



Healthier, Safer and  
Productive Workplaces  
**Grants Program Guidelines**

## What is the ‘Healthier Safer and Productive Workplaces’ Grants Program?

The Healthier, Safer and Productive Workplaces Grants Program (the Grants Program) offers grants to fund innovative solutions that create safe and healthy Tasmanian workplaces.

The benefits of a safe and healthy workplace include:

- improved health and wellbeing
- increased job satisfaction
- greater work participation and increased social inclusion
- increased individual, team and organisational resilience
- lower absenteeism rates
- higher work performance and productivity
- less workplace injury and workers compensation claims
- more effective return to work outcomes
- lower workers compensation premiums.

The Grants Program aligns with the WorkCover Tasmania Board and WorkSafe Tasmania’s Strategic Plan 2018-2023:

- Strategy 1: Targeted Harm Reduction: Reducing harm in Tasmanian workplaces
- Strategy 2: Building Culture and Capability: Responding to current and emerging WHS issues.

*Specifically:*

- the prevention of musculoskeletal injuries
- the improvement of return to work outcomes.



## Categories and funding levels

### Categories

Applicants may apply for a grant in one or both categories.

- Innovation in the prevention of musculoskeletal injuries. The objective is to fund innovative solutions to prevent musculoskeletal disorders (MSDs).
- Innovation in the management of return to work for injured workers. The objective is to fund innovative solutions that improve return to work outcomes for injured workers and their workplace.

### Programs funding levels

- Applications for any amount up to \$50,000 will be considered.
- Applications from research/industry partnerships may be considered for funding up to \$100,000. This may include project timeframes greater than 12 months. These applications will be considered on a case by case basis.

### Key dates

Applications will be accepted until midnight on the 01 April 2022.

Late or incomplete submissions will not be accepted.

## What is innovation?

The Grants Program is looking for innovative solutions that are industry led, collaborative and meet the needs of workers and workplaces, to reduce MSDs and improve return to work outcomes.

Examples of innovative solutions include improving or replacing a process, a product, or a service by applying new processes, introducing new techniques, or establishing successful ideas to create a solution.

Applicants will need to clearly describe how and why the proposed initiative is innovative. This includes whether it is:

- a new or unusual approach that is not generally in use in their industry;
- likely to produce positive results that are able to be transferred or shared across or within industries; and
- designed and developed in consultation with workers who will be affected by the initiative.

Grant applications **will not be considered** if they propose initiatives that will:

- only enable the business to achieve compliance with legal obligations; or
- improve systems or processes in a manner that is consistent with current industry practice.

## Categories: in detail

### Innovation in the prevention of musculoskeletal injuries

The objective is to fund innovative solutions to prevent musculoskeletal disorders (MSDs).

These grants aim to provide applicants with an opportunity to develop innovative solutions that focus on preventing work related MSDs through conducting research and/or developing new technology and/or processes.

Grant applicants' innovative solutions may aim to:

- increase workplace awareness and understanding of MSDs
- reduce MSD work-related injuries and illnesses
- improve health and wellbeing outcomes for workers with MSDs
- increase workplace collaboration through the sharing of MSD solutions
- increase workplace productivity
- increase industries' capabilities to effectively manage MSDs.

### What are MSDs?

The term 'MSD' refers to an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time.

MSDs include a range of conditions that affect joints, spinal vertebrae and intervertebral discs, the synovium, muscles, tendons and related tissues, soft tissues and connective tissues.

Examples of MSDs may include:

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve injuries or compression, for example carpal tunnel syndrome
- muscular and vascular disorders as a result of hand–arm vibration
- soft tissue injuries including hernias

MSDs can occur in two ways:

- gradual wear and tear to joints, ligaments, muscles and intervertebral discs caused by repeated or continuous use of the same body parts, including static body positions
- sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly.

More information may be found at [Hazardous manual tasks \(worksafe.tas.gov.au\)](https://www.worksafe.tas.gov.au).

### Innovation in the management of return to work for injured workers

The objective is to fund innovative solutions that improve return to work outcomes for these workers and their workplaces.

These grants aim to provide applicants with an opportunity to develop innovative solutions around managing return to work for injured workers through conducting research and/or developing new technology and/or processes.

Grant applicants' innovative solutions may aim to:

- support workers to be actively involved in their recovery and return to work
- build a workplace culture that values return to work of injured workers by reducing the stigma associated with work-related injuries
- develop culture and leadership that drives positive and supportive workplace relationships and behaviours
- adopt a coordinated and tailored worker-based approach, which may include initiatives that address (for example) cultural restraints or language barriers in the return to work process
- help employers and their stakeholders effectively support workers in their recovery and return to work
- make better use of data and research to drive continual improvement across the system
- support early intervention and ongoing communication and engagement with injured workers
- consider the impact of secondary injuries that might occur as a result of changes in diagnoses, or as a direct consequence of the original injury.

## What is injury management and return to work?

Injury management is the process of managing the return to work for an injured worker, and it should start as soon as possible after an injury, because this improves the chances of a safe and durable recovery and return to work. A worker doesn't have to be fully recovered or to have finished medical treatment before they can go back to work.

Where a worker suffers a significant injury (one that requires, or is likely to require, the worker to have 5 days or more of total or partial incapacity), the injury management co-ordinator assigned to them must ensure there is an injury management plan in place to co-ordinate and manage the worker's treatment, rehabilitation and return to work.

Such an approach is taken to ensure there is a consistent and agreed understanding of what is going to happen, and what all parties can expect during the injury management process.

More information may be found at [Compensation \(worksafe.tas.gov.au\)](https://www.worksafe.tas.gov.au/Compensation)



## Eligibility

### Who can apply?

The Grants Program is open to not for profit organisations, individuals, industry bodies, private organisations, community organisations and educational institutions with an ABN. The applicant must be operating within Tasmania.

Applicants will be eligible for funding if they are:

- individuals or organisations (including not for profit organisations, industry bodies, community organisations and educational institutions) with an ABN
- incorporated entities (including companies and incorporated associations)
- individual researchers, provided that they have a formal research sponsor (for example, University of Tasmania).

Applicants (including the directors of companies that are applicants) must disclose if they:

- have had a workplace fatality
- have been prosecuted for any offence by WorkSafe Tasmania or Workplace Standards or any other Australian work health and safety regulator
- are currently the subject of an investigation or prosecution by WorkSafe Tasmania or any other Australian work health and safety regulator.

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

Persons, sole traders or organisations submitting a grant 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 the WorkCover Tasmania Board, 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 application may otherwise be detrimental to the objectives of the Grants Program.

All applicants must:

- have workers compensation policies in place
- hold relevant industry insurances and certifications; for example, working with vulnerable people policies
- appropriate insurance cover
- be solvent.

### 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?

Grants are eligible for funding if they:

- demonstrate a public interest
- adhere to the specific terms and conditions of the Grants Program.
- businesses that do not operate in Tasmania

## What sorts of grants are NOT eligible for funding?

- The development of privately-owned facilities.
- Grants to run activities which are 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.

## Applications

Applications for all categories must be submitted online.

Applicants may supply extra information by attaching documents directly to the application form.

Late applications will not be considered.

## Assessment

Grant applications will be assessed by panels, which include WorkSafe Tasmania staff with experience in each category.

Panel recommendations are reported to committees and then further referred to the WorkCover Tasmania Board for decision.

## Payment

Payments are made electronically to nominated bank accounts.

## 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.

## Grant conditions

If you are successful in receiving funding from the WorkCover Tasmania Board, you will be required to sign a WorkCover Funding Agreement with WorkSafe Tasmania, as the administrator of the Grants Program. This agreement will detail what you can do 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 grant activity. These laws may include, for example, classification and censorship, indigenous cultural and intellectual property, privacy issues, employment law, working with vulnerable people regulations, and laws governing filming in public
- timely completion of the grant activity
- appropriate financial management
- acknowledgement of funding
- agreement to the use and reuse of any relevant final product created with the grant funding, by the WorkCover Tasmania Board and/or WorkSafe Tasmania
- compliance with WorkSafe Tasmania's reporting and acquittal requirements.

## 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](mailto:wstinfo@justice.tas.gov.au)

You can also find more information at [worksafe.tas.gov.au](http://worksafe.tas.gov.au)

## 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 2022 Healthier, Safer and Productive Workplaces Grants Program ('Grants 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 Grants Program.
4. By submitting an application for a 2022 Healthier, Safer and Productive Workplaces Grants 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 Grants 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 Grants Program.

## Submission requirements and conditions

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 Grants 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 Grants Program is Friday 01 April 2022.
18. Late applications may be accepted or rejected by WorkSafe Tasmania and/or the WorkCover Tasmania Board, at WorkSafe Tasmania and/or the WorkCover Tasmania Board's absolute discretion.

## Eligibility

19. The Grants Program is open to applicants operating within Tasmania 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; government agencies or departments of local, state or federal government and statutory authorities; and organisations operating licensed premises and/or gaming machines 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 or any other Australian work health and safety regulator
  - c) are currently the subject of investigation or prosecution by WorkSafe Tasmania or any other Australian work health and safety regulator.
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](http://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 Grants 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 Grants 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 Tasmania 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 Grants 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 Grants Program will be used to assist WorkSafe Tasmania, the WorkCover Tasmania Board and/or their agents to facilitate the Grants Program, to achieve the objectives of the Grants 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 Grants Program can be accessed or amended by contacting WorkSafe Tasmania by email at [wstinfo@justice.tas.gov.au](mailto: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 Grants 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 Grants 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 Grants 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 about their application and agree to take all reasonable steps to make themselves available for, and actively participate in, such presentations or media interviews
48. 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](http://www.worksafe.tas.gov.au)

For more information contact

Phone: 1300 366 322 (within Tasmania)  
(03) 6166 4600 (outside Tasmania)

Fax: (03) 6173 0206

Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au)

