

Programme of Work | 2010



Our vision:

A national culture where
all commit to safe and
healthy workplaces and
the safe and sustainable
management of
chemicals



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Our programme for 2010 builds on the work of previous programmes which contributed, over a twenty year period, to steady increases in awareness and in compliance with safety and health law.

This has led directly to real reductions in injuries and deaths caused by work activities. During 2009 we saw the continuation of the downward trend in deaths at work and achieved the lowest fatality rate since the Authority was established.

Our challenge for 2010 and the succeeding years will be to maintain these reductions at a time when the availability of resources for investment in safety and health is under great pressure.

Our strategy for the period 2010 to 2012 sets out new priorities to reflect the increased importance of occupational health as a cause of absence from work and also to reflect our enhanced role in relation to the safety of chemicals.

Occupational health will receive a greater emphasis during 2010. Work is good for people's health but some activities, practices, substances or occupations are associated with ill-health. Often the damage does not become apparent until years after becoming exposed. This makes occupational health a particular challenge but one where there are opportunities to reduce rates of occupational illness.

Chemical safety has always been a core part of the Authority's role but our implement-

ation of REACH, the EU chemicals strategy, has expanded that role greatly to include not only human health but the environment.

This programme reflects both new priorities and continuity with our previous programmes. Fewer people are being killed at work but there are still too many people suffering preventable injuries from well-known causes. We will therefore continue our emphasis on the prevention of injuries arising from falls, work-related vehicle activities, slips and trips and manual handling.

I can not over-emphasise that good safety and health performance comes down to the individual commitment and actions of directors, managers and workers. It is these individuals that set the direction and example for others. We will therefore seek to motivate and help them and their organisations to improve the way they manage safety and health. We will also enforce the legal obligations that apply to organisations and individuals in a fair and proportionate way so as to avoid preventable deaths and injuries in Irish workplaces.

The state and private sectors have been in difficult economic circumstances for some time. This will change and we must be vigilant and must work to ensure that the Authority, employers and existing and future workers are prepared so that they can contribute to the country's future success. This can be achieved through good management of safety and health and low rates of workplace injuries and deaths with all of their associated personal, social and economic costs.



Jim Lyons
Chairman
Health and Safety Authority



Health and Safety Authority Goals

The Authority has set itself the following goals for the period 2010 to 2012. Specific actions will be taken in each annual programme of work to implement these goals:

- To enable employers, employees and other dutyholders to reduce risks to safety, health and welfare.
- To motivate and gain commitment to having safe and healthy workplaces that support success in all enterprises.
- To support the Minister for Enterprise, Trade & Employment in the initiation and development of appropriate legislation and policies.
- To hold accountable those who disregard their duties and responsibilities for occupational safety, health and welfare.
- To promote the safe and sustainable management of chemicals.
- To ensure that the Authority is effective in delivering on its goals and achieves value for money.

» 1. National inspection programme to assess management of health and safety risks

The Authority will maintain a high presence in Irish workplaces in 2010 through 15,000 inspections and investigations. The inspection programmes will address:

- Health and safety management
- Written risk assessment, particularly for key known risks
- Health and safety knowledge and awareness of senior management
- Health and safety consultation
- Notification of reportable accidents
- The use and control of chemicals

A risk-based approach has been used to allocate inspection activity in 2010. The Authority has identified the specific sectors for its pro-active targeted inspections. This allocation of resource is based on a review of the indicators of risk for the sectors, including fatal and serious accidents, levels of activity in the sector, the demographics of the working population, and the available data on the Authority's own database.

The Authority will actively engage with other public bodies, particularly those with an enforcement role, to strengthen and broaden our risk based enforcement approach.

Continuous inspection programmes 2010	
Sector	Planned inspection activity
Construction	5,000
Agriculture	1,250
Manufacturing	1,750
Mines and Quarries	300
Wholesale/Retail	1,250
Health Services	400
Education	400
ADR (Transport of goods by road) and Private retail petroleum stores	1,450
Major accident hazard sites	200
Storage of dangerous chemicals excl. petrol	200
Other	500

1. National inspection programme to assess management of health and safety risks

Focused inspection programmes 2010	
Sector	Planned inspection activity
Accommodation	250
Financial services	250
Public administration	200
Electricity	50
Entertainment	50



1. National inspection programme to assess management of health and safety risks

The Authority will also undertake approximately 1,500 reactive investigations based on prioritised complaints, fatal and serious accidents and dangerous occurrences.

All workplaces inspected as part of the proactive inspection programmes will have their health and safety management system assessed. Our inspectors will:

- Request and examine the Safety Statement and written Risk Assessment.
- Assess the level of consultation with employees in relation to health and safety.
- Engage with senior managers, safety representatives and/or employees on the management of health and safety.
- Determine compliance with the requirement to notify the Authority of reportable accidents.

Our inspectors will look for evidence that the key known risks in each sector are controlled. They will also assess management of the following hazards in all sectors: manual handling; slips, trips and falls; work-related vehicles, and chemical usage.

The Authority will hold to account those who disregard their duties and responsibilities. Immediate corrective action will be taken where there is evidence of a serious risk of personal injury. We will:

- Investigate complaints to the Authority about unsafe workplaces or practices.

- Investigate fatalities and serious accidents.
- Ensure that the relevant unsafe activity is stopped through enforcement or agreed prohibition or, if necessary, take legal action in court.
- Bring before the courts those who have disregarded their duties, where there is evidence of breaches in legislation resulting in death, serious injury or serious dangerous occurrence.

To assess the effectiveness of the Authority's inspection programmes, we will:

- Carry out follow-up inspections, with a particular focus on the poorer performers, to assess the level of improvement in health and safety management.
- Engage with corporate and representative bodies to provide and seek feedback on our inspection programmes.
- We will develop our approach to Market Surveillance and build internal competence with an initial focus on machinery and PPE product areas.

As the lead competent authority under the COMAH (Control of Major Accident Hazards) Regulations 2006 (EU Seveso II Directive) we will:

- Monitor compliance with provisions on major accident prevention policies and internal emergency planning, and on

1. National inspection programme to assess management of health and safety risks

safety reports for the sites that attract its top-tier requirements.

- Monitor compliance by the top-tier sites with their duties to provide information to the public on what to do in an emergency at the sites and with emergency plan requirements.
- Give planning advice to the local planning authorities and An Bord Pleanála as requested for sites covered by the Land Use Planning provisions under the Seveso II Directive.
- Fulfil our national competent authority role under the Chemical Weapons Act.

The Authority also has a competent-authority role to ensure that companies involved in transporting dangerous goods by road meet the requirements of the ADR

agreement (the European Agreement concerning the International Carriage of Dangerous Goods by Road) and the Carriage of Dangerous Goods by Road Regulations.

As the national competent authority for a range of EU chemical legislation on REACH (the Registration, Evaluation and Authorisation of Chemicals), the Classification, Labelling and Packaging (CLP) of substances and mixtures, Detergents, and the Export & Import of Dangerous Chemicals, we will monitor compliance through workplace inspections. This will involve carrying out 65 inspections on these topics across all sectors.



» 2. Guidance and advice for employers and employees

The Authority's approach in guiding employers and those with the major responsibility for workplace safety and health has been to ensure that relevant, up-to-date and helpful advice is readily available and accessible.

In the case of new and revised legislation, we will, if appropriate, produce supporting guidance or codes of practice. Where new risks are identified, we will provide specific alerts. To raise awareness of significant hazards and to prevent related accidents, we will implement initiatives, including at worksite level, to ensure that employers have the knowledge and tools to tackle prevention.

We will communicate with employers and employees through our website, briefings, workshops and seminars, press releases and promotion at relevant events. We also plan to host or participate in a range of national and regional events in the sectors of agriculture (the Ploughing Championships, other agricultural shows), construction, health, transport and education. We will also run regional information days specifically for small businesses.

The programme to improve health and safety performance by the individual employee includes the following activities:

- Providing opportunities through on-site initiatives for employees to develop their understanding and competence in the area of occupational safety and health.
- Preparing those entering the workforce for the first time by providing relevant information, education and training in workplace health and safety and their respective roles.
- Working with trade unions and others in promoting good practices in the workplace to encourage and motivate workers.

In addition to these supports, our Workplace Contact Unit will continue to act as the main contact point for employers and employees on issues that require information and for dealing with reports and complaints of unsafe and unhealthy workplace practices.

We also recognise that providing advice and information during inspections at individual places of work can increase the local knowledge base of employers and employees. Through our inspection programmes we will:

- Provide both verbal and written advice and guidance to employers and employees on health and safety.
- Search for and promote examples of best practice.
- Issue safety alerts when the Authority becomes aware of significant issues of concern.
- Subject machinery and personal protective equipment to market surveillance programmes.

The inspectorate will advise on the guidance issued by the Authority in the relevant sectors, including the Codes of Practice in Agriculture, Forestry, Construction, Working on Roads, Design and Installation of Anchor Bolts and Avoiding Danger from Underground Cables. The guidance documents on Safety and Health Management Systems for Second-Level Schools and Quarry Design and Stability will also be discussed with employers.

In addition to the individual workplace inspections, the Authority engages at corporate level with companies that have multiple sites and also with representative bodies within sectors. This approach is aimed at influencing change throughout a sector or company.



» 3. Priorities for 2010

Sectors that continue to be identified as hazardous or higher-risk will continue to receive our attention. Our enforcement and prevention initiatives will continue to target the main causes of accidents and ill health in these sectors.

In addition to the construction, agriculture and quarrying sectors, we will address work-related vehicle safety across all work sectors. We will also begin a programme of actions with the healthcare sector. For both of these programmes, we will work closely with the sector stakeholders to achieve our goals.

3.1 Priority issue: Fatality rates in agriculture and construction

The agriculture and construction sectors continue to suffer higher numbers of fatalities than any other sector, despite a significant decrease in the number of people employed in construction from 2007 onwards.

During 2010, the Authority will continue its programme of information, enforcement and advice to address the high number of fatalities in these two sectors. Together with the planned inspections, the Authority will engage in a range of activities, including developing training and guidance materials, preparing media features and press releases, maintaining a presence at exhibitions and shows, and participating in and supporting the work of dedicated advisory committees.

3.2 Priority issue: Occupational health

The Authority has identified the area of occupational health as significant and requiring more focus. Work to achieve this has begun and will be further emphasised in 2010, both in our general policy and inspection approach as well by addressing specific areas such as musculoskeletal diseases (MSD), arising from manual handling and psychosocial illnesses. In our increased general focus on occupational health we will:

- Develop tools for employers to enable them to better identify and manage risks in occupational health.
- Provide on-site support initiatives aimed at preventing occupational ill-health, including in the psychosocial area.
- Work with others to promote good workplace health and well-being, and continue to implement recommendations arising from the Workplace Health and Well-Being Strategy, published by the Authority in 2008.
- Continue to engage with the Central Statistics Office and other agencies to identify data sources for occupational illness and disease, to inform our policy programmes and to meet Eurostat disease data reporting requirements.

This effort will be supported by a range of measures in the inspection programme, including:

- Increased inspection of manual-handling risk assessment and the implementation of controls.
- Broadening the review of assessments of display screen equipment.
- Checking that employers have anti-bullying policy in line with the code of practice.
- Assessing the management of chemicals and their use at places of work.
- Assessing compliance for intentional and non-intentional use of biological agents.
- Monitoring exposure to organic dusts.

3.3 Priority issue: Manual handling

Over 30% of all injuries reported to the Authority each year are triggered by manual-handling incidents. As part of our strategy for 2010-2012, we will target actions to prevent these accidents and to reduce injuries, as follows. We will:

- Introduce the upgraded FETAC certified programme for the training of manual-handling instructors.
- Provide technical support for the retail sector to assist with risk assessment in manual handling.
- Implement, with others, the recommendations and responses that arise from recent research into manual handling in the construction sector.
- Include manual-handling awareness-raising in all education support materials and curricula.

3.4 Priority issue: Slips, trips and falls

Over 20% of all injuries reported to the Authority each year are triggered by slip, trip and fall incidents. As part of our strategy for 2010-2012, we will target actions to prevent these accidents and to reduce injuries, as follows. We will:

- Develop sector-specific guidance to prevent accidents from slips, trips and falls, including toolkits for the retail, healthcare and hospitality sectors and for general office workplaces.
- Run seminars and workshops on the prevention of slips, trips and falls accidents.

3.5 Priority issue: Market surveillance

In 2010, following the implementation of the EU Marketing Surveillance Regulation, we will develop market surveillance programmes for a range of products. In carrying out this work, we will participate in the marketing surveillance forum with the Department of Enterprise, Trade and Employment (DETE) to ensure a coordinated approach among agencies and government departments. Our plans for implementing the regulations on market surveillance and an implementation report will be submitted to the European Commission in 2010. We will also build internal competence to manage this important new area in our business. The regulation will extend our powers in relation to surveillance of work-related products on the Irish market.

3.6 Priority issue: Healthcare sector

The healthcare sector accounts for over 10% of all workplace injuries reported to the Authority each year. The reported injuries are associated with three main accident triggers: manual handling; slips, trips and falls, and shock, fright and violence. Data from the CSO indicates that there is a relatively high rate of employee illness among healthcare workers compared to the average across all sectors.

Given the increasing complexity of the healthcare sector, a strategic and multipronged approach will be required to achieve improvements in health and safety performance across the sector.

In 2009 we developed a five-year plan for 2010-2015, setting out the Authority's objectives and actions relating to the healthcare sector (the plan may be downloaded from the Authority's website).

A number of key actions from this plan have been selected for priority attention in 2010. We will:

- Develop good-practice case studies.
- Produce guidance on safety management systems for small healthcare providers.
- Establish a Health and Safety Technical Group to provide expertise to support the development and implementation of guidance and healthcare interventions.
- Develop guidance, including information sheets, on specific topics.

- Increase inspection of healthcare facilities.

3.7 Priority issue: Work-related vehicle safety

Incidents involving vehicles cause the greatest number of work-related deaths in Ireland. Between January 2003 and December 2008, there were 367 work-related fatal accidents. Of these, 170 (46%) were classified as work-related vehicle incidents. Around 1,400 work-related vehicle non-fatal injuries are reported to the HSA annually.

We have developed a plan to set out our approach to reducing injuries caused by work-related vehicles. This plan covers:

- Workplace transport: the use of vehicles within a fixed or a temporary workplace.
- Work related road safety: the management of the hazards and risks to persons engaged in or affected by driving for work or work activities on or near a road.

The plan (which may be downloaded from the HSA website) sets out annual themes. The particular issues to be addressed in 2010 are:

- Managing the reversing of vehicles.
- Risk assessment.
- Managing pedestrians.
- Developing a stakeholder partnership.

3.8 Priority issue: Inclusion of safety and health in third-level education

Our involvement in the education system will continue in 2010 with consolidation of progress at post-primary level and initiatives at primary level, involving children. This year, third-level education will receive increased focus.

Following research on the status of risk education and safety and health in construction-related courses, which we commissioned in 2009, we will present an action plan to address gaps and to ensure that safety and health is mainstreamed in curricula for these courses. We will do this in conjunction with the Construction Safety Partnership (CSP) which has set progress in third-level education as a goal of its three-year plan.

A new 'Safety in Design Challenge' competition, aimed at cross-functional undergraduate courses (architecture, engineering, surveying, construction management, etc) in universities and ITs, will reach its conclusion stage in 2010. This initiative will be led by a sub-committee of our Construction Advisory Committee.

Opportunities to influence curricula and to reach third-level students outside construction-related areas will also be identified and followed up in 2010.



» 4. Chemicals programme

Our Chemicals Policy and Services (CPS) division has been designated as the national authority and administrator for a range of European and national chemical legislation on health, safety and the environment. To provide leadership on chemicals issues at the national level, we will build partnerships among our national and European colleagues, aimed at protecting human health and the environment while balancing this with the need for competitiveness and stimulation of innovation.

Our overall objective is to achieve the sound management and use of chemicals so that they are produced and used in ways that minimise significant adverse impacts on human health and the environment. To do this we will develop awareness programmes to inform business, employees and consumers on their correct management, handling and use.

In 2010:

- We will perform our lead role as the national competent authority, in an effective manner, for a range of EU chemical legislation. We will work with other agencies and public bodies, such as the Environmental Protection Agency (EPA) and the Pesticides Control Service (PCS) of the Department of Agriculture and Food, to ensure resource efficiency and effectiveness and consistency of approach to chemicals legislation in Ireland. We will monitor the effectiveness of our memorandum of understanding (MoU) with the EPA and develop our co-operation with the PCS in order to sign an MoU with it.

- We will provide expert advice and input into cross-functional chemical programmes between the DETE and other government departments.
- We will partner and consult with relevant stakeholder groups, including the Technical and Scientific Advisory Committee and any ad-hoc groups established under its remit, in order to stimulate awareness of the ill-health effects of chemicals and the prevention strategies required.
- We will work with the DETE and other state agencies to implement the agreed policy recommendations for the Authority on nanotechnology, to protect workers' health and safety.

4.1 Defining the Authority's role under the Chemicals Act 2008

In complying with our commitments under Section 8 of the Chemicals Act 2008:

- We will take account of the role assigned to us as having the lead role in relation to other National Authorities Section 8(4) of the Chemicals Act and be effective in that role.
- We will carry out our role as the national competent authority for a range of EU chemical legislation on REACH, the Classification, Labelling and Packaging (CLP) of substances and mixtures, Detergents, and the Export and Import of Dangerous Chemicals. These requirements extend our role beyond the workplace and are designed to protect human health and the environment. Our legislative role also

covers the marketing of chemicals in the European marketplace. For example, we will provide expert advice and input into the European Chemical Agency (ECHA)'s Risk Assessment, member state and socio-economic committees, the Forum on Enforcement and other technical working groups on nanotechnology and detergents, and partner expert groups (PEGs).

- We will also represent Irish interests at selected European Commission committees such as the CARACAL Competent Authority Committee for the REACH and CLP Regulations and relevant sub-groups such as the ECHA's network of member-state helpdesks (HelpNet Steering Group). Another representation role is at the EU Designated National Authority (DNA) Committee, in the capacity of joint DNA with respect to Regulation (EC) 689/2008 Export and Import of Dangerous Chemicals.
- Our REACH national authority role also extends to supporting stakeholders through our REACH/CLP helpdesk and providing a website on the safe management of chemicals. We intend to hold seminars on the safe and sustainable management of chemicals during 2010.
- We will continue to develop our awareness programme on the correct management, handling and use of chemicals in a number of key targeted sectors. In addition we will prepare and target promotional material at these sectors. We will also develop a

chemicals management toolkit for SMEs. We will continue to identify and monitor trends and research areas on the effects of chemicals on occupational health and safety and on the environment.

4.2 Chemicals inspection programme

The chemicals inspection programme in 2010 will be supported by a range of measures in the inspection programme, including:

- Assessing the levels of awareness of and compliance with REACH/Chemicals Act among downstream users in the manufacturing and wholesale/retail sectors.
- Assessing companies who have pre-registered/registered substances.
- Carrying out 400 inspections on chemical storage and at major accident hazard sites.
- Carrying out 65 specialist inspections in the CLP, Detergents, REACH and Export/Import areas.
- Advising the chemical industry of the first registration deadline under the REACH Regulation for high volume chemicals in December 2010 and the CLP Regulation Notification deadline in January 2011.
- Participating in the Senior Labour Inspectorate Committee (SLIC) Chemical Risk Assessment Project.
- Examining chemical storage and use in the agriculture sector.

» 5. Legislative development programme

The Authority will assist the Minister for Labour Affairs by submitting proposals for legislative development in the areas listed in Appendix 1. A number of legislative proposals initiated in 2009 will also be finalised in 2010 (also listed in Appendix 1).

Codes of practice or other guidance material will be produced to accompany legislative proposals, as appropriate (see Appendix 2). The aim of our guidance is to help employers understand their legislative obligations and to outline the measures necessary to achieve compliance.

Public consultation exercises will be undertaken for all proposed codes of practice so that stakeholder views are considered in the policy-making process. Accessing good-quality information through the consultation process will support evidence-based policy-making by the Authority.

5.1 Reducing regulatory and administrative demands

In line with the principles of 'Better Regulation', the Authority will complete a comprehensive Regulatory Impact Assessment for each new legislative proposal to ensure that proportionate and coherent legislation is produced.

We will continue to assist the DETE in the process of modernising existing safety and health legislation. To this end, we will identify and assess opportunities for reducing regulatory requirements on employers while maintaining necessary

health and safety provisions to ensure the occupational safety and health of persons at work and the safety and health of persons and the protection of the environment in relation to chemicals. A regulatory impact analysis will be prepared to present a rationale for updating or deleting obsolete provisions.

We will continue working with the DETE to review the current requirements for employers to submit information or notifications to the Authority. We will identify areas where notification requirements may be rationalised or reduced and apply these principles to all new legislative proposals.

» 6. The way we work

The work of the Authority requires partnership and consultation. It benefits from the involvement of others. Our partnerships include the national social-partner process (which starts with our Board), Board-appointed national and regional advisory committees, participation in initiatives led by other organisations and ad-hoc arrangements developed to support specific initiatives.

6.1 Partnerships

The Authority has an existing framework of co-operation with other bodies; in particular it has concluded formal arrangements with a range of other enforcement and promotional bodies. These arrangements will be expanded and strengthened during 2010 by, for example, working to develop a co-operation agreement with NERA.

In 2010, we will engage in further consultations that may lead to new partnership arrangements. These are likely to arise in the areas of healthcare, work-related vehicles, occupational-health reporting, work-related bullying, electricity and market surveillance.

6.2 European and international responsibilities

In the course of our work we have extensive involvement with the EU and its structures. We are also involved in international structures outside the EU that have an impact on our work, such as the United Nations and International Labour Organisation.

In 2010, we will provide policy and technical support in areas ranging from overall EU strategy on issues of policy and inspection to technical work groups on the development of EU legislation:

- Advisory Committee on Safety and Health
- Working Party on Agriculture
- Working Party on Hospitals
- Working Party on Fishing
- Working Party on Extractive Industries
- Working Party on Education and Training
- European Agency for Safety and Health
- Technical Working Group - Work-Related Musculoskeletal Disorders
- Technical Working Group - Electromagnetic Radiation
- Technical Working Group - Gas
- Technical Working Group - Machinery
- Technical Working Group - Lifts
- Technical Working Group - ATEX
- Technical Working Group - PPE
- Technical Working Group - Pressure Equipment
- Technical Working Group - TPED
- Technical Working Group - European Statistics on Accidents at Work
- Technical Working Group - European Scoreboard
- Senior Labour Inspectorate Committee
- European Chemicals Committees as outlined in Section 4.1

In addition we will manage the Focal Point of the Irish Network for the EU Agency in

Bilbao, ensuring that up-to-date information is distributed to participants and implementing a lively programme of events for European Safety Week which will take place in October 2010.

6.3 Innovation

Reducing spending requires more imaginative and cost-effective targeting of effort. We will continue to introduce new programmes and new ways of working.

In focusing on the education system, we will make use of new technologies and new communication processes to reach the young audiences. Work on e-learning and 'serious gaming' for students which began in 2009 will be mainstreamed in 2010.

Reaching small and micro businesses is a continuous challenge. In conjunction with employer bodies and using our own resources, we will make information as accessible as possible in terms of both content and cost. We will also develop and publish simplified risk-assessment templates for small businesses across a range of sectors and run information/interaction days to assist them.

The Safe System of Work Plan (SSWP) will be expanded to other areas that will benefit from this simplified risk-assessment process. In 2010 we will draft SSWPs in conjunction with local authorities, (maintenance, parks and environment) and Inland Waterways Ireland.

We will explore methods for making statistical information more readily available to customers and our own staff. Depending

on available resources, we will consider and scope the development of a facility to allow users to run queries on our incident database via the website.

The Authority will be alert to issues which may impact on potential economic development opportunities arising in the area of chemicals or green technology and will inform the Department of Enterprise, Trade and Employment of such opportunities.

6.4 Best practice in our own organisation

In 2010, we will seek to develop our own people and processes by the following means:

- We will work to maintain our external accreditation in key areas such as customer contact, inspection processes and the Excellence through People Gold Level award. We will also seek to attain Engineers Ireland recognition as an accredited employer.
- We will continue to develop our staff during what is likely to be a challenging year. We undertake to engage in ongoing dialogue with our staff and their representatives in relation to significant government or Authority-initiated changes. We will maintain and develop the technical and managerial competence of our staff through internal and external development activities, including the provision of a comprehensive occupational safety and health programme to all staff.
- We will continue our focus on managing performance so as to deliver a high

level of service to our customers.

- We will continue to measure customer satisfaction and implement recommendations from findings of previous surveys.
- We will ensure that managers have adequate information to enable them to actively manage performance and finances.
- We will maintain and enhance the security, performance, flexibility and resilience of our information-technology systems and network to reduce costs, develop greater internal capability and minimise the maintenance overhead of our systems and services.

6.5 Corporate governance

We will maintain a rigorous approach to corporate governance through 2010 to ensure that we conduct our business in a transparent and accountable manner:

- We will adhere to the provisions of the Code of Corporate Governance for State Bodies and will report to the Minister on our compliance.
- The Board will be presented with timely, accurate and comprehensive information, including in relation to programme performance, risks and finances, to ensure that that Board members can discharge their duties effectively and efficiently.
- We will publish programmes of work, annual reports, output statements and statistical summaries that are clear, concise and performance-focused.

- We will upgrade the system supporting our records management database, taking account of increased use of electronic files, to increase the efficiency of file storage and retrieval.

6.6 Value for money

In 2010, we will seek to maintain and improve our performance in this area, as follows:

- We will analyse the available data to ensure that inspections, enforcement and prevention activities are targeted at the less compliant.
- Prevention actions will also target those areas that provide most opportunity for performance improvement and reduction in overall costs to the economy.
- We will respond to any changes to budget and will aim to provide the optimal service, particularly in circumstances where our resources may be reduced.
- All significant expenditure will continue to be subject to rigorous checks and processes.
- We will conduct internal audits to ensure that value for money is obtained, including in the area of procurement.
- Draft financial statements for 2009 will be completed and transmitted to the C&AG's office by the end of February 2010.

» Appendix 1 Legislative Development Programme 2010

New legislative proposals planned for 2010

Amend General Application Regulations-
(Lifting Appliances)

Asbestos

Carcinogens

Carriage of Dangerous Goods by Road

Chemical agents

Chemicals Act 2008 (amendments)

Classification, labelling and packaging
of substances and mixtures

Construction (review and amendment
as appropriate of the Construction
Regulations 2006)

Control of Major Accident Hazards
(COMAH)

Detergents

Export and import of dangerous
substances

Reporting of accidents

Review of Safety in Industry Acts 1955 and
1980 and associated Regulations

Current legislative proposals to be finalised in 2010

Biological agents

Classification, labelling and packaging
of substances and mixtures

Diving

Docks work (review)

Emergency exits

Mines

Optical radiation

Pressure systems

» Appendix 2 Guidance and Codes of Practice 2010

Proposed Codes of Practice

Avoiding danger from underground services

Bulk storage and dispensing of flammable products

Diving

Electrical safety in quarries

Fishing vessels (less than 15 metres in length and with crews of fewer than 3 people)

Intoxicants

Retail storage and dispensing of petroleum products

Revision of COP for three or fewer employees in construction (to include road works)

Roof work (Commercial/general and Domestic premises)

Safe operation of vehicles in quarrying

Proposed guidance

Asbestos

Biological agents

Carriage of dangerous goods by road

Diving

Docks

Education

Healthcare (small providers)

Livestock handling for farmers

Manual-handling risk assessment

Market surveillance

Night and shift work

Occupational health in farming

Occupational stress

Optical radiation

Qualification requirements for quarry managers

Quarry design and stability

Reporting of accidents

Retail

Simplified risk assessment

Slips, trips and falls (STF)

Tractors and agricultural machinery

Other proposed support materials

Curriculum supports at primary, post-primary and third levels

DVD promotional materials – agriculture, transport

Information leaflets: alerts; promotional and presentation materials across all sectors and hazards

Keep Safe primary schools initiative

Online learning supports for education

Serious Games resource (education system initiative)

SMP 20 (construction safety for contractors employing up to 20; in conjunction with CSP)

SSWP (safe system of work plan) for parks and environment (in conjunction with LGMSB)

Transition Year unit

*Working to
create a
National Culture
where All Commit to
Safe and Healthy
Workplaces and the Safe
and Sustainable
Management of
Chemicals*

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