



Electricity Engineers'  
Association

## EEA OH&S Statistics Project - Survey Guide Reporting period 1 July 2016 - 30 June 2017

This guide specifies safety data to be returned to the EEA OH&S Statistics Project, covering **Total Recordable Injuries (TRI) experience for the year ending 30 June 2017**. EEA would appreciate completion and return of the Survey Return form ("Return") by **no later than Monday 31 July 2017**.

This will enable a report back to respondents on industry LTI experience covering the period 2007/2008 through 2016/2017, as well as TRI experience covering the 2014/2015, 2015/2016 and 2016/2017 reporting years. The report back will also enable anonymous benchmarking with peer respondents for the latest 5-year period. Overall graphs and anonymous benchmark tables by industry peer groups will be available via the EEA website. Respondents will be advised of report availability and how to access these once data returns are complete.

**Including your contractor TRI data in your Returns is essential** to assessing industry injury performance, and respondents are urged to provide this beneath their own data on the Return forms provided. If your contractor data is not fully available, please provide available data – if any – and complete the brief information sought about your contractors in the space provided at the bottom of the Return.

### REPORTING AND SCOPE OF DATA

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#### Important notice

**Only asset owners are contacted to reply to this survey. To avoid duplicates, asset owners should report data related to work done on the assets they own, and not on work done on other companies' assets.**

- Safety data is collated and reported by each ESI asset owner, who will also report on their own *contractors*.
- Data should be reported on the designated Return form, covering the **reporting period 1 July 2016 to 30 June 2017**.
- The scope of the data, compiled in the Return form by the asset owner, includes:
  - **Safety data for the electricity supply work (generation, transmission, distribution and retail) conducted directly by the asset owner itself on its assets.** This includes data for the 'hands-on' work and also the administration and support or 'office' work related to the electricity supply business. It excludes data for any business activity other than electricity supply which the asset owner may engage in (e.g. gas supply); and
  - **Safety data for the electricity supply work done by all contractors for the asset owner.** Contractor data covers only their direct electricity supply work (e.g. project control or management, design, construction, inspection, maintenance, operating) **for** the asset owner, but excludes coverage of the contractor's own administration and office support.
  - Safety data is categorised by generation, transmission, distribution and retail and distinguishes asset owner from contractor activity across these categories, as indicated by the information boxes in the Return form.

### EEA INDUSTRY REPORT

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EEA will advise the Respondent representatives (details to be entered on the enclosed Return) when the report is available for viewing at the EEA website. The posted report will include **total recordable injury frequency and severity** charts and tables by electricity industry sectors and overall. Additional charts and tables will present anonymous password protected peer benchmarking information. An email advising Report availability will include the web address, site access code and also the Respondent Benchmarking Code for identifying your data in the Benchmarking tables.

## DEFINITION OF TERMS

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### EMPLOYEE

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**Contractor:** A person, not an *employee*, engaged by an electricity supply asset owner to perform work in the Electricity Supply Industry (e.g. project control or management, design, construction, inspection, maintenance, operating). This includes subcontractors and consultants.

**Contractor Employee:** A person employed full-time, part-time or temporarily by a *contractor* to carry out work directly associated with the generation, transmission, distribution and retail of electricity.

**Employee:** A person who works full, part-time or temporarily for the electricity supply asset owner under a contract of employment.

### Full Time Equivalent Employee (FTE):

**(1) For Employees:** The total number of *employees* (including office support staff) who worked in electricity supply activities, as recorded on the last payroll day of each month, summated over 12 months and divided by 12. Part-time *employees* should be added into the monthly count of *employees* (e.g. as  $\frac{1}{4}$  or  $\frac{1}{2}$  *employees*, as the case may be) thus being prorated into the annual FTE number.

**(2) For Employees:** Where the ESI asset owner maintains data on actual hours worked by *employees*, FTE may be calculated by dividing the actual work hours recorded over the 12-month period by 2000. Note that the work hours used in this calculation should exclude any leave or premium for overtime and are therefore different from 'paid hours'.

**(3) For Contractor Employees:** The sum of actual *contractor* hours (*excluding* office administration hours) on electricity supply work (e.g. project control or management, design, construction, inspection, maintenance, operating) for the electricity supply asset owner over the 12-month period divided by 2000.

### RECORDABLE INJURY

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**Illness:** Acute and chronic illnesses, for example dermatological disease, respiratory disorder, poisoning, noise-induced hearing loss<sup>1</sup>, and all other occupational illnesses such as communicable disease (except the common cold or flu), effects of exposure to low or high temperatures, decompression sickness, cancer, effects of non-ionising / ionising radiations, etc.

**Injury:** Wound, damage to the body (such as cut, fracture, etc.) or disability.

**Total Recordable Injury or Illness (TRI):** The total of Fatalities, Lost Time Injuries or Illnesses (LTIs), Restricted Work Injuries or Illnesses (RWI) and Medical Treatment Injuries or Illnesses (MTIs) recorded during the 12-month reporting period.

**Fatality:** All cases of death that are work-related and occurred during the 12-month reporting period.

**Lost Time Injury or Illness (LTI):** An injury or illness should be recorded as a lost time injury or illness when:

- it is work-related,
- it results from a new case that occurred during the 12-month reporting period, and
- it results in the loss of one or more whole calendar days after the day when the injury or illness occurred, whether the employee was scheduled to work or not (including weekends and holidays).

**Restricted Work Injury or Illness (RWI):** An injury or illness that:

- is work-related,
- results from a new case that occurred during the 12-month reporting period, and
- leads to work restriction or to the employee being transferred to another job for one or more whole calendar days after the day when the injury or illness occurred, following the recommendations of either the employer or a registered medical practitioner. Work is considered restricted when the employee is kept from performing his/her full workday as would have otherwise been scheduled, or when the employee is not performing one or more ordinary duties that he/she would have otherwise been assigned. *Note: Ordinary duties are duties normally performed at least once a week by the employee.*

**Exceptions:** According to [OSHA's Recordkeeping Policies and Procedures Manual \(CPL 02-00-135\)](#), a case is **not** recordable as a restricted work case if it meets the following three conditions:

- it relates to a minor musculoskeletal discomfort, and

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<sup>1</sup> Noise-induced hearing loss is defined by OSHA as "a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 dB or more above audiometric zero (also averaged at 2000, 3000 and 4000 hertz) in the same ear(s)".

- a registered medical practitioner determines that the employee is fully able to perform all of his/her ordinary work duties, and
- the employer assigns a work restriction to prevent the employee from developing a more serious condition.

**Medical Treatment Injury or Illness (MTI):** An injury or illness that:

- is work-related,
- is a new case that was diagnosed or treated during the 12-month reporting period, and
- involves any medical treatment to help the employee combat this injury or illness.

Examples of injuries or illnesses that should be recorded as MTIs include:

- cancer, chronic irreversible disease, fracture or cracked bone, punctured eardrum. These conditions should be recorded even if a medical treatment is not recommended by a registered medical practitioner at the time of diagnosis, as stated in [OSHA Standard 29 CFR Note to § 1904.7](#).
- other recordable injuries under OSHA standards:
  - any needle stick or sharp injury contaminated with another person's blood or with other potentially infectious material as stated in [OSHA Standard 29 CFR 1904.8](#),
  - any case that requires an employee to be medically removed as stated in [OSHA Standard 29 CFR 1904.9](#),
  - hearing loss as stated in [OSHA Standard 29 CFR 1904.10](#)<sup>2</sup>,
  - tuberculosis infection as diagnosed after exposure to any person with a known case of active tuberculosis as stated in [OSHA Standard 29 CFR 1904.11](#).

A MTI should be recorded even if the employee does not follow the registered medical practitioner's recommendation for a medical treatment.

**Exceptions:** The following cases are not considered medical treatments under [OSHA Standard 29 CFR 1904.7\(b\)\(5\)\(i\)](#) and therefore are **not** recordable:

- first aid procedures as defined by [OSHA Standard 29 CFR 1904.7\(b\)\(5\)\(ii\)](#): use of non-prescription medication, tetanus immunisation, wound cleaning on the skin surface, use of wound covering, hot/cold therapy, use of totally non-rigid means of support, use of temporary immobilisation devices to transport the injured employee, nail drilling to release pressure, flood draining from blisters, use of eye-patches, use of simple irrigation or cotton swab to remove foreign bodies not embedded in or adhered to the eye, use of irrigation or other simple means to remove foreign material from the body (other than the eyes), use of finger guards, massage, drinking of fluids to combat heat stress.
- visits to a registered medical practitioner for observation or counselling,
- diagnostic procedures (e.g. blood tests, X-rays, etc.).

## **RECORDING DEFINITIONS**

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### **What is considered a work-related case?**

An injury or illness is considered work-related if an event or exposure in the workplace caused the injury or illness, contributed to it or significantly aggravated a pre-existing condition.

**Travel injuries:** A travel injury is recorded if it occurs while any employee is on duty at a place of work, or travelling between multiple places of work. An injury sustained while travelling but not on duty, e.g. commute between home and a place of work, is **not** recorded, unless the mode of transportation was mandated by the employer.

**Other exceptions:** according to [OSHA Standard 29 CFR 1904.5\(b\)\(2\)](#), an injury or illness is **not** considered work-related if:

- the symptoms appear at work but are not related to any work exposure.
- it results from voluntary participation to a wellness, medical or recreational activity such as blood donation, sport activity, etc.
- the injury or illness is caused by the personal consumption of food or drink, unless the employee gets food poisoning from food supplied by the employer or the food is contaminated by workplace components.
- it results from the employee: (i) performing personal tasks (ii) outside of assigned working hours. *Note: both conditions (i) and (ii) need to be observed for the exception to be met.*
- it is intentionally self-inflicted or is the result of self-medication for a condition that is not related to work.

### **What is a new case?**

A case can be **considered new** and is therefore recordable:

- if the employee has not experienced similar symptoms in the past, or

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<sup>2</sup> When "an employee's hearing test (audiogram) reveals that the employee has experienced a work-related Standard Threshold Shift (STS) in hearing in one or both ears, and the employee's total hearing level is 25 dB or more above audiometric zero (averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS".

- if the employee has previously experienced a similar injury or illness, he/she should have fully recovered when the event causing the recurring injury or illness happened, or
- if the employee had a pre-existing condition that was not work-related, and his/her condition was aggravated by work-related events.

Cases where the employee's condition would have worsened independently of the work environment (e.g. cancer), or cases where the employee had previously experienced a similar injury but had not fully recovered, cannot be considered new cases and are therefore **not** recordable.

### **Where should I record an injury or illness if it falls into different categories (Fatality, LTI, RWI, MTI)?**

The four different categories covered under the definition of Total Recordable Injuries or Illnesses (Fatality, LTI, RWI, MTI) are ordered by level of severity, fatalities being considered the most severe cases, followed by LTIs, then RWIs, and finally MTIs. An injury or illness that falls into more than one of these four categories should be recorded in the most severe category **only**. For example, if a recordable injury involves both days away from work and days of restricted work, this injury meets the definition of both an LTI and an RWI, but should only be recorded as an LTI. Note however that, in this example, days lost to restricted work **should** still be recorded (see explanations below, '*What is considered recordable time lost?*').

### **What is considered recordable time lost?**

For purposes of comparison with historical data, time lost is still counted in **whole working days**. To allow for international benchmarking with other OSHA industry sectors onwards, as well as comparison with WorkSafe target indicators, **we strongly encourage respondents to also provide time lost data in calendar days** (note that calendar days include weekends and holidays).

When counting time lost to LTIs and/or RWIs, the number of **whole working days or calendar days** lost should be recorded. Each day or shift lost for any employee who works part-time, irrespective of the duration of the day or shift, is recorded as a whole day lost.

Exceptions: Days that should **not** be recorded include:

- the day when the injury was sustained. *Note: if an employee is away from work or on restricted work only for the day when the injury or illness occurred, neither the injury/illness nor days lost should be recorded.*
- the day when the employee returns to work or when he/she is deemed fit for work again by a registered medical practitioner.

If one single case of injury or illness involves both days away from work (time lost to LTI) and work restriction / job transfer (time lost to RWI), the injury or illness is recorded as an LTI only but both time lost to LTI and time lost to RWI should be recorded.

Example: an employee sustains a new work-related injury. A medical practitioner recommends that the employee stays away from work for two weeks and then returns to work with job restrictions applicable for another two weeks. The injury should be recorded as an LTI only, and if we are recording time lost in calendar days, we should count 14 days of time lost to LTI and 14 days of time lost to RWI.

The maximum time lost due to days away from work for any injury or illness occurring during the 12-month reporting period is **220 when recording working days**, and **180 when recording calendar days**. Similarly, the maximum recordable days of work restriction or job transfer is 220 working days or 180 calendar days. If one single case of injury or illness involves both days away from work and work restriction / job transfer, **the count of days away from work and restricted work should stop once the total of either or the combination of the two reaches 220 when counting in working days or 180 when counting in calendar days**.

**If an injured employee or contractor comes back to work after a first period of time lost, and has to leave work for a second period of time (i.e. for surgery)** due to the same injury, then the recordable time lost should be the total number of days lost over all periods away from work.

**If the number of days lost continue in a different reporting year** (i.e. the injury occurred on or before 30 June 2017 but the employee continues to be kept away from work after this date), the number of days lost after this date, or at least an estimate, should be provided. If you need to update the 2015/2016 data due to injuries that continued to impact time lost in 2016/2017, indicate so in the dedicated cell in the Return.

The recommendations of registered medical practitioners should be indicative of whether time lost is recordable or not. If a registered medical practitioner advises days away from work, work restriction or return to work, time lost should be **recorded as recommended by the medical practitioner**, whether the employee follows these instructions or not.

## **EXPLANATORY AND SURVEY RETURN COMPLETION NOTES**

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The following notes anticipate questions that may arise for entering injury data on the EEA Return form. If any further questions need to be addressed, please send these to [marion@eea.co.nz](mailto:marion@eea.co.nz) and answers to these will be considered for inclusion in subsequent editions of this survey guide.

### **(a) Data Consistency and Completeness**

In order to support consistent measurement it is necessary to ensure that available data meets the definitions and criteria in this guide. Where criteria cannot be met (e.g. *contractor* data is not yet being reported to you by all your contractors), please supply as much data as is available and provide explanatory notes regarding any outstanding data in the space at the bottom of the return form. The EEA will contact you if any clarification is needed.

### **(b) Distinguishing Employee and Contractor Employee Data**

The data for asset owner *employees* and the data for *contractor employees* must be kept distinct and entered for each by the generation, transmission, distribution and retail categories as appropriate in the Return. Where there are multiple *contractors* the data for all *contractor employees* is combined within the appropriate categories (generation, distribution, etc.).

### **(c) Coverage of Contractor Data**

To assess the completeness of data on contractors, this current Return clarifies whether: (i) reported contractor data is complete; (ii) reported contractor data is incomplete; (iii) contractors are used but no data is maintained for their contract work; or (iv) contractors are not used. The Return also requests an estimate of contractor FTE for whom data is not maintained.

### **(d) Workplace Injury and/or Occupational Illness – brief outline and risk assessment**

The second page of the survey return form enables the EEA to briefly analyse incident and risk trends and patterns for the electricity industry. The Return seeks one-liner descriptions of: (i) each fatality recorded; (ii) each LTI involving greater than 7 whole calendar days away from work; (iii) each LTI for which the combination of days away from work and days of restricted work surpasses 7 whole calendar days; and (iv) each RWI involving greater than 7 whole calendar days of restricted or transferred work.

**Note:** Attached as an Appendix to this Guide is **an example of completed return form (fictional)** to illustrate how the form should be filled in.