BASIC BELIEF
Mansfield Primary School recognizes that 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.

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’ or like 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 is to be notified immediately. OHS representative is to be notified of the incident. School Council president is to be notified if serious. Next-of-kin are to be contacted by principal if necessary. Staff injuries are to be reported to School Council monthly.
- The accident needs to be investigated and documented by the principal and the OHS representative 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. A “hazard assessment” will be carried out by the OHS representative each term.
- 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 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 and details should be entered on CASES – Student Administration – 1,4,4, INJURY DATA. A copy of Form LE 375 to be forwarded to CGU Workers Compensation Insurance together with any WorkCover claim.
- Serious injuries (death, amputation or loss of any body part or bodily function, hospitalization, 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 DEECD Emergency and Security Management Branch immediately on (03) 9589 6266.


This policy was ratified by the Mansfield Primary School Council on – 30/05/2013
Review Date: 2016