





Report #:	3	Month:	Mar-24	Date of report:	5/04/2024	Prepared By:	Katy Ortiz
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1. GENERAL RESULTS


1.1 Overview


This report is intended to provide an overview of organisational safety performance. The tables below show the monthly results of the safety indicators established at Ipswich City Council. The LTIFR (Lost Time Injury Frequency Rate) and MTIFR (Medical Treatment Injury Frequency Rate) rates have not been generated due to the unavailability of data regarding the hours worked by ICC workers.


Lost Time			
LTI	Difference	↓ Decrease/ ↑ Increase /≡ No change	


Medically Treated			
MTI	Difference	↓ Decrease/ ↑ Increase /≡ No change	


LTI Severity Rate			
LTI Severity Rate	Difference	↓ Decrease/ ↑ Increase /≡ No change	
12.77	-3.10	↓	


Percentage of Harm			
% of 'Harm' Incidents	Difference	↓ Decrease/ ↑ Increase /≡ No change	
26.4%	0.25	↑	

Incidents			
Number of Incidents	Difference	↓ Decrease/ ↑ Increase /≡ No change	
53	-4.00	↓	

Injuries			
Number of Injuries	Difference	↓ Decrease/ ↑ Increase /≡ No change	
14	2.00	↑	

Inspections			
Compliance	Difference	↓ Decrease/ ↑ Increase /≡ No change	
88%	-0.01	↓	

Observations			
Compliance	Difference	↓ Decrease/ ↑ Increase /≡ No change	
70%	0.11	↑	

Actions			
Compliance	Difference	↓ Decrease/ ↑ Increase /≡ No change	
85%	0.03	↑	

1.2 Treated Injury Frequency Rates

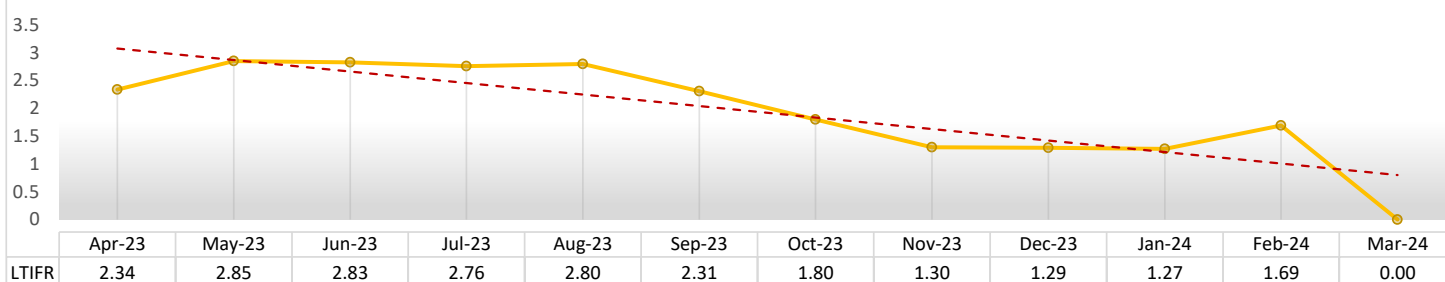
Frequency Rates	
Injury Frequency	Frequency Rate (Rolling 12 Months)
Lost Time	0.00
Medically Treated	0.00

Percentage of Harm	
% of 'Harm' Incidents-Month	% of 'Harm' Incidents-Year
26.4%	24.8%

DAYS LOST (Rolling 12 Month)	LTI SEVERITY RATE
235	12.77

LTIFR and MTIFR - number of occurrences in the period. A Medical Treatment Injury (MTI) is defined as an injury, illness or disease that resulted in a level of treatment (above First Aid) given by a Registered Health Practitioner.

Lost Time Injury Frequency Rate
LTIFR



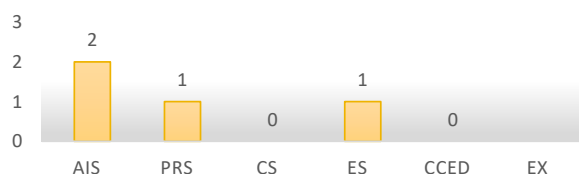
Medical Treatment Injury Rate
MTIR



1.3 Treated Injuries by Department

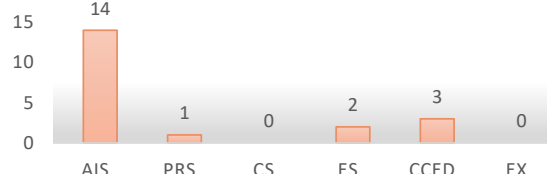
Lost Time		
Department	LTI (Month)	LTI (Rolling 12 Months)
AIS	0	2
PRS	0	1
CS	0	0
ES	0	1
CCED	0	0
EX	0	0

LTI by Department
(Rolling 12 Months)



Medically Treated		
Department	MTI (Month)	MTI (Rolling 12 Months)
AIS	1	14
PRS	0	1
CS	0	0
ES	2	2
CCED	1	3
EX	0	0

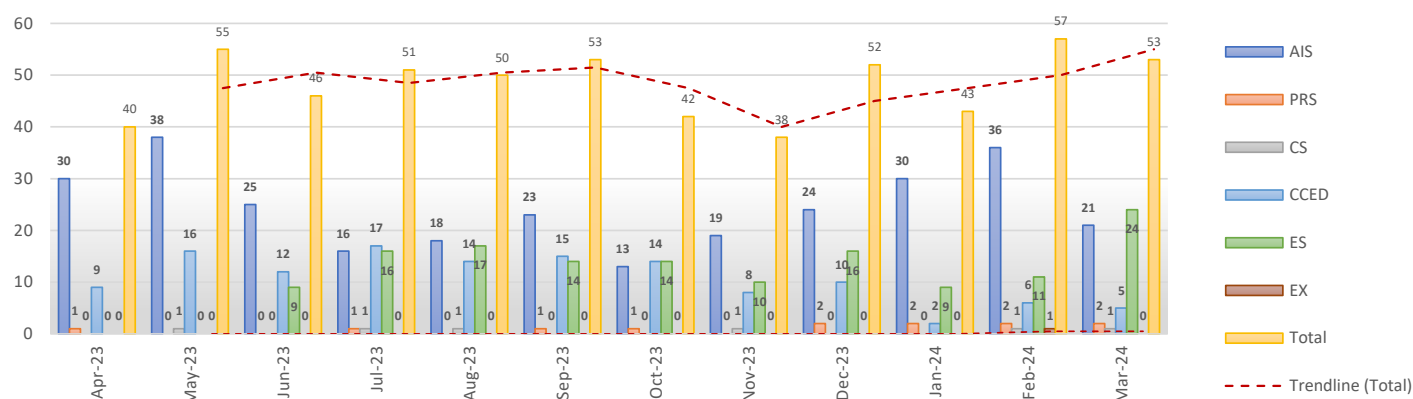
MTI by Department
(Rolling 12 Months)



2.1 Number of incidents and Near Miss reported for the month

- Incident and injury rate is number of occurrences / workers x 100
- Compared to the previous month; ↓ Indicates reduction in incidents, ↑ Indicates an increase in incidents, = Indicates no change in incidents

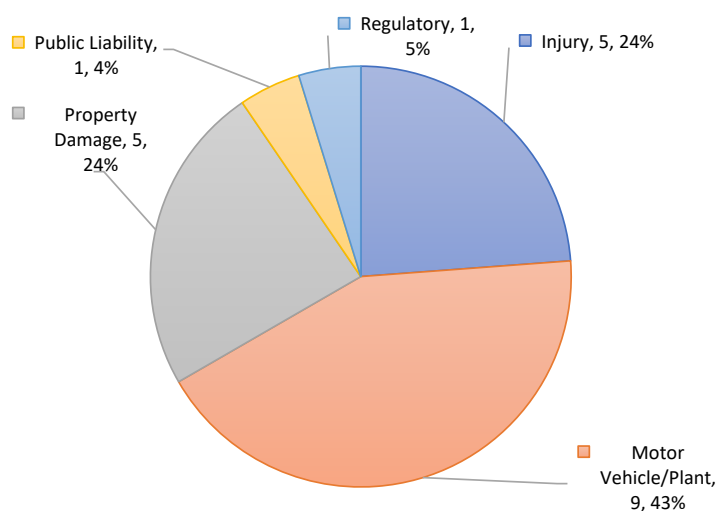
Rolling Data Incidents



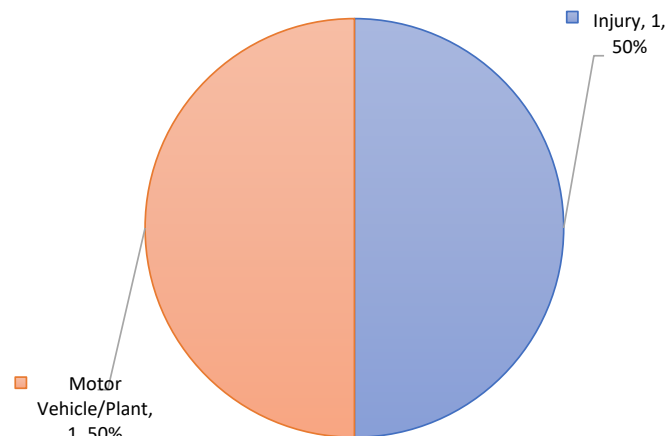
Month	AIS	PRS	CS	CCED	ES	EX	Total
apr-23	7	1	0	2	0	0	10
may-23	3	0	0	7	0	0	10
jun-23	8	0	0	3	2	0	13
jul-23	5	1	0	2	0	0	9
aug-23	10	0	1	3	2	0	16
sep-23	8	0	0	0	3	0	12
oct-23	5	1	0	2	0	0	9
nov-23	7	0	0	0	2	0	9
dec-23	8	2	0	6	0	0	16
jan-24	9	1	0	0	2	0	12
feb-24	9	0	0	3	0	0	12
mar-24	5	1	0	2	5	0	14

2.3 Incidents by Type per Department

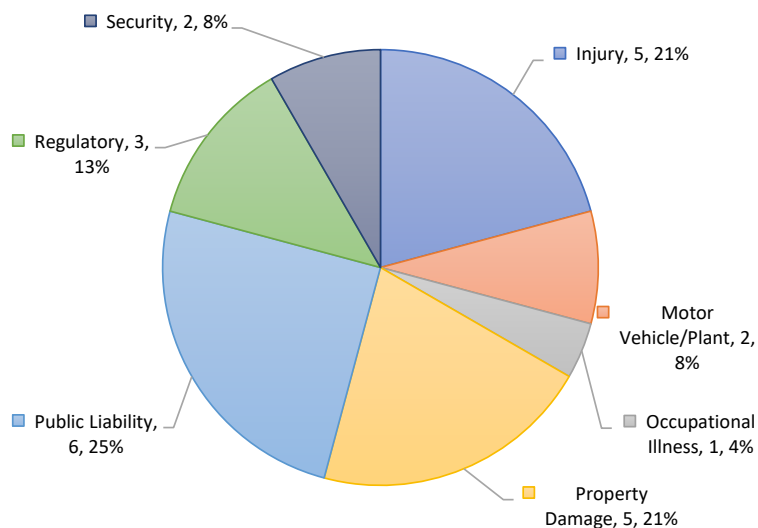
AIS - Asset and Infrastructure Services



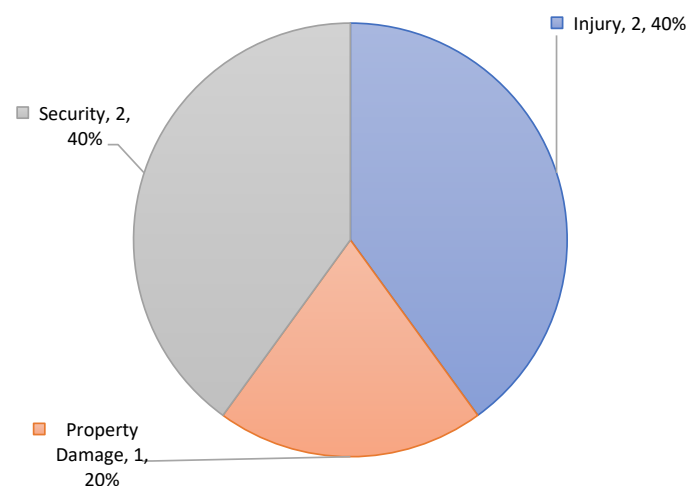
PRS - Planning and Regulatory Services



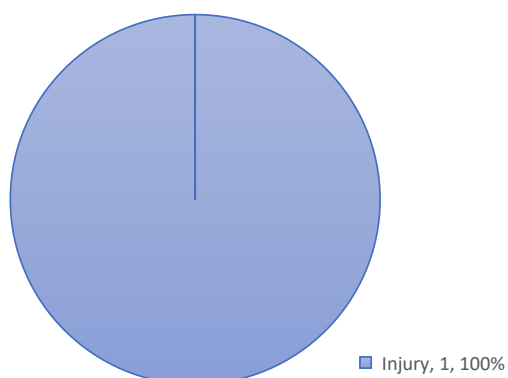
ES - Environment and Sustainability



CCED - Community, Cultural & Economic Development



CS - Corporate Services

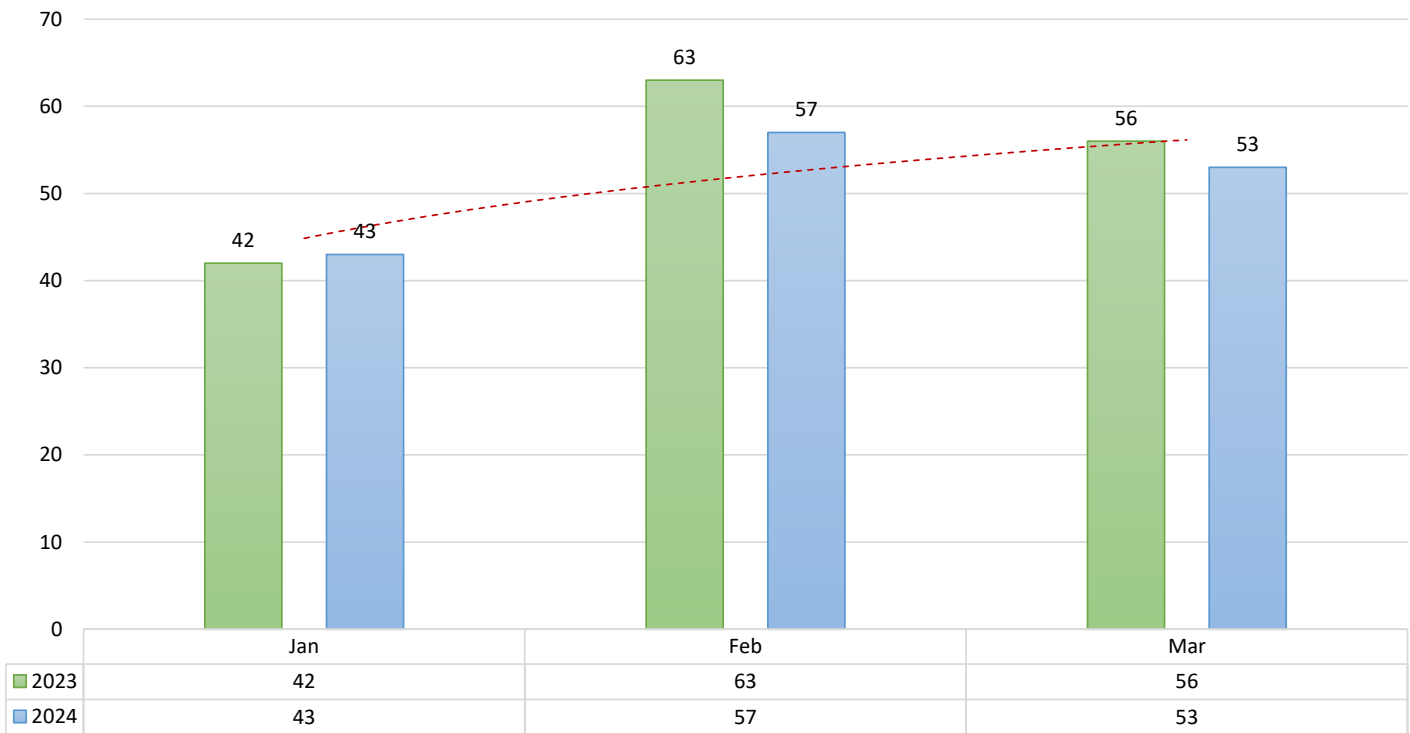


EX - Executive and Other Services

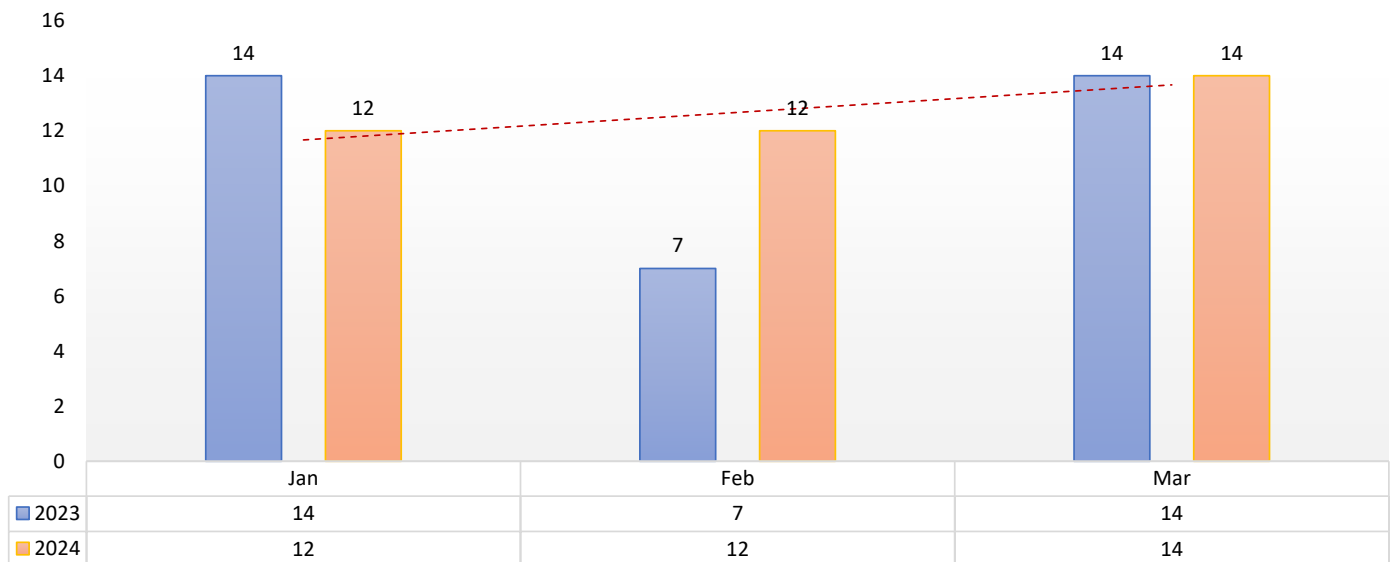
The Executive and Other Services Department has achieved a record of zero incidents in march.

2.4 Incidents and Injuries Monthly Comparison

Incidents Monthly Comparison



Injuries Monthly Comparison



2.5 Incidents of harm

Percentage of Harm

% of 'Harm' Incidents-Month	% of 'Harm' Incidents-Year
26.4%	24.8%

24.8% of the total reported incidents in **March** are involving injury harm. In Appendix 5.1, the relation of the significant incidents is listed; they are considered significant because they require first aid treatment or above.

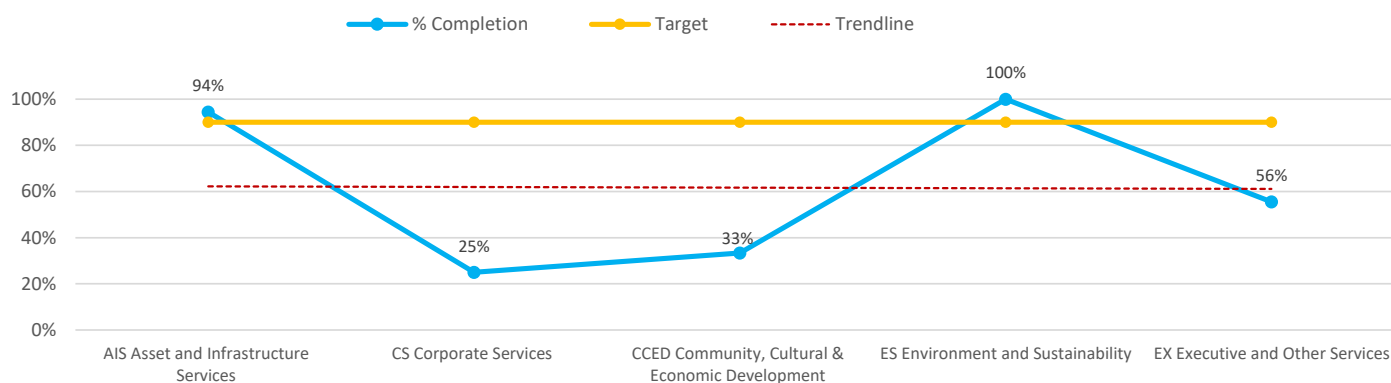
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Appendix 5.1



3. LEAD INDICATORS

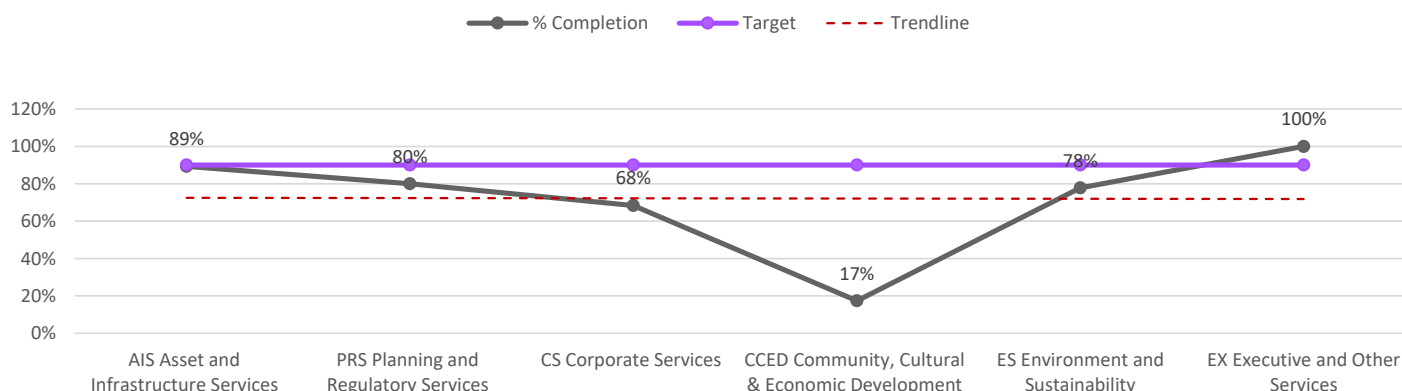
3.1 Risk Inspections

Inspections					
Department	Total	Completed	Not completed	% Completion	Target
AIS Asset and Infrastructure Services	126	119	7	94%	90%
PRS Planning and Regulatory Services	7	5	2	71%	90%
CS Corporate Services	4	1	3	25%	90%
CCED Community, Cultural & Economic Development	6	2	4	33%	90%
ES Environment and Sustainability	16	16	0	100%	90%
EX Executive and Other Services	9	5	4	56%	90%
GRAND TOTAL	168	148	17	88%	90%
				-0.01 ↓	

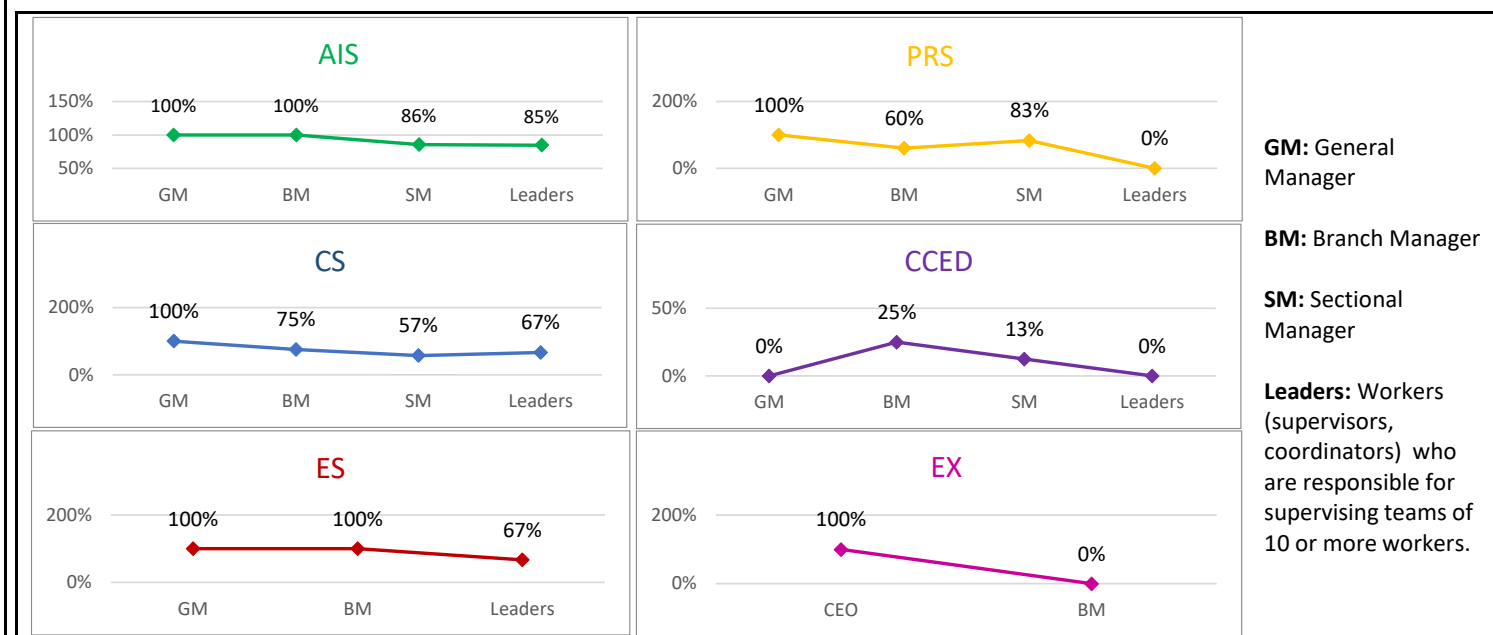


3.2 Observations

Observations					
Department	Total	Completed	Not completed	% Completion	Target
AIS Asset and Infrastructure Services	47	42	5	89%	90%
PRS Planning and Regulatory Services	20	16	4	80%	90%
CS Corporate Services	19	13	6	68%	90%
CCED Community, Cultural & Economic Development	23	4	19	17%	90%
ES Environment and Sustainability	9	7	2	78%	90%
EX Executive and Other Services	1	1	0	100%	90%
GRAND TOTAL	119	83	36	70%	90%
				0.11 ↑	

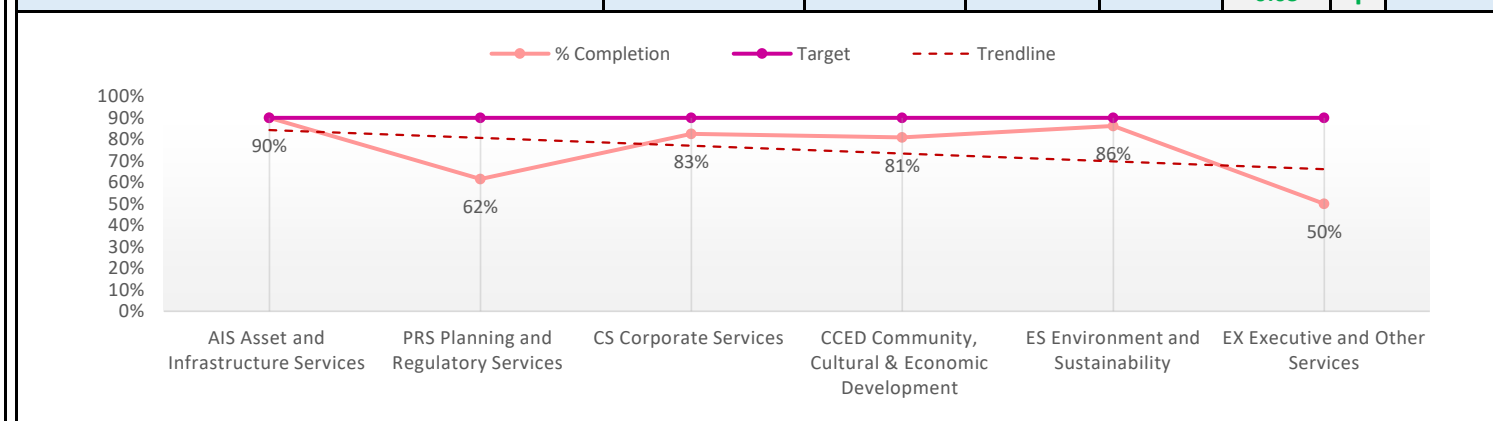


3.2.1 Observations per department



3.3 Actions Completed On Time

Actions Completed On Time						
Department	Total Actions	On Time	Late	Overdue	% Completion	Target
AIS Asset and Infrastructure Services	110	99	5	6	90%	90%
PRS Planning and Regulatory Services	13	8	0	5	62%	90%
CS Corporate Services	23	19	2	2	83%	90%
CCED Community, Cultural & Economic Development	47	38	2	7	81%	90%
ES Environment and Sustainability	51	44	5	2	86%	90%
EX Executive and Other Services	2	1	1	0	50%	90%
GRAND TOTAL	246	209	52	22	85%	90%
					0.03 ↑	



3.4 Lead Indicators Analysis

88% of the scheduled hazard inspections were completed, indicating progress towards achieving the target. However, the safety observations, which serve as a lead indicator, fell short of the target. Despite a notable improvement from the previous month's 70% to 59%, there is still room for enhancement. The low completion rate for CCED underscores the need for improvement. Collaborative efforts between departments and WSW are recommended to effectively address these issues.

85% of reported actions were closed on time, reflecting an improvement from the previous month's 82%. However, it is crucial to prioritize completing actions promptly to meet the lead indicator requirements.

4. MENTAL HEALTH REPORT

4.1 Mental Health First Aid Interactions for the Month

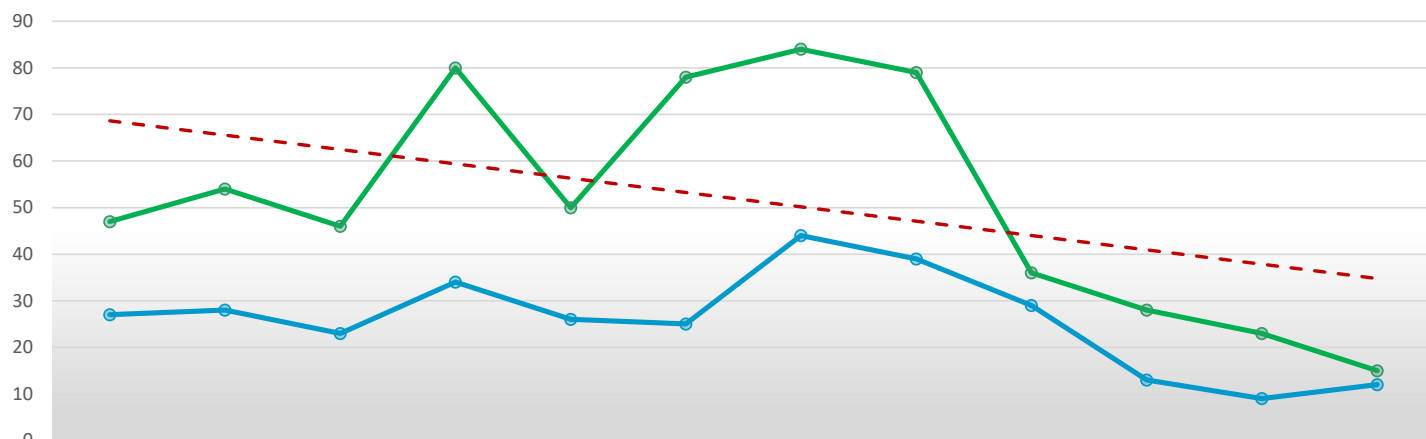
Number of
interactions

15

Number requiring follow-
up

12

Mental Health First Aid Interactions History



4.2 Mental Health First Aid - Breakdown of Interactions

Interactions Work Related

- * Work related Stress (Including workload)
- * Conflict with Colleagues/workmates
- * Conflict with Manager/Supervisor or Senior Management
- * Traumatic incident at work

The common and repetitive factors are: Work-related Stress (including workload)

Interactions Non Work Related

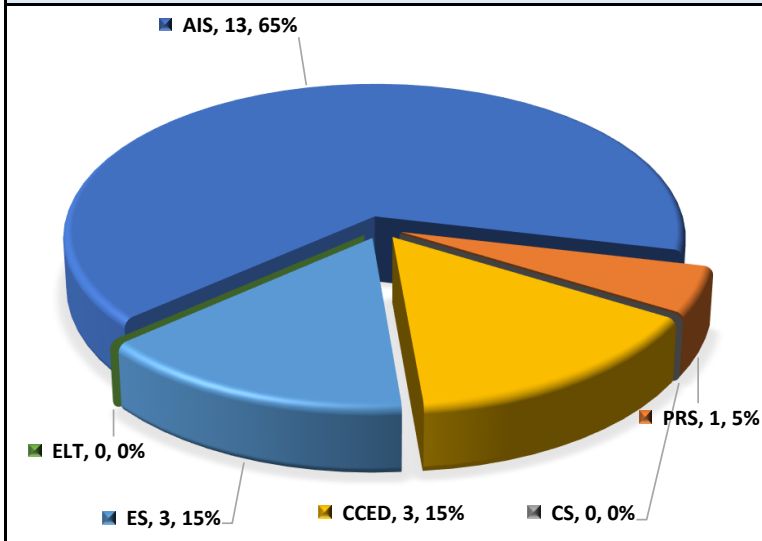
- * Family member death/illness
- * Family breakdown/issues

The common and repetitive factors are: The report registered two cases per each non-work related factor.

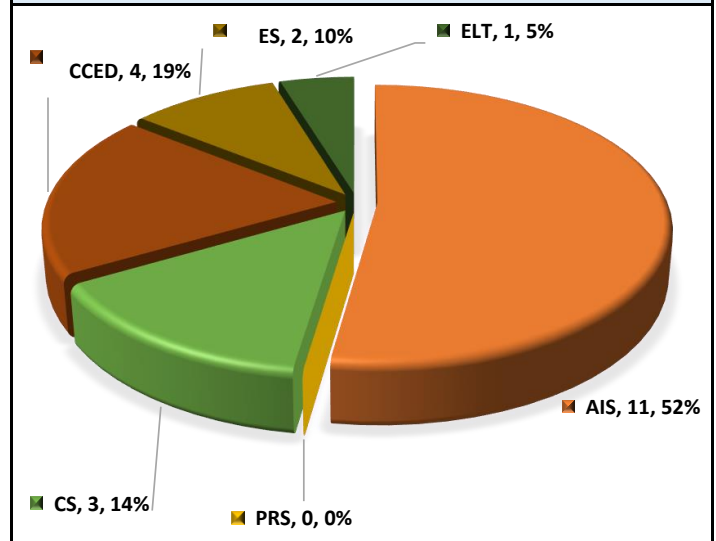
The departments where issues originate are: AIS (WFS and fleet), PRS, CS, EX.

4.3 Workers Compensation Claims - Work Related

**Workers Compensation Claims Per Department
Work Related****

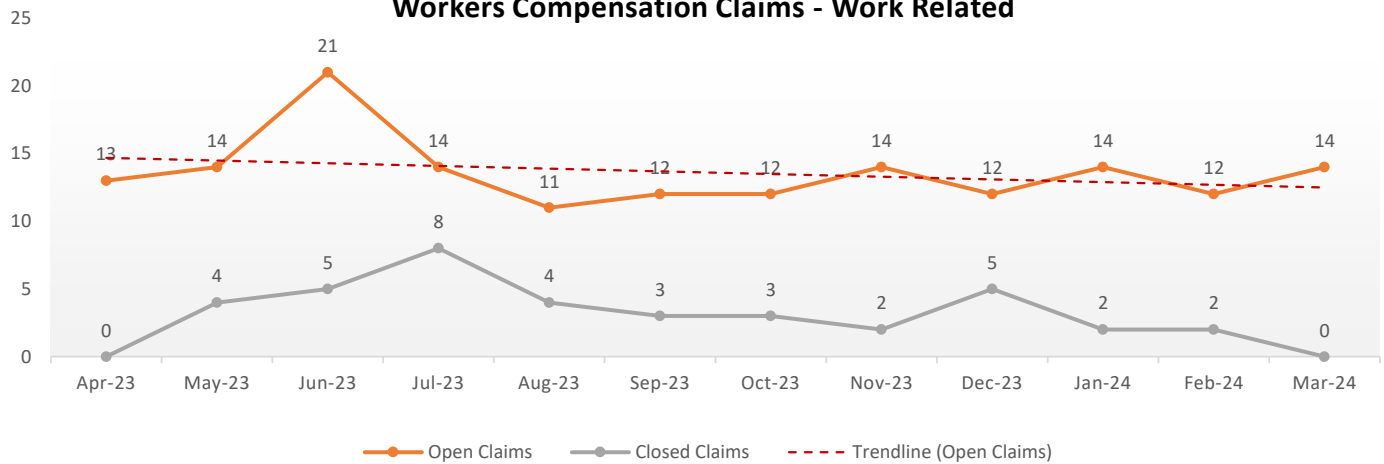


**Claims Per Department
Non - Work Related**



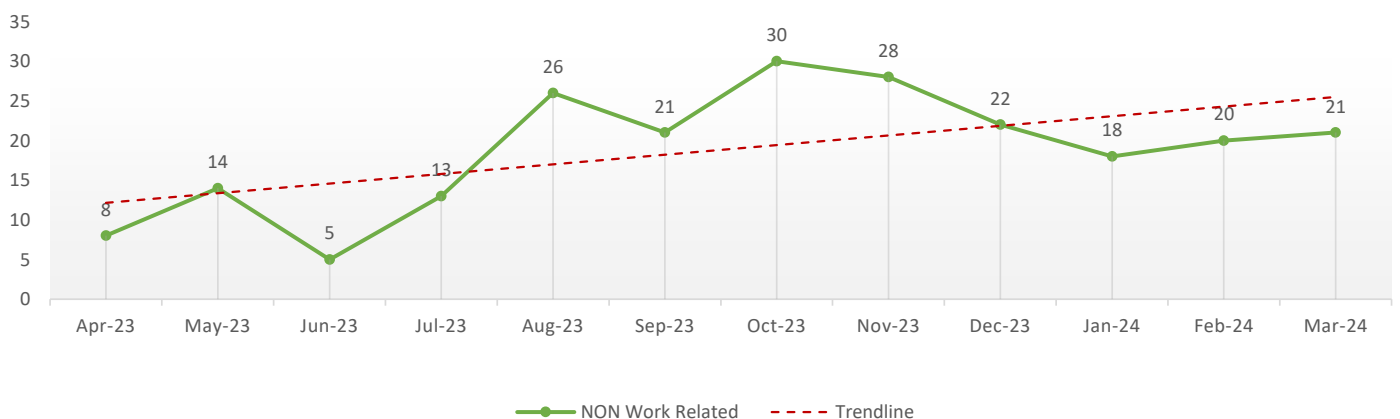
** The total number of work-related claims includes the claims that are currently pending

Workers Compensation Claims - Work Related



4.4 Workers Claims - Non Work Related

Open Claims - NON Work Related



5. Appendix

5.1 Appendix 1 - Incidents of Significance

Lower back injury

Incident Date	Department	Description	Injury Treatment	Root Cause
5/03/2024	CS Corporate Services Department	Standing at desk, reached for files and felt a pain in my lower back. Pain did not ease or go away with any medication or heat pack.	First Aid	Nature of Task; Personal Factors
Corrective Actions				
1. AC-INC-20240311-001		1. Reiteration of Safe Lift Practises at Team Meeting		

Strained lower back MC08

Incident Date	Department	Description	Injury Treatment	Root Cause
6/03/2024	AIS Asset and Infrastructure Services Department	Within 15 min of placing waste concrete into skip, worker advised of "tweak" and a strain in lower back.	Medical treatment	Routine task ; repetitive
Corrective Actions				
1. AC-INC-20240322-001		1. Change to how to remove concrete waste to tip with tray near bin and to get tractor with front bucket to pick up and to place in bin.		

Driver sidearm T1273164 has reported he hurt his pec muscle whilst turning in a cul de sac

Incident Date	Department	Description	Injury Treatment	Root Cause
7/03/2024	ES Environment and Sustainability Department	Driver sidearm T1273164 has reported he hurt his pec muscle whilst turning in a cul de sac - reported to TL	First Aid	Nature of Task
Corrective Actions				
1. AC-INC-20240312-004		1. Driver nil at fault.		

Driver of rear loader T1287475 has reported a sore shoulder from pulling herself into the cab

Incident Date	Department	Description	Injury Treatment	Root Cause
8/03/2024	ES Environment and Sustainability Department	Driver of rear loader T1287475 has reported a sore shoulder. She stated that she is short & the truck only has 1 step making it difficult to pull herself up.	Medical Treatment	Equipment arrangement or placement
Corrective Actions				
1. AC-INC-20240314-001		1. Fleet to assess if this rearloader can have an extra step fitted.		

Ipswich Art Gallery employee injured ankle

Incident Date	Department	Description	Injury Treatment	Root Cause
9/03/2024	CE Community, Cultural and Economic Development Department	<p>Employee (weekend shift supervisor) injured ankle after working in crouched position for approx 10mins.</p> <p>Employee was defrosting mini bar fridge in IAG Cloakroom after discovering that it had been set to very cold - frost was preventing event drinks/milk from fitting. Employee was needed at the information desk and got up quickly, not realising that her feet had been 'asleep' or numb. Employee rolled ankle while returning to task. Experienced sharp pain but paused for a minute, slowly rotating ankle, before returning to task at hand.</p> <p>On completion of shift, and once removing shoes at home employee noticed swelling of ankle and increasing pain. From this point, employee followed rested injury and applied ice.</p> <p>As pain increased, employee had telehealth consult and was advised to take panadol and neurofen and continue to rest.</p>	Medical treatment	Routine task ; repetitive

Corrective Actions

1. AC-INC-20240311-007	1. Work instruction to be drafted to ensure proper actions are taken to prevent fridge icing up in future, and ensure staff safely manage this process.
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Back injury

Incident Date	Department	Description	Injury Treatment	Root Cause
12/03/2024	AIS Asset and Infrastructure Services Department	Operator performed a U Turn on south Ripley rd. which the tractor slightly ended up in a ditch. Vehicle bounced around a bit which caused a light back injury to operator.	First Aid	Nature of Task

Corrective Actions

1. AC-INC-20240312-005	<p>1. Supervisor booked a medical appointment for staff member.</p> <p>Operator is on light duties for the next two days with appointment to attend to on Thursday for clearance.</p>
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Sore Back

Incident Date	Department	Description	Injury Treatment	Root Cause
14/03/2024	ES Environment and Sustainability Department	Operator has a sore back from using loader In and Out yesterday as the seat combined with the solid tires causes it to be very rough. (woke up this morning with sore back)	Medical Treatment	Working Conditions

Corrective Actions

1. AC-INC-20240318-006	A suitable duty plan was developed and the worker not to drive the Front end loader the next day of Injury
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