POLICY: INJURIES TO STAFF POLICY

PURPOSE:

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

AIM:

To minimise injuries to staff, and effectively and compassionately manage staff injuries should they occur.

IMPLEMENTATION:

- The appointment of a trained Occupational Health & Safety (OH&S) representative, regular OHS safety checks, appropriate follow-up, clear communication of potential hazards and staff professional development regarding health and safety will minimise or eliminate staff injuries. If deemed necessary, hazards may be reported via email to the OH&S representative.
- Any injuries to staff must result in immediate first aid and assistance including medical support, reassurance, assistance with personal comfort and counselling for the injured staff member and/or colleagues where necessary.
- Principal to be notified immediately. OHS representative is to be notified of the incident, as well as the Return-to-Work Co-ordinator. Next-of-kin contacted by principal if necessary.
- Injuries are to be reported by staff members themselves if able or by the Business Manager on EduSafe Plus. EduSafe Plus is the Department's Incident Reporting & Hazard Management System.
- The accident needs to be investigated and documented by the principal, OHS representative and Return to Work coordinator to determine the cause and whether the circumstances of the incident amount to a WorkCover claim for which liability should be accepted.
- It is important that the circumstances of the accident are fully understood and documented so those appropriate steps can be taken 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.
- 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 DoE Emergency and Security Management Branch immediately on (03) 9589 6266 and to Worksafe.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	25/3/2025
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	March 2027