

Agency Bulletin

Issue date: 30 June 2022

Issue Number: 2022-02

Annual Reporting of Public Sector Health, Safety and Injury Management Performance 2021-22

Public sector agencies are required to report on workplace health, safety and injury management performance in their annual report.

Instructions for public sector agencies to report annually on their workplace health, safety and injury management performance is provided [here](#). The Insurance Commission's Government Insurance Division assists agencies to meet those requirements by providing some of the data.

Accessing agency data

Your agency's data will be available from 15 July 2022 via [eClaims](#). If you require access, please contact your Client Relationship Advisor.

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

Data provided

The Government Insurance Division can provide a Performance Worksheet and a Return to Work report to assist agencies meet their annual reporting requirements. The Performance Worksheet is used for:

Number of fatalities

- Lists compensated work-related fatality claims with a lodgement date in the current and previous three financial years.
- The definition of fatalities extends beyond compensated work-related fatality claims, so please refer to the instructions.

Lost Time Injury and Disease (LTI/D) Incidence Rate

- The number of LTI/D claims in the current and previous three financial years.
- Data is based on the date the claim was lodged, not the accident date.
- Pended claims are included.
- The number of full time equivalent employees can be extracted from the Workforce Analysis and Comparison Application available from your Human Resources Department.
- Use the calculation in the instructions to determine the LTI/D incidence rate.

Key Points

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



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Lost Time Injury and Disease (LTI/D) Severity Rate

- The report lists the number of LTI/D and severe claims and the LTI/D severity rates.
- Data is based on the date the claim was lodged, not the accident date.
- Data is provided for the current and previous three financial years.

The Return to Work Report is used for:

Return to Work Rates at 13 and 26 weeks

- The report lists compensated LTI/D claims, regardless of accident date or the date the claim was lodged, where time lost commenced between 1 January 2021 and 31 December 2021.
- Use your own records to determine the percentage of injured workers who returned to work to full hours and full duties (of a real job) within (i) 13 weeks and (ii) 26 weeks.

The Government Insurance Division provides other claim reports to agencies unrelated to annual reporting, where data is based on accident date. As annual reporting instructions require data to be based on the date the claim was lodged, there may be differences between the reports.

Agencies requiring annual report data for a calendar year reporting should contact their Client Relationship Advisor in December to arrange.



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