



Australian Government
**National Occupational
Health and Safety Commission**

Guidance on OHS Reporting in Annual Reports



Why report on OHS in annual reports?

- 1 Reporting on occupational health and safety (OHS) in an annual report helps an organisation to demonstrate that its management is committed to improving workplace safety.
- 2 OHS reporting in an annual report indicates that management recognise sound OHS performance as contributing to overall business success.
- 3 Commitment to OHS will be expressed differently in every organisation and workplace. That commitment is best sustained through a focus on performance outcomes which can be reported on and monitored over time.
- 4 OHS reporting should demonstrate how hazards and injuries are systematically managed in the organisation. It will promote the development of strategies to improve OHS performance.
- 5 Effective reporting on OHS in an annual report helps to demonstrate:
 - ▶ a commitment to managing and improving OHS within the organisation;
 - ▶ that the organisation measures and compares its OHS performance;
 - ▶ its achievements in workplace safety and employee welfare;
 - ▶ that it has a systematic approach to OHS risk management; and
 - ▶ its commitment to broad-based, corporate performance improvement.



What you might include in the OHS section of your annual report.

Policy and commitment statement

- 6 The OHS section in your annual report should set out your organisation's OHS policy, and explain how it is communicated and implemented in the organisation. It should also outline your organisation's strategic goals for its OHS performance.

The Chief Executive's statement

- 7 The Chief Executive's statement sends a powerful message about the organisation's commitment to health and safety. The message should include references to:
 - ▶ management's legal and moral responsibility for providing a healthy and safe workplace;
 - ▶ its leadership in establishing a workplace culture committed to OHS; and
 - ▶ management's commitment to achieving best practice in OHS, with a focus on continuous improvement.

Your targets for reducing the incidence and frequency of injuries and disease

- 8 Outline the specific or priority areas of OHS performance that are to be improved. Report on current OHS performance and set, or confirm, your targets for OHS improvements. If you do not have targets, *NOHSC's National Occupational Health and Safety Strategy 2002-2012* (<http://www.nohsc.gov.au/nationalstrategy/>) has minimum targets which may be a starting point.

How you manage OHS

- 9 Describe how OHS is managed in your workplaces; how hazards and risks are systematically assessed, reported, eliminated or controlled; and how OHS responsibilities are assigned and communicated.

Contribution by employees

- 10** Explain how consultation takes place between managers, employees and contractors, making specific reference to OHS consultative mechanisms. Report on any significant matters identified through consultation with employees and OHS representatives, together with the outcomes.

Training and staff induction

- 11** Describe the OHS training provided for all employees, including supervisors, and particular training for management and employee OHS representatives, such as health and safety representatives. Report on the number of employees who have been trained.

OHS programs and initiatives

- 12** Outline any new measures that were introduced to improve OHS.

- 13** Describe any OHS programs or initiatives for your employee.

- 14** Detail how OHS is assessed in your organisation. Examples might include the use of audit tools, employee surveys and workplace inspections.

Awards received

- 15** Report on any OHS awards or certificates that your organisation has received.

Contribution to improving OHS within your organisation's industry

- 16** Report on any contribution that your organisation has made to improving OHS in its industry.

Statistical indicators

- 17** Detail any statistical indicators used to measure OHS performance, such as:
- ▶ the number of reported workplace incidents;
 - ▶ the average time lost per occurrence;
 - ▶ the number of workers' compensation claims; and
 - ▶ trends in workers' compensation costs and premiums.

OHS incidents

- 18** Describe any significant incidents (and near misses) and the actions taken to prevent a recurrence. Explain whether there was an increase or decrease compared with previous years. Report on any prosecutions that occurred during the year.

Planning, design and procurement

- 19** Explain how OHS was taken into account in business planning, in any decisions to acquire plant and equipment, and in redesigning the workplace, systems of work or plant.

Environmental monitoring and health surveillance

- 20** Describe any surveillance and/or monitoring undertaken of employee and contractor health and environmental risks and what action was taken in relation to the results.

Effective OHS Reporting in annual reports

- 21** By providing information on an organisation's OHS activities and performance, commitment to effective health and safety risk management is demonstrated to stakeholders. This, in turn, contributes to enhancing and promoting organisational credibility by demonstrating openness and transparency. It also provides a basis for acknowledgement of achievement.



Further information on OHS Reporting in Annual Reports

- ▶ **The National Occupational Health and Safety Commission**
www.nohsc.gov.au
- ▶ **Australasian Reporting Awards: Criteria Applicable to Special Awards**
www.arawards.com.au
- ▶ **Australasian Reporting Awards OHS winners**
http://www.annualreportpartners.com/Winning_reports.htm
- ▶ **Health and Safety Commission (UK); Health and Safety in annual reports: Guidance from the Health and Safety Commission, 2nd April 2001**
www.hse.gov.uk/revitalising/annual.htm
- ▶ **Institute of Occupational Safety and Health, Guidance on including health and safety performance in annual reports**
<http://www.iosh.co.uk>
- ▶ **Royal Society for the Prevention of Accidents, 2001, Measuring and Reporting on Corporate Health and Safety Performance – Towards Best Practice**
http://www.rospa.org.uk/cms/STORE/Occupational%20Safety/4_index_files/
- ▶ **Victorian Workcover Authority, Occupational Health and Safety Reporting: Guidelines for reporting OHS in annual reports**
<http://www.workcover.vic.gov.au>