



National Occupational Health and Safety Commission

**Annual Report
2001–2002**

AUSTRALIAN WORKPLACES FREE FROM INJURY AND DISEASE

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The Honourable Tony Abbott, MP
Minister for Employment and Workplace Relations
Parliament House
CANBERRA ACT 2600

Dear Minister

I have pleasure in submitting to you, for presentation to the Parliament, the annual report of the National Occupational Health and Safety Commission for the year ending 30 June 2002.

The annual report has been prepared in accordance with subsection 9(1) of the *Commonwealth Authorities and Companies Act 1997* (CAC Act).

The financial statements contained in this annual report have been prepared in the form approved by the Minister for Finance and Administration pursuant to subsection 9(1) of the CAC Act.

Relevant sections of this annual report have been prepared in accordance with the specifications of the Minister for Finance and Administration pursuant to subsection 9(1) of the CAC Act for the report of operations.

The members of the National Occupational Health and Safety Commission, as directors under the CAC Act, are responsible for the preparation and content of the report of operations in accordance with the Finance Minister's Orders.

Yours sincerely



PROFESSOR DENNIS ELSE
CHAIRMAN

14 October 2002

Australian Workplace free from injury and disease

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NOHSC STRATEGIC PLAN 2000–2003

NOHSC operates under a strategic plan, which normally has a three year period of operation. NOHSC's annual business plan and supporting work plans are framed by reference to the strategic plan. The strategic plan is reviewed annually to ensure that it remains up to date. On 31 July 2002, NOHSC adopted a new strategic plan 2002–05. This occurred in conjunction with the adoption of the National OHS Strategy 2002–2012 and the 2002–03 business plan. In 2001–02, NOHSC operated under the strategic plan 2000–2003, which is produced below.

National Occupational Health and Safety Commission Strategic Plan 2000–2003

Vision

Australian workplaces free from injury and disease

Mission

Lead and coordinate national efforts to prevent workplace death, injury and disease in Australia

How we work

In our work, NOHSC will be:

- Consultative and accountable
- Outcomes driven
- Rigorous and openminded
- Innovative
- Focused on continuous improvement

National Occupational Health and Safety Commission

Role and context of the NOHSC Strategic Plan

National OHS Improvement Framework

The National OHS Improvement Framework provides a foundation for the NOHSC Strategic Plan. Supporting the achievement of the goals set out in the Framework has been a vital consideration in developing the NOHSC Strategic Plan.

The National OHS Improvement Framework aims to guide the collective efforts of all OHS stakeholders in improving OHS performance. The National OHS Improvement Framework contains the national OHS goals, objectives and actions necessary to guide national prevention efforts.

NOHSC has an important role to play in contributing to all of these Framework goals, objectives and actions. The first four key output areas of the NOHSC Strategic Plan support the Framework, with the extent of NOHSC's contribution varying between areas.

NOHSC has a key role in developing the Framework, and monitoring activity against it. NOHSC will also report annually on progress delivered under the Framework. This is the fifth of NOHSC's key output areas.

Strategic Plan

The Strategic Plan outlines the objectives and strategies that NOHSC will pursue over the three year period beginning in 2000–2001. The purpose of the Plan is to provide a clear strategic focus for NOHSC priorities, to ensure the alignment of activities throughout the organisation with the Strategic Plan, and to provide mechanisms that enable monitoring and reporting of performance.

NOHSC Priorities

The plan's five key output areas correspond to the five NOHSC priorities endorsed by the Workplace Relations Ministers' Council (WRMC) in November 1998. They define and differentiate NOHSC's role in supporting an effective national OHS infrastructure, as provided for under the National Occupational Health and Safety Commission (NOHSC) Act (1985), from that of the State and Territory jurisdictions. In the delivery of all its outputs, NOHSC will pay particular regard to the needs of small business.

Outcome-Output Statement

The key output areas and measures in the Strategic Plan have been designed to align with the outcome-output descriptions for NOHSC to be contained in the annual Employment Workplace Relations and Small Business Portfolio Budget Statement. The Portfolio Budget Statement is the mechanism by which the Parliament considers annual budget funding for NOHSC activities.

National Occupational Health and Safety Commission

Role & Context of the Strategic Plan

Achieving our Mission

NOHSC seeks to achieve its mission through the quality and relevance of information it provides to influence the activities of all parties with roles in improving Australia's OHS performance. These cover the stakeholders of NOHSC:

- Federal, State and Territory Governments;
- Employers, who hold the primary duty of care for OHS in workplaces, together with their representative organisations;
- Employees, whose health and safety is potentially at risk and whose actions also influence OHS outcomes, together with their representative organisations;

In addition a range of other parties have an interest in the activities of NOHSC, including:

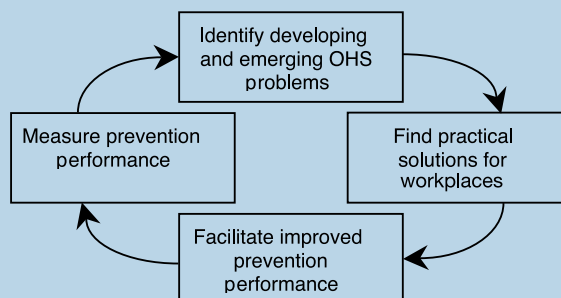
- Parties with a duty of care impacting on occupational health and safety, such as designers or importers;
- Professional organisations whose actions can influence the quality of OHS delivery; and
- Academic and research institutions whose work increases our understanding of OHS.

Measures of Success

Because of the vital role of NOHSC's stakeholders in achieving its vision and mission, the measures of NOHSC's success shown in the Strategic Plan strongly reflect the need to provide services that satisfy stakeholders' needs in all aspects of NOHSC's work.

Continuous Improvement

Continuous improvement continues to underpin NOHSC's approach to all its activities. The Strategic Plan will allow NOHSC to measure its success, and provide the feedback needed to improve performance. The key output areas themselves clearly illustrate NOHSC's ongoing commitment to identifying OHS problems, finding solutions, disseminating solutions and measuring prevention performance.



NOHSC Strategic Plan 2000–03

Objectives	Strategies	Measures
1. Improving national data systems and analysis		
To provide nationally relevant OHS data that assists in understanding, prioritising and measuring prevention efforts	<p>1.1 Develop, improve the currency of and report on established OHS data sources</p> <p>1.2 Develop and provide high level analysis of, and disseminate data from, emerging OHS data sources</p> <p>1.3 Improve comparative OHS performance data</p>	<p>Quality</p> <p>1.A User satisfaction with ease of access to and currency of OHS data</p> <p>1.B Quality, clarity & relevance of data and analyses</p> <p>Quantity</p> <p>1.C Degree to which available data and analyses cover the range of OHS matters relevant to users</p> <p>1.D Extent to which data and analyses provided by NOHSC are used</p>
2. Improving national access to OHS information		
To provide information in a form that helps stakeholders understand and fulfil their OHS responsibilities	<p>2.1 Provide information rapidly and in a form that meets users' needs</p> <p>2.2 Develop systems and services that enhance accessibility</p> <p>2.3 Facilitate integration of OHS into vocational training and national skills development</p> <p>2.4 Raise awareness of NOHSC as a gateway to comprehensive OHS information</p>	<p>Quality</p> <p>2.A User satisfaction with the speed, cost, ease of access and relevance of information distributed by NOHSC</p> <p>Quantity</p> <p>2.B Degree to which available information covers the range of matters relevant to users</p> <p>2.C Extent to which NOHSC is used as an information source</p>
3. Improving national components of the OHS and related regulatory framework		
To contribute to the improvement of a regulatory framework which promotes prevention solutions	<p>3.1 Ensure that the OHS and related regulatory framework and policies are effective in their coverage and application and are supported and improved at the national level</p> <p>3.2 Support and improve the hazardous and dangerous substances components of the OHS and related regulatory framework</p>	<p>Quality</p> <p>3.A Quality and effectiveness of advice</p> <p>3.B Extent to which regulatory goals are promoted</p> <p>Quantity</p> <p>3.C Percentage of provisions in NOHSC framework materials which are reflected in jurisdictions' regimes</p> <p>3.D Proportion of major areas of hazard covered by NOHSC framework materials</p>

Objectives	Strategies	Measures
4. Facilitating and coordinating national OHS and related research efforts		Quality
To provide the best available knowledge of OHS issues and prevention activities	4.1 Identify priorities for research and promote the coordination and development of Australia's research networks	4.A Quality and effectiveness of advice
	4.2 Provide research surveillance, interpretation and dissemination to support jurisdictions and industry parties	4.B Coverage of activities and advice matched to overall areas of need
	4.3 Identify and undertake research which is transferable into OHS policy and practice	Quantity 4.C Speed with which issues are identified and/or responses developed 4.D Priorities and recommendations accepted and progressed by the research community and policy makers
5. Monitoring progress against the <i>National OHS Improvement Framework</i>		Quality
To provide an environment for the cooperative advancement of OHS prevention efforts	5.1 Review, refine and disseminate the <i>National OHS Improvement Framework</i>	5.A Stakeholder satisfaction with the Framework
	5.2 Monitor progress by all parties in achieving the goals expressed in the <i>National OHS Improvement Framework</i>	5.B Degree to which stakeholders adopt goals shown in the Framework Quantity 5.C Levels of achievement nationwide against the Framework
6. Improving management practices, systems and internal services		Quality
To enable our people and systems to contribute to NOHSC's outputs, while ensuring probity and efficiency	6.1 Provide an effective national OHS forum	6A NOHSC member satisfaction with the forum.
	6.2 Ensure sound corporate governance practices are followed	6B Extent to which the employees have the skills, information and resources they need
	6.3 Provide services and infrastructure that enable NOHSC to better manage its people and resources	6C Quality and effectiveness of internal services provided under service level agreements 6D Extent to which internal systems and practices reflect good corporate governance Quantity 6E Quantity of internal services provided under service level agreements

REPORT OF OPERATIONS

PART 1: OVERVIEW OF OPERATIONS AND FUTURE PROSPECTS

THE MINISTER

Under the Administrative Arrangements Order, the Minister for Employment and Workplace Relations has Ministerial responsibility for NOHSC.

During 2001–2002, Ministerial responsibility for NOHSC was exercised by the Honourable Tony Abbott, MP.



THE COMMISSIONERS



Back (L to R): Peter Anderson (ACCI), Brian Bradley (WA), Robert Pearce (TAS), Keith Brown (SA), Jocelyn Plovits (ACT), Rob Seljak (QLD), Anne Bellamy (ACCI), John Rowling (DEWR), Peter Tighe (ACTU), Barry Leahy (COMCARE)

Front (L to R): Stephanie Mayman (ACTU), John Merritt (VIC), Kate McKenzie (NSW), Bill Mansfield (ACTU), Tony Abbott (Minister), Dennis Else (Chair), Sylvia Kidziak (ACCI), Robin Stewart-Crompton (NOHSC), Mark Crossin (NT)

CHAIRMAN'S MESSAGE

2001–02 has been a significant year for the Commission with the development and signing of the National OHS Strategy. The ten year Strategy sets targets and provides national priorities for cooperative national efforts to reduce the incidence of workplace deaths, injuries and disease in Australia.

The Strategy has been developed with the full cooperation and encouragement of the Commonwealth, State and Territory Governments and NOHSC's social partners, the ACTU and ACCI. Importantly, the Strategy was endorsed by the Workplace Relations Ministers' Council at its meeting on 24 May 2002. Subsequently, all Ministers and the Secretary of the ACTU and the Chief Executive of the ACCI have individually signed a statement of commitment to the Strategy.



The National OHS Strategy builds on and is underpinned by the earlier National Improvement Framework which has guided the growth and sharing of evidence of which interventions are most effective in reducing workplace death, injury and disease in Australia.

Fundamental to the Strategy are the following targets: *to sustain a significant, continual reduction in the incidence of work-related fatalities with a reduction of at least 20 per cent by 30 June 2012 (with a reduction of 10 per cent being achieved by 30 June 2007); and to reduce the incidence of workplace injury by at least 40 per cent by 30 June 2012 (with a reduction of 20 per cent being achieved by 30 June 2007).* The targets are underpinned by five national priority areas for cooperation to achieve rapid improvements in high risk activities whilst simultaneously laying the foundation to: improve the capacity of business operators and workers to manage OHS effectively; prevent occupational disease more effectively and eliminate hazards during the design of work and workplaces.

The Strategy has the potential to guide the strategic direction of jurisdictions, OHS agencies, employers and employees for the next ten years. However, it is only the beginning. The implementation of the Strategy is now the major priority and NOHSC, in partnership with other stakeholders, will be seeking to engage the wider community in the actions needed to reach or exceed the targets in the Strategy.

The Strategy will guide the work of NOHSC and the NOHSC Office for years to come. Evaluation methods will be developed in the early stages to measure progress with the implementation and effectiveness of the Strategy, and each of the national priority areas will be evaluated periodically to assess its ongoing relevance. Given the support and commitment of all parties to the Strategy, I am confident that its implementation will promote a sustained improvement in Australia's OHS performance.

Finally, I would like to acknowledge the work of all Commission members and staff for their support and commitment in the development of the National OHS Strategy.

Professor Dennis Else
Chairman

CHIEF EXECUTIVE OFFICER'S OVERVIEW

This year's report records a number of significant developments in NOHSC's leadership and coordination of national efforts to prevent workplace death, injury and disease in Australia.

In April 2002, NOHSC agreed to the *National Occupational Health and Safety Strategy 2002–2012*, which establishes minimum national targets for reducing the incidence of work-related fatalities and injuries over its ten year period of operation. The Strategy was endorsed by the Workplace Relations Ministers' Council (WRMC) in May 2002 and contains a statement of commitment signed by the Commonwealth, State and Territory Ministers, the Chief Executive of the ACCI and the Secretary of the ACTU. The Strategy is described in the Report and the full text appears at Appendix 1.



In conjunction with the development of the National OHS Strategy, NOHSC developed a new, three-year Strategic Plan, which is closely aligned to the Strategy. The Strategic Plan was formally adopted in July 2002. These developments have provided the foundation for a more strategic focus on achieving short and long-term improvements in Australia's OHS performance, not only by NOHSC but also by individual members and other interested bodies.

Over the year, NOHSC continued to have the benefit of guidance from the WRMC, with a range of key decisions being taken at the WRMC meetings in September 2001 and May 2002. These are discussed later in the Report at *Workplace Relations Ministers' Council*. Among other things, NOHSC contributed data on OHS and workers' compensation performance for the Fourth Comparative Performance Monitoring (CPM) Report commissioned by the Ministers (to be published in early 2002–03). NOHSC has continued to improve the quality, reliability and accessibility of its data and to identify new data sources. This information, which supports the CPM project, shows a continuation of the downward trends in recent years in the incidence of work-related non-fatal injuries and traumatic fatalities, but further efforts will be necessary to achieve the national targets. NOHSC examined new sources of data on work-related disease and aims to identify and collect sufficient data of this type to allow a meaningful national target related to occupational disease to be included in future in the National OHS Strategy.

Overall national OHS activities in 2001 are recorded in the 2nd Report on the National OHS Improvement Framework (NIF), which was prepared in 2001–02 and is now available on the NOHSC website. The National OHS Strategy has superseded the NIF, which provided the basis for moving to the Strategy.

More resources were provided for NOHSC's work on OHS skills development activities, with a particular effort put into improving workplace safety competency by integrating OHS into National Training Packages. As part of its renewed commitment in this area, NOHSC strengthened its relationship with the Australian National Training Authority (ANTA).

To improve public access to OHS information, NOHSC established a joint website with the European Agency for Safety and Health at Work.

NOHSC continued to take forward the decision by WRMC in May 2001 to prohibit chrysotile asbestos. The aim is to prohibit new uses of all forms of asbestos by no later than 31 December

2003, with a small number of time-limited exceptions where no safe alternative is available. Considerable preparatory work is being undertaken and NOHSC is making appropriate declarations to allow a nationally consistent framework of prohibitions over all jurisdictions.

Key national advisory standards are being assessed under NOHSC's Continuous Improvement Program. Four of the seven priority standards were reviewed in 2001–02 and appropriate actions identified.

In December 2001, responsibility for the National Industrial Chemicals Notification and Assessment Scheme (NICNAS) was transferred to the Health and Ageing Portfolio. NOHSC has facilitated the transfer (amendments to the NOHSC Act were required), and has developed arrangements with DHA for the recognition of NOHSC's primary role in relation to occupational health and safety. NOHSC will liaise with NICNAS to ensure that its chemical safety assessments continue to focus appropriately on OHS and are in line with national OHS policies.

As is also discussed in this Report, NOHSC has adopted a three-year plan to work towards eliminating occupational hazards at the design stage. Further work towards a National Research Strategy was undertaken and three national forums on OHS issues were conducted.

2001–02 was the first year of NOHSC's relocation to Canberra. The opportunity was taken to undertake business improvement initiatives and to put in place extensive training for staff.

Finally, I thank my colleagues in the NOHSC office for their efforts over the year, without which the relocation and the work for NOHSC could not have been successfully achieved.

Robin Stewart-Crompton
Chief Executive Officer

THE NATIONAL OHS STRATEGY

On 24 May 2002, the WRMC endorsed NOHSC's *National OHS Strategy 2002–2012*. A full copy of the Strategy is at Appendix 1¹. The Strategy is a landmark development signifying, for the first time, the commitment of all Australian governments, as well as the ACCI and the ACTU, to work cooperatively and to share responsibility for continuously improving Australia's OHS performance.

The main elements of the National OHS Strategy are set out in Figure 1. The Strategy focuses national efforts through setting minimum National Targets for reducing the incidence of workplace deaths and injuries and by identifying National Priorities where cooperation among OHS stakeholders will enable significant improvements in performance.

The National Targets are:

- to sustain a significant continual reduction in the incidence of work-related fatalities, with a reduction of at least 20% by 30 June 2012, and with a reduction of 10% being achieved by 30 June 2007;
- to reduce the incidence of workplace injury by at least 40% by 30 June 2012 (with a reduction of 20% by 30 June 2007).

Five initial National Priorities have been agreed by the members of NOHSC and accepted by the WRMC, to provide a mix of short-term and longer-term contributions towards achieving the National Targets.

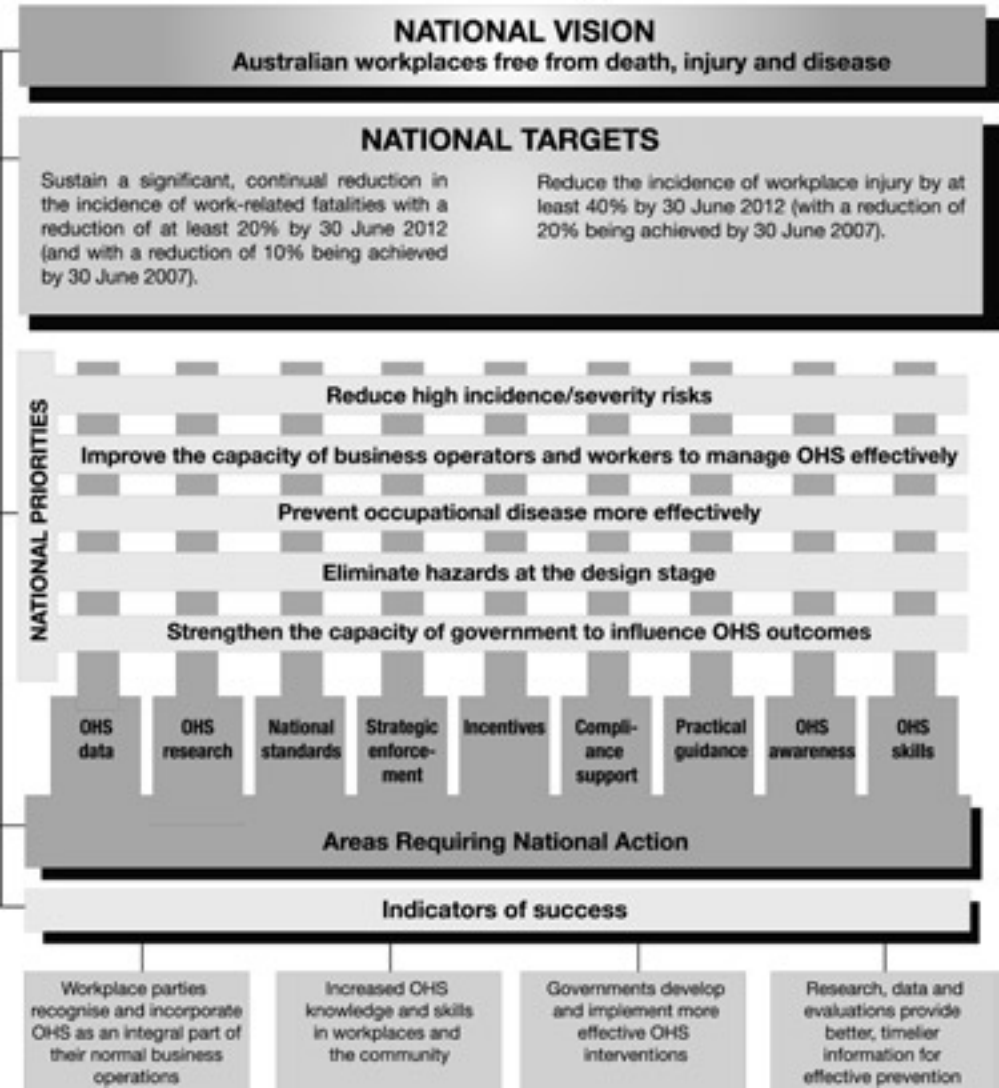
The National OHS Strategy builds on and replaces the *National OHS Improvement Framework* developed by NOHSC in 1999. The nine areas for national action and the principles for the systematic prevention of work-related death, injury and disease that were identified in the Framework underpin the Strategy.

The National OHS Strategy will be a major focus of future NOHSC activities. In 2002–03, NOHSC will lead the development of action plans for each of the National Priorities. NOHSC will also report annually to WRMC on progress in implementing the National OHS Strategy, with reports detailing progress against the National Targets and the National Priority Action Plans. It is also expected that activities undertaken by NOHSC in future years will make significant contributions to implementing the National Priority Action Plans.

NOHSC's Strategic Plan 2002–05 and 2002–03 Business Plan reflect the Strategy.

¹ A copy of the full National Strategy is also available from the NOHSC website at <http://www.nohsc.gov.au/nationalstrategy/>

Figure 1: National OHS Strategy 2002–2012



NOHSC MEMBERS' OVERSEAS VISIT

The National Occupational Health and Safety Commission, since its creation in 1985, has developed strong relationships with overseas counterparts and international experts. It has always followed developments overseas with interest, with a view to ensuring that Australia had access to the latest information on occupational health and safety information, policy and practices.

Until 2002, the Commission had not sent a delegation overseas, but rather relied on the contacts made through the NOHSC Office and/or through individual members. Although this practice has, in the past, proved to be sufficient, there was a strong view within the Commission that it was an appropriate and convenient time for NOHSC to send a delegation overseas to visit relevant bodies in other countries and to attend the XVIth World Congress on Safety and Health at Work.

The focus of the visits was national and international OHS organisations, relevant government agencies and representative employer and employee organisations.

All members of the delegation agreed that the trip was very worthwhile. The delegation's report² provides some detail on the visits to each country and draws out a number of conclusions. It also makes some suggestions for the future work of NOHSC.

It was apparent from the visits that the work that has been undertaken in Australia and by NOHSC itself is highly regarded. The new National OHS Strategy was particularly well received by a number of international bodies.

In the discussions held with agencies and experts from the countries visited, it became apparent that we all face the same problems. There has, however, been a number of different approaches to those problems. The report identifies those approaches and some of the programs adopted.

Problems relating to communications with small businesses, the availability of comprehensive and reliable OHS data and the emergence of psycho-social issues are being faced by agencies and duty of care holders throughout the world. Australia will make greater progress if we use the international relationships that have been built, or enhanced, as a result of this trip.

² The delegation's report can be found on the NOHSC website at <http://www.nohsc.gov.au/OHSInformation/InternationalRelations/>

PRINCIPAL OUTPUTS AND CONTRIBUTIONS TO OUTCOMES

The table below summarises key areas of NOHSC performance against its outputs and its contribution to NOHSC Outcome 1—Australian workplaces free from injury and disease. More detail is provided in relevant Output chapters (Part 2 of the Report).

Table 1: NOHSC Outputs and Contributions to Outcomes

Performance information for departmental outputs	
Performance Measure	Key Performance Outcomes
Output 1.1: Improving national data systems and analysis	
<p>Quality/quantity:</p> <ul style="list-style-type: none"> User satisfaction with ease of access to and currency of OHS data Quality, clarity and relevance of data analyses <p>Quantity target for 2002–03 onwards:</p> <ul style="list-style-type: none"> Degree to which available data and analyses cover the range of OHS matters relevant to users Extent to which data analyses provided by NOHSC are used 	<p>Through a survey, NOHSC members indicated general satisfaction with the quality, relevance and coverage of NOHSC data.</p> <p>Key achievements include:</p> <ul style="list-style-type: none"> Implementation of NDS 2; Compilation of workers’ compensation and return-to-work indicators for the 2002 CPM Report; Endorsement by NOHSC of the National OHS Data Action Plan; and Fourteenth Australian Mesothelioma Register Report published
Output 1.2: Improving national access to OHS information	
<p>Quality/quantity:</p> <ul style="list-style-type: none"> User satisfaction with the speed, cost, ease of access and relevance of information distributed by NOHSC Degree to which available information covers the range of matters relevant to users <p>Quantity target for 2002–03 onwards:</p> <ul style="list-style-type: none"> Extent to which NOHSC is used as an information source 	<p>NOHSC survey results indicate a high level of satisfaction with the accessibility of NOHSC data and information.</p> <p>Key achievements include:</p> <ul style="list-style-type: none"> Introduction of the NOHSC-EU website in cooperation with European Agency for Safety and Health at Work; An electronic OHS guide for the franchising sector; Adoption by the States and Territories, and by the European Agency for Safety and Health at Work, of NOHSC’s <i>Australian OHS Thesaurus</i>; A webguide with links on safe handling of mail and biological hazards; NOHSC website hits of approx. 20,000 each month; and Improvements to the OHS Practical Solutions Database.

Performance Measure	Key Performance Outcomes
Output 1.3: Improving national components of the OHS and related regulatory framework	
<p>Quality/quantity:</p> <ul style="list-style-type: none"> • Quality and effectiveness of advice • Extent to which regulatory goals are advanced <p>Quantity targets for 2002–03 onwards:</p> <ul style="list-style-type: none"> • Percentage of provisions in NOHSC framework materials that are reflected in jurisdictions' regimes • Proportion of major areas of hazard covered by NOHSC framework materials 	<p>Members perceive NOHSC as able to make a greater contribution to the regulatory framework through improved and timelier advice. NOHSC is responding to this concern through:</p> <ul style="list-style-type: none"> • the implementation of a Continuous Improvement Program for National Standards; • plans for a review of the Hazardous Substances Regulatory Package; • fast tracking of national chemical exposure standards to align with the UK; and • leading the Australian response to the proposed Globally Harmonised System for the classification and labelling of chemicals <p>Other achievements include:</p> <ul style="list-style-type: none"> • prohibition of chrysotile, with plans to extend prohibition to other forms of asbestos; • declaration of standards for 24 chemicals under the fast track process; • a review of exposure standards for benzene, formaldehyde and crystalline silica; • commencement of the implementation of WRMC-endorsed strategies on major hazard facility regulation; and • declaration of a revised standard in July 2001 for Certification of Users and Operators of Industrial Equipment. <p>All recommendations to WRMC and NOHSC on regulatory matters were accepted.</p> <p>Information on adoption of NOHSC framework material by jurisdictions is included in the relevant Output chapters.</p>

Performance Measure	Key Performance Outcomes
Output 1.4: Facilitating and coordinating national OHS and related research efforts	
<p>Quality/quantity</p> <ul style="list-style-type: none"> • Quality and effectiveness of advice • Coverage of activities and advice matched to overall areas of need <p>Quantity target for 2002–03 onwards:</p> <ul style="list-style-type: none"> • Issues identified and responses developed within agreed timeframe • Priorities and recommendations accepted and progressed 	<p>NOHSC members have expressed satisfaction with the coverage and relevance of research and analysis activity.</p> <p>Achievements include:</p> <ul style="list-style-type: none"> • development of the Research Directions Statement; • confirmation by the WHO of NOHSC's status as a collaborating research centre; • developing and implementing the Safe Design Action Plan; • funding to, and cooperation with, the National Research Centre for OHS Regulation; • publishing a report on <i>Key Management Motivators in OHS</i>; and • three national forums on OHS incentives, stress and key management motivators.
Output 1.5: Monitoring progress against the National OHS Improvement Framework (NIF)	
<p>Quality/quantity</p> <ul style="list-style-type: none"> • Stakeholder satisfaction with the NIF • Degree to which stakeholders adopt the goals in the NIF <p>Quantity target for 2002–03 onwards</p> <ul style="list-style-type: none"> • Levels of achievement nationwide against the NIF 	<p>The 2001 NIF Report was prepared and is now on the NOHSC website.</p> <p>Stakeholder satisfaction with the NIF is demonstrated by NOHSC and WRMC agreement to the National OHS Strategy. The Strategy was developed out of the NIF and commits the jurisdictions and social partners to national targets for reductions in workplace injury and death.</p> <p>The Strategy also establishes national priorities to focus OHS performance improvement.</p> <p>There will be regular reporting to WRMC on progress under the National OHS Strategy.</p>

FINANCIAL PERFORMANCE

During 2001–02, NOHSC recorded a surplus of \$1.939 million.

The surplus was higher than anticipated as a result of savings in administrative, consultancy and information technology costs and changes to timelines for project work.

In 2001–02, NOHSC repaid \$1.2 million of the pricing increase received in 2000–01 to help fund the NOHSC move from Sydney to Canberra.

The 2001–02 surplus will be retained by NOHSC and used to fund future asset purchases, offset employee entitlements and replenish cash reserves following the move from Sydney and the transfer of NICNAS to the Department of Health and Ageing.

The operating expenses for each NOHSC output were met through appropriations from Government or through other revenue (for example, revenue from the National Registration Authority for assessment of agricultural and veterinary chemicals). NOHSC Outcome 2 reflects revenue and expenses under NICNAS. Total revenue for Outcome 1 was \$15.792 million, consisting of \$14.687 million in appropriation and \$1.105 million in other NOHSC revenue. NICNAS revenue was \$3.928 million, with expenses of \$3.739 million.

NOHSC maintained its financial position, with all liabilities covered by total assets held. Liabilities mainly represent creditors and provisions for employee entitlements, while assets represent cash, receivables and infrastructure, plant and equipment.

The complete 2001–02 financial statements are at Appendix 2.

WORKPLACE RELATIONS MINISTERS' COUNCIL (WRMC)

At the two WRMC meetings held in 2001–02, Ministers considered a range of OHS-related matters, including reports and recommendations from NOHSC on key national initiatives.

At its September 2001 meeting, WRMC:

- endorsed amendments to the NOHSC National Model Regulations for the Control of Workplace Hazardous Substances to include a prohibition on the uses of chrysotile, crocidolite and amosite forms of asbestos;
- agreed that the date of effect for the prohibition on the use and import of chrysotile would be 31 December 2003, or sooner if all stakeholders could commit to an earlier date;
- noted that NOHSC proposed to provide a report on the National OHS Framework Report (NIF) to WRMC and agreed to receive and consider that report out of session;
- agreed that NOHSC develop the NIF as a draft National OHS Improvement Strategy for presentation to WRMC at its May 2002 meeting;
- agreed to an out of session consideration of the Fourth Annual Report of the Trans Tasman Mutual Recognition Arrangement (TTMRA) Chemical Cooperation Program. Ministers noted that the report should identify a framework for the completion of the program; and

- noted that implementation of the five strategies (and related actions) for nationally consistent control of Major Hazard Facilities had been initiated by NOHSC and that progress was expected to be reported at the May 2002 meeting.

At its May 2002 meeting, the WRMC endorsed the new National Occupational Health and Safety Strategy. The Strategy is to operate for 10 years and will be monitored by the WRMC. Also, the WRMC:

- noted progress towards the phase-out of the use and importation of chrysotile asbestos and other forms of asbestos;
- agreed to the release of the fourth National Comparative Performance Monitoring report;
- endorsed a review of national manual handling regulatory materials;
- noted progress with implementation of WRMC's strategies for achieving consistent national regulation of major hazard facilities;
- agreed to NOHSC proceeding with technical changes to Schedule 1 of the Major Hazard Facilities National Standard;
- agreed that NOHSC report back to Ministers in 2003 on progress with the review of the hazardous substances regulatory framework and on preferred arrangements and directions for coordination and implementation of the globally harmonised system (GHS) for the classification and labelling of chemicals;
- noted that arrangements for implementing a prohibition on the use and importation of chrysotile asbestos were progressing satisfactorily; and
- endorsed a NOHSC proposal that it undertake a public consultation process during June to August 2002 to finalise a list of exemptions from the prohibition on chrysotile asbestos, where there are no known safe alternatives.

TRANS TASMAN MUTUAL RECOGNITION ARRANGEMENT

The Trans Tasman Mutual Recognition Arrangement will complete its first five years of activity in 2003. The Cooperation Program for Hazardous Substances, Industrial Chemicals and Dangerous Goods (Chemicals Cooperation Program) sub-component consists of the consideration of regulation of five elements:

- Notification and assessment of industrial chemicals;
- Poisons scheduling;
- Material Safety Data Sheets;
- Explosives; and
- Inner labelling of dangerous goods.

In 2001–02, to facilitate this, Australia and New Zealand implemented, or commenced implementation of, changes to their respective regulatory environments which impact on major areas covered by the Program. In order to ascertain the likely costs and benefits of mutual recognition a Regulation Impact Statement (RIS) will be undertaken in 2002–03. Preliminary work on the RIS was undertaken in 2001–02.

In March 2002, following earlier approval by WRMC, the Council of Australian Governments (COAG) endorsed the 4th Annual Co-operation Program Report and its recommendations.

RELOCATION TO CANBERRA

During 2001–02, NOHSC completed the relocation of most elements of its operations to Canberra. The principal NOHSC Office was re-established in Canberra from July 2001. On 2 February 2002, all Canberra-based staff were finally co-located at new premises in the Alan Woods Building, 25 Constitution Avenue, Canberra.

At 30 June 2002, NOHSC had a Canberra-based staffing level of 72, against a budget projection of 75, and Sydney-based staffing of 47 against a budget projection of 44. Sydney staffing has since been affected by the transfer of responsibility from NOHSC to the Department of Health and Ageing for NICNAS (see *Transfer of Responsibility for the ICNA Act* below).

A major priority for NOHSC during 2001–02 was managing the risks associated with relocation and minimizing the disruption to NOHSC activities. NOHSC's agreed work program was delivered, with few variations. The major initiative, the development of the National Occupational Health and Safety Strategy (the National OHS Strategy), was achieved.

In 2000–01, to help fund the relocation, NOHSC secured a pricing increase of \$3 million from the Department of Finance and Administration. The pricing increase is to be repaid through reductions in NOHSC appropriations of \$1.2 million in 2001–02, \$1.1 million in 2002–03 and \$0.8 million in 2003–04. The first repayment was made in 2001–02.

NOHSC employees responsible for the operation of the National Industrial Chemicals Notification and Assessment Scheme (NICNAS) and the Agricultural and Veterinary Chemicals Team (Agvet) remained in Sydney. They were relocated to new accommodation at Marrickville in November 2001.

TRANSFER OF RESPONSIBILITY FOR THE ICNA ACT

Through the Administrative Arrangements Order (AAO) of 26 November 2001, responsibility for the *Industrial Chemicals (Notification and Assessment) Act 1989* (ICNA Act) was transferred to the Health and Ageing portfolio. The Therapeutic Goods Administration (TGA) now administers the Act. The ICNA Act enables the operation of the National Industrial Chemicals Notification and Assessment Scheme (NICNAS).

As NICNAS funding and staffing were provided under the *National Occupational Health And Safety Commission Act 1985* (NOHSC Act), legislative changes to both the ICNA Act and the NOHSC Act were required to give full effect to the AAO.

The *Therapeutic Goods and Other Legislation Amendments Act 2002* (TGOLA Act) received Royal Assent on 3 July 2002. The Thirty-seven NOHSC staff responsible for NICNAS were transferred to TGA by the Public Service Commissioner on 5 July 2002.

NOHSC has worked closely with TGA to plan and arrange the transfer of NICNAS. Arrangements to handle the administrative aspects of the transfer were largely agreed prior to passage of the legislation. Memoranda of understanding are being negotiated to settle the ongoing operational and administrative relationships between NOHSC and TGA, recognising that policy on chemical safety at workplaces remains the responsibility of the Employment and Workplace Relations portfolio, and is taken forward by NOHSC.

CHANGES TO OUTCOMES AND OUTPUTS STRUCTURE

There were no changes to NOHSC outcomes and outputs during 2001–02. During 2002–03, NOHSC anticipates deleting Outcome 2—*Chemical Safety and Sustainable Use of Industrial Chemicals* from its Outcomes and Outputs structure. This is necessary following passage of the TGOLA Act (which provides the mechanism to finalise the budget and financial aspects of the transfer of the NICNAS scheme to the Health and Ageing Portfolio).

Outcome and Output changes to reflect this will be reported through the Portfolio Additional Estimates Statements in 2002–03.

Output changes to NOHSC's Outcome 1 are also proposed during 2002–03. The National Strategy identifies national objectives and targets for all Australian OHS jurisdictions. The Workplace Relations Ministers' Council endorsed the National OHS Strategy on 24 May 2002. Consistent with the National OHS Strategy and the priorities for NOHSC contained within it, NOHSC has developed a 2002–05 Strategic Plan. Changes to the NOHSC Output structure will be required to ensure its alignment with the National Strategy and the 2002–05 Strategic Plan. The Strategic Plan was finalised in July 2002 and the revised Output structure will not be finalised until early 2002–03. Subject to approval, these changes will be reported through the Portfolio Additional Estimates Statements in 2002–03.

PART 2:

REVIEW OF PERFORMANCE

Part 2 indicates NOHSC's level of achievement in meeting Outcome 1: *Australian workplaces free from injury and disease*. The performance information is provided against NOHSC's five outputs.

OUTPUT 1.1—IMPROVING NATIONAL DATA SYSTEMS AND ANALYSIS

Output 1.1—Highlights

- Implementation of the National Data Set for Compensation-based Statistics, second edition (NDS 2), in jurisdictional workers' compensation systems.
- Finalisation of a new database system to store, manage and produce reports on NDS-based data.
- The *Compendium of Workers' Compensation Statistics, Australia, 1999–00*³ was published electronically on the NOHSC website.
- The interactive NDS database, *NOHSC Online Statistics Interactive* (NOSI)⁴ was reviewed and enhancements identified.
- NOSI continued to attract around 1500 hits each month.
- Collection and compilation of OHS workers' compensation and return-to-work performance indicators for the 2002 Comparative Performance Monitoring (CPM) report.
- NOHSC endorsed a *National Occupational Health and Safety Data Action Plan* which establishes activities by all Australian jurisdictions to improve OHS data. This Plan comes within one of the nine underpinning areas for national action identified in the National OHS Strategy.
- A forum was held for representatives from a broad range of Australian industries to identify effective ways of improving OHS performance through the use of Positive Performance Indicators.
- The fourteenth report of the Australian Mesothelioma Register was published in May 2002.
- The final report was published on the occupational health aspects of data collected through the *Bettering the Evaluation and Care of Health*⁵ (BEACH) study, which is based on data collected by general medical practitioners.

³ <http://www.nohsc.gov.au/Statistics/publications/#compendium>

⁴ <http://nohsc.info.au.com>

⁵ <http://www.nohsc.gov.au/Statistics/beach-main.htm>

Aim and Scope

Output 1.1 aims to provide nationally relevant OHS data that assists in understanding, prioritising and measuring prevention efforts. This is achieved:

- by developing, improving the currency of, and reporting on established OHS data sources;
- by using new and existing OHS data sources to provide a high level analysis of OHS data, and through its dissemination; and
- by improving comparative OHS performance data.

Major Deliverables and Achievements

The National Data Set for Compensation-based Statistics (NDS) contains a standard set of data items, concepts and definitions for inclusion in workers' compensation systems to enable the production of national and nationally comparable workers' compensation-based data and provide an indicator of the nature and extent of OHS problems in Australia. The second edition of NDS, NDS2, was implemented in jurisdictional workers' compensation systems and data collected in line with NDS2 for the first time in 2001–02.

A new NDS database system was developed in 2000–2002 to facilitate the supply and storage of NDS 2-based data provided by the jurisdictions. Systems were developed and put in place to improve the quality and comparability of NDS data.

The first stage of the development of a 3rd Edition of the NDS (NDS 3) commenced. NDS 3 is expected to set out an agreed information set (including standard definitions for specific data items) which can be used for the production of OHS, workers' compensation and return-to-work performance indicators. This will be of relevance for the National OHS Strategy and for the ongoing CPM project.

A preliminary report summarising the results of an analysis of various surveys conducted by the ABS [including the *Work-related Injury Survey* in 2000 and the *Survey of Employment Arrangements and Superannuation* (SEAS) in 2001] was prepared. The report provided a better understanding of the OHS experience of workers who are outside the Australian workers' compensation systems.

The ABS could not provide access to the SEAS unit record level data in time for a final report in 2001–02. This is expected to be completed in 2002–03.

The *Compendium of Workers' Compensation Statistics, Australia, 1999-00*⁶ was published electronically on the NOHSC website. This publication provides a broad picture of Australia's OHS performance in 1999–00 and provides some information on the circumstances surrounding work-related injury and disease occurrences.

NOSI was reviewed and enhancements identified. A revised version of the database incorporating these enhancements, NOSI 2, will be made available in 2002–03.

Data were compiled to assist in assessing the impact of national OHS Standards on OHS outcomes and to support the development of the National OHS Strategy.

⁶ <http://www.nohsc.gov.au/Statistics/publications/#compendium>

NOHSC has worked with the Department of Employment and Workplace Relations (DEWR) since the inception of the CPM project, providing data on OHS and workers' compensation performance in all Australian jurisdictions. In 2001–02, indicators relating to OHS, workers' compensation and return-to-work performance in Australian jurisdictions were compiled and forwarded to DEWR in time for incorporation into a draft 2002 report for consideration by the WRMC in May 2002.

A major activity was the development of a *National OHS Data Action Plan*⁷. The Plan, which was endorsed by NOHSC in April 2002, will guide data activity under the National OHS Strategy. Implementing the *Data Action Plan* will improve OHS data by providing for extended data coverage, collaboration with public health and other relevant sectors, consistent data definitions and measurement principles, and timely reporting.

Positive Performance Indicators provide a basis for measuring the effectiveness of control measures implemented within a workplace to prevent exposure of workers to occupational hazards. Guidelines for the use of Positive Performance Indicators in the construction industry have been refined and their wider applicability was explored in a wider forum of Australian industries.

The fourteenth report of the *Australian Mesothelioma Register*⁸ was published. The aim of the Register is to assist decision-making on this disease by monitoring and reporting on the number of persons with malignant mesothelioma, the rates of mesothelioma and the demographics of the persons diagnosed.

Other major activities undertaken during the year included:

- a report investigating the potential for a common definition of work-relatedness across Australian OHS jurisdictions was produced (concluding that this should not be pursued at this stage);
- a discussion paper on a disease minimum data set and its potential relevance to data collection activities for occupational disease was produced. The disease minimum data set is a set of variables which should be captured in administrative data collections to improve their usefulness for providing information on occupational disease;
- an analysis of data for 1999–2000 held on the National Hospital Morbidity Database, maintained by the Australian Institute of Health and Welfare, was undertaken to assess its usefulness for OHS purposes. These data may be a useful complement to other sources of OHS information;
- work progressed on the analysis and coding of data held on the National Coroners Information System, which is maintained by the Monash University National Centre for Coronial Information, in relation to occupational fatalities, with a view to providing more timely and comprehensive statistics; and
- a report was published on the occupational health aspects of information collected as part of the BEACH study.

⁷ <http://www.nohsc.gov.au/pdf/miscellaneous/DataActionPlan6-6-02.pdf>

⁸ <http://www.nohsc.gov.au/pdf/statistics/mesoMay2002.pdf>

Performance against Output Measures

Quality

User satisfaction with ease of access to and currency of OHS data

Various measures were put in place to give users easier access to OHS data and resource material. These included: the electronic publication of the *Compendium of Workers' Compensation Statistics, Australia 1999–00*; a re-design of the Statistics Page on the NOHSC website (including development work on a NDS Users Discussion Board). Advice received from relevant officers within State and Territory workers' compensation and OHS agencies indicated a positive response to these initiatives.

An extensive tripartite consultation process, involving questionnaires, workshops and individual discussion activities, was used in developing the *National OHS Data Action Plan* to identify how to improve the ease of access to and relevance of OHS data. The plan was accepted by NOHSC's Information Committee. Specific improvement activities were included in the Action Plan to take account of comments and feedback.

Quality, clarity and relevance of data analyses

Feedback received from members of NOHSC's Information Committee on the quality of the report prepared on the analysis of various surveys conducted by the ABS (including the *Work-related Injury Survey* in 2000 and the *Survey of Employment Arrangements and Superannuation* in 2001) was positive. The final report (to be provided to the Committee in 2002–03) is expected to guide the direction of further work in this area.

The Australian Mesothelioma Register Report has been enhanced to improve its relevance to readers. A concise analysis and summary of major trends is now provided, as well as more detailed information on mesothelioma cases (including industry and occupation, using the ICD 10 coding system). This increases data consistency and analysis and improves the compatibility of data with that in other OECD countries.

An analysis was undertaken of the 1999–2000 data held on the National Coronial Information System (NCIS) which could provide more up to date information on occupational fatalities than other data collections. The analysis found that, at its present stage of development, the NCIS is not yet as comprehensive as other collections, but can produce more timely information.

Quantity

Degree to which available data and analyses cover the range of OHS matters relevant to users

The introduction of the second edition of NDS 2⁹ improved the reliability and integrity of NDS data. In addition to the collection of NDS 2 information relating to minor claims being collected for the first time, there were related activities associated with the analysis of ABS survey data. These sought to provide stakeholders with a better understanding of the coverage and utility of NDS-based data. Members of NOHSC's Information Committee supported these initiatives

⁹ www.nohsc.gov.au/Statistics/publications/#compensationData

An analysis of the OHS aspects of data collected as part of the *National Hospital Morbidity Data Base* indicates that these data may extend the range of information currently available. The data may provide information on more serious injuries and diseases in workers, including those not covered by workers' compensation schemes. Data for 2000–01 were obtained in August 2002 to establish whether trends can be determined. It is anticipated that a report outlining the findings of this analysis will be published towards the end of 2002–03.

Extent to which data analyses provided by NOHSC are used

NOSI continued to attract around 1500 hits each month.

Electronic and hard copies of reports such as the BEACH study and the Australian Mesothelioma Report were distributed. Information was also provided in response to specific requests relating to data on occupational fatalities, disease and injury from more than 150 enquirers. These included Federal and State Government agencies, Law Courts, solicitors, businesses and individuals.

Price

\$3.231 million

OUTPUT 1.2—IMPROVING NATIONAL ACCESS TO OHS INFORMATION

Output 1.2—Highlights

- Future workplace safety competency was improved by integrating OHS into several National Training Packages.
- Development and trial implementation of a draft National OHS Audit Tool for auditing assessors under the national certification system.
- New national learning guides to address the safety and competency of workers operating industrial equipment.
- Coordination of an OHS library purchasing consortium of the NOHSC library and State and Territory agency libraries.
- Contribution of cataloguing records for electronic resources to the National Bibliographic Database.
- Use of NOHSC's *Australian Occupational Health and Safety Thesaurus* by the States and Territories and by the European Agency for Safety and Health at Work.
- Publication of a web guide with links to information on safe handling of mail and biological hazards published by the Commonwealth, States and Territories, and by overseas agencies.
- Development of an electronic OHS Guide for the franchising sector.
- Introduction of the NOHSC-EU website in cooperation with the European Agency for Safety and Health at Work.
- Introduction of a new Search Engine to improve access to NOHSC's information on the Internet and Intranet.
- Introduction of an Extranet to facilitate publication of meeting notes, etc, to all internal users and to external stakeholders.
- Improvements to firewall procedures within NOHSC's IT environment to reduce the risk of unauthorised access to NOHSC data.

Aim and Scope

The overall objective of Output 1.2 is to provide information in a form that helps duty of care holders, particularly small businesses, to understand and fulfil their OHS responsibilities, through:

- the provision of information rapidly in a form that meets users' needs;
- developing systems and services that enhance accessibility;
- facilitating the integration of OHS into vocational training and national skills development; and
- raising the awareness of NOHSC as a gateway to comprehensive OHS information.

Major Deliverables and Achievements

OHS skills development is a key activity for NOHSC, and is overseen by the tripartite Skills Development Committee (a sub-committee of the Information Committee). NOHSC seeks to work closely with ANTA to ensure that OHS is taken into account in the development of occupational training materials. In 2001–02, NOHSC refined a draft Memorandum of Understanding with ANTA (which was signed by both parties in 2002–03).

The NOHSC National Certification Standard for the Users and Operators of Industrial Equipment specifies nationally uniform certification classes and competency standards for scaffolding and rigging, crane and hoist operation, and pressure equipment operation. A nationally consistent Audit Tool has been developed and is being trialled. It will allow OHS jurisdictions to audit independent (third party) assessors who assess competencies of industrial equipment operators. It is expected to be in full operation by 30 June 2003.

Assessment instruments for use by assessors of operators of forklift and elevating work platforms were revised. Operators of this equipment are subject to the National Certification Standard. The initiative will facilitate consistent assessments.

Draft learning guides for industrial equipment operators have been completed. They cover dogging, forklifts and elevating work platforms and will assist in improving the standard of OHS achieved by operators of such equipment.

Relationships with Industry Training Advisory Boards and education authorities have been consolidated. This gives NOHSC the opportunity to provide ongoing advice regarding the inclusion of OHS into National Training Packages. That will ensure that OHS is integrated into a broad range of industry training courses. Advice was provided for the following Training Packages: Horticulture and Agriculture; Community Services; Food Industry; and Construction.

Following investigation of the support for the formation of a consortium of NOHSC member agency libraries and OHS professional organisations, a consortium for purchasing electronic OHS publications was put in place in November 2001. This delivers cost and administrative efficiencies to consortium members. Consortium purchases were completed for two OHS information products in December 2001 and May 2002. This resulted in significant savings in the purchase of electronic products for NOHSC and member agencies and has increased access to high quality OHS information by Australian OHS professionals.

The *Australian Occupational Health and Safety Thesaurus*¹⁰ was developed by the NOHSC library in 1999–2000 and revised in 2000–01. The Thesaurus was adopted in 2001–02 by four of the NOHSC member agencies as the controlled list of subject headings for the application of metadata to their websites. In addition, the European Agency for Safety and Health at Work has identified the thesaurus as the most comprehensive available internationally and proposes to use it as the basis for the development of a multi-lingual OHS thesaurus. The use of the thesaurus nationally and internationally will considerably enhance the ease of access to OHS information on the internet.

In December 2001, following incidents in the United States concerning anthrax spores being sent in letters and packages and Australian reports of suspicious packages, the NOHSC library developed a guide, with links, to useful information and advice published by Australian and overseas government agencies. This included information and advice on the handling of mail and packages, as well as information on anthrax and other biological and chemical hazards.

The NOHSC website aims to be an important source of OHS information for small business operators. Through its website, and other initiatives, NOHSC strives to improve small business access to relevant OHS information. The website will be updated during 2002–03.

A comprehensive guide was developed on the OHS responsibilities, duties and obligations of businesses in the franchising sector. This information covers both franchisors and franchisees in each of the Australian jurisdictions. It has been formatted as an electronic user-friendly guide and was placed on both the NOHSC¹¹ and Office of Small Business Internet sites in 2002–03.

A new search engine was put in place which has improved access to information stored on NOHSC's Internet and Intranet sites.

An Extranet facility was established to give NOHSC members electronic access to NOHSC information and records. This has greatly simplified processes such as distributing large papers to members before meetings and allows members to view past reports, etc, more easily.

Firewall facilities have been upgraded to reduce the risk of unauthorised access to NOHSC data.

Performance against Output Measures

Quality

User satisfaction with the speed, cost, ease of access and relevance of information distributed by NOHSC

There was a positive response from State education and training departments and organisations to workshops and surveys focusing on OHS in education sectors. There has been more involvement by NOHSC in the review of National Training Packages, in line with the aims of its Skills Development Committee.

The NOHSC library conforms to (or exceeds) national standards as set out by the Australian Interlibrary Resource Sharing Code for speed of interlibrary delivery.

¹⁰ <http://www.nohsc.gov.au/OHSInformation/LibraryServices/#Thesaurus>

¹¹ <http://www.nohsc.gov.au/SmallBusiness/franchiseguide/>

Degree to which available information covers the range of matters relevant to users

The NOHSC Office provided OHS input into National Training Packages under review by Industry Training Advisory Boards, and continues to do so. The responses received from National Industry Training Advisory Boards indicate that the information provided is relevant to users of Training Packages.

The NOHSC library continued to add to its collection (especially in the area of electronic resources) and contributed international standard cataloguing records to the National Bibliographic Database, both for print and electronic information. It also continued in its role as the Australian National CIS Centre. CIS (International Occupational Safety and Health Information Centre) is a joint undertaking of national and international organisations concerned with organising and making accessible the increasing amount of OHS information.

Quantity

Extent to which NOHSC is used as an information source

The NOHSC Office provides assistance to the educational and general community on the nature and location of available OHS information. Seventy written responses to queries were provided during the year. The Education and Training section on the NOHSC website received approximately 15,000 hits in 2001–02.

The Library's collection was made available to the community through the Australian library network. The Library provided loans or copies of 1,550 items to other libraries. The NOHSC Library operated an OHS video lending service available to the Australian OHS community and loaned about 450 OHS training videos to 150 registered borrowers.

The NOHSC website is now attracting, in total, approximately 20,000 visitors to the website each month.

Two issues of *NOHSC News* were produced (in Spring 2001 and Autumn 2002). The publication is available on the NOHSC website¹² and an e-mail alert notifies interested parties of its publication.

There were 134 media enquiries over the year. Peaks occurred after publication of *NOHSC News* and the OHS supplement in *The Australian* of 5 February 2002 as well as following the announcement of the new National OHS Strategy on 24 May 2002. NOHSC media releases¹³ also led to inquiries and media reports.

Thirty-six media enquiries required the provision of statistical data and 13 resulted in interviews. Eight editorial contributions from NOHSC were published in various specific OHS journals (including *National Safety*, *Occupational Health News*, *Journal of OHS* and *OHS Networker*).

Price

\$2.564 million

¹² <http://www.nohsc.gov.au/NewsAndWhatsNew/NOHSCNews>

¹³ Available on the NOHSC website at <http://www.nohsc.gov.au/NewsAndWhatsNew/MediaReleases>

OUTPUT 1.3—IMPROVING NATIONAL COMPONENTS OF THE OHS AND RELATED REGULATORY FRAMEWORK

This output has three distinct areas of activity. The first focuses on core NOHSC responsibilities relating to the improvement and development of national advisory standards in identified priority areas. The other two, the OHS Assessment of Agricultural and Veterinary Chemicals, and the National Industrial Chemicals Notification and Assessment Scheme (NICNAS) Government Business, cover chemical policy and assessment activities.

Output 1.3—Highlights

- Use of chrysotile asbestos has been prohibited from no later than 31 December 2003 and substantial progress has been made on a comprehensive prohibition on all forms of asbestos, including a nationally consistent approach to administering the prohibitions.
- WRMC's strategies for a consistent regulatory framework for major hazard facilities (MHFs) have been implemented. Introduction of regulation in all States is expected to be completed in 2003.
- A review of Schedule 1 of the MHFs standard was initiated.
- Significant improvements have been realised in updating the national regime for exposure standards, including declaration of new or revised standards for 24 chemicals.
- The Continuous Improvement Program for National Standards has been implemented. Four of the seven priority standards areas have been assessed under this program. Major reviews have been initiated for two areas: manual handling and hazardous substances.
- National awareness raising workshops on the UN's Globally Harmonised System for Classification and Labelling of Chemicals were held.
- High quality scientific risk assessments have been undertaken under arrangements with the National Registration Authority to ensure the safe use of chemicals by workers in the agricultural and veterinary sectors.
- Legislative changes were made to the *Industrial Chemicals (Notification and Assessment) Act 1989* to streamline processes and reduce costs to industry while maintaining health, safety and environmental standards.

National OHS and Related Regulatory Framework

Aim and Scope

Responsibility for regulating and enforcing OHS in Australia rests with the Commonwealth, States and Territories. The various legislative and associated instruments used to give effect to these responsibilities constitute the national OHS and related regulatory framework.

NOHSC's National OHS Improvement Framework (NIF)¹⁴ has focused major effort on a nationally consistent approach to OHS regulation in Australia and the regular review of regulatory requirements. To facilitate this, NOHSC maintains (and develops, where a need is demonstrated) national standards and codes of practice to support the OHS regulatory framework in identified priority areas¹⁵. These standards and related materials aim to improve health and safety in work environments by providing a means of:

- facilitating improvements to the OHS regulatory framework by promoting prevention solutions;
- fostering national consistency in areas that is considered of particular value; and
- enabling the consolidated national review of priority regulatory requirements to ensure that they remain relevant, effective and practicable, are not unnecessarily prescriptive and do not place unnecessary restrictions on competition or international trade;

The seven priority areas where NOHSC maintains national standards are Manual Handling; Occupational Noise; Plant; Certification of Users and Operators of Industrial Equipment; Major Hazard Facilities; Workplace Hazardous Substances; and Dangerous Goods.

Major Deliverables and Achievements

Continuous Improvement Program for National Standards

2001–02 was the first year of implementation of NOHSC's Continuous Improvement Program. The focus was on undertaking initial assessments of the priority standards areas. (The assessments are called Annual Situation Reports.) Assessments of regulatory material for Major Hazard Facilities, Noise, Certification and Dangerous Goods were completed in 2001. The Annual Situation Reports were endorsed by NOHSC and are available on the NOHSC web site. The remainder of 2001–02 saw preparation of updates to these assessments and development of assessments for the remaining areas. A full set of assessments is to be presented to NOHSC in 2002–03.

¹⁴ The NIF has now been superseded by NOHSC's National OHS Strategy 2002–12

¹⁵ NOHSC is empowered by ss 10 and 38 of the NOHSC Act to develop and declare such advisory standards and codes. All standards, codes and other NOHSC guidance material are available on the NOHSC website at <http://www.nohsc.gov.au/OHSLegalObligations/NationalStandards/nationalstandards.htm>

Key findings of assessments and consequential action are set out in separate sections below. Table 2 summarises activities that have given rise to amendments or potential amendments to the priority standards in 2001–02.

Table 2: Status of Standards and Associated Codes of Practice

National Standards	Activities in 2001–02
1. Manual Handling National Standard (1990) National Codes of Practice: <ul style="list-style-type: none"> • Manual Handling (1990) • Prevention of Occupational Overuse Syndrome (1994) 	<p>No changes to the standard or codes were initiated or made.</p> <p>Plans for a major review of the standard and related materials were developed by NOHSC (and endorsed by WRMC in May 2002). The review is to be completed in 2002–03.</p>
2. Occupational Noise National Standard (2000) National Code of Practice: <ul style="list-style-type: none"> • Management and Protection of Hearing at Work (2000) 	<p>No changes to the standard or code were initiated or made.</p> <p>Assessments of the standard and code have identified:</p> <ul style="list-style-type: none"> • monitoring requirements for several areas where developments may require review of potential updates; and • aspects of the code to be examined in 2002–03 for possible updating.
3. Plant National Standard (1994)	<p>No changes to the standard were initiated or made.</p> <p>Six areas for potential improvement have been identified and will be examined further in 2002–03.</p>
4. Certification National Standard (2001)	<p>Technical and administrative improvements arising from the full review of the Standard (which was completed in July 2000) were declared by NOHSC in July 2001.</p>
5. Major Hazard Facilities National Standard (1996) National Code of Practice (1996)	<p>Review of Schedule 1 of the standard was initiated. Technical and administrative updates arising from the review are anticipated to be declared by NOHSC in October 2002.</p> <p>In May 2002, WRMC endorsed a full review of the standard and code to occur after the implementation of MHF regulation by all States. Implementation is expected to be completed during 2003.</p>

6. Workplace Hazardous Substances	Amendments were made to prohibit use of chrysotile asbestos, to incorporate existing prohibitions on amosite and crocidolite asbestos and to update or establish exposure standards for 24 substances.
<i>National Standards:</i>	
<ul style="list-style-type: none"> National Model Regulations for the Control of Workplace Hazardous Substances (1994) 	Public comment phases of reviews of exposure standards for chrysotile asbestos and benzene are expected to be completed in 2002–03.
<ul style="list-style-type: none"> National Model Regulations for the Control of Scheduled Carcinogenic Substances (1995) 	Plans for a major review of the standards and related materials were developed by NOHSC (and endorsed by WRMC in May 2002). The review is to be completed by 2004.
<ul style="list-style-type: none"> Approved Criteria for Classifying Hazardous Substances (1999) 	Updating to align with recent European criteria was initiated and is to be completed in 2002–03.
<ul style="list-style-type: none"> Specific standards for Inorganic Lead (1994) and Synthetic Mineral Fibres (1990) 	
<i>National Codes of Practice:</i>	
<ul style="list-style-type: none"> Control of Workplace Hazardous Substances (1994) 	
<ul style="list-style-type: none"> Control of Scheduled Carcinogenic Substances (1995) 	
<ul style="list-style-type: none"> Preparation of Material Safety Data Sheets (MSDS) (1994) 	Review of the code initiated. Conclusion deferred to 2002–03 to incorporate global harmonisation initiatives.
<ul style="list-style-type: none"> Labelling of Workplace Substances (1994) 	Review of the code initiated. Conclusion deferred to 2002–03 to incorporate global harmonisation initiatives.
<ul style="list-style-type: none"> Specific codes for Inorganic Lead (1994), Synthetic Mineral Fibres (1990), Ethylene Oxide (1992), Timber Preservatives and Treated Timber (1988) and Vinyl Chloride (1990) 	
<ul style="list-style-type: none"> Safe Removal of Asbestos (1988) 	Review initiated by NOHSC in April 2002 to be undertaken in tandem with action on asbestos prohibition initiatives.
7. Dangerous Goods	No changes to the standard or code were initiated or made.
National Standard (2001)	
National Code of Practice (2001)	Codes for labelling and MSDS are being developed as part of the reviews under the hazardous substances framework.

Manual Handling

In April 2002, NOHSC agreed to a comprehensive review of its manual handling regulatory materials. These materials provide the basis for consistent national regulation of manual handling and provide guidance on good practice in this type of work. The review was endorsed by WRMC in May 2002. The initial phase of the review is to be considered by NOHSC in 2002–03.

The review will be wide ranging and provide an opportunity to consider all aspects of the national materials, reflecting the fact that the national standard has not been reviewed since it was declared in 1990. While not limiting the scope of the review, NOHSC has directed that the review cover specific matters, including:

- international approaches to regulating manual handling and emerging issues;
- rationalisation of materials, terminologies and definitions to facilitate consistent uptake of the Standard and Code;
- plain English usage and refinement to provide direction to users on achieving regulatory compliance; and
- the extent to which the Standard should prescribe responsibilities, for designers and manufacturers.

Occupational Noise

The objective of the national standard for Occupational Noise is to reduce significantly the incidence and severity of occupational noise-induced hearing loss. The 2001 Annual Situation Report for Occupational Noise concluded that the national standard remained adequate as the basis for national regulation in this area. Nonetheless, it identified the following four emerging issues that require further examination and monitoring to ensure that national regulatory materials stakeholders remain adequate:

- synergistic effects of noise and chemical/physical agents;
- implications of infrasound and ultrasound;
- possible non-auditory effects of noise at all frequencies; and
- new technologies testing for incremental noise-induced hearing loss.

These issues will be examined in 2002–03, along with issues subsequently identified that relate to the consistency of the noise code of practice with more recently developed guidance material, including Australian Standards that are referenced in the code.

Plant

Assessment of the national standard for plant is at a preliminary stage. The standard is designed to protect the health and safety of persons from hazards arising from plant and systems of work associated with plant. Certain areas were identified as priorities for examination and they will be the focus of the first Annual Situation Report to NOHSC, in October 2002–03. They include:

- the extensive referencing and central role of Australian Standards;
- developing an agreed list of acceptable international bodies producing relevant standards;

- reducing or removing inconsistencies in adoption and implementation of the standard across jurisdictions; and
- greater emphasis on safe design considerations.

Certification of Users and Operators of Industrial Equipment

The comprehensive review of the standard concluded in 2000–01. The objective of the standard is to achieve nationally uniform competency-based OHS certification standards for work involving, or tasks associated with, the use and operation of industrial equipment. The implementation of a national OHS certification standard provides basic requirements for safe equipment use and operation in all relevant industries and assists in reducing associated accidents and injuries. The review reaffirmed the standard as the basis for maintaining a nationally consistent approach to certification. The technical and administrative amendments arising from the review were declared by NOHSC in July 2001.

The 2001 Annual Situation Report for Certification was endorsed by NOHSC in October 2001. It identified several developing issues with potential impact on the national material including: treatment of remote controlled tower cranes; emergence of new technology; competency training; and assessment arrangements. These issues are being monitored for their impact on national regulatory material and progress will be reported to NOHSC in 2002–03.

Control of Major Hazard Facilities

The objectives of this national standard are to prevent major accidents and near misses, and to minimise the effects of any major accidents or near misses at MHFs. In 2001–02, NOHSC focused on the implementation of the strategies endorsed by WRMC in May 2001 for achieving nationally consistent regulation MHFs, namely:

- facilitating a consistent regulatory framework in all jurisdictions;
- facilitating the sharing of expertise among jurisdictions;
- developing practical guidance and training material;
- facilitating the mutual recognition of safety case assessments; and
- developing performance indicators to compare safety outcomes.

NOHSC formed the tripartite MHF Implementation Reference Group to assist in this work. It has representatives from all jurisdictions and includes representatives of industry, employees and the national offshore MHF working group. Jurisdictional representation extends beyond OHS authorities, reflecting the range of agencies with responsibility for regulating MHFs.

Substantial progress has been made with implementation of the strategies. Victoria and Queensland have already introduced laws based on the national standard and the remaining State Governments are expected to introduce similar regulation in 2003. The focus of national efforts is now shifting to facilitating implementation and consistent assessment under the safety case regime across jurisdictions.

One element of the first strategy (consistent regulatory framework) involves updating Schedule 1 of the National Standard. The schedule contains formulae for identifying which facilities are MHFs. Proposals for amending the schedule were released for public comment in 2001. In May 2002, WRMC endorsed directions for finalising the review in the light of comment received, namely, revising the schedule in 2002–03 to make technical improvements.

Hazardous Substances Regulatory Package

The Hazardous Substances Regulatory Package consists of a wide range of materials (see Table 2 above). They are designed to form a nationally consistent overarching framework for better control of workplace chemicals in Australia. NOHSC gives a significant emphasis to the ongoing improvement, support and development of this package, reflecting its centrality to a nationally consistent framework for regulating chemicals.

The most significant development in 2001–02 was the completion of plans for undertaking a comprehensive review of the Hazardous Substances Regulatory Package. Under COAG Principles and Guidelines, the core elements of the Package are to be reviewed by 2004. WRMC endorsed the review in May 2002.

NOHSC has adopted a staged process to the review. Initial efforts will focus on identifying and prioritising issues and approaches to be covered by the review. In establishing the review, NOHSC identified the issues to be considered, including: simplifying the framework; consolidating the materials; adopting emerging international systems; and integrating policies that affect chemical management in the workplace.

NOHSC has the lead role in national implementation of the UN's Globally Harmonised System for Classification and Labelling of Chemicals (GHS). This includes the integration of GHS hazard communication and classification elements into the Hazardous Substances Regulatory Framework, such as the Codes of Practice for Material Safety Data Sheets (MSDS) and Labelling of Hazardous Substances.

Schedule 2 Prohibitions—Prohibition of Chrysotile and Other Forms of Asbestos

Schedule 2 is that part of the Hazardous Substances Regulatory Package that identifies substances prohibited for importation and future use in workplaces. The major work in 2001–02 focused on the prohibition of chrysotile asbestos. With the support of WRMC and following a public comment process, NOHSC declared the prohibition, which is to take effect no later than 31 December 2003.

Subsequent activities have focused on arrangements for the nationally consistent implementation of the prohibition. This includes the development of a national list of exemptions and criteria for their enforcement. Proposals were released for public comment in June 2002.

In conjunction with this work, NOHSC is developing a comprehensive prohibition on all forms of asbestos. The first step involved consolidating existing prohibitions on amosite and crocidolite asbestos. The second step involves extending the prohibition to three other forms of asbestos. While there are no known uses for these substances in Australia, there is currently no national prohibition on them. Proposals to introduce such a prohibition were released for public comment in June 2002.

National Exposure Standards

National Exposure Standards represent airborne concentrations of individual chemical substances which, according to current knowledge, should neither impair the health of, nor cause undue discomfort to, workers. They assist in keeping workplace atmospheres as free as practicable from hazardous contaminants.

NOHSC has initiated a fast track process for reviewing and updating its national exposure standards to align Australian standards with those applied in the United Kingdom. The aim is to ensure that the national exposure standards are up to date and, as far as possible, aligned with international best practice. Over 400 standards are in the fast track category.

The first batch of proposed revisions to exposure standards was declared by NOHSC in October 2001, and the second batch of fast-track exposure standards was declared in April 2002. Together they revised or created standards for 24 substances.

NOHSC has also established a program for reviewing exposure standards for substances that do not fall within the fast track process. Under this program:

- a review of the benzene exposure standard was initiated in response to recommendations by a NICNAS Priority Existing Chemical (PEC) assessment of benzene. A proposal to amend the standard was released for public comment in May 2002;
- formaldehyde has been selected for review. This is being undertaken in conjunction with a PEC assessment by NICNAS to streamline the overall review process;
- NOHSC is continuing to examine the exposure standard for crystalline silica in order to develop transparent and soundly based recommendations for a suitable Australian exposure standard. A review has been undertaken by the University of Western Australia. Following peer review of its outcomes, NOHSC will consider further action in 2002–03.

Storage and Handling of Workplace Dangerous Goods

NOHSC is facilitating the implementation of the national dangerous goods framework, which consists of a national standard and a national code of practice. They are designed to ensure the effective control of the storage and handling of dangerous goods in Australia, so as to protect the safety and health of workers and the public, as well as the protection of property and the environment. The implementation includes: integrating dangerous goods provisions into the national labelling and MSDS codes of practice; simplification of regulations; and arrangements to facilitate harmonisation of hazardous substances and dangerous goods regulations. Implementation of the dangerous goods package has commenced in each State and Territory and nationally consistent regulation is expected to have been introduced in all jurisdictions in 2003.

Proposals for New Regulatory Materials

Three proposals to develop new regulatory materials were assessed and considered by NOHSC in 2001–02. New NOHSC regulatory material is developed where need is demonstrated. Assessment of need is undertaken in accordance with criteria set out in the Continuous Improvement Program for National Standards. The proposals, and the conclusions reached by NOHSC, were as follows:

- possible standards and codes of practice for construction, demolition and falls from heights were considered. At its meeting of 17 April 2002, NOHSC concluded that the proposals not be progressed (mainly because of overlap with existing standards), but that further action be considered, as appropriate, as part of implementing the National OHS Strategy and that reviews and assessments of existing standards include consideration of their effectiveness in relation to the construction sector; and

- possible regulatory material on workplace fatigue and environmental tobacco smoke was considered (NOHSC identified a need to further examine possible national actions in the light of initiatives being undertaken in the jurisdictions). NOHSC is expected to consider these matters further in 2002–03.

Performance against Output Measures

Quality

Quality and effectiveness of advice

Performance is measured by the following:

- advice to WRMC and NOHSC was accepted. In 2001–02, no recommendation made to either of these bodies was rejected or substantively changed;
- three Regulation Impact Statements were developed in 2001–02. The Commonwealth Office of Regulation Review assessed each as complying with COAG Principles and Guidelines; and
- the extent to which NOHSC regulatory materials have been reflected in jurisdictions' regulations (see Table 3 below) also indicates the quality and effectiveness of NOHSC's work in this area.

Quantity

Percentage of provisions in NOHSC framework materials that are reflected in jurisdictions' regimes

Table 3 summarises the extent to which provisions in each of the principal national standards are reflected in regulatory regimes. All, or most, key provisions of the national standards have been given effect in jurisdictional regulations. The major exceptions are Major Hazard Facilities and Dangerous Goods. Implementation of these standards is underway in all jurisdictions and regulation based on the standards is expected to be introduced in all States in 2003.

Table 3: Status of Adoption of NOHSC Priority National Standards into Regulation—as at June 2002

National Standard ²	Extent of Adoption by Jurisdiction ¹								
	NSW	Vic	Qld	WA	SA	Tas	NT	Cwth	ACT
Manual Handling	Y	M	Y	M	M	Y	M	Y	M
Occupational Noise	Y	M	M	Y	P	M	M	Y	N
Plant	M	M	N	M	Y	Y	M	M	P
Certification	Y	Y	Y	Y	Y	Y	Y	Y	Y
Major Hazard Facilities	N	Y	Y	N	N	N	N	N	N
Hazardous Substances	M	M	M	M	M	M	M	Y	N ³
Dangerous Goods	N	Y	Y	N	N	N	N	N	N

Notes:

- Adoption is assessed against key elements of the national standard (which are defined as aspects of the standard for which national consistency is considered important). The assessment is not restricted to OHS regulations. It is determined by whether a jurisdiction has a legal requirement equivalent to the key element irrespective of the body of legislation or legal practice that provides the basis for the requirement. The assessment uses the following coding:
Y the key elements have been fully adopted;
M most of the key elements have been adopted;
P only a portion of the key elements have been adopted; and
N the key elements have not been adopted.
- Assessment of adoption of the plant standard was not completed at the time of preparation of the 2001–02 annual report.
- Implemented as an approved code of practice.

Proportion of major areas of hazard covered by NOHSC framework materials

The Continuous Improvement Program approved by NOHSC in April 2001 schedules the assessments under this measure on a triennial basis, with the first to occur in 2002. Data indicate that 75 to 80 percent of work-related injury, death and disease in Australia are covered by the standards for the seven priority areas. This figure will be updated as further data are obtained.

OHS Assessment of Agricultural and Veterinary Chemicals

Aim and Scope

Agricultural crops and animal production represent a significant proportion of the national economy. Therefore, maintaining and managing a healthy sector is essential for the growth of the industry. To this end, agricultural and veterinary (agvet) chemicals play a critical role in the protection of agricultural crops and animal health. The use of such chemicals requires careful management in terms of appropriate decision making and presents a major challenge for those involved in the process. The National Registration Authority for Agricultural and Veterinary Chemicals (NRA) is responsible for the operation of the National Registration Scheme (NRS) that aims to ensure that the use of agvet chemicals does not pose unacceptable risks to workers, the public, the environment and trade.

NOHSC conducts OHS risk assessments on behalf of the NRA. The OHS risk assessment of agvet chemicals is carried out for product registration and chemicals review for current registered products. Review and evaluation outcomes and recommendations contribute to the NRA's risk management, mitigation and control strategy. NOHSC also undertakes the development of OHS risk assessment methodologies aimed at ensuring a scientifically rigorous process and policy guidance on the safe use of agvet chemicals for workers.

Major Deliverables and Achievements

All OHS risk assessments in 2001–02 were completed to the required standard of quality and within required timeframes. Over 95 per cent of recommendations provided by NOHSC were accepted by the NRA. Several major reviews of priority chemicals were completed, ensuring that those chemicals may continue to be used safely (for details, see Figure 7).

NOHSC represented and promoted the OHS interests in agvet chemicals safety in a wide range of national, State and Territory forums, including the Agricultural and Veterinary Chemicals Policy Committee, the Working Group on Contestability of Assessment Services, the Registration Liaison Committee and the Chemical Review Steering Group.

NOHSC participated in the Australian Wine Industry Technical Conference held in Adelaide in October 2001, which focused on future trends in agrochemical use and issues related to exposure assessment and risk assessment. NOHSC contributed to international activities, including harmonisation of assessment methodology, through membership of the NRA Steering Committee on International Registration Issues. International links were also fostered through exchanges on specific OHS issues with overseas agencies including: United States Environmental Protection Agency; California Environment Protection Agency; Health and Safety Executive (Biocides and Pesticides Assessment Unit) United Kingdom; Department for Environment, Food and Rural Affairs (Pesticides Safety Directorate) United Kingdom; and the London School of Hygiene and Tropical Medicine.

Other key activities included: the completion of a draft compendium, *Compendium on Farming Practices*, documenting worker activities listed by crop/agricultural practice; and a series of field visits to farming properties in the ACT, Victoria and Queensland, helping the application of OHS risk assessment methodologies and risk management strategies to be appropriately tailored to realistic agricultural and veterinary practice.

Performance against Output Measures

Overall performance for OHS risk assessment of agricultural and veterinary chemicals was high. Performance data and trend analysis of assessment work against stated output measures of quality and quantity are provided at Appendix 13.

In summary, key outputs and outcomes included:

- high quality assessment, with over 95 per cent of OHS recommendations being accepted by the NRA;
- high productivity and efficiencies based on 100 per cent of assessments meeting agreed timeframes;
- timely advice on prioritisation and successful completion of scientific review of priority existing chemicals to meet quality and time requirements, with all recommendations accepted by the NRA;
- assessment outputs benchmarked against other competent regulatory authorities overseas; and
- a comprehensive review of 12 sheep ectoparasiticide chemicals with respect to OHS issues was completed under the Chemical Review Program.

NICNAS Government Business

Aim and Scope

The National Industrial Chemicals Notification and Assessment Scheme (NICNAS) is established by the *Industrial Chemicals (Notification and Assessment) Act 1989*. It is a cost-recovered scheme which, broadly, provides for the assessment of new chemicals (and certain existing chemicals) for their occupational, environmental and public health safety. As previously discussed, NOHSC ceased to be responsible for NICNAS in December 2001, but continued to provide, as required by the NOHSC Act, funding and staffing for NICNAS until the passage in June 2002 of relevant amendments to the ICNA Act and the NOHSC Act.

This report covers NICNAS' Government business. Other aspects of NICNAS' work are detailed in its own annual report.

This area of activity supports government-related initiatives for chemical regulatory activities through NICNAS compliance, and chemical policy and negotiation matters. The NICNAS compliance program, which is 50% funded by the Commonwealth Government, is ongoing and is implemented to ensure equitable application of the Scheme across industry and the protection of workers, the community and the environment. The provision of technical policy advice and representation on national and international chemicals negotiation issues help to ensure that the regulation of industrial chemicals represents best practice and is consistent with overall government objectives.

Major Deliverables and Achievements

NICNAS staff participated in a number of international activities such as: the Trans-Tasman Mutual Recognition Arrangement; the International Programme on Chemicals Safety (IPCS) on Harmonisation of Risk Assessment Methodologies; the Stockholm Convention (persistent organic pollutants); and the OECD Joint Chemicals and Environment Program. National priority policy areas where the NICNAS staff were active included the: Chemicals Clearing House (a Commonwealth interdepartmental committee for the coordination of chemicals policy); endocrine disrupting chemicals issues; and the Air Toxics Program.

The major activities undertaken for chemicals policy and negotiation matters include input into legislative changes for the ICNA Act and chemical treaty negotiations including on the Rotterdam Convention on Prior Informed Consent (PIC). The legislative changes included amendments to the Polymers of Low Concern regulations and Priority Existing Chemicals assessment through amendments to the ICNA Act. These were included in the *Safety Rehabilitation and Compensation and Other Legislative Amendments Act 2001* that received Royal Assent in October 2001 and was proclaimed in November 2001. The legislative amendments will enable NICNAS to run more efficiently and will reduce the regulatory burden on industry, whilst maintaining assurances of human health and safety and the environment.

NICNAS is responsible for domestic implementation of the industrial chemical aspects of the Rotterdam Convention on PIC. PIC allows for exporting countries to inform importing countries when chemicals that have been banned or severely restricted in the exporting country are being traded. Until the Convention enters into force internationally, PIC arrangements are being implemented on a voluntary basis by Australia and other countries. No decision has yet been made to ratify the Convention in Australia. NICNAS and other agencies have had input into and attended international meetings which are setting standards and procedures for future action, and considering individual chemicals for inclusion in the PIC procedure.

In March 2001, four applications were made to the AAT for review of the Director's decisions relating to the applicants 1999–2000 registration charges. All four applicants were cosmetic introducers and they were joined by their governing industry body as an interested party. The applications were subsequently withdrawn in December 2001 and the Director's assessments on the applicants' registration charges were taken to stand.

The NICNAS compliance program activities are reported in detail in the NICNAS Annual Report 2001–02.

Performance against Output Measures

An overview of the performance against output measures for NICNAS government business are provided at Appendix 14. In summary, quality and time measures were met for all government business activities, including preparation of Ministerial briefs, contributions to national and international briefs, participation in national and international meetings and representation to the Administrative Appeals Tribunal.

Price

Output 1.3 is made up of three distinct areas of activity: National OHS and Related Regulatory Framework; OHS Assessment of Agricultural and Veterinary Chemicals; and NICNAS Government Business. National OHS and Related Regulatory Framework and NICNAS Government Business are funded through Government appropriation. The OHS Assessment of

Agricultural and Veterinary Chemicals is funded under a purchaser/provider arrangement with the NRA. Details of the three components are as follows:

National OHS and Related Regulatory Framework	\$2.833 million;
OHS Assessment of Agricultural/Veterinary Chemicals	\$2.109 million;
NICNAS Government Business	\$0.660 million;
Total for Output 1.3	\$5.602 million.

OUTPUT 1.4—FACILITATING AND COORDINATING NATIONAL OHS AND RELATED RESEARCH EFFORTS

Output 1.4—Highlights

- Development and implementation of a three year Safe Design National Action Plan.
- A Memorandum of Understanding with the Defence Materiel Organisation.
- Activities under the national OHS research networks project.
- Development of the OHS Research Directions Statement.
- Developing proposed NOHSC research priorities for 2002–03 in consultation with NOHSC members.
- National forums were convened focusing on: innovative OHS incentives; stress; and key management motivators in OHS.
- Publication of a major report '*Key Management Motivators in Occupational Health and Safety*'.
- Establishment of a specialist OHS regulation research network through the National Research Centre for Occupational Health and Safety Regulation as part of the ANU's Regulatory Institutions Network.

Aim and Scope

To provide the best available knowledge of OHS issues and prevention activities by:

- identifying priorities for research and promoting the coordination and development of Australia's research networks;
- providing research surveillance, interpretation and dissemination to support jurisdictions and industry parties; and
- identifying and undertaking research which is transferable into OHS policy and practice.

Major Deliverables and Achievements

The *Safe Design* activity is a significant program to develop strategies and methods that will eliminate OHS hazards at the design stage, that is, before they can be introduced to the workplace. A national action plan, the *Safe Design Action Plan 2001–04*, was agreed to by NOHSC in October 2001 with the objective of developing strategic partnerships to progress work on priority areas, including the regulatory framework, consumer influences and education and training. Achievements in 2001–02 include:

- a discussion paper on the current Australian regulatory framework relative to designer OHS obligations and continued research in this area;
- signing of a Memorandum of Understanding with the Defence Materiel Organisation, under which the parties will work towards minimising OHS risk introduced into the workplace. This includes the commencement of work to develop model OHS components within a major procurement system;
- review of selected engineering curricula to determine options for the successful introduction of consistent OHS components into professional curricula;
- commencement of action to identify the information requirements of stakeholders who could further the elimination of hazards at the design stage; and
- WHO confirmed NOHSC's status as a WHO Collaborating Centre in Occupational Health.

A national OHS research project identified and developed national research networks, and strengthened strategic alliances with researchers, funding bodies and others in Australia. It also involved developing and implementing measures to improve the coordination of research programs of members.

Work undertaken for this project has included:

- identifying Australian and international experts engaged in research into workplace stress;
- further developing the relationship with the National Research Centre for Occupational Health and Safety Regulation established under the ANU's Regulatory Institutions Network and funded by NOHSC;
- NOHSC's participation in the Fifth WHO Network Meeting, Chiang Mai, Thailand; November 13–15, 2001, to develop the Network Plan for 2002–05 of the WHO Collaborating Centres in Occupational Health. NOHSC presented a paper to facilitate the development of an evidence based OHS initiative of policy and practice. NOHSC undertook, subject to relevant approval and funding, to develop a process for implementing such an initiative by December 2005;
- visiting external researchers providing presentations to NOHSC Officers on current research initiatives being undertaken (see Table 6);
- participation in the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) working group on the drafting of a radio frequency radiation standard which was completed in May 2002;
- membership of the reference group for the National Collaborative Centre for Research and Education into Occupational Contact Dermatitis; and
- involvement in a working group established by the National Health and Medical Research Council on rural and remote health care workers. NOHSC also assisted with the development of publications and associated information and guidance material for health care workers in rural and remote Australia on managing episodes of violence.

Work was undertaken to finalise a national OHS research strategy. Actions in 2001–02 included

developing the NOHSC OHS Research Directions Statement and development of the draft NOHSC OHS research action plan. NOHSC's Research Advisory Panel (RAP) provides advice on national OHS research to NOHSC through the Prevention Committee. Two RAP meetings were convened in 2001–02.

In line with the National OHS Strategy (agreed by NOHSC in April 2002 and endorsed by WRMC in May 2002), NOHSC agreed that the five strategic priorities under the National OHS Strategy would underpin NOHSC's research priorities. Consultation occurred with the jurisdictions to refine the work program and to present a model for NOHSC's endorsement¹⁶.

The OHS Research Monitoring and Database Development Project aims to provide regular updates on the nature and the extent of OHS research in Australia and to recommend measures to improve the comprehensiveness, utility and promotion of the NOHSC OHS Research Database. During the year OHS-related research was surveyed and NOHSC's existing database was reviewed to improve its useability.

NOHSC aims to collaborate with the OHS research community, including researchers, research institutes, funding bodies, to facilitate priority research work, and to develop research capacity and methodology. Significant action undertaken included the further development of NOHSC's relationship with the National Research Centre for OHS Regulation. This centre operates as part of the Regulatory Institutions Network in the Research School of Social Sciences at the Australian National University. The Centre is funded by NOHSC. Its aims are to:

- conduct and facilitate high quality empirical and policy-focused research into OHS regulation, consistent with NOHSC's strategic priorities and the National Occupational Health and Safety Improvement Framework (NOHSIF), now the National OHS Strategy;
- facilitate and promote groups of collaborating researchers conducting empirical and policy-focused research into OHS regulation in each of the States and Territories;
- facilitate the integration of research into OHS regulation with research findings in other areas of regulation;
- produce regular reports on developments in OHS regulation;
- develop the research skills of young OHS researchers; and
- assist in the development of the skills and capacities of staff of the NOHSC Office.

NOHSC undertakes a range of national solutions projects. These are the core activities in the NOHSC strategy to "identify and undertake research which is transferable into policy and practice". The primary areas of focus were:

- the safe design activities described above which aim to eliminate OHS hazards at the design stage; and
- positively influencing the management of OHS at the workplace.

Influencing the management of OHS involved supporting the development of occupational health and safety management systems (OHSMS) and identifying motivatory pathways that

¹⁶ This occurred in July 2002.

positively influence managers in the workplace. OHSMS fact sheets were produced and placed on the NOHSC website¹⁷, providing practical guidance on the systematic management of OHS for Australian workplaces. OHSMS auditor competencies were further developed, with completion expected in early 2003.

A major report, *Key Management Motivators in Occupational Health and Safety*, was published¹⁸, indicating that regulation and business performance were important factors in promoting the management of OHS. Two national forums on OHS incentives and motivating factors were also conducted to promulgate project findings and identify opportunities for further progress. Outcomes from these activities influenced planning for 2002–03 activities.

Other achievements to advance the transfer of research outcomes included:

- a review and improvement of the OHS Practical Solutions Database¹⁹, and the collection of more solutions to assist employers and employees identify and implement practical solutions to OHS hazards;
- assisting Farmsafe Australia Incorporated to develop its 2002–07 strategic plan and 2002–03 Business Plan relating to rural OHS research and other activity;
- involvement in various OHS conferences around Australia to promulgate the outcomes from national solutions projects and related OHS information; and
- continued liaison with the National Road Transport Commission on a range of issues, including heavy vehicle driver fatigue.

Performance against Output Measures

Quality

Quality and effectiveness of advice

NOHSC conducted a series of national seminars, forums, and symposia directed at linking OHS research results to policy and practice. Feedback was sought from participants:

- 69% of participants at the NOHSC *Symposium on the OHS Implications of Stress* felt that it had identified areas of appropriate research that would contribute to improved policy and practice;
- 90% of participants expressed “great satisfaction” or “satisfaction” with the NOHSC *Effective OHS Incentives* forum; and
- 82% of attendees were similarly satisfied with the *Key Management Motivators in OHS* forum.

As part of each event’s evaluation, participants were asked to suggest future events or topics that they would find useful. This process supported further work on practical interventions, case studies and guidance material. This has been taken into account in developing NOHSC’s 2002–03 Business Plan.

¹⁷ <http://www.nohsc.gov.au/OHSInformation/OHSSolutions/managementSystems.htm>

¹⁸ http://www.nohsc.gov.au/OHSInformation/OHSSolutions/00-01/01_natsol_drivers.htm

¹⁹ The OHS Practical Solutions Database aims to provide practical ideas to help businesses solve everyday OHS problems in their workplace. It does this by showing examples of what other workplaces have done to solve their OHS problems.

See <http://www.nohsc.gov.au/OHSInformation/Databases/OHSSolutions/ohssolutions.htm>

Coverage of activities and advice matched to overall areas of need

Extensive consultation occurred with the NOHSC stakeholders to identify and develop the National OHS Research Action Plan and NOHSC's own research priorities.

OHS information was provided to members through the research surveillance activity. This information was provided in the form of a number of watching briefs (including on environmental tobacco smoke; radio frequency radiation; stress; and occupational violence) and several background papers (including construction, demolition and prevention of falls from heights; pregnancy guidelines; and fatigue).

In addition, advice was provided to members, including a report on research priorities of international OHS agencies, and opportunities for collaboration through the WHO collaborative research centres.

Transferable research activities were developed and initiated following wide-ranging consultation with members.

Quantity

Research Issues identified and responses developed within agreed timeframe

NOHSC's research activity is determined by the Commission and its Prevention Committee. Work was undertaken on the projects agreed by NOHSC, any changes to timeframes were considered by NOHSC.

Preliminary work was undertaken on methodologies for the collection of information as part of an OHS research stocktake. La Trobe University commenced a trial study to capture information on OHS research activity.

For transferable research projects, issues are identified through consultative arrangements and the national network that has been developed between NOHSC and interested parties. Agreed priorities have been researched, developed and introduced into the work program in a timely fashion.

Priorities and recommendations accepted and progressed by the research community and policy makers

NOHSC has continued to engage with the research community, including by the attendance of a member of the Council of Safety and Health Presidents at NOHSC meetings and through the RAP. Consultation also occurred with members of the research community through academic institutions, OHS research centres and the jurisdictions.

The content of the NOHSC 2002–03 business plan reflects members' agreement on OHS priorities and recommendations as identified and developed from 2001–02 project outcomes.

Price

\$2.257 million

OUTPUT 1.5—MONITORING PROGRESS AGAINST THE NATIONAL OHS IMPROVEMENT FRAMEWORK

Output 1.5—Highlights

The National OHS Strategy 2002–2012 was endorsed by WRMC on 24 May 2002. The ten-year strategy developed out of the National OHS Improvement Framework. The Strategy:

- reflects the high level commitment of the parties to NOHSC to working cooperatively to prevent work-related death, injury and disease;
- sets the first national targets for the reduction of workplace injury and death; and
- establishes priorities to focus national efforts to ensure that there is a sustained and substantial improvement in Australia's occupational health and safety performance over the next decade.

Aim and Scope

The overall objective under Output 1.5 is to provide an environment for the cooperative advancement of efforts to prevent work-related death, injury and disease. This is to be achieved by:

- reviewing, refining and disseminating the *National OHS Improvement Framework* (the Framework);
- monitoring progress by all parties in achieving the goals expressed in the Framework; and
- following WRMC agreement in September 2001, developing a national OHS strategy from the Framework.

Major Deliverables and Achievements

The National OHS Strategy

The establishment of the *National OHS Strategy 2002–2012* is the significant achievement of this Output. It reflects the commitment of members and Ministers to improving OHS in Australia. Implementation of the Strategy will have a major impact on the future activities of NOHSC. Further details on the Strategy and its impact are provided at *Part One: Report of Operations—National OHS Strategy*. The full Strategy is at Appendix 1.

The National OHS Improvement Framework

During 2001–02, the National OHS Improvement Framework continued in the role set for it at its inception. It was used in strategic and business planning activities of member agencies and OHS related bodies. It provided the basis for sharing information about member agencies activities and, through the development of action plans, undertaking cooperative and nationally coordinated activities.

The second report on the Framework, *National OHS Improvement Framework: Report 2001*, was published in July 2002. It details progress against the nine action areas of the Framework. The following table identifies highlights of that report where NOHSC played a leading role.

Table 4: Second Report of the National OHS Improvement Framework—Highlights 2001

Framework Goals	Highlights of 2001—NOHSC actions
Continually update and align regulatory controls with systems of compliance, enforcement, incentives and practical guidance	<ul style="list-style-type: none"> Action Plan for the National Standards action area, <i>Continuous Improvement Program for the National Standards</i>, approved by NOHSC. Workplace Relations Ministers' Council agreed to strategies for nationally consistent implementation of dangerous goods and major hazard facilities regulations.
Raise community awareness and expectations to motivate and commit employers and employees to achieve higher standards of workplace health and safety	<ul style="list-style-type: none"> Pilot project carried out as part of the Comparative Performance Monitoring project to develop baseline data and indicators of OHS awareness. Adoption of a National Safe Design Strategy.
Foster an Australian research capacity to keep informed about emerging areas of risk and effective control measures	<ul style="list-style-type: none"> Establishment of the National Research Centre for Occupational Health and Safety Regulation to carry out research oriented towards evidence-based OHS regulatory policy. Arrangement reached with the Monash University Accident Research Unit to investigate OHS performance indicators that could be used to rate the performance of organisations.
Develop a broad skills base and OHS training so that OHS problems can be solved as and where they arise	<ul style="list-style-type: none"> Action plan was developed to ensure OHS input into national training packages in the vocational education and training (VET) sector. Business Services Training Australia agreed to integrate OHS into business management courses. Web-based resource site for teachers and students involved in VET and New Apprenticeships launched.
Measure occurrences of work-related injury and disease reliably, in order to focus prevention effort and monitor performance	<ul style="list-style-type: none"> User needs survey/workshop to clarify what is needed to improve the coverage and quality of Australian OHS data. Work carried out to better identify work-related fatalities in a timely fashion [MOU signed between NOHSC and the Monash University National Centre for Coronial Information (MUNCCI) to access its National Coronial Information System (NCIS) on fatalities]. Positive performance indicators were further refined and draft guidelines prepared outlining general principles for the application of positive performance indicators.
Position Australia as a world leader in health and safety at work	<ul style="list-style-type: none"> Adoption of the National OHS Strategy Prohibition of the import and use of all forms of asbestos by 31 December 2003. NOHSC/European Agency for Safety and Health at Work agreement to share information through joint website at http://www.nohsc-eu.gov.au. NOHSC participated in international meetings on a Globally Harmonized System of Classification and Labelling of Chemicals; and in the World Health Organisation's OHS Collaborating Centre Network.

Performance against Output Measures

Quality

Stakeholder satisfaction with the Framework

Satisfaction with the Framework is demonstrated by the fact that WRMC and all NOHSC members agreed to build on the Framework to develop the National OHS Strategy. The National Strategy retains and is underpinned by the major components of the Framework, namely its nine action areas and principles for systematic prevention.

Member agencies have used the Framework in their strategic and business planning activities. The Queensland Workplace Health and Safety Board adopted the goals of the Framework fully into its strategic plan 2001–2006.

Quantity

Nationwide levels of achievement against the Framework

The Framework identified 32 specific actions across its nine action areas. There has been significant national progress against 28 of these in the first two and a half years of the operation of the Framework. In addition, action plans were finalised by NOHSC for one area (national standards) and were substantially advanced in three others (OHS skills, data collection and research).

Details of the specific achievements against each action area are provided in the second report on the Framework, published by NOHSC in July 2002²⁰.

Price

\$0.389 million

²⁰ www.nohsc.gov.au/nationalstrategy/nif/nifreport2001.pdf

PART 3:

NOHSC OFFICE CORPORATE GOVERNANCE

LEADERSHIP

NOHSC

NOHSC's goal is to lead and coordinate national efforts to prevent workplace death, injury and disease. In this respect, its major achievement in 2001–02 was the development of the National OHS Strategy, described above. NOHSC will provide further leadership in the national development and implementation of the action plans to support the National OHS Strategy.

During 2001–02 NOHSC also developed its 2002–05 Strategic Plan and 2002–03 Business Plan, which align with and underpin the National Strategy.

NOHSC Office

Within the NOHSC Office, the CEO and senior managers have given high priority to reinforcing and promoting its corporate governance framework. Team Leaders were encouraged to take an active and constructive role in leading staff and promoting and modeling values and behaviours consistent with NOHSC's strategic vision and direction.

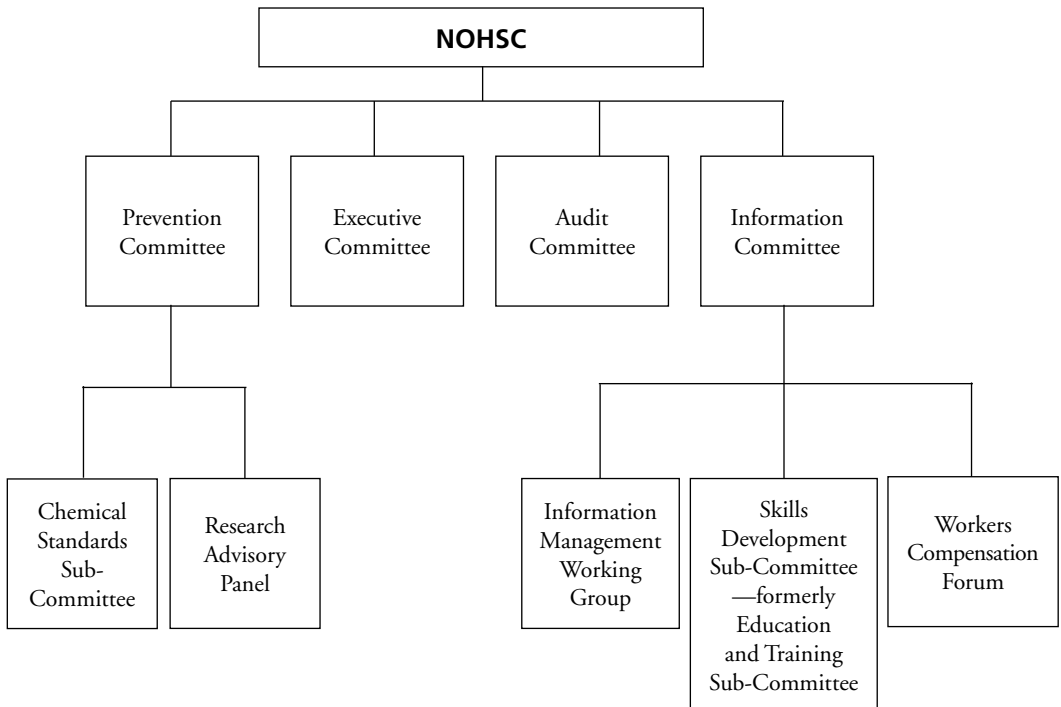
Activities undertaken during the year to strengthen the corporate governance of the NOHSC Office included:

- a fraud risk assessment and the development of a new fraud control plan;
- awareness sessions for all staff to reinforce the fraud control plan;
- revised people management and financial delegations;
- the promulgation of new people management and financial policies and procedures;
- an orientation program for staff, emphasising the APS Values, workplace equity and diversity, and learning and development activities focused on corporate governance; and
- a program of internal audits and reviews to validate the control environment.

Key business risks identified by the fraud risk assessment were addressed through the fraud control plan.

NOHSC AND ITS COMMITTEES

Figure 2: NOHSC 2001–02 Committee Structure



AUDIT ACTIVITY

NOHSC has outsourced its internal audit function to Deloitte Touche Tohmatsu. Internal audit activity during 2001–02 has focused on the new corporate support infrastructure established as part of the relocation from Sydney. The table below details areas that were identified as high risk and that were included in the audit program for 2001–02.

Table 5: High Risk Areas Identified in NOHSC's Audit Program 2001–02

Area	Review action
<ul style="list-style-type: none"> Post-implementation review of the transfer of payment and payroll systems and data to an outsourced provider 	All recommendations of the review have been implemented.
<ul style="list-style-type: none"> Review of the Committee Members Travel Process 	Report issued January 2002. Travel processes subsequently reengineered. Further review planned for 2002–03 by the NOHSC Office.
<ul style="list-style-type: none"> Use of credit cards, cabcharge and petty cash 	All recommendations of the review have been implemented. Additional measures also implemented include the strengthening of relevant policies and procedures; the completion of an awareness campaign to promote greater understanding and observance of relevant policies and procedures amongst staff; review of the Fraud Control Plan to ensure controls are adequate and the introduction of additional controls.
<ul style="list-style-type: none"> Review of employee entitlements prepared by the Department of Employment and Workplace Relations for accuracy 	Review undertaken in parallel with actuarial review within DEWR of employee entitlements calculations. Calculations for 2001–02 financial statements have been prepared to reflect DOFA approved methodology.
<ul style="list-style-type: none"> Evaluation of MOU with DEWR for the provision of corporate services; review of business processes and controls, evaluation of MOU operations and performance, review of MOU scope for 2002–03 	MOU recommendations have influenced negotiations with DEWR over the scope and performance standards for services to be included for 2002–03. NOHSC expected to achieve more efficient service delivery under new MOU arrangements.
<ul style="list-style-type: none"> DEWR Financial and Human Resources Management Information System upgrade; NOHSC risk management controls and quality assurance 	All recommendations of the review have been implemented
<ul style="list-style-type: none"> Financial issues associated with transfer of NICNAS to Dept of Health and Ageing 	With the exception of employee entitlements, all elements of the transfer have been resolved. Outstanding matters will be settled following the completion of financial statements audit.

FRAUD

NOHSC's internal auditors, Deloitte Touche Tohmatsu, in consultation with NOHSC Office managers, completed a fraud risk assessment. This was used as the basis for the development of a new fraud control plan. Risk ratings are established using the joint *Australian/New Zealand Standard on Risk Management (AS/NZS 46390: 1999)*. Areas identified as 'high risk' included: the outsourcing to DEWR of financial and human resource systems, including the transfer of payment and payroll data; the collection of revenue by the Chemical Safety Group; and the leasing of computer equipment. The risk associated with leasing of computer equipment was addressed by a review of the covering contract and the introduction of tighter controls. Other risks were addressed through inclusion in the 2001–02 and 2002–03 annual audit programs.

An instance of credit card fraud by an employee was identified in February 2002. The amount involved was calculated at \$7,033. The staff member repaid the full amount and is no longer employed by NOHSC. The Internal Investigations Unit of DEWR investigated the matter and the Director of Public Prosecutions initiated a prosecution. The NOHSC Office instituted a review by its internal auditors of credit card procedures and was advised that they were satisfactory. Even so, controls were reviewed and further strengthened.

The CEO is satisfied that fraud risk assessments and fraud control plans have been prepared and that appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes that meet the specific needs of the agency and comply with the Commonwealth Fraud Control Guidelines 2002 are in place²¹.

INTERNAL COMMITTEES

The NOHSC Office has three internal committees: the Consultative Committee; the OHS Committee; and the Workplace Equity and Diversity Committee. The committees are made up of representatives of management, employees and employee associations. They help ensure proper consultation and communication with employees and assist in ensuring obligations and commitments under the NOHSC Certified Agreement and relevant legislation are met.

Following the transfer from Sydney to Canberra, all committees have been re-established and meet on a regular basis.

ETHICS AND VALUES

NOHSC values its staff meeting the highest standards of ethical and honest behaviour as public servants, consistent with the requirements of the *Public Service Act 1999* and other related obligations. Accordingly, the NOHSC Office included relevant training in its ongoing program of learning and development for staff (see *Learning and Development* below for details).

Ethics and values are also emphasised in the negotiation of performance agreements for all employees.

²¹ The NOHSC Office consulted its internal auditors, Deloitte Touche Tohmatsu and the DEWR Fraud and Investigations Team in assessing the conformance of its anti-fraud measures with the Commonwealth Fraud Control Guidelines 2002.

RISK MANAGEMENT

The 2001–02 Annual Report records the first full year of operation of the NOHSC Office in Canberra. Considerable changes in staffing and the operating environment presented challenges to NOHSC's output performance. As a consequence, there was a strong focus on managing continuity by the selective engagement of consultants to supplement new staff; significant learning and development for new staff; and a strong commitment to promoting and maintaining the governance framework.

CERTIFIED AGREEMENT

The NOHSC Certified Agreement reached its nominal expiry date on 30 June 2002. The agreement was instrumental in facilitating the smooth transition of the NOHSC Office from Sydney to Canberra. Negotiations for a new agreement were commenced in April 2002. After considering the results of a ballot of employees to identify their preference as to the type of agreement to be developed, the CEO decided that the new agreement would be developed under section 170 LJ of the *Workplace Relations Act 1996*. A negotiating committee, consisting of three union representatives, a staff representative and three management representatives, met through May and June 2002 and concluded the negotiation of a draft agreement in late July 2002. The draft was referred to DEWR and assessed as complying with the policy parameters for agreement making in the APS. It was then approved by the Minister for Employment and Workplace Relations. After formal consultative processes are completed the agreement will be lodged with the Australian Industrial Relations Commission for certification.

CONTINUOUS IMPROVEMENT

During 2001–02, the NOHSC Office has reviewed its business processes; its use of information technology; relationships with members and the OHS community; and its support for the operations of the Commission and its committees.

Changes to support and secretariat processes have led to improvements in the quality and timeliness of material provided to NOHSC and its committees. Further improvement is being pursued.

The corporate support processes introduced in 2000–01 were evaluated during 2001–02. This included: a review of outsourcing arrangements for corporate services with DEWR; a review of the NOHSC Office structure; and the negotiation of a new IT support contract.

As part of a strategy to maximise the benefit of NOHSC's investment in information technology, an extranet for NOHSC members was established to provide more convenient access to meeting material, performance and other relevant information.

ENABLING SERVICES

Outsourcing of Corporate Services

On 19 June 2001, the CEO signed an MOU with the former Department of Employment, Workplace Relations and Small Business to provide an agreed range of corporate services. The MOU came into force on 2 July 2001 and nominally expired on 30 June 2002. The agreed GST-inclusive charge for services under the MOU for 2001–02 was \$700,667. This consisted of \$567,000 for services and an additional payment of \$133,667 p.a., payable for five years, to meet the costs of establishing the necessary systems and business infrastructure to deliver these services.

The NOHSC Office estimated the cost of delivering the outsourced corporate services in-house at approximately \$970,000. The savings flowing from outsourcing were therefore estimated at approximately \$270,000 per annum. Owing to implementation issues associated with bedding in and fine tuning service delivery under the MOU, NOHSC has not realised savings in 2001–02.

The first year's operation of the MOU was evaluated as part of NOHSC's internal audit program and changes to the scope of service requirements, pricing and performance measures are being negotiated with DEWR for 2002–03.

The MOU covers services in the main areas of human resource support, financial services, office services, records management and policy advice on certain corporate matters. NOHSC may also receive additional DEWR services that are charged separately.

People Management

Recruitment of new employees for the NOHSC Canberra office continued to be a major activity during 2001–02. Canberra staffing levels rose from 49 on 1 July 2001 to 72 at 30 June 2002.

Of the 61 staff offered transfer to Canberra with NOHSC, 52 chose to accept voluntary redundancy. The total cost of redundancy payments was \$3.134 million. Funding for redundancy payments came through the negotiation of a pricing increase with the Department of Finance and Administration and through the re-allocation of existing appropriation and savings.

Throughout 2001–02, staff recruitment was ongoing, with NOHSC effectively reaching planned staffing levels in early 2002. While recruitment has slowed, normal turnover has ensured that a consistent level of recruitment activity has continued throughout the year.

Staff orientation and induction activities were a priority during 2001–02. Training was delivered to all staff on governance arrangements, the operation and principles of NOHSC's Performance Management Program (PMP) and its relationship to NOHSC business plans, the development of individual performance agreements and the importance of learning and development plans. The PMP and feedback processes were promoted throughout the year. A review is planned in 2002–03 to strengthen and consolidate its effectiveness. The review will consider the findings of the recent Management Advisory Committee Report and related initiatives proposed in the 2002–05 Certified Agreement.

Other achievements in people management include the continued development and refinement of policies, the introduction of revised people management delegations, the introduction of salary packaging and the automation of pay variation, leave and travel approval processes.

Information on staffing numbers, levels and status, and membership of workplace equity and diversity groups appears in Appendix 9.

Learning and Development

Priority was given during 2001–02 to identifying and addressing the learning and development needs of staff who were recruited as part of the NOHSC Office relocation to Canberra.

As many employees were new to the public service, APS-specific training was provided. Individual training needs were also met, enhancing the professional development and skills of employees.

The *Public Service Act 1999* makes employees responsible for promoting and upholding the APS Values and Code of Conduct. With this in mind, a high priority was given to probity, performance management, corporate governance in the APS, the APS Values and the APS Code of Conduct, cross cultural awareness, and equity and diversity in the workplace. Other targeted training included financial management and fraud awareness, contracts and purchasing, leadership and management skills, project management, strategic planning, parliamentary processes, policy formulation and advice, secretariat skills, statistics, writing skills, people management, OHS, records management and IT skills.

Other learning and development events during 2001–02 included seminars held at NOHSC premises, details of which are listed below.

Table 6: Seminars Held at NOHSC Premises During 2001–02

Speakers name/ organisation	Title/Topic	Date held
Mr Rory Conolly, Director, Center for Computational Biology and Extrapolation Modeling, Chemical Industry Institute of Toxicology (CIIT), Centers for Health Research, North Carolina, USA	Physiologically based pharmacokinetic modelling	5–6 July 2001
Professor Richard Johnstone	Regulation and the Contemporary Labour Market	7 November 2001
Mr John Henry, Director, Environment, Materials & Consumer Mr Colin Blair, General Manager, Standards & Technical Writing Division, Standards Australia	Memorandum of Understanding between Standards Australia and the Commonwealth Government, current Standards Australia environment and the relationship between NOHSC and Standards Australia	28 November 2001
Professor David Walters Professor of Occupational and Environmental Health and Safety, South Bank University London	Developments in the employment relations of health and safety in the UK”	29 November 2001 6 December 2001
Epilepsy Association of the ACT	Epilepsy and seizures	11 March 2002
Mr Timothy Walker, Director General, UK Health and Safety Executive	UK Health and Safety Commission’s <i>Revitalising Health and Safety</i> Strategy	5 April 2002
Mr John Lacy, Vice President, Institute of Occupational Health and Safety, UK,	European and British experience in dealing with the emerging issue of corporate social responsibility in the field of OHS.	23 April 2002
Dr Malcolm Sim, Department of Epidemiology and Preventative Medicine, Monash University	Work and research directions of Monash University’s Department of Epidemiology and Preventative Medicine including the primary research areas of: etiological studies; surveillance; exposure assessment; intervention studies; veteran health; and environmental health.	1 May 2002
Mr Trevor Glasbey, Project Officer, NOHSC	Control of substances hazardous to health - essentials chemicals risk management system in the UK	6 May 2002

Key achievements this year included:

- developing and delivering learning and development activities identified in the NOHSC Business Plans, HRD Strategy, IM & T Strategy, the Performance Management Program, the OHS Training Strategy and staff feedback;
- staff using study support from the NOHSC Office to undertake relevant studies such as biotechnology; sustainable development; business technology; corporate change for sustainability; OHS law and legal practice; knowledge management; and IT network administration;
- a review of the NOHSC Orientation Program; and
- a dedicated Learning and Development Coordinator to facilitate these activities.

Occupational Health and Safety

Occupational health and safety policy

Consistent with NOHSC's obligations under the *National Occupational Health and Safety Act 1985* and the *Occupational Health and Safety (Commonwealth Employment) Act 1991*, NOHSC is committed to achieving and maintaining best practice in terms of OHS performance. To help achieve this, NOHSC has adopted an OHS management framework, which consists of a policy statement, an OHS agreement (between NOHSC and the relevant employee representatives) and an operational plan.

NOHSC has OHS management systems and controls to minimise the risks to its employees, and programs and practices that promote health and safety at work. The NOHSC Office will review these management systems in 2002–03 to pursue best practice in OHS.

Measures taken during the year

Operational focus in 2001–02 was on ensuring staff awareness of OHS matters and ensuring high OHS standards in new office accommodation in Canberra and Sydney. This was addressed by:

- the re-establishment of the OHS Committee and the holding of regular meetings (four meetings were held in 2001–02. This compares with five in 2000–01 where a number of additional meetings were also held to consider accommodation planning for the Canberra move);
- ensuring prompt elections for health and safety representatives in accordance with the *Occupational Health and Safety (Commonwealth Employment) Act 1991* (four were selected in 2001–02);
- providing OHS training to all elected health and safety representatives (two were trained in 2001–02);
- providing OHS training to all employees;
- providing workstation assessments for all employees and the purchase of appropriate equipment as required;
- monthly monitoring of air conditioning plant for biological hazards such as legionnaires disease; and
- providing annual employee health assessments and flu vaccinations.

Table 7: Occupational Health and Safety Performance²²

	2001–02	2000–01
Accidents or dangerous occurrences that are required to be reported under section 68 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>	nil	nil
Investigations required under section 68 of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>	nil	nil
Notices issued under section 29 (provisional improvement notice), section 46 (prohibition notice) or section 47 (improvement notice) and directions given to the NOHSC Office under section 45 (power to direct that workplace etc. not be disturbed) of the <i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>	nil	nil
Convictions for health and safety offences	nil	nil
Scheduled internal OHS inspections	4	1
Hazards identified	12 (a)	(b)
Total OHS incidents	9 (c)	4
Incidents resulting in fatalities	nil	nil
Incidents resulting in lost time/total lost time	2/28 days	3/26 days
NOHSC workers' compensation premium	\$61 111	\$66 696
Workers compensation cost	\$13 693	\$7 648

- (a) Of the twelve hazards identified, two required liaison with the building owners. All hazards were rectified within ten working days.
- (b) A planned audit of occupational health and safety was performed by Comcare in May 2000. Its report made a number of recommendations for improvement including the identification and removal of hazards. Work on this continued into 2000–01
- (c) Of the nine incidents, five were in the category of slips, trips and falls, two resulted from falling objects, one resulted from a car accident and one from the leakage of a photocopier chemical.

Workplace Equity and Diversity

A new Workplace Equity and Diversity Committee (WEDCOM) and a network of Contact Officers was established in August 2001 to advance equity and diversity issues in the NOHSC office in Canberra. The new WEDCOM consists of senior management, employee and union representatives and will meet at least four times per calendar year.

The NOHSC Workplace Equity and Diversity Program 1998–2002 is designed to foster an environment that values highly the cultural and linguistic diversity of NOHSC employees and ensures that employees have an inclusive environment that helps them to achieve their full potential.

²² Prepared in accordance with s.74 of the Occupational Health and Safety (Commonwealth Employment) Act 1991. Regard has also been had to best practice reporting recommendations of the UK Health and Safety Executive

The Workplace Equity and Diversity Program required an appropriate operational plan to be developed. This occurred in consultation with employees, but will be reviewed in 2002–03.

Information and awareness sessions on workplace diversity, cultural awareness, the APS Values and Code of Conduct continue to be conducted, as part of the NOHSC Orientation program. These have received favourable comment from staff. The contact officers and Workplace Equity and Diversity committee members were given training on discrimination and harassment issues.

NOHSC has developed and implemented, in consultation with employees, a NOHSC Statement of Principles for Workplace Equity & Diversity and a guide to dealing with workplace harassment.

The Workplace Equity and Diversity pages on the NOHSC Intranet provide easy access to information. The site provides staff with access to the Workplace Equity and Diversity Program 2000–2003, the Operational Plan, Disability Action Plan, Terms of Reference for the WEDCOM, committee outcomes and the names of contact officers and representatives.

Information regarding the diversity of NOHSC employees can be found at Appendix 9.

Property Management

Key property management achievements in 2001–02 were:

- the co-location of Canberra-based NOHSC employees in new accommodation at the Alan Woods Building, 25 Constitution Avenue, Canberra;
- the relocation of Sydney-based NOHSC employees to new premises at Marrickville; and
- the termination of the lease on former NOHSC premises in Sydney and the disposal of unwanted fitout and equipment.

Having initially occupied space on level 6 of the Alan Woods Building (AWB) in May 2001, the NOHSC Office completed the fitout of space on level 5 of AWB in February 2002. Those Canberra-based employees who were previously accommodated in DEWR premises relocated to level 5 of AWB on 2 February 2002.

NOHSC holds a 5-year sub-lease on its AWB premises from Air Services Australia. The sublease expires on 31 March 2006.

NOHSC employees assigned to NICNAS and the Agricultural and Veterinary Chemicals Team moved from Camperdown to Marrickville on 5 November 2001. The premises were sub-leased from DEWR. The lease expires on 19 February 2005.

As a result of the relocation to Canberra and Marrickville, NOHSC achieved savings in rent and outgoings of \$1.7 million during 2001–02.

Financial Services

Most NOHSC financial services are delivered under a Memorandum of Understanding (MOU) between NOHSC and DEWR.

Processes covered by the MOU include:

- accounts payable processing;
- accounts receivable processing;

- credit card processing;
- preparation of taxation returns;
- maintenance of master records; and
- travel.

NOHSC has retained responsibility for:

- annual reporting;
- portfolio budget statements;
- additional estimates;
- management reporting;
- internal budgets;
- accrual adjustments.

These arrangements are the subject of review as part of the negotiation of the MOU for 2002–03.

During 2001–02, NOHSC substantially extended the use of electronic funds transfer (EFT) as the preferred basis for accounts payment. EFT accounted for 67% of payment transactions and 69% of expenditure.

New financial delegations were approved by NOHSC for use within the NOHSC Office. These delegations accompanied the introduction of new business processes for financial transactions. A major task during the year was establishing the reliability, validity and transparency of financial transactions and reporting.

Full accrual accounting procedures were adopted and implemented, including appropriate accrual entries, comprehensive reconciliation processes and timely recording of assets and liabilities.

Financial statements for the year ended 30 June 2002 were prepared in accordance with the Australian Accounting Standards and the Finance Minister's Orders pursuant to the CAC Act. The Australian National Audit Office audited the financial statements.

Information Management and Technology

The Information Management and Technology (IM&T) focus in 2001–02 was to resolve the problems resulting from NOHSC's relocation from Sydney to Canberra (NICNAS and AgVet staff remained in Sydney). This relocation had led to 100% loss of IT staff, which in turn caused reduced levels of IT system availability and performance. A new IM&T team was successfully established.

The major activities were as follows:

- recruiting IT staff in Canberra to replace those who chose not to relocate from Sydney;
- replacing NOHSC's infrastructure support contractor on terms more favourable to NOHSC;

- arranging for IT facilities to be made available as NOHSC and NICNAS staff moved to new buildings in Sydney and Canberra;
- replacing and consolidating old IT equipment with new servers running updated software;
- introducing an Extranet to facilitate publication of NOHSC and other information to all internal users and to NOHSC members;
- introducing a new search engine to improve access to information on the Internet and Intranet;
- successfully negotiating with Telstra to provide faster access to the Internet at a reduced price;
- improving Firewall procedures to reduce the risk of unauthorised access to NOHSC data; and
- introducing the NOHSC-EU website in cooperation with the European Agency for Safety and Health at Work.

This work resulted in a more stable IT environment and provides an improved operating platform for staff and NOHSC members of the Commission. Further improvements are planned for 2002–03

Library and Information Services

The main focus of the library during 2001–02 was to develop further high quality information services to facilitate the performance of work for NOHSC. The needs of NOHSC were analysed and their access to relevant OHS information in electronic form at their desktops was increased.

Literature searches and documents were provided to NOHSC members and 240 documents (books or articles) were provided to NOHSC member agency libraries.

The Library answered 1740 short information requests and completed 540 information searches for NOHSC staff during the year. The alerting services provided 85 NOHSC staff with the table of contents (most electronically) of new issues of journals of interest and regular subject updates to 35 staff on 50 different topics.

The library developed a service charter and conducted a survey of staff satisfaction against the performance standards and measures outlined in the charter in December 2002. The results indicated that the library met or exceeded all of its service standards.

Ministerial and Parliamentary

Responses to requests by the Minister for Employment and Workplace Relations (including draft responses to correspondence and Parliamentary questions), and provision of briefs to the Minister, were centrally coordinated to ensure consistency and facilitate monitoring and performance assessment.

Five Parliamentary Questions on Notice were received and responded to in 2001–02. The average response time was 12.2 days. Eleven items requiring draft responses to letters or other action were received, and these were responded to in an average time of twenty-six days. Thirty-one briefs were provided to the Minister.

Information on the requirements governing Ministerial and Parliamentary correspondence was kept up to date and made available to all staff, and assistance was provided to staff to ensure that correspondence was delivered in the format required. Senate Estimates briefings for Ministers, the CEO and other interested persons, and responses to questions on notice from the relevant Senate Committee were coordinated to meet content and timeline requirements.

In accordance with the Order of the Senate of 30 May 1996 (as amended on 3 December 1998), NOHSC publishes six-monthly indexed lists of files. The file list is available through the NOHSC Internet²³.

Privacy and Freedom of Information

Advice was available to staff on issues relating to the *Privacy Act 1988* and the *Freedom of Information Act 1982* in 2001–02. No claims of breaches of the Privacy Act were reported. No freedom of information requests were received during the year. Mandatory returns under the Privacy Act and Freedom of Information Act were provided on time.

Purchased Services Contracts

On 1 July 2001, NOHSC commenced three-year contracts for the provision of services by ACCI and ACTU, replacing previous grant arrangements with these bodies. Under each contract, progress payments are made after receipt of performance reports. These contracts were approved by NOHSC in 2001, but ACTU and ACCI did not take part in the discussion. The Minister was advised of the arrangements.

Services provided include effective participation by ACCI and the ACTU through NOHSC committees and working parties; consultation by ACCI/ACTU with their affiliates on OHS issues; promotion and facilitation of NOHSC initiatives; dissemination of information; and projects that will advance the strategic directions of NOHSC.

A total of \$200,000 each was committed to the ACCI and the ACTU during 2001–02. The ACCI and ACTU submitted appropriate reports as required under the contracts.

In 2001–02 NOHSC also entered into an agreement with the National Research Centre for Occupational Health and Safety Regulation (Regnet) for the establishment of a specialist OHS regulation research network. The contract value is \$250,000 pa for a three year period.

International Visitors

In August 2001 the NOHSC Office hosted a delegation from the National Council for Occupational Safety and Health in Malaysia. The delegation was on a study tour of Australia. The NOHSC Office coordinated the two day Canberra itinerary for the delegation which involved meetings with NOHSC staff, Comcare, ACT WorkCover and the Department of Defence (Safety Management Agency). On its return to Sydney the delegation also visited NICNAS.

A delegation from the Peoples' Republic of China National Centre for Safety Science and Technology Research visited during June 2002. The delegation met senior officials from NOHSC to discuss OHS statistics, safe design, chemical safety and training. The NOHSC Office also arranged for the delegation to meet with ACT WorkCover during the Canberra leg of its visit.

²³ http://www.nohsc.gov.au/AboutNOHSC/DepartmentalFiles/deptfile_toc.htm

Ecological and Environmental Performance

NOHSC contributes to ecologically sustainable development through its focus on healthy and safe working environments and the prevention of work-related death, injury and disease. In undertaking its work, NOHSC considers long-term and short-term economic, environmental, social and equity matters.

NOHSC responsibilities with the most direct relevance to environmental sustainability considerations are in relation to the advisory standards it maintains on:

- workplace hazardous substances;
- dangerous goods; and
- the control of major hazard facilities (MHFs).

In 2001–02, changes were made to these standards that are expected to contribute to improvements in ecologically sustainable development and environmental performance, namely: prohibition of chrysotile asbestos, with effect from no later than 31 December 2003, and amendments to or imposition of exposures standards for 13 substances. A review of Schedule 1 to the MHFs standard was commenced and work was advanced on the strategies to improve nationally consistent implementation of the standard.

A statement on ecologically sustainable development in relation to chemical assessment activities can be found in 2001–02 NICNAS Annual Report on the Operation of the Industrial Chemicals (Notification and Assessment) Act 1989.

The following measures minimised the impact of corporate activities on the environment:

- the purchase of products made from recycled materials wherever possible (for example, photocopying paper, envelopes, diaries, calendars, note paper, toner cartridges);
- return of all used toner cartridges to a central point within the organisation followed by collection by the manufacturer for recycling;
- provision of individual paper recycling boxes at all staff work-points to further encourage paper recycling;
- provision of facilities throughout the organisation for staff to recycle paper products (bins are emptied by a recycling firm on a weekly basis);
- the development of procedures to identify hazards and assess potential health and safety risk controls prior to any purchase (or hire) of equipment, materials and substances; and
- the fitout of the Canberra office included energy efficient lighting and power facilities wherever possible.

Annual Report 2000–2001

The 2000–01 NOHSC annual report was delivered in accordance with mandatory content requirements and timelines and presented out of session to the President of the Senate on 31 October 2001. The report was tabled in the Senate on 12 February 2002 and in the House of Representatives on 13 February 2002.

PART 4: APPENDICES

Appendix 1



Queensland
Government



Tasmania



Northern
Territory
Government



National OHS Strategy 2002–2012

This document is available for downloading in PDF
format from the NOHSC web site at:
www.nohsc.gov.au/nationalstrategy

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Foreword

On behalf of the Workplace Relations Ministers' Council, I am pleased to endorse the release of the National Occupational Health and Safety Strategy 2002–2012. Ministers welcome the national approach it engenders to improving Australia's occupational health and safety performance and state their commitment to achieving the national targets to:

- sustain a significant, continual reduction in the incidence of work-related fatalities with a reduction of at least 20 per cent by 30 June 2012 (and with a reduction of 10 per cent being achieved by 30 June 2007); and
- reduce the incidence of workplace injury by at least 40 per cent by 30 June 2012 (with a reduction of 20 per cent being achieved by 30 June 2007).

The Strategy provides the Workplace Relations Ministers' Council with the framework for ensuring that there is a sustained and substantial improvement in Australia's occupational health and safety performance over the next decade.

Ministers have asked the National Occupational Health and Safety Commission to report annually on progress made in implementing the Strategy and to ensure that it is regularly reviewed and refined.



Tony Abbott
Chair, Workplace Relations Ministers' Council
Federal Minister of Employment and Workplace Relations

24 May 2002

National OHS Strategy 2002-2012

NATIONAL VISION

Australian workplaces free from death, injury and disease

NATIONAL TARGETS

Sustain a significant, continual reduction in the incidence of work-related fatalities with a reduction of at least 20% by 30 June 2012 (and with a reduction of 10% being achieved by 30 June 2007).

Reduce the incidence of workplace injury by at least 40% by 30 June 2012 (with a reduction of 20% being achieved by 30 June 2007).

NATIONAL PRIORITIES

Reduce high incidence/severity risks

Improve the capacity of business operators and workers to manage OHS effectively

Prevent occupational disease more effectively

Eliminate hazards at the design stage

Strengthen the capacity of government to influence OHS outcomes

OHS data

OHS research

National standards

Strategic enforcement

Incentives

Compliance support

Practical guidance

OHS awareness

OHS skills

Areas Requiring National Action

Indicators of success

Workplace parties recognise and incorporate OHS as an integral part of their normal business operations

Increased OHS knowledge and skills in workplaces and the community

Governments develop and implement more effective OHS interventions

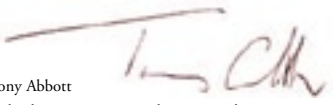
Research, data and evaluations provide better, timelier information for effective prevention

Statement of Commitment

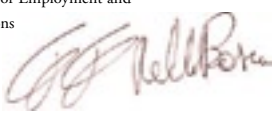
As the parties to the National Occupational Health and Safety Commission, we have accepted responsibility for the development and implementation of the National OHS Strategy. We all share a responsibility for ensuring that Australia's performance in work-related health and safety is continuously improved.

The Strategy will focus our efforts in working together to implement interventions to dramatically improve Australia's occupational health and safety performance over the next decade and to foster sustainable, safe and health enterprises that prevent work-related death, injury and disease.

We are committed to working cooperatively on the priorities and actions identified in the Strategy. We also commit to regularly reviewing our achievements against the Strategy's plans and targets and will further develop the Strategy in light of these achievements. We recognise that there are many other stakeholders who make significant contributions to improving Australia's occupational health and safety performance. We invite them to adopt or contribute to the Strategy and their contributions will be taken into account in its future development.



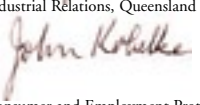
Tony Abbott
Federal Minister For Employment and
Workplace Relations



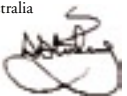
John Della Bosca
Minister for Industrial Relations, New South Wales



Gordon Nuttall
Minister for Industrial Relations, Queensland



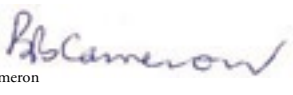
John Kobelke
Minister for Consumer and Employment Protection
and Training, Western Australia



Syd Stirling
Deputy Chief Minister and Minister for Employment
and Training, Northern Territory



Peter Hendy
Chief Executive
Australian Chamber of Commerce and Industry



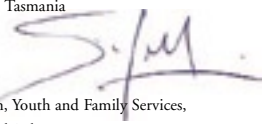
Bob Cameron
Minister for WorkCover, Victoria




Michael Wright
Minister for Industrial Relations, South Australia



Paul Lennon
Deputy Premier and Minister for Infrastructure,
Energy and Resources, Tasmania



Simon Corbell
Minister for Education, Youth and Family Services,
Planning and Industrial Relations,
Australian Capital Territory



Greg Comber
Secretary
Australian Council of Trade Unions

Introduction

Australia's continuing high rates of work-related fatal and non-fatal injury and disease present a significant challenge to us all. Every year significant numbers of people die and many more are severely affected by work-related injuries and disease.

There have been significant improvements in OHS performance in recent years but considerable scope exists for further progress. For example, Australian workers' compensation records, while not a complete measure of occupational injuries and deaths, show that:

- although there was a 20 percent reduction in the incidence of work-related injuries in the five years from 1995–96, there were, nevertheless, 120,000 accepted workers' compensation claims requiring five or more days off work in 1999–2000; and
- there were 205 compensated fatalities in 1999–2000 resulting from work-related injuries, compared to 267 in 1995–96.

Although no reliable data exist on deaths arising from occupational disease, it has been estimated that over 2,000 people die per year from past occupational exposures to hazardous substances.

To improve the prevention of work-related death, injury and disease, the parties to the National Occupational Health and Safety Commission, made up of the Commonwealth and all State and Territory Governments and representatives of employers and employees, have developed the National OHS Strategy.

The Strategy sets out the basis for nationally strategic interventions that are intended, over the coming decade to:

- foster sustainably safe and healthy work environments; and
- reduce significantly the numbers of people hurt or killed at work.

Efforts will focus initially on the five national priorities identified in the Strategy. These efforts will be underpinned by continued work on the nine areas identified by the Workplace Relations Ministers' Council in 1999 as requiring national action.

The National OHS Strategy will be periodically reviewed and evaluated so that the national priorities and actions may be adjusted or changed to meet current and future needs.

National prevention principles

State, Territory and Commonwealth

Governments are responsible for regulating and enforcing workplace health and safety. The National Occupational Health and Safety Commission provides strategic leadership across Australia and coordination of national efforts to improve national OHS performance.

OHS improvement ultimately depends on actions in individual workplaces. In all Australian jurisdictions, duties of care to workers and third parties are shared by everyone whose actions could affect their health and safety, for example:

- employers must provide safe and healthy workplaces and safe systems of work;
- employees must work in as safe a manner as possible; and
- suppliers, designers and manufacturers must provide safe products and accurate information about the safe use of materials and equipment.

The National OHS Strategy embraces the adoption of systematic approaches for prevention by government and industry and is based on the following principles.

- A comprehensive and systematic approach to OHS risk management as part of day-to-day business operations.

- Responsibility to eliminate or control risk rests at the source, be that with the designer, manufacturer or supplier, or in the workplace.
- Prevention requires the cooperation and commitment of all workplace parties to involvement in consultation on workplace health and safety, accepting responsibility for identifying OHS issues and initiating prevention action.
- Prevention also requires workplace parties to be appropriately skilled in OHS so that they can participate effectively in consultations and in identifying and implementing improvements.
- Governments, in their capacity as major employers, policy makers, regulators and procurers, have considerable influence over the achievement of better OHS outcomes in Australia.
- Effective national action requires major national stakeholders, including all governments, to be committed to coordinated, consistent and cooperative approaches to OHS improvement.
- Evaluation of prevention initiatives and the sharing of solutions and evidence of what works among OHS stakeholders.

The National OHS Strategy

National vision

Work-related death, injury and disease are not inevitable but can be prevented. The national vision reflects this and provides the ultimate goal of the National OHS Strategy.

National targets

Targets are used in OHS and other fields. They provide goals for organisations, enterprises and employees with which to identify. They also promote greater innovation and activity in developing the most effective and efficient ways to meet the targets.

The National OHS Strategy sets national targets as a step towards achieving its national vision of Australian workplaces free from death, injury and disease. The initial national targets are:

- sustain a significant, continual reduction in the incidence of work-related fatalities with a reduction of at least 20 per cent by 30 June 2012 (with a reduction of 10 per cent being achieved by 30 June 2007); and
- reduce the incidence of workplace injury by at least 40 per cent by 30 June 2012 (with a reduction of 20 per cent being achieved by 30 June 2007).

Individual industries and jurisdictions will be encouraged to set or refine their own targets to complement the national targets.

The targets are set to be challenging but achievable. The early stages of implementing the Strategy will be used to refine the targets to reflect those set by individual jurisdictions and industries and to refine the methodology and benchmarks for measuring and reporting progress against them. Current data limit the measurement of achievement of the targets largely to compensated work-related injury and disease. Other targets and the data sources to support them will be identified over time.

Indicators of success

In addition to reducing work-related deaths, injuries and diseases, the Strategy should improve the overall workplace health and safety environment. Some indicators of success will include the following.

- Workplace parties recognise and incorporate OHS as an integral part of their normal business operations:
businesses that recognise and incorporate OHS as part of their normal operations, and act to involve employees on OHS issues are better able to control risk to their workers, businesses and livelihood.

- Increased OHS knowledge and skills in workplaces and the community—OHS skills and knowledge are vital for ensuring a better capacity to address current and emerging OHS issues.
- Governments develop and implement more effective OHS interventions—the best results are achieved by identifying and applying best practice interventions that include the best mix of information, assistance, regulation, compliance, enforcement and incentives.
- Research, data and evaluations provide better, more timely information for effective prevention—OHS-related research, data and evaluations help to identify what interventions have the greatest chance of success, what works and what does not, and what are the best options for prevention.

More specific indicators for measuring success will be developed in the Strategy's first year of implementation.

National priorities

Five national priorities have been identified to bring about short and long-term OHS improvements, as well as longer-term cultural change. They are to:

- reduce high incidence/severity risks;
- develop the capacity of business operators and workers to manage OHS effectively;
- prevent occupational disease more effectively;
- eliminate hazards at the design stage; and
- strengthen the capacity of government to influence OHS outcomes.

The first national priority is expected to contribute immediately to achieving the national targets. For example, risks in a nominated industry sector may require priority attention nationally where it has a relatively high incidence of work-related injuries compared to other industry sectors or where it accounts for a high proportion of work-related deaths each year.

Some elements of the other four priorities will assist with short-term outcomes. However, they are expected to contribute primarily to achieving longer-term, sustainable results.

Each of the national priorities will be periodically evaluated to assess its ongoing relevance and effectiveness. They will be refined or replaced by new priorities in light of these assessments.

Evaluation methods, benchmarks, milestones and other indicators to measure progress will be developed in the initial stages of implementing the National OHS Strategy.

National priority - Reduce high incidence/severity risks

Although OHS problems can affect workers in any work situation, not all workers face the same degree or type of risk of injury as others. Risks may vary by, for example, the type of industry, occupation or work. By targeting hazards, injuries, industries or occupations where the incidence of injury and/or numbers of deaths is particularly high, significant improvements can be made in Australian OHS performance.

This national priority will involve the better use of OHS data, research and learning to improve the approaches commonly used by Australian jurisdictions in targeting 'high risk' situations. It should help to make such interventions more effective and efficient, as well as fostering innovation and the sharing of experience.

National priority hazards, injuries, industries or occupations will be identified for prevention efforts on a national basis. Individual jurisdictions will have particular priorities to address, but their participation in a nationally-coordinated approach to high incidence/severity risks will provide the best OHS outcomes all round.

Outcomes expected from this priority

- Interventions, including the more effective use of targeted enforcement and incentives, will be increasingly developed and implemented using evidence and experience of what works to achieve greater compliance and best OHS practice.
- Programs for improving performance agreed among stakeholders in each targeted area.
- More effective sharing of OHS information, tools and approaches.
- Improved community and industry attention to OHS and to developing solutions.

National priority - Develop the capacity of business operators and workers to manage OHS effectively

Capacities to control OHS risks and manage OHS effectively in workplaces range from the ability to choose, implement, evaluate and adapt OHS management systems, through to being able to participate in consultation on OHS matters, and carry out good OHS risk management practices. Such management practices should be integrated into day-to-day business operations.

This national priority recognises that, before employers and others take action to manage OHS, they must be motivated to do so. In part, this will involve helping business operators to develop and understand the case for better OHS management, including how it contributes to improved business outcomes.

An aim of the national priority is to build the motivation and ability of employers to manage OHS risks effectively and of workers to work more safely and participate in OHS consultations.

Outcomes expected from this priority

- OHS competencies are more widely integrated into management, vocational, professional, worker and inspectorate training.

- Systematic approaches to prevention are evaluated to identify those that will best build the capacity for workplaces to manage OHS effectively.
- OHS systems are evaluated to identify those most appropriate for implementation by enterprises of varying size and type.
- Systematic OHS management guidance and training products are available and targeted to meet the needs of stakeholders, including those in small and medium-sized enterprises.
- Greater understanding of the case for applying OHS management tools including how it contributes to improved business outcomes.
- Practical guidance is widely available to assist the workplace parties to measure and evaluate the effectiveness of their prevention efforts.

National priority - Prevent occupational disease more effectively

The world of work is changing, creating new occupational health risks. Unlike traumatic injuries and fatalities, it may not always be possible to clearly identify the cause and effect relationship in the case of occupational disease and associated deaths. The effects may not show up for a considerable time after initial exposure to a particular hazard. Sometimes a particular disease may be caused by work and non-work exposures. The result of these factors is that opportunities to protect the health of employees may not always be immediately recognised.

This national priority aims to develop the capacity of authorities, employers, workers, and other interested parties to identify risks to occupational health and to take practical action to eliminate or otherwise control them.

Outcomes expected from this priority

- More timely identification and control of any exposures that affect the health of employees.
- More effective engagement with industry, medical and other interested groups to develop a better understanding of controls that prevent occupational disease.

- Data and research systems to provide more work-related disease data, including measures of exposure and the effectiveness of controls that can be used to better identify existing and emerging risks to occupational health.
- Raised awareness of occupational disease issues and the need to control risks at source.
- Occupational disease risk assessment and control competencies (including knowing when to call for expert assistance) integrated into management, vocational, professional and inspectorate training.
- Better and more easily accessible practical guidance on the steps to prevent and control exposures.
- Regulatory approaches considered, reviewed and modified where necessary to achieve effective controls.

National priority - Eliminate hazards at the design stage

Responsibility to eliminate hazards or control risk rests at its source. This principle applies to all sources of hazards. Responsibility falls on a wide range of parties, including those outside of the workplace such as designers, manufacturers, constructors or suppliers.

This national priority aims to build awareness and observance of this approach and to give people the practical skills to recognise design issues and to ensure safe outcomes.

Outcomes expected from this priority

- Safer approaches are taken through the lifecycle of plant, substances and processes.
- OHS 'safe design' competencies are integrated into management, vocational, professional, and inspectorate training.
- The relative effectiveness and impact of regulatory-based and other incentives to encourage 'safe design' is assessed and the findings used to refine implementation of the priority.
- Raised awareness of the importance of safe design among the design professions, clients and the community.
- More systematic and cooperative application of risk management principles by designers, clients and others involved in design processes.
- Procurement decision-making takes account of safe design considerations.

National priority - Strengthen the capacity of government to influence OHS outcomes

Governments are major employers, policy makers, regulators and purchasers of equipment and services. They have a leadership role in preventing work-related death, injury and disease in Australia.

This national priority aims to sharpen the effectiveness of governments in securing better OHS outcomes and providing examples of good practice.

Outcomes expected from this priority

- Continual improvement in governments' OHS performance as employers.
- Whole-of-government approaches are taken that ensure OHS implications are considered and accounted for in all of the work of government.
- Where practicable, governments, project managers and contractors improve OHS through use of the supply chain.
- Practical guidance on measuring and reporting OHS outcomes is available for public sector agencies.
- Continual improvement in governments' performance as OHS policy makers and regulators.

Areas requiring national action

In December 1999 the Workplace Relations Ministers' Council established a 10-year framework for improving Australia's OHS performance. The National OHS Strategy enhances this framework by setting national targets for improvement and identifying priorities on which to focus national efforts.

The Strategy's vision, national prevention principles, national targets and indicators of success build on and replace most elements of the framework. The framework identified nine areas where national action is required to underpin improvement. Work will continue on these areas over the life of the Strategy; action plans will be maintained for each and used to identify areas for improvement and for ensuring that the national priorities and targets are achieved.

The nine areas for national action

1. Comprehensive OHS data collections

Regular reporting is vital in highlighting major sources of injury and disease and targeting prevention efforts. Comprehensive data also help to identify benchmarks for assessing OHS performance.

Actions include:

- extending data coverage;
- developing consistent definitions and measurement principles; and
- extending systems to allow timely reporting and provision of information.

2. A coordinated research effort

Research adds to the information and advice available for determining OHS priorities and practical prevention approaches. Australia's own research capacity must be developed with a strong focus on practical risk controls in the workplace. A coordinated approach is required for allocating research resources within Australia and to ensure that the whole of Australia is able to draw on available expertise. Actions include:

- establishing research priorities, cooperative arrangements and networks;
- exploring partnerships between areas concerned with public and occupational health; and
- improving communication with national and international OHS research bodies.

3. A nationally consistent regulatory framework

A nationally consistent approach to OHS regulation is essential for employers and employees. Regulatory requirements must remain relevant, effective, clear and practicable and not unnecessarily prescriptive. Outcomes must be expressed clearly in terms of the levels of performance required. There must be a balance between allowing for flexibility in achieving the required outcomes and prescribing certain actions or processes where necessary. Regulatory requirements should not place unnecessary restrictions on competition or international trade.

Actions include:

- monitoring adoption of national standards;
- reviewing national standards and codes;
- developing new national standards where need is demonstrated; and
- repealing superseded regulations.

4. Strategic enforcement

Equitable, practical and consistent enforcement can be achieved by ensuring that actions required are proportionate to the risk and the consequences of non-compliance are clearly understood. A range of enforcement measures is embraced.

Actions include:

- benchmarking and sharing of best practice approaches;
- developing strategic approaches based on proactive targeting, risk assessment and innovative sanctions; and
- publicising enforcement policies.

5. Effective incentives

Appropriate incentives are required to encourage Australian workplaces to focus on prevention and reduce the significant costs of workplace injury and disease.

Actions include:

- examining the effectiveness of current premium setting incentives; and
- investigating innovative non-financial incentives.

6. Compliance support

The effectiveness of the regulatory framework depends on compliance. Regulatory authorities' advisory services, information programs and assistance support the large proportion of workplaces that are willing to comply. Regulatory authorities need to express their requirements clearly, simply and in plain language in a range of media. Communication with business, especially small business, needs to be improved. Access to assistance which educates and informs workplace parties about their responsibilities is important.

Actions include:

- developing hazard and industry specific guidance;
- supporting access to consistent compliance advice; and
- developing OHS management systems guidance and auditing mechanisms.

7. Practical guidance

Practical guidance is required to assist stakeholders in recognising the relevance of legal requirements to their operations and to support their application of risk management principles in their workplaces. Demand for such information is best met when material is hazard and/or industry specific, written in plain language and presented clearly in a range of media. Actions include:

- developing means for improved access to information and supporting development of guidance; and
- facilitating sharing of guidance developed within specific industries and jurisdictions.

8. OHS awareness

Raising community awareness and expectations is an important element in strengthening workplace commitment and motivation for higher standards of OHS performance. Such programs can assist in the community accepting that work-related injuries are preventable and not just 'part of the job'. The messages of community awareness programs need to be targeted to specific audiences and provide for a response through structured follow-up activities, events and programs.

Actions include:

- maximising gains from substantial investment in awareness campaigns by sharing experience and learning; and
- developing evaluation approaches suitable for measuring the impact of awareness and information initiatives.

9. OHS skills development

Australia needs to invest in skills development to ensure an ongoing capacity to meet current and emerging OHS issues. Skills need to be developed in the workplace and among all practitioners, inspectors, researchers, technical personnel and professions that may impact directly or indirectly on workplace health and safety.

Actions include:

- integrating health and safety into vocational, professional and inspectorate training arrangements;
- promoting the integration of OHS competencies into management training, including for small business;
- encouraging development of suitable OHS training resources; and
- researching improved methods of OHS skills development.

Implementation, monitoring and reporting

Improving Australia's current level of OHS performance to meet the national targets requires certain crucial actions to be taken.

Action plans for national priorities

The first in a series of three-year national action plans will be developed and implemented in the first year of operation of the National OHS Strategy. The action plans will outline:

- actions to be taken against each of the national priorities; and
- benchmarks, milestones and other indicators to be used to measure progress and outcomes of the national priorities.

It is intended that Governments and others will be able to adapt successive national action plans to accommodate local imperatives. However, the parties recognise that it is important to give priority to coordinated national action on the matters addressed in this Strategy. Successive plans will be developed in consultation with a broad range of stakeholders and interested parties. Plans will be submitted to the Workplace Relations Ministers' Council for their endorsement.

Underpinning areas requiring national action

Improvements in the nine underpinning areas will continue to be implemented. Separate action plans for each will be developed, maintained and reported on.

Monitoring, reporting and review

To achieve sustainable OHS improvements, Australia, like many developed countries, is adopting an evidence-based approach in which prevention programs and policies are regularly:

- monitored to track their implementation;
- evaluated as to their efficiency, effectiveness and impact; and
- reviewed and updated in the light of experience.

Through the National Occupational Health and Safety Commission, the parties will report annually to the Workplace Relations Ministers' Council on progress in implementing the National OHS Strategy. Reports will cover the actions plans, the progress against the national targets and the extent of cooperation and coordination among national stakeholders.

Evaluation is a central component of the Strategy.

Evaluation processes will be developed and refined in consultation with stakeholders and interested parties.

The Workplace Relations Ministers' Council will be given reports on the evaluations of:

- each action plan for the national priorities developed under the Strategy; and
- at least once every three years, the efficiency, effectiveness and impact of the Strategy.

Appendix 2

Financial Statements



INDEPENDENT AUDIT REPORT

To the Minister for Employment and Workplace Relations

Scope

I have audited the financial statements of the National Occupational Health and Safety Commission (NOHSC) for the year ended 30 June 2002. The financial statements comprise:

- Statement by NOHSC Members;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedules of Commitments and Contingencies; and
- Notes to and forming part of the Financial Statements.

The members of the Commission are responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of the financial statements in order to express an opinion on them to you.

The audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards, to provide reasonable assurance as to whether the financial statements are free of material misstatement. Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view which is consistent with my understanding of the Commission's financial position, its financial performance and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

GPO Box 707 CANBERRA ACT 2601
Centenary House 19 National Circuit
BARTON ACT
Phone (02) 6203 7300 Fax (02) 6203 7777

Audit Opinion

In my opinion the financial statements:

- (i) have been prepared in accordance with Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997*; and
- (ii) give a true and fair view, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Finance Minister's Orders, of the financial position of the National Occupational Health and Safety Commission as at 30 June 2002, and its financial performance and cash flows for the year then ended.

Australian National Audit Office



Willie Tan
Senior Director

Delegate of the Auditor-General

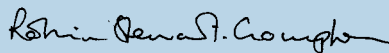
Canberra
15 September 2002

STATEMENT BY NOHSC MEMBERS

In our opinion, the attached financial statements give a true and fair view of the matters required by Schedule 1 of the Commonwealth Authorities and Companies (Financial Statements 2001-2002) Orders made under the *Commonwealth Authorities and Companies Act 1997* for the year ended 30 June 2002.



D Else
Chairperson
15 September 2002



R Stewart-Crompton
Chief Executive Officer
15 September 2002

Australian Workplaces free from injury and disease

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Visiting Address 25 Constitution Avenue Canberra ACT 2601 AUSTRALIA
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ABN 15 902 254 524

National Occupational Health & Safety Commission
STATEMENT OF FINANCIAL PERFORMANCE
For the year ended 30 June 2002

	<u>NOTES</u>	<u>2002</u> <u>\$000</u>	<u>2001</u> <u>\$000</u>
Revenues from ordinary activities			
Revenues from government	6a	18,615	22,093
Sales of services	6b	951	1,228
Interest	6c	114	266
Other	6d	41	126
Total revenues from ordinary activities		<u>19,721</u>	<u>23,713</u>
Expenses from ordinary activities			
Employees	7a	8,844	14,246
Suppliers	7b	8,416	11,543
Grants	7c	-	291
Depreciation and amortisation	7d	516	266
Write down of assets	7e	-	149
Disposal of assets	7f	6	13
Total expenses from ordinary activities		<u>17,782</u>	<u>26,508</u>
Net surplus (deficit)		<u>1,939</u>	<u>(2,795)</u>
Net surplus (deficit) attributable to the Commonwealth		<u>1,939</u>	<u>(2,795)</u>
Net debit to asset revaluation reserve		<u>-</u>	<u>(2,298)</u>
Total revenues, expenses and valuation adjustments recognised directly in equity		<u>-</u>	<u>(2,298)</u>
Total changes in equity other than those resulting from transactions with owners as owners		<u>1,939</u>	<u>(5,093)</u>
The above statement should be read in conjunction with the accompanying notes			

National Occupational Health & Safety Commission
STATEMENT OF FINANCIAL POSITION
as at 30 June 2002

	<u>NOTES</u>	<u>2002</u>	<u>2001</u>
		<u>\$000</u>	<u>\$000</u>
ASSETS			
Financial assets			
Cash	8a	2,504	4,966
Receivables	8b	1,411	869
<i>Total financial assets</i>		3,915	5,835
Non-financial assets			
Infrastructure, plant & equipment	9a,b,c	3,002	2,084
Other	9d	109	590
<i>Total non-financial assets</i>		3,111	2,674
Total assets		7,026	8,509
LIABILITIES			
Provisions			
Capital use charge		186	-
Employees	10a	2,428	4,772
<i>Total provisions</i>		2,615	4,772
Payables			
Suppliers	11a	2,039	3,111
Other	11b	118	124
<i>Total payables</i>		2,157	3,235
Total liabilities		4,772	8,007
NET ASSETS		2,255	502
EQUITY			
Parent entity interest			
Reserves	12	746	746
Accumulated (deficit)/surplus	12	1,509	(244)
<i>Total parent entity interest</i>		2,255	502
Total equity		2,255	502
Current liabilities		3,548	5,735
Non-current liabilities		1,223	2,272
Current assets		4,024	6,425
Non-current assets		3,002	2,084

The above statement should be read in conjunction with the accompanying notes

National Occupational Health & Safety Commission
STATEMENT OF CASH FLOWS
for the year ended 30 June 2002

	<u>NOTES</u>	<u>2002</u>	<u>2001</u>
		<u>\$'000</u>	<u>\$'000</u>
OPERATING ACTIVITIES			
Cash Received			
Appropriations		18,403	22,077
Sales of services		617	1,063
Interest		114	266
Other		42	126
GST recovered from taxation authority		1,145	621
Total cash received		<u>20,321</u>	<u>24,153</u>
Cash Used			
Grants		-	(226)
Employees		(11,197)	(12,115)
Suppliers		(10,146)	(11,518)
Total cash used		<u>(21,343)</u>	<u>(23,859)</u>
Net cash from operating activities	13	<u>(1,022)</u>	<u>294</u>
INVESTING ACTIVITIES			
Cash Used			
Payments for property, plant & equipment		(1,440)	(1,059)
Total cash used		<u>(1,440)</u>	<u>(1,059)</u>
Net cash from investing activities		<u>(1,440)</u>	<u>(1,059)</u>
FINANCING ACTIVITIES			
Cash Used			
Capital use charge		-	(170)
Total cash used		<u>-</u>	<u>(170)</u>
Net cash from financing activities		<u>-</u>	<u>(170)</u>
Net decrease in cash held		(2,462)	(935)
Cash at the beginning of the reporting period		4,966	5,901
Cash at the end of the reporting period	8a	<u>2,504</u>	<u>4,966</u>

The above statement should be read in conjunction with the accompanying notes

National Occupational Health & Safety Commission
SCHEDULE OF COMMITMENTS
as at 30 June 2002

	<u>2002</u> \$000	<u>2001</u> \$000
BY TYPE		
CAPITAL COMMITMENTS		
Infrastructure, plant and equipment [1]	-	531
Total capital commitments	-	531
OTHER COMMITMENTS		
Operating leases [2]	3,595	2,691
Other commitments [3]	2,335	-
Total other commitments	5,930	2,691
COMMITMENTS RECEIVABLE	(539)	(292)
Net Commitments	5,391	2,930
BY MATURITY		
All net commitments		
One year or less	2,384	1,445
From one to five years	3,007	1,485
Total net commitments	5,391	2,930
Operating lease commitments		
One year or less	1,313	961
From one to five years	2,282	1,486
Total operating lease commitments	3,595	2,447

[1] Infrastructure, plant and equipment commitments are primarily contracts for purchases of furniture and fittings for the new building

[2] Operating leases included are effectively non-cancellable and comprise:

Nature of lease	General description of leasing arrangement
Leases for office equipment	Non-cancellable leases for photocopiers Maintenance is covered by separate agreements which are cancellable
Lease for Sydney office accommodation	Lease expired on 20 November 2001
Lease for Canberra office accommodation	Lease payments are subject to a 3% rental increase on the first, second and fourth anniversary of commencement. The lease expires in May 2006.
Lease for Computer Equipment	Lease expires on 15 May 2003
Leases for Motor Vehicles	There are seven separate leases relating to each vehicle, all are due to expire by 13 December 2004.

[3] Other commitments include outstanding purchase orders and current contracts between NOHSC and external suppliers.

The above schedule should be read in conjunction with the accompanying notes

National Occupational Health & Safety Commission
SCHEDULE OF CONTINGENCIES
as at 30 June 2002

	<u>2002</u> <u>\$000</u>	<u>2001</u> <u>\$000</u>
CONTINGENT LOSSES		
Legal claims [1]	-	500
Total contingent losses	<u>-</u>	<u>500</u>
CONTINGENT GAINS		
Legal claims	-	-
Total contingent gains	<u>-</u>	<u>-</u>
Net contingencies	<u>-</u>	<u>500</u>

[1] - The amount represents an estimate of the NOHSC's liability in respect of matters brought against NOHSC. NOHSC is defending the claims.

SCHEDULE OF UNQUANTIFIABLE CONTINGENCIES

At 30 June 2002, there were no known unquantifiable contingencies.

The above schedule should be read in conjunction with the accompanying notes

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

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NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1.1 Basis of accounting

The financial statements are required by clause 1(b) of Schedule 1 to the *Commonwealth Authorities and Companies Act 1997* and are a general purpose financial report.

The statements have been prepared in accordance with:

- Finance Minister's Orders (being the *Commonwealth Authorities and Companies (Financial Statements 2001-2002) Orders*);
- Australian Accounting Standards and Accounting Interpretations issued by Australian Accounting Standards Board,
- other authoritative pronouncements of the Board, and
- Consensus Views of the Urgent Issues Group.

The statements have been prepared having regard to:

- the Explanatory Notes to Schedule 1 issued by the Department of Finance and Administration; and
- Finance Briefs issued by the Department of Finance and Administration.

The Statements of Financial Performance and Financial Position have been prepared on an accrual basis and are in accordance with the historical cost convention, except for certain assets which, as noted, are at valuation. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

Assets and liabilities are recognised in the Statement of Financial Position when and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionately unperformed are however not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the Schedule of Commitments and the Schedule of Contingencies.

Revenues and expenses are recognised in the Statement of Financial Performance when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

1.2 Changes in Accounting Policy

The accounting policies used in the preparation of these financial statements are consistent with those applied in 2000-01.

1.3 Reporting by Outcomes

The comparison of Budget and Actual figures by outcome specified in the Appropriation Acts relevant to National Occupational Health & Safety Commission ("NOHSC") is presented in note 2. Any intra-government costs included in the figure "net cost to Budget outcomes" are eliminated in calculating the actual budget outcome for the Government overall.

1.4 Revenue

The revenues described in this Note are revenues relating to the core operating activities of NOHSC.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to financial assets.

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

Revenue from the rendering of services is recognised by reference to the stage of completion of contracts. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Revenues from Government – Output Appropriations

The full amount of the appropriation for departmental outputs for the year is recognised as revenue.

1.5 Employee entitlements

a) Leave

The liability for employee entitlements includes provision for annual leave and long service leave. No provision has been made for sick leave as all sick leave is non-vesting and the average sick leave taken in future years by employees of NOHSC is estimated to be less than the annual entitlement for sick leave.

The liability for annual leave reflects the value of the total annual leave entitlements of all employees at 30 June 2002 and is recognised at its nominal amount.

The non-current portion of the liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 2002. In determining the present value of the liability, NOHSC has taken into account attrition rates and pay increases through promotion and inflation.

b) Separation and redundancy

Provision is made for separation and redundancy payments in circumstances where NOHSC has formally identified positions as excess to requirements and a reliable estimate of the amount of the payments can be determined.

c) Superannuation

Employees contribute to the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme.

No liability for superannuation benefits is recognised as at 30 June 2002 as the employer contributions fully extinguish the accruing liability, which is assumed by the Commonwealth.

1.6 Leases

A distinction is made between finance leases, which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets, and operating leases, under which the lessor effectively retains substantially all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at the present value of minimum lease payments at the inception of the lease and a liability is recognised for the same amount. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a basis that is representative of the pattern of benefits derived from the leased assets. The net present value of the future net outlays in respect of surplus space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION

Notes to and forming part of the financial statements for the year ended 30 June 2002

1.7 Borrowing Costs

All borrowing costs are expensed as incurred except to the extent that they are directly attributable to qualifying assets, in which case they are capitalised. The amount capitalised in a reporting period does not exceed the amounts of costs incurred in that period.

NOHSC has no borrowings, nor qualifying assets for which funds were borrowed specifically in 2001-02.

1.8 Cash

Cash means notes and coins held and amounts held with banks.

1.9 Financial instruments

Accounting policies for financial instruments are stated in Note 19.

1.10 Acquisition of assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at date of acquisition, except where they are acquired as part of a transfer of functions from another Government entity, in which case they are recognised as contributed equity at the carrying amount on the books of the transferor.

1.11 Infrastructure, Plant & Equipment

Asset recognition threshold

Purchases of infrastructure, plant and equipment are recognised initially at cost in the Statement of Financial Position, except for purchases costing less than \$1,000, or \$2,000 for leasehold improvements, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Revaluations

Infrastructure, plant and equipment are revalued progressively in accordance with the “deprival” method of valuation in successive 3-year cycles, so that no asset has a value greater than three years old.

All infrastructure, plant and equipment (including leasehold improvements and the Library) have been revalued in full at 30 June 2001.

Assets in each class acquired after the commencement of a progressive revaluation cycle are not captured by the progressive valuation then in progress.

In accordance with the deprival methodology, infrastructure, plant and equipment are measured at their depreciated replacement cost. Where assets are held which would not be replaced or are surplus to requirements, measurement is at net realisable value. At 30th June 2002, NOHSC had no assets in this situation.

All valuations are independent.

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

Recoverable amount test

Schedule 1 requires the application of the recoverable amount test to NOHSC's non-current assets in accordance with "AAS 10 - *Recoverable Amount of Non-Current Assets*". The carrying amounts of these non-current assets have been reviewed to determine whether they are in excess of their recoverable amounts. In assessing recoverable amounts, the relevant cash flows have been discounted to their present value.

Depreciation and amortisation

Depreciable infrastructure, plant and equipment assets are written off to their estimated residual values over their estimated useful lives to NOHSC, using, in all cases, the straight-line method of depreciation. Leasehold improvements are amortised on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Depreciation rates (useful lives) and methods are reviewed annually and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.

Rates applying to NOHSC's infrastructure, plant and equipment assets are as follows:

	2002	2001
Leasehold improvements	Term of Lease	Term of Lease
Infrastructure, plant and equipment - excluding library materials	5 to 10 years	5 to 10 years
Infrastructure, plant and equipment - library materials	50 years	50 years

The aggregate amount of depreciation and amortisation allocated for each class of asset during the reporting period is disclosed in note 7d.

1.12 Taxation

NOHSC is exempt from all forms of taxation except for Fringe Benefits Tax and Goods and Services Tax.

1.13 Capital usage charge

A capital usage charge of 11% is imposed by the Government on the net assets of NOHSC. The charge is adjusted to take account of asset gifts and revaluation increments during the financial year.

1.14 Foreign Currency

Transactions denominated in a foreign currency are converted at the exchange rate at the date of the transaction. Foreign currency receivables and payables are translated at the exchange rates current as at balance date. Associated currency gains and losses are not material.

1.15 Insurance

NOHSC has insured for risks through the Government's insurable risk managed fund, called "Comcover". Workers compensation is insured through Comcare Australia.

1.16 Comparative figures

Comparative figures have been adjusted to conform to changes in presentation in these financial statements where required.

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

1.17 Rounding

Amounts have been rounded to the nearest \$1,000 except in relation to the following:

- remuneration of directors,
- remuneration of officers (other than directors),
- remuneration of auditors, and
- trust monies.

2. REPORTING BY SEGMENTS AND OUTCOMES

Reporting by Segments

NOHSC is responsible for leading national efforts in national occupational health and safety in Australia. It is therefore considered for segmental reporting to operate predominantly in one industry and within one geographical location.

NOHSC is structured to meet two outcomes:

- *Australian workplaces free from injury and disease*
- *Chemical safety and sustainable use of industrial chemicals*

Reporting by Outcomes for 2001-2002

	Outcome 1		Outcome 2		Total	
	Budget	Actual	Budget	Actual	Budget	Actual
	\$000	\$000	\$000	\$000	\$000	\$000
Total net administered expenses	-	-	-	-	-	-
Add: Net cost of entity outputs	16,128	14,043	3,700	3,739	19,828	17,782
Net Cost to Budget Outcome	16,128	14,043	3,700	3,739	19,828	17,782
Outcome Specific Assets	870	859	600	581	1,470	1,440
Assets that are not Outcome Specific					-	-
NB: The Net Cost to Budget Outcome shown includes intra-government costs that are eliminated in calculating the overall Budget Outcome						

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

3. REPORTING BY OUTPUTS

MAJOR DEPARTMENTAL REVENUE AND EXPENSES BY OUTPUT GROUP
as at 30 June 2002

OUTCOME 1	Output Group 1	Output Group 2	Output Group 3	Output Group 4	Output Group 5	Total
	\$000	\$000	\$000	\$000	\$000	\$000
Operating revenues						
Revenues from Government	3,268	2,415	6,020	2,558	426	14,687
Sales of goods and services	1	11	938	1	1	953
Other non-taxation revenue	42	25	56	26	4	153
Total operating revenues	3,311	2,451	7,014	2,585	431	15,792
Operating Expenses						
Employees	1,521	1,034	2,937	1,048	208	6,748
Suppliers	1,616	1,462	2,508	1,136	169	6,891
Depreciation and amortisation	94	68	157	73	12	404
Total operating expenses	3,231	2,564	5,602	2,257	389	14,043

OUTCOME 2	Output Group 1
	\$000
Operating revenues	
Revenues from Government	3,928
Total operating revenues	3,928
Operating Expenses	
Employees	2,096
Suppliers	1,530
Depreciation and amortisation	113
Total operating expenses	3,739

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

3. REPORTING BY OUTPUTS (continued)

MAJOR DEPARTMENTAL ASSETS AND LIABILITIES BY OUTPUT GROUP
as at 30 June 2002

	Outcome 1		Outcome 2		Outcome 3		Outcome 4		Outcome 5		Non-Specific		Total	
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	
OUTCOME 1														
Output specific departmental assets														
Goods and services receivable	10	-	-	735	-	-	-	-	-	-	195	-	941	
Net GST receivable	-	-	-	-	-	-	-	-	-	-	212	-	212	
Leasehold	-	-	-	-	-	-	-	-	-	-	1,413	-	1,413	
Infrastructure plant and equipment	-	-	-	-	-	-	-	-	-	-	365	-	365	
Library	-	-	-	-	-	-	-	-	-	-	755	-	755	
Total specific departmental assets	10	-	-	735	-	-	-	-	-	-	2,940	-	3,686	
Other departmental assets														
Cash at bank and on hand	-	-	-	-	-	-	-	-	-	-	1,497	-	1,497	
Other departmental assets	-	-	106	-	-	-	-	-	-	-	-	106	-	
Total other departmental assets	-	-	106	-	-	-	-	-	-	-	1,497	-	1,603	
Output specific departmental liabilities														
Employees	201	161	427	47	44	851	1,731							
Suppliers	122	297	32	32	0	1,262	1,745							
Total specific departmental liabilities	323	458	459	79	44	2,113	3,476							
Other departmental liabilities														
Capital use charge	-	-	-	-	-	186	186							
Other	-	-	-	-	-	118	118							
Total other departmental liabilities	-	-	-	-	-	304	304							

	Outcome 1	
	\$000	
OUTCOME 2		
Output specific departmental assets		
Goods and services receivable	258	
Leasehold	323	
Infrastructure plant and equipment	146	
Total specific departmental assets	727	
Other departmental assets		
Cash at bank and on hand	1,007	
Other departmental assets	3	
Total other departmental assets	1,010	
Output specific departmental liabilities		
Employees	698	
Suppliers	293	
Total specific departmental liabilities	991	

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

4. ECONOMIC DEPENDENCY

NOHSC was established by the *National Occupational Health and Safety Act 1985* and is controlled by the Commonwealth of Australia.

NOHSC is dependent on appropriations from the Parliament of the Commonwealth for its continued existence and ability to carry out its normal activities.

5. EVENTS OCCURRING AFTER REPORTING DATE

On 3rd July 2002, operations of National Industrial Chemicals Notification Scheme ("NICNAS") have been separated from those of NOHSC, with control passing to the Commonwealth Department of Health and Ageing.

NICNAS contributes to the health and safety of workers, the public and the environment from the harmful effects of industrial chemicals. The objective of NICNAS is to establish the scientific basis for safe chemical use by assessing industrial chemicals for their occupational, public health and/or environmental effects, through the efficient and effective administration of the IC(NA) Act and maintenance of high quality scientific assessment standards which meet the needs of the Australian community. This is expressed in Outcome 2 – Chemical safety and substantial use of industrial chemicals.

6. OPERATING REVENUES

6a. Revenues from Government

	<u>2002</u>	<u>2001</u>
	<u>\$000</u>	<u>\$000</u>
<i>Appropriation Act No 1 - Section 7 - Basic Appropriations</i>	14,687	15,017
<i>Appropriation Act No 1 - Section 11 - Advance to the Finance Minister</i>	-	3,000
<i>National Occupational Health and Safety Commission Act 1985</i>	3,928	4,076
Total	<u>18,615</u>	<u>22,093</u>

Revenues from the *National Occupational Health and Safety Commission Act 1985* (NOHSC Act) relate to chemical assessment fees and company registration charges paid into the Commonwealth Consolidated Revenue Fund under the *Industrial Chemicals (Notification and Assessment) Act 1989* (IC(NA) Act).

6b. Sales of Services

Rendering Services	945	1,214
Royalties	6	14
Total	<u>951</u>	<u>1,228</u>

6c. Interest

Bank Interest	<u>114</u>	<u>266</u>
---------------	------------	------------

6d. Other revenues

Rent - Sub-lease	-	73
Other	41	53
Total	<u>41</u>	<u>126</u>

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

7. OPERATING EXPENSES - GOODS AND SERVICES

	<u>2002</u>	<u>2001</u>
	<u>\$000</u>	<u>\$000</u>
7a. Employee expenses		
Remuneration (for services provided)	8,088	9,982
Separation and redundancy	247	3,331
Total remuneration	8,335	13,313
Liabilities transferred from related entities	-	496
Other employee expenses	509	437
Total	8,844	14,246

NOHSC contributes to the Commonwealth Superannuation (CSS) and the Public Sector (PSS) Superannuation schemes, which provide retirement, death and disability benefits to employees. Contributions to the schemes are at rates calculated to cover existing and emerging obligations. Current contribution rates are 18.9% of salary (CSS) and 10.1% of salary (PSS). An additional average 3% is contributed as Employer Productivity Superannuation Contributions.

7b. Suppliers expenses

Supply of goods and services	7,167	7,467
Operating lease rentals	1,249	4,076
Total	8,416	11,543

7c. Grants

NOHSC makes grants to support occupational health and safety issues in the workplace.

Non-profit institutions:

Resource grants	-	271
Research grants	-	20
Total	-	291

7d. Depreciation and amortisation

Depreciation and amortisation of infrastructure, plant and equipment	516	266
--	-----	-----

The aggregate amounts of depreciation or amortisation expensed during the reporting period for each class of depreciable asset are as follows:

Leasehold improvements	366	158
Plant and equipment	150	108
	516	266

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
Notes to and forming part of the financial statements
for the year ended 30 June 2002

7. OPERATING EXPENSES (Continued)

	<u>2002</u> \$000	<u>2001</u> \$000
7e. Write down of assets		
Infrastructure, plant and equipment		
Write down	-	149
	<hr/>	<hr/>
7f. Proceeds and expenses from sale of assets		
Non-financial assets - infrastructure, plant & equipment		
Expense from sale	6	13
Net losses from sale of assets	6	13
	<hr/>	<hr/>

8. FINANCIAL ASSETS

8a. Cash

Cash at bank and on hand	2,504	4,966
Total	<hr/> 2,504	<hr/> 4,966
Balance of cash at 30 June shown in the Statement of Cash Flows	<hr/> 2,504	<hr/> 4,966

8b. Receivables

Services	1,127	503
Less: provision for doubtful debts	-	-
	<hr/> 1,127	<hr/> 503
Capital use charge	72	72
	<hr/> 1,199	<hr/> 575
GST Receivable	212	294
Total	<hr/> 1,411	<hr/> 869
Receivables (gross) which are overdue are aged as follows:		
Not overdue	880	869
Overdue by:		
- less than 30 days	19	-
- 30 to 60 days	223	-
- 60 to 90 days	-	-
- more than 90 days	289	-
Total overdue	<hr/> 531	<hr/> -
Total	<hr/> 1,411	<hr/> 869

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION

Notes to and forming part of the financial statements for the year ended 30 June 2002

9. NON-FINANCIAL ASSETS

	<u>2002</u> \$000	<u>2001</u> \$000
9a. Infrastructure, plant & equipment		
Infrastructure, plant & equipment - at cost	1,440	-
Less: Accumulated depreciation and amortisation	(234)	-
	<u>1,206</u>	<u>-</u>
Infrastructure, Plant & Equipment - June 2001 Valuation	2,554	2,627
Less: Accumulated depreciation and amortisation	(758)	(543)
	<u>1,796</u>	<u>2,084</u>
Total infrastructure, plant and equipment	<u>3,002</u>	<u>2,084</u>

9b. Analysis of infrastructure, plant & equipment (continued)

TABLE B - Summary of balances of assets at valuation as at 30 June 2002

	Infrastructure, Plant & Equipment \$000
As at 30 June 2002	
Gross value	2,554
Accumulated depreciation/ amortisation	(758)
Net book Value	<u>1,796</u>
As at 30 June 2001	
Gross value	2,627
Accumulated depreciation/ amortisation	(543)
Net book Value	<u>2,084</u>

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
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9 NON-FINANCIAL ASSETS (continued)

9c. Analysis of Infrastructure, Plant and Equipment

TABLE A - Reconciliation of the opening and closing balances of infrastructure, plant and equipment

Item	Leasehold Improvements \$'000	Library \$'000	Other Plant and Equipment \$'000	TOTAL \$'000
Gross value as at 1 July 2001	1,071	1,144	412	2,627
Additions: purchase of assets	1,049	-	391	1,441
Write-offs	-	-	(8)	(8)
Disposals	-	-	(64)	(64)
Gross value as at 30 June 2002	2,120	1,144	731	3,995
Accumulated depreciation/amortisation as at 1 July 2001	18	363	163	543
Disposals	-	-	(58)	(58)
Depreciation/ amortisation charge for the year	366	27	123	516
Write-offs	-	-	(8)	(8)
Accumulated depreciation/amortisation as at 30 June 2002	384	390	220	993
Net book value as at 30 June 2002	1,736	755	511	3,002
Net book value as at 1 July 2001	1,053	782	249	2,084

9d. Other non-financial assets

	<u>2002</u>	<u>2001</u>
	<u>\$000</u>	<u>\$000</u>
Prepayments	109	590

10. PROVISIONS

10. Employee Provisions

Salaries and wages	319	543
Recreation leave	874	1,285
Long service leave	1,235	1,783
Separation and redundancy	-	1,161
Aggregate employee entitlement liability	<u>2,428</u>	<u>4,772</u>

Employee provisions are categorised as follows:

Current	1,316	3,078
Non-current	1,112	1,694
	<u>2,428</u>	<u>4,772</u>

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
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11. PAYABLES

	<u>2002</u>	<u>2001</u>
	<u>\$000</u>	<u>\$000</u>
11a. Suppliers		
Trade creditors	2,039	1,813
Capital creditors	-	240
Operating lease rentals - surplus lease space	-	763
Total	2,039	2,816

All supplier payables are current.

11b. Other payables

Revenue received in advance	<u>118</u>	<u>124</u>
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12. EQUITY

Item	Accumulated results		Statutory Fund		Asset Revaluation Reserve		Total Equity	
	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000
Opening balance 1 July	(244)	2,678	-	168	746	3,044	501	5,890
Operating result	1,939	(2,795)	-	-	-	-	1,939	(2,795)
Capital use charge (CUC)	(186)	(295)	-	-	-	-	(186)	(295)
Net revaluation (decrement)	-	-	-	-	-	(2,298)	-	(2,298)
Transfers from statutory fund	-	168	-	(168)	-	-	-	-
Closing balance as at 30 June	1,509	(244)	-	-	746	746	2,255	502
LESS: outside equity interests	-	-	-	-	-	-	-	-
Total equity attributable to the Commonwealth	1,509	(244)	-	-	746	746	2,255	502

13. CASH FLOW RECONCILIATION

	<u>\$000</u>	<u>\$000</u>
Net surplus (deficit)	1,939	(2,795)
Depreciation of infrastructure, plant & equipment	516	266
Loss on disposal of infrastructure, plant & equipment	6	13
Write down of assets	-	149
Changes in assets and liabilities		
Increase in receivables (excluding Capital Use Charge)	(542)	(571)
(Increase)/decrease in prepayments	481	(311)
Increase / (decrease) in employee provisions	(2,344)	2,132
Increase / (decrease) in trade creditors	(309)	1,031
Increase/(decrease) in surplus lease space	(763)	386
Decrease in other liabilities	(6)	(6)
Net cash from operating activities	(1,022)	294

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
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14. RELATED PARTY DISCLOSURES

Details of persons who were members of NOHSC at any time during the financial year and their related entities are as follows:

Chairman	Professor D Else (Re-appointed 9 Dec 2000)	NOHSC, University of Ballarat, SA Workcover, NSW Dept of Mineral Resources
Chief Executive Officer	Mr R Stewart-Crompton (Appointed acting 27 Sep 2000) (Appointed 17 Dec 2000)	NOHSC SRCC
Australian Council of Trade Unions	Mr A Cooke (Resigned 7 Feb 2002) Mr W Mansfield (Re-appointed 21 Feb 2001) Mr P Tighe (Re-appointed 21 Feb 2001) Ms S Mayman (Appointed 27 Mar 2002)	Trades and Labour Council of WA ACTU Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia. Unions WA
Australian Chamber of Commerce and Industry	Mr B Noakes (Resigned 14 Dec 2001) Ms S Kidziak AM (Appointed 21 Feb 2001) Ms A Bellamy (Appointed 21 Feb 2001) Mr P Anderson (Appointed 27 Mar 2002)	ACCI Australian Business Ltd Chamber of Commerce and Industry WA ACCI
State/Territory Representatives		
New South Wales	Ms K McKenzie (Re-appointed 21 Feb 2001)	Workcover Authority of NSW
Victoria	Mr W Mountford (Re-appointed 21 Feb 2001)	Victorian Workcover Authority
Queensland	Mr R Seljak (Re-appointed 21 Feb 2001)	Queensland Department of Industrial Relations
South Australia	Mr Keith Brown (Re-appointed 21 Feb 2001)	SA Workcover Corporation
Western Australia	Mr B Bradley (Re-appointed 21 Feb 2001)	Worksafe Western Australia
Tasmania	Mr G O'Farell (Resigned 6 Aug 2001) Mr R Pearce	Department of Infrastructure Energy and Resources Department of Infrastructure

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	(Appointed 4 Jul 2002)	Energy and Resources
Northern Territory	Mr B Cavanagh (Resigned 27 Oct 2000) Mr M Crossin (Appointed 4 Jul 2002)	Department of Industries and Business Department of Employment, Education and Training
Australian Capital Territory	Mr B Page (Appointed 21 Feb 2001) (Resigned 1 Feb 2002)	ACT Department of Urban Services

Commonwealth Representatives

Minister for Employment Workplace Relations and Small Business	Mr J Rowling (Appointed 11 Oct 2000) (Re-appointed 9 Nov 2000)	Department of Employment, Workplace Relations and Small Business
Minister for Health and Aged Care	Prof J Mathews (Appointed 9 Nov 2000)	Department of Health and Aged Care

Transactions with member-related entities

The aggregate amounts brought to account in respect of the following types of transactions with member-related entities were:

		<u>2002</u>	<u>2001</u>
		\$	\$
Transaction Type	Members Concerned		
Commission Expenses:			
Research Contract	A Cooke, W Mansfield, P Tighe, S Mayman (ACTU)	230,454	150,000
Specific Purpose Consultancy	A Cooke, W Mansfield, P Tighe (ACTU)	Nil	125,000
Research Contract	D Frith, B Noakes, S Tepe, Ms S Kidziak, Ms A Bellamy, P Anderson (ACCI)	250,000	120,742
Specific Purpose Consultancy	D Frith, B Noakes, S Tepe, Ms S Kidziak, Ms A Bellamy (ACCI)	Nil	150,000
Services Provided	S Tepe (She Pacific)	Nil	40,598
Services Provided	Prof D Else (University of Ballarat)	65	19,782
Receipts			
Chemical Assessments And Company Registration	S Tepe (She Pacific Pty Ltd)	Nil	17,400

The above transactions with member-related entities were made in accordance with NOHSC's normal approval processes. In relation to Resource Grants and Specific Purpose Consultancies, the members concerned took no part in the relevant decisions of NOHSC.

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
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In addition, NOHSC enters into various transactions which were insignificant in amount with member-related entities within normal customer relationships on terms and conditions no more favourable than those available in similar arms' length dealings. During financial year 2001-02 no such transactions took place.

15. REMUNERATION OF NOHSC MEMBERS

	<u>2002</u>	<u>2001</u>
	\$	\$
Aggregate amount of superannuation payments in connection with the retirement of NOHSC members:	-	34,395
Other remuneration received or due and receivable by NOHSC members:	288,231	236,164
Total remuneration received or due and receivable by NOHSC members:	288,231	270,559
The number of NOHSC members included in these figures are shown below in the relevant remuneration bands:		
	Number	Number
Nil	19	20
\$30,000 to \$39,999	1	-
\$40,000 to \$49,999	-	1
\$100,000 to \$109,999	-	1
\$110,000 to \$119,999	-	1
\$250,000 to \$259,999	1	-
	21	23

The only members who received remuneration from NOHSC are occupants of the positions of Chairman and Chief Executive Officer.

16. REMUNERATION OF OFFICERS

Total remuneration received or due and receivable by officers whose remuneration exceeded \$100,000	703,755	590,514
The aggregate amount of separation and redundancy payments of Officers is:	-	72,037
The number of Officers who received or were due to receive total remuneration (including separation and redundancy payments) of \$100,000 or more:		
	Number	Number
\$110,000 to \$119,999	1	2
\$120,000 to \$129,999	1	-
\$140,000 to \$149,999	1	2
\$150,000 to \$159,999	1	1
\$160,000 to \$169,999	1	-
	5	5

The officer remuneration includes all officers concerned with or taking part in management of NOHSC during 2001-02 with the exception of the Chief Executive Officer. Details in relation to the Chief Executive Officer have been incorporated into Note 15 - Remuneration of NOHSC Members.

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION
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17. REMUNERATION OF AUDITORS

	<u>2002</u>	<u>2001</u>
	\$	\$
Remuneration to the Australian National Audit Office for auditing the financial statements for the reporting period.	<u>28,693</u>	<u>28,000</u>

No other services were provided by the Australian National Audit Office during the reporting period

18. STAFFING LEVELS

The staffing levels for NOHSC at 30 June was:	<u>119</u>	<u>136</u>
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19. FINANCIAL INSTRUMENTS

(a) Terms, conditions and accounting policies

Financial Instrument	Notes	Accounting policies and methods (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms and conditions affecting the amount, timing and certainty of cash flows).
<i>Financial Assets</i>		Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.	
Deposits at call	8a	Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.	Temporarily surplus funds, mainly from monthly drawdowns of appropriation, are placed on deposit at call with NOHSC' banker. Interest is earned on the daily balance at the prevailing daily rate for money on call and is paid at month end.
Receivables for services	8b	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Provisions are made when collection of the debt is judged less rather than more likely.	Credit terms are net 30 days (2001: 30 days).
<i>Financial Liabilities:</i>		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.	
Trade creditors	11a	Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).	Settlement is usually made net 30 days.

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19. FINANCIAL INSTRUMENTS (Continued)

Financial instruments

(b) Interest Rate Risk

Financial Instrument	Notes	Floating Interest Rate		Non-interest Bearing		Total		Weighted Average Interest Rate	
		2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000	2002 %	2001 %
<i>Financial Assets (Recognised):</i>									
Cash at bank	8a	2,503	4,965	-	-	2,503	4,965	4.52%	4.91%
Cash on hand	8a	-	-	1	1	1	1	n/a	n/a
Receivables for services	8b	-	-	1,411	869	1,411	869	n/a	n/a
Total Financial Assets (Recognised):		2,503	4,965	1,412	870	3,915	5,835		
Total Assets						7,026	8,509		
<i>Financial Liabilities (Recognised):</i>									
Trade creditors	11a	-	-	2,039	2,348	2,039	2,348	n/a	n/a
Total Financial Liabilities (Recognised):		-	-	2,039	2,348	2,039	2,348	n/a	n/a
Total Liabilities						4,772	8,007		

(c) Net Fair Values of Financial Assets and Liabilities

	Note	2002		2001	
		Total Carrying Amount	Aggregate Net Fair Value	Total Carrying Amount	Aggregate Net Fair Value
		\$,000	\$,000	\$,000	\$,000
Financial Assets					
Cash at bank		2,503	2,503	4,965	4,965
Cash on hand		1	1	1	1
Receivables for services		1,411	1,411	869	869
		<u>3,915</u>	<u>3,915</u>	<u>5,835</u>	<u>5,835</u>
Financial Liabilities					
Trade creditors		2,039	2,039	2,348	2,348
		<u>2,039</u>	<u>2,039</u>	<u>2,348</u>	<u>2,348</u>

Financial Assets:

The net fair values of cash and non interest bearing monetary financial assets approximate their respective carrying amounts. None of the classes of financial assets are readily traded on organised markets in standardised form.

NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION

Notes to and forming part of the financial statements for the year ended 30 June 2002

(d) Credit Risk Exposures

NOHSC's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Position. NOHSC has no significant exposures to any concentrations of credit risk.

20. TRUST MONIES

	<u>2002</u>	<u>2001</u>
	<u>\$000</u>	<u>\$000</u>
Balance at 1 July	-	51
Interest received	-	2
Transfer to Cash at Bank	-	(53)
Balance at 30 June	<u>-</u>	<u>-</u>

In prior years NOHSC maintained a special bank account to account for monies held on behalf of other parties for various purposes. These monies were not available for the operations of NOHSC and were not recognised in the financial statements. However in the year ended 30 June 2001 it was established that the monies held were for no specific parties and accordingly have been transferred to the main operating bank account and other revenues (note 5d).

21. STATUTORY RESEARCH FUND

Pursuant to section 58 of the *National Occupational Health & Safety Commission Act 1985*, there is a fund vested in NOHSC known as the National Occupational Health and Safety Research Fund.

The activity of the Fund involves the provision of grants for purposes relating to research into occupational health and safety matters.

	<u>2002</u>	<u>2001</u>
	<u>\$000</u>	<u>\$000</u>
Details concerning the Research Fund are as follows:		
Balance at Beginning of Year	-	168
Less Aggregate of amounts transferred from statutory fund	-	168
Balance at End of Year	<u>-</u>	<u>-</u>
Aggregate of amounts transferred from statutory fund		
Net Expenditure		
Research grants paid	-	20
Interest received	-	(7)
Grant refunds	-	-
	<u>-</u>	<u>13</u>
Transfer to accumulated results	-	155
	<u>-</u>	<u>168</u>

Appendix 3

Enabling Legislation

Establishment

The National Occupational Health and Safety Commission (NOHSC) was first established on an administrative basis in October 1984 by the then Minister for Employment and Industrial Relations. The *National Occupational Health and Safety Commission Act 1985* (the NOHSC Act) was proclaimed on 20 December 1985. Under paragraph 6(2)(a) of the NOHSC Act, the Commission is a body corporate with perpetual succession. NOHSC is a Commonwealth Authority for the purposes of the Commonwealth Authorities and Companies Act 1997. The NOHSC Office is a Statutory Agency for the purposes of the *Public Service Act 1999*.

The objects of the establishment of NOHSC, as set out in section 7 of the NOHSC Act, are:

- the development among the members of the community of an awareness of issues relevant to OHS matters and the facilitation of public debate and discussion on such issues;
- the provision, in the public interest, of the forum by which representatives of the Government of the Commonwealth, the Governments of the States and of the employers and employees may consult together in, and participate in the development and formulation of, policies and strategies relating to OHS matters; and
- the provision of a national focus for activities relating to OHS matters.

Organisation

The Commission is a tripartite body established by the Commonwealth Parliament. Its eighteen members are:

- the Chairperson;
- the Chief Executive Officer;
- three members nominated by the Australian Council of Trade Unions (ACTU);
- three members nominated by the Australian Chamber of Commerce and Industry (ACCI);
- one member nominated by the Commonwealth Minister for Employment, Workplace Relations;
- one member nominated by the Commonwealth Minister for Health and Ageing; and
- eight members nominated by each of the State Premiers and Territory Chief Ministers.

NOHSC is advised by its tripartite committees and subcommittees. Their terms of reference covering specific areas of NOHSC's functions are linked to the National OHS Strategy and NOHSC Strategic Plan.

The staff required to assist NOHSC in the performance of its functions are employed under the *Public Service Act 1999*. Under section 55 of the NOHSC Act, NOHSC may also engage such additional employees as it thinks necessary for the performance of its functions.

Each State and Territory has its own OHS legislation. The State and Territory governments are responsible for, among other things, inspection of workplaces, enforcement of occupational health and safety legislation and the administration of workers' compensation arrangements in their respective jurisdictions. OHS and workers' compensation legislation governing Commonwealth employment is administered by Comcare²⁴.

Functions

The functions of the Commission, as set out in Section 8 of the Act, are:

- (a) *to formulate policies and strategies relating to occupational health and safety matters;*
- (b) *to consider, and to make recommendations in relation to, the action that should be taken by, and to facilitate co-operation between, the Government of the Commonwealth, the Governments of the States, employers, persons engaged in occupational activities and organizations of employers or of persons engaged in occupations on occupational health and safety matters;*
- (c) *to consider, and to make recommendations in relation to, the action (if any) that needs to be taken by Australia in order to comply with the provisions of any international instrument relating to occupational health and safety matters;*
- (d) *to review laws and awards relating to occupational health and safety matters;*
- (e) *to consider, and to make recommendations in relation to, proposals for the making of laws and awards relating to occupational health and safety matters;*
- (f) *to declare national standards and codes of practice;*
- (g) *to encourage and facilitate the implementation of:*
 - (i) *policies and strategies formulated by NOHSC;*
 - (ii) *recommendations made by NOHSC with respect to the taking of action or the making or review of laws or awards; and*
 - (iii) *national standards and codes of practice;*
- (h) *to evaluate the effectiveness and implementation of:*
 - (i) *policies and strategies formulated by NOHSC;*
 - (ii) *action taken as a result of the recommendations of NOHSC;*
 - (iii) *laws and awards made or reviewed as a result of the recommendations of NOHSC; and*
 - (iv) *national standards and codes of practice;*
- (j) *to act as a means of liaison between Australia and other countries or international organizations in occupational health and safety matters;*
- (k) *to collect, interpret and disseminate information relating to occupational health and safety matters;*

²⁴ For information on Comcare see <http://www.comcare.gov.au/>

- (m) *to direct the conduct of inquiries in respect of occupational health and safety matters in accordance with Part VII;*
- (n) *to publish reports, periodicals and papers relating to occupational health and safety matters;*
- (p) *to provide, and assist in the provision of, training in knowledge and skills relevant to occupational health and safety matters;*
- (q) *to conduct educational and promotional programs relevant to occupational health and safety matters;*
- (r) *to consult and co-operate with other persons, organizations and governments on occupational health and safety matters;*
- (s) *to make grants of financial assistance for purposes relating to occupational health and safety matters;*
- (t) *to carry out, arrange for, or assist testing of matters and things relevant to occupational health and safety matters;*
- (ta) *by arrangement with particular employers, to carry out, arrange for, or assist in the evaluation of occupational hazards in places of work;*
- (u) *to carry out, arrange for, or assist research on occupational health and safety matters;*
- (v) *to encourage and facilitate the application or utilization of the results of that research or testing;*
- (w) *to establish and award fellowships and scholarships for training in the knowledge and skills relevant to, and for research on, occupational health and safety matters;*
- (x) *to administer the Fund;*
- (y) *to plan and establish the organization that will be required to enable NOHSC to perform functions that the Minister, from time to time, declares are proposed to be conferred on NOHSC by or pursuant to an arrangement or law, or a proposed arrangement or law, of the kind referred to in subsection (2);*
- (z) *of its own motion or when requested by the Minister to do so, to report to the Minister on any matter arising in the course of the performance of its functions; and*
- (za) *to do anything incidental to or conducive to the performance of any of the preceding functions.*

Amendments to the National Occupational Health and Safety Act 1985

During the financial year ended 30 June 2002 the *National Occupational Health and Safety Act 1985* was amended by the following Acts:

- *Safety, Rehabilitation and Compensation and Other Legislation Amendment Act 2001*—date of assent, 1 October 2001—amendments consequential to the Confederation of Australian Industry changing its name to the Australian Chamber of Commerce and Industry and amendments converting existing penalties to penalty units;
- *Employment, Workplace Relations and Small Business Legislation Amendment (Application of Criminal Code) Act 2001*—date of assent, 1 October 2001—amendments to ensure

consistency with the general principles of criminal responsibility as set out in the *Criminal Code Act 1995*;

- *Therapeutic Goods and Other Legislation Amendment Act 2002*—passed by the Senate on 27 June 2002—date of assent 3 July 2002—amendments to give effect to new administrative and financial arrangements for NICNAS as a result of changed portfolio responsibilities under the Administrative Arrangements Order of 26 November 2001.

Regulations

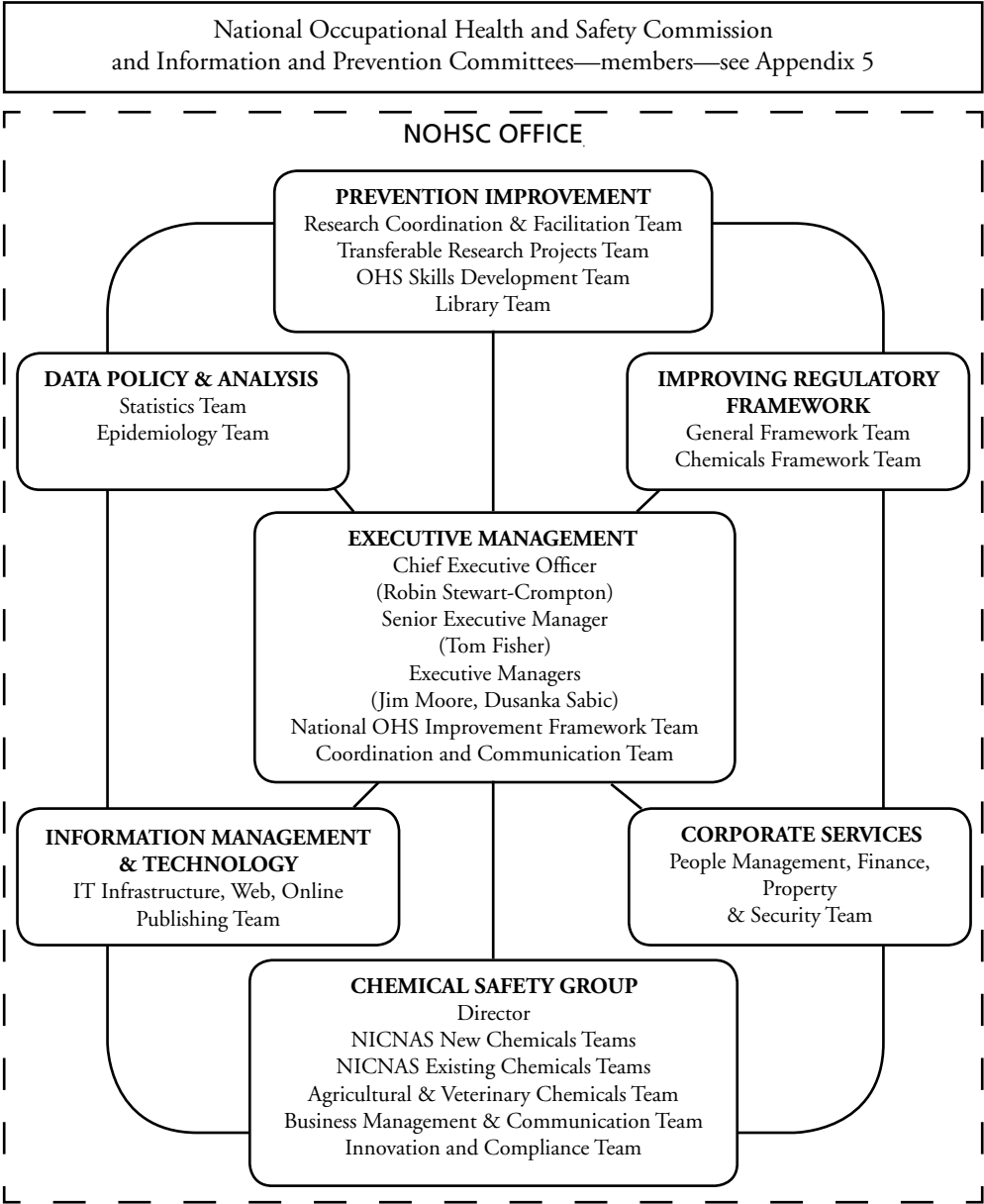
NOHSC administers the following Regulations:

- *National Occupational Health and Safety Commission (Allowances) Regulations*;
- *National Occupational Health and Safety Commission Regulations*;
- *National Occupational Health and Safety Commission Regulations (Amendment)*.

Appendix 4

Outline of Organisational Structure 2001–02²⁵

Figure 3: Outline of NOHSC Organisational Structure for 2001–02



²⁵ For the organisation structure in 2002–03, please refer to the NOHSC website <http://www.nohsc.gov.au/AboutNOHSC/>

Appendix 5

Directors and Committees

NOHSC Members

Table 8: Details of NOHSC Members during 2001–02

Name	Qualifications	Experience	Responsibilities	Dates
Prof Dennis Else	Bachelor of Science (Applied Physics)	Chair, NOHSC (1996 to present)	Chair, NOHSC	Re-appointed 9 Dec 2000
	Doctor of Philosophy	Professor of Occupational Health and Safety, University of Ballarat (1996 to present)	Chair, Executive Committee	Re-appointed 9 Dec 1998
		Pro Vice-Chancellor, Organisation Development, University of Ballarat (1994 to 1996)	Chair, Audit Committee	1st appointed 4 Dec 1996
		Dean, Division of Engineering and Science, Ballarat University College (1991 to 1994)	Member, Prevention Committee	
		Director, Victorian Institute of Occupational Safety and Health, Ballarat University College (1984 to 1991)	Member, Information Committee	
Mr Robin Stewart- Crompton	Bachelor of Laws	Chief Executive Officer, NOHSC (2000 to present)	CEO, NOHSC	Appointed CEO 17 Dec 2000
	Graduate Diploma of International Law	Member, Safety, Rehabilitation and Compensation Commission (1995 to present)	Member, Executive Committee	Appointed acting CEO 27 Sep 2000
	Practitioner of the Supreme Court of South Australia	Commonwealth public servant (1975–2000 Department of Employment, Workplace Relations and Small Business and predecessor Departments, Deputy Secretary 1995–2000)	Member, Audit Committee	Re-appointed as nominee of Minister for Employment, Workplace Relations & Small Business 21 Feb 1998
		Legal practitioner (1972 to 1975)	Member, Information Committee	1st appointed 28 Mar 1996
			Member, Prevention Committee	

Name	Qualifications	Experience	Responsibilities	Dates
Mr William (Bill) Mansfield	Bachelor of Laws	<p>Responsible for OHS matters at the ACTU. Joined the ACTU in 1985 following 23 years as an officer of the Australian Telecommunications Employees Association</p> <p>Has been a member of the ILO governing body since 1995</p> <p>Deputy Chair—Australian National Training Authority (ANTA)</p> <p>Member—Safety, Rehabilitation and Compensation Commission (SRCC)</p>	<p>Nominated by the ACTU</p> <p>Member, Executive Committee</p> <p>Member, Audit Committee</p>	<p>Re-appointed 21 Feb 2001</p> <p>Appointed 21 Feb 1998</p> <p>Resigned 20 Mar 1991</p> <p>Re-appointed 16 Feb 1989</p> <p>1st appointed 19 Dec 1985</p>
Mr Peter Tighe	<p>Electrical Trades Certificate</p> <p>Basic Electronics Certificate</p>	<p>Over 25 years experience and involvement in matters pertaining to electrical and general occupational safety</p> <p>Executive member of the ACTU</p> <p>Holds a number of company directorships in the electrical and electronic occupational training areas</p>	<p>Nominated by the ACTU</p> <p>Alternate, Executive Committee</p> <p>Alternate, Audit Committee</p>	<p>Re-appointed 21 Feb 2001</p> <p>1st appointed 21 Feb 1998</p>
Ms Stephanie Mayman	Diploma of Education	<p>Secretary—Trades and Labor Council of Western Australia (now Unions WA) (Dec 2001 to present)</p> <p>Assistant Secretary—Trades and Labor Council of Western Australia (1995 to 2001)</p> <p>Industrial Officer Australian Liquor, Hospital and Miscellaneous Workers' Union—WA Branch (1988 to 1995)</p> <p>Occupational Health and Safety Officer Trades and Labor Council of Western Australia</p>	Nominated by the ACTU	Appointed 27 Mar 2002

Name	Qualifications	Experience	Responsibilities	Dates
Mr Anthony (Tony) Cooke	<p>Bachelor of Applied Science (Social Work)</p> <p>Master of Business (Public Administration)</p> <p>Master of Arts (Social Policy)</p>	<p>Member, WA Occupational Safety and Health Commission (1993 to present)</p> <p>Member, WA Workers' Compensation and Rehabilitation Commission (1986 to 1995), Deputy Member (1995 to present)</p> <p>Member, WA Premium Rates Committee (1986 to present)</p> <p>Workers' Compensation Advocate and Claims Manager (1980 to 1984)</p>	<p>Nominated by the ACTU</p> <p>Chair, Information Committee</p> <p>Chair, Construction Industry Project Team</p>	<p>Resigned 7 Jan 2002</p> <p>Re-appointed 21 Feb 2001</p> <p>Re-appointed 21 Feb 1998</p> <p>1st appointed 21 Feb 1995</p>
Ms Sylvia Kidziak AM	<p>Diploma in Electrical Technology</p> <p>Master of Engineering Management</p> <p>Bachelor of Arts (Hons)</p>	<p>Principal consultant, Occupational Health, Safety and Environment Policy, Australian Business Ltd (1984 to present)</p> <p>Managing Director, SL Engineering (1979 to present)</p> <p>Chairperson, ARPANSA Nuclear Safety Committee (1999 to present)</p> <p>Board Member, Dust Diseases (Workers' Compensation) Board of NSW (1990 to present)</p> <p>Member (OHS Expert) Workers' Compensation and Workplace Occupational Health and Safety Council of NSW (2001 to present)</p> <p>Member NICNAS Industry Government Consultative Committee (1998 to present)</p> <p>Member ARPANSA Radiation Health and Safety Advisory Council of NSW (1993 to 2001)</p> <p>Chairperson. Occupational Health Safety and Rehabilitation Council of NSW (1993 to 2001)</p> <p>Experience includes management positions in safety engineering, design and construction of engineering projects and Board Member or Chairperson of various councils</p>	<p>Nominated by the ACCI</p>	<p>Appointed 21 Feb 2001</p>

Name	Qualifications	Experience	Responsibilities	Dates
Ms Annette (Anne) Bellamy	<p>Bachelor of Applied Science</p> <p>Certificate in Child Health</p> <p>Certificate in Midwifery</p> <p>Certificate in General Nursing</p>	<p>Director, Health, Safety and Workers' Compensation, Chamber of Commerce and Industry Western Australia (and formerly the Confederation of WA Industry) (1986 to present)</p> <p>Member, WorkSafe WA Commission</p> <p>Member, WA Premium Rates Committee</p> <p>Deputy Member, WA Workers' Compensation and Rehabilitation Commission</p>	<p>Nominated by the ACCI</p> <p>Member, Prevention Committee</p>	Appointed 21 Feb 2001
Mr Peter Anderson	<p>Graduate Diploma in Legal Practice</p> <p>Bachelor of Laws (Hons)</p>	<p>Director—Workplace Policy Australian Chamber of Commerce and Industry (2002 to present)</p> <p>Senior Adviser—Office of Federal Minister for Employment, Workplace Relations and Small Business (1997 to 2001)</p> <p>Chief of Staff—Office of Premier of South Australia (1996) Office of South Australian Minister for Industrial Affairs (1994 to 1996)</p> <p>Partner, Industrial and Employment Law Fisher Jeffries (SA) Barristers and Solicitors (1992 to 1993)</p> <p>Also worked as Executive Director of a peak retail industry employer association. Was directly involved in the restructuring of the South Australian workers rehabilitation and compensation scheme, and State occupational health and safety laws in the 1994–1996 period. Advised federal Ministers, inter alia, on national occupational health and safety policy in the 1997–2001 period.</p> <p>Has developed and presented training programmes for employers and managers on business and employment law.</p>	<p>Nominated by the ACCI</p> <p>Member Executive Committee (from March 2002)</p> <p>Member Audit Committee (from March 2002)</p>	Appointed 27 Mar 2002

Name	Qualifications	Experience	Responsibilities	Dates
Mr Bryan Noakes	Matriculation	<p>40 years experience in labour relations</p> <p>17 years as a member of the National Labour Consultative Council</p> <p>Extensive ILO experience including as a member of the ILO governing body responsible for all facets of ILO operations including training for employers' and workers' organisations</p>	<p>Nominated by the ACCI</p> <p>Member, Executive</p> <p>Member, Audit Committee</p>	<p>Resigned 14 Dec 2001</p> <p>Re-appointed 21 Feb 2001</p> <p>Re-appointed 21 Feb 1998</p> <p>Re-appointed 30 Oct 1995</p> <p>Term expired 19 Dec 1988</p> <p>1st appointed 19 Dec 1985</p>
Ms Kathryn (Kate) McKenzie	<p>Bachelor of Arts/ Bachelor of Laws</p> <p>Admitted as a solicitor of the Supreme Court of NSW</p>	<p>General Manager, WorkCover NSW (2000 to present)</p> <p>Director-General, Department of Industrial Relations (Jan 2001 to present)</p> <p>Deputy Director-General, NSW Cabinet Office (1993 to 2000)</p>	<p>Nominated by the Premier of New South Wales</p>	<p>Re-appointed 21 Feb 2001</p> <p>1st appointed 1 Dec 2000</p>
Mr William (Bill) Mountford	<p>Master of Philosophy (Economics)</p> <p>Bachelor of Economics (Hons)</p>	<p>CEO, Vic WorkCover Authority (2000 to present)</p> <p>Partner, Arthur Andersen (1998 to 2000)</p> <p>Director, Australian Consulting Partners (1994 to 1998)</p> <p>Director, Australian Manufacturing Council (1998 to 1994)</p>	<p>Nominated by the Premier of Victoria</p>	<p>Re-appointed 21 Feb 2001</p> <p>1st appointed 1 Dec 2000</p>

Name	Qualifications	Experience	Responsibilities	Dates
Mr Robert Seljak	<p>Honorary Fellow, Safety Institute of Australia</p> <p>Master of Business</p> <p>Admission to the Supreme Court of the Northern Territory</p> <p>Bachelor of Laws</p> <p>Bachelor of Arts</p>	<p>General Manager, Division of Workplace Health and Safety, Qld Dept of Industrial Relations (July 1998 to present)</p> <p>Senior management positions in Vocational Education and Training and Industrial Relations with the Qld Dept of Employment, Training and Industrial Relations (1989 to 1998)</p> <p>Policy analyst, Ministry of Labour, Toronto, Canada (1987 to 1989)</p> <p>Instructor, Centre of Labour Studies, Toronto Labour Council (1984)</p>	<p>Nominated by the Premier of Queensland</p> <p>Chair, Skills Development Committee</p> <p>Alternate, Executive Committee</p> <p>Alternate, Audit Committee</p>	<p>Re-appointed 21 Feb 2001</p> <p>1st appointed 7 July 1999</p>
Mr Keith Brown	<p>Strategic Human Resources Management (Australian Graduate School of Management and Harvard)</p>	<p>CEO, SA WorkCover Corporation (1997 to present)</p> <p>Presiding Officer, SA Workers' Rehabilitation and Compensation Advisory Committee</p> <p>Experience spans senior executive roles in the public sector, oil and banking industries as well as small business and industry organisations</p>	<p>Nominated by the Premier of South Australia</p> <p>Chair, Prevention Committee</p> <p>Member, Executive Committee</p> <p>Member, Audit Committee</p>	<p>Re-appointed 21 Feb 2001</p> <p>Re-appointed 21 Feb 1998</p> <p>1st appointed 25 Jun 1997</p>

Name	Qualifications	Experience	Responsibilities	Dates
Mr Brian Bradley	Diploma of Accounting	<p>A/Director General Department of Consumer and Employment Protection; Commissioner and CEO, WorkSafe WA (1998 to present)</p> <p>Chairperson, WA Workers' Compensation and Rehabilitation Commission (appointed 2000)</p> <p>Director, Policy and Information, WorkSafe WA (1988 to 1995)</p> <p>Executive Officer, Dept of Occupational Health and Safety WA (1985 to 1988)</p> <p>Australian Government representative at the International Labour Conference in 1992 and 1993 for the Development of an ILO Convention and Recommendation for the Prevention of Major Industrial Accidents</p> <p>Chairperson of Expert Working Group for National Standard for Major Hazard Facilities</p> <p>Chairperson of Expert Review Group for National Code of Practice for Major Hazard Facilities</p>	<p>Nominated by the Premier of Western Australia</p> <p>Chair, Information Committee</p>	<p>Re-appointed 21 Feb 2001</p> <p>1st appointed 31 Mar 1999</p>
Mr George O'Farrell ²⁶	Bachelor of Arts	<p>Deputy Secretary, Tas Dept of Infrastructure, Energy and Resources (1998 to 2001)</p> <p>Chief Executive, Tas Workplace Standards Authority (1996 to 1998)</p>	Nominated by the Premier of Tasmania	<p>Resigned 3 Aug 2001</p> <p>Re-appointed 21 Feb 2001</p> <p>Re-appointed 21 Feb 1998</p> <p>1st appointed 7 Apr 1997</p>

²⁶ Mr R J Pearce, Director, Policy Planning and Services Branch, Workplace Standards Tasmania was appointed on 4 July 2002.

Name	Qualifications	Experience	Responsibilities	Dates
Northern Territory Vacant ²⁷				
Mr Bradley Page ²⁸	Bachelor of Arts (Administration)	<p>Director, Industry Policy and Regulation Branch, ACT Dept of Urban Services (1999 to present)</p> <p>Manager, Electricity Reform, Dept of Industry, Science and Resources (1998 to 1999)</p> <p>Manager, Regulatory Quality Assurance, Australian Quarantine and Inspection Service (1995 to 1998)</p> <p>Manager, Corporate Treasury, Australian Quarantine and Inspection Service (1993 to 1995)</p>	<p>Nominated by the Chief Minister of the Australian Capital Territory</p> <p>Member, Information Committee (from April 2001)</p>	<p>Resigned 1 Feb 2002</p> <p>Appointed 21 Feb 2001</p>
Mr John Rowling	<p>Graduate Diploma of Administration</p> <p>Bachelor of Economics</p>	<p>Assistant Secretary, Safety and Compensation Policy Branch, Dept of Employment and Workplace Relations (2000 to present)</p> <p>Commonwealth public servant since 1970 in various departments, including the US Dept of Labor (Executive Exchange Program) and Deputy Chair, Seacare Authority</p>	<p>Nominated by the Commonwealth Minister for Employment and Workplace Relations</p> <p>Member, Executive Committee</p> <p>Member, Audit Committee</p> <p>Member, Prevention Committee</p>	<p>Re-appointed 9 Nov 2000</p> <p>1st appointed 11 Oct 2000</p>

²⁷ Mr M R Crossin, Director, Office of Work Health and Electrical Safety, Dept of Employment, Education and Training, NT was appointed on 4 July 2002

²⁸ A replacement member is to be appointed.

Name	Qualifications	Experience	Responsibilities	Dates
Prof John Mathews	Doctor of Science (Honorary) Doctor of Philosophy Doctor of Medicine Bachelor of Medicine/ Bachelor of Surgery Bachelor of Science Fellow Royal Australasian College of Physicians Fellow Royal College of Pathologists of Australasia Fellow of Faculty of Public Health Medicine of Australia	Chief Medical Officer (2001 to present) Head, National Centre for Disease Control (1999 to 2001) Robert Menzies Professor, University of Sydney (1984 to 1999) Director (part-time), Cooperative Research Centre for Aboriginal and Tropical Health (1997 to 1999) Foundation Director, Menzies School of Health Research (1984 to 1999)	Nominated by the Commonwealth Minister for Health and Ageing Alternate, Executive Alternate, Audit Committee	Appointed 9 Nov 2000

Committee Structure

NOHSC

The establishment of NOHSC is set out at Appendix 3. NOHSC members are appointed for a period of up to three years. Meetings of NOHSC were held on 25 July 2001 (Canberra), 17 October 2001 (Melbourne) and 17 April 2001 (Melbourne).

NOHSC members' attendance at the three meetings in 2000–2001 was: Prof Dennis Else, Chair (3), Ms Anne Bellamy (3), Mr Brian Bradley (2), Mr Keith Brown (2), Mr Tony Cooke (2), Ms Sylvia Kidziak (3), Ms Kate McKenzie (1), Mr Bill Mansfield (3), Prof John Mathews (2), Mr Bill Mountford (0), Mr Bryan Noakes (2), Mr Brad Page (1), Mr George O'Farrell (1), Mr John Rowling (3), Mr Rob Seljak (3), Mr Robin Stewart-Crompton (3), Mr Peter Tighe (2), Mr Peter Anderson (1), Ms Stephanie Mayman (1)

New members are provided with an induction kit which sets out their rights and responsibilities.

Executive Committee

The Executive Committee is established by section 20 of the NOHSC Act. Its role of the Executive Committee is to:

- oversee the management and operation of the NOHSC Office and regularly review financial expenditure and resource utilisation in relation to NOHSC activities;
- develop broad planning parameters;
- monitor and review the performance of NOHSC; and
- undertake other matters as delegated from time to time by NOHSC.

The members of the Executive Committee are the Chair of NOHSC, the Chief Executive Officer, the member nominated by the Minister for Employment and Workplace Relations, one of the members of NOHSC nominated by the ACCI, one of the members of NOHSC nominated by the ACTU, one of the members of NOHSC nominated by a State or Territory. Another State member attends as an observer.

Meetings of the Executive Committee were held in Melbourne on 3 July 2001, 5 September 2001, 6 December 2001 and 29 April 2002, and in Canberra on 18 February 2002. All members of the Executive are members of NOHSC. NOHSC members' attendance at the five meetings was: Prof D Else, Chair (4), Mr K Brown (3), Mr W Mansfield (4), Mr B Noakes (2), Mr J Rowling (5), Mr R Seljak (5), Mr P Tighe (1 as alternate), Mr Peter Anderson (1) and Mr R Stewart-Crompton (4).

Audit Committee

The Audit Committee was established in accordance with section 32 of the *Commonwealth Authorities and Companies Act 1997*. It serves as the focal point for communication between NOHSC, the external auditors, the internal auditors and management, as their duties relate to the financial accounting, reporting and internal controls and compliance.

The Audit Committee assists NOHSC in fulfilling its responsibilities as to accounting policies and reporting practices, and is NOHSC's principal agent in assuring the independence of the NOHSC auditors, the integrity of management and the adequacy of the disclosures to the public.

The members of the Executive Committee serve as the Audit Committee, supplemented by an additional member who is an independent financial expert.

Meetings of the Audit Committee were held in Melbourne on 3 July 2001, 5 September 2001 and 6 December 2001; and in Canberra on 18 February 2002. During 2001–2002 the committee had the same membership as NOHSC's Executive, with the additional membership of an Independent Financial Expert. Members' attendance at the four meetings in 2000–01 was: Prof D Else - Chair (4), Mr K Brown (2), Mr W Mansfield (3), Mr B Noakes (2), Mr J Rowling (4), Mr R Seljak (4), Mr P Tighe (1 as alternate), Mr R Stewart-Crompton (4) and Mr L Early (4, as Independent Financial Expert).

Information Committee

The Information Committee was established by NOHSC under section 25 of the NOHSC Act. The Information Committee:

- advises NOHSC on strategic direction and matters relevant to:
 - improving national data systems and analysis, and
 - improving national access to OHS information;
- oversees the development and implementation of strategic direction and associated work programs in these areas;
- identifies NOHSC opportunities for facilitating alliances and support to achieve NOHSC goals;
- oversees subcommittees, reference and working groups reporting to the committee, including directing their work as necessary and considering recommendations made by these bodies; and
- undertakes any other matters delegated by NOHSC.

In conducting its activities, the Information Committee gives specific attention to:

- the needs of small business; and
- the functions of the other standing committee, and consultation with that committee as appropriate.

The Information Committee has 16 members. In 2001–02, three members were NOHSC members. The other members of the Committee were nominated by NOHSC members.

Meetings of the Information Committee were held in Canberra on 10 September 2001; and in Melbourne on 10 December 2001, 11 February 2002 and 17 June 2002. A teleconference was held on 22 March 2002.

NOHSC members' attendance at the five meetings in 2001–2002 was: Mr Bradley, Chair (5); Prof D Else (3); Mr T Cooke (2); and Mr R Stewart-Crompton (4).

Prevention Committee

The Prevention Committee was established by NOHSC under section 25 of the NOHSC Act. The Prevention Committee:

- advises NOHSC on strategic direction and matters relevant to:
 - improving national components of the OHS and related regulatory framework, and
 - facilitating and coordinating national OHS research efforts;
- oversees the development and implementation of strategic direction and associated work plans in these areas;
- identifies NOHSC opportunities for facilitating alliances and support to achieve NOHSC goals;

- oversees subcommittees, reference and working groups reporting to the committee, including directing their work as necessary and considering recommendations made by these bodies; and
- undertakes any other matters delegated by NOHSC.

In conducting its activities, the Prevention Committee gives specific attention to:

- the needs of small business; and
- the functions of the other standing committee, and consultation with that committee as appropriate.

The Prevention Committee has 16 members. In 2001–02, five members were NOHSC members. The other members of the Committee were nominated by NOHSC members.

Meetings of the Prevention Committee were held in Canberra on 11 September 2001; and in Melbourne on 11 December 2001, 12 February 2002 and 18 June 2002. NOHSC members' attendance at the four meetings in 2000–2001 was: Mr Keith Brown, Chair (2), Prof D Else (3—including 2 as Chair), Mr J Rowling (3), Mr R Stewart-Crompton (4), Ms A Bellamy (4) and Mr T Cooke (1).

Skills Development Sub-Committee (formerly the Education and Training Sub-Committee)

The Skills Development Sub-Committee was established by the Information Committee under section 26 of the NOHSC Act. Its role is to:

- oversee the management and quality assurance of NOHSC national skills development projects, including OHS in vocational education and training (VET) projects;
- provide expert advice to the Information Committee and NOHSC on national developments, including implications and impacts for OHS skills, education and training;
- facilitate the exchange of information on OHS skills, education and training-related matters, including the maintenance of relevant national networks; and
- provide expert advice on, and assist NOHSC input into relevant national initiatives.

The Skills Development Sub-Committee has 12 members. In 2001–02, the Chair of the Sub-Committee was a NOHSC member.

Meetings of the Skills Development Sub-Committee were held in Canberra on 22 August 2001, Brisbane 23 November 2001, and two teleconferences on 31 January 2002 and 28 May 2002. Mr R Seljak, NOHSC member, attended three meetings as Chair.

Chemical Standards Sub-Committee

The Chemical Standards Sub-Committee was established by the Prevention Committee under section 26 of the NOHSC Act. Its role is to:

- develop and recommend policies and procedures necessary to ensure integration between the national standards for hazardous substances, dangerous goods, and major hazard

facilities, to remove duplication or inconsistencies between these standards and provide a simplified approach to the control of chemical hazards;

- monitor implementation of the national standards for hazardous substances, dangerous goods and major hazard facilities (storage threshold aspects only), identify issues and develop proposals to overcome significant impediments and drafting inconsistencies;
- act as a forum for information sharing between the NOHSC representative agencies the national standards for hazardous substances, dangerous goods and major hazard facilities (storage threshold aspects only);
- critically review relevant technical and regulatory information, and recommend appropriate action to improve national and international consistency between the national standards for hazardous substances, dangerous goods and major hazard facilities (storage threshold aspects only); and
- develop, implement and review as necessary an approved three-year work plan.

The Chemical Standards Sub-Committee has 11 members. In 2001–02, no members were NOHSC members.

Meetings of the Chemical Standards Sub-Committee were held in Canberra on 14 August 2001 and 13 November 2001. There were no NOHSC members on the Sub-committee in 2001–02.

Appendix 6

Indemnities and Insurance Premiums for Officers

In 2001–02 NOHSC took out three types of liability insurance with the Commonwealth Government’s insurable risk managed fund, Comcover. These were:

- general liability—\$30 million on any one claim;
- professional indemnity—\$30 million on any one claim and in the aggregate; and

directors’ and officers’ liability—\$10 million on any one claim and in the aggregate.

The annual premium for this cover was \$11,850. For a claim to be paid, Comcover must be notified within 5 days of NOHSC becoming aware of an action or possibility of an action against it.

General liability and professional indemnity insurance covers any claims arising from:

- personal injury;
- damage to, or loss of, or inability to use, personal property;
- advertising or publicity activities; and
- breach of duty.

General liability and professional indemnity insurance cover is provided to NOHSC as an organisation.

Directors’ and officers’ liability insurance covers those defined as directors and officers under the CAC Act and includes NOHSC members and senior management. (The names of NOHSC members can be found at Appendix 5 and the names of NOHSC senior management can be found at Appendix 4). Directors and officers are not insured against liabilities and costs disallowed by sections 27M and 27N of the CAC Act.

No liability claims were made in 2001–02.

Appendix 7

Organisations used for Advertising, Market Research, Polling, Direct Mail and Media Advertising

The following table constitutes a statement under section 311A of the *Commonwealth Electoral Act 1918* of amounts paid over \$1,500 by, or on behalf of, NOHSC during 2001–2002 for advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations.

Table 9: Organisations used for Advertising, Market Research, Polling, Direct Mail and Media Advertising

Company	Description	Cost (\$)	Date
Advertising Agencies			
Nil			
Market Research Organisations			
Nil			
Polling Organisations			
Nil			
Direct Mail			
Nil			
Media Advertising Organisations			
Starcom Worldwide	Call for tenders for the Expansion of Assessment Instruments/Electronic Publication of Load Charts; the Development of Additional Accreditation Procedures for Assessors; and the Development of Certification Learning Guides and Guidance Materials - <i>The Sydney Morning Herald</i>	1,668	2 July 2001
Starcom Worldwide	Invitation to comment on proposed Amendments to National Workplace Exposure Standards - <i>The Weekend Australian</i>	5,068	1 September 2001
Starcom Worldwide	Invitation to comment on the Draft Changes to the Commercial Evaluation Category permit - <i>The Weekend Australian</i>	1,867	8 December 2001
Starcom Worldwide	Call for information for NICNAS PEC Exposure Standard Review - <i>The Weekend Australian</i>	4,993	2 February 2002

Company	Description	Cost (\$)	Date
Starcom Worldwide	NICNAS organisational information - <i>The Australian</i>	6,857	15 February 2002
Starcom Worldwide	OH&S Supplement - <i>The Australian</i>	7,199	15 February 2002
Starcom Worldwide	Invitation to comment on Proposed Amendment to the National Workplace Exposure Standard for Benzene - <i>The Weekend Australian</i>	3,111	1 June 2002
Starcom Worldwide	Advertisements for general recruitment - <i>Various publications</i>	33,398	Various dates
Executive Media	Advertisement - <i>Local Government Media</i>	1,8995.00	27 March 2002
Walsh Media Services	One page advertisement - <i>Safety in Australia</i>	1,699	22 April 2002
Executive Media	One page advertisement - <i>Agribusiness Chain 2002</i>	2,800.00	22 April 2002
Walsh Media Services	Half page advertisement - <i>National Farmers Federation Annual Report</i>	2,139.50	3 June 2002

Appendix 8

Statement under section 8 of the *Freedom of Information Act 1982*

Information about the establishment, organisation and functions of NOHSC can be found at Appendix 3, *Enabling Legislation*.

Powers

NOHSC may declare, by writing, national standards and codes of practice relating to OHS. These national standards and codes of practice are advisory instruments.

NOHSC may constitute committees as it considers necessary. Committees, with the approval of NOHSC, may establish expert working groups.

NOHSC may engage consultants and determine the terms and conditions of their engagement.

NOHSC may initiate grants of financial assistance for research, education and training in relation to OHS.

NOHSC is empowered to charge such fees for its services as it may determine.

NOHSC may direct public inquiries to be conducted on specific OHS matters. For the purpose of conducting an inquiry, NOHSC may appoint a commissioner and advisers, determine the commissioner's terms and conditions of appointment and terminate such appointment at any time. A commissioner so appointed has a number of powers, for example, a power to administer an oath or an affirmation, summons witnesses, inspect documents produced to the commissioner and retain possession of these documents as long as necessary. While inquiries shall generally be held in public, a commissioner may direct that an inquiry or part of the inquiry take place in private and give directions prohibiting the publication of evidence.

More generally, NOHSC may require persons to furnish information or produce documents relating to a matter relevant to its functions and may retain any such documents for as long as necessary. NOHSC may disseminate or publish such information subject to advising the person who provided the information and considering any objections the person might wish to make.

NOHSC may delegate any of the above powers.

Categories of Documents

The following are the major categories of documents held by NOHSC:

Papers of tripartite bodies—Reports, agendas, discussion and information papers and minutes of meetings relating to, or the product of, NOHSC, its committees, subcommittees and working groups.

Policy documents—Documents relating to the provision of advice and recommendations to the Minister and the Chairman of NOHSC and the development of policy in relation to the performance of NOHSC's functions, including policy documents prepared for NOHSC, its committees, subcommittees or working groups.

Internal administration documents—Documents relating to the organisation, operation and administration of the NOHSC Office, including personnel records, financial records, documents relating to staffing, office procedures and instructions, and financial and other delegations, and other handbooks, manuals or guidelines for administrative use.

Correspondence and submissions—Documents from external sources making representations or seeking assistance, and related internal working documents and replies from the NOHSC Office. Documents originating within the NOHSC Office seeking information from, or providing advice to, external agencies or individuals.

Reference documents—NOHSC maintains a national reference library on OHS. The library's collection includes legislation, legal reports, monographs, journals and press cuttings and other published works on OHS.

Publications—NOHSC, over the years of its operation, has published a variety of brochures, newsletters, research papers, committee and working party reports, standards, technical reports, guidelines and training and educational material. Current publications are available for purchase at AusInfo Shops.

Arrangements for Outside Participation

NOHSC consists of members nominated by the ACTU, ACCI and the Commonwealth, State and Territory governments. The members are appointed by the Governor-General.

The committees of NOHSC are tripartite and include representatives of governments, the ACTU and the ACCI. Representatives of professional organisations and community groups, or other experts, may also be included on some committees.

Before declaring a national standard or code of practice, NOHSC must invite persons to make representations in connection with the proposed national standard or code of practice. NOHSC must consider any representations and may then alter the national standard or code of practice if it thinks fit.

Procedures and initial contact point:

Requests for access to documents should be made in writing and posted to:

Coordination and Communication Team
National Occupational Health and Safety Commission
GPO Box 1577
CANBERRA CITY ACT 2601

Attention: Freedom of Information Officer

Initial enquiries concerning access to documents or amendment of personal records should be directed to the Freedom of Information Officer by mail at the above address or by telephone (02) 6279 1016.

Appendix 9

Staffing at 30 June 2002

Table 10: Number of employees (includes employees under the Public Service Act and the National Occupational Health and Safety Commission Act; also includes NICNAS employees)

30 June 1999	136 employees
30 June 2000	137 employees
30 June 2001	136 employees
30 June 2002	119 employees ²⁹

Table 11: Categories of employees

	Male	Female	Total
Statutory Officers	2 (1)	1	3 (1)
Senior Executives	2	1	3
Executive Level 2	11	6 (1)	17 (1)
Executive Level 1	12	21	33
APS Level 6	16 (1)	19 (4)	35 (5)
APS Level 5	4 (1)	3	7 (1)
APS Level 4	1	4	5
APS Level 3	3	5	8
APS Level 2	1	6 (3)	7 (3)
APS Level 1	-	1	1
Total	52 (3)	67 (8)	119 (11)

Part-time employees appear in brackets and are included in, and are not additional to, other figures.

Table 12: Employment Status

	Male	Female	Total
Ongoing employees	43	58	101
Non-ongoing employees	7	8	15
Statutory office holders	2	1	3
Total	52	67	119

²⁹ In 2001–02, the NOHSC Office outsourced a number of corporate functions, leading to a reduction in the number of positions required to perform those functions.

Table 13: Employees identifying themselves in workplace diversity groups

	Male	Female	Total
Indigenous people	1	0	1
People from diverse cultural and linguistic background	1	8	9
People with a disability	1	2	3

Appendix 10

Social Justice and Equity

NOHSC has addressed social justice and equity issues through:

- ensuring that social justice and equity are included in the various aspects of facilitating and coordinating national OHS and related research efforts;
- developing and improving national components of the OHS and related regulatory framework to facilitate OHS regulators' efforts to protect the health and safety of all employees and to provide consistency for employers in OHS standards and regulations;
- using consultative processes to develop OHS strategies and standards;
- producing disaggregating data that enable the differing experiences of particular client groups to be identified;
- considering the economic and social composition of the workforce and, where relevant, the experience of specific industry groups in analysing OHS issues and formulating recommendations for action;
- taking into account small business considerations to ensure that, as far as possible, employers and employees in small businesses are not disadvantaged in OHS initiatives;
- facilitating access, particularly by electronic means, to OHS data, information and resources for all interested stakeholders, including government departments, employers, unions, workers and community groups;
- assisting governments, workers, employers, unions and the community in managing the use of chemicals by making recommendations on the prevention of chemical-induced disease and injury to workers and the public, and the prevention of environmental damage; and
- integrating OHS into vocational education and training including consideration to youth and school-to-work transition programs.

Appendix 11

Consultancy Services

NOHSC consultancy proposals must satisfy the Commonwealth Procurement Guidelines criteria regarding value for money, open and effective competition, ethical and fair dealing and support for other Commonwealth policies. Accountability for the engagement of consultants is supported by a number of reporting mechanisms, including this annual report. NOHSC publishes its procurement activities through the Gazette and Publishing System (GAPS).

Within NOHSC, consultancy services are commissioned for the following reasons:

- need for rapid access to the latest technology and experience in its application;
- limitations on executive time;
- lack of in-house resources;
- need for an independent study; and
- need for a change agent or facilitator.

The consultant selection process encompasses the following assessments:

- the merits of each proposal;
- fees, charges and other costs such as travel;
- the relative capabilities of consultants; and
- the understanding of the project demonstrated by the consultant's proposals.

The CEO or delegate must approve the proposal before engagement of a consultant may proceed. The primary methods of engaging consultants include public tender (advertised requests for tender), select tender and direct engagement of a range of known consultants. Where they exist, Commonwealth Government pre-qualification lists are used to identify consultants for select tender purposes. NOHSC also draws on existing contractual arrangements that DEWR has with consultants, where a tender process has already been undertaken. In a limited range of circumstances, only one consultant may be approached, for example, when the work builds on earlier work and continuity is important.

NOHSC had 51 consultants under engagement in 2001–02, with a total amount of \$4,472,974 being paid for their services (a number of these consultancies continued from previous years). During 2001–02, 39 new consultancies valued at \$10,000 or more were commissioned by NOHSC, totalling \$3,971,011. Details of these are provided in Table 14.

Table 14: Consultants Engaged in 2001–02

Consultant/Project	Reason	Selection Process	Cost (\$)
ACCI ACCI purchased services contract	8	Direct engagement (b)	\$200,000
ACTU ACTU purchased services contract	8	Direct engagement (b)	\$200,000
Adelaide Research & Innovation Ltd-Uni of Adelaide Safe Design	7	Select tender	\$44,000
AAP Strategic Partners Facilitation of organisation and cultural change services for NOHSC	5	Select tender	\$60,000
AAP Strategic Partners Revise NOHSC Strategic Plan	7	Select tender	\$42,240
Allette Systems (Aus) Pty Ltd Web site hosting and maintenance	6	Direct engagement (b)	\$30,000
Australian National University Establishment and operation of the National Research Centre for OHS Regulation	7	Direct engagement (d)	\$250,000
Barker Australia Pty Ltd Guide for the Franchising Sector	7	Direct engagement (c)	\$18,386
Bovis Lend Lease Design and construct office fitout	7	Direct engagement (b)	\$1,500,000
Brian Kellett Services Pty Ltd Consultancy Services to NOHSC in the management of IT systems	7	Direct engagement (b)	\$22,600
Central Queensland University OHS Resources for Engineers	3	Direct engagement (b)	\$40,000
Dave Mannes/Worksafe Advisory Services Pty Ltd Consultancy Services to NOHSC	7	Direct engagement (b)	\$56,848
Dave Mannes/Worksafe Advisory Services Pty Ltd Consultancy services to NOHSC	7	Direct engagement (b)	\$66,000
Deloitte Touche Tohmatsu Internal Audit services	7	Direct engagement (a)	\$100,000
Derek Viner/Viner Group International Pty Ltd Safe Design project	7	Select tender	\$11,616
Dr John Culvenor Safe Design project	7	Direct engagement (b)	\$15,840

Consultant/Project	Reason	Selection Process	Cost (\$)
<i>Ergo Fit Pty Ltd</i>			
Expansion of Assessment Instruments/Electronic Publication of Load Chart	7	Public tender	\$141,000
<i>Exceed Systems Integration</i>			
IT Infrastructure	7	Direct engagement (b)	\$164,809
<i>Farmsafe Australia Inc</i>³⁰			
Provision of Infrastructure funding	7	Direct engagement (a)	\$26,818
<i>Griffith University</i>			
Joint Qld/NOHSC OH&S Performance Index Project	7	Select tender	\$58,300
<i>NEC Business Solutions</i>			
Managed Communications Service Agreement	6	Direct engagement (d)	\$60,000
<i>Pam Pryor & Associates</i>			
OHS for VET, New Apprenticeships & Business Services Training Package (C0135)	7	Direct engagement (b)	\$13,200
<i>People-D Pty Ltd</i>			
Consultancy Services on major hazards facilities	7	Direct engagement (b)	\$66,000
<i>Peter Rozen</i>			
Legal Research & Advice on Duty of Care in School to work Transition Programme	7	Direct engagement (b)	\$40,000
<i>Price Waterhouse Cooper</i>			
Consultancy Services to NOHSC	7	Direct engagement (b)	\$38,000
<i>Rentworks Pty Ltd</i>			
Lease of IT equipment	3	Direct engagement (3)	\$280,000
<i>RMIT</i>			
Development of PEC Assessments	3	Select tender	\$48,175
<i>Secretariat Australia Pty Ltd</i>			
Review of the provision of support to the Commission by the NOHSC office	3	Select tender	\$16,500
<i>Smedia Pty Ltd</i>			
Compilation of Australian inventory of Chemical substances on CD rom	7	Direct engagement (b)	\$18,450
<i>Stephen Cowley</i>			
Practical Solutions Database	7	Direct engagement (b)	\$19,200
<i>Stephen Cowley</i>			
Practical Solutions Database	7	Direct engagement (b)	\$26,250

³⁰ The Queensland Department of Industrial Relations is meeting \$10,000 of this cost

Consultant/Project	Reason	Selection Process	Cost (\$)
<i>Stephen Holland T/A Lightstorm Professional Services</i> Consultancy Services to NOHSC	7	Direct engagement (d)	\$39,600
<i>Stephen Holland T/A Lightstorm Professional Services</i> Consultancy Services to NOHSC	7	Direct engagement (d)	\$11,220
<i>Stephen Holland T/A Lightstorm Professional Services</i> Consultancy Services to NOHSC	7	Direct engagement (d)	\$66,000
<i>Studio FM Pty Ltd</i> Facilities management services/ACT	6	Direct engagement (b)	\$31,500
<i>Taylor Fry Pty Ltd</i> Comparative Performance Monitoring	7	Direct engagement (b)	\$16,200
<i>Taylor Fry Pty Ltd</i> Support improved data comparability between jurisdictions through CPM project	7	Direct engagement (b)	\$10,800
<i>Dr Tim Driscoll/trading as Elmatom</i> Consultancy Services to NOHSC	7	Direct engagement (b)	\$77,000
<i>With Imagination</i> Extension to data Dissemination Project (NOSI2)	1,7	Direct engagement (b)	\$44,459
TOTAL			\$3,971,011

Note: The above represents amounts commissioned. Payments to consultants are made according to the provisions of the consultancy which may be over more than one financial year.

Reason/justification for engaging consultancy services	Selection process
<ol style="list-style-type: none"> 1. Need for rapid access to the latest technology and experience in its application 2. Limitations on executive time 3. Lack of in-house resources 4. Need for an independent study 5. Need for a change agent or facilitator 6. Service contract 7. Expert in field/area 8. Other 	<p>Reasons for direct engagement include:</p> <ol style="list-style-type: none"> (a) recognised and pre-eminent expert, (b) a consultant who had previously undertaken closely related work for NOHSC, (c) a consultant already engaged by DEWR following a tender process, or (d) a consultant known to have the requisite skills where the value of the project did not justify the expense or delay associated with seeking tenders.

Appendix 12

Commonwealth Disability Strategy (CDS)

NOHSC is a small organisation with a role as leader and coordinator of national efforts to prevent workplace death, injury and disease in Australia. NOHSC is sensitive to the need to consult with all interest groups including people with disabilities when appropriate.

The NOHSC Office relocated from Sydney to Canberra in July 2001 and has made efforts to accommodate and make provisions for people with disabilities so that they may access its premises. Initiatives have included the installation of hearing loops in conference facilities, provision of disabled facilities within the tenancy and other appropriate fitout design measures. In terms of making NOHSC information available to the community, enquirers can request information in accessible formats.

The relocation from Sydney to Canberra required the recruitment of many new employees, many of whom were from non- APS employment backgrounds. This necessitated a reprioritising of corporate governance objectives. In the past year, the NOHSC Office revised its policy and procedures framework, internal guidelines and provided learning and development programs to meet the demands of the changed environment.

NOHSC has also re-established its occupational health and safety committee and its workplace equity and diversity (WED) committee. Being mindful of the needs of individuals with disabilities, the NOHSC Office, consulting its WED Committee, will develop a CDS for 2002–04.

NOHSC Office developed its first CDS in 2001.

Table 15: Commonwealth Disability Strategy—NOHSC Performance

Performance Indicator	Performance Measure	Outcome for 2001–2002
Employment policies, procedures and practices comply with the <i>Disability Discrimination Act 1992</i>	Number of employment policies, procedures and practices that meet the requirements of DDA.	NOHSC are currently reviewing policies and will ensure they comply with DDA.
Recruitment information for potential job applicants is available in accessible formats on request.	Percentage of recruitment information requested and provided in accessible formats.	NOHSC has received no request for information in accessible formats but is able to meet such a request on demand.
NOHSC employees who are involved in recruitment and Team Leaders apply the principle of reasonable adjustment.	Percentage employees involved in recruitment and Team Leaders who are provided with information on reasonable adjustment.	The Disability Action Plan provides information on reasonable adjustment and is available via the NOHSC Office's Intranet.
Training and development programs consider the needs of staff with disabilities.	Percentage of training and development programs that consider the needs of employees with disabilities.	100% of requests for reasonable adjustment were accommodated. The Training and Development Coordinator discusses disability needs with consultants and participants as necessary.
Training and development programs include information on disability issues as they relate to the content of the program	Percentage of training and development programs that include information on disability issues as they relate to the program.	NOHSC contracted a consultant to conduct Workplace Equity and Diversity training, which provided information on disability issues. 100% of employees attended this training.
Complaint/grievance mechanism including access to external mechanisms, in place to address issues and concerns raised by staff	Established complaint/grievance mechanism including access to external mechanisms in operation.	NOHSC has an established complaints/grievance mechanism which encourages employees to resolve issues internally, but provides access to external mechanisms.

Appendix 13

Performance Measurement Data for OHS Assessment for Agricultural and Veterinary Chemicals

Table 16 provides summary statistics of the year's performance by quarter.

Table 16—OHS Assessment for Agricultural and Veterinary Chemicals

	Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual
Registration						
Pre-screens attended	N/A ¹	9	10	10	14	43
Assessments received	N/A	29	27	23	33	112
Assessments completed	100 /y ²	25	27	19	29	100
% assessments on time	95%	100	100	100	100	100
% recommendations accepted	85%	100	100	100	100	100
ECRP Reviews						
Reviews completed	Up to 6	1	0	0	0	1
% reviews on time	85%	100	N/A	N/A	N/A	100
post assessment work ³	Hrs	277	263	388	263	1191
Steering meetings attended	N/A	0	1	1	2	4
% recommendations accepted	85%	N/A	N/A	N/A	N/A	N/A
Limited Review						
Limited reviews completed	Up to 3	1	1	0	0	2
Limited reviews on time	85%	100	100	N/A	N/A	100
% recommendations accepted	75%	100	100	N/A	N/A	100
Representation/Advice						
Meetings attended	N/A	21	28	24	30	103
Briefings requested	N/A	1	3	1	3	8
Representational/advice hours	1000 h/y ⁴	237	212	375	234	1058

Notes:

- 1 Not applicable
- 2 Assessments completed per year
- 3 Post assessment work involves additional evaluation of supplementary information required as a result of the initial review
- 4 Hours per year

In line with results from previous years, the number of agricultural submissions received and assessed during the year exceeded respective numbers for veterinary chemicals by a significant margin (i.e. 9:1).

Figure 4 below shows the number by category of agricultural chemical submissions assessed under Product Registration in 2001–2002. Figure 5 shows the number by category for veterinary chemicals assessed in Product Registration in 2001–2002.

Figure 4: Agricultural chemical submissions assessed under Product Registration in 2001–2002

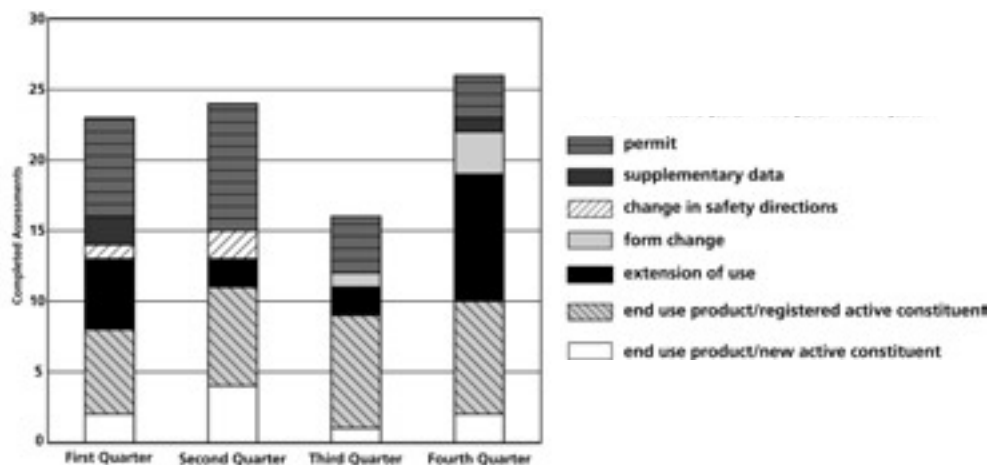


Figure 5: Veterinary chemical submissions assessed under Product Registration in 2001–2002

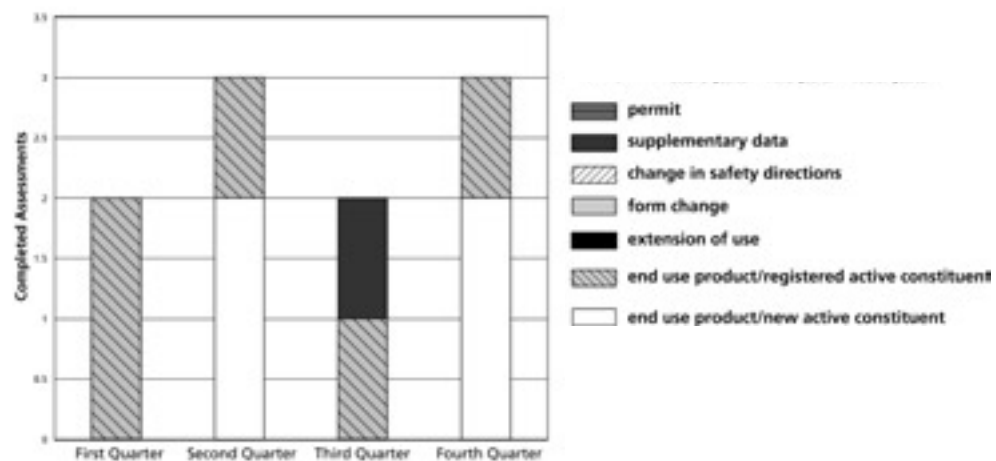
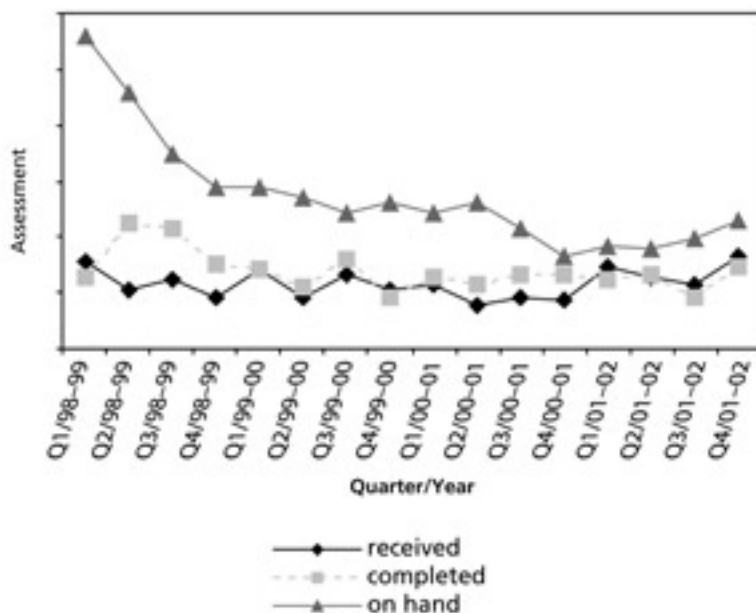


Figure 6 details trend analysis for three parameters (submissions received, assessments completed and uncompleted assessments on hand) over the past four years (i.e. 1998–2002). The analysis highlights the elimination of a large backlog of submissions within the first of the four year period and output keeping pace with input being maintained in the subsequent years.

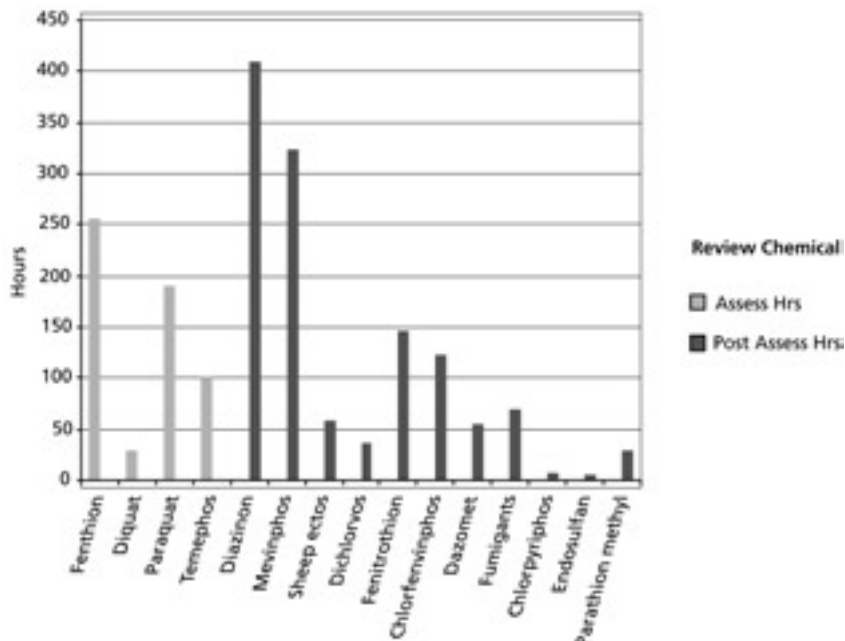
The data for 2001–2002 reveal an upward trend for submissions received (and as a consequence, submissions on hand) and the subsequent response (i.e. increase in assessments completed).

Figure 6: Agricultural and veterinary registration workflow trends based on number of submissions received, assessed and uncompleted at each quarter during 1998–2002



Chemical review activities included work on four full reviews and numerous activities on post assessment follow up, completion of the special review of fumigation practices and metham sodium and dazomet training guidance manual. The respective times associated with chemicals review assessment and post assessment work for the various chemicals is illustrated in Figure 7 below.

Figure 7: Summary of OHS assessment activity on (agricultural and veterinary) review chemicals, expressed in hours



Activity during the year for Chemical Review focused primarily on chemicals where the initial review had been completed in a previous year. The data above provides a comparison of post-assessment work against that required for reviews commenced in the same period. Post assessment work involves additional evaluation of supplementary information required as a result of the initial review (i.e. diazinon, mevinphos, chlorfenvinphos, dazomet, chlorpyrifos).

Appendix 14

NICNAS Government Business Performance Report

Table 17—NICNAS Government Business—Performance Summary Statistics

1. Performance Summary Statistics

Target		Q1	Q2	Q3	Q4	Total
3.1.5.1 Chemical Policy						
No. of International Briefs	N/A	3	2	12	1	18
% briefs on time	95	100	100	100	100	100
% accepted briefs	95	100	100	100	100	100
No. reports/cables on meetings/briefs	N/A	11	8	0	9	28
No. of international meetings attended	N/A	0	0	2	3	5
No. of ministerials etc	N/A	4 ¹	7	5	17	33
% ministerials on time	95	100	100	100	100	100
No. of briefs other than Ministerial	N/A	0	13	11	14	38
AAT hearings meetings	N/A	0	6	0	0	6
No. of IDC/AAO/agency meetings/reports						
No. of agency briefs reviewed	N/A	2	9	21	31	63
	N/A	26	3	27	8	64
Expenditure ² (\$000)						
	1.887	363	905	796	681	2.745
3.1.5.2 Compliance						
No. of cases under investigation	N/A	13	5	6	21	N/A
No. of new cases	N/A	54	8	9	13	84
No. of cases finalised	N/A	41	12	4	2	59
% cases finalised on time	80	80	80	100	100	71
No. of site visits/client meetings (YTD)	10	0	1	2	2	5
Expenditure ² (\$000)	1.813	232	577	119	66	994

N/A not applicable

1. Of those Ministerials rated, all were rated as satisfactory
2. Expenditure figures are based on Outcome 2 costs only

Appendix 15

Contact Information

Output 1.1

Improving national data systems and analysis

	Statistics Team Leader	Epidemiology Team Leader
Telephone	(02) 6279 1015	(02) 6279 1030
Facsimile	(02) 6279 1130	(02) 6279 1180

Output 1.2

Improving national access to OHS information

	Library Team Leader	OHS Skills Development Team Leader	IM & T Team Leader
Telephone	(02) 6279 1161	(02) 6279 1140	(02) 6279 1090
Facsimile	(02) 6279 1038	(02) 6279 1180	(02) 6279 1170

Output 1.3

Improving national components of the OHS and related regulatory framework

	General Framework Team Leader	Chemicals Framework Team Leader	Agricultural and Veterinary Chemicals Group Leader
Telephone	(02) 6279 1091	(02) 62791060	(02) 8577 8840
Facsimile	(02) 6279 1150	(02) 6279 1150	(02) 8577 8888

Output 1.4

Facilitating and coordinating national OHS and related research efforts

	Data Analysis and Research Coordination Team Leader	Transferable Research Team Leader
Telephone	(02) 6279 1030	(02) 62791100
Facsimile	(02) 6279 1180	(02) 6279 1190

Output 1.5

Monitoring progress against the National OHS Improvement Framework

	National Strategy Coordination Team Leader
Telephone	(02) 6279 1040
Facsimile	(02) 6279 1190

Corporate and Coordination functions

	Corporate Support Team Leader	Coordination and Communication Team Leader
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**NOHSC Chemical
Safety Group**

334–336 Illawarra Road
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Abbreviations

ACCI	Australian Chamber of Commerce and Industry
ACTU	Australian Council of Trade Unions
ANAO	Australian National Audit Office
ANTA	Australian National Training Authority
APS	Australian Public Service
ARPANSA	Australian Radiation Protection and Nuclear Safety Agency
BEACH	Bettering the Evaluation and Care of Health
CA	Certified Agreement
CEO	Chief Executive Officer
CPM	Comparative Performance Monitoring
DDA	Disability Discrimination Act 1992
DEWRSB	Department of Employment, Workplace Relations and Small Business
ECRP	Existing Chemicals Review Program
ETCOM	Education and Training Subcommittee
HRD	Human Resource Development
HSSC	Hazardous Substances Subcommittee
IC	Information Committee
ILO	International Labour Organisation
IMWG	Information Management Working Group
IM&T	Information Management and Technology
IT	Information Technology
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NCIS	National Coroners Information System
NDS	National Data Set for Compensation-based Statistics
NICNAS	National Industrial Chemicals Notification and Assessment Scheme
NOHSC	National Occupational Health and Safety Commission
NOSI	NOHSC Online Statistics Interactive
NRA	National Registration Authority for Agricultural and Veterinary Chemicals
OHS	Occupational Health and Safety
PC	Prevention Committee
VET	Vocational Education and Training
WRMC	Workplace Relations Ministers' Council

Glossary of Terms

Australian Standard	Standard developed by Standards Australia.
CAC Act	<i>Commonwealth Authorities and Companies Act 1997.</i>
DHA	Department of Health and Ageing
Executive	NOHSC's Executive Committee.
Framework	<i>National OHS Improvement Framework.</i>
Jurisdictions	Realms of governance in OHS, including New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania, the Northern Territory, the Australian Capital Territory and Commonwealth Government employment.
NOHSC	National Occupational Health and Safety Commission
NOHSC Act	<i>National Occupational Health and Safety Act 1985</i>
National OHS Strategy	NOHSC's National OHS Strategy approved by the Workplace Relations Ministers' Council on 24 May 2002

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