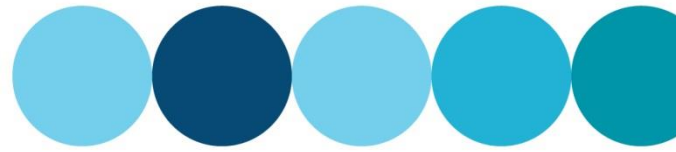


OSH Performance Statistics

Supplier Portal – Quick Reference Sheet



Overview

This Quick Reference Sheet (QRS) demonstrates 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).

Things You Need To Know

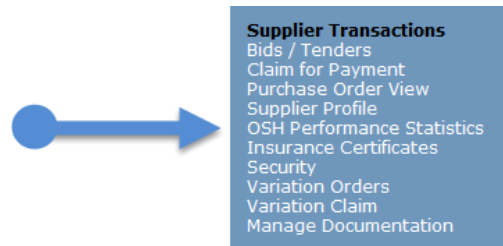
- Compliance with the Handbook for Contractors forms part of your contractual requirements with the Water Corporation. Please refer to the [Health Safety and Environment \(HSE\) Requirements for Contractors](#) for further information.
- For more information on the Occupational Safety and Health procedures and requirements that apply to contractors, please refer to the [Health Safety and Environment \(HSE\) Requirements for Contractors](#) web pages.

Features Covered

- Enter OSH performance statistics

Enter OSH performance statistics

1. From the **Supplier Transactions** menu, click OSH Performance Statistics.



The **OSH Performance Statistics** screen displays.

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

Note: You can remove the dates and click search to view previous month's statistics.

2. Select the contract by clicking grey box to left of the line.

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

Default shows last 3 months statistics. Use search to find historic information

Enter Search Criteria

Supplier No.: DMB ENGINEERING PTY LTD
Contract:
Period (YYYYMM): 201709 To: 201712

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
470005709	Mid Tier Project Delivery Panel			201711	
470005709	Mid Tier Project Delivery Panel	06.11.2017 10:00:00	ABAHW01	201710	86
470005709	Mid Tier Project Delivery Panel	03.10.2017 10:30:10	ABAHW01	201709	70
470008147	CAST IRON RENEWAL	02.12.2017 09:55:22	ABAHW01	201711	22

The **OSH Performance Statistics** screen displays.

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

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

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

Contract/Purchase Order Details

Contract: 470005709 Mid Tier Project Delivery Panel
Purchase Order:
Period: January 2018

Hours Worked and Injuries

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

Incidents and Notices

Incidents:
Worksafe Improvement Notices:
Worksafe Prohibition Notices:

OSH Performance Statistics

Supplier Portal – Quick Reference Sheet



Hours worked and injuries

- 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 RWIs** – Number of Restricted Work Injuries or 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).

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

Hours Worked and Injuries	
* Estimated man-hours:	<input type="text" value="125"/>
* No. of LTIs / LTDs:	<input type="text" value="0"/> OSH Injury Classification Procedure
* No. of RWIs:	<input type="text" value="0"/>
* No. of MTIs/MTDs:	<input type="text" value="0"/>

Incidents and Notices

- Incidents** - Enter 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 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 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.
11. Click **Submit** to complete.

Incidents and Notices	
Incidents:	<input type="text" value="0"/>
Worksafe Improvement Notices:	<input type="text" value="0"/>
Worksafe Prohibition Notices:	<input type="text" value="0"/>

Hours Worked and Injuries	
* Estimated man-hours:	<input type="text" value="125"/>
* No. of LTIs / LTDs:	<input type="text" value="0"/> OSH Injury Classification Procedure
* No. of RWIs:	<input type="text" value="0"/>
* No. of MTIs/MTDs:	<input type="text" value="0"/>

Incidents and Notices	
Incidents:	<input type="text" value="0"/>
Worksafe Improvement Notices:	<input type="text" value="0"/>
Worksafe Prohibition Notices:	<input type="text" value="0"/>