

 Feidhmeannacht na Seirbhíse Sláinte Health Service Executive	<h1>Frequently Asked Question</h1>				
Ref: FAQ: 014:02		RE: Statutory Occupational Safety and Health Training			
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Note:	<i>This information/advice has been issued in response to frequently asked questions around a specific topic and may not cover all issues arising, should you require more specific advice please contact the Health & Safety Help Desk. The management of any occupational health and safety issue(s) remains the responsibility of local management.</i>				

What is Statutory Occupational Safety and Health Training?

Statutory health and safety training is 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 all identified employees. Further information on roles and responsibilities with respect to statutory occupational safety and health (OSH) training and requirements to provide and attend statutory training can be found in the [HSE Policy on Statutory Occupational Safety and Health Training \(2016\)](#)

Training assists employees in acquiring the skills, knowledge and attitudes to make them competent in the safety and health aspects of their work and is therefore a key component in ensuring the delivery of quality services.

Instruction, training and supervision must be provided in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned.

Training must be provided to all employees:

- On commencement of employment
- In the event of the transfer of an employee or change of task assigned to an employee
- On the introduction of new work equipment, new systems of work, or changes in existing work equipment or systems of work
- On the introduction of new technology
- To maintain employee competency

[FAST FACTS OSH Training](#) provides a brief overview of the Statutory Occupational Safety and Health Training Policy which has been developed to support managers, employees, safety representatives and others.

What is a Training Needs Assessment?

A training needs assessment is the process of gathering, assessing and analysing information to determine the training needs of an employee. Undertaking a training needs assessment is recognised as the starting point for any successful training intervention.

In order to determine what training is necessary, it is the policy of the HSE that a systematic training needs assessment is carried out. This will assist managers in ensuring that their employees are provided with training that will equip them with the necessary skills and knowledge to carry out their roles in a safe manner. Furthermore, this will also assist the HSE in ensuring training is in line with the strategic objectives of the organisation and that resources are being allocated appropriately.

To support the training needs assessment process and further assist managers in determining health and safety training requirements for their employees, a training matrix has been developed (Please refer to Table 1). This matrix includes health and safety programmes provided throughout the HSE (it is a non-exhaustive list of programmes).

In addition to training recommendations identified via the risk assessment and National Health and Safety Function training matrix, a number of additional factors, as described in Table 2 included in this document, must also be considered as part of the overall assessment. This will ensure that the training staff receive is specific to their work activities and work environment.

What are the Key Steps involved in a Successful Training Needs Assessment?

- Undertake workplace risk assessments using the HSE approved risk assessment methodology and identify controls required in accordance with the Principles of Prevention (as set out in Schedule 3 to the Safety, Health and Welfare at Work Act 2005)
- Consult the NHSF training matrix to identify recommended programmes
- Review all sources of potential training needs (Please refer to Table 2)
- Ensure adequate preparation and planning e.g. all training records, policies and data are available for analysis
- Ensure adequate consultation with employees
- Collate the results gathered and identify the training needs for each employee
- Formally document the training needs assessment for each employee
- Prioritise the assessment needs and develop a local statutory health and safety training schedule
- Ensure adequate communication with all those involved

What are Managers' Responsibilities?

Managers' duties with regard to the provision of statutory occupational safety and health training are set out in the HSE Policy on Statutory Occupational Safety and Health Training (2016). In summary, managers must ensure that they:

- Identify the training needs of employees by undertaking a systematic training needs assessment

- Develop a health and safety training schedule based on the training needs assessment
- Arrange for the provision of training within an appropriate/reasonable timescale
- Ensure that employees attend all such training identified
- Record training attendance and maintain and keep available for inspection appropriate training records for each employee
- Provide such supervision as is necessary to monitor compliance with training

Please note, roles and responsibilities with respect to statutory occupational safety and health training may be considered as part of the scope of other published HSE policies. In such cases, the requirements set out in these policies must also be adhered to.

What are Employees' Responsibilities?

With specific reference to health and safety training, employees are responsible to:

- Co-operate with their line manager in the risk assessment and training needs assessment process
- Take a proactive approach in assisting their line manager to identify any additional training that may become necessary due to changes in working practice, equipment, or other reasons
- Consider health and safety training when identifying learning and development needs/objectives in the completion of their Personal Development Plan (PDP)
- Attend all training identified as necessary (statutory) within the specified timescale
- Carry out work in accordance with any training received
- Complete course evaluations as required

Where can I access information on training programmes delivered by the NHSF Training Team?

The National Health and Safety Function has developed a programme of statutory training which is outlined in our [staff training brochure](#). This brochure is based on legislative requirements and the needs of the HSE and supports management and employees in achieving a safe working environment and safe work practices.

The staff training brochure contains information on the statutory training programmes offered by the NHSF including who should attend and why, aim of programme, learning outcomes, duration and maximum number of participants.

How often do I have to attend a refresher course?

- Occupational First Aid is required every two years from the date you attended the training.
- People Moving and Handling refresher is repeated at not greater than three yearly intervals from the date you attended training or more frequently where identified through a local needs assessment.

Please note: Refresher frequencies may vary for other courses so ensure to check the brochure

What if I identify a training programme that is not listed in the brochure?

Where Training needs assessment identifies the need for a training programme not listed in the brochure, you should contact the Training Team via the health and safety helpdesk. Where appropriate, the Team will liaise with the service/ unit/ department to assist in the sourcing of such training and ensure it meets the needs of the service/ unit/ department.

How do I Requesting Statutory Health and Safety Training for an individual employee?

To request a place on a specific statutory health and safety training programme for an employee, log on to the HSE Health and Safety Helpdesk, click on individual training request and *fully complete all the required fields*. The process is outlined in the “[Helpdesk User Guide](#)” and “[Logging your Health and Safety Training Request](#)” Flow Chart.

How do I request Statutory Health and Safety Training for a Group of employees?

To request training for a **group of employees** log on to the HSE Health and Safety Helpdesk, click on group training request and *fully complete all the required fields*. The training team will be in contact with you for more details – name, venue, dates etc. The process is outlined in the [Helpdesk User Guide](#) and “[Logging your Health and Safety Training Request](#)” Flow Chart

What happens if I do not attend (DNA) the training programme?

If you do not attend a training programme the cost of the training programme will be recouped from your cost center.

How do I cancel a training programme?

Should you wish to cancel a place on a training programme, you must cancel the training via the original request on the health and safety helpdesk by logging into your original request and clicking on *cancel attendee* within the agreed-timeframe that is stipulated in the [terms and conditions](#).

How do I reschedule a training programme?

Should you wish to reschedule a training programme you **must** first cancel the place on the programme via the original helpdesk request and then complete a new training request.

Am I funded for the programme?

The National Health and Safety Function will fund those courses as identified in the National Health and Safety Training Matrix. However in accordance, with HSE policy on Statutory Occupational

Health and Safety Training (2016), it will be necessary for some courses to be funded by the relevant service.

What is the HSE and NHSF approach to delivery of training?

To support the HSE Policy on Statutory Occupational Safety and Health Training (2016), the NHSF has adopted a blended approach to learning combining face to face training with the use of online programmes via HSElanD.

How do I access HSElanD?

HSElanD can be accessed on www.hseland.ie

- Log in with your HSElanD username and password
- If you are a first time user, click 'Create an Account' and complete the registration form.
- If you have forgotten your login details, click on 'Forgotten Login'

If you experience any difficulties accessing programmes please contact HSElanD for support by emailing support@hseland.ie or telephoning **048 90 640445**.

What Statutory OSH programmes are available on HSElanD?

The following Health and Safety Programmes are currently available on HSElanD:

➤ **“Managing Health and Safety in the Healthcare Setting”**

This statutory programme provides managers with the appropriate information and guidance on their core responsibilities and the actions required to implement a safety management programme within their area of remit. This programme is mandatory for managers, department heads and all those with responsibility (clerical grade v1 and above, clinical CNM1/CMM1 and above) for safety health and wellbeing within the HSE.

➤ **“Health, Safety and Security”**

This statutory programme is mandatory for all employees and is to be used in conjunction with local induction familiarisation programmes where you will be inducted in safe work practices, process and risks relevant to your specific area of work.

➤ **“Manual Handling Awareness programme”**

This statutory Manual Handling E-Learning programme covers the theoretical components of the course only and the practical component must be carried out in accordance with legislative requirements. This programme is mandatory for all employees involved in manual handling activities.

➤ “Display Screen Equipment”

This statutory programme is mandatory for all employees that use display screen equipment as a significant part of their work activities. The programme provides an understanding of safe work practices related to the use of DSE’s in the workplace.

For further information on Display Screen equipment please see [DSE Campaign](#).

Induction Training

How do I coordinate Induction training?

Occupational Safety and health is an integral component of the HSE corporate induction process which is available to all frontline staff and those employees supplied through agencies. The following arrangements and supports are in place:

Site Induction Training is organised through Area Induction Coordinators in HSE Learning and Education and Development. This training supports the Employee Resource Pack In ‘Part One: Joining the HSE where you will find a section on Occupational Health and Safety and a direct link to the National Health and Safety Function website where further information can be accessed .

- [Induction Guidelines for Pre-Employee Induction Checklists](#). These guidelines provide the employer and the employee with detailed and relevant information on the Induction process and contain a section on health and safety.
- The NHSF have developed a document ‘[Frequently Asked Questions re: Health and Safety Information for new employees](#) (FAQ: 016:02) which provides basic health and safety information to new employees including information on common hazards encountered in healthcare and important health and safety documents employees must make themselves familiar with.

As previously described, HSElanD E-Learning programme entitled Health, Safety and Security is available and is considered mandatory for all new employees, whether temporary or permanent.

Who do I contact if I have any further queries?

Health & Safety Helpdesk:

Use the H&S Helpdesk to log your requests for **advice and information** and to book/cancel **training**.



For support with helpdesk, call
1850 420 420
between
10:30-12:00 and 14:00-15:30

Table 1 National Health and Safety Function

Statutory Health and Safety Training Matrix

Courses & Duration	Frequency	Guidance	Medical/Dental	Nursing	Allied Health and Social Care Professionals ¹	General Support staff ²	Management or Administrative Staff
HSE Leadership Team Occupational Health and Safety Briefing Course Duration 1.5 hours	Once off	All members of the HSE leadership team					✓
HSElanD Managing Health & Safety in Healthcare E-learning programme Course code: MHS-SHST:019:01 Course Duration 1 hour	Upon being appointed and as required thereafter	All Managers responsible for the management of safety health and welfare at work including the identification of hazards and assessment of risks	✓	✓	✓	✓	✓
Risk Assessment Workshop Course code RA-SHST:015:01 Course Duration 4 hours	Upon being appointed and as required thereafter	All Managers responsible for the management of safety health and welfare at work including the identification of hazards and assessment of risks	✓	✓	✓	✓	✓
Manual Handling Training Course code: IMH-SHST:005:01 Course Duration 4 hours	Every 3 years	All employees whose work activities involve the manual handling of loads excluding patient/client loads			✓	✓	✓

People Moving and Handling Training Course code: PMH-SHST:013:01 Course Duration 8 hours	Once	All employees whose work activities involve the moving and handling of patients/clients	✓	✓	✓		
People Moving and Handling Training Refresher Course code: PMHR-SHST-014:01 Course Duration 4 hours	Every 3 years	All employees who have within the last 3 years attended the full day people moving and handling Programme	✓	✓	✓		
Training in the Management of Violence and Aggression Course code MAPA-SHST-006:01 Course Duration 8 hours	When required	All employees who work in an environment where a risk assessment has identified there is a risk of exposure to verbal or physical aggression	✓	✓	✓	✓	✓
First Aid Responder Course Code FAR-SHST-028:01 Course Duration 18 hours	Once	Where a risk assessment has identified the need for an first aid responder on site and an employee has been nominated as an first aid responder for a workplace or service			✓	✓	✓
First Aid Responder Refresher Course Code FARR-SHST-29:01 Course Duration 12 hours	Every two years	Employees currently certified as first aid responder (who must undergo a refresher training course within 2 years)			✓	✓	✓
Chemical Safety Training (Clinical staff) Course code: CC-SHST-001:01 Course Duration 3 hours	When required	Employees who work in clinical areas and handle chemicals as part of their work activities	✓	✓	✓		

BOC Integral Valve Oxygen Cylinders (sizes CD, ZD, HX and ZX) Learning Guide E-learning Programme Course code IVOC-SHST-025:01 Course Duration 30 minutes	When required	All employees who are involved in the use or handling of this type of oxygen cylinder	✓	✓	✓	✓	
Chemical Safety Training (Non Clinical staff) Course code: C-SHST-002:01 Course Duration 3 hours	When required	Non Clinical staff who handle chemicals such as cleaning agents as part of their work activities				✓	✓
Medical Gas Safety Awareness Training (Clinical staff) MGC-SHST-007:01 Course Duration 3 hours	When required	All clinical staff who use, handle or store medical gases as part of their work activities	✓	✓	✓		
Medical Gas Safety Awareness Training (Non Clinical staff) MG-SHST-008:01 Course Duration 3 hours	When required	Non clinical staff who use, handle or store medical gases as part of their work activities				✓	✓
HSEland Display Screen Equipment E-learning Learning Programme Course code: DSE-SHST-018:01 Course Duration 1 hour	On induction and when required	All employees who use the DSE to carry out their work activities	✓	✓	✓	✓	✓
HSEland Health, Safety and Security E-learning programme Course code: HSS-SHST-020:01 Course Duration 2 hour	On induction	All HSE employees who have not received basic health and safety awareness training and all employees as part of their induction process	✓	✓	✓	✓	✓

Safety Representatives Course code: SR-SHST-016:01 Course Duration 3x8 hours	Once	Newly selected/elected Safety representatives	✓	✓	✓	✓	✓
Mobile Elevated Work Platforms (MEWPS) Course code: MEWP-SHST-021:01 Course Duration 6.5 hours	Every 3 years	All employees who use MEWPs as part of their work activities				✓	
Confined Spaces Course code: CS-SHST-022:01 Course Duration 7.5 hours	Every 3 years	All employees who enter into and work in confined spaces as part of their work activities				✓	
Total maximum duration of training hours required³			54.5	54.5	76.5	82.5	69.5

¹**Health and Social Care Professionals:** includes medical scientists, healthcare assistants, physiotherapists, occupational therapists, audiologists, speech and language, social work, dieticians, radiology, pharmacy

²**General Support Staff** includes Maintenance and Technical Staff, catering, portering and housekeeping services

³**Total maximum duration of training hours required:** This is an estimate only and is based on each employee participating in all training identified within each staff category however for some staff within each category, attendance will not be necessary e.g. safety representative's course only for those nominated and elected, Safe Pass training only for those engaged in construction activities.

TABLE 2: Training Needs Assessment Factors

Method	Guidance
Legislative requirements	<p>The Safety, Health and Welfare at Work Act 2005 strongly emphasises the need to provide employees with instruction, information and training necessary to ensure their health and safety when carrying out their work activities.</p> <p>A list of legislation governing Occupational Safety and Health can be found in the HSE Policy on Statutory Occupational Safety & Health Training.</p> <p>Consider also the professional and legislative structures in which each service operates</p>
Organisational Requirements	<p>The organisations objectives, targets and goals as documented in internal standards and strategies and the education and training required to support staff in meeting these goals and achieving individual and organisational success e.g. Health Service People strategy 2016 – 2018.</p>
Risk assessments	<p>The risk assessment process will assist in identify significant hazards in the workplace and the controls necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of employees. Such controls may include the provision of relevant training or identify where refresher training is required.</p>
Training Matrix	<p>This is a tool to support managers in identifying training needs with regard to statutory training programmes. This is a non exhaustive list - the risk assessment and other assessment factors outlined in Table 2 may identify the need for additional training programmes not listed on the National Health and Safety Function Training matrix.</p>
Job/Task Analysis	<p>This is a process of evaluating individual jobs/tasks. The task is broken down into its component activities and the risks associated with each of these activities are assessed. Employee’s capabilities in relation to safety, health and welfare must be taken into account when assigning specific tasks.</p>
Reviewing accident and near-miss incident reports/investigations	<p>Reviewing accident and near-miss data and the findings and recommendations of incident investigations (following implementation of the HSE Safety Incident Management Policy 2014) may highlight where there is a need for specific training or where refresher training is required. This may be on an individual level or a wider training need within the organisation.</p>

	Trend analysis of accident data will also reveal organisational training needs.
HSE Policies, Procedures and Guidelines	These may stipulate specific training programmes which may be in addition to minimum training requirements outlined in the NSHF training programme
Health and Safety Committees	Health and safety committees can assist in the identification of training needs as they have both employee and management representation. The committee can also agree training programmes and priorities and assist in evaluation of training provided. Many committees have health and safety training as a standing item on their agenda.
Safety Representatives	<p>Consulting health and safety representatives is an essential part in the process of identifying training needs. They are nominated and selected from the workforce so that employees may feel more comfortable discussing their training needs with someone other than a representative of management.</p> <p>Health and safety representatives can also be useful in evaluating the effectiveness of any training programme, both at an individual as well as organisational level.</p>
Health and Safety audits	The audit process will assess training compliance and identify where uptake is poor and further training is required. Health and safety audits are also a useful tool in identifying areas where there are deficiencies in implementing policies, procedures and practices. Such deficiencies may be indicative of inadequate training. Recommendations for training will form part of the Quality Improvement Plan.
Personal Development Planning Process	When providing feedback and agreeing the development plan with the employee, consider the implementation of organisational health and safety objectives and targets and the training which will assist employees in achieving them.