

# Review of the Burden of Occupational Disease and Injury in New Zealand:

A Technical Report to the National Occupational Health and Safety Advisory Committee

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### Section 1. Introduction

#### 1. Purpose and Objectives of the RFP

1.1 This RFP seeks to commission a review of the burden of occupational disease and injury in New Zealand on behalf of the National Occupational Health and Safety Advisory Committee (“NOHSAC”).

1.2 For this purpose, respondents are invited by the Department of Labour (“DoL”) to submit proposals offering to supply specific research services (the “Services”) as defined in Section 2 of this Request for Proposals (“RFP”).

1.3 This RFP intends to select only one Respondent to provide the Services.

1.4 This RFP provides a basis for identifying the Respondent’s methods and approach to providing quality Services and provides the basis for identifying cost effective and timely Services.

1.5 This RFP will enable a sound commercial contract to be established that clearly defines terms and conditions, Services, performance reporting and pricing requirements and the relationship expectations during the contract.

#### 2. Disclaimer

2.1 Whilst all reasonable care has been taken in compiling this RFP document and the details are presented in good faith, no warranty or guarantee (expressed or implied) is given by the DoL as to the completeness or accuracy of the document or any information provided in connection with it.

#### 3. Definitions

3.1 In this RFP, unless a contrary intention is apparent:

“DoL” means the Department of Labour (or its nominated representative) a government department located in New Zealand;

“NOHSAC” means the National Occupational Health and Safety Advisory Committee, an independent committee reporting directly to the Minister of Labour.

“Request for Proposal” or “RFP” means this document and all its parts inviting Respondents to submit a response to meet DoL’s research service requirements.

“Research Services” means those products and Services outlined in Section 2: Service Specification of this RFP that are to be provided by the successful Respondent;

“Respondent” means a person, partnership or any other body (whether corporate or otherwise) who submits a response as per the requirements of this RFP;

“Response” means the Respondent’s written response to this RFP;

“Specification” means the specifications contained in Section 2. Service Specification.

#### 4. Role and Responsibilities of NOHSAC

4.1 The National Occupational Health and Safety Advisory Committee (NOHSAC) is responsible for providing independent advice direct to the Minister of Labour on major occupational health and safety issues in New Zealand.

4.2 NOHSAC plays a key role in providing an independent assessment of the measures that would deliver the greatest benefit for the prevention of occupational injury and disease, and in developing an evidence-based approach

to occupational health and safety issues.

4.3 NOHSAC was established in July 2003. This is NOHSAC's first project.

4.4 NOHSAC will serve as the main governing board for this research project ensuring that the project design and content are compatible with NOHSAC requirements.

## 5. Role and Responsibilities of DoL

5.1 The Department of Labour (DoL) provides a Secretariat function for NOHSAC, including the management of research projects, related contracts and budgets.

5.2 As part of this role, DoL anticipates having substantial involvement with the successful Respondent during the conduct of the project activities, through technical assistance, advice and coordination.

## Section 2. Service Specification

### 1. Introduction

1.1 This section describes the research requirements to be provided to DoL. They are described so that the Respondent can ascertain the scope of the requested Services. The respondent should detail how they will provide the Services outlined in this specification.

### 2. Service Objectives

2.1 The main objective of the Services is to provide a thorough and critical review of the burden of both fatal and non-fatal occupational disease and injury in New Zealand. Specific burdens will also need to be reviewed, including mortality, (co)-morbidity and disability.

2.2 More specifically, the review will address the following research questions:

- a) What exposures/hazards are likely to contribute most to the burden(s) of occupational disease and injury in New Zealand?
- b) What types of diseases and injuries are most likely to contribute to both the overall and specific burden(s) of occupational disease and illness in New Zealand?
- c) How can the burden(s) of occupational disease and injury in New Zealand be expressed in terms of social and economic costs?
- d) What is the estimated burden(s) of occupational illness and injury for New Zealand expressed in both qualitative and quantitative terms?
- e) What lessons are there from this review for surveillance and research?
- f) What lessons are there from this review for prevention?

2.3 In this context, the term 'occupational disease' includes both occupational diseases and work-related diseases, as defined by the World Health Organization. The report will need to define this terminology clearly.

2.4 It is expected that the review will cover the following:

- Quantitative and qualitative review of both fatal and non-fatal occupational disease and injury in New Zealand and the related burdens, including the total burden, mortality, (co)morbidity and disability.
- Separate review for mental or neuropsychiatric disorders, musculoskeletal conditions, noise induced hearing loss, asthma, chronic obstructive pulmonary disease, pneumoconiosis, tuberculosis, cancer (all cancers, lung, bladder, mesothelioma, leukaemia, laryngeal, non-melanoma skin cancer, nasal, kidney, liver), non cancerous skin conditions, coronary heart disease, non-malignant renal disease, cirrhosis, hepatitis (B & C) and most common circumstances of injuries (accidental falls, motor vehicle crashes).
- Separate review for the attributable burden (i.e., exposures and hazards) including noise, job strain, job control, shift work, environmental tobacco smoke, causes of non-malignant renal disease, hepatitis (B & C), injuries, and other relevant environmental and occupational factors to mortality, morbidity and disability.

### 3. Review Report

- 3.1 The review is to be documented in a “technical report” comprising chapter headings along the lines of those described below.
- 3.2 The primary audience for the report will be NOHSAC. Other audiences may include the Minister of Labour, policy analysts, researchers, and health and safety professionals.
- 3.3 The technical report will contain an executive summary for the report as a whole, along with a summary for each chapter.
- 3.4 The report should highlight knowledge gaps as well as what is known.
- 3.5 A high quality of written presentation and report layout is expected.
- 3.6 The report is to be fully referenced using accepted referencing techniques.
- 3.7 The summaries of each chapter to be provided by the successful Respondent will help inform the development of a shorter “lay report” for a wider audience. The development of this lay report is, however, outside the scope of this RFP.

### 4. Contribution to a Technical Appendix of Quantitative Estimates

- 4.1 NOHSAC is keen for the report to contain quantitative estimates of the overall burden of occupational disease and injury for New Zealand. These estimates will be included in a technical appendix to the report.
- 4.2 The Centre for Public Health Research (CPHR), Massey University will be separately contracted by DoL to prepare a technical appendix focusing on quantitative estimates of the overall burden of fatal occupational disease and injury in New Zealand. The successful Respondent will be required to coordinate with CPHR to ensure that the technical appendix is aligned with the rest of the report. Contact details for CPHR are: Professor Neil Pearce, ph 0064-04-380-0602 or email
- 4.3 The Respondent should indicate in their Response how they would approach the development of such a technical appendix in collaboration with CPHR.

### 5. Methods

- 5.1 The primary method will be a literature review.
- 5.2 The review should focus on New Zealand literature as well as the wider international literature, particularly that relating to developed countries.
- 5.3 The international literature will help provide a context against which the specific case of New Zealand can be understood and described.
- 5.4 The contribution to the technical appendix will require the application of epidemiological techniques.

### 6. Content and Structure of the Review Report

- 6.1 The content and structure of the report should reflect the Service objectives above.
- 6.2 The following structure is a guide only. The successful Respondent may adopt a different structure in consultation with DoL.

#### Executive Summary

The technical report will contain an executive summary for the report as a whole, along with a summary for each chapter.

#### Introduction

This section will describe the intended audience, scope, definitions, review objectives and the methods used.

It will provide a positive context for the report describing the potential social and economic benefits of reducing the burden of occupational disease and injury.

#### Exposures/Hazards

The report will look at past, current and future exposures and their relative impact on the overall burden of both fatal and non-fatal occupational disease and injury. The impact of both environmental and occupational factors on specific burdens including mortality, (co)-morbidity and disability will also be looked at. This section will also consider the changing nature of work over time.

#### Diseases/Injuries

This section will describe major types of fatal and non-fatal diseases and injuries as well as the traumatic and disability burden components. Special attention will be placed on the situation of Maori/Pacific workers and other groups at risk. Comparison will be made across groups of diseases, occupational health factors and outcomes, regional and demographic groups and the burden attributable to environmental risk factors.

#### Social and Economic Costs

The report will look at the quantification of the burden of occupational diseases and injuries in terms of the social and economic costs in order to provide a useful understanding of the scale of occupational health and safety problems.

#### Surveillance/Research Needs

The report will highlight knowledge gaps, data limitations as well as note what is known and available, such as how should the burden be measured given the current literature on the subject and how does it measure up, including issues in estimation of incidence and prevalence. The research will outline and provide the framework for future interdisciplinary collaboration by identifying issues and priorities for research partnerships and efforts.

#### Reducing the Burden of Disease and Injury

The report will discuss the implications of the review for prevention. The report will identify priority settings to help guide the development of occupational health and safety policy and programmes.

#### Recommendations

The report will provide clear recommendations with options based on a prudent evaluation of whether the assumptions made and gaps identified in earlier studies are consistent with those referred to in more recent epidemiological and other studies.

#### Appendix: Quantitative Estimates

Will be prepared by CPHR in collaboration with the successful Respondent.

### 7. Interim Reporting

7.1 The successful Respondent will provide a short progress report to DoL each month.

7.2 At an early stage in the project, the successful Respondent will provide an indication to DoL of the proposed overall structure of the report (e.g. an annotated contents page) for approval by DoL.

### 8. Timeframe

8.1 Draft or part report ready for consideration by NOHSAC members by Friday, 23 April 2004.

5.1 Final report is required by Wednesday, 16 June 2004.

### 9. Available Budget

9.1 Available budget for the Services (i.e., the report itself) is up to \$NZ 55,000 (excl GST).

9.2 DoL will assume the cost of consultation, printing, and launch of the report.

## Section 3. Preparing and Submitting a RFP

1. Introduction
  - 1.1 This section is a step-by-step guide to completing and submitting a research proposal to DoL.
2. Research proposal
  - 2.1 The proposal should consist of the following sections:

#### Cover Information

Provide cover information about the project, such as the short title of the project, the name and address of the research provider, institution (if any) and team members (if any). This Section must be signed by the research provider.

#### Abstract /Summary

Provide a concise description of the proposed research in lay terms.

#### Background

Outline the purpose, rationale, and significance of the study.

#### Relevance

Describe the relevance of this research to both NOHSAC and the Minister of Labour and the ways the research might be used by potential stakeholders.

#### Method /Approach

Describe research objectives.

Provide specific details of the quality assurance procedures that will be used to guarantee the quality of work.

Describe approach to interaction with CPHR.

Identify any materials or services to be provided by the DoL and their effect on the specified completion date.

#### Ethical Issues

Identify all the ethical issues that arise in relation to this research project.

Describe the ways the research procedures will address these issues.

#### Cultural Issues and Obligations under the Treaty of Waitangi

Identify the cultural issues that arise in relation to this research project and describe the ways these are addressed.

#### Research output / deliverables

Describe the research products that you will deliver.

Describe your recommendations for dissemination of the research.

#### Timeframe

Detail the project timeline specifying the project milestones and their respective completion dates.

#### Budget

Detail an itemised budget excluding GST.

#### Conflicts of interest

Identify any actual and potential conflicts of interest for your team members and/or organisation in undertaking this research.

#### Research team members' roles, knowledge and experience

Outline your knowledge and experience in relation to the project. If any team members are involved, outline the roles it is proposed each team member will have in this research project.

#### CV(s)

Provide CVs for key personnel working on the research project (max 2 pages each person).

#### Referees

Provide the names and contact details of two referees for whom your team has undertaken contract research in the recent past.

3. Submission of RFP Responses
  - 3.1 The RFP shall close at the place of closing at 4:00pm on Friday the 24<sup>th</sup> of October 2003.

3.2 The place of closing is:  
Occupational Health and Safety Service  
Department of Labour  
Level 4, Unisys House  
56 The Terrace  
PO Box 3705  
Wellington  
Attention: Dr Julie David

3.3 Responses must be clear, legible and provide all information requested in this RFP.

3.4 Responses must be emailed to the above email address.

3.5 Any response received by DoL that does not conform with all or any of the above conditions may be rejected, accepted and/or penalised during evaluation, at DoL's discretion.

#### 4. Form, Content and Preparation of RFP Response

4.1 Each Respondent shall provide the name, telephone number, e-mail and contact address of one individual who shall provide one point of contact in order to answer questions which may arise during examination of their response or who can provide additional information if requested by DoL.

4.2 The submitted pricing shall allow for all of the Respondent's obligations in providing the Services in accordance with this RFP.

4.3 Responses are to be signed for or on behalf of the Respondent by a duly authorised officer of the Respondent.

4.4 All pricing provided in any response must be valid for a minimum period of six months from the RFP closing date.

4.5 Responses once submitted cannot be modified except with the written consent of DoL.

4.6 The cost of preparing and submitting a response shall be borne by the Respondent.

4.7 All responses will become the property of DoL. Unsuccessful proposals will be destroyed on conclusion of the tender and contractual process.

#### 5. Evaluation Criteria

5.1 Respondents will be selected against the following criteria, applied and assessed by DOL in its sole discretion:

- Research provider (or any member of his or her team) has knowledge and experience relevant to the research topic and the research methods;

- Research provider has proven experience in undertaking and successfully completing similar research projects;
- Research provider has sufficient organisational support and resources to see the research through to completion;
- Research proposal addresses the research scope and will meet NOHSAC's objectives for the research;
- Research includes processes for quality assurance;
- Research approach meet ethical standards;
- Specific cultural and technical requirements of the research are covered in the proposal and team;
- Obligations under the Treaty of Waitangi are discussed in the proposal and addressed in the approach;
- Research team is able to work positively and constructively with DoL, NOHSAC and other stakeholders in carrying out the research;

- Proposal meets output, budget, and timeframe requirements;
- DoL's confidence in the Respondent's ability to establish and maintain a mutually acceptable business relationship with DoL and NOHSAC;

- Capacity to carry out all of the Services detailed in this RFP;
- Compliance with terms and conditions of this RFP;
- Any other criteria chosen by DoL or NOHSAC.

#### 6. Acceptance of Tender

6.1 The lowest price response or any response will not necessarily be accepted.

6.2 DoL may accept responses from a number of Respondents.

- 6.3 Each Respondent shall be notified in writing of acceptance or rejection of its response as soon as possible. No response shall be deemed acceptable unless and until the Respondent has been notified by DoL in writing.
- 6.4 If in the opinion of DoL or NOHSAC, none of the responses submitted are acceptable, DoL reserves the right to enter into negotiations with one or more Respondents for a satisfactory offer.
- 6.5 DoL shall exercise this right only after notification to all Respondents that their responses were unsuccessful. This clause does not restrict DoL's right to negotiate as provided in paragraph 6.4 in this section.
- 6.6 Nothing contained or implied in the RFP shall oblige DoL to discuss, justify or give reasons for any of its decisions or actions relating to this RFP or any response.
7. Confidentiality
- 7.1 It is a condition of this RFP that information provided in the RFP documents is for the sole purpose of allowing the Respondent to prepare and submit a response to the RFP. Receipt of this RFP by actual or potential Respondents indicates acceptance of the obligations relating to confidentiality set out in this RFP.
- 7.2 This RFP shall not be used in any other context nor shall it be disclosed to any party not directly involved in the formulation of a response. Where other parties are involved, they shall be deemed to be subject to the same requirements of confidentiality.
- 7.3 Respondents are advised that DoL is subject to the Official Information Act 1982. Respondents should mark their proposals "Commercial: In Confidence" if they wish to protect specific information. DoL cannot, however, guarantee that information marked as such can be protected if DoL receives a request for information under that Act.
- 7.4 Through the RFP process, DoL may collect and hold information about Respondents for the purpose of selecting Respondents to provide Services or similar Services. DoL may also use that information for business planning or statistical purposes.
8. Subject to Contract
- 8.1 The acceptance by DoL of any response, either with or without negotiation, or the negotiation with an unsuccessful Respondent pursuant to paragraph 6.4 of these conditions, shall not create binding legal relations between DoL and the party whose response has been accepted or which is negotiating with DoL.
- 8.2 Responses are submitted on the basis that no binding legal relations with DoL are created unless and until a Research Contract covering the relevant Services is executed by both, DoL and the successful Respondent.
9. Agreement
- 9.1 DoL expects its standard consultancy agreement to form the basis for any contractual agreement resulting from this RFP.
10. No Liability
- 10.1 DoL shall have no liability for any information it provides, or for any costs incurred by Respondents in relation to their response, or for any cost or loss to any Respondent if they are unsuccessful, or if this RFP is cancelled, suspended or changed.
11. Timetable
- 11.1 The timings for the phases are:

Issue of RFP

9 October 2003

Response Closing Date

4.00pm, 24 October 2003

Evaluation Period

27-31 October 2003

Advise Respondent of Decision

1<sup>st</sup> week of November 2003

Contract Negotiations

1<sup>st</sup> week of November 2003

11.2 DoL reserves the right to alter this timeline, and Respondents will be advised of any changes to these dates.





