

INJURIES TO STAFF

POLICY



Rationale:

- 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.

Aims:

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

Implementation:

- 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.
- 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.
- 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 monthly.
- The accident needs to be investigated and documented by the principal, OHS representative and Return to Work coordinator to determine the cause and whether or not 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 (see Return to Work Coordinator policy).
- The DE&T 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.

Evaluation:

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

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

2009

References: SOTF Reference Guide: 6.12 – Risk Management; NRMA Workers Compensation (Vic) Ltd 8630 1213
DEET WorkCover Performance Unit: ph (03) 9637 2386

Circular 309/2000 – Reporting of Serious Incidents..... www.sofweb.vic.edu.au/hrm/workcov/index.htm

