
	<h1 style="margin: 0;">SAFETY ALERT</h1>				
Ref: SA:007:03	RE: Health & Safety Authority (HSA) Correspondence – New Data Collection Process				
Issue Date:	March 2017	Revised Date:	December 2019	Review Date:	December 2021
Author(s):	The National Health & Safety Function, Workplace Health and Wellbeing Unit, National HR Division				
Distribution:	<ul style="list-style-type: none"> National Directors CEOs of Hospital Groups COs of Community Health Organisations Heads of Services <p>Please ensure that this Safety Alert is brought to the attention of all relevant persons in the workplace.</p>				
S	<p>SITUATION:</p> <p>The Health & Safety Management Advisory Committee (HSMAC) and Risk Committee of the HSE believe that data on correspondence from the Health & Safety Authority (HSA) to the HSE is not being fully captured at a national level. This means that vital information on legal compliance and health and safety performance is being lost, along with the opportunity to identify and deliver strategic supports where applicable. Therefore, the National Health and Safety Function has established the following process in order for this information to be collated nationally.</p>				
B	<p>BACKGROUND:</p> <p>The Health & Safety Authority (HSA) Inspectors undertake inspections/visits to HSE premises annually. Frequently these visits give rise to correspondence from the HSA (which is normally directed to the relevant Line Manager for action). Any such correspondence (whether advisory or enforcement) provides the HSE with a vital insight into health and safety performance at the location visited and, if aggregated nationally, forms an important barometer for Organisational Health and Safety Performance. This constitutes a key opportunity for the capture of collective performance and assurance data across the HSE.</p> <p>The HSE has now commenced measuring and using this valuable information as a KPI, however the full benefit can only be achieved if <i>all</i> such correspondence is collated and monitored. Unfortunately, it would appear that less than 10% of the data on correspondence is currently reaching the National Health and Safety Function.</p>				
A	<p>ASSESSMENT:</p> <p>The failure to capture and analyse this data may result in the loss of a vital opportunity to build an understanding of the organisation's Occupational Safety and Health risk profile. Hence, a</p>				

data collection process for implementation across the HSE has now been established by the National Health and Safety Function.

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RECOMMENDATIONS:

The HSMAC and Risk Committee have commenced monitoring HSA correspondence data. Therefore, it is now **mandatory** that a copy of all correspondence issued by the HSA arising from a visit to a workplace by the HSA is uploaded directly to the [National Health & Safety Function Helpdesk](#) (note that original copies must be retained by the local manager for appropriate action).

Who: The relevant Line Manager (person in receipt of the correspondence).

What: Relevant correspondence would include (non-exhaustively):

- ◆ Report of Inspection
- ◆ Improvement Direction
- ◆ Improvement Notice
- ◆ Contravention Notice
- ◆ Prohibition Notice
- ◆ Information Notice
- ◆ Fixed Penalty Notice

When: As soon as is practicable after receipt of the correspondence by the Line Manager.

Where: online at [National Health & Safety Function Helpdesk](#)

Contact: **1850 420 420** for further assistance

Important Note: This process has been established for assurance purposes and it remains the responsibility of local management to ensure that any issues raised in HSA correspondence are addressed fully, appropriately and in a timely manner (meeting any deadlines imposed by the HSA and set out in the correspondence).