



HEALTH AND SAFETY
AUTHORITY



Programme of Work

2019

Our Vision:
Healthy, safe and
productive lives and
enterprises





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This is the first year for implementation of our new Strategy for the period 2019-2021. This affords us an opportunity to reset our programmes in order to meet our new strategic priorities and goals.

This published document aims to clearly connect some of our key programme activities to the relevant strategy goals. The Authority's mandate is wide and varied with many tasks assigned through the legislation governing our regulatory or accreditation roles. This means that there is a significant amount of our work that we regard as business as usual and we have not specifically listed these items in this document, but regular and detailed progress reports will be made throughout the year to the Board of the Authority and the Department of Business, Enterprise and Innovation on the entire work programme.

In 2019 we will take the opportunity to look back and evaluate our programmes, our structure and our business intelligence gathering. To maximise our efforts, we will focus primarily on three priority sectors. Two of these, agriculture and construction, have been at the forefront of the Authority's work over the last number of years. The third, health and social care, aims to address the high rates of non-fatal injury and absence relating primarily to work related violence and aggression, stress and musculoskeletal disorders. In agriculture, we will do an ex-post evaluation of the Farm Safety Partnership three year plan before we identify future targets and actions that we and the stakeholder bodies shall commit to. In construction, we will conclude our three year plan developed by the Construction Safety Partnership and address the challenges of a rapidly growing construction sector which is seeing a significant increase in new workers and use of subcontractors.

We will start developing a National Accreditation Strategy. We will use the opportunity to consult and engage with organisations in the private and public sectors to drive awareness and promote the value of independent accreditation of services and products.

At home and in Europe, we will be adapting to the changes that the UK exit from the European Union will bring and we will work to ensure that Ireland and Irish companies are not disadvantaged by the UK exit. We will be demonstrating Ireland's and the Authority's continued commitment to the EU through active participation in EU decision-making across all our mandates and stepping up where possible to take up roles previously filled by UK experts.

Finally, the staff of the Authority and our organisational structure are essential to our effective operation. We will review our operating model to determine the best use of our resources and our expertise. Gathering and processing data is vital to fulfilling our regulation and accreditation functions and we will update our technology systems to ensure that they continue to be future proofed, secure and robust.

Our priorities in 2019 will be on evaluating the work done to date, developing evidence-based plans, and plotting a clear course towards the achievement of our strategy goals to 2021 and into the future.

Dr. Sharon McGuinness

Chief Executive Officer

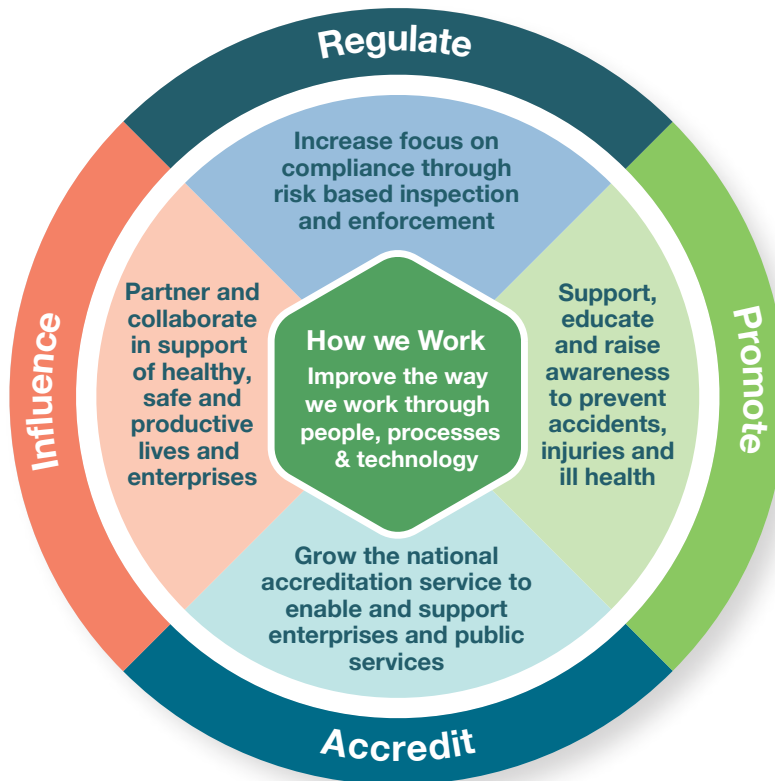
Our mission is to regulate and promote work related safety, health and welfare, market surveillance, the safe use of chemicals and products, and provide the national accreditation service.

The core elements of our mandate can be summarised as follows:

- To regulate and promote the safety, health and welfare of people at work and those affected by work activities
- To promote improvement in the safety, health and welfare of people at work and those affected by work activities
- To regulate and promote the safe manufacture, use, placing on the market, trade and transport of chemicals
- To act as surveillance authority in relation to relevant single European market legislation
- To act as the National Accreditation Body for Ireland

Our long-term vision to enable “healthy, safe and productive lives and enterprises” will be met over the course of the next three years through our five strategic priorities. These are:

- Increase focus on compliance through risk based inspection and enforcement (Regulate)
- Support, educate and raise awareness to prevent accidents, injuries and ill health (Promote)
- Grow the National Accreditation service to enable and support enterprises and public services (Accredit)
- Partner and collaborate in support of healthy, safe and productive lives and enterprises (Influence)
- Improve the way we work through people, processes and technology (How we work)



The main elements of our programme of work in 2019 are set out below. For reasons of clarity and brevity, this outline contains only the headline items in our programme. Much of our work is governed by legislative requirements and these day to day functions are not detailed in this published document.

In deciding our annual programme for 2019, we will focus efforts under each of the strategic priorities listed below in terms of the following:

- a. Competent and Designated Authority
Functions will be met primarily under the chemical and market surveillance legislation we have under our remit.
- b. Business and Enterprise Support will be provided through the provision of online services and tools such as BeSMART.ie, hsalearning.ie, WorkPositive.ie and guidance and information documents. We will however review how we communicate to our stakeholders with a view to providing the right format for the right audience at all times.
- c. Our priority sectors for 2019 will be agriculture, construction and health and social care. While agriculture and construction have always been at the forefront of our annual programmes of work, health and social care is being given a higher priority. This is because the health and social care sector has very high rates of non-fatal injury and absence related to hazards such as work related violence and aggression, stress and manual handling.
- d. Inspections will be proactive or driven by specific inspection campaigns. The level of inspection will be set to leave scope for the Authority to direct activities towards specific issues that arise under the three sectoral programmes or other targets. We will use data from our own systems and from publicly available sources to better target and inspect the less compliant. We propose that a proportion of our inspection campaign in 2019 will involve return inspections to businesses that were inspected in the past three years where prohibition notices and/or improvement notices were given. The object of these return visits is to gather evidence that post inspection and enforcement, employers have made the necessary behavioural changes and have increased their awareness and focus on occupational health and safety and most importantly, changes in conditions and behaviour that lead to improved working environments. Targeted inspection campaigns will also feature, with an emphasis given to specific issues such as long-latency illnesses (stress, cancer and musculoskeletal disorders), vulnerable workers (for example, those working for less than six months) or in other high-risk sectors such as mines and quarries.
- e. We will continue to provide a full range of supports and advice to Irish companies in the run up to the UK exit from the European Union on 29 March 2019. We will do this in line with Government objectives and in conjunction with agencies such as Enterprise Ireland. In Europe, we will be working with our EU partners in the Commission, the European Chemicals Agency (ECHA), the EU Occupational Safety and Health Authority (EU-OSHA) and the remaining Member States to ensure that EU decision making continues and that Irish interests are kept to the fore as the EU adapts to the new arrangements.
- f. The value of independent accreditation will be promoted to enterprises in both the public and private sector, and the range of services provided by INAB will be expanded.
- g. Support to the Minister and the Department of Business, Enterprise and Innovation (DBEI) will continue through the development of policy and legislative proposals.
- h. Corporate governance commitments and internal processes will be maintained and developed to ensure that the Authority is well-run and using its resources so as to best meet its statutory mandates and strategic priorities.

Specific actions and metrics related to each of these five strategic priorities and related goals are listed below in more detail.

Strategic Priority 1: Regulate

Increase focus on compliance through risk based inspection and enforcement.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Continue to drive increased focus on work related health and safety.</p>	<p>Address specific hazards and risks in the three priority sectors of construction, agriculture and healthcare. Emphasis will be put on hazards such as working at heights, stress and work related violence and aggression.</p> <p>On occupational health, we will place our focus on musculoskeletal disorders, stress and chemical exposure and ensuring adequate data and illness reporting.</p> <p>In conjunction with Healthy Ireland Healthy workplaces framework and the EU Roadmap on Carcinogens, we will adopt and roll out appropriate recommendations.</p> <p>On safety, we will target activities on falls from heights, slips, trips and falls (STFs), vehicles and machinery.</p>	<p>Three year plans for each priority sector in place in agreement with key partners.</p> <p>Work related violence and aggression awareness campaign completed.</p> <p>Recommendations rolled out.</p>



Strategic Priority 1: Regulate

Increase focus on compliance through risk based inspection and enforcement.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Increase and broaden the inspection programme, focus on higher risks, less compliant companies and vulnerable workers.</p>	<p>Our inspection programme will be based on a combination of proactive, reactive and campaign based approaches. We will inspect in the priority sectors of healthcare, construction and agriculture. Focused inspection campaigns will also take place in sectors other than the prioritised sectors.</p> <p>In healthcare inspections, we will focus on the risk from work related violence and aggression and stress.</p> <p>Inspections in the targeted sectors will focus on specific types of workers including those who are on night or shift work, less than 6 months in employment, on zero hour contracts or sub-contractor contracts.</p> <p>A proportion of our overall inspections will involve re-visiting and inspecting companies who have received enforcement notices during the period 2016-2018</p>	<p>Number of inspections completed in each of the three priority sectors.</p> <p>Number of inspections completed in other targeted sectors.</p>
<p>Act as the lead national competent authority on chemicals and market surveillance.</p>	<p>Fulfil competent and designated national authority roles in relation to:</p> <ul style="list-style-type: none"> - COMAH Regulations - Chemical Weapons Act - REACH Regulation - Classification, Labelling and Packaging (CLP) Regulation - Detergents Regulation 	<p>No. of repeat inspections completed on workplaces where an Improvement Notice (IN) and/ or Prohibition Notice (PN) had been issued previously</p> <p>Number of COMAH sites inspected.</p> <p>Number of ADR inspections completed.</p> <p>Number of European Chemicals Agency, EU Commission and UN meetings attended.</p>

Strategic Priority 1: Regulate

Increase focus on compliance through risk based inspection and enforcement.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Act as the lead national competent authority on chemicals and market surveillance. <i>(Continued)</i></p>	<ul style="list-style-type: none"> - Rotterdam Regulation - Transport of Dangerous Goods by Road (ADR) Regulations - Transportable Pressure Equipment Regulations (TPED) - Market Surveillance Regulations (for example, Lifts, Personal Protective Equipment (PPE)) 	<p>Number of Irish and expert rapporteurships completed.</p> <p>Number of Irish dossiers submitted under REACH (Substances of Very High Concern, SVHC).</p> <p>Number of Irish dossiers submitted under CLP (Harmonised Classification and Labelling Dossiers - CLH).</p> <p>Number of queries to REACH, CLP and Chemicals Helpdesk.</p> <p>Number of REACH and CLP inspections and audits completed.</p>
<p>Enforce market surveillance requirements of products sold on the Irish market, including those sold to consumers.</p>	<p>Run chemical products market surveillance campaigns focussed on:</p> <ul style="list-style-type: none"> - Annex XVII Restrictions - CLP and REACH requirements (Safety Data Sheet (SDS) & labels) - Detergents Regulation - PPE regulation <p>Assess sale of chemical products online.</p> <p>Review 10% of Irish relevant EU Rapex alerts and complete appropriate compliance follow-ups.</p> <p>Monitor imports to ensure non-compliant chemicals, equipment and machinery is not entering the EU market post Brexit.</p>	<p>Number of products assessed.</p> <p>Number of Rapex alerts actioned; Number of Rapex alerts submitted by Ireland.</p> <p>Number of products removed from the Irish market.</p>

Strategic Priority 1: Regulate

Increase focus on compliance through risk based inspection and enforcement.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Take proportionate enforcement action to encourage and ensure compliance.</p>	<p>Complete a programme of targeted inspections and investigations arising from accidents reported and complaints received.</p>	<p>Number of enforcements (improvement directions, improvement notices and prohibition notices) issued.</p> <p>Number of prosecutions taken.</p>
<p>Advise and make regulatory and policy proposals to the Minister.</p>	<p>Provide regulatory and technical advice on the introduction and implementation of amendments to the Dangerous Substances Regulations (DSA) and RPPS regulations.</p> <p>Complete Codes of Practice on Inland and Inshore Diving and the prevention and resolution of bullying at work.</p> <p>Provide regulatory and technical advice on the transposition of the Carcinogens and Mutagens and 5th IOELV Directives.</p> <p>Support the conclusion of the legal settlement process for legislation to transpose the Rotterdam and Detergents Regulations as well as the Quarries and Onshore and Offshore Regulations.</p>	<p>Number of regulations completed and published.</p> <p>Number of codes of practice published.</p> <p>Number of briefings provided to Department of Business, Enterprise and Innovation (DBEI).</p>



Strategic Priority 2: Promote

Support, educate and raise awareness to prevent accidents, injuries and ill health.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Continue to increase knowledge and understanding of how to manage work related health and welfare.</p>	<p>Increase the uptake of the tools and advice provided to Safety Representatives in BeSMART.ie and hsalearning.ie.</p> <p>Promote existing guidance documents and information sheets through social media and other channels.</p> <p>Commission research on new and emerging risks in Irish Workplaces.</p> <p>Complete Chemical Usage survey and implement recommendations.</p>	<p>Number of safety representatives using the tools; Number of safety representatives identified during workplace inspections.</p> <p>Number of social media outputs and responses.</p> <p>Research commissioned.</p> <p>Survey recommendations communicated and actioned.</p>
<p>Increase visibility and encourage uptake of the Authority's on-line tools and services including BeSMART.ie, hsalearning.ie and WorkPositive.ie.</p>	<p>Develop a single portal on www.hsa.ie where all the Authority's online services can be accessed.</p>	<p>Portal available and promoted.</p>
<p>Provide information and guidance to enable duty holders to understand the benefits of proactively managing safety, health and chemicals to the highest standards.</p>	<p>Review current suite of guidance and information sheets available with a view to updating and re-promoting through appropriate channels.</p>	<p>Review and updates completed.</p>
<p>Provide educational resources to the formal education system and for the workplace.</p>	<p>Develop new courses for hsalearning.ie on <i>Safer Stairs</i> and <i>An Introduction to Managing Health and Safety in Schools</i>.</p> <p>Launch and promote the <i>Workplace Induction</i> online course relevant to all sectors.</p>	<p>New courses launched and promoted.</p> <p>Number of participants on new and existing courses.</p>

Strategic Priority 2: Promote

Support, educate and raise awareness to prevent accidents, injuries and ill health.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Provide educational resources to the formal education system and for the workplace. <i>(Continued)</i></p>	<p>Engage with Education and Training Boards (ETBs) and Institutes of Technology (IoT) with a view to developing Authority supports for employers taking on apprentices or trainees.</p> <p>Roll out the Choose Safety programme for senior cycle and further education students and run Keep Safe events for primary schools nationwide.</p>	<p>ETB / IoT supports developed and rolled out.</p> <p>Number of participants in <i>Choose Safety</i> programme and at <i>Keep Safe</i> events.</p>
<p>Increase knowledge and awareness of the dangers from applicable products and hazardous chemicals.</p>	<p>Communicate outcomes from chainsaw market surveillance campaign in 2018.</p> <p>Run 1-2 events on market requirements for industrial products.</p> <p>Implement recommendations from the 2018 Chemical Usage Survey.</p>	<p>Outcomes communicated through social media.</p> <p>Number of attendees at events.</p> <p>Recommendations implemented.</p>



Strategic Priority 3: Accredit

Grow the national accreditation service to enable and support enterprises and public services.

Strategic goal	Key Programme Actions	Key Performance Indicators
Develop and implement a National Accreditation strategy.	Commence the planning and stakeholder engagement process for development of a new strategy. Engage with appropriate regulators and stakeholders on the benefits of accreditation.	Initial planning consultation completed and development plan in place. Number of targeted engagements completed.
Promote the value of independent accreditation in building confidence in the quality and integrity of public and private services.	Run a promotional campaign on the value of independent accreditation through social and other media channels.	Promotional material prepared. Social and other media campaign completed. World Accreditation Day marked.
Prepare and accredit clients operating in evolving areas, including cyber security, data protection and robotics.	Develop schemes and business plans for provision of accreditation in three new areas.	Accreditation service in place and promoted. Number of new clients signed up under each new scheme.
Monitor, anticipate and respond to increasing demand arising from the UK withdrawal from EU and other regulatory changes.	Meet demands of clients accredited in advance of 29 March UK exit.	Number of new clients signed up from UK.
Maintain the international recognition and reputation of INAB and the Irish accreditation services.	Ensure ongoing compliance with mandatory requirements to deliver an impartial and independent service; Maintain and extend international recognition. Represent INAB at meetings of the European co-operation for Accreditation (EA), International Accreditation Forum (IAF), International Laboratory Accreditation Cooperation (ILAC) and Commission meetings; provide INAB staff as peer evaluators.	Compliance and international recognition met. Number of EA/ILAC/IAF and Commission meetings attended. Number of INAB staff involved as peer evaluators.

Strategic Priority 4: Influence

Partner and collaborate in support of healthy, safe and productive lives and enterprises.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Co-operate and proactively engage with stakeholders and regulatory bodies to achieve shared aims.</p>	<p>Review and update existing agreements with key regulatory agencies and bodies; identify new agreements required.</p> <p>Deliver on agreed objectives and targets across all sectors in conjunction with identified stakeholders.</p>	<p>Number of agreements renewed and/or created.</p>
<p>Present objective research-based proposals to Government to achieve increased funding for the Authority.</p>	<p>Collate data on the socio-economic benefits deriving from the Authority's regulatory role under our OSH, chemicals and market surveillance mandates.</p> <p>Using this data, identify and commission research to demonstrate the economic and societal benefits that regulation under these mandates and the Authority itself can deliver.</p>	<p>Research proposal identified and commenced.</p>



Strategic Priority 4: Influence

Partner and collaborate in support of healthy, safe and productive lives and enterprises.

Strategic goal

Collaborate and influence the need for better reporting and recording of occupational illness and ill health and develop mechanisms to ensure data is shared.

Key Programme Actions

In conjunction with the Central Statistics Office (CSO) and the Department of Employment Affairs and Social Protection (DEASP), identify improved means to gather data on occupational illness and ill health related to hazards such as stress, Musculoskeletal Disorders (MSDs) and cancers.

Increase awareness of accident and illness reporting through targeted social media and other campaigns.

Key Performance Indicators

Agreed approach for streamlined reporting in place with CSO/DEASP.

Awareness campaign completed on accident and illness reporting requirements.



Strategic Priority 4: Influence

Partner and collaborate in support of healthy, safe and productive lives and enterprises.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Engage actively and constructively in the EU agenda and discussions on Occupational Safety & Health, Chemicals, Market Surveillance and Accreditation.</p>	<p>Participate in committees and working groups under the United Nations, EU Commission, European Chemicals Agency and the European Agency for Occupational Safety and Health.</p> <p>Contribute to EU agenda through the provision of position papers, inputs into regulatory and policy decision making.</p> <p>Provide experts and expertise on key committees and working groups to address loss of UK from decision making processes.</p> <p>Act as rapporteur in ECHA and Commission committees.</p>	<p>Number of Irish policy papers submitted.</p> <p>Number of regulatory proposals completed.</p> <p>Number of EU reports completed and submitted.</p> <p>Number of rapporteurships completed.</p>
<p>Partner with Government to provide support to businesses in preparing for and dealing with UK withdrawal from the EU.</p>	<p>Provide advice to companies through events, direct meetings, the Workplace Contact Unit, Chemicals Helpdesk and Brexit website.</p> <p>Continue to partner with business support agencies such as Enterprise Ireland as opportunities arise.</p> <p>Provide Authority input as required into Government led business support initiatives.</p>	<p>Number of stakeholder engagements.</p> <p>Number of website hits.</p> <p>Number of queries addressed.</p>

Strategic Priority 5: How we work

Improve the way we work through people, processes and technology.

Strategic goal	Key Programme Actions	Key Performance Indicators
<p>Value, engage and develop staff to strengthen organisation capacity and capability.</p>	<p>Identify and seek DBEI sanction for new posts required to fulfil Brexit and operational requirements.</p> <p>Complete new and existing inspector training and development programmes.</p> <p>Meet objectives under the Authority's Wellbeing Strategy and implement recommendations from Work Positive survey.</p>	<p>Number of posts recruited against agreed targets.</p> <p>Training and development programmes completed.</p> <p>Objectives delivered and recommendations implemented.</p>
<p>Adapt our structure, operating model and allocation of resources to target key areas based on evidence, research, analysis and evaluation.</p>	<p>Review our operating and data reporting arrangements in light of recommendations from the ICT strategy.</p> <p>Review and evaluate action plans under key sectors and determine future targets and actions.</p>	<p>Organisational review completed in line with outcomes from the two actions.</p>
<p>Apply the highest standards of Governance to the running of the Authority.</p>	<p>Complete external evaluation of Authority Board and its subcommittees.</p> <p>Comply with Code of Practice of Governance of State Bodies and requirements of FOI and GDPR.</p>	<p>Recommendations communicated and actioned.</p> <p>Compliance with governance and statutory obligations met.</p>
<p>Optimise technology and research to improve efficiencies and services.</p>	<p>Implement our ICT strategy and roadmap to support innovation and efficiency in service delivery.</p> <p>Improve online services and output to INAB clients and businesses.</p>	<p>ICT strategy implementation underway; key projects identified and resourced.</p> <p>Increase in levels of satisfaction from INAB clients.</p>

Strategic Priority 5: How we work

Improve the way we work through people, processes and technology.

Strategic goal

Challenge our mandate and strategy annually to ensure we adapt to the changing environment.

Key Programme Actions

Complete ex-post Evaluations of our three year Farm Safety Action (FSPAC) plan on agriculture and implement agreed recommendations.

Prepare for evaluation of the CSPAC three year plan on construction.

Key Performance Indicators

Ex-post evaluations completed and recommendations actioned.



Further Information and Guidance:

Visit our website at www.hsa.ie, telephone our contact centre on **1890 289 389** or email wcu@hsa.ie

Use BeSMART, our free online risk assessment tool at www.besmart.ie

Check out our range of free online courses at www.hsalearning.ie



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