

MS NAME:	OHS Reporting	MS NO.	OHS-001-MS.22
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1 PURPOSE

Procedures for reporting health & safety information have to be established to ensure the OH&S Management System is monitored and the information used to improve performance.

2 METHOD STATEMENT DETAILS

2.1 REPORTING LEVELS

Reports are targeted at different interest groups, internal or external to the operating unit.

2.1.1 INTERNAL - LOCAL

The business location has to generate reports in order to track its own safety performance against objectives and to report the results upwards.

2.1.2 INTERNAL - DIVISION & GROUP

Senior management need to track the safety performance of their operating units so the information can be utilised to collate reports for the Neumann Steel Board of Directors and to provide performance feedback to individual business units and managers.

2.1.3 INTERNAL - NEUMANN STEEL BOARD OF DIRECTORS

Company Directors have a duty to monitor all aspects of the company's performance including health & safety. In Australia and some overseas countries, Directors can be held responsible for serious breaches of health & safety legislation. Accurate and regular reports to the Board provide the information required to satisfy Directors that the company is fulfilling its statutory duties.

2.1.4 EXTERNAL - STATUTORY

All State OH&S jurisdictions in Australia require immediate reporting of serious accidents, injuries and incidents.

Non-compliance with certain exposure standards is also required to be reported from information generated from occupational hygiene monitoring and / or health surveillance.

2.2 REPORT TOPICS

Reporting on OH&S performance has traditionally focused on injury statistics i.e. a negative outcome which has had limited value as this does not promote a proactive approach to OH&S management.

A more accurate assessment of the effectiveness of an OH&S management system can be made by reporting on other outcomes from the implementation of risk management procedures in addition to analysing injury data. To promote commitment to good safety management, health & safety reports should be included as agenda items in management meetings at every level in the Organisation.

The following reports should be the subject of regular review.

2.2.1 ACCIDENTS, INJURIES, INCIDENTS & "NEAR HITS"

Reports should include analysis of the data on all occurrences including lost time injuries, medical treatment injuries, first aid injuries and incidents or "near hits". The causes of the occurrences and corrective actions taken to prevent recurrence should be included.

2.2.2 WORKERS COMPENSATION

Summaries of workers compensation claims data are circulated to managers from Neumann Steel. These reports are generated by the Compliance Manager and provide further analysis of injury data. They can be used to plan improved management of workers compensation claims and rehabilitation of injured employees.

Making these reports available for review at meetings at every level in the Organisation, including OH&S Committees will enable the business units to monitor their OH&S management programs and make the necessary adjustments towards improved OH&S performance.

2.2.3 INTERNAL & EXTERNAL AUDITS

The results of internal Operational Reviews carried out by local OH&S personnel and Neumann Steel Corporate OH&S Service should be reported as well as external audits e.g. Shell/Mobil.

2.2.4 PERFORMANCE AGAINST TARGETS

Operations select indicators for their safety performance which are based on positive inputs to their safety program as well as traditional targets of LTIFR and hours lost (i.e. lost time injury frequency rate and hours lost compared with hours worked).

Performance against these targets should be reported up the line at regular intervals.

2.2.5 COMPLIANCE WITH EXPOSURE STANDARDS

Occupational hygiene monitoring to assess workplace exposures to dust, noise and fumes is the subject of reports to management. These should be used to develop plans for corrective action where exposures are approaching or exceeding the statutory level.

2.2.6 HEALTH SURVEILLANCE

Regular health surveillance takes place where employees have the potential for harmful exposures in the workplaces. Results are reported to management and should be reviewed to plan corrective action where indicated.

2.2.7 NON-CONFORMANCE

In addition to the above reports, which may indicate examples of non-conformance, breaches of OH&S legislation should be reported. These may include prosecutions and fines, prohibition notices, improvement notices and "on the spot" fines.

3 SCOPE

This Method Statement applies to all Neumann Steel personnel.

4 DEFINITIONS/TERMS

Term	Description

5 RECORDS

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6 MODIFICATION HISTORY

Date	Version	Modification	Author	Approval
30/10/04	1	Initial Draft	Phil Unicomb	
11/1/06	1.1	Division into IMS structure	T Robinson	Phil Unicomb