

SAFETY (OHS) HIGH-LEVEL KPI BENCHMARKS

At the initiative of Brambles we at Benchmarking Partnerships have designed a high level set of benchmarks for Safety / OHS so that we can encourage your participation and comparison by other organisations. The measures are based also on feedback from some of our other Safety customers and the KPIs they use.

Note that the data collection is intended across all organisational or business unit Safety / OHS.

Please consider completing the survey and we will protect the confidentiality of the information under our benchmarking Code of Conduct.

This data collection and report is \$550 including GST.

Please do not spend a lot of time and effort on collecting data unless you have the resources available now – **please just feedback your results for data that is readily available. This is a shortened version of the full data collection to reduce your resource commitment given the time frame. If you would like to see the full version please contact Bruce Searles – bruce@benchmarkingpartnerships.com.au**

Please also list any comments on the construct of the benchmark KPI measures attached and your ability to participate by the due date.

Please just complete what you can with the resources and time available – we'll follow up for more detailed information later if you wish.

Benchmarking Partnerships



INSTRUCTIONS – please just complete what you can with the resources and time available – we’ll follow up for more detailed information later if you wish.

- Please complete the survey below for all of your Safety / OHS
1. **If your definition of each measure is different from that shown on pages 4 to 6 don’t spend time and effort changing the result to suit the definition below**– just put in your result according to your definition and advise us of your definition by Email to me at bruce@benchmarkingpartnerships.com.au
 2. **If you cannot complete some measures don’t worry – just complete what you can**
 3. Note that you will receive a report of your results compared with those of other participating organizations but the identity of the other organizations in your report will be blinded – the identity of your organization likewise will be blinded in their report. You will also receive a report on the different types of measures used by different organizations and their different definitions

KEY MEASURES

Indicator	Name	KPI Measure	Outcome
Lag 1	LTIFR – Lost Time Injury Frequency Rate (excluding commuting to / from work)	Total Number of Lost Time Injury (LTI) Events / million hours worked (contractors excluded)	Reduce Injuries and Injury Costs
Lag 2	LTISR – Lost Time Injury Severity Rate (excluding commuting to / from work)	Total days of LTI / million hours worked (contractors excluded)	Reduce Injury Severity and Injury Costs
Lag 3	COMCARE reportable rate (or Workcover, as applicable)	Number COMCARE reportable events / million hours worked	Reduce Injuries and Injury Costs
Lead 1	Near Misses	Number of near misses reported / Number of LTI	Reduce Injuries and Injury Costs – Lead Indicator
Lead 2	Investigations completed (%)	Number investigations completed at end of each period / Number of investigations required	Reduce Injuries and Injury Costs – Lead Indicator
Lead 3	Safety Inspection Actions Closed (%)	Number safety inspection actions closed within a month / Total Number of safety inspection actions	Reduce Injuries and Injury Costs – Lead Indicator

Definitions

1.1 Calculation of Frequency Rates

Frequency rate is the number of occurrences per million hours worked. To calculate a frequency rate the following formula should be applied.

$$FrequencyRate = \frac{(\text{Number of occurrences in the period})}{(\text{Number of hours worked in the period})} \times 1000000$$

1.1.1 Number of Hours Worked

The number of hours worked (including overtime and extra shifts) may be found from SAP records through Corporate Services. If the data is not available then an estimate can be used as follows (for quarterly results):

No. of FTE (full time equivalent) employees = average number of employees* who worked full time in the recording period (part time work is

$$\text{Hours / year} = \frac{\text{Number of FTE employees} \times 46 \text{ weeks/year} \times 38 \text{ hours/week}}{\text{Number of FTE employees}}$$

calculated as a fraction of the full time load).

*Employees include all full time staff, vacation students and contractors with long term commitment to site (all staff on the payroll).

Employees do not include Year in Industry Students, visiting scientists, visitors, tenants ,short term contractors, temporary pass holders and Board Members.

(Inclusions are defined by Human Resources, Corporate Services)

1.1.2 Treatment of Special Cases

Employees having ongoing intermittent lost time do not accrue separate lost time events. However if a new injury occurs or the previous injury is aggravated at work after returning to permanent duties then a new event is accrued.

If a workers compensation claim is rejected, the incident should be recorded in the incident database, but it should not be included in the calculation of any performance indicators.

1.2 Lost Time Injuries

Lost time injuries are defined as those occurrences that resulted in a fatality, permanent disability, or time lost exceeding part of one normal shift (Australian Standard 1885.1).

Employees whose tally of time lost from the workplace is more than a full shift lost are counted as lost time injuries even if they were able to return to work on their next rostered shift following the incident.

Employees returning on alternative (light) duties are regarded as working (no lost time accrued).

Any incident incurring 1 or more lost days (aggregated) is counted as one lost time event. Employees who cannot return to work on the next rostered shift following the incident are also counted as having accrued a lost time injury.

Additional lost time occurring after the incident has been reported is added to the final lost time count in the annual report. Lost time incidents that are reported outside the quarter that they occurred in, are to be reported in the next quarter.

1.3 Indicators

1.3.1 Lost Time Injury Frequency Rate (LTIFR)

A measure of how many injuries resulting in lost time (exceeding part of one normal shift) from the workplace. Calculated as the number of lost time injury events occurring per million hours worked.

LTIFR - including all lost time incidents that occurred while on duty (travel during work and rostered breaks are included as work time).

1.3.2 Lost Time Injury Severity Rate (LTISR)

A measure of how serious the incidents are, based on the number of days lost.

Calculated as the total number of days lost following LTI events per million hours worked.

Working days lost as a result of the incident that occurred subsequent to the initial return to work should also be counted.

Part time workers lost time is calculated in the same way as full time workers, irrespective of the number of hours they work. Eg. a worker who works 2 hours a day and is off for 5 days, is recorded as having 5 days lost time.

Incidents that result in permanent disability or death accrue 12 months lost time (AS 1885.1). 12 months is recorded as 240 days lost time, being 46 weeks @ 5 days per week.

1.3.3 COMCARE Reportable Rate

The number of incidents that are required to be reported to Comcare per million hours worked.

Comcare requires notification of any incident arising that results in death, serious personal injury, employee incapacity for more than 30 successive days, or are identified as a 'dangerous occurrence'. (More details in Comcare 2001 'Guide to Incident Notification and Reporting').

1.3.4 Ratio of Near Miss Reports per Lost Time Incidents

The ratio of the number of incidents resulting in lost time vs the number of near miss incidents.

Near miss reports include any Safety, Health and Environment (SHE) incident, potential SHE incident or increased risk of an SHE incident, whether a negative outcome actualised or not. For the purpose of this statistic plant/equipment and exposures are included as near misses. Environmental incidents are not included. The ratio includes work related near misses only.

Note. Increased near miss reports is a positive outcome indicating greater ownership and awareness of the state of safety in the workplace.

Lost time definition as above.

The number of Environmental Incidents may be added as a separate indicator in the future.

1.3.5 Event Investigations Completed at the End of the Quarter

A measure of the percentage of safety events that occurred in the reporting period whose investigations are completed before the end of the reporting period.

Investigations are recorded as complete if the investigation has been signed-off by line management. Effectiveness of the investigation may be audited.

Note: All Investigations are included even those started towards the end of the reporting quarter.

1.3.6 % Safety Inspection Actions Closed within One Month

A measure of the percentage of safety inspection actions closed within one month.

Safety inspections include self administered inspections, and those completed by Safety and Radiation Services.

Actions are closed when signed off by line management as complete in accordance with local quality procedures. One month has accrued at the anniversary of the inspection date (ie an action recorded at an inspection undertaken on 28 January must be completed by 28 February).