

# Review of Methods and Systems used to Measure and Monitor 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 methods and systems used to measure and monitor 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.

“Surveillance Systems” means systems for the ongoing systematic collection, analysis,

and interpretation of data for purposes of improving health and safety.

#### 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 second 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's 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 methods and systems used to measure and monitor occupational disease and injury in New Zealand. A secondary objective of the service is to determine the ability of surveillance systems to measure and monitor changes in work methods and organisation in New Zealand.

2.2 The service provider is to review New Zealand occupational disease and injury surveillance systems. Although this may in some instances involve reference to, or comparison with, disease and injury surveillance systems in other countries, a comprehensive review of such systems is not required, as these will be reviewed separately under another RFP.

2.3 The review should specifically address the following research questions:

- a) What types of methods and systems are currently used to measure and monitor the;  
Prevalence and incidence  
Trends  
Distribution  
of occupational disease?
- b) What types of methods and systems are currently used to measure and monitor the;  
Prevalence and incidence  
Trends  
Distribution  
of occupational injury?
- c) What are the strengths, weaknesses and gaps (if any) that exist in methods and systems used for the surveillance of occupational disease and injury in New Zealand?

- d) What are the barriers to the effective surveillance of occupational disease and injury in New Zealand?
- e) What future plans (if any) are in place to develop/improve individual occupational disease and injury surveillance systems?
- f) What surveillance methods and systems in New Zealand currently exist that are able to measure and monitor;
- Changes in work methods
  - Changes in work organisation
  - Emerging risks.

2.4 In this context, the term “occupational disease” includes both occupational diseases and work related diseases defined as follows by the World Health Organisation:

“Occupational diseases ... stand at one end of the spectrum of work relatedness where the relationship to specific causative factors at work has been fully established and the factors concerned can be identified, measured, and eventually controlled. At the other end (are) diseases (that) may have a weak, inconsistent, unclear relationship to working conditions; in the middle of the spectrum there is a possible causal relationship but the strength and magnitude of it may vary.

Work related diseases may be partially caused by adverse working conditions. They may be aggravated, accelerated, or exacerbated by workplace exposures, and they may impair working capacity. However, personal characteristics and other environmental and socio-cultural factors usually play a role as risk factors in work related diseases, which are often more common than occupational diseases”

(Technical Report no. 174. Identification and control of work related diseases. Geneva: WHO, (1985)

2.5 It is expected that the review will

Review both occupational disease and occupational injury surveillance systems in New Zealand existing as at 2004.

Include government, employer, union, industry association and other non-governmental surveillance systems. The following organisations/systems should be considered

- Coroners reports
- New Zealand Health Information Service NZHIS measuring
  - o Mortality
  - o Cancer
  - o Admissions
- Occupational Safety and Health Service– Notifiable Occupational Disease System (NODS)
- Occupational Safety and Health Service - Health and Safety Accident Recording Database (HASARD)
- Accident Compensation Corporation (ACC) claims database
- Industry Specific Surveillance Systems
  - o Civil Aviation Authority (CAA)
  - o Maritime Safety Authority (MSA)
  - o Centre for Human Factors and Ergonomics (COHFE) - Forestry
  - o Mining
  - o Land Transport Safety Authority (LTSA)
  - o Environmental Risk Management Authority (ERMA)

Include Compulsory and Voluntary Surveillance Systems.

2.6 The review should provide an annotated inventory of existing occupational disease and occupational injury surveillance systems in New Zealand that describes for each surveillance system:

purpose of the surveillance  
population covered

type of surveillance  
method and frequency of data collection  
sources of data and completeness of reporting  
data integration methods  
types of data analysis and interpretation used  
how information is disseminated and/or integrated into policy making.  
future plans for development/improvement.

### 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. Methods

4.1 The primary methods will be consultation with relevant agencies and organisations and a review of relevant literature. For the review of occupational disease as described in 2.2 (a) it is expected that extensive consultation will be required with relevant agencies and organisations due to limited information and research in this area. For the review of occupational injury as described in 2.2 (b) it is expected that this will consist primarily of a literature review and contact with the Injury Information Manager.

4.2 The review should consider existing reports and reviews describing occupational disease and injury surveillance systems within New Zealand.

4.3 It is expected that the review will use or refer to the following specific reports and documents when writing the review;

Malcolm, M. et.al. (1998) Independent Review of Occupational Injury and Illness Statistics, Wellington School of Medicine.

Dr Neil Pearce, Coding of occupational data held by NZHIS  
New Zealand Injury Data Review, April 2000 – December 2001, Department of Labour and Statistics New Zealand.

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

5.1 The content and structure of the report should reflect the Service objectives above.

5.2 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 improved surveillance methods and systems for occupational disease and injury.

### Occupational Disease

This section will describe the current situation in New Zealand. This section should therefore be based on both a literature review and consultation with relevant organisations.

review, update and expand upon the Independent Review of Occupational Injury and Illness Statistics, Wellington School of Medicine by Malcolm et.al. (1998)

critically review existing occupational disease surveillance systems as outlined in 2.6  
identify the strengths, weaknesses and gaps (if any) in relation to the surveillance of occupational disease

identify opportunities for improving the administration/management, data collection, accuracy and timeliness of existing occupational disease surveillance systems.

### Occupational Injury

This section should review, update and expand upon the Independent Review of Occupational Injury and Illness Statistics, Wellington School of Medicine by Malcolm et.al. (1998) and describe the current situation in New Zealand. This section should therefore:

critically review existing occupational injury surveillance systems as outlined in 2.6  
describe the role of the Injury Information Manager  
identify the strengths, weaknesses and gaps (if any) in relation to the surveillance of occupational injury.

### Barriers to Effective Surveillance

This section should identify any barriers to the effective surveillance of occupational disease and injury. Barriers should be categorised in terms of :

Expertise required to manage and administer surveillance systems

Inadequate hazard/exposure assessment

Data ownership and access issues

Knowledge gaps

Reporting including the cost of collecting, analysing and disseminating data

Primary purpose of data collection and suitability for measuring and monitoring occupational disease and injury

### Transformation of the Labour Market

This section should identify any current surveillance systems that are capable of measuring and monitoring changes in work patterns, participation of new groups in the labour market and the recognition of new risks especially those of a psychosocial nature.

## 6. Interim Reporting

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

6.2 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.

## 7. Timeframe

7.1 Draft or part report ready for consideration by NOHSAC members by 30 September 2004

7.2 Final report is required by Wednesday, 16 December 2004.

## 8. Available Budget

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

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

### Section 3. Responding to an 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). The research provider should sign this Section.

##### 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 the Injury Information Manager, government agencies and other organisations.

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

##### Ethical Issues

Identify the ethical issues (if any) 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 7<sup>th</sup> May 2004.

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: Mark Wagstaffe

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

3.4 Responses should 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 should 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.





