



Our Ref: A535304  
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Directors General and Chief Executive Officers  
Departments and Statutory Authorities  
Government of Western Australia

## **OCCUPATIONAL SAFETY, HEALTH AND INJURY MANAGEMENT IN THE WESTERN AUSTRALIAN PUBLIC SECTOR**

Premier's Circular 2007/12, issued on 17 August 2007, requires all agencies to comply with the *Code of Practice: Occupational Safety and Health in the Western Australian Public Sector* (the 'Code') and to report on occupational safety, health and injury management activities and achievements in their annual reports (Attachment).

Effective public sector occupational safety and health practices seek to ensure the health and availability of employees to do their work and to reduce the human and financial costs of preventable workplace deaths, accidents and injuries. As an agency, encouraging a workplace safety culture can increase employee morale, health and wellness; decrease absenteeism, turnover and employee stress; and reduce current expenditure and prevent further escalation of workers' compensation costs.

### **Occupational Safety and Health – Leadership and Senior Management Commitment**

Senior management commitment to occupational safety, health and injury management is critical if improvements in the workplace are to be achieved. For Government to lead by example, senior management commitment and action is needed to facilitate a safety culture which improves the health and safety for all employees and returns injured employees to their workplaces.

Commitment must extend beyond satisfying legislative and regulatory requirements, to demonstrated actions being undertaken to achieve improvements in occupational safety, health and injury management. Commitment can be signalled by Chief Executive Officers complying with the Code and by satisfying themselves that safety management systems are in place that support the prevention of work-related death, injury and disease. Agencies requiring assistance in establishing their safety management systems, to comply with the Code, can contact WorkSafe's Information Centre on 1300 307 877 for information on the WorkSafe Plan or alternatively, RiskCover Services Manager, Linda Thompson on 9264 3378.

Chief Executive Officers are responsible for demonstrating leadership in their workplaces in relation to occupational safety and health and for ensuring that the Code is adopted and implemented.

## **Workers' Compensation and Injury Management**

In addition to the obligations under the Code, agencies are also required to comply with the provisions of the *Workers' Compensation and Injury Management Act 1981* in the establishment of an injury management system and in the injury management of workers' compensation claims, including the development of return to work programs. Agencies requiring assistance in the establishment of their injury management system, return to work programs or the injury management of claims can contact their RiskCover Injury Services Coordinator/Officer direct or on 9264 3333.

Chief Executive Officers are responsible for ensuring compliance with the *Workers' Compensation and Injury Management Act 1981*.

## **Reporting Requirements**

The 2007-08 reporting year is the first time agencies have been required to include occupational safety, health and injury management information in their annual reports, in accordance with the Premier's Circular. The guidelines attached to the Premier's Circular provide assistance to agencies on how to comply with the reporting requirements.

Chief Executive Officers are responsible for reporting on their safety, health and injury management performance in their annual reports.

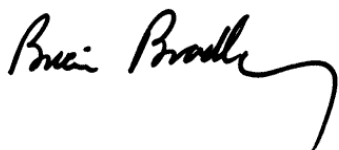
## **Resources**

Occupational safety, health and injury management for the Western Australian public sector is a collective initiative of management and employee representatives lead by the Department of Consumer and Employment Protection, Department of the Premier and Cabinet, RiskCover, WorkCover WA, and UnionsWA.

A central resource website on occupational safety, health and injury management for the Western Australian public sector [www.publicsectorsafety.wa.gov.au](http://www.publicsectorsafety.wa.gov.au) was launched in August 2007. The website provides information on the Code, occupational safety and health, injury management and reporting obligations.

If you have any queries relating to your agency's obligations or the requirements please contact John Donovan of this office on 9282 0777.

Yours sincerely



Brian Bradley  
DIRECTOR GENERAL

28 April 2008

Att.

## Premier's Circular

Number:	2007/12
Issue Date:	17/08/2007
Review Date:	17/08/2009

### TITLE

CODE OF PRACTICE: OCCUPATIONAL SAFETY AND HEALTH IN THE WESTERN AUSTRALIAN PUBLIC SECTOR

### POLICY

Agencies are to comply with the Code of Practice: Occupational Safety and Health in the Western Australian Public Sector (the 'Code').

### BACKGROUND

The Western Australian government is committed to ensuring the safety and health of all staff in public sector agencies.

The Commission for Occupational Safety and Health, established by the *Occupational Safety and Health Act 1984* has released the Code of Practice: Occupational Safety and Health in the Western Australian Public Sector (the 'Code') following its approval by the Minister for Employment Protection.

The Code is designed to promote comprehensive and practical preventative strategies to assist public sector chief executive officers, managers and employees with improving the work environment of the sector and ensuring compliance with the *Occupational Safety and Health Act 1984* and the Occupational Safety and Health Regulations 1996.

The Code of Practice for Occupational Safety and Health in the Western Australia Public Sector 2007, like the *Occupational Safety and Health Act 1984*, applies to all public sector agencies including departments, trading concerns, instrumentalities and statutory bodies.

Agencies will be required to report on their 2007/08 OSH performance, policies and initiatives in the 2008 annual reports. This requirement which is part of a Western Australian government commitment to a national strategy will continue until 2011/12.

Attached to this Circular are a set of guidelines for agencies to assist them in their occupational safety and health and injury management reporting.

Chief Executive Officers are responsible for ensuring that the Code is adopted and implemented. This responsibility will be reflected in CEO Performance Agreements in 2008/2009.

The 'National Occupational Health and Safety (OHS) Strategy 2002-2012', aims for Australian workplaces to be free from death, injury and disease and was agreed to by all Australian governments, the Australian Chamber of Commerce and Industry and the Australian Council of Trade Unions.

The Strategy has a target of reducing work related fatalities by 20% and a reduction in accidents and injuries by 40% between 2002 and 2012 and identifies five areas of national priority.

One of the priorities is specifically focused on the public sector which has many occupations that expose its employees to health and safety risks. To support this priority and improve safety leadership in government workplaces, the Workplace Relations Ministers' Council agreed that each jurisdiction would report its public sector performance against the National OHS Strategy. All Premiers and Chief Ministers committed to implementing the strategy.

The new Code of Practice is designed to ensure the state public sector meets the national commitments including the above accident and injury targets.

The Code of Practice and further occupational safety and health and injury management information and advice is available from [www.publicsectorsafety.wa.gov.au](http://www.publicsectorsafety.wa.gov.au)

Alan Carpenter MLA  
**PREMIER**

For enquiries contact:	John Donovan 9282 0489 Director, Office of the Director General Department of Consumer and Employment Protection
Other relevant Circulars:	
Circular/s replaced by this Circular:	

## **Guidelines for Reporting OSH and Injury Management Performance in Annual Reports 2008 and 2009**

These guidelines outline the occupational safety and health (OSH) and injury management performance indicators WA public sector agencies are required to include in their annual reports.

The indicators fall into two categories. The first category includes statements or descriptions of the agency's commitment to OSH and injury management and how this is being demonstrated.

The second category includes a number of measures for which performance targets have been set. These indicate the effectiveness of the agency's OSH and injury management systems.

To ensure the WA public sector meets the goals of the National OSH and Injury Management Strategy 2002-2012, the reporting requirements and performance targets will be revised annually.

The reporting requirements for the 2008 and 2009 Annual Reports are listed below. The reporting of OSH and injury management need not be restricted to the minimum requirements. Agencies may also wish to report on other aspects of their performance. A list of suggested additional information is provided below.

### ***Minimum requirements for Annual Report 2008***

The following is required;

- A statement of the agency's commitment to OSH & injury management
- A description of the formal mechanism for consultation with employees on OSH matters
- A statement of compliance with the injury management requirements of the Workers' Compensation and Injury Management Act 1981
- A report of annual performance for 2007/08 against the following targets

~Number of fatalities target 0

~Lost time injury/diseases (LTI/D) incidence rate target 0 or 10% reduction on previous year

~Lost time injury severity rate target 0 or 10% improvement on previous year

### ***Minimum requirements for Annual Report 2009***

The following is required:

- A statement of the agency's commitment to OSH & injury management.
- A description of the formal mechanism for consultation with employees on OSH matters.

- A statement of compliance with injury management requirements of the Workers' Compensation and Injury Management Act 1981
- A statement confirming that a self evaluation (annual) or external accredited assessment (within previous 3 years) of OSH management systems has been completed with a summary of findings.
- A report of performance against the following targets:
  - ~Number of fatalities **target 0**
  - ~Lost time injury/diseases (LTI/D) incidence rate **target 0 or 10% reduction on previous year**
  - ~Lost time injury severity rate **target 0 or 10% improvement on previous year**
  - ~ Return to work rate **to be determined**
  - ~Percentage of managers trained in OSH and injury management responsibilities **target ≥ 50%**

### ***Optional requirements***

The following is a list of OSH and injury management information that agencies may also wish to include in annual reports. This list is not exhaustive but simply a guide to the type of information that may be included.

- A overview of the agency's OSH and injury management systems
- New initiatives for this year
- Awards
- Critical incidents
- Prosecutions
- Incident, Accident, LTI trends
- Number of Elected Safety & Health Representatives trained
- Percentage of OSH Committees meeting quarterly

### ***Definitions***

#### **Statement of commitment to OSH and injury management**

The OSH and injury management section in your annual report should outline your organisation's OSH and injury management policies, and explain how they are communicated and implemented in the organisation. It should also outline your organisation's annual strategic goals and targets for OSH and injury management performance.

## **Formal mechanism for consultation with employees on OSH and Injury Management matters**

Briefly outline how consultation on OSH and injury management matters takes place between managers, employees, safety & health representatives and contractors. This should include the process for communicating this mechanism to employees. An example would be:

*“The OSH Committee, including the employee representatives, form the key to OSH consultation within (the agency). The Committee members’ appointment, location and details are communicated to all employees. The members are accessible and effectively utilised by both management and employees in the discussion and resolution of OSH issues.*

*The OSH Committee meets bi-monthly to discuss and resolve OSH issues, review hazard and incident reports, and review progress against the OSH Business Plan “*

## **A statement of compliance with the injury management requirements of the Workers’ Compensation and Injury Management Act 1981**

The OSH section in your annual report should confirm your organisation has in place a documented injury management system in accordance with the Act and how it is made available to employees. It should also include a confirmation that return to work programs are developed in accordance with the ACT.

### **Fatalities**

Number of compensated work related fatalities

### **Lost time injury/disease incidence rate**

The lost time injuries / diseases incidence rate is the number of lost time injuries/diseases where one day/shift or more was lost, in this financial year per 100 employees.

The calculation is:

$$\frac{\text{Number of LTI/D}}{\text{Number of employees}} \times 100$$

### **Lost time injury severity rate**

This is a measure of incident/accident prevention and the effectiveness of injury management.

The severity rate is the number of severe injuries (actual or estimated 60 days /shifts or more lost from work) divided by the number of lost time injuries multiplied by 100

The calculation is:

$$\frac{\text{Number of severe injuries}}{\text{Number of lost time injuries}} \times 100$$

An injury resulting in death is considered to have accounted for more 60 days lost.

### **Return to work rate (2009)**

To be determined in line with National approaches

### **Managers training in OSH and injury management responsibilities**

Describe the OHS and injury management training provided for management. Report on the percentage of current managers (anyone who supervises staff), who have received training in their responsibilities for OSH and injury management in the past three years.

### **OSH Management Systems**

An OSH management system is a documented and verifiable set of plans, actions and procedures that can assist both agencies and employees to clearly identify their OSH responsibilities and manage them in an organised manner.

Using the WorkSafe Plan or other audit tool compliant with Australian Standard - AS 4801:2000, the agency is required to implement an OSH management system and self evaluate it on an annual basis or submit to an external evaluation by an accredited assessor every 3 years.