

**INJURY PREVENTION AND MANAGEMENT
PERFORMANCE MEASUREMENT FOR
SENIOR OFFICERS**

KEY ACCOUNTABILITY

- **ACTPS and Agency injury prevention and injury management policies and procedures are implemented and operating effectively; and**
- **reduction in Branch \ Unit workers' compensation premium.**

Examples of targets, goals and measures should be established against all the desired outcomes. (see attachment A & B)

PERFORMANCE MEASUREMENT

INJURY PREVENTION

Performance Targets ----- Examples Only

- all staff are aware of their legislative duty of care;
- all staff are aware of the major provisions of the Occupational Health and Safety Act;
- all staff understand the ACTPS Injury Prevention and Management Policy Statement and the terms of the Agency's Occupational Health and Safety Agreement;
- all staff are trained in occupational health and safety principles and their roles and responsibilities;
- all staff are aware of and have access to occupational health and safety advice if required;
- an occupational health and safety system is in place which includes:
 - workplace requirements of the Occupational Health and Safety Act i.e. designated work groups, Health and Safety Representatives, Occupational Health and Safety Committees etc
 - identification and assessment of risks through regular safety audits
 - risk control measures in line with the hierarchy of controls
 - a review of compliance with relevant regulations, standards and codes of practice during development or modification of procedures or work instructions;
- the number of "serious" occupational injuries / illnesses is reduced and all occupational injuries / illnesses and incidents are reported in accordance with legislative and policy requirements and are investigated, causes identified and appropriate action taken to ensure the risk is controlled or removed so a similar event cannot occur in future.

Performance Outcomes ----- Examples Only

- copy of Injury Prevention and Management Policy Statement and Agency Occupational Health and Safety Agreement made available to all staff and follow up training provided by (date);

- 10% decrease in the number of serious injuries/incidents for Branch/Section over a 12 month period;
- safety audits conducted 4 times per year and identified risks are appropriately addressed within 4 weeks of audit;
- occupational health and safety training undertaken by (date) for $x\%$ staff;
- an occupational health and safety system is in place which includes:
 - register of workplace (Designated Work Groups) and their component members
 - register of HS Reps and the training received
 - process for identification and assessment of risks, including the personnel conducting the procedures and their competencies, is in place by (date)
 - a documented procedure, which follows the hierarchy of hazard control, is in place for addressing identified risks by (date)
 - a process for assessing modifying job safety, indicating legal compliance with standards and codes of practice is in place by (date)
 - accident statistics and workers' compensation statistics reviewed quarterly to identify risks and any risks addressed within 4 weeks of identification;
- all accidents investigated within 24 hours of occurrence.

PERFORMANCE MEASUREMENT

INJURY MANAGEMENT

Performance Targets ----- Examples Only

- suitably qualified and/or experienced staff are available to perform rehabilitation case management functions in line with core competencies;
- reduction in workers' compensation premium;
- rehabilitation of injured/ill staff is occurring in line with Public Sector Management Standard 7;
- claims for workers' compensation are lodged in line with Public Sector Management Standard 7;
- Return to Work Policy;
- suitable duties or alternative placements have been identified for all injured/ill staff;
- preferred rehabilitation providers are monitored.

Performance Outcomes ----- Examples Only

- officers performing rehabilitation case management functions are trained using core competencies; or update skills/qualifications of existing case managers through recognised training program. Case managers to be suitably skilled/qualified by (date);
- reduced number of "serious" accidents, and number of claims for Branch/Section over a 12 month period;
- length of time off for stress related illness to decrease by 50% over a 12 month period;
- 90% of injured/ill staff assessed for rehabilitation needs within ten working days of reporting absence from work (compensible or otherwise);
- 90% of compensation claims referred to insurer within 5 working days of date of claim;
- 90% of injured/ill staff back at work within 10 days of injury;

- 90% of Return To Work Programs completed in line with Preferred Approved Rehabilitation Program Provider contract;
- 90% of injured/ill staff still in the Return To Work jobs 6 weeks after case closure.