

AS 1885.1—1990
NS 002—1990
WAP 90/009

Australian Standard®
Worksafe Australia National Standard

**Workplace injury and disease
recording standard**

This Australian Standard was prepared by a working party of the National Occupational Health and Safety Commission (Worksafe Australia) and endorsed by the National Commission on 16 May 1989. The standard was subsequently endorsed by Standards Australia Committee SF/2, Industrial Accident Records. It was approved on behalf of the Council of Standards Australia on 20 March 1990 and published on 11 June 1990.

The following interests are represented on Committee SF/2:

Association of Employers of Waterside Labour
Australian Bureau of Statistics
Australian Gas Association
Australia Post
Confederation of Australian Industry
Department of Administrative Services—Australian Construction Services
Department of Industrial Affairs, Qld
Department of Labour and Industry, Tasmania
Department of Labour, Vic.
Department of Occupational Health Safety and Welfare, W.A.
Electricity Supply Association of Australia
Federal Chamber of Automotive Industries
Master Builders Construction and Housing Association of Australia
Metal Trades Industry Association of Australia
National Safety Council of Australia (Federal Secretariat)
Safety Institute of Australia
Telecom Australia
WorkCover Authority, N.S.W.

Review of Australian Standards. To keep abreast of progress in industry, Australian Standards are subject to periodic review and are kept up to date by the issue of amendments or new editions as necessary. It is important therefore that Standards users ensure that they are in possession of the latest edition, and any amendments thereto. Full details of all Australian Standards and related publications will be found in the Standards Australia Catalogue of Publications; this information is supplemented each month by the magazine 'The Australian Standard', which subscribing members receive, and which gives details of new publications, new editions and amendments, and of withdrawn Standards.

Suggestions for improvements to Australian Standards, addressed to the head office of Standards Australia, are welcomed. Notification of any inaccuracy or ambiguity found in an Australian Standard should be made without delay in order that the matter may be investigated and appropriate action taken.

Australian Standard®

**Measurement of occupational
health and safety performance**

**Part 1: Describing and reporting
occupational injuries and disease**

**known as
the Workplace injury and disease
recording standard**

AS 1885.1 first published in part as AS CZ6-1952.
Second edition 1966.
Revised and redesignated AS 1885—1976.
Revised and redesignated as Joint Standard AS 1885.1
1990/NS 002—1990.

PUBLISHED BY STANDARDS AUSTRALIA
(STANDARDS ASSOCIATION OF AUSTRALIA)
1 THE CRESCENT, HOMEBUSH, NSW 2140

ISBN 0 7262 6260 9

PREFACE

This Standard was prepared by Worksafe Australia, and published by Standards Australia under the terms of the Memorandum of Understanding between the two organizations using the accredited organization's method. It supersedes AS 1885—1976, *Recording and measuring work injury experience*, and HB16, *Describing and reporting occupational injuries and disease*.

The National Occupational Health and Safety Commission is a tripartite body established by the Commonwealth Government to develop, facilitate and implement a national occupational health and safety strategy.

This includes Standards development, the development of hazard-specific preventive strategies, research, training, information collection and dissemination and the development of common approaches to occupational health and safety legislation.

In September 1988, the draft Workplace Injuries and Disease Recording Standard was released for public comment in accordance with s.38(4) of the National Occupational Health and Safety Commission Act 1985 (Commonwealth).

The National Commission, having considered public comment on the draft document, now declares a final Workplace Injury and Disease Recording Standard pursuant to s.38(1) of the National Occupational Health and Safety Commission Act.

The Standard has been approved by the Standards Australia Committee on Industrial Accident Records as Part 1 of a multi-part Standard dealing with the measurement of occupational health and safety performance. The remaining parts of the Standard are yet to be prepared.

It should be noted that national Standards declared by the National Commission are instruments of an advisory character, except where a law other than the National Occupational Health and Safety Commission Act, or an instrument made under such a law, makes them mandatory.

Major areas where this Standard differs from AS 1885—1976 include —

- (a) splitting the recording form into sections dealing with data to be recorded for all injury and disease occurrences, and data which need be recorded only for lost time injury and disease occurrences;
- (b) details of the employer are no longer recorded on each form, and are recorded once for each recording period and unit; and
- (c) the details of injury or disease are recorded in a more precise manner, and the facility for encoding certain data has been provided.

© Commonwealth of Australia 1990

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without written permission from the Director Publishing and Marketing, AGPS. Inquiries should be directed to the Manager, AGPS Press, Australian Government Publishing Service, GPO Box 84, Canberra ACT 2601.

The National Occupational Health and Safety Commission (Worksafe Australia) has commissioned Standards Australia to act as its agent in publishing this Standard. This edition typeset and published by Standards Australia.

CONTENTS

	Page
1. INTRODUCTION	4
2. PURPOSE AND USE OF THE WORKPLACE RECORDING STANDARD	5
3. CONCEPTS, SCOPE AND DEFINITION OF TERMS	6
4. SUMMARY OF DATA ITEMS	7
5. DATA ITEMS	9
6. INTERPRETING AND ANALYZING THE RECORDED INFORMATION	19
 APPENDICES	
A SAMPLE WORKPLACE INJURY AND DISEASE RECORDING FORM	21
B AUSTRALIAN STANDARD INDUSTRIAL CLASSIFICATION DIVISIONS AND SUBDIVISIONS	25
C AUSTRALIAN STANDARD CLASSIFICATION OF OCCUPATIONS, MAJOR AND MINOR GROUP STRUCTURE	27

1. INTRODUCTION

1.1 *The Workplace Injury and Disease Recording Standard* was developed to provide individual workplaces with a guide on how to establish an inexpensive and easy to use method of recording information on work injury and disease. The availability of usable and reliable occupational health and safety data is seen as essential by employers, trade unions and industry associations for the development, monitoring and evaluation of appropriate preventive strategies designed to improve the health and safety of the working population.

1.2 The Standard recommends the minimum information that should be recorded by employers on work injury and disease occurrences. The Standard can easily be expanded into a more comprehensive set of data by including additional items of information and more detailed classifications depending on the requirements of the individual employer. The Standard has been designed for the use of both small and large employers with a view to minimizing complexity while still retaining those elements considered essential for monitoring and analyzing workplace injury and disease experience.

1.3 The Standard has not attempted to cover workers' compensation reporting requirements due mainly to the differing requirements that apply in each State and Territory. In addition, some of the data that is required for compensation purposes is not directly relevant to the identification and monitoring of appropriate preventive activity at the workplace.

1.4 In developing the Standard, the Working Party considered the *National Data Set for Compensation-based Statistics* (NDS). The NDS is a set of standard concepts, definitions and collection methods that was approved by the National Commission for incorporation into Commonwealth, State and Territory workers' compensation systems. It was designed for the production of comparable aggregate State/Territory and national statistics. There are obvious areas of overlap between the NDS and the Standard, specifically in those areas which are relevant to both workplace recording as well as for inclusion in State/Territory and national statistics. Where overlap has occurred, consistency between the Standard and the NDS has been maintained. This was done to enable employers to make comparisons between their data and State/Territory and national totals and to preserve commonality between an employer's recording practices and workers' compensation reporting requirements.

1.5 A further advantage of maintaining consistency with the NDS is to provide a source of more detailed standard classifications for some of the items in the Standard. The broad classifications that have been included in the Standard for coding 'Nature of Injury/Disease', 'Bodily Location of Injury/Disease', 'Mechanism of Injury/Disease' and 'Agency' are based on the more comprehensive classifications developed for use in the NDS coding system. For those organisations wishing to classify information at a more detailed level, the complete NDS classification system incorporating these four items, and conversion lists to relate them to the classifications included in this Standard, are available from the Information Section of Worksafe Australia.

1.6 Guidance on how to interpret and analyse the information obtained from recording the recommended data items is included in the Standard. The value of the data recorded can be enhanced by using appropriate analysis and interpretation techniques. Care must be taken, however, when analyzing certain data items in isolation as incorrect conclusions, possibly of a discriminatory nature, may be drawn. Users of this Standard are therefore urged to consult Chapter 6 before attempting to interpret the recorded data.