

Specification of Defence Health & Safety Reporting System

We require a single Defence wide digital platform capable of achieving the following.

For Incidents and Observations

1. Anyone within Defence to **report** a health and/or safety event, including;
 - a. Safety observation
 - b. Incident
 - i. Accident
 - ii. Near Miss
 - iii. Occupational illness
 - iv. Occupational injury
2. The following information associated with an incident to be assessed and **recorded**
 - a. Name or person reporting
 - b. Name(s) of people involved in the incident
 - c. Employment status of affected people (civilian, contractor, military)
 - d. Details of any contractor company
 - e. Date & time
 - f. Location
 - g. Business area
 - h. Actual severity
 - i. Potential severity
 - j. Details of what happened
 - k. Classification of incident
 - l. Type of investigation to be conducted
3. Once an investigation has been conducted based on the actual and potential severity of the incident, for that **investigation to be recorded**. This record should include:
 - a. The details of the investigation
 - b. The causes of the incident (immediate and root causes)
 - c. The recommendations to address these causes
 - d. The agreed actions to implement the recommendations
4. Investigation **actions to be assigned** to accountable individuals
5. Investigation **actions to be tracked** to closure
6. The following additional information for each business area each month to be **recorded**
 - a. Number of kilometres driven
 - b. Number of hours worked broken down by Civilian, Contractor, Military

For Audit, Assurance, Inspection and enforcement

7. Audit, assurance, inspection and enforcement reports to be **recorded**
8. Audit, assurance, inspection and enforcement report **actions to be assigned** to accountable individuals
9. Audit, assurance, inspection and enforcement report **actions to be tracked** to closure

For Lessons learned

10. Lessons learned (both internal and external to Defence) to be **recorded**
11. Lessons learned **actions to be assigned** to accountable individuals
12. Lessons learned **actions to be tracked** to closure

For Generation of Management Information

The system must be capable of generating automatically the following standard reports on a real time, daily, weekly, monthly and annual frequency.

13. Number of events based on
 - a. Incident type
 - b. Location
 - c. Business area
 - d. Date
 - e. Incident severity
 - f. Incident cause (immediate and root cause)
 - g. Employment status of affected people (civilian, contractor, military)
14. Number of kilometres driven in each business area
15. Number of hours worked in each business area broken down by
 - a. Civilian
 - b. Contractor
 - c. Military
16. Frequency of all incident types by type per 200,000 hours worked
17. Frequency of driving incidents per 1,000,000 km driven
18. Number of audit, assurance, inspection and enforcement events based on
 - a. Type
 - b. Location
 - c. Business area
 - d. Date

19. Number of lessons learned based on

- a. Origin
- b. Type
- c. Location
- d. Business area
- e. Date

20. Status of all actions based on

- a. Name of action owner
- b. Business area
- c. Age
- d. Origin of action
- e. Status
- f. Priority

Definitions

- **Safety observation:** an observed behaviour that differs from the expected safe way of working that did not, but could have, either resulted in an incident or make an incident more likely and/or severe
- **Incident:** An unplanned event or chain of events that affects, or has the potential to affect, the health, safety and/or security of;
 - People, or
 - Assets, or
 - The environment

Incidents can include:

- Incidents with consequences (accident)
- Incident without consequences (near miss)
- **Accident:** An incident that affects the health, safety and/or security of people, assets or the environment.
- **Near miss:** An incident that did not, but had the potential to, affect the health, safety and/or security of people, assets or the environment.
- **Occupational injury:** any abnormal condition or disorder suffered by any member of the workforce caused by a single, instantaneous event at work. Instantaneous events are characterised by a sudden and unexpected physical changes which occurs over a short period of time which results in immediate harm to people
- **Occupational illness:** any abnormal condition or disorder, other than one resulting from an occupational injury, suffered by any member of the workforce caused by an exposure associated with work. This includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion or direct contact with physical, chemical, biological or psychological hazards.