

Proposal for Risk Management Funding to WorkSafe Authorised Agent

Client details

Date Proposal submitted for review		Account Manager	
Employer Name ("The organisation")		Policy Number	
Policy Period	2014-15 Financial Year		

Details of proposal

Title of Risk Management Program	<i>Employment Law Awareness Training for Managers and Supervisors incorporating Performance Management and Unfair Dismissal, Adverse Action, Discrimination & Harassment, Workplace Safety & Critical Incident Management and Injury Management & Return to Work</i>
Amount being claimed under this proposal (Up to 1% of premium plus GST)	
Anticipated Start and Completion dates	Start: _____ Complete: _____
Description of program and its expected outcome	<p>Analysis:</p> <p><i>Managers are at the frontline of interactions with staff. Decisions they make or fail to make have the potential to create legal risks for our organisation. The organisation has recognised that it is important that managers and supervisors understand the implications of their actions or inaction and that we need to educate our front line management team to raise their knowledge and awareness of how different aspects of employment law can interact and the potential risk of WorkCover claims or Adverse Actions being brought should these areas not be managed effectively.</i></p> <p>Detailed description:</p> <p><i>The organisation would like to engage HR Legal and Workplace HR Solutions to deliver a tailored training solution to our front line management team covering the key areas of risk as outlined above. The training would include but not limited to: Performance Management including understanding "reasonable" Management action and how to conduct this in a "reasonable" manner Managing appropriate behaviours in the workplace including allegations of bullying, harassment and discrimination. This would also include making</i></p>

	<p><i>"reasonable adjustment" for employees with injuries or disabilities. Responding to Incidents in the workplace including how to identify hazards, conducting risk assessments, incident investigations and implementing effective risk controls Responding to and managing injuries in the workplace including legal obligations around return to work and cost implications of long term injuries</i></p> <p>Expected outcome:</p> <p><i>The organisation do not expect that our management team will become experts in these key risk areas as a result of the training, however the goal of the training is to raise awareness on how to best respond and manage these areas thereby reducing the potential for WorkCover claims arising.</i></p> <p><i>In the event that an incident occurring our managers will be better placed in responding to the incident appropriately and have the knowledge and understanding to manage the incident itself to prevent recurrence, but also to deal with the "human" aspect which may include de-briefing or injury management.</i></p> <p><i>Non-work related injuries have the potential to be poorly managed and it is hoped that by raising awareness and providing guidance to our management team that these can be effectively managed in the future, preventing aggravation and transition to WorkCover claims.</i></p>
<p>How will the proposed program be measured against the expected outcome?</p>	<p>Measuring success</p> <p><i>The organisation will liaise with their temporary staff to discuss the success of the training. It is anticipated that there will be increased awareness of the relevance and importance of interactions with staff and this will be measured by measured by the future actions of our management team in adopting the information and techniques delivered and discussed in the training.</i></p> <p><i>We would expect that as a result of the training that there will be increased awareness from our front-line managers and they will consider their actions prior to engaging with their staff. This would be evidenced by the number of issues raised or alleged by staff and the potential for these to transition to WorkCover claims.</i></p> <p><i>We also expect that this training will alleviate the apprehension and potential anxiety of our management team as they will have a clearer and better understanding of what they can and cannot do and more importantly how to do it.</i></p>

Proposal approved (office use only)

Base Tariff Premium		Gross Written Premium	
Approved Amount for policy period		Amount already committed/paid for the period	
Remaining balance			
Manager name:			
Manager signature:		Date:	
CGM signature			
CGM name:		Date:	