



HSE Policy on Statutory Occupational Safety and Health Training 2023

Is this document a:

Policy Procedure Protocol Guideline

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2	April 2023	Appendix IA Updated Legislation to reflect updates in legislation	NHSF
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Part A

10 Introduction

The HSE is committed to providing employees with the necessary skills and knowledge to carry out their roles in a safe manner, developing a skilled and competent workforce and promoting a culture of learning in the workplace. This Policy document specifically applies to Occupational Safety and Health (OSH) training. It is not intended to cover statutory training in the areas of Fire Safety or Infrastructural Risk.

Under the [Safety, Health and Welfare at Work Act, 2005](#) (Sections 8 and 10)¹ the employer is required to provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

11 Provision of OSH Training

In line with legislation 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.

12 Benefits of OSH Training

In addition to meeting the legal requirements under the [Safety, Health and Welfare at Work Act, 2005](#), the provision of OSH training contributes to a safe place of work, which is intrinsically linked to the delivery of safe, quality healthcare and also supports the HSE internal frameworks on the implementation of the Healthy Ireland at Work: [A National Framework for Healthy Workplaces in Ireland 2021-2025](#), by:

- Ensuring that employees know how to work safely and without risks to health.
- Developing a positive health and safety culture, where safe and healthy working becomes second nature to everyone.

13 Statutory Training

OSH training is considered statutory training when it 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 (TNA). 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.

Note: Statutory training is mandatory² for all employees where the training is considered necessary for the role they perform

¹ Please refer to Appendix IA

² Mandatory training is compulsory training that is deemed essential by an organisation for the safe and efficient delivery of services

2.0 Key steps involved in the Planning and Delivery of OSH Training

To support line managers in meeting their legal requirements, the following steps will assist in the identification and delivery of employee OSH training needs in line with the HSE's approach to OSH training.

2.1 Step 1 - Identify Employee Training Needs

Undertaking an [OSH training needs assessment \(TNA\)](#) is recognised as the starting point for any successful training intervention. A training needs assessment is the process of gathering, assessing and analysing information to determine the training needs of an employee. This will assist line managers in ensuring that their employees are provided with training that is specific to their work activities, work environment and work equipment therefore equipping them with the necessary skills and knowledge to carry out their roles in a safe manner. This will also assist the HSE in ensuring training is in line with the strategic objectives of the organisation and that resources are allocated in an appropriate and timely manner.

The following are considered core components of a comprehensive and robust TNA:

- 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](#)). If the process identifies training as a necessary control, then this training is considered statutory for relevant employees.
- Consult the National Health and Safety Function (NHSF) [OSH Training Toolkit](#) which provides guidance in relation to statutory training for particular staff groups. This is a non-exhaustive list of OSH training. Additional training requirements may be identified via the methods described in this section.
- Consult relevant legislation to identify statutory requirements in relation to training, information and instruction (Please refer to Appendix IA).
- Consider all other sources of potential training needs as set out in the OSH Training Needs Assessment Factors Table (Please refer to [OSH Training Toolkit](#)).
- Ensure all training records, policies and data are available for analysis.
- Ensure adequate consultation with employees throughout the process.
- Ensure adequate consultation has taken place with Health and Safety Representatives.
- Collate the results gathered and identify the training needs for each employee.
- Formally record the findings of the [training needs assessment](#) for each employee and communicate results to the employee.
- Prioritise the assessment needs and develop a local statutory health and safety training schedule.

2.2 Step 2 – Delivery and Coordination

2.2.1 Delivery of training

The HSE has adopted a blended approach to learning to allow greater flexibility in the delivery and coordination of training. This includes use of the following learning methods:

- eLearning via:
 - HSE developed courses on HSeLanD
 - Externally developed/licensed courses accessed through HSeLanD
 - Local learning training platforms

- Face-to-face training via:
 - External contractor
 - Internal instructor
 - NHSF /National Health and Safety Advisor
 - Local training/Health and Safety Officer

Please refer to the NHSF Statutory OSH Training Toolkit and NHSF website for further information available on OSH training (<https://healthservice.hse.ie/staff/training-and-development/health-and-safety-training/occupational-safety--health-osh-training-/>).

2.2.2 Coordination of Training

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). The form captures service contact and venue details, relevant site and service specific information and any potential fitness to participate issues to ensure that the training programme is tailored to the needs of the service and its employees.

2.2.3 Accessibility

In accordance with Health and Safety legislation and the [*HSE People Strategy*](#), instruction and training must be provided in a form, manner and language that would be reasonably likely to be understood by those receiving it.

Consideration should be given to whether there are any accessibility issues, any participants who may be hard of hearing or have a visual impairment or whose first language is not English, to identify if additional supports are required to deliver training. This information can be documented on the LCTRF.

For further guidance refer to <https://www.hse.ie/eng/staff/resources/diversity/>

2.2.4 Training Prerequisites

Line managers and employees must make themselves familiar with any prerequisites to attending training e.g. completing online training, reading relevant guidance documents and ensure this is completed within the stipulated timeframe. Any additional recommended reading or extended learning exercises should be undertaken to enhance learning. Line managers and employees should be committed to the learning process and the implementation of learning on return to the workplace.

2.2.5 Refresher Training

Refresher training may be required at defined intervals in order to maintain competency, skills and knowledge in that subject area. It must be provided within the timeframe identified through risk assessment, TNA, NHSF, training provider or legislation. Please refer to NHSF Statutory OSH Training Toolkit for more details on recommended refresher frequencies for OSH training programmes.

2.3 Step 3 - Record Keeping

In accordance with the [HSE Corporate Safety Statement](#) and in line with this Policy, it is the responsibility of management to ensure that there is an appropriate method in place locally for the recording of all training in accordance with legislative requirements.

Where SAP Training and Events or HeLM (Health electronic Learning Management) systems are not being used to record training, the NHSF recommends that line managers create a database of training for employees, to include the following information; name of employee, personnel number, name of training programme required to attend and the date training was attended. The database must be populated as training is completed. Please 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.

2.4 Step 4 - Monitoring

The purpose of monitoring is to determine if the skills acquired in training have transferred satisfactorily to the place of work and improved the quality of service delivery. Line managers can use a number of methods to include: obtaining informal feedback, conducting focus groups, on the job observation.

2.5 Step 5 – Evaluation

Training evaluation is a means by which senior managers can monitor and evaluate the achievement of learning objectives for employees and the organisation and ensure continuous quality improvement.

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).
- Ensure learning objectives are achieved.

Note: The NHSF will accept these responsibilities for nationally procured OSH training programmes.

3.0 Roles and Responsibilities

3.1 Chief Executive Officer (CEO)

The CEO has overarching 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 by:

3.1.1 Ensuring the development of and compliance with this Policy.

3.1.2 Delegating operational responsibility for the day-to-day discharge of statutory duties under the [Safety, Health and Welfare at Work Act, 2005](#), to the Executive Management Team, Senior Management Team, Senior Managers and Line Managers for all matters within their control.

3.2 Senior Managers e.g. Hospital Group Chief Executive Officers, Community Health Organisations Chief Officers, Chief Ambulance Officers, Assistant National Directors Corporate Services

As 3.1.1 and additionally:

3.2.1 Ensure there are adequate and appropriate arrangements in place for the successful implementation, monitoring, evaluation and audit of this Policy throughout their respective areas of responsibility to include:

- Appropriate structures are in place for effective implementation of the Policy e.g. training programmes.
- Local training needs assessments are completed.
- Structured, written local³ OSH training programmes⁴ based on TNA are in place⁵.
- Assurance purposes ensure local data on training attendance is collated, adhering to any relevant national protocol/recording system.

3.2.2 Provide reports⁶ to the National Health and Safety Function on statutory training as per nationally determined Key Performance Indicators (KPIs).

3.2.3 Ensure necessary resources are allocated and are available for the implementation of this Policy.

3.3 Specific Responsibilities of the Director of HR and National Director of Capital and Estates

3.3.1 Director of HR

Detailed responsibilities of the Director of HR in relation to OSH support are given in the Corporate Safety Statement.

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

3.3.1.1 That this Policy is reviewed and updated as appropriate.

3.3.1.2 That adequate resources are made available to support the NHSF in terms of statutory OSH training.

³ E.g. Directorate, Hospital Group or CHO/Primary/Social Care Area, etc.

⁴ Programme is a collection of training courses a site is going to provide to meet its OSH training needs

⁵ This shall be copied to the NHSF 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

⁶ Note: Reports and/or data in a format advised by the NHSF 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

- 3.3.1.3** The organisation is assisted in conducting a national assessment of general statutory occupational safety and health training needs⁷ and developing national guidelines.
- 3.3.1.4** Advice and support is available for Responsible Persons in relation to local (e.g. Ward/Department/Service) statutory OSH training needs assessment.
- 3.3.1.5** The KPIs for statutory OSH training are set.
- 3.3.1.6** 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 OSH training contracts (including locally delivered training) are investigated and pursued where appropriate.
 - Face-to-Face training.
 - Train-the-trainer schemes.
- 3.3.1.7** Data on training provision and the achievement of training targets is collated and monitored.
- 3.3.1.8** The provision of statutory OSH training (whether delivered in-house or by external provider/contractor) is independently evaluated and audited.
- 3.3.1.9** Through data arising from 3.3.1.7 and 3.3.1.8 above, provide assurance to the Executive Management Team, CEO, HSE Risk Committee and Health and Safety Management Advisory Committee (HSMAC) that duties with regard to statutory training are being discharged by appropriate persons.
- 3.3.1.10** Provide advice and support to manager and staff around National Statutory OSH training matters.

3.3.2 National Director of Capital and Estates

The National Director of Capital and Estates shall have the same functions as described above (3.3.1.1-3.3.1.9 inclusive) with regard to statutory training relating to Fire Safety and Infrastructural Health and Safety issues/risks.

3.4 Local Senior Manager, e.g. Hospital General Manager, Heads of Service, Directors of Nursing, Directors of Midwifery

With specific reference to OSH training the Senior Manager shall:

- 3.4.1** Ensure that all employees are aware of this Policy.
- 3.4.2** 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:
 - 3.4.2.1** Ensure that risk assessments and local OSH training needs assessments are undertaken and reviewed at least annually (more frequently if necessary) by Responsible Persons, communicated, in a written format and informs part of the Safety Statement.
 - 3.4.2.2** Collate training needs assessments referred to above and ensure that a structured, written local⁸ OSH training programme is

⁷ Refer to Appendix IA of this Policy for examples of explicit references in legislation to health and safety training

⁸ E.g. Hospital, Primary or Social Care Service, etc.

developed⁹ and that adequate resources are made available for its delivery.

- 3.4.2.3** Ensure learning objectives meet the identified training needs where training is designed, procured or sourced external to the NHSF.
- 3.4.2.4** Ensure that local records of training attendance are kept, adhering to any relevant national policy, /recording system and GDPR requirements.
- 3.4.2.5** Ensure there is a system in place for managing non-attendance at OSH training programmes.
- 3.4.2.6** Monitor and review the effectiveness of local OSH training programmes.
- 3.4.2.7** Collate local data (from Responsible Persons) and provide reports¹⁰ to the CHO CO, HG CEO, Chief Ambulance Officers or appropriate AND (Corporate Services) on:
 - Local Training Needs Assessments
 - Local OSH training programmes
 - Attendance levels at statutory training
- 3.4.2.8** Ensure OSH training forms part of the agenda at local health and safety committee meetings.
- 3.4.2.9** Audit the local implementation of this Policy annually (refer to Appendix VB).
- 3.4.2.10** Ensure systems are in place for the management of contractors in line with the requirements of the [HSE Policy on the Management of Health and Safety in Contract Work: Co-operation and Coordination with Contractors and Others.](#)

3.5 Line Managers

General responsibilities of Ward/Department/Line Managers are given in the Safety Statement, and are not reproduced here (refer to said documents for further information). However, the integral role of such persons in the provision of OSH training is emphasised. With specific reference to OSH training the Responsible Person shall:

- 3.5.1** Complete OSH risk assessment training provided by the HSE.
- 3.5.2** Carry out risk assessments¹¹ and identify any controls process required in accordance with the Principles of Prevention¹². Risk assessments and control programmes must be reviewed at least annually.
- 3.5.3** 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)¹³. This will form the basis of the training needs assessment for Ward/Department/Service etc. However,

⁹ This shall be copied to the NHSF 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

¹⁰ Note: Reports and/or data in a format advised by the NHSF 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

¹¹ GD:004 Guidance re Completion of Occupational Safety and Health Risk Assessments

¹² Refer to Schedule 3 of the Safety, Health and Welfare at Work Act 2005

¹³ Refer also to HSE Policy on the Management of Health and Safety in Contract Work: Co-operation and Coordination with Contractors and Others

training needs may be identified through other processes¹⁴ and sources (e.g. explicit legal requirements – refer to 3.5.8 below¹⁵).

- 3.5.4** Ensure that the OSH training needs of employees is recorded. This information shall inform and contribute to the local OSH training programme.
- 3.5.5** Support employees in identifying statutory OSH training needs and implementing the relevant solutions.
- 3.5.6** Based on the aforesaid local and national needs assessment 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
 - On the introduction of new or changed technology, work equipment and/or systems of work
- 3.5.7** Monitor the effectiveness of OSH training programmes.
- 3.5.8** 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).
- 3.5.9** Ensure non-attendance at OSH training programmes are recorded/managed.
- 3.5.10** Facilitate attendance at training, during time off from work, where appropriate, and without loss of remuneration and ensure that any OSH instruction and training is provided in a form, manner and, as appropriate, language that is reasonably likely to be understood¹⁶.
- 3.5.11** Ensure that training sourced and delivered as part of the OSH training programme relates, in particular, to the specific tasks(s) to be performed by the employee and the measures to be taken in an emergency. Training should also be adapted or supplemented/augmented as appropriate to take account of new/changed risks or other relevant policies.
- 3.5.12** Ensure that persons at work in the place of work who are not employees of the HSE receive instructions relating to any risks to their safety, health and welfare in that place of work as necessary and appropriate¹⁷.
- 3.5.13** 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 experience¹⁸. Consider:
 - Each individual's capabilities in relation to safety, health and welfare when assigning specific tasks to employees
 - 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 them¹⁹

¹⁴ 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.

¹⁵ Refer to appendix IA of this document

¹⁶ Safety, Health and Welfare at Work Act 2005, Sections 10(1) (a) and (b) and Section 10(4).

¹⁷ This wording is taken from the Act and is not restrictive in terms of flexibility to attend

¹⁸ Refer to HSE Policy on the Management of Health and Safety in Contract Work: Co-operation and Coordination with Contractors and Others

¹⁹ 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.

- Record attendance and maintain and keep available for inspection, appropriate training records for each employee
- Include statutory training provision in local OSH audits
- Ensure that fixed-term and Temporary Employees receive training appropriate to the work to be carried out²⁰

3.6 Employees

With specific reference to OSH training Employees shall:

- 3.6.1** Adhere to this Policy, local procedures and safe systems of work and any associated risk assessments.
- 3.6.2** Communicate to their line manager (Responsible Person) those elements of their duties that require additional training, (consider OSH Training Needs when reviewing Personal Development needs as part of the PDP and Performance Achievement Process) For further information refer to Learning and Development Policy at: <https://www.hse.ie/eng/staff/leadership-education-development/learning-and-development-policy.pdf>
- 3.6.3** Co-operate with the relevant Responsible Person in the risk assessment and training needs assessment process.
- 3.6.4** 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: <https://healthservice.hse.ie/staff/training-development/health-and-safety/health-and-safety-training.html>.
- 3.6.5** Complete course evaluations as required.
- 3.6.6** Not misrepresent themselves with regard to their level of training as prescribed by the [Safety, Health and Welfare at Work Act 2005](#).

²⁰ Safety, Health and Welfare at Work Act 2005 – Section 10(6)

Appendix IA Legislation

The following extracts have been taken directly from the Safety, Health and Welfare at Work Act, 2005 and associated Regulations (non-exhaustive list)

Safety, Health and Welfare at Work Act 2005

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 or 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
 - g) having regard to his or her training and the instruction given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health or welfare at work, including protective clothing or equipment
- (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 us
- (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

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

Person's 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 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

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

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

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

Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 and 2012

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 information and training 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.

Part B

1.0 Initiation

1.1 Purpose

The purpose of this Policy is to inform all line managers and employees of the requirement to provide and attend statutory²¹ OSH training. It also sets out the roles and responsibilities with regard to OSH training and provides guidance on planning and delivering OSH training.

Note: This Policy supersedes the HSE Policy on Statutory Occupational Safety and Health Training, 2016 and must be implemented with immediate effect.

1.2 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 statutory²² 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'.

1.3 Scope

This Policy applies to all employees working in the HSE including fixed term employees, temporary employees (agency)²³, students, volunteers etc.

In line with the [HSE Code of Governance](#) 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 5.6.3²⁴ of the [HSE Policy on the Management of Health and Safety in Contract Work](#).

²¹ All statutory training is considered mandatory

²² Statutory training is where it is either explicitly required by legislation or identified as being necessary through the risk assessment and training needs assessment processes

²³ Ensure that fixed-term and Temporary Employees receive training appropriate to the work to be carried out

²⁴ Ensure that all its employees and any sub-contractors are fully trained and competent and have the key attributes²⁴ for the area/work/services in/for which they are to be engaged and provide appropriate resources to ensure the safety, health and wellbeing of all personnel in their employment and that of any others who may be affected by their activities

1.3.1 Out of Scope

This Policy document specifically applies to OSH 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 this is for differentiation purposes only.

1.4 Objectives

- To identify any legislative updates in regard to OSH training
- To provide guidance to line managers to assist in the identification of OSH training needs of employees in line with HSE's approach to OSH training and ensure that these training needs form part of the employee's overall learning and development needs
- To outline the roles and responsibilities of all line managers and employees with regard to the provision of and attendance at statutory OSH training

1.5 Outcomes

- Update the Policy in line with legislative updates
- Provide clear guidance to line managers in the planning and delivery of OSH training
- Roles and responsibilities are clearly outlined

1.6 Policy Development Group

Members of the Policy Development Group can be found in Appendix IIB of this Policy. Conflict of Interest Declaration Forms were signed by members of the Policy Development Group and are retained on file by the National Health and Safety Function (NHSF), Policy Team.

1.7 Approval Governance Group

Members of the Policy Approval Group can be found in Appendix IIIB of this Policy.

1.8 Supporting Evidence

- [*Safety Health and Welfare at Work Act, 2005*](#)
- [*Safety, Health and Welfare at Work \(General Application\) Regulations, 2007 and amendment Regulations*](#)
- [*Safety, Health and Welfare at Work \(Chemical Agents\) Regulations, 2001 and amendment Regulations*](#)
- [*Safety, Health and Welfare at Work \(Biological Agents\) Regulations, 2013 and 2020*](#)
- [*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*](#)
- [*Biological Agents Code of Practice 2020*](#)

1.9 Glossary of Terms/Definitions/Abbreviations

Refer to appendix IVB.

2.0 Development of Policy

2.1 Literature Review

The objective of the literature review was to determine the legal requirements, establish current evidence and best practice in relation to the provision of OSH training.

The Policy is based on the requirements set out in [Safety, Health and Welfare at Work Act, 2005](#) and associated Regulations.

2.2 Method of appraising evidence

The process outlined in this document is based on a review of the relevant legislation, codes of practice and relevant publications as documented in section 1.8.

2.3 Resources necessary to implement the policy requirements

The Policy document consolidates existing practices and line managers are required to review existing practices and procedures to ensure they are aligned to the requirements set out in this Policy.

Resources must be committed to the implementation of the requirements set out in this Policy. Line managers are required to align OSH training requirements with service and business plans to ensure availability and allocation of sufficient resources and that such resources are utilised as efficiently and effectively as possible. Where there are challenges in accessing or making such resources available, this must be notified and communicated to senior management for review and prioritisation.

2.4 PPPG Steps/Recommendations

Please refer to Part A of this Policy.

3.0 Governance and Approval

Formal governance for this Policy is provided by the National Director of Human Resources (refer to Appendix IIIB). The *PPPG Checklist for developing Non-Clinical PPPGs* was signed prior to approval and is retained on file by the National Health and Safety Function, Policy Team.

4.0 Communication and Dissemination

The Policy will be disseminated by the National HR Directorate for immediate implementation by all Services, in line with the agreed HSE protocol and is available on: <https://healthservice.hse.ie/staff/benefits-services/health-and-safety/health-and-safety-helpdesk.html>

5.0 Implementation

5.1 Responsible Persons as outlined in Section 3.0 are responsible for implementation of this Policy to include the identification of responsible person(s), specifying the necessary actions and timeframes for implementation within their areas of responsibility.

To support implementation of this Policy, any queries can be made through the National Health and Safety Function, Helpdesk:
<https://healthservice.hse.ie/staff/benefits-services/health-and-safety/health-and-safety-helpdesk.html>

6.0 Monitoring, Audit and Evaluation

- 6.1 Line managers are required to monitor and audit the implementation of this Policy within their area of responsibility using the checklist in Appendix VIB, maintain evidence of same and implement recommendations in line with local arrangements.
- 6.2 Implementation of this Policy shall be audited periodically at national level by the National Health and Safety Function.

7.0 Revision/Update

This Policy shall be reviewed at national level every three years or earlier if circumstances require it.

8.0 References

[\(2022\) HSE Corporate Safety Statement](#)
[\(2019\) HSE Learning and Development Policy](#)
[\(2019-2024\) HSE People Strategy](#)
[\(2017\) HSE Employee Handbook](#)
[\(2012\) HIQA National Standards for Safer Better Healthcare](#)
[\(2016\) National Framework for Development of PPPGs](#)
[\(2017\) HSE Risk Management Policy](#)
[\(2020\) HSE Incident Management Framework](#)
[\(2021\) HSE Code of Governance](#)
[\(2021-2025\) Healthy Ireland at Work: A National Framework for Healthy Workplaces Ireland](#)
[\(2022\) HSE Guideline Document re: completion of Occupational Safety and Health Risk Assessments](#)
[\(2022\) Contractors Policy on the Management of Health and Safety in Contract Work: Cooperation with Contractors and Others](#)

Supporting Information

HSE National Health and Safety Function Helpdesk - <https://healthservice.hse.ie/staff/health-and-safety/health-and-safety-helpdesk/>

HSE Training Information - <https://healthservice.hse.ie/staff/training-development/health-and-safety/>

HSE Learning and Development Policy – <https://www.hse.ie/eng/staff/leadership-education-development/learning-and-development-policy.pdf>

GDPR Information- <https://www.hse.ie/eng/qdpr/>

HSE Diversity, Equality and Inclusion- <https://www.hse.ie/eng/staff/resources/diversity/>

9.0 Appendices

- Appendix IB **Signature Sheet**
- Appendix IIB **Membership of the Policy Development Group**
- Appendix IIIB **Membership of the Policy Approval Governance Group**
- Appendix IVB **Glossary of Terms/Definitions/Abbreviations**
- Appendix VB **Implementation Plan**
- Appendix VIB **Audit Checklist for the Implementation of the HSE Policy on Statutory Occupational Safety and Health (OSH) Training 2023**

Appendix IB Signature Sheet


I have read, understand and agree to adhere to this Policy:

Print Name	Signature	Area of Work	Date

Appendix IIB Membership of the Policy Development Group

Brid Cooney, National Health and Safety Advisor (Policy Team)
Fiona Dardis, National Health and Safety Advisor (Training Team)
Karina McGuirk, National Health and Safety Advisor (Training Team)
Chairperson: Ms. Margo Leddy, National Health and Safety Manager (Policy Team)

Appendix IIIB Membership of the Approval Governance Group

Anne Marie Hoey, National Director HR	Signature:  Date: 03/04/2023
Katrina Dempsey, Head of the National Health and Safety Function	Signature:  Date: 30.03.2023

Appendix IVB Glossary of Terms/Definitions/Abbreviations

Agency	A business or other organisation providing a specific service (Collins Dictionary 2000).
Competent	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 & Welfare at Work Act 2005)</i>
Contractor	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.
Employee	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 & Welfare at Work Act 2005)</i>
Employer	In relation to an employee: <ul style="list-style-type: none"> (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, (b) Includes a person (other than an employee of that person) under whose control and direction an employee works, and (c) Includes where appropriate the successor of the employer or an associated employer of the employer. <i>(Ref: Safety, Health & Welfare at Work Act 2005)</i>
Fixed-Term Employee	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" (refer to definition for temporary employee) as defined in the Act 2005 and used in this Policy document.
Framework	A framework is an agreement put in place with a supplier that enables purchasers (HSE) to place orders with service providers. The Service Provider has been subject to a rigorous procurement process, ensuring they offer the scope and quality of services required.
Mandatory Training	Mandatory training is compulsory training that is deemed essential by an organisation for the safe and efficient delivery of services.

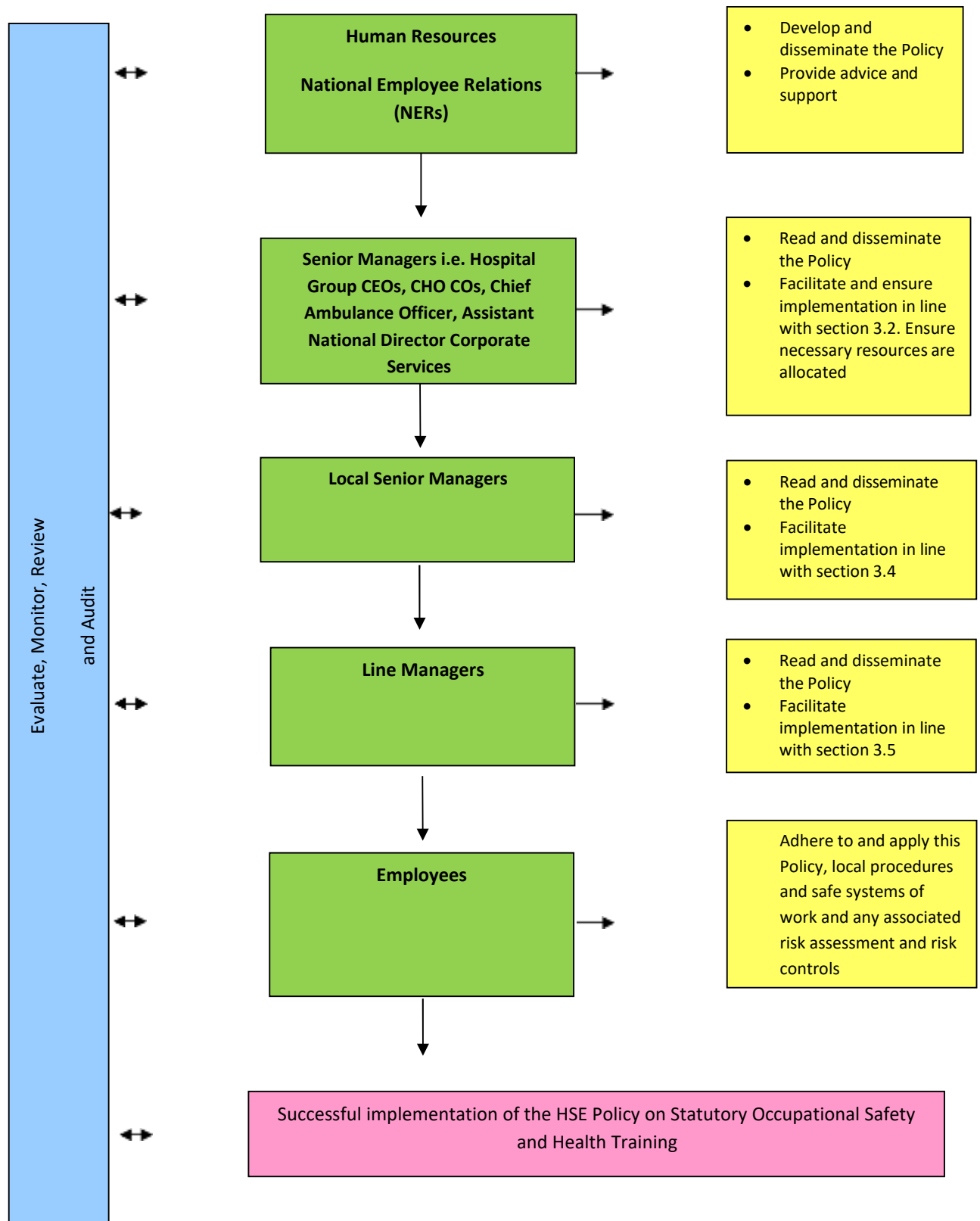
Place of Work	Includes any, or any part of any, place (whether or not within or forming part of a building or structure), land or other location at, in, upon or near which, work is carried on whether occasionally or otherwise. (Ref: Safety, Health & Welfare at Work Act 2005)
Personal Development Planning (PDP)	The process of creating an action plan based on the awareness, reflection, goal setting and planning in this context for the purpose of their required competence and career development.
Reasonably Practicable	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: Safety Health and Welfare at Work Act 2005, SI 10 of 2005)
Statutory Training	Statutory Training is training that is: <ul style="list-style-type: none"> • 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. <p>Statutory training is mandatory for all identified employees.</p>
Temporary Employee	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: Safety, Health & Welfare at Work Act 2005). These employees are generally known as Agency Employees.
*Temporary Employment Business	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 (Safety, Health & Welfare at Work Act 2005) These businesses are generally known as
Young Person	Means a person who has reached 16 years of age but is less than 18 years of age (Ref: Safety Health and Welfare at Work (General Application) Regulations, 2007 (Chapter 1 of part 6: Protection of Children and Young Persons)).

Abbreviations

CEO	Chief Executive Officer
CO	Chief Officer
CHO CO	Community Health Organisation, Chief Officer
GDPR	General Data Protection Regulation
HeLM	Health electronic Learning Management
HG CEO	Hospital Group Chief Executive Officer
HSA	Health and Safety Authority
HSE	Health Service Executive
HSMAC	Health and Safety Management Advisory Committee
KPIs	Key Performance Indicators
LCTRF	Locally Coordinated Training Request Form
NERS	National Employee Relations
NHSF	National Health and Safety Function
OSH	Occupational Safety and Health
PDP	Personal Development Planning
SAP	Systems Applications and Products
TNA	Training Needs Assessment

Appendix VB Implementation Plan

Implementation of this Policy forms an integral part of the Safety Management System and is underpinned by effective consultation, communication, supervision, monitoring, audit and review. The following flowchart illustrates the day to day implementation steps:



Appendix VIB Audit Checklist for the Implementation of the HSE Policy on Statutory Occupational Safety and Health (OSH) Training 2023

No	Checklist Questions	Policy Clause	Yes	No	NA	Action Required	Action Owner	Timeframe
1	Is there a system in place for the appropriate circulation/communication of this Policy to all employees?	3.4.1, 3.4.2						
2	Does each relevant department / unit have access to this Policy?	3.4.1, 3.4.2						
3	Are roles and responsibilities for (OSH) training communicated to all identified responsible persons?	3.1 - 3.6						
4	Has the identification of OSH training needs been carried out in line with the process as outlined in this Policy?	2.1						
5	Is the locally co-ordinated training request form (LCTRF) used to book all OSH training programmes?	2.2.2						
6	Is there a system in place to flag when refresher training is due?	2.2.5						
7	Is refresher training provided?	2.2.5						
8	Is there a system in place to record all OSH training undertaken?	2.3						
9	Is there a system in place to manage non-attendance at OSH training programmes?	3.4.2.5						
10	Is there a system in place to evaluate training programmes designed, procured or sources outside of the NHSF?	2.5						
11	Is there a system in place to collate all OSH training data?	3.4.2.2						
12	Is OSH training a standing agenda item at Safety Committee Meetings?	3.4.2.8						
13	Is there a system in place to monitor compliance with this Policy?	3.4.2.9						