

Health and Safety Guidelines: HSG 9.2



Health and Safety Reporting

1. Purpose

This document describes the University's processes to generate health and safety reports and to define the types of information that is included in those reports.

2. Scope

This document applies to the Executive Committee, Leaders, Supervisors, and the Health and Safety Team.

3. Definitions

In the context of the Health and Safety Management System Framework:

- (a) **Hazard** means a situation, condition, state of affairs or event that exposes a Worker to a risk to his or her health or safety during the course of work.
- (b) **First Aid Treatment** means a single treatment and subsequent observation of minor injuries such as scratches, cuts, burns, splinters, and strains.
- (c) **IMS** means the University's online incident management system.
- (d) **Incident** means an unplanned event that caused, or could have caused, an illness or injury to a Worker.
- (e) **Lost Time Injury** or **LTI** means an incident resulting in a fatality, permanent disability or time lost from work of one day/shift or more subsequent to the day of the injury.
- (f) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (g) **Leader/Supervisor** means any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- (h) **Medical Treatment** means medical treatment beyond First Aid Treatment provided by a medical practitioner or other qualified medical personnel.
- (i) **Medical Treatment Injury** or **MTI** means an injury or illness arising from an Incident which requires Medical Treatment.

- (j) **Near Miss** means an unplanned Incident which did not result in an injury or illness to a Worker.
- (k) **Notifiable Incident** means an Incident which:
 - (i) is a Dangerous Incident; or
 - (ii) results in the death of a person; or
 - (iii) results in a Serious Injury or Illness,and is notifiable to SafeWork NSW.
- (l) **Serious Injury or Illness** means an injury or illness requiring a Worker to have:
 - (i) immediate treatment as an in-patient in a hospital,
 - (ii) immediate treatment for the amputation of any part of his or her body;
 - (iii) immediate treatment for a serious head injury;
 - (iv) immediate treatment for a serious eye injury;
 - (v) immediate treatment for a serious burn;
 - (vi) immediate treatment for the separation of his or her skin from an underlying tissue (such as degloving or scalping);
 - (vii) immediate treatment for a spinal injury;
 - (viii) immediate treatment for the loss of a bodily function;
 - (ix) immediate treatment for serious lacerations; or
 - (x) Medical Treatment within 48 hours of exposure to a substance.
- (m) **Total Recordable Injuries** means the combination of LTIs and MTIs.
- (n) **Dangerous Incident** means An event where there is an immediate and significant risk to any person in, on, or near the relevant place where the event took place, or where a person could have been in, on, or near the relevant place and includes:
 - (i) An uncontrolled escape, spillage or leakage of a substance, or
 - (ii) An uncontrolled implosion, explosion or fire, or
 - (iii) An uncontrolled escape of gas or steam, or
 - (iv) An uncontrolled escape of a pressurised substance, or
 - (v) An electric shock, or
 - (vi) The fall or release from a height of any plant, substance or thing, or

- (vii) The collapse, overturning, failure, malfunction, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or
- (viii) The collapse or partial collapse of a structure, or
- (ix) The collapse or failure of an excavation or of any shoring supporting an excavation, or
- (x) The inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- (xi) The interruption of the main system of ventilation in an underground excavation or tunnel, or
- (xii) Any other event prescribed by the regulations.

4. Responsibilities

4.1 Executive Committee

The Executive Committee should:

- (a) Review and evaluate the Performance Reports provided by the Health and Safety Team; and
- (b) Make enquiries to ensure appropriate corrective actions are implemented in response to significant incidents and trends, and learnings from Incidents, Dangerous Incidents and Notifiable Incidents are communicated.

4.2 Leaders and Supervisors

Leaders and Supervisors should:

- (a) Ensure incidents are recorded within their areas of responsibility as described in [HSG 7.1 – Incident Notification and Investigation](#);
- (b) Ensure that incident reports are entered on the online University Incident Management System (IMS) within 24 hours of an incident occurring;
- (c) Ensure that incidents are followed up to monitor implementation of corrective action and closed when action have been completed;
- (d) Ensure that the Health and Safety Team is notified immediately after becoming aware of an incident that is likely to be reportable to Safe Work NSW so that the Team can provide advice and support regarding the report to the authority; and
- (e) Provide input into performance reports by providing information on progress against targets, and implementation of improvements and corrective actions.

4.3 Health and Safety Team

The Health and Safety Team should:

- (a) Communicate incident recording and reporting requirements and provide relevant training where required;
- (b) Ensure Workers are given access to the IMS and provided with instruction on its use;
- (c) Assist relevant staff members with notification of Notifiable Incidents to SafeWork NSW when required;
- (d) Assist staff who have been assigned the responsibility of investigating incidents when assistance is needed or when the severity determines that additional input is required; and
- (e) Provide Performance Reports to the Executive Committee monthly, to the University Council and Health and Safety Committees quarterly and to Faculty, Division and Regional Health and Safety Committees for discussion at their meetings.

5. Performance Reports

5.1 Information included in Performance Reports

- (a) The Performance Reports prepared by the Health and Safety Team will usually include:
 - (i) Number of reported Incidents, Dangerous Incidents and Notifiable Incidents for the relevant period;
 - (ii) Lost Time Injury Frequency Rate for the relevant period;
 - (iii) Total Recordable Incident Rate for the relevant period, which includes all Lost Time Injuries and Medical Treatment Injuries;
 - (iv) Average Time Lost Rate (ATLR or Severity Rate) for the relevant period;
 - (v) Incident and injury trends;
 - (vi) Faculty and Division specific health and safety performance data;
 - (vii) Workers' Compensation Adjustment Premium;
 - (viii) Initiatives for health and safety performance improvement; and
 - (ix) University wide health and safety induction and training data.

- (b) Each section of the Performance Report will provide relevant definitions, the graphical representation of the trends and data, and comments in relation to trends for the represented data sets.
- (c) Summaries of workers' compensation claims data will be reported to highlight trends and major costs. These summaries can be used to track performance and plan improved management of workers' compensation claims and return to work programs.
- (d) The results of internal and external audits will be reported for review and tracking of implementation of corrective actions.

5.2 Generation of Health and Safety Reports

- (a) The Health and Safety Team generate a health and safety report for the Executive Committee monthly that includes the information listed in 5.1 above.
- (b) Each quarter the Health and Safety Report is presented in person to the Executive Committee by the Health and Safety Team and resolutions arising from the meeting are communicated to the Health and Safety Team so they can be addressed prior to the next report.
- (c) Each quarter the Health and Safety Team generate a report for the Risk Committee of Council following a prior review by the Executive Committee. This report includes the information listed in 5.1. Resolutions arising from the report are communicated to the Health and Safety Team so they can be addressed prior to the next report.

6. References

[UON Health and Safety Management System Framework](#)

[UON HSG 7.1 Incident Notification and Investigation](#)

[UON HSG 7.3 Injury Management](#)

[UON HSG 10.3 Health and Safety Audits](#)

7. Attachments

Nil