

Other financial disclosures

Capital works

The replacement of the air conditioning plant was initiated during the year. The contract will see the replacement of the larger of two chillers and the expansion of the plant compound. The contract has been awarded and work on constructing the new chiller has commenced. Installation of the new chiller is expected to commence in the second half of 2009.

WorkCover WA has commenced an information technology infrastructure replacement program that includes the replacement of obsolete computers, laptops, printers and associated software throughout the agency. The rollout of new equipment and software will be completed within the first quarter of 2009/10.

Employment and industrial relations

Employees at WorkCover WA staff are employed under the provisions of the Public Service Award 1992 and the Public Service General Agreement 2008.

Staff profile

At 30 June 2009, WorkCover WA employed 144 full-time and part-time staff members representing 137.17 full-time equivalent.

Employee occupancy at 30 June 2009

Employment type	FTE
Full-time permanent	106.00
Full-time contract	15.00
Part-time	11.17
On secondment	5.00
Total	137.17

Occupational safety, health and injury management

WorkCover WA is committed to ensuring its employees are able to perform their duties in a safe working environment, with a forum to examine issues affecting the health and wellbeing of staff and a mechanism to develop and implement strategies that prevent workplace accidents and injuries. This is provided through the Occupational Safety and Health (OSH) Committee.

Management of workplace injuries and rehabilitation solutions are undertaken in accordance with the provisions of the [Workers' Compensation and Injury Management Act 1981](#). The WorkCover WA OSH management system includes a range of strategies that address the obligations outlined in the WorkSafe Plan.

The OSH Committee, including the employee representatives, forms the key to OSH consultation within WorkCover WA. An election was held during the year and WorkCover WA OSH representatives were elected for a two-year term. The committee members' appointment, location and details are communicated to all employees via the agency intranet and via all-of-staff emails. The OSH Committee meets quarterly to discuss and resolve OSH issues, and review hazard and incident reports.

Managers are responsible for integrating OSH into all aspects of the workplace, promoting communication and consultation on OSH issues and taking effective action to promote and maintain a safe and healthy workplace.

The OSH and injury management policies are accessible and clearly identify employer and employee OSH responsibilities.

Workers' compensation and injury management for WorkCover WA employees

	2008/09 Target	2008/09 Actual
Number of fatalities	0	0
Lost-time injury/diseases incidence rate	0	2.08
Lost-time injury/disease severity rate	0	0
Percentage of injured workers returned to work within 28 weeks	100%	100%
Percentage of managers trained in occupational safety, health and injury management responsibilities	>/= 50%	18%

WorkCover WA Publications

New or amended in 2008/09

- **Customer first feedback**
- A guide to Noise Induced Hearing Loss
- Important Information for Workers
- **Contractors and Workers' Compensation – Are you a worker under the Act?**
- Important Information for Employers
- How do I manage work injuries?
- Guidance Notes for the Code of Practice (Injury Management) 2005
- How do I take out workers' compensation insurance?
- When do I need an Approved Medical Specialist: Information for Workers
- How does the claim process work?
- The role of an Approved Medical Specialists: A Guide for Medical Practitioners
- What is a return to work program?
- A Guide to Common Law
- Who covers my interstate and overseas employees for workers' compensation?
- A Guide to Dispute Resolution
- Who do I need to cover for workers' compensation?
- Exceptional Circumstances Medical Payments
- **Specialised Retraining Programs**
- WorkCover WA Guide for the Evaluation of Permanent Impairment (2nd Ed)
- Assessment of permanent injuries before and after 14 November 2005
- A Guide for the Treating Doctor
- Understanding dispute resolution (DVD)
- **Advisory Services/Customer Assistance Unit**
- **Guidance Notes for Approved Medical Specialists: Procedures for the permanent impairment assessment process**
- **2007/08 WorkCover WA Annual Report**



The WorkCover WA Annual Report 2007/08 won the W.S. Lonnie Memorial Trophy for Excellence in Annual Reporting, Gold in the 101-1,000 FTE agency category and the Allan Skinner Trophy for the "best annual report submitted by an agency from the general government sector".