

# **National Occupational Health and Safety Commission**

**Annual Report 2002–03**

## **National Occupational Health and Safety Commission Annual Report 2002–03**

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### **Cover**

*Over 2000 work-related deaths each year*

Source: Unpublished NOHSC statistics

*Poor OHS performance costs us over \$30 billion a year*

Source: 1995 Industry Commission baseline ratio applied to recent ABS GDP data

*Australia ranks only seventh in the world for its OHS performance*

International Labour Organisation 2002 Yearbook statistics

The Hon Kevin Andrews, 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 2003.

The annual report was prepared in accordance with subsection 9(1) of the *Commonwealth Authorities and Companies Act 1997* (the CAC Act) and in accordance with the *Commonwealth Authorities and Companies (Report of Operations) Orders 2002*.

Where practicable, this annual report has also been prepared in accordance with the 'Requirements for Annual Reports' issued by the Department of Prime Minister and Cabinet in June 2003.

The members of the National Occupational Health and Safety Commission, as its directors under the CAC Act, are responsible for the preparation and content of the report of operations.

Yours sincerely



Jerry Ellis  
CHAIRMAN  
20 October 2003

***Australian Workplaces free from injury and disease***

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# PART 1:

## OVERVIEW OF OPERATIONS AND FUTURE PROSPECTS

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### CHAIRMAN'S MESSAGE

In 2001–02, an estimated 2,200 deaths in Australia were linked to the workplace, compared with 1,750 people killed on Australia roads. On this basis, the workplace is more dangerous than the road.

Under the *National OHS Strategy 2002–2012*, we have minimum national targets for reducing the incidence of work-related deaths and injuries. These targets are a small step towards achieving NOHSC's goal of Australian workplaces free from death, injury and disease. The available data show that over time Australia's OHS performance is improving but must improve more quickly if we are to equal or better the world's best performing nations. My aspiration is that we achieve a fourfold improvement in four years in all new cases of injury and disease.



2002–03 was a significant year for the Commission. It was the first full year of operation for the landmark *National OHS Strategy 2002–2012*, which the Workplace Relations Ministers' Council endorsed in May 2002. As a result of the National OHS Strategy, Ministers and NOHSC members have agreed to work together to improve Australia's OHS performance.

Since being appointed as NOHSC Chairman in March 2003, I have been impressed by the strong and shared commitment of employers, unions and governments to improve Australia's occupational health and safety record. The Commission is building on the foundation established by my eminent predecessor, Professor Dennis Else, and is demonstrating how NOHSC and its members can make a difference in improving OHS performance.

One of the strengths of NOHSC is the range and quality of OHS information that it is able to provide. We intend to use this data to better to inform Ministers, members and the community about Australia's OHS performance. I see this as a key element of our communication strategies.

Central to this is the need to make everyone aware of how appalling it is for a country of Australia's prosperity, skills and capabilities to suffer the consequences of work-related death and injury to hundreds of thousands of our people every year. No one should be complacent. We need everyone to get behind the national effort to improve our performance. NOHSC will work to bring about this state of affairs so that we can make the real improvements that are so desperately needed if we are to stop the tragedies that are occurring in our workplaces every day.

Jerry Ellis  
Chairman

# CHIEF EXECUTIVE OFFICER'S OVERVIEW

According to preliminary workers' compensation data, there were 198 traumatic fatalities in Australia in 2001–02. In addition, it is estimated that there were more than 2,000 work-related disease fatalities. The cost of work-related injury and disease is estimated to be in excess of \$31 billion<sup>1</sup>.

A comparison of Australia's compensated traumatic fatality incidence rate, with un-standardised data from the ILO for 2000–01 (the most current ILO data), places Australia 7<sup>th</sup> out of 25 established market economies.

Preliminary compensation data for 2001–02 imply there has been a continued improvement in Australia's OHS performance over the past six years, from an injury rate of 23 claims per 1,000 employees in 1996–97 to 17 in 2001–02. In the same period traumatic fatality claims fell from 3.8 per 100,000 employees in 1996–97 to 2.4 in 2001–02. Nevertheless, a higher rate of improvement is essential if we are to attain the position of the world's best OHS performer.

NOHSC developed the National OHS Strategy in 2001–02. The Workplace Relations Ministers' Council (WRMC) endorsed it in May 2002. It will operate to 2012 and is based on NOHSC's vision of Australian workplaces free of death, injury and disease. The Strategy, which had its first full year of operation in 2002–03, is discussed further later in this report.

During 2002–03, NOHSC proceeded with the work agreed under the Strategy. This included developing action plans for each of its five OHS priorities, which were approved by the WRMC in November 2002. NOHSC also undertook various activities that underpin the Strategy in the areas of research, OHS data, OHS skills development and safe design.

The Strategy sets minimum national targets to be achieved by 2012 for reducing the incidence of work-related fatalities and injuries. The targets, combined with the priorities, guided NOHSC to focus on activities that it expects to make the greatest improvements in Australia's OHS performance. These are described in more detail in Part 2. The report provides that information by reference to the outcome and outputs agreed for NOHSC and against which it is provided with its appropriation by the Parliament.

The work of NOHSC went across all of the key areas identified in the Strategy. There was greater attention given to performance in all of those activities. Key initiatives included:

- business planning involved careful assessments of whether the work proposed was consistent with the National OHS Strategy and the extent to which it would contribute to achieving the aims of the strategy;
- NOHSC, having decided to measure progress in closing the gap between national OHS performance and that of the best performing countries, initiated work to analyse the reasons for that gap;



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<sup>1</sup> Based on applying the 3:1 ratio of indirect to direct costs calculated by the Industry Commission in 1995 to the Australian Bureau of Statistics 2001–02 National Accounts estimate (ABS Catalogue 5204.0) of \$7.64 billion in payments to households from workers' compensation schemes.

- NOHSC embarked on projects to identify the current national direct and indirect costs associated with poor OHS and to develop a comprehensive picture of the extent of work-related fatalities and non-fatal injuries and disease;
- greater attention was given to preparatory work, including extensive consultation and research, when NOHSC undertook major reviews of national standards and codes (e.g., for manual handling and exposures to hazardous substances);
- work commenced on extending the work under the National OHS Strategy to address issues relating to occupational disease (including targets and data);
- NOHSC agreed to develop a national communication strategy which would help to achieve the aims of the National OHS Strategy;
- attention was given to building alliances so that OHS issues would not be seen as an isolated set of problems to be addressed only by the OHS community (for example, NOHSC developed its relationship with the Commonwealth Department of Health and Ageing, collaborated with the National Road Transport Commission in relation to safety initiatives in the road transport industry and developed a closer relationship with the Australian National Training Authority);
- research focused on the priorities under the national strategy; and
- opportunities were taken to use a multi-disciplinary approach to the work under the Strategy, for example, safe design initiatives involved developing materials for professional education for engineers and architects and a detailed analysis of the regulatory framework and options for change.

NOHSC refined its own processes during the year so that it was in a better position to lead the national efforts to improve occupational health and safety. A more strategic focus was applied to its programs and reviews were commenced of its committees to ensure that they were operating effectively.

The resources of the NOHSC Office were deployed to be in a better position to take this work forward. Emphasis was given to working as teams and opportunities taken to strengthen the skills and capacities of staff. The importance of consultation with NOHSC members was emphasised and action taken to make such processes work more effectively.

Much of what was achieved in 2002–03 reflected the strong personal commitment of NOHSC staff to improving occupational health and safety. I extend my appreciation to the staff for those efforts during the year.

R Stewart-Crompton  
Chief Executive Officer



# OCCUPATIONAL HEALTH AND SAFETY IN AUSTRALIA

## Fatalities in 2001–02

Reliable OHS data for 2002–03 will not be available until early 2004. Workers' compensation data for 2001–02 show that in Australia, there were 297 compensated fatalities which occurred as a consequence of workplace activity. Of these, 198 were traumatic fatalities and 99 the result of disease. A further 78 compensated fatalities were suffered by employees on journeys to or from work. Transport and storage was the industry which recorded the highest number of fatalities (50 fatalities), followed by manufacturing (37), construction (39) and property and business (includes labour hire employment) with 28. The 55 years and over age group had the highest number of fatalities with 69 deaths.

Unfortunately there are many more work related fatalities that are not captured through workers compensation data. Some estimates put the figure at more than 2,000 per annum. The majority are attributable to long latency diseases associated with workplace exposures perhaps twenty years ago.

## New compensated claims

In 2001–02, there were 138,800 new workers' compensation claims resulting in an absence from work of one or more working weeks. While the data for 2001–02 are preliminary, the data imply that there has been a continued improvement in Australia's performance over the past six years. Unfortunately the improvement has not been enough to close the gap with the best performing countries. In Australia, the incidence rate (number of claims per 1,000 employees) was 17 in 2001–02 compared with 23 claims per 1,000 employees in 1996–97 and the frequency rate (number of claims per million hours worked) fell from 13 in 1996–97 to 10 in 2001–02.

## Workers' compensation claims by industry

The industry with the highest incidence and frequency rates in 2001–02 was the transport and storage industry with an incidence rate of 33 claims per 1,000 employees and a frequency rate of 17 claims per million hours worked. The industry which showed the greatest improvement in the period 1996–97 to 2001–02 was the electricity, gas and water supply industry which showed a decrease of just over 50% in both the incidence rate (28 to 13 claims per 1,000 employees) and frequency rate (15 to 7 claims per million hours worked).

In 2002–03 NOHSC agreed the key industry focus under the National Strategy for 2003–04 will be on:

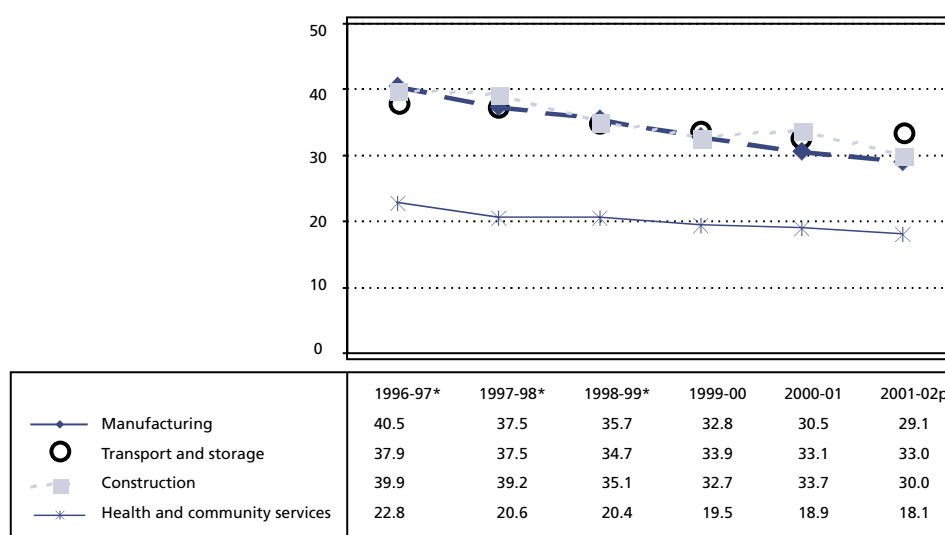
- manufacturing;
- construction;
- transport and storage; and
- health and community services.

Of these key industries, the manufacturing industry had the largest decrease (29%) in incidence rate in the last six years. There were 41 claims per 1,000 employees in 1996–97. This dropped

to 29 claims per 1,000 employees in 2001–02. The frequency rate also decreased by 29% over this period with the 21 claims per million hours worked in 1996–97 dropping to 15 claims per million hours worked in 2001–02. Of the four industries, the transport and storage industry had the smallest decrease (13%) in incidence rate. The 38 claims per 1,000 employees in 1996–97 decreased to 33 claims per 1,000 employees in 2001–02. This industry also had the smallest decrease (11%) in frequency rate with the 19 claims per million hours worked in 1996–97 dropping to only 17 claims per million hours worked in 2001–02.

Figure 1 shows the incidence rates of new compensated cases reported for the priority industries for the period 1996–97 to 2001–02.

**Figure 1: Incidence rate of new compensated cases reported by priority industries, 1996–97 to 2001–02**



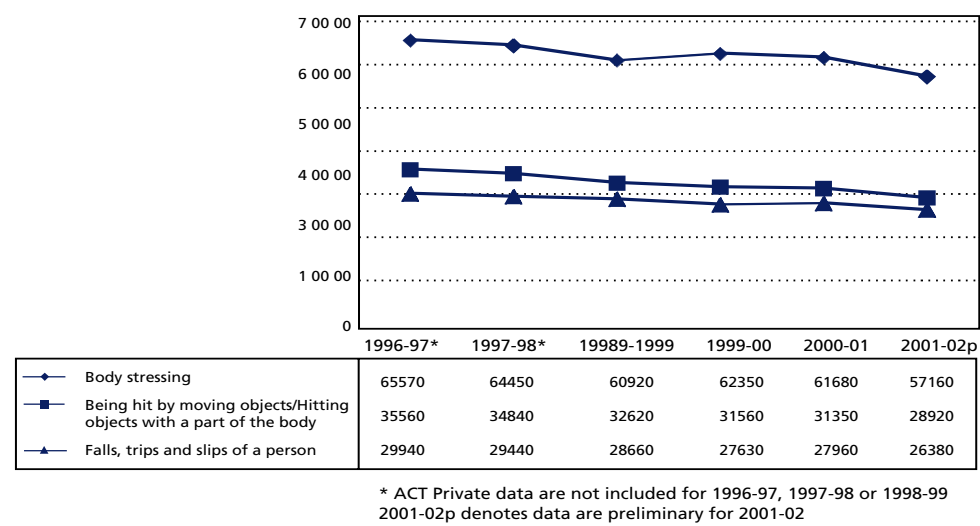
\* ACT Private data are not included for 1996–97, 1997–98 or 1998–99  
2001–02p denotes data are preliminary for 2001–02

## Workers' compensation claims by mechanism of injury or disease

The mechanisms of injury or disease specified in the National Strategy have been identified as the direct cause in over 80% of all workers' compensation claims reported. While the total number of claims has decreased over the past six years, the number of claims attributable to each of these mechanisms of injury or disease has remained constant. The proportion of body stressing claims was approximately 41% of all claims, the proportion of claims as a result of hitting objects with a part of the body/being hit by moving objects has remained around 22% of all claims and the percentage of claims involving falls, trips and slips has remained around 19% of all claims.

Figure 2 shows the number of new workers' compensation claims by these priority mechanisms of injury or disease for the period 1996–97 to 2001–02.

**Figure 2:**      *Number of new compensated cases reported by priority mechanisms of injury or disease, 1996–97 to 2001–02*



\* ACT Private data are not included for 1996–97, 1997–98 or 1998–99  
2001–02p denotes data are preliminary for 2001–02

# THE NATIONAL OHS STRATEGY 2002–2012

In May 2002 the Workplace Relations Ministers' Council (WRMC) endorsed the *National OHS Strategy 2002–2012* (the Strategy), a ten-year strategy to reduce the number of people killed and injured by work. The Strategy identifies five key areas that need to be addressed to prevent occupational death, injury and disease in Australia, namely:

- to reduce risks that have a high incidence of injury and disease or which result in serious injury and disease;
- to help business operators and workers to develop a better, shared understanding of how to prevent occupational injury and disease;
- to prevent occupational disease more effectively, which will, among other things, involve a greater focus on identifying and implementing prevention strategies;
- to eliminate hazards at the design stage; and
- to strengthen the capacity of governments to influence OHS outcomes, through their roles in making policy, securing compliance with the law, acting as major employers and purchasing goods and services.

The Strategy, which is represented in figure 3, established initial minimum performance targets to reduce occupational injuries by 40% (20% in the first five years) and occupational deaths by 20% (10% in the first five years). In addition, NOHSC aims for even greater improvements with a view to for Australia having the best OHS performance in the world.

## Implementing the National OHS Strategy

In 2002–03, NOHSC developed plans to implement each of the five national priorities.

The action plans identify activities to be undertaken at the national level by NOHSC and by the state, territory and Commonwealth OHS jurisdictions to advance the National Strategy. Detail of activities undertaken in 2002–03 are covered in the report of operations for Output 1.2, *Improve the prevention of occupational death, injury and disease across Australia*.

To achieve the first priority of the Strategy, reducing high incidence or severity risks, NOHSC agreed to concentrate on three priority injury risks and four priority industries in the immediate term. The risks are musculo-skeletal injuries; falling, slipping and tripping; and the risks of hitting, or being hit by, objects. These areas represented over 80% of compensated injuries in 2001–02. The four priority industries are construction, manufacturing, transport and storage, and health and community services. These industries accounted for 50% of the incidence of compensated injury in 2001–02 and 50% of compensated fatalities.

State, territory and Commonwealth OHS jurisdictions have taken the Strategy into account in developing their work priorities. At the Commonwealth level, a leadership program commenced built around the aims of the Strategy.

All OHS jurisdictions have developed business plans for 2003–04 which align with the national priority areas identified by the Strategy and contribute to the overall goals of the Strategy to reduce work related death, injury and disease.

At the national level, the Heads of Workplace Health and Safety agreed to the development of three national compliance strategies to improve injury prevention in the areas of manual handling (in the health and community services industry); falls from heights (construction industry) and fatigue (transport industry). These strategies will be implemented in 2003–04.

## Engaging key parties with the Strategy

In 2002–03, NOHSC commenced a communication program to promote and engage with key OHS stakeholders on the Strategy. In late 2002–03, the NOHSC office and the Australian Chamber of Commerce and Industry held events in Tasmania, Northern Territory and South Australia to encourage employers to commit to achieving the national performance targets. This program will continue in 2003–04. Discussions were also held with a number of organisations including the Minerals Council of Australia, the Australian Logistics Council, the Australian Industry Group and the Australian Manufacturing Workers' Union to discuss progressing the Strategy.

Links have also been established with other organisations involved in safety prevention such as the National Road Transport Commission and the Department of Geoscience Australia and the Department of Industry, Tourism and Resources who, with the Chief Inspectors of Mines, are developing a national mine safety strategy.

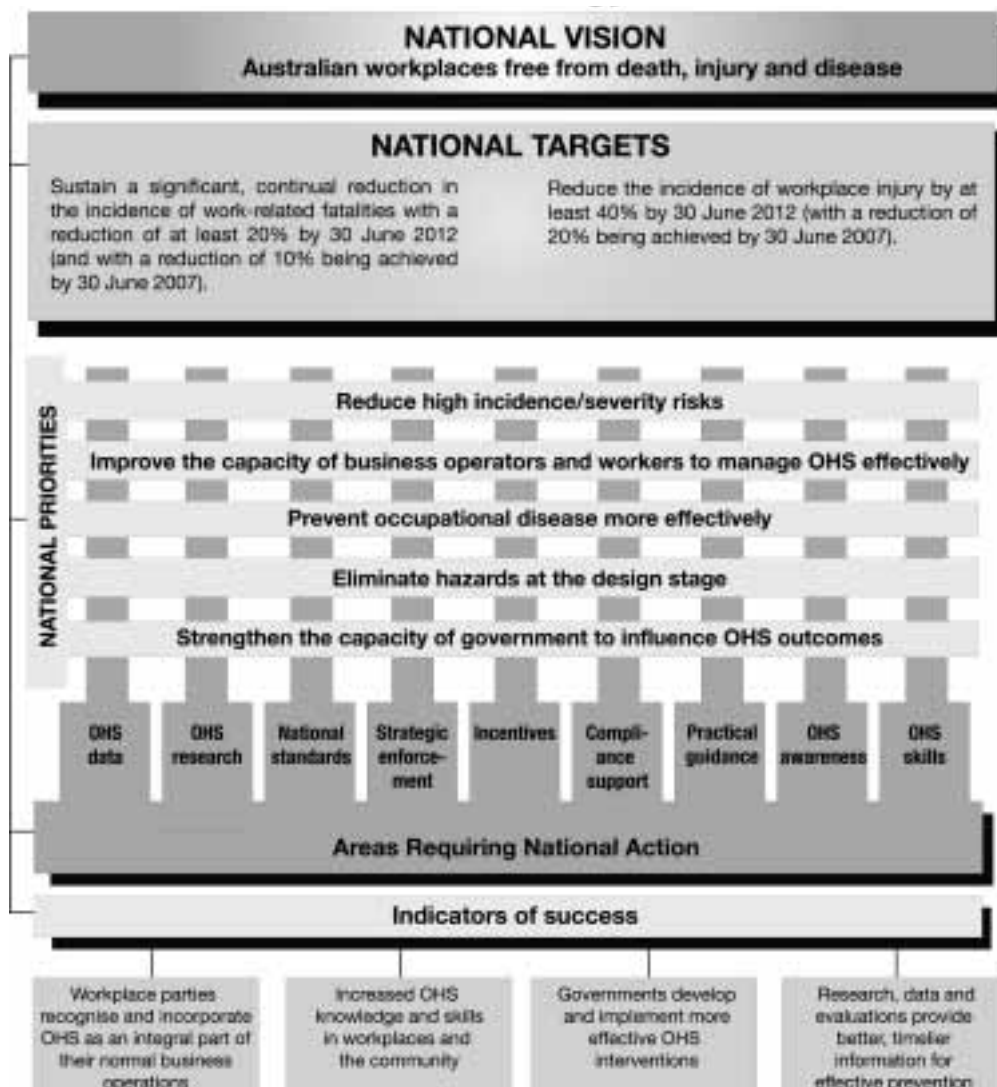
In late 2002–03 NOHSC agreed to engage consultants to develop a comprehensive communications framework for the Strategy. This framework will be considered by NOHSC in 2003–04.

## Measuring the success of the Strategy

To measure achievement against the targets, NOHSC agreed to use its National Data Set for Compensation Based Statistics (NDS) in the first instance. A major initiative under the Strategy is to develop a more comprehensive set of data to measure OHS performance in Australia that will expand on the current workers' compensation data. Measurement of progress under the Strategy will rely on this data when completed.

NOHSC is developing performance targets to measure prevention of occupational disease. They will be set in 2003–04. NOHSC will report annually to WRMC on progress under the Strategy. The first report will be considered by WRMC in November 2003.

**Figure 1: National OHS Strategy 2002–2012**



## PART 2:

# REPORT ON PERFORMANCE

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NOHSC operates in accordance with the Commonwealth's performance requirements. This means that NOHSC is accountable for how it performs by measuring its progress in achieving an agreed outcome: *Australian workplaces free from injury and disease*. NOHSC has three specific outputs for working towards that outcome. NOHSC's business plan is developed and implemented by reference to the National OHS Strategy and within the framework of the agreed outcome and outputs. NOHSC's performance is discussed below.

### OUTPUT 1.1:

## PROVIDE NATIONAL LEADERSHIP FOR THE EFFECTIVE IMPLEMENTATION AND FURTHER DEVELOPMENT OF THE NATIONAL OHS STRATEGY

The National OHS Strategy is discussed in greater detail in Part 1 above. This section examines the performance relating to the Strategy against NOHSC's first output.

#### Aim and scope

To deliver this output, NOHSC:

- promotes and disseminates the National OHS Strategy, including by encouraging non-NOHSC stakeholders to adopt or contribute to the Strategy;
- coordinates national efforts to achieve the Strategy's aims and targets;
- reviews and refines the National OHS Strategy; and
- demonstrates accountability by reporting on progress under the Strategy to the WRMC by annual reports, commencing in 2003–04.

## Highlights

- Following the WRMC's endorsement of the Strategy in May 2002, NOHSC agreed on a set of action plans for national efforts to improve OHS in the five priority areas identified in the Strategy. The WRMC endorsed the action plans at its meeting in November 2002 and work commenced on all of them.
- NOHSC members are aligning their business plans and work plans with the Strategy.
- Work commenced on developing national targets for the more effective prevention of occupational disease.
- NOHSC supported a range of activities to foster industry commitment to the goals of the Strategy.
- NOHSC began to develop a communications program.

## Performance against effectiveness indicators

### Commitment to, and implementation of, the National OHS Strategy across all jurisdictions

All Governments and the peak employer and union bodies, the Australian Chamber of Commerce and Industry (ACCI) and the Australian Council of Trade Unions (ACTU), are formally committed to the Strategy. As well as providing the direction for NOHSC's strategic and business plans, the Strategy has influenced the content and direction of the work of each of the NOHSC members.

NOHSC established a National Strategy Committee in 2002–03 constituted by members from all jurisdictions, the ACCI and the ACTU. The Committee guided the early stages of implementing the Strategy and in March 2003 completed its tasks.

NOHSC refined the focus of the Strategy by identifying four industry sectors and three key risks as priorities for national efforts under the first National Priority—*Reduce High Incidence/Severity Risks*. The industries are construction; manufacturing; transport and storage; and health and community services. These industries generate around 50 per cent of all claims under Australia's workers' compensation systems and almost 50 per cent of compensated work-related fatalities.

The key risks are musculo-skeletal disorders; slips, trips and falls; and hitting, and being hit by, objects. These were selected because they generate over 80% percent of compensated injuries.

Performance in meeting the targets under the Strategy will primarily be measured using NOHSC's National Data Set for compensation-based statistics (NDS) and further work on refining the OHS data is being undertaken. 2001–02 will be the baseline for all targets.

NOHSC agreed to a process and timeframe for developing national targets for occupational disease. They are expected to be determined in 2004.



A program to engage industry and other stakeholders under the Strategy started. The CEO and other NOHSC staff gave presentations at OHS and industry seminars. The ACCI, supported by NOHSC, commenced a program of securing the express commitment of businesses to improve OHS consistently with the aims of the Strategy. A number of companies received certificates in recognition of their commitment to this.

### **Acceptance by the Workplace Relations Ministers' Council (WRMC) of reports and recommendations**

In November 2002, the WRMC endorsed the action plans underpinning the Strategy's five national priorities.<sup>2</sup>

NOHSC established a system for reporting to the WRMC annually on the Strategy's implementation. The first report will be provided in November 2003.

Under this output, NOHSC undertakes a range of activities developed under, or consistent with, the Strategy.

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<sup>2</sup> There are also action plans for a number of underpinning areas for national action. They relate to: data; skills development; research; and safe design.

# OUTPUT 1.2: IMPROVE THE PREVENTION OF OCCUPATIONAL DEATH, INJURY AND DISEASE ACROSS AUSTRALIA

## Aim and scope

NOHSC works to achieve the aims of the National OHS Strategy by:

- leading the implementation of NOHSC's action plans;
- promoting national consistency in the OHS regulatory framework, including through NOHSC standards and guidance material;
- collecting, improving, analysing and providing national access to OHS data;
- fostering safe design to eliminate hazards before they enter the workplace;
- facilitating the integration of OHS into vocational training and national skills development; and
- providing the best available knowledge of relevant OHS issues and prevention measures.

## Highlights

- Work continued towards the prohibition of the new uses of all forms of asbestos, which will take effect from 31 December 2003.
- NOHSC participated in international meetings developing the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).
- The *National Code of Practice for the Preparation of Material Safety Data Sheets* was revised for consistency with Dangerous Goods requirements and the GHS.
- NOHSC's *Approved Criteria for Classifying Hazardous Substances* was updated to align with current European criteria and NOHSC's *List of Designated Hazardous Substances* was updated to reflect changes in the Approved Criteria.
- New or revised exposure standards for seven chemicals were declared.
- Major preparatory work was undertaken for the revision of NOHSC's standards and related materials relating to hazardous substances and manual handling.
- NOHSC's National Data Set for compensation-based statistics (NDS) was reviewed and a third edition developed.
- The Type of Occurrence Classification System (TOOCS) was reviewed and a third edition developed.
- The *Compendium of Workers' Compensation Statistics, Australia, 2000–01*<sup>3</sup> was published on the NOHSC website.
- A revised version of the interactive NDS database, *NOHSC Online Statistics Interactive second edition* (NOSI2)<sup>4</sup>, was released.
- OHS workers' compensation, return-to-work, level of benefits and disputation and legal costs performance indicators for the 2003 Comparative Performance Monitoring (CPM) report were compiled.
- NOHSC agreed on a pilot program of regular reporting on recent work-related fatalities to commence in 2003–04.
- Preliminary work commenced on an international comparison of workplace fatality rates.
- Three research projects were undertaken to support NOHSC's work on safe design and a detailed examination of relevant data commenced.
- Literature reviews and watching briefs on key OHS issues were prepared under the Research Action Plan.
- A range of materials for OHS skills development was prepared or reviewed under NOHSC's *Skills Development Action Plan* and a formal relationship between NOHSC and the Australian National Training Authority (ANTA) was put in place.

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

<sup>4</sup> <http://nosi2000.info.au.com/>

## Performance against effectiveness indicators

### Implementation of NOHSC's action plans for national priorities under the National OHS Strategy

Following the establishment of the action plans, work commenced on implementing them. Information provided in this part of the report describes the key activities.

#### Achievement of annual business plan

The business plan focused on work to take forward the National Strategy, particularly that required by the action plans. There was no significant variation or non-performance under the business plan. Performance in relation to specific priorities within the business plan is outlined below.

#### ***Promote national consistency in the OHS regulatory framework, including through NOHSC standards and guidance material***

All Australian governments have responsibilities for regulating and enforcing OHS in Australia. The various legislative and associated instruments used to give effect to these responsibilities constitute the national OHS and related regulatory framework.

The National OHS Strategy promotes a nationally consistent approach to OHS regulation in Australia. NOHSC develops and maintains national standards and codes of practice to facilitate this goal. They are a model for regulation in each jurisdiction.

The seven priority areas where national standards and codes are maintained are: manual handling; occupational noise; plant; certification of users and operators of industrial equipment; Major Hazard Facilities; workplace hazardous substances; and, dangerous goods. There are other standards and codes dealing with other priority areas.

Table 1 lists the significant activity that occurred in 2002–03 in relation to NOHSC Standards and Codes of Practice.

**Table 1: Standards and codes of practice**

Standards and practices	Activities in 2002–03
<p><i>National Standard for Manual Handling</i> [NOHSC: 1001 (1990)]</p> <p><i>National Code of Practice for Manual Handling</i> [NOHSC: 2005 (1990)]</p>	<p>Following NOHSC's decision in April 2002 to review the national manual handling materials, a comprehensive evaluation of possible areas for review was undertaken.</p>
<p><i>Occupational Noise National Standard</i> [NOHSC: 1017 (2000)]</p> <p><i>National Code of Practice for Noise Management and Protection of Hearing at work</i> [NOHSC: 2009 (2000)]</p>	<p>A review identified that the national code of practice should be revised in a number of respects to conform to national and international best practice noise management principles. Relevant work will proceed in 2003–04.</p>
<p><i>National Standard for Plant</i> [NOHSC: 1010 (1994)]</p>	<p>Six areas for potential improvement were identified and are being considered by the tripartite Plant Standard Network. A full review of the standard is expected in 2004–05.</p>
<p><i>National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment, 3rd Edition</i> [NOHSC: 1006 (2001)]</p> <p><i>National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Loadshifting Equipment and Other Types of Specified Equipment</i> [NOHSC: 7019 (1992)]</p>	<p>A NOHSC/ANTA working group was established to consider the potential for OHS competencies to be certified in the vocational education sector.</p>
<p><i>National Standard for the Control of Major Hazard Facilities</i> [NOHSC: 1014 (2002)]</p> <p><i>National Code of Practice for the Control of Major Hazard Facilities</i> [NOHSC: 2016 (1996)]</p>	<p>Schedule 1 of the National Standard was revised and declared in October 2002. Technical amendments were made to maintain consistency with dangerous goods regulations and the <i>Australian Explosives Code (2000)</i>. Work is continuing to facilitate national consistency in the regulation of MHFs, with regular reports to the WRMC.</p> <p>Victoria and Queensland enacted legislation that gives effect to the main provisions of the <i>National Standard for the Control of Major Hazard Facilities</i>.</p> <p>The other jurisdictions expect to have legislation or regulations in place by the end of 2004.</p>

## Standards and practices

## Activities in 2002–03

*National Standard for the Storage and Handling of Workplace Dangerous Goods*  
[NOHSC: 1015 (2001)]

No changes to the standard or code.

*National Code of Practice for the Storage and Handling of Workplace Dangerous Goods*  
[NOHSC: 2017 (2001)]

A Dangerous Goods Ready Reckoner and a list of Frequently Asked Questions regarding the Safe Storage and Handling of Workplace Dangerous Goods were developed. This will support practical guidance material to be developed in the states and territories.

*National Model Regulations for the Control of Workplace Hazardous Substances*  
[NOHSC: 1005 (1994)]

Extensive preparatory work for the revision of NOHSC's Hazardous Substances Regulatory Framework was undertaken. A comprehensive review of the Framework, including the model regulations and code will proceed in 2003–04.

*National Code of Practice for the Control of Workplace Hazardous Substances*  
[NOHSC: 2007 (1994)]

*Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment*  
[NOHSC: 1003 (1994)]

New exposure standards were developed for seven substances.

A revised benzene exposure standard and third batch of fast track exposure standards were declared in April 2003.

*National Model Regulations for the Control of Scheduled Carcinogenic Substances*  
[NOHSC: 1011 (1995)]

Amendments were made to prohibit the use of actinolite, anthophyllite and tremolite asbestos and to include a time-limited national list of exemptions from the chrysotile prohibition.

*National Code of Practice for the Control of Scheduled Carcinogenic Substances*  
[NOHSC: 2014 (1995)]

This code was considered in the preliminary review of the *Hazardous Substances Regulatory Framework*. A comprehensive review of the Framework will proceed in 2003–04.

*Approved Criteria for Classifying Hazardous Substances*  
NOHSC: 1008 (1999)]

Revised to align with recent European criteria declared in April 2003.

*National Standard for the Control of Inorganic Lead at Work*  
[NOHSC: 1012 (1994)]

This standard and code were considered in the preliminary review of the *Hazardous Substances Regulatory Framework*. A comprehensive review of the Framework will proceed in 2003–04.

*National Code of Practice for the Control and Safe Use of Inorganic Lead at Work*  
[NOHSC: 2015 (1994)]

## Standards and practices

## Activities in 2002–03

<p><i>National Standard for Synthetic Mineral Fibres</i> [NOHSC: 1004 (1990)]</p> <p><i>National Code of Practice for the Safe Use of Synthetic Mineral Fibres</i> [NOHSC: 2006 (1990)]</p>	<p>This standard and code were considered in the preliminary review of the <i>Hazardous Substances Regulatory Framework</i>. A comprehensive review of the Framework will proceed in 2003–04.</p>
<p><i>National Code of Practice for the Preparation of Material Safety Data Sheets</i> [NOHSC: 2011 (1994)]</p>	<p>Revised in April 2003.</p>
<p><i>National Code of Practice for Health Care Workers and Other People at Risk of the Transmission of Human Immunodeficiency Virus and Hepatitis B in the Workplace</i> [NOHSC: 2010 (1993)]</p>	<p>Code developed during the year. Public comment is being sought on the revised code. The code is expected to be considered by NOHSC in October 2003.</p>
<p><i>National Code of Practice for the Safe Handling of Timber Preservatives and Treated Timber</i> [NOHSC: 2003 (1989)]</p>	<p>This Code was considered in the preliminary review of the <i>Hazardous Substances Regulatory Framework</i>. A comprehensive review of the Framework will proceed in 2003–04.</p>
<p><i>National Code of Practice for the Safe Use of Vinyl Chloride</i> [NOHSC: 2004 (1990)]</p>	<p>This Code was considered in the preliminary review of the <i>Hazardous Substances Regulatory Framework</i>. A comprehensive review of the Framework will proceed in 2003–04.</p>
<p><i>Code of Practice for the Safe Removal of Asbestos</i> [NOHSC: 2002 (1988)]</p>	<p>Review initiated, in tandem with action on asbestos prohibition initiatives. New code expected in 2003–04.</p>

The extent to which key elements of the NOHSC standards have been adopted in the laws of the various Australian jurisdictions is set out in following table.

**Table 2: Adoption of NOHSC Priority National Standards into Regulation**

National Standard	Extent of adoption								
	NSW	Vic	Qld	WA	SA	Tas	NT	C'wth	ACT
Noise	Y	M	Y	Y	M	M	M	Y	N
Certification	Y	Y	Y	Y	Y	Y	Y	Y	Y
Manual Handling	Y	M	Y	M	M	Y	M	Y	M
Major Hazard Facilities	N	M	M	N	N	N	N	N	N
Plant	M	M	N	M	Y	Y	M	M	P
Dangerous Goods	N	Y	Y	N	N	N	N	N	N
Hazardous Substances	M	M	M	M	M	M	M	M	N

Key: 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.

### *International considerations*

In reviewing and developing national standards and related material, NOHSC draws on relevant international experience, particularly in the area of chemical safety. In its review of its Chemicals Standards Framework, NOHSC is taking account of the Globally Harmonised System of Classifying and Labelling Chemicals, which is being developed through the UN system. NOHSC staff participated in international meetings for this purpose.

The Trans Tasman Mutual Recognition Arrangement (TTMRA) completed its first five years of activity in 2003. NOHSC leads the Australian involvement in the Cooperation Program for Hazardous Substances, Industrial Chemicals and Dangerous Goods (the Chemicals Cooperation program). The program is examining the prospects for mutual recognition where there is regulation in five areas, namely: the notification and assessment of industrial chemicals; poisons scheduling; Material Safety Data Sheets (MSDSs); the inner labelling of dangerous goods; and explosives.

In 2002–03, COAG endorsed the recommendations of the 5<sup>th</sup> Report on the Chemicals Cooperation Program, including a further 12-month special exemption from mutual recognition to provide more time to work towards achieving mutual recognition or harmonisation.

### *Safe design*

NOHSC is committed to promoting safe design, which is a priority under the National OHS Strategy. It is concerned with eliminating hazards and controlling risks to health and safety at the source, as early as possible in the life cycle of items that comprise workplaces, or are used or encountered at work. This includes work premises, structures, plant, substances, work methods and systems of work.



A Safe Design Consultative Group made up of representatives of NOHSC members provides leadership and coordination for the *Safe Design Action Plan 2001–2004*. This plan was reviewed to align better to the National OHS Strategy. The focus is on identifying activities that will make the greatest contribution to achieving the targets under the Strategy.

In 2002–03, work occurred in the key areas of regulation, education and information. Three research projects to better inform these directions were concluded in 2002–03:

- how to incorporate ‘safe design’ principles into under/postgraduate curricula for engineers (action will be taken on this in 2004);
- a review to clarify the information requirements of safe design stakeholders (engineers, architects, manufactures, suppliers etc) and the methods by which this information can be best collected and transferred; and
- options for future directions for the regulation and enforcement of safe design (to be further considered in 2003–04).

Work commenced on a review of the incidence of fatalities and injuries in the period 1997–2002 as a result of poor design. This will provide a benchmark for evaluating safe design outcomes, and will assist information and education activities.

### ***Improving and providing national access to OHS data***

NOHSC considers that the availability of better OHS data is central to effective policy making for implementing the National OHS Strategy. It is also a vital resource at the industry and workplace levels.

Under its *National OHS Data Action Plan*, NOHSC has a framework for drawing together OHS data from a range of sources. They include NOHSC’s National Data Set for compensation-based statistics (the NDS), National Hospital Morbidity Data, the National Coroners Information System, NOHSC’s Mesothelioma Register, information provided by general medical practitioners<sup>5</sup> and the ABS’ National Health Survey. The aim is to create a comprehensive picture of occupational health and safety in Australia.

Work undertaken by NOHSC in 2002–03 to meet the Data Action Plan is summarised in Table 3.

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<sup>5</sup> BEACH (Bettering the Evaluation and Care of Health).

**Table 3: National access to OHS data**

Activity	Progress in 2002–03
<p><i>National Data Set for compensation-based statistics (NDS)</i></p> <p>The NDS produces national and nationally comparable workers' compensation-based data and is also an indicator of the nature and extent of OHS problems in Australia.</p>	<p>Work on a revised, 3<sup>rd</sup> edition was completed in 2002–03. This will provide a wider range of workers' compensation-based data. Allowing for the transition to the new requirements, the first broader data are expected to be available in 2007.</p>
<p><i>Type of Occurrence Classification System (TOOCS)</i></p> <p>NOHSC's <i>Type of Occurrence Classification System</i> is the coding system used to record the details surrounding injury/disease events in the NDS.</p>	<p>Revisions made to TOOCS in 2002–03 will allow the NDS data to be more readily compared with other data in the health industry, and will help to identify emerging issues.</p>
<p><i>National Coroners Information System (NCIS)</i></p> <p>Among other things, the NCIS provides comprehensive information on work-related fatalities in Australia.</p>	<p>The NCIS was assessed using the 2000–01 NCIS data. A report was published in August 2002<sup>6</sup>. A related report estimating work-related traumatic fatalities in Australia using police text description of the circumstance surrounding death was also published<sup>7</sup>.</p> <p>NOHSC agreed to continue to be one of the Commonwealth agencies providing funding for the NCIS.</p>
<p><i>Mesothelioma Register</i></p> <p>The register monitors and reports on the number of persons with malignant mesothelioma, the incidence rates, and the occupations and industries of the persons diagnosed.</p>	<p>NOHSC's fifteenth report on the incidence of mesothelioma was published in June 2003. The report shows that the incidence rate continues to increase.</p> <p>The report is available from NOHSC's web site.</p>
<p><i>NOHSC Online Statistics Interactive (NOSI)</i></p> <p>NOSI allows online interrogation of OHS statistics held by NOHSC.</p>	<p>A revised version was made available in 2002–03 containing all data collected from 2000–01 onwards.</p>
<p><i>ABS Survey of Employment Arrangements and Superannuation (SEAS)</i></p> <p>Examines relevant data for both employees and self-employed workers.</p>	<p>A report compared SEAS data with the NDS. It gives some insight into the OHS experience of self-employed workers. A main finding was that the incidence rates of injuries/illnesses leading to five or more days' absence from work were higher in the SEAS data. The difference between the SEAS and the NDS data was narrower when the data were compared for more than 10 days' absence from work. This broadly suggests that, in this respect, the experience of self-employed workers is similar to that of employees. More work is required, however, to draw firm conclusions.</p>
<p><i>Compendium of Workers' Compensation Statistics 2000–01</i></p>	<p>Published on the NOHSC website.</p>

<sup>6</sup> <http://www.nohsc.gov.au/Statistics/Publications/NCISReportPart1Final.pdf>

<sup>7</sup> <http://www.nohsc.gov.au/Statistics/Publications/NCISReportPart2.pdf>

### *Data comparisons*

NOHSC recognised that the gap between Australia's current OHS performance and the best in the world must be closed. During 2002–03, initial investigation of international fatality rates, based on International Labour Office (ILO) statistics, commenced. Non-standardised ILO data indicate that Australia ranks 7th out of 25 established market economies.<sup>8</sup> NOHSC is seeking to refine the data and to understand the reasons for the differences.

Comparisons with other countries are complicated, given the differing nature of industry, data collection, culture and related issues. However, NOHSC commenced preliminary work to identify how these differences affect the data. Initial analysis in 2003–04 will concentrate on mapping Australia's data to the methodology used in the best performing countries so that accurate comparisons can be made.

### ***Facilitating the integration of OHS into vocational training and national skills development***

Improving the capacity of business operators and workers to manage OHS effectively is a priority under the National OHS Strategy. The aim is to build the motivation and ability of employers to manage OHS risks effectively and of workers to work more safely.

A key activity under NOHSC's *OHS Skills Development Action Plan* is the provision of advice on integrating OHS competencies into all national training packages.

In July 2002, ANTA and NOHSC signed a *Statement of Relationship*, agreeing to work collaboratively in the areas of competency development and OHS.

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<sup>8</sup> Detailed statistics on the OHS performance of other countries can be found in tables 8A, 8B and 8C on the ILO's web site: <http://laborsta.ilo.org/cgi-bin/brokerv8.exe>.

**Table 5: Vocational training and skills development**

Activity	Progress in 2002–03
Review training packages.	Manufacturing and electrical; civil construction; asset maintenance; plumbing; business services training; OHS practitioners; and workplace assessors and trainers reviewed.
Revise assessment instruments.	<p>Assessment instruments for forklift vehicles and elevated work platforms were revised.</p> <p>Trials were conducted using updated assessment instruments for front-end loader/backhoe, and front-end loader (skid steer type).</p> <p>Assessment instruments and learning guides updated for three national certification classes of rigging and scaffolding.</p>
Develop National Certification learning guides.	Completed for: forklifts; doggings; elevated work platforms; and front-end loaders/excavators.
Guidance material for engineers.	<p>The <i>Manual for the Accreditation of Professional Engineering Programs</i> issued by the Council of Institution of Engineers—Australia was reviewed.</p> <p>Input was provided to a review of the resource package, <i>Occupational Health and Safety for Engineers—A Resource for Engineering Education</i>.</p>

### ***Provide the best available knowledge of relevant OHS issues and prevention measures***

Research is recognised under the National OHS Strategy as adding to the information and advice available for determining OHS priorities and practical prevention approaches. The need to develop Australia's OHS research capacity is a key aim.

The main focus of research activities under NOHSC's Research Action Plan during 2002–03 was on supporting the National OHS Strategy.

Key activities were:

- the completion of literature reviews in the areas of: occupational disease; labour market change; and violence and bullying in the justice administration sector to inform policy decisions and identify gaps in current knowledge;
- watching briefs were maintained in the areas of environmental tobacco smoke<sup>9</sup>; work-related stress; occupational violence and bullying; and workplace fatigue to keep NOHSC members informed of current developments; and
- an interactive web-based database of research activities in Australia was posted on the NOHSC website.

<sup>9</sup> Information on the health effects of environmental tobacco smoke (ETS) informed the *NOHSC Position Statement on Environmental Tobacco Smoke* in October 2002. This position statement was endorsed by NOHSC. The November meeting of the WRMC noted the NOHSC recommendation on ETS and endorsed the revision of NOHSC's guidance note on passive smoking.

### *National Research Centre for OHS Regulation*

NOHSC continues to support the National Research Centre for Occupational Health and Safety Regulation at the Australian National University. Among other things, the Centre completed a number of projects for NOHSC, including a major review of the regulatory approaches to safe design and a study of OHS enforcement by OHS jurisdictions. In 2002–03, NOHSC and the Centre undertook preparatory work for a major conference held in July 2003 on Australian OHS regulation for the 21<sup>st</sup> Century.

The Centre's publications, including working papers, are available via its website at: <http://www.ohs.anu.edu.au/>.

#### *Access to OHS information*

NOHSC developed the *Australian OHS Index* to provide easier access to practical guidance material and safety alerts information. The Index provides a single access point to search across the material on Australian OHS authorities' web sites. It is available on NOHSC's web at: <http://natindex.nohsc.gov.au>

An interactive web-based database of research activities in Australia was also developed during 2002–03. This database collects information through the Internet from researchers and provides an inventory of research activities in Australia. It is available on NOHSC's web at: [www.nohsc.gov.au/researchcoordination/researchdb/default.asp](http://www.nohsc.gov.au/researchcoordination/researchdb/default.asp).

#### *Foster best practice in OHS interventions*

A workshop evaluating the effectiveness of OHS interventions by government agencies was held in May 2003. The workshop was the initial step in building up a series of case studies of successful interventions to help NOHSC understand what works and why it works. Guidelines on evaluating interventions are available on the NOHSC website at: [www.nohsc.gov.au/ResearchCoordination/ohs\\_interventions.htm](http://www.nohsc.gov.au/ResearchCoordination/ohs_interventions.htm).

### ***OHS risk assessment advice on agricultural and veterinary chemicals***

NOHSC provides OHS risk assessment advice on agricultural and veterinary chemicals to a number of authorities on a purchaser/provider basis, in particular the Australia Pesticides and Veterinary Medicines Authority (APVMA).

The APVMA is part of the Agriculture, Fisheries and Forestry—Australia portfolio and carries the legislative responsibility for operating the National Registration Scheme to ensure that only those agricultural and veterinary chemicals, which satisfy the Authority in terms of safe use, are registered and available for purchase in Australia.

NOHSC completed OHS risk assessments on ninety-nine registration and permit submissions during 2002–03. The acceptance rate of NOHSC OHS recommendations and advice by the APVMA exceeded 95 per cent. NOHSC contributed to several major ongoing reviews of agricultural and veterinary chemicals under the Chemical Review Program to ensure that these older chemicals meet current standards for safe use.

NOHSC also provides advice on OHS risk management strategies for genetically modified crops to the Office of Gene Technology Regulator.

## OUTPUT 1.3: PROVIDE A NATIONAL FORUM FOR THE COOPERATIVE IMPROVEMENT OF OHS PREVENTION EFFORTS

This output reflects NOHSC's statutory role in providing a national OHS forum.

### Aim and scope

The *National Occupational Health and Safety Commission Act 1985* sets out the objectives of the Commission, including the provision of a forum by which representatives of state and territory governments, employers and employees consult and participate in the development of policies and strategies relating to OHS matters.

NOHSC's aim under this output is the continuous improvement of the Commission and its committees as an effective forum to lead national efforts in improving Australia's OHS performance.

### Highlights

- A survey of NOHSC members indicated general satisfaction with the performance of the NOHSC Office.
- To improve the efficiency of the NOHSC committees, their operations were reviewed and Terms of Reference updated.
- Mr Jerry Ellis was appointed as Chairman in March 2003.
- Seven other new members were appointed to the Commission, filling various vacancies.

### Performance against effectiveness indicators

#### Stakeholder satisfaction

In June 2002, NOHSC members were surveyed about their satisfaction with the support provided by the NOHSC office. Responses indicated an improved level of satisfaction across all areas surveyed compared with the previous year.

Members indicated that they are generally satisfied with the quality, relevance and coverage of NOHSC data, along with the quality, timeliness and effectiveness of advice on the regulatory framework. Members expressed a high level of satisfaction with the accessibility of NOHSC data and information, and also with the organisation and administrative support provided for NOHSC meetings.

Satisfaction with the performance of NOHSC against its objective to lead and coordinate national efforts to prevent workplace death, injury and disease in Australia was rated average by members, with one member rating NOHSC's performance as poor in this area.

### **Committee structure**

A key measure of the effectiveness of NOHSC as a forum is the operation of its committee structure. In July 2002, NOHSC reviewed and agreed a committee structure to support its work. This consisted of the Executive Committee<sup>10</sup>; the Audit Committee<sup>11</sup>; the National Strategy Committee; the Prevention Committee; and the Information Committee.

Three Commission and 21 committee meetings were held during 2002–03. The National Strategy Committee, which had been established to oversee the initial implementation of the National OHS Strategy, was disbanded in March 2003 when it had achieved its purpose.

Further information about NOHSC committees is in *Appendix 1—Management and accountability*.

### **Achievement of annual business plan**

The business plan deliverables were met to the satisfaction of members and in accordance with relevant statutory requirements and the practices and procedures of NOHSC.

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<sup>10</sup> Established by section 20 of the NOHSC Act.

<sup>11</sup> Established in accordance with the CAC Act.

# FINANCIAL PERFORMANCE

This section of the report outlines NOHSC's financial performance during 2002–03. The financial statements, with detailed accounting information, are at Appendix 3.

**Table 4: Resource summary**

	<b>Budget 2002–03 &amp;'000</b>	<b>Actual Expenses 2002–03 &amp;'000</b>	<b>Budget 2003–04 &amp;'000</b>	<b>2003–04 &amp;'000</b>
Administered expenses				
Total administered expenses				
Price of outputs				
Output 1.1	918	908	10	1,925
Output 1.2	13,264	12,928	336	11,661
Output 1.3	1,230	1,198	32	2,043
Total Output 1	15,412	15,034 <sup>1</sup>	378	15,629
Revenue				
Revenue from Government (appropriation) for outputs	14,395	14,395 <sup>1</sup>		14,340
Revenue from other sources	1,270	1,659	389	1,289
Total for Outcome 1	15,665	16,054 <sup>1</sup>		16,629
Average staffing levels		89		98

During the 2002–03 financial year, NOHSC recorded a surplus of \$1.048 million. The surplus was higher than anticipated due to an increase in revenue from other sources, savings in consultancies as a result of project work being completed in house and accounting techniques for a number of significant transactions. When 'below the line' expenses are taken into account, the underlying surplus is approximately \$0.42 million. A major 'below the line' expense was the repayment of the Capital Use Charge (see note 1.4 and note 9 to the financial statements). In overall terms, cash reserves increased by only \$0.047 million.

The total income for Outcome 1 was \$16.054 million, consisting of \$14.395 million met through appropriations from Government and \$1.66 million in other NOHSC revenue. The majority of the other revenue, \$1.077 million is derived through a purchaser/provider arrangement with the Australian Pesticides and Veterinary Medicines Authority (APVMA).

In 2002–03 NOHSC repaid \$1.1 million of the pricing increase received in 2000–01 to assist in funding the NOHSC Office move from Sydney to Canberra. The final repayment of \$0.8 million will be made in 2003–04.

Other significant transactions related to the finalisation of the transfer of the National Industrial Chemicals Notification and Assessment Scheme (NICNAS) to the Health and Ageing portfolio. A total of \$1.576 million was transferred to Health and Ageing to cover money NICNAS had in the bank, leave accrued by employees and bank interest.

<sup>1</sup> \$0.142 has been excluded from the above figures as this related to income received and expenditure incurred for the national Industrial Chemicals Notification and Assessment scheme (NICNAS) – previously Outcome 2. The figures in the Statement of Financial Performance on p.73 include this amount.



## PART 3:

# OVERVIEW OF NOHSC

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This part provides an overview of NOHSC's enabling legislation, functions, responsibilities and accountabilities, the membership of NOHSC and the structure of the NOHSC Office. Also included in this part is information about NOHSC's activities during the year and the status of NOHSC's Standards and Codes of Practice. Details of NOHSC's Committee structure appear in *Appendix 1—Management and accountability*.

## THE MINISTER

Under the Administrative Arrangements Order of 26 November 2001, the Minister for Employment and Workplace Relations has Ministerial responsibility for NOHSC.

During 2002–03, the Hon Tony Abbott MP, exercised Ministerial responsibility for NOHSC.



# ENABLING LEGISLATION

## Establishment

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)<sup>12</sup> 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 CAC Act). 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 Chairman; the Chief Executive Officer; three members nominated by the ACTU; three members nominated by the ACCI; one member nominated by the Commonwealth Minister for Employment and 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 committees and subcommittees. Their terms of reference covering specific areas of NOHSC's functions are linked to the National OHS Strategy and the NOHSC Strategic Plan.

The staff required to assist NOHSC in the performance of its functions are employed under the *Public Service Act 1999*.

Each state and territory has its own OHS legislation. 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. Comcare administers OHS and workers' compensation legislation governing Commonwealth employment<sup>13</sup>.

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<sup>12</sup> For the *National Occupational Health and Safety Commission Act 1985* see <http://scaleplus.law.gov.au>

<sup>13</sup> For information on Comcare see <http://www.comcare.gov.au>

## Functions

The functions of the Commission are set out in section 8 of the Act. The key functions are to:

- formulate strategies to improve OHS performance;
- declare national standards and codes of practice;
- coordinate and review OHS research;
- develop and maintain OHS data;
- assist in developing national OHS skills and competencies; and
- promote national consistency in OHS management.

## Regulations

NOHSC administers the following Regulations:

- *National Occupational Health and Safety Commission (Allowances) Regulations 1986;*
- *National Occupational Health and Safety Commission Regulations 1986; and*
- *National Occupational Health and Safety Commission Regulations (Amendment) 1993.*

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<sup>13</sup> For information on Comcare see <http://www.comcare.gov.au>

## THE MEMBERS



Back (L to R):

Penny Shakespeare (ACT), Robert Pearce (TAS), Brian Bradley (WA), John Lloyd (DEWR), Peter Henneken (QLD), Richard Marles (ACTU), Jerry Ellis (Chairman), Robin Stewart-Crompton (NOHSC), Mark Crossin (NT), Anne Bellamy (ACCI), Peter Anderson (ACCI)

Front (L to R):

John Merritt (VIC), Sylvia Kidziak (ACCI), Peter Tighe (ACTU), Michele Patterson (SA), John Watson\* (NSW), Stephanie Mayman (ACTU)

Absent Members:

John Mathews (DHA), Kate McKenzie (NSW)

\*Mr Watson represented Ms McKenzie at the 24 April 2003 NOHSC meeting.

# WORKPLACE RELATIONS MINISTERS' COUNCIL (WRMC)

The WRMC is a Commonwealth/State Ministerial Council of the Council of Australian Governments (COAG) with responsibility for OHS. At the WRMC meetings in 2002–03, Ministers considered a range of OHS related matters, including reports and recommendations from NOHSC on key national initiatives.

In 2002–03 the WRMC:

- approved the first set of National Priority Action Plans for the *National OHS Strategy 2002–2012*, covering the period 2002–2005;
- agreed that NOHSC should scope the need for development of national building and construction industry OHS standards and codes of practice;
- endorsed a national list of exemptions to the chrysotile prohibition and the proposed arrangements for revisions to the list;
- endorsed amendments to Schedule 2 of the *National Model Regulations for the Control of Workplace Hazardous Substances* to include the prohibition of another three forms of asbestos: actinolite; anthophyllite; and tremolite asbestos; and
- endorsed NOHSC revising its Guidance Note on Passive Smoking.

# APPENDIX 1: MANAGEMENT AND ACCOUNTABILITY

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This appendix details how NOHSC operated in 2002–03 to support its members and how its staff and assets were managed.

## CORPORATE GOVERNANCE PRACTICES

NOHSC's policies, practices and structure have been designed in line with contemporary corporate governance principles. NOHSC ensures that the appropriate management and planning processes are in place and that individual and organisational accountability are practised.

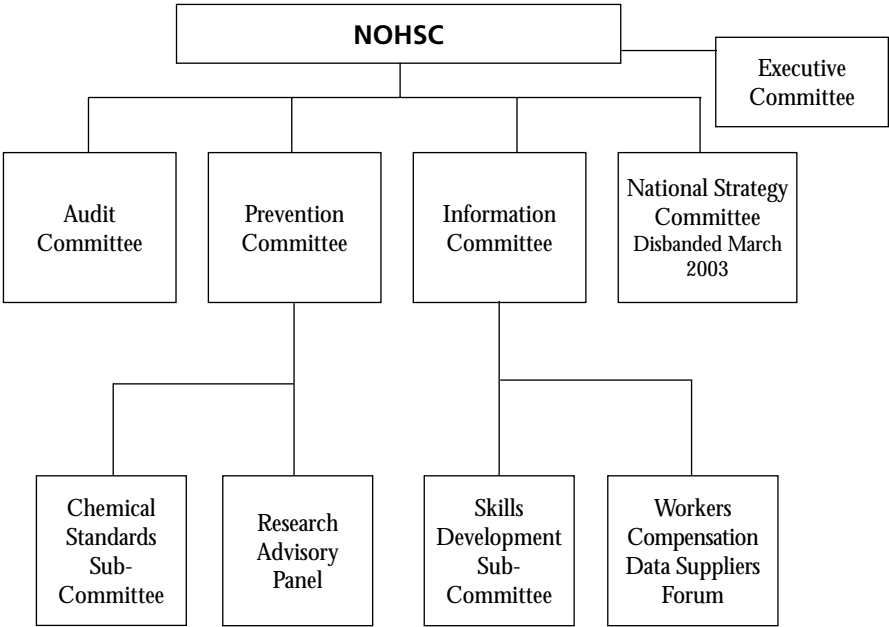
Activities undertaken during the year to strengthen the corporate governance of NOHSC included:

- reviewing NOHSC's committee structure and associated terms of reference;
- conducting a program of internal audits and reviews to validate the control environment;
- implementing a new fraud control plan and conducting awareness sessions for staff to reinforce the fraud control plan;
- commencing an audit of people management and financial delegations;
- conducting orientation programs for staff, emphasising the APS values, workplace equity and diversity; and
- conducting learning and development activities focused on corporate governance.

### NOHSC and its committees

NOHSC has established, in accordance with its Act, a number of committees. Figure 4 depicts NOHSC's committees in operation in 2002–03.

**Figure 4: NOHSC 2002–03 committee structure**



## NOHSC

The establishment of NOHSC is detailed in *Part 3—Overview of NOHSC*. NOHSC members are appointed for up to three years. NOHSC met three times in 2002–03.

**Table 6.1: Attendance at NOHSC meetings in 2002–2003**

Prof D Else, Chair (2)	Mr J Ellis, Chair (1)
Mr P Anderson (3)	Ms A Bellamy (3)
Mr B Bradley (3)	Mr K Brown (1)
Mr M Crossin (3)	Mr P Henneken (2)
Ms S Kidziak (3)	Mr J Lloyd (1)
Ms K McKenzie (0)	Mr B Mansfield (1)
Mr R Marles (1)	Ms S Mayman (3),
Mr J Merritt (3)	Mr W Mountford (0)
Prof J Mathews (0)	Mr B Page (0)
Mr R Pearce (3)	Mr J Rowling (2)
Mr R Seljak (2)	Mr R Stewart-Crompton (3)
Mr P Tighe (3)	

## Executive Committee

The Executive Committee and its membership are established by section 20 of the NOHSC Act. NOHSC has given the Executive Committee the following responsibilities:

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

The Executive met five times in 2002–2003.

**Table 6.2: Attendance at Executive Committee meetings in 2002–2003**

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Prof D Else, Chair (3)	Mr J Rowling (3)
Mr P Anderson (4)	Mr K Brown (3)
Mr W Mansfield (2)	Mr J Merritt (2)
Mr R Stewart-Crompton (5)	Mr R Seljak (2)

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## Audit Committee

The Audit Committee was established in accordance with section 32 of the CAC Act.

The Audit Committee assists NOHSC in relation to accounting policies and reporting practices. It 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, currently Mr L Early, as an independent financial expert. In March 2003, the Audit Committee agreed that its independence would be strengthened by the resignation of the Chairman of NOHSC and the CEO from the committee. This was seen as consistent with current best practice. The CEO will attend future meetings of the Audit Committee to facilitate its examination of issues concerning NOHSC.

The Audit Committee met four times in 2002–03.

**Table 6.3: Attendance at Audit Committee meetings in 2002–2003**

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Prof D Else, Chair (3)	Mr L Early (4)
Mr P Anderson (4)	Mr K Brown (3)
Mr W Mansfield (2)	Mr J Merritt (1)
Mr J Rowling (3)	Mr R Seljak (2)
Mr R Stewart-Crompton (4)	

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Information Committee and Prevention Committee

NOHSC established these committees as standing committees, in accordance with section 25 of the NOHSC Act. Each committee:

- oversees specific priorities assigned to it by NOHSC under the National OHS Strategy and the NOHSC Strategic Plan; and
- undertakes other activities as delegated by NOHSC.

The Information Committee provides advice on and contributes to planning in relation to the following areas:

- OHS data;
- OHS awareness;
- OHS skills; and
- practical guidance on OHS.

The Prevention Committee provides advice on and contributes to planning in relation to the following areas:

- national standards;
- compliance support;
- strategic enforcement;
- OHS research; and
- incentives.

The Information Committee and the Prevention Committee each have 16 members and each is chaired by a NOHSC member. In 2002–03, three members of the Information Committee were NOHSC members and seven members of the Prevention Committee were also NOHSC members.

The Information Committee and the Prevention Committee each held three meetings in 2002–03.

Table 6.4: Attendance of NOHSC members at Information Committee meetings in 2002–03

Mr P Henneken (2)	Mr B Bradley (1)
Mr R Stewart-Crompton (3)	

**Table 6.5: Attendance of NOHSC members at Prevention Committee meetings in 2002–03**

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Mr K Brown, Chair (1)	Ms A Bellamy (3)
Mr B Bradley (1)	Mr R Pearce (3)
Mr R Stewart-Crompton (3)	Mr J Rowling (1)

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**NOHSC Office committees**

NOHSC staff are under the direction of the CEO and collectively constitute the NOHSC Office. There are three committees established in the NOHSC Office, with management and employee representation:

- a Consultative Committee;
- an Occupational Health and Safety Committee; and
- a Workplace Equity and Diversity Committee.

They are recognised under the NOHSC Certified Agreement 2002–2005.

**Corporate and operational planning**

NOHSC has a planning cycle for implementing and reviewing plans and associated performance measuring and monitoring processes.

**National OHS Strategy 2002–2012**

The National OHS Strategy provides the framework for the NOHSC Strategic Plan. It guides the collective efforts of all OHS stakeholders in improving OHS performance. Further information about the National OHS Strategy is in *Part 1—Overview of operations and future prospects*.

**Strategic Plan 2002–2005**

The Strategic Plan outlines NOHSC’s priorities for the period 2002–2005. It provides a clear strategic focus for NOHSC priorities, supports the alignment of NOHSC’s activities with the Strategic Plan, and facilitates the monitoring and reporting of performance. It is aligned to the National OHS Strategy.

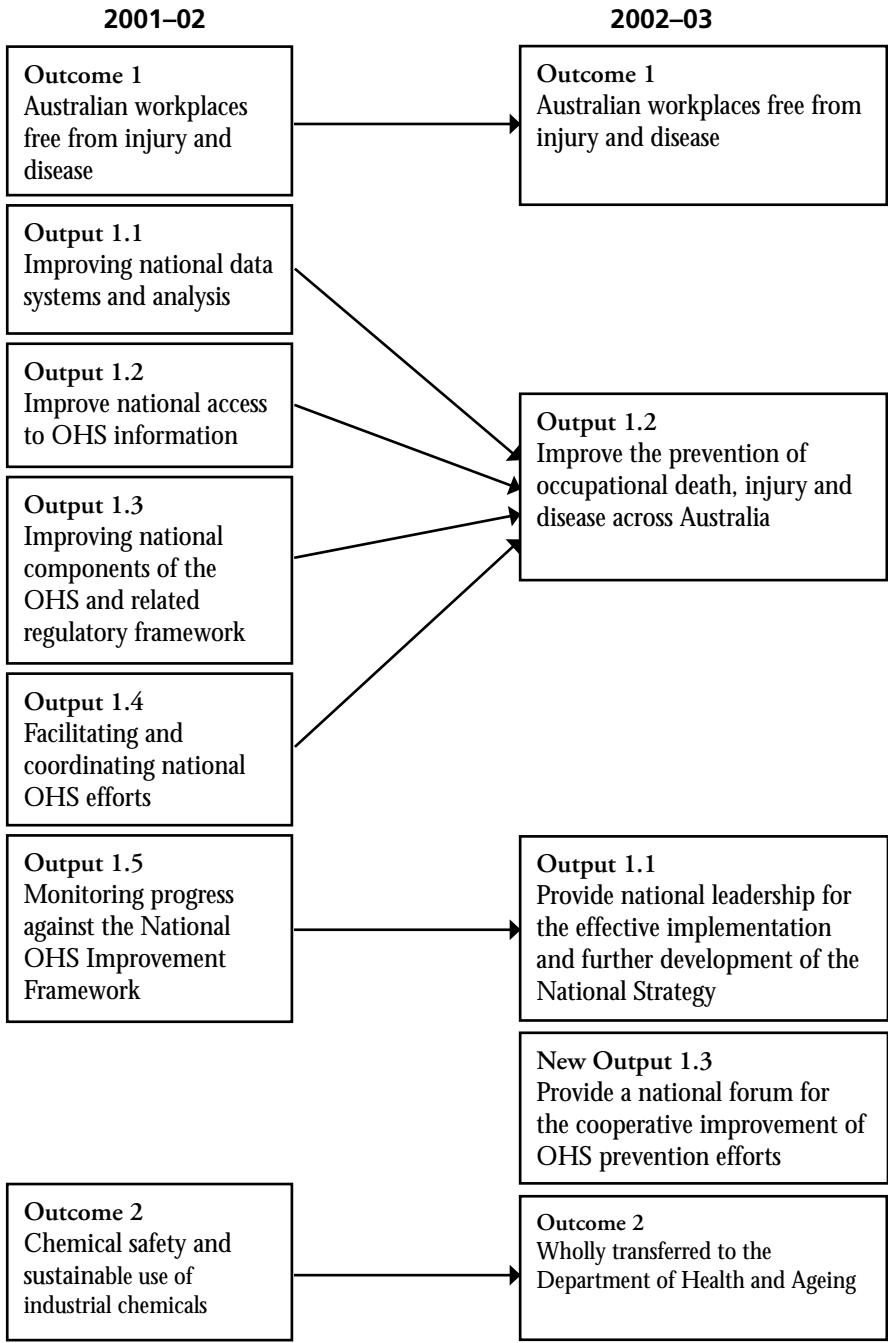
**Business Plan**

The Business Plan provides operational direction to NOHSC members and staff by specifying activities to be achieved against the national priorities under the National OHS Strategy. It is reviewed annually.

Changes to outcomes and outputs structure

In November 2002, the NOHSC outcomes and outputs structure was changed to align NOHSC’s work with the *National OHS Strategy 2002–2012*. The Hon Tony Abbot MP approved output changes to Outcome 1. Outcome 2 was transferred to the Health and Ageing portfolio, following the announcement of the Administrative Order in November 2001.

Figure 5: Revised outcome and outputs structure summary



## Risk management

The Audit Committee directs and reviews NOHSC's risk management program. The program provides appropriate assurance regarding potential risks to NOHSC's operations.

The risk management focus in 2002–03 was on: security; the use of contractors and consultants; and records management.

Risks were primarily addressed through the internal audit and fraud control programs.

Findings from the reviews indicated that NOHSC's practices and compliance were generally appropriate to the degree of risk. Policies and procedures were revised to reflect the findings of the reviews.

Protective security policies were reviewed to ensure that NOHSC's information and assets are kept secure in accordance with Australian Government guidelines.

## Internal audit

Deloitte Touche Tohmatsu undertakes NOHSC's internal auditing. Seven internal audits were undertaken in accordance with the 2002–03 Internal Audit program. Details are listed in the table below.

**Table 7: Areas assessed in NOHSC's Audit Program 2002–03**

Area	Review action
Governance issues associated with transfer of NICNAS to Department of Health and Ageing.	All recommendations of the review were implemented.
Review of contract management and purchasing process.	NOHSC has developed revised contract management guidelines, revised its tender and contract documentation and included contract management as a priority area in its learning and development program.
Review of records management.	NOHSC developed a records management policy and has included records management on its learning and development program.
Information Technology security review.	Action against the recommendations in the report will be finalised in 2003–04.
Review of delegations.	Report provided for consideration by management. Action against the recommendations will be completed in 2003–04.
DEWR MOU Review.	A review of the delivery of corporate services provided by DEWR. Management is considering a draft report.
Business continuity arrangements.	A review of business continuity arrangements commenced in June 2003.

## Fraud

No instances of fraud were detected in 2002–03.

The Audit Committee endorsed the NOHSC Fraud Control Plan (FCP) for 2002–03. Initiatives under the FCP included:

- a Leadership Statement on fraud control was issued by the CEO;
- a fraud control self-assessment process was introduced, with team leaders in the NOHSC Office providing written certification as to the efficacy to the CEO;
- annual information on fraud control was reported to the Attorney General's Department;
- a status report on fraud control, including copies of the fraud risk assessment and FCP, was provided to the Australian Federal Police; and
- compulsory fraud awareness training for all employees was conducted during the year.

The FCP processes were supplemented during the year by internal audit reviews. These reviews included protective and IT security reviews.

The CEO recorded that fraud risks within the agency were adequately dealt with through appropriate mechanisms in the FCP for the prevention, detection and investigation of fraud and that management systems provided for appropriate data collection and reporting and supported the prevention and detection mechanisms in the FCP. All procedures and processes were found to meet the specific needs of NOHSC and to comply with the *Commonwealth Fraud Control Guidelines 2002*.

## Ethical standards

NOHSC promotes and expects the highest standards of ethical and honest behaviour from its employees, consistent with the requirements of the *Public Service Act 1999* and other obligations. Accordingly, the NOHSC Office includes relevant training in its ongoing program of learning and development for staff.

Ethics and values are also promoted in the negotiation of employee performance agreements, in the NOHSC Certified Agreement and in orientation for new employees.

New NOHSC members are provided with a comprehensive induction kit that sets out their rights and responsibilities. It contains all relevant legislation and the accountabilities of committees and sub-committees.

## Judicial decisions and reviews by external bodies

There were no judicial decisions or decisions made by an administrative tribunal that would affect the operations of NOHSC during 2002–03. No reports were made on the operations of NOHSC by the Auditor-General or Parliamentary committees during 2002–03.

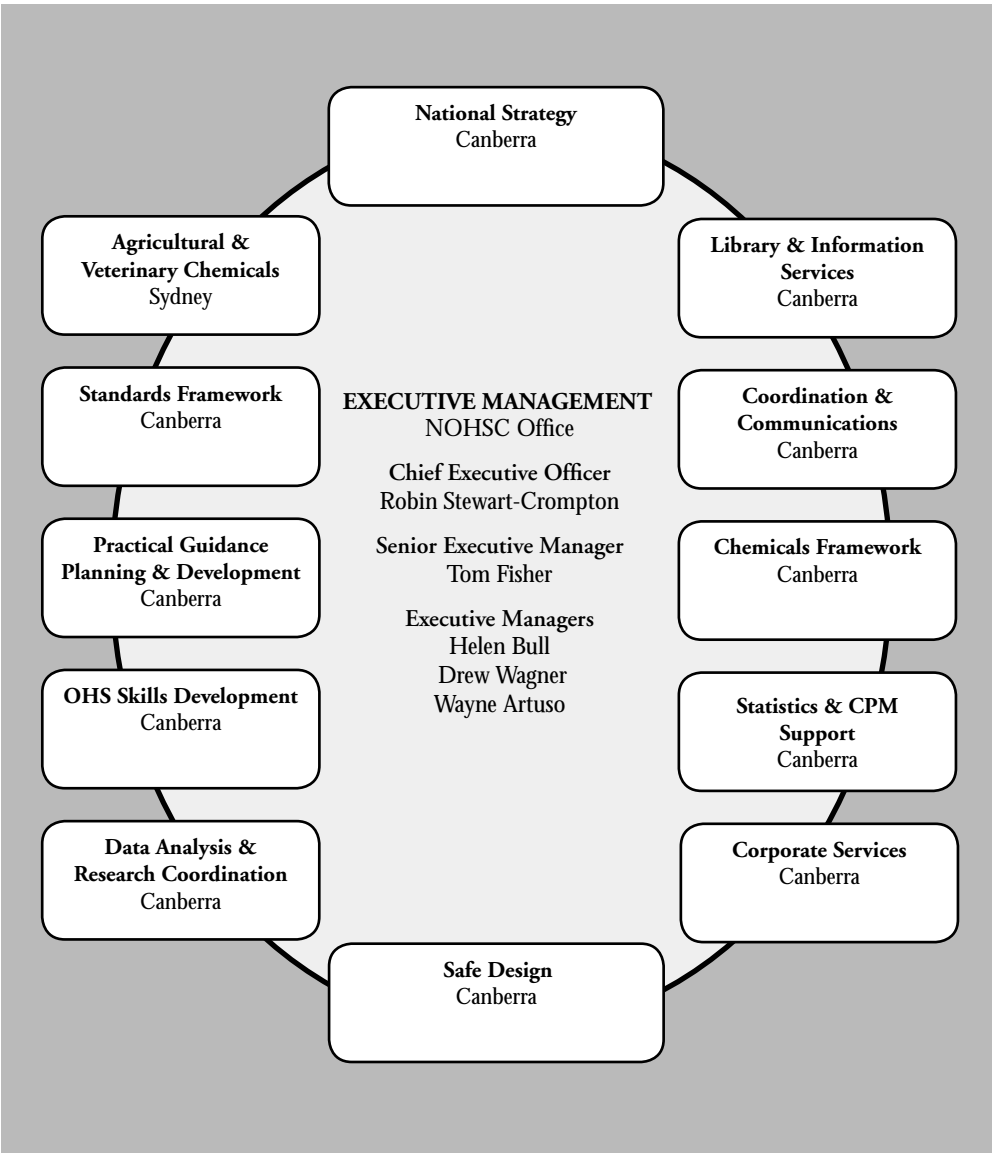
# MANAGEMENT OF HUMAN RESOURCES

NOHSC recognises the value of its staff and their key role in achieving NOHSC’s objectives and the outcome expected by Government. NOHSC seeks to create an environment where staff are supported and encouraged to make organisational improvements.

## Staffing overview

NOHSC had 98 employees at 30 June 2003, including four SES staff. NOHSC also has two statutory office holders—the CEO and the Chairman. About 90 per cent of NOHSC staff were based in Canberra, with the remainder collocated in Sydney with the staff of NICNAS.

**Figure 4:**      *Structure of NOHSC Office*



**Table 8: Categories of employees**

Classification	Salary range	No. of staff
SES Band 2	AWA	1
SES Band 1	AWA	3
Executive Level 2	\$76,515–\$90,730	14
Executive Level 1	\$66,892–\$72,035	33
APS Level 6	\$52,220–\$59,517	21
APS Level 5	\$47,982–\$50,878	9
APS Level 4	\$42,980–\$46,702	7
APS Level 3	\$38,567–\$41,642	7
APS Level 2	\$34,579–\$37,567	3
APS Level 1	\$18,013–\$33,066	0

## Certified Agreement and Australian Workplace Agreements (AWAs)

The negotiation of the *NOHSC Certified Agreement 2002–2005* was completed in July 2002 and certified in the Australian Industrial Relations Commission on 20 September 2002. The nominal expiry date of the Agreement is 30 June 2005.

The Agreement provides for three salary increases of 3.3% and included a one off bonus payment of \$1,000 per employee on certification. New allowances were introduced to encourage greater participation in activities such as emergency warden roles.

At 30 June 2003, there were seven Australian Workplace Agreements (AWAs) in NOHSC, including four SES and three non-SES AWAs.

## SES and statutory office holder remuneration

Remuneration and conditions for the Chairman are determined by the Remuneration Tribunal. The CEO is under the Principal Executive Officer arrangements, as endorsed by the Remuneration Tribunal, and the CEO's remuneration is determined by the Minister. Conditions for SES staff are determined by the CEO, taking into account work value, skills, APS remuneration and the market demand for the skills of the particular officers.

## Training and development of staff

The learning and development focus during 2002–03 was to identify and strengthen the skills and capabilities needed to enhance the governance framework. Training issues were identified and addressed as a result of audit reviews. These topics included financial management, records management, performance management, OHS skills and fraud awareness.

NOHSC has a Performance Management Program which assists in identifying both individual and corporate training and development needs.

## Occupational Health and Safety

The following information is supplied in accordance with section 74 of the *Occupational Health and Safety (Commonwealth Employment) Act 1991*.

### Policy

NOHSC is committed to protecting its employees and all others who come into NOHSC workplaces. NOHSC has an OHS management framework made up of three elements:

- a core OHS policy;
- an OHS agreement; and
- an OHS operational plan.

These elements are consistent with NOHSC's obligations under the *National Occupational Health and Safety Commission 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 to achieve this, 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.

### Committee and representatives

The NOHSC Office's OHS Committee held five meetings during 2002–03. Two new Health and Safety Representatives were elected and trained during the year.

### Measures taken during the year

NOHSC's internal OHS management systems and practices were reviewed and improvements put in place in 2002–03. Other activities included:

- providing workstation assessments for all employees and the purchase of appropriate equipment as required;
- conducting monthly monitoring of air conditioning plant for biological hazards such as legionnaires disease;
- providing annual employee health assessments and flu vaccinations; and
- introducing a \$200 per annum health and fitness allowance for employees to encourage a healthier lifestyle.



**Table 9: Occupational health and safety performance**

	2002–03	2001–02
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> .	2	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.	2 <sup>14</sup>	4
Hazards identified.	2 <sup>15</sup>	12
Total reported OHS incidents.	8 <sup>16</sup>	9
Incidents resulting in fatalities.	nil	nil
Incidents resulting in lost time/total lost time.	3/5 days	2/28 days
NOHSC workers' compensation premium.	\$41 480 <sup>17</sup>	\$61 111
Workers' compensation cost.	0	\$13 693

## Workplace diversity

The Workplace Equity and Diversity Committee includes members from management and staff. It met three times during 2002–03. The *Workplace Equity and Diversity Plan 2003–2005* was also developed during the year.

The plan includes the examination of recruitment programs to attract indigenous people; targeted training and development provided to employees; and a disability strategy for 2003–2005. Details of performance against NOHSC's Disability Strategy are in *Appendix 2—Additional information*.

<sup>14</sup> Property inspections were also conducted on a monthly basis throughout the year.

<sup>15</sup> Both hazards required liaison with building owners.

<sup>16</sup> Of the eight incidents, three were from chemical odours, two were strains, and one was in the category of slips, trips and falls. The others were a spider bite and a superficial burn.

<sup>17</sup> The reduction from 2001–02 is partly attributable to the transfer of the National Industrial Chemical Assessment and Notification Scheme, including staff to the Health portfolio.

NOHSC has a network of Workplace Contact Officers to provide information and support to employees. NOHSC has also developed and implemented, in consultation with employees, a NOHSC Harassment Complaints Procedure. There were no complaints of harassment or discrimination in 2002–03.

NOHSC has an ongoing program of information and awareness sessions on equity and diversity. Compulsory training in workplace equity and diversity was carried out for all staff. Specific training for members of the Workplace Equity and Diversity Committee on discrimination and harassment issues and conflict resolution was also carried out.

Workplace Equity and Diversity information is provided to all employees on the NOHSC intranet.

**Table 10:**    *Employees identifying themselves in workplace diversity groups*

	Male	Female	Total
Indigenous people	0	0	0
People from diverse cultural and linguistic background	3	6	9
People with a disability	3	2	5

# PROCUREMENT, ASSETS AND SERVICES

## Purchasing

Purchasing is undertaken in accordance with the *Commonwealth Procurement Guidelines and Best Practice Guidance* manual. Where possible, endorsed suppliers are used. The principles of value for money are used to select the supplier.

## Assets management

NOHSC manages an assets base of around 273 items worth around \$2.4 million. These items include building fit-outs, the NOHSC Library, computers and office equipment. Annual stocktakes are undertaken. The 2002–03 stocktake revealed no discrepancies between the listed assets and the physical checks of the assets.

## Advertising and market research

NOHSC made no payments to advertising agencies to develop advertising campaigns, market research organisations, polling organisations or direct mail organisations during 2002–03. However, NOHSC paid a total of \$97,235 to media advertising organisations during 2002–03. Details of this expenditure are in Table 11.

**Table 11: Payments to media advertising organisations**

Company	Description	Cost	Date
Starcom Worldwide	Notice—Substances prohibited for specified uses— <i>The Weekend Australian</i> .	\$4,898	July 2002
Starcom Worldwide	Comment on proposed amendment to the National Workplace Exposure standard for Benzene— <i>The Weekend Australian</i> .	\$3,111	July 2002
Starcom Worldwide	Comment on draft National List of Exemptions to the prohibition on the workplace use of Chrysotile Asbestos— <i>The Weekend Australian</i> .	\$5,760	July 2002
Starcom Worldwide	Comment on the draft regulatory impact Statement for the Trans Tasman Mutual Recognition Arrangement (TTMRA) Chemical Cooperation Program— <i>The Weekend Australian</i> .	\$2,629	August 2002
Starcom Worldwide	Comment on proposed amendments to National workplace exposure standards— <i>The Weekend Australian</i> .	\$2,992	August 2002

Company	Description	Cost	Date
Starcom Worldwide	Comment on the proposed amendments to the approved criteria for classifying hazardous substances— <i>The Weekend Australian</i> .	\$3,418	August 2002
Starcom Worldwide	Advertising feature— <i>Australian Financial Review</i> .	\$2,043	August 2002
Starcom Worldwide	Call for tenders—Provision of consultancy services Review of the Manual Handling Regulatory Materials— <i>The Weekend Australian</i> .	\$4,898	August 2002
Starcom Worldwide	Call for tenders—OHS Research Priorities— <i>The Weekend Australian</i> .	\$2,905	September 2002
Starcom Worldwide	Comment on the proposed amendment to the National exposure standard for Chrysotile Asbestos— <i>The Weekend Australian</i> .	\$4,269	September 2002
Walsh Media Services	One page advertisement— <i>Safety in Australia September 2002</i> .	\$1,699	September 2002
Executive Media	One page advertisement— <i>Agribusiness Chain 2002/2003</i> .	\$2,800	September 2002
Walsh Media Services	One page advertisement— <i>Safety in Australia November 2002</i> .	\$1,100	November 2002
Executive Media	Advertisement— <i>Building Design Yearbook 2002</i> .	\$1,645	October 2002
Executive Media	Advertisement— <i>Smart Business 2003</i> .	\$3,350	March 2003
Executive Media	Advertisement— <i>Local Government Yearbook 2003</i> .	\$1,995	March 2003
Walsh Media Services	One page advertisement— <i>Safety in Australia April 2003</i> .	\$1,699	April 2003
Walsh Media Services	One page advertisement— <i>Agribusiness Chain 2003</i> .	\$2,945	May 2003
Walsh Media services	Half page advertisement— <i>National Farmers Federation Annual Review 2002</i> .	\$2,139	June 2003
Executive Media	Advertisements for general recruitment— <i>Various publications</i> .	\$19,335	Various dates
hma Blaze	Advertisements for general recruitment— <i>Various publications</i> .	\$21,605	Various dates

## Consultancy services

NOHSC had 53 consultants under engagement in 2002–03, with a total amount of \$1,242,625 being paid for their services (a number of these consultancies continued from previous years). During 2002–03, 38 new consultancies valued at \$10,000 or more were commissioned by NOHSC, totalling \$1,776,105. Details of these are provided in Table 12.

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 Australian Government policies. Accountability for the engagement of consultants is supported by reporting mechanisms, including this annual report. NOHSC publishes its procurement activities through the Gazette Publishing System.

The CEO or delegate must approve the proposal before the 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, Australian Government pre-qualification lists are used to identify consultants for select tender purposes.

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.

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

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 or standing in field/area

In a limited range of circumstances, only one consultant may be approached. The direct engagement method may be used because the consultancy service will be provided by:

- (a) 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.

**Table 12:      Consultancy services**

<b>Consultant</b>	<b>Project</b>	<b>Reason</b>	<b>Process</b>	<b>Cost</b>
3 <sup>rd</sup> Mill	IT Content Management Systems	3	Public tender	\$63,360
ACCI	Specific purpose funding for agreed OHS projects and activities	7b	Direct	\$200,000
ACTU	Specific purpose funding for agreed OHS projects and activities	7b	Direct	\$200,000
Australian National University	Operation of National Research Centre for OHS regulation.	7d	Direct	\$184,430
AAP Strategic Partners	Learning and development analysis relating to NOHSC staff	7b	Direct	\$21,505
Booreea Rudd Pty Ltd	Review Civil Construction OHS Training Package	3c, 7c	Direct	\$13,398
Bryan Bottomley and Associates Pty Ltd	Review NOHSC's Manual Handling Standard, Code of Practice and associated guidance material	2	Public tender	\$25,830
Conference Logistics	National conference on Australian OHS Regulation for the 21st Century	3	Select tender	\$20,000
Computer Systems (Australia) Pty Limited	Develop Agricultural and Veterinary Chemicals Information System	3	Direct	\$46,126
David Caple and Associates Pty Ltd	Review of NOHSC's Manual Handling Standard, Code of Practice and associated Guidance Material	2	Public tender	\$15,000
David J Foreman and Associates	Recognition of Prior Learning and Recognition of Current Competencies Guide relating to OHS skills	2	Direct	\$18,330
Deloitte Touche Tohmatsu	Internal audit and review of contract management and purchasing process	7b	Direct	\$101,568

<b>Consultant</b>	<b>Project</b>	<b>Reason</b>	<b>Process</b>	<b>Cost</b>
Elmatom	Review of the WA Code of Practice on HIV/AIDS Code for national use	3b	Direct	\$5,000
Glossop Consultancy	Review NOHSC's National Code of Practice for Safe Removal of Asbestos	3a	Direct	\$11,550
Dr Tony LaMontagne	Evaluate OHS Interventions	7a	Direct	\$14,000
Ergo Fit Pty Ltd	Guidance Material, Expansion of Assessment Instruments and Certification Learning Guides relating to OHS skills	7a	Direct	\$104,875
Fi Solutions Pty Ltd	Develop Dangerous Goods Ready Reckoner	7a	Public tender	\$12,100
Fi Solutions Pty Ltd	Develop Electronic Data Capture Instrument and database for the stock take of Australian OHS research	1, 3	Direct	\$18,040
Flinders Consulting Pty Ltd	Review Type of Occurrence Systems as precursor to national adoption	7a	Select tender	\$124,476
Hawkless Consulting Pty Ltd	Develop Regulatory Impact Statement on Chemical Cooperation Program under the TTRMA	7a	Direct	\$79,850
Hawkless Consulting Pty Ltd	Regulation Impact Statement of NOHSC's Material Safety Data Sheet Code	7a	Direct	\$11,260
Hawkless Consulting Pty Ltd	Review Hazardous Substances Regulatory Framework	3b, 3c	Select tender	\$41,525
JBS Environmental Services and Technologies Pty Ltd	Develop web-based database and information resource on personal protective equipment	7	Select tender	\$19,800
Brian Kellett Services Pty Ltd	Consultancy services in the management of IT systems	7b	Direct	\$116,878
La Trobe University	Review of NOHSC's Manual Handling Standard, Code of Practice and associated guidance material	2	Public tender	\$31,076

Consultant	Project	Reason	Process	Cost
Mastech Asia Pacific	Develop Web Content Management Systems specifications	7a	Select tender	\$28,459
Noel Arnold and Associates Pty Ltd	Review NOHSC's OHS Risk Management Policy	7a	Public tender	\$12,600
People D Pty Ltd	Scoping in respect of national OHS standard for construction and associated codes of practice	7a	Direct	\$31,953
Quattron Pty Ltd	Additions/revisions to database edits to improve data quality	1, 7	Direct	\$11,440
RTM Pty Ltd	Develop a new NOHSC Internet Graphic Design package	7d	Direct	\$16,038
Southern Cross Pharama Pty Ltd	Preliminary Regulatory Impact Statement for 7 PEC Chemicals	7a	Direct	\$30,000
Sprite Consulting	Index OHS material into a database of Metadata and provide an interface for searching over the Internet	1a	Direct	\$11,000
Taylor Fry Consulting	Comparative Performance Monitoring, 5 <sup>th</sup> Report	7	Direct	\$14,250
The Allen Consulting Group	OHS Data Accounts—calculation of national economic costs	4	Direct	\$17,720
The Allen Consulting Group	Preliminary Regulation Impact Statement Consultancy for National Exposure Standard for Crystalline Silica	7a	Select tender	\$44,000
The Cancer Council NSW	Environmental Tobacco Smoke study	3, 7a	Direct	\$12,000
UniQuest Pty Ltd	Review of the Manual Handling Standard, Code of Practice and associated guidance material	2	Public tender	\$16,000
Walter and Turnbull	Review of the Manual Handling Standard, Code of Practice and associated guidance material	4	Direct	\$14,850

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.



## Indemnities and insurance premiums

In 2002–03, NOHSC took out three types of liability insurance with the Australian Government's insurable risk managed fund, Comcover. These were:

- general liability—\$100 million on any claim;
- professional indemnity—\$100 million on any claim; and
- directors' and officers' liability—\$100 million in the aggregate.

The annual premium for this cover was \$17,221.

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.

Directors' and officers' liability insurance covers any claims arising from wrongful acts of a director or officer.

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. 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 2002–03.

## Discretionary grants

NOHSC does not pay discretionary grants.

# ECOLOGICAL AND ENVIRONMENTAL PERFORMANCE

NOHSC's outcomes do not directly contribute to ecologically sustainable development. However, at a strategic level, 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 relate to the advisory standards that it maintains on:

- workplace hazardous substances;
- dangerous goods; and
- the control of Major Hazard Facilities (MHFs).

In 2002–03, changes were made to those standards that are expected to contribute to improvements in ecologically sustainable development and environmental performance, namely: prohibition of the new use of all forms of asbestos and amendments to or imposition of exposures standards for seven substances. In addition, changes to NOHSC criteria for classifying hazardous substances now allows for communication of the environmental hazard aspects of chemicals. A review of Schedule 1 to the MHFs standard was completed and work is advancing on the strategies to improve their nationally consistent implementation.

NOHSC is a small office-based agency in a multi-tenanted building. The main impact of its internal corporate activities on the environment is the consumption of energy and water. Practical strategies that minimise the impact of corporate activities on the environment include:

- purchase or leasing equipment that is energy efficient, including a roll out of more energy efficient personal computers across the agency;
- recycling for paper and toner cartridges;
- timer controlled, energy efficient lighting; and
- monitoring air and water safety in air conditioning units.

Energy consumption data is provided to the Department of Industry, Tourism and Resources for inclusion in its annual energy report.

To ensure effective review of the measures against section 516A of the *Environment Protection and Biodiversity Conservation Act (1999)*, NOHSC will complete an environmental management plan during 2003–04.

# PARTNERSHIP ARRANGEMENTS

## Transfer of National Industrial Chemicals Notification and Assessment Scheme (NICNAS)

In July 2002, NICNAS, a fully cost recovered scheme, was transferred from NOHSC to the Health and Ageing portfolio.

This scheme had been administered by NOHSC since its inception in 1990 with corporate and other services being provided by NOHSC under a memorandum of understanding (MOU). Following the transfer, NICNAS continues to be collocated with NOHSC staff in Sydney. NICNAS remains reliant on the NOHSC IT network and support in the medium term and retains its strong relationship with the NOHSC Library.

## MOU between NOHSC and the Environment Risk Management Authority (ERMA) of New Zealand

NOHSC has a MOU with ERMA New Zealand which establishes a co-operative relationship between the parties in connection with hazardous substances that are used in the workplace. As part of the MOU, the agencies have agreed to actively maintain a co-operative relationship to complement aspects of each agency's roles and responsibilities in their respective countries.

## MOU between NOHSC and the Defence Materiel Organisation (DMO)

NOHSC has a MOU with DMO with a key aim of assisting Defence improve its procurement systems. As part of the MOU, DMO and NOHSC agreed to work together to develop tools to assess OHS aspects of procurement and OHS capability of tendering organisations. Under the MOU, DMO will conduct pilot procurement projects with a specific requirement for completing a lifecycle OHS risk assessment at the design stage.

## MOU between NOHSC and the State Administration of Work Safety (SAWS)

A delegation led by Mr Wang Xianzheng, Administrator of SAWS, People's Republic of China, visited the NOHSC Office in December 2002. During the visit a MOU between NOHSC and SAWS was signed. The five-year MOU expresses the mutual intention for the two organisations to cooperate on OHS matters of common interest, including OHS systems, improving OHS, legislation and technological developments.

## APPENDIX 2: ADDITIONAL INFORMATION

This part of the report contains additional information about NOHSC members. Other information included in this part relates to specific legislative requirements for material to be included in annual reports.

### NOHSC MEMBERS

**Table 13: NOHSC Members**

Name	Experience	Responsibilities	Dates
Mr Jerry Ellis	Chairman, NOHSC (2003)	Chairman, NOHSC	Appointed
Bachelor of Arts	Chairman, Pacifica Group Ltd (1999 to present)	Chairman, Executive Committee	20 Mar 2003
Master of Arts	Chairman, Australia-Japan Foundation (1999 to present)		Appointed
	Chairman, Black Range Minerals Ltd (2000 to present)		Acting
	Chancellor, Monash University (1999 to present)		Chairman
	Director, ANZ Banking Group Limited (1995 to present)		3 Mar 2003
	Director, GroPep Limited (2000 to present)		
	Chairman and Director, The Broken Hill Proprietary Company Limited (1997–1998)		
	Chief Executive Officer, BHP Minerals Division (1991–1996)		
Prof Dennis Else <sup>18</sup>	Chair, NOHSC (1996–2002)	Chair, NOHSC	Term Expired
	Professor of Occupational Health and Safety, University of Ballarat (1996 to present)	Chair, Executive Committee	8 Dec 2002
Bachelor of Science (Applied Physics)	Pro Vice-Chancellor, Organisation Development, University of Ballarat (1994–1996)	Chair, Audit Committee	Re-appointed
Doctor of Philosophy	Dean, Division of Engineering and Science, Ballarat University College 1991–1994)	Member, Prevention Committee	9 Dec 2000
	Director, Victorian Institute of Occupational Safety and Health, Ballarat University College (1984–1991)	Member, Information Committee	Re-appointed
			9 Dec 1998
			1 <sup>st</sup> appointed
			4 Dec 1996

<sup>18</sup> Prof Else was replaced by Mr Ellis (appointed 20 March 2003)

Name	Experience	Responsibilities	Dates
Mr Robin Stewart-Crompton	Chief Executive Officer, NOHSC (2000 to present) Member, Safety, Rehabilitation and Compensation Commission (1995 to present)	CEO, NOHSC Member, Executive Committee Member, Audit Committee (until Mar 2003)	Appointed CEO 17 Dec 2000 Appointed acting CEO 27 Sep 2000
Bachelor of Laws Graduate Diploma of International Law 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) Legal practitioner (1972 to 1975)	Member, Information Committee Member, Prevention Committee	Re-appointed as nominee of Minister for Employment, Workplace Relations and Small Business 21 Feb 1998 1st appointed 28 Mar 1996
Mr Peter Tighe	Over 25 years experience and involvement in matters pertaining to electrical and general occupational safety Executive member of the ACTU Holds a number of company directorships in the electrical and electronic occupational training areas	Nominated by the ACTU Member, Executive Committee (from 20 Dec 2002 to 23 Apr 2003) Member, Audit Committee (from 20 Dec 2002 to 23 Apr 2003)	Re-appointed 21 Feb 2001 1 <sup>st</sup> appointed 21 Feb 1998
Electrical Trades Certificate Basic Electronics Certificate			
Ms Stephanie Mayman	Secretary—Unions WA (Dec 2001 to present) Assistant Secretary—Trades and Labor Council of Western Australia (1995–2001)	Nominated by the ACTU	Appointed 27 Mar 2002
Diploma of Education	Industrial Officer Australian Liquor, Hospital and Miscellaneous Workers Union—WA Branch Occupational Health and Safety Officer Trades and Labor Council of Western Australia		
Mr Richard Marles	Assistant Secretary ACTU (Feb 2000 to present) National Assistant Secretary TWU (1998–2000) Legal Officer TWU (1994–1998) Solicitor, Slater and Gordon (1990–1994) President, Melbourne University SRC (1988) General Secretary, National Union of Students (1989)	Nominated by the ACTU Member, Executive Committee (from 24 Apr 2003) Member, Audit Committee (from 24 Apr 2003)	Appointed 20 Mar 2003
Bachelor of Laws (Hons) Bachelor of Science			

Name	Experience	Responsibilities	Dates
Mr William (Bill) Mansfield <sup>19</sup>	Responsible for OHS matters at the ACTU. Joined the ACTU in 1985 following 23 years as an officer of the Australian Telecommunications Employees Association Member of the ILO governing body (1995–2002) Member, Australian National Training Authority (1992–2002), Deputy Chairman (1995–2002) Member, Safety, Rehabilitation and Compensation Commission (1998–2002)	Nominated by the ACTU Member, Executive Committee Member, Audit Committee	Resigned 12 Sep 2002 Re-appointed 21 Feb 2001 Appointed 21 Feb 1998 Resigned 20 Mar 1991 Re-appointed 16 Feb 1989 1st appointed 19 Dec 1985
Ms Annette (Anne) Bellamy	Director, Health, Safety and Workers' Compensation, Chamber of Commerce and Industry Western Australia (and formerly the Confederation of WA Industry) (1986 to present) Member, WorkSafe WA Commission (1993 to present) Member, WA Premium Rates Committee (2002 to present) Deputy Member, WA Workers' Compensation and Rehabilitation Commission (2002 to present)	Nominated by the ACCI Member, Prevention Committee	Appointed 21 Feb 2001
Bachelor of Applied Science Certificate in Child Health Certificate in Midwifery Certificate in General Nursing			
Ms Sylvia Kidziak AM	Principal consultant, Occupational Health, Safety and Environment Policy, Australian Business Ltd (1984 to present) Managing Director, SL Engineering (1979 to present) Chairperson, ARPANSA Radiation Health and Safety Advisory Council (2002 to present) Board Member, Dust Diseases (Workers' Compensation) Board of NSW (1990 to present) Member, (OHS Expert) Workers' Compensation and Workplace Occupational Health and Safety Advisory Council of NSW (2001 to present) Member, NICNAS Industry Government Consultative Committee (1998 to present) Member, Federal Government Chemicals and Plastics Leadership Group (2002 to present) Chairperson, ARPANSA Nuclear Safety Committee (1999–2002) Chairperson Occupational Health, Safety and Rehabilitation Council of NSW (1993–2001)	Nominated by the ACCI	Appointed 21 Feb 2001
Diploma in Electrical Technology Master of Engineering Management Bachelor of Arts (Hons)			

<sup>19</sup> Mr Mansfield was replaced by Mr Marles (appointed 20 March 2003)

Name	Experience	Responsibilities	Dates
Mr Peter Anderson  Graduate Diploma in Legal Practice Bachelor of Laws (Hons)	Director, Workplace Policy Australian Chamber of Commerce and Industry (2002 to present) Senior Adviser, Office of Federal Minister for Employment, Workplace Relations and Small Business (1997–2001) Chief of Staff, Office of Premier of South Australia (1996) Office of South Australian Minister for Industrial Affairs (1994–1996) Partner, Industrial and Employment Law Fisher Jeffries (SA) Barristers and Solicitors (1992–93) Executive Director, Retail Traders Association of South Australia (1988–1991)	Nominated by the ACCI Member Executive Committee Member Audit Committee	Appointed 27 Mar 2002
Mr Brian Bradley  Diploma of Accounting	Director General, Department of Consumer and Employment Protection (July 2001 to present) Commissioner and CEO, WorkSafe WA (1998–2001) Chairperson, WA Workers' Compensation and Rehabilitation Commission (2000 to present) Director, Policy and Information, WorkSafe WA (1988–1995) Executive Officer, Dept of Occupational Health and Safety WA (1985–1988) 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 Chairperson of Expert Working Group for National Standard for Major Hazard Facilities Chairperson of Expert Review Group for National Code of Practice for Major Hazard Facilities	Nominated by the Premier of Western Australia Chair, Prevention Committee	Re-appointed 21 Feb 2001 1st appointed 31 Mar 1999
Ms Kathryn (Kate) McKenzie  Bachelor of Arts/ Bachelor of Laws Admitted as a solicitor of the Supreme Court of NSW	Director-General, NSW Department of Commerce (Apr 2003 to present) Director-General, Department of Industrial Relations (2001–2003) General Manager, WorkCover NSW (2000–2003) Deputy Director-General, NSW Cabinet Office (1993–2000)	Nominated by the Premier of New South Wales	Re-appointed 21 Feb 2001 1st appointed 1 Dec 2000

Name	Experience	Responsibilities	Dates
Mr Mark Crossin	Director, Office of Work Health, Department of Employment, Education and Training NT (2002 to present)	Nominated by the Premier of the Northern Territory	Appointed 4 Jul 2002
Diploma of Teaching	Manager, Employment Relations, Department of Education NT (2001–02) Manager, Equity Outcomes, Department of Education NT (1999–2001) General Secretary, Australian Education Union, NT (1995–1999)		
Mr Robert Pearce	Director, Policy Planning and Services Branch, Workplace Standards Tasmania (1998 to present)	Nominated by the Premier of Tasmania	Appointed 4 Jul 2002
Bachelor of Science (Mechanical Engineering)	Manager, OHS Branch and Chief Inspector of Machinery, Department of Labour and Industry Tasmania (1998–99) Director of Policy, Policy Division, Workplace Standards Authority Tasmania (1995–1998) Section Manager, Standards Development, Tasmania Development and Resources (1994)		
Mr John Merritt	Executive Director, WorkSafe Victoria, (August 2001 to present)	Nominated by the Premier of Victoria	Appointed 30 Oct 2002
Bachelor of Economics	Managing Director and Chief Executive Officer, National Safety Council (1998–2001) Associate Director, World Competitive Practices (1996–1998)	Member, Executive Committee (from 20 Dec 2002) Member, Audit Committee (from 20 Dec 2002)	
Ms Penny Shakespeare	Director, Work Safety and Labour Policy, ACT Chief Minister's Department (2002 to present)	Nominated by the Chief Minister of the Australian Capital Territory	Appointed 30 Oct 2002
Master of International Law Graduate Diploma in Legal Practice Bachelor of Law (Hons)	Principal Government Lawyer, Termination, Transmission, Victoria and Minimum Entitlements Section, Department of Employment and Workplace Relations (2001–02) Principal Government Lawyer (Director) Organisations, Freedom of Association and Other Minimum Entitlements Section, Department of Employment, Workplace Relations and Small Business (2000–01)		



Name	Experience	Responsibilities	Dates
Mr Peter Henneken Bachelor of Arts Bachelor Business	Director-General, Department of Industrial Relations, Qld (1998 to present) Executive Director, Workplace Relations Division, Department of Employment, Training and Industrial Relations, Qld (1993–1998) General Manager, Vocational Education and Training Commission, Qld (1991–1993) Executive Director, Operations, BEVFET, Department of Employment, Vocational Education, Training and Industrial Relations, Qld (1989–1991)	Nominated by the Premier of Queensland Chair, Information Committee	Appointed 20 Mar 2003
Ms Michele Patterson Master of Science in Health Policy and Management Graduate Diploma in Occupational Hazard Management Bachelor of Arts	Executive Director, Workplace Services, Department for Administrative and Information Services, SA (2002 to present) Assistant General Manager, Workcover Authority of NSW (1998–2002) Manager, Regional Operations Division, Workcover Authority of NSW (1997–98) Manager, Industry Services Office, Department for Industrial Affairs, SA (1997)	Nominated by the Premier of South Australia	Appointed 25 Jun 2003
Mr Keith Brown <sup>20</sup> Strategic Human Resources Management (Australian Graduate School of Management and Harvard)	CEO, SA WorkCover Corporation (1997–2002) Presiding Officer, SA Workers' Rehabilitation and Compensation Advisory Committee (1997–2002) Experience spans senior executive roles in the public sector, oil and banking industries as well as small business and industry organisations	Nominated by the Premier of South Australia Member, Executive Committee Member, Audit Committee	Resigned 16 Apr 2003 Re-appointed 21 Feb 2001 Re-appointed 21 Feb 1998 1st appointed 25 Jun 1997
Mr Robert Seljak <sup>21</sup> Honorary Fellow, Safety Institute of Australia Master of Business Admission to the Supreme Court of the Northern Territory Bachelor of Laws Bachelor of Arts	General Manager, Division of Workplace Health and Safety, Qld Dept of Industrial Relations (1998–2002) Senior management positions in Vocational Education and Training and Industrial Relations with the Qld Dept of Employment, Training and Industrial Relations (1989–1998) Policy analyst, Ministry of Labour, Toronto, Canada (1987–1989) Instructor, Centre of Labour Studies, Toronto Labour Council (1984)	Nominated by the Premier of Queensland Chair, ETCOM	Resigned 25 Nov 2002 Re-appointed 21 Feb 2001 1st appointed 7 Jul 1999

<sup>20</sup> Mr Brown was replaced by Michele Patterson (appointed 25 June 2003)

<sup>21</sup> Mr Seljak was replaced by Mr Henneken (appointed 20 March 2003)

Name	Experience	Responsibilities	Dates
Mr William (Bill) Mountford <sup>22</sup>	CEO, Vic WorkCover Authority (2000 to present)	Nominated by the Premier of Victoria	Resigned 29 Oct 2002
Master of Philosophy (Economics)	Partner, Arthur Andersen (1998–2000)		Re-appointed 21 Feb 2001
Bachelor of Economics (Hons)	Director, Australian Consulting Partners (1994–1998)		1 <sup>st</sup> appointed 1 Dec 2000
Mr John Lloyd	Deputy Secretary, Department of Employment and Workplace Relations (2001 to present)	Nominated by the Commonwealth Minister for Employment and Workplace Relations	Appointed 20 Mar 2003
Bachelor of Commerce	Chief Executive Officer, Department of Productivity and Labour Relations, WA (1996–2001)	Member, Executive Committee	
	Chairman, Emergency Services Task Force, WA (1997)	Member, Audit Committee	
	Executive Director, Department of State Development, Victoria (1994–1996)		
Mr John Rowling <sup>23</sup>	Assistant Secretary, Safety and Compensation Policy Branch, Dept of Employment and Workplace Relations (2000 to present)	Nominated by the Commonwealth Minister for Employment and Workplace Relations	Resigned 16 Dec 2002
Graduate Diploma of Administration	Commonwealth public servant since 1970 in various departments, including the US Dept of Labor (Executive Exchange Program) and Deputy Chair, Seacare Authority	Member, Executive Committee	Re-appointed 9 Nov 2000
Bachelor of Economics		Member, Audit Committee	1 <sup>st</sup> appointed 11 Oct 2000
Member, Prevention Committee			
Prof John Mathews	Deputy Chief Medical Officer and Medical Director, Population Health Division, Department of Health and Ageing (2001 to present)	Nominated by the Commonwealth Minister for Health and Ageing	Re-appointed 30 Oct 2002
Doctor of Science (Honorary)	Robert Menzies Professor, University of Sydney. (1999 to present)		1 <sup>st</sup> Appointed 9 Nov 2000
Doctor of Philosophy	Head, National Centre for Disease Control (1999–2001)		
Doctor of Medicine	Director (part-time), Cooperative Research Centre for Aboriginal and Tropical Health (1997–1999)		
Bachelor of Medicine/ Bachelor of Surgery	Foundation Director, Menzies School of Health Research (1985–1999)		
Bachelor of Science	Established Australian Twin Registry (with N Martin and J Hopper) (1980–1985)		
Fellow Royal Australasian College of Physicians			
Fellow Royal College of Pathologists of Australasia			
Fellow of Faculty of Public Health Medicine of Australia			

<sup>22</sup> Mr Mountford was replaced by Mr Merritt (appointed 30 October 2002)

<sup>23</sup> Mr Rowling was replaced by Mr Lloyd (appointed 20 March 2003)

# FREEDOM OF INFORMATION (FOI)

The following information is provided in accordance with section 8 of the *Freedom of Information Act 1982*. Information about the establishment, organisation and functions of NOHSC can be found in *Part 3—Overview of NOHSC*.

## Privacy Act and current FOI requests

The NOHSC office reviewed policies and procedures relating to the *Privacy Act 1988* and the *Freedom of Information Act 1982* in 2002–03. No claims of breaches of the Privacy Act were reported. One FOI request was received during the year. A decision on release of documents requested has not yet been made. Mandatory returns under the Privacy Act and Freedom of Information Act were provided on time.

## 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 OHS research, education and training.

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.

**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, 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.

**Publications**

NOHSC 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 generally available on the NOHSC web site.

## Arrangements for outside participation

NOHSC consists of members nominated by the ACTU, ACCI and the Commonwealth, state and territory governments. The Governor-General appoints the members.

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 sees 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 1100.

# SOCIAL JUSTICE AND EQUITY

NOHSC has addressed social justice and equity issues through:

- using consultative processes to develop OHS strategies and standards;
- producing disaggregated 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;
- assisting all stakeholders 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.

# DISABILITY STRATEGY

NOHSC is a small agency 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.

NOHSC continues to ensure that its information on OHS is accessible to all the community including people with disabilities. Design of NOHSC's website material follows the guidelines recommended by the Human Rights and Equal Opportunity Commission and the World Wide Web Accessibility standards.

NOHSC's standard procurement contract has been amended to include a reference to the *Disability Discrimination Act (1995)*.

A review is planned in 2003–04 of existing disability strategies as part of NOHSC's *Workplace Equity and Diversity Program 2003–2005*. This will result in a new Disability Plan for 2003–2005.

NOHSC is reporting against the Commonwealth Disability Strategy in its Employer Role.

**Table 14: Disability Strategy—NOHSC performance**

Performance indicator	Performance measure	Outcome for 2002–03
Employment policies, procedures and practices comply with the <i>Disability Discrimination Act 1992</i> (DDA).	Number of employment policies, procedures and practices that meet the requirements of DDA.	NOHSC's Certified Agreement 2003–2005 and Workplace Diversity Program precludes discrimination on the basis of physical or mental disability, consistent with the DDA.
Recruitment information for potential job applicants is available in accessible formats on request.	Percentage of recruitment information requested and provided in accessible formats.  Average time taken to provide in electronic formats/other formats.	Job applicants are able to access all recruitment information through the NOHSC website. This information is also available through email and hard copy on request. NOHSC has received no request for provision of recruitment information in formats other than these.
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.	All employees involved in recruitment are aware of and implement, as a matter of routine, the principle of reasonable adjustment, to the extent practicable.
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.	The Training and Development Coordinator discusses disability needs with training providers and participants as necessary.  The Emergency Control Organisation is aware of employees who need assistance in any emergency, and of appropriate procedures.
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.	Training providers are required to meet the standards of the Commonwealth Disability Strategy.
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.

# ANNUAL REPORT 2001–02

The 2001–02 NOHSC annual report was delivered in accordance with mandatory content requirements and timelines and was presented to the President of the Senate on 23 October 2002. The report was subsequently tabled in the Senate and in the House of Representatives on 23 October 2002.

There were no significant Statements of matters of fact that have subsequently proved to be wrong in any material aspect.



# APPENDIX 3:

## 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 (the Commission) for the year ended 30 June 2003. The financial statements comprise:

- Statement by the Commission Members;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedule of Commitments; 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.

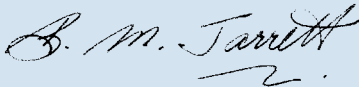
GPO Box 707 CANBERRA ACT 2601  
Centenary House 19 National Circuit  
BARTON ACT  
Phone (02) 6203 7300 Fax (02) 6203 7777

**Audit Opinion**

In my opinion the financial statements:

- (i) have been prepared in accordance with the 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 Commission as at 30 June 2003, and its financial performance and cash flows for the year then ended.

Australian National Audit Office

A handwritten signature in black ink, appearing to read 'B. M. Jarrett', with a stylized flourish underneath.

Brandon Jarrett  
Acting Executive Director

Canberra  
18 September 2003

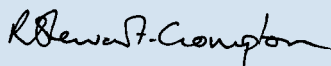
## STATEMENT BY NOHSC MEMBERS

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 2002-2003) Orders made under the *Commonwealth Authorities and Companies Act 1997* for the year ended 30 June 2003.



J K Ellis  
Chairperson

18 September 2003



R Stewart-Crompton  
Chief Executive Officer

18 September 2003

### ***Australian Workplaces free from injury and disease***

**Mailing Address** GPO Box 1577 Canberra ACT 2601 AUSTRALIA  
**Visiting Address** 25 Constitution Avenue Canberra ACT 2601 AUSTRALIA  
**Telecommunications** Telephone: 02 6279 1000 Facsimile: 02 6279 1199 Internet: [www.nohsc.gov.au](http://www.nohsc.gov.au)  
**ABN** 15 902 254 524

**National Occupational Health & Safety Commission**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
For the year ended 30 June 2003

	<u>NOTES</u>	<u>2003</u>	<u>2002</u>
		\$000	\$000
<b>REVENUE</b>			
<b>Revenues from ordinary activities</b>			
Revenues from government	3a	14,537	18,615
Services	3b	1,365	951
Interest	3c	113	114
Other	3e	181	41
<b>Total revenues from ordinary activities</b>		<u>16,196</u>	<u>19,721</u>
<b>EXPENSE</b>			
<b>Expenses from ordinary activities</b>			
Employees	4a	7,991	8,844
Suppliers	4b	6,435	8,416
Depreciation and amortisation	4c	605	516
Value of assets disposed	3d	-	6
Write down of assets	3d	3	-
Other		142	-
<b>Total expenses from ordinary activities</b>		<u>15,176</u>	<u>17,782</u>
<b>Operating surplus from ordinary activities</b>		<u>1,020</u>	<u>1,939</u>
<b>Net surplus</b>		<u>1,020</u>	<u>1,939</u>
Net debit/credit to asset revaluation reserve	6a	<u>28</u>	<u>-</u>
<b>Total revenues, expenses and valuation adjustments recognised directly in equity</b>		<u>28</u>	<u>-</u>
<b>Total changes in equity other than those resulting from transactions with owners as owners</b>		<u>1,048</u>	<u>1,939</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 2003

	<u>NOTES</u>	<u>2003</u> \$000	<u>2002</u> \$000
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash	5a	2,551	2,504
Receivables	5b	624	1,411
<b>Total financial assets</b>		<u>3,175</u>	<u>3,915</u>
<b>Non-financial assets</b>			
Infrastructure, plant & equipment	6a	2,396	3,002
Other	6b	198	109
<b>Total non-financial assets</b>		<u>2,594</u>	<u>3,111</u>
<b>Total assets</b>		<u>5,769</u>	<u>7,026</u>
<b>LIABILITIES</b>			
<b>Provisions</b>			
Employees	7a	2,113	2,428
Capital use charge	7b	-	186
<b>Total provisions</b>		<u>2,113</u>	<u>2,615</u>
<b>Payables</b>			
Suppliers	8a	2,018	2,039
Other	8b	112	118
<b>Total payables</b>		<u>2,130</u>	<u>2,157</u>
<b>Total liabilities</b>		<u>4,243</u>	<u>4,772</u>
<b>NET ASSETS</b>		<u>1,526</u>	<u>2,255</u>
<b>EQUITY</b>			
<b>Parent entity interest</b>			
Reserves	9	774	746
Accumulated (deficit)/surplus	9	752	1,509
<b>Total parent entity interest</b>		<u>1,526</u>	<u>2,255</u>
<b>Total equity</b>		<u>1,526</u>	<u>2,255</u>
<b>Current assets</b>		3,373	4,024
<b>Non-current assets</b>		2,396	3,002
<b>Current liabilities</b>		2,875	3,548
<b>Non-current liabilities</b>		1,368	1,223

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 2003

	<u>NOTES</u>	<u>2003</u>	<u>2002</u>
		\$000	\$000
<b>OPERATING ACTIVITIES</b>			
<b>Cash Received</b>			
Appropriations		14,765	18,403
Sales of services		1,722	617
Interest		113	114
Other		181	42
GST recovered from taxation authority		736	1,145
<b>Total cash received</b>		<u>17,517</u>	<u>20,321</u>
<b>Cash Used</b>			
Employees		(7,666)	(11,197)
Suppliers		(6,825)	(10,146)
Other		(142)	-
<b>Total cash used</b>		<u>(14,633)</u>	<u>(21,343)</u>
<b>Net cash from operating activities</b>	10	<u>2,884</u>	<u>(1,022)</u>
<b>INVESTING ACTIVITIES</b>			
<b>Cash Used</b>			
Payments for property, plant & equipment		(513)	(1,440)
<b>Total cash used</b>		<u>(513)</u>	<u>(1,440)</u>
<b>Net cash from investing activities</b>		<u>(513)</u>	<u>(1,440)</u>
<b>FINANCING ACTIVITIES</b>			
<b>Cash Used</b>			
NICNAS Transfer		(1,577)	-
Capital use charge		(747)	-
<b>Total cash used</b>		<u>(2,324)</u>	<u>-</u>
<b>Net cash from financing activities</b>		<u>(2,324)</u>	<u>-</u>
<b>Net increase (decrease) in cash held</b>		47	(2,462)
<b>Cash at the beginning of the reporting period</b>		2,504	4,966
<b>Cash at the end of the reporting period</b>	5a	<u>2,551</u>	<u>2,504</u>

**National Occupational Health & Safety Commission**  
**SCHEDULE OF COMMITMENTS**  
as at 30 June 2003

	2003	2002
	\$000	\$000
<b>BY TYPE</b>		
<b>OTHER COMMITMENTS</b>		
Operating leases [1]	2,502	3,595
Other commitments [2]	664	2,335
<b>Total other commitments</b>	<u>3,166</u>	<u>5,930</u>
<b>COMMITMENTS RECEIVABLE</b>	<u>(288)</u>	<u>(539)</u>
<b>Net Commitments</b>	<u><u>2,878</u></u>	<u><u>5,391</u></u>
<b>BY MATURITY</b>		
<b>All net commitments</b>		
One year or less	1,503	2,384
From one to five years	1,375	3,007
<b>Total net commitments</b>	<u><u>2,878</u></u>	<u><u>5,391</u></u>
<b>Operating lease commitments</b>		
One year or less	1,053	1,313
From one to five years	1,449	2,282
<b>Total operating lease commitments</b>	<u><u>2,502</u></u>	<u><u>3,595</u></u>

[1] 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 payments are governed by Memorandum of Understanding with head lease holder Department of Employment and Workplace Relations. Lease expires in February 2005.
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 is currently being re-negotiated; expires in April 2006.
Lease for Computer Equipment	Lease expires in February 2004.
Leases for Motor Vehicles	There are five separate leases relating to each vehicle, all are due to expire by April 2005.

[2] 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**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

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**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 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 for reporting periods ending on or after 30 June 2003) Orders*);
- Australian Accounting Standards and Accounting Interpretations issued by Australian Accounting Standards Board; and
- Consensus Views of the Urgent Issues Group.

The Statements of Financial Performance and Financial Position have been prepared on an accrual basis and are in accordance with 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 process 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 2001-02, except in respect of:

- measurement of certain employee benefits at nominal amounts (refer to Note 1.5);
- the initial revaluation of property plant and equipment on a fair value basis (refer to Note 1.11); and
- the imposition of an impairment test for non-current assets carried at cost (refer to Note 1.11).

**1.3 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.

Revenue from the sale of non-current assets is recognised when the control of the asset is passed to the buyer.

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 outputs for the year is recognised as revenue.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**1.4 Transactions by the Government as Owner**

*Capital Use Charge*

A Capital Use Charge is imposed by the Government on the net assets of NOHSC. The Charge is accounted for as a dividend to Government.

In accordance with the recommendations of a review of Budget Estimates and Framework, The Government has decided that the charge will not operate after 30 June 2003. Therefore, the amount of the charge payable in respect of 2003 is the amount appropriated.

**1.5 Employee Benefits**

*Benefits*

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for wages and salaries (including non-monetary benefits), annual leave, sick leave are measured at the nominal amounts. Other employee benefits expected to be settled within 12 months of their reporting date are also measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability. This is a change in accounting policy from last year required by initial application of a new Accounting Standard AASB 1028 from 1 July 2002. As NOHSC's certified agreement raises pay rates annually, the financial effect of this change is not material.

All other employee benefits liabilities are measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

*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 leave liabilities are calculated on the basis of employees' remuneration, including NOHSC's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined by reference to the work on an actuary in April 2002. The estimates of the present value of the liability takes into account attribution rates and pay increases through promotion and inflation.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

*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.

*Superannuation*

Employees contribute to the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme. The liability for their superannuation benefits is recognised in the financial statements of the Commonwealth and is settled by the Commonwealth in due course.

NOHSC makes employer contributions to the Commonwealth at rates determined by the actuary to be sufficient to meet the cost to the Commonwealth of the superannuation entitlements of NOHSC employees.

**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.

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.

**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 2002-03.

**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 17.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**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 carried at valuation. Revaluations undertaken up to 30 June 2002 were done on a deprival bases; revaluations since that date are at fair value. This change in accounting policy is required by Accounting Standard AASB 1041 *Revaluation of Non-Current Assets*.

Fair and deprival values for each class of assets are determined as shown below.

Asset Class	Fair Value Measured at:	Deprival Value Measured at:
Leasehold Improvements	Depreciated replacement cost	Depreciated replacement cost
Infrastructure Plant & Equipment	Market selling price	Depreciated replacement cost

Under both deprival and fair value, assets which are surplus to requirement are measured at their net realisable value. At 30 June 2003 NOHSC held no surplus assets.

The financial effect for 2002-03 of this change in policy relates to those assets to be recognised at fair value at 30 June 2003. The financial effect of the change is given by the difference between the carrying amount at 30 June 2002 of these assets and their fair value values as at 1 July 2002. The financial effect by class is as follows

Asset Class	Adjustment	Contra Account
Leasehold Improvements	(\$29,023)	Asset revaluation Reserve
Infrastructure Plant & Equipment	\$56,697	Accumulated Results

Total financial effect was a net increase to the asset revaluation reserve of \$27,674.

Accounting Standard AAS 6 *Accounting Policies* requires, where practicable, presentation of the information that would have been disclosed, however the financial effect is immaterial.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

*Frequency*

In 2002-03 leasehold improvements and infrastructure plant and equipment were revalued.

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

*Conduct*

All valuations are conducted by an independent qualified valuer.

*Recoverable Amount Test*

From 1 July 2002, Schedule 1 no longer requires the application of the recoverable amount test in AAS 10 *Recoverable Amount of Non-Current Assets* to the assets of authorities when the primary purpose of the asset is not the generation of net cash inflows.

No infrastructure plant and equipment assets have been written to recoverable amount per AAS 10. Accordingly the change in policy has had no financial effect..

*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/amortisation rates (useful lives) and methods are reviewed at each balance date 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.

Depreciation and amortisation rates applying to each class of depreciable asset are based on the following useful lives:

	2003	2002
Leasehold improvements	<b>Term of Lease</b>	Term of Lease
Infrastructure Plant and equipment	<b>3 to 10 years</b>	3 to 10 years
Infrastructure Plant and Equipment – library materials	<b>50 years</b>	50 years

The aggregate amount of depreciation allocated to each class of asset during the reporting period is disclosed on Note 4c.

**1.12 Taxation**

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

**1.13 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.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**1.14 Insurance**

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

**Note 2: 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 appropriation from the Parliament of the Commonwealth for its continued existence and ability to carry out its normal activities.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 3: Operating Revenues**

<b>3a. Revenues from Government</b>	<u>2003</u>	<u>2002</u>
	<u>\$000</u>	<u>\$000</u>
Appropriations for outputs	14,395	14,687
<i>National Occupational Health and Safety Commission Act 1985</i>	142	3,928
<b>Total revenues from government</b>	<u>14,537</u>	<u>18,615</u>

**3b. Sales of Services**

Rendering Services -Related entities	1,080	939
Rendering Services - External entities	282	6
Royalties - External entities	3	6
<b>Total sales of services</b>	<u>1,365</u>	<u>951</u>

**3c. Interest**

Bank Interest	<u>113</u>	<u>114</u>
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**3d. Net Loss from Sale of Assets**

Infrastructure, plant and equipment:		
Net book value of assets disposed	-	(6)
Write-offs	(3)	-
<b>Net loss from disposal of infrastructure, plant and equipment</b>	<u>(3)</u>	<u>(6)</u>
Total proceeds from disposals	-	-
Total value of assets disposed	(3)	(6)
<b>Total net loss from disposal of assets</b>	<u>(3)</u>	<u>(6)</u>

**3e. Other revenues**

Rent - Sub-lease - Related entities	140	-
Other	41	41
<b>Total other revenues</b>	<u>181</u>	<u>41</u>

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

2003                      2002  
\$000                      \$000

**Note 4: Operating Expenses**

**4a. Employee expenses**

Wages & Salaries	5,470	6,730
Superannuation	919	1,023
Leave and other entitlements	1,052	311
Separation and redundancy	108	203
Other employee benefits	405	511
Total employee benefits expenses	<u>7,954</u>	<u>8,778</u>
Workers compensation premiums	37	66
<b>Total employee expenses</b>	<u><u>7,991</u></u>	<u><u>8,844</u></u>

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. Contribution rates for calculating future liabilities are 23.9% of salary (CSS) and 11.6% of salary (PSS) . An additional average 3% is contributed as Employer Productivity Superannuation Contributions.

**4b. Suppliers expenses**

Goods from external entities	664	843
Services from related entities	900	787
Services from external entities	3,726	5,537
Operating lease rentals	1,145	1,249
<b>Total</b>	<u><u>6,435</u></u>	<u><u>8,416</u></u>

**4c. Depreciation and amortisation**

Depreciation and amortisation of infrastructure, plant and equipment	<u>605</u>	<u>516</u>
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The aggregate amounts of depreciation or amortisation expensed during the reporting period for each class of depreciable asset are as follows:

Leasehold improvements	393	366
Plant and equipment	212	150
	<u><u>605</u></u>	<u><u>516</u></u>



**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

	<u>2003</u>	<u>2002</u>
	\$000	\$000
<b>Note 5: Financial Assets</b>		
<b>5a. Cash</b>		
Cash at bank and on hand	2,551	2,504
<b>Total</b>	<u>2,551</u>	<u>2,504</u>
Balance of cash at 30 June shown in the Statement of Cash Flows	<u>2,551</u>	<u>2,504</u>
<b>5b. Receivables</b>		
Goods and Services	469	1,127
Less: provision for doubtful debts	-	-
	<u>469</u>	<u>1,127</u>
Capital use charge	-	72
	<u>469</u>	<u>1,199</u>
GST Receivable	155	212
<b>Total</b>	<u>624</u>	<u>1,411</u>
Receivables (gross) which are overdue are aged as follows:		
Not overdue	<u>513</u>	<u>880</u>
Overdue by:		
- less than 30 days	57	19
- 30 to 60 days	32	223
- 60 to 90 days	21	-
- more than 90 days	1	289
Total overdue	<u>111</u>	<u>531</u>
<b>Total</b>	<u>624</u>	<u>1,411</u>

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

	<u>2003</u>	<u>2002</u>
	\$000	\$000
<b>Note 6: Non-Financial Assets</b>		
<b>6a. Infrastructure, plant &amp; equipment</b>		
Infrastructure, plant & equipment - at cost	-	1,440
Less: Accumulated depreciation	-	(234)
<b>Total Infrastructure, plant and equipment</b>	<u>-</u>	<u>1,206</u>
Infrastructure, Plant & Equipment - June 2001 Valuation (deprival)	-	2,554
Less: Accumulated depreciation and amortisation	-	(758)
<b>Total</b>	<u>-</u>	<u>1,796</u>
Leasehold improvements - June 2003 Valuation (fair value)	1,055	-
Less: Accumulated amortisation	-	-
<b>Total leasehold improvements</b>	<u>1,055</u>	<u>-</u>
Plant and equipment - June 2003 Valuation (fair value)	1,341	-
Less: Accumulated depreciation	-	-
<b>Total plant and equipment</b>	<u>1,341</u>	<u>-</u>
<b>Total leasehold improvements, infrastructure, plant and equipment</b>	<u>2,396</u>	<u>3,002</u>

Plant and equipment is subject to revaluation. The carrying amount is included in the valuation figures above and is separately disclosed in Table C in Note 6 below.

All revaluations are independent and are conducted in accordance with revaluation policy stated at Note 1. In 2002-03, the revaluations were conducted by an independent valuer - Australian Valuation Office.

	<u>2003</u>	<u>2002</u>
	\$000	\$000
<b>Movement in Asset Revaluation Reserve</b>		
Net increment for infrastructure, plant and equipment	28	-
<b>Total infrastructure, plant and equipment</b>	<u>28</u>	<u>-</u>

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 6a: Non-Financial Assets (continued)**

**Analysis of Leasehold Improvements, Infrastructure, Plant and Equipment**

**Table A - Reconciliation of the opening and closing balances of leasehold improvements, infrastructure, plant and equipment**

Item	Leasehold Improvements	Other Infrastructure, Plant and Equipment	TOTAL
	\$'000	\$'000	\$'000
As at 1 July 2002			
Gross book value	2,120	1,875	3,995
Accumulated depreciation/amortisation	(384)	(609)	(993)
Net book value	1,736	1,266	3,002
Additions			
by purchase	62	451	513
from acquisition of operations	-	-	-
Net revaluation increment/(decrement)	(29)	57	28
Depreciation/amortisation expense	(393)	(215)	(608)
Recoverable Amount write-downs			-
Disposals (net)			
From disposal of operations	-	-	-
Other disposals	-	(3)	(3)
Transfer of NICNAS assets to Dept of Health	(322)	(215)	(537)
As at 30 June 2003			
Gross book value	1,055	1,341	2,396
Accumulated depreciation/amortisation	-	-	-
Net book value	1,054	1,341	2,396

**Table B - Assets at Valuation**

Item	Leasehold Improvements	Other Infrastructure, Plant and Equipment	TOTAL
	\$'000	\$'000	\$'000
As at 30 June 2003			
Gross book value	1,055	1,341	2,396
Accumulated depreciation/amortisation	-	-	-
Net book value	1,055	1,341	2,396
As at 1 July 2002			
Gross book value	2,120	1,875	3,995
Accumulated depreciation/amortisation	(384)	(609)	(993)
Net book value	1,736	1,266	3,002

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 6: Non-Financial Assets (continued)**

**Table C - Assets held under lease**

Item	Leasehold Improvements	Other Infrastructure, Plant and Equipment	TOTAL
	\$'000	\$'000	\$'000
<b>As at 30 June 2003</b>			
Gross book value	1,055	-	1,055
Accumulated depreciation/amortisation	-	-	-
<b>Net book value</b>	<b>1,055</b>	<b>-</b>	<b>1,055</b>
<b>As at 1 July 2002</b>			
Gross book value	2,120	-	2,120
Accumulated depreciation/amortisation	(384)	-	(384)
<b>Net book value</b>	<b>1,736</b>	<b>-</b>	<b>1,736</b>

	2003	2002
	\$000	\$000
<b>6b. Other non-financial assets</b>		
Prepayments	198	109

**Note 7: Provisions**

**7a. Employee Provisions**

Salaries and wages	289	319
Recreation leave	747	874
Long service leave	1,060	1,224
Aggregate employee entitlement liability	2,096	2,417
Workers Compensation	17	11
<b>Aggregate employee benefit liability and related on costs</b>	<b>2,113</b>	<b>2,428</b>

Employee provisions are categorised as follows:

Current	850	1,316
Non-current	1,263	1,112
	<b>2,113</b>	<b>2,428</b>

**7b. Capital Use Charge Provision**

Capital Use Charge	-	186
Balance owing 1 July	115	-
Balance receivable	-	(71)
Capital Use Charge provided for during the period	633	115
Capital Use Charge paid	(748)	-
<b>Balance owing 30 June</b>	<b>-</b>	<b>115</b>

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

2003      2002  
\$000      \$000

**Note 8: Payables**

**8a. Suppliers**

Trade creditors	2,018	2,039
<b>Total</b>	<u>2,018</u>	<u>2,039</u>

All supplier payables are current.

**8b. Other payables**

Revenue received in advance	112	118
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All other payables are current

**Note 9: Equity**

Item	Accumulated results		Asset Revaluation Reserve		Total Equity	
	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000
Opening balance 1 July	1,509	(244)	746	746	2,255	502
Operating result	1,020	1,939	-	-	1,020	1,939
Capital use charge (CUC)	(633)	(186)	-	-	(633)	(186)
Net revaluation (decrement)	-	-	28	-	28	-
Transfers	(1,144)	-	-	-	(1,144)	-
<b>Closing balance as at 30 June</b>	<b>752</b>	<b>1,509</b>	<b>774</b>	<b>746</b>	<b>1,526</b>	<b>2,255</b>
Less: outside equity interests	-	-	-	-	-	-
<b>Total equity attributable to the Commonwealth</b>	<b>752</b>	<b>1,509</b>	<b>774</b>	<b>746</b>	<b>1,526</b>	<b>2,255</b>

2003      2002  
\$000      \$000

**Note 10: Cash Flow Reconciliation**

Net surplus (deficit)	1,020	1,939
Depreciation of infrastructure, plant & equipment	605	516
Loss on disposal of infrastructure, plant & equipment	-	6
Write down of assets	3	-

**Changes in assets and liabilities**

(Increase) / decrease in receivables	514	(542)
(Increase)/ decrease in prepayments	(89)	481
Increase / (decrease) in employee provisions	325	(2,344)
Increase / (decrease) in trade creditors	512	(309)
Increase / (decrease) in surplus lease space	-	(763)
Increase / (decrease) in other liabilities	(6)	(6)
<b>Net cash from operating activities</b>	<u>2,884</u>	<u>(1,022)</u>

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

2003

\$000

**Note 10: Cash Flow (continued)**

**Book Value of Net Assets Transferred**

**Current Assets**

Cash	1,577
Receivables	248

**Non-current assets:**

Infrastructure, plant and equipment	519
-------------------------------------	-----

<b>Total Assets</b>	<u>2,344</u>
---------------------	--------------

**Non-current liabilities:**

Payables	560
Employee Entitlements	640

<b>Total Liabilities</b>	<u>1,200</u>
--------------------------	--------------

<b>Net assets disposed</b>	<u>1,144</u>
----------------------------	--------------

2003      2002

\$000      \$000

**Note 11: Contingent Liabilities & Assets**

**CONTINGENT LIABILITIES**

Legal claims	-	-
<b>Total contingent losses</b>	<u>-</u>	<u>-</u>

**CONTINGENT ASSETS**

Legal claims	-	-
<b>Total contingent gains</b>	<u>-</u>	<u>-</u>
<b>Net contingencies</b>	<u>-</u>	<u>-</u>

**SCHEDULE OF UNQUANTIFIABLE CONTINGENCIES**

At 30 June 2003, 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 2003

2003      2002  
\$              \$

**Note 12: Remuneration of Commission Members**

Other remuneration received or due and receivable by NOHSC members:      273,513      288,231

Total remuneration received or due and receivable by NOHSC members:      273,513      288,231

The number of NOHSC members included in these figures are shown below in the relevant remuneration bands:

	<b>Number</b>	<b>Number</b>
Nil	21	19
\$10,000 to \$19,999	2	-
\$30,000 to \$39,999	-	1
\$240,000 to \$249,999	1	1
	<u>24</u>	<u>21</u>

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

**Note 13: Remuneration of NOHSC Officers**

Total remuneration received or due and receivable by Officers whose remuneration exceeded \$100,000

635,168      703,755

The number of Officers who received or were due to receive total remuneration (including separation and redundancy payments) of \$100,000 or more:

	<b>Number</b>	<b>Number</b>
\$110,000 to \$119,999	-	1
\$120,000 to \$129,999	-	1
\$130,000 to \$139,999	1	-
\$140,000 to \$149,999	-	1
\$150,000 to \$159,999	2	1
\$160,000 to \$169,999	-	1
\$180,000 to \$189,999	1	-
	<u>4</u>	<u>5</u>

The officer remuneration includes all senior executive officers concerned with or taking part in management of NOHSC during 2002-03 with the exception of the Chief Executive Officer. Details in relation to the Chief Executive Officer have been incorporated into Note 12 - Remuneration of Commission Members.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 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) (Retired 9 Dec 2002)	NOHSC, University of Ballarat, VIC
Chairman	Mr J Ellis (Appointed acting 3 Mar 2003) (Appointed 20 Mar 2003)	Chairman, Pacifica Group Ltd Chairman, Australia-Japan Foundation Chairman, Black Range Minerals Ltd Chancellor, Monash University Director, ANZ Banking Group Limited Director, GroPep Limited
Chief Executive Officer	Mr R Stewart-Crompton (Appointed acting 27 Sept 2000) (Appointed 17 Dec 2000)	NOHSC
Australian Council of Trade Unions	Mr W Mansfield (Re-appointed 21 Feb 2001) (Resigned 12 Sept 2002)	ACTU
	Mr P Tighe (Re-appointed 21 Feb 2001)	Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Aust
	Ms S Mayman (Appointed 27 Mar 2002)	Unions WA
	Mr R Marles (Appointed 20 Mar 2003)	ACTU
Australian Chamber of Commerce and Industry	Ms S Kidziak (Appointed 21 Feb 2001)	Australian Business Ltd
	Ms A Bellamy (Appointed 21 Feb 2001)	Chamber of Commerce and Industry WA
	Mr P Anderson (Appointed 27 Mar 2002)	ACCI



**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**State/Territory Representatives**

New South Wales	Ms K McKenzie (Re-appointed 21 Feb 2001)	Workcover NSW Director General, NSW Department of Commerce
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**Note 14: Related Party Disclosures (continued)**

Victoria	Mr W Mountford (Re-appointed 21 Feb 2001) (Resigned 29 Oct 2002)	Victorian Workcover Authority
	Mr J Merritt (Appointed 30 Oct 2002)	WorkSafe Victoria
Queensland	Mr R Seljak (Re-appointed 21 Feb 2001) (Resigned 25 Nov 2002)	Queensland Department of Industrial Relations
	Mr P Henneken (Appointed 20 Mar 2003)	Queensland Department of Industrial Relations
South Australia	Mr K Brown (Re-appointed 21 Feb 2001) (Resigned 16 Apr 2003)	SA Workcover Corporation
	Ms M Patterson (Appointed 25 June 2003)	SA Department for Administrative and Information Services
Western Australia	Mr B Bradley (Re-appointed 21 Feb 2001)	Worksafe Western Australia
Tasmania	Mr R Pearce (Appointed 4 July 2002)	Department of Infrastructure Energy and Resources Tas
Northern Territory	Mr M Crossin (Appointed 4 Jul 2002)	Department of Employment, Education and Training NT
Australian Capital Territory	Ms P Shakespeare (Appointed 30 Oct 2002)	ACT Chief Minister's Department

**Commonwealth Representatives**

Minister for Employment and Workplace Relations	Mr J Rowling (Appointed 11 Oct 2000)	Department of Employment and Workplace Relations
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**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Commonwealth Representatives**

Minister for Employment and Workplace Relations	Mr J Lloyd (Appointed 20 Mar 2003)	Department of Employment and Workplace Relations
Minister for Health and Aged Care	Prof J Mathews (Appointed 9 Nov 2000)	Department of Health and Aged Care

<b>Transaction Type</b>	<b>Members concerned</b>	<b><u>2003</u></b>	<b><u>2002</u></b>
<b>Commission Expenses:</b>			
Research Contract	W Mansfield, P Tighe, S Mayman, R Marles (ACTU)	154,545	230,454
Research Contract	S Kidziak, A Bellamy, P Anderson (ACCI)	150,000	250,000
Services Provided	Prof D Else (Ballarat University)	5,500	65
Services Provided	S Kidziak (Australian Business Ltd)	3,935	Nil
Services Provided	W Mountford (Victorian Workcover Authority)	108	Nil

The above transactions with member-related entities were made in accordance with NOHSC's normal approval process. In relation to separate contracts the members concerned took no part in the relevant discussions with of NOHSC.

The aggregate remuneration of members is disclosed in Note 12.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

2002      2001  
\$                      \$

**Note 15: Remuneration of Auditors**

Remuneration to the Auditor-General for auditing the financial statements for the reporting period.

36,000      28,000

No other services were provided by the Auditor-General Office during the reporting period

**Note 16: Average Staffing Levels**

The staffing levels for NOHSC at 30 June were:

89              119

**Note 17: Financial instruments**

**17a. Interest Rate Risk**

Financial Instrument	Notes	Floating Interest Rate		Non-interest Bearing		Total		Weighted Average Interest Rate	
		2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000	2003 %	2002 %
<b>Financial Assets:</b>									
Cash at bank		2,550	2,503	-	-	2,550	2,503	4.75%	4.52%
Cash on hand		-	-	1	1	1	1	n/a	n/a
Receivables for services		-	-	624	1,411	624	1,411	n/a	n/a
<b>Total Financial Assets</b>		<b>2,550</b>	<b>2,503</b>	<b>624</b>	<b>1,412</b>	<b>3,175</b>	<b>3,915</b>		
<b>Total Assets</b>						<b>5,769</b>	<b>7,026</b>		
<b>Financial Liabilities</b>									
Trade creditors		-	-	2,018	2,039	2,018	2,039	n/a	n/a
<b>Total Financial Liabilities</b>		<b>-</b>	<b>-</b>	<b>2,018</b>	<b>2,039</b>	<b>2,018</b>	<b>2,039</b>	<b>n/a</b>	<b>n/a</b>
<b>Total Liabilities</b>						<b>4,243</b>	<b>4,722</b>		

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 17: Financial Instruments (continued)**

**17b. 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).
<b>Financial Assets</b>		Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.	
Cash	5a	Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.	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	5b	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 (2002: 30 days).
<b>Financial Liabilities:</b>		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.	
Capital Use Charge payable	7b	The amount payable at 30 June 2003 is nil. Department of Finance and Administration has required settlement of the charge for 2003 to be made before 30 June in the amount of funding received (and irrespective of having been invoiced)	Settlement is usually made net 30 days.
Trade creditors	8a	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.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 17: Financial Instruments (continued)**

**17c. Net Fair Values of Financial Assets and Liabilities**

Note	<u>2003</u>		<u>2002</u>	
	Total Carrying Amount	Aggregate Net Fair Value	Total Carrying Amount	Aggregate Net Fair Value
	\$,000	\$,000	\$,000	\$,000
<b>Financial Assets</b>				
Cash at bank	2,550	2,550	2,503	2,503
Cash on hand	1	1	1	1
Receivables for services	624	624	1,411	1,411
	<u>3,175</u>	<u>3,175</u>	<u>3,915</u>	<u>3,915</u>
<b>Financial Liabilities</b>				
Trade creditors	2,018	2,018	2,039	2,039
Other	112	112	118	118
	<u>2,130</u>	<u>2,130</u>	<u>2,157</u>	<u>2,157</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.

**Financial Liabilities:**

The net fair value of trade creditors, which are short-term in nature, is approximated by its carrying amount. None of the classes of financial liabilities are readily traded on organised markets in standardised form.

**17d. 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.

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 18: Appropriations**

Particulars	Outputs				Total	
	Outcome 1		Outcome 2			
	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000	2003 \$'000	2002 \$'000
<b>Year ended 30 June 2003</b>						
Balance carried forward from previous year	-	-	228	-	228	-
Appropriation Acts 1 and 3	14,395	14,687	-	-	14,395	14,687
<i>National Occupational Health and Safety Act 1985</i>			142	3,928	142	3,928
Available for payment of CRF	14,395	14,687	370	3,928	14,765	18,615
Payment made out of CRF	14,395	14,687	323	3,700	14,718	18,387
<b>Balance carried forward to next year</b>	-	-	47	228	47	228
Represented by:						
Appropriation Receivable	-	-	-	228	-	228
Appropriation Payable to CRF	-	-	47		47	-

**Note 19: Reporting of Outcomes**

**Note 19a: Net cost of Outcome Delivery**

	Outcome 1		Outcome 2		Total	
	2003	2002	2003	2002	2003	2002
	\$000	\$000	\$000	\$000	\$000	\$000
Total net expenses	15,176	14,043	142	3,739	15,318	17,782
<b>Total expenses</b>	15,176	14,043	142	3,739	15,318	17,782
<i>Costs recovered from provision of goods and services to the non-government sector</i>						
<b>Total</b>	282	6	142	-	424	6
<b>Total cost recovered</b>	282	6	142	-	424	6
<i>Other external revenues</i>						
Sale of goods and services-related parties	1,081	939	-	3,928	1,081	4,867
Interest	113	114	-	-	113	114
Other	186	48	-	-	186	48
<b>Total</b>	1,380	1,101	-	3,928	1,380	5,029
<b>Total other external revenues</b>	1,380	1,101	-	3,928	1,380	5,029

**NATIONAL OCCUPATIONAL HEALTH & SAFETY COMMISSION**  
**Notes to and forming part of the financial statements**  
For the year ended 30 June 2003

**Note 19b: Revenues and Expenses by Output Groups and Outputs**

OUTCOME 1	Outcome 1			Outcome 2	Total
	Output 1.1	Output 1.2	Output 1.3	Output 2.1	
	2003 \$000	2003 \$000	2003 \$000	2003 \$000	
<b>Operating expenses</b>					
Employees	585	7,027	379	-	7,991
Suppliers	288	5,375	772	-	6,435
Depreciation	35	523	47	-	605
Other	-	-	-	142	142
Value of assets disposed	-	3	-	-	3
<b>Total operating expenses</b>	<b>908</b>	<b>12,928</b>	<b>1,198</b>	<b>142</b>	<b>15,176</b>
<b>Funded by:</b>					
Revenues from Government	861	12,386	1,148	142	14,537
Sale of goods and services	17	1,325	23	-	1,365
Interest	7	97	9	-	113
Other	11	155	15	-	181
<b>Total operating revenues</b>	<b>896</b>	<b>13,963</b>	<b>1,195</b>	<b>142</b>	<b>16,196</b>

Allocations for Outputs are based on budget and actual costs.

# 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
APVMA	Australian Pesticides and Veterinary Medicines Authority
BEACH	Bettering the Evaluation and Care of Health
COAG	Council of Australian Governments
CPM	Comparative Performance Monitoring
DDA	<i>Disability Discrimination Act 1992</i>
DEWR	Department of Employment and Workplace Relations
DHA	Department of Health and Ageing
ETS	Environmental tobacco smoke
ERMA	Environmental Risk Management Authority New Zealand
FCP	Fraud Control Plan
GHS	Globally Harmonised System of Classification and Labelling of Chemicals
FOI	Freedom of Information
ILO	International Labour Organisation
IT	Information Technology
ITAB	Industrial Training Advisory Board
MHF	Material Hazard Facility
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheets
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
PEC	Priority Existing Chemicals
NPAP	National Priority Action Plan
PSN	Plant Standard Network
SAWS	State Administration of Work Safety, People's Republic of China
SES	Senior Executive Service
TOOCS	Type of Occurrence Classification System
TTMRA	Trans Tasman Mutual Recognition Arrangement
VET	Vocational Education and Training



# GLOSSARY OF TERMS

WRMC	Workplace Relations Ministers' Council
Australian Standard	Standard developed by Standards Australia.
CAC Act	<i>Commonwealth Authorities and Companies Act 1997.</i>
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 Act	<i>National Occupational Health and Safety Act 1985</i>
National OHS Strategy	<i>National OHS Strategy 2002–2012</i> , NOHSC's National OHS Strategy approved by the Workplace Relations Ministers' Council on 24 May 2002

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