

APPENDIX F OCCUPATIONAL HEALTH AND SAFETY (OH&S)

Finance's commitment to OH&S and injury management continued to bring about workplace improvements. These improvements have been reflected in:

- a lower frequency rate for workers' compensation claims frequency rate (that is, number of claims per \$million in wages and salary), falling from 0.337 in 1999-2000 to 0.239 in 2000-01;
- a decrease in sick leave, from an average of 6.39 days per employee in 1999-2000, to an average of 5.02 days per employee in 2000-01;
- a lower compensation premium rate for 2001-02.

Finance also continued to identify and address key workplace health and safety issues as they arose, including:

- wide-scale workplace assessments conducted throughout the organisation by professionally qualified assessors to assist employees in setting up workstations in the most appropriate and safe configuration;
- information sessions providing guidance and advice on how to avoid occupational overuse related injuries;
- early intervention programmes initiated for those employees presenting signs of emerging overuse injuries;
- active return to work and rehabilitation programmes, as required, to assist employees return to full-time employment as soon as possible.

Under its Work and Home Life Balance Programme, Finance continued to provide a range of preventive health initiatives to optimise the health and wellbeing of its employees.

These initiatives included:

- a seated massage program aimed at helping employees recognise and alleviate low levels of physical tension and discomfort due to computer work or other work-related factors;
- health assessments of employees over the year aimed at improving overall health;
- seminars on key health issues such as diabetes, healthy lifestyle and achieving balance in your life;
- influenza vaccinations;
- improving on-site gymnasium facilities to enhance fitness levels of employees who regularly use this facility.

Significant OH&S initiatives for 2000-01 were:

- development and implementation of procedures for the notification and reporting of workplace incidents;
- introduction of procedures for the provision of first aid services in the workplace;
- development of an improved website on the Finance intranet site for the effective dissemination of occupational health and safety information and procedures.

REPORTING REQUIREMENTS UNDER THE OCCUPATIONAL HEALTH AND SAFETY (COMMONWEALTH EMPLOYMENT) ACT 1991

Section 68 Occurrences (Notification and Reporting of Accidents and Dangerous Occurrences)

- 1 One incident was notified to Comcare under section 68 of the Act.

Section 29 Notices (Provisional Improvement Notices)

- 1 No Provisional Improvement Notices were issued.

Investigations

- 1 No investigations were conducted.

Section 45 Directions (Power to Direct that Workplace Not Be Disturbed)

- 1 No directions were given to Finance under section 45 of the Act.

Section 46 Notices (Power to Issue Prohibition Notices)

- 1 No notices were issued under section 46 of the Act.

Section 47 Notices (Power to Issue Improvement Notices)

- 1 No notices were issued under section 47 of the Act.

WORKERS COMPENSATION

The average claim cost in Finance was \$19,273 in 2000–01, compared to \$11,194 in 1999–2000.

The Finance and MOPS Act staff combined workers compensation premium rate for 2001–02 is 0.64 per cent of total salaries, compared to 1.02 per cent for the Commonwealth overall.

EMPLOYEE ASSISTANCE PROGRAMME

An employee assistance programme is provided for employee counselling, mediation and assistance to managers. The programme was well used by Finance for both prevention and intervention when required.