



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

National Health & Safety Function

HSA INSPECTIONS

Fast Fact FF FF:019:00 July 2017

WHEN THE INSPECTOR CALLS!

Health and Safety Authority (HSA) inspectors carry out inspections to monitor compliance with the current Acts and Regulations.

What they look for?

- ⇒ Written evidence on the preparation and implementation of your safety statement
- ⇒ Workplace specific risk assessments which are required by current legislation
- ⇒ Other relevant safety documentation which may be required by current legislation
- ⇒ Observational evidence of compliance to your safety statement and legislation.



Be Prepared

Inspectors could call on you at any time. They will ask to see the person in charge of the workplace at time of inspection, **could it be you?**

After showing identification, they will ask key questions regarding the senior persons knowledge, their responsibilities and how they implement them.

They will also ask to meet the health and safety advisor and/or safety representative as appropriate.

They may also want to talk to anyone who has been named with specific safety responsibilities as indicated in the Safety Statement*.

See overleaf*

Safety Statement

The inspector will ask to see your departments/service current Safety Statement. The review of safety documents along with an initial interview will clarify the arrangements that are in place to reduce the risk of incidents occurring. It will also allow the Inspector to explore your safety management programme (SMP).

Your SMP must ensure that every employee knows what is expected of them in order to ensure their own health and safety and that of their colleagues or anyone else in their workplace.

TIP - Ensure you know where to locate your safety statement and its content.

Where to get help!

The importance of your Safety Statement cannot be over emphasised. The inspectors and our own internal auditors will want to see it, however the main purpose of your safety statement is to;

- provide the information required to your staff
- stop incidents happening in the workplace and
- comply with legal requirements.

The National Health and Safety Function provides timely information and guidance on its website to assist you.

For more information go to www.hse.ie/safetyandwellbeing

- Corporate Safety Statement
- Site Specific Safety Statement Guidance
- Safety Statement Fast Fact
- Risk Assessment forms

HSA Inspections

After the Inspection, what happens next?

A close out meeting is normally held with the most senior person(s) in charge at the time of the inspection in order to give a verbal or written report of the inspection findings. The inspector may need to serve Enforcement Notices on the HSE or other duty holder (individuals), where significant breaches have been identified.

Note: The senior person present at the time of the inspection is not necessarily the person who is required to take any subsequent action(s). Local procedures must be in place to inform senior management of the inspection and any subsequent dialogue with the HSA to enable them to act/respond accordingly. The National Health and Safety Helpdesk must be supplied with a copy of any HSA notices, see below:

Report of Inspection	A report is issued to the duty holder or person in charge during the inspection which sets out minor breaches of the relevant laws and identifies areas where improvements can be made. The person in charge must countersign this report, confirming receipt and that the items on the report will be remedied.
Improvement Direction	Relates to activities to which the inspector considers may involve risk to safety or health of persons. An employer is required to respond with an Improvement Plan which the inspector can approve or require it to be amended.
Improvement Notice	Served on a duty holder stating the inspector's opinion that the duty holder has contravened a provision of an Act or Regulation, and requiring that the contravention be addressed within a certain time period of not less than 14 days.
Prohibition Notice	Where an inspector is of the opinion that an activity is likely to involve a risk of serious personal injury to any person(s). This notice takes effect immediately from when the person, on whom the notice is served, receives the notice and required feedback to the

Can an appeal be made?

YES, the instructions for lodging an appeal against a Prohibition Notice, Improvement Notice or Information Notice under the Safety, Health and Welfare At Work Act, 2005 is prescribed and is set out in the Act (appeals forms). For an appeal to commence there are strict timescales to be adhered to, seek competent advice prior to any appeal.

Who is Responsible ?

The HSE will continue to comply with their legal responsibilities and strive to have safety and health rules and procedures which reduce the risks of accidents or ill-health cases. HSA Inspectors will expect to see evidence of this.

During an inspection they may wish to speak to some of the named people, as identified in the safety statement, who have responsibility for health and safety.

The responsibilities of the 2005 Act, **Section 80**, puts the responsibilities for safety and health directly on those in charge in workplaces. Senior managers need to be aware of those responsibilities. The corporate safety statement informs senior managers what their duties are.

Inspectors are provided for in Part 6, Chapter 2 of the Safety, Health & Welfare at Work Act, 2005. Their responsibility are detailed in Sections 72—76 of the Act.