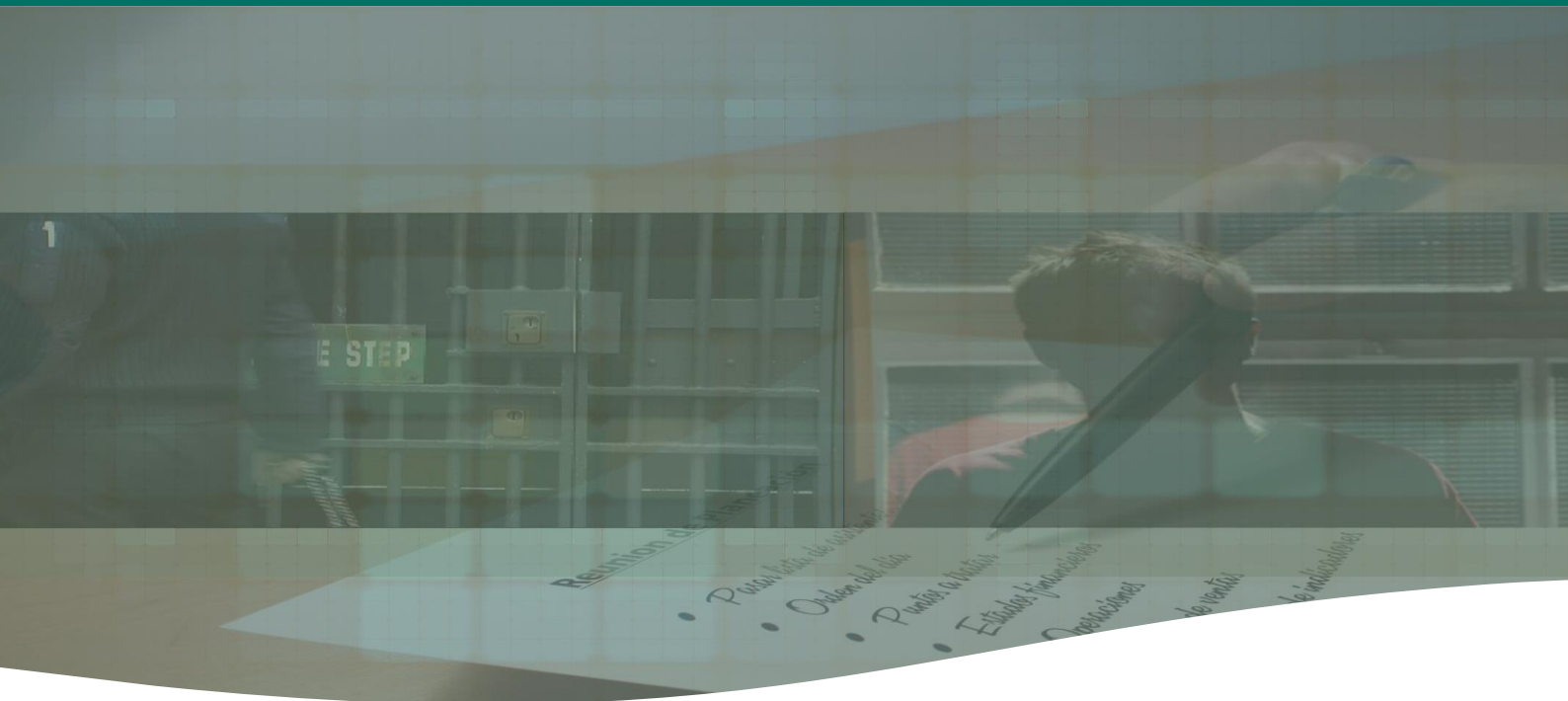


Probation Service

Probation Service Safety Management System/Safety Statement



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Probation Service Safety Management System/Safety Statement

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1. Control and Amendment History

Date	Issue No.	Rev. No.	Page No.	Reason	Authorised by
June 14	1	1	All	First issue of the health and safety management system manual in line with the requirements OHSAS 18001:2007.	Director
January 2020	2	1	All	Second issue of the health and safety management system mirrored in line with the requirements ISO 45001:2018.	Director

Reference documents

- BS ISO 45001:2018 Occupational Health & Safety Management System
- Safety, Health & Welfare at Work Act 2005
- *Safety, Health & Welfare at Work (General Application) Regulations 2007* as amended.

A number of associated health and safety documents have been developed to support the Probation Service's Safety Management System. Related documentation is listed in Appendix 1 and published on the intranet.

2. Overview and Purpose

The Health & Safety Management System Manual/Safety Statement is a summary of the Probation Service's Health & Safety Management System.

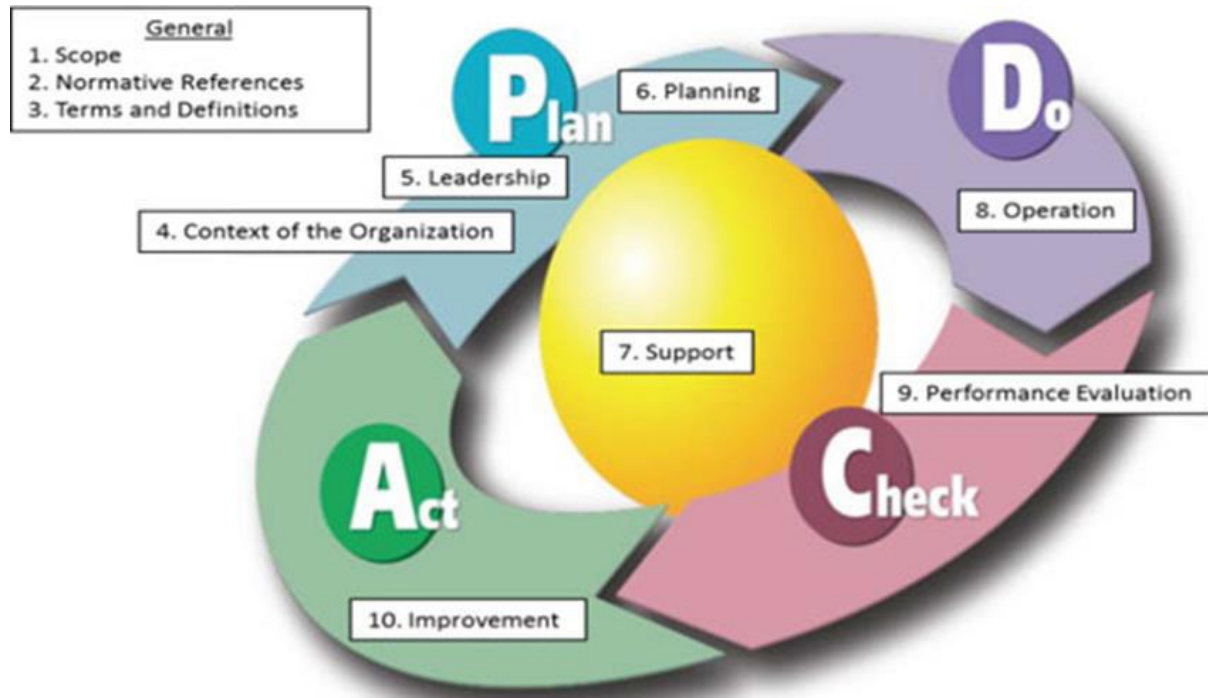
The H&S Management System is mirrored on the requirements of ISO 45001:2018.

The purpose of the Safety, Health & Welfare at Work Act, 2005 is to ensure the safety, health and welfare of all employees in the workplace. The act applies to employers and employees in all types of work and embraces all the activities of the Probation Service.

The Probation Service will endeavour to:

- Establish an Occupational Health & Safety Management System to eliminate or minimise risks to employees and other third parties who may be exposed to occupational risks associated with the Probation Service activities.
- Implement, maintain and continually improve their Occupational Health & Safety Management System.

Overview of the processes contained within the Probation Service Occupational Health & Safety Management System/ Safety Statement



3. Scope and Exclusions

The scope of this Safety Management Manual/Safety statement includes all sections of the Probation Service.

This Safety Statement deals in the main with the health and safety issues that fall within the remit of the Probation Service.

All staff employed by the Probation Service have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions. They must cooperate with those persons who are responsible for health and safety to enable staff to carry out their duties.

4. Context

The Probation Service is an agency of the Department of Justice and Equality and is responsible for the assessment and management of offenders in the community. The goal of the Probation Service is to reduce offending by providing the best offender assessment and supervision to the Courts and Prisons.

Offender Assessment and Supervision

The Probation Service provides offender assessment, probation supervision, community service, community return, pro-social behaviour programmes and specialist support services. Our services are provided to both adult and young offenders, in the community and in custody and aim to reduce re-offending and increase public safety. The Service works closely with offenders, families, the Court Service, the Irish Prison Service, An Garda Síochána, the Irish Youth Justice Service, the Department of Children and Youth Affairs (DCYA) and many organisations in the community.

Operations Directorate: Probation Service staff provide probation work and related services to the courts, prisons and places of detention.

There are four principle divisions within the Operations Directorate:

- Adult Offender Supervision & Assessment;
- Young Persons Probation;
- Community Service and Community Return;
- Community Initiatives (Community Based Organisations in receipt of funding).

Delivery of the service at local level is organised on a team basis using a regional structure. There are seven operational regions two of which are organised nationally.

The Operations Directorate has responsibility for offender assessment and supervision.

ASSESSMENT

Probation Officers deliver an offender assessment service to Court to assist the court in sentencing decisions, particularly where probation supervision or community service is being considered. Furthermore, they provide appropriate guidance and information relating to the range of community sanctions. There are two main types of offender assessment report:

- Pre-Sanction Report (PSR): also known as 'probation reports' these reports assess suitability for a supervised community sanction and issues relevant to reducing offending.
- Community Service Report (CSR): These reports are to specifically assess suitability of an offender to do unpaid work in the community as an alternative to imprisonment..

SUPERVISION

Offenders can be placed on a period of probation supervision. Offenders must then remain under the supervision of a Probation Officer for a period of time, specified by the sentencing judge. The supervision of offenders in the community is the primary statutory responsibility of the Probation Service and forms the majority of our work nationwide.

Probation Supervision:

This is where the offender must remain under the supervision of a Probation Officer for a period of time, with a focus on reducing reoffending. The court may include specific conditions of supervision, depending on the particular circumstances of the case. Probation Officers also work in all of the prisons and places of detention. Our work in custody includes advising and assisting prisoners with issues which have led to their offending behaviour and principally in coping with the impact of imprisonment.

Community Service:

The Probation Service is responsible for Community Service in Ireland as provided for under the Criminal Justice (Community Service) Act 1983 and the Criminal Justice (Community Service) Amendment Act 2011 ([Link to legislation](#)). The Service assesses suitability of offenders for Community Service, organises the work placements and manages the offenders subject to Community Service Orders on behalf of the Court.

Community Service offers offenders, through unpaid work on Community Service, an opportunity to repair the harm done to the community. Community Service works on tasks that that would not otherwise be done and which benefit communities, neighbourhoods, voluntary, community and charitable organisations, local schools and a variety of individual members of the community.

Community Service work can include ground clearance work and general gardening projects; graffiti removal; environmental work; recycling projects; basic building maintenance and landscaping; improvements to park and community facilities; painting and decorating in community centres etc. Each offender is carefully assessed before they are assigned to a work project or placement.

Community Service Orders are managed in two ways:

- In small work groups supervised directly by the Probation Service.
- In individual placements where the accepting organisation provides supervision.

Community Service provides the labour and some basic tools and the communities or organisations providing the tasks are expected to provide the materials, for example paint, plants or building materials.

Community Return:

The Community Return Programme is an incentivised scheme introduced in line with the recommendations of the Thornton Hall Project Review Group which provides for earned temporary release under which offenders, who are assessed by the Irish Prison Service, are offered early temporary release in return for supervised community service. Officers of the Probation Service assess offenders as to suitability and motivation to complete the community work. The scheme, which was introduced on a pilot basis in October 2011, is applicable to suitably assessed prisoners who are serving sentences of more than one and less than eight years.

Those participating are granted renewable temporary release having served at, or after, the 50% stage of their sentence with a condition of their release to undertake community service supervised by the Probation Service.

4.1 Internal and External Factors related to the Health and Safety Management System

The Probation Service has determined the internal and external factors that are relevant to its purpose and its strategic direction and that affect its ability to achieve the intended result of the health and safety management system.

This shall provide a means of providing a structured process for the achievement of continuous improvement as shown in the diagram below.



The below internal and external issues are reviewed by management at management meetings and more often as necessary, evidence of review is retained in the relevant meeting minutes and changed within this document, as necessary.

Internal Factors	Impacts
Organisational Changes	Changes in staff could lead to a lack of clarity on roles and response/gaps in training and competence.
Resources	Management continually monitor resource levels to ensure that they are sufficient assigned to areas of most need.
Accidents/Incidents/Near Misses	Accidents can result in personal injury, time off, poor working environment, prosecution. Failure to report near misses may lead to future accidents.
Skills/Competencies	Management within the Probation Service continually monitor skills and competencies in order to ensure that they are adequate to meet service user needs and that all relevant OH&S control measures are adhered to correctly.
Technology	It is important to keep up to date with any technological advances and to incorporate them into future innovations within the health and safety risk management system.
Systems	Management continually monitor internal systems and controls to ensure that they are adequate and continue to satisfy Service User requirements and the demands of their SMS in terms of improving Safety.
Change Management	The Probation Service must take into consideration the impact of personnel management and change management and ensure that processes are developed for ease of use and that there are personnel available with transferrable skills.
External Factors	Impacts
Other Agencies	The Court Service, An Garda Síochána, The Irish Prison Service, The Irish Youth Justice Service, The Department of Children and Youth Affairs and many organisations within the Community.
Legislation	Review and update Policies to adhere to recent changes to Laws and Legislation on an annual basis. Failure to comply with new Laws and Regulations may lead to penalties or fines against the organisation. During Management Meetings, any new legislation can be discussed. The Probation Service is fully aware of its legislative requirements to ensure that it is legally compliant. If there are changes in legislation, the Probation Service will ensure to change practice or provide new resources in order to comply, as legal contravention may cause severe ramifications.

4.2 Understanding the Needs and Expectations of Interested Parties

The Probation Service has identified the interested parties and stakeholders who may have an impact on or be affected by their SMS. These have been summarised along with the methods of communication in Table below. The expectations of the identified interested parties are understood by all employees and reviewed at least annually at the management review meeting.

Interested Party	Expectation	Communication Methods	Compliance Obligations
Employees	<p>A suitable and safe working environment for all personnel within the Probation Service.</p> <p>Continued personal / professional development.</p> <p>Provide adequate training to ensure general operations across the Probation Service are carried out in a safe and efficient manner.</p>	Via emails and regular meetings, communications with internal or external training course providers, development and communication of Safe Working Practices and Risk Assessments	Yes
Service Users	A suitable and safe environment for offender assessment and supervision including community service and community return sites	Communication at assessment process/on induction/on supervision including toolbox talks.	Yes
Supply Chain/ Sub-contractors	<p>Effective supplier management – to ensure that Service Providers can fulfil the requested services by the Probation Service.</p> <p>Effective Sub-contractor control – to ensure that sub-contractors are performing adequately and their adherence to the Probation Service policies and procedures.</p>	Competency questionnaires, pre-start meetings, email correspondence, site inspections, site meetings.	Yes
The Public and Neighbouring properties	Ensure that the operations of the Probation Service have minimal impact on the general public and neighbouring properties particularly with regards to community service/return work.	Staff training and monitoring of complaints.	Yes

Statutory Bodies (HSA / An Garda Síochána).	A SMS system that focuses on risk management.	Site inspections, meetings, e-mail and telephone correspondence.	Yes
Consultants	Adequate information from the SMS e.g. Health and Safety forms and documents. Relevant procedures to ensure they can carry out their functions in order to meet the needs of the organisation.	Via e-mail and telephone correspondence, site inspections, internal audits and reviewing of documents.	Yes
Insurance	State indemnity, as operated by the State Claims Agency, is provided to DSAs. It indemnifies the DSA its servants and/or agents in respect of any claims for personal injury and/or third-party property damage. Arising from the negligence of the DSA' its servants and/or agents. State indemnity extends to all business activities of a DSA.	Regular Board meetings.	Yes
Industry Bodies	Ensure work is carried out in accordance with the codes of practice and guidelines.	Email correspondence, bulletins and training courses.	Yes

5. Leadership/Commitment and Worker Participation

Overall responsibility for the management of Safety, Health and Welfare lies with the Director. However, the corporate management of Health, Safety and Welfare at work matters has been delegated to Senior Management including Deputy Directors. Senior Managers are responsible for operational aspects of Safety, Health and Welfare at work within their Regions.

Senior management demonstrates leadership and commitment to the Safety Management System through day to day involvement.

Senior management will ensure that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organisation and ensuring the integration of the OH&S management system requirements into the organisation's business processes.

These include taking responsibility for service delivery performance, the setting and review of policy and objectives and chairing management review meetings.

Senior management also demonstrates leadership and commitment through ensuring all statutory/regulatory requirements are determined and met, and in the future, we will ensure that risks and opportunities in relation to service delivery are determined and met.

The Probation Service recognises, and is committed to, the highest possible services whilst reducing the health and safety risks and environmental impacts associated with the provision of its services.

5.2 Occupational Health and Safety Policy



An tSeirbhís Phromhaidh
The Probation Service

PROBATION SERVICE HSRMS POLICY STATEMENT

It is a prime objective of the Probation Service to achieve the highest occupational health and safety standards across its operations and to conform to relevant Irish and European legislation within the context of its unique working environment. The Probation Service is committed, in so far as is reasonably practicable, to:

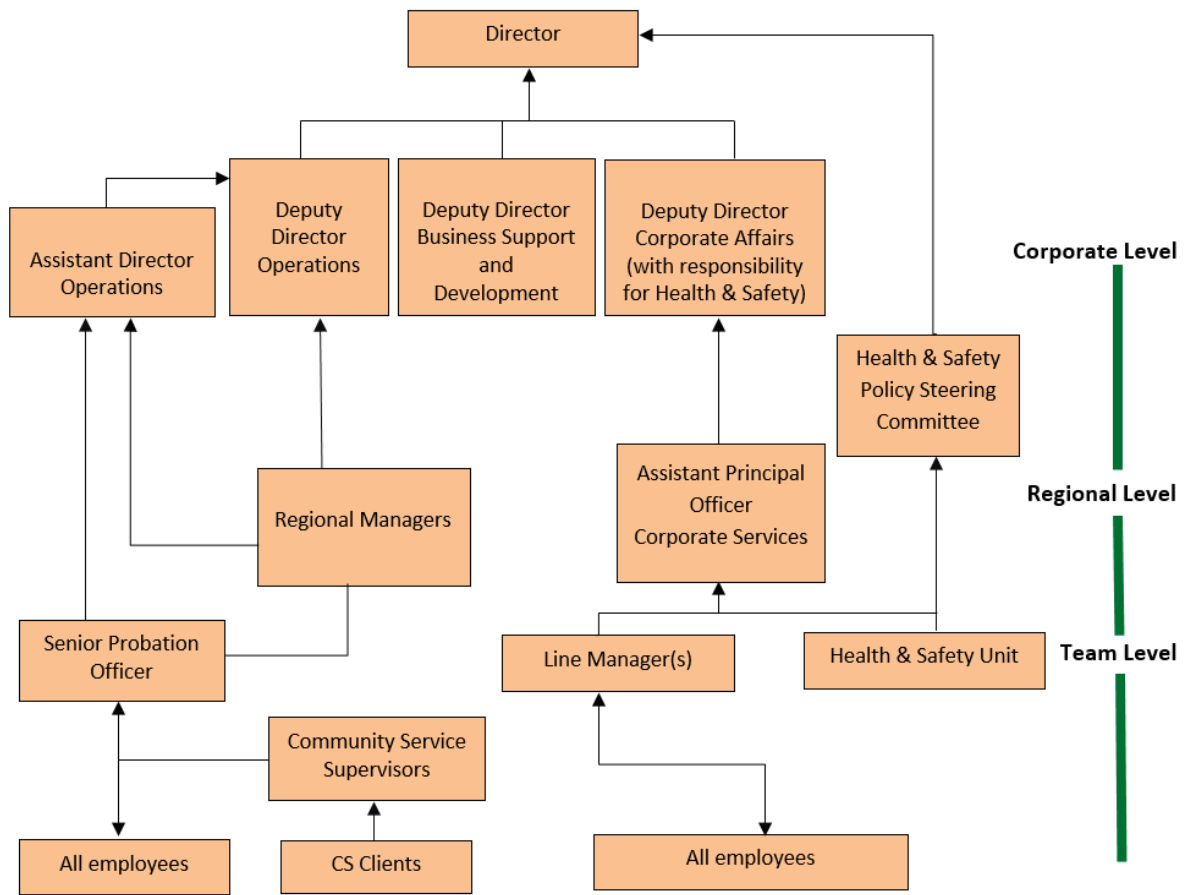
- a. Promoting standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act 2005*, and other relevant legislation, standards and codes of practice.
- b. Providing information, training, instruction and supervision where necessary, to enable employees to perform their work safely and effectively.
- c. To the prevention of injury and ill health and to the safety, health and welfare of staff members and others who may be affected by our operations
- d. Maintaining a constant and continuing interest in health and safety matters pertinent to the activities of the Probation Service.
- e. Continually improving the occupational health and safety risk management system and reviewing it periodically to ensure it remains relevant, appropriate and effective.
- f. Consulting with Safety Representatives on all matters related to safety, health and welfare at work.
- g. Ensuring that health and safety responsibilities are referenced in all contracts of and for employment.
- h. Providing the necessary resources to ensure the safety of all those to whom it owes a duty of care, including staff, prisoners, contractors, visitors etc.
- i. Applying, where appropriate, the relevant disciplinary procedure to deal with breaches of safety rules and regulations.
- j. Ensuring Health and safety is considered in the procurement of services / equipment process

The Director, Deputy Directors, Assistant Directors and Regional Managers/Assistant Principals are committed to playing an active role in the implementation of the Occupational Health and Safety Policy and undertake to review and revise it in light of changes in legislation, experience and other relevant developments.

Acting Director of Services

Date: January 2020

5.3 Organisational Structure



5.4 Responsibility and Accountability

Roles, responsibility and authorities have been defined, documented and communicated in order to facilitate effective management of the SMS.

This section sets out the organisational structure and outlines duties and responsibilities with respect to occupational health and safety. The broad roles and responsibilities of the occupational health and safety risk management system key personnel are set out in a summary form. These should be read in conjunction with the policies, and operational procedures relevant to each role, which set out in detail how the general responsibilities are to be achieved.

- a) **Director:** The Director has overall responsibility for health and safety within the Probation Service and shall ensure, insofar as is reasonably practicable, that all measures are in place to safeguard the safety, health and welfare of all Probation Service employees including those who may be affected by our work activities. This includes the implementation and maintenance of health and safety risk management systems consistent with legislative requirements and best practice standards. The Director has the discretion to delegate health and safety responsibilities to appropriate staff members provided that the duties are appropriate to the roles and competencies of the delegated person. The Director is responsible for ensuring that adequate resources are made available for the maintenance of health and safety in the Service. These resources and their allocation will be reviewed periodically as part of the management review process.
- b) **Deputy Directors:** Deputy Directors are accountable to the Director and have responsibility for health and safety within their areas of control. They shall ensure, insofar as is reasonably practicable, that all necessary measures are in place to safeguard the safety, health and welfare of Service employees and those who may be affected by our work activities. Deputy Directors must ensure that all Regional Managers/Assistant Principal Officers carry out the designated duties as provided for in the Service's Occupational Health and Safety Risk Management system.
- c) **Regional Managers/Assistant Principals:** Senior Managers are directly accountable to the relevant Deputy Director and have responsibility for health and safety within their areas of control. They shall ensure, insofar as is reasonably practicable, that all necessary measures are in place to safeguard the safety, health and welfare of Service employees and those who may be affected by Service work activities. Regional Managers/Assistant Principal Officers must ensure that all staff reporting to them carry out/adhere to the responsibilities outlined in the Service's Occupational Health and Safety Risk Management system.
- d) **Line Managers:** Line Managers are directly accountable to the relevant Regional Managers/Assistant Principal Officer and have responsibility for health and safety

within their areas of control. They shall also ensure, insofar as is reasonably practicable, that all measures are in place to safeguard the safety, health and welfare of staff reporting to them and others who may be affected by Service work activities.

- e) **Estate Manager:** The Estate Manager is directly accountable to the relevant Assistant Principal Officer and is responsible for the management of services and processes that support the core business of the Service, ensuring that the Service has the most suitable working environment for its employees and their activities. The Estate Manager maintains the Service's property portfolio and co-ordinates maintenance and service contracts for the office(s) directly under his/her control. This includes ensuring that the general safety installations of Service buildings, and all plant and equipment including Boiler Room, Plant Room, Switch Room, and pressure vessels have adequate maintenance contracts in place, per legislated requirements. Several duties have been devolved to Regional/Local Line managers for exigency purposes. These duties include local management of service contracts, maintenance of local health & safety systems and procurement of minor local services.

The Estate Manager also has a role in the procurement of Service estate and, as such, in the design and layout of Service offices. He/she is responsible for ensuring that adequate consideration is given to health and safety elements in the design and fit out of Service estate.

The Estate Manager is required to maintain adequate records for each Service location and to ensure that technical records are maintained for all safety elements in the portfolio. These records are maintained centrally by the Estate Manager and distributed to the Local Manager to be maintained in the Safety folder for the location. The records should include, where possible: Building schematics indicating location of plant and equipment, methods of isolation of services and location of isolation switches, technical specifications of safety installations and Mechanical/Electrical installations. Building records will be reviewed as part of the audit programme. For older buildings OPW will have plans / schematics.

- f) **Safety Officer:** The Safety Officer is accountable to the relevant line manager and is responsible for carrying out an annual workplace safety inspection using the Office HIRARC. This assessment may be completed in consultation with the local safety representative, where appropriate. The Safety Officer must record the results and is required to carry out workplace inspections and monitor the implementation of corrective action. The Safety Officer will also ensure that regular housekeeping inspections are carried out quarterly and that appropriate records are maintained. In Probation Service offices, the Safety Officer will generally be the Senior Probation Officer, whilst on Community Service sites the Community Service Supervisor will perform the duties of the Safety Officer.

- g) **Health and Safety Co-ordinator:** The Health and Safety Co-ordinator is accountable to the relevant line manager and has responsibility for the managing the Health and Safety Unit in the Probation Service.
- h) **Health and Safety Unit:** The main role of the Health & Safety Unit is to co-ordinate/collate health and safety documentation in the Probation Service including accident and incident reports/near misses, guidelines and to ensure mandatory reporting obligations are met. The Health and Safety Unit also produces quarterly trend analysis reports for feedback into the objectives setting and review process.
- i) **Staff Training and Development Unit:** The Staff Training and Development Unit is situated in the Business Support and Development Directorate and is responsible for co-ordinating delivery of training courses to staff in the Probation Service.
- j) **National Health and Safety Committee:** The National Health and Safety Committee is a cross grade, cross union committee chaired by the Director of the Probation Service with the purpose of promoting health and safety in the Service. The committee acts as a forum for discussion of issues and initiatives.
- k) **Health and Safety Policy Committee:** The Health and Safety Policy Committee provides policy advice based on feedback from the National Health and Safety Committee, trend analysis supplied by the Health and Safety Unit and external input from the State Claims Agency and the Risk Management Network for State Agencies.
- l) **Safety Representative:** Staff representative who reports staff H&S issues and liaises with SPO to promote a Health & Safety culture in the local office, Issues raised may also be passed on to the Regional staff representative on the National Health & Safety Committee.
- m) **Probation Service Staff Training and Development:** The Assistant Principal Probation Officer, Staff Training and Development Directorate is responsible for the co-ordination of the provision of professional health and safety training services to Probation Service in collaboration with the Assistant Principal from the Corporate Affairs Directorate who has responsibility for the Health and Safety Unit.
- n) **Chief fire Marshall:** The Chief Fire Officer has responsibility for co-ordinating emergency evacuations from Probation Service locations under their control. The Chief Fire Officer Co-ordinates Fire Marshals and Special Aides during the evacuation and liaises directly with the Emergency Services (in sole occupancy buildings) or the Building Emergency Controller (in multi-occupancy buildings) per the local Fire Plan.

- o) **Fire Marshals:** During an emergency evacuation Fire Marshals are required to conduct a walkthrough/sweep of areas designated under their control to ensure staff and visitors have cleared the area. The Fire Marshal reports the status of the area under their control (including any staff waiting in areas of safe refuge – see Special Aides below) to the Chief Fire Officer.
- p) **Special Aides:** Special Aides have responsibility for assisting a designated staff member with special needs to egress Probation Service locations in the event of an emergency evacuation. Special Aides must be familiar with the staff member's Personal Emergency Evacuation Plan and with the use of any mechanical aids to assist in the egress.
- q) **All Staff**

It is the duty of every employee while at work to:

- Take reasonable care for his own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
- Understand the relevant sections of the manual as it always applies to you and follow the correct relevant Safety Standards.
- They must ensure that he or she is not under the influence of an intoxicant or be in such a state as to endanger his / her own safety, health or welfare at work or that of others;
- Where Personal Protective Equipment is provided it must be worn and used as set down in the Safety Standard.
- All employees must keep their working area clean and tidy and to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- Through their safety representatives or via hands@probation.ie all employees will be encouraged to promote ideas on the improvement of health and safety standards and also provide suitable suggestions for reduction in risks.

Employees must report to their supervisor, without unreasonable delay:

- Any work being carried out or likely to be carried out, which endangers themselves or others, of which he / she becomes aware. Any defects in plant, equipment, substances, place of work or system of work, likely to endanger themselves or others
- A breach of health and safety legislation likely to endanger themselves or others which comes to their attention.
- If they become aware that they are suffering from a disease or physical or mental impairment that may affect their performance at work and endanger

safety, health and welfare. (or alternatively notify a registered medical practitioner who will notify the employer)

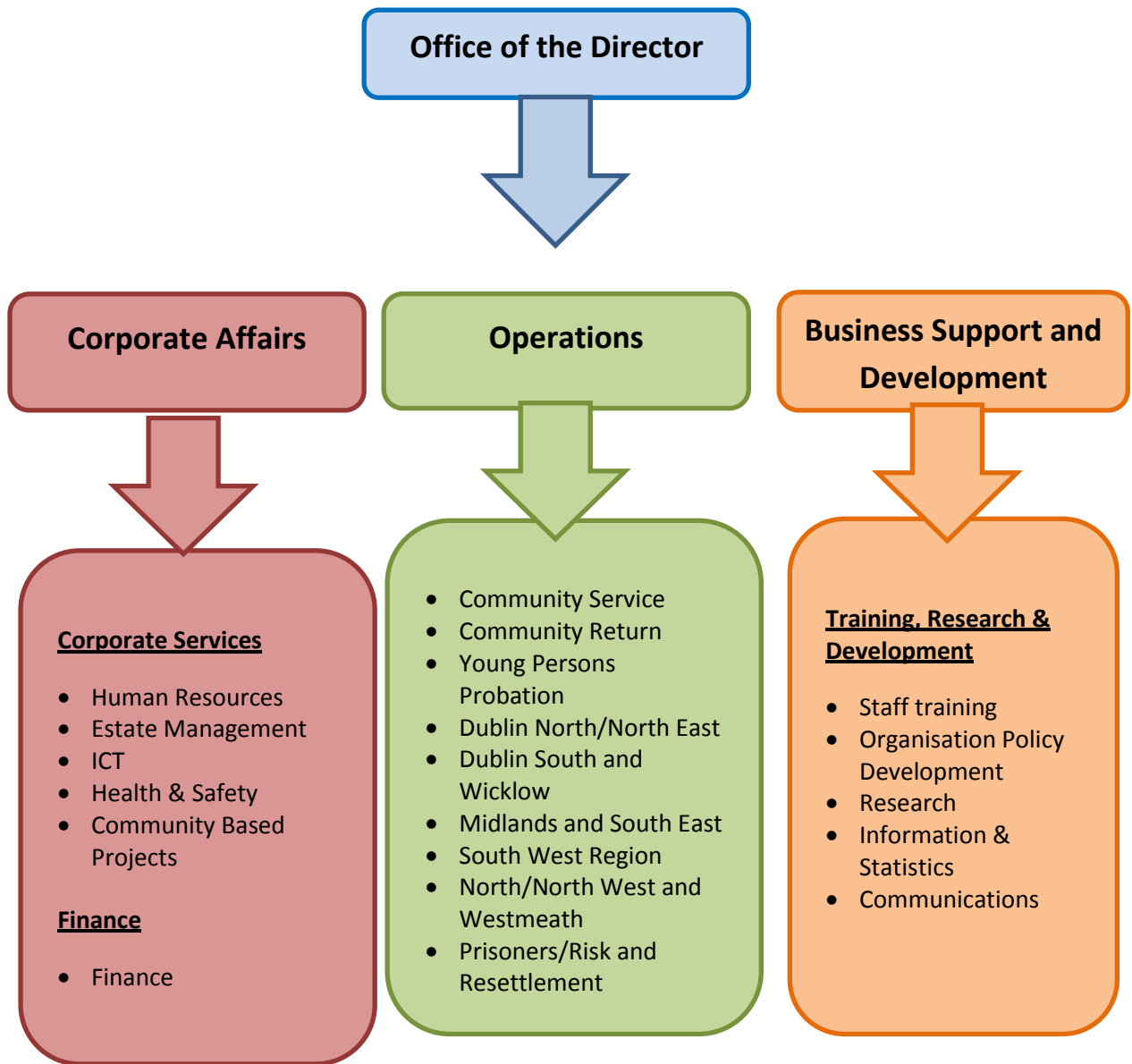
- Employees must report any unsafe incidents, accidents or dangerous occurrences immediately to their manager. Employees must also co-operate in the investigation of accidents.

Employees shall not:

- Misrepresent themselves to an employer with regard their level of training.
- Intentionally or recklessly interfere, misuse or damage any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.
- Or place at risk the safety, health or welfare of persons in connection with work activities.

- r) **Peer Review Groups:** Contributing to the development, continuous improvement and delivery of a functioning HSRMS.
- s) **Employee Assistance Officer:** Assist employees to manage/resolve work-related and personal difficulties. Refer to <http://cseas.per.gov.ie/>

Main Functions



Main Functions in the Probation Service

5.5 Consultation and Participation of Workers

Consultation is an integral part of the Probation Service's Safety Management System.

5.5.1 Safety Management Committee

A Safety Management Committee has been established to introduce and co-ordinate safety policy in the organisation. A Safety Consultative Committee is established to help monitor and promote safety in the organisation.

The Safety Management Committee consists of members drawn from the Probation Service's Management Team

Duties:

- Prepare & implement Safety, Health & Welfare Management System
- Ratify section safety plans
- Review the allocation of safety resources
- Review minutes of Safety Consultative Committee meetings
- Review performance annually
- Meet on a quarterly basis at a minimum

5.5.2 Safety Representatives

The Probation Service is committed to meeting its obligation under Section 26 of the Safety, Health & Welfare at Work Act 2005 to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

The Probation Service recognises that consultation and participation of employees is an integral part of Safety & Health in that regard regular meetings will be held with safety representatives to discuss and review health and safety aspects of our operations. The main objectives are to foster co-operation between the management and staff to keep health and safety considerations active and to promote development of ideas for the betterment of health and safety at work.

Section 25 of the *Safety, Health and Welfare at Work Act, 2005* states that the Safety Representative may:

- Make representations to their employer on any aspects of safety, health and welfare at the place of work.
- Inspect the place of work after giving reasonable notice to their employer. The frequency and schedule of inspections must be agreed between the Safety Representative and the employer in advance.
- Inspect the place of work in the event of an accident, dangerous occurrence or a situation of imminent danger or risk to health and safety.
- Investigate accidents and dangerous occurrences provided that they do not interfere with or obstruct any person fulfilling their legal duty.

- After giving reasonable notice to their employer, investigate complaints made by employees whom they represent.
- Accompany a H.S.A. Inspector on a tour of inspection.
- At the discretion of a H.S.A. Inspector, accompany the inspector while they are investigating an accident or dangerous occurrence.
- Make oral or written representations to H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Receive advice and information from H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work.
- Consult and liaise with other Safety Representatives appointed in the organisation
- The Safety Representatives will be given reasonable time off, without loss of remuneration, to discharge their functions as a Safety Representative and to acquire appropriate knowledge and training.
- Safety Representatives must be notified when a H.S.A. Inspector visits the site for the purpose of an inspection.

5.5.3 Participation

The Probation Service involves employees in the development and review of occupational Health & Safety practices. Examples of such participation are:

- Safety Representatives sit on the safety consultative committee.
- Employees consulted on the preparation of relevant risk assessments.

Relevant Supporting Documentation

- SP06 Communication, Participation and Consultation

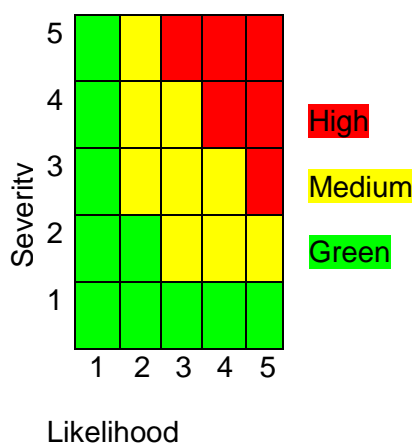
6 Planning

6.1 Hazard Identification and risk assessment

The Probation Service has a system in place to identify hazards in the workplace and to assess and control the risks arising from these hazards. As required under the Safety Health and Welfare at Work Act 2005, hazards are identified for each workplace together with the risk associated with each hazard, the recommended corrective action and the risk level.

The Probation Service recognises that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. Some hazards will present themselves in the course of work which have not been covered in this document. These can be dealt with as set out below.

It is the policy of the Probation Service to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable so that they are reduced to an acceptable level using the following matrix.



The Risk Assessment will detail the control measures to be applied, this will include a consideration of the hierarchy of risk control;

- a) eliminate the hazard
- b) substitute with less hazardous processes, operations, materials or equipment
- c) use engineering controls and reorganisation of work
- d) use administrative controls, including training
- e) use adequate personal protective equipment.

Relevant Supporting Documentation

SP01 Risk Assessment

6.2 Assessment of risks and opportunities to the Safety Management System

Assessment of Risk & Opportunities is carried out in the Probation Service through the SMS Risk Register. The Probation Service assesses the requirements of the safety management system and identifies potential risks if they exist.

Resulting from these risks, opportunities will be identified that will then form a target in a units/section safety Management Programme.

The aim of identifying risks within the SMS process is to:

- Give assurance that the SMS can achieve its intended results
- Prevent or reduce undesired effects
- Achieve continual improvement

Relevant Supporting Documentation

- SMS Risk Register

6.3 Legal and Other Requirements

The Probation Service maintains an online Register of Legislation / guidance for the organisation. All staff have access to it via the intranet.

The Probation Service is aware of its responsibility to maintain relevant legislative and corporate registers and to ensure compliance with all applicable legislation, regulations, standards and codes of practice.

The Probation Service subscribes to the Pegasus Legal register which assists the service in complying with its legal and other requirements. This dedicated register identifies, interprets and communicates the requirements of legislation in a continuous real-time basis to the Service.

The register can be accessed at the following URL:

<http://www.pegasuslegalregister.com/en/>

All new H&S legislation/guidance will be included at the management review meetings.

If any significant legislative and regulatory issues arise within the 6-monthly period that are deemed to have an immediate impact on the operations of the Probation Service the Health and Safety Unit shall notify the Director of Services as to their presence and affect, as well as adding them to the Register.

Copies of all current legislation is available to download via the intranet.

The Health & Safety Unit will gather information on Occupational Health and Safety Legislation, and other identified Occupational Health & Safety requirements via the following routes:

- The enactment of new legislation.
- From the Health & Safety Authority
- From the State Claims Agency.
- Attendance at conferences / seminars on health and safety topics.
- Through health & safety publications
- Through access to health & safety sites on the Internet

The Register of H&S legislation is one of the elements used when setting objectives and targets under the Probation Service H&S Management Programmes.

Relevant Supporting Documentation

- SP02 Legal and Other Requirements

6.4 Objectives and Targets

Objectives and Targets are set for Health & Safety performance improvements. A full review and consideration are given to legal, technological options, and it's financial, operational and service requirements, and the views of interested parties.

The objectives and targets set are to be consistent with the Health and Safety policy.

The Management Team will consider each of the following:

- Significance of the impact;
- Economic constraints;
- Process and equipment constraints;
- Continual improvement in Health and Safety performance.

Relevant Supporting Documentation

- SP03 Objectives and Targets

7 Support

7.1 Resources

The Management of the Probation Service recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement adequate resources and funding must be made available.

The Management undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the Probation Service.
- To include health and safety considerations in all annual estimates for the running of the Probation Service.
- Undertake that, in so far as is reasonably practicable, resources shall be made available for any upgrading, maintenance, replacement and repair of facilities and equipment.
- Undertake to provide resources for the ongoing monitoring of health and safety in the organisation and for the provision of information and training of all staff in health and safety.

7.2 Competence

The Probation Service has identified all training needs and endeavours to ensure that competent staff are available to provide the services required.

The Probation Service will ensure that workers are competent based on appropriate education, training or experience and will take actions to acquire and maintain the necessary competence and evaluate the effectiveness of the actions taken.

7.3 Awareness

It is the Policy of the Probation Service that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction and a presentation has been developed for inclusion in induction training for all staff. This presentation is located on the INTRANET homepage. This training is not only concerned with imparting facts but also will alert staff to their responsibilities and to be equip them to deal with emergencies.

7.4 Training

Training at all levels is carried out both internally and externally as appropriate.

Training courses always take account of ability, language skills and literacy and training providers advised of potential difficulties where appropriate.

The on-going Safety Training needs of employees shall be identified by senior management in association with the Health & Safety Unit and the HR Department. When identifying training needs due regard shall be paid to:

- Review of current Legislation
- Method Study/Work Study
- Accident/Incident Analysis
- Risk assessments

All safety training received will be monitored and updated by the Health and Safety Unit.

- The Health and Safety Unit/Staff Training and Development Unit will keep training records to include:
 - Name of the staff member being trained
 - Date of training and amount of time taken
 - Training details and methods used
 - Signature of the trainer and trainee to ensure that the training has been carried out, documented and understood.

Relevant Supporting Documentation

- SP05 Competence, Training and Awareness.

7.5 Communication

The Probation Service has procedures in place to ensure that relevant health & safety information is communicated internally within the organisation and to other interested parties. This information relates to policy, objectives and targets, performance, non-conformances, and health and safety incidents.

7.5.1 Internal Communication

Health and Safety information is communicated to the employees of the Probation Service in a variety of ways:

Service Intranet Portal

All health and safety documentation will be made readily available to staff on the Service Intranet portal. For staff who do not have access to IT systems this documentation will be available from their local contact office and will, where appropriate, be made available in hardcopy format. Twice per year the Probation Service will run a safety Campaign focusing on specific aspects of Health and Safety. These bulletins will be communicated through the Portal and through email.

Staff also have the option of using the dedicated health and safety email to alert the Health & Safety Unit of their concerns or to request clarification on any issue that may arise. The email account hands@probation.ie is monitored.

Team Meetings

Health and Safety is a mandatory item on all team meetings in the Probation Service and staff are actively encouraged to raise any concerns at these meetings or via their regional representative. Formal communication of developments and initiatives is issued via the Regional Manager at regional team meetings and by the Senior Probation Officer at local team meetings.

These meetings are minuted and records maintained by the Regional Manager/Senior Probation Officer.

There are a number of staff nominated representatives throughout the Service who are responsible for promoting health and safety in their area. Each representative is a member of the National Health and Safety Committee and acts as a conduit for staff to communicate their concerns/initiatives both at local team meeting level and at national level.

The National Health and Safety Committee is a cross grade, cross union committee chaired by the Director of the Probation Service with the purpose of promoting health and safety in the Service. The committee acts as a forum for discussion of issues and initiatives.

Training, Supervision and Job Shadowing Formal training courses covering all aspects of Service work present an opportunity for the Service to reinforce its health and safety culture with staff. All training courses should consider areas of cross over with health and safety procedures and include reference to them in the course material.

Supervision and Job Shadowing form an important part of the Service induction process and is a key method of communicating safe work procedures. Job Shadowing is also important where staff change work areas or take up new roles in the Service.

Notices and Emails

Notices and emails, relating to new or revised procedures, will be issued by the Health and Safety Unit from the dedicated email account hands@probation.ie Where appropriate, these notices may be incorporated into the occupational health and safety management system manual or associated documentation. Amendments and local operating procedures are required to be formally registered with the Health and Safety Unit and subsequently

operationalised using HST011 Health and Safety Circular Template. The Health and Safety Unit will record all circulars on IND003 Index of Circulars which will be made available to all staff.

7.5.2 External Communication

The Probation Service work in a wide variety of locations and within a wide array of shared working environments. On occasion external interested parties may wish to share or pass on information to the Service. This communication may not solely be from Agencies/persons sharing accommodation but may also be from Emergency Services, service providers, regulatory bodies etc. Where communication is received from an interested external party it will generally fall into four broad categories of relevance: Local, Regional, National and Emergency.

- **Local:** For communication that is of local relevance only i.e. works on gas mains reducing access to Service site, the Senior Probation Officer/Safety Officer will let persons who may be affected know. This may be done in person or via email or telephone as is appropriate to the local situation.
- **Regional:** For communication that is of regional relevance i.e. changes to IPS Security detail, the person receiving the information will forward onto the Regional Manager. The Regional Manager will plan for onward communication to all persons who may be affected. A note recording that this communication has been passed on should be retained by the Regional Manager. This should be filed on the Regional Safety Folder.
- **National:** For communication that is of National relevance i.e. changes to HSA inspection criteria, the person receiving the information will forward onto the Health and Safety Unit. The Health & Safety Unit, in conjunction with the Health & Safety Steering Committee will consider the implications of the information received and will plan for onward communication to all persons who may be affected. The Health & Safety Unit will retain a record of all such communication.
- **Emergency:** For communication that relates to an Emergency situation the person receiving the information must contact the person with responsibility for Health and Safety for the location immediately. Where this is not possible or where there is any doubt about who to contact the Regional Manager or the Health & Safety Unit must be contacted immediately via telephone.

Relevant Supporting Documentation

- SP06 Communication, Participation and Consultation

7.6 Documented Information

The Probation Service has a documentation system designed to ensure that safety, health and welfare documents are properly prepared and controlled. The Documentation System is supported by procedures that ensure that any changes or modifications to the documentation system are undertaken in a defined manner.

Health and safety documents must be authorised by the Health and Safety Unit. The ownership and authorisation of documentation are controlled by the Health and Safety Unit who is responsible for controlling the issue status of documentation.

The Health and Safety Unit shall ensure that:

- Documentation is legible, dated, (with dates of revision), readily identifiable and maintained in an orderly manner.
- Current versions of relevant documents are available where operations essential to the effective functioning of the health and safety risk management system are performed.
- Obsolete documents are promptly removed from all points of issue and points of use, or otherwise assured against unintended use.
- Any archived data and documents retained for legal and/or knowledge preservation purposes are suitably identified.

7.6.1 Records

Details of all procedures, policies and forms associated with the health and safety risk management system are detailed in the document control register.

All Health & Safety records will be maintained in a state free from damage, loss or deterioration. They will be stored in a manner that allows for ease of identification and retrieval. Some of these records will be kept in filing cabinets or lever arch files; however more commonly records will be kept in electronic form, under the control of the document control register.

Relevant Supporting Documentation

- SP07 Document and Record Control
- Document Control Register

8.0 Operation

8.1 Operation Planning and Control

The Probation Service have identified safety critical operations and activities that need to be controlled in order to minimise/eliminate the health & safety risks associated with these operations and activities.

The Probation Service maintains documented procedures for controlling these operations and activities as part of the Organisational Health and Safety Risk Management System. These procedures (denoted by SP) provide instructions for specific routine operations that could have an impact on the health & safety of the organisation's employees. The most current version of any procedures is available on the H&S section of the intranet. They are listed in Appendix 1.

Forms are used throughout the Safety Management System and are referenced throughout the procedures. These are denoted by F and the most current version is always available on the intranet. They are listed in Appendix 2.

8.2 Management of Change

Changes to plant, processes or equipment are flagged at the planning/development stages of development through it being an agenda item on all meetings. By having it as a standing item changed get flagged at the inception stage which allows for H&S input prior to the change/purchase being made.

8.3 Procurement

The Probation Service sets out guidance for employees that are required to purchase various types of goods and equipment within the Civil Service Procurement Policy and Guidelines.

The management of contractors, sub-contractors and service providers is critical in maintaining our SMS. A separate policy HSPOL-04 Contractor Management Policy exists which outlines the expected behaviours and pre-qualification process employed to ensure the presence of contractors does not impact our Health and Safety performance.

It is the responsibility of the person in charge of procuring the project to ensure that contractors/sub-contractors/service providers ensure that appropriate documentation has been received and reviewed.

8.4 Outsourcing

Where the Probation Service outsource functions, these will be covered by their HSPOL-04 Contractor Management Policy.

8.5 Emergency Preparedness

Emergency Plans are developed to cover issues such as injury, fire, evacuation, emergency procedures and assignment of duties.

The elements of the emergency plans will include:

- Installation or availability of suitable warning and alarm systems, tested at regular intervals;
- Organisation and responsibilities of key personnel, together with details of emergency services (e.g. fire brigade);
- Internal and external communication plan;
- Training plans and testing for effectiveness (of which written records will be kept);
- The availability of emergency equipment maintained in good working order.

In all the Probation Service buildings there is always a risk of fire occurring. Common fire hazards include improperly stored combustible or flammable materials, faulty electrical equipment and smoking in undesignated areas.

The control measure will be a fire safety programme; means of escape; fire detection, fire drills; firefighting equipment; fire precautions.

FIRE SAFETY MEASURES

A Fire Safety programme will be developed by management to:

- Guard against an outbreak of fire.
- Ensure as far as is reasonably practicable the safety of person on the premises in the event of an outbreak of fire.

The Fire Safety Programme will incorporate arrangements for:

- The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- The instruction and training of staff.
- The holding of fire and evacuation drills.
- The maintenance of escape routes.
- The provision of adequate fire protection equipment and systems.
- The inspection and maintenance of the Fire Protection equipment and systems.
- The provision of assistance to the fire authorities.
- A Fire Safety Register will be maintained in each building.

Copies of the Probation Service Fire and Emergency Evacuation Plans can be found on the intranet.

Relevant Supporting Documentation

- SP09 Emergency Planning

9.0 Performance Evaluation

9.1 Performance Monitoring and Measurement

The Probation Service carries out ongoing measurement and monitoring of health & safety performance. Measurement and monitoring are conducted to establish and verify implementation of the organisation's policies and objectives and compliance with the relevant legislation.

The Probation Service measures Health and Safety performance through a mix of proactive and reactive measures.

The proactive measures relate to achievement of the objectives and targets that the organisation sets itself in the H&S Management Programme which is done through an auditing/inspection system. The reactive measures relate to the monitoring of indicators such as numbers of specified incidents and accidents, lost working days, employee ill health and near misses.

Health & Safety Inspections are completed periodically using the Health & Safety Inspection Report form and will report any hazards, defects or breaches of legislation observed during the visit shall be reported to the person responsible for the location to be rectified as soon as possible.

Accident/incident/near misses' statistics are compiled by the Health & Safety Section on a regular basis and are reported at the management review meeting to review the accident trends.

9.2 Evaluation of Compliance

Evaluation of compliance is carried out by the Probation Service by using the legal register and carrying out a compliance check. The Probation Service assesses the requirements the legislation imposes, assesses it across the organisation and identifies non compliances if they are identified non compliances will then form an objective and target.

9.3 Internal Audit

The Probation Service carries out an audit programme to check that the Health & Safety Management System is properly implemented and maintained and is effective in meeting the organisation's policy and objectives. This programme is supported by procedures that set out the frequency, methodology and requirements for conducting the audits and reporting the results. An audit Team to include Management and the Health and Safety Unit will agree an audit schedule for implementation to determine:

- (i) If the system conforms to planned arrangements for OH&S management.
- (ii) If the system has been properly implemented and maintained.
- (iii) Is effective in meeting the Probation Service policies and objectives

The findings of the audit shall be recorded on the internal audit report form along with any corrective actions to fix any non-conformance will be recorded by the Audit Team.

The relevant auditor, with reference to the audit report, shall verify the effectiveness of the corrective actions taken and sign off the audit report unless the corrective actions have not been implemented.

On completion of the internal audit, the audit report shall be filed as part of the health and safety risk management system and for evaluation as part of the next management review of the health and safety risk management system.

The non-conformances and observations arising from the internal audits will be reviewed at the management review meeting to identify trends/patterns. The Health and Safety Unit will develop an analysis of internal audit findings for the management review meeting and communicate the results of audits within the Probation Service.

Relevant Supporting Documentation

- SP13 Internal Audits

9.4 Management Review

The senior management team within the Probation Service are responsible for ensuring that all elements of the health and safety risk management system are reviewed on an annual basis. The review shall take the form of a meeting chaired by the Director of Service and will include the senior management team, Health and Safety Officer and any other personnel as required. The meeting will be used as a forum to discuss general health and safety and performance and to set objectives for improvement.

The agenda for the meeting should include all elements of the Health and Safety Risk Management System, which gives an indication of its continuing effectiveness.

Relevant Supporting Documentation

- SP14 Management Review

10 Improvement

10.1 Accidents, Incidents, Non-conformities, and Corrective & Action

The Probation Service has procedures in place for handling and investigating accidents, incidents and non-conformances within the Health & Safety Management System. Corrective actions are taken where necessary following the initiation of an investigation into an event.

10.1.1 Incidents

A system of reporting, recording and investigating any incidents or near misses are detailed in SP11: Incident Investigation.

10.2 Non-Conformities

Non-conformities within the H&S Management System can arise from any of the following events:

- Internal or external audits of the H&S Management System.
- Management Reviews
- Accident/Incident Investigation
- Safety inspections
- Contractors Assessments
- Document Reviews
- Reports of Inspection issued by the Health & Safety Authority
- Breaches in legislative compliance

The Health and Safety Unit is responsible for the collation of a summary report prior to the Management Review Meeting. The information shall be analysed to identify trends and further opportunities for improvement, which can be used in the setting of future objectives and targets to ensure continued improvement in operations.

All health and safety or environmental related complaints, whether received in writing or by other means of communication must be promptly dealt with and resolved. In all cases the details must be recorded on the non-conformance log.

Relevant Supporting Documentation

- SP12 Non-conformity and corrective action
- SP11 Incident Investigation

11 Employee Welfare

11.1 Pregnant, Postnatal and Breastfeeding employees

The Safety, Health and Welfare at Work (General Application) Regulations 2007 apply to employees that are pregnant, have just had a baby or are breastfeeding (within the first 26 weeks after birth). If the Line Manager is notified of any of the above, then an assessment of any hazardous activities relating to the employee will be carried out.

An employer shall assess any risk to the safety or health of employees and any possible effect on the pregnancy of, or breastfeeding by, employees, resulting from any activity likely to involve a risk of exposure to any agent, process or working condition as referred to in Part A of Schedule 8 of the Safety, Health and Welfare at Work (General

Application) regulations 2007 and for that purpose determine the degree, nature and duration of any employees exposure any agent process or working conditions.

An employer shall, where the risk assessment carried out under Regulation 149 reveals a risk to an employee's safety or health or any possible adverse effect on the pregnancy or breastfeeding of an employee and it is not practicable to ensure the safety or health of such employee, through protective or preventative measures, adjust temporarily the working conditions or the working hours, or both, of the employee concerned so that exposure to such risk is avoided.

If these safeguards are not technically or objectively feasible, the necessary measures must be taken to provide the employee concerned with other work which does not present a risk to safety or health of, or any possible adverse effect on the pregnancy or breastfeeding by the employee.

11.2 Dignity in the Workplace

The Probation Service recognizes the right of all staff be treated with dignity and respect at work in accordance with Dignity at Work Policy available on the INTRANET homepage – Probation Service's Documents – Corporate Services – Policy Documents. Corporate Services – Human Resources –Positive Working Environment policy covers the areas of bullying, harassment and sexual harassment in the workplace.

The Probation Service is committed to ensuring that its employees are free to do their work in a safe environment which is free from sexual harassment, harassment or bullying. The Probation Service considers sexual harassment, harassment and bullying to be harmful to individual employees and to the working environment.

Employees of the Probation Service have the right to work in an environment free from any form of harassment, bullying or intimidating behaviour, whether it is carried out by a member of staff, a Service User, or a business contact of the organisation.

Every employee has a responsibility to treat their colleagues with dignity and respect. Every employee, whether they have supervisory responsibility or not, has a responsibility to ensure that harassment and bullying is not tolerated. Employees with a supervisory responsibility have an additional responsibility to implement the provisions of this policy in their work location.

These covers:

- Gender
- Family Status
- Marital Status
- Age
- Race/Ethnic origin
- Sexual orientation
- Disability

- Religion
- Membership of the travelling community.

11.3 Employee Assistance Programme (EAP)

The Civil Service provides an Employee Assistance Programme which is free, readily accessible and provides professional counselling and information on work related issues such as stress. They also issue quarterly bulletins in relation to employee health and wellbeing issues.

The Probation Service employees can access the EAP themselves or can be referred to the service by their Line Manager/Human Resources.

Issues covered by the EAP include:

- Personal/Family: relationships, parenting, bereavement, financial.
- Psychological: depression, anxiety and addiction.
- Work Related: bullying, harassment, stress and staff affected directly or indirectly by work related accidents/incidents.

This service is provided by the employer and is completely confidential to all employees. No information in relation to any employee is ever released to the employer.

Refer to <http://cseas.per.gov.ie/>

11.4 Managing Disabilities

The Probation Service are committed to a policy of equal opportunity for people with disabilities and will, where reasonably practicable, ensure their health, safety and welfare while working for the Probation Service:

- Complying with the *Disability Act, 2005*
- Complying with Part 2, Chapter 1 (Regulation 25) of the *Safety, Health & Welfare at Work (General Application) Regulations, 2007*
- Not discriminating against disabled persons in their recruitment, promotion, training, development or dismissal.

This is reflected in:

Dignity at work policy & procedures in place

Equality & diversity Management – policy and procedures in place.

Managers and contact persons being trained in these policies i.e. regarding *Employment Equality Act 1998* and the *Equal Status Act 2000*.

Ensuring safe access and egress from the place of work is provided for disabled persons.

Endeavouring to make reasonable accommodation for persons with disabilities.

Ensuring access to appropriate welfare facilities within the workplace is provided.

Ensuring movement within the workplace is facilitated.

Preparing specific emergency evacuation risk assessment for any persons with disabilities taking account of their disability to ensure:

Adequate assistance will be provided to persons with disabilities for safe evacuation in the event of an emergency.

Personal Emergency Evacuation Plan (PEEP) are documented and circulated.

Evacuation chairs are provided where required.

Appendix 1 - List of SMS Procedures

- SP01 Hazard Identification, Risk Assessment and Controls
- SP02 Legal and other requirements/Evaluation of compliance
- SP03 Objectives and Programme
- SP04 Resources, Roles, Responsibility, Accountability and Authority
- SP05 Competence, Training and Awareness
- SP06 Communication, Participation and Consultation
- SP07 Document and Record control.
- SP08 Operational Controls
- SP09 Emergency Preparedness and Response
- SP10 Performance, Measurement and Monitoring
- SP11 Incident Investigation
- SP12 Non-Conformity, Corrective Action and Preventative Action
- SP13 Internal Audit
- SP14 Management Review

APPENDIX 2 TERMS AND DEFINITIONS

For the purpose of Probation Service Health and Safety Risk Management System, the following terms and definitions apply:

1.0.1 Acceptable Risk

Risk that has been reduced to a level that can be tolerated by the organisation having regard to its legal obligations and its own Operational Health & Safety Policy.

1.0.2 Audit

An audit is a systematic, independent and documented evidence gathering process. Audit evidence is used to evaluate how well audit criteria are being met

1.0.3 Continual Improvement

Recurring process for enhancing the OH&S management system in order to achieve improvements in overall OH&S performance consistent with the organisations OH&S policy.

1.0.4 Corrective Action

Action to eliminate the cause of a detected non-conformity or other undesirable situation.

1.0.5 Document

Information and its supporting medium.

1.0.6 Hazard

Source, situation or act with a potential for harm in terms of human injury or ill health, or a combination of these.

1.0.7 Hazard Identification

Process of recognizing that a hazard exists and defining its characteristics.

1.0.8 Ill Health

Identifiable, adverse physical or mental condition arising from and / or made worse by a work activity and / or work-related situation.

1.0.9 Incident

Work-related event(s), (accidents, incident, emergency situations), in which injury or ill health, (regardless of severity), or fatality occurred, or could have occurred.

1.0.10 Interested Party

Person or group, inside or outside the workplace, concerned with or affected by the OH&S performance of an organisation.

1.0.11 Scope of Occupational Health & Safety (OH&S)

The Probation Service OH&S policy considers conditions and factors that affect, or could affect the health and safety of workers, including temporary employees; other workers; contractor personnel; visitors, or any other person in the workplace

1.0.12 OH&S Management Systems

Part of an organisation 's management system used to develop and implement its OH&S policy and manage its OH&S risks.

1.0.13 OH&S Objectives

Refers to the occupational health and safety goals and objectives that an organisation sets out to achieve.

1.0.14 Occupational Health and Safety Performance

Measurable results of the OH&S management system related to the organisations control of safety, health and environmental risks based on its OH&S policy and objectives.

1.0.15 OH&S Policy

This is a statement of the Probation Service occupational health and safety policy together with a statement of commitment from the Director.

1.0.16 Organisation

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration

1.0.17 Preventive Action

Action to eliminate the cause of a potential non-conformity or other undesirable potential situation.

1.0.18 Procedure

Specified way to carry out an activity or a process

1.0.19 Risk

Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s).

1.0.20 Risk Assessment

Process of evaluating the risk(s) arising from a hazard(s), considering the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.

1.0.21 Workplace

Any physical location in which work related activities are performed under the control of the organisation.

1.0.22 Maintenance:

The term maintenance, where used in this manual to refer to the OH&S system, implies

that, once established, the system continues to operate and requires active effort on the part of the organisation to maintain functionality. Many systems work well but deteriorate due to lack of maintenance.

1.0.23 Line Managers:

Managers who are responsible for directing workers while at work and their work activities.

1.0.24 Personal Protective Equipment:

Under the *Safety, Health and Welfare at Work (General Application) Regulations, 2007* personal protective equipment is defined as all equipment designed to be worn or held by an employee for protection against one or more hazards likely to endanger the employee's safety and health at work, and includes any additions and accessories to the equipment, if so designed, but does not include:

1. Ordinary working clothes and uniforms not specifically designed to protect the safety and health of an employee,
2. Personal protective equipment for the purposes of road transport,
3. Sports equipment
4. Self-defence equipment or deterrent equipment, or;
5. Portable devices for detecting and signalling risks and nuisances.

1.0.25 Major Emergency:

A major emergency can be defined as a major event or happening that is wholly exceptional and lies entirely outside events encountered in ordinary course of management and requires the urgent deployment of staff, additional to those on duty at the time, and which immediately threatens, on a sustained basis, the security of a person or represents an immediate threat to life.

1.0.26 Designated Competent Person:

1. 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.
2. The person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.

1.0.27 Community Service:

The Probation Service is responsible for Community Service in Ireland as provided for under the *Criminal Justice (Community Service) Act 1983* ([Link to legislation](#)). The Probation Service assesses suitability of offenders for Community Service, organises the work placements and manages the offenders subject to Community Service Orders on behalf of the Court.

1.0.28 Community Return

The Community Return Programme is an incentivised scheme introduced in line with the recommendations of the Thornton Hall Project Review Group which provides for earned temporary release under which offenders, who are assessed by the Irish Prison Service, are offered early temporary release in return for supervised community service. Officers of the Probation Service assess offenders as to suitability and motivation to complete the community work. The scheme, which was introduced on a pilot basis in October 2011, is applicable to suitably assessed prisoners who are serving sentences of more than one and less than eight years.

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