

# Agency Bulletin

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## Annual Reporting Requirements 2019-20 – Occupational Safety and Health and Injury Management Performance (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 under the [Public Sector Commissioner's Circular 2018-03](#).**

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 14 July 2020.

Please [login to eClaims](#).

If you require access, please request it via our Client Service Managers.

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. If your agency’s name has changed over that time, you will still need to report on both agency names.

When requesting access to agency data you may also need to obtain data for former agencies.

### 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.

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.
- The definition of fatalities extends beyond compensated work-related fatality claims, so please refer to the Circular.

## Key Points

- **Agencies required to report occupational safety and health 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) 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 2019 and 31 December 2019.
- 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.
- There is no comparison to previous years for these measures, so data for previous years is not provided.

The Government Insurance Division 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 differences 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 Government Insurance Division Client Service Manager in December to arrange for data reports to be run.



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