

Annual Reporting Requirements 2018 to 2020 – Occupational Safety and Health and Injury Management Performance (in accordance with Public Sector Commissioner’s Circular 2018-03)

Public sector agencies are required to report on occupational safety and health and injury management performance in their annual report, in accordance with the recently published [Public Sector Commissioner's Circular 2018-03](#).

The requirements have changed from the previous Circular and it is important agencies become familiar with the changes. RiskCover assists agencies to meet the requirements by providing some of the required data.

Accessing agency data

Your agency’s data is available now.

Please login to eClaims (icwa.wa.gov.au/eclaims)

Please request access, if you have not already, via our Client Service Managers - [Gordon Howe](#), or [Mandy Leask](#).

The [eClaims User Guide](#) describes how to access eClaims, log in and retrieve agency data.

Agencies are required to report performance over a three-year period so trends can be examined. Some agencies have a different name, such as those affected by the Machinery of Government changes. When requesting access to agency data you may also need to obtain data for former agencies.

Key Points

- Agencies required to report occupational safety and health and injury management performance in their annual report.
- RiskCover provides data to assist agencies to report performance.
- Access to agency data is available via eClaims.



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Data provided by RiskCover

RiskCover assists agencies to meet the requirements by providing some of the data, including:

- The number of compensated work-related fatalities with a lodgement date in the current year and previous three years. Please note, the Circular's definition has changed with respect to the reporting of fatalities. Agencies are now required to report on all work-related traumatic injury fatalities as per the new definition. This information should already be captured in the agency's own records.
- The number of compensated lost time injury and disease (LTI/D) incidents lodged in the current year and previous three years. Required to determine LTI/D incidence rate.
- The number of compensated severe LTI/D claims lodged in the current year and previous three years.
- The actual severity rate (based on the above information).
- A list of compensated LTI/D claims, regardless of accident date or claims lodgement date, where time lost commenced between 1 January 2017 and 31 December 2017. This list is to assist agencies in determining return to work rates for the current year only. No data for previous years are required.

The data provided relates to the 2017-18 financial year and the previous three years. Agencies requiring annual report data for calendar year reporting should contact their RiskCover Client Services Manager in December to arrange for data reports to be run.

The claims numbers provided for both the current year and previous years are the number of claims lodged in the accident year regardless of injury date. Claims with an injury date in the accident year but lodged after the end of that accident year are recorded against the following year.

The number of full time equivalent employees can be extracted from the Workforce Analysis and Comparison Application available in each agency's Human Resources Department.



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