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Health Service Executive

# Policy on Statutory Occupational Safety & Health Training



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**Date Approved: August 2016**



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Health Service Executive

## HSE Policy on Statutory Occupational Safety & Health Training

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## 1.0 Policy

- 1.1 It is the policy of the Health Service Executive (HSE) to ensure so far as is reasonably practicable, the safety, health and welfare of employees and others who may be affected by its work activities.
- 1.2 The HSE will ensure, so far as reasonably practicable, that all employees are facilitated in attending any statutory occupational safety and health training, i.e. training that is either explicitly required in legislation<sup>1</sup> or deemed by the organisation to be necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and others<sup>2</sup>. Both forms of training are considered to be statutory and, therefore, mandatory.

In order to determine whether training is *necessary* it is HSE policy that a systematic needs assessment must be carried out. Risk assessment shall underpin this needs assessment.

Examples of statutory mandatory training can be accessed at:

[www.hse.ie/safetyandwellbeing](http://www.hse.ie/safetyandwellbeing)

## 2.0 Purpose

- 2.1 The purpose of this policy is to inform all Managers (Responsible Persons) and employees of the requirement to provide and attend statutory occupational safety and health training. It also sets out roles and responsibilities with respect to statutory training.

## 3.0 Scope

- 3.1 This policy applies to all employees and others working in the HSE.
- 3.2 This policy document specifically applies to occupational safety and health training. It is not intended to cover statutory training in the areas of Fire Safety or Infrastructural Risk. Where reference is made to training in other closely related risk areas<sup>3</sup> this is for differentiation purposes only.

## 4.0 Health and Safety Legislation

- Safety Health and Welfare at Work Act, 2005
- Safety, Health and Welfare at Work (General Application) Regulations, 2007
- Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001
- Safety, Health and Welfare at Work (Biological Agents) Regulations, 2013
- Safety, Health and Welfare at Work (Construction) Regulations, 2013
- Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 as amended
- European Union (Prevention of Sharps Injuries in the Healthcare Sector) Regulations 2014

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<sup>1</sup> See Appendix 1 for examples.

<sup>2</sup> Persons who may be affected by the undertaking, e.g. patients, visitors and contractors.

<sup>3</sup> E.g. Fire Safety and Infrastructural Risks

## 5.0 Glossary of Terms/Definitions/Abbreviations

<b>Agency</b>	A business or other organisation providing a specific service (Collins Dictionary 2000).
<b>Competent</b>	For the purposes of the relevant statutory provisions, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken <i>(Ref: Safety, Health &amp; Welfare at Work Act 2005)</i>
<b>Contractor</b>	A person or firm who contracts to supply materials, work equipment (any machinery, appliance, apparatus, tool or installation for use at work as defined by the Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended) or labour (Collins Dictionary 2000) (Para's 4.1, 4.8 and 4.9 refer). In this document the term "Contractor" is used broadly and is intended to cover Contractors, Agencies and Temporary Employment Businesses.
<b>Employee</b>	Means any person who has entered into or works under (or, where the employment has ceased, entered into or worked under) a contract of employment and includes a fixed-term employee and a temporary employee and references, in relation to an employer, to an employee shall be construed as references to an employee employed by that employer. <i>(Ref: Safety, Health &amp; Welfare at Work Act 2005)</i>
<b>Employer</b>	In relation to an employee:  <ul style="list-style-type: none"> <li>(a) Means the person or persons with whom the employee has entered into or for whom the employee works under (or, where the employment has ceased, entered into or worked under) a contract of employment,</li> <li>(b) Includes a person (other than an employee of that person) under whose control and direction an employee works, and</li> <li>(c) Includes where appropriate the successor of the employer or an associated employer of the employer.</li> </ul> <i>(Ref: Safety, Health &amp; Welfare at Work Act 2005)</i>
<b>Fixed-Term Employee</b>	Means an employee whose employment is governed by a contract of employment for a fixed-term or for a specified purpose, being a purpose of a kind that the duration of the contract was limited but was, at the time of its making, incapable of precise ascertainment. Whilst these employees are commonly known as "Temporary", care should be taken not to confuse this term with "Temporary Employee" (Para. 4.8 refers) as defined in the Act 2005 and used in this policy document.

<b>Place of Work</b>	Includes any, or any part of any, place (whether or not within or forming part of a building or structure), land or other location at, in, upon or near which, work is carried on whether occasionally or otherwise (Ref: <i>Safety, Health &amp; Welfare at Work 2005</i> )
<b>Reasonable Practicable</b>	In relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work. (Ref: <i>Safety Health and Welfare at Work Act 2005, SI 10 of 2005</i> )
<b>Temporary Employee</b>	An employee who is assigned by a Temporary Employment Business to work for and under the control of another undertaking availing of the employee's services (Ref: <i>SHWW Act 2005</i> ). These employees are generally known as Agency Employees
<b>Statutory Training</b>	Training that is either explicitly required by legislation or, through a process of risk assessment and/or needs assessment, deemed by the organisation to be necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and others. Statutory training is mandatory for the identified Employees
<b>Temporary Employment Business</b>	Means a business, including an employment agency within the meaning of the Employment Agency Act 1971, which provides temporary employees to other undertakings availing of the services of those employees (SHWW Act 2005). These businesses are generally known as Agencies.

## Abbreviations

HSE	Health Service Executive
HSA	Health and Safety Authority
DG	Director General
ND/AND	National Director/Assistant National Director
CO	Chief Officer
HGCEO	Hospital Group CEO
CEO	Chief Executive Officer
AM	Area Manager
GM	General Manager
CHO	Community Healthcare Organisation

## **6.0 Roles & Responsibilities**

### **6.1 Responsibilities of the Director General**

- 6.1.1 The DG has overall responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and others affected by HSE activities.
- 6.1.2 The DG delegates accountability for coordinating and monitoring implementation of this policy and any associated procedures to NDs, ANDs and equivalent.

### **6.2 Responsibilities of the National Directors**

- 6.2.1 Ensure that appropriate structures are in place for the effective implementation of this Policy.
- 6.2.2 Ensure this Policy is brought to the attention of all Employees and others as appropriate.
- 6.2.3 Ensure that arrangements are in place within the Divisions for identifying, evaluating and managing occupational safety and health training needs and attendance.
- 6.2.4 Ensure that appropriate resources are available to support the implementation of this Policy.

### **6.3 Assistant National Directors, Chief Officers, AM, Hospital Group CEOs and equivalent**

- 6.3.1 As 6.2 and additionally:
  - 6.3.1.1 Collate local training needs assessments to form a Directorate, CHO or Hospital Group Training Needs Assessment and forward same to the National Health and Safety Function<sup>4</sup> at such intervals as may be prescribed.
  - 6.3.1.2 Ensure that a structured, written local<sup>5</sup> occupational safety and health training programme is compiled<sup>6</sup>.
  - 6.3.1.3 Collate local data on training attendance, adhering to any relevant national protocol/recording system.
  - 6.3.1.4 Provide reports<sup>7</sup> to the National Health and Safety Function on statutory training attendance levels

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<sup>4</sup> Applies to Occupational Health and Safety Training only – i.e. excludes Fire Safety and Infrastructural Health and Safety Risk training which is currently managed through the Estates Function.

<sup>5</sup> E.g. Directorate, Hospital Group or CHO/Primary/Social Care Area, etc.

<sup>6</sup> This shall be copied to the National Health and Safety Function at such intervals as may be prescribed by the Function – this will enable a comprehensive general national statutory training needs assessment to be developed and maintained.

<sup>7</sup> Note: Reports and/or data in a format advised by the National Health and Safety Support Function will be requested in order to monitor compliance and provide assurances to the HSE Risk Committee, Health and Safety Management Advisory Committee, Leadership Team and DG.

## 6.4 Specific Responsibilities of the Directors of HR and Health Business Services

### Director of HR

6.4.1 Detailed responsibilities of the Director of HR in relation to occupational safety and health support are given in the Corporate Safety Statement.

6.4.2 With specific reference to statutory occupational safety and health training the Director of HR shall, through the National Health and Safety Function, ensure:

6.4.2.1 That this policy is reviewed and updated as appropriate.

6.4.2.2 That adequate resource is made available to support the delivery of statutory occupational safety and health training.

6.4.2.3 The organisation is assisted in conducting a national assessment of general statutory occupational safety and health training needs<sup>8</sup> and developing national guidelines<sup>9</sup>.

6.4.2.4 Advice and support is available for Responsible Persons in relation to local (e.g. Ward/Department/Service) statutory occupational safety and health training needs assessment.

6.4.2.5 That Key Performance Indicators for statutory occupational safety and health training are set.

6.4.2.6 That a blended approach is taken to the provision of training including where reasonably practicable:

- Innovative training/delivery modes, such as e-learning and live web training
- Opportunities for national occupational safety and health training contracts (including locally delivered training) are investigated and pursued where appropriate.
- Face to Face training
- Train-the-trainer schemes

6.4.2.7 Data on training provision and the achievement of training targets is collated and monitored.

6.4.2.8 The provision of statutory occupational safety and health training (whether delivered in-house or by external provider/contractor) is independently evaluated and audited.

6.4.2.9 Through data arising from 6.4.2.7 and 6.4.2.8 above, provide assurance to the Leadership Team, DG, HSE Risk Committee and Health and Safety Management Advisory Committee that duties with regard to statutory training are being discharged by appropriate persons.

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<sup>8</sup> See Appendix 1 of this Policy document for examples of explicit references in legislation to health and safety training.

<sup>9</sup> This involves: a) a periodic review of legislation – e.g. annually and following the introduction of new legislation/changes to existing legislation; b) review of all local needs assessments, etc.,

## **Director of HBS/Shared Services**

6.4.3 The Director of Health Business Services shall, through the Estates Department, have the same functions as described above (6.4.2.1 – 6.4.2.9 inclusive) with regard to statutory training relating to Fire Safety and Infrastructural Health and Safety issues/risks.

### **6.5 Responsibilities of the Senior Manager, e.g. Hospital GM/CEO, GM for Primary Care, Social Care, Mental Health, etc.**

With specific reference to occupational safety and health training the Senior Manager shall:

6.5.1 Ensure that all employees are aware of the policy.

6.5.2 Ensure that all employees are provided with such information, instruction and training as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees. In particular:

6.5.2.1 Ensure that risk assessments and local occupational safety and health training needs assessments are undertaken and reviewed at least annually (more frequently if necessary) by Responsible Persons, communicated, in a written format and form part of the service/site specific safety statements.

6.5.2.2 Collate the training needs assessments referred to above and ensure that a structured, written local<sup>10</sup> occupational safety and health training programme is developed<sup>11</sup> and that adequate resources are made available for its delivery.

6.5.2.3 Ensure that local records of training attendance are kept, adhering to any relevant national protocol/recording system.

6.5.2.4 Monitor and review the effectiveness of local occupational safety and health training programmes.

6.5.2.5 Collate local data (from Responsible Persons) and provide reports<sup>12</sup> to the CO, HGCEO, AM or appropriate AND (Corporate Services) on:

- Local Training Needs Assessment
- Local Occupational safety and health Training Programme
- Attendance levels at statutory training

6.5.3 Audit the local implementation of this policy.<sup>13</sup>

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<sup>10</sup> E.g. Hospital, Primary or Social Care Service, etc.

<sup>11</sup> This shall be copied to the National Health and Safety Function at such intervals as may be prescribed by the Function – this will enable a comprehensive general national statutory training needs assessment to be developed and maintained.

<sup>12</sup> Note: Reports and/or data in a format advised by the National Health and Safety Support Function will be requested in order to monitor compliance and provide assurances to the HSE Risk Committee, Health and Safety Management Advisory Committee, Leadership Team and DG.

## 6.6 Responsibilities of Ward/Department/Line Managers (Responsible Persons) and Senior Clinicians

6.6.1 General responsibilities of Ward/Department/Line Managers are given in the Site Specific Safety Statement , etc., and are not reproduced here (refer to said documents for further information). However, the integral role of such persons in the provision of occupational safety and health training is emphasised.

With specific reference to occupational safety and health training the Responsible Person shall:

6.6.2 Carry out risk assessments<sup>14</sup> and identify any controls required in accordance with the Principles of Prevention<sup>15</sup>. Risk assessments and control programmes must be reviewed at least annually.

6.6.3 On the basis of the risk assessment and control programme identify any training *necessary* to ensure, so far as is reasonably practicable, the safety, health and welfare at work of each employee - including Contractors and Temporary Employees (Agency Employees)<sup>16</sup>. This will form the basis of the training needs assessment for the Ward/Department/Service, etc. However, training needs may be identified through other processes<sup>17</sup> and sources (e.g. explicit legal requirement – see 6.6.8 below<sup>18</sup>).

6.6.4 Ensure that the occupational safety and health training needs of Employees is recorded (Personal Development Plan Ref: Personal Development Planning Guidelines and Workbook April'03 available at [www.HSELand.ie](http://www.HSELand.ie)). This information shall inform and contribute to the local occupational safety and health training programme.

6.6.5 Support employees in identifying statutory occupational safety and health training needs and implementing the relevant solutions.

6.6.6 Based on the aforesaid local and national needs assessments and training programme, make local arrangements for the provision of/access to training within appropriate/reasonable timescales and:

- On recruitment (e.g. at induction)
- In the event of transfer of an employee or change of tasks assigned to an employee

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<sup>13</sup> Criterion 7 - Instruction, Training and Supervision of the HSA Audit Tool may be used for this purpose (HSA, 2006. Auditing a Safety and Health Management System - A Safety and Health Audit Tool for the Healthcare Sector)

<sup>14</sup> The standard HSE risk assessment methodology, as set out in Office of Quality and Risk/QPS documents: *Developing and Populating a Risk Register Best Practice Guidance* (OQR010), and *Risk Assessment Tool and Guidance* (OQR012), shall be used for this purpose.

<sup>15</sup> See Schedule 3 of the Safety, Health and Welfare at Work Act 2005.

<sup>16</sup> See also HSE Policy on the Management of Health and Safety in Contract Work: Co-operation and Coordination with Contractors and Others.

<sup>17</sup> E.g. other HSE policy, non-exhaustively following audit/inspection, advice from HR Health and Safety Function, HBS Estates, adverse event data /investigation, **request from staff member e.g. through Personal Development Plan and Performance Achievement process**, review of legislation, etc.

<sup>18</sup> See appendix 1 of this document.

- On the introduction of new or changed technology, work equipment and/or systems of work

Training shall also be repeated at such intervals as are deemed appropriate (e.g. by the relevant Responsible Person) and/or as stipulated in legislation, authoritative guidelines and/or the National Health and Safety Function or HBS Estates Department (as applicable).

- 6.6.7 Facilitate attendance at training, during time off from work, where appropriate, and without loss of remuneration and ensure that any occupational safety and health instruction and training is provided in a form, manner and, as appropriate, language that is reasonably likely to be understood<sup>19</sup> and <sup>20</sup> a TP1 form (Training Event Plan) should be completed for each course to be attended. Refer to footnote 22 at [www.HSELand.ie](http://www.HSELand.ie).
- 6.6.8 Ensure that training sourced and delivered as part of the occupational safety and health training programme relates, in particular, to the specific task(s) to be performed by the employee and the measures to be taken in an emergency. Any training should also be adapted to take account of new or changed risks.
- 6.6.9 Ensure that persons at work in the place of work who are not employees of the HSE (e.g. maintenance or cleaning contractors) receive instructions relating to any risks to their safety, health and welfare in that place of work as necessary and appropriate.<sup>21</sup>
- 6.6.10 Similarly, ensure that fixed term and temporary employees (e.g. Agency Employees) have received or receive training appropriate to the work, having regard to their qualifications and experience.<sup>22</sup>
- 6.6.11 Consider:
- 6.6.11.1 Each individual's capabilities in relation to safety, health and welfare when assigning specific tasks to employees.
- 6.6.11.2 Particularly sensitive employees to whom any of the relevant statutory provisions apply, e.g. persons with disabilities, pregnant workers or young persons or any employees exposed to risks expressly provided for under the relevant statutory provisions and ensure they are protected against the specific dangers that affect them<sup>23</sup>.

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<sup>19</sup> Safety, Health and Welfare at Work Act 2005, Sections 10(1)(a) and (b) and Section 10(4).

<sup>20</sup> This wording is taken from the Act and is not restrictive in terms of flexibility to attend.

<sup>23</sup> Refer to HSE Policy on the Management of Health and Safety in Contract Work: Co-operation and Coordination with Contractors and Others.

<sup>22</sup> As above.

<sup>23</sup> Under the Safety, Health and Welfare at Work (General Application) Regulations 2007 the following are considered to be Sensitive Risk Groups: Children and Young Persons; Pregnant, Post Natal and Breastfeeding Employees; Night Workers and Shift Workers.

- 6.6.12 Record attendance and maintain and keep available for inspection appropriate training records for each employee. **Ensure an EV1 (Evaluation Form) is completed for each course attended. Refer to footnote 22 at [www.HSELand.ie](http://www.HSELand.ie).**
- 6.6.13 Include statutory training provision in local occupational safety and health audits.

## 6.7 Responsibilities of Employees

With specific reference to occupational safety and health training Employees shall:

- 6.7.1 Adhere to this Policy, local procedures and safe systems of work and any associated risk assessments.
- 6.7.2 Communicate to their line manager (Responsible Person) those elements of their duties that require additional training, (consider Occupational Safety and Health Training Needs when reviewing Personal Development needs as part of the PDP and Performance Achievement Process. See Personal Development Planning, Guidelines and Workbook April'03 at [www.HSELand.ie](http://www.HSELand.ie)) in so far as they are aware of them based on their competency level, in order to assist the Organisation in the management of any risk(s) associated with those duties and the development of training needs assessments at local and national level.
- 6.7.3 Co-operate with the relevant Responsible Person in the risk assessment and training needs assessment processes.
- 6.7.4 Attend all training identified as necessary (statutory) and, having regard to such training and/or instruction, apply any system of work and make correct use of any article or substance provided for use at work or for the protection of safety, health and welfare at work. Refer to: [www.hse.ie/safetyandwellbeing](http://www.hse.ie/safetyandwellbeing)
- 6.7.5 Complete course evaluations as required.
- 6.7.6 Not misrepresent themselves with regard to their level of training as prescribed by the Safety, Health and Welfare at Work Act 2005.

## 7.0 Procedure/Protocol/Guideline

A step-by-step approach to managing statutory occupational safety and health training is given in Appendix 2 of this Policy Document.

This policy document may be supplemented with other more detailed guideline documents/procedures as required.

Further general details in relation to occupational safety and health information and training provision can also be found in the Corporate Safety Statement.

## **8.0 Implementation Plan**

See Implementation Plan/Flow Chart in Appendix 3.

### **8.1 Communication**

The HSE must make this policy available to all employees. Electronic and other means of communication can be used to maximise distribution. Copies should also be made available to external providers of services to the HSE.

Managers must ensure that employees under their supervision have read and understand the policy. A signature sheet is provided for this purpose.

### **8.2 Responsibilities for Implementation**

Managers (Responsible Persons) at all levels are responsible for implementing this policy within their area (See Section 6.0).

## **9.0 Revision and Audit**

Detailed responsibilities for review and audit are given in Section 6 of this Policy document.

9.1 This policy shall be reviewed every three years or earlier if circumstances require it.<sup>24</sup>

9.2 The general statutory occupational safety and health training needs assessment and associated National guidelines on statutory training courses shall be reviewed and updated at least annually.

9.3 National occupational safety and health training KPIs shall be reviewed annually.

9.4 Implementation of this policy shall be audited at national and local level at least annually.

## **10.0 References**

- Collins Dictionary 2000
- Health and Safety Authority (HSA), 2006. Guidelines on the Procurement, Design and Management Requirements of the Safety Health and Welfare at Work (Construction) Regulations 2006
- HSA, 2009. Auditing a Safety and Health Management System - A Safety and Health Audit Tool for the Healthcare Sector. Dublin, HSA
- HSA, 2009. Clients in Construction – Best Practice Guidance. Dublin, HSA
- Health Service Executive (HSE), 2009. Developing and Populating a Risk Register Best Practice Guidance (OQR010)
- HSE, 2011. Risk Assessment Tool and Guidance (OQR012)
- HSE, 2012. Procedure for Developing Policies, Procedures, Protocols and Guidelines (OQR029)
- HSE, 2014. Corporate Safety Statement
- HSE, 2014. Safety Incident Management Policy (QPSD-D-060-1.1)

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<sup>24</sup> See Revision History in Appendix

## **11.0 Appendices**

### **Appendix 1**

#### **Statutory Occupational Safety and Health Training Requirements (Extracts)**

Safety, Health and Welfare at Work Act 2005

Safety, Health and Welfare at Work (General Application) Regulations 2007

Safety, Health and Welfare at Work (Biological Agents) Regulations 2013

Safety, Health and Welfare at Work (Sharps) Regulations 2014

Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001

Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006

Safety, Health and Welfare at Work (Construction) Regulations 2013

**The following extracts have been taken directly from the Safety, Health and Welfare at Work Act, 2005 and associated Regulations.**

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## **Safety, Health and Welfare at Work Act 2005**

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### **Section 8 – General Duties of Employer**

- 8(1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- (2) Without prejudice to the generality of subsection (1), the employer's duty extends, in particular, to the following:
- (g) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
  - (h) determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3."

### **Section 10 – Instruction, Training and Supervision of Employees**

- 10(1) ...every employer shall, when providing instruction, training and supervision to his or her employees in relation to their safety, health and welfare at work, ensure that:
- a) Instruction, training and supervision is provided in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employee concerned.
  - b) Employees receive, during time off from their work, where appropriate, and without loss of remuneration, adequate safety, health and welfare training, including, in particular, information and instructions relating to the specific task to be performed by the employee and the measures to be taken in an emergency.
  - c) In relation to any specific task assigned to an employee, that his or her capabilities in relation to safety, health and welfare are taken into account.
  - d) In the case of a class or classes of particularly sensitive employees to whom any of the relevant statutory provisions apply, or any employees exposed to risks expressly provided for under the relevant statutory provisions the employees concerned are protected against the dangers that specifically affect them.
- (2) Training under this section shall be adapted to take account of new or changed risks to safety, health and welfare at work and shall, as appropriate, be repeated periodically.
- (3) Training under this section shall be provided to employees –
- a) on recruitment,
  - b) in the event of transfer of an employee or change of tasks assigned to an employee,
  - c) on the introduction of new work equipment, systems of work, or changes in existing work equipment or systems of work,
  - d) on the introduction of new technology.

- (4) Where in respect of any particular work, competency requirements are prescribed, the employer shall provide for the release of employees, during working hours, where appropriate, and without loss of remuneration, for the purpose of attending training in matters relating to safety, health and welfare at work as regards the particular work.
- (5) Every employer shall ensure that persons at work in the place of work concerned who are employees of another employer receive instructions relating to any risks to their safety, health and welfare in that place of work as necessary or appropriate.
- (6) Every employer who uses the services of a fixed term of temporary employee shall ensure that the employee receives the training appropriate to the work which he or she is required to carry out having regard to his or her qualifications and experience.

### **Section 11 – Emergencies and Serious and Imminent Dangers**

- 11(1) Without prejudice to the generality of *section 8*, every employer shall, in preparing and revising as necessary adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger—
  - (c) for the purposes of implementing the plans, procedures and measures referred to in this section and *section 8*
    - (i) designate employees who are required to implement those plans, procedures and measures, and
    - (ii) ensure that the number of those employees, their training and the equipment available to them are adequate, taking into account either or both the size of and specific hazards relating to the place of work.

### **Section 13 – General Duties of Employee and Persons in Control of Places of Work**

- 13(1) “An employee shall, while at work –
  - f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,
- (2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)”

**Part 2****Chapter 3 — Personal Protective Equipment****Information, training and instruction**

67. Where an employer provides personal protective equipment for use by an employee under Regulation 62, the employer, without prejudice to sections 9 and 10 of the Act, shall—
- (a) inform the employee of the risks against which the wearing of the equipment protects him or her,
  - (b) provide the employee with adequate information on the personal protective equipment provided,
  - (c) inform the employee of the level of protection afforded by the personal protective equipment provided for his or her use,
  - (d) provide the employee with instruction on the use of such personal protective equipment, and
  - (e) arrange for training and, if appropriate, organise demonstrations in the wearing of such equipment.

**Chapter 4 — Manual Handling of Loads****Duties of Employer**

69. An employer shall—
- (a) take appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by the employer's employees,
  - (b) where the need for the manual handling of loads by the employer's employees cannot be avoided, take appropriate organisational measures, use appropriate means or provide the employer's employees with such means in order to reduce the risk involved in the manual handling of such loads, having regard to the risk factors specified in Schedule 3,
  - (c) wherever the need for manual handling of loads by the employer's employees cannot be avoided, organise workstations in such a way as to make such handling as safe and healthy as possible, and—
    - (i) taking account of the risk factors for the manual handling of loads specified in Schedule 3, assess the health and safety conditions of the type of work involved and take appropriate measures to avoid or reduce the risk, particularly of back injury, to the employer's employees,
    - (ii) ensure that particularly sensitive risk groups of employees are protected against any dangers which specifically affect them in relation to the manual handling of loads and the individual risk factors, having regard to the risk factors set out in Schedule 3,
    - (iii) ensure that where tasks are entrusted to an employee, his or her capabilities in relation to safety and health are taken into account, including, in relation to the manual handling of loads by employees, the individual risk factors set out in Schedule 3, and
    - (iv) when carrying out health surveillance in relation to the manual handling of loads by employees, take account of the appropriate risk factors set out in Schedule 3,

## **Schedule 3**

### **Regulation 69**

#### **Risk Factors for Manual Handling of Loads**

5. Individual Risk Factors. The employee may be at risk if he or she: ...does not have adequate or appropriate knowledge or training

## **Chapter 5 — Display Screen Equipment**

### **Duties of employer**

72. (1) An employer, when providing display screen equipment for use by an employee at a workstation, shall—
- (e) without prejudice to section 10 of the Act, provide training to employees in the use of workstations before commencing work with display screen equipment and whenever the organisation of the workstation is substantially modified, and

## **Part 4 – Work at Height**

### **Avoidance of risks from work at height**

98. Taking account of the general principles of prevention in Schedule 3 to the Act, an employer shall—
- (d) where the measures taken under paragraph (c) do not eliminate the risk of a fall occurring—
- (ii) without prejudice to the generality of paragraph (c), provide such additional training and instruction or take other additional suitable and sufficient measures to prevent, so far as is practicable, any employee falling a distance liable to cause personal injury.

### **Scaffolding, additional requirements**

107. An employer shall ensure that—
- (g) any scaffolding assembled, dismantled or significantly altered is only carried out under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged that addresses specific risks that the operations may entail and precautions to be taken, and, in particular—
- (i) in understanding the plan referred to in paragraph (c) for the assembly, dismantling or alteration of the scaffolding concerned,
- (ii) the need for safety during the assembly, dismantling or alteration of the scaffolding concerned,
- (iii) measures to prevent the risk of persons, materials or objects falling,
- (iv) safety measures in the event of changing weather conditions that could adversely affect the safety of the scaffolding concerned,
- (v) permissible loadings, and
- (vi) any other risks that the assembly, dismantling or alteration of the scaffolding concerned may entail.

## **Collective safeguards for arresting falls**

- 108.** (1) Any reference in this Regulation to a safeguard is to a collective safeguard for arresting falls.
- (2) An employer shall ensure that—
- (a) a safeguard may be used only if—
    - (iii) a sufficient number of persons are available, if required, to assist with any aspect of the safeguard's operation and have received adequate training specific to the safeguard, including rescue procedures,

## **Personal fall protection systems**

- 109.** An employer shall ensure that—
- (a) a personal fall protection system is only used by an employee if—
    - (ii) the user and a sufficient number of persons are available, if required, to assist with any aspect of the operations envisaged and have received adequate training specific to the operations envisaged, including immediate rescue procedures,

## **Part 5 – Physical Agents**

### **Chapter 1 —Control of Noise at Work**

#### **Provisions aimed at avoiding or reducing exposure**

- 125.** An employer shall—
- (a) in compliance with the general principles of prevention set out in Schedule 3 to the Act, and in consultation with the employer's employees or representatives, or both, ensure, so far as is reasonably practicable, that the risk arising from exposure of the employer's employees to noise is either eliminated at source or reduced to a minimum,
  - (b) in complying with paragraph (a), take into account, in particular—
    - (iv) adequate information and training to instruct employees to use work equipment correctly and safely in order to reduce their exposure to noise to a minimum,

#### **Employee information, training and consultation**

- 130.** An employer shall—
- (a) without prejudice to sections 9 and 10 of the Act, where the employer's employees are exposed to noise at work at or above the lower exposure action value, provide them or their representatives, or both, with suitable and sufficient information and training relating to risks resulting from exposure to noise,
  - (b) ensure that, without prejudice to the generality of paragraph (a), the information and training provided under that paragraph includes—
    - (i) the nature of such risks,
    - (ii) the organisational and technical measures taken in order to comply with Regulation 125,
    - (iii) the exposure limit values and the exposure action values specified in Regulation 123,
    - (iv) the results of the assessment and measurements of the noise carried out in accordance with Regulation 124 and an explanation of their significance and the potential risks,
    - (v) the correct use of hearing protectors,
    - (vi) why and how to detect and report signs of hearing damage,

- (vii) the circumstances in which health surveillance is made available to employees and its purpose, in accordance with Regulation 131,
- (viii) safe working practices to minimise exposure to noise, and
- (c) ensure that the consultation of employees in relation to this Chapter is effected in accordance with section 26 of the Act and includes in particular consultation in regard to Regulations 124(a), 125(a) and 129(1)(c).

## **Chapter 2 — Control of Vibration at Work**

- 138.** If the risk assessment carried out under Regulation 136 indicates that an exposure action value is exceeded, an employer shall comply with the duty to reduce exposure to mechanical vibration and attendant risks to a minimum under Regulation 137 by establishing and implementing a programme of technical or organisational measures, or both, appropriate to the activity and consistent with the risk assessment, taking into account in particular—
- (f) adequate information and training to instruct employees to use work equipment correctly, safely and without risk to health in order to reduce their exposure to mechanical vibration to a minimum,

### **Employee information and training**

- 140.** Without prejudice to sections 9 and 10 of the Act, where employees are exposed to risk from mechanical vibration, an employer shall provide those employees or their representative, or both, with suitable and sufficient information, instruction and training, including—
- (a) the technical and organisational measures taken in order to comply with this Chapter,
  - (b) the exposure limit values and the exposure action values,
  - (c) the results of the risk assessment and measurement of the mechanical vibration carried out in accordance with Regulation 136 and the potential injury arising from the work equipment in use,
  - (d) why and how to detect and report signs of injury,
  - (e) the circumstances in which health surveillance is made available to employees and its purpose, in accordance with Regulation 141, and
  - (f) safe working practices to minimise exposure to mechanical vibration.

## **Part 6 – Sensitive Risk Groups**

### **Chapter 1 — Protection of Children and Young Persons**

#### **Risk assessment**

- 144.** An employer shall—
- (c) take account of the following when carrying out a risk assessment:
    - (v) the training, instruction and level of supervision provided to a child or young person at the place of work,

## **Circumstances prohibiting employment of a child or young person**

- 145.** An employer shall not employ a child or young person at work where a risk assessment reveals that the work—
- (d) involves the risk of accidents which it may be assumed cannot be recognised or avoided by a child or young person owing to insufficient attention to safety or lack of experience or training,

## **Part 7 – Safety Signs and First Aid**

### **Chapter 2 – First Aid**

#### **Provisions for first-aid**

- 165.** (1) An employer shall—
- (c) ensure that the number of occupational first-aiders, their training and the equipment available to them is adequate, taking account of the size or hazards, or both, of each such place of work,

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## **Safety, Health and Welfare at Work (Biological Agents) Regulations 2013**

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### **Part 2 - Duties of employers and employees**

#### **Duties of employers**

- 5.** Where an employee is, or is likely to be, exposed to biological agents as a result of his or her work activities, his or her employer shall—
- (b) without prejudice to paragraph (a)—
    - (vii) provide information and training and consult with employees as required under Regulation 8,

#### **Information, training and consultation of employees**

- 8.** (1) An employer, in the case of any activity in relation to which there is a risk to the health or safety of an employee due to work with a biological agent, shall take appropriate measures to ensure that each such employee or his or her safety representative (or both) receive sufficient and appropriate training, on the basis of all available information, in particular in the form of information and instructions concerning—
- (a) potential risks to health,
  - (b) precautions to be taken to prevent exposure,
  - (c) hygiene requirements,
  - (d) wearing and use of suitable work clothing, special protective clothing and personal protective equipment, and
  - (e) steps to be taken by employees in the case of incidents and to prevent incidents.
- (2) Prior to the commencement of work involving contact with a biological agent, an employer shall give the training referred to in paragraph (1) and ensure that such training is adapted to take account of new or changed risks and is repeated as often as is necessary.

- (3) An employer shall provide written instructions at the place of work, and, if appropriate, display notices which shall, at a minimum, include the procedure to be followed in the case of—
  - (a) a serious accident or incident involving the handling of a biological agent, and
  - (b) the handling of a group 4 biological agent.
- (4) An employer shall ensure that employees or their safety representative (or both) are or is—
  - (a) informed, immediately, of any accident or incident which may have resulted in the release of a biological agent and which could cause severe human infection or illness (or both),
  - (b) informed, as quickly as possible, when a serious accident or incident occurs of the causes thereof and of the measures taken or to be taken to rectify the situation, and
  - (c) consulted in relation to the matters referred to in Regulation 7.
- (5) An employer shall provide information in accordance with paragraph (1) to—
  - (a) any other employer whose employees, or
  - (b) any self-employed person who, may be affected by exposure to a biological agent arising from the conduct of the employer's undertaking.

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## **Safety, Health and Welfare at Work (Sharps) Regulations 2014**

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### **Elimination, prevention and protection**

5. (3) A relevant employer shall, having regard to the activity and a sharps risk assessment, reduce the risk of exposure to as low a level as necessary to adequately protect the health and safety of a relevant worker, by—
  - (b) preventing the risk of infection by implementing safe systems of work by—
    - (ii) providing training to relevant workers,
- (7) A relevant employer, for the purpose of preventing a risk of exposure, shall—
  - (a) regularly reassess the safe procedures referred to in paragraph (1)(a), and
  - (b) ensure that those safe procedures form an integral part of the information and training given to relevant workers in accordance with Regulations 6 and 7.

### **Training and monitoring**

7. (1) A relevant employer shall, where there is a risk of exposure to relevant workers, provide those relevant workers with suitable and sufficient training relating to that risk.
- (2) Without prejudice to the generality of paragraph (1), training provided under that paragraph shall include training in relation to—
  - (a) the correct use of medical devices incorporating safety-engineered sharps protection mechanisms,
  - (b) the risks associated with exposure to blood and body fluid,
  - (c) preventive measures including standard precautions, safe systems of work, procedures for the correct use and disposal of sharps and the importance of vaccination,
  - (d) that employer's policies and procedures associated with sharps injuries and infections, including that employer's procedures for monitoring the safety of work practices relating to sharps,
  - (e) the reporting and response procedures referred to in Regulations 8 and 9 and the importance of those procedures, and
  - (f) measures to be taken where there is an injury or infection from sharps.

- (3) Where a new relevant worker commences work with a relevant employer and there is a risk of exposure to that employee, the relevant employer shall, prior to or upon commencement of that employment, provide training to that relevant worker in accordance with paragraph (1).
- (4) A relevant employer shall ensure that training provided in accordance with this Regulation takes account of—
  - (a) the results of monitoring by that employer of the safety of work practices relating to sharps,
  - (b) modernisation and improvements in the prevention and treatment of sharp injuries and infections, and
  - (c) any new or changed risks to the safety, health and welfare of relevant workers at work arising from the use of sharps.
- (5) This Regulation is in addition to and not in substitution for—
  - (a) section 10 of the Act of 2005, and
  - (b) paragraphs (1) and (2) of Regulation 8 of the Biological Agents Regulations.

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### **Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001**

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#### **Information, training and consultation**

9. (1) Without prejudice to the Principal Regulations, the employer shall ensure that employees and their safety representatives or both are provided with –
  - (c) training and information on appropriate precautions and actions which should be taken in order to safeguard themselves and other employees at the workplace,

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### **Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006**

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#### **Training and Information**

17. (1) Without prejudice to sections 8 and 10 of the Act and having regard to section 21 of the Act, employers shall provide appropriate training and adequate information for all employees who are, or are likely to be, exposed to asbestos-containing dust.
- (2) Training referred to in paragraph (1) shall be easily understandable to employees and shall enable employees to acquire the necessary knowledge and skills as regards prevention and safety, in particular with regard to –
  - (a) the potential risks to health from exposure to dust arising from asbestos or materials containing asbestos;
  - (b) the existence and meaning of the established exposure limit value;
  - (c) the operations which could result in asbestos exposure;
  - (d) the importance of preventive controls to minimise exposure;
  - (e) the control limit and the need for atmospheric monitoring;
  - (f) the properties of asbestos and its effects on health, including the synergistic effect of smoking;
  - (g) the types and products or materials likely to contain asbestos;
  - (h) the hygiene requirements necessary, including the need to refrain from smoking, eating or drinking where there is a risk of exposure to asbestos-containing dust;
  - (i) safe work practices, control measures and protective equipment;

- (j) the appropriate role, choice, selection, limitations and proper use of respiratory equipment;
  - (k) the special precautions to be taken to avoid or minimise risks associated with exposure to asbestos-containing dust, including the need to wear protective clothing and the need to use protective equipment;
  - (l) emergency procedures;
  - (m) decontamination procedures;
  - (n) waste disposal procedures; and
  - (o) medical examination requirements.
- (3) The training and information required under paragraph (1) shall be –
- (a) given at regular intervals;
  - (b) adapted to take account of significant changes in the type of work carried out or methods of work used by the employer; and
  - (c) provided in a manner appropriate to the nature and degree of exposure identified by the risk assessment, and so that the employees are aware of and understand -
    - (i) the significant findings of the risk assessment, and
    - (ii) the results of any air monitoring carried out with an explanation of the findings.
- (4) In addition to the measures set down in paragraph (1) and subject to Regulation 5(b), employers shall ensure that -
- (a) the employees concerned or their representative at the place of work, or both, shall have access to the results of the asbestos-in-air measurements, the significance of which shall be explained,
  - (b) if the results of the asbestos-in-air measurements show that the exposure limit value is being or has been exceeded at any place of work, the employer concerned shall inform the employees concerned or their representatives, or both, of that fact as quickly as possible and the reason for it and those employees or their representatives at the place of work, or both, shall be consulted by the employer regarding the measures to be taken to mitigate the situation or, in an emergency situation, shall be informed by the employer of the measures which have so been taken.
- (5) Every employer shall keep records of the training given to individual employees.
- (6) Records of training as referred in paragraph (5) shall be made available, on request, to an inspector.
- (7) Every employer shall take account of any relevant guidelines published by the European Community when providing training for his or her employees engaged in the removal of asbestos or materials containing asbestos.

### **Ability to perform asbestos work**

- 16.** (1) A person shall, before carrying out work which includes asbestos demolition or removal, provide evidence of their ability to perform such work to the person for whom the work is being carried out and, on request, to an inspector.
- (2) Taking account of the provisions of section 2(2) of the Act, the evidence referred to in paragraph (1) shall include the information specified in Schedule 4 as appropriate and applicable to the intended work.

## Schedule 4

### Regulation 16(2)

#### Evidence of Ability to Perform Asbestos Work

(Indicative, non-exhaustive list of information to be provided for the purposes of Regulation 16, as appropriate and applicable to the intended work)

1. Training Plan and Policy for employees working with materials containing asbestos.
2. Individual employee training certificates indicating where, when, duration and type of training received and who provided the training.

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## Safety, Health and Welfare at Work (Construction) Regulations 2013

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### Part 4 – General Safety Provisions

#### Installations, machinery and equipment

37. A contractor responsible for a construction site shall ensure for that site that all installations, machinery and equipment, including hand tools, whether power-operated or not, used on a construction site, are—
- (a) properly designed and constructed, taking account, as far as possible, of the principles of ergonomics,
  - (b) maintained in proper working order,
  - (c) used only for the work for which they were designed, and
  - (d) operated only by persons who have received appropriate training.

## Schedule 4

### Regulations 4, 19, 25 and 29

#### Safety Awareness Scheme

1. The requirements under these Regulations for the issue of a valid safety awareness registration card are successful completion of any one of the following:
  - (a) the FÁS Safe Pass training programme;
  - (b) an equivalent safety awareness scheme approved by FÁS;
  - (c) an equivalent safety awareness scheme in another Member State of the European Union approved by FÁS.
2. A valid safety awareness registration card is one of the following:
  - (a) the FÁS Safe Pass registration card;
  - (b) a registration card, with photographic identification, issued by such body as may be prescribed by the Minister, for the purpose of the issuing of safety awareness cards;
  - (c) a registration card issued in association with a scheme referred to in *paragraph 1(c)*.

## Schedule 5

### Regulations 2, 19, 25, 29, 74 and 97

#### Construction Skills Certification Scheme

1. (1) The requirement for the issue of a FETAC award under the Construction Skills Certification Scheme is successful completion of training under the scheme in any of the following tasks:
  - (a) Scaffolding — basic;
  - (b) Scaffolding — advanced;
  - (c) Mobile tower scaffold — where the employee has not been trained in the task referred to at *clauses (a) or (b)*;
  - (d) Tower crane operation;
  - (e) Self erecting tower crane operation — where the employee has not been trained in the task referred to at *clause (d)*;
  - (f) Slinging/signalling;
  - (g) Telescopic handler operation;
  - (h) Tractor/dozer operation;
  - (i) Mobile crane operation;
  - (j) Crawler crane operation;
  - (k) Articulated dumper operation;
  - (l) Site dumper operation;
  - (m) 180° excavator operation;
  - (n) Mini-digger operation — where the employee has not been trained in the task specified in *clause (o)*;
  - (o) 360° excavator operation;
  - (p) Roof and wall cladding/sheeting;
  - (q) Built-up roof felting;
  - (r) Signing, lighting and guarding on roads;
  - (s) Locating under-ground services;
  - (t) Shotfiring;
  - (u) assisting in the implementation of health and safety at roadworks;
  - (v) such other construction related tasks as may be prescribed by the Minister.
- (2) Where it is necessary to gain experience prior to undertaking a programme related to the tasks listed at *paragraph (1)* it is permissible for a person to undertake those tasks during the training period required by the programme if—
  - (a) the person concerned is under the supervision of a competent person, and
  - (b) the person concerned is in possession of an appropriate identification identifying the person as a trainee for the purpose of gaining experience and competence in the skill in the area in which the person is undergoing training.
2. The requirements for the issue of a valid construction skills registration card under the Construction Skills Certification Scheme are successful completion of—
  - (a) the relevant FETAC award under the Construction Skills Certification Scheme,
  - (b) an equivalent FETAC award, or
  - (c) an equivalent award approved by a body in another Member State of the European Union recognised by FÁS as equivalent to the FETAC award under the Construction Skills Certification Scheme.
3. (1) “Scaffolding — basic” listed in *paragraph 1(1) (a)* means general scaffolding operations (other than those covered by “Scaffolding—advanced” listed in *paragraph 1(1) (b)*).

- (2) “Scaffolding — advanced” listed in *paragraph 1(1) (b)* includes any or all of the following:
- (a) construction of special scaffolds as may be specified in a relevant code of practice;
  - (b) construction of scaffolds that may require design or calculation, including any such scaffold as may be specified in a relevant code of practice;
  - (c) such other tasks as may be prescribed by the Minister.

## Appendix 2

### Step-by Step Procedure for Policy Implementation

<b>Step by Step Procedure</b>		<b>Policy Clause</b>
<b>Director of HR in relation to Occupational Safety and Health</b>	<b>Director HBS in relation to Fire Safety/Infrastructural Risk</b>	
<ul style="list-style-type: none"> <li>Ensure this policy is reviewed and updated as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that HR is assisted in the review of this policy as appropriate</li> </ul>	6.4.2.1
<ul style="list-style-type: none"> <li>Ensure a national Function supporting specialist statutory Occupational safety and health training is established</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the delivery of statutory Fire Safety and Infrastructural Risk training through the Estates Department</li> </ul>	6.4.2
<ul style="list-style-type: none"> <li>Ensure that the H&amp;S Function has the necessary mandate and resources</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the Estates Department has the necessary mandate and resources</li> </ul>	6.4.2.2
<ul style="list-style-type: none"> <li>Provide assurance to the Leadership Team and DG that duties with regard to statutory training are being discharged by appropriate persons</li> </ul>		6.4.2.9
<b>National Health and Safety Function</b>		
<ul style="list-style-type: none"> <li>Review and revise this Policy three yearly or following any significant change in the matters to which it relates, whichever is the soonest</li> </ul>		6.4.2.1
<b>National Health and Safety Function in relation to Occ. Safety and Health Issues</b>	<b>Estates Department in relation to Fire Safety and Infrastructural Risk Issues</b>	
<ul style="list-style-type: none"> <li>Assist in the identification of statutory requirements, set KPIs and make suitable recommendations in relation to training referred to above</li> </ul>		6.4.2.5
<ul style="list-style-type: none"> <li>Produce and update in-house courses so far as is reasonably practicable, taking a blended (e-learning, face-to-face, train-the-trainer) approach to training provision as necessary</li> </ul>		6.4.2.6
<ul style="list-style-type: none"> <li>Where in-house courses are not available, provide advice and assistance in relation to delivery by external provider</li> </ul>		6.4.2.6
<ul style="list-style-type: none"> <li>Monitor and audit the delivery of statutory occupational safety and health, fire safety and infrastructural risk training</li> </ul>		6.4.2.8 9.0
<ul style="list-style-type: none"> <li>Collate national statistics in relation to statutory training and provide reports to the National Risk Committee and the Health and Safety Management Advisory Committee</li> </ul>		6.4.2.7 6.4.2.8 6.4.2.9
<b>Directors, CO, HGCEO, AM and Hospital CEO/GM and AND (Corporate Services) etc.</b>		
<ul style="list-style-type: none"> <li>Ensure appropriate structures are in place for ensuring awareness and implementation of this policy and the identification and management of training needs</li> </ul>		6.2.1 - 6.2.3 Inclusive
<ul style="list-style-type: none"> <li>Ensuring adequate resources are allocated for the provision of statutory occupational safety and health training</li> </ul>		6.2.4
<b>Additionally for CO, HGCEO, and AM, Hospital CEO/GM and AND (Corporate Services) etc.</b>		
<ul style="list-style-type: none"> <li>Collate training needs assessments to form a Directorate, Community Healthcare Organisation or Hospital Group Training Needs Assessment</li> </ul>		6.3.1.1
<ul style="list-style-type: none"> <li>Compile Directorate, CHO or Hospital Group (as appropriate) training programme</li> </ul>		6.3.1.2
<ul style="list-style-type: none"> <li>Collate attendance data (at CHO/Group level) and provide reports to the National Health and Safety Function</li> </ul>		6.3.1.3 6.3.1.4

<b>Local Senior Manager</b>	
• Disseminate this policy	6.5.1
• Provide resources to ensure that training needs can be met in a timely fashion	
• Ensure that an annual review of occupational safety and health training is undertaken	6.5.2.1
• Ensure Responsible Persons carry out risk assessments and needs assessments to identify statutory training needs	6.5.2.2
• Collate local training needs assessments developed by Responsible Persons and set out the local (Hospital/Service level, etc.) Occ. Safety & Health Training programmes	6.5.2.2
• Develop a local occupational safety and health training programme, where necessary taking advice from the HR National Health and Safety Function. Likewise for Fire Safety/Infrastructural Risk issues HBS/Estates will provide advice and guidance	
• Collate data on training attendance (at CHO/Group level and Hospital/Service level, etc.) from Responsible Persons and provide reports to the AM, Hospital Group CEO and/or AND	6.5.2.3 6.5.2.5
• Monitor and review training effectiveness	6.5.2.4
• Conduct audits of policy implementation at least annually	6.5.3

<b>Responsible Person (Ward/Department/Service/Line Manager)</b>	
• Conduct Risk Assessments using the HSE approved risk assessment methodology	6.6.2
• Identify controls required in accordance with the Principles of Prevention	6.6.2
• On the basis of the above identify <i>necessary</i> training for each employee - including Contractors and Temporary Employees (Agency Employees)	6.6.3 6.6.4
• Review all sources of potential training needs, e.g. Legislation and National guidelines, Persons with specific health and safety responsibilities	6.6.3 6.6.5
• Identify reasonable timescales by which the training should be completed	6.6.6
• Compile all occupational safety and health training needs for the ward/department/service and submit these to the Senior Manager for the purposes of developing a local (e.g. Hospital) training programme	6.6.4
• Make arrangements for delivery of the training programme and facilitate attendance/participation within the specified timescales	6.6.6 6.6.7
• Record all occ. safety and health training required (staff member training plan) and undertaken by employees and provide ongoing reports to the Senior Manager	6.6.4 6.6.12
• Review risk assessments and control programmes (and associated occupational safety and health training needs) at least annually and more frequently if necessary	6.6.2
• When allocating work to individuals take competency into account	6.6.11
• Include statutory training in local safety audits annually	6.6.13
• Provide such supervision as is necessary to monitor compliance with training	6.6.1

<b>Employee</b>	
• Co-operate with Responsible Person in the risk assessment and training needs assessment processes	6.7.1 - 6.7.3
• Complete all statutory training within the specified timescale.	6.7.1 6.7.4
• Carry out work in accordance with any training received	6.7.4
• Take a proactive approach in assisting the Responsible Person to identify any additional training that may become necessary due to changes in working practice, equipment, or other reasons	6.7.2

## Appendix 3

### Simplified Implementation Plan

Implementation of this policy forms an integral part of the HSE safety management system and is underpinned by appropriate and effective communication, instruction, training, supervision, monitoring, audit and review.

As discussed in Section 6 of this document Senior Managers (Directors/ANDs, etc.) and Local Senior Managers (HGCEO, CO, AM, CEOs, GM and EM, etc.) play a vital role in the implementation of this policy, as do DON and Ward/Department/Service Managers and Senior Clinicians. Never-the-less the cooperation of all Employees (whether Permanent or Fixed Term, etc.), Temporary Employees (Agency), Contractors and Temporary Employment Businesses, etc., is fundamental to its success.

The following flow chart illustrates the day-to-day implementation steps.

