

# Work Health and Safety (WHS) Report

## Quarter 4 2018

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

1. Notifiable Incidents
2. Designated Work Groups
3. WHS Summary Report
4. Work Health and Safety Management System Document Review

### 1. Notifiable Incidents

There have been No Notifiable Incidents to Authorities in the last quarter.

### 2. Designated Work Groups

Following a restructure of the Melbourne Campus Designated Work Group (DWG), nominations were called to fill two vacant Health and Safety Representative (HSR) positions. Nominations closed on 31 October 2018 and, as no nominations were received, a nomination process will recommence.

The variation to the Ballarat Campus DWG was endorsed by the campus coordinating committee on 24 October 2018. A nomination process will soon commence for three vacant HSR positions.

A review of the Designated Work Groups for North Sydney, Strathfield, Brisbane and Canberra will occur in March.

### 3. WHS Summary Report

**Table 1: Number of Reports of Incidents and Hazards, by Person Type**  
 (Occurred between 1 January and 31 December 2018)

| Person Type    | Number of Reports (Q1)    | Number of Reports (Q2) | Number of Reports (Q3)     | Number of Reports (Q4)       | % Logged by Person Type |
|----------------|---------------------------|------------------------|----------------------------|------------------------------|-------------------------|
| <i>Period:</i> | 1 January – 31 March 2018 | 1 April – 30 June 2018 | 1 July – 30 September 2018 | 1 October – 31 December 2018 | Quarter 4               |
| Students       | 46                        | 38                     | 64                         | 54                           | 58.70%                  |
| Staff          | 37                        | 29                     | 33                         | 26                           | 28.26%                  |
| Visitors       | 10                        | 5                      | 13                         | 11                           | 11.96%                  |
| Contractors    | 2                         | 0                      | 2                          | 1                            | 1.90%                   |
| <b>Total</b>   | <b>95</b>                 | <b>72</b>              | <b>112</b>                 | <b>92</b>                    | <b>100%</b>             |

There has been **92 riskware** reports recorded throughout Q4 (inclusive of injuries, near misses and hazards) – a reduction in comparison to 112 in Q3.

Of the total recorded incidents 58.7% (54) involved students; 28.26% (26) involved staff; 11.96% (11) involved visitors and less than 2% (1) involved a contractor.

**Table 2: Mechanism of Injury (1 April – 31 December 2018)**

| <b>Mechanism of Injury</b>  | <b>01 April –<br/>30 June</b> | <b>01 July –<br/>30 Sep</b> | <b>01 Oct –<br/>31 Dec</b> | <b>% of Total<br/>(Quarter 4)</b> |
|---|-------------------------------|-----------------------------|----------------------------|-----------------------------------|
| Falls on the same level (incl. trips and slips)                                 | 10                            | 16                          | 12                         | 13.04%                            |
| Falls from a height   | 1                             | 3                           | 3                          | 3.26%                             |
| Unspecified mechanisms of injury or other                                       | 8                             | 11                          | 10                         | 10.87%                            |
| Illness (excl. psychological) e.g. fainting, pains in chest, heart palpitations | 13                            | 18                          | 13                         | 14.13%                            |
| Other muscular stress   | 3                             | 3                           | 1                          | 1.07%                             |
| Sharps (needle stick injury)  | 3                             | 6                           | 8                          | 8.70%                             |
| Exposure to mental stress factors   | 3                             | 5                           | 8                          | 8.70%                             |
| Exposure to variations in pressure (other than Sound)                           | 0                             | 0                           | 0                          | 0%                                |
| Being hit by moving objects   | 3                             | 10                          | 3                          | 3.26%                             |
| Hitting objects with a part of the body   | 5                             | 7                           | 2                          | 2.17%                             |
| Other and multiple mechanisms of injury   | 6                             | 5                           | 6                          | 6.52%                             |
| Contact or exposure to heat and cold  | 2                             | 2                           | 6                          | 6.52%                             |
| Vehicle accident  | 1                             | 1                           | 0                          | 0%                                |
| Other contact with chemical or substance (incl. insect and spider bits)         | 4                             | 1                           | 1                          | 1.07%                             |
| Contact with, or exposure to, biological factors                                | 1                             | 4                           | 5                          | 5.43%                             |
| Long term contact with chemical or substance                                    | 3                             | 1                           | 0                          | 0%                                |
| Contact with electricity  | 0                             | 2                           | 1                          | 1.07%                             |
| Ampule Injury   | 4                             | 3                           | 1                          | 1.07%                             |
| Single contact with Chemical or substance (excludes bits and stings)            | 0                             | 1                           | 0                          | 0%                                |
| Sporting Injury   | 1                             | 13                          | 12                         | 13.04%                            |
| <b>Total</b>  | <b>72</b>                     | <b>112</b>                  | <b>92</b>                  | <b>100%</b>                       |

‘Illness (excl. psychological)’ accounted for the highest percentage in relation to mechanism of injury – 14.13% (13) of which 69% (9) were student related. Falls on the same level made up second highest mechanism of injury accounting for 13.04% (13) – these statistics are comparable to Q3.

There has been a reduction (5%) in incidents relating to ‘Being hit by moving objects’ and ‘Hitting objects with a part of a body” (4%) in comparison to Q3 with no significant increases in a particular mechanism of injury throughout Q4.

**Table 3: Lost Time Injuries (LTIs) (1 October – 31 December 2018)**

| Mechanism of Injury     | What Occurred?   | No.      | % of Total  |
|-------------------------|--|----------|-------------|
| Sporting Injuries       | <ul style="list-style-type: none"> <li>• Student – participating in Cheerleading training and has twisted the left hand whilst performing a jump</li> <li>• Student – umpiring an ACU Basketball game and has pivoted to avoid collision with a ball sustaining a suspected ACL tear of the right knee</li> <li>• Student – playing Rugby for ACU and was impacted in a tackle sustaining a left shoulder injury</li> <li>• Student – participating in Cheerleading training and during a routine has fallen heavily onto their side sustaining an ACL tear to the right knee</li> </ul> | 4        | 80%         |
| Falls on the same level | <ul style="list-style-type: none"> <li>• Staff member has fallen on a footpath (no obvious hazard) and has landed on the surrounding footpath sustaining an injury to the right shoulder</li> </ul>  | 1        | 20%         |
| <b>Total</b>            |  | <b>5</b> | <b>100%</b> |

It is pleasing to note there has been a significant reduction in the number of LTIs in Q4 (5/92) – 5% of total incidents in comparison to Q3 (19/112) – 17% of total incidents and of the total LTIs for Q4 – none are directly related to an employee workplace activity.

**Table 5: Severity of Reports, Incidents (1 October – 31 December 2018)**

| Severity of Incident   | Number    | % of Total  |
|--|-----------|-------------|
| Lost Time Injury   | 5         | 5.43%       |
| No Lost time Injury  | 47        | 51.08%      |
| Near Miss (an unplanned event that threatens human safety or health) | 29        | 31.52%      |
| Hazard   | 11        | 11.96%      |
| <b>Total</b>   | <b>92</b> | <b>100%</b> |

There has been a significant increase in recorded hazards and near misses for Q4 – 43.48% in comparison to Q3 where only 6.8% of all recorded incidents were either classified as a hazard or near miss – but this is not necessarily a negative outcome – as the reporting of near misses and hazards can lead to proactive management and early intervention to prevent injuries occurring at a later date.

#### 4. Work Health and Safety Management System Document Review

The University is continuing to develop and review the WHSMS. The table, provides a status report on this review and aligning new initiatives with Standard AS/NZS 4801: 2001, *Occupational health and safety systems – Specification with guidance for use*.

| Document Requirements   | Status         | Priority |
|---|----------------|----------|
| Health and Safety Management System overview document                                     | In progress    | High     |
| Documented WHS Plans, Including Objectives and Targets - Specific to Organisational Units | To be Actioned | Medium   |
| WHS Management Planning and Review Procedure  | To be Actioned | Medium   |
| WHS Training and Competency Procedure   | In Review      | High     |
| Health Monitoring   | In Review      | Medium   |
| WHS Management System Manual  | In Review      | Low      |
| WHS Hazard Identification Procedure for Project Design and Purchasing                     | To be Actioned | Low      |
| Procedure for Isolating Plant and Equipment   | To be Actioned | Low      |
| Emergency Preparedness and Response Procedures:<br>Critical Incident Management Procedure | Complete       | Medium   |
| Maintaining WHS Records and Record Management Procedure                                   | In Review      | Low      |
| WHS Management System Auditing Procedure  | To be Actioned | Medium   |

Submitted for Information.  
Human Resources  
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