

B.1.1 Information for Responsible Officers – Annual Responsible Officer Report

The Responsible Officer report is a mechanism to maintain focus on OHS&W and injury management specifically summarising the key activities of the organisation and the current status of OHS&W and injury management outcomes.

The following documents provide an outline of the information and data required from the employer at various points during the registration period:

- Code for the Conduct of Exempt Employers – (*Code of conduct for self-insurers*)
- Performance standards for Self-insurers
- Natural consequences model & performance measures

Chapter 3 (<i>Code of conduct for self-insurers</i>) 3.5 Assessment criteria	Assessment criteria to become self-insured including: <ul style="list-style-type: none"> • Financial viability • Claims administration resources • Incidence and severity of injuries • Effect of working conditions • Rehabilitation • Provision of suitable employment • Views of registered associations
Chapter 8 (<i>Code of conduct for self-insurers</i>) 8.4.1 Grant or Registration or renewal. 8.4.2 Ongoing evaluation	Reference to the Act S60 (6) and standards References Chapter 3 of <i>Code</i> (as above) <ul style="list-style-type: none"> • SafeWork SA • Section 58B/C
Performance standards for self-insurers	Responsible Officer to report against standard 5 <ul style="list-style-type: none"> • Policy • Objectives targets and performance indicators • System review
Previous evaluation outcomes / Partnership plan	Including: <ul style="list-style-type: none"> • Summary of non conformances and dates of corrective actions • Policies procedures and continuous improvement plan
Natural Consequences Model Measure 15	Review of accident, incident data and remedial action (where applicable) taken as a result – To be supplied via the RO report as a minimum
Natural Consequences Model Measure 20	Injured worker survey conducted on an annual basis with the results communicated to the employer’s workers and included as part of the annual RO report to WorkCover

The items included in the Responsible Officer report should not be limited only to comments on the status of organisational action plans but should also provide a level of assurance to WorkCover that specific information is reaching the Responsible Officer, thus providing an introduction into that area of discussion during an evaluation.

Particular reference should be made to requirements of standard 5 “Management Systems Review and Improvement” within the Performance standards for self-insurers

For the majority of self-insured employers the process of reporting will be relatively straightforward. However there are instances where special consideration will need to be given. These include:

- Where the self-insurer has appointed more than one Responsible Officer,
- There is more than one business that makes up the registered self-insured entity,
- The structure of the self-insured entity is such that they are evaluated and report on a regional basis as part of a larger portfolio of employers, and
- The allocation of responsibility and the authority of individuals across a self-insured entity are such that it requires separate reporting.

A self-insurer should consider:

- The manner in which recommendations for renewal of self-insurance will be reported by WorkCover to the delegated Board Committee in terms of the organisational structure of the self-insurer,
- Their individual and corporate reporting requirements,
- The optimum manner of reporting to best demonstrate compliance with that part of the performance standards dealing with Responsible Officer reporting, and
- Consulting with their WorkCover account manager in relation to presentation of the report and associated considerations.

Self-insurers are required to supply WorkCover a Responsible Officer report on an annual basis. The timing of the report has implications for the reporting of action plans outcomes and other information to WorkCover as part of the evaluation process. Whilst consistency of reporting is desirable, it needs to be recognised that some employers' business plans, OHS&W plans and other reporting time cycles do not coincide with WorkCover evaluation timeframes. Where this is the case the self-insurer may need to produce a one off report to meet the requirements of the performance standards.

Self-insurers should consult with their WorkCover account manager in the first instance if further clarification is required.

Responsible Officer report template

COMPANY NAME: Name

PERIOD: year

REGISTRATION EXPIRES: month year

1. Corporate strategic plan

There is an expectation that OHS&W and IM is integrated into the all aspects of the business. Therefore information regarding corporate direction and the integration with OHS&W and IM is required.

Suggested references could include due diligence/risk management activities, corporate governance and specific reviews and improvement activities.

Detail here

2. OHS&W and IM action plan outcomes

The Responsible Officer has carriage of the overall implementation of OHS&W/IM plans by virtue of the position and the requirement to provide adequate resourcing. It is expected therefore, that Responsible Officers are advised of the progress and success of activities within the plan/s.

Information is required as to the manner in which the Responsible Officer reviews progress of the plan/s, including the view of the Responsible Officer as to the impediments to success, the timeliness of the completion of actions and the achievement of outcomes. Particular reference should be made to the manner in which key performance indicators are monitored and the application of any remedial actions.

Detail here

Additional information (for example) can be provided via:

- *last two progress review summaries of the action plan/s*
- *minutes of meetings where the OHS&W/IM plan/s were reviewed by executive/senior management*
- *summary of audit programme findings and corrective actions*

3. Consultative arrangements

It is expected that internal (OHS&W Committees or similar) and external (registered associations) forums exist to discuss OHS&W/IM. Information regarding the effectiveness of consultative arrangements is required and could include the frequency of such forums, key areas of focus and outcomes achieved.

4. Claims resources

Please provide details of the persons responsible for the administration of claims including, name, qualification/s and experience.

Detail here

Additional requirement:

- *copy of the position description for each position*

5. SafeWork SA

Information may include notification of fatalities, immediately notifiable workplace injuries (as defined by Division 6.6.2(1)(a) of the OHS&W Regulations, 1995), status of prosecutions or improvement/prohibition notices and default notices under the *OHS&W Act, 1986* where applicable.

Detail here

6. Potential or alleged s58B/C breaches

Information regarding breaches of the provision of suitable duties to injured workers.

Detail here

7. Review of accident, incident data and applicable remedial action

A summary regarding significant accidents and incidents and predominant themes including the actions taken to correct and prevent similar occurrences.

Detail here

Additional information (for example) can be provided via:

- *statistical analysis reports*
- *minutes of meetings where the discussion has occurred regarding action strategies*

8. Compensable disabilities/Rehabilitation initiatives

A summary regarding the number and severity of compensable disabilities including the effectiveness of the rehabilitation processes in returning employees to work. Detail should include finding from the annual employee survey.

Detail here

Additional information (for example) can be provided via:

- *statistical analysis reports*
- *minutes of meetings where the discussion has occurred regarding action strategies*
- *copy of communication to workers regarding survey results.*

9. Effects of working conditions on employees

A summary of significant workplace changes or working conditions (relating to a maximum three year period of registration) and the manner in which employee safety and wellbeing has been addressed.

A summary of significant changes planned within the next period of registration.

Detail here

10. Views of Registered Associations

Section 3.5.9 of the Code of conduct for self-insurers requires that registered associations views are sought in regard to renewal applications. Whilst there is no requirement to seek their views in non renewal years it is expected consultative arrangements are maintained. Please provide details of the regular consultative arrangement and the names of the relevant registered associations.

Detail here

11. Previous evaluation findings and Partnership plan

Please provide information regarding sign off against actions and feedback regarding the partnering arrangements..

Detail here

12. Other relevant information

Please provide other relevant information which may have bearing on the organisations OHS&W and IM systems.

Detail here