



PUBLIC SECTOR COMMISSIONER'S CIRCULAR

Enquiries to: John Donovan, 9282 0489 **Number:** 2009-11
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Department of Commerce
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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 employees 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 responsible Minister.

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, like the *Occupational Safety and Health Act 1984*, applies to all public sector agencies including departments, trading concerns, instrumentalities and statutory bodies. Chief Executive Officers are responsible for ensuring that the Code is adopted and implemented.

Agencies are required to report on occupational safety and health performance, policies and initiatives in their annual reports. This requirement, which is part of a Western Australian government commitment to a national strategy, will continue until 2012.

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

The *National Occupational Health and Safety (OHS) Strategy 2002-2012* (National Strategy), 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 National 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 Strategy. All Premiers and Chief Ministers committed to implementing the strategy.

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

The Code and further occupational safety, health and injury management information and advice are available from www.publicsectorsafety.wa.gov.au.



M C Wauchope
PUBLIC SECTOR COMMISSIONER

Other relevant Public Sector Commissioner's Circulars:
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2009-06

ATTACHMENT
Annual reporting guidelines for
occupational safety, health and injury management
2008 to 2012

These guidelines outline the occupational safety, health and injury management performance indicators Western Australian 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 occupational safety, health 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 occupational safety, health and injury management systems.

To ensure the Western Australian public sector meets the goals of the *National Occupational Health and Safety (OHS) Strategy 2002-2012* (National Strategy), reporting and performance targets will be monitored annually.

The reporting requirements for the 2008 and 2009 annual reports are listed below. The reporting of occupational safety, health and injury management performance need not be restricted to the minimum requirements. Agencies may also wish to report on other aspects of their performance.

Further information on complying with the reporting requirements can be found at www.publicsectorsafety.wa.gov.au.

Minimum requirements for annual reports 2008

The following is required:

- A statement of the agency's commitment to occupational safety and health, and injury management.
- A description of the formal mechanism for consultation with employees on occupational safety and health matters.
- A statement of compliance with the injury management requirements of the *Workers' Compensation and Injury Management Act 1981*.
- A report of annual performance against the following targets

<i>Indicator</i>	<i>Target</i>
Number of fatalities	Zero (0)
Lost time injury/disease (LTI/D) incidence rate	Zero (0) or 10% reduction on the previous year
Lost time injury severity rate	Zero (0) or 10% improvement on the previous year

Minimum requirements for annual reports 2009 to 2012

The following is required:

- A statement of the agency's commitment to occupational safety and health, and injury management.
- A description of the formal mechanism for consultation with employees on occupational safety and health 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 three years) of occupational safety and health management systems has been completed with a summary of findings.
- A report of performance against the following targets:

<i>Indicator</i>	<i>Target</i>
Number of fatalities	Zero (0)
Lost time injury/disease (LTI/D) incidence rate	Zero (0) or 10% reduction on the previous year
Lost time injury severity rate	Zero (0) or 10% improvement on the previous year
Percentage of injured workers returned to work within 28 weeks	Actual percentage result to be reported
Percentage of managers trained in occupational safety, health and injury management responsibilities	Greater than or equal to 50%

Definitions

Statement of commitment to occupational safety and health, and injury management

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

Formal mechanism for consultation with employees on occupational safety and health, and injury management matters

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

“The Occupational Safety and Health Committee, including the employee representatives, form the key to occupational safety and health 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 occupational safety and health issues.

The Occupational Safety and Health Committee meets bi-monthly to discuss and resolve occupational safety and health issues, review hazard and incident reports, and review progress against the Occupational Safety and Health Business Plan.”

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

The occupational safety and health section in your annual report should confirm your agency has in place a documented injury management system in accordance with the *Workers' Compensation and Injury Management Act 1981* and how it is made available to employees. It should also include a confirmation that return to work programs are developed in accordance with this Act.

Occupational safety and health management systems

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

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

Fatalities

Number of compensated work related fatalities.

Lost time injury or disease incidence rate

The lost time injuries or diseases (LTI/Ds) incidence rate is the number of lost time injury/disease claims where one day/shift or more was lost in the financial year. The number of employees is the agency's Full-time Equivalent (FTE) figure as at 30 June. The number of LTI/Ds is divided by the number of employees, then multiplied by 100.

The calculation is:

$$\frac{\text{Number of LTI/Ds}}{\text{Number of employees (FTE)}} \quad \times 100$$

Lost time injury severity rate

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

The severity rate is the number of severe injuries (actual or estimated 60 days or more lost from work) divided by the number of lost time injury/disease claims (LTI/Ds) multiplied by 100. An injury resulting in death is considered to have accounted for 60 days or more lost.

The calculation is:

$$\frac{\text{Number of severe injuries}}{\text{Number of LTI/Ds}} \quad \times 100$$

Injury management and return to work

This is a measure of the success and effectiveness of the agency's injury management practices in facilitating a sustainable return to work outcome for injured workers. The measure is the percentage of injured workers (lost time claims) that returned to work within 28 weeks. The data will be extracted for a specified time period covering 12 months.

The measure is calculated based on:

- (i) the number of injured workers with a LTI/D claim, where lost time commenced during the 12 month specified period; and
- (ii) the number of the injured workers reported in (i) who returned to work to full hours and full duties (of a real job) on or before 28 weeks.

The calculation is:

$$\frac{\text{Number of LTI/Ds with a return to work outcome within 28 weeks (ii)}}{\text{Number of LTI/Ds reported (i)}} \quad \times 100$$

Managers training in occupational safety, health and injury management responsibilities

Describe the occupational safety, health 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 occupational safety, health and injury management in the past three years.

Optional requirements

The following is a list of occupational safety, health 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 occupational safety and health, and injury management systems
- New initiatives for the year
- Awards
- Critical incidents
- Prosecutions
- Incident, accident, lost time injury trends
- Number of elected safety and health representatives trained
- Frequency of Occupational Safety and Health Committees meetings.

Enquiries: John Donovan
Director, Office of the Director General
Department of Commerce
Phone: 9282 0489
Email: john.donovan@commerce.wa.gov.au
Internet: www.publicsectorsafety.wa.gov.au