Work Health and Safety (WHS) Report
January – June 2023

This report provides an overview of WHS performance and initiatives across ACU during Quarters 1 and 2 2023.

1. Executive Dashboard

As reported in the WHS Report for Q1 2023, the Chief Operating Officer advised Senate in April 2023 that the Chief People Officer had in turn requested People and Capability undertake a complete re-fresh of WHS, Wellbeing and Workers Compensation performance reporting data for ACU. As such, no qualitative data was provided for the Q1 2023 reporting period whilst a new-look suite of lead and lag metrics was developed.

Table 1 below is the initial set of such indicators as agreed with the CPO for the period January – June 2023. These are aligned with good practice inside and outside the University sector and provide improved visibility as to WHS performance across both ACU overall and at the Portfolio level (where such data currently exists). To ensure that WHS data is contemporary and to allow the University and Portfolios to take action to "course-correct" as required to address WHS performance issues, these reports are intended to be provided on a monthly basis going forward, supplemented by quarterly and annual summary reports.

2. WHS Performance

2.1 Notifiable Incidents

Notifiable incidents are defined as serious WHS incidents which require reporting to the relevant WHS Regulator under WHS/OHS legislation. During the period January – June 2023 there was one notifiable incident reported to the relevant regulator:
- Staff member sustained a fracture injury due to a slip / trip incident in North Sydney resulting in hospitalisation and surgery. The incident was reported to the NSW regulator who confirmed they were satisfied with the ACU-conducted incident investigation.

2.2 Riskware Incidents
Riskware is the online incident and hazard reporting system used by ACU for reporting safety related matters. Student reports accounted for 92 of 140 (65%) riskware incidents that were logged during January to June 2023. Staff members reported 32 (23%) incidents, 15 visitor reports (11%) were submitted, and 3 contractor incidents (1%) were logged.

Hazard Reports
o 15 hazards were logged during January to June 2023, with only 3 remaining open in Riskware and requiring additional action at the end of the period.
o The 12 closed hazards were resolved through intervention from Properties and Facilities.

Staff Lost Time Injuries
o Three lost time injuries which impacted upon staff were logged during the period. Each injury had a different mechanism of injury, namely:
  ▪ Unspecified mechanism of injury (Investigation is continuing)
  ▪ Being hit by moving objects
  ▪ Falls on the same level (including slips / trips / falls)
o Corrective actions as appropriate were implemented in response to these injuries.

Mechanisms of Injury (Staff and Students)
o The top three mechanisms of injury that occurred during the period were:
  ▪ Sharps / Needlestick (predominantly nursing students),
  ▪ Illness (excl. psychological) incl. fainting, chest pain, heart palpitations (students), and
  ▪ Falls on the same level including slips / trips.

Open Incidents
- o Of the 140 incidents lodged during the period, 35 remain open in the system, requiring action in relation to completion or finalisation of the action plan.
- o Portfolio leads are requested to raise the completion of actions and closure of riskware incidents with their teams to ensure these are addressed in a timely manner. Detailed reports on open incidents by Portfolios are available from the Safety & Wellbeing Team on request.

Table 1 – WHS Dashboard for ACU (January – June 2023)

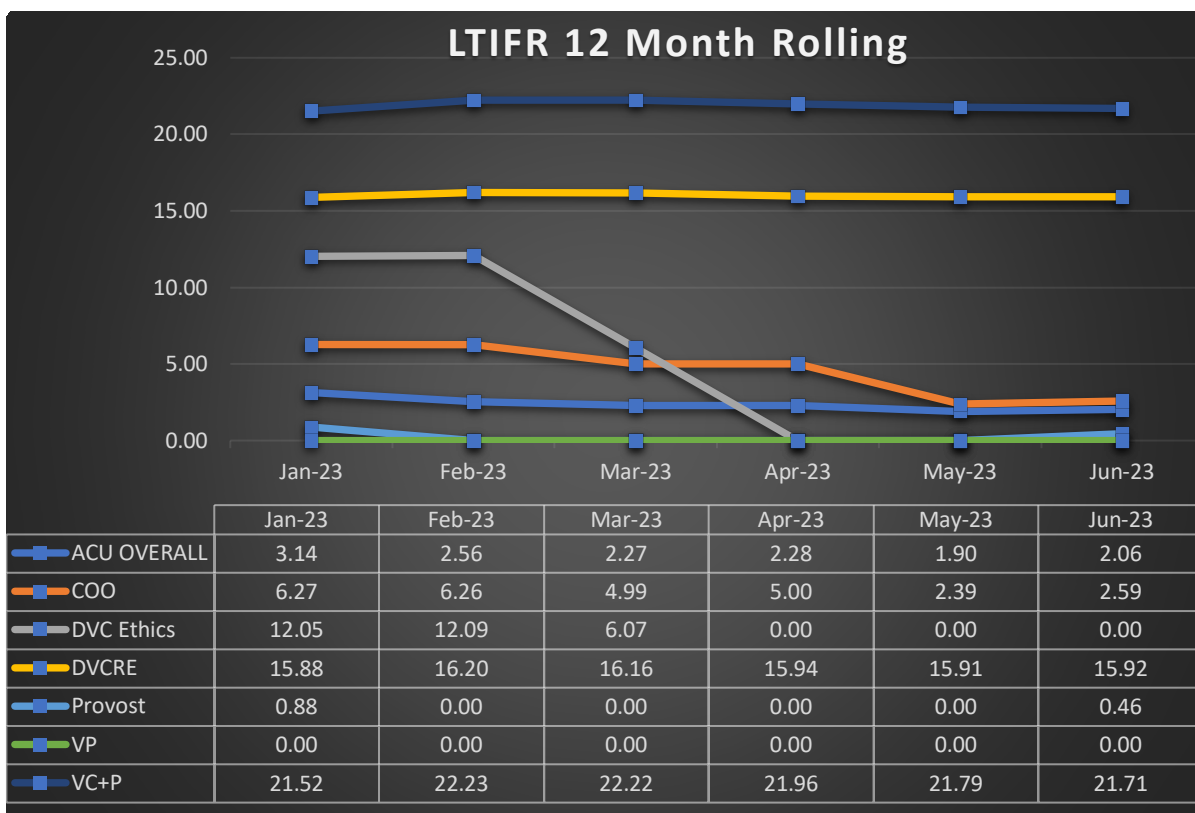|	COO	DVC Ethics	DVCRE	Provost	VP	VCP	ACU OVERALL
Notifiable Incidents	0	0	0	1	0	0	1
Total Incidents	23	3	0	112	1	1	140
Number of Employee Incidents	8	2	0	21	1	1	33
Number of Student Incidents	3	2	0	84	0	0	89
Number of Visitor Incidents	9	1	0	5	0	0	15
Number of Contractor Incidents	3	0	0	0	0	0	3
Total Hazards	3	0	1	9	0	2	15
Number of Employee Hazards	2	0	1	8	0	2	13
Number of Student Hazards	0	0	0	1	0	0	1
Number of Visitor Hazards	0	0	0	0	0	0	0
Number of Contractor Hazards	1	0	0	0	0	0	1
Incidents Remaining Open	5	0	0	29	1	0	35
WC Claims Lodged	0	1	0	1	0	0	2
WC Claims Currently Open	4	1	0	6	0	1	12
WC Claims Closed	2	1	0	4	0	0	7
Total Days Lost	114	82	0	231	0	129	556
WHS Mandatory Training Completion (New staff (2023) / All staff)	N/A	N/A	N/A	N/A	N/A	N/A	49% / 35%
EAP Counselling Sessions Q2 (% change vs previous)	N/A	N/A	N/A	N/A	N/A	N/A	125 (26%)

2.3 Lost Time Performance

Figures 1 and 2 show rolling 12-month Lost Time Injury Frequency Rates (LTIFR) and Total Recordable Injury Frequency Rates (TRIFR) respectively for ACU overall, as well as each Portfolio. This is significant in that it is the first time this data has been presented in this format for the University. Note that:

- LTIFR is calculated by dividing the number of lost time injuries (where an employee sustains an injury or illness and they are unable to work their next scheduled shift) divided by the total number of hours worked in the period, multiplied by a million.
- TRIFR is likewise calculated by dividing the number of lost time injuries AND medical treatment injuries (i.e. an injury that is 'beyond' first aid and required intervention by a medical professional) injuries, divided by the total number of hours worked in the period.

Lost time performance and related indicators should be used with caution and do not provide a definitive view as to overall safety performance. They are best used in conjunction with a range of other lagging and leading safety indicators, for example as shown in Table 1, to provide a more comprehensive picture of WHS performance within a work area.
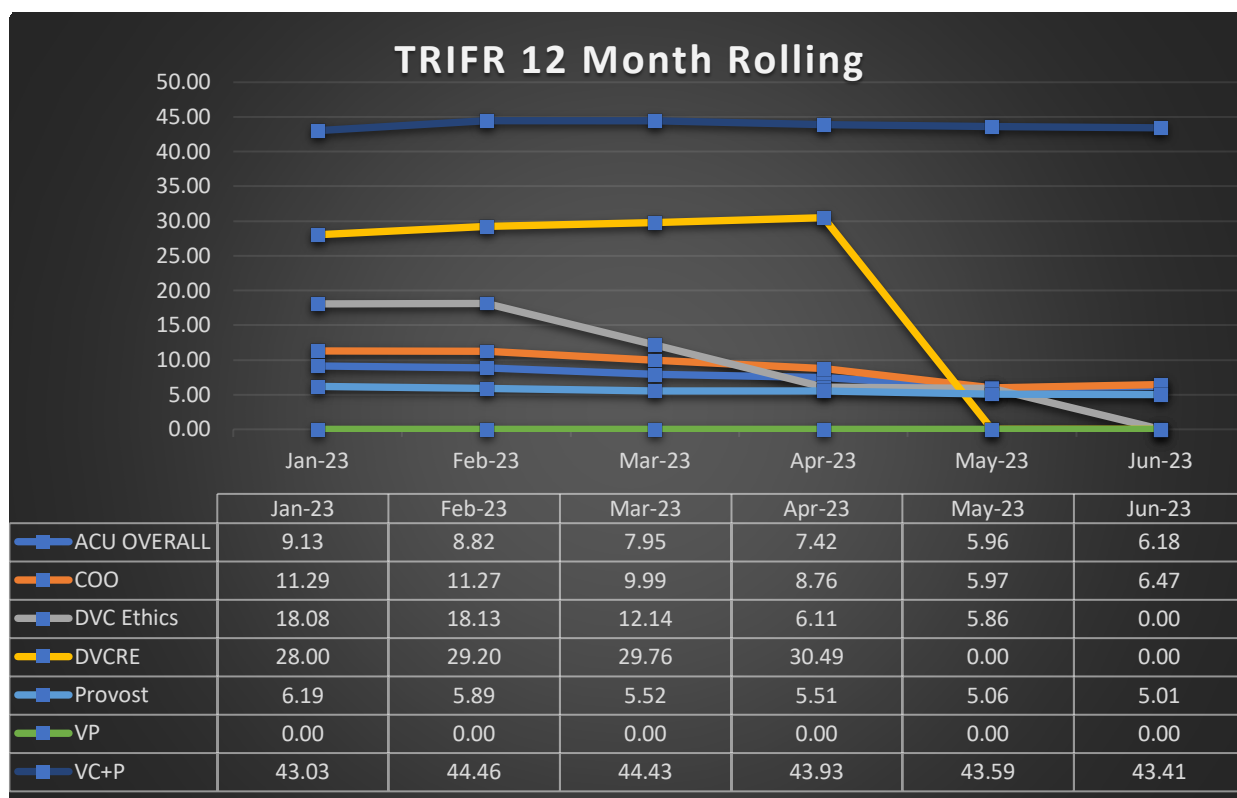
Figure 1 – LTIFR for ACU (Overall and Portfolios)

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
ACU OVERALL	3.14	2.56	2.27	2.28	1.90	2.06
COO	6.27	6.26	4.99	5.00	2.39	2.59
DVC Ethics	12.05	12.09	6.07	0.00	0.00	0.00
DVCRE	15.88	16.20	16.16	15.94	15.91	15.92
Provost	0.88	0.00	0.00	0.00	0.00	0.46
VP	0.00	0.00	0.00	0.00	0.00	0.00
VC+P	21.52	22.23	22.22	21.96	21.79	21.71

Notes to Figures 1 and 2:

- LTIFR is best viewed as a trend over time and over large employee populations.
- Rolling 12-month data for any given month takes into account WHS performance for the current month as well as that over the preceding 11 months.
- As calculations are based on hours worked, a single lost time incident in a portfolio with considerably smaller numbers of staff can have a large relative impact on LTIFR/TRIFR.

Figure 2 – TRIFR for ACU (Overall and Portfolios)

TRIFR 12 Month Rolling

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
ACU OVERALL	9.13	8.82	7.95	7.42	5.96	6.18
COO	11.29	11.27	9.99	8.76	5.97	6.47
DVC Ethics	18.08	18.13	12.14	6.11	5.86	0.00
DVCRE	28.00	29.20	29.76	30.49	0.00	0.00
Provost	6.19	5.89	5.52	5.51	5.06	5.01
VP	0.00	0.00	0.00	0.00	0.00	0.00
VC+P	43.03	44.46	44.43	43.93	43.59	43.41

3. WHS Achievements

Significant WHS achievements and initiatives during both Q1 and Q2 2023 are highlighted below:

- An updated University COVID-19 Risk Assessment and Safety Plan was consulted upon by the University community, approved by the COO and published. COVID signage across the University was updated and web-content substantially revised.
- Campus WHS Committee meetings (or Campus WHS Management meetings in several cases) were held across all campuses during Q1 and Q2 quarter, with the exception of Blacktown, where a decision has now been made to establish a Blacktown-specific WHS Committee.
- The report from a comprehensive EY WHS Internal Audit was presented to Senate in March, which identified a number of areas of improvement in WHS management across ACU, including in HSR recruitment, WHS risk management, training, auditing and management of corrective actions. Agreed actions have been consolidated into an Audit tracking document which will be reviewed each quarter by the WHS Management Committee (WHSMC).
- Two WHSMC meetings were held during the period. Key topics addressed included the EY WHS Internal Audit, the updated University COVID-19 Risk Assessment and Safety Plan and the EAP tender.
- The 2023 flu vaccination program was successfully undertaken across ACU as a hybrid program involving Campus Medical Centres, "pop-up" third party clinics and downloadable vouchers. 743 vaccinations were administered under the program.
- An improved user-interface for the riskware incident and hazard reporting system was implemented.
- A revised, modern WHS induction course was launched for all new ACU staff.
- Additional support, including a number of 'Self-Care through Change' sessions, was provided to staff and managers via ACU's EAP provider as part of the current change program at ACU.
- ACU's EAP contract was put to tender for the first time in a decade, with a decision on the preferred provider expected in Q3 2023.
- Approval in principle was obtained to implement the mobile app for ACU's riskware incident and hazard reporting system, following a detailed IT and privacy assessment of the application against ACU's requirements.

- ACU successfully transitioned almost $1m of workers compensation policies across 5 states to new insurers for the commencement of the 2023/24 financial year, following the sudden withdrawal of Catholic Church Insurance from the workers compensation market in May 2023.
- The new ACU *Smoke Free Vape Free Environment Policy* was approved and issued in June 2023, which makes it clear that neither smoking nor vaping is permitted on campus, in University vehicles or during University-approved fieldwork. A refresh of the University's existing but dated "no smoking" signage will be undertaken and communicated in Q3 2023.
- A Service Improvement Initiative, with representation from Safety & Wellbeing, Properties and Facilities and Service Central, facilitated by the Service Improvement Team commenced in Q2 2023 with the aim of improving the management of safety hazards reported within ACU.
- A gap assessment of current ACU practices against new Model Regulations for Managing Psychosocial Hazards at Work has been undertaken and will contribute to a series of recommendations to improve the management of psychosocial hazards across the University.
- A tender process to engage external expertise to assist ACU re-develop its approach to the identification and assessment or organisation-wide and organisational unit specific WHS risks, identified as a significant gap during the EY WHS Internal Audit, has commenced.

4. Further Information

More detailed data regarding, and advice on improving, WHS performance for Portfolios, Faculties, Directorates and other work areas, is available on request from the Safety & Wellbeing team at healthsafetywellbeing@acu.edu.au.

Submitted for information by
People and Capability
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