Annual Report

2016–2017

safe work australia

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ISSN 1838-059X

Published by Safe Work Australia

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http://www.safeworkaustralia.gov.au/about-us/annual-reports

Design: Safe Work Australia

Printing: New Millennium Print

safe work australia

Chief Executive Officer
Ms Michelle Baxter

Senator the Hon Michaelia Cash
Minister for Employment
Parliament House
CANBERRA ACT 2600

Dear Minister

Safe Work Australia Annual Report 2016–17

The Safe Work Australia Annual Report 2016–17 has been prepared for the purposes of s46 of *Public Governance, Performance and Accountability Act 2013* (the PGPA Act) and s70 of the *Safe Work Australia Act 2008*.

The report meets the requirements of the PGPA Act and the Public Governance, Performance and Accountability Rule 2014.

Section 46 of the PGPA Act requires that I provide you with a copy of the report for tabling in Parliament by 31 October 2017. I am pleased to present to you Safe Work Australia's 2016–17 annual report as a record of our achievements and compliance.

Yours sincerely

Michelle Baxter
Chief Executive Officer
Safe Work Australia

5 October 2017

2 Phillip Law St, New Acton ACT 2601
GPO Box 641, Canberra ACT 2601

www.safeworkaustralia.gov.au

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Part one
Overview

About Safe Work Australia

Our role

Safe Work Australia leads the development of national policy and strategies to improve work health and safety (WHS) and workers' compensation across Australia, and assists with the implementation of model WHS laws.

We undertake research and collect, analyse and report data to help the Commonwealth, states and territories and employers and workers in Australia achieve the national vision of *healthy, safe and productive working lives.*

Safe Work Australia was established as a statutory agency on 1 November 2009 under the *Safe Work Australia Act 2008* (the Act). Its establishment was agreed in the *Intergovernmental Agreement for Regulatory and Operational Reform in Occupational Health and Safety* agreed by the Council of Australian Governments (COAG) on 3 July 2008.

Safe Work Australia does not have any regulatory functions.

Our functions

Safe Work Australia's functions are set out in section 2 of the Act. At the time of its establishment, a central function was to develop model WHS laws. These laws in the Commonwealth, territories and most of the states, have now been implemented, and our focus has shifted to monitoring, review and evaluation of the laws. This includes making changes that improve the operational efficiency of the laws, reducing regulatory burden and supporting ongoing reform to improve health and safety outcomes. Other functions include:

- facilitating the provision of simple, practical guidance to aid compliance, especially for small business
- collecting, maintaining, improving and reporting on national WHS and workers' compensation data
- undertaking and disseminating high-quality, nationally significant WHS and workers' compensation research, including on emerging issues
- supporting the implementation of the *Australian Work Health and Safety Strategy 2012–2022 (Australian Strategy)*
- promoting consistent WHS and workers' compensation messaging
- improving consistency in workers' compensation arrangements, and
- liaising with other countries and international organisations on WHS and workers' compensation matters.

Funding arrangements

Safe Work Australia is jointly funded by the Commonwealth, state and territory governments. This funding arrangement promotes collaboration between jurisdictions on policy development, implementation, compliance and enforcement, and communication activities.

Safe Work Australia is subject to the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

Safe Work Australia at a glance

Who are we?

Safe Work Australia develops national policy to improve WHS and workers' compensation arrangements across Australia.

What do we do?

Safe Work Australia works to:

- coordinate and develop national policy and strategies
- assist with the implementation of model WHS legislation
- monitor, review and evaluate the model WHS laws
- undertake research, and
- collect, analyse and report data.

Why our work is important

In 2016, 182 Australians died as a result of work-related injuries and 104 770 workers received workers' compensation for a serious injury or illness. All workers, regardless of their occupation, have the right to healthy, safe and well-designed work.

Our outcome

We are working to achieve healthier, safer and more productive workplaces through improvements to Australian WHS and workers' compensation arrangements.

Who we work with

We work closely with Commonwealth, state and territory governments, as well as unions and employer associations.

The agency

As at 30 June 2017, Safe Work Australia employed 99 ongoing and 4 non-ongoing staff.

70% of staff are female.

Our culture

We work together to foster a positive, innovative, resilient and collaborative culture.

We are striving to be a centre of excellence in policy development by creating a great workplace that enables everyone to be and do their best.

Our values

We value:

EXCELLENCE

PEOPLE

COMMUNICATION

SERVICE

Chief Executive Officer's year in review

Michelle Baxter, Chief Executive Officer, Safe Work Australia

As the national policy body for WHS and workers' compensation, Safe Work Australia plays an important role in achieving healthier, safer and more productive workplaces in Australia. As the Chief Executive Officer I am pleased to lead an organisation which strives to achieve our ultimate goal of all workers coming home safely to their families every day.

2016–17 marks the half way point of the Australian Strategy which drives key national activities to achieve improvements in WHS. The *Safe Work Australia Corporate Plan 2016–2020* reflects the goals and outcomes of the Australian Strategy and sets the vision for Australia to become a world leader in the delivery of improved health safety and workers' compensation outcomes.

Across the country there has been a reduction in the number of work related deaths and injuries. The fatality rate has decreased by 50 per cent from 3.0 fatalities per 100,000 workers in 2007 to 1.5 in 2016. The incidence rate of serious injuries has also decreased from 14.2 serious claims per 1000 employees in 2005–06 to 10.0 in 2014–15.

However, clearly one workplace fatality is too many and all incidents are a constant reminder of the importance of our work. These tragedies urge us to keep doing all we can to achieve real improvements to the working lives of all Australians.

This annual report highlights our achievements, the opportunities and the challenges of the past financial year and details how we have met the objectives set by our corporate and operational plans.

Delivering our outcomes

In 2016–17, Safe Work Australia worked hard to make improvements in all areas of its work, with a focus on making real and tangible improvements in our priority areas. It is inspiring in this context to see many targets set by the Australian Strategy being met and even exceeded (see page 38 for more details).

Among the seven priority industries identified in the Australian Strategy, agriculture is identified as a focus during the first five years. Agriculture is one of the most dangerous industries to work in due to the combination of hazards including plant, chemicals, noise, dust, sun exposure, working remotely and working with animals. Across the country, many activities are underway to improve safety for workers in the agricultural sector. Our efforts in this area over the last year included publishing the report *Work health and safety in the agricultural industry,* releasing a *Guide to managing risks in cattle handling* and partnering with the National Farmers' Federation to produce farm safety videos. In addition, quad bike safety remains

a priority; we are rejuvenating the QuadWatch microsite, ensuring it is the national portal for health and safety information on quad bike use, and will shortly republish the Quad bikes in rural workplaces information sheet, to ensure it is up to date and accessible.

We have a number of key policy areas that continue to be a focus. A serious issue facing all workplaces is the mental health of its employees. Safe Work Australia is developing national guidance for businesses to prevent psychological injuries, support workers recovering at work and ensure a safe and sustainable return to work after a psychological injury. We also made solid progress on policy projects on changes to the model WHS Regulations for inorganic lead, working in heat guidance, the development of a best practice framework for the management of psychological claims in the workers' compensation sector and the development of nationally consistent explosives regulation. This is the type of work which will have a practical and lasting impact on WHS and workers' compensation outcomes.

Safe Work Australia collects and maintains a rich body of national WHS and workers' compensation data. Our analysis enables the development of genuine evidence-informed policy across priority areas. In 2016-17 research was undertaken on topics including shift work, musculoskeletal disorders and exposure to asthmagens in the workplace. We published the *Australian Workers' Compensation Statistics 2014–15*, the *2016 Comparative Performance Monitoring Report 18th edition* and a Headline Measure Report and Summary Research Report on the results of the 2016 Return to Work Survey. Significantly, Safe Work Australia's 2017 awareness raising campaign on World Day for Safety and Health at Work and International Workers' Memorial Day focused on how data can make a difference.

Communicating WHS messages so that they become a normal part of our conversation and every day work life is vital. Workers and workplaces are information hungry and more technologically savvy than ever before. We know we can't rely on the technology of the past so we have embraced new technologies to transform our key communication channels. We launched a new website to enhance how people view and access our information and guidance material. An online collaboration and consultation hub called *Engage* was also launched and is now being used successfully across many projects.

An important element of our communication strategy is our popular Virtual Seminar Series (VSS). 2016-17 saw the VSS transition to an ongoing program with 30 free seminars broadcast year-round. Throughout 2016-17, there were more than 60,000 views of VSS broadcasts with extremely positive viewer feedback. Our feedback told us that one month of seminars is not enough and the VSS needs to run all the time, so we have delivered.

Looking ahead

As we move into the second half of the Australian Strategy, Safe Work Australia will continue to strive to ensure outcomes are delivered by 2022 and beyond.

In addition to the mid-term review of the Australian Strategy, the review of the model WHS laws and the review of the model Codes of Practice will shape our work in the coming year. These reviews all provide an important opportunity to work with jurisdictions and social partners to ensure the

legislative framework and our policy priorities reflect the needs of contemporary, and future, workplaces and workforces.

We will pursue more innovative ways of addressing priority WHS and workers' compensation issues, taking full advantage of our data and research resources, to ensure our efforts result in real and measurable change in workplaces. The management and prevention of occupational violence, bullying and psychological health will remain a focus, as will improving return to work rates and ensuring return to safe work is sustainable. Musculoskeletal disorders, the leading cause of workers' compensation claims, will also take priority.

The prevention of occupational disease is a critical part of our work and central to this is the current review of Workplace Exposure Standards.

This work is ground-breaking - it is the first time the use of the existing 644 exposure standards, their role in the regulatory framework and how they can be reviewed and monitored in the future has been attempted. I am pleased that countries including Canada and the UK are watching what Australia is doing to see whether it is something that may wish to adopt. It is work like this which is the value add of Safe Work Australia – we are undertaking essential national policy work and finding solutions to national policy issues.

I am delighted that Safe Work Australia continues to drive health and safety improvements in workplaces around Australia and look forward to a busy, challenging and productive year ahead.

Part two

Our Minister and Members Portfolio

Our Minister and Members Portfolio

At 30 June 2017, Safe Work Australia operated within the Employment portfolio and reported to the Minister for Employment, Senator the Hon Michaelia Cash.

Members

Safe Work Australia comprises 15 Members including an independent Chair, nine Members representing the Commonwealth and each state and territory, two Members representing the interests of workers, two representing the interests of employers and the Chief Executive Officer of Safe Work Australia. Members are supported by the staff of Safe Work Australia and various committees and groups for technical and policy matters.

Safe Work Australia is required to convene at least three meetings each financial year. Safe Work Australia Members met six times in 2016–17. The Members as at 30 June 2017 are shown below.

Ms Diane Smith-Gander, Chair

Ms Smith-Gander is non-executive director of AGL Energy Limited, Wesfarmers Limited, a board member of Keystart Loans, Henry Davis York, CEDA, and the Chair of the Asbestos Safety and Eradication Council.

Her previous non-executive roles have included Chairman of Broadspectrum, Deputy Chairperson of NBNCo, non-executive director of the CBH Group and commissioner of Tourism WA.

Ms Smith-Gander's last executive role was Group Executive at Westpac Banking Corporation. Prior to that she was a partner at McKinsey & Company in the United States, serving clients in diverse industries globally. She became a senior adviser to McKinsey in Australia in 2016.

Ms Smith-Gander is a Fellow of the AICD and Governance Institute of Australia and adjunct professor of Corporate Governance at the University of Western Australia, where she serves on the advisory board of the Business School.

Ms Michelle Baxter, Safe Work Australia

Ms Baxter is the Chief Executive Officer of Safe Work Australia. Her biography can be found in Part 5 – Our Organisation.

Ms Carmel Donnelly, New South Wales

Ms Donnelly became the Acting Chief Executive of the State Insurance Regulatory Authority (SIRA) in March 2017. Her previous roles include Executive Director in SIRA, General Manager, Strategy and Performance for the Safety, Return to Work and Support agencies in NSW, General Manager and Deputy General Manager at the Motor Accidents Authority of NSW and Director, Strategy and Planning with Fire and Rescue NSW. She has been a Review Director in the NSW Department of Premier and Cabinet and an Associate Director in NSW Health.

Ms Donnelly holds an Executive Master of Business Administration from the Australian Graduate School of Management, a Master of Public Health and a Bachelor of Arts (Honours Psychology). She is a Graduate Member of the Australian Institute of Company Directors and an Associate Fellow of the Australasian College of Health Service Management.

Ms Clare Amies, Victoria

Ms Amies is the Chief Executive of WorkSafe Victoria. Ms Amies has held several Executive Director roles at WorkSafe, including Executive Director of the Insurance Business Unit and Executive Director of the Health and Disability Strategy Group. Ms Amies has held senior management positions for the past 15 years in social welfare, health policy, return to work, operational management, strategy and planning. Prior to joining WorkSafe, she was the Chief Executive Officer of Western Region Health Centre.

Dr Simon Blackwood, Queensland

Dr Blackwood is the Deputy Director-General for the Office of Industrial Relations, within Queensland Treasury. In this role he is responsible for Workplace Health and Safety Queensland and the Electrical Safety Office. He has regulatory responsibility for workers' compensation matters and provides policy advice on these matters. He is also responsible for supporting a fair and productive industrial relations framework for the public sector in Queensland and advising government on private sector industrial relations issues in Queensland. Dr Blackwood's previous roles have included Executive Director of Workplace Health and Safety Queensland and General Manager of Private Sector Industrial Relations. He holds a PhD in Sociology from the University of Queensland.

Mr Dini Soulio, South Australia

Mr Soulio is the Acting Executive Director of SafeWork SA. He is also Commissioner of Consumer Affairs and Liquor & Gambling with Consumer and Business Services since April 2014.

Mr Soulio's background is as a solicitor in private practice working in the areas of insurance, workers' compensation and criminal law. He joined the Australian Customs Service as Manager, Border Enforcement, responsible for investigations and ship search teams. Mr Soulio then joined the Australian Securities & Investments Commission where he had national responsibility for complaints, investigations and prosecutions dealing with matters including scams, liquidator misconduct, director's duties breaches and insolvent trading.

Mr Lex McCulloch, Western Australia

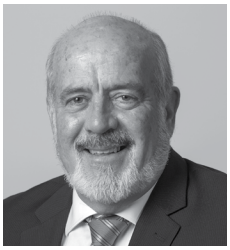
Mr McCulloch is the Commissioner of WorkSafe Western Australia. He has been employed in the Western Australian Public Sector since 1978 when he joined the Department for Community Welfare. He has worked in a variety of locations and roles across the state including Derby, Kalgoorlie, Port Hedland and Perth. Mr McCulloch's various roles have provided him with a range of experiences such as leading restructuring processes, delivering on significant projects and leading service delivery units, all of which have been aimed at improving the wellbeing of people in Western Australia. He has a Social Work Degree from Curtin University.

Mr Michael Young, Australian Capital Territory

Mr Young has over 15 years' experience in senior workers' compensation and work safety regulatory roles. He is currently the Executive Director, Workplace Safety and Industrial Relations, a division of the ACT Government's Chief Minister, Treasury and Economic Development Directorate. In this capacity he is the senior ACT Government official responsible for the ACT's industrial relations, workers' compensation and work safety regulatory frameworks. In addition to his duties as Executive Director, Mr Young represents the ACT on two ministerial advisory committees, the ACT Work Safety Council and the Default Insurance Fund Advisory Committee, which he chairs. Mr Young is also the Chair of SIG-Workers' Compensation.

Mr Martin Shirley, Tasmania

Mr Shirley is the Chief Executive of WorkSafe Tasmania. He has held senior management positions for the past 20 years in industrial relations, operational management, strategy, planning and communications. Prior to joining WorkSafe, Mr Shirley was the Director WorkCover Tasmania, within the Department of Justice. In this role he was responsible for the strategic management of WorkCover operations and for the directorate, health and safety innovation and communications. Mr Shirley is Tasmania's Asbestos Compensation Commissioner, Secretary of WorkCover Tasmania and Tasmania's Regulator of WHS.



Mr Stephen Gelding, Northern Territory

Mr Gelding is the Executive Director of NT WorkSafe, a division of the Northern Territory Government Department of Business. He commenced with NT WorkSafe as Senior Director in July 2013. He has over 35 years' experience as a clinician and in senior management positions, predominantly within the health and community services sector of the NT public service. Mr Gelding is also appointed as the Work Health Authority, the Electricity Safety Regulator and the Chief Inspector under the Radioactive Ores and Concentrates (Packaging and Transport) Act. He is a member of the NT Workers' Rehabilitation and Compensation Advisory Council, Chair of the NT Workers' Rehabilitation and Compensation Scheme Monitoring Committee, and a member of the (Northern Territory) Inter-Agency Asbestos Management Working Group.

Ms Justine Ross, Commonwealth

Ms Ross is Acting Group Manager of the WHS Policy Group in the Department of Employment. In her current role she is responsible for policy development and advice on Commonwealth WHS and workers' compensation, maritime workers' compensation and WHS matters (for the Commonwealth's Seacare scheme), asbestos matters and workplace relations issues concerning the building industry (including on the reestablishment of the Australian Building and Construction Commission and Building Code). Ms Ross has a Bachelor of Laws and a Bachelor of Arts from Macquarie University and is currently undertaking a Master in OHS at the International Training Centre of the International Labour Organisation at Turin University. She is admitted to practice as a Barrister and Solicitor in the ACT. Ms Ross has expertise in workplace relations law including WHS and workers' compensation matters. Ms Ross is deputy member of the Safety Rehabilitation and Compensation Commission and the chair of SIG-Explosives.

Mr Michael Borowick, Australian Council of Trade Unions

Mr Borowick is an Assistant Secretary of the Australian Council of Trade Unions (ACTU) and has responsibility for WHS and workers' compensation matters. He represents the ACTU as a member of the National Workplace Relations Consultative Council; Safe Work Australia; Safety, Rehabilitation and Compensation Commission; Defence Reserves Support Council and Asbestos Safety and Eradication Council. Prior to his current position, Mr Borowick was an official of the Australian Workers' Union (AWU) for 20 years, where he was the Victorian Branch Assistant Secretary and a member of the AWU National Executive.

Mr Andrew Dettmer, Australian Council of Trade Unions

Mr Dettmer is National President of the Australian Manufacturing Workers' Union. Prior to this he was State Secretary for the Queensland/ NT Branch from 2003 until 2012. He has been an official of the union at national and state levels since 1988. Mr Dettmer has held a number of board positions, including on the boards of QMI Solutions, the Queensland Training and Employment Recognition Council, and Construction Skills Queensland. He was Chair of Manufacturing Skills Queensland, and an ACTU nominee to the Australian Workforce and Productivity Agency prior to its abolition. He is currently on the board of the Australia Institute and Australian People for Health, Education and Development Abroad, the ACTU's overseas aid arm.

Mr James Pearson, Australian Chamber

Mr Pearson was appointed to lead the business advocacy group the Australian Chamber in April 2016, after holding senior roles in the private and public sectors, including Shell Australia and the Chamber of Commerce and Industry in Western Australia. As a diplomat, Mr Pearson represented Australia in Africa, the Pacific and China. He has also represented the petroleum industry in Western Australia and the Northern Territory. Mr Pearson has an MBA from Victoria's Deakin University, an Honours Degree in Science from the University of Western Australia and is a Fellow of the Australian Institute of Management and the Australian Institute of Company Directors.

Mr Mark Goodsell, Ai Group

Mr Goodsell is NSW National Head of Manufacturing for the Australian Industry Group (Ai Group). Mr Goodsell represents secondary industry in a range of policy areas including employment regulation, industry policy, trade, environment and procurement. He was previously an industrial relations adviser to the manufacturing and construction sectors and holds degrees in economics and law.

Safe Work Australia strategic issues groups

Safe Work Australia Members established strategic issues groups (SIGs) to progress WHS, workers' compensation and explosives matters. The groups are tripartite in nature and provide policy advice and recommendations to assist Members. Secretariat support for each SIG is provided by the agency.

SIG-WHS

SIG-Work Health and Safety (SIG-WHS) assists Safe Work Australia in performing its statutory functions with regard to WHS matters.

The SIG-WHS met three times during 2016–17.

SIG-WHS members as at 30 June 2017

Member	Membership
Mr Paul Goldsbrough	Chair
Mr Mark Burton	Commonwealth
Ms Jodie Deakes	New South Wales
Ms Angela Jolic	Victoria
Mr Bradley Bick	Queensland
Mr Bill Mitchell	Western Australia
Mr Chris McKie	South Australia
Mr Mark Cocker	Tasmania
Mr Stephen Gelding	Northern Territory
Mr Bill Smith	Australian Capital Territory
Mr Ben Maxfield	Australian Council of Trade Unions
Dr Deb Vallance	Australian Council of Trade Unions
Ms Jennifer Low	Australian Chamber of Commerce of Industry
Ms Tracey Browne	Ai Group
Ms Michelle Baxter	Safe Work Australia

SIG-Workers' Compensation

SIG-Workers' Compensation assists Safe Work Australia in performing its statutory functions with regard to workers' compensation matters.

The SIG-Workers' Compensation met three times during 2016–17.

SIG-Workers' Compensation members at 30 June 2017

Member	Membership
Mr Michael Young	Chair
Ms Jodie Wearne	Commonwealth
Mr Gary Jeffery	Comcare
Ms Carmel Donnelly	New South Wales
Mr Shane O'Dea	Victoria
Mr Paul Goldsbrough	Queensland
Ms Michelle Reynolds	Western Australia
Mr Rob Cordiner	South Australia
Mr Brad Parker	Tasmania
Mr Bevan Pratt	Northern Territory
Mr Bill Smith	Australian Capital Territory
Mr Chris Prast	Australian Council of Trade Unions
Mr Dave Henry	Australian Council of Trade Unions
Ms Jennifer Low	Australian Chamber of Commerce and Industry
Ms Tracey Browne	Ai Group
Ms Amanda Grey	Safe Work Australia

SIG-Explosives

SIG-Explosives assists Safe Work Australia in the development of a nationally consistent explosives framework.

The SIG-Explosives met two times during 2016–17.

SIG-Explosives members as at 30 June 2017

Member	Membership
Ms Justine Ross	Chair
Mr Mark Burton	Commonwealth
Ms Meagan McCool	New South Wales
Ms Angela Jolic	Victoria
Mr Noel Erichsen	Queensland
Mr Philip Hine	Western Australia
Mr Stephen De Musso	South Australia
Ms Wendy Clarkson	Tasmania
Ms Melissa Garde	Northern Territory
Mr Bill Smith	Australian Capital Territory
Mr Jim Ward	Australian Council of Trade Unions
Mr Keith Shaw	Australian Council of Trade Unions
Mr Paul Harrison	Australian Chamber of Commerce and Industry
Ms Tracey Browne	Ai Group
Ms Michelle Baxter	Safe Work Australia

Reference groups

In 2013, Safe Work Australia Members established three reference groups to share information between jurisdictions and Safe Work Australia on specific topics. These are the:

- Communications Reference Group (CRG)
- Research and Evaluation Reference Group (RERG), and
- Data Reference Group (DRG).

The reference groups are tripartite and reflect Safe Work Australia's membership.

Communications Reference Group

The CRG is made up of communication officers representing each Safe Work Australia Member. The group shares information on communication activities, awareness raising campaigns and findings of communication research.

Safe Work Australia collaborated with the CRG throughout 2016–17, including on the planning and delivery of activities to build awareness of National Safe Work Month, World Day for Safety and Health at Work, Workers' Memorial Day and the Virtual Seminar Series.

The group is also given updates about new Safe Work Australia publications, fact sheets and research so these can be distributed through its networks.

Research and Evaluation Reference Group

The members of the RERG have a sound understanding of policy, research or evaluation. The group includes representation from WorkSafe New Zealand. In 2016–17 the group met twice by teleconference and advised on the scope, methodology, content and reporting of research and evaluation projects, and the emerging issues programme.

Data Reference Group

The DRG has representatives of each Safe Work Australia Member with responsibilities or direct interest in WHS and workers' compensation data. The group shares information on data activities and findings, and discusses issues associated with the availability, comparability and supply of relevant data. The DRG meets on an ad hoc basis as required. The group did not meet during 2016–17.

Other committees

The Chief Executive Officer sits on the following committees described in the table below.

Representation on other committees

Committee	Description	Representation
Safety, Rehabilitation and Compensation Commission (SRCC)	A statutory body with regulatory functions relating to Comcare and other authorities that determine workers' compensation claims under the Commonwealth scheme.	Commissioner
Heads of Workplace Safety Authorities (HWSA)	Representatives of the jurisdictional bodies responsible for the regulation and administration of workplace health and safety in Australia and New Zealand. The group mounts national compliance campaigns targeted at specific industries. These campaign initiatives facilitate the development of consistent approaches to nationally recognised priorities.	Observer
Heads of Workers' Compensation Authorities (HWCA)	Representatives of the jurisdictional bodies responsible for the regulation and administration of workers' compensation in Australia and New Zealand. The group promotes and implements best practice in workers' compensation arrangements in the areas of policy and legislative matters, regulation and scheme administration.	Observer
Asbestos Safety and Eradication Council (ASEC)	The Council provides a national focus on asbestos issues that goes beyond workplace safety to encompass environmental and public health concerns.	Commonwealth Representative

A word from the Chair

Since being appointed Chair of Safe Work Australia in February 2016, I have worked closely with an agency that shares my passion for reducing the incidence of work-related fatalities and injuries in Australia.

Safe Work Australia is striving to be a model for the innovative development of multi-stakeholder policy. A significant demonstration of this has been Safe Work Australia's success in harmonisation. It has now been eight years since Safe Work Australia was tasked with developing model WHS laws—the biggest reform to WHS in Australia's history. Since then work has continued to refine the model WHS laws to remove unnecessary regulation and ensure the legislative framework reflects the needs of both contemporary workplaces and the workplaces of the future in providing high levels of protection for workers.

Consistent with Safe Work Australia's corporate plan, diverse views and interests are recognised to ensure the development of effective national WHS and workers' compensation policy. Over the past year, efforts in this area have been strengthened by fostering strong engagement and collaboration across the whole of government, WHS regulators, employers and unions on priority issues.

Ongoing collaborative work in implementing the Australian Strategy is of the greatest importance. At the mid-way point, ambitious targets to reduce work-related traumatic fatalities and injuries appear achievable. The dedicated national effort focusing on areas that require the greatest improvement to achieve the vision of healthy, safe and productive working lives is pleasing.

The ever-changing work environment presents many challenges. Safe Work Australia needs to ensure policy work is effective and relevant. Data, research and evaluation is critical in providing a successful foundation for evidence based policy. The agency is looking at new ways and places to collect data and research to provide solutions to national policy questions; for today and to address challenges that are likely to arise in the future.

'Why big business needs to lead work health and safety'. A VSS panel broadcast in April 2017

L to R: Jennifer Hewett, Australian Financial Review, Diane Smith-Gander, Safe Work Australia Chair, Dean Pritchard, Broadspectrum and Marcus Hooke, News Corp.

A significant action area in the Australian Strategy is leadership and culture. Only communities and leaders can drive improved WHS and make it a priority in all work processes and decisions. I am passionate about leadership in WHS and have actively promoted this in my role as Chair. I have drawn on my personal experience in corporate leadership in various speaking opportunities including VSS seminars, press interviews and presentations at conferences and events.

The VSS seminars are an important vehicle for engaging with business leaders across a range of WHS issues. Improvements in WHS are best achieved when the importance of WHS is modelled by the senior leadership, supported by the organisation's culture and embedded in its procedures and processes. I will never tire of saying "*the standard you walk past is the standard you accept*." The broader benefits to business are well supported by the research – when effective health and safety systems are in place to ensure good outcomes, the more engaged and productive employees are.

I look forward to continuing to work with an agency that exemplifies a sense of intellectual curiosity and drives innovative thinking that delivers real outcomes for the Australian community.

Part three
Our performance

Performance framework

The agency's performance is measured in accordance with the Act—functions (s.6), Portfolio Budget Statement (PBS) 2016–17, the *Safe Work Australia Corporate Plan 2016–2020* (corporate plan) and the *Safe Work Australia Operational Plan 2016–17* (operational plan).

Specific achievements are outlined in Part 4 Our Achievements on page 37.

Portfolio Budget Statement

The PBS 2016–17, outlines a single program structure with the outcome statement:

Healthier, safer and more productive workplaces through improvements to Australian WHS and workers' compensation arrangements.

Performance against the outcome is measured by eight strategies and two performance indicators.

The eight strategies are:

1. Support the implementation of the Australian Strategy.
2. Promote community awareness and knowledge of WHS and workers' compensation.
3. Support evidence-informed policy, programs and practice through national WHS and workers' compensation data, research and evaluation programs.
4. Improve and reform WHS laws in Australian to provide a consistent, equitable and high level of protection to all workers, while ensuring practicability for small business and individual workers.
5. Promote consistent approaches and improved knowledge, skills and capabilities for managing health and safety hazards and risks.
6. Identify opportunities to improve workers' compensation arrangements.
7. Develop nationally consistent explosives regulations.
8. Cooperate and share information, expertise and experience with international organisations.

The following performance indicators measure the agency's progress in achieving its outcome:

> 80% of Members agree the agency is achieving the deliverables of its operational plan.

> By 2022:
  - reduce workplace fatalities due to injury by 20 per cent or more
  - reduce the incidence rate of serious workers' compensation claims by 30 per cent or more, and
  - reduce the incidence rate of serious workers' compensation claims for musculoskeletal claims by 30 per cent or more.

Corporate Plan

Each year, Safe Work Australia is required by the Act to prepare a corporate plan that promotes its strategic vision and goals over the coming four years. The corporate plan sets out eight strategies to achieve the outcome statement listed in the PBS within those four years. The corporate plan is available on the Safe Work Australia website and at Appendix 1 on page 122.

Operational plan

Safe Work Australia is required to have an annual operational plan as outlined in Part 4 of the Act. The operational plan sets out the activities the agency will undertake to achieve the outcomes for the year. The operational plan is available on the Safe Work Australia website and at Appendix 2 on page 124.

ANNUAL PERFORMANCE STATEMENT

I, Michelle Baxter, as the accountable authority of Safe Work Australia, present the agency's 2016–17 annual performance statement, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013 (PGPA Act)* and the *Safe Work Australia Act 2008* (the Act).

In my opinion, the annual performance statement is based on properly maintained records, accurately reflects the performance of the entity and complies with subsection 39(2) of the PGPA Act.

Michelle Baxter

Chief Executive Officer

22 September 2017

Healthier, safer and more productive workplaces through improvements to Australian work health and safety and workers' compensation arrangements

safe work australia

Our Purpose

Safe Work Australia has an important national role to achieve significant and continual reductions in the incidence of work-related death, injury and illness and to improve outcomes for injured workers and their employers.

To meet its objectives Safe Work Australia works collaboratively with Commonwealth, state and territory governments, industry and employee associations and the community to achieve healthy, safe and productive working lives for all Australians.

Safe Work Australia pursues its purpose through a set of eight strategies as outlined in the *Safe Work Australia Corporate Plan 2016–2020* (the corporate plan).

The corporate plan meets the requirements of the Act and does not set out the performance criteria. Performance criteria are outlined in Safe Work Australia's *Portfolio Budget Statements 2016-17.*

The annual performance statement reports on our fulfilment of our purpose during 2016-17.

Outcome 1	Healthier, safer and more productive workplaces through improvements to Australian work health and safety (WHS) and workers' compensation arrangements
Program 1.1	Reform of and improvements to Australian WHS and workers' compensation arrangements contribute to Outcome 1 by the innovative development of multi-stakeholder policy and being central to Australia becoming a world leader in the delivery of improved safety and compensation outcomes
Performance criteria 1	Activities in the *Safe Work Australia Operational Plan 2016-2017* (the operational plan) are delivered to the expected quality, on time and within budget
Performance criteria 2	Reductions in the incidence of work-related death, injury and illness through: > an improved and reformed WHS framework > an increased WHS awareness and skills > developing and maintaining an evidence base which informs policy and practice > reduced exposure to work-related hazards causing injury and illness, and > improved quality of workplace controls

Results against Performance Criteria 1

Criteria	Activities in the operational plan are delivered to the expected quality, on time and within budget
Target	80% of Members and the Chair are satisfied with the agency's achievements
Result	Achieved
Analysis	The agency conducted an annual survey with its Chair and Members to measure the level of satisfaction during 2016–17. A four point rating scale was developed to assist Members to make an assessment of whether the agency had met the overall outcomes of the operational plan. A report highlighting the agency's achievements was enclosed to assist in determining whether the agency had met its deliverables. All Members were satisfied that the agency had met the relevant deliverables.

Results against Performance Criteria 2

Criteria	Reductions in the incidence of work-related death, injury and illness through: > an improved and reformed WHS framework > an increased WHS awareness and skills > developing and maintaining an evidence base which informs policy and practice > reduced exposure to work-related hazards causing injury and illness, and > improved quality of workplace controls.
Target	By 2022: > reduce workplace fatalities due to injury by 20 per cent or more > reduce the incidence rate of serious workers' compensation claims by 30 per cent or more > reduce the incidence rate of serious workers' compensation claims for musculoskeletal claims by 30 per cent or more
Result	On track Note: The above target mirrors the national targets outlined in the Australian Work Health and Safety Strategy 2012-2022 (Australian Strategy).
Analysis	> 27 per cent decrease in the number of traumatic injury fatalities, from 270 fatalities in the base period to 197 in 2013–2015. The 2022 target of at least a 20 per cent reduction in work-related deaths is on track > 16 per cent decrease in the incidence rate of serious injuries between the base period and 2014–15. On track to meet the target of at least a 30 per reduction cent by 2022 > 17 per cent decrease in the incidence rate of musculoskeletal claims between the base period and 2014–15. The current rate is 6.3 claims per 1000 employees, down from 7.5. On track to meet the target of at least a 30 per cent reduction by 2022

Analysis against our purpose

Performance Criteria 1

During 2016–17, Safe Work Australia continued to review and refine its governance and reporting arrangements to embed a strong foundation of accountability, responsibility and transparency to ensure the activities outlined in the operational plan are achieved.

The agency developed and delivered the Safe Work Australia Members' Project and Activity Dashboard (the Dashboard). The Dashboard provides key information to Members on the major pieces of work being undertaken and includes the status and progress of each project and a high level overview of budget and staffing resources. The Dashboard is a tool that increases the visibility of the work the agency is undertaking and helps to ensure that resources are being used effectively to achieve the objective of healthy, safe and productive working lives for all Australians.

As part of the 2016–17 annual performance survey, Members were asked if they were satisfied with the agency's performance over the year and whether they considered the activities outlined in the operational plan had been achieved. All Members indicated their satisfaction with a number also acknowledging the agency's efforts to improve transparency of activities and resources.

As part of the survey, the agency also sought feedback from Members on areas of improvement and views on future work projects. These responses are being used to tailor planning sessions for early in 2017–18. Areas for improvement are being addressed.

Performance Criteria 2

The annual progress report of the Australian Strategy shows strong results against the national targets indicating the activities being undertaken are having an impact. Based on the data collected and analysed, the results are:

> Fatality target – The annual number of work-related deaths due to injury is highly variable. To even out the volatility in the data, four years of data has been used to establish a base period (2007 to 2010), and a three-year rolling average used to track progress. The data covers all of Australia, for all industries, for the calendar year.

> There has been a 27 per cent decrease in the number of traumatic injury fatalities, from 270 fatalities in the base period to 197 in 2013–15. This reduction in work-related deaths to date is on track to meet the target of at least a 20 per cent reduction by 2022.

> Serious injury target – The serious injury target is measured by the incidence rate, which is the number of serious compensated claims resulting in one or more weeks off work, per 1,000 employees. A three-year rolling average is used as a baseline for the injury target (2009–10 to 2011–12) and the data is gathered on a financial year basis. The latest available data is for 2014–15, which covers the first three years of the Australian Strategy.

> There has been a 22 per cent decrease in the incidence rate of serious injuries between the base period and 2014–15. The current rate is 9.8 serious claims per 1,000 employees, down from 12.5. This decrease is on track to meet the target of at least a 30 per cent reduction by 2022.

- Musculoskeletal disorders target – Musculoskeletal claims include serious claims of musculoskeletal and connective tissue diseases plus serious claims of traumatic joint/ligament and muscle/tendon injury. A three-year rolling average is used as a baseline for the musculoskeletal disorders target (2009–10 to 2011–12) and the data is gathered on a financial year basis.
- There has been a 24 per cent decrease in the incidence rate of musculoskeletal claims between the base period and 2014–15. The current rate is 5.8 claims per 1,000 employees, down from 7.6. This decrease is on track to meet the target of at least a 30 per cent reduction by 2022.

The above results reflect positive collaboration between Safe Work Australia, Commonwealth, state and territory governments, industry and employee associations and the community. A variety of different activities and initiatives have been undertaken to support healthy, safe and productive workplaces. Some of the activities that were undertaken in 2016-17 include:

- continuously improving the operation of the model WHS laws by implementing the recommendations agreed by WHS ministers in the 2014 Council of Australian Governments review
- expanding the popular Virtual Seminar Series to increase awareness of WHS and workers' compensation and deliver a program of seminars over the course of the year rather than in only one month
- conducting research on topics including shift work, musculoskeletal disorders and exposure to asthmagens in the workplace
- supported workplaces to manage risks by developing and reviewing guidance material on topics such as stevedoring, hazardous chemicals, quad bikes and workplace bullying, and
- working with stakeholders to gain a better understanding of what is needed to help employees to return to safe work sooner and in a sustainable way.

Throughout 2016–17, Safe Work Australia refined its evidence function to ensure the data and research that is collected and maintained directly informs WHS and workers' compensation policy, programs and practice. With the changing nature of work and workplaces, Safe Work Australia is looking at new ways the evidence collected can be used to understand the challenges that are likely to arise in the future.

The Australian Strategy has now reached the half way mark of implementation and a mid-term review commenced in 2016–17. Over the course of the first five years of the Australian Strategy, a focus was placed on reducing the high numbers of fatalities in two priority industries - agriculture and road freight transport. An analysis of the results against the targets in all of the priority industries is also underway with the outcome assisting to determine whether to continue to keep focusing on the agriculture and road freight transport industries or whether there should be a broader focus across the priority industries.

In 2017–18, Safe Work Australia will also undertake two other major reviews which may impact on the achievement of the targets—the review of the model WHS laws and the review of the model Codes of Practice. These reviews along with the mid-term

review of the Australian Strategy, all provide an important opportunity to work with the Commonwealth, state and territory governments, industry and employee associations and the community to ensure the legislative framework and our policy priorities reflect the needs of contemporary, and future, workplaces and workforces. By focusing effort and resources where it is most needed, we will continue to stay on track to achieve the national targets.

Further information and analysis on Safe Work Australia's performance and achievements are detailed in Part 4 of the 2016–17 Safe Work Australia Annual Report.

Part four

Our achievements

Our achievements contributed to the strategies and activities set out in our corporate and operational plans:

- implementation of the Australian Strategy
- communication and engagement activities
- evidence activities
- model WHS laws
- ongoing development
- workers' compensation arrangements
- explosives, and
- international activities.

Implementation of the Australian Strategy

Contributing to

- corporate plan—strategy 1
- operational plan—activity 1

Highlights

- published a wide range of research to support evidence-informed policy development
- supported safe work practices in the agricultural sector through the production of practical guides, videos and reports
- produced data for the road transport industry and partnered with National Road and Safety Partnership Program to produce three videos

The Australian Strategy promotes the vision of *healthy, safe and productive working lives* and sets four outcomes to be achieved by 2022.

The purpose of the Australian Strategy is to drive key national activities to achieve improvements in WHS. It is aimed at regulators, industry, unions and other organisations and governments that in turn influence work and workplaces across Australia.

The Australian Strategy is underpinned by two key principles.

1. All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment.
2. Well-designed, healthy and safe work will allow workers in Australia to have more productive working lives.

The Australian Strategy also contains seven action areas, seven priority industries and six priority work-related disorders (see Appendix 3, page 126).

Our activities

With the Australian Strategy now in its fifth year, work continues towards achieving the four outcomes that were set in 2012. Throughout 2016–17, we carried out numerous projects relating to the Australian Strategy's action areas, priority industries and priority disorders.

Action areas

Health and safety capabilities

We continued the highly successful VSS (see page 43), featuring the latest thinking, research, developments and best practice in WHS. Seminar topics covered a broad range of areas, particularly workplace mental health.

Leadership and culture

This action area encourages leaders to promote a positive culture for health and safety.

In March 2017, we published the report *Measuring and Reporting on Work Health & Safety*. Authored by Dr Sharron O'Neill and Ms Karen Wolfe, the report explores processes for gathering and communicating WHS performance information. Intended primarily for business leaders and WHS managers of medium to large organisations, the report provides an evidence-based framework for identifying appropriate WHS key performance indicators, designing useful WHS reports and considering WHS performance data in a way that adds value to business decisions.

Research and evaluation

This action area aims to build evidence-informed policy, programs and practice.

During 2016–17, we released a broad range of research to assist policy makers (see page 49). Key topics included workplace mental health, shift work, return to work and musculoskeletal disorders.

Responsive and effective regulatory framework

This action area recognises that regulatory frameworks need to be flexible, responsive and adaptable to the changing work environment.

We have done significant work in relation to workplace chemicals and responded to industry concerns about the transition to the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) (see page 60).

We are also developing a nationally consistent approach to the regulation of explosives in four key areas (see page 66), and have made amendments to the regulatory framework for lead exposure (see page 59).

Priority industries

Agriculture and road transport are a major focus for prevention activities during the life of the Australian Strategy. During 2016–17, we continued to focus on improving WHS in these industries

Agriculture

While agriculture accounts for only 2.6 per cent of the Australian workforce, during 2013–15 the sector accounted for 20.3 per cent of worker fatalities. The fatality rate continues to be eight times higher than the national average for all industries. Agricultural workers also had the second highest rate of serious claims in Australia in 2014–15.

In August 2016, we published the report *Work health and safety in the agricultural industry*. The report identifies key risks faced by workers in the agricultural industry and provides statistics about injuries, fatalities and

workers' compensation, including how the agricultural industry compares with other industries.

In collaboration with industry experts we developed a *Guide to managing risks in cattle handling*, which focuses on natural cattle handling techniques.

To help people working on farms, we partnered with the National Farmers' Federation to produce short farm safety videos with practical tips on handling stock and staying safe when working with farm machinery.

We are a member of the interdepartmental committee convened to progress a coronial recommendation to develop a consumer safety rating system for quad bikes. The committee has representatives from the Department of the Prime Minister and Cabinet, the Department of Employment, the Department of Infrastructure and Regional Development, the Department of Agriculture and Water Resources and the Australian Competition and Consumer Commission. Three Safe Work Australia Members nominated by HWSA represent WHS regulators.

Road transport

While there have been substantial reductions in the numbers and rates of injuries and fatalities in road transport over the past 15 years, it remains a high-risk industry.

During 2013–15, the road transport industry:

> had a fatality rate over eight times higher than the all-industry average, and
> accounted for only 2.3 per cent of the Australian workforce but 19 per cent of work-related fatalities.

Road transport also accounted for four per cent of serious workers' compensation claims in 2014–15, and recorded one of the highest rates of serious claims in Australia.

In May 2017, we published the *Road transport industry profile*, which contains summary data on injuries and fatalities among workers in the road transport industry. Subsequently we produced an infographic presenting the latest data on the nature, circumstances and main causes of injuries and fatalities in the industry.

Supported by the National Road Safety Partnership Program, we broadcast three virtual seminars during Road Safety week in May. See page 45 for details.

Annual progress report

The annual progress report on the Australian Strategy (Appendix 3, page 126) goes beyond the activities of the agency to look at work undertaken across the country. It highlights the progress achieved against the national targets.

To streamline the report—given the large volume of activities being undertaken across the country to support the Australian Strategy—it focuses on a few select topics. For 2016–17, the report covers:

> two action areas—health and safety capabilities, and government
> one priority industry—agriculture, and
> one priority disorder—mental disorders.

Only those initiatives announced or implemented in the 2016–17 financial year are included in the progress report.

Mid-term review

The Australian Strategy includes a requirement for a review in 2017, to ensure it continues to generate sustained improvements in WHS. We have undertaken the review, which involved data analysis and extensive consultations with Safe Work Australia Members, representatives from employer and professional associations, government agencies, academics and community organisations.

The review findings will be published on our website in late 2017.

Communication and Engagement activities

Contributing to

> corporate plan—strategy 2
> operational plan—activity 2

Highlights

> transformation the Safe Work Australia website
> introduction of a public consultation platform called Engage
> expansion of the VSS

Who we reached

> more than 6,400,000 visits to the Safe Work Australia website
> over 60,000 views, watches and listens on the VSS
> over 13,000 Facebook followers
> over 6,400 LinkedIn followers
> over 1,600 Twitter followers
> over 160 media enquiries
> more than 20,000 subscribers to the online mailing list
> more than 36,000 visits to the National Safe Work Month home page during October

During 2016–17 we developed a new Communication and Engagement Framework and delivered a range of effective national communication and engagement activities that raised awareness and built knowledge of WHS and workers' compensation.

A new user-driven website

Our website (www.swa.gov.au) receives over six million page views a year and provides Australian workers and employers with critical information about WHS and workers' compensation, including the model WHS laws, model Codes of Practice and guidance material, research and data reports, and a range of accessible multimedia content.

Guided by the Australian Government's digital transformation agenda, we redeveloped our website in 2016–17. Users of the website said they wanted to be able to browse for WHS information by topic, industry and publication, and easily access workers' compensation resources. The ability to access content on mobile devices was also a high priority.

This advice, along with further research and consultation, informed a completely new approach to how content is delivered on our website. It is now tailored to reflect the needs and habits of our contemporary audience.

Engage—a public consultation platform

In April 2017 we established an online engagement platform (www.engage.swa.gov.au) to facilitate public consultation on WHS and workers' compensation. Featuring a sophisticated array of easy-to-use engagement methods, the platform enables us to capture community-driven ideas, insights and evidence to inform the development and implementation of WHS and workers' compensation policies, guidance material, codes of practice and legislation.

Expansion of the Virtual Seminar Series

Since 2014 we have broadcast free online seminars during National Safe Work Month each October to showcase the latest thinking, research, developments and best practice in WHS.

From live panel discussions to videos, webinars, podcasts, reports and infographics, the seminars feature business leaders, academics, employer associations WHS regulators and WHS experts. The purpose of the seminars is to share ideas, experiences, skills and knowledge to improve the lives of Australian workers. The seminars are designed to educate those who influence good WHS practice, demonstrate best practice, present robust evidence, data and research, and showcase innovation.

Successive evaluations and feedback have shown the seminars are popular, effectively reaching key stakeholders and generating demand for future seminars. In response, from October 2016, we moved from broadcasting for one month a year to a year-round broadcast schedule.

Throughout 2016–17, we broadcast 30 seminars to support the action areas and priority industries identified in the Australian Strategy. Highlights included:

- **Work-related fatigue and job design:** Two leaders in workplace fatigue discussed how sleep is critical to our physical and mental health, our ability to think and learn, and to maintain safe and healthy workplaces.
- **Yolngu and ngapaki—Getting the WHS balance right:** Rarrtjiwuy Herdman, Chairperson Dhimurru Aboriginal Corporation, explained how Yolgnu beliefs and traditions, *ngapaki* (western) practices, and Australia's unique far north, all intersect to influence Aboriginal rangers' health and safety at work.
- **Future of WHS:** This panel discussion examined how organisations can position themselves to thrive in the face of rapid and extensive workplace and workforce change.
- **Humanising WHS management:** Expert in social psychology, Dr Robert Long, challenged WHS policy makers and industry to move away from risk-averse approaches and apply a more social understanding of human judgement and decision-making.

Visit www.seminars.swa.gov.au to watch seminars and view the broadcast schedule.

2016 National Safe Work Month

We coordinate National Safe Work Month in October each year to raise community awareness and knowledge of WHS.

During the campaign's development we consulted with the CRG and workshopped approaches, themes

and strategic imperatives. Member organisations implement extensive National Safe Work Month campaigns featuring celebrities, and advertising and engagement through television, radio, print and social media.

In 2016, we developed resources for businesses to run their own National Safe Work Month initiative, hosted the Workplace Participation Reward program, shared case studies and national statistics about WHS and ran an effective social media campaign.

The agency created a distinctive 2016 National Safe Work Month brand that was adopted by various businesses around Australia. The brand was used in social media channels and print and online media.

The Workplace Participation Reward encourages businesses to think of new and creative ways to build awareness of WHS and has been a highlight of the month since 2014. The 2016 program received a record number of entries, including entries from small, medium and large businesses around Australia. Bedford was the 2016 winner (see feature story page 47).

World Day for Safety and Health at Work and International Workers' Memorial Day

On 28 April each year, Safe Work Australia honours those who have died at work and considers how its actions can prevent future work-related deaths, injuries and illnesses. We run an awareness-raising campaign each year to provide employers and workers with resources, information and advice to build a safer and healthier workplace.

The 2017 campaign raised awareness about the importance of WHS in Australian workplaces, with a focus on how data can make a difference, and used the simple yet effective tagline, 'Take the lead in work health and safety'. The campaign achieved significant audience reach across all channels—in particular, social media reach doubled as compared to the 2016 campaign.

Sponsorship program

Our sponsorship program provides financial support and subject matter expertise to events and initiatives led by the wider community, bolstering the capacity of the community to actively engage with and promote WHS and workers' compensation. Involving speaking engagements, conference events and partnerships, the sponsorship program helps us engage with key WHS influencers.

High-profile sponsorships from 2016–17 included:

Good Design Award

In partnership with Good Design Australia, we established a 'Safe Work Australia Award for Good Design', which recognises and promotes best WHS practice among designers and reinforces the importance of keeping health and safety in front of mind during the design process. Bombardier Transportation Australia won the 2017 award for their safe tram design.

National Safety Convention

In partnership with the Safety Institute of Australia, we sponsored the 2016 National Safety Convention. It was an extremely well-attended event featuring a range of high-quality speakers, including Safe Work Australia Members. In addition to the public engagement benefits, the event was an excellent opportunity networking among key influencers.

National Safety Council Australia

The National Safety Council of Australia represents a key stakeholder group, comprising specialist WHS professionals and senior managers. We sponsored and attend the Council's national conference and associated awards gala. This was a key activity under the 'leadership and culture' action area in the Australian Strategy as it allowed Safe Work Australia to engage directly with a highly influential WHS audience.

National Road Safety Partnership Program

We collaborated with the National Road Safety Partnership Program to produce three seminars that were broadcast during Road Safety Week in May:

- *Debunking the myths around low-level speeding* examined the influence speed has on crash risk, balancing the evidence against community perception of speeding and risk.
- *Fresh thinking on a tired subject* addressed fatigue as a major cause of serious incidents involving heavy vehicles and explored issues around regulation, culture, fatigue mitigation, technology and accountability.
- *School zone vs work zone - there is no difference* addressed ways to improve road workers' safety through public awareness and culture.

Building awareness through annual reports

We are a proud sponsor of the Australasian Reporting Association's Work Health and Safety Reporting Award.

The award acknowledges organisations that commit to building a productive, healthy and safe working environment and can demonstrate their commitment through clear reporting of outcomes in their annual report.

This year, for the second year in a row, the Bureau of Meteorology won the award for leading the way in positioning WHS as a core part of all their business processes and decisions.

Media and stakeholder engagement

We provide an on-call media service, responding to enquiries from national, local and industry-specific media outlets on current issues and topics. Our media service also regularly publishes WHS information and advice in industry-specific publications, answers enquiries from the public and manages a mailing list of over 20,000 subscribers.

National Safe Work Month attracted over 100 reports in general and industry-specific media coverage, including editorial in the Launceston Examiner, Queensland Times, Adelaide Advertiser, Cairns Post, Sydney Morning Herald and Canberra Times. Television and radio coverage included Radio 2GB in Sydney and WIN Canberra.

Safe Work Australia experts also featured in a range of media interviews, including a radio interview with ABC South East on workplace bullying, an interview with Ten Eyewitness News about bullying and harassment, and a television interview with Prime 7 on workplace mental health.

Social media

We manage a comprehensive social media presence, including Facebook, Twitter, LinkedIn, YouTube and Soundcloud. With an ever-increasing audience, these platforms have effectively increased the reach of our communication and engagement activities.

Popular posts for 2016–17 included:

> A Facebook post titled 'A horse is a horse, of course, of course' that promoted SafeWork NSW's Code of Practice on managing risks while interacting with horses in a work environment. The post reached nearly 12,000 people.
> A LinkedIn post advertising fatality data and promoting World Day for Safety and Health at Work reached just over 6,400 people.
> A tweet advertising the VSS panel on violence experienced by emergency hospital workers reached 3,720 people, despite the Safe Work Australia Twitter fan base being only 1,000.
> A Facebook post titled 'True or false? We should avoid taking risks' that promoted the podcast on risk by Dr Robert Long generated a lengthy, balanced and well-informed discussion between Facebook fans about risk management in the WHS space.

Outlook for 2017–18

In 2017–18 we will increase engagement through tailored communication activities and channels that meet our audience's circumstances.

The VSS will continue regular broadcasting and will feature:

> WHS insights into large event management
> WHS in a safety critical environment, featuring the Lucas Heights Nuclear Reactor
> the intersection between workplace bullying and WHS, fair work and anti-discrimination legislation, and
> expert insights into good work design, shift work and fatigue.

We will conduct a range of public and closed consultations on our online consultation platform Engage, including:

> reviews to existing model codes and guidance materials, and
> new guidance materials.

Bedford rewarded for empowering staff to 'BSafe'

The 2016 Workplace Participation Reward went to Bedford Group—an organisation supporting people with disability.

Bedford's BSafe campaign raised awareness about WHS in a fun, positive and engaging way. Activities were focused on the catchphrase 'see something…say something' and included WHS videos starring Bedford staff, discussion groups, posters and a reward program recognising outstanding safety awareness and responsible behaviour. A creative 'spot the hazard' activity pack also provided an interactive experience to cater for the diverse capacities of Bedford employees.

The BSafe initiative was enthusiastically embraced with 300 support staff and more than 1,200 employees with disability participating across 19 Bedford sites in South Australia and New South Wales.

Bedford's entry demonstrated a strong commitment to WHS during National Safe Work Month and a longer term plan to build on the momentum and results achieved in October.

The reward offers a prize valued at up to $5,000 to attend an Australian WHS conference, expo or event in 2017. In addition to Bedford's winning entry, we highly commended the entries from the City of Ballarat, Fremantle Ports, NHP Electrical Engineering and Taronga Conservation Society.

Sally Powell, Chief Executive Bedford Group with Mr Frank Cachia, Communication and Engagement Director, Safe Work Australia

Progress towards psychologically healthy and safe workplaces

Each year, thousands of Australian workers and their organisations are adversely affected by poor psychological health and safety. The need for a concerted national effort led to mental disorders becoming a priority in the Australian Strategy and a focus for Safe Work Australia.

National guide

Workplaces need better understanding and authoritative advice on how to protect workers' psychological health and safety and meet their legal obligations under both WHS and workers' compensation laws. To meet this need, we are developing a national guide—*An integrated approach to work-related psychological health and safety*. The guide is expected to be released early in 2018.

Virtual seminars

This year, as in previous years, we released targeted virtual seminars to increase awareness of WHS issues related to psychological health and safety. The focus for 2016–17 was workplace violence.

> Part one, released in October 2016, provided moving first-hand accounts of the impact of violence on four first responders (a police officer, registered nurse, paramedic and fire fighter). This was the second most popular 2016 seminar with over 2,800 views.
> Part two, released in March 2017, was a panel discussion exploring the serious and often under-reported problem of violence in emergency departments. Panellists provided regulator, employer and worker perspectives. This session generated viewer requests to explore this issue in other occupational settings.

Collaboration

Collaborating with respected mental health organisations allows nationally consistent, evidence-informed messages to reach a wider audience.

Since 2013, Safe Work Australia has been a leading member of the Mentally Healthy Workplace Alliance. This group works with influential organisations like the National Mental Health Commission, beyondblue, Sane, Black Dog, Comcare, and employer representatives and unions. They develop a range of free, practical resources, which are released on the popular Headsup website (www.headsup.org.au).

We have also undertaken a collaborative research project—*Bullying and harassment in Australian Workplaces: Results from the Australian Workplace Barometer 2014/15.*

These important projects are helping to inform national policy and prevention approaches. They are a small part of ongoing collaborative work that we will continue to pursue to encourage greater awareness and understanding of how to achieve psychologically healthy and safe workplaces.

Evidence activities

Contributing to

> corporate plan—strategy 3
> operational plan—activities 3 and 4

Highlights

> published five research reports and seven statistical publications on issues such as psychosocial hazards and musculoskeletal disorders
> collaborated with research institutions to progress research on key work issues
> utilised the Emerging Issues Program to focus on the future of WHS
> responded to over 400 enquiries for statistical information
> led the review of the AMR to revitalise its objectives and improve accessibility

In 2016–17, Safe Work Australia rebuilt and refreshed its evidence function. Analysis of work to date showed an opportunity to focus on delivering practical research and data to better inform policy, programs and practice in national WHS and workers' compensation.

With the changing nature of work and workplaces, we are looking at new ways that the information we collect and analyse can be used to understand the challenges that are likely to arise in the future.

Our 2016–17 Evidence Work Plan focused on finalising work in progress and the release of a range of evidence reports, publications and insights into WHS and workers' compensation.

WHS research

Our 2016–17 research on WHS issues was conducted in line with the Evidence Work Plan.

Australian Work Exposure Studies

Since 2014 we have collaborated with Dr Lin Fritschi, of the Curtin University of Technology, on the Australian Work Exposure Studies (AWES) project. The AWES project uses tailored surveys to infer potential exposures to disease-causing hazards such as carcinogens and asthmagens.

In 2016–17, a summary report on the prevalence of exposure to asthmagens was published on our website.

Six additional reports were published in previous years examining exposures to carcinogens within specific industries, and researchers have published 18 journal articles using the AWES data.

Our work on the AWES project was completed in 2016–17. The final two reports on the burden of occupational cancer and asthma will be finalised in 2017–18.

The success of the AWES approach was recognised in August 2016 when the European Agency for Health and Safety at Work announced it has commissioned a study to assess the feasibility of an AWES-based approach for use in Europe.

Personality and Total Health through Life

The Personality and Total Health through Life (PATH) project is a large, ongoing community survey of residents of Canberra and Queanbeyan, with participants from three cohorts aged in their early 20s, 40s and 60s at baseline. We have worked in conjunction with the Australian National University (ANU) on the PATH project for a number of years.

Participants have been reinterviewed every four years since 1999. The survey contains a wealth of information, including data enabling investigation of the intersection between work and health such as measures of work-related issues like bullying, injury, psychosocial environment, sedentary behaviour, shift work, days out of role and early retirement.

In 2016–17 Safe Work Australia and the ANU analysed the PATH data to develop an understanding of the impact of psychosocial factors on early retirement.

People at Work

We continued our longstanding involvement in the People at Work (PAW) project run by Workplace Health and Safety Queensland. We take an active role in the project governance committee, which is working towards making the PAW tool and resources available online to businesses wishing to assess psychosocial risks in their workplace.

In 2016–17, the HWSA formed a working group to provide a forum for the project to continue. Copies of the PAW tool and resources have been made available to download from the Workplace Health and Safety Queensland website.

To further promote the PAW tools and resources, we are looking to include the PAW project in our VSS.

Australian Workplace Barometer

The Australian Workplace Barometer project was completed at the end of 2016, with the publication of two reports on our website:

> *Bullying and harassment in Australian workplaces: Results from the Australian Workplace Barometer 2014/15*. This report estimated the prevalence of work-related bullying and harassment in Australian workplaces, and revealed that since 2009–10 the prevalence of bullying has increased to approximately 9.7 per cent of workers.

> *Psychosocial safety climate and better productivity in Australian workplaces: Costs, productivity, presenteeism, absenteeism*. This report quantified the cost of poor organisational commitment to psychological health and safety. It also highlighted the productivity benefits and gains to worker wellbeing that can be achieved by addressing mental health in the workplace.

New projects commenced in 2016–17

Australian Research Council linkage grant: working longer, staying healthy

In 2016–17, Safe Work Australia committed to providing in-kind support to this project as a partner organisation and through participation on the project reference group.

A multi-institution agreement was signed by all research partners in December 2016.

This project comprises a number of sub-studies aimed at providing the evidence needed to design policy and workplace interventions to accommodate older workers.

Centre of Excellence on Population Ageing Research

In September 2016, the Australian Research Council awarded a seven-year funding extension to the Centre of Excellence on Population Ageing Research, to commence in mid-2017.

The centre will examine the challenges in creating good work for mature workers, and seek to identify the kinds of work that preserve physical and mental capacity among mature workers.

In 2016–17, Safe Work Australia committed to providing in-kind support for the first three years.

Emerging Issues Program

Our Emerging Issues Program is an avenue to identify and monitor key issues that may require a proactive national policy response.

In 2016–17, we focused on three areas: sedentary work, working in heat and the future of work.

Sedentary work

We actively contributed to the development of the University of Queensland's *Be Upstanding* champion toolkit. This world-first resource is designed to reduce sitting time by providing workplaces with best practice guidance using multimedia materials.

In 2017–18, we will work with the University of Queensland to refine the toolkit and showcase it in the VSS.

Working in heat

The increasing intensity and duration of heat waves present potential serious health and safety risks.

After reviewing existing guidance material and recent research it was agreed there was a need for nationally consistent guidance to help duty holders better manage health and safety risks. This guidance is under development and will be finalised befroe summer 2017–18.

The future of work

The unprecedented level of change in the nature of work and the rapid growth of disruptive technology is likely to have implications for WHS and workers' compensation. Safe Work Australia commissioned CSIRO's Data61 team, the 2016 authors of Tomorrow's Digitally Enabled Workforce, to revisit the report to identify WHS and workers' compensation implications. The project focuses on:

> information and communications technology
> digitalisation
> artificial intelligence
> robotics, and
> the associated rise of new economic structures and business models that utilise these advances.

CSIRO will provide the final report to Safe Work Australia later in 2017.

Data and analysis

We play a key role in developing evidence-informed policy through the compilation and analysis of three national data collections:

> the National Data Set for Compensation-based Statistics (NDS)
> the work-related Traumatic Injury Fatalities (TIF) collection, and
> the Comparative Performance Monitoring (CPM) program.

The collections have a variety of data sources including administrative data provided by jurisdictions, fatality data from the National Coronial Information System and employment data from the Australian Bureau of Statistics (ABS).

In addition to the three main data collections, we access other relevant data sources to supplement and augment current knowledge of work-related injuries, diseases and fatalities. These data sources include disease and injury statistics from the Australian Institute of Health and Welfare, information on mesothelioma from the Australian Mesothelioma Registry (AMR), and survey-based data on work-related injuries from the ABS.

Our data and analysis activities were undertaken in accordance with the *Evidence Work Plan*. Key activities included maintenance and progressive development of data collections, delivery of a statistics enquiry service, and production of a suite of statistical publications.

National Data Set for Compensation-based Statistics

The NDS provides uniform and nationally comparable indicators of WHS performance and experience. The NDS data collection has operated for over 30 years and despite two revisions to the data collection framework, provides an unparalleled time series of information on work-related injuries in Australia.

The NDS is compiled annually from administrative data associated with workers' compensation claims made under workers' compensation laws. NDS data has an approximate two year lag time due to the time needed to process claims, and code and compile a national data set. Therefore, in 2016–17, the latest available NDS data was for claims lodged in 2014–15.

Fatality data collections

We collect information on TIF from a number of different sources, including:

> notified fatalities from WHS jurisdictions—this data is published monthly in the Notifiable Fatality report
> the NDS, which holds information on compensated fatalities resulting from injuries
> the National Coronial Information System, which includes records of all unexpected fatalities in Australia, and
> media reporting.

This data is combined to compile the TIF data set. It is the most comprehensive and accurate source of work-related injury fatalities data in Australia.

We also compile data on fatalities associated with the use of quad bikes, which is published on QuadWatch—a microsite of our website www.safeworkaustralia.gov.au/quad-bikes.

Comparative Performance Monitoring

We maintain a data collection and reporting program that compares the performance of WHS and workers' compensation schemes in Australia and New Zealand. The CPM program was established in 1998 and is supported by a Data Providers Network involving representatives from Australian jurisdictional authorities and New Zealand. The CPM collection is complemented by the NDS and TIF collections.

In 2015–16, a review of the CPM program was completed and 19 recommendations were made. This review followed substantial changes to WHS and workers' compensation arrangements across jurisdictions over recent years. Some of the recommendations were implemented in 2016–17, and the remaining recommendations will be implemented between 2017–18 and 2019–20.

Key reports

Four major statistical reports were published during 2016–17:

- *Australian workers' compensation statistics 2014–15* summarises statistics from the NDS for non-fatal workers' compensation claims by key employment and demographic characteristics. It includes a chapter comparing the characteristics of serious claims for metropolitan, regional and remote areas.
- *Work-related traumatic injury fatalities, Australia 2015* is published annually and provides comprehensive statistics on work-related traumatic injury fatalities in Australia, including both workers and bystanders. Information for this report was sourced from the TIF collection.
- *2016 Comparative Performance Monitoring report (18th edition)* contains the latest NDS data and jurisdictional performance against agreed indicators. The 18th edition of this annual report includes new indicators consistent with a number of recommendations of the review.
- *Comparison of workers' compensation arrangements in Australia and New Zealand* complements the CPM report. It is an annual report on the operation of workers' compensation schemes in each of the Australian jurisdictions and New Zealand. It is a valuable resource and essential guide for those in the workers' compensation field.

Other statistical publications in 2016–17:

- *Road transport industry profile*
- *Work health and safety in the agriculture industry*
- *Statistics on work-related musculoskeletal disorders*
- *A comparison of work-related injuries among shiftworkers and non-shiftworkers.*

International comparison

We are currently undertaking a construction industry pilot project to identify international WHS best practice for possible application in Australia. Analysis of international data has enabled identification of high-performing countries in relation to construction industry WHS outcomes, and analysis of the WHS approaches in these countries now being conducted.

This work will result in an overview of the strategies and initiatives implemented in other countries that could be used to inform the design of appropriate WHS measures and interventions in Australian WHS jurisdictions.

Once the pilot is complete Members will decide whether the project should be expanded to include the remaining priority industries under the Australian Strategy.

National Return to Work Survey

We manage the National Return to Work Survey on behalf of Australian and New Zealand jurisdictions. This biennial survey collects information through interviews with over 4,000 injured workers with a workers' compensation claim in Australian jurisdictions (excluding the ACT) and New Zealand. The survey is co-funded by Safe Work Australia and participating jurisdictions.

The third survey was conducted in April 2016. During 2016–17, we analysed the 2016 results and published a summary of the results on our website. Preparations are under way for the next survey, to be conducted in 2018.

We are preparing a series of reports and fact sheets examining the relationship between certain variables and return to work outcomes in previous survey results (see page 64).

In 2017–18 we will make de-identified data from previous surveys available on the Australian Data Archive, which means the data will be available free of charge to academic researchers and other users.

Statistical enquiries service

Our statistical enquiries service responded to over 400 enquiries in 2016–17. Most enquiries are answered with customised responses within three days. The service enables us to make our statistical assets and resources available to a range of stakeholders with an interest in WHS and workers' compensation.

Outlook for 2017–18

In addition to continuing to deliver on Safe Work Australia's core evidence functions, over the next 12 months we will continue to work with stakeholders to develop a forward-thinking, strategic and practical approach to our evidence agenda.

This will include:

> exploring opportunities to increase the availability and accessibility of Safe Work Australia's national statistics through our website

> transforming the structure and format of key reports to ensure they are accessible and deliver value to a broader audience

> targeting evidence work, including research, to provide outputs that are aligned and contribute to the Safe Work Australia policy agenda, and

> enhancing existing consultative mechanisms to increase awareness of the evidence and evaluation activities being undertaken by jurisdictions and social partners, and fostering opportunities for collaboration.

Australian Mesothelioma Registry

Until the mid-1980s Australia was one of the world's biggest users of asbestos. As a consequence a large amount of asbestos is still present in Australian buildings and other infrastructure. Exposure to asbestos is the predominant cause of mesothelioma, an aggressive form of cancer that arises in the membranous tissue that surrounds the heart, lungs, gastrointestinal and urogenital organs and lines the chest and abdominal cavities.

There is currently no cure for mesothelioma and while the latency period for the disease is generally 30 to 40 years, the progression of the disease once diagnosed is usually rapid. Average life expectancy from diagnosis to death is nine months, and even with aggressive treatment, few people survive longer than two years.

Given the high use of asbestos in the past, Australia has one of the world's highest rates of mesothelioma. Since 2012, on average 721 people have been diagnosed with mesothelioma each year, while an average of 630 mesothelioma patients have died each year.

Safe Work Australia established the AMR in 2011 to provide a body of evidence and source of data around mesothelioma and asbestos exposure. Managed by the Cancer Institute of New South Wales with input from the Monash Centre for Occupational and Environmental Health, the AMR contains information on all new cases of mesothelioma and the occupational and environmental exposure to asbestos in individuals diagnosed with mesothelioma.

The purpose of the AMR is to provide a national data set of mesothelioma cases that can be used by those working to reduce the incidence of mesothelioma and deal with the asbestos present in Australia. The AMR's asbestos exposure information supports and informs research, operational activities, policy and program development and public awareness and educational campaigns.

The data collected by the AMR is reported annually. The 2015 report was published in September 2016, and the 2016 report is expected to be published in the second half of 2017.

In 2016–17, Safe Work Australia continued to fund and manage the contract to deliver the AMR, including active participation on the AMR Management Committee. In addition, an independent review of the AMR was finalised in 2016–17, evaluating the AMR's success in achieving its objectives and ensuring effectiveness, efficiency and value for money.

As a result of the review findings, new arrangements for the AMR were agreed by Safe Work Australia Members and will be implemented early in 2017–18. These include a revised statement of purpose and objectives for the AMR. The AIHW was chosen to manage the AMR from 2017–18 onwards. This institute, with its long and established track record of compiling, maintaining and reporting on complex health-related data sets, is well placed to continue the valuable work of the AMR. Safe Work Australia thanks the Cancer Institute of New South Wales for its excellent work in establishing and managing the AMR over the past six years.

Work health and safety statistics

Traumatic injury fatalities for 2016

182 workers
1.5 fatalities
per 100,000 workers

The fatality rate has **reduced by 49%** since 2007

Highest fatality industries in 2016

Transport, postal and warehousing

47 fatalities

7.5 fatalities per 100,000 workers

The fatality rate has **reduced by 51%** since 2007

Agriculture, Forestry and Fishing

44 fatalities

14.0 fatalities per 100,000 workers

The fatality rate has **reduced by 7%** since 2007

Construction

35 fatalities

3.3 fatalities per 100,000 workers

The fatality rate has **reduced by 31%** since 2007

Total economic cost of work-related injury and disease

estimated to be $61.8 billion (4.1% of GDP) for the 2012–13 reference year.

Serious claims in 2015–16

104,770 serious claims

9.3 serious claims per 100,000 employees

Change in serious claims between 2005–06 and 2014–15

15% reduction in number of serious claims

30% reduction in incidence rate claims per 1,000 employees

All priority industries under the Australian Strategy have witnessed reductions in the incidence rate of serious claims per 1,000 employees between 2005–06 and 2014–15:

- **-25%** Agriculture, forestry and fishing
- **-36%** Transport, postal and warehousing
- **-37%** Manufacturing
- **-27%** Construction
- **-21%** Health care and social assistance
- **-32%** Public administration and safety
- **-26%** Accommodation and food services

Model work health and safety laws

Contributing to

> corporate plan—strategies 4 and 5
> operational plan—activity 5

Highlights

> finalised amendments for the WHS requirements for inorganic lead
> began reviewing Workplace Exposure Standards
> implemented the GHS
> updated guidance on workplace bullying for both workers and managers
> published the model Code of Practice: *Managing risks in stevedoring*
> commenced the review of the model Codes of Practice

In 2016–17, we continued our work on the model WHS laws and supporting materials to help achieve healthy safe and productive workplaces.

Implementation and review of the model WHS laws

The model WHS laws were first implemented in 2012 by the Commonwealth, New South Wales, Queensland, Australian Capital Territory and the Northern Territory governments. South Australia and Tasmania implemented the model WHS laws in 2013. Victoria and Western Australia have not yet implemented the model WHS laws.

Consistent with the decisions of WHS ministers, we are preparing for the review of the content and operation of the model WHS laws in 2018. WHS ministers' approval of the terms of reference for the review will be sought in mid-2017.

Examination of the model WHS laws

In May 2014, the COAG asked WHS ministers to examine ways to improve the model WHS laws, with a particular focus on reducing regulatory burden. We assisted WHS ministers by drafting the COAG report *Improving the model work health and safety laws* and an accompanying decision Regulation Impact Statement (RIS). The COAG report and decision RIS formed the basis for the amendments to the model WHS laws that were published in August 2016.

In drafting the COAG report, WHS ministers tasked Safe Work Australia with reviewing the model WHS Regulations separately to identify opportunities to reduce regulatory burden to businesses. In 2016, we finalised the report and Decision RIS *Reducing regulatory burden in the model Work Health and Safety Regulations*, which recommended a number of amendments to the model WHS Regulations. WHS ministers agreed to 16 amendments to the model WHS laws and we are currently progressing these amendments.

Evaluation of WHS laws

Over the past five years, we have conducted a wide range of research as part of the Evaluation Plan. The Evaluation Plan is in its final year.

In 2016–17, the final survey, *Health and Safety at Work*, was conducted. The survey was sent to a nationally representative sample of 10,000

businesses across Australia, with more than 2,450 businesses responding.

The survey sought answers to questions including:

> the cost of WHS activities undertaken in businesses
> the broader impacts of WHS expenditure, and
> businesses' motivations for WHS expenditure.

We will analyse the survey outcomes and prepare a report on the findings in 2017–18.

Review of the model WHS Regulations for diving work

In 2015, we began a review of the model WHS Regulations for diving work. The review examined the adequacy and appropriateness of the regulatory framework for diving. Consultation revealed a variety of viewpoints from diving work participants across a number of industries which has hampered progress on the review. In 2016–17, Safe Work Australia Members considered options to address the concerns identified during the review. The review will conclude by mid-2017.

WHS requirements for inorganic lead

In December 2016, based on the outcomes of a Decision RIS, WHS ministers agreed to amendments to the model WHS Regulations for inorganic lead. Amendments to the model WHS Regulations are currently being prepared and will be provided to WHS regulators for implementation in 2017–18.

Review of model Codes of Practice

Safe Work Australia agreed that the model Codes of Practice would be reviewed every five years. A review commenced in February 2017 on 23 model codes that were published in 2011–12. The review has a narrow scope—it will seek to identify and address any technical errors or out-of-date information, and anything that makes information in the model codes difficult to access, understand or apply. Work on the review will continue throughout 2017–18.

Model Code of Practice: Managing risks in stevedoring

In December 2016, we published the model Code of Practice: *Managing risks in stevedoring*. The model code was unanimously supported by WHS ministers and is the first new model code published since 2012. It has already been adopted as an approved code of practice in South Australia and Tasmania.

The model code covers the safe loading and unloading of vessel cargo, stacking and storing on the wharf, and receival and delivery of cargo within a terminal or facility.

The model code is the product of a number of years of work including extensive consultation. We conducted two public consultation periods on the draft model code and worked with an advisory group to ensure the model code provides appropriate guidance on managing WHS risks in the stevedoring industry.

Information sheet on Australian and other standards

In December 2016, we published the information sheet *Australian and other standards*. This guidance aims to minimise misconceptions about the role and status of Australian and other standards referenced in model WHS

Regulations and model codes. There are no standards referenced in the model WHS Act.

Revised bullying and harassment guides

In September 2016, we published two revised guides on workplace bullying to provide greater guidance for managers and workers on:

> improving transparency when dealing with reports of workplace bullying
> demonstrating management commitment when identifying, preventing and responding to workplace bullying
> designing safe systems of work to reduce the risk of workplace bullying, and
> unlawful discrimination.

Both guides were updated for consistency with Australian workplace relations and anti-discrimination laws.

Implementation of the GHS

Australia's five-year transition to the GHS ended on 31 December 2016. The GHS updates Australian requirements for chemical classification and hazard communication in line with international best practice.

In 2016–17, we published guidance materials to help duty holders comply with the new requirements. A new guide to help duty holders classify hazardous chemicals is planned for 2018, and the model codes supporting the GHS are being reviewed to ensure they continue to provide accurate and useful advice to duty holders.

A number of implementation issues arose during Australia's transition to the GHS, which we worked cooperatively to resolve. A significant issue was the application of the GHS labelling requirements under the model WHS laws to agricultural and veterinary chemicals that are also required to be labelled in accordance with the scheme administered by the Australian Pesticides and Veterinary Medicines Authority.

To resolve this issue, amendments were made to the model WHS Regulations to reduce the regulatory burden for manufacturers and importers of agricultural and veterinary chemicals while ensuring worker health and safety was not reduced. The amendments had the following effects:

> veterinary medicines listed in Schedule 8 of the Poisons Standard and veterinary medicines listed in Schedule 4 of the Poisons Standard when in a form and packaging consistent with direct administration to animals, are not required to be labelled in accordance with the GHS
> duty holders do not need to duplicate health or safety information that already exists under a separate labelling scheme, and
> GHS labelling requirements are not required in relation to hazardous chemicals, including agricultural and veterinary chemicals already in the supply chain.

Guide to managing risks of exposure to carcinogens in the workplace

This new guide provides information on how to manage health and safety risks associated with the storage, handling, use and disposal of chemical carcinogens in the workplace. It explains specific duties related to prohibited or restricted carcinogens under WHS laws and supplements existing guidance on managing risks associated with hazardous chemicals.

Updates to guidance material

During 2016–17 we updated various guidance material, including:

- Model Code of Practice: *Managing Risks of Plant in the Workplace*
- *General guide to managing risks of machinery in rural workplaces*
- guidance material for cranes, and
- guidance material for amusement devices.

Ongoing development

Guidance to improve the understanding of officers' duties

The 2014 COAG report*, Improving the model work health and safety laws*, recommended additional guidance be developed to improve the understanding of officers' duties and standards of due diligence.

We are developing national guidance on officers' duties in response to the COAG recommendations. The guidance will be aimed at smaller business owners and operators, and comprise short fact sheets and videos with practical advice and information. This material will be developed in 2017–18 and published on our website.

High-risk work licensing

In 2016–17, we engaged with WHS regulators to share information and facilitate understanding of harmonisation issues relating to high-risk work licensing and the National Assessment Instruments (NAIs) used to assess worker competency to perform high-risk work.

The NAIs are regularly reviewed for accuracy, currency of content and useability, and in December 2016 we began such a review. A Temporary Advisory Group comprising representatives from Commonwealth, state and territory regulators and social partners was convened to undertake the review. We continue to support the review by providing secretariat services for the group and contributing editorial assistance to maintain consistency and improve readability of the 29 NAIs. Vocational education and training (VET) sector issues relating to skills and training are not within Safe Work Australia's powers and functions, and therefore Safe Work Australia's lack of control and influence over the NAI process has hampered progress with this review.

We undertook activities to enhance the quality of training for high-risk work licences, including:

- establishing closer working relationships with the Commonwealth Department of Education and Training, the Australian Skills Quality Authority and the Skills Services Organisations responsible for developing training packages for high-risk work
- advocating for improvement to general construction induction (White Card) training
- assisting with the translation of a number of units of competency for high-risk work to the COAG-endorsed National Skills Standards Council template, and
- improving information available on our website about high-risk work licensing.

Prefabricated concrete elements

In consultation with industry and technical specialists we are progressing work to finalise a guide for prefabricated concrete elements including tilt-up methods in building construction. The guide will be released in 2017–18 along with supporting material, such as mobile and tablet compatible infographics and short videos delivering key safety messages.

Quad bikes

Each year there are thousands of serious work-related injuries and a number of fatalities in the agricultural sector. In 2012 agriculture was made a national priority under the Australian Strategy. Quad bikes, which are a leading cause of death and injury in this sector, are an ongoing focus for Safe Work Australia.

A nationally consistent, evidence-informed approach to quad bike safety is key. We actively facilitate policy discussion and information sharing between regulators and stakeholders on quad bike data and research, information on safe use training and jurisdictional responses like rebate schemes.

The *General guide for managing risks of machinery in rural workplaces* and the *Quad bikes in rural workplaces* information sheet will be updated to reflect the latest research. Importantly, they now include information on risk assessment and installation of crush protection devices.

Our website and the national QuadWatch microsite, which we manage, provide information on quad bikes to inform understanding of the risks associated with their use. This includes fatality and incident data, publications, infographics, videos, guidance material, information on training and protective equipment, and jurisdictional resources. These continue to be extremely popular with users across Australia.

We are an active member of Farmsafe Australia, providing financial support for its secretariat to ensure this important group remains viable. Farmsafe Week, held in July each year, remains an important event in our communications calendar.

In response to recent coronial inquests into quad bike deaths held in Queensland, New South Wales and Tasmania, Safe Work Australia wrote to Senator the Hon Michaelia Cash, Minister for Employment, seeking support for the Commonwealth Department of Employment to establish an interdepartmental committee to improve quad bike safety. Senator Cash established an interdepartmental committee with cross-jurisdictional and cross-portfolio representation, including Safe Work Australia. The interdepartmental committee has been tasked with progressing a safety rating system to improve quad bike safety.

The Hazardous Chemical Information System

On 1 January 2017, the GHS became mandatory in most Australian jurisdictions. This system provides an internationally consistent framework for chemical classification and hazard communication. A new hazardous chemical database—the Hazardous Chemical Information System (HCIS)—was prepared to support the introduction of the GHS. It replaced the HSIS, which was based on now outdated criteria.

The HCIS is a database of information on chemicals that have been classified in accordance with the GHS. It contains the classifications and labelling information for over 4,500 chemicals, and workplace exposure standards for 690 airborne contaminants.

The HCIS helps duty holders with compliance by providing up to date and easily accessible hazard classifications and labelling elements for a range of hazardous chemicals. We regularly update the HCIS with new information from leading international bodies, such as the Commonwealth Department of Health and the European Chemicals Agency, and monitor the quality of the information to ensure accurate guidance is provided.

Since 1 January 2017, the HCIS has tracked over 222,000 page views with over 21,000 users. Over 50 per cent of users return to the site, indicating repeated use of the resource and highlighting both the value of the HCIS and the usability of the database search function. Since January 2017 the site has averaged over 1,000 views a day.

The access patterns indicate that the HCIS was used extensively by duty holders in the transition to the GHS, contributing to the effective control and management of hazardous chemicals throughout Australia.

Views by month on the HCIS webpage are:

Month	Total Views
Jan-17	3,093
Feb-17	34,903
Mar-17	45,254
Apr-17	33,924
May-17	39,330
Jun-17	35,266
Total	191,955

Workers' compensation arrangements

Contributing to

> corporate plan—strategy 6
> operational plan—strategy 6

Highlights

> established a National Permanent Impairment Coordinating Committee
> developed a draft best practice framework for claims management of psychological injuries in the workers' compensation sector

We continue to work with our stakeholders to identify projects that will improve consistency in workers' compensation arrangements across Australia. Key projects in 2016–17 were in the areas of permanent impairment and return to work.

Assessment of permanent impairment

We developed and implemented nationally consistent arrangements for the assessment of permanent impairment resulting from an injury or disease within the context of workers' compensation. This work was approved by WHS ministers and the scope was endorsed by Safe Work Australia Members.

In 2014, we developed template *National Guidelines for the Evaluation of Permanent Impairment*. To date, New South Wales, Queensland and Western Australia have adopted new guidelines based on our template.

Supporting materials were developed for workers' compensation authorities that adopt the template National Guidelines, including a training package to use when training permanent impairment assessors.

We also established a National Permanent Impairment Coordinating Committee that will oversee amendments and improvements to the template National Guidelines and training package. The Coordinating Committee will meet for the first time in late 2017.

Return to work

We use data from the National Return to Work Survey to prepare reports and fact sheets. Previous survey results are being examined to identify the relationship between certain variables and return to work outcomes.

Reports scheduled to be finalised and published in late 2017 include:

> *Return to Work in Psychological Injury Claims* and the follow-up report *Return to Work: A Comparison of Psychological and Physical Injury Claims.* These two reports use combined 2013 and 2014 National Return to Work Survey results to investigate the return to work of people with psychological injuries.
> Summary Research Report: *Age Analysis*, which uses 2013 and 2014 National Return to Work Survey results to examine how differences in age can impact the experiences of injured workers in the workers' compensation claim process.

We will continue to monitor National Return to Work Survey results and prepare additional reports on relevant national policy issues.

General practitioners

We commenced a project to help general practitioners achieve better health and return to work outcomes for injured workers. This project seeks to provide clarification on the role of the general practitioner in the workers' compensation system, and to identify solutions to overcome barriers general practitioners face in dealing with that system. This work will be finalised in 2017–18.

Outlook for 2017–18

In 2017–18, we will begin a further series of projects aimed at improving the return to work outcomes of injured workers. We will also continue to:

> develop a best practice framework for claims management of psychological injuries in the workers' compensation sector

> de-identify data from the National Return to Work Survey and make this available through the Australian Data Archive in late 2017

> cofund, with WorkSafe Victoria, a three-year Institute of Safety Compensation and Recovery Research study to examine the impact of workers' compensation system policy and practice on return to work in Australia, New Zealand and Canada. The Compensation Policy and Return to Work Effectiveness Project is scheduled to finish in early 2018, and

> work with the National Permanent Impairment Coordinating Committee and have an ongoing role in relation to permanent impairment to ensure the template National Guidelines and the National Permanent Impairment Assessor's Training Package are maintained and updated.

Explosives

Contributing to

> corporate plan—strategy 7
> operational plan—activity 7

Highlights

> WHS ministers agreed to progress reforms agreed in the Explosives Regulation in Australia: Decision Regulation Impact Statement
> developing nationally consistent policy approaches to the four reform areas of explosives regulation.

Each jurisdiction in Australia has its own system for regulating explosives. The need for a nationally consistent explosives framework, where there are clear benefits to be derived, was recognised and approved by COAG. In March 2015, COAG senior officials agreed that WHS ministers would move forward on nationally consistent explosives regulation. WHS ministers asked Safe Work Australia to undertake this work on their behalf.

In 2016–17, we developed the *Explosives Regulation in Australia Decision Regulation Impact Statement* (decision RIS) for WHS ministers' decision.

This work is a result of extensive consultation to find out how businesses were impacted by differences in explosives legislation and administrative requirements across jurisdictions.

WHS ministers agreed to the preferred option in the decision RIS, which is to progress a nationally consistent approach in four key areas: the definition of explosives, the licensing framework, notification processes and the explosives authorisation process. The decision RIS identifies the proposed reforms that will provide the greatest net benefit to the community, in keeping with COAG's directive that reforms deliver clear benefits.

Following this decision, Safe Work Australia continued its work with SIG-Explosives to develop nationally consistent policy approaches for the four reform areas, with a view to presenting policy proposals to WHS ministers in early 2018 for consideration.

International activities

Contributing to

> corporate plan—strategy 8
> operational plan—activity 8

Highlights

> hosted Singapore's Minister of State for the Prime Minister's Office and Manpower and 16 other government officials and industry partners
> led Australia's delegation to the United Nations Sub-Committee of Experts on the GHS
> attended Singapore's Workplace Safety and Health Conference

We maintained an active presence internationally and continued to strengthen relationships with key international stakeholders throughout 2016–17.

International liaison and engagement

We liaise with other countries and international organisations on matters relating to WHS and workers' compensation, including representing Australia on international matters. International engagement activities allow Australia to contribute to global efforts to improve WHS and learn from other countries to inform national policy and practice in Australia.

In August 2016, our Chief Executive Officer, Ms Baxter, participated in the 5th meeting of Singapore's International Advisory Panel (IAP) for Workplace Safety and Health. As a member of the IAP, Ms Baxter shared her expertise and Australia's approaches to managing Australia's WHS challenges. The meeting was highly productive, with the IAP members making nine recommendations to support Singapore's *Workplace Safety and Health 2018 Plus Plan*. The recommendations were accepted by Minister of State for the Prime Minister's Office and Manpower, Mr Sam Tan Chin Siong, on behalf of the Singaporean Government. In November 2016, Safe Work Australia hosted Minister Sam Tan and an accompanying delegation on a study tour (see the feature story on page 69).

Concurrent with the 2016 IAP meeting, Ms Baxter attended the Workplace Safety and Health Conference 2016. Ms Baxter moderated a symposium at the conference on 'Work ability and fitness for work – the way forward' and participated as a workplace safety and health dialogue panellist.

Safe Work Australia continues its role leading the Australian delegation to the United Nations Subcommittee of Experts on the GHS. This subcommittee is responsible for updating and improving the chemical classification and labelling system used by Australia and its major trading partners. The 32nd meeting of the subcommittee in Geneva finalised several revisions to the next edition of the GHS, including the development of new classification criteria for flammable gases. The meeting also

progressed several other bodies of work, such as the development of new international criteria and guidance on dust explosions, and guidance on non-animal testing.

Outlook for 2017–18

The XXI World Congress on Safety and Health at Work 2017 will be held from 3–6 September in Singapore. The world congress is a significant international event and attracts around 3,500 delegates, including senior officials, academics and practitioners, to discuss strategic WHS policy issues. The event is organised by the Occupational Safety and Health Division of Singapore's Ministry of Manpower in conjunction with the International Labour Organization and the International Social Security Association.

Safe Work Australia will host a symposium at the world congress titled 'The workplace diversity dimension of OSH'. The symposium will explore workplace diversity and globalisation, including areas such as migrant workers, assessing WHS hazards and risks through a diversity lens, and designing work to accommodate the diversity of all workers. Research and experiences will be shared by representatives from Italy, Singapore, Malaysia, Indonesia and Australia. Ms Baxter will co-moderate the symposium with Ms Kala Anandarajah, Deputy Chairperson of the Singaporean Work Safety and Health Council.

Safe Work Australia's involvement in the world congress will provide the opportunity to renew Australia's strong relationship with our Singaporean counterparts and form new connections with other international stakeholders.

In 2017–18, Ms Baxter will continue to represent Australia on the G20 Occupational Safety and Health Experts Network and contribute to the improvement of communication, coordination and information sharing between G20 countries. In September 2017, Safe Work Australia will participate in an Occupational Safety and Health Experts Network consultative meeting to discuss shared WHS policy and technical priorities. The meeting coincides with the world congress in Singapore.

Workplace Safety and Health Industry Visit to Australia by Singapore Delegation

Safe Work Australia hosted Singapore's Minister of State for the Prime Minister's Office and Manpower, Mr Sam Tan Chin Siong, along with 16 accompanying government officials and industry partners, from 15 – 16 November 2016.

The delegation visited Australia for just over a week, to learn about Australia's experience in legislating for officers' duties, incident notification and reporting of near misses, workers' compensation and return to work, the future of work, and health and safety in the building and construction industry.

Minister Sam Tan and fellow delegates met with senior representatives from Safe Work Australia. The group discussed Australian WHS laws and how they relate to officers' duties, the reporting of major incidents and near misses, and Australian workers' compensation and return to work. While at Safe Work Australia, delegates met with the Federal Safety Commissioner, Mr Alan Edwards, the Executive Director of the Executive Director of the Workplace Safety and Industrial Relations Division, WorkSafe ACT, Mr Michael Young, and the ACT Work Safety Commissioner, Mr Greg Jones.

Exploring these topics provided the delegates with insight to address the key priorities in Singapore's *Workplace Safety and Health 2018 Plus Plan* and the nine recommendations made by the International Advisory Panel to advance Singapore's WHS performance.

The delegation also attended the joint Department of Employment and Safe Work Australia Virtual Seminar Series live panel on the future of work, and met afterwards with Department of Employment Secretary, Ms Renée Leon.

Minister Sam Tan and delegates met with Safe Work Australia WHS and workers' compensation stakeholders, including WorkSafe SA, WorkCover WA, WorkSafe WA and Lendlease.

The meetings with Minister Sam Tan and his delegation provided an opportunity to share our perspectives on WHS and workers' compensation, and learn from Singapore's expertise and experience in the WHS field.

Mr Sam Tan Chin Siong, Minister of State for the Prime Minister's Office and Manpower, and Michelle Baxter, Chief Executive Officer, Safe Work Australia

Part five

Our organisation

Achievements in organisational effectiveness

This was the first year of implementation of our landmark, five-year culture change program: TRANSFORM. Guided by this program, we achieved significant outcomes in organisational effectiveness in 2016–17.

TRANSFORM gives effect to our vision, articulated in the corporate plan and the Australian Strategy, and our values. It sets out a framework and initiatives to:

> maximise productivity
> build leadership capability
> enhance policy and strategic capability
> attract and retain talent
> build a strong and resilient culture
> effectively embrace new technologies, and
> provide organisational and workforce flexibility.

In this first year of implementation we focused on getting the foundations of the agency right. The agency was restructured to better manage priority areas and projects, and enhance cohesion and flexibility.

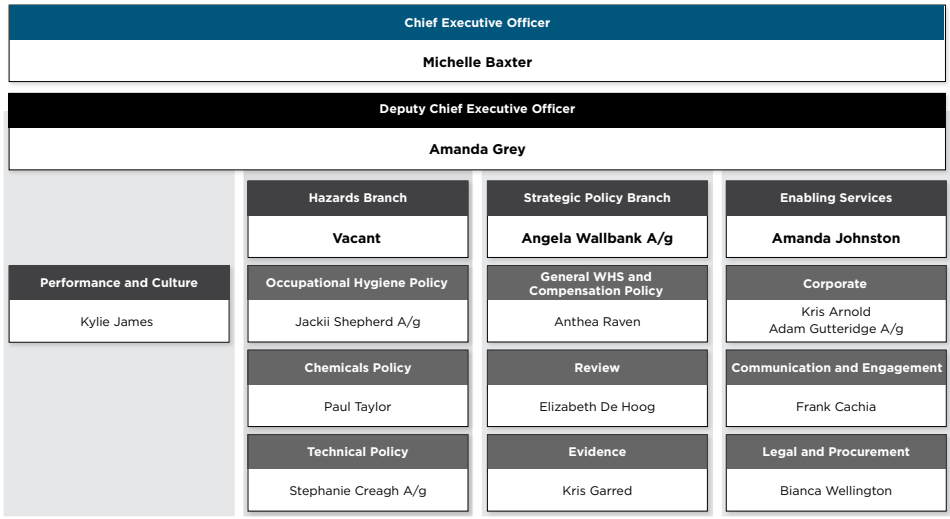
This was informed and complemented by new processes to determine and monitor work priorities across the agency and strengthen the planning and performance reporting framework. Underpinning all this are a raft of measures to ensure staff are supported and developed to their full potential.

Important achievements include:

> creating a Members' Project and Activity Dashboard and a Project Management Office
> launching the S*afe Work Australia People Strategy 2016–2019*, the *Diversity and Inclusion Strategy 2016–2019* and the *Lead and Grow Strategy 2016–2019*
> establishing the Employee Consultative Forum (ECF)
> implementing a range of important Australian Public Service Commission (APSC) initiatives focused on workforce planning, capability development, management structures, performance management and equity and diversity
> developing a new Communication and Engagement Framework, including development of a new staff intranet and external website
> reshaping the corporate area to offer a better service to the agency's executive and staff, and improving internal budget and finance management processes, and
> reviewing and updating all corporate policies to support the *Safe Work Australia Enterprise Agreement 2015–2018.*

Organisational structure

The structure of the agency as at 30 June 2017.



The Executive leadership team

Ms Michelle Baxter, Chief Executive Officer

Ms Baxter has been the Chief Executive Officer of Safe Work Australia since November 2013.

Ms Baxter brings more than 20 years of public sector experience to her positions as Member of Safe Work Australia and its subsidiary committees, a Commissioner of the Safety, Rehabilitation and Compensation Commission, and as the Commonwealth representative on the Asbestos Safety and Eradication Council. Ms Baxter has worked in many senior roles across the Australian Pubic Service (APS), including as Group Manager in the former Department of Education, Employment and Workplace Relations (DEEWR), Group Manager responsible for agency change with the Fair Work Ombudsman and Group Manager, COAG Taskforce with DEEWR. Ms Baxter has a Bachelor of Laws and a Bachelor of Arts from the ANU. She is admitted to practice as a barrister and solicitor in the Australian Capital Territory.

Ms Amanda Grey

As Deputy Chief Executive Officer of Safe Work Australia, Ms Grey manages the day-to-day operations of the agency. Ms Grey also provides strategic advice to the Chief Executive Officer to ensure the proper performance of Safe Work Australia.

Ms Grey's career in the APS spans more than 25 years in various policy, corporate and senior management positions. She has extensive experience in developing national policy relating to WHS, workers' compensation and workplace relations and has successfully represented Australia at various international forums on these topics. Ms Grey has also led the delivery of critical corporate governance services, including overseeing the development and passage of Safe Work Australia's enabling legislation and managing the human resource, financial and strategic planning functions of the business. Ms Grey has graduate and postgraduate academic qualifications in workplace relations, human resource management and public sector management.

Ms Amanda Johnston

Ms Johnston is Safe Work Australia's General Counsel and the Branch Manager of the Enabling Services Branch. She is responsible for leading the delivery of the enabling services for the agency, including the in-house legal team, human resources, finance and communications.

Ms Johnston has worked for the Commonwealth for 14 years and is an employment law specialist, having led the Employment Law practice in the Office of General Counsel in the Australian Government Solicitor and worked in the Workplace Relations Legal Group in the former DEEWR. Ms Johnston has a Bachelor of Arts (major in Industrial Relations)/Law (Hons) from the University of Wollongong and is admitted to the Supreme Court of the Australian Capital Territory.

Ms Angela Wallbank

Ms Wallbank is the acting Branch Manager of the Strategic Policy Branch. Ms Wallbank is responsible for developing policy and guidance relating to workers' compensation, and overseeing the development of WHS and workers' compensation data and evidence. She is also responsible for reviewing and improving the model WHS Act.

Ms Wallbank has been with Safe Work Australia since April 2017. She has worked across the Commonwealth, New South Wales and Canadian governments, with a focus on policy development and implementation roles. Ms Wallbank has a combined Bachelor of Economics/Bachelor of Business from the University of Queensland and is currently completing an Executive Master of Public Administration through the Australian and New Zealand School of Government.

Hazards Branch Manager

This position was vacant as at 30 June 2017. This branch develops policy and guidance relating to various workplace hazards and high-risk industries including construction, explosives and chemicals.

Agency employees

As at 30 June 2017, the agency employed 103 ongoing employees (90.86 full time equivalent (FTE)); 99 were employed on an ongoing basis and four were employed on a non-ongoing basis under the *Public Service Act 1999*. Of the ongoing employees, 12 were on long-term leave and one was on a temporary transfer to an external department.

In comparison, the agency had 101 ongoing employees and five non-ongoing employees in 2015–16.

The agency continues to support flexible working arrangements; 18 per cent of employees work part time. Although this has decreased from 21 per cent in 2015–16, other forms of flexible working arrangements were taken up, including condensed working weeks, purchased leave, working from home and remote working arrangements.

No staff identify as Australian Aboriginal or Torres Strait Islander.

The agency is located in Canberra, Australian Capital Territory. One employee splits their time working out of the Department of Employment's Adelaide State Office and working from home while two employees have a permanent working from home arrangement based in regional Australia.

The average age of Safe Work Australia's employees is 40, and 22 per cent of employees are over the age of 50.

Safe Work Australia employee age profile

Age profile (years)	Number of employees	Proportion (%) of total
Less than 20	1	1
20 – 25	5	5
26 – 30	15	15
31 – 35	21	20
36 – 40	19	18
41 – 45	11	11
46 – 50	8	8
51 – 55	13	13
56 – 60	7	6
61 – 65	3	3
66 – 70	0	0
71+	0	0

Safe Work Australia employees by classification and gender

Substantive classification	Total 2016–17	Full time		Part time		Total 2015–16	Total 2014–15	Total 2013–14
		Male	Female	Male	Female			
Graduate – APS 3	6	2	4	0	0	1	1	0
APS 3	1	1	0	0	0	0	0	0
APS 4	7	0	7	0	0	6	9	3
APS 5	11	2	6	0	3	12	13	21
APS 6	25	3	16	1	5	30	25	23
EL 1	34	8	16	4	6	38	43	40
Public Affairs Officer	0	0	0	0	0	0	0	1
Senior Government Lawyer	2	0	2	0	0	1	1	1
EL 2	11	4	7	0	0	10	16	11
Principal Government Lawyer	1	0	1	0	0	2	1	2
SES 1	2	0	2	0	0	4	2	3
SES 2	1	0	1	0	0	0	0	0
Chair	1	0	0	0	1	1	1	1
CEO	1	0	1	0	0	1	1	1
Total	103	20	63	5	15	106	113	107

Graduate program

Our second graduate was engaged in February 2016 and successfully completed the 12-month graduate program in December 2016. Following this success, we engaged six graduates as part of the 2017 graduate program. The graduates are educated in a range of different fields and bring a diverse range of skills and knowledge to the workplace.

The graduate program exposes graduates to a broad range of work placements and development opportunities and provides them with the necessary skills to work as a valued member of Safe Work Australia and the wider APS. Graduates participate in the APSC Graduate Development Program, which gives them with the opportunity to work on a major project, establish networks with fellow graduates across the APS and participate in challenging assessment activities. We will engage up to four new graduates in late 2017.

"You're joining a committed team who all come from a range of skilled professions."

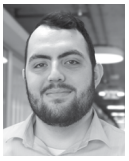
Cassie, 2016 Graduate Program
Bachelor of Law, Bachelor of Arts

"Work health and safety is a crucial component of Australians' lives and it's an exciting space to be in."

Stephanie, 2017 Graduate Program
Bachelor of Communication, Juris Doctor

"I was really interested to work in a field where legislation and policy intersect with health."

Jasmine, 2017 Graduate Program
Bachelor of Laws, Bachelor of Health Sciences



"All the work we do here directly affects the health and safety of workers in Australia."

Jon, 2017 Graduate Program
Bachelor of Occupational Health and Safety Science

Terms and conditions of employment and remuneration

Chief Executive Officer and Chair of Safe Work Australia

The remuneration of the CEO and the Chair of Safe Work Australia is set by determinations made under the *Remuneration Tribunal Act 1973* (Cth).

The Chief Executive Officer, Ms Baxter, was appointed on a full-time basis on 1 November 2015 for a further period of five years.

The Chair of Safe Work Australia, Ms Smith-Gander, was appointed on a part-time basis on 5 February 2016 for a period of three years.

Senior executive service employee's terms and conditions of employment

Senior executive service (SES) employee terms and conditions of employment are set by way of individual determinations made under section 24(1) of the *Public Service Act 1999.*

SES employees received a pay increase of two per cent on 12 January 2017, in line with the agency's non-SES employees.

Non-SES remuneration

As at 30 June 2017, all non-SES staff were covered by the terms and conditions of the enterprise agreement.

Performance pay

Agency employees do not receive performance bonuses or performance pay. Annual performance ratings determine the increase of annual remuneration for non-SES employees within the pay point increments of the enterprise agreement.

Safe Work Australia salary ranges for non-SES staff

Classification	Salary range
Graduate – APS 3	$61,841 to $64,406
APS 4	$67, 267 to $72,375
APS 5	$74,295 to $79,299
APS 6	$83,456 to $91,945
EL 1	$102,583 to $114,069
Senior Government Lawyer	$102,687 to $126,533
Public Affairs Officer	$116,889
EL 2	$120,884 to $144,902
Principal Government Lawyer	$137,863 to $148,704

Allowances and non-remuneration benefits

Over the course of 2016–17, Safe Work Australia agreed to three individual flexibility agreements with staff members on an ongoing basis to recognise the specialised skills they bring to their roles.

Allowances and non-remuneration benefits provided to non-SES employees under the enterprise agreement include:

- incremental advancement for meeting the criteria of the Performance and Development Scheme
- access to flexible working conditions
- temporary performance loading for performing work at a higher classification
- flexible remuneration and salary packaging
- Christmas close down from 12.30pm on the last working day before Christmas day until the first working day in January
- time off in lieu for executive level employees
- workplace responsibility allowance
- maternity, maternal, supporting partner, primary carer, parental, adoption and foster care leave
- community and Indigenous Australian languages allowance
- overtime meal allowance
- loss, damage and indemnity allowance
- travel allowance and motor vehicle allowances
- relocation assistance
- access to the Employee Assistance Program
- support for professional and personal development including the Study Assistance Scheme, and
- emergency duty and additional child care costs.

The enterprise agreement provides a full list of non-remuneration benefits.

People Strategy 2016–2019

2016-2020
SWA TRANSFORM

SWA People Strategy

The People Strategy is based on three key themes: Lead – Grow – Perform. Our investment in our people is to enable them to lead at any level, to develop and enhance their skills and capabilities and to perform at their optimal level.

Lead

GOAL 1:
DEVELOP GREAT LEADERS

Two major elements of TRANSFORM are leadership and mentoring programs which are designed to enhance the leadership capability of all our staff.

- Monthly Learn from Others Seminars - be inspired by the leadership journey of others.
- Staff present monthly TED Talks, on a leadership or workplace issue
- Provide opportunities for coaching of individual staff.

GOAL 2:
SHAPE A POSITIVE, RESILIENT CULTURE

The development by staff of our Agency Vision and Values, underpinned by the APS values, provide a strong foundation and guiding principles for our cultural journey.

- Reshape the Induction Program for new starters and returning staff
- Implement the Diversity and Inclusion Strategy and participate in the Gender Equality Network in Employment.
- Implement the Health and Wellbeing Strategy

Grow

GOAL 3:
ATTRACT AND RETAIN TOP TALENT

It is vital we attract and retain a diverse community of high quality staff at all levels with the relevant knowledge, skills, attitude and competencies to achieve excellence – for themselves and our agency.

- Develop and implement a recruitment policy that attracts high performing applicants
- Provide competitive remuneration arrangements, flexible working conditions, studies assistance and career development support.
- Award quarterly 'Walk the Talk' Awards to staff who have demonstrated our Agency Vision and Values.

GOAL 4:
ENHANCE CAPABILITY

The Agency's learning and development framework is designed to enable all staff to realise their full potential through core skills training, mandatory corporate training, on the job training, support for study goals and professional career development.

- Develop and implement a Leadership Program and Mentoring Program.
- Provide opportunities through the Career Development Assistance Program (CDAP).
- Implement the Lead and Grow Strategy. The Lead and Grow Strategy provides a foundation for the learning and development of all staff and is the cornerstone to enhancing organisational capability.

Perform

GOAL 5:
PROMOTE AND REWARD GREAT PERFORMANCE

Providing the environment, the incentives and the means to optimise individual performance is critical to achieving optimum outcomes for the Agency.

- Implement the Performance and Development Scheme which is supported by the Performance and Development Policy linked to our Agency Vision and Values.
- Implement a new Rewards and Recognition Scheme that encourages a focus on celebrating our achievements at an agency, Branch and individual level.
- Conduct staff information sessions to ensure open communication.

Vision & Values

EXCELLENCE **PEOPLE** **COMMUNICATION** **SERVICE**

Capability Development

Performance and development

We continue to make improvements to performance and development through our Performance and Development Scheme. Focus areas to achieve effective performance are:

> setting priorities, communicating them effectively and ensuring resource allocation remains consistent with these priorities
> providing clarity about strategic goals and priorities and ensuring this is reflected in an individual's Performance Development Agreement (PDA)
> providing meaningful and constructive feedback to all employees on performance on a regular basis, and
> ensuring regular conversations are held throughout the year between employees and managers.

Learning and development

The *Safe Work Australia Lead and Grow Strategy 2016–2019* outlines the learning and development opportunities available for staff. The Lead and Grow Strategy is a key element of the People Strategy and focuses on the agency's values, particularly the Excellence and People values.

The Lead and Grow Strategy categorises opportunities into three tiers—foundational, developmental and specialised. These tiers are designed to cover mandatory training, skill building (outside of formal training) and formal training. They complement each other and do not need to be completed consecutively.

Staff had access to an allocated budget for the individual learning and development opportunities that were identified as part of their PDA discussions. They also completed mandatory training in fraud awareness, risk management, WHS, and security through the agency's online learning platform.

The agency continues to offer study assistance and professional development to all staff:

> paid/unpaid leave to attend formal courses and conferences, and/or
> reimbursement of reasonable costs for pre-tertiary, vocational, undergraduate and postgraduate level courses, professional memberships and/or registrations.

Leadership

In 2016–17, we continued to build on the comprehensive leadership program introduced in 2015–16. Initiatives included:

> a regular 'Learn from others' seminar series
> a six-month pilot mentoring program that included formal mentor and mentee training for 20 staff
> coaching of staff by both external coaches and three internal executive level staff with formal coaching qualifications
> monthly leadership sessions delivered to all staff by an in-house leadership expert
> leadership conversations for the SES with high-profile and inspirational leaders
> TED (technology, entertainment, design) talks on various aspects of leadership for all staff

- regular communication to staff though 'Leadership learnings' and 'TRANSFORM top 4'
- a dedicated intranet page on TRANSFORM with a forward calendar of events, and
- external leadership programs to meet the specific needs of selected staff identified through the Performance and Development Scheme.

During 2017–18, further initiatives will be implemented including:

- a formal mentoring program across the agency following review of the pilot program
- funding of further coaching qualifications for selected executive level staff to enhance coaching of agency staff, and
- development and delivery of an agency policy development course and writing course.

Career development

During 2016–17, we introduced CDAP, a program that offers staff help with professional capability development and career opportunities, goals and pathways identified through their PDAs.

Opportunities available under the program include:

- development of an individual action plan that focuses on career goals
- one-on-one training
- career development workshops
- capability and learning needs assessment to provide information on ideal work environment, strengths behaviours, stress behaviours and interests
- temporary transfers and secondments to other APS agencies, where available
- arrangements to support study or attend training, and
- working with an external career transition provider for a set period of time.

Rewards and recognition

We built on our agency rewards and recognition program in 2016–17.

The CEO presented the Australia Day achievement medallions and certificates at a ceremony on 25 January 2017.

The Legal and Procurement team received the team award for being an integral part of the agency and providing advice and assistance on all legal and policy matters.

Ms Erin Kelly received the individual award for her outstanding individual contribution to the agency and willingness to take on procurement work in addition to her already busy, executive assistant role.

A new, regular 'Walk the talk' award was introduced, with 12 staff being nominated by their peers for their positive contribution to demonstrating the agency's vision and values in their day-to-day work.

Winners of the Australia Day Achievements Medallions and Certificates

Diversity and inclusion

Safe Work Australia has long been committed to providing a diverse and inclusive workplace.

In 2016–17, we launched the *Diversity and Inclusion Strategy 2016–2019* which sets out action plans for six diversity areas:

> people with disability
> Aboriginals and Torres Strait Islanders
> people from culturally and linguistically diverse backgrounds
> mature age employees
> lesbian, gay, bisexual, transgender, intersex and questioning, and
> gender equality.

Each action plan deals with five key areas:

> recruitment
> working arrangements
> workplace culture
> leadership, and
> communication.

Other important initiatives undertaken during 2016–17 included:

> continuing to be a member of the Australian Network on Disability (AND)
> Hosting the AND Small Agencies Forum, which brings together small APS agencies to share ideas and resources to help provide employment opportunities for people with disability
> sponsoring the 9th Annual National Conference of AND
> signing a three-year memorandum of understanding with the APSC to fund APS Indigenous employment programs
> committing to participate in the Jawun program run by the APSC, and
> participating in the Commonwealth Department of Employment's gender equality network, geniE.

Disability reporting

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australia Public Service Commission's State of the Service Reports and the APS Statistical Bulletin. These reports are available at www.apsc.gov.au. From 2010–11, departments and agencies have no longer been required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010–2020, which sets out a ten-year national policy framework to improve lives of people with disability, promote participation and create a more inclusive society. A high level, biannual report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. Reports can be found at www.dss.gov.au.

Communication and consultation

Staff intranet

In February 2017, after extensive consultation with workgroups and individuals, Safe Work Australia redeveloped the staff intranet to function as a user-driven digital workplace. Featuring user-generated spaces on the homepage—including a newsroom, discussion space, interactive event calendar and bulletin

board—the new intranet provides staff with easy access to the tools and information they need to do their jobs efficiently.

Employee Consultative Forum

The ECF was established in March 2016, following the start of the enterprise agreement. The ECF ensures the agency meets its requirements under the enterprise agreement, the *Fair Work Act 2009 (Cth)* and the *WHS Act 2011* (Cth).

The ECF is required to meet at least four times per year to discuss issues surrounding the implementation of the enterprise agreement, planned changes to employment-related policies and procedures, consultation, and discussion of WHS issues.

In 2016–17 the ECF provided feedback on a range of policies to support the enterprise agreement, APS census results and agency restructures. The ECF also trialled a new approach for record and information management for the agency.

Work health and safety

The agency is committed to providing a healthy and safe workplace for its employees so they can be and do their best. The following measures are in place to ensure employees are healthy, safe and supported at all times.

Employee support

WHS officer

The WHS officer works closely with the Health and Safety Representative (HSR) and Emergency Control Organisation to ensure a safe working environment. Annual workplace assessments are carried out to identify and address any WHS issues. This is in addition to regular reporting of incidents and near misses. The ECF reviews WHS incidents at its quarterly meetings.

HSR

The HSR and the Deputy HSR represent the health and safety interests of the agency's employees. The HSR and Deputy HSR, along with the WHS Officer, carry out biannual inspections of agency premises to identify any actual or potential health and safety concerns. The HSR works closely with the WHS Officer and the Corporate Team to identify and resolve issues as quickly as possible.

Contact officers

Employees have access to trained harassment contact officers, first aid officers, fire wardens, a dedicated equity and diversity officer and a WHS officer.

Employee Assistance Program

The agency provides employees and their families with access to the Employee Assistance Program, which is a free support service available to staff 24 hours a day, seven days per week.

Workstation assessments

The agency provides all employees with the option to have an assessment of their workstation set-up. Sit-to-stand workstations are provided for all employees and regular breaks are encouraged to minimise the risks related to sedentary work.

Early intervention and return to work support

The agency provides support for employees to ensure a smooth transition back to work or recovery from an injury or illness. In 2016–17 the agency helped a number of employees to return to work through working from home arrangements, graduated return to work and access to laptops. The agency is in the process of

developing a new Rehabilitation Management System, which will be underpinned by a new Rehabilitation and Return to Work Policy.

Managing absenteeism

The agency has continued to work with employees and management to understand and improve unscheduled absence rates.

The unscheduled absence rate to March 2017 was 11.4 days per FTE which was slightly below the APS average.

Additional health and wellbeing activities

The agency is committed to the health and wellbeing of employees and recognises that investing in this area provides significant benefits to the agency.

The *2017 Health and Wellbeing Strategy* includes the following initiatives and activities to promote health and wellbeing within the agency:

> corporate rate gym memberships, pilates and yoga classes
> recognition of awareness-raising days such as World No Tobacco Day, World Safety Day and Fatality Free Friday
> voluntary influenza vaccinations
> participation in Steps Australia's 10,000 Step Challenge
> promotion of healthy eating through internal events and access to fresh fruit for all staff, and
> annual wellbeing reimbursement for activities or equipment that help employees to lead a healthy lifestyle.

Employees were also invited to attend various health, wellbeing and safety activities during National Safe Work Month in October 2016.

WHS and workers' compensation claims

Under section 35 of the WHS Act, the agency is required to notify Comcare of any incidents arising out of the conduct of a business or undertaking that result in death, serious injury or serious illness of a person or involve a dangerous incident. No incidents were reported in the 2016–17 period.

In the 2016–17 reporting period the agency had no new workers' compensation claims lodged with Comcare.

Collaboration with other agencies

Outsourcing key functions

The agency had a Memorandum of Understanding (MoU) with the Shared Services Centre to deliver services including IT support, IT infrastructure and storage, library and mail services, payroll and personnel processing, until a machinery of government change to the Shared Services Centre was announced in October 2016. On 1 December 2016, these services were divided between the Commonwealth Department of Employment, the Commonwealth Department of Education and Training and the Commonwealth Department of Finance. The MoU arrangement with the Shared Services Centre remained in effect until 30 June 2017. The agency is negotiating new MoUs for the ongoing delivery of these services, to be finalised in 2017–18.

Australian Competition and Consumer Commission

The agency has an MoU with the Australian Competition and Consumer Commission to sub-lease premises at Level 7, 2 Phillip Law Street in New

Acton. The lease is for a seven-year term ending 30 June 2022, with an option to extend the term to 16 December 2027.

Corporate governance framework

Safe Work Australia's corporate governance framework ensures we provide strategic direction, achieve objectives, manage risks and use resources responsibly and with accountability. The framework is reviewed annually to ensure new whole-of-government requirements are incorporated and to reflect any changes to governance arrangements within Safe Work Australia.

Leadership, ethics and culture

We recognise that leadership, culture and ethical behaviour are critical to implementing a strong corporate governance framework. These elements enable staff to:

- understand their roles and responsibilities
- continuously improve performance and minimise risks
- enhance stakeholder and public confidence in Safe Work Australia, and
- meet legal, ethical and public service obligations.

Planning and reporting

During 2016–17, the agency substantially re-engineered its internal governance, planning and reporting processes. We established a Project Management Office and implemented a new Members' Project and Activity Dashboard.

The Project Management Office ensures a more consistent approach to project management by enforcing the policy and procedures outlined in the Policy and Procedures Manual. The dashboard provides regular updates on the performance of the agency, including information about project milestones and timeframes.

Safe Work Australia Members, the Executive Leadership Team and staff attended planning sessions on a number of occasions throughout 2016–17 to discuss future direction and priorities.

Based on these planning sessions and the annual Members' survey, the agency reviewed its corporate and operational plans. An intensive review of branch and section work plans was also undertaken as a basis for developing specific work plans.

Risk management framework

Our risk management framework helps foster and promote a culture of identifying and mitigating risks at all levels within the organisation. The risk management framework includes a:

- Risk Management Plan
- risk management toolkit, including templates, and
- strategic risk assessment.

We participate in Comcover's Risk Management Benchmarking Survey each year. Outcomes from this survey are used as a guide when updating the risk management framework. The feedback received is a valuable tool used to identify gaps and opportunities for improvement in risk management processes. The risk management framework was reviewed as part of the internal audit program in 2016–17 and we currently updating the framework based on the recommendations of that review.

Business continuity management

As part of the approved Safe Work Australia Strategic Internal Audit Plan 2015–17, internal auditors RSM Australia undertook a review of the existing business continuity plan, including consideration of how it links to service delivery provided under the shared and common services business model.

The objectives of this review were to:

- assess Safe Work Australia's business continuity planning activities for accuracy and completeness, and
- determine what assurance Safe Work Australia has regarding the delivery of information and communications technology services, including:
  - infrastructure, applications and network
  - helpdesk and support, and
  - development.

Fraud control

Safe Work Australia complies with section 10 of the PGPA Rule and the Australian Government Fraud Control Policy by minimising the incidence of fraud through the development, implementation and regular review of its Fraud Control Plan and fraud risks. This is undertaken in the context of Safe Work Australia's overarching risk management framework.

We provide annual mandatory fraud awareness training to all staff through an internal online system called LearnHub. The agency continued to remind staff of their responsibility for the prevention and detection of fraud against the Commonwealth, both through this training and as part of the induction process for new starters.

During 2016–17, one potential fraud incident was reported. Following an initial investigation no action was taken.

Certification of fraud -control measures

In accordance with section 10 of the PGPA Rule, I certify that Safe Work Australia has prepared a fraud risk assessment and fraud control plan and has in place appropriate fraud prevention, detection, investigation, reporting and data collection procedures. Safe Work Australia has taken all reasonable measures to minimise the incidence of fraud and to investigate and recover the proceeds of fraud.

Michelle Baxter
Chief Executive Officer

Freedom of Information

Safe Work Australia is covered by the *Freedom of Information Act 1982* (Cth) (FOI Act) and is required to publish information to the public as part of the Information Publication Scheme (IPS). This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a section 8 statement in an annual report. Safe Work Australia must display a plan on its website showing what information it publishes in accordance with the Information Publication Scheme. Our 'IPS agency plan' is available on our website.

Under section 11C of the FOI Act, Safe Work Australia is required to maintain an FOI disclosure log through which information that is released under the FOI Act (excluding personal

information and other sensitive information) is made publically available. Our FOI disclosure log is available on our website.

Safe Work Australia received seven requests under the FOI Act in 2016–17. These requests were managed in compliance with the FOI Act.

Safe Work Australia did not receive any requests for internal review under the FOI Act during 2016–17. However, during the year we finalised one review by the Office of the Australian Information Commissioner, with the request being withdrawn by the applicant. No applications to the Office of the Australian Information Commissioner or the Administrative Appeals Tribunal were made in 2016–17 with respect to any decision made by Safe Work Australia under the FOI Act.

Public interest disclosure

In accordance with the *Public Interest Disclosure Act 2013* (Cth), we have established effective and clearly articulated internal procedures for facilitating and responding to public interest disclosures. These procedures were reviewed in 2016–17 and are published on our website. Safe Work Australia did not receive any disclosures in 2016–17.

Internal accountability

To ensure internal conformance and accountability, Safe Work Australia has in place:

> financial and human resource delegations
> Accountable Authority Instructions, and
> supporting policies, procedures and guidelines.

Audit Committee

The Safe Work Australia Audit Committee operates in accordance with the requirements of the PGPA Act and PGPA Rule 17 – Audit Committee for Commonwealth Entities.

The Audit Committee provides independent assurance and assistance to the Chief Executive Officer on the integrity of Safe Work Australia's:

> financial data and processes
> risks, controls and compliance framework, and
> external accountability responsibilities.

The Audit Committee comprises three members—a representative from Safe Work Australia and two independent members. The members as at 30 June 2017 were:

> Ms Amanda Grey, Chair
> Mr Alfred Bongi
> Mr Mathew Ford.

The Audit Committee met four times during 2016–17, including a September 2017 meeting at which it endorsed Safe Work Australia's 2015–16 financial statements.

A number of observers regularly attend these meetings, including Safe Work Australia's Chief Financial Officer, representatives from the internal audit provider and the Australian National Audit Office (ANAO).

Internal audit

The internal audit program provides assurance to the Audit Committee and the Chief Executive Officer in relation to the efficiency and effectiveness of the policies and procedures of Safe Work Australia.

The internal audit function is provided by RSM Australia Partners.

External accountability

Clear and consistent external reporting enables us to directly address the interests and concerns of other organisations. External conformance and accountability is acquitted through corporate plans, annual performance statements, annual reports, the PBS, Portfolio Additional Estimates Statements and Senate Estimates. Safe Work Australia is accountable to:

- Parliament
- the ANAO
- the Department of Finance
- the Department of Employment
- the Department of the Prime Minister and Cabinet, and
- the APSC.

External audit

The ANAO provides external audit services for Safe Work Australia. The outcome of the 2016–17 financial statements audit is in Part 5 of this report. Safe Work Australia was not subject to any other ANAO audits during 2016–17.

Judicial decisions and decisions of administrative tribunals

No judicial decisions were made by courts or administrative tribunals, and no decisions were made by the Australian Information Commissioner that affected the operations of Safe Work Australia in 2016–17.

Parliamentary committees

No adverse reports of Safe Work Australia's operations were made in 2016–17 by the Auditor-General, a Parliamentary committee or the Commonwealth Ombudsman.

Part six

Financial performance

Financial overview

The operations of Safe Work Australia are funded through departmental annual appropriations, and contributions from the state and territory governments as established in the *Intergovernmental Agreement for Regulatory and Operational Reform in Occupational Health and Safety.*

In 2016–17, Safe Work Australia had an operating surplus of $1.072 million.

Assets management

Safe Work Australia's major assets are its leasehold improvements and property, plant and equipment. These assets are presented in the financial information provided in the financial statements. Software assets are recognised at cost value in accordance with the AASB 138 Intangible Assets. Purchases of property, plant and equipment are recognised initially at cost value in the statement of financial position, except for purchases costing less than $2,000, which are expensed in the year of acquisition.

Exempt contracts

There were no contracts in excess of $10,000 (inclusive of GST) or standing offers that were exempt from the requirement to publish on AusTender during 2016–17.

Australian National Audit Office access clause

All contracts over $100,000 entered into during the reporting period contained an ANAO 'access to premises' clause.

Purchasing

When undertaking procurement activities, Safe Work Australia makes reasonable enquiries to satisfy itself that the procurement:

- achieves value for money
- encourages competition and be non-discriminatory
- uses *public resources* in an efficient, effective, economical and ethical manner that is not inconsistent with the policies of the Commonwealth
- facilitates accountable and transparent decision making;
- encourages appropriate engagement with risk, and
- is commensurate with the scale and scope of the business requirement.

The Legal and Procurement team in Safe Work Australia is responsible for co ordinating key procurements for the agency, developing and maintaining procurement policies, procedures, templates and forms, and providing advice and support for staff undertaking procurements. To promote best practice, the Legal and Procurement team is currently undertaking a wholesale review of the agency's procurement practices, including reviewing the agency's procurement procedures, templates and guidance material for staff.

The agency also attended training to ensure compliance with the new Commonwealth Procurement Rules that commenced in March 2017.

Compliance reporting

In 2016–17, there were no instances of significant non-compliance with finance law related to Safe Work Australia.

Safe Work Australia's support of small business

Safe Work Australia is committed to supporting small and medium enterprises (SMEs) by paying providers for goods and services in required timeframes, and engaging in ongoing monitoring and improvement to our procurement and contracting practices. The agency has significantly simplified and streamlined its procurement

processes by using the Department of Finance's Commonwealth Contracting Suite (now Commonwealth Contracting Suite Plus) as required and for other low-risk procurements. This has significantly reduced the length and complexity of most tender processes and contracts by using a set of Terms and Conditions that are consistent with other departments that SMEs would be familiar with.

The agency continues to monitor developments in Commonwealth procurement practices and liaise with the Department of Finance and other entities to ensure its practices are commensurate with the risks involved and as simple as possible.

The agency supports small business participation in the Commonwealth Government procurement market. SME and Small Enterprises participation statistics are available on the Department of Finance's website.

For more information about:

- SME participation refer to the SME participation refer to the Department of Finance's website: www.finance.gov.au/procurement/statistics-oncommonwealthpurchasing-contracts/, and
- the results of the Survey of Australian Government Payments to Small Business refer to Treasury's website: www.treasury.gov.au.

Grants

Information on grants awarded by Safe Work Australia during the period 1 July 2016 to 30 June 2017 is available on the Safe Work Australia website.

Safe Work Australia is working towards implementing GrantConnect, the new whole of Government information system for Commonwealth grants. This will provide all potential grant applicants with a simple platform to find and access our grant opportunities. Staff attended onboarding training provided by the Department of Finance to transition staff to using GrantConnect for future grant related activities. Safe Work Australia's sponsorship program for 2017-18 is now advertised on GrantConnect.

Legal costs

Information required by the Legal Services Directions 2005 on Safe Work Australia's legal services purchasing for 2016–17 will be made available on our website by 30 October 2017.

Consultancy contracts

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on AusTender. During 2016–17, 11 new consultancy contracts were entered into involving total expected expenditure of $903,000 including GST. In addition, 5 ongoing consultancy contracts were active during the period, involving total expected expenditure of $325,000 including GST.

Safe Work Australia engages consultants when certain specialist expertise or independent research, review or assessment is required. Consultants are typically engaged to investigate or diagnose a defined issue or problem; carry out defined reviews, evaluations or data collection for research; or provide independent advice, information or creative solutions to assist in Safe Work Australia's decision making. Prior to engaging consultants Safe Work Australia takes into account the skills and resources required for the task, the skills available internally and the cost-effectiveness of engaging external expertise. The decision to engage a consultant is guided by the requirements of the finance law, the Commonwealth Procurement Rules and associated Guides.

Australian National Audit Office

INDEPENDENT AUDITOR'S REPORT

To the Minister for Employment

Opinion

In my opinion, the financial statements of Safe Work Australia for the year ended 30 June 2017:

(a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and

(b) present fairly the financial position of Safe Work Australia as at 30 June 2017 and its financial performance and cash flows for the year then ended.

The financial statements of Safe Work Australia, which I have audited, comprise the following statements as at 30 June 2017 and for the year then ended:

- Statement by the Accountable Authority and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement; and
- Notes to the financial statements, comprising a summary of significant accounting policies and other explanatory information.

Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of Safe Work Australia in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* to the extent that they are not in conflict with the *Auditor-General Act 1997* (the Code). I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's Responsibility for the Financial Statements

As the Accountable Authority of Safe Work Australia, the Chief Executive Officer is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under that Act. The Chief Executive Officer is also responsible for such internal control as the Chief Executive Officer determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Executive Officer is responsible for assessing Safe work Australia's ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason. The Chief Executive Officer is also responsible for disclosing matters related to going concern as applicable and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

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

Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office

Peter Kerr

Executive Director

Delegate of the Auditor-General

Canberra

22 September 2017

STATEMENT BY THE ACCOUNTABLE AUTHORITY AND CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2017 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that Safe Work Australia will be able to pay its debts as and when they fall due.

Michelle Baxter
Chief Executive Officer

22 September 2017

Kris Arnold
Chief Financial Officer

22 September 2017

Statement of Comprehensive Income

for the period ended 30 June 2017

	Notes	2017 $'000	2016 $'000	Original Budget $'000
NET COST OF SERVICES				
Expenses				
Employee Benefits	1.1A	**13,141**	13,081	13,008
Suppliers	1.1B	**4,966**	5,885	6,829
Grants		**164**	196	100
Depreciation and Amortisation	2.2A	**601**	711	272
Write-Down and Impairment of Assets	2.2A	**2**	4	-
Total expenses		**18,874**	19,877	20,209
Own-Source Income				
Own-source revenue				
Sale of Goods and Rendering of Services	1.2A	**10,137**	10,274	10,137
Other Revenue	1.2B	**68**	54	-
Total own-source revenue		**10,205**	10,328	10,137
Gains				
Other Gains	1.2C	**-**	3,040	60
Total gains		**-**	3,040	60
Total own-source income		**10,205**	13,368	10,197
Net cost of services		**(8,669)**	(6,509)	(10,012)
Revenue from Government	1.2D	**9,740**	9,625	9,740
Surplus/(Deficit) on continuing operations		**1,072**	3,116	(272)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation surplus		**-**	(84)	-
Items subject to subsequent reclassification to net cost of services				
Total other comprehensive income		**-**	(84)	-

Budget Variances Commentary

Statement of Comprehensive Income

Suppliers: The variance of -$1.863m (-27.28%) is primarily due to work being undertaken by in-house staff, rather than using consultants, for significant projects.

Grants: The variance of $0.064m (64%) is primarily due to additional grants being awarded that aligned to Safe Work Australia's business objectives.

Depreciation and Amortisation: The variance of $0.329m (121%) is due to Safe Work Australia's leasehold asset not being included in the budget. This is also reflected in a variance to Buildings in the Statement of Financial Position.

Statement of Financial Position

as at 30 June 2017

	Notes	2017 $'000	2016 $'000	Original Budget $'000
ASSETS				
Financial assets				
Cash and Cash Equivalents	2.1A	**13,217**	11,912	280
Trade and Other Receivables	2.1B	**320**	212	12,377
Accrued Income		**-**	43	-
Total financial assets		**13,537**	12,167	12,657
Non-financial assets				
Buildings	2.2A	**2,568**	3,048	380
Plant and Equipment	2.2A	**117**	172	144
Computer Software	2.2A	**36**	28	69
Prepayments		**71**	40	-
Total non-financial assets		**2,792**	3,288	593
Total assets		**16,329**	15,454	13,250
LIABILITIES				
Payables				
Suppliers	2.3A	**769**	1,217	1,635
Grants		**-**	19	-
Other Payables	2.3B	**830**	196	-
Total payables		**1,599**	1,432	1,635
Provisions				
Employee Provisions	4.1A	**3,064**	3,509	4,176
Total provisions		**3,064**	3,509	4,176
Total liabilities		**4,663**	4,941	5,811
Net assets		**11,667**	10,513	7,439
EQUITY				
Contributed Equity		**5,029**	4,948	4,428
Reserves		**776**	776	859
Retained Surplus		**5,862**	4,790	2,152
Total equity		**11,667**	10,513	7,439

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

Budget Variances Commentary

Statement of Financial Position

Cash and Cash Equivalents and Trade and Other Receivables: For 2016-17 Cash and Cash Equivalents includes amounts held in the Special Account. Previously this was disclosed as an appropriation receivable.

Buildings: The variance of $2.188m (576%) relates to capital expenditure on the fitout at Safe Work Australia's premises in 2015-16. The recognition and valuation of the fitout was not included in the budget.

Supplier and Other Payables: The variation of -$0.866m (-52.97%) for Supplier Payables is due to the timing of invoices received. The variation of $0.830m (100%) for Other Payables is due to unpaid employee-related expenses.

Employee Provisions: The variance of -$1.112m (-26.63%) reflects the change in composition of annual leave and long service leave provisions compared with the budgeted amount. This is due to staff turn-over, including voluntary redundancies and changes to the standard parameters issued by the Department of Finance.

Statement of Changes in Equity

for the period ended 30 June 2017

	Notes	2017 $'000	2016 $'000	Original Budget $'000
CONTRIBUTED EQUITY				
Opening balance				
Balance carried forward from previous period		**4,948**	4,275	4,347
Adjusted opening balance		**4,948**	4,275	4,347
Transactions with owners				
Departmental capital budget		**81**	73	81
Total transactions with owners		**81**	73	81
Transfers between equity components		**-**	600	-
Closing balance as at 30 June		**5,029**	4,948	4,428
RETAINED EARNINGS				
Opening balance				
Balance carried forward from previous period		**4,790**	2,274	2,424
Adjusted opening balance		**4,790**	2,274	2,424
Comprehensive income				
Surplus/(Deficit) for the period		**1,072**	3,116	(272)
Total comprehensive income		**1,072**	3,116	(272)
Transfers between equity components		**-**	(600)	-
Closing balance as at 30 June		**5,862**	4,790	2,152
ASSET REVALUATION RESERVE				
Opening balance				-
Balance carried forward from previous period		**776**	860	859
Adjusted opening balance		**776**	860	859
Comprehensive income				
Other comprehensive income		**-**	(84)	-
Total comprehensive income		**-**	(84)	-
Closing balance as at 30 June		**776**	776	859
TOTAL EQUITY				
Opening balance				
Balance carried forward from previous period		**10,514**	7,408	7,630
Adjusted opening balance		**10,514**	7,408	7,630
Comprehensive income				
Surplus/(Deficit) for the period		**1,072**	3,116	(272)
Other comprehensive income		**-**	(84)	-
Total comprehensive income		**1,072**	3,032	(272)
Transactions with owners				
Departmental capital budget		**81**	73	81
Total transactions with owners		**81**	73	81
Closing balance as at 30 June		**11,667**	10,514	7,439

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

Accounting Policy

Equity Injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

Budget Variances Commentary

Statement of Changes in Equity

Contributed Equity: the variance of $0.601m (13.57%) is due to the budget being prepared prior to the actual results for the 2015–16 financial year being known.

Opening Balance Retained Earnings: the variance of $2.366m (97.61%) is due to the budget being prepared prior to the actual results for the 2015–16 financial year being known.

Total Comprehensive Income: the variance of $1.344m (494%) is due to the variances mentioned above, plus the surplus for the current financial year. See the Statement of Comprehensive Income.

Cash Flow Statement

for the period ended 30 June 2017

	Notes	2017 $'000	2016 $'000	Budget $'000
OPERATING ACTIVITIES				
Cash received				
Appropriations		**9,740**	9,625	9,740
Sale of goods and rendering of services		**11,197**	11,314	10,975
Other		**22**	815	-
Total cash received		**20,959**	21,754	20,715
Cash used				
Employees		**13,083**	13,571	13,008
Suppliers		**5,759**	6,816	6,829
Grants		**164**	196	100
Net GST paid		**653**	452	695
Total cash used		**19,659**	21,035	20,632
Net cash from operating activities		**1,300**	719	83
INVESTING ACTIVITIES				
Cash received				
Purchase of plant and equipment, and computer software		**-**	-	-
Total cash received		**-**	-	-
Cash used				
Purchase of plant and equipment, and computer software		**76**	712	81
Total cash used		**76**	712	81
Net cash from/(used by) investing activities		**(76)**	(712)	(81)
FINANCING ACTIVITIES				
Cash received				
Contributed equity		**81**	73	81
Total cash received		**81**	73	81
Cash used				
Other		**-**	-	83
Total cash used		**-**	-	83
Net cash from/(used by) financing activities		**81**	73	(2)
Net increase/(decrease) in cash held		**1,305**	**80**	-
Cash and cash equivalents at the beginning of the reporting period		**11,912**	11,832	280
Cash and cash equivalents at the end of the reporting period	2.1A	**13,217**	11,912	280

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

Budget Variances Commentary

Cash Flow Statement for not-for-profit Reporting Entities

Suppliers: see Budget Variance Commentary in the Statement of Comprehensive Income.

Overview

The Basis of Preparation

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2013* .

The financial statements have been prepared in accordance with:

a) *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR) for reporting periods ending on or after 1 July 2015; and

b) Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

New Accounting Standards

No new, revised, amending standards and/or interpretations that were issued prior to the sign-off date and are applicable to the current reporting period have a material effect on Safe Work Australia's financial statements.

Taxation

Safe Work Australia is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and Goods and Services Tax (GST).

Events After the Reporting Period

There were no subsequent events that had the potential to significantly affect the ongoing structure and financial activies of Safe Work Australia.

Financial performance

This section analyses the financial performance of Safe Work Australia for the year ended 2017.

1.1 Expenses

	2017 $'000	2016 $'000
1.1A: Employee Benefits		
Wages and salaries	**8,333**	8,564
Superannuation		
Defined contribution plans	**774**	748
Defined benefit plans	**946**	1,286
Leave and other entitlements	**1,728**	2,110
Separation and redundancies	**1,360**	373
Total employee benefits	**13,141**	13,081

Accounting Policy
Accounting policies for employee related expenses is contained in the People and relationships section.

1.1B: Suppliers		
Goods and services supplied or rendered		
Consultants	**1,350**	1,938
Contractors	**53**	42
Travel	**262**	223
IT services	**408**	381
Recruitment and Training	**271**	221
Advertising	**210**	129
Office Supplies	**50**	46
Venue Hire / Guest Speakers	**28**	27
Subscriptions	**186**	36
Corporate Costs	**760**	1,068
Property Costs	**193**	144
Sponsorships	**57**	65
Other	**316**	505
Total goods and services supplied or rendered	**4,144**	4,825
Goods supplied	**16**	57
Services rendered	**4,128**	4,766
Total goods and services supplied or rendered	**4,144**	4,823
Other suppliers		
Operating lease rentals in connection with subleases	**741**	987
Workers' compensation expenses	**81**	73
Total other suppliers	**822**	1,060
Total suppliers	**4,966**	5,885

Leasing commitments

Safe Work Australia in its capacity as lessee of Level 7, Nishi Building, 2 Phillip Law Street, Acton has entered into a 7 year lease ending on 30 June 2022, with a five year, five month and 16 day option commencing on 3 July 2022 and expiring on 16 December 2027.

Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:		
Within 1 year	**763**	729
Between 1 to 5 years	**3,427**	3,275
More than 5 years	**-**	916
Total operating lease commitments	**4,190**	4,920

Accounting Policy

The discount rate used is the interest rate implicit in the lease. 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 straight-line basis which is representative of the pattern of benefits.

1.2 Own-Source Revenue and gains

	2017 $'000	2016 $'000
Own-Source Revenue		
1.2A: Sale of Goods and Rendering of Services		
Rendering of services	**10,137**	10,274
Total sale of goods and rendering of services	**10,137**	10,274

Accounting Policy

Revenue from rendering of services - States and Territory contributions

State and Territory contributions are recognised over the course of the year as work is completed. All contributions are deemed as being earned at the reporting date. Contribution amounts are received in accordance with the *Inter-Governmental Agreement for Regulation and Operational Reform in Occupational Health and Safety*.

Other revenue from rendering of services

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

a) the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
b) the probable economic benefits associated with the transaction will flow to Safe Work Australia.

The stage of completion of contracts at the reporting date is determined by reference to the proportion of costs incurred to date compared to the estimated total costs of the transaction.

Receiveables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at the end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

1.2B: Other Revenue		
Remuneration of auditors	**46**	44
Other	**22**	10
Total other revenue	**68**	54

Accounting Policy

Resources Received Free of Charge

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

Gains

1.2C: Other Gains

Other	-	3,040
Total other gains	-	3,040

Accounting Policy
Resources Received Free of Charge

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government entity as a consequence of a restructuring of administrative arrangements.

1.2D: Revenue from Government

Departmental appropriations	**9,740**	9,625
Total revenue from Government	**9,740**	9,625

Accounting Policy
Revenue from Government

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when the entity gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

Financial position

This section analyses Safe Work Australia's assets used to conduct its operations and the operating liabilities incurred as a result. Employee-related information is disclosed in the People and relationships section.

2.1 Financial Assets

	2017 $'000	2016 $'000
2.1A: Cash and Cash Equivalents		
Cash at bank	**285**	375
Cash in the special account	**12,932**	11,537
Total cash and cash equivalents	**13,217**	11,912

Accounting Policy
Cash is recognised at its nominal amount. Cash and cash equivalents include:
a) cash on hand;
b) demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value; and
c) cash in special accounts.

2.1B: Trade and Other Receivables		
Goods and services receivable		
Goods and services	**218**	142
Total goods and services receivable	**218**	142
Other receivable		
GST receivables	**102**	70
Total other receivable	**102**	70
Total trade and other receivables (gross)	**320**	212

Credit terms for goods and services were within 30 days (2016: 30 days).

Accounting Policy
Trade and Other Receivables
Trade and other receivables that have fixed or determinable payments and that are not quoted in an active market are classified as receivables. Receivables are measured at amortised cost using the effective interest method less impairment.

2.2 Non-Financial Assets

2.2A: Reconciliation of the Opening and Closing Balances of Buildings Plant and Equipment and Computer Software

Reconciliation of the opening and closing balances of buildings, plant and equipment, and computer software for 2017

	Buildings $'000	Plant and Equipment $'000	Computer Software $'000	Total $'000
As at 1 July 2016				
Gross book value	**3,048**	**187**	**319**	**3,554**
Accumulated depreciation, amortisation and impairment	**-**	**(15)**	**(291)**	**(306)**
Total as at 1 July 2016	**3,048**	**172**	**28**	**3,248**
Additions				
Purchase	**16**	**16**	**-**	**32**
Internally developed	**-**	**-**	**44**	**44**
Depreciation and amortisation	**(496)**	**(69)**	**(36)**	**(601)**
Write-Down and Impairment of Assets	**-**	**(2)**	**-**	**(2)**
Total as at 30 June 2017	**2,568**	**117**	**36**	**2,721**
Total as at 30 June 2017 represented by				
Gross book value	**3,064**	**203**	**363**	**3,630**
Accumulated depreciation, amortisation and impairment	**(496)**	**(86)**	**(327)**	**(909)**
Total as at 30 June 2017	**2,568**	**117**	**36**	**2,721**

No indicators of impairment were found for buildings. plant and equipment or computer software.
No buildings, plant and equipment and computer software are expected to be sold or disposed of within the next 12 months.

Revaluations of non-financial assets
All revaluations were conducted in accordance with the revaluation policy stated at Note 5.3. On 18 May 2016, an independent valuer conducted the revaluations. An annual assessment was undertaken by management, to determine whether the carrying amount of the assets differed materially from fair value at 30 June 2017.

Contractual commitments for the acquisition of buildings plant, equipment and computer software.
Safe Work Australia has no significant contractual commitments for the acquisition of buildings plant, equipment and computer software.

Accounting Policy

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. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Asset Recognition Threshold

Purchases of buildings, plant and equipment are recognised initially at cost in the statement of financial position, except for purchases costing less than the thresholds listed below for each class of assets, 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).

Leasehold Improvements: $20,000
Plant and Equipment: $2,000
Purchased Equipment: $2,000
Internally Developed Software: $50,000

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Revaluations

Following initial recognition at cost, property, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets did not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depended upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reversed a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is offset against the gross carrying amount of the asset and the asset is restated to the revalued amount.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the entity using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future, reporting periods, as appropriate.

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

Leasehold Improvements: Lease term
Plant and Equipment: 3 to 5 years.

The entity has items of property, plant and equipment that are heritage and cultural assets that have limited useful lives and are depreciated.

Impairment

All assets were assessed for impairment at 30 June 2017. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Computer Software

Safe Work Australia's intangibles comprise internally developed software for internal use. Intangibles are carried at cost less accumulated amortisation and accumulated impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the Safe Work Australia's software is 2 to 5 years (2016: 2 to 5 years).

All software assets were assessed for indications of impairment as at 30 June 2017.

2.3 Payables

	2017 $'000	2016 $'000
2.3A: Suppliers		
Trade creditors and accruals	**769**	1,217
Total suppliers	**769**	1,217
2.3B: Other Payables		
Salaries and wages	**70**	54
Superannuation	**13**	7
Separations and redundancies	**544**	-
Lease	**164**	97
Other	**39**	38
Total other payables	**830**	196

Funding

This section identifies Safe Work Australia's funding structure from the Australian government.

3.1 Appropriations

3.1A: Annual Appropriations ('Recoverable GST exclusive')

Annual Appropriations for 2017

	Annual Appropriation[1] $'000	Total appropriation $'000	Appropriation applied in 2017 (current and prior years) $'000	Variance $'000
Departmental				
Ordinary annual services	**9,740**	**9,740**	**9,740**	**-**
Capital Budget[2]	**81**	**81**	**81**	**-**
Total departmental	**9,821**	**9,821**	**9,821**	**-**

1. During 2017, there were no appropriation amounts withheld under section 51 of the PGPA Act or quarantined for administrative purposes.
2. Departmental Capital Budgets are appropriated through Appropriation Acts (No.1,3). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.

Annual Appropriations for 2016

	Annual Appropriation $'000	Total appropriation $'000	Appropriation applied in 2015 (current and prior years) $'000	Variance[1] $'000
Departmental				
Ordinary annual services	9,632	9,632	9,625	7
Capital Budget[2]	73	73	73	-
Total departmental	9,705	9,705	9,698	7

1. During 2016, $7,470 was withheld from Safe Work Australia's departmental appropriation under section 51 of the PGPA Act and quarantined for administrative purposes. This reduction was for Whole of Government Savings relating to Public Sector Superannuation Accumulation Plan administration expenses.
2. Departmental Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.

3.1B: Unspent Annual Appropriations ('Recoverable GST exclusive')

	2017 $'000	2016 $'000
Departmental		
Appropriation Act (No. 1) 2015-16	**7**	7
Total departmental	**7**	7

3.2 Special Accounts

	Safe Work Australia Special Account[1]	
	2017	2016
	$'000	$'000
Balance brought forward from previous period	**11,911**	12,636
Increases		
Appropriation credited to Special Account	**9,740**	9,625
Capital Injection - Departmental Capital Budget	**81**	73
Revenue from services	**10,137**	10,274
Other receipts	**22**	10
Total increases	**19,980**	19,982
Available for payments	**31,891**	32,618
Decreases		
Departmental		
Payments made to suppliers	**5,591**	7,136
Payments made to employees	**13,083**	13,571
Total departmental	**18,674**	20,707
Total decreases	**18,674**	20,707
Total balance carried to the next period	**13,217**	11,911
Balance represented by:		
Cash held in entity bank accounts	**285**	375
Cash held in the Official Public Account	**12,932**	11,536
Total balance carried to the next period	**13,217**	11,911

1. Appropriation: *Public Governance, Performance and Accountability Act 2013* , section 80.
Establishing Instrument: The Safe Work Australia Special Account was established in accordance with section 64 of the *Safe Work Australia Act 2008* .
Purpose: To provide a source of finance to resource Safe Work Australia.

3.3 Net Cash Appropriation Arrangements

	2017 $'000	2016 $'000
Total comprehensive income less depreciation/amortisation expenses previously funded through revenue appropriations	**471**	2,321
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	**601**	711
Total comprehensive income - as per the Statement of Comprehensive Income	**1,072**	3,032

People and relationships

This section describes a range of employment and post-employment benefits provided to our people and our relationships with other key people.

4.1 Employee Provisions

	2017 $'000	2016 $'000
4.1A: Employee Provisions		
Leave	**3,064**	3,509
Total employee provisions	**3,064**	3,509
Employee provisions expected to be settled		
No more than 12 months	**1,188**	1,255
More than 12 months	**1,876**	2,254
Total employee provisions	**3,064**	3,509

Accounting policy

Liabilities for short-term employee benefits and termination benefits expected within 12 months of the end of reporting period are measured at their nominal amounts.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for employee benefits includes provision for annual leave and long service leave.
The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity'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 Standard Parameters issued by the Department of Finance. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Separation and Redundancy

Provision is made for separation and redundancy benefit payments. The entity recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

Superannuation

The entity's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), or the PSS accumulation plan (PSSap), or other superannuation funds held outside the Australian Government.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

Safe Work Australia makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. Safe Work Australia accounts for the contributions as if they were contributions to defined contribution plans.

4.2 Key Management Personnel Remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of Safe Work Australia, directly or indirectly. Safe Work Australia has determined the key management personnel to be the Chief Executive, Executive Officers, including some that were acting in the role, and the Chief Financial Officer during the 2016-17 period. Key management personnel remuneration is reported in the table below:

	2017 **$'000**	2016 $'000
Short-term employee benefits	**1,296**	1,086
Post-employment benefits	**207**	187
Other long-term employee benefits	**73**	36
Termination benefits	**150**	-
Total key management personnel remuneration expenses[1]	**1,726**	1,309

There are eight key management personnel included in the above table (2016: five key management personnel).

1. The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the entity.

4.3 Related Party Disclosures

Related party relationships:
Safe Work Australia is an Australian Government controlled entity. Related parties to Safe Work Australia are key management personnel including the Portfolio Minister and Executive.

Transactions with related parties:

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. These transactions have not been separately disclosed in this note.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by Safe Work Australia, it has been determined that there are no related party transactions to be disclosed.

6

Managing uncertainties

This section analyses how Safe Work Australia manages financial risks within its operating environment.

5.1 Contingent Assets and Liabilities

At 30 June 2017 Safe Work Australia has no contingent assets or contingent liabilities. Safe Work Australia is unaware of any quantifiable, unquantifiable or significant remote contingencies.

Accounting Policy

Contingent assets and contingent liabilities are not recognised in the statement of financial position but are reported in the notes. They may arise from uncertainty as to the existence of an asset or liability or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

5.2 Financial Instruments

	2017 $'000	2016 $'000
5.2A: Categories of Financial Instruments		
Financial Assets		
Cash and receivables		
Cash and cash equivalents	**13,217**	375
Goods and other receivables	**218**	142
Accrued revenue	**-**	43
Total cash and receivables	**13,435**	560
Total financial assets	**13,435**	560
Financial Liabilities		
Financial liabilities measured at amortised cost		
Suppliers	**769**	1,217
Other Payables	**830**	215
Total financial liabilities measured at amortised cost	**1,599**	1,432
Total financial liabilities	**1,599**	1,432

Accounting Policy
Financial assets

Safe Work Australia classifies its financial assets in the following categories:
a) financial assets at fair value through the profit and loss;
b) available-for-sale financial assets; and
c) cash and receivables

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. Financial assets are recognised and derecognised upon trade date.

Effective Interest Method

Income is recognised on an effective interest rate basis except for financial assets that are recognised at fair value through profit or loss.

Financial Assets at Fair Value Through Profit or Loss

Financial assets are classified as financial assets at fair value through profit or loss where the financial assets:
a) have been acquired principally for the purpose of selling in the near future;
b) are derivatives that are not designated and effective as a hedging instrument; or
c) are parts of an identified portfolio of financial instruments that the entity manages together and has a recent actual pattern of short-term profit-taking.

Assets in this category are classified as current assets.

Financial assets at fair value through profit or loss are stated at fair value, with any resultant gain or loss recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest earned on the financial asset.

Available-for-Sale Financial Assets

Available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories.

Available-for-sale financial assets are recorded at fair value. Gains and losses arising from changes in fair value are recognised directly in reserves (equity) with the exception of impairment losses. Interest is calculated using the effective interest method and foreign exchange gains and losses on monetary assets are recognised directly in profit or loss. Where the asset is disposed of or is determined to be impaired, part (or all) of the cumulative gain or loss previously recognised in the reserve is included in surplus and deficit for the period.

Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period.

Financial assets held at amortised cost - if there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

Available for sale financial assets - if there is objective evidence that an impairment loss on an available-for-sale financial asset has been incurred, the amount of the difference between its cost, less principal repayments and amortisation, and its current fair value, less any impairment loss previously recognised in expenses, is transferred from equity to the Statement of Comprehensive Income.

Financial assets held at cost - if there is objective evidence that an impairment loss has been incurred, the amount of the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Financial Liabilities at Fair Value Through Profit or Loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Other Financial Liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. These liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective interest basis.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

5.3 Fair Value Measurement

Accounting Policy

Safe Work Australia engaged the services of the Australian Valuation Solutions (AVS) to conduct a detailed external valuation of non-financial assets as at 30 June 2016 AVS provided written assurance to Safe Work Australia that the models developed are in accordance with AASB13 *Fair Value Measurement.*

An annual assessment was undertaken to determine whether the carrying amount of the assets differs materially from the fair value. Comprehensive valuations are carried out once every three years.

The methods utilised to determine and substantiate the unobservable inputs are derived and evaluated as follows:

Physical Depreciation and Obsolescence - Assets that do not transact with enough frequency or transparency to develop objective options of value from observable market evidence have been measured utilising the Depreciated Replacement Cost (DRC) approach. Under the DRC approach the estimated cost to replace the asset is calculated and then adjusted to take into account physical depreciation and obsolecence. Physical depreciation and obsolescence has been determined based on professional judgement regarding physical, economical and external obsolescence factors relevant to the asset under consideration. For all Leasehold Improvement assets, the consumedceonomical benefit / asset obsolescence deduction is determined based on the term of the associated lease.

Safe Work Australia's policy is to recognise the transfers into and transfers out of the fair value hierarchy levels as at the end of the reporting periods. There were no transfers between levels for

5.3A: Fair Value Measurement

	Fair value measurements at the end of the reporting period	
	2017	2016
	$'000	$'000
Financial assets		
Cash and cash equivalents	**13,217**	375
Goods and other receivables	**218**	142
Accrued revenue	**-**	42
Non-financial assets		
Buildings	**2,568**	3,048
Plant and equipment	**117**	172
Financial liabilities		
Suppliers	**769**	1,217
Other payables	**830**	215

Part seven
Appendices

Appendix 1

Safe Work Australia Corporate Plan 2016–2020

Preamble

Safe Work Australia was established under the *Safe Work Australia Act 2008* and it operates under the Commonwealth Government governance, performance and accountability frameworks. Safe Work Australia is required by the SWA Act to prepare a corporate plan every four years, which deals only with the outcomes to be achieved by Safe Work Australia and the strategies that are to be followed to achieve those outcomes.

Safe Work Australia is the body leading the development of national policy to improve work health and safety and workers' compensation across Australia. The interests of the Commonwealth, states and territories as well as employers and workers in Australia are all represented.

Together we continue to work to achieve:

> Significant and continued reductions in the incidence of work-related death, injury and illness through:
  - an improved and reformed work health and safety framework
  - increased work health and safety awareness and skills
  - developing and maintaining an evidence base that informs policy and practice
  - reduced exposure to work-related hazards causing injury and illness
  - improved quality of workplace controls.
> Improved outcomes for injured workers and their employers through more effective, efficient, clearly understood and sustainable workers' compensation arrangements.

During 2016–2020, Safe Work Australia will continue to be a model for the innovative development of multi-stakeholder policy and be central to Australia becoming a world leader in the delivery of improved safety and compensation outcomes. We will do this by:

> Acting as a forum to bring together and recognise varying views and interests to enable the effective development of national policy.
> Using our influence to increase knowledge and awareness of health and safety and workers' compensation and normalise the conversation about safe work.
> Being a key source of work health and safety and workers' compensation research, evaluation and data.

The *Australian Work Health and Safety Strategy 2012–2022*, with its vision of healthy, safe and productive working lives, is designed to drive key national activities to achieve improvement in work health and safety. This corporate plan reflects the vision, goals and outcomes of the Australian Strategy.

Outcome

Healthier, safer and more productive workplaces through improvements to Australian work health and safety and workers' compensation arrangements.

Strategies to achieve the outcome

1. Support the implementation of the Australian Strategy.

2. Promote community awareness and knowledge of work health and safety and workers' compensation.

3. Support evidence informed policy, programs and practice through national work health and safety and workers' compensation data, research and evaluation programs.

4. Improve and reform work health and safety laws in Australia to provide a consistent, equitable, effective and high level of protection to all workers.

5. Promote consistent approaches and improved knowledge, skills and capabilities for managing health and safety hazards and risks.

6. Identify opportunities to improve workers' compensation arrangements.

7. Develop nationally consistent explosives regulation.

8. Cooperate and share information, expertise and experience with international organisations.

Appendix 2

Safe Work Australia Operational Plan 2016–2017

Preamble

Safe Work Australia is the body leading the development of national policy to improve work health and safety and workers' compensation across Australia. The interests of the Commonwealth, states and territories as well as workers and employers in Australia are all represented. Together we will work to achieve healthier, safer and more productive workplaces through improvements to Australian work health and safety and workers' compensation arrangements.

This plan describes the activities to be undertaken by Safe Work Australia in performing its statutory functions during 2016–2017, within the total operating budget of $19.877 million. The activities give effect to the strategies outlined in the Safe Work Australia Corporate Plan 2016–2020.

In 2016 and 2017 Safe Work Australia will:

1. Coordinate and report on the progress of national activities being implemented to assist in the achievement of the outcomes and targets outlined in the *Australian Work Health and Safety Strategy 2012–2022* (Strategies 1 and 5).

2. Develop and deliver high-quality, innovative and engaging material and undertake activities that:

   a) improve work health and safety capability (Strategies 2 and 5)

   b) integrate work health and safety into normal business practices (Strategies 2 and 5), and

   c) provide accessible, effective and practical information to aid understanding and compliance particularly for individuals and small business (Strategies 5).

3. Collect, maintain, improve and report on national work health and safety and workers' compensation data (Strategy 3).

4. Undertake and disseminate research and analysis on emerging work health and safety and workers compensation issues to identify new priorities and areas for policy and program development (Strategy 3 and 4).

5. Monitor, evaluate and remove unnecessary regulation to enhance the model work health and safety laws to improve safety outcomes and address issues impeding the effective and efficient operation of the laws (Strategies 3, 4 and 5).

6. Improve workers' compensation arrangements with a particular focus on improving return to work outcomes (Strategy 6).

7. Develop and progress policy proposals that will lead to nationally consistent explosives regulation (Strategy 7).

8. Work with other countries or international organisations and represent Australia at relevant forums (as appropriate) to share data, information and/or knowledge and harness international learnings on work health and safety and workers' compensation matters (Strategy 8).

Performance measurement

The effectiveness of the strategies in assisting to reduce death, injury and disease and towards meeting the outcome of healthier, safer and more productive workplaces will be measured through systematic review and evaluation.

Performance measures are included in the 2016–2017 Safe Work Australia Portfolio Budget Statements and reported in the Safe Work Australia Annual Report.

Appendix 3

Australian work health and safety strategy 2012–2022 annual progress report: 2016–17

The *Australian Work Health and Safety Strategy 2012–2022* (the Australian Strategy) was launched in October 2012 as a high-level, forward-looking framework to drive national and local activity to realise the vision of healthy, safe and productive working lives. The Australian Strategy provides a guiding framework for governments, industry, unions and other organisations.

The Australian Strategy sets four outcomes to be achieved by 2022:

> reduced incidence of work-related death, injury and illness, achieved by
> reduced exposure to hazards and risks using
> improved hazard controls and supported by
> an improved work health and safety (WHS) infrastructure.

The Australian Strategy is set around seven action areas, seven priority industries and six priority work-related disorders that direct activities to the areas with the greatest potential for reducing harm.

Action areas	Priority industries	Priority work-related disorders
Healthy and safe by design	Agriculture	Musculoskeletal disorders
Supply chains and networks	Road transport	Mental disorders
Health and safety capabilities	Manufacturing	Cancers (including skin cancer)
Leadership and culture	Construction	Asthma
Research and evaluation	Accommodation and food services	Contact dermatitis
Government	Public administration and safety	Noise-induced hearing loss
Responsive and effective regulatory framework	Health care and social assistance	

This is the fifth annual progress report of the Australian Strategy and covers the period 1 July 2016 to 30 June 2017. Its release coincides with the scheduled mid-term review of the Australian Strategy, undertaken by Safe Work Australia in 2017, to ensure the strategy continues to generate sustained improvements in WHS. That review, which examines progress against the Australian Strategy in greater detail than this annual progress report, was expected to be finalised in late 2017.

Progress against national targets

The Australian Strategy sets three targets to measure progress towards achieving the vision:

1. A reduction of at least 20 per cent in the number of worker fatalities due to injury (fatality target).
2. A reduction of at least 30 per cent in the incidence rate of claims resulting in one or more weeks off work (serious injuries target).
3. A reduction of at least 30 per cent in the incidence rate of claims for musculoskeletal disorders resulting in one or more weeks off work (musculoskeletal disorders target).

The guide *Measuring progress towards targets: reducing the incidence of work-related death, injury and illness* explains how progress on the Australian Strategy's targets are measured. Given the nature of the data sets and the time involved in processing workers' compensation claims, this data generally has a two to three year lag. The latest available data is reflected in this progress report.

Fatality target

The annual number of work-related deaths due to injury is highly variable. To even out the volatility in the data, four years of data has been used to establish a base period (2007 to 2010), and a three-year rolling average used to track progress. The data covers all of Australia, for all industries, for the calendar year.

There has been a 27 per cent decrease in the number of traumatic injury fatalities, from 270 fatalities in the base period to 197 in 2013–15. This reduction in work-related deaths to date is on track to meet the target of at least a 20 per cent reduction by 2022.

Serious injury target

The serious injury target is measured by the incidence rate, which is the number of serious compensated claims resulting in one or more weeks off work, per 1,000 employees. A three-year rolling average is used as a baseline for the injury target (2009–10 to 2011–12) and the data is gathered on a financial year basis. The latest available data is for 2014–15, which covers the first three years of the Australian Strategy.

There has been a 22 per cent decrease in the incidence rate of serious injuries between the base period and 2014–15. The current rate is 9.8 serious claims per 1,000 employees, down from 12.5. This decrease is on track to meet the target of at least a 30 per cent reduction by 2022.

Musculoskeletal disorders target

Musculoskeletal claims include serious claims of musculoskeletal and connective tissue diseases plus serious claims of traumatic joint/ligament and muscle/tendon injury. The approach followed for the serious injury target is also applied to the musculoskeletal disorder target.

There has been a 24 per cent decrease in the incidence rate of musculoskeletal claims between the base period and 2014–15. The current rate is 5.8 claims per 1,000 employees, down from 7.6. This decrease is on track to meet the target of at least a 30 per cent reduction by 2022.

Activities under the Australian Strategy

A diverse and innovative range of activities are being undertaken by Safe Work Australia, WHS regulators and other influential organisations to improve WHS around Australia. This report highlights some of the new initiatives implemented in the last twelve months. These represent only a fraction of the hundreds of activities currently in place across the country to address the action areas, priority industries and priority disorders identified in the Australian Strategy.

New initiatives in national action areas

This report highlights new initiatives in two national action areas:

> health and safety capabilities, and
> government.

Health and safety capabilities

The 'Health and safety capabilities' action area aims to ensure that every person has the capabilities—the knowledge, skills and resources—they need to fulfil their WHS role. Initiatives to support this action area are increasingly using new technologies to reach and engage workers.

Workplace Health and Safety Queensland developed a suite of work health eTools that were launched during *Safe Work Month 2016*. The eTools include two 'manual tasks' risk assessment tools (*PErforM* and *ManTRA*), as well as calculators for heat stress, noise exposure and return on investment. The eTools can be used on a range of devices, from tablets to smart phones, and are available at https://fswqap.worksafe.qld.gov.au/etools/.

This innovation builds industry and staff capacity to manage WHS risks, and particularly hazardous manual tasks, by making risk assessments easier. Complicated calculations are performed by the eTools software and risk assessments can be done in any location on any device, and then easily documented and saved electronically.

Workplace Health and Safety Queensland rolled out the *Young Worker Program*, which aims to build awareness about the unique characteristics of young worker safety, through a six-month engagement campaign led by regional 'Young worker champions'. The campaign, which concluded in May 2017, completed 460 engagement activities across Queensland.

Over 2016–17, the Australian Capital Territory developed a series of safety videos for smart phones that feature local construction workers talking about ways to reduce risk on worksites. Using the theme *Think Safe. Work Safe. Go Home Safe*, the videos focus on the importance of always following safe work practices on construction sites. Developed by Access Canberra in partnership with Safe Work Australia, the Housing Industry Association, Master Builders Association, UnionsACT, Training Fund Authority and the Construction Industry Training Council, these videos are designed for use in apprenticeship training, 'toolbox talks', registered training courses and onsite safety briefings.

Victoria ran a *Young workers* social media and digital campaign, which used imitation CCTV footage of a series of young workers in the construction, retail, hospitality and manufacturing sectors about to make potentially catastrophic

workplace decisions. While presenting a range of safety messages about the rights and responsibilities of young workers, the central theme was that 'it's ok to speak up if you believe something is unsafe'. As part of the campaign, WorkSafe Victoria also reached out to employers in high-risk industries (construction, retail, hospitality and manufacturing), sending them tip cards on how best to support their young workers. The main message was that it is imperative that employers provide adequate training, support and information to their young workers.

Victoria's evaluation of the campaign (through surveying of young workers) revealed that a high percentage had viewed the videos and been prompted to action, including having conversations with their managers and supervisors about safety. The majority of surveyed employers who received the tip card pack revealed that they would make improvements around supervision.

In 2016, the Northern Territory developed and implemented the Small Business Safety Program, designed to empower small and medium businesses to manage their own WHS processes. The program is confidential, free of charge and allows business owners to consult with small business safety advisers. The advisers are not authorised officers and have no powers under WHS legislation. Small business owners can seek advice and assistance from the advisers without the risk of those discussions leading to enforcement action.

NT WorkSafe also began working with shire councils, community organisations, schools and local businesses to increase WHS awareness in regional and remote areas and develop a Remote Workers' WHS Program for Aboriginal workers. Two films were produced and widely distributed as part of the program:

> *NT WorkSafe WHS consultation in North-East Arnhem Land*—developed to promote the Remote Workers' WHS Program. The video was broadcast nationally as part of the Safe Work Australia Virtual Seminar Series in October 2016 and is available on the Safe Work Australia Virtual Seminar Series webpage.
> *Djäka Madagarritj'ku (Keep Safe From Danger)*—developed to highlight the importance of identifying hazards and risks encountered in daily life as well as in the workplace. The video is presented in language with English subtitles.

A third film based on the 'Homecomings' campaign is currently being finalised. This film is set at a birthday party where a child waits for his father who is late coming home from work. The film features music produced by local musicians. NT WorkSafe has purchased the rights to the music to allow wide distribution of the film once it is completed.

It is not only WHS regulators who are taking innovative action to build capabilities. NewtonLowe, a firm of construction, engineering and learning specialists, have developed *The Situation Engine*, which uses virtual reality simulations to immerse learners in safe and unsafe situations on construction sites. Operating in a virtual world, learners are able to observe how an incident unfolds through the eyes of different workers, witness the injuries that can result from unsafe practices, and consider how they would respond in a real situation and what could be done differently to prevent the incident occurring.

Safe Work Australia continued the highly successful Virtual Seminar Series (VSS), featuring the latest thinking, research, developments and best practice in WHS.

The VSS uses digital technology to share thinking and best practice, engage thought leaders and increase community awareness and knowledge of workplace safety. Topics are informed by all areas of the Australian Strategy, and are presented by academics, regulators and those working in government and non-government organisations. In 2016–17, seminar topics covered a broad range of areas, particularly workplace mental health.

During 2017, Comcare has been running a series of one-day WHS forums across Australia. The forums cover contemporary WHS topics, including risk management, incident prevention and contractor management. The forum program has proved popular, with feedback demonstrating the program strongly resonates with participants who are benefiting from its operational focus and the selection of supporting tools that accompany each session.

Comcare continues to offer training to all agencies, licensees and approved workplace rehabilitation providers within the Commonwealth jurisdiction across a range of subjects, including supervisor responsibilities, better WHS practices, inspector training and return to work management. Comcare has continued to expand its face-to-face and E-learning education resources, with new offering being developed in 2017.

Government

The government action area acknowledges that governments have a key role in improving WHS outcomes and a range of tools at their disposal to change behaviours, including regulation and information, education, awareness and compliance campaigns.

Government actions during the year have included Comcare, the WHS regulator for the Commonwealth, establishing a two-year national collaborative partnership to improve injured workers' work participation through 'recovery at work'. In five priority areas, Comcare has worked to improve employers' and workers' capability and understanding of the health benefits of work in the recovery process. As part of the initiative, Comcare has been working with rehabilitation service providers and general practitioners. In Victoria, government departments have formally committed to lead and collaborate on a whole-of-government approach to improving mental health and wellbeing across the public sector.

In 2016, SafeWork NSW launched the *WHS Roadmap for NSW 2022*. The roadmap is a six-year WHS strategy that will drive state-wide activities for improvement in WHS. Its key targets align directly to the Australian Strategy.

For the first year of the roadmap, SafeWork NSW has focused on putting in place the structure and processes to help businesses embed the safety landscape and plan future initiatives aligned to their strategic goals. SafeWork NSW reports excellent progress on a number of initiatives, with the jurisdiction on track to achieve safer and healthier workplaces by 2022.

The roadmap identifies a number of priority high-risk sectors, including the government sector. *The Government WHS Sector Plan*, which covers the whole of NSW government, is well under way with extensive consultation conducted with key stakeholder groups. These groups will contribute to the design and development of the plan.

Comcare has continued the ongoing program of education and awareness within the Commonwealth jurisdiction through continuing engagement with government employer forums and networks. Comcare has worked directly with these networks through the Small Agency Forum and Commonwealth Safety Management Forum, and through hosting and presenting on WHS subject matter at network meetings. Comcare, in partnership with WorkSafe Victoria, delivered an awareness presentation on WHS in the Supply Chain to the Australian Logistics Council Safety Summit in August 2016. Comcare has also been involved in various working groups on mental health and WHS committees hosted by large employers, including the Department of Defence and Department of Health.

New initiatives in agriculture, a priority industry

Of the Australian Strategy's priority industries, agriculture is identified as a focus during the first five years. It is one of the most dangerous industries to work in due to the combination of hazards—plant, chemicals, noise, dust, sun exposure, and working with animals—and because many in the industry work alone or in remote locations. A range of activities are under way across the country aimed at improving the safety of those who work in the agricultural sector. What follows is a snapshot of some of the new initiatives implemented over the past financial year.

Workplace Health and Safety Queensland ran an agriculture safety campaign, which included advertisements on radio and in social media, aimed at raising awareness of the common risks associated with the industry and its high injury and death rates.

SafeWork SA launched the *Farmers' guidebook*, developed in collaboration with Primary Producers SA, to help farmers understand their legal responsibilities and provide practical solutions to health and safety issues.

SafeWork NSW continues to engage with relevant peak bodies, associations, community leaders, employers and workers to develop an agricultural sector plan, which will be launched in July 2017.

Workplace Health and Safety Queensland has been working with industry stakeholders in the beef supply chain to develop a guide for the safe use and design of cattle crates. The guide includes principles and examples of safe use and design to address some of the common safety hazards, such as work at height, slips and falls, manual tasks, being crushed by cattle and entrapment and electrical shock. The guide will be published in July 2017 and shared at upcoming events, including the Australian Meat Industry Councils' National Safety Conference and three regional supply chain forums being delivered in August and September 2017.

In Tasmania, the government extended the Safe Farming Tasmania program, a joint initiative between WorkSafe Tasmania and the Department of Primary Industries, Parks, Water and the Environment. The program provides access to free practical tools such as induction checklists, hazard checklists, safe work procedures and safety awareness videos. In addition it funds farm visits by a safety expert that can be used to identify site-specific safety issues or provide information sessions for farm workers.

Western Australia has produced an agriculture safety and health checklist as a practical tool to rate potential hazards and risks on an agricultural property. The checklist aims to help farmers control and prevent the risk of serious injury or disease.

Safe Work Australia worked with the National Farmers' Federation to produce two videos, one on stockyard handling and the other on machine guarding, both providing practical guidance on identifying hazards and managing risks.

Building on the previously successful agriculture, quad bike and Globally Harmonised System (GHS) campaigns, Comcare initiated an assessment of selected scheme employers as part of a revisit program that focused on confirmation of risk practices undertaken by select employers relating to these three campaigns.

Dairy Australia developed the Farm Safety Starter Kit, a series of practical, easy to use resources starting with safety basics and building farmers' hazard awareness and risk responsiveness.

Much work has also been done to reduce the rates of injury and fatalities associated with the use of quad bikes in the industry. SafeWork NSW released the largest-ever survey into quad bike use in the workplace, which has indicated that manufactured operator protective devices do not cause serious injuries in quad bike incidents and potentially save lives. The research was conducted by UNSW Transport Road Safety on behalf of SafeWork NSW. Public awareness campaigns have been run in New South Wales, Queensland and Victoria. In New South Wales, for example, a comprehensive campaign covering radio, television, print and social media was run. Under the Quad Bike Improvement Program, rebates are being offered to eligible farmers to purchase side-by-side vehicles, operator protective devices and helmets. The program also offers free training to the Operate Quad Bikes Unit of Competency to eligible farmers. Each participant receives a compliant helmet. Farmers have been offered free quad bike training though a New South Wales government initiative. Rebates to fit crush protection devices are also available in Victoria. Farmers' groups have worked closely with WHS regulators to ensure the messages and assistance reach their target audiences.

New initiatives focusing on mental disorders, a priority disorder

There is plenty of action across Australia to tackle the priority disorders. The following is a snapshot of some new initiatives that began in 2016–17 to improve mental health at work.

Workplace Health and Safety Queensland implemented a dedicated *Mental health at work action plan (2016–2020)* aimed at reducing the incidence and severity of work-related mental disorders and promoting good work design to enhance psychological health. The plan focuses on building awareness of psychosocial hazards, turning the latest research into practical, evidence-based tools, increasing awareness of mental health at work and addressing mental health in the regulatory framework. As part of the plan, Olympic gold medallist Libby Trickett has been enlisted as a Mental Health at Work Ambassador to raise awareness and encourage workers to seek assistance.

Workplace Health and Safety Queensland has been working with the transport industry to identify issues and raise awareness relating to the physical and mental impacts of the transport supply chain. Surveys and focus groups with drivers and employers were conducted across Queensland. The most common issues identified by the industry included poor design and access at customer sites, time pressures and scheduling, truck access and load restraint activities, as well as on-road issues. The project findings are now being shared with industry and its supply

chain partners to raise awareness of work-related stress and physical risk factors.

In Victoria, the WorkHealth initiative has been re-established, with a focus on improving mental health and wellbeing in the workplace. A partnership between WorkSafe and the Department of Health and Human Services, WorkHealth will provide Victorian employers with access to practical strategies and guidance to help them build healthy workplace cultures.

The Victorian Workplace Mental Wellbeing Collaboration brings together VicHealth, SuperFriend and WorkSafe Victoria to promote positive mental wellbeing at work. The collaboration provides a range of practical resources, guidelines to promote positive mental health in the workplace and case studies. The collaboration's resources have been designed to support employers that have a strong foundation in WHS, and want to go 'above and beyond' to create 'supportive, cohesive and respectful' workplaces where workers are engaged, positive and effective.

SafeWork NSW held consultative sessions with key stakeholders to gain their input, expertise and support as part of the Mentally Healthy Workplaces Strategy. The stakeholders included government sector representatives, employee representatives, not-for-profit organisations and academics.

SafeWork NSW aims to work with at-risk sectors to reduce the impact of work-related psychological injuries and illnesses and promote mentally healthy workplaces. This will be achieved through stakeholder engagement and collaboration on key initiatives, issues and emerging trends, and by the sharing of knowledge. To date there has been work on building inspector capability to ensure a national approach to managing psychosocial risks in the workplace.

The mental health of young workers has been a focus for SafeWork New South Wales in 2016, with the establishment of the Young Worker Mental Health Collaboration. The group includes service providers, academics and not-for-profit organisations. It meets quarterly to discuss issues that young workers may face in the workplace and works together to disseminate tools, resources and guidance materials.

Comcare, in partnership with beyondblue and the Australian Public Service Commission, initiated a workplace mental health community of practice forum for jurisdictional employers to share experiences, learn from each other and connect to industry experts. The forum was limited to Australian Public Service employers but future forums will be open to the whole jurisdiction.

The Mentally Healthy Workplace Alliance, a collaboration between business, community and government, was established in 2013. Over the last year, the alliance upgraded their website to feature new information and practical resources for organisations and individuals. All alliance members undertook a range of promotional activities, especially during mental health week. A subcommittee comprising Comcare, SuperFriend, beyondblue, Australian Chamber of Commerce and Industry, the Business Council Australia, the Australian Council of Trade Unions, the Council of Small Business Australia and Safe Work Australia worked

together to begin a multi-year project to develop a national workplace mental health framework.

There has also been some interesting research into mental health in the workplace, which is helping to inform policy and practice. Safe Work Australia released the third edition of *Psychosocial health and safety and bullying in Australian workplaces*. This statement presents data from accepted workers' compensation claims caused by mental stress. Workers' compensation data provide the only national administrative data indicators for psychosocial stressors in Australian workplaces, including workplace bullying. Safe Work Australia also published revised guides for managers and workers on workplace bullying: *Guide for preventing and responding to workplace bullying and Dealing with workplace bullying—a worker's guide*. The revised guides provide greater guidance on improving transparency when dealing with reports of workplace bullying and designing safe systems of work to reduce the risk of workplace bullying. In consultation with the Australian Chamber, Safe Work Australia broadcast a Virtual Seminar Series panel discussion on *Facts and fallacies behind mentally healthy workplaces*.

Other organisations have also examined bullying in the workplace. A study released during the year was commissioned by beyondblue and found that many of the conventional responses to bullying are ineffective and that systemic changes to organisational culture is typically warranted. This study has already been used to inform the development of tools in the Headsup initiative. Launched in 2014, and developed by the alliance and beyondblue, Headsup provides a wide range of practical resources, information and advice for workers and organisations aimed at improving mental health at work.

Appendix 4

Publications list

Research publications

- Australian Work Exposures Study – Asthmagens research summary
- Comparison of workers' compensation arrangements in Australia and New Zealand 2016
- Measuring and reporting on work health and safety
- Psychosocial Health and Safety and Bullying in Australian Workplaces
- Psychosocial Safety Climate and Better Productivity in Australian Workplaces: Costs, Productivity, Presenteeism, Absenteeism
- Perceived levels of management safety empowerment and justice among Australian employers
- Return to Work Survey 2016 Summary Report

Statistical reports

- A comparison of work-related injuries among shiftworkers and non-shiftworkers
- Australian workers' compensation statistics 2014–15
- Bullying and Harassment in Australian Workplaces: Results from the Australian Workplace Barometer 2014/15
- Comparative performance monitoring report 18th Edition
- Notifiable fatalities monthly reports
- Psychosocial health and safety and bullying in Australian workplaces
- Road transport industry profile
- Statistics on work-related musculoskeletal disorders
- Work health and safety in the agricultural industry
- Work-related traumatic injury fatalities Australia 2015

Materials supporting the model WHS laws

- Amended Model Work Health and Safety Act
- Amended Model Work Health and Safety Regulations
- Cranes guidance material
- Decision Regulation Impact Statement - Managing risks associated with lead in the workplace
- Decision regulation impact statement for the model Code of Practice: Managing risks in stevedoring
- Dealing with workplace bullying – a worker's guide
- Explanatory Memorandum – Model Work Health and Safety Act
- Explanatory Statement for the model Work Health and Safety Regulations
- Explosives Regulation in Australia: Decision Regulation Impact Statement July 2016
- Guide to the model Work Health and Safety Act

- Guide to managing risks in cattle handling
- Guide to managing risks in tree trimming removal
- Guide for preventing and responding to workplace bullying
- Guide for managing the risks of machinery in rural workplaces
- Guide to Managing Risks of Exposure to Carcinogens in the Workplace
- Model Code of Practice: Managing risks in stevedoring
- Model Code of Practice – Managing Risks of Plant in the Workplace
- Model Work Health and Safety Regulations (Veterinary Exemptions) Amendments (28 November 2016)
- Model Work Health and Safety Regulations Amendments (28 November 2016)
- Worker Representation and Participation Guide
- Workplace amusement devices guidance material

Information sheets and frequently asked questions

- Frequently asked questions – Plant and changes in Standards
- Information Sheet – Australian and Other Standards
- Quad bikes in rural workplaces information sheet

Corporate

- Corporate Plan 2016–2020
- Diversity and Inclusion Strategy 2016–19
- Harradine indexed file list 1 January 2016 to 30 June 2016
- Operational Plan 2016–2017
- Portfolio Budget Statements 2017–18
- Safe Work Australia Annual Report 2015–16
- Safe Work Australia Sponsorship Guidelines

Appendix 5

Advertising and market research

During 2016–17 Safe Work Australia did not conduct any advertising campaigns.

Appendix 6

Ecologically sustainable and environmental performance

Section 516A of the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth) requires that government organisations report annually on their environmental performance and contribution to ecologically sustainable development.

In July 2016, Safe Work Australia introduced its first Environmental Policy. The policy outlines the agency's commitment to minimising the environmental impact of its operations.

Safe Work Australia does this by:

- operating a paper, plastic, glass and cardboard recycling program
- effective use of electricity by using energy efficient office machinery
- toner cartridge and waste toner recycling
- using energy efficient computer monitors
- using low wattage lights throughout the Safe Work Australia office
- operating lighting via motion sensors to reduce energy consumption
- reducing paper usage by centralising printers and setting them to double-sided printing as a default, and
- using office paper that is carbon neutral, recycled and/or has an environmental sustainability rating.

Appendix 7

Entity resource statement and expenses by outcome

Safe Work Australia resource statement 2016–17

Section 17 AF (1) (b) of the Public Governance, Performance and Accountability Amendment

Rule requires non-corporate Commonwealth entities to summarising the total resources of the entity, and the total payments made by the entity during the reporting period.

This information is provided at Note 3.2 Special Account on page 112 of the financial statements.

Expenses by outcome

Safe Work Australia has one outcome and one program. These are:

Outcome 1: Heathier, safer and more productive workplaces through improvements to Australian work health and safety and workers' compensation arrangements.

Program 1.1: Reform of and improvements to Australian work health and safety and workers' compensation arrangements.

Part eight

References and indexes

Acronyms and abbreviations

Acronym/ abbreviations	Meaning
AASB	Australian Accounting Standards Board
ABS	Australian Bureau of Statistics
ACTU	Australian Council of Trade Unions
AMR	Australian Mesothelioma Registry
ANAO	Australian National Audit Office
AND	Australian Network on Disability
ANU	Australian National University
APS	Australian Public Service
APSC	Australian Public Service Commission
ASEC	Asbestos Safety and Eradication Council
AWES	Australian Work Exposure Studies
CDAP	Career Development Assistance Program
COAG	Council of Australian Governments
CPM	Comparative Performance Monitoring
CRG	Communication Reference Group
DRG	Data Reference Group
ECF	Employee Consultation Forum
FBT	Fringe Benefits Tax
FOI Act	*Freedom of Information Act 1982*
GHS	Globally Harmonized System of Classification and Labelling of Chemicals
GST	Goods and Services Tax
HCIS	Hazardous Chemical Information System
HSIS	Hazardous Substances Information System
HSR	Health and Safety Representative
HWCA	Heads of Workers' Compensation Authorities
HWSA	Heads of Workplace Safety Authorities
IAP	International Advisory Panel
IPS	Information Publication Scheme
MoU	Memorandum of understanding
NAI	national assessment instruments
NDS	National Data Set for Compensation-based Statistics

Acronym/ abbreviations	Meaning
OSH	Occupational Safety and Health
PATH project	Personality and Total Health through Life project
PAW project	People at Work project
PBS	Portfolio Budget Statements
PDA	Performance Development Agreement
PGPA Act	*Public Governance, Performance and Accountability Act 2013*
RERG	Research and Evaluation Reference Group
RIS	Regulation Impact Statement
SES	Senior Executive Service
SIG	Strategic Issues Group
SME	Small and medium enterprise
SRCC	Safety, Rehabilitation and Compensation Commission
SSC	Shared Services Centre
TED	technology, entertainment, design
TIF	Traumatic Injury Fatalities
VET	*vocational education and training*
VSS	Virtual Seminar Series
WHS	work health and safety

Glossary of terms

Term	Description
Australian Strategy	The *Australian Work Health and Safety Strategy 2012–2022* is a framework to help improve work health and safety in Australia. Its vision is healthy, safe and productive working lives. It promotes collaboration between the Commonwealth, state and territory governments, industry, unions and other organisations to reach the vision.
G20 countries	The Group of Twenty (G20) is the premier international forum for cooperation on global economic governance. The members of the G20 are: Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Republic of Korea, Mexico, Russia, Saudi Arabia, South Africa, Turkey, United Kingdom, United States, and the European Union. G20 members account for 86 per cent of the world economy, 78 per cent of global trade, and two-thirds of the world's population, including more than half of the world's poor'
Model WHS Act	The model WHS Act was developed under the Inter-Government Agreement for Regulatory and Operational Reform in Occupational Health and Safety as part of the new harmonised work health and safety framework in Australia. The model WHS Act was endorsed by the Workplace Relations Ministers' Council on 11 December 2012.
Model WHS Laws	The model WHS Laws consist of the Model WHS Act, supported by model WHS Regulations, model Codes of Practice and a National Compliance and Enforcement Policy.
Portfolio Budget Statements	Portfolio Budget Statements are budget-related papers detailing budget initiatives and explanations of appropriations specified by outcome and program by each agency within a portfolio.
Annual Performance Statement	The Annual Performance Statement is a requirement under the Public Governance, Performance and Accountability Act 2013 taking effect from 1 July 2015. The statement is designed to provide a line of sight between planned non-financial performance outlined in the Department's corporate plan and actual performance over the reporting period.

Term	Description
Corporate Plan	Safe Work Australia is required by the *Safe Work Australia Act 2008* each year to prepare a corporate plan covering a four year period which deals only with the outcomes to be achieved by Safe Work Australia and the strategies that are to be followed to achieve those outcomes.
Operational Plan	Safe Work Australia's Operational Plan describes the activities Safe Work Australia will undertake in performing its statutory functions during the 2016–17 financial year. The activities give effect to the strategies outlined in the Corporate Plan.
Virtual Seminar Series (VSS)	The VSS is a micro-site of the Safe Work Australia website which broadcasts a range of seminars to the public. The seminars are designed to showcase the latest thinking, research, developments and best practice in WHS.
Work health and safety (WHS) regulators	WHS regulators enforce WHS laws, manage workers' compensation claims and provide advice on the WHS regulations in their jurisdiction.
Social partners	Safe Work Australia's social partners include union and employer associations including: The Australian Council of Trade Unions, The Australian Chamber of Commerce and Industry and The Australian Industry Group.

List of requirements

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(g)	**Letter of transmittal**		
17AI		A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	3
17AD(h)	**Aids to access**		
17AJ(a)		Table of contents.	4-5
17AJ(b)		Alphabetical index.	152-160
17AJ(c)		Glossary of abbreviations and acronyms.	140-143
17AJ(d)		List of requirements.	144-151
17AJ(e)		Details of contact officer.	2
17AJ(f)		Entity's website address.	2
17AJ(g)		Electronic address of report.	2
17AD(a)	**Review by accountable authority**		
17AD(a)		A review by the accountable authority of the entity.	10-12
17AD(b)	**Overview of the entity**		
17AE(1)(a)(i)		A description of the role and functions of the entity.	8-9
17AE(1)(a)(ii)		A description of the organisational structure of the entity.	72-73
17AE(1)(a)(iii)		A description of the outcomes and programmes administered by the entity.	28,30
17AE(1)(a)(iv)		A description of the purposes of the entity as included in corporate plan.	30
17AE(1)(b)		An outline of the structure of the portfolio of the entity.	Not applicable

PGPA Rule Reference	Part of Report	Description	Requirement
17AE(2)		Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	Not applicable
17AD(c)	**Report on the Performance of the entity**		
	Annual performance Statements		29-35
17AD(c)(i); 16F		Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	
17AD(c)(ii)	**Report on Financial Performance**		
17AF(1)(a)		A discussion and analysis of the entity's financial performance.	92-93
17AF(1)(b)		A table summarising the total resources and total payments of the entity.	138
17AF(2)		If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	Not applicable
17AD(d)	**Management and Accountability**		
	Corporate Governance		
17AG(2)(a)		Information on compliance with section 10 (fraud systems)	88
17AG(2)(b)(i)		A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	88

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(2)(b)(ii)		A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	88
17AG(2)(b)(iii)		A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	88
17AG(2)(c)		An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	87-90
17AG(2)(d) – (e)		A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to noncompliance with Finance law and action taken to remedy noncompliance.	Not applicable
	External Scrutiny		
17AG(3)		Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	90
17AG(3)(a)		Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	90
17AG(3)(b)		Information on any reports on operations of the entity by the Auditor General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	90

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(3)(c)		Information on any capability reviews on the entity that were released during the period.	Not applicable
	Management of Human Resources		
17AG(4)(a)		An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	82-83
17AG(4)(b)		Statistics on the entity's APS employees on an ongoing and nonongoing basis; including the following: Statistics on staffing classification level; Statistics on fulltime employees; Statistics on parttime employees; Statistics on gender; Statistics on staff location; Statistics on employees who identify as Indigenous.	76-77
17AG(4)(c)		Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the *Public Service Act 1999*.	79-80
17AG(4)(c)(i)		Information on the number of SES and nonSES employees covered by agreements etc identified in paragraph 17AD(4)(c).	79
17AG(4)(c)(ii)		The salary ranges available for APS employees by classification level.	79
17AG(4)(c)(iii)		A description of nonsalary benefits provided to employees.	80

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(d)(i)		Information on the number of employees at each classification level who received performance pay.	79
17AG(4)(d)(ii)		Information on aggregate amounts of performance pay at each classification level.	Not applicable
17AG(4)(d)(iii)		Information on the average amount of performance payment, and range of such payments, at each classification level.	Not applicable
17AG(4)(d)(iv)		Information on aggregate amount of performance payments.	Not applicable
	Assets Management		
17AG(5)		An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	92
	Purchasing		
17AG(6)		An assessment of entity performance against the *Commonwealth Procurement Rules.*	92-93
	Consultants		
17AG(7)(a)		A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	93

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(7)(b)		A statement that *"During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of $[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of $[specified million]".*	93
17AG(7)(c)		A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	93
17AG(7)(d)		A statement that *"Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website."*	93
Australian National Audit Office Access Clauses			
17AG(8)		If an entity entered into a contract with a value of more than $100 000 (inclusive of GST) and the contract did not provide the AuditorGeneral with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	92

PGPA Rule Reference	Part of Report	Description	Requirement
	Exempt contracts		
17AG(9)		If an entity entered into a contract or there is a standing offer with a value greater than $10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	92
	Small business		
17AG(10)(a)		A statement that *"[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website."*	92-93
17AG(10)(b)		An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	92-93
17AG(10)(c)		If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that *"[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website."*	93
	Financial Statements		
17AD(e)		Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	94-120

PGPA Rule Reference	Part of Report	Description	Requirement
17AD(f)	**Other Mandatory Information**		
17AH(1)(a)(i)		If the entity conducted advertising campaigns, a statement that *"During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website."*	Not applicable
17AH(1)(a)(ii)		If the entity did not conduct advertising campaigns, a statement to that effect.	137
17AH(1)(b)		A statement that *"Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity's website]."*	93
17AH(1)(c)		Outline of mechanisms of disability reporting, including reference to website for further information.	84
17AH(1)(d)		Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	88–89
17AH(1)(e)		Correction of material errors in previous annual report	Not applicable
17AH(2)		Information required by other legislation	
		Environment Protection and Biodiversity Conservation Act 1999	137
		Freedom of Information Act 1982	88–89
		Work Health and Safety Act 2011	85–86

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