



FAST FACT, REF FF:031:00

HSE POLICY ON STATUTORY OCCUPATIONAL SAFETY AND HEALTH TRAINING 2023

FAST FACTS provide a brief overview of various health and safety topics to support our managers, employees, safety representatives and others. Why not bring this to your Safety Committees/Departmental Meeting for discussion? Additional information is available by visiting our website at: <https://healthservice.hse.ie/staff/health-and-safety/>

This FAST FACT provides a brief overview of the **HSE Policy on Statutory Occupational Safety and Health Training 2023**. The policy can be downloaded [here](#).

DID YOU KNOW THAT In line with legislation Occupational, Safety and Health (OSH) training must be provided:

- On recruitment e.g. induction
- 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

DEFINITION(S) (AS PER POLICY)

Statutory Training is training that is:

- Explicitly required by law, or
- Required on the instruction of a statutory body (e.g. Health and Safety Authority) on the basis of specific legislation e.g. Safety, Health and Welfare at Work Act (2005), or
- Required through the process of risk assessment or training needs assessment. That is where, through either of these processes, the Organisation (e.g. management at national or local level) deems training 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.

POLICY STATEMENT

- 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.
- In line with the provisions of the Safety, Health and Welfare at Work Act, 2005 and HSE Corporate Safety Statement, the HSE will ensure, so far as reasonably practicable, that all employees are facilitated in attending any statutory OSH training.
- This supports our commitment as set out in priority 3 of the HSE People Strategy 2019-2024 'to invest in capability and learning' by developing 'a culture that prioritises learning and development to ensure we have the capability and capacity at individual and team levels to confidently deliver person-centred care, problem solve and innovate'.

PURPOSE

- The purpose of this Policy is to inform all line managers and employees of the requirement to provide and attend statutory OSH training. It also sets out the roles and responsibilities with regard to OSH training and provides guidance on planning and delivering OSH training.

SCOPE

- This Policy applies to all employees working in the HSE including fixed term employees, temporary employees (agency), students, volunteers etc.
- In line with the [HSE Code of Governance \(2021\)](#) Section 38 and Section 39 Organisations are required to adopt this Policy or develop a Policy of their own which is consistent with this Policy and provide a statement of assurance to the HSE regarding same.

Note: Contractors continue to have a legal responsibility with regard to the provision of training as outlined in section 5.6.3 of the HSE Policy on the Management of Health and Safety in Contract Work.

KEY HEALTH AND LEGISLATION

- Safety, Health and Welfare at Work Act, 2005
- Safety Health and Welfare at Work (General Application) Regulations, 2007



MANAGER'S KEY ROLES AND RESPONSIBILITIES

- 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.
- Carry out risk assessments and identify any controls process required in accordance with the Principles of Prevention. Risk assessments and control programmes must be reviewed at least annually.
- 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). This will form the basis of the training needs assessment for Ward/Department/Service etc.
- Ensure that the OSH training needs of employees is recorded. This information shall inform and contribute to the local OSH training programme.

EMPLOYEE'S KEY ROLES AND RESPONSIBILITIES

- Adhere to this Policy, local procedures and safe systems of work and any associated risk assessments.
- Co-operate with the relevant Responsible Person in the risk assessment and training needs assessment process.
- 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.

Detailed Roles and Responsibilities are detailed in the HSE Policy on Statutory Occupational Safety and Health Training 2023.

KEY STEPS INVOLVED IN THE PLANNING AND DELIVERY OF OSH TRAINING

Step 1 Identify Employee Training Needs - Undertake [OSH training needs assessment \(TNA\)](#). Consult the National Health and Safety Function (NHSF) [OSH Training Toolkit](#).

Step 2 Delivery and Coordination - Training can be delivered by use of the following learning methods:

- eLearning: HSE developed courses on HSeLanD, externally developed/licensed courses accessed through HSeLanD and local learning training platforms.
- Face-to-face training: External contractor, Internal instructor, NHSF/National Health and Safety Advisor and Local training/Health and Safety Officer.

To support line managers in the coordination of training, the NHSF has developed a locally coordinated training request form (LCTRF). This is a useful tool in communicating with training providers and should be used to book training (whether via internal instructors or external contracts). Refresher training may be required at defined intervals to maintain competency in that subject area. It must be provided within the timeframe identified through risk assessment, TNA or legislation.

Step 3 Record Keeping - Populate the database as the training is completed. Refer to NHSF Statutory [OSH Training Toolkit](#) for an OSH TNA Training log. A copy of the attendance sheet with the employee signature, certificates of completion and practical technique records, if applicable must also be kept on file.

Step 4 Monitoring - Line managers can monitor the skills acquired in training by obtaining informal feedback, conducting focus groups, on the job observation.

Step 5 Evaluation - Where a training course is designed, procured or sourced external to the NHSF, the line manager has responsibility to: Review feedback from participants (e.g. evaluation forms) and ensure learning objectives are achieved.

Table 2: OSH Training Summary	Total Number	Percentage Compliance
The % of active employees	100	100%
The % of inactive employees	0	100%
The % of active employees for whom a TNA has been completed	0	100%
The % of OSH training programmes identified	0	100%
The % of OSH training programmes that are up to date	0	100%
The % of OSH training programmes that are up to date	0	100%

SUPPORTING DOCUMENTATION

- Refer to the NHSF Statutory OSH Training Toolkit and NHSF website for further information available on OSH training: <https://healthservice.hse.ie/staff/training-development/health-and-safety/health-and-safety-training.html>