



**Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

**Office of the National Director of Human Resources**

Health Service Executive

Dr. Steevens' Hospital

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## **MEMORANDUM**

**To:** Chief Executive Officer  
Each National Director  
Each Assistant National Director HR  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHOs  
Each Head of HR CHOs  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Employee Relations Manager  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery  
Each Clinical Director  
Director National Ambulance Service

**From:** Ms Anne Marie Hoey, National HR

**Date:** 22<sup>nd</sup> July 2020

**Subject:** Nomination and Appointment of Lead Worker Representatives

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Dear Colleagues,

The Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The protocol was developed following discussion and agreement at the Labour Employer Economic Forum, which is the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance.

Strong communication and a shared collaborative approach between employers and workers is key to protecting against the spread of COVID-19 in the workplace. It is also essential to achieve success and maximum buy-in. Employers and workers are expected to have regular

engagement about COVID-19 and preventative measures in the workplace. Adherence to the Protocol will only be achieved if employers and workers have a shared responsibility to implement the measures in their place of work.

Lead Worker Representative (LWR) is a new role described in the Protocol. In summary the LWR is concerned with working collaboratively with the employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19. The LWR is charged with ensuring that COVID-19 measures are strictly adhered to in their place of work. The National Health and Safety Function has developed a [guideline](#) document setting out key support roles in the implementation of the Protocol, including that of the LWR, together with a [range](#) of supporting information on returning to work safely.

HR Circular 045/2020 refers to the process for the selection and appointment of LWRs, which should be discussed at an organisational level between employers, employees and employee representatives. Any arrangements should have the confidence of all parties. Following engagement with the Health Service Staff Panel of Trade Unions, the attached agreement sets out the principles for the nomination and appointment of LWRs.

In considering the number of LWRs required in each location/site/service, and the subsequent assignment of those roles, you are required to adhere to this agreement.

Queries on Lead Worker Representative(s) may be referred to the National Health and Safety Function, as follows:

**Log your health & safety request at: <http://www.hse.ie/safetyandwellbeing> or go to: <http://pndchssdweb02.healthirl.net/Health.WebAccess/ss> Alternatively contact the National Health & Safety Helpdesk on 1850 420 420 between 10:30-12:00 and 14:00 – 15.30 Hrs Monday to Friday.**

Yours Sincerely



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**Anne Marie Hoey**  
**National Director of Human Resources**



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”