



 **NOHSC**
National Occupational Health & Safety Commission

Australian workplaces free from injury and disease

Annual Report
1999–2000

SAFETY

CAUTIO

Annual Report
1999 – 2000

SAFETY

© Commonwealth of Australia 2000

ISSN 0818-3627

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968* (Cwlth), no part may be reproduced by any process without prior written permission from AusInfo. Requests and inquiries concerning reproduction and rights should be addressed to the Manager, Legislative Services, AusInfo, GPO Box 1920, Canberra ACT 2601.

Certification



The Honourable Peter Reith, MP
Minister for Employment, Workplace Relations
and Small Business
Parliament House
CANBERRA ACT 2600

Dear Minister

I have pleasure in submitting to you, for presentation to the Parliament, the annual report of the National Occupational Health and Safety Commission for the year ending 30 June 2000.

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

The financial statements contained in this annual report have been prepared in the form approved by the Minister for Finance and Administration pursuant to subsection 9(1) of the *Commonwealth Authorities and Companies Act 1997*.

Relevant sections of this annual report have been prepared in accordance with the specifications of the Minister for Finance and Administration pursuant to subsection 9(1) of the *Commonwealth Authorities and Companies Act 1997* for the report of operations.

National Occupational Health and Safety Commission members, as directors under the *Commonwealth Authorities and Companies Act 1997*, are responsible for the preparation and content of the report of operations in accordance with the Finance Minister's Orders.

Yours sincerely

A handwritten signature in black ink, appearing to read "Dennis Else". The signature is fluid and cursive.

PROFESSOR DENNIS ELSE
CHAIRMAN

11 September 2000

Australian workplaces free from injury and disease

Mailing Address GPO Box 58 Sydney NSW 2001 AUSTRALIA
Visiting Address 92 Parramatta Road Camperdown NSW 2050 AUSTRALIA
Telecommunications Telephone: 02 9577 9555 Facsimile: 02 9577 9202 Internet: www.nohsc.gov.au

Contents

Certification	iii
Contents	v
Abbreviations	vi
Glossary of Terms	vii
Chairman’s Message	1
Chief Executive Officer’s Overview	3
Enabling Legislation and Responsible Minister	5
Outline of Organisational Structure	11
Directors and Committees	15
Review of Operations and Future Prospects	31
Output 1.1 – National Data and Information	45
Output 1.2 – Research, Analysis and Advice	59
Output 1.3 – OHS Standards Framework	69
Coordination and Corporate Functions	85
Indemnities and Insurance Premiums for Officers	95
Appendixes	99
Appendix 1 – Financial Statements for 1999–2000	101
Appendix 2 – Organisations used for Advertising, Market Research, Polling, Direct Mail and Media Advertising	123
Appendix 3 – Statement under Section 8 of the Freedom of Information Act	125
Appendix 4 – Staffing at 30 June 2000	127
Appendix 5 – Discretionary Grants	129
Appendix 6 – Legislation	130
Appendix 7 – Social Justice and Equity	131
Appendix 8 – Consultancy Services	132
Appendix 9 – NOHSC Strategic Plan 2000 to 2003	136
Appendix 10 – Contact Information	140
Compliance with Commonwealth Authorities and Companies Orders 1998 – Schedule 1 Report of Operations	141

Abbreviations

ABS	Australian Bureau of Statistics
ACCI	Australian Chamber of Commerce and Industry
ACTU	Australian Council of Trade Unions
ARPANSA	Australian Radiation Protection and Nuclear Safety Agency
BEACH	Bettering the Evaluation and Care of Health
CEO	Chief Executive Officer
CPM	Comparative Performance Monitoring
DEWRSB	Department of Employment, Workplace Relations and Small Business
ECRP	Existing Chemicals Review Program
HSSC	Hazardous Substances Subcommittee
IC	Information Committee
ILO	International Labour Organisation
JAS-ANZ	Joint Accreditation System – Australia and New Zealand
MSDS	Material Safety Data Sheet
MUNCCI	Monash University National Centre for Coronial Information
NCIS	National Coroners' Information System
NDS	National Data Set for Compensation – based Statistics
NICNAS	National Industrial Chemicals Notification and Assessment Scheme
NOHSC	National Occupational Health and Safety Commission
NOSI	NOHSC Online Statistics Interactive
NRA	National Registration Authority for Agricultural and Veterinary Chemicals
OECD	Organisation for Economic Cooperation and Development
OHS	occupational health and safety
PC	Prevention Committee
RSSC	Research Strategy Subcommittee
SBSC	Small Business Subcommittee
SBWG	Small Business Working Group
VET	vocational education and training
WHO	World Health Organization
WRMC	Workplace Relations Ministers' Council

Glossary of Terms

Australian Standard	Standard developed by Standards Australia.
Business Entry Point	Formerly know as Bizlink, this scheme is an initiative of the Commonwealth Government and all the States and Territories, providing a service to Australian businesses to make it easier to deal with government.
Framework	National OHS Improvement Framework.
jurisdictions	Realms of governance in OHS, including New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania, the Northern Territory, the Australian Capital Territory and Commonwealth Government employment.

Chairman's Message



It has been an exciting year for the National Occupational Health and Safety Commission (NOHSC), with the release of the National OHS Improvement Framework (the Framework) and the beginning of its implementation across Australia. The Framework, developed by NOHSC, was released following endorsement by the Workplace Relations Ministers' Council (WRMC) in November 1999.

The Framework demonstrates the commitment of Workplace Relations Ministers, NOHSC and NOHSC member agencies to the purpose of reducing the national incidence of work-related injury, disease and death. It is based on the adoption of systemic approaches by government and industry, including:

- locating responsibility for the elimination or control of risk at the source, be that with the designer, manufacturer or supplier, or in the workplace;
- continuous innovation to develop better, safer and healthier ways of working; and
- improvement through regular review and audit.

The Framework defines national objectives and goals for occupational health and safety (OHS) and identifies nine key areas where

improvement is most needed. OHS is influenced by a wide range of factors. The Framework reflects this, and provides the opportunity for a coordinated and multi-faceted effort by stakeholders in the nine key areas.

NOHSC contributes to realisation of the Framework's objectives and goals by developing Australia's OHS infrastructure and facilitating faster sharing of successful prevention innovations. This enhances the capacity of the OHS jurisdictions, industry parties and other stakeholders to work towards the objectives and goals. NOHSC's infrastructure priorities include data, information, research, standards and the Framework itself. NOHSC is responsible for dissemination, monitoring, reporting, review and refinement of the Framework.

Already, NOHSC member agencies are adopting the Framework, with the Queensland Division of Workplace Health and Safety having based its Strategic Plan on it, and WorkSafe Western Australia planning to do the same. The South Australian WorkCover Corporation has indicated its OHS priorities can be matched with the nine key areas. OHS stakeholders not represented directly on NOHSC are also picking up the Framework, for example, two of the major OHS professional bodies, with a combined membership of over 2,000, are structuring their strategic planning around it. The first yearly report on activities under the Framework will be presented to the WRMC meeting in December 2000.

NOHSC has developed a new three-year Strategic Plan for the period 2000 to 2003 (see Appendix 9), which is designed to support the goals of the Framework and is based on NOHSC's priorities. NOHSC's vision is 'Australian workplaces free from injury and disease' and its

mission, consistent with implementation of the Framework, is to 'Lead and coordinate national efforts to prevent workplace death, injury and disease in Australia'.

NOHSC's facilitation of progress under the Framework can be illustrated by three projects that aim to increase the knowledge and commitment of decision makers in OHS. The **Safe Design** project is based on developing a greater recognition of the role of safe design in improving OHS performance. Methods of influencing designers and purchasers so that OHS is integral to their decision making are being examined. Elimination of risk is being sought in the design and maintenance of workplaces as well as the design of plant and equipment. Productive meetings have been held with representatives from the peak professional groups of engineers and architects on ways in which they could work in partnership with NOHSC to incorporate safe design concepts into their work practices.

Generating and Spreading Workplace Solutions is a project through which a database of OHS solutions has been established, expanded and improved so that workplace parties and OHS practitioners can access the solutions devised by others. By June 2000 almost 400 solutions had been added to the database, a draft policy and procedures for the quality control of solutions had been developed, and testing of strategies to generate further solutions was underway. The **CEO and Supervisor Drivers** project is based on investigation of the factors that motivate chief executive officers (CEOs), owner/operators and supervisors to pay attention to OHS, and following on from that, development of strategies to raise the OHS awareness and commitment of these groups. The attitude of CEOs, owner/operators and supervisors is critical in determining the value given to OHS in their organisations. As part of this project, a study is currently underway to

test the relevance and strength in Australia of motivational drivers identified previously, including, for example, enforcement, supply chain pressure, corporate image and demonstrated commercial benefits.

These projects are models for NOHSC's optimum method of operation, as they are not hugely expensive to resource, yet have the potential for maximum impact on key decision makers in OHS.

Other notable achievements in 1999–2000 included development and promotion of an interactive statistical database that enables users to formulate specific questions and receive answers through the NOHSC web site. The database delivers fast and accurate information, tailored to the user's needs, in an accessible and convenient form. In the standards area, review and revision activities continued, and major work was undertaken to progress the draft national standard and code of practice for dangerous goods, which will complete the suite of priority national standards. By the end of 1999–2000 a draft public discussion paper 'Towards a National OHS-related Research Strategy' had been completed, and a new approach to meeting the needs of small business had been developed for consideration at the NOHSC meeting in July 2000.



PROFESSOR DENNIS ELSE
CHAIRMAN

Chief Executive Officer's Overview



A major achievement during the year was the implementation of an integrated strategic and business planning, budgeting and performance management structure, building on the initial steps taken towards the end of 1998–99. This establishes a firm basis for the improvement of internal operations to facilitate achievement of NOHSC's business objectives. During the second half of the year the Strategic Plan and Business Plan were used by the branches within the NOHSC Office to guide the development of detailed branch plans. The branch plans outlined workplans at the project level to achieve the objectives and strategies set out in the Strategic Plan and the Business Plan, and included summaries of key deliverables, proposed resource usage, milestones and performance measures. The branch plans then assisted staff and supervisors to develop individual performance agreements and staff development plans that were fully aligned to the Strategic Plan and Business Plan. New financial management systems were put in place that enable budgeting and reporting at the Strategic Plan, Business Plan, branch or business unit level (and at project/activity level where required). Further improvements

are anticipated in 2000–01, as the integrated structure will be in place from the beginning of the financial year, and experience will have been gained in its operation.

A Human Resource Development Strategy was developed during the year, following a full skills audit of the NOHSC Office and identification of the skills needed for staff to contribute effectively to NOHSC's goals. The Human Resource Development Strategy was aligned with the objectives, strategies and activities outlined in the Strategic Plan, Business Plan and branch plans. It has assisted managers to identify staff training needs, which are being addressed through NOHSC-wide training in key areas and in the individual development plans that are part of each staff member's performance agreement.

The work that commenced in 1998–99 to ensure sound corporate governance and improved internal management continued. Considerable effort was devoted to making sure all mandatory and recommended government policies and procedures were in place. Review and development of policies and procedures, in consultation with staff, was an ongoing task. New or substantially amended policies developed during the year included an Information Management and Technology Strategic Plan, procedures for contractor selection and management, a new OHS policy and plan, a workplace diversity operational plan and GST implementation procedures. At the end of 1999–2000 the remaining policies required to complete the suite of essential corporate governance mechanisms were all close to completion. These policies comprise a Fraud Control Plan, a Business Continuity Plan and a NOHSC Office code of conduct, incorporating the Australian Public Service values and code of conduct.

Financial management, including financial information systems, was identified as a priority area for improvement. In November 1999 consultants were engaged to undertake a thorough overhaul of the NOHSC Office's financial systems and policies. This has resulted in a restructure of financial management systems which is expected to deliver better controls and more timely financial information for NOHSC and NOHSC Office managers. Implementation of the new financial system and related policies has begun and will be completed early in 2000-01.

Following completion of the Information Management and Technology Strategic Plan, implementation activities commenced, including migration of the NOHSC Office to a new desktop operating system and applications software in May 2000. This is expected to deliver document management efficiencies, and a more stable and secure operating environment.

Detailed quarterly progress reporting on projects to NOHSC and its committees, instituted in 1998-99, continued in 1999-2000, with the report format being adapted to reflect the new Strategic Plan for the period 2000 to 2003. The quarterly reports provide an accessible, up-to-date record of progress, and facilitate reporting for a range of purposes, including compilation of the annual report.

The Performance Management Program, established through the NOHSC Office's certified agreement with staff, was piloted in 1999 and was subsequently evaluated. The results of the evaluation were used to improve arrangements for a performance management trial program, which was implemented during the last three months of 1999-2000. Positive feedback has been received on the trial to date, and the experience of both the pilot and the trial will inform the performance management system for 2000-01.

Year 2000 compliance was achieved and contingency plans developed by September 1999. No disruptions due to year 2000 issues were experienced.

Consultants were employed during 1999-2000 to assist in the identification of NOHSC's future accommodation needs and options, in view of the impending expiry of the current lease at Camperdown in November 2000. After consultation with the Minister for Employment, Workplace Relations and Small Business on future options for accommodation, the Minister wrote to NOHSC on 27 June advising that he had decided that the NOHSC Office should be relocated to Canberra by January 2002. A detailed assessment of the steps necessary to meet this timetable and to ensure full consultation with staff was underway at the end of 1999-2000, preparatory to consideration of this matter at the NOHSC meeting in July 2000.

This annual report is based on NOHSC's 1999-2000 outcomes and outputs structure. During 1999-2000 the structure was reviewed and then revised to ensure its alignment with the new Strategic Plan, and to provide a better basis for performance assessment. More information on the evolution of the NOHSC outcomes and outputs structure can be found in the chapter 'Review of Operations and Future Prospects'.



ALAN ROWE
CHIEF EXECUTIVE OFFICER

ENABLING LEGISLATION AND RESPONSIBLE MINISTER



SAFETY

Enabling Legislation and Responsible Minister

Enabling Legislation

Establishment

NOHSC is a statutory corporation, established on an administrative basis in October 1984 by the then Commonwealth Minister for Employment and Industrial Relations. The *National Occupational Health and Safety Commission Act 1985* (Cwlth) (the NOHSC Act), was proclaimed on 20 December 1985.

The objectives of NOHSC as set out in the NOHSC Act are:

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

Organisation

NOHSC is tripartite. The eighteen members of NOHSC comprise:

- the Chairperson;
- the Chief Executive Officer;
- three members nominated by the Australian Council of Trade Unions (ACTU);
- three members nominated by the Australian

Chamber of Commerce and Industry (ACCI);

- one member nominated by the Commonwealth Minister for Employment, Workplace Relations and Small Business;
- one member nominated by the Commonwealth Minister for Health and Aged Care; and
- eight members nominated by each of the State Premiers and Territory Chief Ministers.

NOHSC is advised by the tripartite committees and subcommittees that it has established, with terms of reference covering specific areas of NOHSC's functions.

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

Each State and Territory has its own OHS legislation. The State and Territory governments are responsible for inspection of workplaces, enforcement of health and safety legislation and workers' compensation in their respective jurisdictions.

Functions

The functions of NOHSC, as stated in section 8 of the NOHSC Act are:

- (a) *to formulate policies and strategies relating to occupational health and safety matters;*
- (b) *to consider, and to make recommendations in relation to, the action that should be taken by, and to facilitate co-operation*

- between, the Government of the Commonwealth, the Governments of the States, employers, persons engaged in occupational activities and organizations of employers or of persons engaged in occupations on occupational health and safety matters;*
- (c) *to consider, and to make recommendations in relation to, the action (if any) that needs to be taken by Australia in order to comply with the provisions of any international instrument relating to occupational health and safety matters;*
 - (d) *to review laws and awards relating to occupational health and safety matters;*
 - (e) *to consider, and to make recommendations in relation to, proposals for the making of laws and awards relating to occupational health and safety matters;*
 - (f) *to declare national standards and codes of practice;*
 - (g) *to encourage and facilitate the implementation of:*
 - (i) *policies and strategies formulated by NOHSC;*
 - (ii) *recommendations made by NOHSC with respect to the taking of action or the making or review of laws or awards; and*
 - (iii) *national standards and codes of practice;*
 - (h) *to evaluate the effectiveness and implementation of:*
 - (i) *policies and strategies formulated by NOHSC;*
 - (ii) *action taken as a result of the recommendations of NOHSC;*
 - (iii) *laws and awards made or reviewed as a result of the recommendations of NOHSC; and*
 - (iv) *national standards and codes of practice;*
 - (j) *to act as a means of liaison between Australia and other countries or international organizations in occupational health and safety matters;*
 - (k) *to collect, interpret and disseminate information relating to occupational health and safety matters;*
 - (m) *to direct the conduct of inquiries in respect of occupational health and safety matters in accordance with Part VII;*
 - (n) *to publish reports, periodicals and papers relating to occupational health and safety matters;*
 - (p) *to provide, and assist in the provision of, training in knowledge and skills relevant to occupational health and safety matters;*
 - (q) *to conduct educational and promotional programs relevant to occupational health and safety matters;*
 - (r) *to consult and co-operate with other persons, organizations and governments on occupational health and safety matters;*
 - (s) *to make grants of financial assistance for purposes relating to occupational health and safety matters;*
 - (t) *to carry out, arrange for, or assist testing of matters and things relevant to occupational health and safety matters;*
 - (ta) *by arrangement with particular employers, to carry out, arrange for, or assist in the evaluation of occupational hazards in places of work;*
 - (u) *to carry out, arrange for, or assist research on occupational health and safety matters;*
 - (v) *to encourage and facilitate the application or utilization of the results of that research or testing;*
 - (w) *to establish and award fellowships and scholarships for training in the knowledge and skills relevant to, and for research on, occupational health and safety matters;*

- (x) *to administer the Fund;*
- (y) *to plan and establish the organization that will be required to enable NOHSC to perform functions that the Minister, from time to time, declares are proposed to be conferred on NOHSC by or pursuant to an arrangement or law, or a proposed arrangement or law, of the kind referred to in subsection (2);*
- (z) *of its own motion or when requested by the Minister to do so, to report to the Minister on any matter arising in the course of the performance of its functions; and*
- (za) *to do anything incidental to or conducive to the performance of any of the preceding functions.*



Photo courtesy of AUSPIC

The Minister

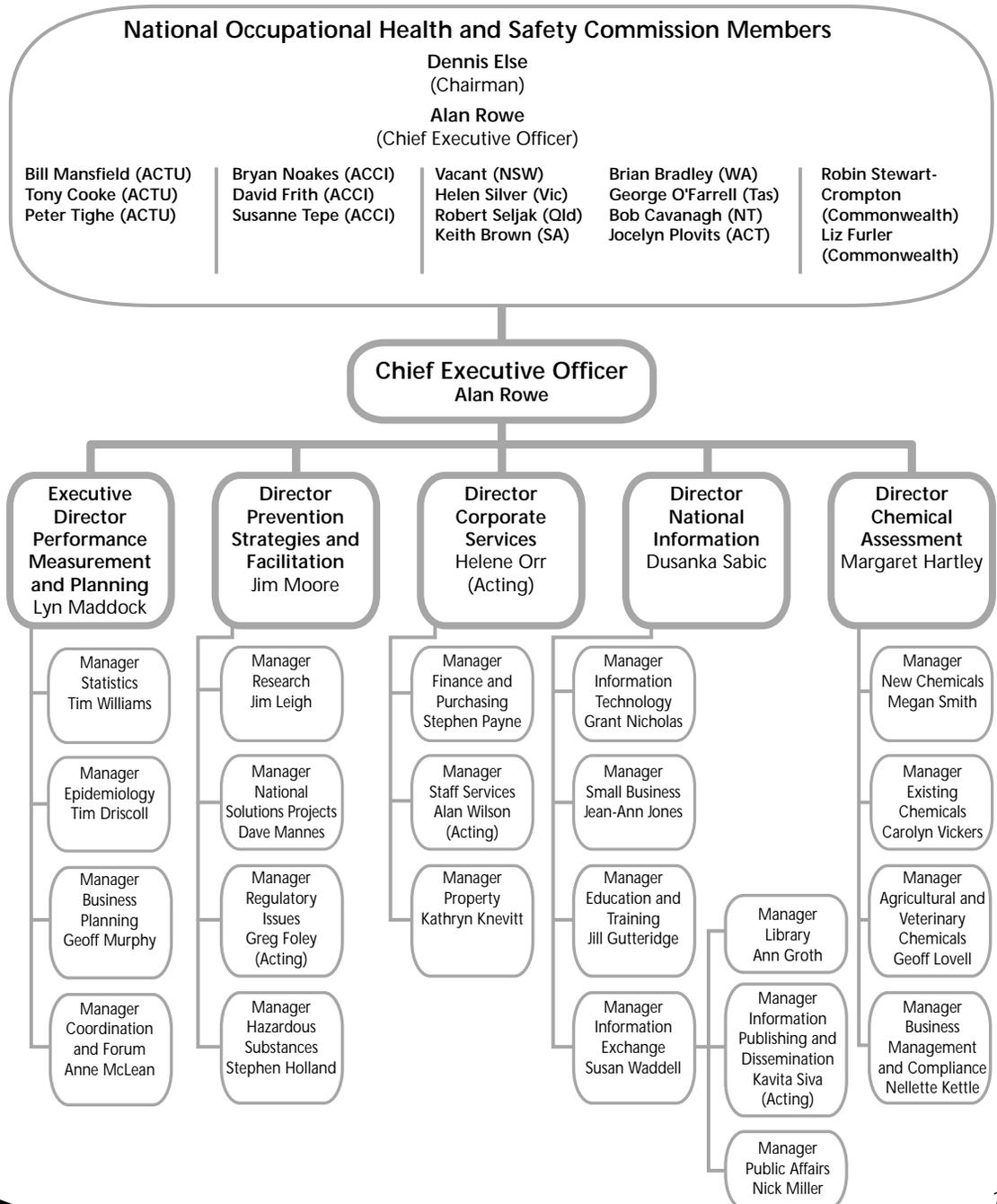
Under the Administrative Arrangements Order, the Minister for Employment, Workplace Relations and Small Business, the Honourable Peter Reith, MP, has ministerial responsibility for NOHSC.

OUTLINE OF ORGANISATIONAL STRUCTURE



SAFETY

Outline of Organisational Structure



NOHSC and the National Industrial Chemicals Notification and Assessment Scheme

The National Industrial Chemicals Notification and Assessment Scheme (NICNAS) was established in 1990 under the *Industrial Chemicals (Notification and Assessment) Act 1989* (Cwlth). The Director, Chemicals Notification and Assessment, is a statutory office holder and has specific functions and powers under the Industrial Chemicals (Notification and Assessment) Act. In the exercise of these functions, the Director is responsible to the Minister for Employment, Workplace Relations and Small Business. Staff for NICNAS are provided by NOHSC, with the associated expenses being met by NICNAS.

The objective of NICNAS is to establish the scientific basis for safe chemical use by assessing industrial chemicals for their occupational, public health and/or environmental effects, through the efficient and effective administration of the Industrial Chemicals (Notification and Assessment) Act and maintenance of high quality scientific assessment standards which meet the needs of the Australian community.

Some assessment work and the corporate services required for the operation of NICNAS are contracted from other Commonwealth agencies. For new and existing chemicals, the Environment Protection Group of Environment Australia undertakes the environmental risk assessments and the Therapeutic Goods Administration of the Department of Health and Aged Care undertakes the public health risk assessments. NICNAS contracts its corporate services, such as human resources, finance and information technology services, from NOHSC. Performance information for NICNAS can be found in *1999–2000 Annual*

Report on the Operation of the Industrial Chemicals (Notification and Assessment) Act 1989.

In addition to undertaking NICNAS functions, NICNAS staff also provide technical policy advice on national and international chemicals negotiation matters. While NICNAS regulatory functions are cost recovered from the chemical industry, technical policy advice activities are funded separately by the government and are not cost recovered from industry. These activities (known collectively as NICNAS government business) are the responsibility of NOHSC and are reported on in this annual report, rather than in the NICNAS annual report.

The Director, Chemical Assessment Division, who is also the Director, Chemicals Notification and Assessment, oversees NOHSC activities in relation to the OHS assessment of agricultural and veterinary chemicals. These activities are also reported on in this annual report.

Location of the NOHSC Office

The NOHSC Office implements the work programs agreed by NOHSC. The Office is currently based in Sydney, but will relocate to Canberra by January 2002. Under current arrangements, NICNAS shares the Sydney-based office with NOHSC. However, when NOHSC moves to Canberra, it is envisaged that NICNAS will remain in Sydney, close to its industry base.

DIRECTORS AND COMMITTEES



SAFETY

Directors and Committees

NOHSC Members

Table 1 provides details of NOHSC membership during 1999–2000.

Table 1 – The names, qualifications, experience, special responsibilities and date of appointment of the members of NOHSC

Name	Qualifications	Experience	Special Responsibilities	Date Appointed
Prof Dennis Else	<ul style="list-style-type: none"> Bachelor of Science (Applied Physics) Doctor of Philosophy 	<ul style="list-style-type: none"> Chair, NOHSC (1996 to present) Professor of Occupational Health and Safety, University of Ballarat (1996 to present) Pro Vice-Chancellor, Organisation Development, University of Ballarat (1994 to 1996) Dean, Division of Engineering and Science, Ballarat University College (1991 to 1994) Director, Victorian Institute of Occupational Safety and Health, Ballarat University College (1984 to 1991) 	<ul style="list-style-type: none"> Chair, NOHSC Chair, Executive Chair, Audit Committee Member, PC Member, IC Member, SBSC Chair, RSSC 	<ul style="list-style-type: none"> Re-appointed 9 Dec 1998 1st appointed 4 Dec 1996
Mr Alan Rowe	<ul style="list-style-type: none"> Bachelor of Arts 	<ul style="list-style-type: none"> Chief Executive Officer, NOHSC (1998 to present) Employment Advocate (1997 to 1998) Director, Victorian Casino and Gaming Authority (1994 to 1996) Deputy Director-General, NSW Dept of Industrial Relations, Employment, Training and Further Education (1991 to 1993). Executive Director, Policy (1989 to 1991) Principal Adviser to the Business Council of Australia's Industrial Relations Study Commission (1987 to 1989) Assistant Secretary, Prices and Incomes Branch, Commonwealth Treasury (1986 to 1987) 	<ul style="list-style-type: none"> CEO, NOHSC Member, Executive Member, Audit Committee Member, PC Member, IC Member, SBSC 	<ul style="list-style-type: none"> Appointed 17 Dec 1998

Directors and Committees

Name	Qualifications	Experience	Special Responsibilities	Date Appointed
Mr Anthony (Tony) Cooke	<ul style="list-style-type: none"> • Bachelor of Applied Science (Social Work) • Master of Business (Public Administration) • Master of Arts (Social Policy) 	<ul style="list-style-type: none"> • Member, WA Occupational Safety and Health Commission (1993 to present) • Member, WA Workers' Compensation and Rehabilitation Commission (1986 to 1995), Deputy Member (1995 to present) • Member, WA Premium Rates Committee (1986 to present) • Workers' Compensation Advocate and Claims Manager (1980 to 1984) 	<ul style="list-style-type: none"> • Nominated by the ACTU • Chair, IC • Chair, Construction Industry Project Team 	<p>Re-appointed 18 Feb 1998</p> <p>1st appointed 21 Feb 1995</p>
Mr William (Bill) Mansfield	<ul style="list-style-type: none"> • Bachelor of Laws 	<ul style="list-style-type: none"> • Responsible for OHS matters at the ACTU. Joined the ACTU in 1985 following 23 years as an officer of the Australian Telecommunications Employees Association • Has been a member of the ILO governing body since 1995 	<ul style="list-style-type: none"> • Nominated by the ACTU • Member, Executive • Member, Audit Committee 	<p>Appointed 18 Feb 1998</p> <p>Resigned 20 Mar 1991</p> <p>Re-appointed 16 Feb 1989</p> <p>1st appointed 19 Dec 1985</p>
Mr Peter Tighe	<ul style="list-style-type: none"> • Electrical Trades Certificate • Basic Electronics Certificate 	<ul style="list-style-type: none"> • Over 25 years experience and involvement in matters pertaining to electrical and general occupational safety • Executive member of the ACTU • Holds a number of company directorships in the electrical and electronic occupational training areas 	<ul style="list-style-type: none"> • Nominated by the ACTU • Member, SBSC • Alternate, Executive • Alternate, Audit Committee 	<p>Appointed 18 Feb 1998</p>
Mr Bryan Noakes	<ul style="list-style-type: none"> • Matriculation 	<ul style="list-style-type: none"> • 40 years experience in labour relations • 17 years as a member of the National Labour Consultative Council • Extensive ILO experience including as a member of the ILO governing body responsible for all facets of ILO operations including training for employers' and workers' organisations 	<ul style="list-style-type: none"> • Nominated by the ACCI • Member, Executive • Member, Audit Committee • Chair, SBSC 	<p>Re-appointed 18 Feb 1998</p> <p>Appointed 30 Oct 1995</p> <p>Term expired 19 Dec 1988</p> <p>1st appointed 19 Dec 1985</p>

Name	Qualifications	Experience	Special Responsibilities	Date Appointed
Dr Susanne Tepe	<ul style="list-style-type: none"> • Bachelor of Science (Microbiology) • Doctor of Philosophy (Toxicology) • Master of Business Administration • Quality Auditor 	<ul style="list-style-type: none"> • Provision of toxicology advice and Material Safety Data Sheet systems to Orica (formerly ICI) and external clients • Safety, health, environmental and quality audits for Dulux and other clients • Delivering safety, health and environment performance improvement • Policy and strategy development in safety, health and environment training courses • Application of total quality management and quality principles to the management of safety, health and the environment and vice versa • Integration of safety, health and environment objectives into business strategy • Safety, health and environment improvement plan development • Legislation and regulation development 	<ul style="list-style-type: none"> • Nominated by the ACCI • Chair, HSSC 	<p>Re-appointed 18 Feb 1998</p> <p>Re-appointed 21 Feb 1995</p> <p>1st appointed 13 Apr 1994</p>
Mr David Frith	<ul style="list-style-type: none"> • Bachelor of Arts (Hons) • Diploma of Education • Graduate Diploma of Instructional Computers • Certificate IV in Workplace Assessment and Training • Fellow of the Safety Institute of Australia 	<ul style="list-style-type: none"> • Has worked in employer associations for the past ten years providing OHS services to members and other organisations • Member, Ministerial Advisory Committee for OHS (SA) • Member of several SA OHS committees and working parties 	<ul style="list-style-type: none"> • Nominated by the ACCI • Alternate, Executive • Alternate, Audit Committee • Member, PC 	<p>Appointed 14 May 1998</p>

Name	Qualifications	Experience	Special Responsibilities	Date Appointed
Mr John Grayson		<ul style="list-style-type: none"> • General Manager, WorkCover NSW (1997 to 2000) • Judicial Office, Compensation Court of NSW (1988 to 1997) • Previous to 1988 member of the State Compensation Board of NSW • Active practice in industrial relations and workplace issues 	<ul style="list-style-type: none"> • Nominated by the Premier of New South Wales 	Resigned 17 Apr 2000 Appointed 18 Feb 1998
Mr Andrew Lindberg	<ul style="list-style-type: none"> • Bachelor of Science • Bachelor of Commerce (Economics) • Master of Business Administration • Stanford University Senior Executive Program 	<ul style="list-style-type: none"> • CEO, Vic WorkCover Authority (1992 to 1999) • In 1994 was the first National Convenor of the Heads of Workers' Compensation Authorities, the peak body in the field in Australia • CEO, Accident Compensation Commission (1991 to 1992) • Worked in a variety of industries and in key positions involving policy development and advice with such bodies as the Australian Manufacturing Council and the Commonwealth Dept of Employment and Industrial Relations 	<ul style="list-style-type: none"> • Nominated by the Premier of Victoria 	Resigned 23 Dec 1999 Re-appointed 18 Feb 1998 1st appointed 4 Dec 1996
Ms Helen Silver	<ul style="list-style-type: none"> • Master of Economics • Bachelor of Economics (Hons) 	<ul style="list-style-type: none"> • Group Director, Policy and Planning, Vic WorkCover Authority (1999 to present) • First Assistant Commissioner, Productivity Commissioner, Productivity Commission, Commonwealth Treasury (1993 to 1999) • General Manager, GBE Division, Vic Dept of Treasury (1991 to 1993) • General Manager, Policy and Planning Development Division, Victorian Dept of Treasury 	<ul style="list-style-type: none"> • Nominated by the Premier of Victoria • Member, RSSC 	Appointed 27 Apr 2000
Mr Robert Seljak	<ul style="list-style-type: none"> • Master of Business • Admission to the Supreme Court of the Northern Territory • Bachelor of Laws • Bachelor of Arts 	<ul style="list-style-type: none"> • General Manager, Division of Workplace Health and Safety, Qld Dept of Employment, Training and Industrial Relations (July 1998 to present) • Senior management positions with the Qld Dept of Employment, Training and Industrial Relations, Training and Workplace Health and Safety (1989 to 1998) • Policy analyst, Ministry of Labour, Toronto, Canada (1987 to 1989) • Instructor, Centre of Labour Studies, Toronto Labour Council (1984) 	<ul style="list-style-type: none"> • Nominated by the Premier of Queensland 	Appointed 7 July 1999

Name	Qualifications	Experience	Special Responsibilities	Date Appointed
Mr Keith Brown	<ul style="list-style-type: none"> Strategic Human Resources Management (Australian Graduate School of Management and Harvard) 	<ul style="list-style-type: none"> CEO, SA WorkCover Corporation (1997 to present) Presiding Officer, SA Workers' Rehabilitation and Compensation Advisory Committee Experience spans senior executive roles in the public sector, oil and banking industries as well as small business and industry organisations 	<ul style="list-style-type: none"> Nominated by the Premier of South Australia Alternate, Executive Alternate, Audit Committee 	<ul style="list-style-type: none"> Re-appointed 18 Feb 1998 1st appointed 25 Jun 1997
Mr Brian Bradley	<ul style="list-style-type: none"> Diploma of Accounting 	<ul style="list-style-type: none"> Commissioner and CEO, WorkSafe WA (1998 to present) Chairperson, WA Workers' Compensation and Rehabilitation Commission (appointed 2000) Chief of Staff for various WA government departments (1995 to 1998) Director, Policy and Information, WorkSafe WA (1988 to 1995) Executive Officer, Dept of Occupational Health and Safety WA (1985 to 1988) Australian Government representative at the International Labour Conference in 1992 and 1993 for the Development of an ILO Convention and Recommendation for the Prevention of Major Industrial Accidents Chairperson of Expert Working Group for National Standard for Major Hazard Facilities Chairperson of Expert Review Group for National Code of Practice for Major Hazard Facilities 	<ul style="list-style-type: none"> Nominated by the Premier of Western Australia 	<ul style="list-style-type: none"> Appointed 31 Mar 1999
Mr George O'Farrell	<ul style="list-style-type: none"> Bachelor of Arts 	<ul style="list-style-type: none"> Deputy Secretary, Tas Dept of Infrastructure, Energy and Resources (1998 to present) Chief Executive, Tas Workplace Standards Authority (1996 to 1998) 	<ul style="list-style-type: none"> Nominated by the Premier of Tasmania Member, Executive Member, Audit Committee Member, SBSC 	<ul style="list-style-type: none"> Re-appointed 18 Feb 1998 1st appointed 7 Apr 1997

Name	Qualifications	Experience	Special Responsibilities	Date Appointed
Mr Stanley (Bob) Cavanagh	<ul style="list-style-type: none"> • Leaving Certificate 	<ul style="list-style-type: none"> • Executive Director, Business Practices, NT Dept of Industries and Business. Responsible for Work Health Authority, Consumer Affairs, Procurement Policy, Business Affairs (1998 to present) • Assistant Secretary/Senior Assistant Secretary, NT Dept of Industries and Development. Responsible for Business Services, Investment Attraction, Procurement Policy (1989 to 1998) • Administrator and then General Manager of the NT Agricultural Development and Marketing Authority (1981 to 1988) • Budgets Manager, NT Treasury (1977 to 1980) • Various roles with the NT Administration and Commonwealth Dept of the NT, in particular, in finance, auditing and budgeting, and including recovery and restoration activities following Cyclone Tracy (1970 to 1977) 	<ul style="list-style-type: none"> • Nominated by the Chief Minister of the Northern Territory 	Appointed 31 Mar 1999
Ms Jocelyn Plovits	<ul style="list-style-type: none"> • Master of Public Administration • Graduate Diploma of Education • Bachelor of Arts (Hons) • Shotfirers Certificate 	<ul style="list-style-type: none"> • Chair of the Occupational Health and Safety Council of the ACT • Commissioner for Occupational Health and Safety and Chief Executive, ACT WorkCover – holding a number of statutory roles for the regulation of OHS, workers' compensation, the management of dangerous goods and labour regulation. This work has included major reform of ACT WorkCover, a comprehensive legislative review program and implementation of the prevention framework • Member of the Product Safety Advisory Committee on OHS and workers' compensation 	<ul style="list-style-type: none"> • Nominated by the Chief Minister of the Australian Capital Territory • Chair, PC 	Re-appointed 18 Feb 1998 1st appointed 29 Oct 1997

Name	Qualifications	Experience	Special Responsibilities	Date Appointed
Mr Robin Stewart-Crompton	<ul style="list-style-type: none"> • Bachelor of Laws • Graduate Diploma of International Law • Practitioner of the Supreme Court of South Australia 	<ul style="list-style-type: none"> • Member, Safety, Rehabilitation and Compensation Commission (1995 to present) • Commonwealth public servant (1975 to present – Deputy Secretary since 1995 of the Department of Employment, Workplace Relations and Small Business and predecessor Departments) • Legal practitioner (1972 to 1975) 	<ul style="list-style-type: none"> • Nominated by the Commonwealth Minister for Employment, Workplace Relations and Small Business • Member, Executive • Member, Audit Committee 	<ul style="list-style-type: none"> • Re-appointed 18 Feb 1998 • 1st appointed 28 Mar 1996
Ms Elizabeth (Liz) Furler	<ul style="list-style-type: none"> • Bachelor of Arts (Social Work) 	<ul style="list-style-type: none"> • Currently First Assistant Secretary, Health Services Division, Commonwealth Dept of Health and Aged Care • Previously First Assistant Secretary, Population Health Division, Commonwealth Dept of Health and Aged Care (prior to this, Assistant Secretary in Public Health Division since 1990) • In 1980s worked for the South Australian and Tasmanian Governments' Health Authorities in health services planning • In late 1970s was Director of Foundation for Multi-disciplinary Education in Community Health in Dept of Community Medicine, University of Adelaide 	<ul style="list-style-type: none"> • Nominated by the Commonwealth Minister for Health and Aged Care • Alternate, Executive • Alternate, Audit Committee 	<ul style="list-style-type: none"> • Re-appointed 18 Feb 1998 • 1st appointed 29 Oct 1997

PC – Prevention Committee

IC – Information Committee

SBSC – Small Business Subcommittee

HSSC – Hazardous Substances Subcommittee

RSSC – Research Strategy Subcommittee



(Left to right) Front row: Dr Susanne Tepe (ACCI), Mr George O'Farrell (Tas), Ms Jocelyn Plovits (ACT), Mr Bryan Noakes (ACCI), Mr Bob Cavanagh (NT), Mr Robin Stewart-Crompton (DEWRSB), Ms Helen Silver (Vic).

Back row: Mr Tony Cooke (ACTU), Mr Matthew O'Callaghan (SA alternate), Mr Brian Corcoran (Department of Health and Aged Care observer); Ms Sandra Cowell (ACCI alternate), Mr Bill Mansfield (ACTU), Mr Robert Seljak (Qld), Mr Alan Rowe (CEO), Prof Dennis Else (Chair), Mr Brian Bradley (WA), Mr Warwick McDonald (NSW observer), Mr Peter Tighe (ACTU).

Committee Structure

NOHSC

Meetings of NOHSC were held on 14 July 1999 (Sydney), 15 October 1999 (Adelaide), 16 December 1999 (Sydney) and 15 March 2000 (Sydney).

NOHSC members' attendance at the four meetings in 1999–2000 was: Prof D Else – Chair (4), Mr B Bradley (3), Mr K Brown (4), Mr B Cavanagh (3), Mr T Cooke (4), Mr D Frith (4), Ms L Furler (3), Mr J Grayson (0), Mr A Lindberg (2), Mr W Mansfield (4), Mr B Noakes (2), Ms J Plovits (3), Mr G O'Farrell (3), Mr A Rowe (4), Mr R Seljak (4), Ms H Silver (1—as nominee), Mr R Stewart-Crompton (2), Dr S Tepe (4) and Mr P Tighe (4).

Executive Committee

The role of the Executive Committee (the Executive) is to:

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

Meetings of the Executive were held in Sydney on 31 August 1999, 16 December 1999 and 1 June 2000, and in Melbourne on 21 February 2000. A special meeting was held in Adelaide

on 15 October 1999. Teleconferences were held on 8 September 1999 and 18 April 2000. All members of the Executive are also members of NOHSC. NOHSC members' attendance at the seven meetings and teleconferences in 1999–2000 was: Prof D Else – Chair (7), Mr K Brown (1–as alternate, 3–as observer), Mr T Cooke (1–as observer), Mr D Frith (1–as alternate), Mr A Lindberg (1–as observer), Mr W Mansfield (6), Mr B Noakes (5), Mr G O'Farrell (5), Ms J Plovits (1–as observer), Mr A Rowe (7) and Mr R Stewart-Crompton (7).

Audit Committee

The Audit Committee (*formerly the Audit and Evaluation Committee*):

- serves as the focal point for communication between NOHSC, the external auditors, the internal auditors and management, as their duties relate to financial accounting, reporting, and internal controls and compliance; and
- assists NOHSC in fulfilling its responsibilities in regard to accounting policies and reporting practices, and is NOHSC's principal agent in assuring the independence of the NOHSC auditors, the integrity of management and the adequacy of disclosures to the public.

At the NOHSC meeting on 15 March 2000, it was agreed to change the name of the Audit and Evaluation Committee to the Audit Committee. At the same time, it was agreed that the committee's charter would be revised and its membership extended to include an additional member with relevant financial experience and expertise. Meetings of the Audit and Evaluation Committee were held in Sydney on 31 August 1999, 16 December 1999 and 1 June 2000, and in Melbourne on 21 February 2000. The first meeting of the Audit Committee was held in Sydney on 1 June 2000. During 1999–2000 the

committee had the same membership as NOHSC's Executive, with all members being NOHSC members. The additional member is yet to be appointed. NOHSC members' attendance at the four meetings in 1999–2000 was: Prof D Else – Chair (4), Mr Keith Brown (3–as observer), Mr D Frith (1–as alternate), Mr W Mansfield (4), Mr B Noakes (3), Mr G O'Farrell (3), Mr A Rowe (4) and Mr R Stewart-Crompton (4).

Prevention Committee

The Prevention Committee (*formerly the Prevention Strategies and Facilitation Committee*):

- advises NOHSC on strategic direction and matters relevant to:
 - improving national components of the OHS and related regulatory framework, and
 - facilitating and coordinating national OHS research efforts;
- oversees the development and implementation of strategic direction and associated work plans in these areas;
- identifies NOHSC opportunities for facilitating alliances and support to achieve NOHSC goals;
- oversees subcommittees, reference and working groups reporting to the committee, including directing their work as necessary and considering recommendations made by these bodies; and
- undertakes any other matters delegated by NOHSC.

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

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

At the NOHSC meeting on 15 March 2000, members agreed to a committee structure

where the Prevention Strategies and Facilitation Committee would be replaced by the Prevention Committee. Meetings of Prevention Strategies and Facilitation Committee were held in Sydney on 24 August 1999, 23 September 1999, 30 November 1999 and 8 February 2000. The first meeting of the Prevention Committee was held in Sydney on 9 May 2000. NOHSC members' attendance at the five meetings in 1999–2000 was: Ms J Plovits – Chair (4), Mr K Brown (1–ceased membership), Prof D Else (5–including 1 as Acting Chair), Mr D Frith (5), Mr A Rowe (4) and Ms H Silver (1–new member).

Information Committee

The Information Committee (*formerly the Performance Measurement Advisory Committee*):

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

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

- the needs of small business; and

- the functions of the other standing committee, and consultation with that committee as appropriate.

At the NOSHSC meeting on 15 March 2000, members agreed to a committee structure where the Performance Measurement Advisory Committee would be replaced by the Information Committee. Meetings of the Performance Measurement Advisory Committee were held in Sydney on 23 August 1999, 15 November 1999 and 7 February 2000 and the Information Committee held its first meeting in Sydney on 8 May 2000. NOHSC members' attendance at the four meetings in 1999–2000 was: Mr A Cooke – Chair (3), Prof D Else (4 – including 1 as Acting Chair), Mr A Rowe (4), Ms H Silver (2).

Education and Training Subcommittee

As a subcommittee of the Information Committee, the role of the Education and Training Subcommittee is to:

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

At the Prevention Strategies and Facilitation Committee meeting on 24 August 1999,

members agreed to merge the Vocational Education and Training Working Group and the Education, Training and Coordination Network to form the Education and Training Subcommittee. Meetings of the Education and Training Subcommittee were held in Sydney on 15 December 1999 and 12 April 2000, and through a teleconference on 22 November 1999. There were no NOHSC members on this committee in 1999–2000.

Hazardous Substances Subcommittee

As a subcommittee of the Prevention Committee, the Hazardous Substances Subcommittee works within the priorities of NOHSC, and consistent with its strategic direction. The Hazardous Substances Subcommittee:

- considers, develops and recommends policies and procedures necessary to maintain the scientific integrity of the National Hazardous Substances Regulatory Package;
- critically reviews relevant technical and regulatory information, and recommends appropriate action to improve national and international consistency within the National Hazardous Substances Regulatory Package;
- develops and implements an approved workplan to address priority issues within the National Hazardous Substances Regulatory Package; and
- monitors implementation of the National Hazardous Substances Regulatory Package, identifies issues and develops proposals to overcome impediments and inconsistencies.

Meetings of the Hazardous Substances Subcommittee were held in Sydney on 18 July 1999 and 14 April 2000, and in Melbourne on 12 November 1999. NOHSC members' attendance at the three meetings in 1999–2000 was: Dr S Tepe – Chair (3).

Small Business Subcommittee

At the NOHSC meeting on 15 March 2000, members agreed to disband the Small Business Subcommittee and create the Small Business Working Group, which was a temporary group with the specific task of recommending measures by which NOHSC could ensure that the needs of small business were considered in all its activities.

The Small Business Subcommittee was a subcommittee of the Prevention Strategies and Facilitation Committee. The function of the Small Business Subcommittee was to oversee the integration of the OHS needs of small business into NOHSC programs and to undertake specific small business projects. Its membership reflected the tripartite nature of NOHSC, and was supplemented by the inclusion of a small business operator.

Meetings of the Small Business Subcommittee were held in Sydney on 25 August 1999 and 25 November 1999. NOHSC members' attendance at the two meetings in 1999–2000 was: Mr B Noakes – Chair (2), Prof D Else (2), Mr G O'Farrell (0 – ceased membership), Mr A Rowe (2) and Mr P Tighe (0).

Research Strategy Subcommittee

The Research Strategy Subcommittee is a subcommittee of the Prevention Committee. It was established on an interim basis to oversee the development of a strategy for progressing the NOHSC priority of facilitating and coordinating OHS research consistent with the overall priorities of NOHSC.

In developing this strategy, the Research Strategy Subcommittee ensures that it:

- identifies goals which would give strategic direction to the facilitation and coordination of OHS research;
- identifies the approaches that NOHSC should concentrate on to maximise its achievement of these goals;

- recognises that NOHSC's role in relation to research funding is targeted at influencing priorities within existing funding programs, rather than in operating its own program; and
- identifies the ongoing roles that the subcommittee and the NOHSC Office could undertake in line with these approaches.

Meetings of the Research Strategy Subcommittee were held in Melbourne on 7 July 1999, 4 August 1999, 8 September 1999 and 14 February 2000, and in Sydney on 14 April 2000. The meeting on 14 February 2000 was continued through a teleconference on 22 February 2000. NOHSC members' attendance at the five meetings in 1999–2000 was: Prof D Else – Chair (5) and Ms H Silver (1).

Figure 1 – NOHSC’s current committee structure

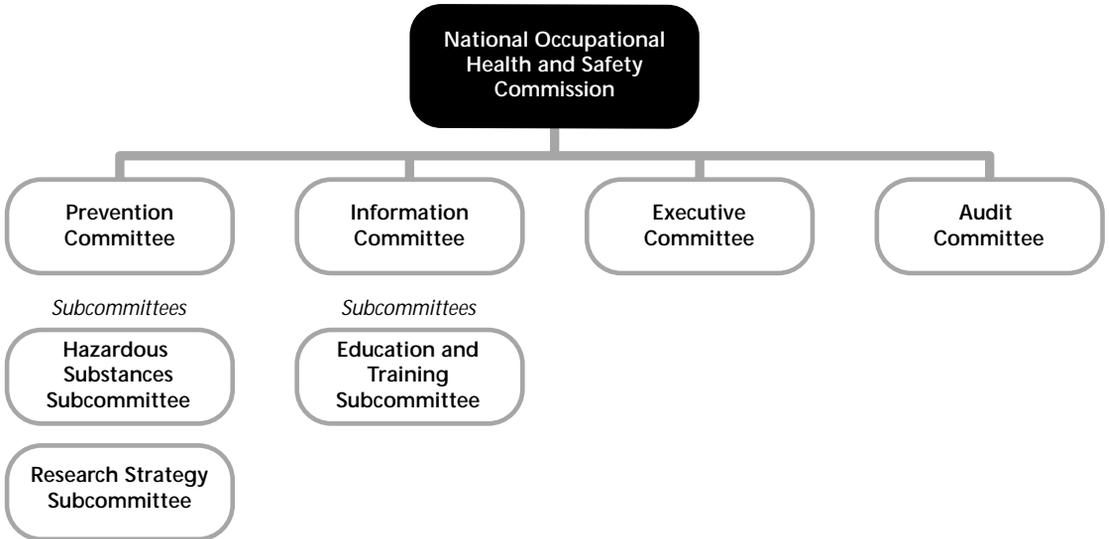
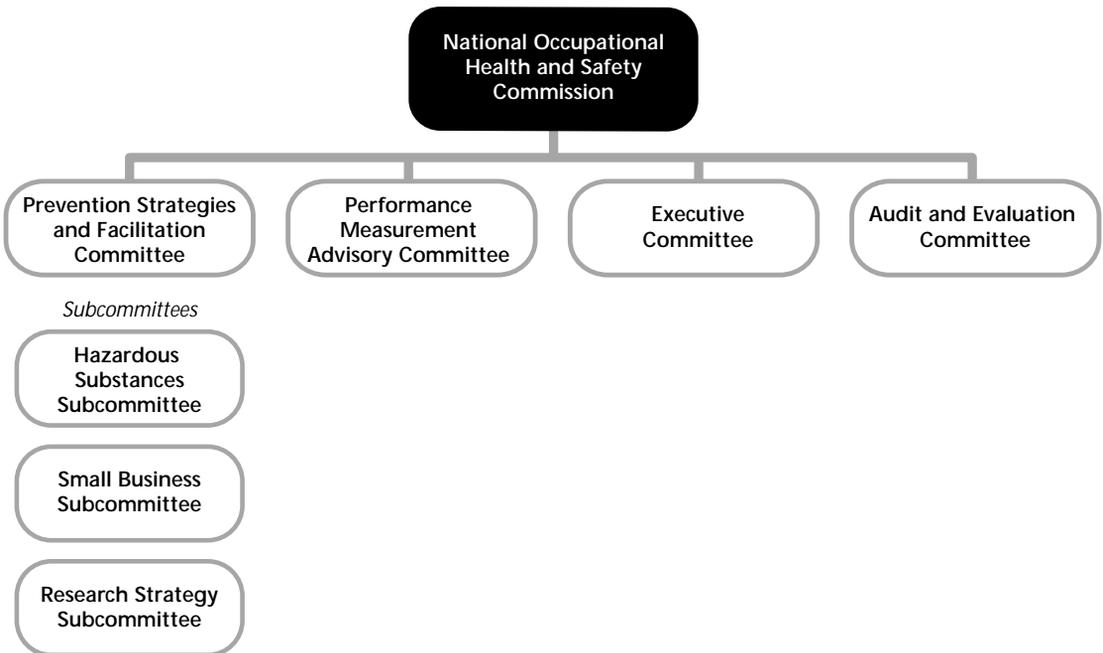


Figure 2 – NOHSC’s old committee structure



REVIEW OF OPERATIONS AND FUTURE PROSPECTS



SAFETY

Review of Operations and Future Prospects

The NOHSC Act and NOHSC's Outcomes and Outputs

In accordance with the objectives of the NOHSC Act, NOHSC provides a forum for representatives of the Australian governments, employers and employees to participate in the development of policies and strategies relating to OHS matters. This enables a national focus and coordination of effort on key OHS issues, and assists in raising the profile of OHS in the community.

Commonwealth departments and agencies are required to define their deliverables within an outcomes and outputs structure that incorporates performance measurement and is used to determine budget funding each year. NOHSC's 1999–2000 outcomes and outputs structure is shown at Figure 3. NOHSC contributed to the outcome of 'Healthy and safe work environments' through the development and maintenance of a national infrastructure that supports the efforts of all OHS stakeholders, including NOHSC member agencies and others, in improving Australia's OHS performance.

National Infrastructure

The national infrastructure is primarily for the use of State, Territory and Commonwealth authorities in fulfilling their statutory obligations for OHS regulation and service delivery within their own jurisdictions; employers, who have the primary OHS duty of care in workplaces, and their representative organisations; and employees, whose health and safety is potentially at risk and whose

actions also influence OHS delivery, and their representative organisations. The infrastructure also supports interested parties who have an OHS duty of care, such as designers or importers, professional bodies whose members are involved in OHS, and academic and research institutions undertaking OHS work.

In 1999–2000 the infrastructure encompassed activities in the three output areas of:

- National data and information;
- Research, analysis and advice; and
- OHS standards framework.

Infrastructure requirements were identified in the National OHS Improvement Framework (the Framework) released in December 1999 following endorsement by the WRMC. The infrastructure will be enhanced by implementation of the Framework, which will guide the efforts of NOHSC and OHS stakeholders to improve Australia's OHS performance (a report on the Framework is provided later in this chapter).

NOHSC Outputs

The products and services delivered under NOHSC's outputs are used by the OHS jurisdictions, employers, employees and their respective representative organisations in developing their approaches to regulation and service delivery in order to achieve the goal of healthy and safe work environments in Australia. The products and services are also used by other interested parties.

The outputs are consistent with the NOHSC priorities endorsed by the WRMC in November 1998, which were:

- providing comprehensive and accurate national data, particularly to support the WRMC's Comparative Performance Monitoring project;
- facilitating and coordinating OHS research efforts;
- developing and updating a nationally consistent OHS standards framework;
- coordinating and disseminating OHS information, including industry-specific practical guidance material; and
- developing a National Prevention Strategy (now the Framework).

Output subclass 1.3.1, 'Chemical policy and assessment' includes NICNAS activities that are reported in its separate annual report, as well as the chemical policy and assessment activities that are reported in this annual report.

Performance

NOHSC's high level performance measure for 1999–2000 was 'Effectiveness and acceptance by the jurisdictions of provision of national data, information, research and advice, and the nationally consistent standards framework'. This has been measured by:

- acceptance by the WRMC of the yearly report on NOHSC activities;
- finalisation of the Framework in consultation with NOHSC stakeholders, and endorsement by the WRMC of the Framework;
- steps to implement the Framework and its adoption by stakeholders; and
- performance results under each NOHSC output.

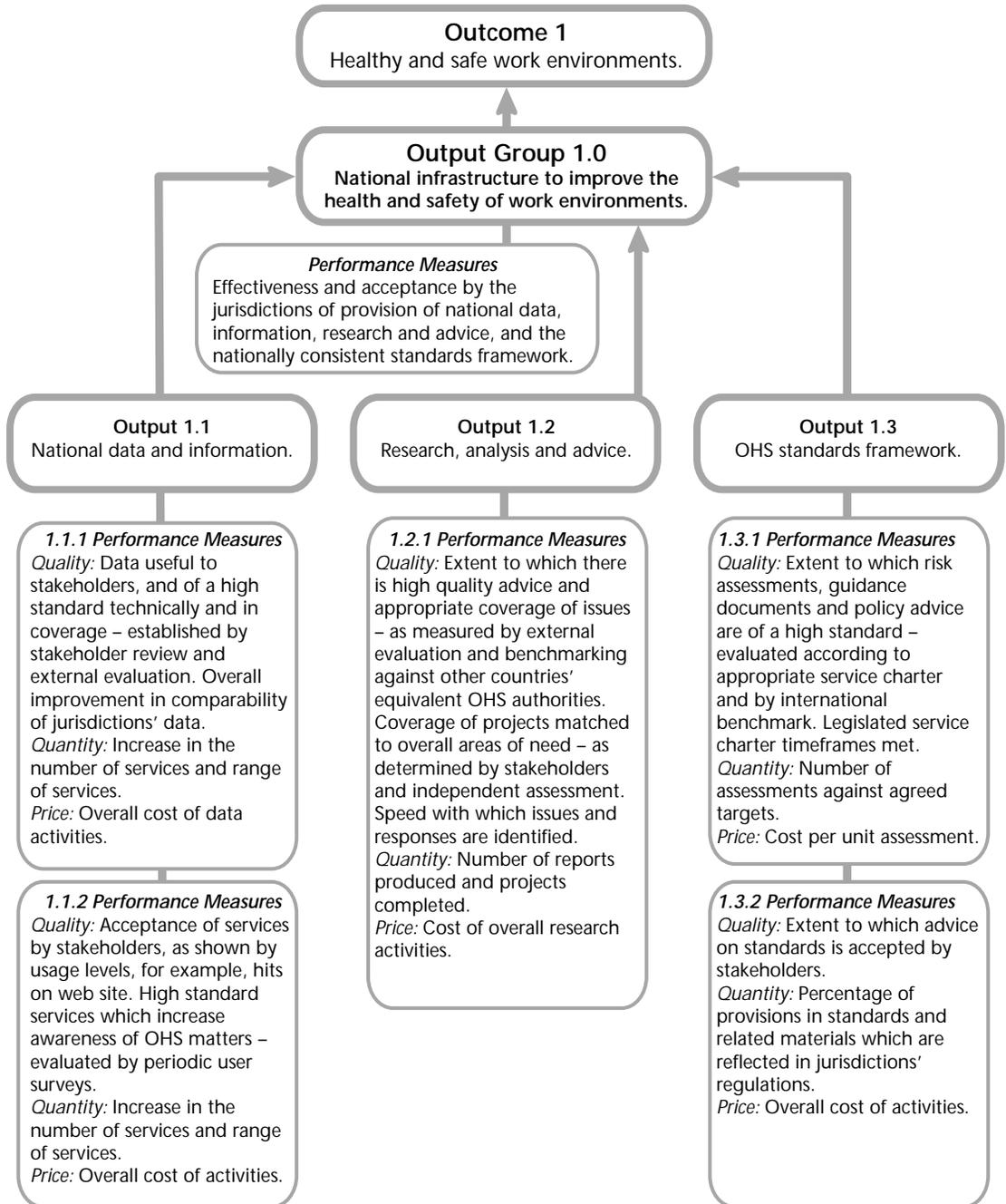
NOHSC provides a detailed report of its activities to the WRMC each year. The WRMC accepted NOHSC's report, which was based on progress under the NOHSC priorities and covered the period June 1998 to October 1999, in November 1999.

The Framework encapsulates NOHSC's priorities, as well as those of NOHSC member agencies. It provides for cooperative action on a national basis to reduce the incidence of work-related injury, disease and death in Australia. NOHSC member agencies have indicated that they are committed to the Framework and have begun implementing it. A report on progress is provided in the next section 'National OHS Improvement Framework'.

In the output areas, good results were achieved, including:

- improved quality and a wider range of OHS data collections and services, including better, more timely data for the WRMC's Comparative Performance Monitoring project;
- provision of timely access to practical and relevant OHS information through the NOHSC web site, library services, print publishing, media promotions and initiatives to integrate OHS into vocational education and training;
- the launch of the National OHS Solutions Database, which contains practical solutions to OHS problems, and development of NOHSC Online Statistics Interactive, a database that allows users to interrogate the National Data Set for Compensation-Based Statistics and generate graphs and tables to their specifications;
- development of a draft public discussion paper 'Towards a National OHS-related Research Strategy' and completion of, or progress with, OHS research projects that aim to impact on upstream OHS decision makers, such as designers and business owners;
- formulation of a proposed new approach to addressing the needs of small business;
- targets achieved or exceeded for OHS assessments of agricultural and veterinary chemicals and government policy work in industrial chemicals; and

Figure 3 – NOHSC’s 1999–2000 outcomes and outputs structure



- a technical update of the Occupational Noise National Standard and Code of Practice, and review of the *National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment*.

More information on the results achieved under each output can be found in the next three chapters.

The estimated cost of each output and output subclass is summarised in the tables below. Output subclass 1.3.1, 'Chemical policy and assessment' includes NICNAS activities that are reported in its separate annual report, as well as NOHSC activities.

Table 2 – Estimated cost of NOHSC outputs

Output Number	Output Name	Budget	Expenditure (Estimated)	Variation
1.1	National data and information	8,260,000	7,887,000	373,000
1.2	Research, analysis and advice	3,768,000	3,854,000	(86,000)
1.3	OHS standards framework	7,962,000	8,227,000	(265,000)
TOTAL		19,990,000	19,968,000	22,000

Table 3 – Estimated cost of NOHSC output subclasses

Output Subclass Number	Output Subclass Name	Budget	Expenditure (Estimated)	Variation
1.1.1	National data	8,260,000	2,598,000	373,000
1.1.2	Information products and services		5,289,000	
1.2.1	Nationally relevant OHS research	3,768,000	3,854,000	(86,000)
1.3.1	Chemical policy and assessment	7,962,000	4,791,000	(265,000)
1.3.2	Nationally consistent standards framework		3,436,000	
TOTAL		19,990,000	19,968,000	22,000

National OHS Improvement Framework

Release of the Framework was the result of a long-term process of planning, consultation and refinement to achieve a product that reflected the knowledge, needs and common interests of stakeholders.

In November 1998 one of the priorities for NOHSC endorsed by the WRMC was the development of a National Prevention Strategy. In setting out how to implement this priority, it was decided that the title 'National OHS Improvement Framework' better reflected the intended outcome of providing a document that would guide the activities of

NOHSC, its member agencies and other OHS stakeholders in improving OHS.

The purpose of the Framework is to reduce the national incidence of work-related injury, disease and death. It defines national objectives and goals, and identifies infrastructure requirements in nine key areas that will lead to better national OHS performance (see Figure 4).

The Framework embraces the adoption of systemic approaches by government and industry. It is based on:

- locating responsibility for the elimination or control of risk at the source, be that with the designer, manufacturer or supplier, or in the workplace;
- continuous innovation to develop better, safer and healthier ways of working; and
- improvement through regular review and audit.

The Framework also sets out the basis for considering the appropriateness of development of national targets for OHS. Currently, the jurisdictions have different approaches to target setting, and there are shortcomings in relevant data collections. The Framework sets out an investigative process in relation to targets, the results of which will inform reviews of the Framework and the inclusion of targets in later editions.

The Framework has a 10 year time horizon, and is to be reviewed every three years to enable fine tuning based on experience.

A yearly report on the Framework is to be prepared by NOHSC for the WRMC. The report will provide a stocktake of the activities undertaken by stakeholders to address the national infrastructure requirements and action areas identified in the Framework. The report will also include information regarding approaches to target setting for OHS performance improvement and information regarding benchmarking OHS outcomes.

NOHSC is responsible for monitoring progress against, reviewing, refining, disseminating and reporting on the Framework. NOHSC contributes, to varying degrees, to actions to address the infrastructure requirements. NOHSC's primary contribution is in its priority areas of data, information, research and the OHS standards framework. NOHSC collects, assesses and shares with stakeholders successful and innovative solutions to OHS issues in the workplace.

Progress with Implementation

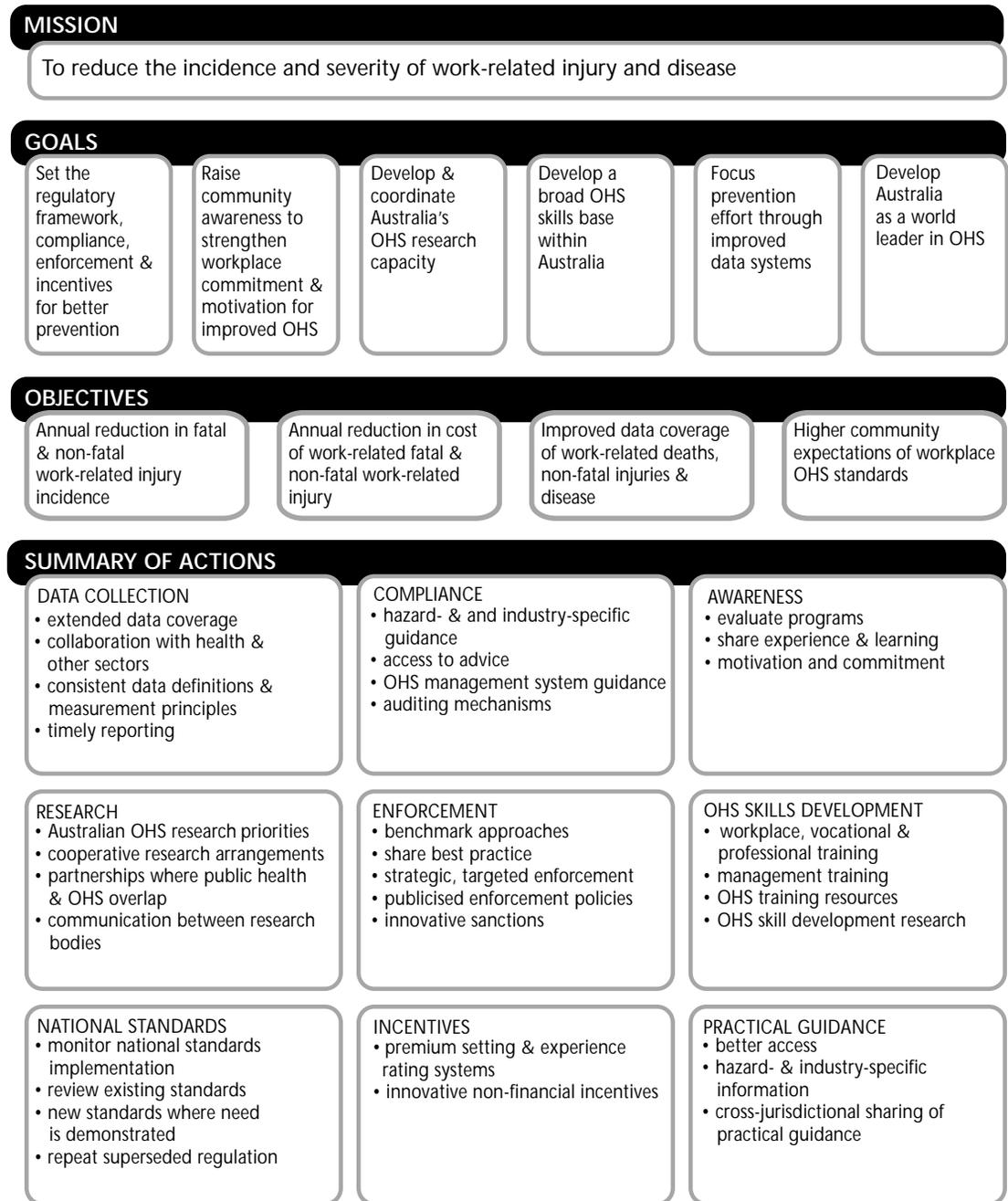
A working group consisting of representatives from the jurisdictions, ACCI, ACTU, Comcare and the Department of Employment, Workplace Relations and Small Business (DEWRSB) was established to assist in the production of the yearly report on the Framework to the WRMC. NOHSC is coordinating the collection of material for the report, with working group members providing information from their respective organisations. A reporting template was developed in consultation with the working group to facilitate this process.

One jurisdiction has already based its strategic planning on the Framework and another is intending to do so. A third has indicated that its current Strategic Plan can be matched with the Framework. It is expected that adoption of the Framework will increase as new planning cycles commence. OHS stakeholders not directly represented on NOHSC, including the Australian Institute of Occupational Hygienists and the Safety Institute of Australia, have also used the Framework for planning and/or educational initiatives.

The Framework was distributed to a wide range of OHS stakeholders and was also made available on the NOHSC web site.

Promotion of the Framework was undertaken through various media, including incorporation

Figure 4 – Outline of the National OHS Improvement Framework



of the Framework into NOHSC public presentations. These included presentations at:

- Safety and Health Expo held in Hong Kong 2000 from 21–23 March;
- Safety in Action 2000 Conference held in Melbourne from 4–6 April;
- Futuresafe 2000 held in Sydney from 15–17 May 2000; and
- the Master Builders’ OHS in the Building and Construction Industry Conference held in Brisbane from 1–2 June 2000 and Melbourne from 8–9 June 2000.

Copies of the Framework were also distributed to participants at conferences and forums, such as Futuresafe 2000 and the Safe Design Forum held in Adelaide on 6 April 2000.

New Strategic Plan and Revision of the Outcomes and Outputs Structure

In 1999–2000 NOHSC developed a new three-year Strategic Plan based on the NOHSC priorities (see the section ‘NOHSC Outputs’ earlier in this chapter). The purpose of the Strategic Plan is to provide a clear strategic focus for the priorities, to ensure the alignment of activities throughout the organisation with the plan, and to provide mechanisms that enable monitoring and reporting of performance. The Strategic Plan was approved by NOHSC in December 1999 and work

towards its implementation commenced from that point, with development of supporting Business Plans and processes and integration with human resource development and performance management strategies (see the section ‘Business Planning and Reporting, Human Resource Development Strategy and Performance Management Program’ later in this chapter). The Strategic Plan 2000 to 2003 is reproduced at Appendix 9.

The 1999–2000 outcomes and outputs structure (see Figure 3) was reviewed for consistency with the new Strategic Plan, and was revised for the 2000–01 Portfolio Budget Statements to enable a more precise fit between the elements of the plan and the outcomes and outputs.

Although implementation of the Strategic Plan 2000 to 2003 commenced during 1999–2000, this annual report does not report directly against it, because this annual report is required to be based on the outcomes and outputs structure in the 1999–2000 Portfolio Budget Statements. The relationship of the outputs in the 1999–2000 Portfolio Budget Statements with the Key Output Areas in the new Strategic Plan is shown in Table 4.

A key change in the 2000–01 outcomes and outputs structure is that NOHSC’s strategic role in promoting, refining and monitoring activities under the National OHS Improvement Framework is clearly defined. Another key change is that a separate outcome and outputs

Table 4 – How the 1999–2000 outputs relate to the Key Output Areas in NOHSC’s new Strategic Plan

1999–2000 Output	Strategic Plan 2000 to 2003 Key Output Area
1.1	1 and 2
1.2	4
1.3	3, but not including the majority of NICNAS activities (a separate outcome and outputs have been identified for the majority of NICNAS activities)
Not previously defined	5

have been identified for NICNAS activities (other than NICNAS government business). The current output 1.1, 'National data and information' becomes two separate outputs.

Evolution of the Performance Measures

The 1999–2000 performance measures focused on quality, quantity and price and were based on information and data that was available, or it was considered could be collected, when they were developed. However, the measures were developed in the absence of a strategic plan and business plan, so their links to activities were broad rather than specific, and the capacity to use them for performance measurement has proved limited in some cases.

Significant improvement is expected in this respect in 2000–01. The 2000–01 outcomes and outputs structure and associated performance measures equate with the Key Output Areas and performance measures in the Strategic Plan. The Strategic Plan in turn is consistently aligned with NOHSC's priorities, including the National OHS Improvement Framework. The Strategic Plan will be supported by a Business Plan for 2000–01. The Business Plan performance measures are based on relevant, reliable and collectable data and information, and aim to provide a balanced coverage of all NOHSC outputs. This will provide a sound basis for meaningful measurement.

New Committee Structure and Meeting Cycle

A new committee structure was established in March 2000 to achieve alignment of committees and subcommittees with the Key Output Areas in the Strategic Plan, and to strengthen the role of the Audit Committee. New terms of reference were developed for the Prevention Committee and the Information Committee, and a new charter was developed for the Audit Committee. At the same time,

NOHSC decided to disband the Small Business Subcommittee and create a temporary Small Business Working Group. Information on NOHSC committees and subcommittees can be found in the previous chapter, with Figures 1 and 2 showing the current and old committee structures.

A new NOHSC and committees meeting cycle was also put in place. The cycle was based on annual planning, budgetary and reporting requirements, as well as allowing sufficient time between NOHSC and committee meetings (and committee and subcommittee meetings) for recommendations to be implemented and information on meeting outcomes to be prepared.

Business Planning and Reporting, Human Resource Development Strategy and Performance Management Program

Business Plans for both 1999–2000 and 2000–01 were developed in 1999–2000 to support achievement of NOHSC's new Strategic Plan. Business planning was underpinned by development of internal branch plans with associated performance measures at the project and activity levels. Branch plans document the project and budget responsibilities of NOHSC managers, as well as accountabilities for corporate (organisation-wide) activities that are common to all branches.

Quarterly reporting to NOHSC and its committees was improved by the inclusion of more detailed information and use of a standard reporting format that reflected the structure of the Strategic Plan. The reporting format is currently being refined further to build on and extend the range of information included. The format for project briefs, whereby

the approval of NOHSC or its committees is sought for projects, was also adapted to reflect the structure of the Strategic Plan.

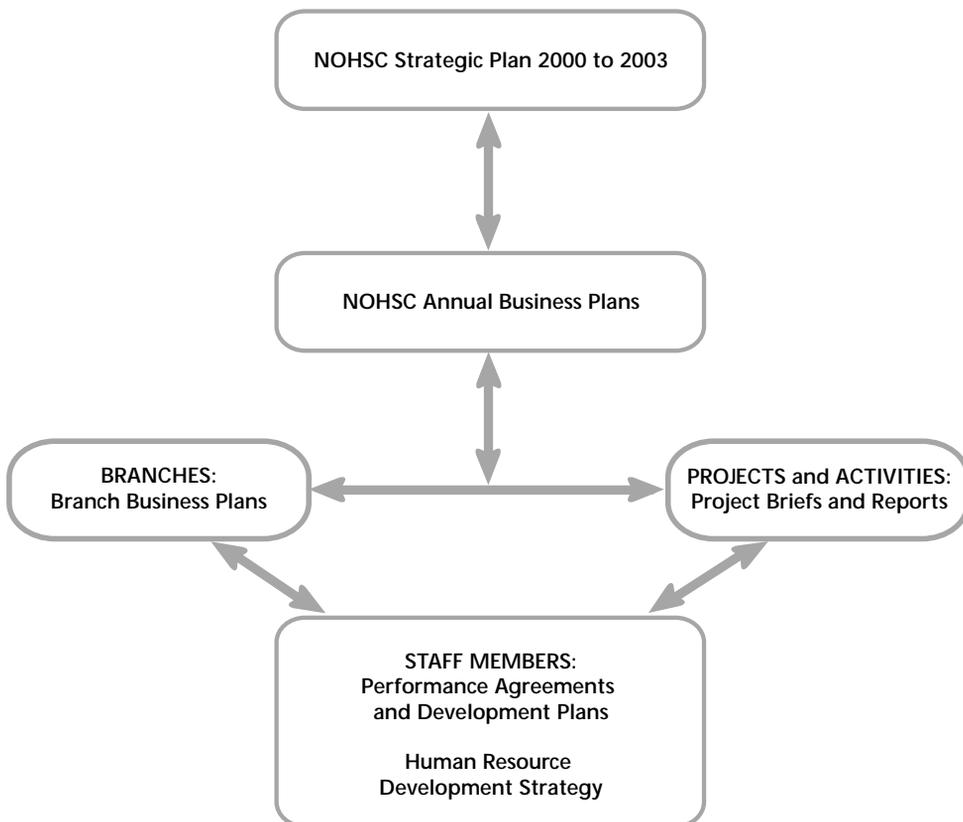
A Human Resource Development Strategy was developed during 1999–2000 to address the learning and development needs of staff. The strategy was aligned with the objectives, strategies and activities outlined in the Strategic Plan, Business Plans and branch plans.

A Performance Management Program was also trialled during 1999–2000 and linked individual accountabilities with the objectives and measures of the Business Plans and branch plans.

The alignment of strategic and business planning with human resource development and performance management has improved NOHSC’s capacity to meet its objectives effectively and efficiently, and to measure its results. The relationship between the various components is shown in Figure 5.

The benefits of the alignment are expected to be fully realised in 2000–01 and efforts will be directed to measurement, review and refinement of the different components. The Strategic Plan is subject to annual review and this will commence in August 2000. The objective of the review will be to ensure that

Figure 5 – Alignment of planning, reporting, human resource development and performance management



the Strategic Plan continues to reflect both changes in the environment and refinements in approach as experience is gained with strategic and business planning processes. The review of the Strategic Plan will feed directly into review of NOHSC's outcomes and outputs structure. It will also be used to review the current organisation and staffing structure to achieve the best possible fit between that structure and the Strategic Plan.

It is recognised that, for NOHSC to meet its aim of assisting staff to meet performance expectations and to reach their full potential, human resource development needs to be an integral part of business planning processes. This will also ensure that NOHSC is well equipped to meet its strategic and business objectives. It is therefore intended that the Human Resource Development Strategy continue to be developed and reviewed in the light of NOHSC's Strategic Plan and Business Plans.

It is also intended that the Performance Management Program become an integral part of NOHSC's business planning process. Further refinements to the program will be considered in future to maximise the potential of the program to encourage and reward high performance.

More information on business planning, the Human Resource Development Strategy and the Performance Management Program can be found in the chapter 'Coordination and Corporate Functions'.

Financial Management Improvement Program

Consultants were engaged in November 1999 to undertake a thorough overhaul of NOHSC's financial systems and policies, with the resultant restructure of financial management systems expected to be fully implemented early in 2000-01.

A comprehensive Financial Management Improvement Program, including integration with a human resource management system, was successfully deployed. The improvement program focused on the following issues:

- adoption of the Commonwealth Government's accrual-based outcomes and outputs structure;
- remediation of the Oracle-based financial management system;
- implementation of an effective human resources system;
- updating accounting policies and establishment of business rules, including incorporating accrual accounting principles in the development of the 2000-01 budget;
- adoption of an improved financial reporting framework for NOHSC and NOHSC Office managers;
- implementation of a GST strategy;
- provision of training and awareness sessions on the changes in the financial management function and GST implementation;
- restructure of the Finance Section; and
- review and implementation of a service level agreement between NOHSC and NICNAS.

The requirement to operate a system to enable the effective management of the large proportion of the NOHSC budget that is allocated to the provision of human resources was identified as a priority component of the Financial Management Improvement Program. During 1999-2000 specifications for an integrated payroll and human resource management information system were developed and the selection and procurement of the system best suited to the needs of NOHSC was undertaken. Implementation of this system from the commencement of 2000-01 will provide NOHSC with the capacity

to support the information reporting requirements for accrual-based accounting. The capacity for managers to effectively manage the human resources and related budget for which they are accountable will be significantly enhanced by providing them with a range of relevant, quality and timely information.

Revision of financial management systems included alignment with NOHSC's revised outcomes and outputs structure. Efforts were concentrated on implementing changes to reporting requirements along cost centre and business unit lines for 2000–01. Systems incorporating the necessary GST reporting requirements were expected to be enabled for 1 July 2000.

Financial statements for the year ended 30 June 2000 were prepared on an accrual accounting basis to conform to the requirements for the preparation of financial statements under the *Commonwealth Authorities and Companies Act 1997* (Cwlth) issued by the Minister for Finance and Administration (see Appendix 1).

NOHSC appointed a senior Finance Manager in May 2000 to complete implementation of the Financial Management Improvement Program.

Corporate Governance

Significant progress was made during 1999–2000 in improving corporate governance practices. This included strengthening the accountability for, and monitoring of, corporate governance by the Audit Committee, and the development and implementation of policies and procedures that are mandatory or recommended for Commonwealth Government agencies.

The Audit Committee's revised charter, approved by NOHSC at its meeting on 15 March 2000, strengthened its responsibilities and range of activities, in line with the

Australian National Audit Office's better practice governance processes for audit committees. Additional responsibilities included:

- reviewing the adequacy of internal controls;
- reviewing compliance with relevant laws and regulations;
- reviewing compliance with significant policies and procedures; and
- monitoring and managing business risk.

The selection of a financial advisor, to augment the financial expertise of the Audit Committee, is expected to be finalised early in 2000–01.

NOHSC now has in place a number of internal policies and procedures addressing mandatory and recommended government requirements, and will continue its policy development and review work in 2000–01. The remaining policies required to complete the essential corporate governance mechanisms – a Fraud Control Plan, a Business Continuity Plan and a NOHSC Office code of conduct incorporating the Australian Public Service values and code of conduct – will be implemented in the first quarter of 2000–01.

Accommodation Strategy

NOHSC's current accommodation lease will expire in November 2000. An accommodation strategy developed in 1998–99 was progressed in 1999–2000 through tendering of various stages to consultants expert in those particular areas. Work completed included:

- an accommodation needs analysis identifying future accommodation requirements, completed in February 2000;
- an assessment of NOHSC's accommodation options in Sydney, based on the results of the accommodation needs analysis, was undertaken and detailed information and costings, together with a recommended option, were considered by the Executive in April 2000; and

- appointment of a Client Liaison Manager to liaise between staff and the relevant consultant regarding design and layout requirements once a site has been selected.

After considering a report on accommodation options in Sydney, the Executive decided that a proposal for premises in the Sydney CBD was to be preferred. Given the long-term financial implications of a new lease, advice was then sought from the Minister about the appropriateness of this. In accordance with the Minister's request, additional information was then provided to him on accommodation options, including options outside Sydney.

On 27 June 2000 the Minister informed the CEO of his decision that NOHSC should be relocated to Canberra by no later than January 2002. As a result of this decision, the accommodation strategy for 2000–01 will be focused on facilitating the relocation. The consultants engaged to carry out the work associated with relocation within Sydney will

be retained to provide services to assist with the relocation to Canberra. Negotiations will be conducted with the owners of the current premises for an extension of the existing lease until such time as the relocation to Canberra has been finalised.

Year 2000 Compliance and Contingency Planning

All relevant NOHSC systems and items were signed off as year 2000 compliant in September 1999. Contingency plans, outlining arrangements in the event of disruptions to the supply chain, were also developed by that date, to cover both general contingencies and those relating specifically to information technology. Regular reports were provided on year 2000 readiness to the Office of Government Online and the Executive. No failures or disruptions due to year 2000 issues occurred.

Output 1.1

National Data and Information

Output Subclass 1.1.1 – National Data, Including Comparisons of State and Territory Performance

Aim and Scope

The aim of this output subclass is to support the national infrastructure by providing comprehensive and accurate national data for use by NOHSC and the wider OHS community. Improved coverage of work-related deaths, non-fatal injuries and disease by national data sources is an objective of the National OHS Improvement Framework, with the supporting national goal to 'Measure occurrences of work-related injury and disease reliably, in order to focus prevention effort and monitor performance'. At the action level, this translates into extending data coverage, developing and implementing consistent data definitions and measurement principles to improve data quality, and increasing the capacity of data systems.

The projects undertaken involve the analysis, development and improvement of nationally relevant OHS data. Projects cover both ongoing activities, such as continuous improvements in the National Data Set for Compensation-based Statistics (NDS) and support for the Comparative Performance Monitoring (CPM) project, and fixed-time projects, such as the project on OHS performance measurement in the construction industry.

The NDS is the major data set relating to OHS outcomes available in Australia. It consists of

information supplied by workers' compensation agencies and aims to provide details of claims made each year for workers' compensation benefits for work-related fatalities, permanent disabilities and temporary disabilities which involve five or more days time lost from work. The objective of the NDS project is to maintain, update and ensure the integrity of data carried on the NDS database so that workers' compensation-based data for understanding OHS outcomes can be used more widely and confidently by OHS decision makers. Related projects aim to provide a better understanding of the coverage of, utility of and gaps in NDS-based data. This informs the direction of further work designed to better measure the work-related injury and disease experience of Australian workers.

NOHSC contributes to the WRMC's CPM project, which aims to establish and maintain a monitoring system that enables comparison of OHS and workers' compensation performance across jurisdictions and identifies variations in performance over time. NOHSC's contribution is through the provision of technical advice on data issues and production of statistical information for inclusion in regular reports. DEWRB manages the project and the primary source of data on OHS performance for the project has been the NDS.

The work-related traumatic fatalities study produced comprehensive, national information on work-related traumatic deaths in Australia between 1989 and 1992, using coronial files as the primary source of information. The objective of work arising from this project is to increase understanding of how and why workplace fatalities occur to help prevention by:

- responding appropriately to inquiries and producing reports as required;
- disseminating data in accordance with agreed strategies, including through the NOHSC web site; and
- establishing a searchable, web-based database of most of the key variables.

OHS performance measurement in the construction industry is a two phase project. The aim of the first phase was to develop, in consultation with construction industry participants, a set of indicators for monitoring OHS performance that were accepted for use by the industry. The second phase will build on this work through investigation of the use and usefulness of the indicators in construction and other industries.

A number of other projects aim to identify gaps in current OHS data collections, and identify, assess and facilitate the development of alternative data sources.

Reports on Projects

National Data Set for Compensation-based Statistics

Implications of Changing Employment Arrangements for the National Data Set for Compensation-based Statistics

The extent of change in employment arrangements across Australia, from the more traditional full-time employment to casual, contract and other forms of working arrangements, and the impact of these changes on the coverage of NDS-based data, are being examined.

A report incorporating an analysis of the 1998 Australian Bureau of Statistics (ABS) Survey on Forms of Employment and historical data from Labour Force Surveys was considered by the Information Committee in May 2000. The report will be used as the basis for further work in this area planned for 2000–01.

During 1999–2000 comments were provided to the ABS on data items for inclusion in the Working Arrangements Supplementary to the November 2000 Labour Force Survey. These comments were taken into account in the design of the final survey instrument.

Assessment of Data from the National Data Set for Compensation-based Statistics as Indicators of Overall OHS Experience

NDS-based data is being assessed to determine whether they are useful indicators of overall work-related injury experience. This includes consideration of whether they are indicative of work-related injury experience in areas either not reported in the NDS, for example, short-term absences from work, or outside the coverage of jurisdictional workers' compensation schemes, for example, the self-employed. This will enable a greater understanding of how to interpret NDS-based data.

Data were collected for, and analysis commenced on:

- a comparison of compensated injury occurrences which resulted in time lost from work of less than five working days, five to 10 days, or more than 10 days, and
- a description of the relationship between those injury occurrences that only require medical treatment (no lost time) and those currently collected through the NDS.

The results will be incorporated into a report which is expected to be completed by 31 August 2000.

Dissemination of Statistics

An important component of NDS work is the dissemination of NDS statistics. In 1999–2000 the 1997–98 Compendium of Workers' Compensation Statistics and supplementary tables were published both in hard copy form and electronically.

A major initiative was the development of an interactive NDS database (NOHSC Online

Statistics Interactive – NOSI). NOSI was made available through the NOHSC web site in May 2000 and is to be formally launched in July 2000. For the first time, members of the public are able to interrogate the NDS database by specifying their statistical requirements and generate tables and graphs according to their specifications.

A statistical inquiry service was maintained throughout the year, with an average of 50 queries from internal and external clients being answered each week.

Other Achievements

Improvements to the quality and comparability of NDS data were facilitated by the development of a uniform validation routine for data input by jurisdictions, and agreement among jurisdictions to standard definitions, concepts and practices. The monitoring and review of the NDS is an ongoing project through which improvements will be identified and implemented on a continuous basis.

An electronic version of the classification system (Electronic Type of Occurrence Classification System – ETOOCS) was developed to assist coders of NDS data. It was developed with the assistance of the Victorian WorkCover Authority and posted onto the NOHSC web site for use by jurisdictions in June 2000.

The development of a new NDS database system commenced in 1999–2000, with a contract for the work being signed in June 2000. This project will be undertaken in stages and is expected to be completed by 31 December 2000.

Work to develop a system to respond to NDS coding queries using the NOHSC web site began during the year. The system is expected to be operating from 1 August 2000.

The ABS produced a preliminary report on a review of the denominators used in the calculation of NDS measurement rates in May

2000. Following consideration of jurisdictional comments, a final report will be produced by 1 August 2000.

Comparative Performance Monitoring Project

The CPM report for 1999, coordinated by DEWRSB, was published in April 2000. NOHSC provided extensive data and analysis for inclusion in the report, as well as providing comments on the draft manuscript.

Information obtained from jurisdictions on data quality and integrity issues will be incorporated into a draft report to be considered by the WRMC in December 2000.

Advice and assistance was provided to DEWRSB and the Departments of Workplace Relations Advisory Committee Working Party on proposals to develop a national CPM database incorporating data on OHS, workers' compensation and return to work.

Work-related Traumatic Fatalities Study 1989 to 1992

Inquiries for specific information from the work-related fatalities study were received throughout the year. There were 120 inquiries recorded – 39 from State, Territory or Commonwealth governments, 22 from companies, 13 from the media, 11 from academics, eight from the ACCI/ACTU or other employer or union bodies, seven from industry associations, seven from NOHSC, six from private individuals, three from students and four from other sources. Analyses were conducted in response to 26 of the inquiries, and the remainder were answered with existing information.

Detailed reports were completed on State and Territory-specific analyses, falls, emergency service workers and the construction industry. Reports on tractors, and design issues in fatalities involving machinery and fixed plant will be completed

in July 2000. Fact sheets on emergency service workers and on falls were completed, and fact sheets on tractors and on design issues will be completed in July 2000.

All completed reports, fact sheets and significant specific-issue reports arising from inquiries were made available through the NOHSC web site.

A report arising from the joint analysis with the Australian Centre for Agricultural Health and Safety of the farm-related fatalities data was completed and is to be released in July 2000.

OHS Performance Measurement in the Construction Industry

Specific achievements of the first phase of the project, completed in 1999–2000, included:

- development of a range of preliminary performance indicators, including process and outcome indicators, for the construction industry;
- publication of the summary and final reports;
- presentations to Master Builders Association meetings (in Brisbane and Melbourne) on OHS in the construction industry and to the Australian Maritime Safety Authority and DEWRSB;
- responses to inquiries (with 37 received about process indicators) from the construction industry (18 per cent), other industries (38 per cent), government (21 per cent), the academic sector (10 per cent) and other (13 per cent) sources, including the Queensland Government Construction Industry Task Force; and
- a draft short report on the process for developing indicators, designed for use by other industries as well as by enterprises in the construction industry, was presented to the Information Committee in May 2000, and following comments from members, a revised version will be presented to the Information Committee meeting in September 2000.

The second phase of the project is to commence in mid-2000 and be completed by 2002. It is to:

- review the use of the OHS process indicators developed by NOHSC for the construction industry;
- facilitate the development by other industries of their own OHS process indicators;
- assess the feasibility of establishing the effect on OHS of collecting information on process indicators; and
- investigate the relationship between the OHS process indicators and relevant OHS outcome measures.

Data on OHS in Australia – The Overall Scene

The aim of this project was to:

- provide an up-to-date, data-based, critical overview of OHS in Australia (which considers OHS activity, exposure, hazard, disease, injury and mortality outcomes); and
- identify deficiencies or gaps in OHS data collections, and to thus suggest priority work to pursue new data and/or to improve existing data collections.

The results are being incorporated into a project report which is expected to be published by the end of 2000. A specific analysis of the national spinal injury database was commissioned as part of the project, and the consultant's report on this will be released with the main report.

Alternative Data Sources

The aim of this project is to expand the OHS statistics available by:

- identifying possible alternative sources of data on OHS injury and/or illness;
- investigating the utility of alternative sources of data on OHS injury or illness;

- facilitating the development of alternative sources of data on OHS injury or illness; and
- providing an assessment of the options for the collection and likely use of information on, and relevant to, work-related disease.

Components of this project in 1999–2000 are discussed below.

Development of OHS Aspects of the National Coroners' Information System

NOHSC, together with the State and Territory coroners and others, is participating in a project run by the Monash University National Centre for Coronial Information (MUNCCI) to develop a computerised data storage, coding and retrieval system for information held by coroners on fatalities. The aim of the National Coroners' Information System (NCIS) is to provide ongoing, timely access to the information to help understanding of the nature and cause of fatalities, including work-related deaths, across the nation.

The report on the review of the NCIS core data set, which was developed by a working group co-chaired by NOHSC, was tabled at the February board meeting of MUNCCI. The board, subject to consideration of some minor data collection and programming issues, accepted all the report's recommendations. The draft version of the NCIS data dictionary was completed and submitted to MUNCCI for its further development and use. The revised core data set includes all the important OHS variables. Data is expected to be first available for analysis in the second half of 2000.

Report on OHS Aspects of the First Twelve Months of Bettering the Evaluation and Care of Health

The aim of the Bettering the Evaluation and Care of Health (BEACH) project is to provide information on conditions, including work-related conditions, in cases handled by

general practitioners. It is a project of the Family Medicine Research Unit of the Department of General Practice of the University of Sydney under a joint arrangement between the University of Sydney and the Australian Institute of Health and Welfare. NOHSC is represented on the BEACH advisory board.

The report on work-related aspects of the first year of data from the BEACH project is expected to be completed in August 2000.

Report on Options for the Collection and Likely Use of Information on, and Relevant to, Work-related Disease

Work on this project commenced and was initially planned for completion in June 2000. However, the project was modified following the release of a report by the Department of Health and Aged Care on data sources available for research in work-related disease. The revised project will result in a general issues paper and recommendations on follow-up activities being presented to the Information Committee meeting in September 2000.

Mesothelioma Register

Malignant mesothelioma remains the major example of work-related disease morbidity and mortality in Australia. The aim of the Mesothelioma Register is to monitor and report on the number of persons diagnosed with malignant mesothelioma, the rates of mesothelioma and the demographics of the persons diagnosed, to inform decision-making on this disease. This is an ongoing project that will continue in 2000–01.

In 1999–2000:

- 542 notifications of newly diagnosed cases were received, along with further information on cases already notified; and
- the annual Mesothelioma Register report was published in February 2000.

Output Subclass 1.1.1 – National Data, Including Comparisons of State and Territory Performance – Performance Against the Output Measures

Quality: Data useful to stakeholders, and of a high standard technically and in coverage – established by stakeholder review and external evaluation.

Overall improvement in comparability of jurisdictions' data.

The usefulness of data to stakeholders was shown through:

- the inclusion of data and its analysis from the NDS in the 1999 CPM project report to the WRMC;
- a continuation of work in response to requests for further data analysis of the work-related fatalities study, which included the preparation of fact sheets and reports on emergency service workers, the construction industry, falls, tractors and design issues; and
- agreement among participants in the construction industry to a set of indicators which they can use to monitor their OHS performance.

There was an improvement in the comparability of data on jurisdictions' performance through:

- the take-up by jurisdictions of a uniform validation routine for data input to the NDS;
- the development of an electronic version of the classification system to assist coders of NDS data; and
- commencement of a project to assess NDS-based data as indicators of overall OHS experience.

Quantity: Increase in the number of services and range of services.

The number and range of OHS data services was increased by:

- the NCIS, which includes OHS variables, and will provide ongoing, timely access to information that will improve understanding of the nature and cause of fatalities;
- the NOSI database;
- analysis of work-related aspects of the BEACH study; and
- commencement of a project on data collection relevant to work-related disease.

Price: Overall cost of data activities.

Cost estimate: \$2,598,000.

Output Subclass 1.1.2 – Information Products and Services

Aim and Scope

In accordance with NOHSC's strategic objective to provide information in a form that helps stakeholders understand and fulfil their OHS responsibilities, there are three main areas of activity in this output subclass. These are outlined below.

Information Exchange

In line with the National OHS Improvement Framework (the Framework) requirement to improve community awareness about OHS, NOHSC coordinates the dissemination of OHS information and resource materials to member agencies, appropriate target audiences and the Australian community. Library services administer comprehensive OHS data and information collections, apply consistent data definitions through thesaurus development and provide access to practical guidance materials. Public affairs, publishing and dissemination activities raise community awareness of OHS

issues through media, publications and web content management.

Small Business

In line with the Framework requirements to improve access to practical guidance material, OHS skills development and community awareness, NOHSC targets the needs of small business operators by considering their requirements in NOHSC-delivered projects. This facilitates networking on small business issues among relevant personnel in NOHSC member agencies and relevant non-OHS authorities. As a result, NOHSC can aid effective information flow, extend the range of dissemination mechanisms and develop greater awareness of OHS issues within the small business community.

Information Strategy Development and OHS in Vocational Education and Training

In line with the Framework requirement to improve OHS skills development, and in particular, to promote the integration of OHS competencies into management training, NOHSC provides advice at the national level on the integration of OHS into vocational education and training (VET). Additionally, through VET projects technical advice and resource coordination is provided to the VET sector. This supports the integration of OHS into both national industry training packages and quality assurance arrangements under the National Training Framework.

Reports on Projects

Information Exchange

National OHS Library

The library develops and manages access to OHS data and information resources through a range of services for NOHSC staff, member agencies, the Australian OHS community and the public. Services are provided through the

Australian Library Network or directly to individuals through a library of physical holdings or by electronic access. The library acts as the Australian National CIS Centre, a joint effort of national and international organisations concerned with organising and making accessible the increasing amount of OHS information.

In 1999–2000, 46 electronic journals and 12 national/international databases were made accessible to NOHSC staff. Ninety per cent of publications on the NOHSC web site were metadata tagged, consistent with the Australian Government Locator Service standard. NOHSC contributed international standard cataloguing records to the National Bibliographic Database, through the National Library of Australia, and a new book list was made available monthly on the NOHSC web site.

The document delivery and interlibrary loan service obtained 473 documents and books not held by the NOHSC library for NOHSC staff, and actioned 2,013 requests to provide documents, books and videos to the OHS community. Additionally, the library conducted 189 database searches. An alert service provides updates of current information to NOHSC staff for the life of NOHSC projects. There are 32 current alerts. The library responded to 8,585 requests for reference and referral services. Document delivery, search and video lending services were made available to NOHSC stakeholders free of charge from December 1999.

NOHSC OHS Databases

Australian OHS materials and information created by NOHSC stakeholders and other Australian bodies involved in OHS research and information were coordinated and made available nationally through the creation and maintenance of databases.

Information is maintained in three existing databases and is made accessible through the NOHSC web site. The current databases are:

- Current OHS Research Grants – over 200 entries;
- National Inventory of Practical Guidance Material – nearly 850 entries; and
- National OHS Solutions Database – around 400 entries.

Australian OHS Thesaurus

The library has developed and produced the first draft of an OHS thesaurus. This is a list of subject or descriptor terms that can be used for describing electronic OHS information in a consistent manner. Future use of thesaurus terms for indexing material placed on the NOHSC web site, and the web sites of the State and Territory OHS authorities, will greatly increase the accessibility and relevance of information found when searching the Internet. The State and Territory OHS authorities have welcomed the development of the thesaurus and all States and Territories are working to implement the use of the thesaurus on their web sites.

Public Affairs

During 1999–2000 NOHSC published two issues of *WORKSAFE news*, in October 1999 and March 2000, both of which were distributed to 7,500 primary subscribers. Major articles included those on:

- the Framework;
- work-related fatalities;
- emergency service workers;
- NICNAS;
- the OHS Solutions Database;
- the safe design project;
- OHS performance measurement in the construction industry;
- Snowy Mountains Scheme OHS;
- farm safety; and
- national news updates.

The magazine was evaluated in May 2000 and this will result in a number of improvements which will be reflected in future issues.

NOHSC issued six media releases in 1999–2000. Media inquiries totalled 140. Major national media coverage included *The Australian* newspaper's annual OHS Special Report. Stories featured included the Framework, fatigue in the trucking industry, asbestos, positive performance indicators for the construction industry, farm safety, NICNAS and shiftwork. Other media activities included preparation of articles for specific publications and providing background materials for television and radio programs on OHS.

Promotional activities included the launch of the National OHS Solutions Database on 7 April 2000 in Canberra, placement of 24 (non-recruitment) advertisements, coordinating NOHSC speakers at conferences and 21 journal entries. Promotional strategies were developed for the Framework, the NOHSC web site and the NOSI database.

Print and Electronic Publishing

To improve national access to OHS information, NOHSC material is published in print and/or electronic format. Accessibility was enhanced by providing information rapidly, tailoring content and presentation, and redesign of the NOHSC web site. Services included:

- management of outsourced editorial, graphic design and desktop publishing services;
- advice on the sale and distribution of publications;
- HTML markup and conversion to PDF format for material on the NOHSC web site;
- maintenance of web standards and content; and
- coordination of NOHSC web site maintenance.

Thirty-eight new titles were published in print and electronic format during 1999–2000. Seventeen of these were sold through AusInfo and the balance was distributed free through the NOHSC Office. Thirteen other titles were reprinted for sale through AusInfo.

To improve NOHSC's recognition within the OHS community, it was identified that there was a need to create a consistent look and feel to NOHSC publications through a standardised visual identity, templates and style guide. This project began in May and will be finalised during 2000–01.

Restructure and redesign of the NOHSC web site was a major project for the year. Web standards and web content were maintained by the development and ongoing implementation of a document management system. Both were completed in November 1999.

Small Business

NOHSC's Commitment to Small Business

At the NOHSC meeting on 15 March 2000, it was agreed that a Small Business Working Group (SBWG) be formed on a temporary basis. A report outlining a process for NOHSC to incorporate small business needs into its internal processes was subsequently developed. The SBWG, which included three small business representatives, undertook extensive consultation with NOHSC stakeholders in developing its report.

An interim guide to assist NOHSC staff to incorporate small business interests in NOHSC project plans was completed in March 2000 and is pending the outcome of the SBWG's recommendations to the NOHSC meeting in July 2000. Advice was provided to NOHSC staff on small business issues relating to particular projects and activities.

Secretariat Support – Small Business

The NOHSC Office provided policy advice and secretariat support to the SBWG on small

business matters within NOHSC and managed the contract for the facilitator to the SBWG.

Previously secretariat support was provided to the Small Business Subcommittee (SBSC) which was disbanded in March 2000. SBSC met in August and November 1999. At the August 1999 meeting, it was agreed to defer projects to be progressed under the Small Business Information Initiative Extension program pending consultation with jurisdictions. The Small Business Information Initiative Extension program provided funding to develop nationally relevant OHS resources to small business. In November 1999, SBSC members endorsed a project to evaluate the NOHSC-Business Entry Point web site for small business, agreed that the possibility of further work into franchising and home-based office work as part of the Small Business Information Initiative Extension program be explored, and considered the report that evaluated the Rotary Speakers Pilot program. The Rotary Speakers Pilot program delivered OHS information to small business by creating direct links with community organisations.

Networking Strategies for Delivering OHS Information to Small Business

Work in 1999–2000 predominantly built on the 1998–99 Rotary Speakers Kit project, which was developed through the Rotary Speakers Pilot program. Liaison with industry groups and committees proved an effective mechanism for the delivery of OHS information to small business operators and/or their employees. Identification of other small business-related networks, dissemination mechanisms and other government agencies with a small business focus, will be ongoing throughout 2000–01.

Information Strategy Development and OHS in Vocational Education and Training

Integration of OHS into Competency Standards and/or Education and Training for Supervisors, Managers and Manager/Designers

In 1999–2000 NOHSC participated on the National Steering Committee for the Business Services Training Package. Advice was provided on both the overall integration of OHS into the Business Services Training Package and selected draft competency standards.

Baseline information has been collected on the scope and nature of OHS in courses and programs for senior managers and business leaders in the higher education (university) sector. This work will be continued in 2000–01 with a focus on identifying priority reviews for industry training packages and NOHSC's strategic role in improving outcomes at the national level.

OHS in New Apprenticeships

A suite of NOHSC guidance on OHS in New Apprenticeships was published, and distributed and promoted to target audiences in 1999–2000. Two supporting information packages were developed for use in schools – a road map to OHS in training packages and a guide to selecting quality OHS resources. These will be published and promoted in 2000–01. A map of the key organisations involved in the implementation of VET in schools was also developed.

Promotion and Distribution of NOHSC Guidance on OHS in Vocational Education and Training

NOHSC guidance on OHS in VET was released in print and electronic form in November 1999. A promotional brochure listing NOHSC's complete set of guidance and resources to support the integration of OHS in VET was widely distributed through NOHSC member agencies and to the training and school education sectors. NOHSC also promoted the guidance and integration of OHS in VET in schools through an online guest spot for the Vocational Education Community Online web site supported by the Australian Student Traineeship Foundation. VET OHS resources were made available on NOHSC's web site.

Output Subclass 1.1.2 – Information Products and Services – Performance Against the Output Measures

Quality: Acceptance of services by stakeholders – as shown by usage levels, for example, hits on the web site.

High standard services which increase awareness of OHS matters – evaluated by periodic user surveys.

The quality of services provided has been measured by determining the acceptance of services by stakeholders and the provision of services that increase awareness of OHS matters. Acceptance and awareness have been determined through usage levels and periodic user surveys including:

- an average 701,409 hits per month and 387,333 page views per month on the NOHSC web site and an average of 32,526 visitors per month, with each visitor spending an average of 15 minutes at the site;
- an increase of 8 per cent in reference and referral services provided through the NOHSC library;
- a positive response to the *WORKSAFE news* reader survey conducted in May 2000, with more readers utilising the electronic format and indicating that the new format of the publication was easier to read;
- a follow up survey of the Rotary Speakers Pilot program, which targeted small business, indicating a positive response to the information kit; and
- an online guest spot for the Vocational Education Community Online web site supported by the Australian Student Trainee Foundation.

Quantity: Increase in the number of services and range of services.

Information-related products and services available to stakeholders and staff in 1999–2000 included:

- nine staff seminars, called Wednesday Wise-ups, with internal or external speakers, to provide opportunities to share information and debate current and emerging OHS and other public administration issues;
- weekly circulation of press clippings to raise staff awareness of current OHS issues and assist them in stakeholder liaison;
- a weekly internal staff newsletter to keep staff up to date on current corporate information and decisions and build staff morale;
- OHS information that is now available to staff through 46 electronic journals and 12 databases;
- two information resources for use in schools, including a road map to OHS in training packages and a guide to selecting OHS resources;
- a map of key organisations involved in the implementation of VET being made available to schools;
- distribution of 160,290 printed publications providing guidance on OHS in VET and New Apprenticeships to NOHSC, stakeholders and the OHS community; and
- 24,500 publications relating to OHS in VET and New Apprenticeships printed for sale through AusInfo.

Price: Overall cost of activities.

Cost estimate: \$5,289,000.

Output 1.2

Research, Analysis and Advice

Output Subclass 1.2.1 – Nationally Relevant OHS Research

Aim and Scope

The establishment of the National OHS Improvement Framework (the Framework) provided the context for, and assisted NOHSC in reappraising, its research-related activities and priorities. The Framework emphasises the need for a coordinated approach to allocating research resources in Australia, which includes monitoring and disseminating overseas research and developing Australia's own capacity for research into work-related injury and disease prevention with a strong focus on practical risk controls in the workplace.

During 1999–2000 a key objective was to develop NOHSC's National OHS-related Research Strategy in a way that was consistent with the Framework, while consolidating efforts in the priority driven research activities that fall under the National Solutions Projects Program. In addition, NOHSC and/or its Prevention Committee were provided with up-to-date information on, and early warning of, new and emerging OHS issues, as well as significant new developments in relation to already identified and current issues.

The National Solutions Projects Program, initiated in 1997–98, recognises the need to develop a much more comprehensive understanding of the ways in which OHS performance at the workplace level can be influenced. A deeper understanding of the key drivers and pathways for continuous

improvement of OHS performance will assist governments, employer and employee representatives and workplace players themselves to better target their investment in OHS and help reduce the need for government intervention. Work under the program is driven by twin aims:

- evaluating specific OHS initiatives with a view to assisting their wider application; and
- developing key components of a framework to drive continuous improvement of OHS performance in the workplace.

In the first year work focused predominantly on the first aim. Since then, work has been initiated on several major components of the second aim. These are:

- safe design – which focuses on developing a greater recognition of the role of safe design in improving OHS performance;
- generating and spreading workplace solutions – which aims at developing a viable database of practical solutions to OHS risks, and which will enable a greater foreseeability of risks based on aggregate experience;
- CEO and supervisor drivers – which aims at raising awareness of, and gaining commitment by CEOs and business owners to, practices that result in good OHS outcomes, and providing them with information (backed by research-based evidence) on the means of furthering that commitment with people in their organisation who have managerial or supervisory responsibilities; and
- OHS management systems – which develops the role of management systems

in the overall OHS framework to improve outcomes, with a particular emphasis on internal control arrangements and practices that go beyond what paper-based systems and prescriptive control arrangements can achieve.

These projects involve large and complex issues and require timeframes for completion extending beyond one financial year. The projects aim at building OHS understanding within society and developing a systematic approach to sustainable change and OHS improvement.

Reports on Projects

Research Facilitation and Coordination – Strategy Development

A special Research Strategy Subcommittee of the Prevention Committee was established to oversee the development of the National OHS-related Research Strategy.

The outcome of the work was two-fold:

- Firstly, recognising the need to engage with the wider research community and other stakeholders in research activities, a public discussion document 'Towards a National OHS-related Research Strategy' was developed for consideration by NOHSC at its meeting in July 2000. The document is proposed as a statement by NOHSC of how it proposes to facilitate and coordinate OHS-related research to help achieve its vision of Australian workplaces free from injury and disease.
- Secondly, the identification of four strategies to be pursued. This has led to NOHSC's commitment to a range of projects to be undertaken in 2000–01 in conjunction with the public discussion phase. The strategies are to:
 - identify priorities for OHS research,
 - promote the coordination and

development of Australia's research networks to achieve identified priorities,

- provide research surveillance, interpretation and dissemination of results to support jurisdictions and industry parties, and
- undertake research that is transferable into OHS policy and practice.

Safe Design

This is a long-term project that commenced in 1998–99 and is scheduled to continue into 2000–01. Specific objectives are to:

- improve the awareness of key parties of their legal obligations under OHS legislation to provide plant and equipment to workplaces which are safe and free from risks to health;
- identify leverage points where OHS agencies can exert influence to improve compliance with suppliers' duties;
- promote to key parties the use of safe design principles in building and construction activity; and
- facilitate the extension of the application of safe design beyond minimal conformance towards elimination of all hazards in the workplace.

Specific achievements in 1999–2000 were:

- **Legal review** – A legal review of the OHS obligations of the four target groups (designers, manufacturers, importers and suppliers) was completed and published.
- **Literature review** – A literature search on national and international initiatives on safe design was completed and will be published.
- **Statistical data** – Analysis of the 1989 to 1992 fatalities study database to identify the contribution of poor design to fatalities involving fixed plant and equipment was undertaken and the results will be published early in 2000–01.

- **Awareness survey** – A survey was undertaken to obtain quantitative and qualitative data on awareness, understanding and knowledge among the target groups of their OHS responsibilities for safe design. A final report on this work is expected to be published in the first half of 2000–01.
- **Case studies** – Case studies on fatalities where poor design of plant and machinery was a contributing factor are being developed through a Masters level scholarship. Studies will be reported on a regular basis as they are completed and have potential use as practical guidance for the key designer groups and in professional development—tertiary education courses.
- **Stakeholder forum** – A forum of stakeholders was held in Adelaide on 6 April 2000 to review outcomes of the project to date and to identify subsequent actions to give effect to those outcomes. Approximately 70 delegates attended, representing key professional groups, academic institutions, industry and employer groups, unions, individual companies and government agencies. The forum confirmed the size of the problem of poor design from an OHS perspective, the potential for significant gains to be made by focusing on the upstream obligation bearers, and the need for a major effort from NOHSC and its stakeholders to provide leadership and to build on the momentum developed to date in engaging with the key target groups.

Generating and Spreading Workplace Solutions

The National OHS Solutions Database project was initiated in 1998–99 and has been progressed using four main strategies. Key achievements under these strategies in 1999–2000 were:

- **Collecting existing solutions** – During 1999–2000 agreements were made with a wide range of organisations to provide their solutions on an ongoing basis. Sources include private and public sector enterprises, educational institutions and industry associations as well as government and industry-run OHS awards programs. Development of agreements with organisations for the collection of existing solutions is ongoing. There are around 400 solutions entered on the database at this stage. Draft policy and procedures for the quality control of solutions were developed in June 2000 in conjunction with the assessment and review phase, and are based on the experience gained during the piloting of the database. It is anticipated that the policy and procedures will be implemented and tested during the next stage of the database project.
- **Ongoing generation of solutions** – A number of strategies for generating solutions were tested during the second half of 1999–2000, including:
 - awards for ‘Best OHS Solution’ at major national OHS conferences, with awards being presented to Toyota Motor Corporation Australia for a forklift safety feature and North Grampians Shire Council for a device for lifting concrete stormwater drain covers,
 - inclusion of solutions development in a number of tertiary and non-tertiary OHS courses, and
 - use of the ACCI to promote the database to its members to encourage them to participate in the collection of solutions from their industry sectors and to promote the use of the database, particularly to small and medium businesses.
- **Developing the database** – The database was publicly released on the NOHSC web site early in February 2000 to broaden the scope of the pilot and enable wider testing

and feedback. The Minister, the Honourable Peter Reith, MP, officially launched the database at the National Small Business Forum in Canberra on 7 April 2000, and issued a call to industry to participate in the collection and generation of solutions. The database was widely promoted and demonstrated at various conferences, trade exhibitions and OHS forums around Australia from February to June 2000.

- **Assessing and reviewing the database** – Consultants were appointed late in March 2000 to evaluate and review the database. The consultants will make recommendations on what is required to ensure the long-term viability of the database from the user, administrative and information technology perspectives. The findings will be presented late in July 2000.

CEO and Supervisor Drivers

Specific objectives of this project are to:

- identify drivers that motivate and influence the target groups to achieve good health and safety outcomes;
- document examples of good practice within Australian industry; and
- identify and trial mechanisms that raise awareness and encourage a wider take-up of good OHS practices, and gain commitment to those practices.

Work on the project in 1999–2000 focused on refinement of specific avenues for further research. A consultancy is underway and a report is scheduled for delivery in August 2000. This will be followed by a major stakeholder forum in November 2000.

OHS Management Systems

Work on the development of Australian Standards for OHS management systems and the infrastructure supporting these standards dominated project activities for most of 1999–2000. Achievements were:

- **AS/NZS 4801 and AS/NZS 4804 package** – NOHSC and its stakeholders were successful in influencing the content of the new Specification Standard AS 4801 through their group approach to work on Standards Australia's SF/1 Committee. The NOHSC group was also able to achieve a revision of the Guidance Standard AS/NZS 4804 to align it with AS 4801 and to present the two standards as a coherent and linked package. AS 4801 was officially launched on 6 April 2000.
- **Strategic links** – NOHSC has accepted the Joint Accreditation System – Australia and New Zealand (JAS-ANZ) invitation to participate in its processes and has nominated a member to join the JAS-ANZ OHS Technical Committee.
- **National guidance on certification criteria** – Work to develop certification criteria and competencies for auditors of OHS management systems was driven initially by the need to fill an identified gap in the infrastructure governing the accreditation of certifying bodies and auditors for OHS management systems. To provide JAS-ANZ with a benchmark to use in its accreditation processes, an options paper and proposal to develop OHS Systems Auditor Certification Criteria was developed. Following a review of existing certification criteria and consultation with JAS-ANZ, and further consideration by the OHS Management Systems Reference Group, the strategy to focus on the development of certification criteria was re-examined. It was concluded that any meaningful certification criteria should be drawn directly from competencies, and that the focus of the work should be on the development of OHS Systems Auditor Competencies. Consequently, a consultancy project to draft OHS Systems Auditor Competencies and have them validated,

and to draw OHS Systems Auditor Certification Criteria from them, has been designed and put out to select tender. It is expected that a consultant will be appointed in July 2000, with the work due for completion by March 2001.

- **Guidelines and fact sheets** – The OHS Management Systems Reference Group provided comment and detailed feedback on a draft set of OHS management systems fact sheets. Four fact sheets have been finalised and provide information concerning:
 - factors to consider when developing or purchasing an OHS management system,
 - guidance for organisations tendering for contracts,
 - guidance for employees and OHS representatives, and
 - guidance for organisations considering certification of their OHS management systems.

Research Surveillance Program

The extent of effort directed to the development of the National OHS-related Research Strategy and the changing emphasis placed on the role of NOHSC in research work resulted in a reduced capacity to support this program during 1999–2000. However, key outcomes were:

- **Beryllium** – The NOHSC meeting on 15 October 1999 considered a report on beryllium that focused on United States control initiatives. Outcomes are reported in the section 'Enhanced Watching Briefs' immediately below.
- The Prevention Committee (or its predecessor, the Prevention Strategies and Facilitation Committee) considered these issues:
 - **Chronic fatigue syndrome** – An overview of issues relating to this syndrome and work underway in the United Kingdom was reported to the Prevention Strategies and Facilitation Committee meeting in September 1999. It was decided to maintain a watching brief, particularly in relation to the United Kingdom work.
 - **Benzene and leukaemia** – A report in response to New South Wales Department of Health findings regarding discrepancies in Australian and overseas exposure limits for benzene was considered by the Prevention Strategies and Facilitation Committee meeting in September 1999. Given that benzene is the subject of a NICNAS Priority Existing Chemicals report due by the end of 2000, it was decided to consider action in the light of that report.
 - **Genetic screening** – An overview of possible OHS issues was reported to the Prevention Strategies and Facilitation Committee meeting in September 1999. It was decided to maintain a watching brief.
 - **Coal tar pitch volatiles** – An overview of current knowledge on the health effects of coal tar pitch volatiles was compiled and was referred to NOHSC for consideration at its July 2000 meeting. It will also be taken into account in work underway to assess the priorities for reviewing exposure standards, one of which relates to coal tar pitch volatiles.
 - **Personal protective equipment approvals** – An overview of the situation in relation to approval arrangements for personal protective equipment was considered by the Prevention Committee in May 2000. It was identified that there were variable and limited arrangements for approvals in Australia and that these were less than those applied in the United States and Europe. United States arrangements are under review. However,

Australia maintains testing facilities which are recognised by all jurisdictions. The Prevention Committee did not identify any further action for NOHSC to take on this matter.

As part of ensuring that research surveillance is effective, NOHSC maintains a network of international contacts. A major focus of this is NOHSC's designation as a World Health Organization (WHO) Collaborating Centre. As such, it participates in various international information sharing and support activities organised by WHO. This provides NOHSC with access to worldwide research relevant to OHS. In addition, in maintaining international contacts, meetings and briefings have been held with visiting groups from China, Laos and South Africa.

Enhanced Watching Briefs

In 1999–2000 the following were areas of particular focus:

- **Workplace stress** – Work continued on the development of a database of information about relevant initiatives in Australia and overseas. An assessment of the contents and future direction for the database will be provided to the Prevention Committee meeting in September 2000. In addition:
 - The United Kingdom Health and Safety Executive has commissioned a major report on workplace interventions to mitigate stress. This work is being undertaken by Professor Cox of Nottingham University which has been designated the WHO Collaborating Centre for Good Practice Regarding Stress at Work. NOHSC is looking to use its status as a WHO Collaborating Centre to ensure that it is able to maximise its access to this work.
 - Related issues were examined as a possible National Solutions Project for 2000–01.

The topic was advanced to the shortlisted stage, but the Prevention Committee did not approve it as a project for 2000–01. Rather, it decided to retain its status as a watching brief, reflecting the extent of activity and breadth of considerations relating to the topic.

- **OHS implications of labour market changes** – This topic was the subject of a watching brief during 1999–2000. Work on this issue was identified as a major project to be undertaken in 2000–01 with a view to developing a more substantial understanding of what is happening. This is intended to assist NOHSC stakeholders to better adapt their programs and activities to keep up with labour market changes.
- **Assessment of beryllium controls** – In response to NOHSC's consideration of an emerging issues report on beryllium, which had recently been classified as a carcinogen, a more detailed assessment was undertaken of the applicability to Australia of proposed United States controls. The Prevention Committee considered the outcome of this assessment in May 2000 and concluded that the extent of exposure to beryllium was too small in Australia to warrant further consideration of the application of the controls being implemented in the United States, particularly as these controls related primarily to the nuclear industry.
- **Environmental tobacco smoke** – Following the presentation of an emerging issues report to NOHSC in March 1999, work was undertaken to keep NOHSC members advised of any nationally significant developments, and to support their decision making and activities on issues relating to environmental tobacco smoke. In 1999–2000:

- A paper updating the scientific and legislative issues was presented to the September 1999 Prevention Strategies and Facilitation Committee meeting. It addressed a proposal that NOHSC set an exposure standard for environmental tobacco smoke. The Prevention Strategies and Facilitation Committee decided that such work was not appropriate, given the public health focus on the elimination of environmental tobacco smoke and the considerable difficulties in identification of specific substances and thresholds to be subject to an exposure standard.
- Work continued on the environmental tobacco smoke database. An assessment of the contents and future direction for the database will be provided to the Prevention Committee meeting in September 2000.
- **Radiofrequency radiation** – Background papers on monitoring of research and standards-setting activities on this issue were provided to the September and November 1999 meetings of the Prevention Strategies and Facilitation Committee and the October 1999 and March 2000 NOHSC meetings. A key development was establishing a close working relationship with the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) – the authority charged in Australia with responsibility for developing exposure standards for radiofrequency radiation. NOHSC will focus on assessing the extent to which OHS considerations are reflected in the standards-setting arrangements and on developing arrangements for dissemination of information on relevant exposure limitation measures. NOHSC has been given observer status on the ARPANSA committee which is developing an exposure standard.

Output Subclass 1.2.1 – Nationally Relevant OHS Research – Performance Against the Output Measures

Quality: Extent to which there is high quality advice and appropriate coverage of issues – as measured by external evaluation and benchmarking against other countries' equivalent OHS authorities.

At this stage in the development of performance measures, no comprehensive data is available against this measure.

However:

- Several elements of the National Solutions Projects Program will be subject to external evaluation during 2000–01. This evaluation will also guide future development of the methodologies employed in that program.
- A substantial focus of the National OHS-related Research Strategy is the development and enhancement of international links that will facilitate the ability of NOHSC to benchmark aspects of its research activity with overseas authorities.

Coverage of projects matched to overall areas of need – as determined by stakeholder and independent assessment.

At this stage in the development of performance measures, no comprehensive data is available against this measure.

However, identifying stakeholder needs was a significant focus during 1999–2000 in terms of developing future projects for the 2000–01 work program for the National Solutions Projects Program.

Speed with which issues and responses are identified.

This is an area where it is proving difficult to collect data. However, the aspects of the National OHS-related Research Strategy

relating to a comprehensive surveillance program give the potential for measurement for future years.

Quantity: Number of reports produced and projects completed.

Table 5 provides details of reports produced and projects completed.

Table 5 – Reports by category/project

Category	Reports Produced	Projects Completed
Emerging Issues	1 full report 5 committee level reports	Not applicable-ongoing activity
Enhanced Watching Briefs	4 reports	1999–2000 phases of work completed for 5 projects
National Solutions Projects	5 reports	1999–2000 phases of work completed for 3 of 4 projects

Price: Cost of overall research activities.

Cost estimate: \$3,854,000.

OUTPUT 1.3

OHS Standards Framework



SAFETY

Output 1.3

OHS Standards Framework

Output 1.3 comprises two separate output subclasses that support a nationally consistent regulatory framework. One output subclass focuses on core NOHSC responsibilities relating to the maintenance (and development, where a need is demonstrated) of a set of national standards in identified priority areas. The other output subclass covers chemical policy and assessment activities that arise primarily through the responsibilities of NICNAS, which is a related entity (see the chapter 'Outline of Organisational Structure').

Output Subclass 1.3.1 – Chemical Policy and Assessment

Aim and Scope

This output subclass supports the National OHS Improvement Framework (the Framework) requirement for a nationally consistent regulatory framework that includes a balance between performance-based and prescriptive approaches, does not unnecessarily restrict competition or international trade, and is subject to regular review. The output subclass incorporates certain responsibilities NICNAS has that fall outside the NICNAS cost recovery arrangements, and the responsibilities NOHSC has for the OHS assessment of agricultural and veterinary chemicals. The cost recovered responsibilities of NICNAS are the subject of its separate annual report and are not reported on further here. NICNAS was established in 1990 under the Industrial Chemicals (Notification and Assessment) Act to assess the risks to occupational health, public health and the

environment of all new and selected existing industrial chemicals. The two areas of activity in this output subclass are outlined below.

NICNAS Government Business

This area of activity includes chemical policy and negotiation work and NICNAS compliance. The provision of chemical policy advice and representation on national and international chemicals negotiation issues helps to ensure that the regulation of industrial chemicals is the best available and consistent with overall government objectives. The NICNAS compliance program, which is 50 per cent government funded, is ongoing and ensures equitable application of the Industrial Chemicals (Notification and Assessment) Act across industry, and enhances the protection of workers, the community and the environment. The compliance program is reported in detail in the NICNAS annual report.

OHS Assessment of Agricultural and Veterinary Chemicals

The aim of this area of activity is to develop and apply sound OHS policy to agricultural and veterinary chemicals risk assessment and to provide expert technical guidance and advice to ensure the protection of workers involved in the manufacture and use of these chemicals. Workers may be exposed to agricultural and veterinary chemicals in various settings, including manufacturing and formulation processes and end use. NOHSC assesses chemicals for hazard, worker exposure and risk in order to determine appropriate safety measures. NOHSC provides these services to the National Registration Authority

for Agricultural and Veterinary Chemicals (NRA) and other key stakeholders on a cost recovery basis.

Reports on Projects

NICNAS Government Business

In 1999–2000 NICNAS actively participated in the national strategy for promoting the safe management of chemicals in Australia. NICNAS' contribution included provision of advice on issues of national interest and representation on several committees, including the Chemicals Clearing House, Air Toxics Steering Group and Technical Advisory Group, and Genetically Modified Organisms Interdepartmental Committee.

The focus of NICNAS' participation in international activities was on initiatives to harmonise chemical assessment methodology. The aim of harmonisation in this context is to maximise the opportunities to use overseas agencies' assessment reports, which will lead to a reduction in testing and assessments costs for both industry and the government. NICNAS' contributions included membership of the Organisation for Economic Cooperation and Development (OECD) Joint Meeting and the International Program of Chemical Safety Steering Committee for the Project on the Harmonisation of Approaches to the Assessment of Risk from Exposure to Chemicals, and providing comment on OECD test guidelines.

NICNAS participated in national activities to ensure that Australia will meet its obligations under international chemical treaties and to coordinate the promotion of national interests in relation to chemical safety at the international level. This has involved staff attending interdepartmental meetings on prior informed consent, persistent organic pollutants and chemical treaties, preparing and providing advice on briefs for international treaty

meetings and attending the first prior informed consent Interim Chemical Review Committee meeting.

The major activities undertaken for chemicals policy and negotiation matters included significant input into legislative changes to the Industrial Chemicals (Notification and Assessment) Act and the prior informed consent procedure negotiations. The legislative amendments will enable NICNAS to operate more efficiently and will ease the regulatory burden on industry while maintaining assurances of high human health and safety and environmental standards. The prior informed consent procedure covers the import/export of certain banned and severely restricted chemicals. The procedure has been agreed internationally as the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade. As the agency responsible for domestic implementation for industrial chemicals, NICNAS has been working with industry and the State and Territory governments towards the first (voluntary) stage of implementation.

OHS Assessment of Agricultural and Veterinary Chemicals

Technical and Policy Advice

NOHSC staff provided advice and representation in a number of national and international arenas. Contribution at the national level included membership of the Agricultural and Veterinary Chemicals Policy Committee, the Working Party for the Implementation of the National Strategy for the Management of Agricultural and Veterinary Chemicals, the Data Protection Working Party, the Registration Liaison Committee, the Inter Agency Coordination Committee, the Existing Chemicals Review Program (ECRP) Steering Group, the NRA Review of the ECRP and the NRA Expert Panel to Review the Outcomes of

the United Kingdom Institute of Medicine Report on the Effects of Organophosphate Pesticides on Sheep Farmers. Support was also provided to establish the NRA Review of Selected Sheep Ectoparasiticides.

Activity at the international level focused on harmonisation of assessment methodology through membership of the NRA Steering Committee on International Registration Issues and participation in initiatives such as

Figure 6 – Agricultural chemical submissions assessed under New Product Registration in 1999–2000

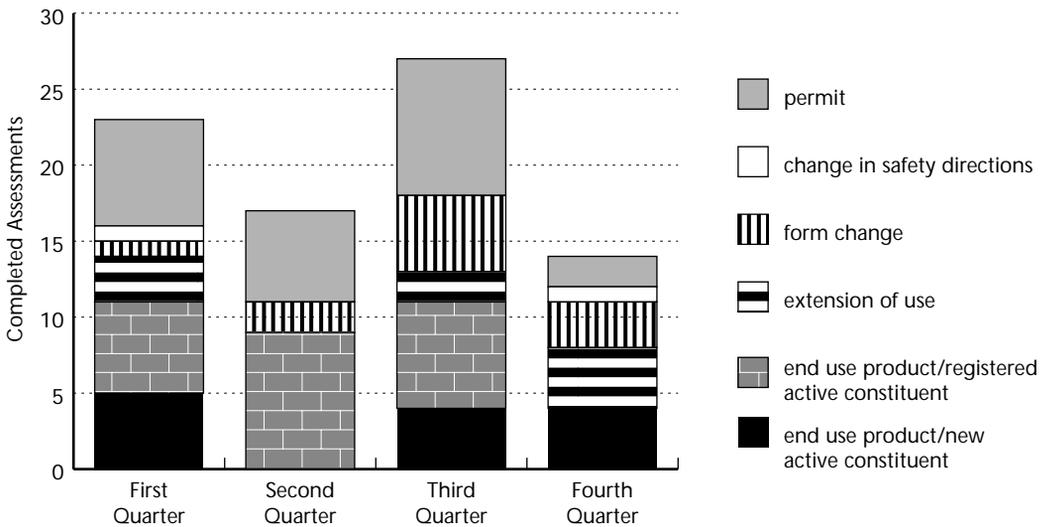
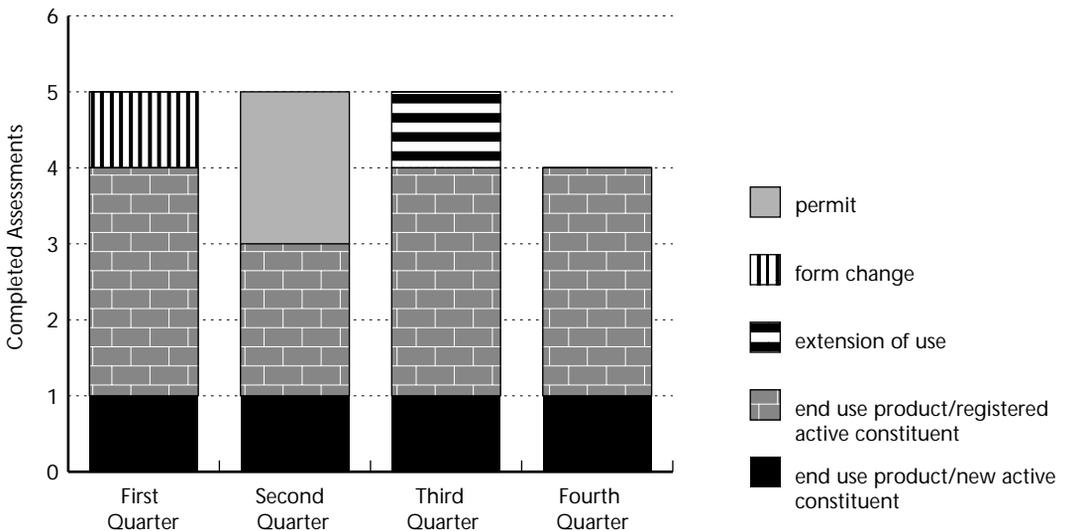


Figure 7 – Veterinary chemical submissions assessed under New Product Registration in 1999–2000



a workshop in March 2000 for peak OHS bodies from the European Union and non-European Union member countries to establish health-based occupational exposure limits for pesticides. Harmonisation is also promoted through the exchange of OHS information and assessment reports with overseas regulatory agencies as part of an OECD program coordinated in Australia by the NRA.

New Product Registration

The process of registration for a new product commences with the submission by industry of an information package which includes the range of health, environmental and other data required to assess the chemical for safety and efficacy. Assessments are conducted by NOHSC for all categories of product registration where there are implications for OHS. The need for an assessment is established during regular prescreening of application submissions.

During 1999–2000, 94 submissions were forwarded for assessment and 100 assessments were completed. The number of submissions received and the number assessed exceeded the agreed targets for the year by 25 per cent and 33 per cent respectively. Deadlines were met for 99 per cent of submissions assessed and 99 per cent of recommendations arising from assessments were accepted by the NRA.

Figures 6 and 7 illustrate the numbers and main categories of submissions assessed during 1999–2000 on the basis of agricultural and veterinary products respectively.

Chemical Review

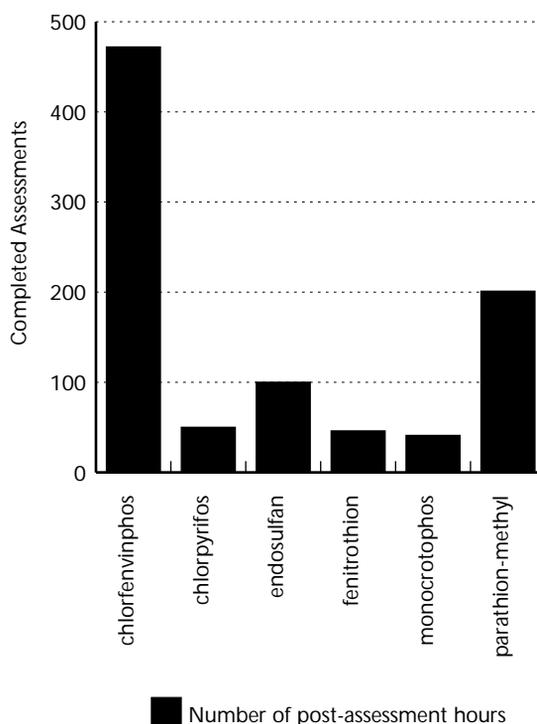
Support is provided for two chemical review programs, the ECRP and the Special Review Program. The ECRP focuses on currently registered chemicals where concerns have been raised about various issues, including OHS. NOHSC participates in the selection process, undertakes comprehensive reviews of

the candidate chemicals and makes appropriate OHS-related recommendations to the NRA to ensure acceptable standards of safety. In contrast to the ECRP, the Special Review Program is more limited in scope and addresses specific areas of concern associated with registered chemicals and products.

During 1999–2000 reviews were completed for diazinon and dichlorvos (second cycle of the ECRP) and commenced for aldicarb, azinphos-methyl and methiocarb (third cycle).

Issues arising from previously completed reviews required extensive post-assessment activity (a total of 910 hours), which impacted on progress elsewhere within the program. The post-assessment-related time associated with each chemical is shown in Figure 8.

Figure 8 – Comparative post-assessment activities for ECRP chemicals in 1999–2000



Two chemicals, carbaryl and dazomet-metham were the subject of review under the Special Review Program during 1999–2000.

Output Subclass 1.3.1 – Chemical Policy and Assessment – Performance Against the Output Measures

Quality: Extent to which risk assessments, guidance documents and policy advice are of a high standard – evaluated according to appropriate service charter and by international benchmark.

Legislated service charter timeframes met.

Quantity: Number of assessments against agreed targets.

Price: Cost per unit assessment.

Cost estimate (this estimate is for output subclass 1.3.1 as a whole and includes NICNAS activities reported in its separate annual report): \$4,791,000.

The indicators apply to NICNAS activities that are reported in the NICNAS annual report, as well as the chemical policy and assessment activities reported here. Not all of these indicators are directly relevant to NICNAS government business, and the performance

Table 6 – Performance summary statistics for NICNAS government business

Activity	Target	Q1	Q2	Q3	Q4	Total
Chemical Policy						
No. of international briefs	N/A	10	1	7	1	19
% briefs on time	95	100	100	100	100	100
% accepted briefs	95	100	100	100	100	100
No. reports/cables on meetings/briefs	N/A	1	2	1	0	4
No. of international meetings attended	N/A	0	1	2	0	3
No. of ministerials, etc	N/A	4	3	12	6	25
% ministerials on time	95	100	100	100	100	100
Minister's rating of briefs	3/5		Met 1/1		Met 1/1	Met 2/2
No. of IDC/agency meetings	N/A	7	8	6	7	28
No. of agency briefs reviewed	N/A	2	2	5	5	14
Compliance						
No. of cases under investigation	N/A	14	5	6	28	–
No. of new cases	N/A	7	13	37	8	–
No. of cases finalised	N/A	15	12	16	26	69
% cases finalised on time	80	66	91	94	84	84
No. of site visits/client meetings	10	3	16	24	26	26

report for that function reflects the extent to which the indicators apply.

NICNAS Government Business

Quality and time measures were met for all NICNAS government business activities, including preparation of ministerial briefs, contributions to national and international briefs and attendance and participation in national and international meetings. All policy advice and activities were delivered within budget.

Performance is summarised in the table below.

OHS Assessment of Agricultural and Veterinary Chemicals

Agreed performance targets for OHS assessment of agricultural and veterinary chemicals were as follows:

- quality, was measured by the extent to which risk assessments, guidance documents and policy advice were of a high standard – evaluated according to international benchmarks and acceptance of advice and recommendations by clients including the NRA and industry;
- quantity, was based on targets of 75 New Product Registration Program assessments, up to six ECRP reviews and up to three Special Review Program reviews being satisfied;
- price, was measured by the cost per unit assessment/review on a fee for service basis; and
- timeliness, was measured against timeframes agreed with the NRA for New Product Registration Program assessments and Chemical Review Program reviews.

Overall performance under the New Product Registration Program derived from:

- streamlined pre-screening of registration submissions;
- high quality, based on 99 per cent of OHS

recommendations being accepted by the primary client, the NRA;

- high productivity, based on the target of 75 completed assessments being exceeded by 33 per cent; and
- high efficiency, based on 99 per cent of assessments meeting agreed timeframes.

Overall performance under the Chemical Review Program derived from:

- reviews for two chemicals in the second cycle of the ECRP being completed;
- reviews for three chemicals in the third cycle of the ECRP being commenced while data for the remaining three chemicals was required from the NRA;
- extensive additional work was required for two first cycle and four second cycle ECRP chemicals for which OHS reviews were completed earlier;

Figure 9 – Cumulative total of finalised submissions for agricultural and veterinary chemicals versus monthly targets

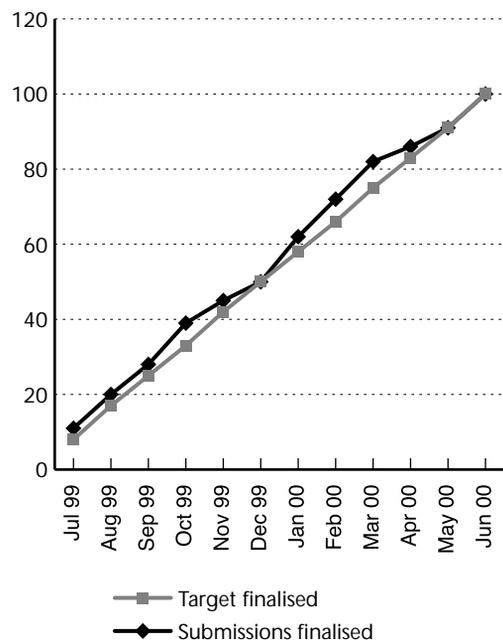


Table 7 – Performance summary statistics for OHS assessment of agricultural and veterinary chemicals

Activity	Target	Q1	Q2	Q3	Q4	Total
Registration						
No. prescreens attended	N/A ^a	6	5	7	2	20
No. assessments received	N/A	28	18	27	21	94
No. assessments completed	75 /y	28	22	32	18	100
% assessments on time	95%	96	100	100	100	99
% recommendations accepted	85%	100	100	100	94	99
ECRP Reviews						
No. reviews completed	Up to 6	1	1	0 ^b	0 ^c	2
% reviews on time	85%	100	100	100	100	100
Post assessment work	Hrs	99	250	322	470	1,141
No. steering meetings attended	N/A	1	1	1	0	3
% recommendations accepted	85%	100	100	N/A	N/A	100
Special Review						
No. special reviews completed	3	2	1	0 ^d	0 ^e	3
No. special reviews on time	85%	100	100	N/A	N/A	100
% recommendations accepted	75%	100	100	N/A	N/A	100
Representation/Advice						
No. meetings attended	N/A	35	22	26	20	103
No. briefings requested	N/A	5	11	12	6	34
Representational/advice hours	1000 h/y	350	296	245	250	1,141

NOTES:

- a Not applicable
- b Review of 3 third cycle chemicals in progress
- c Review of 3 third cycle chemicals continuing, post-assessment activity for second cycle
- d None requested by NRA
- e None requested by NRA

- OHS assessment outcomes and recommendations were largely in agreement with those where the same chemicals were reviewed by other regulatory authorities overseas; and
- OHS advice on two chemicals was sought by the NRA under the Special Review Program.

Performance was also measured regarding input to the development of Commonwealth Government policies for agricultural and veterinary chemicals as well as harmonisation with other agencies and relevant international OHS standards.

Table 7 and Figure 9 provide summary statistics of quarterly performance.

Output Subclass 1.3.2 – Nationally Consistent Standards Framework

Aim and Scope

Responsibility for regulating and enforcing OHS rests with the jurisdictions. The various legislative and related instruments that the governments use to give effect to these responsibilities comprise the national OHS regulatory framework.

In terms of this regulatory framework, the National OHS Improvement Framework focuses major effort on a nationally consistent approach to OHS regulation in Australia and on regular review of regulatory requirements. To facilitate this, NOHSC maintains (and develops, where a need is demonstrated) a set of national standards to support the OHS regulatory framework in identified priority areas. These standards and related materials aim to improve the health and safety of work environments by providing a means of:

- facilitating improvement of the OHS regulatory framework by promoting prevention solutions;

- enabling consolidated national review of priority regulatory requirements to ensure that they remain relevant, effective and practicable, are not unnecessarily prescriptive and do not place unnecessary restrictions on competition or international trade; and
- focusing on the extent of national consistency in areas where it is considered essential for employers and employees.

The priority areas where national standards are maintained are Manual Handling, Occupational Noise, Workplace Hazardous Substances, Plant, Certification of Users and Operators of Industrial Equipment and Major Hazard Facilities. In addition, a National Standard for Dangerous Goods is under development. An overview of the status of each of these areas is provided in Table 8.

Reports on Projects

Projects in 1999–2000 focused on three areas:

- development of tools, materials and advice to improve the effectiveness of the coverage and application of the OHS regulatory framework;
- review and development of national standards, codes of practice and guidance material (subject, as appropriate, to the endorsement of the WRMC); and
- supporting and improving the individual priority national standards.

National Standards – Role and Development

Initial work (commenced in 1998–99) to develop a protocol detailing a program for, and approach to, reviewing each of the priority national standards has been refocused in the light of the establishment of the National OHS Improvement Framework. This work is directed to the implementation requirements of the Framework, specifically the development of an action plan to meet the national infrastructure requirements for a

Table 8 – Status of national standards and associated codes of practice

National Standards and Associated Codes of Practice	Activities in 1999–2000
<p>1. Manual Handling: National Standard (1990) National Codes of Practice:</p> <ul style="list-style-type: none"> • Manual Handling (1990) • Prevention of Occupational Overuse Syndrome (1994) 	No updating activities.
<p>2. Occupational Noise: National Standard (2000) National Code of Practice:</p> <ul style="list-style-type: none"> • Management and Protection of Hearing at Work (2000) 	Updated 1993 national standard and code of practice for technical measurement technique matters. Other issues identified from public comment referred for consideration in 2000–01.
<p>3. Plant: National Standard (1994)</p>	No updating activities.
<p>4. Certification: National Standard:</p> <ul style="list-style-type: none"> • Certification of Users and Operators of Industrial Equipment (1995) 	Under full review with outcomes to be considered by NOHSC in July 2000.
<p>5. Major Hazard Facilities: National Standard (1996) National Code of Practice:</p> <ul style="list-style-type: none"> • Control of Major Hazard Facilities (1996) 	Implications and issues for the national standard arising from the Royal Commission into the Longford incident were assessed and will be considered by NOHSC in July 2000.
<p>6. Workplace Hazardous Substances National Standards:</p> <ul style="list-style-type: none"> • National Model Regulations for the Control of Workplace Hazardous Substances (1994) • List of Designated Hazardous Substances (1999) • Approved Criteria for Classifying Hazardous Substances (1999) • National Model Regulations for the Control of Scheduled Carcinogenic Substances (1995) • Synthetic Mineral Fibres (1990) • Control of Inorganic Lead at Work (1994) <p>National Codes of Practice:</p> <ul style="list-style-type: none"> • Control of Workplace Hazardous Substances (1994) • Preparation of Material Safety Data Sheets (MSDS) (1994) • Labelling of Workplace Substances (1994) 	<p>Initiation of programmatic review of exposure standards and development of Schedule 2 prohibitions. Preparatory work for 2001 updating as approved. Preparatory work for 2001 updating as approved.</p> <p>Under review in conjunction with development of dangerous goods standard.</p> <p>Under review in conjunction with development of dangerous goods standard.</p>

Table 8 – Status of national standards and associated codes of practice (cont.)

National Standards and Associated Codes of Practice	Activities in 1999–2000
<p>6. Workplace Hazardous Substances (cont.) National Codes of Practice (cont.): Control and Safe Use of Inorganic Lead at Work (1994) Safe Use of Synthetic Mineral Fibres (1990) Control of Scheduled Carcinogenic Substances (1995) Safe Use of Ethylene Oxide (1992) Safe Handling of Timber Preservatives and Treated Timber (1988) Safe Use of Vinyl Chloride (1990) Safe Removal of Asbestos (1988)</p>	
<p>7. Dangerous Goods National Standard National Code of Practice</p>	<p>A national standard and code of practice are under development and are scheduled for consideration by NOHSC in October 2000.</p>

nationally consistent OHS regulatory framework. Work undertaken in 1999–2000 was considered by the Prevention Committee and has been timetabled for consideration by the October 2000 meeting of NOHSC.

To inform the development of the action plan, a background paper was commissioned from Gunningham and Associates. It provided descriptive and evaluative advice on the Australian and international experience in the role and implementation of regulatory standards and was provided to the NOHSC meeting on 15 October 1999.

Rectification of Defects in the Process for Declaring National Standards

At the NOHSC meeting on 14 July 1999 a number of areas were identified where there were technical defects in the declaration processes for existing national standards. The defects related to the facts that:

- Requirements in the National Occupational Health and Safety Commission Act to record in writing and seal decisions to declare had not been met for any national standard or

code of practice. Arrangements have been put in place to ensure that this occurs for future declarations and advice from the Australian Government Solicitor was that specific rectification action on this matter was not essential, as legal precedents established under the *Evidence Act 1995* (Cwlth) are sufficient to establish the record of NOHSC’s declarations for existing national standards.

- Requirements in the National Occupational Health and Safety Commission Act to undertake public comment before declaring a standard had not been met in relation to some minor modifications to the Noise and Certification Standards and the MSDS and Labelling Codes of Practice. A rectification program has been initiated. The updating of the Noise Standard provided the opportunity to rectify that standard. Work on reviewing the Certification Standard and the MSDS and Labelling Codes of Practice that is currently underway is the means for addressing their defects.

International Harmonisation

The main activity undertaken in relation to international harmonisation initiatives under this output subclass is the coordination of the Cooperation Program for Hazardous Substances, Industrial Chemicals and Dangerous Goods as required under the Trans-Tasman Mutual Recognition Arrangement. This work is undertaken through a joint Australian and New Zealand advisory committee of representatives from relevant authorities.

In 1999–2000 this committee finalised the Second Joint Annual Cooperation Program Report, which was approved by the WRMC and the Council of Australian Governments. Approval resulted in the continuation of the annual special exemptions that enable the Cooperation Program for Hazardous Substances, Industrial Chemicals and Dangerous Goods to continue.

Work began on a series of case studies to enable a comparison of New Zealand's regulatory requirements for the control of chemicals at the point of sale with those of each jurisdiction in Australia. The case studies will remain a focus for the remainder of 2000. Through the NOHSC committee structure, a set of principles on the safety standard for chemicals was developed to assist in analysis of the case study results.

In addition to its Trans-Tasman Mutual Recognition Arrangement responsibilities, the NOHSC Office represents Australia at the meetings that comprise the Harmonisation of Classification and Labelling program of the Interorganisation for the Sound Management of Chemicals.

The Role of Standards Australia in OHS Regulation

A new Memorandum of Understanding between Standards Australia and NOHSC was signed on 25 January 2000. This Memorandum of Understanding focused on facilitating improved communication, planning and review

processes between Standards Australia and NOHSC, whereas its predecessor had been focused more on defining the specific areas in which standards would be developed by each organisation. The shift in focus recognised the changing environment in relation to OHS regulation, whereby NOHSC has largely completed its development of major OHS standards and the WRMC has decided that referencing of Australian Standards should be eliminated on a progressive basis.

Major Hazard Facilities

Issues for the Major Hazard Facilities National Standard arising out of the Royal Commission into the Longford incident were assessed. Initial work was undertaken through the commissioning of a background paper that provided descriptive and evaluative advice on the Australian and international experience in the control of major hazard facilities. This was considered by the 15 October 1999 meeting of NOHSC and was subsequently developed into an issues paper for the July 2000 meeting of NOHSC. The issues paper concluded that:

- revising the national standard in light of recent Australian and overseas regulatory experience is of secondary importance to the need to initiate cooperative efforts that would assist those jurisdictions that already have regulations in place, or are in the process of developing regulatory regimes;
- there is a need for jurisdictions to share their experiences with, and approaches to, putting in place a major hazard facilities regulatory regime, particularly given the perceived shortage of required expertise to develop and implement a safety case approach; and
- there would be benefits from a cooperative approach to the development of performance indicators and assessing any lessons that may be learnt from overseas regulatory experience.

Occupational Noise

Proposed amendments to the Occupational Noise National Standard and Code of Practice were released for public comment during July to October 1999. NOHSC considered the public comment at its March 2000 meeting and declared a revised national standard and code of practice. The amendments update the required measurement basis for determining peak noise levels from an unweighted scale to the internationally preferred C-weighting scale. Public comment also identified a number of issues that fell outside the scope of the amendments proposed. These relate primarily to the status of some documents referenced in the code of practice and the implications of changes in those referenced documents for the application of the code of practice. These issues will be assessed during 2000–01.

National OHS Certification Standard

A comprehensive review of the *National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment* was progressed in 1999–2000. The review has four main focus points:

- technical and administrative improvements to the national standard;
- the continuing need for OHS certification, given developments in competency-based training since it was declared in 1992;
- the continuing need for OHS certification, given the effectiveness of the role of certification in reducing OHS hazards and risks; and
- the impact of the national standard on small business operators.

The outcome of the review will be considered by NOHSC at its July 2000 meeting. In summary, the review concluded that:

- the national standard provides the appropriate framework for continuation of

national certification arrangements for the equipment classes it currently covers;

- statutory OHS certification of equipment classes not covered by the national standard should be replaced over time with arrangements in each jurisdiction that recognise appropriate vocational education and training documents; and
- some amendments to the national standard should be considered to improve its technical and administrative effectiveness.

Hazardous Substances

The Hazardous Substances Regulatory Package comprises a wide range of materials (see Table 8 earlier in this chapter) that are subject to substantial ongoing improvement, support and development. Major outcomes or progress in 1999–2000 included:

- The first batch of proposed revisions was identified under the fast track process for reviewing and updating the national exposure standards to align Australian standards with those applied in the United Kingdom. The aim of this process is to ensure that the national exposure standards are up to date and, as far as possible, aligned with international best practice. Over 400 standards fall into the fast track category. The first batch will be released for public comment in September 2000.
- Exposure standards were assessed to determine those that could require major review. One hundred and fifty-three fell into this category, and identification of those with the highest priority for review is expected to be completed in the first half of 2000–01.
- Revisions to the MSDS and Labelling Codes of Practice were identified as necessary to:
 - ensure consistency with the proposed National Standard and Code of Practice for the Storage and Handling of Dangerous Goods,

- maintain technical and international consistency, and
- address issues identified by stakeholders in relation to the current editions.

Finalisation of this work is being progressed in conjunction with the dangerous goods package.

- At its meeting on 15 March 2000 NOHSC approved a process for the declaration of substances for specified uses under Schedule 2 of the National Model Hazardous Substances Regulations. The process is designed to develop and maintain Schedule 2 so that it provides an up-to-date listing of prohibitions that reflects agreed national requirements. At 30 June 2000 work was underway to identify the first batch of possible prohibitions to be assessed.
- A review of the Australian and international epidemiological and the toxicological relationship studies providing data on the relationship between silica exposure, silicosis, lung cancer and other adverse human health conditions was commissioned. The outcome sought is transparent and reasoned recommendations for suitable exposure standards for crystalline silica in Australia. The report arising from the review is scheduled for consideration in the first half of 2000–01.

Dangerous Goods

Work continued on the development of a Dangerous Goods Regulatory Package. It comprises a national standard, national code of practice and economic impact assessment. The 15 October 1999 meeting of NOHSC considered a proposed final draft of the package, including a comprehensive set of refinements and implementation support arrangements. However, NOHSC did not accept the package. It sought further work to:

- identify the extent of change from existing jurisdictional regulation of dangerous goods;
- redevelop the code of practice so that it was able to provide more comprehensive support to the performance-based standard;
- reappraise the economic impact assessment and further quantify benefits and costs not included in the net economic impact; and
- identify measures to better address the impact on small businesses.

Redevelopment of the package in accordance with NOHSC's directions was a major focus in the latter part of 1999–2000. Reconsideration by NOHSC of the package in the light of this work is scheduled for its October 2000 meeting with a view to preparing advice to the WRMC on the package by December 2000.

Safe Handling of Chemicals on Farms

In collaboration with the NRA, a report was commissioned on options for improving the safe handling of chemicals on farms. Its focus was on helping farmers to understand and apply the key elements of the hazardous substances legislation by developing practical guidance and training information. The final report recommended policy and practical changes to produce a simplification of requirements to provide greater clarity and certainty for the farm chemical user. Consideration of the recommendations and their implementation will be undertaken in the first half of 2000–01.

Evaluation of the Functionality of the National Material Safety Data Sheet Repository

A National Material Safety Data Sheet Repository was established under the hazardous substances regulatory regime. The current repository is limited in its use and function and an evaluation of its functionality was commissioned in March 2000. The

evaluation focused on assessing the current electronic environment for chemical information provision in the workplace, the views of stakeholders and options and broad costings to improve the functionality of the National Material Safety Data Sheet Repository. The evaluation report, completed in June 2000, provides options that were developed after extensive consultation and user sampling across a wide range of NOHSC stakeholders. It also has a strong focus on small business views regarding possible response to, and probable use of, a National Material Safety Data Sheet Repository. Consideration of the recommendations and their implementation will be undertaken in the first half of 2000–01.

Assessment of Chrysotile Phase-out

In October 1999 NOHSC considered NICNAS Priority Existing Chemical Report No. 9 (Chrysotile Asbestos) and agreed to support the recommended phase-out of chrysotile (Recommendation 1 of the report), subject to the completion of an impact analysis. A comprehensive review of the impact of such an action in Australia was initiated in the second half of 1999–2000. The work is scheduled for completion in August 2000, so as to form the basis of recommendations to the October 2000 meeting of NOHSC.

Output Subclass 1.3.2 – Nationally Consistent Standards Framework – Performance Against the Output Measures

Quality: Extent to which advice on standards is accepted by stakeholders.

At this stage in the development of performance measures, no comprehensive data is available against this measure. Comments in the section 'Reports on Projects' immediately above indicate the extent to which advice prepared for consideration by the WRMC or NOHSC or its major committees was accepted. The only major area where advice provided to these groups was not largely accepted was in relation to the initial approach to the dangerous goods project.

Quantity: Percentage of provisions in standards and related materials which are reflected in jurisdictions' regulations.

Annual reports to the WRMC on the National OHS Improvement Framework, the first of which is to be presented in December 2000, will include tables detailing the extent to which major provisions in national standards have been adopted by each jurisdiction. Following consideration by the WRMC, these tables will be publicly available.

Price: Overall cost of activities.

Cost estimate: \$3,436,000.

COORDINATION AND CORPORATE FUNCTIONS



SAFETY

Coordination and Corporate Functions

Coordination and corporate functions support delivery of NOHSC's outputs.

Coordination Functions

National Forum – Including NOHSC, Executive and Audit Committee Secretariat

The aims of this function are to:

- provide an effective national forum where decisions are made on the basis of timely and complete information;
- ensure NOHSC operates in accordance with the National Occupational Health and Safety Commission Act and the Commonwealth Authorities and Companies Act; and
- establish and maintain efficient systems to support meetings and other activities.

Four NOHSC meetings, seven Executive meetings and teleconferences and four Audit Committee (formerly Audit and Evaluation Committee) meetings were held during the year. Details can be found in the chapter 'Directors and Committees'.

There continued to be a high level of endorsement by NOHSC, the Executive and Audit Committee of action proposed to them, indicating that the advice provided to members was sufficiently sound and comprehensive, as well as clearly presented.

NOHSC's annual report on activities to the WRMC was delivered to schedule in November 1999 and was accepted by the WRMC.

Information was provided to NOHSC members on key issues affecting the operation of NOHSC, including meeting attendance

obligations under the National Occupational Health and Safety Commission Act, changes to the Commonwealth Authorities and Companies Act and member nominations. Members' agreement was obtained to a proposal for a consistent approach to publishing under the NOHSC logo that took into account the responsibilities of NOHSC members, committee members and staff.

Following the changes to the Commonwealth Authorities and Companies Act, the Australian Government Solicitor was asked to revise the NOHSC Members' Accountabilities Guide to reflect the changes and expand sections of the earlier version of the guide about which questions had been raised. This is expected to be completed by the end of July 2000.

The target turnaround time of 48 hours for delivery of preliminary draft minutes and draft action arising was met for all NOHSC meetings and 75 per cent of Executive and Audit Committee meetings. Target mailout dates for agenda papers of one fortnight prior to meetings were met for two NOHSC meetings, but mailouts for the other two meetings were delayed by one day. Target mailout dates of one week prior for Executive and Audit Committee meetings were met on one occasion, but on the other three occasions were delayed by one day.

Processes for delivery of agenda papers were reviewed in May 1999 and a number of potential improvements were identified to reduce risks and inefficiencies. As a result, a new agenda paper identification system was approved by the Executive on 1 June 2000 and will be implemented from the July 2000 NOHSC meeting.

Resource Grants

The Resource Grants Scheme facilitates the participation of the ACCI and ACTU in NOHSC forums by providing them with financial assistance to enable them to support OHS coordination units and for consultation among constituents. The grants are administered under contracts that establish progress payments dependent on achievement against performance indicators linked to NOHSC priorities. A total of \$200,000 was committed to Resource Grants in 1999–2000 (see Appendix 5).

Specific Purpose Funding

NOHSC approved project funding for the ACCI and ACTU to undertake specific activities in 1999–2000 linked to NOHSC priorities. Funding was provided on the basis of specified conditions, including that the activities did not overlap with work undertaken through the Resource Grants Scheme, had a workplace focus, led to tangible products and included monitoring and performance assessment mechanisms.

In 1999–2000 the ACCI undertook a project designed to complement the work being undertaken by NOHSC on the development of the National OHS Solutions Database. Through the project, the ACCI sourced 50 workplace solutions for the database from industry. These are expected to be available on the database from September 2000.

The ACTU undertook two projects during 1999–2000. The first was to supplement and contribute to the NOHSC project on OHS management systems. This was done through the development and circulation of an information package on OHS management systems targeted at union delegates and ACTU members. The other ACTU project was designed to assist with preparation for the implementation of the proposed National Standard and Code of Practice for the Storage and Handling of Dangerous Goods. The major

output of this project was a report on the experience of employees and Health and Safety Representatives with key aspects of the Hazardous Substances Regulatory Package.

A total of \$200,000 was committed to the ACCI and the ACTU for specific purpose projects during 1999–2000.

Parliamentary and Ministerial

NOHSC Office responses to requests by, and provision of briefs to, the Minister, including draft responses to Parliamentary questions, are centrally coordinated to ensure consistency and facilitate monitoring and performance assessment. Procedures were reviewed and assistance was provided to staff to ensure that information was delivered in the required format.

Twenty-two Parliamentary Questions on Notice were received and 20 responses provided. The average response time was 10.6 days, with 65 per cent being answered within 14 days. Six draft responses to ministerial correspondence were prepared, with an average response time of 15 days. Forty-three briefs were provided to the Minister.

International Visitors

International visitors from Fiji, China, South Africa, India and Japan were welcomed during 1999–2000. Visits to NOHSC were coordinated to suit visitors' interests and information was provided to assist visitors in planning their itineraries. NOHSC also arranged and supervised an Australian study tour for the Principal Assistant Director of Health from Malaysia, who was travelling on a WHO fellowship. In addition, a work placement was arranged in the Chemical Assessment Division of NOHSC for a staff member from the Fijian National OHS Service.

Annual Report

The 1998–99 NOHSC annual report was delivered in accordance with mandatory

content requirements and timelines and was tabled in Parliament in October 1999.

Privacy and Freedom of Information

An advisory service for staff on issues relating to the *Privacy Act 1988* (Cwlth) and *Freedom of Information Act 1982* (Cwlth) was maintained throughout the year. No claims of breaches of the Privacy Act were reported. The privacy policy for the NOHSC web site was reviewed to ensure its compliance with the Privacy Act. The workplace diversity survey circulated to staff was re-designed to reflect privacy principles.

Five freedom of information inquiries were received, with three of these being satisfied without the need for formal freedom of information applications. Two formal applications were made. One of these was referred to another agency and the other was answered following consultation with third parties, which was required under the Freedom of Information Act for that application.

Business Planning

The aim of this function is to ensure that all NOHSC activities are aligned with its strategic direction.

The Strategic Plan 2000 to 2003 was approved by NOHSC at a special meeting held on 16 December 1999. It reflects the role of NOHSC set out in the National OHS Improvement Framework (the Framework), the NOHSC priorities endorsed by the WRMC in November 1998 and the functions in the National Occupational Health and Safety Commission Act. The Strategic Plan and associated business planning provide a consistent framework for NOHSC's activities and link the processes involved at all levels.

The Business Plan for 2000–01 was approved by NOHSC at its 15 March 2000 meeting. The Business Plan summarises the activities and projects by which NOHSC intends to

progress the Strategic Plan 2000 to 2003 during 2000–01.

A revised committee structure was approved by NOHSC at its 15 March 2000 meeting. The new committee structure assures clear and complete accountability, with committee responsibilities aligned with the Key Output Areas in the Strategic Plan.

NOHSC agreed to a draft 2000–01 outcomes and outputs structure at its 16 December 1999 meeting and the draft was subsequently approved by the portfolio Minister and the Minister for Finance and Administration. There are three main changes in structure between 1999–2000 and 2000–01:

- The first is the identification of a separate outcome and outputs for NICNAS activities (other than NICNAS government business). NICNAS is governed by its own legislation, and is primarily funded on a cost recovery basis through a special appropriation independent from NOHSC's. Its separate identification in the outcomes and outputs structure increases transparency in the management of Commonwealth funds.
- The second is the explicit identification of NOHSC's role in developing and monitoring the Framework, which sets the broader directions for OHS activity in Australia, and so provides an overall context for NOHSC's activities.
- The third main change is that 'National data and information' becomes two separate outputs.

The NOHSC outcomes and outputs structure was included in the 2000–01 Employment, Workplace Relations and Small Business Portfolio Budget Statement tabled in Parliament on Budget night, 9 May 2000.

Project Progress Reports are prepared each quarter for distribution to all NOHSC and committee members. Project Progress Reports

for the first, third and fourth quarters were circulated to stakeholders within 10 working days of the end of the quarter. In this first year of production of the reports, delays were experienced with the second quarter report because of staff absences in January 2000.

Information Management and Technology

The Information Management and Technology Strategic Plan, which enables implementation of a medium term framework for information technology development within NOHSC, was completed in November 1999. An Information Technology Manager was appointed in January 2000 to commence implementation of the Information Management and Technology Strategic Plan.

Improving the operating environment was a priority in 1999–2000. The following activities were undertaken:

- redefined standards for hardware and software operating environment security;
- upgrade of existing desktops through the lease of new hardware including Pentium 3500, 128MB RAM, 10/100NIC, 17 inch monitors and ergonomic keyboards;
- upgrade from Windows 95 and GroupWise Email to Windows 2000 and Outlook/Exchange 2000;
- upgrade of the existing Internet link to 256k;
- implementation of a new desktop operating system;
- creation of desktop remote takeover capability to provide Help Desk support for the NOHSC Office;
- information technology purchasing, and Internet and email policies reviewed and redefined where required;
- training of all staff in Windows/Outlook 2000 and Word 2000 to an intermediate level; and

- a Disaster Recovery Plan was initiated and documented.

NOHSC will be embarking on an Electronic Information Management System project in 2000–01. This will involve development of a desktop information facility to capture, manage and easily retrieve documents. It will facilitate internal sharing of corporate information, as well as providing for more efficient use of information technology. The Electronic Information Management System will feature a user-friendly interface which will be compatible with the latest standards in web and desktop technology.

Implementation of NOHSC's Information Management and Technology Strategic Plan will continue in 2000–01, including:

- redesign of the NOHSC web site for ease of access and use;
- provision of an Intranet for knowledge sharing within the organisation;
- provision of extranet links to allow for the sharing of NOHSC's knowledge base with member agencies; and
- provision of a structured design for all database holdings.

Corporate Functions

Staffing Profile

There were 137 staff employed within the organisation at 30 June 2000. Information concerning the diversity of the workforce is presented later in this chapter and full details of the staffing profile are at Appendix 4.

Senior Staff Movements

The following changes occurred in senior management positions during the year:

- Ms Helene Orr continued to act as Director, Corporate Services Branch;
- Ms Dusanka Sabic was promoted as Director,

National Information Branch and commenced duty on 14 September 1999; and

- Mr Mark Collins ceased his attachment to the Executive Section on 15 October 1999 to undertake duties on secondment outside NOHSC.

Human Resource Development

The development of a strategy to address human resource learning and development needs was undertaken during 1999–2000. The objective was to provide a strategy that was:

- aligned with NOHSC's three-year Strategic Plan and annual Business Plans;
- linked to the NOHSC Office's branch and unit work plans;
- practical to implement and maintain;
- designed to ensure that NOHSC staff can reach their full potential; and
- designed to meet training needs at the individual level by linkage to the Performance Management Program.

An implementation and communication plan was designed to support the strategy.

In consultation with senior executives, managers and staff, the core organisation and branch skills required for NOHSC were identified to ensure that training and development was provided in those areas relevant to NOHSC's Strategic Plan and Business Plans. The gap between what skills are needed to effectively implement the Strategic and Business Plans and the current extent and level of the skills of staff was identified through a skills survey. This gave NOHSC an indication of the broad areas of learning and development on which to focus.

The direct linkages existing between the Business Plans and the Performance Management Program enabled the identification of individuals' specific learning and development needs. Those areas in which

staff needed to either gain skills or further develop their existing skills were prioritised in an operational plan that was developed to implement the strategy. Considerable progress was made with implementation of the operational plan, with a number of in-house courses being conducted and arrangements being made for further courses to be presented in 2000–01.

Performance Management

NOHSC recognises that to be able to achieve its business goals, it must ensure that the performance of its employees is well managed and that staff are encouraged to perform to the best of their ability. The implementation of a trial Performance Management Program, developed in consultation with staff, was undertaken during 1999–2000. The purpose of the program was to assist staff to:

- understand NOHSC's strategy to improve national OHS performance;
- understand the Business Plans that have been developed to support that strategy;
- understand how their work unit can, through a planned approach, contribute to the achievement of the business goals;
- recognise and appreciate the skills needed to undertake the work and the importance of maintaining relevant high level skills;
- develop a structured approach to gaining new skills or developing existing skills;
- focus attention on the importance of their individual performance to achieving the business goals; and
- understand exactly what levels of performance are expected from them and the ways in which these levels are to be measured.

The program was supported with training to help staff to understand the relationship between individual performance agreements

and work unit, branch and organisational goals, and to assist staff with the development of their individual performance agreements. The effectiveness of the trial was evaluated and refinements to the Performance Management Program were incorporated into the system in preparation for the commencement of the new performance agreement cycle on 1 July 2000.

Internal Policies and Procedures

The review, update and development of a comprehensive set of internal policies and procedures, identified as a priority activity in the latter part of 1998–99, continued during 1999–2000. Thirty-one mandatory or recommended policies and procedures were developed or reviewed across a range of operational functions, including information technology, library operations, human resources, OHS, and property and office management.

OHS

A comprehensive review of NOHSC's internal OHS management systems occurred during 1999–2000.

NOHSC's designated work groups were revised to reflect the current organisational structure and a Health and Safety Representative from each designated work group was elected in accordance with the provisions of the *Occupational Health and Safety (Commonwealth Employment) Act 1991 (Cwlth)*. A new OHS Committee that includes all elected Health and Safety Representatives as well as management representatives was constituted. The committee considered and recommended to management a new OHS policy and a new operational plan, and recommended to both management and the unions a new OHS agreement. The committee's recommendations in relation to these key components of internal management systems were universally accepted.

The vehicle for delivering the outcomes articulated in the OHS policy and OHS agreement is the operational plan. The operational plan identifies the strategies to progress OHS management in the NOHSC Office and includes specific actions (together with responsibilities and timeframes) to be undertaken in respect of each strategy. Measures against which the effectiveness of each action can be assessed are included in the plan and these measures form the basis for reporting. The OHS Committee has a role in overseeing the implementation of the operational plan.

The strategies identified in the 1999–2000 operational plan were:

- ensure commitment to NOHSC's OHS management systems and OHS policy;
- ensure consultation and communication;
- provide OHS training and disseminate information;
- undertake a program of risk identification, assessment and control to ensure the maintenance of a safe and healthy work environment;
- injury reporting; and
- monitoring, reporting and continuous improvement.

The revised OHS management infrastructure provides NOHSC with opportunities to focus on the development and implementation of supporting policies and procedures to improve its immediate OHS performance and to pursue a model of continuous improvement to positively affect performance into the future.

Comcare conducted an audit of NOHSC's OHS practices during 1999–2000, as part of its planned investigation program to measure the effectiveness of NOHSC's OHS management systems. The investigation was conducted using the 58 criteria pertaining to the initial level of the SafetyMAP audit tool. The findings

recognised that NOHSC had recently established a robust framework that would result in OHS management improvements, and included 29 recommendations on how OHS management could be further improved. A schedule outlining the actions taken or proposed to address the recommendations was prepared, and this will be implemented as part of the continuous improvement approach.

Approved OHS training was provided to all Health and Safety Representatives and their deputies and information was provided to staff on the roles and names of the representatives and deputies. New computer equipment was introduced into the workplace during 1999–2000, and an ergonomic assessment of each individual workstation was undertaken in conjunction with staff to minimise the risk of workplace injury in the use of the equipment. During 1999–2000 NOHSC did not experience or investigate any accidents or dangerous occurrences that required notification under the provisions of section 68 of the Occupational Health and Safety (Commonwealth Employment) Act.

The NOHSC Office continued to sponsor a counselling service for staff. The service, provided by Access Programs, includes assistance on workplace issues, relationships, alcohol and drug use, financial difficulties and other problems that may affect staff performance. In 1999–2000, 4.4 per cent of staff used this service compared to 8.6 per cent in 1998–99.

Workplace Diversity

The Workplace Diversity Program in place within NOHSC spans the period 1998 to 2002 and requires that an operational plan be developed each financial year to ensure that the key results areas remain current and relevant to NOHSC and the diversity of NOHSC Office staff. The key results areas of the 1999–2000 operational plan were:

- corporate commitment;
- information collection and analysis;
- policy framework;
- equity and fairness;
- managing difference; and
- reporting.

NOHSC embarked on a program of increasing staff awareness of workplace diversity issues at all levels throughout the year by conducting seminars on contemporary workplace diversity issues with the assistance of the Public Service and Merit Protection Commission. Immediately following these seminars, the heightened awareness of staff was used to gather ideas and suggestions on how the Workplace Diversity Program could be improved and on what specific issues the next operational plan should focus.

A focus group was established to consider the success of the current operational plan and to canvass staff for ideas and suggestions on how the plan could be improved. This group was then tasked with developing the next operational plan taking into account the ideas and suggestions that they had received. The new operational plan will identify strategies to manage workplace diversity for 2000–01 and will include specific actions (together with responsibilities and timeframes) to be undertaken in respect of each strategy. Measures against which the effectiveness of each action can be assessed will be included in the plan and these measures will form the basis for future reporting. A Workplace Diversity Committee will be established to oversee the implementation of the operational plan.

During 1999–2000 NOHSC refreshed its pool of Workplace Contact Officers and provided them with appropriate training to assist them in undertaking their contact officer duties.

As outlined in Appendix 4, at 30 June 2000 NOHSC employed 2.9 per cent Aboriginal and Torres Strait Islander staff, 5.1 per cent of staff with disabilities, 32.1 per cent of staff from a non-English speaking background, 75 per cent of women in its Senior Executive positions and 56.9 per cent of women in positions of Executive Officer and equivalent classifications. The figures quoted in relation to Aboriginal and Torres Strait Islanders, staff identified as having a disability and those from a non-English speaking background are based on the voluntary provision of this information by staff.

Internal Audit

Deloitte Touche Tohmatsu was appointed as internal audit service provider to NOHSC in May 1999. A three-year internal audit program was implemented, following publication of the initial risk assessment review for the organisation.

The 1999–2000 internal audit program focused on the review of the engagement of contractors and consultants, and a review of financial management incorporating fixed asset management, accounts payable, income collection, banking and payroll processing.

These two reviews highlighted a number of shortcomings in the general control environment. A range of initiatives were put in place to address the inadequacies identified in the auditor's reports. Initiatives included the Financial Management Improvement Program consultancy and implementation of its recommendations, and the development of consultancy and contract guidelines.

Considerable resources were invested in these areas, including the appointment of a senior Finance Manager and supporting technical expertise to assist the Finance and Purchasing Unit.

INDEMNITIES AND INSURANCE PREMIUMS FOR OFFICERS



SAFETY

Indemnities and Insurance Premiums for Officers

In 1999-2000 NOHSC took out three types of liability insurance with the Commonwealth Government's insurable risk managed fund, Comcover. These were:

- general liability – \$10 million on any one claim;
- professional indemnity – \$5 million on any one claim and in the aggregate; and
- directors' and officers' liability – \$10 million on any one claim and in the aggregate.

The annual premium for these covers was \$11,458. For a claim to be paid, Comcover must be notified within 30 days of NOHSC's becoming aware of an action or possibility of an action against it.

General liability and professional indemnity insurance cover claims arising from:

- personal injury;
- damage to, or loss of, or inability to use, personal property;

- advertising or publicity activities; and
- breach of duty.

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

Directors' and officers' liability insurance covers those defined as directors and officers under the Commonwealth Authorities and Companies Act and includes NOHSC members and senior management. (The names of NOHSC members can be found in the chapter 'Directors and Committees' and the names of NOHSC senior management can be found in the chapter 'Outline of Organisational Structure'.) Directors and officers are not insured against liabilities and costs disallowed by sections 27M and 27N of the Commonwealth Authorities and Companies Act.

APPENDIXES



A decorative background featuring a grey gradient with various safety-related icons and symbols. The icons include a lightning bolt, a hand with a flame, a hand with a sharp object, a fire extinguisher, a starburst, a plus sign, and a map of Australia. The word "SAFETY" is prominently displayed in large, bold, white capital letters at the bottom center of the page.

Appendix 1

Financial Statements for 1999–2000



**Australian National
Audit Office**

INDEPENDENT AUDIT REPORT

To the Minister for Employment, Workplace Relations and Small Business

Scope

I have audited the financial statements of the National Occupational Health and Safety Commission for the year ended 30 June 2000. The financial statements comprise:

- Statement by Commission Members
- Operating Statement
- Balance Sheet
- Statement of Cash Flows
- Schedule of Commitments
- Schedule of Contingencies, and
- Notes to and forming part of the Financial Statements.

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

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

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

PO Box A456 Sydney South NSW 1235
130 Elizabeth Street
SYDNEY NSW
Phone (02) 9367 7100 Fax (02) 9367 7102

Audit Opinion

In my opinion,

- (i) the financial statements have been prepared in accordance with Schedule 2 of the Finance Minister's Orders; and
- (ii) the financial statements give a true and fair view, in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and Schedule 2 of the Finance Minister's Orders, of the financial position of the National Occupational Health and Safety Commission as at 30 June 2000 and the results of its operations and its cash flows for the year then ended.

Australian National Audit Office



Paul Hinchey
Senior Director

Delegate of the Auditor-General
Sydney
6 September 2000

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
STATEMENT BY COMMISSION MEMBERS

In our opinion, the attached financial statements give a true and fair view of the matters required by Schedule 2 to the Finance Minister's Orders made under the *Commonwealth Authorities and Companies Act 1997* for the year ended 30 June 2000.



D. Else
Chairman
6 September 2000



A. Rowe
Chief Executive Officer
6 September 2000

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
OPERATING STATEMENT FOR THE YEAR ENDED 30 JUNE 2000

	Notes	2000 \$000	1999 \$000
Operating revenues			
Revenues from government	4A	18,564	15,683
Sales of goods and services	4B	1,134	1,080
Interest	4C	346	307
Other	4D	150	352
Total operating revenues		20,194	17,422
Operating expenses			
Employees	5	9,973	8,544
Suppliers	6	10,194	7,119
Depreciation and amortisation	7	511	395
Write-down of assets	8	10	47
Grants	9	313	473
Net losses from sale of assets		1	–
Total operating expenses		21,002	16,578
Operating surplus/(deficit)		(808)	844
Net surplus/(deficit) attributable to the Commonwealth		(808)	844
Accumulated surpluses at beginning of period		4,095	3,147
Aggregate of amounts transferred from statutory fund		24	104
Total available for appropriation		3,311	4,095
Capital use provided for or paid		(633)	–
Accumulated surpluses at end of period		2,678	4,095

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

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
BALANCE SHEET AS AT 30 JUNE 2000

	Notes	2000 \$000	1999 \$000
ASSETS			
Financial assets			
Cash	10	5,901	7,271
Receivables	11	423	17
Total financial assets		6,324	7,288
Non-financial assets			
Infrastructure, plant and equipment	12A,B	3,511	3,728
Other	12C	279	368
Total non-financial assets		3,790	4,096
Total assets		10,114	11,384
LIABILITIES			
Provisions and payables			
Employees	13	2,640	2,258
Suppliers	14	1,454	1,658
Other	15	130	137
Total provisions and payables		4,224	4,053
Total liabilities		4,224	4,053
EQUITY			
Reserves	16	3,044	3,044
Statutory funds	17	168	192
Accumulated surpluses		2,678	4,095
Total equity		5,890	7,331
Total liabilities and equity		10,114	11,384
Current liabilities		2,722	2,256
Non-current liabilities		1,502	1,797
Current assets		6,603	7,656
Non-current assets		3,511	3,728

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

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2000

	Notes	2000 \$000	1999 \$000
OPERATING ACTIVITIES			
Cash received			
Appropriations		18,564	15,683
Sales of goods and services		901	1,075
Interest		346	307
Other		168	387
Total cash received		19,979	17,452
Cash Used			
Grants		(243)	(473)
Employees		(9,635)	(8,304)
Suppliers		(10,325)	(8,344)
Total cash used		(20,203)	(17,121)
Net cash from operating activities	18	(224)	331
INVESTING ACTIVITIES			
Cash used			
Purchase of infrastructure, plant and equipment		(316)	(360)
Total cash used		(316)	(360)
Net cash from investing activities		(316)	(360)
FINANCING ACTIVITIES			
Cash used			
Capital use charge paid		(830)	-
Total cash used		(830)	-
Net cash from financing activities		(830)	-
Net decrease in cash held		(1,370)	(29)
Cash at beginning of reporting period		7,271	7,300
Cash at end of reporting period		5,901	7,271

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

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
SCHEDULE OF COMMITMENTS AS AT 30 JUNE 2000

	2000 \$000	1999 \$000
BY TYPE		
CAPITAL COMMITMENTS		
Plant and equipment	-	-
Total capital commitments	-	-
OTHER COMMITMENTS		
Operating leases ¹	2,455	5,079
Other commitments ²	-	151
Total other commitments	2,455	5,230
COMMITMENTS RECEIVABLE	(37)	-
Net commitments	2,418	5,230
BY MATURITY		
All net commitments		
One year or less	1,683	3,604
From one to two years	421	1,443
From two to five years	314	183
Over five years	-	-
Total net commitments	2,418	5,230
Operating lease commitments		
One year or less	1,683	3,453
From one to five years	735	1,626
Over five years	-	-
Total operating lease commitments	2,418	5,079

¹ *Operating leases are effectively non-cancellable and comprise leases for office accommodation, computers, office equipment and motor vehicles.*

² *Other commitments comprise amounts payable under grant agreements in respect of which the recipient is yet to either perform the services required or to meet eligibility conditions.*

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

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
SCHEDULE OF CONTINGENCIES AS AT 30 JUNE 2000

	2000 \$000	1999 \$000
CONTINGENT LOSSES		
Legal Claims	-	200
Total contingent losses	<hr/> -	<hr/> 200
CONTINGENT GAINS	-	-
Net contingencies	<hr/> -	<hr/> 200

SCHEDULE OF UNQUANTIFIABLE CONTINGENCIES

At 30 June 2000, there were no known unquantifiable contingencies.

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

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

TABLE OF CONTENTS

Note

1.	Summary of Significant Accounting Policies	110
2.	Reporting by Segments and Outcomes	113
3.	Economic Dependency	114
4.	Operating Revenues	114
5.	Employee Expenses	114
6.	Suppliers Expenses	115
7.	Depreciation and Amortisation	115
8.	Write-down of Assets	115
9.	Grants Expenses	115
10.	Cash	115
11.	Receivables	115
12.	Non-Financial Assets	115
13.	Liabilities to Employees	117
14.	Liabilities to Suppliers	117
15.	Other Provisions and Payables	117
16.	Equity	117
17.	Statutory Fund: Research Fund	118
18.	Cash Flow Reconciliation	118
19.	Remuneration of Auditors	119
20.	Trust Monies	119
21.	Remuneration of Commission Members	119
22.	Remuneration of Officers	119
23.	Related Party Disclosures	120
24.	Financial Instruments	121
25.	Organisational Relocation	122

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1.1 Basis of accounting

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

The statements have been prepared in accordance with:

- *Requirements for the Preparation of Financial Statements of Commonwealth Agencies and Authorities* made by the Minister for Finance and Administration in August 1999 (Schedule 2 to the Commonwealth Authorities and Companies (CAC) Orders),
- Australian Accounting Standards,
- Other authoritative pronouncements of the Accounting Standards Boards,
- The Consensus Views of the Urgent Issues Group.

The statements have been prepared having regard to:

- Statements of Accounting Concepts,
- The Explanatory Notes to Schedule 2 issued by the Department of Finance and Administration.

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

1.2 Reporting by Outcomes

A comparison of Budget and Actual figures by outcome specified in the Appropriations Acts relevant to NOHSC is presented in Note 2. Any intra-government costs included in the figure 'net cost to Budget outcomes' are eliminated in calculating the actual budget outcome for the Government overall.

1.3 Infrastructure, plant and equipment

Asset recognition threshold

Purchases of infrastructure, plant and equipment are recognised initially at cost in the Balance Sheet, except for purchases costing less than \$1,000 or \$2,000 for leasehold improvements, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total). The thresholds were selected because it facilitates efficient asset management and recording without materially affecting asset values recognised.

Revaluations

Schedule 2 requires that infrastructure, plant and equipment be progressively revalued every three years in accordance with the 'deprival' method of valuation.

The requirements of Schedule 2 are being implemented as follows:

- leasehold improvements were revalued in full at 30 June 1998.
- other infrastructure, plant and equipment assets have been revalued over the financial years 1997–98 and 1998–99, by type of asset. In 1997–98 the NOHSC library was revalued at 30 June 1998 (previous policy under historical cost was to expense library materials in the year of acquisition), with all other assets revalued in full at 30 June 1999.

Assets in each class acquired after the commencement of the progressive revaluation cycle are reported at cost for the duration of the progressive revaluation then in progress.

The application of the deprival method values assets at their depreciated replacement cost. Any assets which would not be replaced or are surplus to requirements have been written-off (refer Note 8) or, where material, are valued at net realisable value. At 30 June 2000 there were no material assets in this situation.

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

All valuations are independent.

Recoverable amount test

The carrying amount of each item of non-current infrastructure, plant and equipment assets is reviewed to determine whether it is in excess of the asset's recoverable amount. If an excess exists as at the reporting date, the asset is written down to its recoverable amount immediately. In assessing recoverable amounts, the relevant cash flows, including the expected cash inflows from future appropriations by the Parliament, have been discounted to their present value.

The application of the recoverable amount test to the not-for-profit departmental non-current assets of NOHSC is a change of accounting policy required by the Finance Minister's Orders in 1999–2000. The new policy is being applied from the beginning of 1999–2000. No write-down to recoverable amount has been made in 1999–2000 as a result of this change in policy.

Depreciation and Amortisation

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

Depreciation/amortisation rates (useful lives) and methods are reviewed annually and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued. Rates applying to NOHSC's infrastructure, plant and equipment assets are as follows:

DEPRECIATION AND AMORTISATION RATES	2000	1999
Leasehold improvements	Term of Lease	Term of Lease
Infrastructure, plant and equipment – excluding library materials	5 to 10 years	5 to 10 years
Infrastructure, plant and equipment – library materials	50 years	50 years

The aggregate amount of depreciation allocated during the reporting period is disclosed in Note 7.

1.4 Intangibles

The carrying amount of each non-current intangible asset is reviewed to determine whether it is in excess of the asset's recoverable amount. If an excess exists as at the reporting date, the asset is written down to its recoverable amount immediately. In assessing recoverable amounts, the relevant cash flows, including the expected cash inflows from future appropriations by the Parliament, have been discounted to their present value.

The application of the recoverable amount test to the not-for-profit departmental non-current assets of NOHSC is a change of accounting policy required by the Finance Minister's Orders in 1999–2000. The new policy is being applied from the beginning of 1999–2000. No write-down to recoverable amount has been made in 1999–2000 as a result of this change in policy.

Intangibles are amortised on a straight-line basis over their anticipated useful lives.

There are no intangible assets identified as at 30 June 2000.

1.5 Liability for Employee Entitlements

Leave

The liability for employee entitlements encompasses provisions for annual leave and long service leave. No provision has been made for sick leave as this type of leave is non-vesting and the average sick leave taken by employees is less than the annual entitlement for sick leave.

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

The provision for annual leave reflects the value of total annual leave entitlements of all employees at 30 June 2000 and is recognised at nominal value.

The liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 2000. In determining the present value of the liability, attrition rates and pay increases through promotion and inflation have been taken into account.

Separation and Redundancy

Provision is made for separation and redundancy payments in cases where positions have been identified as excess to requirements, the existence of an excess has been communicated and a reliable estimate of the amount payable can be determined.

Superannuation

Employees contribute to the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme. Employer contributions in relation to these schemes have been expensed in the financial statements.

Further, no liability is shown for superannuation in the Balance Sheet as the employer contributions fully extinguish the accruing liability which is assumed by the Commonwealth. Provision is also made for employer contributions in respect of the relevant portion of accrued leave which is expected to be taken in the future. In prior years, the liabilities as a result of this correction in accounting treatment were not recognised.

1.6 Taxation

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

1.7 Cash

For the purpose of the Statement of Cash Flows, cash includes cash on hand, deposits held at call with banks, cash advances and cash held by other entities on behalf of NOHSC.

1.8 Leases

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

1.9 Bad and doubtful debts

Bad debts are written off to expense during the year in which they are identified, to the extent they have not previously been provided for. A provision is raised for doubtful debts based on a review of all outstanding receivables at 30 June 2000.

1.10 Revenue

Appropriation revenue is recognised at the time NOHSC becomes entitled to receive the revenue.

Revenue from the sale of goods is recognised on the delivery of goods to customers.

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

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

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

Core operations

All material revenues described in this note are revenues relating to the core operating activities of NOHSC, whether in its own right or on behalf of the Commonwealth. Details of revenue amounts are given in Note 4.

1.11 Financial instruments

Accounting policies in relation to financial instruments are disclosed in Note 24.

1.12 Capital usage charge

A capital usage charge of 12% is imposed by the Commonwealth on the net assets of NOHSC. The charge is adjusted to take account of asset gifts and revaluation increments during the financial year and is reflected in the Operating Statement as an appropriation of profit.

1.13 Comparative figures

Where necessary, comparative figures have been adjusted to conform to changes in presentation in these financial statements. Comparatives are not presented in Notes dealing with Reporting of Outcomes, due to 1999–2000 being the first year of the implementation of accrual budgeting.

1.14 Changes in accounting policies

Changes in accounting policy have been identified in this note under their appropriate headings.

1.15 Rounding

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

- remuneration of NOHSC members,
- remuneration of officers,
- remuneration of auditors.

2. REPORTING BY SEGMENTS AND OUTCOMES

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

NOHSC is structured to meet one outcome:

- *Healthy and safe work environments*

Reporting by outcomes for 1999–2000	Budget \$000	Actual \$000
Total net administered expenses	–	–
Add: Net cost of entity outputs	17,734	19,372
Net Cost to Budget Outcome	17,734	19,372
Total assets deployed as at 30 June 2000	9,776	10,114
Net assets deployed as at 30 June 2000	6,917	5,890

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

Reporting by outcome for funding source for 1999–2000

Outcome	Outputs			Expenses against Revenue from other sources [C]	Total expenses against Outputs	Total Appropriations	Total Expenses
	\$000					\$000	\$000
	Expenses against Revenue from Government (Appropriations) [B]					[D] = [B]	
	Special Appropriations	Annual Appropriation Acts	Total				
Actual	–	(1)	(1)	(1)	21,002	(1)	21,002

(1) It is not possible to identify expenses incurred against specific funding sources in all cases.

3. ECONOMIC DEPENDENCY

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

4. OPERATING REVENUES

4A. Revenues from Government

	2000	1999
	\$000	\$000
Appropriation Act No. 1	15,118	11,990
<i>National Occupational Health and Safety Commission Act 1985</i>	3,446	3,693
	18,564	15,683

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

4B. Sales of goods and services

	2000	1999
	\$000	\$000
Sales of goods	35	43
Rendering of services	1,073	1,011
Royalties	26	26
	1,134	1,080

4C. Interest

	2000	1999
	\$000	\$000
Interest on deposits	346	307
	346	307

4D. Other revenues

	2000	1999
	\$000	\$000
Rent (sub-lease)	86	128
Other	64	224
	150	352

5. EMPLOYEE EXPENSES

	2000	1999
	\$000	\$000
Basic remuneration for services provided	9,537	8,445
Separation and redundancies	266	–
Total remuneration	9,803	8,445
Other employee-related expenses	170	99
	9,973	8,544

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

6.	SUPPLIERS EXPENSES	2000	1999
		\$000	\$000
	Supply of goods and services	7,700	4,835
	Operating lease rentals	2,494	2,284
		10,194	7,119
7.	DEPRECIATION AND AMORTISATION	2000	1999
		\$000	\$000
	Depreciation and amortisation of infrastructure, plant and equipment	511	395
8.	WRITE-DOWN OF ASSETS	2000	1999
		\$000	\$000
	Non-financial assets:		
	Infrastructure, plant and equipment – write-off	10	47
9.	GRANTS EXPENSES	2000	1999
	Non-profit institutions:	\$000	\$000
	Research Grants	38	119
	Resource Grants	275	354
		313	473
10.	CASH	2000	1999
		\$000	\$000
	Research Fund	168	192
	General operations	5,733	7,079
		5,901	7,271
	Balance of cash as at 30 June shown in the Statement of Cash Flows	5,901	7,271
11.	RECEIVABLES	2000	1999
		\$000	\$000
	Goods and services	226	18
	Less: Provision for doubtful debts	–	(1)
		226	17
	Capital Use Charge	197	–
		423	17
	Included in the above are receivables overdue by:		
	Less than 30 days	–	1
	30 to 60 days	–	–
	60 to 90 days	–	–
	More than 90 days	226	–
		226	1
12.	NON-FINANCIAL ASSETS	2000	1999
12A.	Infrastructure, plant and equipment	\$000	\$000
	Infrastructure, plant and equipment – at cost	595	300
	Less: Accumulated depreciation and amortisation	(79)	(6)
		516	294
	Infrastructure, plant and equipment – at June 1998 valuation	6,415	6,415
	Less: Accumulated depreciation and amortisation	(3,546)	(3,283)
		2,869	3,132

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

12A. Infrastructure, plant and equipment (continued)	2000	1999
	\$000	\$000
Infrastructure, plant and equipment – at June 1999 valuation	728	734
Less: Accumulated depreciation	<u>(602)</u>	<u>(432)</u>
	<u>126</u>	<u>302</u>
Total infrastructure, plant and equipment	<u>3,511</u>	<u>3,728</u>

12B. Analysis of infrastructure, plant and equipment

TABLE A: Movement summary 1999–2000 for all assets irrespective of valuation basis

Item	Infrastructure, Plant and Equipment \$000
Gross value as at 1 July 1999	7,450
Additions – replacement assets	304
Revaluations	–
Disposals	(10)
Write-offs	(6)
Gross value as at 30 June 2000	<u>7,738</u>
Accumulated depreciation/amortisation as at 1 July 1999	3,721
Depreciation/amortisation charge for assets held 1 July 1999	489
Depreciation/amortisation charge for additions	22
Adjustment for revaluations	–
Adjustment for write-offs	(5)
Accumulated depreciation/amortisation as at 30 June 2000	<u>4,227</u>
Net book value as at 30 June 2000	<u>3,511</u>
Net book value as at 1 July 1999	<u>3,729</u>

TABLE B: Summary of balances of assets at valuation as at 30 June 2000

Item	Infrastructure, Plant and Equipment \$000
As at 30 June 2000	
Gross value	7,143
Accumulated depreciation/amortisation	(4,148)
Net book value	<u>2,995</u>
As at 30 June 1999	
Gross value	7,149
Accumulated depreciation/amortisation	(3,716)
Net book value	<u>3,433</u>

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

With regard to the NOHSC library reflecting the prime asset of the organisation, the Minister has taken a decision to outsource the function pending a full needs analysis.

12C. Other Non-Financial Assets	2000	1999
	\$000	\$000
Prepayments	279	368
 13. LIABILITIES TO EMPLOYEES	 2000	 1999
	\$000	\$000
Aggregate employee entitlement liability:		
Salaries and wages	230	172
Annual Leave	990	816
Long Service Leave	1,420	1,270
	2,640	2,258
 14. LIABILITIES TO SUPPLIERS	 2000	 1999
	\$000	\$000
Trade creditors	1,077	312
Operating lease rentals – surplus lease space	377	1,346
	1,454	1,658

The liability for surplus lease space represents the total expected outlay over the remaining term of the lease for the surplus space, discounted using the interest rate implicit in the lease, net of probable sub-lease revenue.

15. OTHER PROVISIONS AND PAYABLES	2000	1999
	\$000	\$000
Prepayments received	130	137

16. EQUITY

Item	Accumulated results		Statutory fund		Asset revaluation reserve		Total Equity	
	2000 \$000	1999 \$000	2000 \$000	1999 \$000	2000 \$000	1999 \$000	2000 \$000	1999 \$000
Balance 1 July	4,095	3,147	192	296	3,044	2,994	7,331	6,437
Surplus/(deficit)	(808)	844	–	–	–	–	(808)	844
Revaluation increase	–	–	–	–	–	50	–	50
Capital usage charge	(633)	–	–	–	–	–	(633)	–
Transfers from statutory fund	24	104	(24)	(104)	–	–	–	–
Balance 30 June	2,678	4,095	168	192	3,044	3,044	5,890	7,331

The revaluation increase in the Asset Revaluation Reserve comprises:	2000	1999
	\$000	\$000
Revaluation increment – infrastructure, plant and equipment	–	50

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

The Asset Revaluation Reserve contains unrealised gains from the revaluation of the NOHSC's library at 30 June 1998 and the revaluation of other infrastructure, plant and equipment assets at 30 June 1999.

17. STATUTORY FUND: RESEARCH FUND

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

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

Details concerning the Research Fund are as follows:

	2000 \$000	1999 \$000
Balance at beginning of year	192	296
Less: Aggregate of amounts transferred from statutory fund	24	104
Balance at end of year	168	192

Aggregate of amounts transferred from statutory fund comprises:

	2000 \$000	1999 \$000
Research grants paid	38	119
Less: Grants and subsidies received	–	–
Interest received	8	10
Grant refunds	6	5
	24	104

Monies held in the Fund are maintained in a separate bank account and are included in the Balance Sheet.

Research Fund commitments

Amounts committed in respect of approved grants are payable as follows:

	2000 \$000	1999 \$000
Not later than one year	21	76

18. CASH FLOW RECONCILIATION

Reconciliation of operating surplus to net cash from operating activities.

	2000 \$000	1999 \$000
Operating surplus/(deficit)	(808)	844
Depreciation and amortisation of infrastructure, plant and equipment	511	395
Write-down of assets	10	47
Net losses from sale of assets	1	–
Changes in assets and liabilities		
(Increase)/decrease in receivables	(209)	36
(Increase)/decrease in prepayments made	88	(223)
Increase in employee provisions	382	222
Increase/(decrease) in liability to trade creditors	775	(15)
Increase/(decrease) in liability for surplus lease space	(968)	(968)
Decrease in prepayments received	(6)	(6)
Net cash from operating activities	(224)	331

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

19. REMUNERATION OF AUDITORS

Remuneration paid or payable to the Australian National Audit Office for the reporting period for auditing the financial statements of NOHSC. No other services were provided by the Australian National Audit Office during the reporting period.

	2000	1999
	\$	\$
External Auditors	<u>28,000</u>	<u>22,000</u>

20. TRUST MONIES

NOHSC maintains a special bank account to account for monies held on behalf of other parties for various purposes. These monies are not available for the operations of NOHSC and are not recognised on the financial statements.

	2000	1999
	\$000	\$000
Balance at 1 July	49	48
Interest Received	2	1
Balance 30 June	<u>51</u>	<u>49</u>

21. REMUNERATION OF COMMISSION MEMBERS

	2000	1999
	\$	\$
Aggregate amount of superannuation payments in connection with the retirement of members	30,129	15,453
Other remuneration received or due and receivable by members of NOHSC	<u>164,971</u>	<u>161,915</u>
Total remuneration	<u>195,100</u>	<u>177,368</u>

Number of NOHSC members included in the above figures are shown in their respective income bands:

	2000	1999
	Number	Number
Nil	18	18
\$30,000 to \$39,999	1	1
\$50,000 to \$59,999	–	1
\$80,000 to \$89,999	–	1
\$150,000 to \$159,999	1	–

The only members who receive remuneration from NOHSC are the occupants of the positions of Chairman and Chief Executive Officer. Remuneration excludes, where applicable, payments for leave entitlements accrued in prior periods.

22. REMUNERATION OF OFFICERS

	2000	1999
	\$	\$
Total remuneration received or due and receivable by officers whose remuneration exceeded \$100,000	<u>412,524</u>	<u>472,442</u>

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

Number of officers included in the above figures are shown below in the relevant income bands:

	2000 Number	1999 Number
\$100,000 to \$109,999	–	2
\$110,000 to \$119,999	–	–
\$120,000 to \$129,999	1	1
\$130,000 to \$139,999	1	1
\$140,000 to \$149,999	1	–

The officer remuneration includes all officers concerned with or taking part in the management of NOHSC during 1999–2000 with the exception of the Chief Executive Officer. Details in relation to the Chief Executive Officer have been incorporated into Note 21 – Remuneration of NOHSC Members.

23. RELATED PARTY DISCLOSURES

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

Chairman	Professor D Else	NOHSC, University of Ballarat, SA WorkCover Corporation, NSW Dept of Mineral Resources
Chief Executive Officer	Mr A Rowe	NOHSC
Australian Council of Trade Unions	Mr A Cooke	Trades and Labour Council of WA
	Mr W Mansfield	ACTU
	Mr P Tighe	Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia
Australian Chamber of Commerce and Industry	Mr D Frith	Business SA
	Mr B Noakes	ACCI
	Dr S Tepe	SHE Pacific Pty Ltd
State/Territory Representatives		
New South Wales	Mr J Grayson (resigned 17 Apr 2000)	WorkCover Authority of NSW
Victoria	Mr A Lindberg (resigned 23 Dec 1999)	Victorian WorkCover Authority
	Ms H Silver (appointed 27 Apr 2000)	Victorian WorkCover Authority
Queensland	Mr R Seljak (appointed 7 Jul 1999)	Queensland Department of Employment, Training and Industrial Relations
South Australia	Mr K Brown	SA WorkCover Corporation
Western Australia	Mr B Bradley	WorkSafe Western Australia
Tasmania	Mr G O'Farrell	Department of Infrastructure, Energy and Resources
Northern Territory	Mr B Cavanagh	Northern Territory Work Health Authority
Australian Capital Territory	Ms J Plovits	ACT WorkCover
Commonwealth Representatives		
Minister for Employment, Workplace Relations and Small Business	Mr R Stewart-Crompton	Department of Employment, Workplace Relations and Small Business
Minister for Health and Aged Care	Ms E Furler	Department of Health and Aged Care

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

23. RELATED PARTY DISCLOSURES (continued)

Transactions with member-related entities

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

Transaction Type	Members Concerned	2000 \$	1999 \$
Commission Expenses:			
Resource Grant	A Cooke, W Mansfield, P Tighe (ACTU)	150,000	175,000
Specific Purpose Consultancy	A Cooke, W Mansfield, P Tighe (ACTU)	50,000	–
Resource Grant	D Frith, B Noakes, S Tepe (ACCI)	124,967	179,127
Specific Purpose Consultancy	D Frith, B Noakes, S Tepe (ACCI)	70,000	–
Services provided	D Frith, B Noakes, S Tepe (ACCI)	–	75,000
Services provided	Prof D Else (University of Ballarat)	75,075	2,625
Scholarship sponsorship	Prof D Else (University of Ballarat)	–	12,500
Receipts:			
Grant Refund	D Frith, B Noakes, S Tepe (ACCI)	–	1,574
Chemical Assessments (net) and Company Registration (1998)	S Tepe (SHE Pacific Pty Ltd)	–	31,200

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

In addition, NOHSC entered into various transactions which were insignificant in amount with member-related entities within normal customer relationships on terms and conditions no more favourable than those available in similar arm's length dealings:

	2000 \$	1999 \$
Payments for goods and services	105	4,788

24. FINANCIAL INSTRUMENTS

(a) Terms, conditions and accounting policies

Financial Instrument	Notes	Accounting Policies and Methods (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms and conditions affecting the amount, timing and certainty of cash flow)
Financial Assets			
Cash deposits	10	Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.	Temporarily surplus funds, mainly from draw downs of appropriations, are placed on deposit with NOHSC's banker. Interest is earned on the daily balance at the prevailing rate and is paid at month end.
Receivables for goods and services	11	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Provisions are made when collection of the debt is judged to be less rather than more likely.	Credit terms are net 30 days (1998–99: 30 days).
Financial Liabilities			
Trade Creditors	14	Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).	Settlement is usually made net 30 days.

NATIONAL OCCUPATIONAL HEALTH AND SAFETY COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2000

24. FINANCIAL INSTRUMENTS (continued)

(b) Interest Rate Risk

Financial Instrument	Notes	Floating Interest Rate		Non-Interest Bearing		Total		Weighted Average Effective Interest Rate	
		2000 \$000	1999 \$000	2000 \$000	1999 \$000	2000 \$000	1999 \$000	2000 %	1999 %
Financial Assets (Recognised)									
Cash deposits	10	5,892	7,263	–	–	5,892	7,263	5.3	4.0
Cash on hand	10	–	–	9	8	9	8	n/a	n/a
Receivables for goods and services	11	–	–	226	17	226	17	n/a	n/a
Total Financial Assets (Recognised)		5,892	7,263	235	25	6,127	7,288		
Total Assets						10,114	11,384		
Financial Liabilities (Recognised)									
Trade creditors	14	–	–	1,077	312	1,077	312	n/a	n/a
Total Financial Liabilities (Recognised)		–	–	1,077	312	1,077	312		
Total Liabilities						4,224	4,053		

(c) Net Fair Values of Financial Assets and Liabilities

Financial assets

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

Financial liabilities

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

(d) Credit Risk Exposures

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

25. ORGANISATIONAL RELOCATION

The Minister has taken a decision to relocate NOHSC to Canberra by January 2002.

Appendix 2

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

The following table constitutes a statement under section 311A of the *Commonwealth Electoral Act 1918* (Cwlth) of amounts paid over \$1,500 by, or on behalf of, NOHSC during 1999-2000 for advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations.

Company	Description	Cost (\$)	Date
Advertising Agencies Nil			
Market Research Organisations McGregor Tan Research (also listed in Appendix 8)	Safe Design Project. Conduct a survey of target groups to provide benchmark data on awareness levels of OHS responsibilities at design stages and other related information.	63,000	November 1999 to August 2000
Polling Organisations Nil			
Direct Mail GBM Logic	Subscriber database maintenance, and mailout of <i>WORKSAFE news</i> .	14,285	October issue
GBM Logic	Subscriber database maintenance, and mailout of <i>WORKSAFE news</i> .	19,228	February issue
Media Advertising Organisations AIS Media	Protect your people and you protect your business. <i>Quality Magazine</i>	1,760	August issue
AIS Media	Call for tender. CEO and Supervisor Drivers Project. <i>Weekend Australian</i>	2,733	20 November

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

Company	Description	Cost (\$)	Date
AIS Media	Call for tender. Impact of possible phase out of the use of chrysotile (white asbestos) in Australia. <i>Weekend Australian</i>	2,007	18 December
AIS Media	Call for tender. Addressing the functionality of the National Material Safety Data Sheet Repository. <i>Weekend Australian</i>	1,825	18 December
AIS Media	Call for tender. Finalisation of the Draft National Code of Practice for the Storage and Handling of Dangerous Goods. <i>Weekend Australian</i>	2,370	18 December
AIS Media	Call for tender. National Project: Occupational Health and Safety in VET. <i>Weekend Australian</i>	3,459	18 December
AIS Media	Call for tender. NOHSC style guide. <i>The Australian</i>	2,828	25 March

Appendix 3

Statement under Section 8 of the Freedom of Information Act

Information about the establishment, organisation and functions of NOHSC can be found in the chapter 'Enabling Legislation and Responsible Minister'.

Powers

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

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

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

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

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

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

private and give directions prohibiting the publication of evidence.

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

NOHSC may delegate any of the above powers.

Categories of Documents

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

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

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

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

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

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

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

Arrangements for Outside Participation

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

The committees of NOHSC are tripartite and include representatives of governments, the

ACTU and the ACCI. Professional organisations and community groups are also included on some committees.

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

Procedures and Initial Contact Point

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

The Executive Director
Performance Measurement and Planning
Branch
National Occupational Health and Safety
Commission
GPO Box 58
SYDNEY NSW 2001

Attention: Freedom of Information Officer

Initial inquiries concerning access to documents or amendment of personal records should be directed to the Freedom of Information Officer by mail at the above address or by telephone (02) 9577 9555

Appendix 4

Staffing at 30 June 2000

Table 1 – Number of staff employed (includes staff employed under the Public Service Act and National Occupational Health and Safety Commission Act; also includes NICNAS staff)

Date	Number of staff
30 June 1998	125 staff members
30 June 1999	136 staff members
30 June 2000	137 staff members

Table 2 – Categories of staff

	Male	Female	Total
Statutory Officers	2 (1)	1	3 (1)
Senior Executives	1	3	4
Medical Officers	2	–	2
Executive Level 2	8	10	18
Executive Level 1	15	23 (2)	38 (2)
APS Level 6	12	17 (2)	29 (2)
APS Level 5	3	4 (2)	7 (2)
APS Level 4	6	12	18
APS Level 3	1	2	3
APS Level 2	3	10	13
APS Level 1	1	1 (1)	2 (1)
Total	54 (1)	83 (7)	137 (8)

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

Staffing at 30 June 2000

Table 3 – Employment status of staff

	Male	Female	Total
Ongoing staff	45	73	118
Non-ongoing staff	7	9	16
Statutory office holders	2	1	3
Total	54	83	137

Table 4 – Membership of equal employment opportunity groups

	Male	Female	Total
Aboriginal and Torres Strait Islander people	1	3	4
People from diverse cultural and linguistic background	15	29	44
People with a disability	3	4	7

Appendix 5

Discretionary Grants

The ACCI and ACTU play a major role in the forums of NOHSC and in the promotion of OHS among employers and employees. The Resource Grants Scheme facilitates their participation in the tripartite consultative processes of NOHSC, through support for OHS coordination units and consultation among constituents. \$200,000 was committed to the Resource Grants Scheme in 1999-2000.

Organisation	Amount Awarded (\$)
ACTU	100,000
ACCI	100,000
Total	200,000

Appendix 6

Legislation

Details of legislation and regulations—and relevant amendments—administered by NOHSC are listed below.

Acts	Date of Assent
<i>National Occupational Health and Safety Commission Act 1985</i>	27 May 1985
Amendments to the above Act are indicated below:	
<i>National Occupational Health and Safety Commission Amendment Act 1989</i>	7 March 1989
<i>Banking Legislation Amendment Act 1989</i>	7 November 1989
<i>Industrial Relations Legislation Amendment Act (No. 2) 1990</i>	18 December 1990
<i>Industrial Relations Legislation Amendment Act 1991</i>	27 June 1991
<i>Prime Minister and Cabinet Legislation Amendment Act 1991</i>	18 December 1991
<i>Industrial Relations Legislation Amendment Act (No. 2) 1992</i>	24 December 1992
<i>Industrial Relations Legislation Amendment Act (No 2) 1994</i>	15 December 1994
<i>Industrial Relations and other Legislation Amendment Act 1995</i>	16 December 1995
<i>Statute Law Revision Act 1996</i>	25 October 1996
<i>Industrial Chemicals (Notification and Assessment) Amendment Act 1997</i>	30 June 1997
<i>Audit (Transitional and Miscellaneous) Amendment Act 1997</i>	24 October 1997
<i>Public Employment (Consequential and Transitional) Amendment Act 1999</i>	11 November 1999
<i>Corporate Law Economic Reform Program Act 1999</i>	24 November 1999
Regulations	Date of Proclamation
<i>National Occupational Health and Safety Commission (Allowances) Regulations</i>	20 December 1985
<i>National Occupational Health and Safety Commission Regulations</i>	7 August 1986
<i>National Occupational Health and Safety Commission (Allowances) Regulations (Amendment)</i>	24 December 1992
<i>National Occupational Health and Safety Commission Regulations (Amendment)</i>	1 April 1993

Appendix 7

Social Justice and Equity

Social justice and equity issues are addressed in all of NOHSC's work in the following ways:

- production of data providing disaggregations that enable the differing experiences of particular client groups to be identified;
- consideration of the economic and social composition of the workforce and, where relevant, the experience of specific industry groups in analysis of OHS issues and formulation of recommendations for action or development of products;
- maintenance of a national standards framework that aims to ensure that the health and safety of all employees is protected and a level playing field exists for employers;
- small business projects that help to ensure that employers and employees in small businesses are not disadvantaged by OHS requirements;
- integration of OHS into vocational education and training with a focus on youth and school to work transition programs;
- facilitation of access to OHS data, information and resources for all interested government departments, employers, unions, workers and community groups;
- assistance to governments, workers, employers, unions and the community in managing the use of chemicals by making recommendations on the prevention of chemical induced disease and injury to workers and the public, and the prevention of environmental damage; and
- use of consultative processes to develop OHS strategies and products.

Appendix 8

Consultancy Services

NOHSC's commitment and adherence to the principles set out in current government purchasing policies are reflected in its policy for the engagement of contractors and consultants. All consultancy proposals must satisfy the Commonwealth Government procurement guidelines criteria regarding value for money, open and effective competition, ethical and fair dealing and support for other Commonwealth policies. Accountability for the engagement of consultants is supported by a number of reporting mechanisms, including this annual report.

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

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

The consultant selection process encompasses the following assessments:

- the merits of each proposal;
- fees, charges and other costs such as travel;

- the relative capabilities of consultants; and
- the understanding of the project demonstrated by the consultant's proposals.

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

NOHSC had 70 consultants under engagement in 1999–2000, with a total amount of \$2,362,039 being paid for their services (a number of these consultancies continued over from previous years). During 1999–2000, 39 new consultancies valued at \$10,000 or more were commissioned, totalling \$2,787,867. Details of these are provided in the table on the following page.

Details of Consultancies Commissioned (Valued at \$10,000 or More)

Consultant/Project	Reason Process	Selection	Cost (\$)
ACCI Specific purpose project: Finding practical solutions	3	Direct engagement	100,000
ACTU Specific purpose projects: OHS management systems – ACTU information packages; hazardous substances and facilitation of dangerous goods package	3	Direct engagement	100,000
ADC Consultants Pty Ltd Corporate data model	1	Direct engagement	25,200
Australian Bureau of Statistics Review of ABS denominator data	1	Direct engagement	38,000
Bruce Rowe and Associates CAD management development	5	Direct engagement	25,000
Coolong Consulting Implementation of Information Management and Technology Strategic Plan	1, 3 and 4	Select tender	120,000
Coolong Consulting Development of Information Management and Technology Strategic Plan	3 and 4	Select tender	100,000
Cyberdev Solutions Redesign of Internet and Intranet	1	Direct engagement	10,560
David J Foreman and Associates Business training package	4	Public tender	16,600
Deloitte Touche Tohmatsu Human Resource Development Strategy	3	Select tender	50,000
Ernst and Young Financial Management Improvement Program (Stage 1)	1, 3, 4 and 5	Select tender	130,000
Ernst and Young Financial Management Improvement Program (Stage 2)	1, 3, 4 and 5	Select tender	500,000
Flinders University Spinal injuries	4	Direct engagement	18,400
Foreman and Associates Review of National Certification Standard	3	Select tender	65,000

Details of Consultancies Commissioned (Valued at \$10,000 or More)

Consultant/Project	Reason Process	Selection	Cost (\$)
Gunningham and Associates Major Hazard Facilities Regulation	3	Select tender	30,000
Health Services Australia Development of OHS related policies	3	Direct engagement	12,000
Ident Brand Design NICNAS visual identify and graphic design	3	Select tender	70,000
Impressdesign To develop a style guide for NOHSC	1 and 4	Public tender	15,000
Interarch Australia Pty Ltd Client Liaison Manager	3, 4 and 5	Select tender	40,000
Jane Hanrahan Convert assessment reports to PDF files and index	3	Direct engagement	30,000
John Borig and Associates National Dangerous Goods Code of Practice	3	Select tender	52,000
John Hawkless Consultants Pty Ltd National Dangerous Goods Standard	3 and 4	Select tender	28,500
Ken Filewood Consulting Pty Ltd Thinking small first	5	Select tender	14,400
Knight Frank Pricewaterhouse Locate suitable accommodation for NOHSC	3	Direct engagement ¹	42,500
KPMG Consulting Pty Ltd CEO and supervisor drivers – in field consultation	3	Public tender	303,185
McGregor Tan Research Safe design (also listed in Appendix 2)	3	Select tender	63,000
Miller Hare Pty Ltd Integrated promotion of OHS in VET material	3	Select tender	46,500
Miller Hare Pty Ltd Guidance material	3	Select tender	25,000
Miller Hare Pty Ltd Integrated promotion of OHS in VET material	3	Select tender	15,000
Monash University National Centre for Coronial Information NCIS	1	Direct engagement	100,000

¹ Drew upon an existing contractual arrangement between DEWRSB and the consultant.

Details of Consultancies Commissioned (Valued at \$10,000 or More)

Consultant/Project	Reason Process	Selection	Cost (\$)
Pickfords Records Management 1999 archiving project	3	Select tender	45,000
PUMP Design and layout work on NOHSC web site	1 and 3	Select tender	13,680
Quattron Development of a new database system (NATHAN)	1 and 2	Select tender	118,435
Ratio New apprenticeships in schools	4	Select tender	29,000
Shaw Idea Pty Ltd and Mahon Consulting Pty Ltd Simplifying the safe use of chemicals on farms	3	Select tender	69,600
Spowers Architects Pty Ltd Accommodation Strategy (Stages 1 and 2)	3 and 4	Select tender	121,300
Stenning and Associates Pty Ltd National OHS Solutions Database	4	Select tender	64,230
The Allen Consulting Group Company registration	4	Select tender	35,000
The Performance Technologies Group BEP NIB – 2	5	Public tender	45,030
University of Ballarat National OHS Solutions Database	3	Select tender	30,000
University of Ballarat Safe design	3	Select tender	30,747
TOTAL			\$2,787,867

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

Reason/justification for engaging consultancy services

1. Need for rapid access to the latest technology and experience in its application.
2. Limitations on executive time.
3. Lack of in-house resources.
4. Need for an independent study.
5. Need for a change agent or facilitator.

Selection process

- public tender;
- select tender; or
- direct engagement – reasons for direct engagement include:
 - (a) recognised and pre-eminent expert,
 - (b) a consultant who had previously undertaken closely related work for NOHSC,
 - (c) a consultant already engaged by DEWRSB following a tender process, or
 - (d) a consultant known to have the requisite skills where the value of the project did not justify the expense or delay associated with seeking tenders.

Appendix 9

NOHSC Strategic Plan 2000 to 2003

Vision

Australian workplaces free from injury and disease

Mission

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

How we work

- In our work, NOHSC will be:
- Consultative and accountable
 - Outcomes driven
 - Rigorous and open-minded
 - Innovative
 - Focused on continuous improvement

Role and context of the NOHSC Strategic Plan

National OHS Improvement Framework

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

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

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

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

Strategic Plan

The Strategic Plan outlines the objectives and strategies that NOHSC will pursue over the three year period beginning in 2000–01. The purpose of the Plan is to provide a clear strategic focus for NOHSC priorities, to ensure the alignment of activities throughout the organisation with the Strategic Plan, and to provide mechanisms that enable monitoring and reporting of performance.

NOHSC Priorities

The plan's five Key Output Areas correspond to the five NOHSC priorities endorsed by the Workplace Relations Ministers' Council (WRMC) in November 1998. They define and differentiate NOHSC's role in supporting an effective national OHS infrastructure, as provided for under the National Occupational Health and Safety Commission (NOHSC) Act (1985), from

that of the State and Territory jurisdictions. In the delivery of all its outputs, NOHSC will pay particular regard to the needs of small business.

Outcome-Output Statement

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

Achieving our Mission

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

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

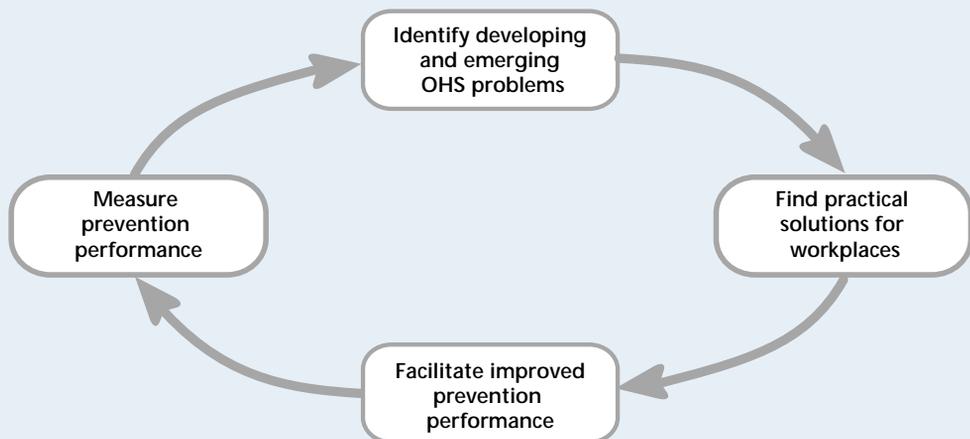
- In addition a range of other parties have an interest in the activities of NOHSC, including:
 - Parties with a duty of care impacting on occupational health and safety, such as designers and importers;
 - Professional organisations whose actions can influence the quality of OHS delivery; and
 - Academic and research institutions whose work increases our understanding of OHS.

Measures of Success

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

Continuous Improvement

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



NOHSC – Strategic Plan 2000 to 2003

	OBJECTIVES	STRATEGIES	MEASURES
KEY OUTPUT AREAS	1 IMPROVING NATIONAL DATA SYSTEMS AND ANALYSIS		
	To provide nationally relevant OHS data that assists in understanding, prioritising and measuring prevention efforts	1.1 Develop and improve currency and sources of OHS data	Quality 1.A User satisfaction with ease of access to and currency of OHS data
		1.2 Provide high level analysis of, and disseminate, OHS data	Quantity 1.B Quality, clarity & relevance of data and analyses
1.3 Improve comparative OHS performance data		1.C Degree to which available data and analyses cover the range of OHS matters relevant to users 1.D Extent to which data and analyses provided by NOHSC are used	
2 IMPROVING NATIONAL ACCESS TO OHS INFORMATION			
To provide information in a form that helps stakeholders understand and fulfil their OHS responsibilities	2.1 Provide information rapidly and in a form that meets users' needs	Quality 2.A User satisfaction with the speed, cost, ease of access and relevance of information distributed by NOHSC	
	2.2 Develop systems and services that enhance accessibility	Quantity 2.B Degree to which available information covers the range of matters relevant to users	
	2.3 Facilitate integration of OHS into vocational training and national skill development	2.C Extent to which NOHSC is used as an information source	
	2.4 Raise awareness of NOHSC as a gateway to comprehensive OHS information		
3 IMPROVING NATIONAL COMPONENTS OF THE OHS AND RELATED REGULATORY FRAMEWORK			
To contribute to the improvement of a regulatory framework which promotes prevention solutions	3.1 Ensure that the OHS and related regulatory framework and policies are effective in their coverage and application and are supported at the national level	Quality 3.A Quality, timeliness and effectiveness of advice 3.B Extent to which regulatory goals are promoted	
	3.2 Review and improve the national components of the OHS and related regulatory framework	Quantity 3.C Percentage of provisions in NOHSC framework materials which are reflected in jurisdictions' regimes 3.D Proportion of major areas of hazards covered by NOHSC framework materials	

KEY OUTPUT AREAS

4 FACILITATING AND COORDINATING NATIONAL OHS RESEARCH EFFORTS

To provide the best available knowledge of OHS issues and prevention activities	4.1 Identify and undertake research which is transferable into OHS policy and practice	Quality	4.A Quality, timeliness and effectiveness of advice 4.B Coverage of activities and advice matched to overall areas of need
	4.2 Identify priorities for research and promote the coordination and development of Australia's research networks	Quantity	4.C Speed with which issues are identified and/or responses developed 4.D Priorities and recommendations accepted and progressed by the research community and policy makers
	4.3 Provide research surveillance, interpretation and dissemination to support jurisdictions and industry parties		

5 MONITORING PROGRESS AGAINST THE NATIONAL OHS IMPROVEMENT FRAMEWORK

To provide an environment for the cooperative advancement of OHS prevention efforts	5.1 Review, refine and disseminate the National OHS Improvement Framework	Quality	5.A Stakeholder satisfaction with the Framework 5.B Degree to which stakeholders adopt goals shown in the Framework
	5.2 Monitor progress by all parties in achieving the goals expressed in the National OHS Improvement Framework	Quantity	5.C Levels of achievement nationwide against the Framework

INTERNAL FOCUS AREA

6 IMPROVING MANAGEMENT PRACTICES, SYSTEMS AND INTERNAL SERVICES

To enable our people and systems to contribute to NOHSC's outputs, while ensuring probity and efficiency	6.1 Provide an effective national OHS forum	Quality	6.A NOHSC member satisfaction with the forum 6.B Extent to which employees have the skills, information and resources they need 6.C Quality and effectiveness of internal services provided under service level agreements 6.D Extent to which internal systems and practices reflect good corporate governance
	6.2 Ensure sound corporate governance practices are followed		
	6.3 Provide services and infrastructure that enable NOHSC to better manage its people and resources		
		Quantity	6.E Quantity of internal services provided under service level agreements

Appendix 10

Contact Information

The contact officer for this annual report and additional information is:

The Executive Director

Performance Measurement and Planning
Branch

National Occupational Health and Safety
Commission

GPO Box 58

SYDNEY NSW 2001

Telephone: (02) 9577 9555

Facsimile: (02) 9577 9202

Email: info@nohsc.gov.au

Compliance with Commonwealth Authorities and Companies Orders 1998 – Schedule 1 Report of Operations

Certification, iii

Enabling legislation and responsible minister, 7

Outline of organisational structure, 13

Review of operations and future prospects, 33

Judicial decisions and reviews by outside bodies – none

Effects of Ministerial directions – none

Disclosure requirements for GBEs – not applicable to NOHSC

Directors, 17

Audit Committee, 25

Indemnities and insurance premiums for officers, 97

Other statutory requirements

- Occupational health and safety, 92

- Organisations used for advertising, market research, polling and direct mail, 123

- Freedom of Information, 89, 125

Subject Index

Page numbers in bold type (e.g. 25) refer to a detailed report on the topic.

- Abbreviations, vi
- Accommodation
 - consultants, 4, 13
 - NICNAS, 14
 - relocation to Canberra, 4, 14, 44, 122
 - strategy, 43–44
- Accounting policies, 110–113
- Advertising, 123–124
- Agricultural and veterinary chemicals
 - Manager, 13
 - OHS assessment, 14, 71–72, 72–75, 76–78
- Annual report, 89
- Architects, 2, 62–63
- Audit
 - independent report, 101
 - internal, 94
 - remuneration of auditors, 119
- Audit and Evaluation Committee, 29
- Audit Committee, 17–19, 21, 23, 25, 29
 - secretariat, 87
- Australian Capital Territory, 13, 22, 24, 120
- Australian Chamber of Commerce and Industry (ACCI), 7
 - NOHSC members, 13, 18–19, 24, 120–121
 - resource grants, 88, 129
 - specific purpose funding, 88, 133
- Australian Council of Trade Unions (ACTU), 7
 - NOHSC members, 13, 18–19, 24, 120–121
 - resource grants, 88, 129
 - specific purpose funding, 88, 133
- Australian Public Service, 4
- Australian Standards *see* National standards
- Balance sheet, 105
- Benzene and leukaemia, 65
- Beryllium, 65, 66
- Bettering the Evaluation and Care of Health (BEACH), 51
- Bradley, Brian, 13, 21, 24, 120
- Branch business plans, 3, 41
- Brown, Keith, 13, 21, 26, 120
- Business Continuity Plan, 3
- Business Plan, 3, 40–42
- Business planning, 89–90
 - Manager, 13
- Business units, 3
- Canberra, relocation to, 4, 14, 44, 122
- Cash flows, 106, 115
 - reconciliation, 118
- Cavanagh, Stanley (Bob), 13, 22, 24
- CEO and Supervisor Drivers project, 2, 64
- Certification (national OHS standard), 79, 82
- Certified agreement, 4
- Chemical industry, 14
- Chemical policy and assessment (Output 1.3.1), 13–14, 71–78
 - aims and scope, 71
 - cost, 36
 - performance measures, 75–78
 - projects, 72–75
- Chemicals on farms, 83
- Chronic fatigue syndrome, 65
- Chrysotile phase-out, 84
- Coal tar pitch volatiles, 65
- Codes of practice, 79–80
- Collins, Mark, 91
- Comcover, 97
- Commitments, 107
- Commonwealth
 - compliance, 141
 - NICNAS corporate services, 14
 - NOHSC members, 13, 23, 24, 120
- Comparative Performance Monitoring (CPM) project, 49
- Compensation-based statistics, 48
- Compliance index, 141

- Construction industry OHS performance measurement project, 18, 50
- Consultants and contractors, 132–135
 accommodation needs, 4
 financial systems and policies, 4
 related party disclosures, 121
 selection and management, 3
- Contingencies, 108
- Contractors *see* Consultants and contractors
- Cooke, Anthony (Tony), 13, 18, 24, 25, 26, 120–121
- Coordination functions, 13, 87–90
- Corcoran, Brian, 24
- Corporate governance, 3, 43
- Corporate services, 13, 90–94
 NICNAS, 14
- Cowell, Sandra, 24
- Dangerous goods, 2, 80, 83
- Databases, 2, 53–54
 compensation-based statistics, 48
 Manager, 13
see also National data
- Department of Employment, Workplace Relations and Small Business (DEWRSB), 24
- Department of Health and Aged Care, 14, 23, 24
- Depreciation and amortisation, 115
- Desktop operating system, 4
- Direct mail, 123–124
- Discretionary grants, 129
- Document management, 4
- Driscoll, Tim, 13
- Economic dependency, 114
- Education and training, 13
- Education and Training Subcommittee, 26–27, 29
- Electronic publishing, 54–55
- Else, Dennis, 1–2, 13, 17, 24, 25, 26, 27, 28, 120–121
- Employees *see* Staff
- Engineers, 2, 62–63
- Enhanced watching briefs, 66–67, 68
- Environment Australia, 14
- Environmental risk assessments, 14
- Environmental tobacco smoke, 66–67
- Epidemiology, 13
- Equity (financial statements), 117
- Equity (social justice), 131
- Existing chemicals, 13
- Farm chemicals, 83
- Fatalities Study (1989–92), 49–50
- Financial instruments, 121–122
- Financial management, 3–4
 improvement plan, 42–43
 Manager, 13
 NICNAS, 14
- Financial statements, 101–122
 notes, 109–122
- Foley, Greg, 13
- Forum, 13, 87
- Framework *see* National OHS Improvement Framework
- Fraud Control Plan, 3
- Freedom of information, 89, 125–126
- Frith, David, 13, 19, 24, 25, 26, 120–121
- Furler, Elizabeth (Liz), 13, 23, 24, 120
- Generating and Spreading Workplace Solutions (project), 2, 63–64
- Genetic screening, 65
- Glossary, vii
- Government policies and procedures, 3
- Grants expenses, 115
- Grayson, John, 20, 24, 120
- Groth, Ann, 13
- GST implementation procedures, 3
- Gutteridge, Jill, 13
- Hartley, Margaret, 13
- Hazardous substances, 13, 82–83
- Hazardous Substances Subcommittee (HSSC), 19, 27, 29
- Holland, Stephen, 13
- Human Resource Development Strategy, 3, 40–42, 91
- Human resources, 13
 NICNAS, 14
see also Staff

Subject Index

- Indemnities for officers, 97
- Independent audit report, 101
- Information Committee (IC), 17–18, 26, 29
- Information exchange, 13, 52, 53–55
- Information Management and Technology Strategic Plan, 3–4, 90
- Information products and services (Output 1.1.2), 1, 13, 52–57, 91, 138
 - aims and scope, 52
 - cost, 36
 - performance measures, 56–57
 - projects, 53–56
- Information technology, 13
 - NICNAS, 14
- Innovation, 1
- Insurance premiums for officers, 97
- Internal audit, 94
- International relations
 - chemicals negotiation, 14
 - standards harmonisation, 81
 - visitors, 88

- Jones, Jean–Ann, 13
- Jurisdictions, vii

- Kettle, Nелette, 13
- Knevitt, Kathryn, 13

- Labour market changes, 66
- Legislation
 - administered, 130
 - enabling, 7–9
- Leigh, Jim, 13
- Leukaemia and benzene, 65
- Liabilities, 117
- Liability insurance, 97
- Library, 13, 53
- Lindberg, Andrew, 20, 24, 25, 120
- Location *see* Accommodation
- Lovell, Geoff, 13

- McDonald, Warwick, 24
- McLean, Anne, 13

- Maddock, Lyn, 13
- Major hazard facilities, 79, 81
- Mannes, Dave, 13
- Mansfield, William (Bill), 13, 18, 24, 25, 120–121
- Manual handling, 79
- Market research, 123–124
- Media advertising, 123–124
- Mesothelioma Register, 51
- Miller, Nick, 13
- Minister for Employment, Workplace Relations and Small Business, 4, 7, 9, 14, 23, 120
 - briefs for, 88
- Minister for Health and Aged Care, 7, 23, 120
- Moore, Jim, 13
- Motivational drivers, 2, 64
- Murphy, Geoff, 13

- National Coroners' Information System (NCIS), 51
- National data (Output 1.1.1), 47–52
 - aims and scope, 47–48
 - alternative data sources, 50–51
 - cost, 36
 - overall scene, 50
 - performance measures, 52
 - projects, 48–51
- National data and information (Output 1.1), 1, 35, 47–57, 138
 - cost, 36
- National Data Set for Compensation-based Statistics (NDS), 48
- National forum, 13, 87
- National Industrial Chemicals Notification and Assessment Scheme (NICNAS)
 - corporate services, 14
 - government business, 14, 71, 72, 75, 76
 - NOHSC and, 14
 - objectives, 14
- National information *see* Information products and services
- National infrastructure, 1, 33
- National Material Safety Data Sheet Repository, 83–84
- National Occupational Health and Safety Commission (NOHSC)
 - Chairman, 7, 13, 17, 24, 120
 - Chairman's message, 1–2
 - Chief Executive Officer (CEO), 7, 13, 17, 24, 120
 - Chief Executive Officer (CEO) overview, 3–4
 - committees and subcommittees, 7, 17–29, 40
 - contact information, 140
 - coordination, 87
 - establishment, 7

- Executive, 17–19, 21, 23, 24–25, 29, 87, 91
 - functions, 7–9
 - goals, 1, 3
 - internal policies and procedures, 92
 - management, 139
 - meetings, 24, 40
 - members, 1–2, 17–23
 - members remuneration, 119
 - mission, 2, 136–137
 - objectives, 1, 7
 - Office code of conduct, 3
 - organisational structure, 7, 13–14
 - priorities, 136
 - secretariat, 87
 - vision, 1, 136
- National OHS Improvement Framework, vii, 1–2, 36–39, 136, 139
 - outline, 38
 - progress with implementation, 37, 39
- National solutions projects, 13, 68
- National standards, vii
 - declaration process, 80
 - international harmonisation, 81
 - role and development, 78, 80
 - status, 79–80
- Nationally consistent standards framework (Output 1.3.2), 78–84
 - aims and scope, 78
 - cost, 36
 - performance measures, 84
 - projects, 78–84
- Nationally relevant OHS research (Output 1.2.1), 61–68
 - aims and scope, 61–62
 - cost, 36
 - performance measures, 67–68
 - projects, 62–67
- New chemicals, 13
- New South Wales, 13, 20, 24, 120
- Nicholas, Grant, 13
- NICNAS *see* National Industrial Chemicals Notification and Assessment Scheme
- Noakes, Bryan, 13, 18, 24, 25, 27, 120–121
- Noise, occupational, 79, 82
- Non-financial assets, 115–117
- Northern Territory, 13, 22, 24, 120
- O'Callaghan, Matthew, 24
- Occupational health and safety (OHS)
 - awareness and commitment, 2, 64
 - management systems, 64–65
 - NOHSC internal policy and plan, 3, 92–93
 - professional bodies, 1
- Occupational noise, 79, 82
- O'Farrell, George, 13, 21, 24, 25, 27
- OHS standards framework (Output 1.3), 35, 71–84
 - cost, 36
- Operating revenues, 114
- Operating statement, 104
- Operations, 33–43
- Orr, Helene, 13, 91
- Outcomes and outputs structure, 4, 33–36, 137–139
 - cost, 36
 - financial reporting, 113–114
 - revision, 39–40
- Parliamentary questions, 88
- Payables, 117
- Payne, Stephen, 13
- Performance agreements, 3, 41
- Performance Management Program, 3–4, 40–42, 91–92
- Performance Measurement Advisory Committee, 29
- Performance measurement and planning, 3, 13, 34–36
 - chemical poetry and assessment, 75–78
 - evolution of measures, 40
 - information products and services, 56–57
 - national data, 52
 - nationally consistent standards framework, 84
 - nationally relevant OHS research, 67–68
- Personal protective equipment approvals, 65–66
- Plant standards, 79
- Plovits, Jocelyn, 13, 22, 24, 25, 26
- Polling, 123
- Prepayments, 117
- Prevention Committee (PC), 17, 19, 22, 25–26, 29
- Prevention strategies and facilitation, 13
- Prevention Strategies and Facilitation Committee, 29
- Privacy, 89
- Projects, 2
 - briefs and reporting, 4, 41
 - budgeting, 3
 - chemical policy and assessment, 72–75
 - consultants, 133–135
 - funding for ACCI and ACTU, 88
 - information products and services, 53–56
 - national data, 48–51
 - nationally consistent standards framework, 78–84
 - nationally relevant OHS research, 62–67
- Property, 13

Subject Index

- Protective equipment approvals, 65–66
- Provisions, 117
- Public affairs, 13, 54
- Public health risk assessment, 14
- Publishing, 13, 54–55

- Queensland
 - Division of Workplace Health and Safety, 1, 20
 - NOHSC members, 13, 20, 24, 120

- Radiofrequency radiation, 67
- Receivables, 115
- Regulations *see* Legislation
- Regulatory issues, 13, 138
- Reith, Peter *see* Minister for Employment, Workplace Relations and Small Business
- Related party disclosures, 120–121
- Remuneration
 - auditors, 119
 - NOHSC members, 119
 - officers, 119–120
- Research, 1, 139
 - cost, 68, 115
 - facilitation and coordination, 62
 - fund, 118
 - Manager, 13
 - public discussion paper, 2
 - see also* Nationally relevant OHS research
- Research, analysis and advice (Output 1.2), 35, 61–68
 - cost 36
- Research Strategy Subcommittee (RSSC), 17, 20, 27–28, 29
- Research Surveillance Program, 65–66
- Resource grants, 88, 115, 121, 129
- Risk elimination and control, 1–2
- Rowe, Alan, 3–4, 13, 17, 24, 25, 26, 27, 120

- Sabic, Dusanka, 13, 91
- Safe Design project, 2, 62–63
- Safety, Rehabilitation and Compensation Commission, 23
- Segments, reporting by, 113–114
- Seljak, Robert, 13, 20, 24, 120
- Senior staff, 13
 - movements, 90–91
 - remuneration, 119–120

- Silver, Helen, 13, 20, 24, 26, 28, 120
- Siva, Kavita, 13
- Skills audit, 3
- Small business, 2
 - information products and services, 52, 55
 - Manager, 13
- Small Business Subcommittee (SBSC), 17–18, 21, 27, 29
- Small Business Working Group (SBWG), 55
- Smith, Megan, 13
- Social justice, 131
- Solutions, 2, 13, 63–64, 68

- South Australia
 - NOHSC members, 13, 21, 24, 120
 - WorkCover Corporation, 1, 21, 120
- Staff
 - certified agreement, 4
 - consultation with, 3–4
 - employment, 7
 - expenses, 114
 - liabilities, 117
 - Performance Management Program, 3–4, 40–42, 91–92
 - profile, 90
 - remuneration, 119–120
 - statistics, 127–128
 - see also* Senior staff
- Staff services, 13
- Staff training and development, 3

- Standards, 1–2
 - dangerous goods, 2, 80, 83
 - OHS management systems, 64–65
 - see also* Nationally consistent standards framework
- Standards Australia, vii, 81
- State and Territory governments, vii, 7, 120
 - national data and information, 47–52
- Statistics *see* Databases
- Statutory fund, 118
- Stewart-Crompton, Robin, 13, 23, 24, 25, 120
- Strategic Plan, 1, 3–4, 39–40, 41, 136–139
- Stress, workplace, 66

- Suppliers
 - expenses, 115
 - liabilities, 117

- Tasmania, 13, 21, 24, 120
- Tepe, Susanne, 13, 19, 24, 27, 120–121
- Territory governments *see* State and Territory governments

Therapeutic Goods Administration, 14

Thesaurus, 54

Tighe, Peter, 13, 18, 24, 27, 120–121

Tobacco smoke, 66–67

Traumatic Fatalities Study (1989–92), 49–50

Trust monies, 119

Vickers, Carolyn, 13

Victoria, 13, 20, 24, 120

Vocational education and training (VET), 53, 55–56

Waddell, Susan, 13

Watching briefs, enhanced, 66–67, 68

Web site, 2, 54–55

Western Australia
 NOHSC members, 13, 21, 24, 120
 WorkSafe, 1, 21, 120

Williams, Tim, 13

Wilson, Alan, 13

Work-related disease data, 51

Work-related Traumatic Fatalities Study (1989–92), 49–50

Workplace diversity, 3, 93–94

Workplace hazardous substances, 79–80

Workplace stress, 66

Workplace Relations Ministers' Council (WRMC), 1

Write-down of assets, 115

Year 2000 compliance, 4, 44

CAUTION



SAFETY

