

Annual Reporting Requirements 2018-19 – 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 [Public Sector Commissioner's Circular 2018-03](#).

RiskCover assists agencies to meet the requirements by providing some of the required data.

Accessing agency data

Your agency’s data will be available from 12 July 2019.

Please [login to eClaims](#).

Please request access, if you have not already, via our Client Service Managers [Mandy Leask](#) (9264 3371) or [Sharon French](#) (9264 3406).

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 had name changes or amalgamations over that time, such as those affected by the Machinery of Government changes. Some claims that were lodged in this financial year are for injuries that occurred in an earlier financial year or when the agency went by a different name. These claims will still need to be reported on.

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

There are two reports that RiskCover can provide to assist agencies meet their annual reporting requirements: the Performance Worksheet and the Return to Work Report.

Use the Performance Worksheet for:

Number of fatalities

- The report lists all compensated work-related fatality claims with a lodgement date in the current financial year and previous three financial years.
- Last year the Circular's definition changed with respect to the reporting of fatalities. Agencies are 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.

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

- The report lists the number of LTI/D claims in the current financial year and the previous three financial years.
- Data is based on the date the claim was lodged and not the accident date.
- 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.
- Use the calculation in the Circular to determine the number of LTI/D incidence rate.

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

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

Use the Return to Work Report 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 2018 and 31 December 2018.
- Use your own records to determine the percentage of injured workers returned to work within (i) 13 weeks and (ii) 26 weeks.
- There is no comparison to previous years for these measures, so data for previous years is not provided.

RiskCover provides other claim reports to some agencies (unrelated to the purpose of annual reporting), where data is based on accident date. As the circular requires data to be based on the date the claim was lodged, there may be discrepancies between the reports we provide for annual reporting purposes and the other claims reports.

Agencies requiring annual report data for calendar year reporting should contact their RiskCover Client Service Manager in December to arrange for data reports to be run.



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