



An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority



# Climate Action Roadmap 2025



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# Statement



**Mark Cullen**  
*Interim Chief Executive Officer,  
Health and Safety Authority*

**I am pleased to approve this Climate Action Roadmap, which has been endorsed by the Senior Management Team of Health and Safety Authority.**

The roadmap shows how we propose to address the growing challenge of fulfilling our commitment to achieve a 51% reduction in greenhouse gas emissions, and a 50% increase in energy efficiency from our 2018 baseline. Our roadmap towards reducing total energy-related emissions and fossil fuel-related emissions from our operations is designed to help us perform our functions in a manner consistent with the national climate action ambitions.

In carrying out our activities, we aim to minimise our environmental impact and achieve continual environmental improvement.

**Mark Cullen,**  
*Interim Chief Executive Officer,  
Health and Safety Authority*







# Introduction

**This Climate Action Roadmap demonstrates the Health and Safety Authority's commitment as a public sector body to improve energy efficiency and reduce greenhouse gas (GHG) emissions across our core infrastructure and operational activities.**

The Roadmap will address our relevant legal requirements related to climate and energy efficiency action under:

- ▶ The Climate Action and Low Carbon Development (Amendment) Act 2021 requiring all public bodies to perform their functions in line with Ireland's climate ambition;
- ▶ S.I. No. 646 of 2016, requiring public bodies to procure only energy-using products and vehicles that are on the Triple E register;
- ▶ S.I. No. 426 of 2014 to manage our energy and undertake an energy audit every four years;
- ▶ S.I. No. 393 of 2021 Energy Performance of Buildings concerning building automation control, parking and bike spaces.

## Disclaimer/Clarification

The requirements pertaining to some aspects of the above regulations are in certain respects outside of the Authority's control.

These are:

- ▶ **Buildings:** The Authority operates all of its activities from leased properties (with offices located in Dublin and in seven regional locations, in addition to an evidence storage warehouse). Requirements within the scope of S.I. No. 393 of 2021 (parking; bike spaces; installation of e-charging points; heating, ventilation and air conditioning (HVAC) systems) are outside of the Authority's control as they are managed and operated by the landlord (s).
- ▶ **Transportation:** The Authority does not own or operate a transport fleet.

As we do not own our own building stock our Climate Action Plan (CAP) programmes will be funded through Exchequer funding.

## Organisational context

The Authority was established in 1989 under the Safety, Health and Welfare at Work Act, 1989, which has since been replaced by the Safety, Health and Welfare at Work Act 2005. Additional functions have been conferred on the Authority since 2005 under the Chemicals Acts 2008 and 2010, and other legislation. In 2014, the functions of the Irish National Accreditation Board (INAB) were included under the Authority's remit.

The Authority reports to the Minister of State for Business, Employment and Retail under delegated authority from the Minister for Enterprise, Tourism and Employment. The Authority's main legislative role is outlined in the table below.

	Occupational Safety and Health	Chemicals	Market Surveillance	Accreditation
Principal Legislation	Safety, Health and Welfare at Work Act 2005	Chemicals Acts 2008 and 2010	EU Market Surveillance Regulation 2019/1020	EU Regulation 765/2008
		Chemical Weapons Act 1997		
		European Communities Act 1972 Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment Regulations 2011 to 2023	EU Communities Act 1972 product safety regulations	
		Dangerous Substances Act 1972	Chemicals Act 2008-2010	
Legislative Role	Protection of workers and those affected by a work activity from occupational injury and illness	Protection of human health and the environment	Ensuring the free movement of chemicals and industrial products on the internal market	To accredit organisations to international standards for technical competence in testing, calibration, inspection, validation and verification, proficiency testing provision and certification
		Enhance competitiveness and innovation		
		Act as focal point to the Technical Secretary of OPCW		
		Ensuring dangerous chemicals are transported by road safely	Protection of workers, consumers and the environment from unsafe industrial products, chemicals, detergents or articles made from chemicals	
		Independent body to decide appeals on flammable liquid and fuel retail store licence decisions made by the relevant (local) authority		

The Health and Safety Authority is the national regulator responsible for securing the safety, health and welfare of persons at work.

It is a competent authority/designated national authority for the regulation of chemical substances, mixtures and articles containing chemicals. This includes the control of chemical manufacture, use, transportation, importation and major accident hazards.

It is a market surveillance authority for chemical products and industrial products within the Authority's legislative remits, primarily for industrial and professional users but also for certain consumer products containing chemical substances.

The Authority also provides the national accreditation service.

Under the above functions, the Authority has a role in protecting both human health and the environment from the risks posed by chemicals.

As of December 2024, the Authority employed 275 staff headcount (an increase from 179 in December 2018). Staff are based at the HSA's headquarters in Dublin, and seven regional offices in Cork, Kilkenny, Galway, Sligo, Waterford, Limerick, and Athlone.

# 2

## Our people, leadership and governance

**The CEO and HSA non-executive board are responsible for the resourcing and oversight of the Authority’s climate action initiatives. The Senior Management Team have signed off on the Authority’s Climate Action Roadmap plan.**

The Authority recognises that leadership, commitment, and the active support of senior management is critical to the Authority’s environmental success. A member of the senior leadership team is our Climate and Sustainability Champion. The Climate and Sustainability Champion is responsible for steering the implementation of, and reporting on, the Roadmap.

The Authority’s Head of Finance and Facilities is the Authority’s Energy Performance Officer (EPO) and the Facilities Manager is the Authority’s Energy Co-Ordinator.

The Green Team includes the Climate and Sustainability Champion, EPO, members of the facilities management team and members of staff who are also supported regionally by local Green Ambassadors.

Role	Name	Position
Climate and Sustainability Champion	Yvonne Mullooly	Assistant Chief Executive (Chemicals and Industrial Products)
Energy Performance Officer (EPO)	John Moran	Head (Assistant Principal /Higher) of Finance and Facilities
Energy Co-ordinator	Geraldine Nolan	Higher Executive Officer Facilities Manager

# Green Team

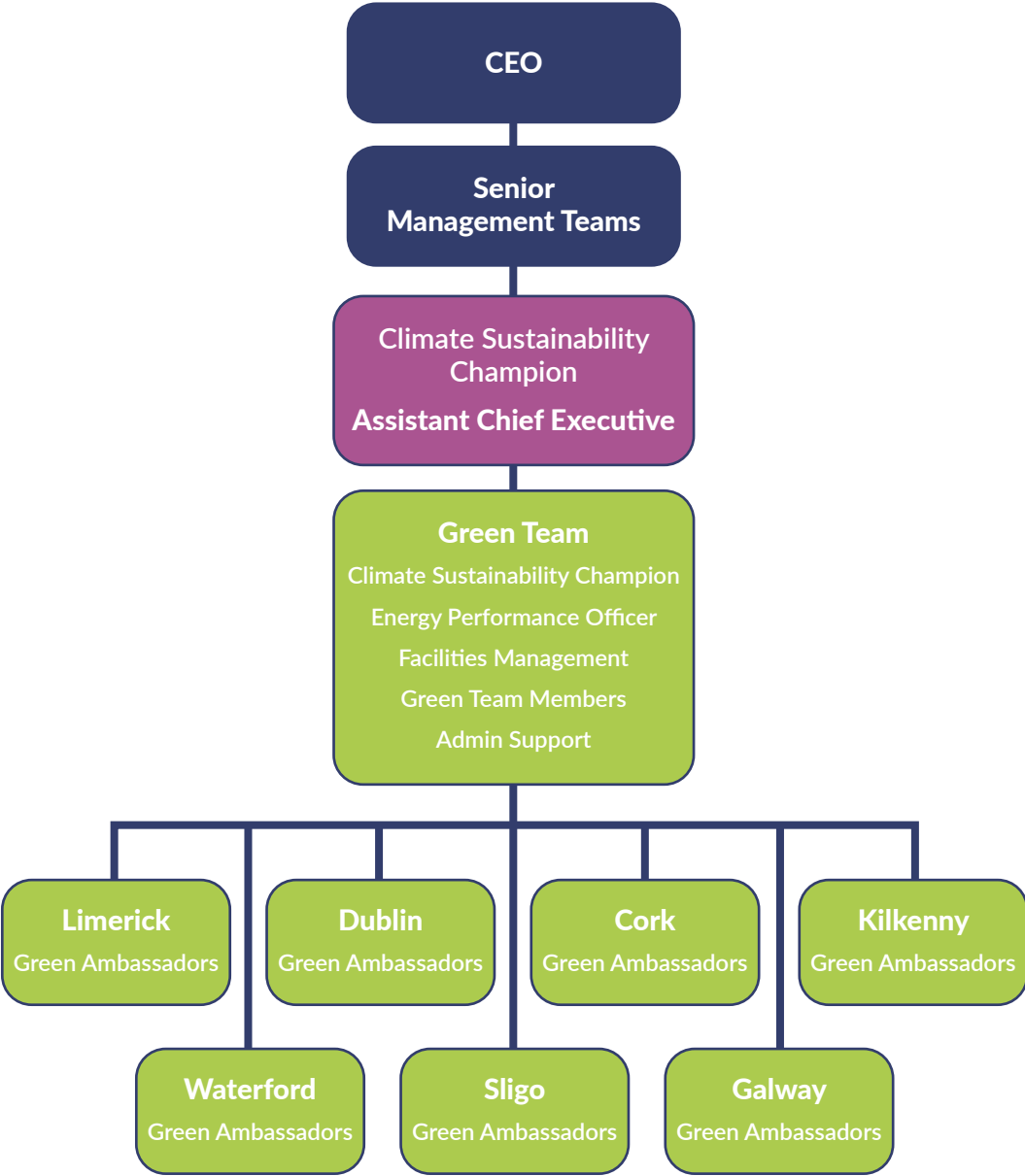
The Authority also recognises the contribution that its staff make towards maintaining and improving the Authority’s environmental performance. In line with our commitment to minimise the Authority’s impact on the environment, we established a Green Team.

The Green Team is composed of the Climate and Sustainability Champion, the EPO, Facilities Management Team staff, and regional Green Team staff who are supported by Green Ambassadors.

The Green Team’s role is to support the implementation of the Authority’s climate action

initiatives, contribute to the development of our climate action roadmap, and ensure that the Authority’s activities align with the climate action mandate and targets. It will serve as a forum for discussing strategies to reduce the Authority’s resource usage, promote the greening of the Authority, and raise awareness to encourage behaviour change at a local level.

The Authority will continue to advance initiatives aimed at improving the Authority’s environmental performance by collaborating with staff and the Green Team.





Name	Position and location
Michelle Costelloe	Executive Officer, Kilkenny
Thomas Furey	Higher Executive Officer, Athlone
Hugh Jordan	Higher Executive Officer, Dublin
Niamh Conerney	Clerical Officer, Galway
Cian Cody	Higher Executive Officer, Dublin
Joan Cahill	Assistant Principal, Dublin
Shara Smith	Inspector, Cork
Liise Siim	Inspector, Sligo
Donagh Sweeney	Clerical Officer, Limerick
Noirin Doyle	Executive Officer, Waterford
<b>Green Ambassadors</b>	
Elaine Moran	Higher Executive Officer, Dublin
Mike Broderick	Inspector, Athlone
Liam Burke	Clerical Officer, Galway
Michael Cleary	Inspector, Sligo
Íde Walshe	Inspector, Cork
Michael Kelly	Inspector, Kilkenny
Declan Foster	Inspector, Galway

# 3

## Our people – engaging staff

**We recognise that communication of our green initiatives will play a key role in keeping our staff engaged and informed of our expectations and progress in meeting our organisational objectives.**

Our internal communication platform eXchange serves as the primary channel to share information, updates and details of green activities with HSA staff and encourage action on reducing energy usage and greening of the Authority.

In April 2025 we launched a competition to refresh our Green Team Logo, hosted an energy saving awareness workshop associated with calculating savings and impact of turning off electronic equipment on standby/power saving mode on CO<sub>2</sub> emissions.

We raised awareness around the benefits associated with the bike to work scheme and published a short video on our eXchange platform highlighting our progress to-date and the key focus for 2025.

### Climate action training

Climate action training and awareness is embedded in our learning and development programme which is rolled out every year as an ongoing learning requirement. Climate Action Plan training for the senior leadership was completed in March 2025.

Members of Facilities Management have completed the SEAI Carbon Basics and Energy MAP training. This SEAI training has also been identified as useful training for the green team in 2025.

Our staff workshops and webinars on climate action and sustainability matters also serve as part of the scheduled of climate action awareness activities.



# 4

## Our targets, performance and progress to date

**The Health and Safety Authority Climate Action Roadmap 2025 takes account of the available data up to and including 2024, and provides an overview of the Authority's achievements to date, and plans for the future.**

The Authority has been recording and reporting on the Authority's GHG emissions since 2009. Significant progress can be seen in the profile in table 1 with the baseline period 2016–2018.

Our targets are as follows:

- ▶ Reduce the Authority's carbon dioxide (CO<sub>2</sub>) emissions by 52% by 2030
- ▶ Increase the Authority's energy efficiency to 50% by 2030
- ▶ Put in place a Climate Action Roadmap

The targets relate to the Authority's thermal energy usage for heating and energy-related CO<sub>2</sub> emissions, including electricity. While blended working has allowed HSA staff some flexibility in terms of a requirement to work in the office, our core functions as a regulator nevertheless require HSA staff to travel within Ireland and abroad to carry out the Authority's regulatory and competent authority activities. These essential regulatory activities as we grow as an organisation are reflected in our CO<sub>2</sub> emissions.

The dedicated work to date of our facilities management team and our staff has delivered good progress in our organisation's energy efficiency. Since our baseline year (2018) a number of climate action measures have been implemented across the organisation to reduce our energy consumption and improve waste management. These initiatives have delivered good results in the Authority's overall downward trend in our total energy and resource consumption against a background of increasing staff numbers.

Our main sources of carbon emissions come from the:

- ▶ indirect emissions from electricity purchased to heat and power our buildings
- ▶ direct emissions from fuel used to heat buildings, and
- ▶ indirect emissions from our activities associated with business – travel (road, rail and air), procurement, waste disposal and water usage.

The following are two key achievements to note:

- ▶ Since 2018, our energy efficiency has increased by 68.3% and our total carbon dioxide is 65.3% below the baseline.

This was achieved as a result of implementing the following initiatives:

### Our buildings

All of our eight office building premises are leased rather than owned by the Authority. As a result, responsibility for measures such as heating and lighting rest with the landlords. Two of our regional offices (Waterford, Cork) are under public ownership. They are the responsibility of the Office of Public Works (OPW), who own the building. The Authority's Dublin office is leased and it is our only public office. All regional field office locations are also leased.

Our Dublin office building accounts for most of the Authority's energy consumption. Data loggers were installed in our Dublin office building to monitor energy usage. Monitoring and recording of energy expenditure (KWh) is undertaken in seven\* of our eight buildings. (\*The Waterford regional office is located within an OPW building.)

All of our buildings with the exception of one are powered and heated using electricity. One regional hub has a supplementary heating source (provided by a gas boiler).

In 2024, we moved our evidence storage facilities to a new building.

The following outlines our building climate action initiatives:

- ▶ **Energy audits:** We have completed detailed energy audits of our public office in Dublin and two regional offices with a full review underway in 2025. The data collected and insights from the audits has assisted us to 'reduce our power usage' in our occupied buildings and ICT server room.
- ▶ **Building Energy Rating (BER):** Certificates displayed in public offices show our energy performance: As Dublin is our only public office, the requirement to display a BER certificate is not applicable in our regional offices.
- ▶ **Heating:** The heating system in our Dublin office building is controlled centrally. This approach ensures that energy is not consumed excessively and is designed to encourage maximum efficiency. The HVAC system is turned off in meeting rooms when they are not in use, and timers have been installed where the system is in use in other relevant building areas.
- ▶ **Energy-efficient light-emitting diode (LED) lighting:** LED lighting has been installed in seven HSA-occupied office locations, with the exception of our Cork office. We are currently in discussions with the OPW regarding the relocation of staff to alternative premises.
- ▶ **Appliances:** A-rated appliances have been purchased for locations where replacement equipment was required.

## Waste management

- ▶ 'Keep cups' were introduced across the organisation prior to the single-use plastic products ban provided for under S.I. No. 516/2021.
- ▶ All electrical waste is now recycled/disposed of professionally, in line with producer responsibility.
- ▶ All offices have recycling and general refuse bins. With the exception of the OPW offices in Waterford office our canteen facilities do not serve food. A small compost bin is in place in our Kilkenny and Galway regional office buildings.

- ▶ Those responsible for organising conferences and events have been updated of the new requirements in the 2025 Climate Action mandate to include measures that are targeted at addressing food waste, with a specific focus on food waste prevention and food waste segregation.

## Paper and digitalisation of processes

- ▶ We have installed new printers, and all printers default to double-sided printing.
- ▶ We ensure that recycled paper is procured for photocopiers in all offices; this is in line with our green procurement policy.
- ▶ We have ensured increased automation of our paper-based processes. In 2024 we further reduced our paper usage. Between Jan – Dec 2022 and Jan – Dec 2023 we reduced our printing and copying by more 170,000. Between Jan-Dec 2023 and Jan – Dec 2024, we reduced our printing and copying further by another 120,000 pages.
- ▶ We previously collected old HSA-branded paper and send this to a print company to recycle it into compliments slips.
- ▶ We recycled used and old HSA logo envelopes for internal and regional office post purposes.
- ▶ Our publications are available online. QR codes are used to limit the amount of print material with only a small number of publications on a case-by-case basis in hard copy.

## Transportation (road, rail and air)

Government Circular 01/2020 requires public bodies to record the CO<sub>2</sub> emissions associated with official air travel and to pay an amount equivalent to the travel CO<sub>2</sub> emissions' impact into the Climate Action Fund. The circular also requires public bodies to appraise, monitor and ensure that only essential air travel is undertaken and that the number of officers on any official journey is kept to an absolute minimum. Since the COVID-19 pandemic, many European Union (EU) and international meetings are now hosted online. During 2024, HSA staff took 95 relevant official journeys by air, involving a total of 175,641 kilometres.

This accounted for an estimated 22,096 tonnes of CO<sub>2</sub>, resulting in a total payment to the Climate Action Fund of €1,237.37 2024.

- ▶ The Authority does not own any fleet vehicles.
- ▶ Information and communication technology (ICT) infrastructure is in place to facilitate online/ video meetings, thus reducing commuting requirements between offices for meetings.
- ▶ Our Dublin office and our regional offices in Cork, Kilkenny, Galway and Waterford are located close to public transport links, which provide an incentive for staff to use public transport.
- ▶ Bicycle stands are available in our Dublin office, and public bike stands are available for staff to use in our Cork, Galway, Kilkenny and Waterford regional offices.
- ▶ We provided information to staff on the cycle to work scheme as part of our climate action awareness activities.
- ▶ The limited requirement for parking in Dublin for staff is for the conduct of business to accommodate the needs of staff who travel by car during the course of their work. In other HSA office regional locations, parking is limited in common parking areas shared by others.

## Green procurement

- ▶ We avail of Office of Government Procurement (OGP) frameworks wherever possible.
- ▶ Our public procurement partner includes green public procurement criteria within our calls for tender.

## Single-use plastic

- ▶ The Authority has implemented the Government decision, including the elimination of procurement of single-use plastic.
- ▶ Disposable cups, plates and cutlery are not procured for use in canteen facilities.

## Training, awareness and reporting

- ▶ Climate action training and awareness is embedded in our learning and development programme which is rolled out every year as an ongoing learning requirement.
- ▶ Climate Action Plan training for the senior leadership was completed in March 2025.
- ▶ Our internal communication intranet eXchange is used to share information and updates on our progress against our climate action targets with HSA staff.
- ▶ Members of our Facilities Management team have completed the Sustainable Energy Authority of Ireland (SEAI) Carbon Basics and Energy training. This SEAI training has also been identified as useful training for the green team in 2025.
- ▶ We have completed annual SEAI Monitoring and Reporting system (M&R).
- ▶ We report GHG emissions and sustainability activities in our annual report.

## Water conservation

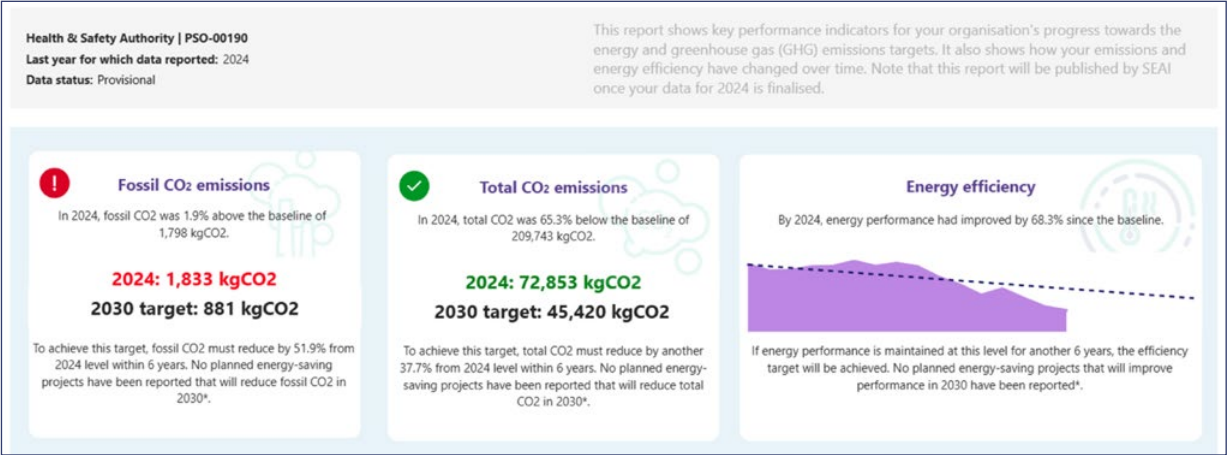
- ▶ Drinking water stations are provided for staff in all HSA-leased buildings. Filtered tap water systems have been installed in our offices in Dublin, Kilkenny, and Cork. In our new meeting room hub at the Athlone office, an energy-efficient Quooker tap has been fitted in the kitchen area, eliminating the need to fill and boil a kettle.
- ▶ In 2024, HSA office building refill drinking water stations consumed a total of 1965.6 litres. Unfortunately, however, we have only been able to find one filtered tap water supplier, and that supplier's system does not track filtered tap water usage.

## Wider actions

- ▶ In 2024, we appointed a Climate and Sustainability Champion and re-established our Green Team and our Green Ambassadors.
- ▶ Battery recycling stations are available in all HSA office buildings, ensuring staff have convenient access to responsible battery disposal.



Table 1 - SEAI Monitoring and Reporting Report for 2024



Ensuring energy efficiency and related energy consumption reduction will continue to be an ongoing practice for the HSA. In 2021, we undertook an energy audit of our buildings, and we are currently progressing our audits in 2025. A total of 65% of the Authority's energy usage is concentrated in our Dublin headquarters building. To achieve the greatest impact, we will primarily focus on energy efficiency improvements in this location. We will continue to work with our landlord(s) in relation to improvements in the HVAC in Dublin and our other office locations on a phased basis. This may result in landlord(s) retrofitting HVAC systems.

We are constantly in a process of reviewing our building stock to determine what additional opportunities exist for energy-saving project initiatives within our control, as all our buildings are leased. In addition, in the case of any new office building leases, these buildings will be required to have a minimum of an A3 building energy rating (BER) wherever possible.

We will review heating systems to explore opportunities with landlords to transition away from the heating system using fossil fuels to a viable energy alternative. We will continue using the Gap-to-Target assessment tool to understand the combination of initiatives that will be necessary to achieve further reductions on energy usage.



# 5

## Our way of working

### Energy and environmental management

The Authority is subject to the Code of Practice for the Governance of State Bodies, and we adhere to the principles and standards that must be followed in order to ensure transparency, accountability, and effective management.

M&R returns have been undertaken every year to date.

### Buildings

The current CO<sub>2</sub> energy-related emissions reduction required is 27,433kg. The most significant opportunity to reduce emissions will be in our headquarters building in Dublin. Action requires close cooperation with the landlord. As implementation of our various climate action initiatives progresses we will continue to report, monitor and explore additional opportunities to reduce our energy consumption.

### Green public procurement (GPP)

Green public procurement (GPP) refers to the process through which public authorities aim to procure goods, services, or works that have a lower environmental impact. The inclusion of environmental criteria in public procurement projects will depend on the specific requirements of each contract.

GPP is a key priority for the Office of Government Procurement (OGP), and the majority of HSA procurement is conducted using OGP frameworks, where GPP is a standard criterion in the tender documents. The ICT products and services sector is the most significant area for GPP inclusion.

The HSA ICT Unit is fully aligned with public sector guidance on this matter and ensures that green criteria are incorporated into its tendering processes, in compliance with Circular 20/2019.

HSA tender procurement technical supports include requirements for green procurement in all our tenders, in order to minimise the environmental impact in the methods of service delivery and in materials used. We encourage tenderers to develop green initiatives and to provide relevant information in their tender submission as to their carbon footprint. The Authority is implementing a system for tracking and documenting GPP implementation in procurement processes outside of the OGP Framework agreements. The Procurement Officer, who also serves as a member of the Green Team, oversees the procurement process, in order to ensure that green criteria are applied where appropriate.

### Single-use plastic items – disposable cups/cutlery and plates

The Authority no longer procures disposable cups, cutlery and plates. Our staff canteens provide non-disposable cups, glasses, cutlery and plates for use and reuse in the canteen. Staff can dispose of used packaging in one of the on-site recycling bins.

### Low carbon construction methods

The Authority does not directly commission construction work, as all our premises are leased.

## Digitalisation of our processes

- ▶ We have reviewed our paper-based processes to evaluate the possibilities for digitalisation as the default approach.
- ▶ The implementation of the Córas ICT platform has advanced the digitalisation of our services and processes. Through integration with PowerBI and email, and the provision of dashboards and queues, Córas has reduced our reliance on paper-based workflows.
- ▶ We procure photocopier paper using the OGP Framework, which follows the GPP requirements for paper. Photocopier paper procured is recycled paper.

## Waste production

We do not have the ability to track waste production in all of our buildings as some of our leased offices are in shared buildings where waste is collected and disposed of centrally. We will continue to raise the matter for a building-wide waste reduction action plan with the respective landlords.

In respect to food for events and conferences that the Authority is planning, those responsible for procuring such services are aware that requests for quotations/tender should include measures that are targeted at addressing waste (with a specific focus on food waste prevention and food waste segregation). Including the additional new requirement in the 2025 Climate action mandate agreed by Government for a minimum of 10% by value (€) of food sought under new contract arrangements (via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible.

## Water usage

Currently, we do not have the ability to track water usage in buildings occupied by HSA staff as there isn't water submetering for HSA-designated areas. We have recently installed two water mains-fed dispensers in our Dublin office and we now have mains-fed water dispensers in three of our regional offices. We are exploring options for procuring mains-fed dispensers for the rest of our regional offices. In 2025, there remains only one operator in the filter water market in Ireland. This operator's systems do not have a mechanism to monitor the quantity of water used from the filtration systems.

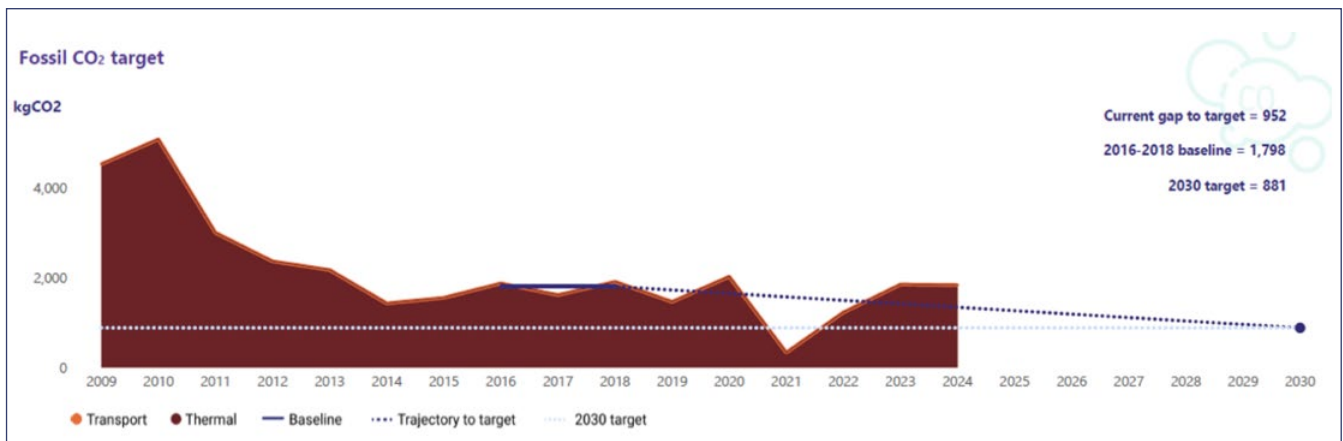
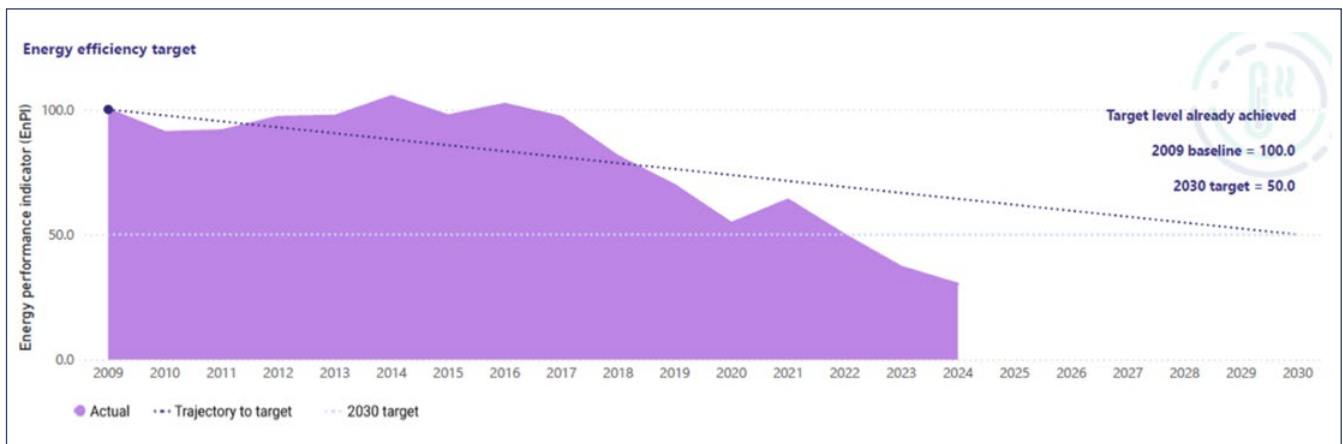
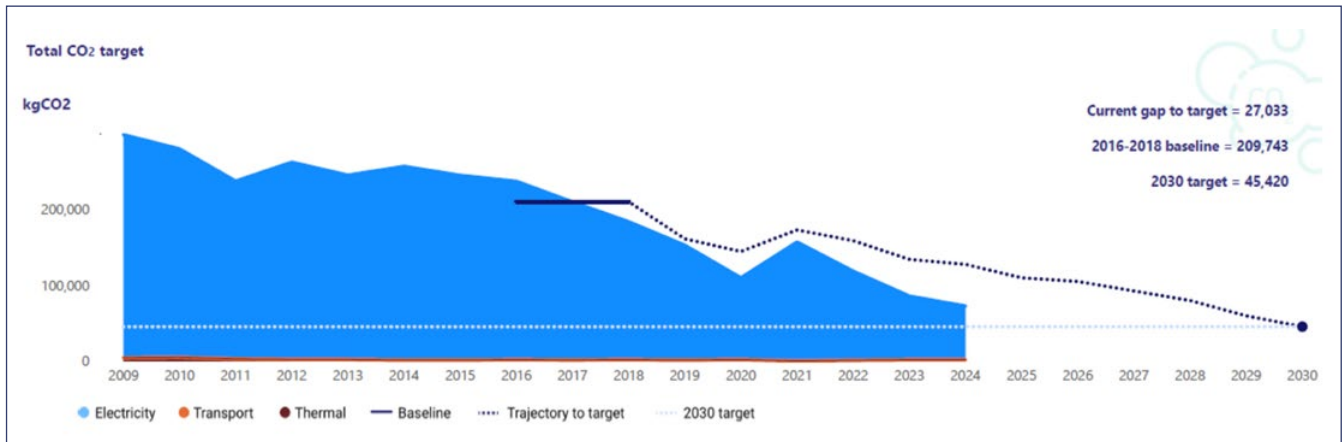
## Transportation

The Authority does not own or procure vehicles. We have a cycle to work scheme in place and all HSA staff can avail of that scheme. We have secure access-controlled designated bicycle parking in our Dublin office. Bicycle parking is also readily available for staff and visitors in three of our regional offices.

We have shower facilities in our Dublin, Kilkenny, Limerick, Galway, Cork and Sligo offices to support staff members who wish to cycle to work.

## Gap-to-Target review

To date, the Authority has achieved a 68.3% reduction in energy and a 65.3% reduction in CO<sub>2</sub> emissions, thus making significant progress towards its stated 2030 targets. Moving forward, the Authority will continue to seek further ways to adopt more sustainable practices to ensure that emissions are significantly reduced or eliminated. The Authority is committed to continuing its efforts in sustainability and energy efficiency, aiming to continue to meet its targets in the coming years.





# 6

## Climate action initiatives – future plans

The following additional climate action initiatives will form part of our future climate action plans.

### Buildings

We will:

- ▶ continue to focus on energy efficiency in all HSA-occupied buildings in order to progress continual improvement,
- ▶ complete energy audit in all HSA-occupied buildings in 2025 and define emissions reduction targets for each building,
- ▶ continue to monitor energy usage and emissions to track progress towards emissions reduction targets,
- ▶ continue to plan and implement new office accommodation projects in line with the carbon reduction targets, and these projects by their nature will have further positive impacts on our energy performance,
- ▶ collaborate with our landlords and office accommodation providers to enhance the efficiency of heating systems in our leased buildings. Where new heating systems are necessary, we will collaborate with landlords and building owners to ensure compliance with requirements regarding the use of renewable fuels, as far as possible.

- ▶ promote use of public transport/shared mobility as an alternative to vehicle usage where possible,
- ▶ review the cycle friendliness of its buildings and enhance its bicycle facilities where feasible, and
- ▶ apply for the Smarter Travel Mark for our Dublin office.
- ▶ provide detailed information to staff regarding public transport options and bike schemes for all office locations in (1) the staff handbook and (2) intranet. We will also include information on public transport options for all offices on our (3) website.

### Waste management

We are committed to enhancing our waste management practices by introducing stricter controls for monitoring, segregating, and handling waste responsibly. A key focus will be on increasing staff awareness and training to ensure the correct separation of waste streams—such as recyclables, organic waste, hazardous materials, and general waste. Through these efforts, we aim to reduce our environmental impact, boost recycling performance, and maintain full compliance with applicable regulations and sustainability goals.

### Transportation

The Authority does not own any fleet vehicles. However, in addition to the Authority continuing to explore measures to reduce further CO<sub>2</sub> emissions across its activities, it will:

- ▶ promote continued use of online meeting facilities to minimise travel for meeting purposes,

## Paper and digitalisation of processes

We will

- ▶ As part of a wider digital transformation agenda, the first phase of our new core regulatory platform, Córas, was delivered in 2024, and has helped to reduce our reliance on paper-based workflows.
- ▶ Ongoing enhancements, particularly in developing further customer-facing applications, are expected to streamline our operations even further and minimise our dependence on paper systems.
- ▶ Additionally, as future phases are rolled out, the resulting improvements in efficiency will support better pre-planning of inspections, enhance our scheduling capabilities, and reduce the need for travel which will further support our climate action objectives.

## Green procurement

We will

- ▶ continue to carry out green procurement guideline requirements within our Request for Tenders particularly in the following relevant areas for the Authority: office accommodation provision, indoor cleaning services, ICT products and services, heating and lighting equipment, catering services, paper and printing services.
- ▶ Green procurement will continue to be incorporated into relevant requests for tenders and contracts and relevant quotations.

## Training, awareness and reporting

We will:

- ▶ continue to incorporate climate action and sustainability in our learning and development training to increase engagement, encourage staff learning and development and behavioural change,
- ▶ increase awareness of climate action initiatives to reduce the carbon footprint through our staff communication channels,

- ▶ continue to publish on our staff eXchange environmental performance reports;
- ▶ continue to include climate action awareness, information on the cycle to work scheme, bicycle and shower facilities as part of new staff induction sessions,
- ▶ communicate our Green Team activities as a key part of keeping our staff engaged and informed, to encourage action on climate sustainability,
- ▶ continue to hold staff engagement webinars/workshops.

## Water conservation

We will:

- ▶ enhance controls for water conservation by working with water purification providers to enhance our use of filter water systems in our regional offices,
- ▶ work with office accommodation landlords to improve water conservation where possible.

## Wider actions:

We will:

- ▶ continue to actively engage with the SEAI to remain updated on developments with regard to public sector requirements,
- ▶ Display up-to-date BER certificates in our public office.

The Roadmap will remain under review and further iterations will be produced in line with review requirements.

# Appendix 1

## Status update requirements of the Climate Action Mandate

### Mapping to requirements of the Climate Action Mandate

Mandate section	Status	Comment
<b>1. Our Targets</b>		
1.1 Reduce energy related GHG emissions by 51% in 2030.	✓	In 2024, total CO <sub>2</sub> emissions were 65.3% below the 2016-2018 baseline period of 209,743 kg CO <sub>2</sub> . In order to achieve the HSA's 2030 CO <sub>2</sub> emissions target, total CO <sub>2</sub> emissions must be reduced by an additional 37.7% from the 2024 level by 2030.
1.2 Improve energy efficiency in the public sector by 50% by 2030.	✓	By the end of 2024, energy performance had improved by 68.3% since the baseline 2016-2018 period. If our energy performance is maintained at current levels up to 2030, we will achieve the required public sector efficiency target for the HSA by 2030.
1.3 Update Climate Action Roadmaps annually within 6 months of the publication of the Climate Action Plan. Develop Climate Action Roadmaps if none are in place.	✓	
<b>2. Our People</b>		
2.1 Establish and resource Green Teams, reporting to senior management, to become integrated drivers of sustainability in every public sector body.	✓	

Mandate section	Status	Comment
2.2 Nominate a member of the Management Board as the Climate and Sustainability Champion with responsibility for implementing and reporting on the mandate.	✓	
2.3 Incorporate appropriate climate action and sustainability training (technical and behavioural, including green procurement training) into learning and development strategies for staff.	✓	
2.4 Organise staff workshops (at least annually) to engage on climate issues, including a focus on decreasing the organisation's carbon footprint.	✓	
2.5 Ensure all senior management (P.O. level or equivalent and above) and members of State Boards, complete a climate action leadership training course.	✓	
3. Our Way of Working		
<p>3.1 Report on the following in the Annual Report of the public sector body:</p> <ul style="list-style-type: none"> <li>▶ GHG emissions;</li> <li>▶ Implementation of the mandate;</li> <li>▶ Sustainability activities;</li> <li>▶ Compliance with Circular 1/2020: Procedures for offsetting the emissions associated with official air travel.</li> </ul>	✓	
3.2 Using SEAI's Public Sector M&R System, public bodies are to report annually on implementation of the individual mandate requirements using a "comply and explain" approach.	✓	
<p>3.3 Achieve formal environmental certification for large public sector bodies, such as ISO 50001 (Energy Management Standard) or ISO 14001 (Environmental Management System), with a view to going beyond ISO 14001 to adopting Eco Management and Audit Scheme (EMAS). Specifically:</p> <p>3.3.1 All public sector bodies with an energy spend greater than €2 million per annum to achieve ISO 50001 certification by end-2024;</p> <p>3.3.2 All remaining public bodies to implement energy management programmes as per SEAI's energy management guidance (S.I. 426 of 2014) and report to SEAI annually on its M&amp;R system.</p>	<p>N/A</p> <p>N/A</p> <p>✓</p>	Reporting completed annually

Mandate section	Status	Comment
<p><b>3.4 Green Public Procurement</b></p> <p><b>3.4.1</b> Implement Green Public Procurement in accordance with the Green Public Procurement Implementation Mandate set out in Buying Greener: Green Public Procurement Strategy and Action Plan 2024-2027, using the EPA Green Public Procurement Guidance and criteria/Office of Government Procurement's online Green Public Procurement Criteria Search tool as resources.</p> <p><b>3.4.2</b> Adhere to the new circular, which will replace Circular 20/2019, to be published by the Department of Public Expenditure, NDP Delivery and Reform regarding new Green Public Procurement obligations included in the GPP Strategy and Action Plan 2024-2027.</p>	✓	
<p><b>3.5 Construction</b></p> <p><b>3.5.1</b> Specify low carbon construction methods and low carbon cement material as far as practicable as per guidance issued by Department of Enterprise, Trade and Employment for directly procured or supported construction projects from 2024</p> <p><b>3.5.2</b> Adhere to the best practice guidelines for the preparation of Resource and Waste Management Plans for construction and demolition projects for directly procured or supported construction projects from 2024</p> <p><b>3.5.3</b> A minimum proportion of construction materials procured by public bodies under new contract arrangements to comprise recycled materials, that is informed by a Circularity Roadmap for the Construction Sector and the 2nd Whole of Government Circular Economy Strategy to be published in 2025</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>	
<p><b>3.6 Organic Food</b></p> <p><b>3.6.1</b> A minimum of 10% by value (€) of food sought under new contract arrangements (including via contractors such as canteen service providers), is to be certified organic in each of the following categories of Cereals, fresh Beef, Lamb, Pork, Poultry, Fish, Vegetables and Dairy products, where possible.</p>	✓	
<p><b>3.7 Waste</b></p> <p><b>3.7.1</b> Measure and monitor the food waste generated on premises from 2024, using a standardised approach to food waste measurement set out in the EPA public sector guidance.</p> <p><b>3.7.2</b> All new contract arrangements related to canteen or food services, including events and conferences, to include measures that are targeted at addressing food waste (with a specific focus on food waste prevention and food waste segregation, taking into account Ireland's commitment to reduce food waste by 50% by 2030.</p>	<p>Partial</p> <p>✓</p>	See CAR



Mandate section	Status	Comment
<b>3.8 ICT Equipment</b> <b>3.8.1</b> A minimum of 80% of ICT end user products (desktop computers, portable computers and mobile phones) procured by public sector bodies under new contract arrangements are certified to EPEAT Gold Standard (or equivalent), TCO Certified (or equivalent) or will have been remanufactured	✓	
<b>3.9 Paper</b> <b>3.9.1</b> Review any paper-based processes and evaluate the possibilities for digitisation so it becomes the default approach. Eliminate paper-based processes as far as is practicable. Where office paper for printing and photocopying must be procured, 100% of the paper must be recycled paper. <b>3.9.2</b> Measure and monitor paper consumption.	✓	
<b>3.10 Water</b> <b>3.10.1</b> Provide suitable drinking water refill points for all staff and in any premises accessed by the public <b>3.10.2</b> Measure and monitor total water usage for the organisation as a whole.	✓  Partial	See CAR
<b>3.11 Single Use</b> <b>3.11.1</b> Cease using disposable cups, plates and cutlery in any public sector canteen or closed facility, excluding clinical (i.e., non-canteen healthcare) environments, and in publicly funded advertising or broadcasting. <b>3.11.2</b> Eliminate all single use items within the organisation and from events organised, funded, or sponsored.	✓  ✓	
<b>3.12 Other Materials</b> <b>3.12.1</b> Support Ireland's Producer Responsibility Initiatives in the collection and recycling of products including the Deposit Return Scheme. <b>3.12.2</b> Contract waste collection services that are segregated into a minimum of 3 streams – residual/general waste, recycling waste and organic/biowaste and monitor weights collected.	✓  Partial	See CAR
<b>4. Our Buildings and Vehicles</b>		
<b>4.1</b> Promote the use of bicycles (including push bikes, electric bikes, and cargo bikes) and shared mobility options as an alternative to car use among employees and visitors by creating and maintaining facilities (both inside and outside of buildings) that support such options, including secure and accessible bicycle parking, shared mobility parking, and charging stations, as appropriate, with a view to achieving the National Transport Authority's Smarter Travel Mark.	✓	

Mandate section	Status	Comment
4.2 Phase out the use of parking in buildings that have access to a range of public transport services and active/shared mobility options for the majority of staff/visitors, while providing that sufficient accessible parking is maintained for those with physical mobility issues.	✓	
4.3 Display an up-to-date Display Energy Certificate in every public building that is open to the public to clearly show energy use.	✓	
<p>4.4 The public sector will not install heating systems that use fossil fuels after 2023, in (1) new buildings, and (2) “major renovation” retrofit projects as defined in the Energy Performance of Buildings Directive (EPBD) unless at least one of the following exceptions applies:</p> <ul style="list-style-type: none"> <li>▶ The fossil-fuel use is only through using electricity from the grid.</li> <li>▶ There is no technically viable non-fossil alternative (generally only related to applications for a purpose other than space heating).</li> <li>▶ The installation of a renewable space heating system would increase final CO<sub>2</sub> emissions.</li> <li>▶ The fossil-fuel use is provided for backup, peaking, or operational purposes (and makes up less than 10% of annual heating energy).</li> <li>▶ Where the direct replacement of existing fossil fuel heating is required for an emergency maintenance purpose.</li> </ul>	N/A	Authority does not own any buildings
4.5 All tenders for the public procurement of energy-related products, heating equipment, or indoor and outdoor lighting to include a requirement for tenderers to specify recommendations and options for the product, when the product or components of the product comes to the end of life, that consider environmental sustainability, including options for reuse, repair, and recycling. Comply with SI 626 of 2016 to procure Triple E registered products or equivalent.	N/A	Authority operates from leased premises
4.6 All tenders for the public procurement of indoor cleaning services to include a requirement for tenderers to specify the training that will be put in place to ensure that all staff involved in delivery of the contract have the knowledge and skills to apply cleaning methods, which will reduce the environmental impact of the services.	✓	

Mandate section	Status	Comment
<p><b>4.7 Buildings</b></p> <p><b>4.7.1</b> Building stock plans – all public bodies that have not yet completed a stage 1 Building Stock Plan should do so and submit to SEAI. Public bodies that have completed a BSP should update it regularly, minimum every two years. Public bodies are encouraged to include their BSPs in their Climate Action Roadmaps</p> <p><b>4.7.2</b> National Estate Portfolio Leads are accountable for energy targets within their sectors and for developing pathways to achieve these targets. e.g., in relation to the Civil Service, the OPW will plan the deep retrofit of Government Departments' building stock. The specific sectors are outlined in the stage 1 Building Stock Guidance. These National Estate Portfolio leads (NEPLs) will undertake Stage 2 Building Stock plans for their respective sectors. They shall develop plans and roadmaps of how they &amp; their respective sectors will address national and upcoming EU EPBD and EED directive targets, considering both the short-term actions (towards 2030 targets) and long-term vision (to 2050 net zero). SEAI will work with the NEPLs and National Working Group on Decarbonising Public Buildings to develop guidance for Stage 2 BSP. With a view to sectors completing initial plans and roadmaps by the end of 2025. SEAI's Monitoring and Reporting system will be enhanced to track national and relevant EU directive targets at NEPL level.</p> <p><b>4.7.4</b> Small public sector bodies should include a basic building stock analysis or statement as part of their Climate Action Roadmap, in line with the guidance published by SEAI.</p>	<p>N/A</p> <p>N/A</p> <p>✓</p>	<p>The Authority does not own buildings</p>
<p><b>4.8 Vehicles</b></p> <p>Procure (purchase or lease) only zero-emissions vehicles from the end of 2022, enabling Ireland to go beyond the requirements of the EU Directive, amending Directive 2009/33/EC on the promotion of clean and energy- efficient road transport vehicles (EU Directive 2019/1161, the Clean Vehicle Directive) and act as an international leader in this area. An exception applies where the vehicle is exempt under European Communities (Clean and Energy-Efficient Road Transport Vehicles) (Amendment) Regulations (S.I. 381 of 2021). Public sector procurement contracts for delivery and haulage should specify zero-emissions vehicles where possible.</p> <p><b>4.8.1</b> As an enabler for the switch to zero-emissions vehicles and meeting Climate Action Plan targets, in 2024 public sector bodies with a vehicle fleet should develop a plan for installation of charging infrastructure in relevant locations. The plan should align installation of infrastructure with timelines for decarbonisation of the body's fleet. The plan should be included in the body's Climate Action Roadmap.</p>	<p>N/A</p> <p>N/A</p>	<p>The Authority does not lease or own vehicles</p>

# Building Stock Plan



## Stage 1 Building Stock Plan - simple checklist for completion

This is a simple checklist for public bodies to refer to when completing their stage 1 BSP. Public bodies should complete the fields and submit to SEAI at [publicsector@seai.ie](mailto:publicsector@seai.ie). Completing this checklist is sufficient to demonstrate compliance with the CAP requirement for public bodies to develop a Building Stock Plan in 2023. NOTE: there is also more detailed template for public bodies to undertake a more detailed and comprehensive stage 1 plan. We encourage PBs to use the more detailed template if they have more than 50 buildings, or use their own format if comprehensive plans have already been developed. Please submit either template, the simple or detailed version, or the organisations own format, to SEAI to demonstrate completion.

### Using this spreadsheet

Enter data in the light green cells only

M&R PB ID	PSO-00190	ORGANISATION	Health and Safety Authority	
<b>STEP 1</b> Identify and classify your buildings	Total number of buildings Identified and classified	TOTAL	9	
	Total number of sites/campuses identified	TOTAL	9	
	Total floor area (m2)	TOTAL	4550	
	Percentage in state ownership	Percentage	0	
	Percentage rented or leased	Percentage	100	
	* Classification 1	Office	TOTAL	8
	Classification 2	Warehouse	TOTAL	1
	Classification 3	e.g. office	TOTAL	
	Classification 4		TOTAL	
			TOTAL	9
<b>STEP 2</b> Complete the building register	The SEAI Building Register has been completed for all buildings for		Status	Fully complete
	Insert the name of the organisation			
<b>STEP 3</b> Use M&R and other data to quantify energy use and identify buildings that are biggest users and emitters	The largest energy using buildings have been identified and linked to the M&R and energy use data			
	Note the largest energy using buildings are those accounting for over 80% of the organisational <u>heat</u> use.			
	No of largest energy use buildings	TOTAL	1	
	Heat usage of largest energy use buildings/ organisational heat usage	%	44.26	
	No of largest energy use buildings that are leased	TOTAL	1	
<b>STEP 4</b> Identify buildings that have been earmarked for exit in short-medium term	Number of buildings planned for exit - if known	TOTAL	0	
	Total floor area of buildings planned for exit - if known	TOTAL	0	
	Commentary (the degree to which the increase or decrease will impact your fossil fuel use)			
<b>STEP 5</b> Undertake a preliminary assessment of your accommodation needs to 2030 & beyond	Preliminary future assessment of accommodation needs			
	Accommodation floor area requirements to 2030	INCREASE	%	
		STATIC	Yes	
		DECREASE	%	
	Commentary (the degree to which the increase or decrease will impact your fossil fuel use)			
The Authority has increased its overall headcount since the baseline without the need for a corresponding increase in office accommodation with the exception of additional meeting facilities and evidence storage.				
Building Stock Plan STAGE 1 Completed by				
Completed by	Geraldine Nolan		Email	<a href="mailto:geraldine_nolan@hsa.ie">geraldine_nolan@hsa.ie</a>
* Please use the classification categories used in the Building Register				

# Terms of Reference Green Team

## 1. Introduction

The purpose of establishing a Green Teams is to ensure we develop integrated drivers of sustainability within the Authority for our energy, waste and water management. These terms of reference set out the purpose, membership, scope and arrangements of the Health and Safety Authority's Green Team. These terms of reference will provide a clarity of purpose to enable the Authority to deliver on its Climate Action mandate.

The Green Team will be active in the following areas.

### Management:

- ▶ To ensure energy and sustainability plans and policies are up to date and appropriate

### Behaviour:

- ▶ Ensure Climate Action Leadership training for senior management is delivered
- ▶ Embed climate and energy training in the new staff induction programme
- ▶ Maintain awareness and rollout our staff training/workshop programmes

### Technical:

- ▶ Audit to identify opportunities to reduce energy use and decarbonise heating and improve our energy management
- ▶ Understanding our building energy and facility
- ▶ Explore opportunities to moving towards ISO 50001

The Green Team will comprise of staff members from each of the offices along with staff from facilities, Energy performance officer and will be chaired by the Climate Sustainability Champion.

## 2. Values

The Green Team will work in accordance with the values of collaboration, outcome focused, responsiveness and ethics.

## 3. Purpose

The Green Team will provide ensuring the management and achievement of our Climate Action objectives.

## 4. Membership

The Green team shall consist of the following members:

- ▶ Climate Sustainability Champion (Chair)
- ▶ Head of Facilities (Energy Performance officer)
- ▶ Facilities staff representative
- ▶ One Green ambassador representing each regional office and three representing Dublin HQ
- ▶ Administration



## 5. Scope

- ▶ Support the implementation of our Climate action roadmap to enhance and align the Authority's activities to Climate Action targets.
- ▶ Review the delivery of the Climate Action Roadmap to achieve the outcomes as set out in the Climate Action plan.
- ▶ Complete a Gap-to-Target assessment to understand the combination of initiatives necessary to achieve our emissions target.
- ▶ Support effective internal communication to foster a greener culture of continuous improvement across all offices.
- ▶ Support delivery of workshops on topics such as energy, travel and waste management awareness
- ▶ Identify new green opportunities to address reductions in our emissions effectively.
- ▶ Working with green ambassadors at a local level support to ensure a coordinated approach to our green initiatives.
- ▶ Provide feedback on our regional compliance with our roadmap actions
- ▶ Input into the development of the Authority's future climate action roadmap.

## 6. How the Green will work

The Green Team shall meet on a monthly basis initially to discuss climate action initiatives and review our performance. After six months the frequency of meetings will be reviewed by the Chair to ensure effective ways of working. Additional ad-hoc meetings may be convened as necessary.

The activities of the Green Team will be reported quarterly to the SMT. Secretariat administration will be provided.

## 7. Review and Amendment

These terms of reference shall be reviewed annually by the Climate Sustainability Champion any proposed amendments shall be brought and approved by the SMT.

# **Our Vision:**

## **To deliver healthy and safe working lives and contribute to productive enterprises**



An tÚdarás Sláinte agus Sábháilteachta  
Health and Safety Authority

Health and Safety Authority

**Tel: 0818 289 389**

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