

WORK HEALTH AND SAFETY POLICY

The Executive Statement of Commitment and the Implementation of Policy Commitment provide the overarching direction Treasury will follow in pursuit of workplace health and safety outcomes.

Executive Statement of Commitment

The Treasury recognises the health and safety of our workforce underpins the organisation's ability to achieve our strategic goals. This policy statement outlines the Treasury's commitment to providing a safe and healthy work environment for our employees, contractors (workers), and visitors, in accordance with the *Work Health and Safety Act 2011(Cth)*.

The Treasury is committed to:

- Providing everyone in the workplace with a safe and healthy working environment.
- Providing an effective and accessible Work Health and Safety Management System (WHSMS) for workers to guide safe work practices.
- A risk management approach in order to consistently identify hazards and implement effective controls to eliminate or minimise risk.
- Adopting a preventative and strategic approach to Work Health and Safety (WHS) and using measurable objectives and targets to monitor performance.
- Meaningful consultation processes to ensure all workers are included in the decision- making process where there is an impact on WHS.
- Providing workers with information and training on WHS matters as well as safety equipment, safe systems of work and appropriate resources to effectively manage risk.
- The dissemination of WHS information to all workers and visitors to the workplace.
- Providing return to work programs to facilitate safe and durable return to work for all employees, where possible, for both work related and non-work related health conditions.
- Promoting dignity and respect in the workplace and taking action to prevent and respond to allegations of discrimination, bullying and harassment in all forms.
- The reporting of incidents so that action can be taken to manage the hazards involved to prevent future similar incidents occurring and to provide support where required.
- Establishing appropriate processes to identify record and monitor workplace conditions under the Treasury's control.
- Providing a program of continuous improvement to our WHS performance through engaging with industry, new technology and updating policies and procedures to reflect changes to WHS Legislation.
- Ensuring compliance is maintained with relevant legislative requirements including the WHS Act and Regulations 2011 and the Model Codes of Practice.

Work health and safety is everyone's responsibility. Each one of us has a duty to prevent harm to others and ourselves by identifying hazards and managing risks in the workplace. To achieve this, workers at all levels need to be actively engaged in process.

Our SES managers have a duty to allocate adequate resources for WHS and be proactive in ensuring compliance with WHS legislation. The Treasury's Work Health and Safety Management System provides guidance to assist workers to identify and understand the hazards and risks of the workplace that they are responsible for.

Managers and supervisors all have a very important role to support a safety culture through regular communication with workers about WHS matters. By changing unsafe work practices and behaviours, clearly outlining accepted safety standards in the workplace, and promoting a culture of safety interdependence, Management are able to influence workers to value health and safety. Workers also have obligations under the WHS Act to take reasonable care for their own health and safety, to proactively manage their fitness for work and to ensure that their acts or omissions do not adversely affect the health and safety of others.

The WHS Policy is available to workers and other interested parties, including regulatory authorities, suppliers, contractors and visitors via the Treasury website and intranet.

The WHS Policy will be reviewed periodically in consultation with workers to ensure it remains relevant and appropriate to the Treasury's WHS risks and to ensure its effective implementation.

A handwritten signature in black ink, appearing to read 'P. Gaetjins', is positioned above the printed name and title.

Phil Gaetjins
Secretary

26 November 2018



Australian Government
The Treasury



Executive Commitment

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The Treasury is committed to:

A safe and healthy working environment by providing everyone in the workplace with:

- Information and training on Work Health and Safety (WHS) matters as well as safety equipment, safe systems of work and appropriate resources to effectively manage risk.
- An effective and accessible Work Health and Safety Management System (WHSMS) to guide safe work practices.
- Return to work programs to facilitate safe and durable return to work for workers, where possible, for work-related and non-work-related health conditions.

We will do this by adopting an approach which:

- Manages risk, to consistently identify physical and psychosocial hazards and implement effective controls to eliminate or minimise risk so far as is reasonably practicable.
- Identifies, records, and monitors workplace conditions under the Treasury's control.
- Ensures incidents are reported so that action can be taken to manage the root cause of the incident to prevent similar incidents in the future and provide support where required.
- Ensures all workers are included in the decision-making process where there is an impact on WHS, through meaningful consultation.
- Uses measurable objectives and targets to monitor Work Health and Safety (WHS) performance.
- Engages with industry, new technology and updating policies and procedures to reflect changes to WHS Legislation.
- Ensures compliance is maintained with relevant legislative requirements including the WHS Act and Regulations 2011 and the Model Codes of Practice.

Taking the above approach enables Treasury to proactively:

- Prevent and minimise risks to workers and others.
- Implement strategies where there are changes and/or opportunities for improvement.
- Enhance dignity and respect in the workplace.
- Prevent and respond to allegations of discrimination, bullying and harassment in all forms.
- Prevent and manage workplace sexual harassment and abuse.
- Take measures which foster inclusion and diversity in the workplace.
- Continuously improve our WHS performance.

It is the Commonwealth's and Treasury's primary responsibility to provide a safe work environment, however, work health and safety is **everyone's responsibility**. Each one of us has a duty to prevent harm to others and ourselves by identifying hazards and managing risks in the workplace. To achieve this, workers at all levels need to be actively engaged in process.

Managers and supervisors all have an important role to support a safety culture through regular communication with workers about WHS matters. By changing unsafe work practices and behaviours, clearly outlining accepted safety standards in the workplace, and promoting a culture of safety interdependence, management are able to influence workers to value health and safety. Workers also have obligations under the WHS Act to take reasonable care for their own health and safety, to proactively manage their fitness for work and to ensure that their acts or omissions do not adversely affect the health and safety of others.

Our **SES Leaders** have a duty to allocate adequate resources for WHS and be proactive in ensuring compliance with WHS legislation.

The Treasury's WHSMS provides guidance to assist workers to identify and understand the hazards and risks of the workplace that they are responsible for.

The WHS Policy is available to workers and other interested parties, including regulatory authorities, suppliers, contractors and visitors via the Treasury website and intranet.

The WHS Policy will be reviewed periodically in consultation with workers to ensure it remains relevant and appropriate to the Treasury's WHS risks and to ensure its effective implementation.



A stylized handwritten signature in white ink.

Dr Steven Kennedy PSM
Secretary

24 October 2023



Australian Government
The Treasury



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The Treasury is committed to:

A safe and healthy working environment by providing everyone in the workplace with:

- Information and training on work health and safety (WHS) matters as well as safety equipment, safe systems of work and appropriate resources to effectively manage risk.
- An effective and accessible Work Health and Safety Management System (WHSMS) to guide safe work practices.
- An effective and accessible Rehabilitation Management System to assist injured and ill employees in their rehabilitation to maintain at and/or return to work.
- Return to work programs to facilitate safe and durable return to work for workers, where possible, for work-related and non-work-related health conditions.

We will do this by adopting an approach which:

- Manages risk, to consistently identify physical and psychosocial hazards and implement effective controls to eliminate or minimise risk so far as is reasonably practicable.
- Identifies, records, and monitors workplace conditions under Treasury's control.
- Ensures incidents are reported so that action can be taken to manage the root cause of the incident to prevent similar incidents in the future and provide support where required.
- Ensures all workers are included in the decision-making process where there is an impact on WHS, through meaningful consultation.
- Uses measurable objectives and targets to monitor WHS performance.
- Engages with industry, new technology and updating policies and procedures to reflect changes to WHS Legislation.
- Ensures compliance is maintained with relevant legislative requirements including the WHS Act and Regulations 2011 and the Model Codes of Practice.



Taking the above approach enables Treasury to proactively:

- Prevent and minimise risks to workers and others.
- Implement strategies where there are changes and/or opportunities for improvement.
- Enhance dignity and respect in the workplace.
- Take measures which foster inclusion and diversity in the workplace.
- Eliminate, as far as possible, discrimination, bullying and harassment in all forms.
- Eliminate, as far as possible, sexual harassment in connection with work and other relevant unlawful conduct.
- Continuously improve our WHS performance.

It is the Commonwealth's and Treasury's primary responsibility to provide a safe work environment, however, work health and safety is **everyone's responsibility**. Each one of us has a duty to prevent harm to others and ourselves by identifying hazards and managing risks in the workplace. To achieve this, workers at all levels need to be actively engaged in process.

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Jenny Wilkinson PSM
Secretary

15 September 2025

<p>Corporate Services and Business Strategy Group / POSD / Wellbeing Team</p> <p>Approved by: S 22</p> <p>Manager, Performance & Wellbeing Date:</p>	<p>Context: Overview of your operating environment and risk environment/including your objectives:</p> <p>Treasury is committed to providing a workplace that enables all work activities to be carried out without risk to health and safety. Treasury will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations. We are committed to ensuring we comply with the Work Health and Safety Act 2011 (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.</p>	
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#	Date Identified	Risk Type	Category	Risk Description	Consequences of risk eventuating	Contributing factors that could result in the risk eventuating	Shared Risk	Existing key controls	Control assessment	Risk Owner	Likelihood	Consequence	Current risk rating	Accept/ Treat	Risk treatment	Treatment implementation date	Treatment Owners	Likelihood	Consequence	Target risk rating	Is the Target Risk rating within the Risk Appetite: Y/N	Justification if outside appetite	
1	Jan-20	Operational	Health and Safety	Pandemic - Coronavirus	Serious respiratory illness; Increase in physical and psychological injury or illness, including mental health symptoms; Increase in case management including Early Intervention costs, workers compensation premium increases, performance management etc.; Increase in staff working longer hours; Increase in musculoskeletal injuries due to incorrect ergonomic set ups at home; Increase in domestic violence; and, Low morale due to isolation from peers.	Reduced staff resources; Heavy workloads; Protracted working hours with little opportunity for recuperation; Fast paced output with limited opportunity for the individual to control their own work; Organisational expectation regarding high quality work output in tight timeframes; Impact of poor performance or under-performance on work allocation and output; Allocation and prioritisation of work; Restructure and role changes incorrectly communicated and delivered; Interpersonal relations, change in management or team; Organisational culture; Inexperienced and/or appropriate management and supervision; and Unknown knowledge or disclosure of previous illness/injury (physical or psychological).	Yes	Crisis Management Team consisting of Corporate staff, SES and representatives from each of the policy groups established; Pandemic Plan activated; Hand sanitisers and alcohol based cleaning wipes/products stationed throughout every floor of all Treasury buildings across Australia; Movement of staff from office work to working from home; Social distancing and meeting room maximum capacity posters erected; Regular staff updates via TYS News and digiboards; Webex meetings encouraged instead of to face to face; Dedicated Coronavirus intranet page with up to date information on such things including social distancing, hygiene, health, safety, wellbeing, support for employees, EAP, working remotely, flexible work, advice for managers/flowcharts, leave, travel, FAQs, links to related resources, policies and materials, links to the Department of Health, SmartTraveller and Public Service Commission websites, and cleaning; Home based work checklist for ergonomics and personal safety, including staff borrowing Treasury equipment/furniture to assist, eg chairs and monitors; Protocol for confirmed coronavirus cases for managers. Action cards for managers (flow charts); COVID-safe Transition Plan transitioning employees back to working safely within Treasury offices; Working Well, Keeping Well resource pack contains information for all Treasury staff on working in remote and dispersed teams, maintaining wellbeing, and driving performance during times of stress and change; Workshops/drop-in sessions for staff to provide guidance on physical and mental wellbeing and work/life balance via one hour Webex sessions; "Connect, Check-in and Chill-out" 90 minute sessions for divisions identified as working under high pressure.	Adequate	POSD and Property	Likely	Major	High	Accept								Yes	
2		Operational	Health and Safety	Stress and fatigue	Poor decision making; Decreased staff capability; Increase in physical and psychological injury or illness, including mental health symptoms; Increase in case management including early – intervention costs, workers compensation premium increases, performance management etc.; Increased absenteeism; Increased staff turnover; Permanent impairment; Low morale; and Aggressive behaviour (physical and emotional security concerns).	Reduced staff resources; Heavy workloads; Protracted working hours with little opportunity for recuperation; Fast paced output with limited opportunity for the individual to control their own work; Organisational expectation regarding high quality work output in tight timeframes; Impact of poor performance or under-performance on work allocation and output; Allocation and prioritisation of work; Restructure and role changes incorrectly communicated and delivered; Interpersonal relations, change in management or team; Organisational culture; Inexperienced and/or appropriate management and supervision; and Unknown knowledge or disclosure of previous illness/injury (physical or psychological).	Yes	Ensuring staff have the right capability and capacity for work functions; Staff mobility/ movement of suitable resources to meet required outputs; Negotiating with stakeholders regarding timeframes; Resilience training at divisional/ team/ individual levels/Access to Mental Healthcare Plans through Early Intervention Program Establishment of non-negotiable personal commitments; Use ancillary support for staff working extended hours (i.e. healthy meals and taxi vouchers); Use and management of accrued annual, flex leave and TOIL; Regular breaks; Annual flu shot program; Health programs for staff for example health checks, skin checks – changes annually; Access to flexible and remote working conditions; Use and promotion of EAP; R U OK day event annually; Educate and support managers and supervisors (new and current) to recognise and manage mental health behaviour; Monitoring and collection of data relating to absenteeism and WHS and Performance cases to establish patterns or trends; Implementation of Mental Health Strategy once endorsed; and Health questionnaire/declaration by new recruits, resulting in reasonable adjustment/support.	Adequate	POSD	Likely	Moderate	Medium	Accept							Yes		
3		Operational	Health and Safety	General office environment	Increase in manual task related injuries; Increase in case management including early – intervention costs, workers compensation premium increase etc; Increased absenteeism; Thermal stress; Work distraction; Decreased productivity; Falls, slips and trips.	Poor housekeeping and storage arrangements; Accumulation of rubbish; Tripping over inappropriately place items (e.g. electrical power cords); Damaged power cords; Blocked emergency exits; Overloaded shelving; Bumping/walking into opened cupboards and drawers; Difficulties with disability access; Inappropriate furnishing to suit individual requirements e.g. Chairs/tables/IT equipment; Unknown knowledge or disclosure of previous illness/injury (physical or psychological).	Yes	Treasury facilities and workstations comply with Australian Standards and the Building Codes of Australia; Treasury workplace inspections are conducted at least once per year; Staff are offered workstation assessments upon commencement, movement and when injuries or when experiencing discomfort; Trolleys are available for heavy loads; Facilities Service Requests are monitored daily; Employee WHS induction; Running electrical power cords away from walkways; Testing and tagging of electrical equipment; Providing suitable furnishings relevant to individuals/business needs and working environment; Early intervention policy which includes reasonable adjustment.	Effective	POSD	Unlikely	Moderate	Low	Accept							Yes		

4		Operational	Health and Safety	Use of office equipment (staplers, hole punches, photocopiers)	Physical injury	Manual handling injuries from repetitive tasks; Manual handling injuries from lifting/loading paper; Cuts from sharp objects (e.g. staples),	Yes	Procurement of best industry standard equipment; Manual handling training.	Effective	POSD	Likely	Minor	Low									Yes	
5		Operational	Health and Safety	Use of kitchen facilities	Physical injury	Poor housekeeping Burns from boiling water and ovens Cuts from kitchen cutlery Liquid spills Electrocution/electric shock from electrical appliances Kitchen fire Cleaning chemicals	Yes	Kitchen facilities included in scheduled office workplace inspections; Place boiling water appliances at working height; Testing and tagging of electrical equipment; Fire extinguisher; First aid kit; Trained first aider; Floor warden; Worker training and induction that includes local emergency procedures; Education (posters) on cleaning up kitchen spills immediately.	Effective	POSD	Unlikely	Minor	Low									Yes	
6		Operational	Health and Safety	Accessing the office	Psychological or physical injuries	Unknown individual follows staff into office; Wet surface; Inappropriate handling of equipment/furnishings; Open public carparks, lighting, crossings, road works.	Yes	Security presence at both staff entry points; First aid officers; Availability of trolleys; Security pass (cleared) access only; Security guards escorting employees to vehicles when it's dark.	Effective	POSD	Unlikely	Minor	Low									Yes	
7		Operational	Health and Safety	Staff working and living internationally	Physical assault to employees and their families; Contraction of a serious illness from country of deployment (e.g. malaria, dengue fever, and other tropical diseases); Permanent impairment; Psychological injury or illness; Physical injury or illness; Attracting and retaining future employees; Damage to the Treasury's reputation; Damage to international relations; Reduced capability to deliver objectives; Increase in workers' compensation premiums;	Employees unaware of changing security situation; Crime and civil disobedience, political instability; Natural disasters; Different cultural behaviours; Accommodation of employees not compliant with Australian Standards and Building Codes of Australia; Employees may not adhere to security protocols; Distance and isolation from personal support frameworks; Access to appropriate medical treatment in-country; Security breach of classified information.	Yes	Treasury and AusAID pre-deployment and in-country briefing / training on health issues and security environment, protocols and handling strategies provided to all employees and their families; Staff are required to undertake medical assessment prior to deployment; Treasury engages international SOS to assist international travellers and their families in times of emergency; Staff at post can access support from DFAT; Facilities for posting are required to meet Australian Standards – monitored by FPD; Employee recalls and relief flights are available in times of emergency; Employees and their families have access to basic medical care in-country; Active monitoring of security (in-country security advisor); Regular review of Security Risk Management plans; Employees in PNG carry radios and have access to a security vehicle escort service; Continued engagement with stakeholder agencies to improve Health and Safety for employees; WHS policy for Officers Living and Working Overseas.	Adequate	POSD	Rare	Moderate	Low	Accept								Yes	
8		Operational	Health and Safety	Offsite work within Australia (injury, illness etc.)	Permanent impairment; Psychological injury or illness; Physical injury or illness; Increase in case management including early – intervention costs, workers compensation premium increase etc.	Isolation, separation, different cultural behaviours; Delayed access to emergency treatment; Insufficient oversight of working conditions; Site managers do not maintain WH&S standards; Ill-prepared/ill-equipped staff.	No	Staff are required to comply with the WHS requirements of the site they are visiting; Staff are empowered to say no to unsafe working conditions; Use and promotion of EAP.	Adequate	POSD	Unlikely	Moderate	Low									Yes	
9		Operational	Health and Safety	Bullying, harassment and discrimination	Psychological injury or illness; Increase in case management including early – intervention costs, workers compensation premium increases etc.; Increased absenteeism; Reduced efficiency and productivity; Increased indirect costs such as staff and manager time, engaging mediators or counsellors; Increased staff turnover; Low morale; Erosion of staff loyalty and commitment; Adverse publicity and poor public image.	Workplace culture and acceptance of behaviour; Staff job insecurity; Restructuring or downsizing; Team changes such as a new manager / supervisor; Inadequate supervision; Inadequate support or training; Poor leadership and people managements.	Yes	Bullying and harassment policy and harassment contact officers; Prevention of bullying and harassment training as required; The Treasury People Values, APS Values and Code of Conduct; Access to formal and informal investigation and mediation processes; Use and promotion of EAP; Monitoring and collection of data relating to absenteeism and cases to establish patterns or trends.	Adequate	POSD	Possible	Moderate	Medium									Yes	
10		Operational	Health and Safety	Domestic and international travel (injury, illness, stress etc.)	Permanent impairment; Psychological injury or illness; Physical injury or illness; Increased personal leave; Stress and fatigue.	Using personal vehicles that do not have sufficient safety ratings; Travelling and working in an unfamiliar place; Staff do not get all required vaccinations; Insufficient recovery time between travel and work commitments, including reduced breaks.	Yes	International travellers are encouraged to register with DFAT's Smart Traveller Advisory Service; Treasury engages international SOS to assist international travellers and their families in times of emergency; International travellers receive briefing from the Travel Services Team prior to travel; International travellers are provided with a quick reference travel information card.	Adequate	POSD	Possible	Moderate	Medium									Yes	

Overall Risk Rating Matrix Likelihood	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Extreme
	1	2	3	4	5

5	Almost Certain	Low	Medium	High	Severe	Severe
4	Likely	Low	Low	Medium	High	Severe
3	Possible	Low	Low	Medium	Medium	High
2	Unlikely	Very Low	Low	Low	Medium	High
1	Rare	Very Low	Very Low	Low	Low	Medium

#	Date Identified	Hazard	Associated risks	Existing key controls	Likelihood	Consequence	Current risk rating	Additional controls to be implemented	Policy / process owner	Control owner	Effectiveness indicators	Effectiveness rating (based on current controls)
Psychosocial												
1	Oct-23	Job Demands (Workloads, Working Hours, No Breaks, Sustained Pressure, Work Complexity)	> Burnout > Fatigue > Impact on mental wellbeing, e.g., increased stress and anxiety > Increase in turnover rate > Presenteeism > Higher unplanned absences > Increase in financial costs - e.g., recruitment, workers compensation > Reputational damage	> Work Health and Safety Management System (WHSMS) outlines mental health and wellbeing > Wellbeing Hub > EAP > Position descriptions that clearly outline the requirements of the role > Expectations outlined within the APSC ILS Guide > Leadership training - SES and EL trainings > Workforce plans > Flexible working arrangements, including leave provisions and TOIL > excess annual leave reporting provided to FASs which enables a conversation with the employee to develop a plan for them to take leave > Clause 382 in the Enterprise Agreement notes that where an employee raises that they have experienced significant workload pressures over a period of time, a review of the workload must be undertaken and determine appropriate strategies to manage the impacts.	Likely	Moderate	Medium	> Safe Work Design Framework > Actions from Healthy Minds Strategy - 2022-2025	POSB	> SES > Management	> Data for: > Incidents > APS Census > Workers compensation claims > EAP usage > unexplained absences > low flex hours > amount of annual leave - e.g., not in excess of 60 days > Feedback received from staff > Exit surveys	Substantially effective
2	Oct-22	Low Job Control	> Impact on mental wellbeing, e.g., stress, anxiety > Burnout > Presenteeism > Higher unplanned absences > Dissatisfaction with working with Treasury > Increased turnover rate > Increase in financial costs, e.g., recruitment, workers compensation	> Flexible working arrangements > Expectations outlined within the APSC ILS Guide > Leadership training - SES and EL trainings > Reasonable adjustment plans > Wellbeing hub > EAP > excess annual leave reporting provided to FASs which enables a conversation with the employee to develop a plan for them to take leave > Clause 382 in the Enterprise Agreement notes that where an employee raises that they have experienced significant workload pressures over a period of time, a review of the workload must be undertaken and determine appropriate strategies to manage the impacts.	Likely	Moderate	Medium	> Safe Work Design Framework > Actions from Healthy Minds Strategy - 2022-2025	POSB	> SES > Management	> Data for: > Incidents > APS Census > Workers compensation claims > EAP usage > unexplained absences > low flex hours > amount of annual leave - e.g., not in excess of 60 days > Feedback received from staff > Exit surveys	Substantially effective
3	Oct-23	Poor Support	> Impact on mental wellbeing, e.g., increased stress, anxiety > Burnout > Presenteeism > Higher unplanned absences > Dissatisfaction with working with Treasury > Increased turnover rate > Increase in financial costs, e.g., recruitment, workers compensation	> WHSMS outlines mental health and wellbeing > Wellbeing Hub > EAP > Leadership training - SES and EL trainings > Reasonable adjustment plans > Early intervention > Flexible working arrangements > excess annual leave reporting provided to FASs which enables a conversation with the employee to develop a plan for them to take leave. > Clause 382 in the Enterprise Agreement notes that where an employee raises that they have experienced significant workload pressures over a period of time, a review of the workload must be undertaken and determine appropriate strategies to manage the impacts. > WHCO network	Possible	Moderate	Medium	> Safe Work Design Framework > Actions from Healthy Minds Strategy - 2022-2025	POSB	> SES > Management	> Data for: > Incidents > APS Census > Workers compensation claims > EAP usage > unexplained absences > low flex hours > amount of annual leave - e.g., not in excess of 60 days > Feedback received from staff > Exit surveys	Substantially effective
4	Oct-22	Lack of Role Clarity	> Impact on mental wellbeing, e.g., stress, anxiety > Burnout > Presenteeism > Higher unplanned absences > Dissatisfaction with working with Treasury > Increased turnover rate > Increase in financial costs, e.g., recruitment, workers compensation	> Expectations outlined within the APSC ILS Guide > Leadership training - SES and EL trainings > Future Workforce Planning Strategy - includes reviewing position descriptions and job titles (in action plan)	Possible	Moderate	Medium	> Safe Work Design Framework > Actions from Healthy Minds Strategy - 2022-2025	POSB	> SES > Management	> Data for: > Incidents > APS Census > Workers compensation claims > EAP usage > unexplained absences > low flex hours > amount of annual leave - e.g., not in excess of 60 days > Feedback received from staff > Exit surveys	Substantially effective
5	Oct-23	Inadequate Award and Recognition	> Dissatisfaction with working with Treasury > Low morale > Increase turnover rate	> Secretary Awards > Awards and Recognition Framework > Anytime recognition - ability to recognise your peers for the good work that they do at any time. Digital Thank you cards and email templates available on the Intranet > Development opportunities provided to staff	Unlikely	Insignificant	Very low		POSB	> SES > Management	> Data for: > Incidents > APS Census > Workers compensation claims > EAP usage > Exit surveys	Substantially effective
6	Oct-23	Remote or Isolated Work, including travelling or working overseas (does not include postings)	> Low morale > Minimal connection with the team, and Treasury > Lack of support > Lack of information - e.g., not knowing who to speak with > impact on mental wellbeing, e.g., depression	> Leadership training - SES and EL trainings > Guides on the Intranet around working remotely: Managing and working in dispersed teams guide > WHS for employees who live, work and/or travel overseas policy > Flexible working arrangements > MS Teams	Unlikely	Minor	Low	> Safe Work Design Framework > Delphi form to be submitted for staff who opt to work overseas as their partner has to move - this includes considerations around staying connected etc.	POSB	> SES > Management	> Data for: > Incidents > APS Census > EAP usage > Feedback received from staff > Exit surveys	Substantially effective

7	Oct-22	Violence and Aggression (inclusive of domestic violence)	> Physical injury, e.g., bruising, lacerations, contusions, broken limbs etc > Low morale > Impact on mental wellbeing e.g., anxiety, depression > Reputational damage > Increase in financial costs, e.g., workers compensation	> Security is available > EAP available to support people to manage their aggression > Wellbeing tools and resources available for staff to access > Family and Domestic Violence Policy and leave arrangements > Early intervention > Flexible working arrangement > Performance management process > Emergency management procedures including lockdown drills undertaken in the event of a violent/aggressive member of public or staff member > Security is on site and trained to intervene	Possible	Moderate	Medium		POSB	> SES > Management > CFO	> Data for: > Incidents > APS Census > Workers compensation claims > EAP usage > Less than 5 cases of violence and aggression > Feedback received from staff on services accessed and support received.	Substantially effective
8	Oct-22	Bullying, Harassment and Discrimination	> Impact on mental wellbeing, e.g., anxiety, depression, increased stress > Low morale > Increased in turnover rates > Increase in financial costs, e.g., workers compensation, recruitment > Reputational damage	> Policy on preventing and managing bullying and harassment > Leadership training - SES and EL trainings > Guidance on Intranet about managing bullying and harassment > EAP > Early intervention > Performance development process > WHCO network > Training - Core Inclusion > APS Values and Code of Conduct > Incident Management System	Possible	Moderate	Medium		POSB	> SES > Management	> Data for: > Incidents > APS Census > Workers compensation claims > EAP usage > Exit surveys > Less than 5 cases of bullying, harassment and discrimination cases	Substantially effective
9	Oct-22	Sexual Misconduct	> Impact on mental wellbeing, e.g., anxiety, depression, increased stress > Low morale > Increased in turnover rates > Increase in financial costs, e.g., workers compensation, recruitment > Reputational damage	> Policy on preventing and managing bullying and harassment > APS Values and Code of Conduct > WHS Statement of Commitment > Incident Management system > WHCOs > WHSMS > Leadership training - SES and EL trainings > Training - Core Inclusion	Possible	Moderate	Medium	> Policy on preventing and managing bullying and harassment in review to include sexual misconduct	POSB	> SES > Management	> Data for: > Incidents > APS Census > Workers compensation claims > EAP usage > less than 5 cases of sexual misconduct > Exit surveys	Substantially effective
Physical												
10	Oct-23	Manual Handling	> repetitive strain injuries > muscle injuries > tendon and ligament injuries > bone injuries > back injuries > acute or chronic pain	> All employees must undergo the WHS training and induction upon commencement with Treasury, which includes information about correct manual handling > WHSMS outlines manual handling guidelines > Equipment is provided to support with lifts and carrying - e.g., trolleys > Where possible, heavy equipment is stored on shelves around hip height and not high up > Recommendation of two people lifts for awkward sized or heavy equipment > Workplace inspections carried out twice yearly at a minimum	Unlikely	Moderate	Low		> POSB > CFO	All staff	> Data for: > Incidents > APS Census > Workers compensation claims	Fully effective
11	Jul-19	Poor Ergonomics	> Muscle strain > muscle imbalance > Musculoskeletal injury > repetitive strain injuries	> All employees must undergo the WHS induction upon their commencement with Treasury, which includes information about workstation set up, and reporting of incidents. > Workstation set up checklist is available for all staff on the Intranet > Workstation assessments are available for all staff where required > Reasonable adjustments are made for staff who require it > Early intervention is available for staff should they need to access it before any injuries escalate	Likely	Moderate	Medium		POSB	All staff	> Data for: > Incidents > APS Census > Workers compensation claims	Fully effective
12	Jan-20	Poor Working Environment (lighting, noise, ventilation, mould)	> eye strain > limited concentration > difficulty breathing > health impacts	> Workplace inspections are undertaken by both PSAL and HSRs / Performance and Wellbeing as a way to identify any hazards not already reported. > All hazards are reported and actioned as soon as practicable via the incident management system. > Compliance with building codes and standards are met. > Office design and layout is considered to suit the environment and working space > Buildings are insulated and appropriately heated and cooled. > Early intervention > HSRs > Health and Safety Committee > Reasonable adjustment plans	Rare	Minor	Very Low		CFO	All staff	> Data for: > Incidents > APS Census > Workers compensation claims > No. of requests for workstation assessments	Fully effective
13	Jul-19	Electrical	> Exposure to live electrical wires resulting in: > shock > burns > damage to organs and nerves leading to serious or permanent injury or death. >Fire > Damage to the building	> All employees undertake annual mandatory WHS at Treasury training on their obligations under the WHS Act 2011, including reporting all hazards, incidents and near misses. > WHSMS - outlines requirements around testing. All workers are also to report any broken or damaged equipment and put up signage / remove from the area to ensure no other staff access it if safe to do so. > Regular inspecting and testing electrical equipment and electrical installations as appropriate (including that safety switch or Residual Current Device (RCD) are installed and regularly tested). > Regular testing and review of the emergency management plan. > Fire safety equipment is installed and maintained in accordance with the relevant standard. > Only qualified and trained contractors are to undertake electrical work > Contractor Management Procedure > Fire and Emergency Wardens > All equipment is tested and tagged and managed by an external contractor (Ventia)	Unlikely	Major	Medium		CFO	CFO	> Data for: > Incidents > workplace inspections identify that all electrical equipment checked has been tested and tagged and is current.	Partially effective
14	Oct-23	Hazardous Chemicals	> Burns > Health impacts > Damage to the building > Fire / explosion > Serious or permanent injury or death > Reputational damage > Increase in financial costs, e.g., building costs, workers compensation claims	> All hazardous chemicals are stored securely and appropriately as per their SDS > Treasury endeavours to utilise non-toxic chemicals where possible	Unlikely	Major	Medium	> All hazardous chemicals have a Safety Data Sheet (SDS) located near them. > Hazardous Chemical Register in place which notes where all chemicals are located and when SDS' are due to expire > Chemical Management Procedure	CFO	CFO	> Data for: > Incidents > workplace inspections note that all cleaners' cupboards are locked.	Partially effective

15	Oct-23	Slips, Trips and Falls	> physical injury - e.g., broken bones, bruising, concussion, lacerations, etc > Increase in financial costs, e.g., workers compensation claims	> Workplace inspections are undertaken by both PSAL and HSRs / Performance and Wellbeing as a way to identify any hazards not already reported. > Cluttered spaces and walkways are kept clear > All hazards are reported and actioned as soon as practicable. > Signage and barricades are posted where there are slip hazards, such as water spills/ leaks > Stairs have non-slip grips on each step and are cleaned regularly > WHS Training	Possible	Moderate	Medium		> CFO > POSB	All staff	> Data for: > Incidents	Substantially effective
16	Oct-23	Bike Storage Door	> Musculoskeletal injury > Physiscal injury, e.g., bruising	> Signage is in place advising staff that the door is heavy and that there is alternative bike storage available upstairs.	Possible	Minor	Low		CIO	All staff	> Data for: > Incidents	Substantially effective
Other												
17	Oct-23	WHS Legislative non-compliance	> Reputational damage > Civil and criminal lawsuits / charges > Substansial financial costs, e.g., legal fees, workers compensation claims, fines > Imprisonment	> WHSMS > WHS Statement of Committment > WHS related policies and procedures > HSRs and HSC meetings > WHS reporting to the Executive > Subscription to WHS platforms to ensure any legislative updates are known as they occur > WHS training and induction upon commencement for all workers who undertake work for Treasury > Due Diligence training provided to all SES	Unlikely	Major	Medium	> Due diligence Framework	POSB	> Secretary > SES	> Number of lawsuits	Substantially effective
18	Oct-23	Pandemics and Diseases	> Workers become unwell and spread illness throughout the workplace > Health impacts > Lower availabilility of resources > May result in increased workloads for other team members, which may in turn result in low morale, resentment towards the unwell person etc	> Personal Protective Equipment (PPE) is made available for staff, such as masks and sanitiser to prevent the spread of infection > Good hand hygiene posters in all bathrooms > All bathrooms equipped with soap, paper towel and hand dryer > Business Continuity Plans > Crisis Management Team is stood up > Reporting of cases which is provided to Executive > Follow guidance from State and Government Health Departments > Flexible working arrangements	Possible	Moderate	Medium		> POSB > Goverance and Stakeholder Liaison Branch	> SES > POSB > CFO > Crisis Management Team	> Number of unplanned absences	Substantially effective
19	Oct-22	Inappropriate behaviour at social functions/events / sporting activities	> Physical injury , e.g., falls, bruising, lacerations, etc. > Psychological injury, e.g., trauma > Reputational damage > Increase in financial costs, e.g., workers compensation, recruitment	> Social Functions Policy > Risk Assessment undertaken prior to any social function / event to ensure hazards are identified and risks are eliminated or minimised so far as is reasonably practicable > Incident management system > WHSMS outlines inappropriate behaviours > WHS Risk Management Procedure > WHS Risk Assessment Template > Policy on preventing and managing bullying and harassment > Anyone running an exercise activity for the department will need to provide a certificate of qualification and insurance before it the activity will be considered;	Unlikely	Minor	Low		POSB	Team / Area who is coordinating the event	> Data for: > Incidents > number of complaints - less than 5 > formal investigations arising from conduct at an event	Substantially effective

Overall Risk		CONSEQUENCE				
Rating Matrix		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
5	Almost Certain	Low	Medium	High	Severe	Severe
4	Likely	Low	Low	Medium	High	Severe
3	Possible	Low	Low	Medium	Medium	High
2	Unlikely	Very Low	Low	Low	Medium	High
1	Rare	Very Low	Very Low	Low	Low	Medium

Executive Board (EB)

10 March 2021

Quarterly WHS Report

Decision required

The Committee is asked to:

- **Note** the Work Health and Safety Quarterly Report for the period October to December in the 2020-21 Financial Year.

Key points

The Treasury is committed to providing a safe and healthy work environment for its employees, contractors, and visitors, in accordance with the *Work Health and Safety Act 2011* (the Act).

The Executive Board is responsible for ensuring that Treasury complies with all duties and obligations under the Act. This report is provided to inform and update the Executive Board on Treasury Work Health and Safety (WHS) statistics over the second quarter (October – December) of the 2020-21 Financial Year.

Wellbeing report

Five incident reports were lodged in this quarter, consistent with the previous quarter. KPIs were met with staff being contacted to provide advice, implement preventive measures and/or arrange next steps within two days. Please see [Attachment A](#) for details.

At 31 December 2020, there were 39 wellbeing cases open, made up of 24 female employees and 15 male employees. Of those cases 26 related to physical injury and 13 related to psychological injury.

The Employee Assistance Program report for this quarter showed very little variation from the previous quarter and this quarter in the 2019-20 financial year. Please see [Attachment B](#) for details.

Treasury's Health and Safety Committee comprising two representatives from each group and key Corporate Services employees met this quarter in accordance with the Act. Minutes from the meeting are at [Attachment C](#).

Resourcing implications

Not applicable.

Risks

We expect an increase in the provision of Wellbeing support in the third quarter due to the mid-year appraisal period and the Budget process. Both activities are identified as increasing stress levels that can result in psychological injuries. To mitigate these risks we direct employees to

Benestar, our Employee Assistance Program provider in the first instance. For more complex cases we engage Life Unlimited for one on one counselling sessions, and group training in resilience.

Consultation

Not applicable

Cristy England
Chief People Officer
People and Organisational Strategy Branch | Corporate and Foreign Investment Group
Phone: +61 2 6263 2676 | Mobile: s 22
The Treasury, Langton Crescent, Parkes ACT 2600

17 February 2021

Authority to release: Yes

Attachment A

Wellbeing Report –October to December 2020

Incident Reports

	Type	Incident	Month	Action Taken
Quarter 1 July – September 2020	Physical	COVID-19 - contracted while working from home – arrangement in place since June.	July 2020	Isolated as per government requirements. Continued to work from home after this period. Wellbeing support offered. Comcare notified – formal investigation was deemed unnecessary.
	Physical	Leg injury	August 2020	First aid administered. Support offered. No further action required.
	Physical	Shoulder pain	August 2020	Support offered. No further action required.
	Physical	Knee injury	September 2020	First aid administered. Support offered. No further action required.
	Physical	Shoulder/neck pain	September 2020	Support mechanisms in place. Progress to be monitored and assistance provided as required.
	Sub-total	5		
Quarter 2 October – December 2020	Near miss	Unstable shelving	November 2020	Reported to Property Services for repair.
	Physical	Supporting unstable shelving resulting in shoulder pain.	December 2020	Book shelf has since been removed. Wellbeing support offered/provided.
	Physical	Sitting on unstable/broken chair resulting in back pain.	December 2020	Chair has since been removed. Wellbeing support offered/provided.
	Physical	Manual handling resulting in back pain.	December 2020	Advised to refrain from any heavy lifting. Seeking medical advice. Wellbeing support offered.
	Physical	Chest pain	December 2020	Advised to seek immediate medical attention. Wellbeing support offered.
	Sub-total	5		
TOTAL	10			

Workstation Assessments

A total of 33 workstation assessments were conducted in Quarter 2 (25 in the previous quarter). Twenty-eight of these assessments were conducted in-house while 5 were conducted by an external provider.

Open Cases

	Early Intervention	Non-Compensation	Compensation	Total
Open Cases at end of previous quarter*	13	16	9	38
Plus: New Cases opened during this quarter	8	3	0	11
Less: Cases closed during this quarter	7	2	1	10
Open Cases at end of December 2020	14	17	8	39

Injury Type	Female	Male	Total
Psychological	9	4	13
Physical	15	11	26
Total	24	15	39

Executive Board (EB)

27 July 2021

Quarterly Work Health and Safety Report

Decision required

The Executive Board is asked to:

- **Note** the Work Health and Safety Quarterly Report for the period January to March 2021.

Key points

The Treasury is committed to providing a safe and healthy work environment for its employees, contractors, and visitors, in accordance with the *Work Health and Safety Act 2011* (the Act).

The Executive Board is responsible for ensuring that Treasury complies with all duties and obligations under the Act. This report is provided to inform and update the Executive Board on Treasury Work Health and Safety (WHS) statistics over the January to March 2021 quarter.

Wellbeing report

Two incident reports were lodged in this quarter, compared with seven in the previous quarter. KPIs were met with staff being contacted to provide advice, preventive measures were implemented and/or arrange next steps within two days. Please see **Attachment A** for details.

At 31 March 2021, there were 35 wellbeing cases open, made up of 24 female employees and 11 male employees. Of those cases 24, related to physical injury and 11 related to psychological injury. Eight of the open cases are worker's compensation cases, with two cases requiring ongoing intensive support.

The Employee Assistance Program report for this quarter shows an increase in new cases from 15 in the previous quarter to 23. The utilisation rate is in line with the Federal Government Industry rate. The majority of new cases in the period related to mental health and family/partner relationships. Two of the 23 cases were work-related. Please see **Attachment B** for details.

Treasury's Health and Safety Committee, comprising two representatives from each group and key Chief Operating Officer Division employees, met this quarter in accordance with the Act. Minutes from the meeting are at **Attachment C**.

Roxanne Kelley
Deputy Secretary
Corporate and Foreign Investment Group
June 2021

Authority to release: Yes

Work Health and Safety Report

Incident Reports

	Type	Incident	Month	Action Taken	Support Provided	Status
Quarter 1 July – September 2020	Physical	COVID-19 – contracted while working from home – arrangement in place since June.	July	Staff member isolated as per government requirements. Continued to work from home after this period.	<ul style="list-style-type: none"> • Work station assessment • Ergonomic equipment provision • EAP and other mental health counselling support • Comcare notified 	Closed
	Physical	Leg injury	August	First aid administered. Support offered.	<ul style="list-style-type: none"> • Ergonomic equipment offered 	Closed
	Physical	Shoulder pain	August	Support offered.	<ul style="list-style-type: none"> • Work station assessment • Ergonomic equipment 	Closed
	Physical	Knee injury	September	First aid administered. Support offered.	<ul style="list-style-type: none"> • Work station assessment • Ergonomic equipment 	Closed
	Physical	Shoulder/neck pain	September	Support mechanisms in place.	<ul style="list-style-type: none"> • Work station assessment • Ergonomic equipment provision • EAP and other mental health counselling support • Early intervention reimbursement 	Closed
Quarter 2 October – December 2020	Near miss	Unstable shelving	November	Reported to Property Services for repair.	<ul style="list-style-type: none"> • No further POSB action. 	Closed
	Physical	Supporting unstable shelving resulting in shoulder pain.	December	Book shelf has since been removed.	<ul style="list-style-type: none"> • Early intervention reimbursement. 	Closed
	Physical	Sitting on unstable/broken chair resulting in back pain.	December	Chair has since been removed.	<ul style="list-style-type: none"> • Early intervention reimbursement 	Closed
	Physical	Manual handling resulting in back pain.	December	Advised to refrain from any heavy lifting.	<ul style="list-style-type: none"> • Advice provided to seek medical assistance. 	Closed
	Physical	Chest pain	December	Advised to seek immediate medical attention.	<ul style="list-style-type: none"> • Advice provided to seek medical assistance. 	Closed
	Physical	Manual handling resulting in back pain.	December	Advised to refrain from any heavy lifting.	<ul style="list-style-type: none"> • Advice provided to seek medical assistance. 	Closed
	Physical	Chest pain	December	Advised to seek immediate medical attention.	<ul style="list-style-type: none"> • Advice provided to seek medical assistance. 	Closed

Incident Reports

	Type	Incident	Month	Action Taken	Support Provided	Status
Quarter 3 January – March 2021	Physical	Injury to hand/finger sustained whilst moving furniture (despite Delphi request, room had not been set up correctly).	February	Raised with Property Services to ensure room set-up requests are addressed in a timely manner.	<ul style="list-style-type: none"> First aid administered. Advice provided to seek medical assistance. Early intervention reimbursement offered. 	Closed
	Physical	Strained knee as a result of moving furniture (twisting awkwardly).	March	Advised against any manual handling of furniture in the future.	<ul style="list-style-type: none"> Advice provided to seek medical assistance. Early intervention reimbursement offered. 	Closed
TOTAL 14						

Workstation Assessments

A total of 40 workstation assessments were completed in Quarter 3.

- This is a slight increase from the 33 workstation assessments completed in the previous quarter.
- Thirty-six of the 40 assessments were conducted in-house while four were conducted by an external provider, one of which was completed for a residential workstation.

Open Cases

Case management takes place through the duration of the injury, from early intervention to recovery and return to work support. Some cases are resolved quickly, while other more complex cases can require months/years of intensive support.

- POSB aims to support employees at the early intervention stage, in order to reduce the risk of more serious injury which (in addition to harm to the individual, their family/loved ones and colleagues) can result in ongoing and resource intensive support service provision by Treasury.
- Treasury maintains a very low level of complex compensation cases in comparison to other Australian Government agencies.

Of the eight open compensation cases, only two require intensive support service provision/case management by POSB.

- One of these two serious cases is a psychological injury, and the second is a physical injury.

It is important to note that Treasury only provides support to individual staff when it is reported to POSB. As such, there is likely to be further unreported physical and/or psychological injury among staff that remains undocumented.

	Early Intervention	Non-Compensation	Compensation	Total
Open Cases at end of previous quarter*	14 (5 psychological and 9 physical)	17 (5 psychological and 12 physical)	8 (3 psychological and 5 physical)	39
Plus: New Cases opened during this quarter	9 (6 physical and 3 psychological)	3 (2 physical, 1 psychological)	-	12
Less: Cases closed during this quarter	-13	-3	-	-16
Open Cases at end of March 2021	10	17	8	35
Open Cases: Psychological				11 (7 female, 4 male)
Open Cases: Physical				24 (17 female, 7 male)

Executive Board (EB)

10 February 2022

Quarterly Work Health and Safety Report

Decision required

The Board is asked to:

- **Note** the Work Health and Safety Quarterly Report for the period October to December 2021.

Key points

The Treasury is committed to providing a safe and healthy work environment for its employees, contractors, and visitors, in accordance with the *Work Health and Safety Act 2011* (the Act).

The Executive Board is responsible for ensuring that Treasury complies with all duties and obligations under the Act. This report is provided to inform and update the Executive Board on Treasury Work Health and Safety (WHS) statistics for the October to December 2021 quarter.

Wellbeing report

Four incident reports were lodged this quarter, compared with five in the previous quarter. KPIs were met with employees being contacted within two working days to provide support/advice, implement preventive measures and/or arrange next steps. Of the four incidents, one was directed to the Australian Office of Financial Management to manage, and one worker's compensation claim was submitted (refer **Attachment A** for details).

At 31 December 2021, there were 55 open wellbeing cases (38 female and 17 male). Of those cases, 38 related to physical injury, 16 related to psychological injury and one related to domestic violence. Ten of the open cases are worker's compensation cases, with five cases requiring ongoing intensive support.

Employee Assistance Program report

The Employee Assistance Program report (refer **Attachment B**) shows a decrease in new cases from 39 in the previous quarter to 26 with a subsequent reduction in the annualised utilisation rate to 7.8 per cent (1.5 per cent below the Federal Government Industry rate). The majority of new cases in the period related to mental health (around 40 per cent). Thirty per cent (8 cases) of new cases were work related, evenly split between interpersonal relationships and productivity/performance issues.

COVID-19 impact

Treasury's response to COVID-19 since the beginning of the pandemic continues to be effective in preventing the spread of the virus in our workplaces. Business areas across the department commenced safe and measured transitions back to the workplace in line with state and federal health advice and Treasury's COVID-safe Transition Plan.

A number of restrictions evolved across states and territories during the quarter, including the transition out of lockdowns in October for the ACT, Victoria and New South Wales.

With the emerging Omicron variant and growing case numbers in the community throughout December, reports of staff testing grew steadily across the department, particularly in mid-late December, with a total of 36 employees undertaking COVID-19 tests across ACT, Victoria and New South Wales between 15 and 31 December 2021. Of the tests undertaken, four positive results were returned.

In response to the changing risk profile, Treasury employees were advised in December to work from home where possible from January 2022.

Health and Safety Committee report

Treasury's Health and Safety Committee, comprising two representatives from each group and key Chief Operating Officer Division employees, met twice this quarter in accordance with the Act. Minutes from the 23 November 2021 meeting have been circulated to the Committee for review and will be provided with the next report. Minutes from the 19 October 2021 meeting are at **Attachment C**.

Cristy England
Chief People Officer
January 2022
Authority to release: Yes

Attachment A — Quarterly WHS Update

Incident Reports – October to December 2021

The Treasury received a total of four incident reports in the October to December quarter (five in the previous quarter). In all cases, staff were contacted within two working days to provide support/advice, implement preventive measures and/or arrange next steps. Of the four incidents, one worker's compensation claim was submitted.

Type	Incident	Month	Action Taken	Support Provided	Status
Physical	Eye injury – debris fell into eye whilst replacing a screw on a sit/stand desk.	November	Flushed eye to remove debris. Worker attended ophthalmologist appointment.	<ul style="list-style-type: none"> Report forwarded to AOFM to provide support. 	Closed
Near miss	Unstable chair, worker nearly fell off when chair backing gave way.	November	Sign placed on chair "do not use". Property was requested to remove chair via Delphi.	<ul style="list-style-type: none"> Checked in with worker to ensure they were okay. They assured Wellbeing team they were okay, and no further assistance required. 	Closed
Physical	Slipped on recently mopped, wet concrete in parking lot.	November	Requested building manager install floor grip. Requested cleaners display warning signs at all entry points when cleaning.	<ul style="list-style-type: none"> Checked in with worker to offer support, they assured the Wellbeing team that they were okay. 	Closed
Physical	Musculoskeletal	December	Encouraged to claim out of pocket expenses. Provided workers compensation information.	<ul style="list-style-type: none"> Early intervention reimbursement offered for treatment. Discussed reasonable adjustments. Discussed return to work plans. 	Open

Workstation Assessments

A total of 16 workstation assessments were conducted this quarter. Of these, 12 were conducted in-house, and four were conducted by an external provider.

Open Cases

Case management takes place through the duration of the injury, from early intervention to recovery and return to work support. Some cases are resolved quickly, while other more complex cases can require months/years of intensive support.

It should be noted that not all cases are work related. Some cases relate to personal issues which may be having a negative impact in the workplace.

- POSB aims to support employees at the early intervention stage, to reduce the risk of more serious injury which (in addition to harm to the individual, their family/loved ones and colleagues) can result in ongoing and resource intensive support service provision by Treasury.
- Treasury maintains a very low level of complex compensation cases in comparison with other Australian Government agencies.

	Early Intervention	Non-Compensation	Compensation	Total
Open cases (30 September 2021)	13	40	8	61
<i>Plus:</i> New Cases opened during the quarter	5	5	2	12
<i>Less:</i> Cases closed during the quarter	7	11	-	18
Open Cases (31 December 2021)	11	34	10	55

Injury Type	Female	Male	Total
Psychological	10	6	16
Physical	27	11	38
Domestic Violence	1	-	1
Total	38	17	55

Training/Support

The Wellbeing team has organised/conducted the following training and support during this quarter:

- Life Unlimited grief counselling: Individual and Branch-level support for managers and staff in response to the sudden passing of a colleague.
- Life Unlimited, Check-in and Chill sessions (Sydney): 3 sessions
- Virtual Wellbeing Sessions: 35 sessions facilitated across multiple areas of the department.
- APS Values in Practice: three workshops held across two Divisions.

Executive Board (EB)

27 October 2022

Quarterly Work Health and Safety Report (July – September 2022)

Decision required

The Board is asked to:

- **Note** the Work Health Safety Quarterly Report for the period July to September 2022.

Key points

The Treasury is committed to providing a safe and healthy work environment for its employees, contractors, and visitors, in accordance with the *Work Health and Safety Act 2011* (the Act).

The Executive Board is responsible for ensuring Treasury complies with all duties and obligations under the Act. This report is provided to inform and update the Executive Board on Treasury Work Health and Safety (WHS) statistics for the July to September 2022 quarter.

Wellbeing Report

Eleven incident reports were lodged this quarter, compared with three incidents in the previous quarter (refer **Attachment A**). Key Performance Indicators were met with employees being contacted within two working days to provide support/advice, implement preventive measures and/or arrange next steps. No worker's compensation claims arose from the incidents reported in this quarter.

As at 30 September 2022, there were 46 cases being managed which is a significant reduction from the 59 cases managed in the previous quarter.

A total of 78 workstation assessments were conducted during the quarter. Of the assessments undertaken, 71 were conducted in-house by trained Treasury staff and seven were conducted by an external provider.

Ten of the open cases are worker's compensation cases, with six cases requiring ongoing, intensive support.

Mental Wellbeing Strategy

Treasury's Mental Wellbeing Strategy – *Healthy Minds*, was launched by the Secretary on 7 September 2022. Actions arising from the Strategy will be reported to the People and Inclusion Committee (PIC). Annual reporting on outcomes will be tabled with PIC from September 2023.

Employee Assistance Program Report

The Employee Assistance Program report (refer **Attachment B**) identifies an increase in new individual cases from 37 in the previous quarter to 40 in the current quarter. The annual utilisation rate was slightly higher at 12.2 per cent, compared with the previous quarter which was 11.1 per cent.

The majority of issues presenting were of a personal nature at 71.1 per cent, while 28.9 per cent were work related. Staff sought support for issues related to mental health, work satisfaction and interpersonal issues relating to supervisors/managers.

A total of 43.2 per cent of cases had a work impact during this period.

The MyCoach for People Leaders service continues to be under-utilised with only one person accessing the service over this period.

COVID-19

As forecast, Treasury COVID-19 cases peaked in mid-July 2022 after a steady increase across June. In response to this, Treasury released guidance to staff to manage expectations around working arrangements and measures in place to reduce the risk of workplace transmission. SES were also advised to review business continuity arrangements and provide advice to staff about how and where work would be undertaken in order to assure critical business outputs were maintained.

Case numbers decreased over the course of the quarter following the peak and were significantly lower at the end of the period (125 positive cases in July 2022 compared with 7 positive cases in September 2022). As at 30 September 2022, Treasury had recorded 752 positive cases since the Omicron outbreak.

Treasury's response and range of controls remains consistent with the available state and federal health advice, and the practices of the majority of APS agencies who form the fortnightly COVID-19 interagency group.

POSB continues to provide advice and support to business areas on COVID-safe working arrangements, and is considering future controls and mitigations (in consultation with the Crisis Management Team) aligned to the risk settings and health advice available.

Health and Safety Committee Report

Treasury's Health and Safety Committee (HSC), comprising two representatives from each group and key employees from the Corporate Division, met once this quarter.

Updates on property moves, COVID-19 response and emergency management training were provided alongside standing agenda items.

Key items raised by Health and Safety Representatives (HSR) at the meeting related to the release of the Mental Health Strategy and the Flexible Work Arrangements Policy. HSRs also discussed conflation of flexible work requirements and COVID-related transition back to the office.

Updates on these items were provided by POSB during the meeting and messaging to all-staff was published following the meeting to address concerns raised.

The draft Minutes from the 12 July 2022 meeting (circulated to the Committee for review) are at **Attachment C**.

Cristy England
Chief People Officer
October 2022

Authority to release: Yes (this Paper can be circulated to all SES post meeting)



Australian Government
The Treasury



Wellbeing Quarterly Report

July to September 2022

General

In accordance with the *Work Health and Safety Act 2011* Treasury is committed to providing a safe and healthy work environment for its employees with an emphasis on prevention, early intervention, maintaining good mental wellbeing and reducing the impact of stress and fatigue.

Incident Reporting

Table 1 below shows a total of 11 incident reports lodged during this quarter. Most incidents relate to potential hazards, closely followed by incidents relating to body stressing and environmental factors. In all cases, staff were contacted within two days to provide support/advice, implement preventive measures and/or arrange next steps. None of the incidents were notifiable and did not require reporting to Comcare.

Table 1 – WHS Incidents – July to September 2022

	Type	Incident	Month	Mechanism of Injury	Action taken\Support provided	Status
Quarter 1 July to September 2022	Minor Injury/Illness	Knee injury sustained whilst participating in NAIDOC touch football game.	July	Body stressing	First aid self-administered. PWT contacted staff member to check on wellbeing. Urged to seek medical advice. Leg rest and workstation assessment offered.	Closed
	Major injury/illness	Extreme chest pain.	July	Other and unspecified	Ambulance called and first aid rendered. Taken to hospital for further tests. Later discharged with script. Encouraged to contact wellbeing team if further assistance required.	Closed
	Minor Injury/Illness	Dizzy spells, headaches and fatigue attributed to possible poor air quality\ventilation.	August	Environmental factors	PWT contacted staff member to check on wellbeing and discuss options for management/early intervention including WFH where possible. Request put through to Ventia to test air quality/circulation in area to ascertain if any issues need to be rectified. It was found that one of two units were not working properly. Unit has since been fixed.	Closed
	Potential Hazard	Leak/damage to ceiling tile in male basement showers.	August	N/A	Request put through to Ventia to investigate and repair ceiling leak/damage.	Closed
	Dangerous incident	Choking on food resulting in loss of consciousness.	August	N/A	First aid immediately rendered until breathing returned to normal. Ambulance called. Advised to seek medical advice. PWT contacted staff member to check on wellbeing and offer support (including EAP). Support was also offered to those who rendered assistance.	Closed

	Type	Incident	Month	Mechanism of Injury	Action taken\Support provided	Status
	Major Injury/Illness	Back pain experienced whilst lifting boxes of IT equipment.	September	Body stressing	PWT contacted staff member to check on wellbeing and discuss options for management and early intervention. Reasonable Adjustment Plan to be put in place in consultation with GP. Instructed not to do heavy lifting.	Open
	Minor Injury/Illness	Dizziness, lightheaded. attributed to possible poor air quality\ventilation.	September	Environmental factors	PWT contacted staff member to check on wellbeing and discuss options for management/early intervention including WFH where possible. Request again put through to Ventia to test air quality/circulation in area to ascertain if any issues need to be rectified. No issues found. Exploring possibility of moving staff member closer to vent to assist with air circulation in immediate area.	Open
	Minor Injury/Illness	Sustained sprain/strain after pushing chair in and falling over following meeting.	September	Falls, trips, and slips	PWT contacted staff member to offer support and discuss wellbeing options.	Closed
	Minor Injury/Illness	Car accident on the way to work.	September	Vehicle incident	First aid offered and encouraged to seek medical advice. Offered reimbursement for related treatment.	Closed
	Potential hazard	Loose carpet tile.	September	N/A	Issue reported to Ventia to ensure carpet tile is secured.	Closed
	Potential hazard	Roof leak on level 6 due to high pressure hosing by contractors doing maintenance work in plant room.	September	N/A	Issue reported to Property Services for rectification. Area cordoned off and bins used to contain leak.	Closed
Total		11				

Workstation Assessments

To prevent staff from developing musculoskeletal discomfort and/or overuse injuries, the Wellbeing Team provides workstation assessments to staff, including assessments conducted by an Occupational Therapist for more complex issues. A total of 78 workstation assessments were conducted during this quarter.

Of the assessments undertaken, 71 were conducted in-house and seven were conducted by an external provider.

Case Management

Chart 1 below shows a total of 46 cases being managed at the end of this quarter which is a significant reduction from the 59 cases managed in the previous quarter.

Of the 35 cases closed, 22 related to physical injury, 10 related to psychological illness and three related to a combination of both physical and psychological injury.

Chart 1 – Open cases on 30 September 2022

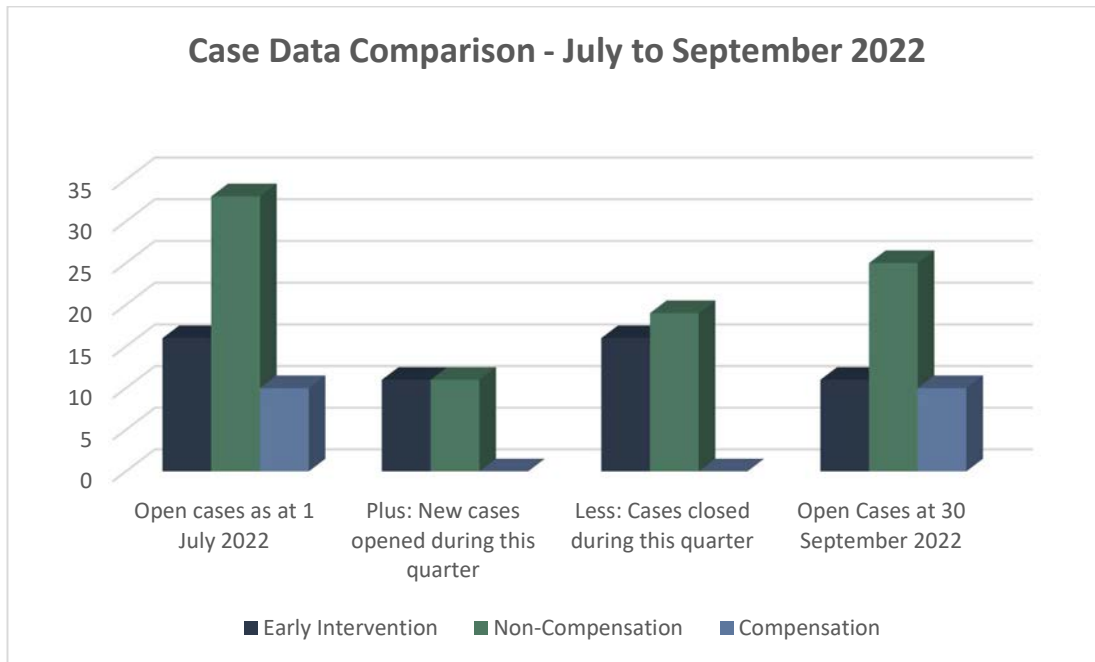


Chart 2 demonstrates that most cases managed by the Wellbeing Team are not work related, however such injuries/illness can have a negative impact in the workplace which is why early intervention is crucial in ensuring an injury/illness is not exacerbated whilst conducting work duties.

Chart 2 – Breakdown of Injury Type (open cases on 30 September 2022)

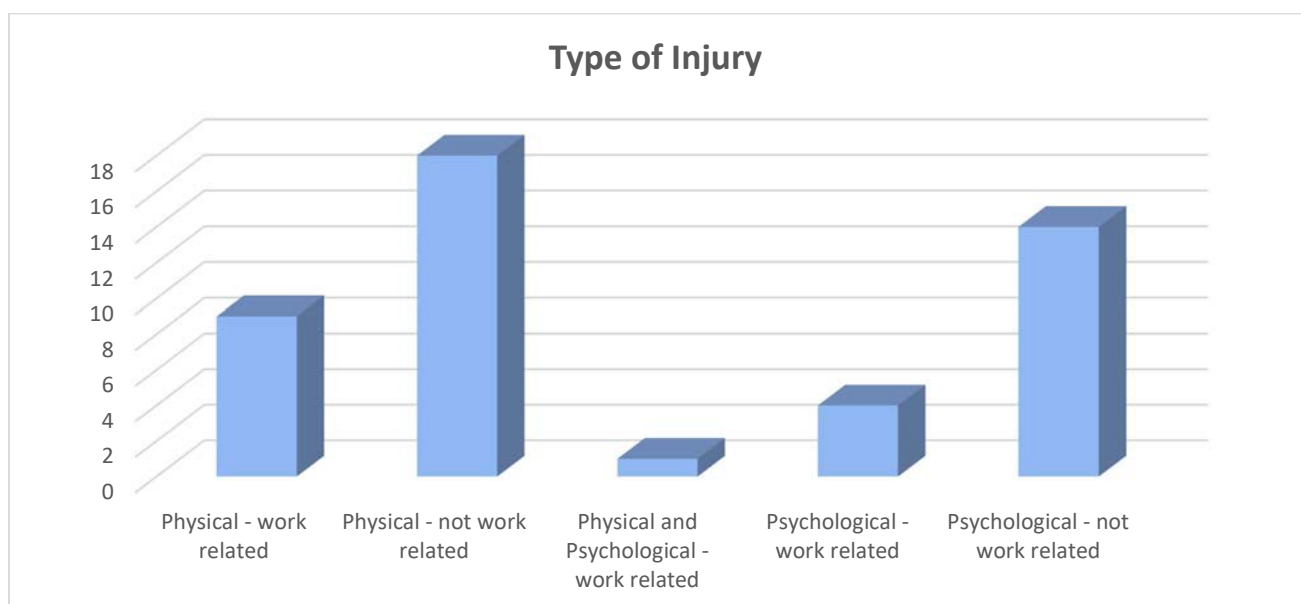


Chart 3 shows a breakdown of injury/illness by mechanism of injury. Of the known mechanisms of injury, the majority relate to body stressing, closely followed by mental stress.

Chart 3 – Breakdown of injury type (open cases on 30 September 2022)

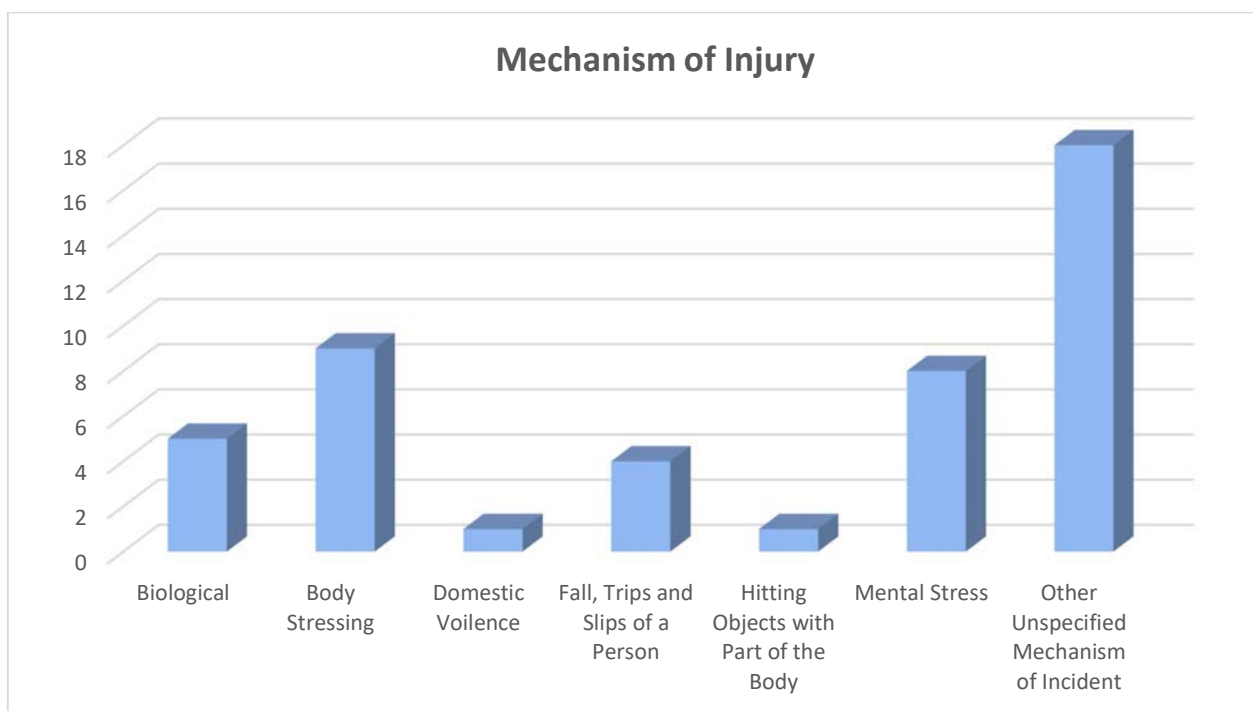
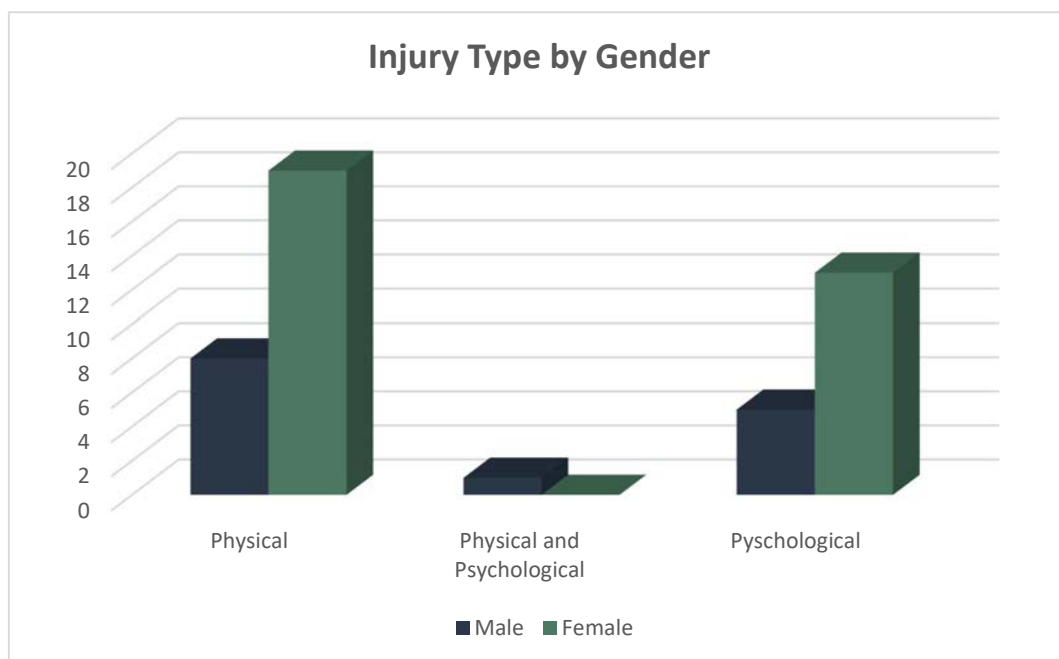


Chart 4 shows a breakdown of injury/illness by gender.

Chart 4 – Breakdown of injury/illness by gender (open cases on 30 September 2022)



Wellbeing Initiatives

This quarter saw several wellbeing initiatives rolled out to boost staff morale and general wellbeing. These initiatives are summarised below.

Mental Wellbeing Strategy

Treasury's Mental Wellbeing Strategy – *Healthy Minds*, was launched by the Secretary on 7 September 2022. The initiatives and commitments contained within provide the foundation for creating and sustaining a positive mental health culture. The strategy is focused on managing identified risks and preventing harm through boosting wellbeing, intervening early, and providing a range of strategies, resources and services to assist in supporting recovery from episodes of poor mental health.

RUOK?

In conjunction with the Mental Wellbeing Strategy launch and in recognition of RUOK? day, Simone Outteridge from Benestar delivered an information session on how to have an R U OK? conversation, sharing her insights on what mental health is and what it can look like and emphasising the importance of checking in regularly with family, friends, and colleagues.

STEPtember

Staff were encouraged to get active, get healthy, and get connected with teammates as part of the STEPtember challenge, aiming to walk 10,000 steps a day to raise awareness for Cerebral Palsy.

The challenge was well received and saw total a total of 59 teams (218 employees) participating in the challenge.

Training

Training is important in ensuring staff are aware of the responsibilities they have in the workplace, particularly when it comes to the health, safety, and wellbeing of themselves as well as their duty of care to others. Relevant training offered to staff over the July to September 2022 period is summarised within Table 2 below.

Table 2 – Health, Safety and Wellbeing Training

Training	Date	Recorded Attendees	About
SES Due Diligence	14/7/2022	21	Officers have a duty to exercise due diligence to ensure their agency complies with its duties under the WHS Act. An officer can be prosecuted for failing to exercise due diligence. This session briefs officers on what they need to do to meet their duties. Participants will leave with an understanding of roles and responsibilities under the WHS Act, how to manage WHS risks, and the practical steps officers need to take to exercise due diligence.
SES Due Diligence	20/7/2022	29	
WHS and Wellbeing Induction	30/8/2022	36	The Treasury is committed to providing a workplace that enables all work activities to be carried out without risks to health and safety. The course provides an understanding of the importance in making Treasury a safe workplace for all. Participants will also learn about initiatives Treasury has in place to support the health and wellbeing of staff.

Training	Date	Recorded Attendees	About
APS Code of Conduct	31/8/2022	32	The APS Code of Conduct requires APS employees, when acting in connection with APS employment, to treat everyone with respect and courtesy and without harassment. This includes speaking out about this kind of behaviour when it occurs. The Treasury recognises the strong link between a respectful workplace free from any form of harassment and discrimination, and individual health and wellbeing.

Executive Board (EB)

25 May 2023

Quarterly Work Health and Safety report (October - December 2022)

Decision required

The Board is asked to:

- Note the Work Health and Safety Quarterly Report for the period October to December 2022 (Attachment A).
- Agree to promote Benestar programs to respective Groups.
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Background

The Executive Board is responsible for ensuring Treasury complies with all duties and obligations under the *Work Health and Safety Act 2011* (the Act). This paper informs the Executive Board on Treasury Work Health and Safety (WHS) statistics for the October to December 2022 quarter.

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Wellbeing Report

Six (6) incident reports were lodged this quarter compared with 11 incidents in the previous quarter (refer Attachment A). Of these, one incident related to a hazard and five incidents resulted in an actual injury. All incidents reported were physical in nature. Additionally:

- Four (4) of the injuries occurred outside of the workplace whilst the employees were in transit (minor car accident, trip incident, pollen-triggered asthma issue and damaged caused by a swooping magpie)
- The remaining injury was related to an existing illness (body stressing).

All employees were contacted, advice provided and implementation of appropriate steps completed as required by the end of the quarter. No worker's compensation claims arose from the incidents reported in this quarter.

As at 31 December 2022, there were 49 cases being managed which is a slight increase from the 46 cases managed in the previous quarter. s 22

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Employee Assistance Program Report

The Employee Assistance Program report (refer **Attachment B**) identifies a decrease in new individual cases from 40 in the previous quarter to 31 in the current quarter.

The annual utilisation rate was lower at 9.9 per cent, compared with the previous quarter which was 12.2 per cent. This is in line with an industry downturn which is often found leading into a major holiday.

The majority of issues presenting for personal-related appointments were due to psychological, family and stress matters. For work-related issues, vocational, interpersonal and work satisfaction ranked the highest.

The MyCoach for People Leaders service continues to be under-utilised with only two (2) people accessing the service over this period. The Performance and Wellbeing team have commenced work with Benestar to improve communication around EAP services for 2023 to address the undersubscription.

As part of the communication POSB will prepare correspondence for Deputy Secretaries to send to staff in their local Group. POSB welcomes the support of the Board to complete this action.

Health and Safety Committee Report

Treasury's Health and Safety Committee (HSC), comprising two representatives from each Group and key employees from the Corporate Division, met once this quarter. The Minutes from the 1 November 2022 meeting are at **Attachment C**.

Updates on property moves, COVID-19 response and draft WHS Risk Register were provided alongside standing agenda items.

Key items discussed with Health and Safety Representatives (HSRs) at the meeting related to the visibility of the Mental Wellbeing Strategy on the intranet and updating the departmental WHS Risk Register to include controls to mitigate psychosocial hazards and risks. Further updates have been identified to improve visibility of sexual harassment and sexual violence in the workplace.

Emerging legislation

A range of new and updated legislation prescribes how duty holders must identify and manage hazards and risks to psychological health and safety. Changes include:

- Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 – Implementation of six (6) legislative recommendations of the Respect@Work Report: Sexual Harassment National Inquiry Report (12 December 2022)
- Work Health and Safety Amendment (Managing Psychosocial Risk and Other Measures) Regulations 2022 (1 April 2023).

In response to the changes, a phased review of Treasury's bullying and harassment policy has commenced with initial changes made to include a clear statement of intent for prevention, management and review of Treasury's expectations and processes. The introduction of a statement of intent responds to feedback from our Diversity networks and is supported by the networks. The updated policy will be provided to the June People and Inclusion Committee for consideration. The second phase of review will focus on further information on prevention of workplace sexual harassment.

POSB is reviewing the range of resources available via Respect@Work and the Champions of Change Coalition to inform development of Treasury's implementation plan for the legislation. Treasury's mental health capability Maturity Scale Assessment will complement this body of work (due to be completed in May 2023 and tabled with the People and Inclusion Committee on 20 June 2023).

POSB will also conduct a Work Health and Safety Management System audit in May/June 2023 to inform Treasury's forward WHS work plan.

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Consultation

If submission has financial implications, have CFO Branch been consulted? **Yes**

Jody Riley
Chief People Officer
May 2023

Authority to release: No (this paper should not be released to all SES post meeting)



Australian Government
The Treasury



Wellbeing Quarterly Report

October to December 2022

General

In accordance with the *Work Health and Safety Act 2011* Treasury is committed to providing a safe and healthy work environment for its employees with an emphasis on prevention, early intervention, maintaining good mental wellbeing and reducing the impact of stress and fatigue.

Incident Reporting

Table 1 below shows a total of 6 incident reports lodged during this quarter. In all cases, staff were contacted to provide support/advice, implement preventive measures and/or arrange next steps. None of the incidents were notifiable and did not require reporting to Comcare.

Table 1 – WHS Incidents – October to December 2022

	Type	Incident	Month	Mechanism of Injury	Action taken\Support provided	Status
Quarter 2 October to December 2022	Potential Hazard	Substantial leak coming through roof on level 6.	September* <i>*(case was not recorded in previous quarter)</i>	N/A	Issue reported to Property Services. Bins placed under leak; area cordoned off. Leak stopped and area opened the following day.	Closed
	Minor Injury/Illness	Magpie swooped making contact and drawing blood on earlobe.	October	Environmental factor	First aid administered. Check done on wellbeing. Confirmed ok and no major damage done. Reported lack of signage to National Capital Authority.	Closed
	Major Injury/Illness	Employee with pericarditis experienced dull and stabbing pain over 3hrs (despite taking medication).	October	Body stressing	Employee went to First Aid room to lie down. FAO checked on employee, called Health Direct so nurse could give advice. A taxi was called to take employee to hospital, accompanied by FAO. PWT called the following day to check up.	Closed
	Major Injury/Illness	Walking downstairs outside building, tripped and landed on chin and knees.	November	Falls, trips, and slips	Husband was in car near fall, a member of the public helped the employee to their feet. Employee attended GP's but pain got worse over time. EI used to pay for out-of-pocket expenses for xrays and other medical intervention. Multiple check ups with employee on recovery.	Closed
	Major Injury/Illness	Asmtha attack due to high pollen count. Sought first aid treatment.	November	Environmental factor	Support person drove employee to their Dr for medical attention. Check up the following day, employee is fine. Talked with GP on treatment plan for future management.	Closed
	Minor Injury/Illness	Car accident, hit by car behind and then pushed onto car in front.	December	N/A	Check up on employee, they are fine and no further action at this stage.	Closed
Total		6				

Workstation Assessments

To prevent staff from developing musculoskeletal discomfort and/or overuse injuries, the Wellbeing Team provides workstation assessments to staff, including assessments conducted by an Occupational Therapist for more complex issues. A total of 25 workstation assessments were conducted during this quarter.

All assessments were undertaken conducted by an external provider.

Case Management

Chart 1 below shows a total of 49 cases being managed at the end of this quarter which is an increase from the 46 cases managed in the previous quarter.

Of the 49 cases being managed, 17 are Early Intervention, 23 Non-Compensable and 10 are Compensable.

Chart 1 – Open cases on 31 December 2022

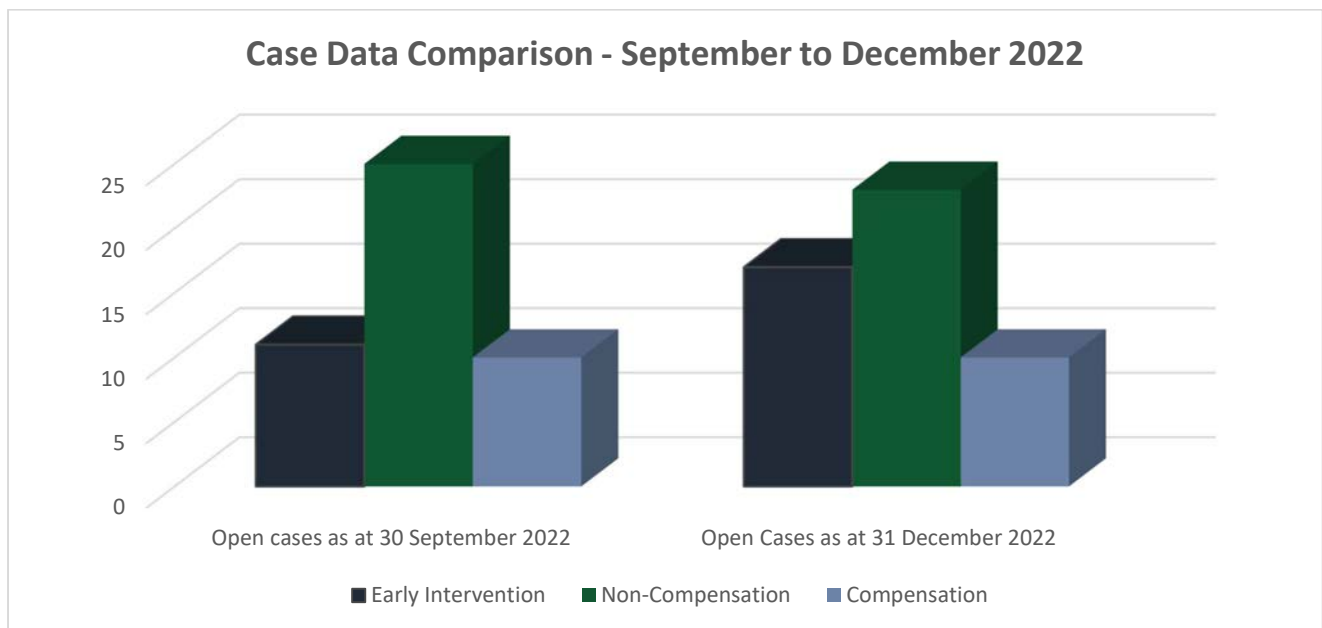


Chart 2 demonstrates that most cases managed by the Wellbeing Team are Early Intervention, with the majority of those not being work-related.

Chart 2 – Breakdown of Injury Type (open cases on 31 December 2022)

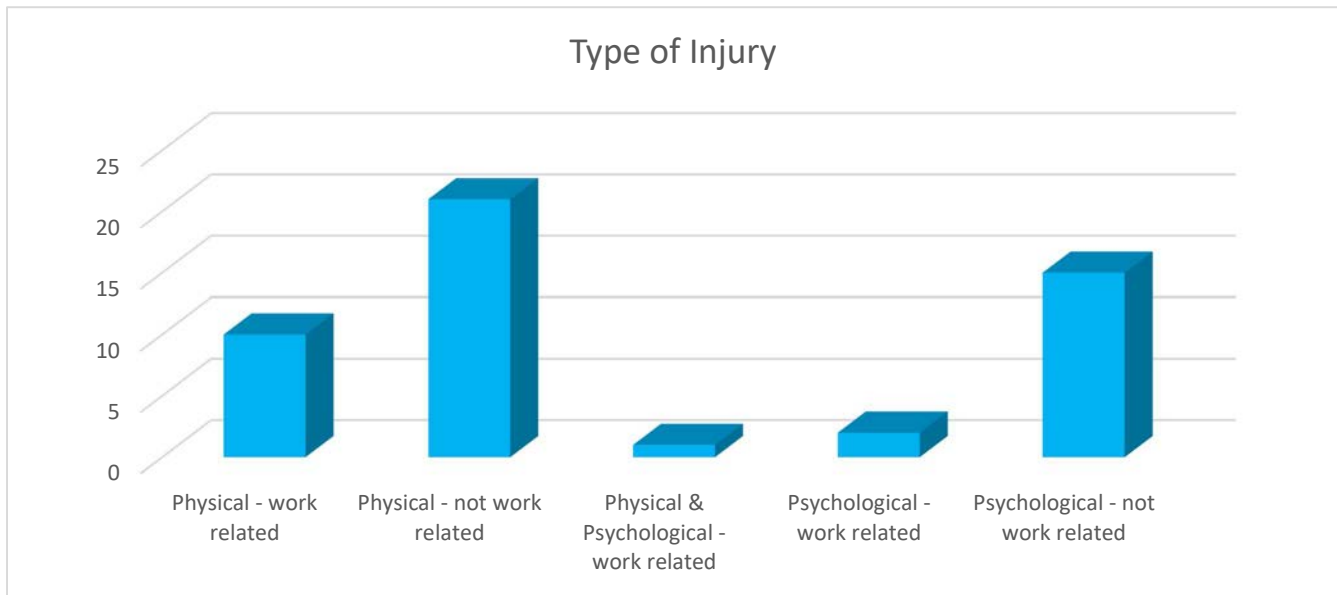
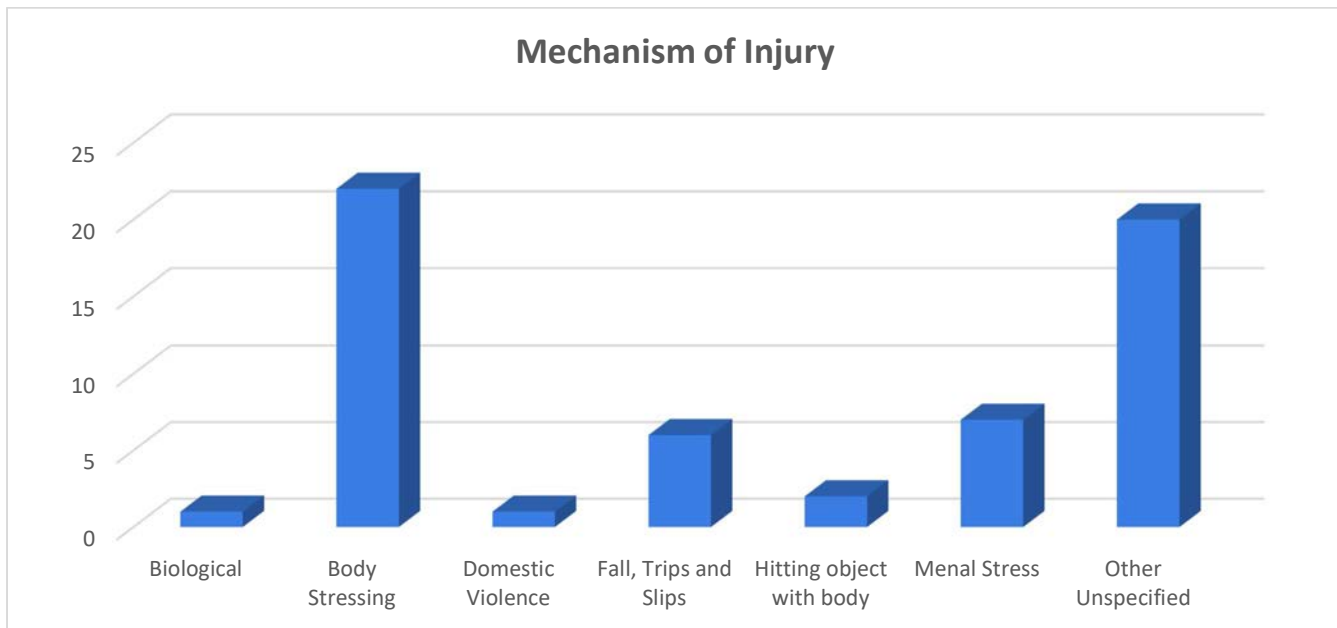


Chart 3 shows a breakdown of injury/illness by mechanism of injury. Of the known mechanisms of injury, the majority relate to body stressing, closely followed by Other Unspecified (e.g., Disease, chronic psychological etc).

Chart 3 – Breakdown of Injury type (open cases on 31 December 2022)



Wellbeing Initiatives

There were no new wellbeing initiatives commenced during this period due to a high turnover of staff in the Performance and Wellbeing team. All current initiatives were supported, and all efforts were put in to continue to support staff who lodged WHS incidents or requested support with health and wellbeing concerns. There will be further updates at the next WHS Committee meeting.

Training

Training is important in ensuring staff are aware of the responsibilities they have in the workplace, particularly when it comes to the health, safety, and wellbeing of themselves as well as their duty of care to others. The Performance

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and Wellbeing Team are currently working with the L&D team to plan some Induction Sessions over the coming months. An update will be provided at the next WHS Meeting.

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Executive Board (EB)

01 February 2024

Quarterly Work Health and Safety and Wellbeing report (July - September 2023)

Decision required

The Board is asked to:

- **Note** the Work Health and Safety and Wellbeing Quarterly Report for the period July to September 2023 (**Attachment A**)
- **Note** future WHS reporting will be biannual commencing April 2024

Key points

The Executive Board is responsible for ensuring Treasury complies with all duties and obligations under the *Work Health and Safety Act 2011* (WHS Act 2011). This paper informs the Board on Treasury Work Health and Safety (WHS) statistics and provides an update on Wellbeing activities for the July to September 2023 quarter.

Future reporting will be completed on a biannual basis, with the next report due to the Board in April 2024 covering the period October 2023 – February 2024. This new reporting regime is also reflected in the People and Inclusion Committee (PIC) forward work plan. Ongoing improvements to WHS and Wellbeing reporting will be consulted through the Health and Safety Committee (HSC) and PIC, in conjunction with other reporting reforms across the People System.

WHS and Wellbeing Report

Quarterly WHS and Wellbeing Report – July to September 2023 (**Attachment A**), was provided to the HSC and PIC in October and December respectfully. A summary of key insights are provided below:

- Incident numbers are the same as this time last year.
- No notifiable incidents were reported this quarter.
- There was a decrease in the total cases managed at the end of this quarter – 39 down from 47. The majority of cases continue to be non-work related.
 - Two long-term (tail) claims were closed during this quarter.
 - There was one new accepted compensation claim in this quarter. The claim was for a psychological injury.
 - POSB continues to work closely with Comcare to progress claims to resolution.

Employee Assistance Program Report

The Employee Assistance Program report (Attachment B) identifies a slight decrease in new individual cases from 50 in the previous quarter to 47 in the current quarter. The annual utilisation rate was lower at 12.2 per cent, compared with the previous quarter which was 17.5 per cent. This is in line with an industry downturn which is often found leading into a major holiday. The majority of concerns raised by individuals were of a personal nature. These included psychological, family and stress matters. Work-related issues were not significant, however ranked at the top were vocational, interpersonal and work satisfaction matters.

Access to MyCoach for People Leaders remained low, with five individuals making contact during this period compared to one in the previous period.

Note: our EAP provider, Benestar changed, in name only, to TELUS Health at the end of November 2023.

Health and Safety Committee Report

Treasury's Health and Safety Committee (HSC), met twice since July 2023, on 3 October 2023 and 5 December 2023. The minutes from both meetings are at **Attachment C**.

Comcare Proactive Inspection - WHS

Comcare are undertaking a proactive program of work to visit all government departments with the intent to support Agencies better align with the *WHS Act 2011*.

The inspections focus on ensuring that persons conducting a business or undertaking (PCBUs) have systems and/or arrangements in place to enable them to meet their duties under the WHS Act 2011, relating to Incident Management.

For Treasury, the inspection consisted of an initial desktop review of existing documentation on our Incident Management processes and procedures. A follow up workplace inspection on 31 October occurred, where Comcare met and interviewed members of the Health and Wellbeing team, a Health and Safety Representative (HSR), a worker and a contractor. The Comcare Inspector report is at **Attachment D**.

As a result of the inspection Comcare were satisfied with Treasury's processes and procedures, including having an adequate mechanism of reporting for HSR Officers to enable due diligence to be achieved. Of the five recommendations for improvement, three have already been addressed (**Attachment E**). The recommendations were:

- review of policies/procedures to ensure that the process for reporting notifiable incidents to the regulator are clearly articulated. (**Completed**)
- review of training provided to managers/supervisors relating to the management or conduct of WHS investigations. (**Completed**)
- review of training provided to WHS team relating to the management or conduct of WHS investigations.

- implementing a process for recording, monitoring/reviewing control measures to confirm effectiveness. *(Completed)*
- implementing a system to set goals/measures which ensures that its incident management system/arrangements are effective.

Consultation

Not applicable

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Acting Chief People Officer

15 January 2024

Authority to release: Yes (this Paper can be circulated to all SES post meeting)

Executive Board (EB)

12 October 2023

Quarterly Work Health and Safety report (Annual report for 2022-23 financial year)

Decision required

The Board is asked to:

- **Note** the Work Health and Safety Annual Report for the 2022-23 Financial Year.
- **Note** the Quarterly Work Health and Safety Report – April to June 2023

Key points

This report is provided to inform and update the Executive Board on Treasury Work Health and Safety (WHS) statistics and activities for the final quarter of the 2022-23 Financial Year (**Attachment A**), and key reflections over the course of the full 2022-23 period (**Attachment B**).

Annual WHS and Wellbeing Report 2022-23

Work Health and Safety

Work Health and Safety Management System

Several legislative changes came into effect during the course of the period relating to additional duties and powers around identification, prevention and management of psychosocial risks and workplace sexual harassment. To ensure appropriate controls and measures of psychological risks, POSB has updated its WHS Risk Register (refer critical risks at **Table 2**) and range of staff training (including induction and mandatory compliance training) to ensure changes have been reflected. WHS industry experts were also engaged to undertake an audit of Treasury's WHS Management System. A final report tabled in August 2023 provided a gaps analysis and recommendations for improvements which POSB is working with staff across the organisation to address. This work will be complete by the end of 2023.

Additionally, Treasury's *Preventing and Managing Bullying, Harassment and Discrimination Policy* is under review to incorporate additional measures to prevent and manage instances of workplace sexual harassment and discrimination.

Incident Reports

There were 25 WHS incident reports lodged by Treasury staff in the 2022-23 financial year, compared with 18 for 2021-22. The majority of the incidents reported related to falls, trips and slips and body stressing. None of the incidents received were notifiable and did not require reporting to Comcare.

Table 1 – Treasury WHS Incident Reporting 2022-2023

Quarter	Incidents	Hazards	Near Misses	Total
1 (Jul-Sep 2022)	4	2		6
2 (Oct-Dec 2022)	5	1		6
3 (Jan-Mar 2023)	6	1		7
4 (Apr-Jun 2023)	8			8
Total	23	4	0	27

Table 2 – Treasury WHS Risks for 2022-23

Risk area	Likelihood	Consequence	Current risk rating
Psychosocial – stress, harassment, workplace interactions or behaviours	Possible	Major	Medium
Physical – slips, trips and falls, temperature, personal health	Possible	Moderate	Medium
Accommodation – carpet, fire, electrical hazards	Possible	Moderate	Medium
Ergonomic – workstation set up musculoskeletal injuries	Possible	Moderate	Medium

WHS networks and staff consultation

In accordance with the Act, Treasury engaged and consulted on staff safety matters regularly through its Health and Safety Committee (HSC) in 2022-23 and meets quarterly to discuss key WHS matters, including the Mental Wellbeing Strategy.

Rehabilitation and Case Management

A full review was conducted of all the open cases, across all fields, in early 2023. This identified cases that had no activity for an extended period of time. Following case reviews, including consultation with individual staff, management and Comcare, cases were closed where no further action was required or revised case management strategies identified to ensure staff were supported and improved work capacity was enabled where possible.

Table 3 identifies a decrease in the total number of open cases in 2022-23 compared to those at the end of 2021-22.

Table 3 – Treasury Case Management: 2021-22 to 2022-23

	Early Intervention	Non-Compensation	Compensation	Total
Open Cases at end of 2021-22	16	33	10	59
Plus: New Cases opened during the year	45	18	2	65
Less: Cases closed during the year	49	28	-	77
Open Cases at end of 2022-23	12	23	12	47

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Mental Wellbeing Strategy

The Mental Wellbeing Strategy was launched in September 2022 and consists of priorities, actions, and responsibilities from 2022-2025.

POSB has been working with the Australian Public Service Commission to undertake an assessment of our mental health resources and capabilities. The Maturity Scale Assessment has shown that there are gaps in Treasury's systems and processes, for example around stigma reduction and strong contract stewardship. Treasury will be aligning the action plan from our Mental Wellbeing Strategy to support further strengthening in Treasury's processes to ensure a psychologically safe workplace.

Wellbeing initiatives

Treasury continued to deliver health and wellbeing initiatives which included:

- Launch of the Mental Wellbeing Strategy – September 2022.
- 2023 Influenza Vaccination Program – the program was well-utilised with 1,024 staff accessing flu shots (voucher and onsite) compared to 968 in 2021-2022.
- Lifestyle Contribution – available to all ongoing non-SES staff and provides an annual payment of \$600 to assist with maintaining a healthy lifestyle.
- 111 employees claimed reimbursement of spectacles for screen-based work.
- Osara Health program (formerly CancerAid) – a service that provides support to staff who are either living with cancer, or are supporting a loved one who is living with cancer.
- Range of training delivered to staff including Mental Health First Aid, Workplace Harassment Contact Officer/Health and Safety Representative, SES WHS due diligence and First Aid.
- External Resilience and Career Coaching delivered to 12 employees.
- STEPtember and RUOK? Day all-staff events.

Employee Assistance Program

As identified in the attached 2022-23 Benestar Annual report (**Attachment C**), there was an increase in uptake of 0.3 percent from 2021-22, noting that 0 per cent of cases had a work impact. This may be attributed to issues within the economy such as cost of living.

Jody Riley
Chief People Officer
6 October 2023

Authority to release: Yes (this Paper can be circulated to all SES post meeting)