

Work Health and Safety (WHS) Report

Quarter 1 2020

This report provides an overview of Work Health, Safety and Wellbeing with a focus on:

1. Notifiable Incidents
2. The University's Response to COVID-19
3. Influenza Vaccination Program
4. WHS Action Plan 2020-2021
 - 4.1 Supporting Organisational Units to Manage Significant Risks
5. WHS Report for Quarter 1, 2020
6. Work Health and Safety Management System Document Review

1. Notifiable Incidents

There were no notifiable incidents¹ reported in Quarter 1, 2020.

2. The University's Response to COVID-19

In response to the global COVID-19 pandemic during Quarter 1, ACU initially initiated an Incident Response Group on 28 January 2020 and escalated to a Critical Incident Response Group (CIRG) from 12 March 2020 to support the University to manage the health of staff, students and others, with oversight and authority for all decisions, protocols and communications relating to ACU's response to COVID-19. Information from government departments and Chief Medical Officers informed its response plan. Consideration to regulatory requirements about work health and safety issues arising from the pandemic itself as well as the immediate impacts on the university community (e.g. remote working and learning) has occurred.

From 30 March 2020, the University moved to complete online delivery of teaching and learning. Except for identified essential on-campus staff, all staff were directed to work remotely from 24 March 2020.

The communication with the University community was via a range of channels, including email announcements, social media and publishing to the University's website about the actions that ACU is taking to keep its people safe. A comprehensive range of Frequently Asked Questions (FAQs) were developed and are regularly updated and published on the ACU website.

COVID-19 assessment and reporting tools have also been developed for staff and students to support notification and then identification of potential exposures and to reduce the risk that staff, students and others are exposed to the virus, and arrangement for working remotely including a working from home checklist.

¹ Medical-related notifiable incidents (that do not relate to workplace actions), which the University is required to report to Workplace Health and Safety Queensland, are excluded from the scope of this key performance indicator - in alignment with the Australian Higher Education Institute Australia's (AHEIA) benchmarking specifications.

3. Influenza Vaccination Program

The annual influenza vaccination program is being offered to staff on six campuses between mid-to-late May. Staff can also access vaccination vouchers that can be redeemed via local chemists. This year, staff are also able to claim reimbursement where they source the vaccination from their preferred provider.

The vaccination can reduce the risk of contracting the flu and minimise its severity. Health authorities are advising that the vaccine may assist reducing the risk of contracting the flu and COVID-19 at the same time, which could 'overwhelm' the body.

4. WHS Action Plan 2020-2021

The launch of the WHS Action Plan 2020-2021 was deferred until May 2020 in the context of the COVID-19 pandemic and the University's related communications and focus.

The communications that will launch the plan, in mid-May, will be tailored and address the new challenges and potential risks that are faced by most staff members and students who are currently working and learning remotely.

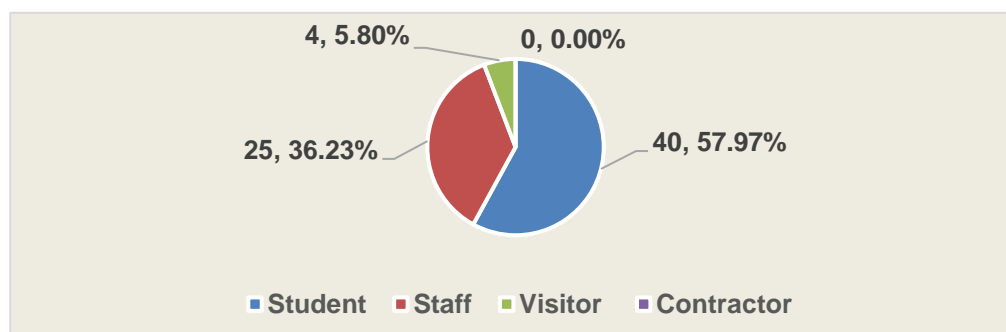
4.1 Supporting Organisational Units to Review Significant Risks

Despite the delay of the launch of the plan, WHS Consultants supported organisational units, during Quarter 1, to review and manage their most significant risks. Ongoing advice will be provided to Members of the Executive and their nominees, during Quarter 2, as each organisational unit is required to identify a minimum of their top five WHS risks as part of their annual review of risks. These and other general risks will need to be uploaded to the University's Capture Assess Risk Manage (CARM) system, which was recently launched, from April 2020.

Members of the Executive have also been engaged about the need to consult with relevant staff and decision makers about the review of risks and the ways in which they are treated/managed. This dialogue is a critical part of risk management as this engagement informs the hazards, risks and treatments that are identified and the commitment of staff to implementing these solutions.

5. WHS Report for Quarter 1

5.1 Number and Percentage of Reports Submitted by Person Type

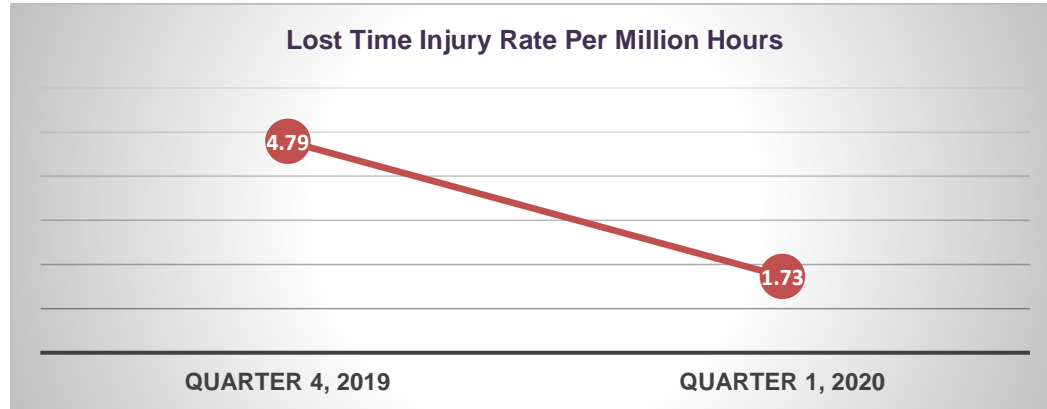


*69 riskware Reports were submitted in Quarter 1, 2020. Five of these reports were about hazards.

A significant majority of the reports logged, 57.97% (40 of the 69), impacted upon students during Quarter 1, 2020. 36.23% (25) of the reports were about staff members, and visitors accounted for 5.80% (4) of the reports submitted during the quarter. No contractor incidents were reported in Quarter 1, 2020.

5.2 Lost Time Injury (LTI) Rate Per Million Hours

The staff LTI Injury rate per million hours² worked in Quarter 1, 2020, is 1.73, in comparison with 4.79 in the previous quarter. There is typically a significant variation in the number of LTIs that are sustained each quarter. The long-term trend will provide more guidance about the University's success in reducing more significant injuries.



Action Item

From Quarter 2, 2020, the University will engage staff about the need to report incidents and significant injuries that are sustained while working remotely.

5.3 Reports Managed for Risk, Quarter 1, 2020

No. Student Reports	No. Student Reports Managed	% of Student Reports Managed	No. of Staff Reports	No. of Staff Reports Managed	% of Staff Reports Managed	No of Visitor Reports	No. of Visitor Reports Managed	% of Visitor Reports Managed	Total No. of Reports	Total No. Managed	% of Reports Managed
40	32	80.00%	25	21	84.00%	4	4	100.00%	69	57	82.61%

Fifty-seven of the 69 riskware reports (82.61%) logged during Quarter 1, 2020, have been assessed for risk and managed via a riskware Action Plan. Human Resources staff have also reviewed the open reports for risk. The reports submitted, on each campus, are also reviewed each quarter by Campus WHS Committees and any concerns about incidents and hazards are escalated to responsible staff. Four of the eight reports of hazards that were logged are still open. Many of the hazard reports are typically logged in riskware and resolved through submitting Service Central requests.

² The Lost Time Injury Rate Per Million Hours (excluding leave) measures the number of new staff injuries that were sustained in a quarter, which resulted in at least one lost time injury day. Commuting and recess injuries are excluded from the scope of this key performance indicator.

Action Item

From Quarter 2, 2020, Human Resource's Work Health and Safety staff will provide targeted support to Nominated Supervisors and other responsible staff to resolve reports of hazards that are frequently actioned via Service Central requests.

5.4 Report Types Submitted by Person Type

Description	Qtr. 1, 2019					Qtr. 1, 2020					Variation	% Change
	Student	Staff	Visitor	Contractor	Sub Total	Student	Staff	Visitor	Contractor	Sub Total		
Hazard	1	5	0	0	6	2	6	0	0	8	2	33.33%
Lost Time Injury	4	4	0	0	8	1	3	0	0	4	-4	-50.00%
Near Miss	21	8	1	0	30	20	4	1	0	25	-5	-16.67%
No Lost Time	18	15	2	0	35	17	12	3	0	32	-3	-8.57%
Totals	44	32	3	0	79	40	25	4	0	69	-10	-12.66%

There was a 12.66% decrease, 69 versus 79, in the number of the riskware reports that were submitted in Quarter 1, 2020 versus Quarter 1, 2019. However, there was a 33.33% (8 in comparison to 6) increase in the number of reports of hazards that were logged. There was a 50% reduction in significant injuries (LTI) reported in Quarter 1, 2020 versus Quarter 1, 2019. Some of this variation may be attributed to the changes to working and learning activities that started to occur as social distancing rules were progressively introduced during the quarter.

5.5 Mechanism of Injury

Description	Student	Staff	Visitor	Contractor	Total	% of Total
Illness (excl. psychological) incl. fainting, pains in chest, heart palpitations	11	4	1	0	16	23.19%
Sharps (needle stick injury)	12	1	0	0	13	18.84%
Falls on the same level (incl. trips and slips)	3	7	2	0	12	17.39%
Being hit by moving objects	0	3	1	0	4	5.80%
Hitting objects with a part of the body	3	1	0	0	4	5.80%
Other Muscular Stress (incl. manual handling)	1	3	0	0	4	5.80%
Sporting Injury (incl. gym/cardio and recreational activities)	4	0	0	0	4	5.80%
Ampule Injury	1	1	0	0	2	2.90%
Contact with, or exposure to, biological factors	2	0	0	0	2	2.90%
Unspecified mechanisms of injury or other	1	1	0	0	2	2.90%
Vehicle accident	0	2	0	0	2	2.90%
Contact or exposure to heat and cold	1	0	0	0	1	1.45%
Other and multiple mechanisms of injury	1	0	0	0	1	1.45%
Single contact with chemical or substance (excludes insect and spider bites and stings)	0	1	0	0	1	1.45%
Utility failure (power, gas, water)	0	1	0	0	1	1.45%
Total - 61 Incident(s) 8 Hazard(s)	40	25	4	0	69	100.00%

*Note: Staff and students are not discouraged from reporting incidents of COVID-19 in riskware.

Sixteen (or 23.19%) of the riskware reports that were logged in Quarter 1, 2020, were about incidents of illness, and 18.84% (13) of the reports related to sharps. One of the corrective actions that was developed by the Faculty of Health Sciences, while course content was being delivered face to face, was to instruct students to sit down if they are feeling unwell. An additional learning related to ensuring that teaching staff, including sessional staff, can operate air conditioning systems and reduce the temperatures within learning spaces (a contributing factor to reports of fainting).

Action Items

- Continue to encourage students to notify staff about complex health issues to support the University to respond effectively to health emergencies;
- Occupational First Aid Officers will be recruited, on all campuses, during 2020, to increase ACU's capabilities to respond to complex health emergencies; and
- Human Resource's WHS staff will engage and support the School of Nursing, Midwifery and Paramedicine, about reviewing the WHS risk assessment and management plan that was developed to manage sharps risks, on campus.

Falls on the same level accounted for 17.39% (12) of the riskware reports and 4 reports were submitted about each of the following mechanism of injury: being hit by moving objects, hitting objects with a part of the body, other muscular stress and sporting injuries. The low number of sporting injuries sustained is likely to be informed by current social distancing rules.

6. Work Health and Safety Management System Document Review

The University is continuing to implement the recommendations of the audit of the University's Work Health and Safety Management System (WHSMS or framework). The framework was audited against *AS/NZS 4801:2001* and *Model WHS Legislation 2011*, however, the University is also progressing actions and concurrently aligning its WHSMS with International Standard ISO 45001: *Occupational health and management systems – Requirements with guidance for use*.

The following table provides a list of key documents being reviewed and their status.

Document Requirements	Status	Priority
Work Health and Safety Management (WHSMS) Implementation Procedure <i>(Describes how the University maintains, implements and continuously improves its WHSMS, and provides guidance to staff about how they should apply the framework)</i>	Completed	Medium
WHSMS Planning Procedure and associated WHS Action Plan 2020 - 2021	Completed	Medium
WHSMS Performance Measurement, Evaluation and Reporting Procedure	Completed	Medium
WHSMS Training and Competency Procedure	Completed	High
WHSMS Contractor Management Procedure	Being Reviewed	Medium
WHSMS Health and Air Monitoring Procedure (Revised)	Being Reviewed	Medium
WHSMS Safety in Design Procedure and associated work sheet.	Being Reviewed	Low
WHS Procurement Procedure	Completed	Low
WHSMS Roles and Responsibilities Procedure	Completed	Low
WHSMS Lone Work Procedure	Being Reviewed	Medium
WHSMS High Risks Procedure, including: <ul style="list-style-type: none"> Isolating plant and equipment, permits to work, managing confined spaces, working at heights, roof access, asbestos removal, remote or isolation procedure. 	Being Reviewed	Medium
WHSMS Contractor Licenses and Registration Procedure	Being Reviewed	Low
Emergency Preparedness and Response Procedures: <ul style="list-style-type: none"> Critical incident and Management Policy Critical Incident Management Procedure 	Completed To be Actioned	Medium
WHSMS Plant and Equipment Procedure	In Progress	Medium
WHSMS Managing Electrical Risks Procedure	In Progress	Medium
WHSMS Documents and Record Management Procedure	Completed	Low
WHSMS Auditing Procedure	Completed	Medium
Job Safety Analysis (JSA) Form	Completed	Medium
Safe Work Method Statement (template)	Completed	Medium

Submitted for Information.
Human Resources
April 2020