

OSH Performance Statistics

Supplier Portal - Quick Reference Sheet

Overview

This Quick Reference Sheet describes how to enter OSH Performance information through the Water Corporation's supplier portal.

When entering into Contracts and Agreements with the Water Corporation, you may be required to submit statistical information in relation to Occupational Safety and Health (OSH).

You will be notified by email when this information is required.

Things You Need To Know

Compliance with the Handbook for Contractors forms part of your contractual requirements with the Water Corporation. Please refer to the [Health, Safety and Environment Handbook for Contractors](#) for further information.

If you would like more information on the Occupational Safety and Health procedures and requirements that apply to contractors, please refer to the [Health, Safety and Environment for Contractors](#) web pages.

Features Covered

- Entering OSH Performance Statistics

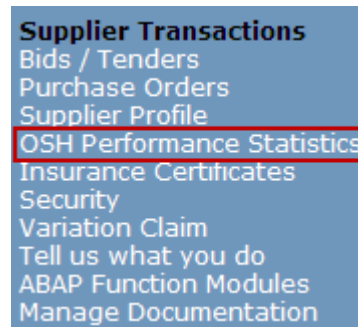
Enter OSH Performance Statistics

1. Logon to the eProcurement Supplier Portal.
2. Click **OSH Performance Statistics**.
The **OSH Performance Statistics** screen appears.

This screen defaults to show you the last 3 months that OSH Statistics were required to be submitted.

Use the search functionality to find other statistic information.

3. Select the Contract by clicking the grey box to the left of the line .

The screenshot shows the 'OSH Performance Statistics' interface. It includes a search section with fields for 'Supplier No.', 'Contract', and 'Period (YYYYMM)'. Below the search is a table with columns for 'Contract', 'Description', 'Entered On', 'Entered By', 'Posting Period', and 'Est man-hrs'. Two rows of data are visible, both for contract '4700004113' and description 'ET PANEL MINOR WORKS & ASSOC SERVICES'. The first row has an entered date of '20.06.2011 13:53:11' and a posting period of '201105'. The second row has a posting period of '201104'. A grey box is visible to the left of the first row.

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Report statistics relating to work performed on Water Corporation's sites for this contract for the month. This information should include sub-contractors.

Do not include work on your own or sub-contractor's premises.

Enter zero (0) if you have no injuries, hours or incidents to report.

4. Complete the **Hours Worked and Injuries** section.

- **Estimated man-hours** – Enter hours worked on Water Corporation sites for this contract (for the month).
- **No of LTIs / LTDs** – number of Lost Time Injuries or Lost Time Diseases for this contract (for the month).
- **No of MTIs / MTDs** - number of Medical Treatment Injuries or Medical Treatment Diseases for this contract (for the month).


5. Complete the **Incidents and Notices** section.

Incidents: Enter the number of safety incidents for this contract (for the month). Include all safety incidents, including any MTI, LTI, public safety or other serious events that were notified to the Water Corporation Contract Manager.

WorkSafe Improvement Notices: Enter the number of Improvement Notices for this contract (for the month). A copy of the notice must also be provided to the Water Corporation Contract Manager.

WorkSafe Prohibition Notices: Enter the number of Prohibition Notices for this contract (for the month). A copy of the notice must also be provided to the Water Corporation Contract Manager.

Note: The OSH injury Classification Guidelines provide further explanation as to how the Water Corporation classifies MTIs and LTIs.

6. Click  to complete your submission.

OSH Performance Statistics

Please only report statistics relating to work performed on Water Corporation's site for this contract, include sub-contractors

Information marked with an (*) are mandatory

Contract/Purchase Order Details

Contract: 4700004113 ET PANEL MINOR WORKS & ASSOC SERVICES
 Purchase Order:
 Period: April 2011

Hours Worked and Injuries

Estimated man-hours: *
 No. of LTIs / LTDs: * [OSH Injury Classification Guideline](#)
 No. of MTIs/MTDs: *

Incidents and Notices

Incidents:
 Worksafe Improvement Notices:
 Worksafe Prohibition Notices:

Hours Worked and Injuries

Estimated man-hours: *

No. of LTIs / LTDs: * [OSH Injury Classification Guideline](#)

No. of MTIs/MTDs: *

Incidents and Notices

Incidents:

Worksafe Improvement Notices:

Worksafe Prohibition Notices:

OSH Performance Statistics

Enter Search Criteria

Supplier No.: *

Contract:

Period (YYYYMM): To:

OSH statistics reported should only relate to work performed for Water Corporation by Suppliers and their sub-contractors.

Click the grey box on the left of the line item for further details/processing

| Contract | Description | Entered On | Entered By | Posting Period | Est man-hrs |
|------------|---------------------------------------|---------------------|------------|----------------|-------------|
| 4700004113 | ET PANEL MINOR WORKS & ASSOC SERVICES | 20.06.2011 13:53:11 | ABAIN00 | 201105 | 1 |
| 4700004113 | ET PANEL MINOR WORKS & ASSOC SERVICES | 20.06.2011 13:55:48 | ABAIN00 | 201104 | 25 |