HEALTHIER SAFER and PRODUCTIVE WORKPLACES
GRANT PROGRAM
GUIDELINES

IDEA
GRANT
SUCCESS

WorkCover
TASMANIA
WorkSafe
TASMANIA
Tasmanian Government
1. What is the ‘Healthier Safer and Productive Workplaces’ Grant Program?

The purpose of this program is to provide grants for a specific purpose that demonstrates community benefit and align with the strategic goals of WorkSafe Tasmania’s Strategic Plan 2018-2023 (Strategic Plan), in particular:

• Strategy 1 – ‘Targeted Harm Reduction’: Reducing harm in Tasmanian workplaces; and

• Strategy 2 – Building Culture and Capability: Responding to current and emerging Work Health and Safety issues.

This program is targeted at eligible organisations (not for profit organisations, individuals, industry bodies, private businesses, community organisations and educational institutions holding an ABN) to develop initiatives that promote and help improve workplaces and work practices that are focusing on work, health and safety and workers compensation for injured workers, employees, and employers.

For the research stream, research proposals from teams that include PhD students or early career researchers will also be accepted at WorkCover Tasmania’s discretion.
2. **Categories and funding levels**

Applicants may apply for a grant in one or more of the following categories:

- **Innovation**: To change and improve a specific work health and safety environment, resulting in lower occurrence of work-related injuries, illness and diseases, resulting in a positive outcome within a Tasmanian workplace.

- **Research**: To identify and develop a stronger understanding and further knowledge in areas of strategic workplace health and safety focus that supports evidence based decision making, supports the translation of research insights that help shape practice, and improves workplace health and safety performance.

- **Education and Training**: To develop education and training to assist workers and employers in identifying, improving and promoting work health safety and wellbeing, including injury management and preventing health hazards in the workplace.

The program has two funding levels:

- **Minor grants**: Funding up to $10,000
- **Major grants**: Funding up to $50,000

3. **Key dates**

Applications will be accepted until midnight on the final day of each round. Incomplete/late submissions will not be accepted.

The Grant Program will be open from 16 August 2019 to 29 October 2019.

4. **Streams and categories: In detail**

**Innovation Stream**

The aim of the Innovation Stream of funding is to change and improve a specific work health and safety environment, resulting in lower occurrence of work-related injuries, illness and diseases and resulting in a positive outcome within a workplace environment.

Innovation based funding will support new initiatives or original solutions to a specific work health and safety or workers compensation/injury management challenge, that can then be shared by WorkCover Tasmania and WorkSafe Tasmania to help improve work health and safety outcomes in other workplaces.

The project/activity may:

- develop, implement and evaluate innovative, practical solutions to improve work health and safety and foster successful rehabilitation and productive return to work of injured or ill workers;
- apply new information and technology to address work health and safety/workers compensation issues;
- use existing knowledge in new ways to solve problems in work health and safety and workers compensation matters; or
- transfer knowledge to the workplace through the development and delivery of education and training materials or programs in work health and safety or workers compensations matters.
Research Stream

The aim of the Research Stream of funding is to identify and develop a stronger understanding and further knowledge in areas of strategic workplace health and safety focus that supports evidence based decision making, supports the translation of research insights that help shape practice and improves workplace health and safety performance.

Research proposals should outline an issue or area requiring research that support the focus areas of the WorkSafe Tasmania Strategic Plan 2018-2023.

Under this grant category, research applications that will be considered will:

• develop a stronger understanding and further knowledge of work injuries, illness, and disease;
• focuses on the identification, prevention, treatment or support for the recovery from work injuries, illness and disease;
• explore risk factors associated with specific industries, occupations, technology, work processes or other factors that may give rise to work injuries, illness and disease;
• expand the research agenda in work health and safety, wellbeing and workers compensation issues.

As identified in the Strategic Plan, research proposals should be directly relevant to:

• targeted priority industries;
• high consequence activities; and
• priority conditions, including their causes.

The knowledge acquired through the research initiative must have specific application to industry and be of direct benefit to workers.

Research proposals from teams that include PhD students or early career researchers will be viewed favourably, as this will support the development of a workforce of researchers in the area of work health and safety, wellbeing and workers compensation.

Research grants shall be conducted in accordance with the Australian Code for the Responsible Conduct of Research (2018). Ethics approvals required for the project must be obtained and maintained for the duration of the project and copies of these approvals shall be provided to WorkSafe Tasmania within 30 days of approval or as requested.

Education and Training Stream

The aim of the Education and Training Stream of funding is to develop education and training to assist workers and employers in identifying, improving and promoting work health, safety and wellbeing, including injury management, and preventing health hazards in the workplace.

The objective is to increase workplace safety and community awareness and influence positive change in behaviours.

This could include:

• the development of educational materials;
• education and training in regards to awareness and understanding of workplace hazards and how to identify, report and control them;
• specialised training when the work involves unique hazards;
• specialised training for return to work and injury management; and
• the development of new ways to conduct work health and safety training programs.
5. **Eligibility**

**Who can apply?**

The Grant Program is open to not-for-profit organisations, individuals, industry bodies, private organisations, community organisations and educational institutions with an ABN. Applicants will be eligible for funding if they are:

- an incorporated legal entity
- individuals and organisations that have an ABN.

Entrants (including the directors of companies that are entrants) must disclose if they:

- have had a workplace fatality;
- have been prosecuted for any offence by WorkSafe Tasmania;
- are currently the subject of an investigation or prosecution by WorkSafe Tasmania.

Entries that do not comply with relevant legislation will not be eligible.

Persons, sole traders or organisations submitting a grants application must have all insurance/levies required by law, or otherwise appropriate, for the conduct of their day-to-day activities.

WorkSafe Tasmania, on behalf of WorkCover Tasmania, reserves the right to decline, accept, or disqualify an entry at its absolute discretion including, but not limited to, situations in which the entrant or a related person or organisation has breached or is under investigation for possible breaches of work health and safety laws (whether or not a prosecution is pending), or where the acceptance of the entry may otherwise be detrimental to the objectives of the Grant Program.

All applicants must:

- have workers compensation policies in place;
- hold relevant industry insurances and certifications; for example, working with children policies, gambling and alcohol licence;
- appropriate insurance cover; and
- be financial viable.
Who cannot apply?
- Government agencies or departments of local, state or federal government and statutory authorities.
- Organisations operating licensed premises and/or gaming machines.

What sorts of projects are eligible for funding?
Projects or activities are eligible for funding if they:
- demonstrate a public interest; and
- adhere to the specific terms and conditions of the Grant Program.

What sorts of projects are NOT eligible for funding?
- The development of privately-owned facilities.
- Projects run solely for commercial profit.
- Payment of debt.
- Political activities.
- The core business of educational, religious or medical organisations.
- Funding for prize money, prizes or trophies.
- Projects run solely for fundraising purposes, without broader community benefit.
Incomplete applications will not be eligible for funding.

6. Applications
Applications for all categories must be submitted online. Applicants may supply extra information by attaching documents directly to the application form. Unless uploaded directly to the application form, all supporting documentation must have the applicant’s name and application number clearly printed on the top right hand corner of each page.
Late applications will not be considered.

7. Assessment
Applications will be assessed by a panel with experience in each category. Panel recommendations are reported to committees and then further referred to the WorkCover Tasmania Board for decision.

8. Payment
Payments are made electronically to nominated bank accounts.

9. Reporting and acquittal
A short final project or activity report must be submitted by the date agreed in any Agreement. Grant money must be acquitted by the date agreed in any Agreement.
10. Grant conditions

If you are successful in receiving funding from WorkCover Tasmania, you will be required to sign a WorkCover Funding Agreement with WorkSafe Tasmania, as the administrator of the Grant Program. This agreement will detail what you can and must not do with the grant funding.

The conditions of funding within these documents relates to:

- The proposed activity complies with relevant statutes, regulations, by-laws, mandatory codes and the requirements of any Commonwealth, State, Territory or Local Authority.
- Laws and other rules that are relevant to the project/activity. These laws may include, for example, classification and censorship, Indigenous Cultural and Intellectual Property, privacy issues, employment law, working with children regulations, and laws governing filming in public.
- Timely completion of the project/activity.
- Appropriate financial management.
- Acknowledgement of funding.
- Agreement to use and reuse of any relevant final product created with the grant funding by WorkCover Tasmania and/or WorkSafe Tasmania.
- Compliance with WorkSafe Tasmania’s reporting and acquittal requirements.

11. More information

For further information or help completing the application form, please call the WorkSafe Tasmania Helpline on 1300 366 322 (or 03 6166 4600 outside Tasmania) during business hours or email wstinfo@justice.tas.gov.au

You can also find more information at www.worksafe.tas.gov.au
12. **Terms and conditions**

1. In these terms and conditions, ‘WorkSafe Tasmania’ means the Crown in Right of Tasmania represented by WorkSafe Tasmania, a division of the Department of Justice.

2. The 2019 Healthier, Safer and Productive Workplaces Grant Program 2019-20 (‘Grant Program’) is administered by WorkSafe Tasmania for and on behalf of the WorkCover Tasmania Board.

3. These terms and conditions apply to all applicants and categories for the Grant Program.

4. By submitting an application for a 2019 Healthier, Safer and Productive Workplaces Grant Program Grant (‘Grant’), applicants shall be taken to have acknowledged and accepted these terms and conditions and have agreed to be bound by them.

5. Applicants who breach any of these terms and conditions may have their application rejected.

6. WorkSafe Tasmania may cancel or alter the Grant Program at any time and for any reason. WorkSafe Tasmania, the WorkCover Tasmania Board and their relevant officers, employees and agents accept no liability (whether by reason of negligence or otherwise) to any person for any damage or loss whatsoever or howsoever arising or suffered as a consequence of the cancellation or alteration of the Grant Program.

**Submission requirements**

7. Applications will only be accepted through the online application form.

8. WorkSafe Tasmania reserves the right to reject an application that is incomplete or otherwise does not comply with these terms and conditions.

9. More than one application may be submitted by an applicant in the same category, however, each application must relate to a separate person, initiative or solution. The same initiative or solution may, however, be submitted in multiple categories where appropriate.

10. Applicants must address the criteria relevant to each category for which they seek to be considered for a grant.

11. A proposed initiative or solution, including any designs and/or inventions, that is the subject of an application must be entirely the applicant’s own original work. By submitting an application, an applicant confirms that their initiative or solution is entirely the applicant’s original work and that no third party’s intellectual property rights or moral rights will be infringed if the initiative or solution is implemented or if any details of the initiative or solution are published.

12. Additional material may be supplied at time of application to assist in demonstrating satisfaction of the relevant category criteria. This could include, but is not limited to, Workers’ Compensation claims and incident/injury data and other work health and safety reporting information, photographs, videos and links to visual media, provided that all personal information contained in such material must be de-identified.

13. Each applicant must provide a high-resolution image of their business’ or organisation’s logo and in doing so, the applicant consents to the use (including publication) of that logo by WorkSafe Tasmania and/or the WorkCover Tasmania Board in connection with the Grant Program or the applicant’s submission.

14. By submitting an application, each applicant confirms that all information in their application (including all supporting material) is true, accurate and complete at the time of submission.

15. Once an application has been submitted, it cannot be amended.

16. Each applicant acknowledges and agrees that their applications and supporting material will be retained by WorkSafe Tasmania and will not be returned.
17. The closing date for applications for the Grant Program is 5.00pm on Tuesday 29 October 2019.
18. Late applications may be accepted or rejected by WorkSafe Tasmania, at WorkSafe Tasmania’s absolute discretion.

Eligibility
19. The Grant Program is open to applicants who are:
   a) individuals or organisations (including not for profit organisations, industry bodies, community organisations and educational institutions) with an ABN
   b) incorporated entities (including companies and incorporated associations)
   c) individual researchers, provided that they have a formal research sponsor (e.g. University of Tasmania)
20. WorkSafe Tasmania and their employees are not eligible to participate.
21. Applicants must disclose if they or any of their related persons or organisations (or, in the case of an individual researcher, their research sponsor):
   a) have had a workplace fatality
   b) have been prosecuted for any offence by WorkSafe Tasmania or Workplace Standards
   c) are currently the subject of investigation or prosecution by WorkSafe Tasmania.
22. Applications relating to initiatives or solutions that do not comply with relevant legislation will not be eligible. A comprehensive list of legislation administered by WorkSafe Tasmania may be found at worksafe.tas.gov.au/laws.
23. All applicants submitting a Grant application must:
   a) hold all insurances required by law, or otherwise appropriate, for the conduct of their day-to-day activities, including workers compensation policies
   b) have paid up to date all applicable levies
   c) must hold relevant industry certifications
   d) be solvent.
   e) provide to Worksafe Tasmania, on request, evidence of the above.
24. WorkSafe Tasmania reserves the right to decline, accept, or disqualify, an application at its absolute discretion, including but not limited to situations in which the applicant, or a related person or organisation, has breached or is under investigation for possible breaches of work health and safety laws (whether or not a prosecution is pending), or where the acceptance of the applicant may otherwise be detrimental to the objectives of the Grant Program.

Evaluation of Applications
25. Applicants may be asked to verify their applications by way of a validation process determined by WorkSafe Tasmania.
26. WorkSafe Tasmania reserves the right to consider an applicant under any of the various Grant categories. This may occur without the consent of the applicant; however, applicants will be kept informed of any category changes to their application.
27. WorkSafe Tasmania reserves the right not to allocate a Grant in a particular category where, in its opinion, there are no applications of sufficient merit.
28. In the event that an applicant is successful in their application and is subsequently found to have failed to satisfy or abide by the terms and conditions of the Grant Program, that applicant will not be entitled to the relevant Grant. WorkSafe Tasmania may, at its absolute
discretion, allocate the relevant Grant to another applicant or choose not to allocate the Grant at all.

29. All decisions of WorkSafe Tasmania are final and no correspondence will be entered into regarding a decision.

Personal Information Protection

30. The information (‘Information’) made available to potential applicants under the Grants Program has been prepared and supplied in good faith by the Crown in Right of Tasmania represented by WorkSafe Tasmanian behalf of The WorkCover Tasmania Board.

31. Although care and attention has been taken in preparing and collating the Information, neither WorkSafe Tasmania nor the WorkCover Tasmania Board gives a warranty either express or implied as to the accuracy or completeness of the Information or its relevance to any particular circumstances. The Information may change or be varied at any time for any reason, including due to facts or requirements of different areas of government or policy issues in existence but not known or apparent to those who prepared or collated the Information.

32. WorkSafe Tasmania, the WorkCover Tasmania Board and their relevant officers, employees and agents accept no liability (whether by reason of negligence or otherwise) to any person for any damage or loss whatsoever or howsoever arising or suffered as a consequence of the use or reliance on the Information or advice given as part of the Grant Program. Such Information and advice is used and/or relied on at that person’s own risk absolutely.

33. WorkSafe Tasmania and WorkCover Tasmania values the privacy of every individual’s personal information. WorkSafe Tasmania and WorkCover Tasmania is committed to protecting the personal information you provide. The collection, maintenance, use and disclosure of personal information by WorkSafe Tasmania and WorkCover Tasmania are managed in accordance with the Personal Information Protection Act 2004.

34. The personal information you provide to us for registration for the Grant Program will be used to assist WorkSafe Tasmania, the WorkCover Tasmania Board and/or their agents to facilitate the Grant Program, to achieve the objectives of the Grant Program and to send to you information about WorkSafe Tasmania and the Board.

35. Subject to use for the purposes detailed in the above paragraph, this paragraph and except if required or allowed by law, all personal information you provide us will remain strictly confidential and will be held at WorkCover Tasmania, 30 Gordons Hill Road, Rosny Park, Tasmania 7018. Under no circumstances will your personal information be sold or made available to marketing agencies or similar parties not involved with WorkSafe Tasmania and WorkCover Tasmania without your express prior consent. Your personal information may be disclosed to contractors and agents of WorkSafe Tasmania and WorkCover Tasmania and other State institutions and authorities authorised to collect it.

36. Personal information for this event can be accessed or amended by contacting WorkSafe Tasmania by email at wstinfo@justice.tas.gov.au. You can also email WorkSafe Tasmania should you no longer wish to be considered for a Grant.

37. Information is collected, used, disclosed and handled in accordance with WorkSafe Tasmania’s Personal Information Protection Statement (PIP), accessible from the WorkSafe Tasmania website, and the Personal Information Protection Act 2004 (Tas). Individuals have the right to access personal information WorkSafe Tasmania holds about them. To do so, please contact our Helpline on 1300 366 322 (inside Tasmania) or (03) 6166 4600 (outside Tasmania).

38. WorkSafe Tasmania will ensure that there is no disclosure to any third party of any information (other than information entered into the online application form directly) provided by an applicant and marked ‘confidential’, except in any of the following situations:
a) in circumstances contemplated by these terms and conditions
b) where that information is otherwise available to the third party
c) with the prior consent of that applicant
d) where such a disclosure is authorised or required by law.

39. WorkSafe Tasmania will not use the personal information of applicants for any purpose unrelated to the Grant Program without the prior consent of the applicant, or unless authorised or required to do so by law.

40. Other than as restricted above, all applicants authorise WorkSafe Tasmania to use the information, images and footage contained in applications for any purposes WorkSafe Tasmania sees fit, subject to applicable laws.

General provisions

41. The assessment, conduct and results of the Grant Program do not create any legal obligations between applicants, WorkSafe Tasmania, the WorkCover Tasmania Board or the Crown in Right of Tasmania.

42. Successful applications do not signify endorsement of a particular product or a particular health and safety practice by WorkSafe Tasmania or the WorkCover Tasmania Board.

43. All successful Grant applicants will be required to enter into a written grant agreement (‘Grant Agreement’) with the WorkCover Tasmania Board, in a form and substance satisfactory to WorkSafe Tasmania and the WorkCover Tasmania Board, prior to receiving any part of their Grant.

44. At any time prior to the execution of a Grant Agreement in respect of a particular Grant, WorkSafe Tasmania or the WorkCover Tasmania Board may cancel or postpone that Grant entirely at its discretion, with or without prior notice to the relevant applicant, for any reason whatsoever. Each applicant acknowledges that, if successful in their application for a Grant, cancellation or postponement of their Grant will not confer upon them any right to recover from WorkSafe Tasmania or the WorkCover Tasmania Board compensation for any losses, costs, expenses or damages whatsoever, whether or not arising or suffered as a consequence of, or in connection with, the cancellation or postponement of their Grant.

45. If a Grant is cancelled by WorkSafe Tasmania or the WorkCover Tasmania Board, no monies will be payable by WorkSafe Tasmania or the WorkCover Tasmania Board for or in connection with that Grant.

46. In the event of any inconsistency between any information provided by WorkSafe Tasmania in relation to the Grant Program, these terms and conditions will prevail, followed by the online application form, other information available on the website and any other relevant material, in that order.

47. Applicants acknowledge that they may be requested to participate in presentations and media interviews in respect of their application and agree to take all reasonable steps to make themselves available for, and actively participate in, such presentations or media interviews. If you are having difficulty completing your application online please contact our Helpline on 1300 366 322 (inside Tasmania) or (03) 6166 4600 (outside Tasmania).
1300 366 322
www.worksafe.tas.gov.au

For more information contact
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(03) 6166 4600  (outside Tasmania)
Fax:    (03) 6173 0206
Email: wstinfo@justice.tas.gov.au