



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

National Health & Safety Function

OCCUPATIONAL HEALTH & SAFETY NEWSLETTER

OSH Newsletter for the NHSF, HR Workplace Health & Wellbeing Unit, Issue 04.



This is a topic commonly referred to the helpdesk where staff have queries on entitlements, risk assessments and on workstation ergonomics. As a follow-up to the recent release of the [Safety Alert 008:00](#) and to address these queries the NHSF developed a targeted campaign **“Get Up and Move”**. This campaign seeks to reduce potential harm to DSE workers by raising awareness of the sources of risk.

THE NHSF have developed a

Display Screen Equipment (DSE) Campaign

suite of supporting documentation which is available on the website to enable managers/employees to be informed and ensure the safe use of DSE. These include the following;

[Display Screen Equipment Risk Assessment Form; CF:008:03](#)

[Display Screen Equipment \(DSE\); FAQ :013:01](#)

[Office Accommodation; FAQ 011:00](#)

[Safety Checklist for Office Environments: CF021:00](#)

[DSE campaign /information slides](#)

The use of the campaign material/information slides will further raise awareness of the potential issues with DSE work and review what must be done in order to reduce such risks. The slides can be run as a display piece in general staffing are-

as and/or can be used to refresh manager’s responsibilities regarding display screen equipment.

You can also visit our web pages where you will find the latest safety and health information and advice on all areas of health and safety - Go to: www.hse.ie/safetyandwellbeing.



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FAST FACTS

FAST FACTS provide a brief overview of various health and safety topics to support our managers, employees, safety representatives and others. Additional information, if required, is available by visiting our website at: www.hse.ie/safetyandwellbeing. These documents have

been designed to provide an easy guide to some health & Safety topics such as;

- [Safety Statement](#)
- [Incident Management](#)
- [Slips, trips and falls](#)
- [Office Safety](#)
- [Safe Use & Disposal of Sharps](#)

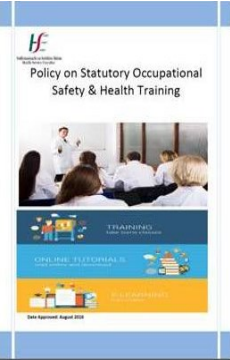
- [OSH training](#)
- [Cytotoxic Policy](#)
- [Sharps Policy](#)

Why not bring these to your Safety Committees / Departmental Meeting for discussion?

Policies Launched

You are the HSE's most important asset in the delivery of high quality health and social services and the HSE has a responsibility to safeguard your safety, health and wellbeing. In order to support you in the implementation of your Safety Management Programme (SMP) the National Health and Safety Function is pleased to launch the following National Occupational Safety and Health Policies and Guidelines:

Policy on Statutory Occupational Safety & Health Training 2016



Training is a key component of the HSE's SMP. This document sets out policy & provides advice and guidance on statutory Occupational Safety and Health (OSH) Training. In summary:

- The policy applies to all employees and others working in the HSE
- A systematic training needs assessment must be carried out locally, underpinned by risk assessment
- Employees should be facilitated in attending statutory occupational safety and health training - Statutory Training is mandatory for the identified employees
- Employees must attend statutory OSH training
- Records of statutory training required and attended must be kept at each management level

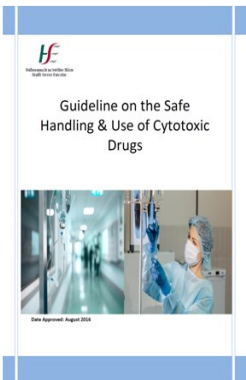
Policy on the Prevention of Sharps Injuries 2016



More than one million sharps injuries are estimated to occur in the European Union each year. This document sets out policy and provides advice and guidance on the sharps risks and their management. In summary:

- This policy applies to all employees and others working in the HSE including temporary employees, agency employees, students, volunteers, contractors and any employees contracted to provide services for the HSE
- The HSE acknowledges the risk of exposure to sharps in the workplace
- The HSE is committed to eliminating or reducing the risk of exposure
- All hazards associated with exposure to blood and bodily fluids from sharps injuries must be identified, the risks assessed, control measures identified and implemented

Guideline on the Safe Handling & Use of Cytotoxic Drugs 2016



Cytotoxic drugs are a group of medicines that contain chemicals which are toxic to cells. Their toxicity means that they can present significant risks to those who handle them and Occupational exposure can occur when control measures are inadequate. This document provides advice and guidance on the management of risks presented by cytotoxic drugs.

The guideline does not deal with patient care, except in the context of workplace health and safety

In summary:

- The document applies to all employees working in hospital departments where work activities may involve risk of occupational exposure
- The HSE undertakes to ensure the protection of employees from the risks related to exposure to cytotoxic drugs

Great News!! Stress Management Seminars Continue into 2017...



Due to the high demand following last years' launch for the European Safety Campaign "Healthy Workplaces Manage Stress", we are pleased to announce the continuation of these seminars for a limited period.

The seminars are developed and provided by a team of HSE professionals from specialist areas working together to provide effective information and tools to assist in the management of work related stress.

These seminars are applicable for all HSE Managers. Participants will learn how to:

- Better understand the issues around work related stress
- Develop the ability to effectively manage those issues
- Ensure ethical and legal standards are met

We have created a variety of tools and resources to support managers and staff which are currently

available on the website. These seminars will help managers to prevent, assist and manage stress effectively.

Participants will have the opportunity to be informed of the tools already available to proactively address this issue and focus on your own needs in this area. See below for a list of seminar venues.

	Venue	Date	Time
Seminar 1	Education Centre, St Luke's Hospital, Kilkenny	25/10/2016	10.15-14.30
Seminar 2	Lecture Hall, Mayo University Hospital, Castlebar	03/11/2016	10.00-14.30
Seminar 3	CNME, University Hospital Limerick	23/11/2016	10.00-14.30
Seminar 4	Auditorium, Connolly Hospital, Blanchardstown, Dublin	06/12/2016	10.00-14.30
Seminar 5	Conference Room, St Dymphna's Hospital, Carlow	10/01/2017	10.00-14.30
Seminar 6	Main Classroom, University Hospital Waterford	19/01/2017	10.00-14.30
Seminar 7	Auditorium, Cork University Hospital	03/02/2017	09.00-14.00
Seminar 8	Sligo Primary Care Centre, Barrack St	20/02/2017	10.00-14.30
Seminar 9	CNME, Galway University Hospital	01/03/2017	10.00-14.30
Seminar 10	Education Centre, Wexford General Hospital	23/03/2017	10.00-14.30
Seminar 11	Conference Room, Letterkenny General Hospital	05/04/2017	10.00-14.30
Seminar 12	Library Classroom, University Hospital Kerry, Tralee	27/04/2017	10.00-14.30

Stress Management Seminars - To reserve your place.

The HSE has organised these seminars for managers to aid you and your teams to better manage unhealthy stress. These seminars will be held across the country and will provide further information and guidance.

To reserve your place on any of these seminars please email:

Your Name, Service/Work Location and Contact Details to:

maryj.cotter@hse.ie or lily.conway@hse.ie



New Legislation – Accident and Dangerous Occurrences

New Regulations will come into force from 1 November 2016. The Safety, Health and Welfare at Work (General Application) Amendment) (No. 3) Regulations, 2016 [S.I No. 370 of 2016]. The Regulations replace Part X, Safety, Health and Welfare at Work (General Application) Regulations 1993 (S.I. No. 44 of 1993).

The Regulations contain a number of updates and amendments including the following changes:

1. The requirements for reporting injuries involving members of the public is now limited to only those injuries which result in the person being taken from the site of the accident to a hospital for treatment of that injury
2. Timelines are specified for making reports to the Health and Safety Authority, requiring fatal injuries to be reported within **5 days** and nonfatal injuries to be reported within **10 days** of the incident
3. Incidents related to medical treatment or pre-existing medical conditions that are not reportable to the authority is clarified. Following the implementation date we will be issuing further guidance on this topic

European Campaign 2016-2017

HEALTHY WORKPLACES FOR ALL AGES - launches October 24th 2016

This campaign is important because the European workforce is ageing, retirement ages are rising and our working lives are likely to become longer. **Successful management of workplace safety and health including the aging workforce is good for workers and society as a whole.**

This campaign has four key objectives:

- Promoting sustainable work and healthy ageing from the start of your working life
- Preventing health problems throughout your working life
- Providing ways for employers and employees to manage occupational safety and health in the context of an ageing workforce
- Encouraging the exchange of information and good practice

Working is good for your physical and mental health, and good management of occupational safety and health increases productivity and efficiency.

Why not visit our website for more information at www.hse.ie/safetyandwellbeing.

LEARN AND SHARE

An NHS Foundation Trust has been fined for safety failings after a patient drowned during a canoeing activity event. The inpatient was participating in a pre-arranged rafted canoeing activity provided by an outdoor activities centre in partnership with the NHS Foundation Trust, when he removed his buoyancy aid and jumped into the water in an attempt to end his own life. The subsequent investigation found that NHS Foundation Trust had failed to carry out a risk assessment for the activity or to adequately assess the patients suitability to attend and prosecutions are pending.