

Commonwealth Disability Strategy

The core business role of the AIHW in terms of the Commonwealth Disability Strategy is as an employer. To that end, the AIHW has implemented the following strategies.

Employment policies, procedures and practices

The AIHW has a range of employment policies and procedures which take into account the requirements of the Commonwealth Disability Strategy. These policy and procedural documents are available to all staff on the AIHW intranet. Work practices are in accordance with these policies and procedures.

Recruitment practices

ACCESSIBILITY OF RECRUITMENT INFORMATION

Vacancies are advertised in the *Gazette* and on the AIHW web site; such information is therefore accessible to people with disabilities. E-mails on accessibility matters are responded to promptly, and applications submitted by e-mail are accepted. The AIHW is committed to workplace diversity and equal employment and opportunity.

APPLICATION OF THE PRINCIPLE OF 'REASONABLE ADJUSTMENT'

Recruitment and selection guidelines include a statement that the AIHW is an equal opportunity employer which values and promotes workplace diversity. The AIHW encourages managers and selection advisory committees to demonstrate attitudes and practices that support members of designated groups applying for, securing and maintaining employment.

Training and development activities

Staff training and development programs are accessible to all staff.

Accessibility of AIHW work

All AIHW publications are available free of charge on the AIHW web site (www.aihw.gov.au). In addition, the site offers free access to 40 interactive data 'cubes' which allow users to produce customised tables or graphs to suit their needs.

AIHW publications include a wide range of statistical tables, and it is difficult to render all of these in universally accessible formats. In recognition of this, the AIHW invites web site visitors having difficulty accessing information to contact Institute staff directly for individual assistance.

Grievance mechanism

The AIHW has procedures in place for dealing with grievances:

- All staff are encouraged to discuss grievances, in the first instances, with their manager.
- Workplace Harassment Officers have been appointed to assist staff.
- Staff have access to an external counselling/grievance agency. Details of this arrangement are available to all staff via the AIHW intranet.

Occupational health and safety strategies

Safe working practices are covered by the AIHW Occupational Health and Safety Agreement, which was signed in 1998. The agreement recognises the AIHW's legal responsibility to ensure staff's workplace and work practices are healthy and safe. The agreement is accessible to staff via the AIHW intranet, which provides advice to staff on a range of occupational health and safety issues.

The Occupational Health and Safety Committee met four times during the year. Committee members received training from Comcare on how to improve the effectiveness of occupational health and safety committees.

Measures taken during the year to ensure the health, safety and welfare at work of employees and contractors included:

- the provision of training in occupational health and safety work practices, and in managing occupational health and safety risks
- the provision of training in firefighting and emergency evacuation procedures for fire wardens, and first aid training for staff with those responsibilities
- the conduct by professional occupational therapists of individual workstation assessments for many staff
- the conduct of regular workplace inspections by health and safety representatives and office services staff, and repairs and maintenance as required.

There were four accidents that required the giving of notice under s. 68 of the *Occupational Health and Safety Act 1991*.

The AIHW was not subject to any investigations during the year, and no directions were given under s. 45 or notices given under ss. 29, 46 or 47 of the *Occupational Health and Safety Act 1991*.



Environmental performance and contribution to ecologically sustainable development

The functions of the AIHW are such that none of its activities are relevant to ecologically sustainable development in terms of the principles identified in the *Environment Protection and Biodiversity Conservation Act 1999*.

However, in accordance with its broad commitment to following high ethical standards, the AIHW has in place a number of policies and procedures to reduce the environmental impacts of its day-to-day operations. These relate particularly to conservation of energy and other natural resources.

Organisational structure

Australian Institute of Health and Welfare

