



# 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:**

- Regular OH&S safety checks, appropriate follow-up, clear communication of potential hazards and staff professional development regarding health and safety will minimise or eliminate staff injuries.
- 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. School Council president to be notified if serious. Next-of-kin contacted by Principal if necessary.
- The accident needs to be investigated and documented by the Principal 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.
- The injury forms to be completed and signed by Principal. A photocopy of the forms will be placed in the injury register and details entered on computer systems. An Incident Report Form may be required to be sent to the insurer along with a Workcover claim form
- 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 Management Committee immediately.