

RISK MANAGEMENT: INJURIES TO STAFF

PURPOSE:

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

BROAD GUIDELINES:

- Minimisation of injuries to staff is a priority and the effective and compassionate management of injuries that do occur is the responsibility of joint participation between management and staff.
- 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.
- The appointment of a trained Occupational Health & Safety (OHS) 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.
- This policy is to be cross referenced with the OHS and, Risk Management policies.

IMPLEMENTATION:

- The 'If You are Injured' poster will be prominently displayed
- 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.
- If an incident poses an immediate threat to the health or safety of any person, the principal/OHS coordinator and Health and Safety representative, after consultation, may direct that work shall cease.
- The Principal is to be notified immediately, OHS representative to be notified of the incident. and the Return to Work coordinator to be notified and determine whether or not the circumstances of the incident amount to a WorkCover claim for which liability should be accepted.
- If the accident is serious the next-of-kin is to be contacted by principal if necessary.
- The accident will be investigated and documented by the principal/OHS coordinator, OHS representative to determine the cause and what action needs to be taken to prevent a recurrence.
- Immediate precautions will be taken to prevent any recurrence and a check to see if this is effective in removing the hazard will be made
- 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 is 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).
- The DEECD Accident/Injury Form LE 375 to be completed and signed by principal. A photocopy of the form should be placed in the injury register (see 6.12.3.6 Register of Injuries – SOTF Reference Guide) and details should be entered on CASES – Student Administration – 1,4,4, INJURY DATA. A copy of Form LE 375 to be forwarded to NRMA Workers Compensation Insurance together with any WorkCover claim.
- 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 DE&T Emergency and Security Management Branch immediately on (03) 9589 6266.
- The principal will ensure appropriate follow-up and clear communication of potential hazards is made to staff and professional development regarding health and safety will be provided to minimise or eliminate staff injuries.

EVALUATION:

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

This Policy was ratified by School Council in