

Data Dictionary for OHS performance reporting

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Abbreviations

DD/MM/YYYY	Day Day/Month Month/Year Year Year Year
Max.	Maximum
Min.	Minimum
NR	Not relevant
OFSC	Office of the Federal Safety Commissioner
OHS	Occupational health and safety
TOOCS	Type of Occurrence Classification System

1:

Introduction

Introduction

Purpose

The Data Dictionary has been developed by the Office of the Federal Safety Commissioner (OFSC) to provide guidance to industry on commonly used reporting terms for occupational health and safety (OHS). It is anticipated that this document will assist industry in the collection of data against a consistent set of parameters under the Australian Government Building and Construction OHS Accreditation Scheme (the Scheme).

It is important that the information on health and safety in the construction industry is reported in a standardised fashion, so that results can be appropriately evaluated and compared. This Data Dictionary supports this standardisation by providing definitions for information items and concepts, information on how to report information items and, where appropriate, direction on how to calculate values often used when reporting aspects of OHS. The structure and content of the Dictionary has been influenced by other existing data dictionaries and related documents and in particular the Data Dictionary for National Coroners Information System (NCIS) Version 1, published in 2001¹. Further, the Data Dictionary has been aligned with the reporting guidelines for accredited contractors under the Scheme.

Coverage

This document covers the main information items and concepts, and associated definitions, that are considered crucial and/or have considerable possibility for variation in interpretation by the persons recording the information.

However, the terms included relate specifically to injuries and not to disease. The question of reporting on disease requires further investigation by the OFSC and will be included in the Data Dictionary at a later time, once more thorough research is concluded on this matter. It should be noted that industry will be consulted regarding any final decisions.

Data standards

The dictionary uses existing national or international definitions and coding frames as much as possible. These definitions and coding frames have been taken from those used in relevant occupational health and public health settings.

¹ Monash University National Centre for Coronial Information. Data Dictionary for National Coroners Information System (NCIS) Version 1, May 2001. 2001: MUNCCI, Melbourne.

Format of definitions

The specifications are provided under specific headings defined below:

DEFINITION	A statement containing the essential aspects of the data item that uniquely identifies it.
CONTEXT	A statement regarding the reason the information is collected and/or how the information may be used.
DATA TYPE	A description as to whether the information is numeric (recorded as numbers), text (recorded in words) or alphanumeric (can be recorded as numbers or words).
FORM	A description of the way the information is presented, such as a free text description, a date, or a three-digit code. For example, the form of the variable 'Mechanism of injury' is 'code' because the information on Mechanism of injury is recorded as a two-digit code based on the Type of Occurrence Classification System (TOOCS).
SIZE	The number (or minimum and/or maximum number) of digits or characters that are allowed to be used for the recorded information. For example, in the two-digit Mechanism of Injury code, the size would be two. Characters such as spaces, decimal points and slashes (for example '/') are included when specifying size.
LAYOUT	A specification for the way the information item should be recorded. 'A' is used to represent a letter, 'N' is used to represent a number, 'DD' represents the numeric day of the month, 'MM' represents the numeric month of the year and 'YYYY' represents 'year'. Therefore, the specification of the date by the layout 'DD/MM/YYYY' means that a date must be recorded using numbers rather than words, and must use four digits for the year.
DATA DOMAIN	The set of values that is permitted for the variable, taking into account attributes of the other specified criteria (such as data type, form, size and layout). For coded data, this set will be comprised of a series of codes. If the coding frame (the set of codes) is extensive, the full set of permitted values is provided in an appendix. Where only a few values are allowed, the permitted values are provided in the body of the dictionary.
GUIDE FOR USE	Additional instructions or comments to assist in the recording of the information. This specification is optional.

2:

Definitions

Definitions

Alternative duties injury

DEFINITION

A work-related occurrence that results in the injured person being assigned alternative duties for one day/shift or more. Alternative duties are tasks that do not usually form a significant component of the injured person's job.

GUIDE FOR USE

Definitions

Date

DEFINITION	The calendar date of the relevant occurrence.
CONTEXT	Required for a variety of summary purposes.
DATA TYPE	Numeric
FORM	Date
SIZE	10
LAYOUT	DD/MM/YYYY
DATA DOMAIN	Valid dates
GUIDE FOR USE	

Definitions

Fatality

DEFINITION	A work-related occurrence that results directly or indirectly in the death of the injured person.
CONTEXT	Provides information on fatal injuries.
GUIDE FOR USE	All injury deaths are included, regardless of the time between the incident and death.

Definitions

Improvement notice

DEFINITION	A notice, as defined in the legislation of the jurisdiction in which the project is being undertaken, issued by the relevant OHS authority.
CONTEXT	Provides information on incidents of importance from an OHS viewpoint.
GUIDE FOR USE	This definition refers to a notice defined in the legislation of the relevant jurisdiction as an improvement notice or its equivalent.

Definitions

Infringement notice

DEFINITION	A notice, as defined in the legislation of the jurisdiction in which the project is being undertaken, issued by the relevant OHS authority.
CONTEXT	Provides information on incidents of importance from an OHS viewpoint.
GUIDE FOR USE	This definition refers to a notice defined in the legislation of the relevant jurisdiction as an infringement notice or its equivalent.

Definitions

Injury

DEFINITION	A work-related injury is a disorder that results from exposure to a physical hazard in a single traumatic event (occurrence).
CONTEXT	Provides information on injuries.
GUIDE FOR USE	<p>An occurrence is a single event resulting in exposure to a hazard. Classification of specific disorders as injuries or diseases can be found in the Type of Occurrence Classification System, 3rd Edition.</p> <p>Infections resulting directly and locally from injuries should be considered part of the original injury. For example, if a worker sustains a cut on the shin at work, has it stitched, and two days later the wound becomes infected and the worker requires antibiotics, this is considered part of the original injury rather than as a new occurrence. This does NOT include systemic diseases resulting from an injury (for example hepatitis B arising from a needlestick injury).</p>

Definitions

Lost time injury

DEFINITION	A work-related occurrence that results in a fatality, permanent disability or time lost from work of one day/shift or more.*
GUIDE FOR USE	<p>A work-related injury is defined as disorder that results from exposure to a physical hazard in a single traumatic event (occurrence). An occurrence is a single event resulting in exposure to a hazard.</p> <p>Infections resulting directly and locally from injuries should be considered part of the original injury. For example, if a worker sustains a cut on the shin at work, has it stitched, and two days later the wound becomes infected and the worker requires antibiotics, this is considered part of the original injury rather than as a new occurrence. This does NOT include systemic diseases resulting from an injury (for example hepatitis B arising from a needlestick injury).</p>

* Based on the relevant definition in National Occupational Health and Safety Commission. *Workplace injury and disease recording standard. AS 1885.1-1990*. 1990: NOHSC, Canberra.

Definitions

Lost time injury frequency rate

DEFINITION	The number of occurrences of lost time injury for each one million hours worked.*
CONTEXT	Provides information on the rate of lost time injuries. It requires knowledge of the number of hours worked.
DATA TYPE	Numeric
FORM	Number
SIZE	Maximum of three significant figures (including decimal places)
LAYOUT	NNN
DATA DOMAIN	NR
GUIDE FOR USE	The LTIFR is calculated using the following formula:

$$LTIFR = \frac{\text{number of lost time injuries in the period}}{\text{number of hours worked in the period}} \times 1\,000\,000$$

* Based on the relevant definition in National Occupational Health and Safety Commission. *Workplace injury and disease recording standard. AS 1885.1-1990*. 1990: NOHSC, Canberra.

Definitions

Mechanism of injury

DEFINITION	The way in which the injury was sustained. How the person was hurt.
CONTEXT	Provides information on the circumstances of injury. This is necessary for preventative actions to be appropriately planned and targeted.
COMPLIANCE	Mandatory
DATA TYPE	Numeric
FORM	Code
SIZE	Two
LAYOUT	NN
DATA DOMAIN	Safe Work Australia. <i>Type of occurrence classification system 3.1</i> . 2008: Safe Work Australia, Canberra. Mechanism. (See Appendix 1.)
GUIDE FOR USE	

Definitions

Medically treated injury

DEFINITION	A work related occurrence that results in treatment by, or under the order of, a qualified medical practitioner, or treatment of any injury that could be considered as being one that would normally be treated by a medical practitioner.*†
CONTEXT	Provides information on medically treated injuries, which can be used in the calculation of the medically treated injury frequency rate.
GUIDE FOR USE	<p>The following would normally be considered medical treatment:</p> <ul style="list-style-type: none">■ treatment of partial or full thickness burns■ insertion of sutures■ removal of foreign bodies embedded in eye■ removal of foreign bodies from a wound if the procedure is complicated by the depth of embedment, size or location■ surgical debridement■ admission to a hospital or equivalent for treatment or observation■ application of antiseptics during second or subsequent visits to medical personnel■ any work injury that results in a loss of consciousness■ treatment of infection■ use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort). <p>The following on their own would not normally be considered medical treatment:</p> <ul style="list-style-type: none">■ administration of tetanus shot/s or booster/s■ diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment.

* A qualified medical practitioner is defined as a person with a medical degree.

† Based on Western Mining Corporation. Combined WMC data. Safety & health. 2003. See <http://hsecreport.bhpbilliton.com/wmc/2004/performance/crp/data/index.htm>; and Australian Constructors Association occupational health and safety performance assessment survey completion guidelines

Definitions

Medically treated injury frequency rate

DEFINITION	The number of occurrences of medically treated injury for each one million hours worked.*
CONTEXT	Provides information on the rate of medically treated injuries. It requires knowledge of the number of hours worked.
DATA TYPE	Numeric
FORM	Number
SIZE	Maximum of three significant figures (including decimal places)
LAYOUT	NNN
DATA DOMAIN	NR
GUIDE FOR USE	The MTIFR is calculated using the following formula:

$$MTIFR = \frac{\text{number of medically treated injuries in the period}}{\text{number of hours worked in the period}} \times 1\,000\,000$$

* Based on the relevant definition in National Occupational Health and Safety Commission *Workplace injury and disease recording standard*. AS 1885.1-1990. 1990: NOHSC, Canberra.

Definitions

Notifiable incident

DEFINITION A work-related incident resulting in an injury, or a near miss event, that is required to be notified under the OHS legislation covering notifiable incidents in the jurisdiction in which the project is being undertaken.

CONTEXT Provides information on incidents of importance from an OHS viewpoint.

GUIDE FOR USE

Definitions

Number of hours worked

DEFINITION	The total number of hours worked by employees and sub-contractors during the period.*
CONTEXT	Allows the calculation of lost time injury rates and medically treated injury rates.
COMPLIANCE	Mandatory
DATA TYPE	Numeric
FORM	Number
SIZE	Unlimited
LAYOUT	NNN
DATA DOMAIN	NR
GUIDE FOR USE	In calculating the total number of hours worked, any extra hours worked, such as additional shifts and overtime, should be included.

* Based on the relevant definition in National Occupational Health and Safety Commission. *Workplace injury and disease recording standard. AS 1885.1-1990*. 1990: NOHSC, Canberra.

Definitions

Other notice

DEFINITION	An OHS-related notice (other than an infringement, prohibition or improvement notice) issued by the relevant OHS authority in the jurisdiction in which the project is being undertaken.
CONTEXT	Provides information on incidents of importance from an OHS viewpoint.
GUIDE FOR USE	Enforceable undertakings and field reports are considered to be OHS-related notices.

Definitions

Place/location where incident occurred

DEFINITION	The physical location where the injury occurred.
CONTEXT	Provides information on the place of injury. This is useful when planning and targeting preventative actions.
DATA TYPE	Numeric
FORM	Code
SIZE	Three
LAYOUT	NNN
DATA DOMAIN	Based on Australian Institute of Health and Welfare National Injury Surveillance Unit. <i>National Data Standards for Injury Surveillance. Version 2.1, Revision C.</i> 1998: Bedford Park, AIHW National Injury Surveillance Unit. NDS-IS level 2 item 3A Place of injury occurrence sub-type. (See Appendix 2.)
GUIDE FOR USE	

Definitions

Prohibition notice

DEFINITION	A notice, as defined in legislation of the jurisdiction in which the project is being undertaken, issued by the relevant OHS authority.
CONTEXT	Provides information on incidents of importance from an OHS viewpoint.
GUIDE FOR USE	This definition refers to a notice defined in the legislation of the relevant OHS authority as a prohibition notice or its equivalent.

3: Appendices

Appendix 1

Coding frame for 'Mechanism of injury'

Based on the Safe Work Australia. *Type of occurrence classification system 3.1*. 2008: Safe Work Australia, Canberra. Mechanism.

Group 0 FALLS, TRIPS AND SLIPS OF A PERSON

- 01 Falls from a height
- 02 Falls on the same level
- 03 Stepping, kneeling or sitting on objects

Group 1 HITTING OBJECTS WITH A PART OF THE BODY

- 11 Hitting stationary objects
- 12 Hitting moving objects
- 13 Rubbing and chafing

Group 2 BEING HIT BY MOVING OBJECTS

- 21 Being hit by falling objects
- 22 Being bitten by an animal
- 23 Being hit by an animal
- 24 Being hit by a person accidentally
- 25 Being trapped by moving machinery or equipment
- 26 Being trapped between stationary and moving objects
- 27 Exposure to mechanical vibration
- 28 Being hit by moving objects
- 29 Being assaulted by a person or persons

Group 3 SOUND AND PRESSURE

- 31 Exposure to single, sudden sound
- 32 Long-term exposure to sounds
- 38 Explosion
- 39 Other variations in pressure

Group 4 BODY STRESSING

- 41 Muscular stress while lifting, carrying or putting down objects
- 42 Muscular stress while handling objects other than lifting, carrying or putting down
- 43 Muscular stress with no objects being handled
- 44 Repetitive movement, low muscle loading

Appendix 1

Group 5 HEAT, ELECTRICITY AND OTHER ENVIRONMENTAL FACTORS

- 51 Contact with hot objects
- 52 Contact with cold objects
- 53 Exposure to environmental heat
- 54 Exposure to environmental cold
- 55 Exposure to non-ionising radiation
- 56 Exposure to ionising radiation
- 57 Contact with electricity
- 58 Drowning/immersion
- 59 Exposure to other environmental factors

Group 6 CHEMICALS AND OTHER SUBSTANCES

- 61 Single contact with chemical or substance
- 62 Long term contact with chemicals or substances
- 63 Insect and spider bites and stings
- 64 Contact with poisonous parts of plant or marine life
- 69 Other and unspecified contact with chemical or substance

Group 7 BIOLOGICAL FACTORS

- 71 Contact with, or exposure to, biological factors of non-human origin
- 72 Contact with, or exposure to, biological factors of human origin
- 79 Contact with, or exposure to, biological factors of unknown origin

Group 8 MENTAL STRESS

- 81 Exposure to a traumatic event
- 82 Exposure to workplace or occupational violence
- 84 Work pressure
- 85 Suicide or attempted suicide
- 86 Other mental stress factors
- 87 Work related harassment and/or workplace bullying
- 88 Other harassment

Group 9 VEHICLE INCIDENTS AND OTHER

- 91 Slide or cave-in
- 92 Vehicle incident
- 93 Rollover
- 98 Other and multiple mechanisms of incident
- 99 Unspecified mechanisms of incident

Appendix 2

Coding frame for 'Place/location'

Based on Australian Institute of Health and Welfare National Injury Surveillance Unit. *National Data Standards for Injury Surveillance. Version 2.1, Revision C*. 1998: Bedford Park, AIHW National Injury Surveillance Unit. NDS-IS level 2 item 3A Place of injury occurrence sub-type.

010 Home (includes farm house)

- 011 Farm house
- 012 Free-standing house
- 013 Flat, apartment, terrace house
- 014 Boarding house, hostel
- 015 Caravan, mobile home
- 019 Other or unspecified

020 Residential institution (excludes hospital [4])

- 021 Institutional home
- 022 Home for elderly, frail or sick
- 023 Prison
- 029 Other or unspecified

030 School, other institution, or public administrative area

- 031 Childcare centre
- 032 Pre-school, kindergarten
- 033 Primary school
- 034 Secondary school
- 035 Tertiary and adult education institutions
- 036 Public administration place
- 037 Place for the arts
- 039 Other or unspecified

040 Hospital or other health service

- 041 Hospital
- 042 Community health centre
- 043 Medical surgery or clinic
- 044 Dental surgery or clinic
- 049 Other or unspecified

Appendix 2

Coding frame for 'Place/location' (Continued)

050 Recreation area (place mainly for informal recreational activity)

- 051 Amusement park
- 052 Holiday resort
- 053 Public park
- 054 Aquatic recreation centre
- 059 Other or unspecified

060 Sports or athletics area (place mainly for formal sports, etc.)

- 061 Oval, field, pitch
- 062 Stadium, arena
- 063 Race track (horse, motorcycle, car, etc 06)
- 064 Other: land-based sport
- 065 Other: water-based sport
- 066 Other: snow- or ice-based sport
- 069 Other or unspecified

070 Street or highway (public road)

- 071 Freeway
- 072 Urban road
- 073 Non-urban road
- 079 Other or unspecified

080 Trade or service area

- 081 Shop
- 082 Commercial eating place
- 083 Entertainment/drinking place
- 084 Airport
- 085 Bus or railway station
- 086 Service station
- 087 Warehouse
- 088 Office building
- 089 Other or unspecified

Appendix 2

Coding frame for 'Place/location' (Continued)

090 Industrial or construction area unspecified

- 091 Construction site
- 092 Demolition site
- 093 Factory
- 099 Other or unspecified

100 Mine or quarry

- 101 Underground mine
- 102 Open mine or quarry
- 103 Oil or gas extraction facility
- 109 Other or unspecified

110 Farm (excluding farm house [1])

- 111 Farm
- 114 Timber plantation
- 119 Other or unspecified

120 Other specified place

- 121 Bush, remote or undeveloped place
- 122 Railway (excluding station [8.5])
- 123 Camping ground, caravan park (excluding caravan 1.5)
- 124 On board a vehicle
- 129 Other specified place

130 Unspecified place

- 139 Unspecified place