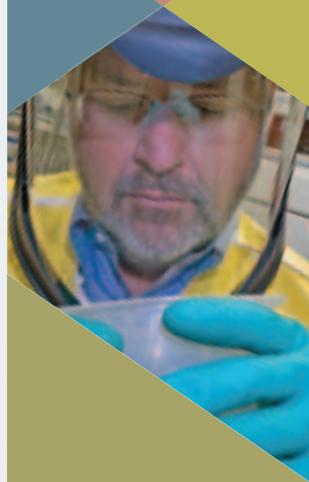




HEALTH AND SAFETY
AUTHORITY

Programme
of Work
2012





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»» Foreword by the Chief Executive

2012 will be a key year for the Authority and for safety and health in Irish workplaces. It is both a beginning and an end. It will be the last operational year of our current strategy and it will be the year when we prepare our next three year strategy.

We will continue many of the themes of the last two years. We will promote and improve our Taking Care of Business business support scheme and in particular we will further develop the BeSMART on-line risk assessment tool to make it even easier to use and to extend its use.

We will continue to focus on agricultural safety as a key theme following two years when a total of 47 people died in agriculture related activities. We will start the year with a hard-hitting promotional campaign and this will be followed up by an inspection campaign on 3,000 farms.

Our inspectors will carry out 13,250 workplace inspections. These inspections will primarily focus on higher risk sectors and on those employers with lower levels of compliance. Our overarching approach will be to support business but where there are breaches we will use the available legal instruments to ensure that appropriate corrective action is taken by employers.

We will continue to provide leadership in all areas of chemical manufacture, import, export, sale and use nationally and in Europe. At home we will focus on initiatives to support the chemicals sector in meeting the goal of safe and sustainable chemical use through provision of policy advice and guidance. We will also implement a chemicals enforcement strategy which will seek to improve safety and health standards at the workplace and target high risk chemicals and sectors.

This will be a very challenging year so we will carefully prioritise our work to achieve the best national outcomes in workplace safety and health and safe use of chemicals. Like most state organisations we will be operating on reduced budgets and reduced staffing during 2012 and for the following years. We will therefore be looking closely at how we can get the best value from our existing

and projected level of resources. This may mean that some areas that we previously had a presence in will mainly be addressed in a reactive manner. This will help us to focus more of our resources in those areas where the greatest improvements in workplace and chemical safety and health can be achieved.

During 2012 we will be carrying out a public consultation on our proposed strategy for 2013 to 2015. I would encourage everyone with an interest in safety and health in Ireland to contribute to this consultation so that the strategy reflects the needs of both employers and employees throughout Ireland.



Martin O'Halloran
Chief Executive

Strategic Goals of the Health and Safety Authority

The Health and Safety Authority is the national statutory body with responsibility for enforcing occupational safety and health law, promoting the prevention of occupational injury and illness and providing information and advice to all companies, organisations and individuals.

The Authority is also the national Competent Authority for REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) and other chemicals legislation. The Authority deals with every size of workplace in every economic sector.

The Board of the Authority determines the Authority's strategy and policies. The Executive Team leads the implementation of annual programmes of work in line with the Authority's statutory responsibilities and policies set out by the Board.

The Authority has committed to achieving six goals in its Statement of Strategy 2010 to 2012:

- To enable employers, employees and other duty holders to reduce risks to safety, health and welfare
- To motivate and gain commitment to having safe and healthy workplaces which support success in all enterprises
- To support the Minister for Jobs, Enterprise and Innovation 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 the Authority is effective in delivering on its goals and achieves value for money

The Programme of Work for 2012 continues the implementation of a range of activities to achieve these goals. This report outlines the Authority's key priorities in each of the four divisional work programmes:

- Workplace Compliance and Advice
- Prevention Services
- Chemicals Policy and Services
- Corporate Services

This report outlines the Authority's key priorities for 2012 in each of the four divisional work programmes. Detailed tables in Appendix C show how specific actions in the work programme relate to the Authority's strategic goals and sub-goals.

>> Priorities for 2012 – Workplace Compliance and Advice Programme

The Workplace Compliance and Advice Programme will continue to direct enforcement actions towards those sectors and activities where risks are highest and where indicators of employer compliance are lowest.

In addition we will ensure that employers who are committed to maintaining safe and healthy workplaces are supported through the inspection process. The level of implementation of a health and safety management system will be a primary issue during inspections in 2012. Our aim will be to ensure that employers understand the benefits of a practical and effective health and safety management system, and our inspectors will direct and guide employers as to how these benefits can be achieved.

Priorities:

- Conduct a nationwide programme of 11,750 inspections (13,250 inspections in total will be carried out, including 1,500 Chemicals Business Services inspections).
- Focus inspections on the implementation of practical and effective health and safety management systems.
- Provide expert support to employers through the provision of verbal and written advice and the promotion of the extensive range of guidance material available from the Authority.
- Assess the impact and effectiveness of our inspection programmes through a survey of inspected employers.
- Maintain inspections in the agriculture sector at 3,000 with a particular focus on the issues of child safety, elderly farmers working with machinery, slurry handling, livestock control and tree felling on farms.
- Provide opportunities for farmers to engage with inspectors through farm walks, conference presentations and attendance at the National Ploughing Championships. Promote participation in safety and health training provided by bodies such as Teagasc.
- Complete 3,000 inspections in the construction sector and assess compliance with key requirements, including the availability and implementation of site specific safety and health plans, with a continued focus on work at height and the use of plant and machinery. Promote and support the use of Safe System of Work Plans (SSWP), the relevant codes of practice, and SMP 20 (safety management pack for contractors employing less than 20 people).
- Inspect the transport and storage of dangerous substances through 1,000 road checks, and inspections of sites and private petroleum stores. This year, these inspections will be expanded to include the issue of load security.
- Increase the level of inspection in the fishing sector and address issues to do with the provision and use of personal flotation devices, engine maintenance and emergency response. Promote the Authority's new Code of Practice for the sector.
- Initiate a new phase of inspections in the waste management sector, in response to a number of fatal accidents and increasing concerns about health and safety standards in the sector
- Carry out a programme of 1,750 inspections to

support continued compliance and improvements in workplace health and safety in the following sectors: forestry, mining and quarrying; manufacturing; public administration; education; and human health.

- Undertake a programme of market surveillance in the areas of machinery, lifts, personal protective equipment, gas appliances, transportable pressure equipment and any other items brought to our attention through the EU rapid alert system for dangerous products. Complaints will be investigated to ensure product compliance.
- Address a range of high priority topics during inspections, including work-related vehicle safety, manual handling, slips trips and falls, maintenance of plant and machinery, bullying and chemical use.
- Carry out thorough investigations of fatal workplace accidents, prioritised serious accidents and dangerous occurrences.
- Take appropriate enforcement actions, up to and including prosecution, where there is evidence of serious breaches of legislation by a duty holder that could have resulted in or did result in a workplace accident.
- Issue alert notices for hazards that are identified during the year through notification, inspection or investigation. Aim to bring such matters to industry attention in order to minimise further potential impact.
- Disseminate examples of best practice in controlling risks.
- Support regional initiatives to assist small businesses.
- Continue to develop our inspector knowledge base through training and the implementation of our Continuing Professional Development (CPD) programme.
- Cooperate with other state agencies and bodies through memoranda of understanding, other agreements and information exchange to ensure the most effective and efficient delivery of our remit, and to minimise the potential for unnecessary duplication.
- Ensure that we are fully aware of new and continuing European initiatives through participation in the Senior Labour Inspectors Committee (SLIC) of the EU and its associated work groups on enforcement and strategy development.



» Priorities for 2012 – Prevention Services Programme

The Prevention Services Programme will work to motivate and to enable the Authority's key target groups of employers and employees to prevent injuries and ill health at work.

Employers, particularly those employing small numbers, are focused on growing their businesses and overcoming difficulties arising from the current economic uncertainty. Employees, too, are anxious to contribute to their organisation and to secure their future employment. We will encourage both groups to meet the challenge and assist them to do so in a manner that integrates safety and health into their business. These groups need to know that this is not difficult to do, that doing so will support the goals of their business and that the Authority will support and assist them.

Many of our actions for 2012 will be supported by existing or proposed new working structures including Board sub-committees and advisory committees, such as the Farm Safety Partnership Advisory Committee (FSPAC), the Construction Advisory Committee (CAC) and three regional

advisory committees (North West, South, and South East). Other partnerships led by the Authority include the Work Related Vehicle Safety Steering Group and Consultative Panel, the Healthcare Sector Steering Group, the Third Level Education Group, and the First Aid Steering Group. External committee structures of other bodies will continue to be significant partners, in particular the Construction Safety Partnership (CSP).

In addition we are regularly co-opted to relevant national groups and we occasionally set up ad hoc committees to assist in the delivery of specific projects.



Priorities:

- Our significant activity programme for 2012 will continue to provide expertise and technical assistance to employers, employees and others across key sectors on hazards and related topics. For 2012, the principal focus will be on the sectors of agriculture; fishing; forestry; construction; healthcare; transport and storage; docks; mines and quarries; diving; and education. And on the topics of machinery and pressure equipment; occupational health (including ergonomics and mental health); market surveillance; work-related vehicle safety; ATEX (equipment for use in explosive atmospheres); fire; electricity; physical agents; work at heights; and slips, trip and falls.
- Deliver the actions of the three year plan for Taking Care of Business (TCB), our flagship initiative in support of small business. Key actions in 2012 include reaching a target of 15,000 users of BeSMART (the online risk assessment tool), significantly expanding the business types covered by the tool and promoting TCB widely to increase business take up.
- Lead the legislative development process, coordinating the Authority's work on assisting the Department of Jobs, Enterprise and Innovation (DJEI) in the preparation of new legislation and drafting associated codes of practice and guidance as required (see the full list of planned legislative development and guidance in appendices). The associated consultative process will be managed to ensure proposals meet needs in a proportionate manner.
- Lead the Authority's contribution to the Government target to reduce the administrative burden on employers by implementing agreed measures and working with the DJEI to assess and quantify impact. In 2012, we will continue work to simplify the guidance that supports compliance requirements.
- Represent Irish Government interest at the EU policy committee – Advisory Committee on Safety and Health (ACSH) – and in selected sub-committees, working parties and expert groups addressing issues related to fishing, self-employed workers, contractors, musculoskeletal disorders, machinery, pressure equipment, lifts, personal protective equipment, ATEX (equipment for use in explosive atmospheres). In 2012 we will chair the EU ATEX Administrative Co-operation Group (AdCo). We will also assist the DJEI to prepare for the Irish Presidency of the EU in January to June 2013.
- Implement and promote a national campaign in the high risk agriculture sector, with revised actions reflecting the current situation and aimed at reducing the fatality rate.
- Consider the findings and recommendations of a feasibility study on commercial options at both national and international level that may exist for the Authority. Implement in accordance with approved response.
- Further develop e-learning, Web and other technologies to educate target groups including future workers, those driving for work, and workers in the healthcare and construction sectors. Continuously upgrade and make improvements to website content.
- Educate those in primary, secondary and higher education to develop an understanding of risk management, and a 'safety first' mindset. Key actions will include curriculum support, further

expansion of the 'Choose Safety' programme for transition year students, coordination of eight 'Keep Safe' events at primary level and the development of programmes in higher education to improve the safety and health competence of undergraduates and those about to enter the workforce.

- Respond to employers, employees and others through our Workplace Contact Unit (WCU) with practical information and with prompt responses to complaints made about workplace safety and health practices. In all, manage approximately 30,000 calls and include measures of performance in biannual customer service reports.
- Promote recent codes of practice and guidance dealing with issues related to fishing (small boat crews), docks, diving, healthcare, and night and shift working in addition to those which will be published in 2012.
- Monitor the national provision of first aid training to ensure consistent standards in training of instructors and first aiders and in the assessment process, in addition to the overall efficiency of the system and its value for money

for users. Liaise with Further Education and Training Awards Council (FETAC) to examine the impact of their structural changes on the overall awards and accreditation process.

- Review and participate in the revision of the system for management and delivery of specific safety, health and welfare training in construction such as SAFE PASS and CSCS to ensure competence of individual employees and effective management. Contribute to the development of a revised process to ensure that the wind-up of the FETAC award system for CSCS is replaced in the most efficient and cost-effective manner for all users.

■ Continue promotional campaign to enlist employee involvement in the promotion and implementation of safety and health in workplaces.

- Collaborate with the Health and Safety Executive Northern Ireland on initiatives that will benefit from an all-island approach and particularly in the areas of construction, first aid (mutual recognition), ergonomics and work related stress.



>> Priorities for 2012: Chemical Business Services Programme

In 2012 the Chemical Business Services Programme will continue to provide leadership in all areas of chemical manufacture, import, export, sale and use nationally and in Europe.

At home we will focus on initiatives to support the chemicals sector in meeting the goal of safe and sustainable chemical use through provision of policy advice and guidance. We will also implement a chemicals enforcement strategy which will seek to improve safety and health standards at the workplace and target those chemicals and sectors in the high risk categories. Legislative requirements and developments from Europe and beyond will also remain a key driver for our work programme. Alongside these specific programmes, we will fulfil continuing, important functions as Competent Authority for several EU Chemical Directives and Regulations, as Designated National Authority under the Rotterdam Regulation and as legislative lead on occupational legislation.

A primary focus in 2012 will be on the provision of scientific and technical advice on chemicals to the DJEI. We will be working with our colleagues there to

introduce any national legislation required by the publication of the Seveso III Directive, the Detergents Regulation and the Prior Informed Consent (Export-Import) Regulation Recast and to implement the 2013 United Nations (UN) ADR requirements. In addition, we will continue to support Government departments on work across a range of chemicals related legislation and in particular with respect to chemicals subject to international obligations under the Rotterdam and Stockholm Conventions.

Priorities:

- Implement a chemicals enforcement programme, covering some 1,500 inspections. As part of this activity, we will develop a market surveillance programme to ensure chemical products placed on the Irish market are not in breach of restrictions under the REACH regulation.
- Inspect all major accident hazard sites covered by the COMAH Regulations, so as to ensure their prevention strategies are in line with the legislation and meet best international standards.
- Ensure employers are aware of their health and safety management responsibilities under the Chemicals Acts 2008 and 2010, the 2005 Act and under the COMAH, Chemical and Biological Agents, ATEX and Asbestos Regulations.
- Seek to improve the quality of information on hazards, risks and control measures supplied to those using chemicals by prioritising inspection of actors specifically responsible for placing chemical products on the market. Our focus will be on the information supplied on the Safety Data Sheet and the label.
- Provide the REACH and CLP helpdesks for Ireland through our single chemicals point of contact (chemicals@dhsa.ie).
- Communicate the importance of the safe management and use of chemicals to employers, employees and the public so as to protect human health and the environment through the helpdesk, website and e-bulletin. Promote the use of the *Your Steps to Chemical Safety* guidance, particularly to SMEs.
- Put in place an ADR Road Transport of Dangerous Goods, Vehicle Driver and Dangerous Good Safety Adviser (DGSAs) examinations scheme.
- Manage the process for approval of ADR Vehicle Driver Training and monitor the effectiveness of

- the scheme through inspections of the Approved Training Providers (ATPs).
- Meet ongoing Competent Authority (CA) and Member State obligations in relation to REACH, CLP, Detergents and Export-Import Regulations and Chemicals Acts 2008 and 2010.
- Commence first substance to be evaluated under the REACH substance evaluation process.
- Continue to represent Ireland at European Chemicals Agency (ECHA) committees such as the Member State Committee and the Forum on Enforcement under REACH and CLP.
- Provide the Irish experts for the ECHA Risk Assessment and Socio-Economic Analysis committees as well as CA technical advice and support for those experts.
- Develop guidance on safe storage and disposal of chemicals as well as REACH and occupational hygiene overlaps in relation to risk assessment and downstream user obligations.
- Commence a national awareness campaign to inform companies of the next REACH registration deadline of 30 May 2013, with SMEs being the primary target group.
- Represent Ireland at the United Nations Sub-Committee of Experts (UN SCEGHS) on the Globally Harmonised System for Classification and Labelling (GHS).
- Undertake an asbestos awareness campaign for maintenance and allied trades, and support the establishment of an Asbestos Industry Liaison Group.
- Process any certification applications under the Chemicals (Asbestos Articles) Regulations 2011.
- Implement the Chemical Agents Code of Practice 2011.
- Finalise update of Biological Agents Regulations and associated guidance.
- Finalise Asbestos Code of Practice.
- Prepare and submit the Seveso II Implementation Report 2009-2011 to the EU Commission.
- Host a mutual joint visit on Seveso II on emergency planning for EU Member States.
- Continue to meet our Seveso II obligations to provide Land Use Planning (LUP) advice and reviews of Safety Reports. Publish generic LUP advice and COMAH II notifications on our website.
- Implement, review and introduce memoranda of understanding (MoUs) with a range of Government departments and agencies to ensure efficiency and effectiveness in the use of resources and delivery of services to stakeholders: partners to include the Environmental Protection Agency (EPA), the Pesticides Registration and Control Division in DAFF, the Commission for Energy Regulation (CER), the Radiological Protection Institute of Ireland (RPII) and An Bord Pleanála.
- Provide support and advice to DJEI on the negotiations regarding the Seveso III Directive, the new Detergents Regulation and the Prior Informed Consent (Export-Import) Regulation Recast.
- Provide advice and support to DJEI as required to introduce any national legislation to bring Seveso III, Detergents and PIC Regulations requirements into force. Develop associated guidance as necessary.

» Priorities for 2012: Corporate Services Programme

The Corporate Services Programme will ensure a high standard of corporate governance within the Authority and that the Authority's systems in the areas of human resources, communications, finance, procurement and information provision are robust and provide value and support to staff working directly with our customers.

Priorities:

- Support the Board and Executive in the development of a new Strategy Statement 2013 - 2015.
- Provide corporate services to the operational divisions to allow them to do their jobs effectively.
- Ensure that the best possible value for money is obtained from the budget of the Authority.
- Maintain and improve the productivity and effectiveness of our staff through a programme of staff development and performance management.
- Implement the Authority's modernisation plan under the Croke Park agreement.
- Co-ordinate the implementation of reductions in expenditure in line with Government policy.
- Reduce the cost of the Authority's office accommodation, in particular that of the Kilkenny office.
- Implement a shared services model with another public body to host the Authority's disaster recovery system .
- Implement a new knowledge management system to ensure that staff have easy access to the most up-to-date information and data.
- Ensure that the Authority has access to operational , statistical, financial and human resources information to permit the best allocation of resources and the tracking and assessment of programmes.
- Ensure the safety, health and welfare of the staff of the Authority.
- Submit the Strategy Statement, Programme of Work, Annual Report and Annual Accounts to the Minister.
- Comply with Freedom of Information, Data Protection and Employment Rights obligations.
- Comply with the Code of Practice for the Governance of State Bodies.
- Process and submit annual datafile of reported injury data to Eurostat (European Statistical Agency) by 30 June 2012.



» Appendix A: Legislative Development Programme

Current legislative proposals to be finalised in 2012:

Reporting of accidents, illnesses and dangerous occurrences

Diving

Amendment to the General Application Regulations in relation to the use of work equipment

Amendment to the General Application Regulations following review of Safety in Industry

Act and Factories Act

Mines

Biological agents

Pressure systems

Prevention of sharp injuries in the hospital and healthcare sector

New legislative proposals planned for 2012:

Revision of Safety, Health and Welfare at Work (Construction) Regulations

Revision of the Quarries Regulations

Electromagnetic fields

Work Related Musculoskeletal Disorders



»» Appendix B: Code of Practice and Guidance Development Programme

Legislative guidance and codes of practice to be developed:

Guide to Reporting of Accidents, Illnesses and Dangerous Occurrences Regulations

Guide to Amendment of the General Application Regulations following review of Safety in Industry Act and Factories Act

Guidance to the EC (Carriage of Dangerous Goods by Road and TPE) Regulations 2011

Guide to Prevention of Sharps Injuries in the Hospital and Healthcare Sector Regulations

Guide to revised Safety, Health and Welfare at Work Construction Regulations

Guide to Updated Biological Agents Regulations

Guide to consolidated Chemical Agents Regulations 2001

Code of Practice: Inland Diving and Inshore Diving

Code of Practice: Offshore Diving

Code of Practice: Fishing on Small Boats

Code of Practice: Asbestos

Other proposed support material will be developed in the following areas:

Management of musculoskeletal disorders (in collaboration with Health and Safety Executive Northern Ireland)

Driver health

Forklift truck safety

Manual handling in the construction sector

Installation of precast concrete products in the construction sector

Load safety and security for particular work sectors and vehicle types

Use of non-integrated baskets

Fall arrest and fall restraint systems

Electromagnetic fields

Safe System of Work Plan forms on confined spaces, parks and environment and associated guidance

Safe storage and disposal of chemicals

REACH and occupational hygiene: overlaps on risk assessments and use of exposure scenarios by downstream users

» Appendix C: Strategy Goals

The list of actions which follow support the Authority's high level strategy goals through 2012.

Goals A, B and C

Goals A, B and C are presented in a single section due to the significant amount of overlap between the three goals.

Goal A To enable employers, employees and other duty holders to reduce risks to safety, health and welfare

- A.1 Develop and prioritise work programmes
- A.2 Support employers, employees and other duty holders in dealing with and understanding workplace safety, health and welfare
- A.3 Encourage and enable employers to address occupational health issues in conjunction with safety
- A.4 Communicate effectively and appropriately



GOAL B To motivate and gain commitment to having safe and healthy workplaces which support success in all enterprises

- B.1 Influence leaders and those who can bring about and support change
- B.2 Use partnerships to enhance our capability to influence employers, employees and others
- B.3 Place greater emphasis on occupational health
- B.4 Target safety and health promotion and information
- B.5 Encourage employers to implement key preventive initiatives on site
- B.6 Involve workers and future workers

GOAL C To support the Minister for Jobs, Enterprise and Innovation in the initiation and development of appropriate legislation and policies

- C.1 Make legislative proposals to the Minister with the aim of protecting the safety, health and welfare of workers and of protecting people and the environment from the adverse effects of chemicals
- C.2 Where there is a case for regulatory intervention, develop legislative proposals that are clear, proportionate and effective for submission to the Minister
- C.3 Actively participate in EU forums to ensure that Ireland's interests are competently represented

Appendix C: Goals A,B and C

Programme Area	Programme of Work Actions 2012
Sector: Agriculture	<ul style="list-style-type: none"> • Present the revised 2012 action plan for the sector following recommendations arising from various consultations in Q3 and Q4 of 2011 and from Ministerial recommendations. • Support the work of the Farm Safety Partnership Advisory Committee and associated Working Groups in its completion of the Farm Safety Action Plan 2009 – 2012 and the development as appropriate of a future strategy. • Continue to promote take up of the Farm Safety Code of Practice, including updating and supporting the online version and the provision of training courses by training providers. • Finalise and publish machinery safety guidance and information sheets. • Maintain, improve and innovate Web content for agriculture. • Provide support to inspectorate in the sector to ensure focus and targeting of key issues. • Promote health and safety in agriculture by running of a National Farm Safety Conference and presence at appropriate agricultural shows. • Raise awareness among the farming community through all types of national and local media, particularly local radio and farming press. • Review inspection findings for policy implications and the development of action programmes. • Maintain a significantly increased level of inspection in the sector. • Support activities including farm walks and talks run by farming organisations. • Promote guidance and advice through the inspection programme.
Sector: Forestry	<ul style="list-style-type: none"> • Review the changing environment in the forestry sector and present the new and emerging risks from changes in structure and operations, and our plans to deal with these. • Make all involved with forestry and related work activities aware of training requirements and training availability.
Sector: Fishing	<ul style="list-style-type: none"> • Finalise and launch the Safety Statement Code of Practice for the sector and assist in the roll out of training on this Code of Practice.

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Promote the new Code of Practice through the inspection programme. • Work with specialist fishing inspectors to ensure targeting of key issues and to provide technical support if necessary. • Assist in the completion of a Memorandum of Understanding with the Department of Transport on fishing and related areas of dual accountability.
Sector: Mining and Quarrying	<ul style="list-style-type: none"> • Review the changing environment in quarrying to identify new and emerging risks from changes in structure and operations, and develop a plan to deal with these risks. • Make all involved aware of guidance and codes of practice available, training requirements and training availability. • Assist in the running of the Irish and UK Mines Rescue Competition 2012. • Work with specialist mines and quarries inspectors to ensure focus and targeting of key issues and provide technical support if necessary. • Work with the Department of Justice in developing requirements on safety with explosives and pyrotechnics.
Sector: Healthcare	<p>In keeping with the five year plan for the healthcare sector the programme for 2012 will focus on the following actions:</p> <ul style="list-style-type: none"> • Provide technical support for and guidance to inspectors on occupational health and safety issues in healthcare, and targeting known hazards in healthcare. • Prepare guidance on occupational safety, health and welfare in residential care homes. • Further develop and promote the e-learning tool on managing occupational health and safety in healthcare. • Develop the IT programme Hospital Wide Hazards, which provides easy access to information on work related hazards in hospitals. • Promote health and safety in third level institutions through initiatives such as health and safety competitions. • Further develop the healthcare section of the website through provision of information and guidance.

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Continue to monitor and review available information and data on sector-specific hazards to inform the direction of the healthcare programme. • Transpose the Directive 2010/32/EU relating to the prevention of sharp injuries in healthcare, make proposals to the Minister and produce related guidance. • Liaise with the healthcare sector and other key regulatory agencies through consultation and communication forums including the HSA Healthcare Steering Group; the HSE National Health and Safety Advisors' Group and the Health and Social Care Regulatory Forum. • Assess through the inspection programme levels of compliance and provide information and trends on the implementation of the five year plan.
<p>Sector: Construction</p>	<ul style="list-style-type: none"> • Complete review and make recommendations on any legislative intervention on the Safety, Health and Welfare at Work (Construction) Regulations 2006 and associated amendments. Develop new regulations to draft stage. • Actively engage with the Construction Safety Partnership (CSP) in implementing a new programme in accordance with agreements reached. Co-operate with CSP to maintain and further develop existing initiatives, particularly SMP 20 and associated workshops. • Actively participate in the Construction Advisory Committee (CAC) with all the industry partners to ensure a co-operative approach to safety in the industry. • Collaborate with the Construction Division of the Health and Safety Executive Northern Ireland (HSENI) to develop cross-border joint initiatives which add value to an all-island construction sector. • Cooperate with other state agencies, including those with an enterprise development role, in implementing changes to national training structures such as FÁS/ FETAC/Solas. • Develop detailed guidance on precast installation. • Maintain and revise website. Ensure concise and accurate information is available. Develop construction statistics report and make available on website.

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Review current publications to ensure consistency and updated material. • Monitor emerging construction technologies and related safety issues (e.g., renewable energies). • Address the issue of work at height, with a specific focus on the following areas in 2012: <ul style="list-style-type: none"> o Non-integrated baskets; o Fall arrest/fall restraint education; o Mobile elevated work platforms; o Slips, trips and falls; o Manual handling. • Further develop the SSWP initiative including new forms, booklets and the written risk assessment model. • Provide support to inspectorate on issues relating to construction. • Promote guidance and advice materials including SSWP and SMP 20 through the inspection programme.
Sector: Education	<ul style="list-style-type: none"> • Collaborate with stakeholders to promote application of guidance for post-primary schools. • Develop interactive Web material for sector. • Continue to monitor and review available information and data on hazard and incident trends to inform the direction of the programme. Further develop statistics reports and make available on website.
Sector: Docks	<ul style="list-style-type: none"> • Promote the Code of Practice for docks and ports in conjunction with stakeholders. • Provide support to inspectors on issues relating to docks and ports. • Support the implementation of the Code of Practice through the inspection programme.
Sector: Diving	<ul style="list-style-type: none"> • Finalise the draft Safety Health and Welfare at Work (Diving) Regulations. Finalise the accompanying codes of practice and publish on our website.

Appendix C: Goals A,B and C

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Liaise with national and international agencies with regard to health and safety in diving operations to inform the work programme. • Develop the diving section of the Authority's website to provide additional information and guidance.
Sector: Chemicals	<ul style="list-style-type: none"> • Provide support and advice to DJEI on the new Seveso III Directive and updating of COMAH Regulations as necessary. Commence draft of associated guidance. • Continue to provide expert support and advice to DJEI on the Council negotiations on the new Detergents Regulation and the Prior Informed Consent (PIC) Regulation Recast. • Provide technical support to DJEI as part of any outstanding administration aspects from the ADR-TPED Regulations 2011. • Develop guidance to the EC (Carriage of Dangerous Goods by Road and TPE) Regulations 2011. • Continue to assist the DJEI in drafting updated proposals for the Carriage of Dangerous Goods by Road Act 1998 and associated regulations to implement 2013 UN ADR requirements. • Provide input to the DJEI in relation to any legislative developments regarding the Dangerous Substances Act (DSA) review. • Progress the consolidation of the Chemicals Agents Regulations 2001 and associated guidelines. • Implement the Chemical Agents Code of Practice 2011. • Finalise the updated Biological Agents Regulations with DJEI and follow up on any implementation issues arising. • Progress the consolidation of the Chemicals Agents Regulations 2001 and associated guidelines. • Assist in the preparation of legislation to transpose EU directives on chemicals as appropriate and in conjunction with DJEI. • Participate in the DJEI led Inter-departmental Committee on Chemicals. • Provide expert advice and input to cross-functional chemical programmes between DJEI and other Government departments. • Actively participate in national market surveillance inter-agency/departmental committees to implement national market surveillance plan for chemicals.

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> Support other Government departments through DJEI by providing advice on chemicals subject to international obligations (e.g., Stockholm and Rotterdam Conventions) (for additional actions, refer to Goals D and E).
National Programme: Small Business including Taking Care of Business	<ul style="list-style-type: none"> Meet with industry groups and small business owners to promote the use of BeSMART for development and preparation of their own risk assessments and safety statements. Extend the use of BeSMART to 50 more business types. Continue to assess the potential for BeSMART to produce savings and reduce burden to small business. Develop a starter pack for small business which introduces all aspects of the TCB service. Establish a dedicated small-business helpdesk to provide technical support on the use of BeSMART. Further develop BeSMART to address snags including technical issues to improve ease of access and usability. In conjunction with the DJEI review current EU legislation and consider aspects that place a particular onus on small business that may be disproportionate to the benefit achieved. Enhance BeSMART to become a one stop shop for users, providing essential links to other relevant materials and additional information through 'Hover', 'Help' and 'Learn More' functionality. Implement internal processes to ensure that BeSMART content is pragmatic, current and accurate. Contribute to and support the implementation of a sustained cost-effective promotion campaign to enlist more users and to persuade small business to interact with the Authority – including promoting through established industry networks. Explore ways to incentivise small business to use BeSMART. Carry out a series of 10 nationwide seminars to promote TCB. Carry out a substantial exhibition in Cork with emphasis on interaction with large numbers of business owners and representatives. Improve the TCB pages on Authority website to address frequent problems for small business and provide specific support which improves competence.

Appendix C: Goals A,B and C

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Commence the development of an e-learning module for both small business owners and employees. • Establish working links with other countries and international bodies with similar tools to share learning on best practice. • Set up a user panel and/or focus groups to get feedback, including identifying key performance indicators for TCB goals. Carry out continuous user surveys to monitor the ongoing value of BeSMART to business users. • Use existing data sources to collect, monitor and review relevant information and trends on work related injury, accident reporting, safety statement preparation and use of BeSMART tool. • Develop a series of case studies of accidents in small businesses which chart the lessons learned and can be used in promotion. • Commence the development of a specific campaign aimed at employees in small business which promotes their involvement and participation – including the development of useful guidance for employees in the BeSMART tool. • Examine possibilities to enhance functionality of inspection record system to extrapolate data which provides useful comparisons between small and large business performance and other representative data. • Provide assistance and training for inspectors on the TCB project and the BeSMART tool. • Promote the use of BeSMART through inspections of small business. Small businesses will be encouraged to use the tool through the distribution of promotional material and the giving of advice.
National Programme: Ministerial and Departmental/Special Projects	<ul style="list-style-type: none"> • Continue to assist the DJEI in the development of legislative proposals for the transposition of EU directives and the updating of national legislation (see appendices). • Continue to assist DJEI in relation to amendment and consolidation of product safety regulations. • Continue to participate in measurement initiatives to assess the impact of simplification measures undertaken. • Manage consultation mechanisms in the development of key legislative items including codes of practice. • Draft legislative proposals to revoke 1955 Factories Act and Safety in Industry Act. Draft legislative proposals to take account of specific requirements to be retained from the 1955 Factories Act and Safety in Industry Act. • Finalise draft regulations and associated guidance on notification of accidents, illnesses and dangerous occurrences.

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Finalise Practical Implementation Reports (Directive 2007/30/EC FOR 2007–2012) on Directive 89/391/EEC and 21 other related individual directives. • Continue to participate with the High Level Group (HLG Admin Burden) as required on the progress of TCB and participate in any action involving other state organisations and the provision of efficiencies for small business. • Organise national implementation of projects proposed by the Senior Labour Inspectors Committee of the European Commission—specifically work on the new 2013 –2020 European OSH Strategy and the 2012 psychosocial campaign.
<p>National Programme: Occupational Health</p>	<p>Ergonomics and Manual Handling</p> <ul style="list-style-type: none"> • Develop technical guidance on manual handling risk assessment in the manufacturing sector. • Develop guide on management of musculoskeletal disorders in collaboration with HSENI. • Working with construction policy staff, produce a factsheet on manual handling risk assessment. • Provide technical support to inspectors on addressing manual handling issues in workplaces and working with employers to manage manual handling risk. • Actively participate as the Ireland representative on the EU Work Related Musculoskeletal Disorders Expert Working Group. • Commence the process of legislative proposals assuming a Directive on WRMSDs is produced by the EU. <p>Mental Health and Behaviour</p> <ul style="list-style-type: none"> • Assuming a successful application (in Q4, 2011), manage EU PROGRESS project on the management of well-being during restructuring. This will involve selected Irish and multi-national partners implementing a 12 month project to address known mental and physical ill health effects of downsizing and restructuring. • Assist in the re-organisation of the Authority’s approach to the hazard of bullying; ensure that the strategy is aligned with Authority functions and legal remit, integrate actions with the inspectorate, assist and support individual inspectors and provide training.

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Develop and implement a short programme in partnership with HSENI to address work related stress during economic downturn, with industry-specific guidance agreed. Produce a guidance document on behaviour in partnership with the Human Factors Behavioural Safety at Work Committee (set up in 2011). Authority will take lead. • Provide expertise and assistance for the Men’s Health Programme in terms of mental health, psychosocial factors, influencing strategies for behavioural change and motivational activities for that group. • Continue to promote take up of the Work Positive tool in order to develop more reliable norms for sectors. <p>Occupational First Aid</p> <ul style="list-style-type: none"> • Implement recommendations of Occupational First Aid Assessment Agent report. • Develop mutual recognition of occupational first aid qualifications with HSENI. <p>Occupational Illness</p> <ul style="list-style-type: none"> • Continue to provide advice on occupational illnesses including drafting of regulations and guidance on reporting. • Support collection of data on occupational illness including funding of and promotion of THOR ROI. • Provide support to inspectors on addressing occupational illness and sensitive risk groups. • Attend EU COST Action committee meetings on occupational illnesses with purpose of identifying new or emerging trends.
<p>National Programme: Market Surveillance</p>	<ul style="list-style-type: none"> • Actively participate at national and European level on the following committees to support other agencies and to represent Ireland’s interest in the drafting of EU legislative proposals: <ul style="list-style-type: none"> o Inter-agency/departmental groups; o EU Machinery AdCo; o EU PED AdCo; o PPE AdCo

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Process RAPEX alerts received from National Consumer Agency. • Provide inspectors with support on issues relating to market surveillance.
<p>National Programme: Education Strategy</p>	<ul style="list-style-type: none"> • Run the Keep Safe Programme for primary level in eight centres nationwide with the involvement of 10 regionally based state agencies/organisations at each event. Further develop the programme to encompass a follow on resource for use by teachers in the classroom. • Complete the development of a suite of e-learning modules aimed at primary students for white-board use in the classroom, including a priority module on farm safety. • Run and promote the Choose Safety and Transition Unit programmes in post-primary schools with the aim of reaching 14,000 students nationwide, through the 22 Education Centres. Further develop the programme by promoting and presenting Safe School awards for participating schools that demonstrate a 'whole-school' approach to safety. • Complete the development of a post-primary schools' resource on farm safety aimed at students undertaking agriculture-related subjects and students who live or work on farms. • Service the cross-sectoral Third Level Group, the aim of which is to mainstream health and safety in higher education. Implement its programme of work, to including an inter-disciplinary safety competition aimed at students of construction-related courses. • Prepare and make submissions on proposed changes to school subjects and syllabuses at primary and post-primary levels to the National Council for Curriculum and Assessment. Place special emphasis on mainstreaming health and safety into the Leaving Certificate Agricultural Science syllabus. • Co-ordinate the Authority's strategy and approach to e-learning, including promotion of and working with policy units on development of sectoral learning in: healthcare; work related vehicle safety, agriculture and others as may arise.
<p>National Programme: Work-Related Vehicle Safety</p>	<p>In keeping with the five year plan for work-related vehicle safety the focus for 2012 will be on the following actions:</p> <ul style="list-style-type: none"> • Develop and promote an e-learning programme on the management of work related vehicle use in conjunction with our work in the education sector.

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Engage with stakeholders to promote and support the plan, and build new alliances at local, national and EU level to reach target groups most at vulnerable to vehicle related risks. • Continue to assist FETAC in completing the development of training awards for rider-operated lift trucks. • Continue to promote the importance of managing vehicle related risks through a range of media including the Web, seminars and focus group meetings. • Continue to develop a joint approach to load safety and security awareness-raising, information and enforcement with An Garda Síochána and the Road Safety Authority. • Develop resources tailored for employers including case studies on work related vehicle risk scenarios, load security, towing equipment, maintenance and selection of vehicles. • Develop resources for employees including drivers, pedestrian workers, those who work on or near the road, those entering and exiting workplaces, and those working in the vicinity of vehicles. • Maintain, improve and innovate Web content for work-related vehicle safety. Collate all available resources and guidance for employers and employees in easily accessible format. • Translate information into relevant languages as appropriate. • Commence consultation and development of guidance for employers on health issues including ergonomics, manual handling and general driver health issues. • Conduct research on driver health. Continue to monitor and review available information and data on hazard and incident trends to inform the direction of the programme. Further develop statistics and reports and make available on website. • Continue existing collaborations with the Road Safety Authority, An Garda Síochána and the associated consultative panel. Finish the Steering Group's agreed joint 2010–2012 work programme. • Explore options for development of a training standard on the management of workplace transport safety.

Programme Area	Programme of Work Actions 2012
National Programme: External Communications	<ul style="list-style-type: none"> • Manage and maintain the Authority's contact centre to deal with circa 30,000 inbound and outbound customer contacts during the year. • Support the Taking Care of Business and BeSMART programmes through developing and implementing effective awareness-raising programmes, campaigns and initiatives aimed at the owners and managers of small and medium sized businesses. • Contribute to the efforts to influence cultural change in the farming sector through the development of innovative and dynamic awareness-raising initiatives. • Continue the efforts to create changes in attitude and behaviour amongst employees. • Maximise the impact of Authority publications through the effective design, distribution and promotion of new guidelines, information sheets, codes of practice, etc. as required. • Manage the Authority event requirement and ensure all events are appropriately planned, managed and implemented for maximum return on investment. Evaluate impact. • Ensure the Authority website is customer oriented and designed in a manner that facilitates quick and easy access to the appropriate content. • Undertake awareness-raising activity of the 2012 EU Safety Week theme Working Together for Risk Prevention. • Deal with media queries as required and develop and issue press releases as appropriate. • Assist in the development of format, presentation and external communication of a new Authority Strategy 2013–2015. • Maintain all existing Memoranda of Understanding and agreements with other agencies and where necessary develop further to enable close co-operation. In addition explore the potential for new agreements with the Air Accident Investigation Board.
National Programme: Machinery/Pressure Equipment	<ul style="list-style-type: none"> • Actively participate at national and European level on the following committees to support other agencies in the development of codes of practice and guidance, and to represent Ireland's interest in the drafting of EU legislation: <ul style="list-style-type: none"> o EU Machinery Working Group; o EU Pressure Working Group;

Appendix C: Goals A,B and C

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> o EU Lifts Working Group; o SLIC MACHEX Committee; o NSAI Cranes Committee; o NSAI Gas Committee; o Department of Environment Committee on Part J Heating Appliances. • Provide support to inspectorate on issues relating to machinery and pressure equipment.
Key Hazard: Fire	<ul style="list-style-type: none"> • Increase focus on fire safety during the 2012 inspection programme.
Key Hazard: Electricity	<ul style="list-style-type: none"> • Review compliance with requirement for periodic testing and certification of electrical installations and make recommendations as appropriate. • Liaise with other organisations through the Electro Technical Council of Ireland to monitor all aspects of electrical safety. • Provide expertise and assistance to industry and safety professionals in interpreting occupational health and safety legislation with regard to electricity. • Work closely with the Commission for Energy Regulation (CER) to ensure maximum co-operation between the Authority and CER on legislating for electrical work and electrical contractors.
Key Hazard: ATEX	<ul style="list-style-type: none"> • Host and assume chairmanship of the European ATEX Administrative Co-operation Group (AdCo) with a view to assessing market surveillance of products in accordance with the EU ATEX 94/9/EC Directive and European Communities (Equipment and Protective Systems Intended for use in Potentially Explosive Atmospheres) Regulations, S.I. No. 83 of 1999. • Lead revision of EU Guidelines with regard to ATEX equipment in both explosive and non-explosive atmospheres.

Programme Area	Programme of Work Actions 2012
	<ul style="list-style-type: none"> • Assist in publicising new explosive atmospheres guidelines (ET:105) published by the ETCl. • Attend EU ATEX Standing Committee and Working Group and report to this gathering on behalf of the ATEX (AdCo).
<p>Key Hazard: Physical Agents</p>	<ul style="list-style-type: none"> • Transpose the EMF Directive, make proposals to the Minister and produce related guidance. • Provide technical support and guidance to inspectors regarding physical agents. • Liaise with national and international agencies with regard to health and safety and physical agents, and present findings and recommendations.
<p>Key Hazard: Slips, Trips and Falls</p>	<ul style="list-style-type: none"> • Promote short guide on winter weather and STF. • Develop an e-learning module appropriate to one key sector, but with the potential for subsequent extension to other sectors.



» **GOAL D:** To hold accountable those who disregard their duties and responsibilities for occupational safety, health and welfare

Strategy	Sub-strategy	Programme of Work 2012
<p>1. Implement a risk based sector and topic focus to ensure that the highest risk areas are prioritised for actions to secure compliance</p>	<p>1.1 Maintain nationwide targeted inspection programmes that are appropriate to each sector, to its risks and to the level of activity within the sector</p>	<p>Complete a total of 13,250 workplace inspections in 2012, consisting of 11,750 sectoral workplace inspections and 1,500 chemical inspections.</p> <ul style="list-style-type: none"> • Agriculture – 3,000. • Forestry – 100. • Fishing – 100. • Mines/quarries – 200. • Manufacturing – 750. • Electricity – 100. • Waste management – 150. • Construction – 3,000. • Wholesale and retail – 1,000. • Transport (including ADR and docks) – 1,200. • Storage – 250. • Public administration – 200. • Education – 100. • Human health – 400. • Chemicals – 1,500. • Accidents/complaints – 1,200. <p>Facilitate international inspections as requested under the UN Chemical Weapons Convention.</p>

Strategy	Sub-strategy	Programme of Work 2012
	<p>1.2 Allocate inspection resources to sectors according to known indicators of risk: for example, the absence of safety and health management systems; high accident and injury rates; low levels of compliance; high levels of complaint; the use of hazardous chemicals; and knowledge derived from our inspection programmes, intelligence gathering, advances in technical development and new legislation</p>	<p>Sectoral workplace inspections will focus on health and safety management systems as well as cross-sectoral topics including:</p> <ul style="list-style-type: none"> • Workplace vehicle transport safety. • Maintenance. • Manual handling. • Noise. • Bullying. • Slips, trips and falls. • Violence and aggression. <p>Chemical inspections will target the following areas:</p> <ul style="list-style-type: none"> • All COMAH sites. • 200 sub-COMAH sites, chosen on the basis of risk assessment. • Occupational hygiene including chemical agents, asbestos, biological agents and carcinogens. • Information in the supply chain (safety data sheets and labelling). • Detergents. • Market surveillance of chemical products. • ATEX requirements. • Active exploration and processing installations as required under the Offshore Installation Act 1987. • Registration and notification duties under REACH and CLP.

GOAL D: To hold accountable those who disregard their duties and responsibilities for occupational safety, health and welfare

Strategy	Sub-strategy	Programme of Work 2012
		<p>Chemical inspections will focus on high risk chemicals, specifically those that fall under Carcinogenic, Mutagenic, Reprotoxic (CMR) categories 1 and 2 or are respiratory and skin sensitisers.</p>
	<p>1.3 Increase our focus on risks to health and risks arising from chemical use and allocate our resources accordingly</p>	<p>Continue to develop and implement a chemicals enforcement strategy based on input from ECHA Forum on Enforcement and intelligence gathered at the national level.</p> <p>Use REACH Information Portal for Enforcement (RIPE) IT Tool from ECHA to target interventions.</p> <p>Participate in 2012 Forum Enforcement project on REACH and CLP as appropriate.</p> <p>Participate in CLEEN (Chemical Legislation European Enforcement Network) project on detergents.</p> <p>Continue to support Senior Labour Inspectorate Committee CHEMEX Subgroup.</p> <p>Increase the focus on and training for safe chemical use and management within the general inspection programme and the nominated inspector group.</p>
	<p>1.4 Heighten our focus on enforcement in those areas where significant guidance and advice has already been provided but non-compliance continues</p>	<p>Use written advice and formal enforcement, particularly in those areas which have previously received significant support such as agriculture, construction, quarries, transport, storage, education and human health.</p> <p>Emphasise completion of chemical risk assessments under the Chemical Agents Regulations.</p>

GOAL D: To hold accountable those who disregard their duties and responsibilities for occupational safety, health and welfare

Strategy	Sub-strategy	Programme of Work 2012
	<p>1.5 Engage with and seek the support of sector representative bodies where common areas of low compliance are identified</p>	<p>Compile outputs from 2011 programme at a sectoral and employer level and disseminate findings through corporate and representative body structures.</p> <p>Work with relevant sectoral and representative bodies to highlight safety alerts.</p> <p>Support development of national asbestos liaison group (refer to Goal E, 3.3).</p> <p>Work with the Technical and Scientific Advisory Committee (TSAC) and other stakeholder networks to address areas of low compliance in specific chemical sectors.</p>
	<p>1.6 Clarify for employers and others the standards we follow in conducting workplace inspections</p>	<p>Update the current website to improve information for employers on the approach and reason for inspection in their sector.</p> <p>Commence an assessment of the inspection process and its effect at places of work through an employer survey.</p>
	<p>1.7 Implement inspection programmes to assess risks in specific economic sectors</p>	<p>Specific focus on risks in the following areas is also planned as part of the sectoral inspection programme:</p> <ul style="list-style-type: none"> • Ambulance services. • Violence in mental health services. • Tree felling. • Reversing vehicle controls. • Falls from heights. • Docks.

GOAL D: To hold accountable those who disregard their duties and responsibilities for occupational safety, health and welfare

Strategy	Sub-strategy	Programme of Work 2012
		<p>Conduct specific safety campaigns in the agriculture and construction sectors.</p> <p>Integrate the SLIC psychosocial risk campaign into our annual programme of inspections.</p> <p>Implement proactive inspection programmes in the following sectors as part of the chemicals inspection programme:</p> <ul style="list-style-type: none"> • Importers of chemicals for wholesale and/or own use. • Manufacturers and importers of textiles. • Manufacturers and formulators of chemical substances and mixtures. • Chemical distributors and retailers.
<p>2. Focus on individual workplaces with low compliance levels within the high risk sectors</p>	<p>2.1 Co-operate with other national regulators in the assessment of employers' levels of regulatory compliance and in developing consistent approaches to inspection and the targeting of inspections</p>	<p>Develop a sectoral risk-based enforcement template as a tool to guide our inspection activity.</p> <p>Explore opportunities for sharing information with other regulators to facilitate the identification of less compliant employers.</p> <p>Work with Customs to obtain data that supports market surveillance activities.</p> <p>Share information throughout Europe via the SLIC Knowledge Sharing Site (KSS).</p> <p>Review any recommendations from the SLIC example of best practice report.</p> <p>Support and participate in the Risk Based Enforcement Workgroup.</p> <p>Exchange information on our approach to risk based chemicals enforcement with Forum and CLEEN committees and members.</p>

GOAL D: To hold accountable those who disregard their duties and responsibilities for occupational safety, health and welfare

Strategy	Sub-strategy	Programme of Work 2012
	<p>2.2 Prioritise our inspection activity towards the sectors and individual employers where the highest levels of non-compliance are expected, based on evidence involving indicators such as complaints, accident rates and failure to provide required notifications</p>	<p>For known employers, review levels of compliance and select the least compliant for further inspection. A 15% rate of inspection is planned on this basis.</p> <p>Continue the process of prioritising complaints and accident reports for investigation.</p> <p>Investigate all fatal accidents and prioritised serious accidents.</p> <p>Investigate and close out all complaints received.</p>
	<p>2.3 Prioritise for further inspection those employers with a lower level of compliance</p>	<p>Prioritise companies that were issued with formal enforcement notices for revisit.</p> <p>Under market surveillance on chemicals, prioritise for inspection companies importing products identified by RAPEX alert.</p> <p>See 2.2</p>
	<p>2.4 Broaden our knowledge base of employers through sectoral and key hazard initiatives, with an increasing focus on risks to health and those arising from chemical use</p>	<p>See 1.1 and 1.2</p> <p>Continue to provide chemical policy support and training to inspectors and to promote the active system for exchange of information and flagging alerts on chemical issues.</p>
	<p>2.5 Evaluate compliance based on the presence of adequate control measures and on the consistent application of the general principles of prevention set out in Schedule 3 of the Safety, Health and Welfare at Work Act 2005</p>	<p>In both sectoral and chemical inspection programmes, have regard to the principles of prevention when assessing the adequacy of control measures to protect workers.</p>

GOAL D: To hold accountable those who disregard their duties and responsibilities for occupational safety, health and welfare

Strategy	Sub-strategy	Programme of Work 2012
	2.6 Ensure that, in sectors where low compliance is identified, our knowledge of the causes informs further preventive actions	Review information to identify issues for policy development and continuing focus of inspections.
	2.7 Actively seek sources of information on occupational injury, ill health and chemicals management and use	Ensure that relevant sources of information on occupational health are disseminated to inspectors.
	2.8 Investigate workplace fatal accidents and priority occupational accidents, including major releases of chemicals in workplaces	Investigate all fatal workplace accidents in 2012. Forward completed files to the DPP where duty holders are identified. Review trends in occupational injury to determine if investigation is warranted, specifically in the areas of manual handling and slips, trips and falls.
3. Use the optimal enforcement measure to ensure compliance	3.1 Ensure that our approach to holding duty holders to account where non-compliance is observed is proportionate and measured and takes into account the duty holder's willingness to comply and commitment to remaining compliant	In sectoral and chemical inspection programmes, use approaches based on verbal and written advice to support duty holders where possible. Use stronger enforcement powers when necessary, particularly where an immediate serious risk of injury exists. Make employers aware of the BeSMART tool as an aid to compliance and support its use through the inspection process.

GOAL D: To hold accountable those who disregard their duties and responsibilities for occupational safety, health and welfare

Strategy	Sub-strategy	Programme of Work 2012
	3.2 Target failure to control well known safety and health risks	Use a desk based intelligence gathering approach to identify those sectors using Carcinogenic, Mutagenic, Reprotoxic (CMR) category 1 and 2 substances in order to determine whether they are adequately controlling risks.
	3.3 Take enforcement actions against those who are clearly non-compliant	<p>Take an approach to enforcement that demonstrates low tolerance for those who clearly show an unwillingness to comply with relevant legislation.</p> <p>Take the necessary action to gain entry and prosecute those who obstruct the Authority's inspectors.</p>
	3.4 Hold directors, managers and workers to account where appropriate	<p>Ensure, through inspections and investigations, that managers are aware of their individual responsibilities under the Chemicals Acts 2008 and 2010 and the Safety, Health and Welfare at Work Act 2005 and also under COMAH and the Chemical Agents and Asbestos regulations.</p> <p>Where fatal/serious accidents are investigated and there is evidence to support the prosecution of individuals, give such opinion to the Director of Public Prosecutions.</p>



»» GOAL E: To promote the safe and sustainable management of chemicals

Strategy	Sub-strategy	Programme of Work 2012
<p>1. Influence chemicals legislation and develop appropriate policies</p>	<p>1.1 Fulfil our Competent Authority role under the:</p> <ul style="list-style-type: none"> • Chemicals Act 2008 • Classification, Labelling and Packaging (CLP) of Dangerous Substances and Preparations Regulations • EU Control of Major Accident Hazards (Seveso II) Regulations • UN Chemical Weapons Convention • Carriage of Dangerous Goods by Road (ADR) Regulations • Transportable Pressure Equipment Directive (TPED Regulations) 	<p>Continue to fulfil the lead Competent Authority (CA) and Designated National Authority (DNA) roles under REACH, CLP, COMAH, Export-Import, ADR and TPED regulations through the provision of policy advice and guidance.</p> <p>As lead CA, prepare annual report on implementation of Chemicals Act.</p> <p>Complete evaluation of one substance from the first Community Rolling Action Plan (CoRAP) on substance evaluation as required by the REACH regulation.</p> <p>Provide IE CA opinion on substance evaluation decisions from other Member State CAs.</p> <p>Identify at least one substance to evaluate from second CoRAP.</p> <p>Complete evaluation of substances previously notified under Directive 67/548, as requested by ECHA.</p> <p>Ensure Annex XV dossier for SVHC identified is submitted to ECHA and complete all follow-up as required.</p> <p>Provide IE CA opinion on Risk Management Options (RMOs) prepared by other Member State CAs.</p> <p>Provide Member State CA opinion as appropriate on ECHA draft decisions on compliance checking and proposals for testing as well as on proposals for harmonised C&L, identification of SVHCs and ECHA's recommendations for inclusion of substances in Annex XIV.</p>

Strategy	Sub-strategy	Programme of Work 2012
		<p>Provide Irish CA input into restriction dossiers as necessary.</p> <p>Process all export and explicit consent requests under the Export-Import Regulation.</p> <p>Process any certification applications under the Chemicals (Asbestos Articles) Regulations 2011.</p> <p>Prepare and send report to Commission on Seveso II implementation 2009–2011.</p> <p>Fulfil the CA role on the CLP Regulation by providing national and EU policy advice and support. Provide input for amendments by EU to CLP Regulation.</p> <p>Compile and submit first report to the European Chemicals Agency by 20 January 2012 under Article 46(2) of the CLP regulation.</p> <p>Process consent applications for Oil Jetties outside Harbour Masters Jurisdiction in line with Oil Jetty Regulations 1979.</p> <p>Meet obligations in relation to the Dangerous Substances Act 1972 and related regulations.</p> <p>Continue to develop policy and guidance to support the implementation of the TPED and UN ADR requirements and in particular to support the ADR and TPE Regulations 2011. Ensure obligations under new regulations are met.</p>

GOAL E: To promote the safe and sustainable management of chemicals

Strategy	Sub-strategy	Programme of Work 2012
		<p>Finalise and award contract for administration of the ADR-Driver and Dangerous Goods Safety Advisor (DGSA) examination scheme. Continue to oversee and manage contract through 2012.</p> <p>Provide ongoing governance to ensure standards are being maintained in relation to management of the ADR-Driver training providers (ATPs) and assess new applications as required.</p> <p>Issue Competent Authority approvals and exemptions for ADR activities as required. Ensure procedure in place to support decision-making process.</p> <p>Meet the annual and continuing obligations to the Organisation for the Prohibition of Chemical Weapons (OPCW) under the UN Chemical Weapons Convention. Provide advice to Department of Foreign Affairs in relation to the implementation of Chemical Weapons Act.</p>
	<p>1.2 Represent Ireland and achieve the best outcomes at the relevant European Commission committees and working groups dealing with chemical legislation</p>	<p>Provide technical support/briefing to DJEI for Article 133 Comitology meetings and EU Council negotiations (Detergents, Prior Informed Consent (PIC) and Seveso III) as necessary.</p> <p>Meet EU commitments under the Asbestos, Chemical Agents, Seveso III/COMAH, Carcinogens and Biological Agents Directives.</p> <p>Provide technical and policy input to SLIC chemicals working group, SCOEL and ACSHW.</p>

Strategy	Sub-strategy	Programme of Work 2012
		<p>Represent Ireland and/or Competent Authority at EU committees and related sub-groups on REACH and CLP (CARACAL) and on COMAH.</p> <p>Participate in relevant Technical Working Groups (TWG) and the EWGLUP on COMAH and the annual conference of the OPCW (Chemical Weapons).</p> <p>Represent Ireland at the European DNA committee with respect to Regulation (EC) 689/2008 Export and Import of Dangerous Chemicals.</p> <p>Represent Ireland in the EU Detergents working group. Develop guidance and policies as necessitated by EU requirements.</p>
	<p>1.3 Fulfil the Member State and individual expert roles required by the committees and working groups of the European Chemicals Agency (ECHA)</p>	<p>Represent Ireland at the ECHA Member State Committee and Forum on enforcement.</p> <p>Participate in EU network of REACH and CLP helpdesks and development of FAQs arising from this task.</p> <p>Provide CA support and advice to IE experts on ECHA's Risk Assessment and Socio-Economic Analysis committees.</p> <p>Provide the IE individual experts for the Risk Assessment Committee (RAC) and the Socio-Economic Analysis Committee (SEAC) in ECHA.</p>

GOAL E: To promote the safe and sustainable management of chemicals

Strategy	Sub-strategy	Programme of Work 2012
<p>2. Adopt a risk based approach</p>		<p>Ensure IE Member State Competent Authority (MSCA) input into development of ECHA procedures in developing work areas.</p> <p>Support the development of EU guidance and policies as necessitated by EU requirements as resources allow.</p> <p>Represent Ireland at ECHA's MSCA REACH IT working group.</p>
	<p>1.4 Provide advice to the Minister, as required, in relation to participation in OECD and UN committees and working groups</p>	<p>Continue to act as Head of Delegation to OECD Joint Chemicals Group.</p> <p>Provide CA input on United Nations Globally Harmonised System of Classification and Labelling of Chemicals through the UNSCEGHS in line with agreed national and EU approaches.</p> <p>Provide support and advice through DJEI to other departments and agencies involved in international chemical areas such as Stockholm and Rotterdam Conventions.</p>
	<p>2.1 Identify the areas of highest risk in the use of chemicals and target these for follow-up actions</p>	<p>In 2012, we will focus inspection activities towards the following hazards: carcinogens, mutagens and reproductive toxins categories 1a and 1b as well as respiratory sensitisers.</p> <p>Complete screening project for substances as potential SVHCs/C&L proposals/CoRAP candidates using information gathered by ECHA under REACH and CLP and national enforcement activities.</p>

Strategy	Sub-strategy	Programme of Work 2012
		<p>Review information on specific chemical risks from national and EU sources and use to identify specific chemicals/sectors for follow-up awareness raising and inspection.</p> <p>Continue to advocate and ensure companies apply a precautionary approach in their risk assessments for nanomaterials. Introduce and implement any agreed EU approaches on nanomaterials as necessary.</p> <p>Review outcomes from bitumen campaign REF2 project and follow up as necessary.</p> <p>Support the implementation of 2012 ADR and TPE enforcement strategy and monitor outcomes.</p> <p>Liaise with Sustainable Energy Agency Ireland (SEAI) on chemical risks associated with home installation products.</p> <p>See Goal D on Enforcement and Inspection activities for additional information.</p>
	<p>2.2 Co-operate with other national bodies in targeting for specific follow-up those chemicals that are known to be harmful to human health and to persist in the environment</p>	<p>Contribute to national market surveillance plan in relation to chemical substances restricted for use under Annex XVII of REACH with respect to human health. We will also target substances notified to RAPEX for non-compliance with Annex XVII and Detergents Regulations with respect to human health.</p>

GOAL E: To promote the safe and sustainable management of chemicals

Strategy	Sub-strategy	Programme of Work 2012
<p>3. Motivate and gain commitment to best practice in chemical safety</p>		<p>Process RAPEX alerts received from National Consumer Agency (NCA) relevant for chemicals within remit of Authority.</p> <p>Provide ongoing support to Customs in the monitoring and control of chemicals subject to international control under the Export-Import Regulation.</p> <p>Refer to National Market Surveillance Programme under Goals A, B and C.</p>
	<p>3.1 Develop an awareness programme to inform business, employees and consumers about the correct management, handling and use of chemicals</p>	<p>Continue to provide the REACH and CLP helpdesks for Ireland through our single chemicals point of contact (chemicals@hisa.ie). Information and advice on all aspects of chemical safety will also continue to be provided through our chemicals helpdesk, comprehensive website and E-bulletins.</p> <p>Provide advice and technical guidance to stakeholders on all storage and transport of dangerous substances, including bulk stores, petroleum storage and transport of dangerous substances by road.</p> <p>Carry out asbestos awareness campaign for PSDP/PSCS, maintenance and allied trades.</p> <p>Commence national awareness raising programme to inform companies of the May 2013 second REACH registration deadline with SMEs being the primary target group.</p>

Strategy	Sub-strategy	Programme of Work 2012
		<p>Build on chemicals awareness initiatives for SMEs commenced in 2011 ensuring materials such as the Chemicals ToolKit and advice are being circulated, understood and used. Use outcomes from BeSMART initiative as part of the process.</p>
	<p>3.2 Aim promotional material on chemicals at relevant sectors and users</p>	<p>Develop guidance on safe storage and disposal of chemicals.</p> <p>Develop guidance on REACH and Occupational Hygiene overlaps in relation to risk assessment and for downstream users specifically in relation to exposure scenarios using EU Advisory Committee and SLIC Chemex Guidance as a base.</p> <p>Complete at least one joint training session with IBEC on REACH registration dossier preparation in advance of the 2013 deadline.</p>
	<p>3.3 Provide national leadership on relevant chemicals issues; build partnerships with our national and European colleagues aimed at protecting human health and the environment while balancing this with the need for competitiveness and innovation</p>	<p>Host a Mutual Joint Visit on Seveso for all Member States on emergency planning. Ensure participation from relevant national regulatory agencies, local authorities and departments.</p> <p>Provide input through DJEI to other departments and agencies regarding national and EU legislative proposals on related chemicals issues (see 2.2, 3.4 and 3.5).</p> <p>Continue collaboration with colleagues from UK and other Member States on identification of high risk chemicals under market surveillance.</p>

GOAL E: To promote the safe and sustainable management of chemicals

Strategy	Sub-strategy	Programme of Work 2012
		<p>Support the establishment of a national Biosafety Forum and the Asbestos Industry Liaison Group.</p> <p>Participate on EPA Advisory Committee on Genetically Modified Organisms.</p>
	<p>3.4 Demonstrate the economic, health and environmental benefits of compliance with chemicals legislation, together with the consequences of non-compliance</p>	<p>A research study of the health, environmental and economic impacts and benefits of REACH in Ireland will be considered using results from EU Commission surveys commissioned in 2010. Completion of study will be dependent on EU survey outcomes and resources available.</p>
	<p>3.5 Integrate EU and national chemical safety initiatives with other environmental sustainability initiatives, to ensure that potential economic benefits are realised</p>	<p>Implement internal guidance on emergency planning. Attend and report on External Emergency Plans (EEP) as they arise. Check public information dissemination as part of attendance.</p> <p>Liaise with steering committees on Emergency Management Framework. Meet with local county authorities and industry representative groups as appropriate.</p> <p>Review guidance on Safety Report assessments. Introduce improved monitoring and control of Safety Report review timescales.</p> <p>Publish COMAH II notifications to Web.</p> <p>Also addressed as part of actions under 2.2 and 3.4.</p>

Strategy	Sub-strategy	Programme of Work 2012
<p>4. Enable employers, employees and others to manage and use chemicals in a sustainable and safe manner</p>	<p>4.1 Work in partnership with other agencies and public bodies to ensure efficiency and effectiveness in the use of resources and consistency of approach</p>	<p>Implement, review and introduce MoUs with a range of partners (EPA, CER, Pesticides Registration and Control Services, Revenue, etc.).</p> <p>Liaise with CER as outlined under updated MoU regarding Offshore Installation Act 1987 and on the development of the CER Petroleum Safety Framework.</p> <p>Continue partnerships and consultations with relevant stakeholder groups, including the Technical and Scientific Advisory Committee and any ad hoc groups established under its remit. Participate in the Inter-departmental group on Chemicals Act.</p>
	<p>4.2 Establish a chemical partnership group (employers, employees, consumers, non-governmental organisations and Government agencies) to identify and promote sustainable management and use of chemicals in Ireland</p>	<p>Continue to engage and liaise with stakeholder groups through TSAC and Chemical Communications Network to identify and address how we can assist them in meeting their regulatory requirements.</p>
	<p>4.3 In partnership, develop education and research programmes on sustainable chemical use and the safe management and handling of chemicals</p>	<p>Objective will be met where possible through continuing work on awareness and collaboration.</p> <p>See also Goal E, 3.4.</p>

GOAL E: To promote the safe and sustainable management of chemicals

Strategy	Sub-strategy	Programme of Work 2012
	4.4 Provide technical and scientific advice on emerging chemical technologies and initiatives at the national and EU levels	Provide this advice through DJEI, other Government departments and EU working groups and committees set out at 1.2 to 1.4 above.
	4.5 Provide technical and scientific advice on land-use planning for new major accident hazard sites and for new developments in the vicinity of existing sites	<p>Review internal guidance on Land Use Planning (LUP) and update as required in light of new COMAH Regulations.</p> <p>Provide Land Use Planning advice to local planning authorities and An Bord Pleanala when requested for developments around existing COMAH sites and for new COMAH sites. Arrange briefing sessions with planning authorities and local authorities as necessary.</p> <p>Continue to publish generic LUP advice to Web.</p> <p>Refer to actions outlined in Goal E, 1.1 and 3.5.</p>



»» **GOAL F:** To ensure the Authority is effective in delivering its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
<p>1. Ensure efficiency and effectiveness in the delivery of our goals</p>	<p>1.1 Evaluate the effectiveness of key programmes and report on the associated inputs, outputs and outcomes</p>	<p>Collate and present data to facilitate statistical monitoring and evaluation of: Statement of Strategy 2010–2012, five year plan for healthcare sector, five year plan for workplace transport vehicle safety and inspection programme.</p> <p>Fulfil obligations in relation to statistical policy and provision in the EU context. Participate in annual two-day meeting of Eurostat Working Group in Luxembourg. Prepare and submit annual datafile of injury reports to Eurostat by 30 June 2012 so that Irish injury rates may be compared with rates in other Member States. Publish EU comparison statistics in our annual statistics summary and on our website.</p> <p>Monitor progress on actions in relation to Ireland’s derogation (Commission Decision 2011/231/EU of 11 April 2011) for data on road traffic accidents in the course of work are on target for completion by the deadline of 2014.</p> <p>Continue to liaise with Eurostat, the Central Statistics Office and DJEI on upcoming legal requirements for Ireland to submit data on the incidence of occupational disease to Eurostat.</p> <p>Ensure that resource-intensive projects in 2012 are subject to a process of evaluation and impact assessment. Provide assistance and offer challenges to early project definition and contribute to quality control of project outputs.</p>

GOAL F: To ensure the Authority is effective in delivering on its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
		<p>Implement the new audit of inspection survey for all inspections in 2012.</p> <p>Lead the conclusion and presentation of a national study on the cost of workplace injuries to small business. Define actions which arise from the findings and commence implementation where relevant.</p>
	1.2 Concentrate resources on those areas where the returns, relative to expenditure, are of greatest value	Require business cases to support proposals for all significant areas of new expenditure.
	1.3 Work to minimise the effect of any expenditure reductions on programmes and productivity and to achieve an adequate balance of resources necessary to implement our goals	Plan for and develop strategies to deal with the expected reduction in staff numbers and budgets so as to minimise the overall impact on the work of the Authority.
	1.4 Ensure that all our activities, including inspections and prevention, are targeted and based on risk assessment and that we evaluate their effectiveness	See Goal D, 1 and 2.
	1.5 Refine our targeted approach to inspection to ensure that the non-compliant are quickly identified and action is taken to ensure compliance	See Goal D.

GOAL F: To ensure the Authority is effective in delivering on its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
	<p>1.6 Co-operate in the development of efficient and effective shared services with other Government departments and state agencies</p>	<p>Explore with DJEI the possibility of shared services in a range of corporate activities.</p>
	<p>1.7 Implement Government policies, including those in the area of e-government, the smart economy and public sector reform</p>	<p>Manage Authority submissions and updates on progress on the modernisation programme, expenditure reviews and any other requests from Department of Public Expenditure and Reform (DPER).</p> <p>Prepare Regulatory Impact Assessment (RIA) to accompany all new legislative proposals that are submitted to the DJEI. RIAs will examine the costs and benefits of a range of options and indicate a preferred option based on the analysis.</p> <p>Present a feasibility report on the options for revenue earning for the Authority across existing and proposed new services.</p>
	<p>1.8 Explore the possibility of alliances with other enforcement agencies, where this will enhance our efficiency and effectiveness</p>	<p>Explore potential, with DJEI involvement, for reducing administrative burden on employers through sharing workplace injury and illness data with the Occupational Benefit Division at the Department of Social Protection.</p> <p>Review and update as required all existing Memoranda of Understanding and Operational Protocols. The potential for new agreements will be kept under review; specifically, contact with the Air Accident Investigation Board will be initiated.</p>

GOAL F: To ensure the Authority is effective in delivering on its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
<p>2. Deliver a high level of customer service to our external and internal customers</p>	<p>2.1 Regularly seek feedback from our customers and base our service delivery on their needs</p>	<p>Deliver excellent customer services to support the operation of units dealing with customers in the Authority, in line with agreed Operation Level Agreements (OLAs) for all Corporate Services areas.</p> <p>See 1.1 above.</p>
	<p>2.2 Review our processes and streamline them to make them more accessible to our customers</p>	<p>Facilitate the identification of new and emerging trends through production of statistical analysis for policy and compliance divisions in the Authority, and regional and advisory committees.</p> <p>Ensure accuracy and consistency of the statistical outputs of the Authority through quality control role in relation to all statistical information via website, press releases, parliamentary questions and Departmental briefings.</p>
	<p>2.3 Consult on proposed strategy or regulatory developments</p>	<p>Ensure full consultation process is managed and implemented in accordance with agreed process for the development of legislation and guidance.</p>
	<p>2.4 Periodically publish performance results and satisfaction levels</p>	<p>Produce quarterly customer service reports. Publish biannual reports.</p>
	<p>2.5 Work with our staff and their representative organisations to ensure maximum efficiencies in the delivery of our services in accordance with our values</p>	<p>Continue to work co-operatively with our staff and their representatives to implement efficiency measures as set out in the Authority's Croke Park Agreement Implementation Plan.</p>

GOAL F: To ensure the Authority is effective in delivering on its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
	2.6 Ensure effective cross-divisional co-operation and team work within the Authority	<p>Formulate planned inspection activity for 2013 in consultation with other divisions.</p> <p>Develop question sets to be completed by inspectors as part of inspection process in 2013. Representatives from all divisions to be involved in identifying priority topics, refining questions and avoiding duplication.</p>
	2.7 Maintain the competence of our staff through continuous development so that they deliver high levels of service	<p>Support the delivery of priority programmes as set out in annual learning and development plan.</p> <p>Maintain the programme for Continuing Professional Development (CPD) for inspectors, including the maintenance of the CPD log.</p> <p>Maintain the Engineers Ireland competency accreditation.</p>
3. Apply best practice throughout the organisation to ensure that it delivers a consistently high level of service	3.1 Provide a positive, safe and healthy working environment for all our staff	<p>Ensure a safe and healthy working environment for our staff. Specifically, manage delivery of staff occupational health and welfare service.</p>
	3.2 Develop our business processes so that we deliver high levels of service	<p>Audit our key business processes periodically.</p>

GOAL F: To ensure the Authority is effective in delivering on its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
	<p>3.3 Ensure that inspections are carried out in accordance with the EU SLIC's Principles of Inspection and that our inspectorate is periodically assessed against these principles</p>	<p>Continue involvement in labour inspectorate policy and planning at European level. Attend Senior Labour Inspectorate Committee (SLIC) thematic and plenary sessions in 2012. Participate in SLIC working groups on enforcement and strategy as well as the European-wide psychosocial risk campaign planned for 2012. Take part in SLIC member evaluations and seek opportunities for SLIC inspector exchange. Issue annual report to SLIC on our inspection activity.</p> <p>Continue to operate an accompanied inspection programme within the Authority.</p>
	<p>3.4 Demonstrate excellence in human resources processes and retain the Excellence Through People (ETP) award at gold level</p>	<p>Consider continuation of the Excellence Through People accreditation at end of 2012.</p> <p>Maintain staff superannuation scheme and provide appropriate information to staff.</p> <p>Monitor and review implementation of attendance management policy.</p> <p>Continue to improve our performance management systems.</p> <p>Maintain all required employment processes, systems and records.</p>
	<p>3.5 Maintain our Customer Contact Association (CCA) accreditation for our Workplace Contact Unit (WCU)</p>	<p>Submit the operation of the Workplace Contact Unit to independent external audit (as for past three years) with a target to retain the Customer Contact Association (CCA) accreditation for the Unit.</p>

GOAL F: To ensure the Authority is effective in delivering on its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
	<p>3.6 Ensure that our management information systems are secure, robust and effective</p>	<p>Maintain, administer and support our servers, communications infrastructure and software to maximise the availability of all our services.</p> <p>Continue to support and maintain the GeoSmart system and ensure data capture and reporting meets user requirements.</p> <p>Provide ICT services to support the online BeSMART tool.</p> <p>Support the introduction and operation of REACH IT in the Authority and conduct a REACH IT audit for 2012. Support the introduction of REACH Information Portal for Enforcement (RIPE) to facilitate access by field inspectors to REACH IT data.</p> <p>Migrate the existing disaster recovery site to a shared services model to achieve reduced costs.</p> <p>Maintain and enhance our communications, WAN, LAN and telecoms infrastructure to cater for existing and changing requirements.</p> <p>Manage and support the development of SharePoint technologies to enhance knowledge management within the Authority.</p> <p>Conduct a comprehensive ICT security review.</p> <p>Reduce the overall cost of ICT provision through using Government frameworks and competitive tendering for telecommunications services, fixed line telecoms, network (WAN/LAN Telecoms) and mobile phone.</p> <p>Support all ICT requirements for office relocations and reconfigurations.</p>

GOAL F: To ensure the Authority is effective in delivering on its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
		<p>Promote and roll out online accident reporting as appropriate.</p> <p>Maintain and enhance the platform to automate roll out of new software.</p> <p>Continue to maximise self-sufficiency in delivery of ICT services in line with Department of Finance directives.</p>
	<p>3.7 Maintain and develop best practice policies and procedures in the areas of inspection, accessibility to services, human resources, information and communications technology and finance</p>	<p>Complete and seek Board approval for the 2011 draft Financial Statements before the end of February 2012.</p> <p>Review the risk register periodically to ensure that all significant business risks are controlled and seek Board approval of the register.</p> <p>Ensure robust controls exist over financial processes and that the Authority's assets are effectively safeguarded.</p> <p>Ensure the Authority does not exceed its overall budget in 2012 and that the available resources are effectively managed throughout 2012 to facilitate the making of all payments promptly.</p> <p>Ensure payroll is delivered professionally and to schedule during 2012 to Authority staff and pensioners.</p> <p>Ensure staff and managers use the procurement and travel and subsistence systems appropriately and ensure payments to staff and suppliers are made promptly</p> <p>Provide support to the Board Finance and Internal Audit committees.</p>

GOAL F: To ensure the Authority is effective in delivering on its goals and achieves value for money

Strategy	Sub-strategy	Programme of Work 2012
		<p>Ensure that all internal and external audit recommendations are implemented within the agreed timelines and regular progress reports are issued to the Audit Committee.</p> <p>Negotiate with DJEI to ensure that the 2013 grant is sufficient to enable the Authority to meet its operational objectives.</p> <p>Review financial management information systems and reporting and provide improved reporting of financial information to budget holders.</p> <p>Review and update the procurement system and support staff in using the system.</p> <p>Review the operation of travel desk function to ensure its continued effective and efficient operation. Ensure that a business case exists for all official travel.</p>
	<p>3.8 Comply with the Code of Corporate Governance for State Bodies and the Authority's Code of Standards and Behaviour</p>	<p>Produce the following corporate publications by deadlines and in line with legislative and governance requirements: Annual Report 2011, Programme of Work 2013, regular Board updates, Output Statement 2011 and Statistics Report 2010–2011.</p> <p>Respond to all Freedom of Information, Data Protection and Access to Information on the Environment requests by deadlines set out in legislative requirements.</p>

*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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