

Annual Reporting Requirements 2017 – OSH and Injury Management Data (in accordance with Public Sector Commissioner’s Circular 2012-05)

Agency data will be posted on the ICWA Website at www.icwa.wa.gov.au, on 5 July 2017, under the secure RiskCover Client Login. If you require access or have any queries regarding this bulletin, please contact your RiskCover Insurance Advisory Coordinator.

This bulletin is to assist the Western Australian public sector to meet the goals of the *Australian Work Health and Safety Strategy 2012-2022* (National Strategy), in respect of reporting and performance targets, which are monitored annually.

As in previous years, RiskCover will assist agencies to meet these reporting requirements by providing some of the data required. This bulletin provides information contained in the Public Sector Commissioner’s (PSC) Circular 2012-05, as well as directions on how to access your agency’s data from the ICWA website.

The annual reporting requirements, including the complete PSC circular, are available at: www.publicsectorsafety.wa.gov.au.

Minimum requirements for annual reports 2017

The minimum requirements as outlined in the PSC circular are:

- A statement of the agency’s commitment to occupational safety, health and injury management with an emphasis on Executive commitment.
- 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*, including the development of return to work (RTW) plans.
- A statement confirming that an assessment of the occupational safety and health management system has been completed (within the past five years or sooner depending on the risk profile of the agency) using a recognised assessment tool and reporting the percentage of agreed actions completed.

Measure	Actual results		Results against target	
	2014-15 ¹	2016-17 ¹	Target	Comment on result
Number of fatalities	X	X	0	XXXX
Lost time injury and/or disease incidence rate	X.XX	X.XX	0 or 10% reduction ² (actual target can be stated)	XXXX
Lost time injury and/or disease severity rate	X.XX	X.XX	0 or 10% reduction ² (actual target can be stated)	XXXX
Percentage of injured workers returned to work:				
(i) within 13 weeks	XX%	XX%	Actual result to be stated	
(ii) within 26 weeks	XX%	XX%	Greater than or equal to 80%	XXXX
Percentage of managers trained in occupational safety, health and injury management responsibilities	XX%	XX%	Greater than or equal to 80%	XXXX

¹This indicator examines a three year trend and as such the comparison base is to be two years prior to the current reporting year.

²The reduction may be calculated over a three year period.

Definitions

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 lodged where one day/shift or more was lost from work. The number of employees is the Full-time Equivalent (FTE) figure. The number of LTI/Ds is divided by the number of employees and then multiplied by 100.

The calculation is:

$$\frac{\text{number of LTI/D}}{\text{number of employees (FTE)}} \times 100$$

Note: Agencies may adopt the number of lost time injury/disease claims “occurring in the year” (instead of claims lodged) or “million hours worked” (instead of FTE) for the calculation of this indicator. This should be disclosed and prior year data for the comparison of performance will need to be consistent with the methodology adopted in the current year. For agencies using data reports supplied by RiskCover this will reflect claims lodged during the year.



**Insurance Commission
of Western Australia**

Address
Level 13, Forrest Centre
221 St Georges Terrace
Perth WA 6000

Postal Address
GPO K837, Perth WA 6842

RiskCover

A division of the Insurance Commission of Western Australia
riskcover.wa.gov.au
riskcover@icwa.wa.gov.au

Phone 9264 3333
Freecall: 1800 643 338 (outside Perth metro)

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:

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

Injury management and return to work

This is a measure of the success and effectiveness of the agency's injury management practices in facilitating sustainable return to work outcomes for injured workers. The measure is the percentage of injured workers (lost time claims) that returned to work within (i) 13 weeks and (ii) 26 weeks. The data will be extracted for a specified time period covering 12 months. Two figures are to be reported: (i) 13 weeks and (ii) 26 weeks. If your agency had no LTI/Ds, and no data to report for this indicator, "Not Applicable" (N/A) should be written. Agencies are required to report the percentage result for (i) 13 weeks and (ii) 26 weeks, with performance against the 80% target relating only to (ii) 26 weeks at this stage.

The measure is calculated based on:

- a) the number of injured workers with a LTI/D claim, where time lost commenced during the 12 month specified period; and
- b) the number of injured workers reported in (a) who returned to work to full hours and full duties (of a real job) on or before (i) 13 weeks and (ii) 26 weeks.

The calculations are:

(i) Return to work within 13 weeks	$\frac{\text{number of LTI/D with a RTW outcome within 13 weeks (b)}}{\text{number of LTI/Ds reported (a)}} \times 100$
(ii) Return to work within 26 weeks	$\frac{\text{number of LTI/D with a RTW outcome within 26 weeks (b)}}{\text{number of LTI/Ds reported (a)}} \times 100$

Manager and supervisor training in occupation safety, health and injury management responsibilities

Describe the occupational safety, health and injury management training provided for management and supervisory staff. 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. The frequency of refresher training is at the discretion of the agency; however it should occur at least every three years or sooner if significant changes to the risk profile of the agency/work areas or legislative changes occur



**Insurance Commission
of Western Australia**

Address
Level 13, Forrest Centre
221 St Georges Terrace
Perth WA 6000

Postal Address
GPO K837, Perth WA 6842

RiskCover

A division of the Insurance Commission of Western Australia
riskcover.wa.gov.au
riskcover@icwa.wa.gov.au

Phone 9264 3333
Freecall: 1800 643 338 (outside Perth metro)

Data to be provided by RiskCover

The data RiskCover will be providing for each agency includes:

- The number of compensated work related fatalities with a lodgement date in the current year and previous three years (only the current year's data is required to meet minimum annual reporting requirements, but agencies may wish to report performance over the longer period).
- The number of compensated LTI/Ds 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 2016 and 31 December 2016. This list is to assist agencies in determining RTW rates for the current year only. No data for previous years are required.

The data provided relates to the 2016/17 financial year and the previous three years. Agencies requiring data to complete annual reports at the end of the calendar year, should contact their RiskCover Insurance Advisory Coordinator in December to arrange for data reports to be run in the new year.

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 (FTEs) can be extracted from the Workforce Analysis and Comparison Application available in each agency's Human Resources Department.



**Insurance Commission
of Western Australia**

Address

Level 13, Forrest Centre
221 St Georges Terrace
Perth WA 6000

Postal Address

GPO K837, Perth WA 6842

RiskCover

A division of the Insurance Commission of Western Australia
riskcover.wa.gov.au
riskcover@icwa.wa.gov.au

Phone

9264 3333

Freecall:

1800 643 338 (outside Perth metro)