



INJURIES TO STAFF

POLICY

Rationale:

- Staff members are a school's greatest resources. Staff members injured at work deserve quick and effective treatment, efficiently managed rehabilitation, and compassionate management of their return to work.

Aims:

- To minimise injuries to staff, and effectively and compassionately manage injuries that do occur.

Implementation:

- Occupational Health & Safety (OHS) program, the election of a trained and proactive OHS representative, regular OHS workplace inspections, risk hazard assessments and hazard controls, clear communication of potential hazards and staff professional development regarding health and safety will all help to minimise or eliminate staff injuries.
- The [eduSafe poster](#) and the '[If You are Injured](#)' posters will be prominently displayed.
- Injuries to staff must result in first-aid and assistance including medical support, reassurance, comfort, and counselling for the injured staff member and/or colleagues where necessary.
- Principal to be notified immediately, OHS representative to be notified of the incident. School Council president and the Return to Work coordinator to be notified if serious. Next-of-kin contacted by principal if necessary. Staff injuries to be reported to School Council.
- The injury, incident, hazard or near miss will be reported by the staff member (or someone else on their behalf) on [EduSafe](#) - the Department's user based Incident Reporting & Hazard Management System that covers all **non-student incidents**. When lodged, the reports go to the principal for appropriate action. **Visitors** and **contractors** who are unable to access eduSafe should fill out the [Incident and Hazard Report Proforma \(Excel - 321Kb\)](#) and give it to the Business Manager to enter in eduSafe on their behalf.
- The accident needs to be investigated and documented by the principal, OHS representative and Return to Work coordinator to determine the cause, to prevent a repeat injury and to determine whether or not the circumstances of the incident amount to a WorkCover claim for which liability may be accepted.
- It is important that the circumstances of the accident are fully understood and documented (including an injuries register) to avoid accidents of that nature in the future.

- Action arising from the accident investigation could include modifications to a work area, or appropriate modifications to organisational arrangements, or specific action to be taken once the injured employee has returned to work to prevent a recurrence of the injury.
- The principal to keep in contact with the employee during their rehabilitation to offer reassurance and to assist where appropriate.
- Any specific measures relating to the employee's return to work should be included in the employee's return to work plan when it is prepared (see Return to Work Coordinator policy).
- An Incident Report Form may be required to be sent to CGU Workers Compensation (Vic) Ltd along with a WorkCover claim form as per the WorkCover management Kit processes.
- Serious injuries (death, amputation or loss of any body part or bodily function, hospitalisation, acute symptoms due to substance exposure, or any serious bodily injury), or any incident that exposed a person to immediate risk to their health or safety must be reported to the Emergency and Security Management Branch immediately on (03) 9589 6266 and WorkSafe on 13 23 60 and reference should be made by staff to the school's Incident Management policy.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle, or after any significant incident.

Signed	
School Council President	Date
Bob Bextream	
Principal	Date
Leah Willis	

This policy was last ratified by School Council in....

15/08/2016