of Departmental briefings provided; number of Environmental Protection Agency (EPA) Advisory Committees attended; number of EPA Health Advisory Committees attended.
	Fulfil Competent Authority role in relation to the EU Detergent Regulations. Continue to network and raise awareness among relevant stakeholders.	Number of Requests for Information (RFIs) responded to; number of EU Detergent Working Group meetings attended; number of detergent product compliance assessments completed.
	Fulfil Competent Authority role in relation the Rotterdam Regulations on the export and import of hazardous substances. Continue to raise awareness among relevant stakeholders.	Number of RFIs responded to; number of export notifications received and processed; number of explicit consent requests received and processed; number of Designated National Authority meetings attended; number of technical briefings provided on proposals to add substances to EU Rotterdam Regulations; Article 9 report submitted to EU Commission on time; information fact sheet for exporters published on new PIC requirements; MoU with the Department of Agriculture, Food and the Marine (DAFM) and Revenue operating.

Operational Area	Planned Actions	Performance Indicator
Chemicals (continued)	Meet Ireland's obligations to the Organisation for the Prohibition of Chemical Weapons (OPCW) under the UN Chemical Weapons Convention.	Number of international inspections facilitated under the UN Chemical Weapons Convention; number of meetings of the OPCW attended.
COMAH – Control of Major Accident Hazards	 Fulfil Competent Authority role under COMAH II Regulations. Complete inspections of Control of Major Accident Hazard (COMAH) sites, focusing on safety management systems and Risk Control Systems in operation. Inspect and enforce requirements in relation to oil jetties, large petroleum bulk and LPG stores and sub-COMAH sites. Targeted sectors include bulk stores, chlorine use and biodiesel sectors. Process Safety Reports and Land Use Planning requests. Draft legislation to transpose the Seveso III Directive and provide technical advice to DJEI as requested. 	Number of COMAH specific inspections completed (150 estimated); number of Sub- COMAH sites inspected (50 estimated); number of external emergency plans attended. Number of Safety Reports processed; number of Land Use Planning (LUP) advices provided. Legislation and technical advice provided to DJEI in a timely manner.
REACH (Registration, evaluation authorisation and restriction of chemicals) and CLP (Classification, labelling and packaging) – Policy	Fulfil Lead Competent Authority role in relation to the REACH and CLP Regulations.	The number of Ireland positions provided during relevant ECHA consultations; the number of Ireland positions on REACH and CLP policy and amendments to regulations provided; the number of DJEI briefings and interventions provided (Article 133 vote and other).

Operational Area	Planned Actions	Perforn
REACH (Registration, evaluation authorisation and restriction of chemicals) and CLP (Classification, labelling and packaging) – Policy (continued)	 Provide the REACH and CLP National Helpdesks. Evaluate one substance from the 2014 Community rolling action Plan (CoRAP) under substance evaluation, complete relevant follow-up from substance evaluated in 2013 and participate in screening activities to secure substances to evaluate in subsequent years Contribute to EU Commission's goal to identify all relevant substances of very high concern (SVHCs) by 2020 under the SVHC roadmap. Host a meeting of the Risk Management Experts (RIME) group of experts from the Member States, ECHA and the Commission. Conduct awareness raising campaign with NPIC to alert consumers to 2015 changes in product labels due to CLP. Continue communication campaigns to maintain awareness of REACH and CLP among stakeholders. 	Number number One sub deadline substan for evalu Number meeting screene Option (Manage attende Member Meeting Commu Number seminar present
	Provide Ireland's member to ECHA Risk Assessment and Socio-economic Analysis Committees. As lead Competent Authority, provide MS support to Irish nominees as resources allow.	Number and Soc (SEAC) r reviewe procedu

Performance Indicator

Number of queries processed by the helpdesk; number of Helpnet meetings attended.

One substance evaluated within 12 month deadline; follow-up completed for 2013 substance on time; 1-2 substances secured for evaluation by Ireland in subsequent years.

Number of ECHA expert screen group meetings attended; number of substances screened; number of Risk Management Option (RMOs) prepared; number of Risk Management Experts (RIME) meetings attended; number of interactions on other Member State (MS) RMOs.

Meeting hosted successfully.

Communication campaign in place.

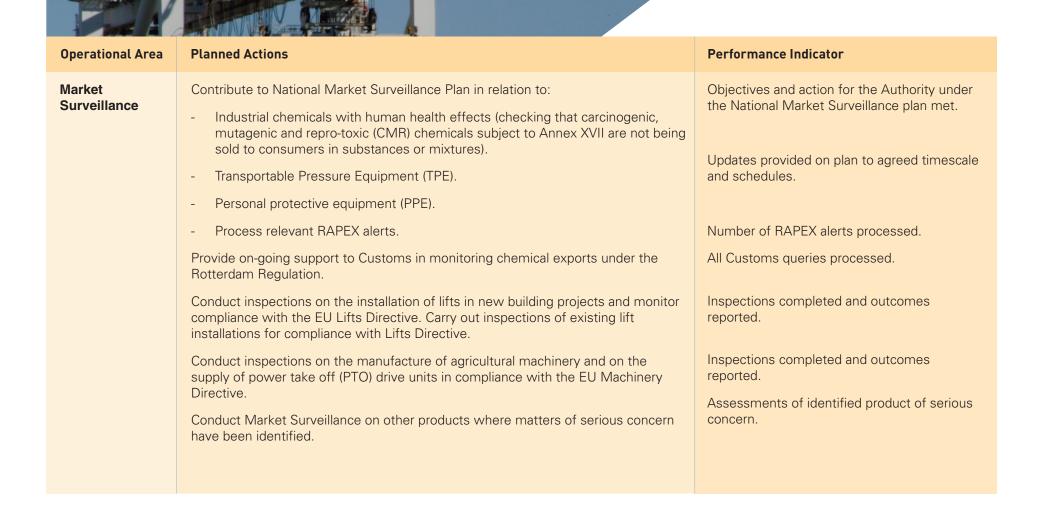
Number of e-bulletins provided; number of seminars organised; number of seminars presented at; number of information sheets/publications provided.

Number of Risk Assessment Committee (RAC) and Socio Economic Analysis Committee (SEAC) meetings attended; number of dossiers reviewed; number of interventions/written procedures responded to.

Operational Area	Planned Actions	Performance Indicator
REACH and CLP – Inspections	 As the National Enforcement Authority, we will complete a programme of inspections (desk based assessments and on-site visits) to assess the compliance with REACH and CLP. In completing this programme, we will: Target 'Only Representatives' and assess their compliance on all their REACH and CLP obligations. Target distributors and chemical formulators to assess compliance with the requirements of REACH and CLP/Dangerous Preparations Directive, and will look in particular at the provision of information in the supply chain (e.g., Safety Data Sheets) as well as classification, labelling and packaging rules for hazardous substances. 	Number of desk based completed compliance assessments on chemical products/goods; number of on-site follow up inspections completed.
	 Follow up and enforce all ECHA communications including Article 36, 40(3) and 41(3) decisions. In relation to market surveillance on REACH Restrictions under Annex XVII, check that identified carcinogenic, mutagenic or repro-toxic (CMR) substances are not being sold to consumers as chemical substances or mixtures. Participate in EU Forum project on REACH enforcement to coincide with our 'Only Representative' inspections. 	All ECHA communications and statements of non-compliance followed up on and appropriate enforcement action taken. An assessment conducted to determine whether CMRs are for sale to the general public. Ireland enforcement project completed under the Forum on Enforcement plan.



Operational Area	Planned Actions	Performance Indicator
Slips, Trips and Falls	Promote the prevention of slips, trips and falls (STF), as part of Senior Labour Inspectorate Committee campaign for 2014. Develop guidance on the prevention of slips, trips and falls, based on root cause analysis of reported accident data.	Campaign completed; report presented and submitted to SLIC meeting. Guidance developed and published.
Engineering	Analyse and follow-up examination reports on defective lifting and pressure equipment. Inspect offshore fixed and mobile installations.	Number of reports processed. Number of installations inspected.
Fire	 Review outcomes of the 2013 fire inspection programme. Use information to direct policy initiatives in 2014. Carry out inspection in relation to: Fire prevention in workplaces. Safe storage and use of LPG cylinders in the retail, hotel and restaurant sectors. 	Report of review of fire inspections completed.
ATEX / Explosion	Conduct inspections of grain and provender mills for compliance with the European Communities (Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres) Regulations 1999.	Inspection programme completed and outcomes reported.



Operational Area Planned Actions Perfor	rformance Indicator
HygieneAgents, Carcinogens and Biological Agents Directives through a nationwide inspection programme.asbest carcino (safety REACH)The above mentioned inspections will support the Authority's obligations in relationasbest carcino (safety REACH)	00 inspections completed covering bestos, biological agents, chemical agents, cinogens, information in the supply chain fety data sheets and chemical labels under ACH and CLP), and physical agents (noise 4 vibration).

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Operational Area	Planned Actions	Performance Indicator
Occupational Hygiene <i>(continued)</i>	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.	Number of asbestos notifications processed. Number of biological agent notifications processed.
	Represent Ireland on SLIC Chemex.	Meetings attended, actions completed on schedule and DJEI briefed as appropriate.
	Represent the Authority on the interagency group for the implementation of the National Radon Control Strategy, the Environmental Protection Agency(EPA) Genetically Modified Organisms (GMO) committee and Department of Foreign Affairs and trade (DFA) Weapons of Mass Destruction Inter-departmental committee.	Meetings attended and Authority contributions actively made as appropriate.
	Support the transposition of the amended Carcinogens and Mutagens CMD directive, if published by EU Commission in 2014.	Initial transposition work commenced in line with I&GSC (the HSA's legislation and guidance subcommittee) and protocols.
	Update the Chemical Agents Code of Practice for OELVs to take account of the 4th EU indicative list, if published, and current scientific knowledge on OELVs (e.g. TLVs).	Chemical Agents OELV Code of Practice updated.

Operational Area	Planned Actions	Performance Indicator
Occupational Hygiene	Publish guidance on: - PPE for chemical and biological use.	Guidance published.
(continued)	 Standard for Occupational Hygiene Industry Reports. 	
	Continue to act as National Contact Point for Scientific Committee on Occupational Exposure Limits (SCOEL).	Active participation during any SCOEL consultation process on proposed OELVs in 2014.
	Promote new Biological Agents Regulations, COP and guidelines. Promote Asbestos, Lead (Pb) and LEV guidelines to industry stakeholders.	Information disseminated to relevant stakeholders. Meetings and Seminars attended/organised.
	Review current state of play in relation to occupational exposure to nano-materials. Update information sheet and webpages as necessary to bring in line with current practice and recommendations.	Information sheet and webpages updated as necessary.
Manual Handling	Promote manual handling risk management in the transport and logistics sector through workshops and other interventions.	Technical guidance for manual handling risk management disseminated to the relevant stakeholders; number of seminars/events organised; number of seminars/events presented at.
	Complete a musculoskeletal disorder (MSD) risk management project involving inspections to review risk management and to roll out the new audit tool at specific employer sites.	MSD Risk Management Project completed.

MEDICAL

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Operational Area	Planned Actions	Performance Indicator
Manual Handling (continued)	Develop a technical guidance factsheet on the risk management of manual handling in construction. Provide ergonomic support to Inspectors in addressing manual handling/display screen equipment and upper limb disorder issues. Work with employers to manage musculoskeletal disorders.	Technical guidance factsheet published. Referral inspections completed. Concerns resolved in consultation with employers.
Occupational Health	Manage Occupational First Aid Assessment Agent (OFAAA) contract. Manage Occupational Medical Services (OMS) contract.	Service delivered in line with contract obligations and timelines. The transition to the Quality and Qualifications Ireland (QQI) Occupational First Aid (OFA) standard 5N1207 completed in a timely manner. New OMS contract in place and service
	Continue work on transposing the Electromagnetic Field (EMF) Directive. Support THOR Ireland (system for reporting of occupational illness) and encourage more doctors to report. Develop the quality of occupational illness statistics through data obtained from the Department of Social Protection (DSP). Identify the necessary parameters that we need recorded.	providers operating to agreed contract requirements and timelines. EMF regulations and guidance in place by transposition date of 1st July 2016. Increase in number of GPs reporting to THOR in Ireland. Statistics reports received from DSP with the necessary parameters recorded.

Operational Area	Planned Actions	Performance Indicator
Occupational Health <i>(continued)</i>	Participate in EU COST Modernet committee (EU COST refers to European Cooperation in the field of Scientific and Technical Research which funds the Modernet committee, a network for development of new techniques for discovering trends in occupational and work related diseases and tracking new and emerging risks).	Number of EU Cost Modernet meetings attended; number of interventions / presentations provided.
Work Related Stress	Promote online Work Positive Tool in health and retail sectors through workshops, seminars and awareness raising activities.	Increased number completing the online tool; number of seminars/events organised; number of seminars/events presented at.
	Develop and disseminate guidance for dealing with stress from critical incidents at work in conjunction with Critical Incident Stress Management (CISM) and others in emergency services.	Guidance published and disseminated.
	Represent Ireland at the EU Joint Action Project on Mental Health at Work. Attend meetings of the EU Committee; complete report on Irish SWOT analysis.	EU wide report completed with Ireland identified as collaborating partner and contribution acknowledged; number of meetings organised and attended.
	Synthesise findings and recommendations from the 2013 Farm Safety research project and develop focused action plan to inform farm interventions in 2014 and beyond.	Evidence-led approach developed and agreed.
	Gather research findings on ways to overcome barriers to taking slip, trip and fall hazards seriously.	Document developed to address psychological barriers to taking preventive action.

Operational Area	Planned Actions	Performance Indicator
Work Related Vehicle Safety	Implement final year of the Authority's Work Related Vehicle Safety (WRVS) Plan. Review WRVS Plan, including assessment and quantification of achievements; gap analysis completed and areas for future work identified. Develop new WRVS plan for 2015 – 2020.	Authority actions completed; joint actions agreed with Gardaí, Road Safety Authority and stakeholders completed to agreed schedule. Review conducted and published, including list of achievements and areas for future work. New plan developed and actions approved for 2015 implementation.
	Develop national programme for load securing in the workplace and on the road, involving a range of activities including awareness-raising, education and training, guidance and enforcement. Develop load securing guidance for high risk loads associated with specific work sectors such as construction, agriculture, logistics and transport and forestry.	Programme prepared and published. Information sheets developed and published.
	Develop e-learning course on driving for work. Review current rider-operated lift truck training requirements and liaise with Quality and Qualifications Ireland (QQI) with respect to any future development of training award and associated guidance.	E-learning course developed and launched on Authority's learning management system (LMS). Review completed.
	Manage and coordinate joint initiatives with RSA and Gardaí related to driving for work, load securing and working on or near the road.	Plan for 2014 agreed and lead agencies assigned actions; Authority actions completed.

Operational Area	Planned Actions	Performance Indicator
Work Related Vehicle Safety (continued)	Carry out promotional activities to raise awareness of work related vehicle risks in conjunction with RSA, Gardaí and sectoral stakeholders.	Promotion activities agreed and completed.
(commueu)	Complete a programme of inspections to assess risk management of driving for work, targeted at organisations with fleets of 10 or more vans or grey fleet (Grey fleet travel refers to mileage driven for work in employee-owned vehicles. Most typically this involves people driving their own private car for work related journeys).	Inspections carried out and outcomes reported.
	Complete a programme of inspections to assess load securing risk management for specific transport and load types, e.g. for construction materials, timber, steel, portacabins, palletised goods, car transport, plant and machinery transport.	Inspections carried out and outcomes reported.
	Participate in load securing roadside inspections (joint Garda, RSA, HSA campaigns) as part of development of enforcement protocols and inspector training.	Campaign completed, outcomes reported on and follow-ups on vehicle checks closed out.
Transport of Dangerous Goods By Road	Fulfil Competent Authority (CA) roles and obligations under the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR) and Transportable Pressure Equipment (TPE) legislation including:	
(ADR/TPE)	 Provision of guidance and support to stakeholders through the Authority website. 	Appropriate guidance and advice disseminated to stakeholders.
	 Provision of technical support and advice to DJEI on ADR/TPE legislative issues. 	DJEI provided with requisite information as required.
	 Process CA authorisations as required. Develop policy and procedures for implementing ADR/TPE legislation. 	All CA authorisations processed in accordance with agreed procedures.

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Operational Area	Planned Actions	Performance Indicator
Transport of Dangerous Goods By Road (ADR/TPE) <i>(continued)</i>	 Manage the ADR and related services contract covering statutory requirements under ADR. Develop policy and procedures in relation to tank testing, certification, accreditation, 	Services provided in line with agreed contract and Service Level Agreement; quarterly meeting held with agent, issues resolved, fees paid to HSA as agreed. Policy developed, stakeholders engaged, and
	etc. by engaging with relevant stakeholders.	procedures in place.
	Enforce the ADR/TPE legislation taking account of requirements of Road Checks Directive, and report on enforcement activities to the Commission as required.	350 road checks completed; 120 DGSA premises inspections carried out; annual report provided to DJEI by deadline.
	Develop enforcement policy and procedures for the ADR/TPE legislative regime.	ADR inspectors apply appropriate enforcement procedures.
	Carry out investigations under ADR/TPE as required, and provide technical support to other units in the Authority as required.	Number of investigations supported.
Dangerous	Fulfil Competent Authority roles and obligations under DSA legislation including:	
Substances Act (DSA) and Retail and Private	 Provision of guidance and support to stakeholders through the website and Helpdesk. 	Appropriate guidance and advice disseminated to relevant stakeholders.
Petroleum Storage (RPPS)	 Provision of technical support and advice to DJEI and other stakeholders, in relation to the DSA review, on DSA legislative issues, and parliamentary questions. 	DJEI provided with requisite information as required.

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Operational Area	Planned Actions	Performance Indicator
Dangerous Substances Act (DSA) and Retail and Private Petroleum Storage (RPPS) <i>(continued)</i>	 Develop policy and procedures for implementing DSA legislation, in particular in relation to Local Authority licence refusal appeals. Work with relevant stakeholders to resolve issues, and further develop policy and procedures as required. Dissemination of information in relation to newly revised Wetstock (e.g. stock levels of liquid fuel of petrol, diesel, etc.). Enforce the DSA and RPPS legislation. 	Authority procedures in place and applied. Meetings held with relevant stakeholders to establish policy and working procedures. All licence refusal appeals processed as required. Guidance provided and disseminated to stakeholders; number of stakeholder presentations provided. 120 RPPS site inspections completed.
Work at Height	Provide technical support and guidance relating to work at height issues. Work with industry bodies in identifying work at height challenges and identifying practical solutions.	Number of technical queries and information requests processed. Number of meetings held with stakeholders and actions agreed.
International and EU representation	Participate in the following European or international committees and working groups:	The active participation and communication of the Irish position meetings in order to effectively influence an outcome which benefits Ireland or, as appropriate, which does not put Ireland at a disadvantage.



Operational Area	Planned Actions	Performance Indicator
International and EU representation <i>(continued)</i>	 Machinery Working Group and Administrative Co-operation (ADCO). PED Working Group Pressure and ADCO. Lifts Working Group and ADCO. PPE Working Group and ADCO. ATEX Working Group and ADCO. Senior Labour Inspectorate Committee and sub-groups on machinery (MACHEX), chemical agents (CHEMEX) and on enforcement. Eurostat Working Group on Statistics on Accidents at Work. Continue to review the Authority's participation in international working groups and committees to ensure that best use is made of limited staff resources and that participation is directed towards mandated and prioritised policy areas. 	
Communications	 Lead and support the awareness-raising activity of the Authority as follows: Manage media relationships on both a proactive and reactive basis. Develop and enhance website usability and navigation to maximise user experience. Plan and coordinate events, seminars, workshops to ensure high level of customer satisfaction. 	Positive and/or accurate media representation of our position. Web content laid out in a highly accessible format using innovative features as appropriate. High level of attendance and satisfaction at all Authority events.

Operational Area	Planned Actions	Performance Indicator
Communications (continued)	- Undertake major awareness raising campaigns in farm safety, general health and safety and chemical safety for consumers, across press, radio and digital channels.	Effective campaigns carried out with evidence of impact and value for money.
	- Develop social media campaigns with a view to maximising impact for a range of key areas such as BeSMART, farm safety, chemical safety and work related vehicle safety.	Increase in audience size for social media channels with clear evidence of impact.
	- Manage the publications production process to ensure all Authority publications are appropriate for target market.	Appropriately produced publications, designed and laid out based on the needs of the external customer.
	Ensure that all contacts, inbound and outbound, to the customer service unit (approx. 25,000 each year) are dealt with in line with service level agreements.	Customer Contact Association standard retained.
	Manage and coordinate European Focal Point activities including European Safety Week campaigns.	European Week activities effectively planned and completed.

Operational Area	Planned Actions	Performance Indicator
Organisational Structure and Services	Manage the transfer of the Irish National Accreditation Board (INAB) staff and functions to the Authority and provide the necessary human resources, finance and ICT support systems.	INAB transfer completed successfully following enactment of enabling legislation.
	Manage all office accommodations and keep requirements under ongoing review.	Accommodation available and all required facilities supplied.
	Co-ordinate provision of all day-to -day services functions e.g. postal, office cleaning, canteen, stationery.	All service issues addressed in timely and cost effective manner.
Business Process Review	Review a number of key business process areas to identify and implement efficient working practices, including:	
	- Provision of mobile technology to support the inspection process.	Pilot project completed.
	- Review the operation of the inspection management system to identify measures that will improve inspection efficiency.	Inspection management system review completed and plan for redevelopment being implemented.
	- Supply of more detailed statistical information to guide management decisions.	Increased analysis and availability of key information to managers.
	 Review of the provision of corporate services to identify efficiencies in the provision of services. 	Review completed and actions taken to achieve efficiencies.
	- Desktop inspections.	Increased number of desktop inspections, where appropriate.



Operational Area	Planned Actions	Performance Indicator
Human Resources	Implement electronic HR system including transition to central shared service model.	HR administration activities transitioned to shared services model.
	Implement public sector reform measures in line with government policy including redeployment and management of Employment Control Framework (ECF) targets.	All relevant Haddington Road Agreement efficiency measures implemented; regular monitoring of staffing and reporting on ECF targets to DJEI in timely manner; regular liaison with Public Appointments Service and all redeployment vacancies circulated to relevant staff.
	Manage staff occupational health and welfare service and employee assistance programmes.	Services delivered in accordance with agreed work programmes.
	Co-ordinate delivery of annual learning and development programme and ensure ongoing development of staff competence.	All priority programmes delivered in timely manner and competence levels assessed.
	Provide technical support and assistance to line managers on all HR systems and policies.	Queries responded to and appropriate support provided in timely and effective manner.
	Continue to work cooperatively with staff and their union representatives to implement improvements and efficiencies in Authority processes.	Ongoing dialogue and consultation with staff.
Finance	Provide effective financial management and procurement systems to enable best use of Authority resources.	
	Manage the contracting out of the Authority's financial management system.	Financial management system successfully operated by external contractor.

5. Corporate Support Programmes

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Operational Area	Planned Actions	Performance Indicator
Information Communication Technology	Explore new technologies to enable more effective ways of working. Specifically, review operation of the inspection management system to identify measures that will improve inspection efficiency.	Inspection management system review completed and plan for redevelopment being implemented.
	Update the Authority's online accident reporting system to improve user experience for employers.	Improved accident reporting system in operation.
	Maintain and develop existing ICT systems to ensure a high level of system availability to users.	Service level agreement metrics achieved.
	Obtain best value in ICT procurement.	Mobile, landline and PC frameworks in place and government e-tenders website used for significant ICT purchases.
	The review and where necessary the re-engineering of INAB's ICT systems to allow their most effective integration into the Authority's ICT systems.	A seamless integration of IT systems without any disruption to the accreditation work currently carried out by INAB.
Corporate Governance	 Delivery of corporate publications, including Annual Report 2013. Quarterly reports on Programme of Work 2014 to the Board of the Authority and the Department of Jobs, Enterprise and Innovation. Programme of Work 2015. DJEI / HSA 2014 service level agreement (SLA). 	All statutory obligations and deadlines met in relation to publication of corporate publications.

5. Corporate Support Programmes

Operational Area	Planned Actions	Performance Indicator
Corporate Governance <i>(continued)</i>	Issue all warrants to Authority inspectors, in accordance with the introduction of new legislation or changing inspector responsibilities. Issue warrants for temporary inspectors as required within tight deadlines.	All permanent and temporary inspectors are appropriately warranted to conduct their work.
	Facilitate the work of the new Board of the Authority in 2014. Complete induction for new Board members in Q1, 2014.	Board papers are issued seven working days in advance of each Board meeting. Board induction completed by end Q1, 2014.
Research and Statistics	Develop more detailed statistical information on accidents and ill-health to enable efficient targeting of resources.	Optimal targeting of the Authority's resources in line with available statistical evidence in future work programmes. Two research projects initiated with delivery by agreed deadlines.
	Initiate a programme of research projects for 2014 and 2015 aimed at developing important insights in relation to safety and health at work and the Authority's effectiveness in contributing to workplace safety and health.	Utilisation of the evidence in these research reports to inform future HSA strategies and programmes of work.

Appendices



Appendix 1: Inspection Programme 2014

Inspections in 2014 will concentrate on places of work with the highest risk levels. Inspections of lower risk premises will generally be carried out only in response to complaints, injuries or dangerous occurrences. Some inspections of lower risk places of work will also be performed as part of specialist campaigns (e.g. in relation to REACH, Classification, Labelling and Packaging (CLP), BeSMART or as part of the EU-wide campaign for 2014 on slips, trips and falls).

Investigations will be carried out for all notified workplace fatalities and for up to 5% of notified non-fatal accidents. Where appropriate, files will be sent to the Chief State Solicitor's Office or to the Director of Public Prosecutions.



Inspection sector / topic	Target
Inspections under OSH legislation	
Agriculture	2,900
Forestry	100
Construction	2,500
Manufacturing	700
Wholesale and retail (including 120 inspections of retail petroleum stores)	550
Healthcare	300
Public administration	200
Mines and quarries	150
Transport and storage (including 350 inspections of transport of dangerous goods)	520
Diving	50
Docks	50
BeSMART awareness support (cross-sectoral)	800
EU wide campaign on slips, trips and falls (cross-sectoral)	100
Reactive inspections in other sectors (in response to complaints or accidents)	200
A number of the above inspections will also address agreed topics including driving for work, load securing, workplace transport management systems, safe storage and use of LPG cylinders. A market surveillance inspection programme will also be conducted in identified sectors.	
Total inspections under OSH legislation	9,120
Inspections under Chemicals legislation	
Occupational hygiene	1,000
COMAH (Control of major accident hazards)	150
Sub-COMAH	50
Total inspections under chemicals legislation	1,200
Total OSH and chemical inspections	10,320
Investigations	
Expected investigations of fatalities, serious accidents, dangerous occurrences and complaints under OSH legislation	1,200
Total inspections and investigations	11,520

Appendix 2: Legislative Development Programme 2014

The legislative development programme will primarily concentrate on assisting DJEI in relation to legislative proposals which are currently under development or which have already been submitted to DJEI and assisting in cases where EU directives must be urgently transposed into Irish law.

Therefore, the key items for delivery in 2014 include:

- Development of the legislative proposals to transpose Directives requiring transposition in 2015, namely the Seveso III directive and the Chemical Handling Directive. Assisting DJEI in the development of new legislation to replace the Dangerous Substances Act and associated Regulations.
- Finalisation of any outstanding legislation from 2013 (Mines, Diving and Reporting of Accidents).
- Finalisation of Codes of Practice currently under development and updating of a number of Construction Codes of Practice due to the new Construction Regulations 2013.
- Review of the Quarry Regulations.

Other legislation proposals noted in the programme will have work commenced in 2014. However, they will not be advanced through the Authority's Legislation and Guidance process unless priorities change or resources allow.

Codes of Practice planned for 2014

- Diving Code of Practice
- Fishing Code of Practice
- Docks Code of Practice
- Chemical Agents OELV Code of Practice (if 4th EU Indicative List published in 2014)

Notes	



A country where worker safety, health and welfare and the safe management of chemicals are central to successful enterprise **HEALTH AND SAFETY AUTHORITY** Tel. 1890 289 389 International Callers 00353 1 6147000 Fax. (01) 6147020 www.hsa.ie

