

Work Health and Safety (WHS) Report

Quarter 2 April to June 2024

This report provides an overview of WHS performance and initiatives across ACU during Quarter 2 2024.

1. Executive Dashboard

Table 1 below provides key WHS indicators as agreed with the CPO for Q2 2024 (January to March). 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, WHS reports are now provided on a monthly basis, supplemented by quarterly reports (this report) and annual summary reports.

2. WHS Performance

2.1 Notifiable Incidents & Regulator Activity

No notifiable incidents were reported in Quarter 2.

On June 26, the NSW Regulator SIRA (NSW State Insurance Regulatory Authority) assessed ACU's compliance with the NSW injury management and workers compensation and return to work requirements. At the conclusion of the audit, ACU was issued with four notices.

An official caution notice was issued for failure to establish a return-to-work program under section 52 of the act within the period required by this regulation as a category 1 employer. The Return-to-Work Program is required to be reviewed with staff and union consultation every 2 years.

An official caution notice was issued for failure to comply with section 44(2) of the Workplace Injury Management and Workers Compensation Act requiring an employer to notify insurer within 48 hours of becoming aware a worker has received a workplace injury.

A penalty notice was issued for failure to comply with section 44(2) in relation to early notification. This resulted in a \$550.00 fine.

An improvement notice was issued for failure to establish and notify a return-to-work program with respect to policies and procedures for the rehabilitation of any injured workers of the employer that complies with SIRA guidelines.

SIRA has provided ACU with an 8-week period (21 August 2024) to ensure compliance with these notices.

In response to the SIRA audit ACU have developed an Action Plan to comply with the required notices by the due date. We will also be consulting with SIRA as we work through these actions to ensure SIRA support the approach ACU are taking in achieving compliance to the notices.

2.2 Riskware Incidents

Riskware is the online incident and hazard reporting system used by ACU for reporting safety related matters. A total of 87 incidents were reported in Riskware in Quarter 2 comprising of, 58 students' incidents (68%), 15 staff incidents (18%), 10 visitor incidents (11%), and 2 contractor incidents (3%).

2.3 Hazard Reports

Four hazard reports were reported in Riskware in Quarter 2. All four hazard reports were submitted by staff

members. All hazards have been actioned and closed out by relevant stakeholders.

Location of reported hazard reports include -

- Brisbane Campus
- External Placement Clinic reported by Brisbane staff member
- Melbourne Campus
- Strathfield Campus

2.4 Staff Lost Time Injuries

In Quarter 2, 6 lost time injuries were reported

Staff locations of reported lost time injuries –

- Brisbane x 2
- Strathfield x 1
- Melbourne x 2
- North Sydney x 1

2.5 Mechanisms of Injury

The top three mechanisms of injury that occurred during the period for staff & students include:

- Illness (excl. psychological) incl. fainting, chest pain, heart palpitations
- Sharps / Needlesticks
- Falls on the same level including slips / trips & Sporting Injuries

2.6 Open Incidents

Of the 87 incidents lodged during the quarter, 9 remain open in the system, requiring action in relation to completion or finalisation of the action plan.

Portfolio leads are expected 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 (April – June 2024)

	COO	DVC Education	DVCRE	Provost	VP	VCP	ACU OVERALL
Notifiable Incidents	0	0	0	0	0	0	0
Total Incidents	5	8	0	52	2	0	87
Number of Employee Incidents	3	3	0	10	1	0	17
Number of Student Incidents	1	0	0	57	0	0	58
Number of Visitor Incidents	0	5	0	5	0	0	10
Number of Contractor Incidents	1	0	0	1	0	0	2
Total Hazards	2	0	0	2	0	0	4
Number of Employee Hazards	2	0	0	2	0	0	4

Number of Student Hazards	0	0	0	0	0	0	0
Number of Visitor Hazards	0	0	0	0	0	0	0
Number of Contractor Hazards	0	0	0	0	0	0	0
Incidents Remaining Open	0	1	0	8	0	0	9
WC Claims Lodged	0	1	0	8	0	0	9
WC Claims Currently Open	4	1	0	15	0	1	21
WC Claims Closed	1	0	0	2	0	0	3
Total Days Lost	21	0	0	298	0	64	483
EAP Counselling Sessions Q2	91 sessions of EAP counselling were provided in Quarter 2						
WHS Mandatory Training Completion	243 staff members completed the WHS Training Module in Quarter 2						

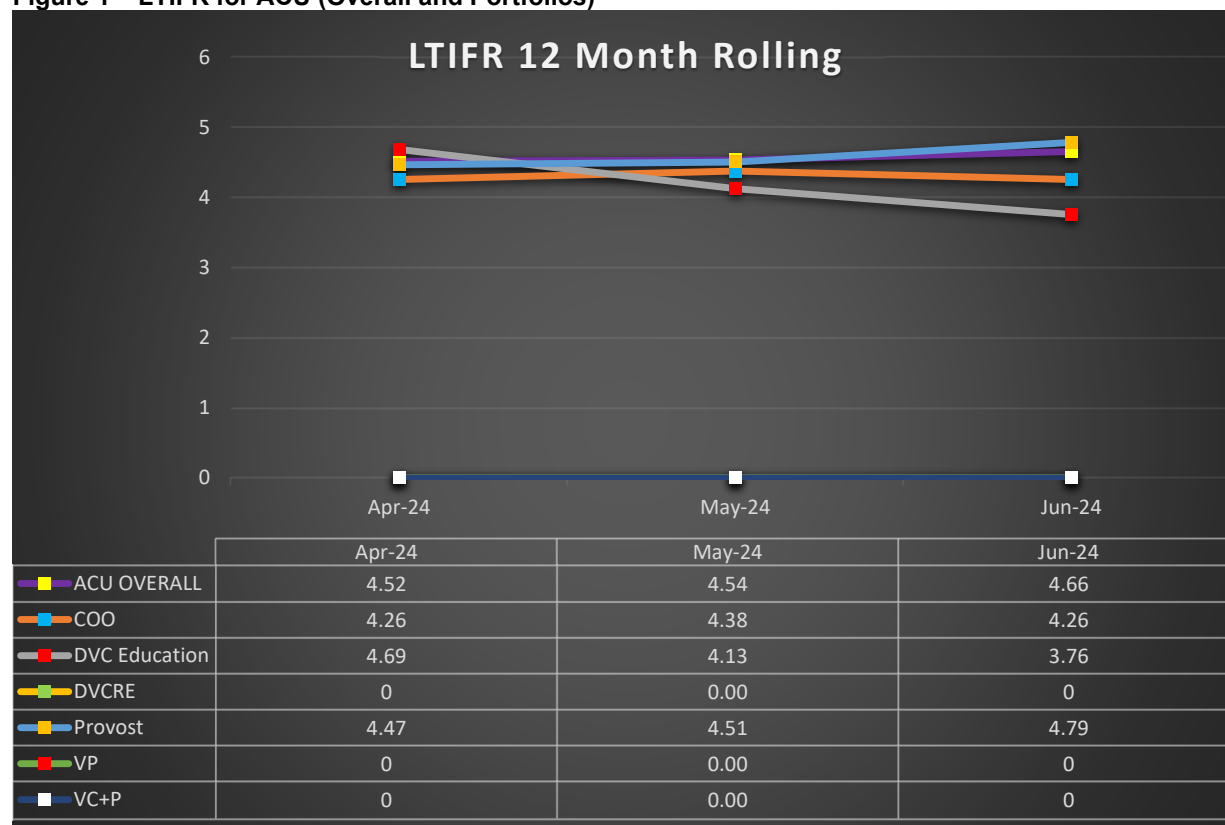
2.3 Lost Time Performance

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. 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, such as those shown in Table 1, to provide a more comprehensive picture of WHS performance within a work area.

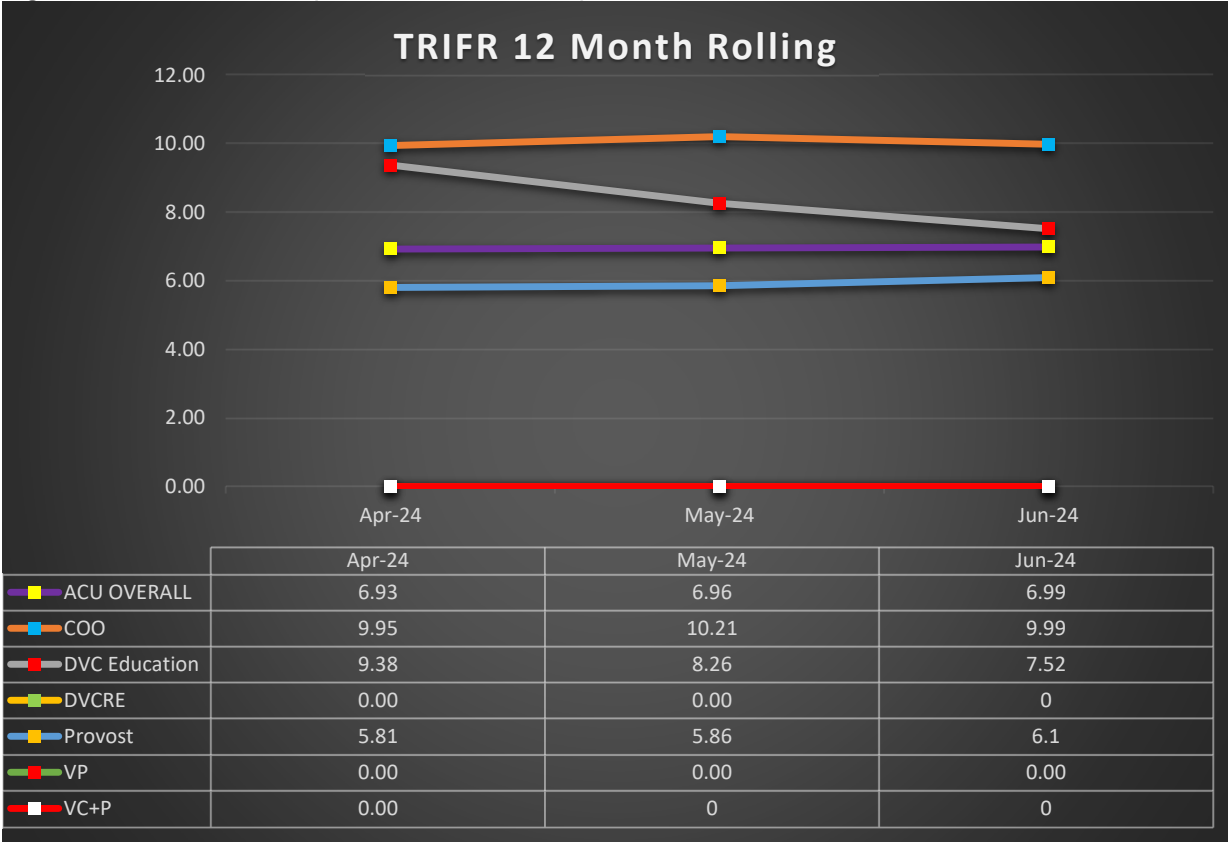
Figure 1 – LTIFR for ACU (Overall and Portfolios)



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)



2.4 WHS Performance Commentary

In reviewing and comparing data for Quarter 2 against the previous period, the following observations are made:

- Significant increase in workers compensation claims lodged from 3 claims lodged in Q1, to 9 claims lodged in Q2. Out of these 9 claims lodged, 6 resulted in time lost from work.
- ACU overall LTIFR increase from 2.06 (Q1) to 4.66 (Q2). Increased LTIFR in COO, DVC Education, and Provost due to increase in claim lodgement.
- A reduction in LTIFR from Q2 noted for DVC Research and VCP.
- A slight increase in TRIFR from 6.02 (Q1) to 6.99 (Q2).

3 WHS Achievements

WHS achievements are highlighted below:

- We have onboarded six new First Aid Officers in the last month with a total of 70 First Aid Officers across ACU
- Internal Audit of WHSMS completed, and ready for gradual review
- Fatigue Management guidelines now completed and available on the ACU staff website
- HSR guidelines are now completed and available on the ACU staff website with a view to update them with guidance on HSR time allocation once the Unions are satisfied with the arrangements
- Initial discussions have commenced around Radiation Safety at ACU with a procedure in the pipeline
- Review of online Safety Induction Module completed (major review to be conducted at the end of 2024)
- National Manager Safety & Wellbeing added as Critical Incident Lead for Staff Code Blue and provided relevant training
- Support provided to FLB in addressing psychosocial hazards and WHS consultation issues, including responding to a call for HSR elections
- Investigation completed into response to Code Blue 27/3/24 at Melbourne Campus., including adequacy of first aid provision on campus

- WHS Update paper provided to Audit and Risk Committee of Senate
- Initial discussion held with FEA on potential to assist in developing the ACU Staff / Student Mental Health Plan
- VCAC paper submitted on Positive Duty to prevent sexual harassment and discrimination
- The Internal WHSMS audit actions have been compiled together to meet one of the criterion from the EY Internal Audit
- WHS corporate risk register Vendor selected and in final stages of contract negotiations. Commencing preparatory work.

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
Quarter 2 2024