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## Work Cover & Work Safe Policy

### Background

At Huntingdale Primary School we understand the importance of providing a safe working environment for all people who are employed at the school.

In the event that a staff member is injured, certain policies and procedures must be implemented. The school will engage The Victorian Work Safe Authority (operating under the title Work Safe) to administer the Victorian Work Safe Scheme.

### Purpose

To ensure:

- The safety and welfare of all persons employed at the school.
- Huntingdale Primary School adheres to the Accident Compensation Act 1985 (with amendments effective from 1 July 2010) and policies and procedures set out by the Department of Education and Training (DET).
- Improving the health and safety of people at work and the rehabilitation of injured employees.
- Ensure workers compensation claims are managed in a timely and effective manner.
- That injured employees receive appropriate entitlements as compensation for workplace injuries.
- That the school provide suitable employment for employees who have been injured at work with an emphasis on supporting the employee to return to work.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

### Implementation

- The Principal has the overall responsibility of overseeing the implementation of this policy. This role will be delegated to suitable employees as set out in their role statement.
- This policy will work in conjunction with DET's School Workplace Policy Guide at: <http://www.education.vic.gov.au/Documents/school/principals/management/schworksafepolicyg.pdf>
- The school will appoint a Return to Work Coordinator who will be responsible for managing any workplace claims including communicating with Worksafe and the employee. Their responsibilities in conjunction with the Principal will include:
  - Ensuring that the incident has been reported on eduSafe in 24 hours according to the [Hazard / Incident and Investigation Reporting Procedure](#)
  - Providing the employee with a worker's injury claim form
  - Ensuring appropriate Work Safe Certificate of Capacity is received
  - Commencing initial planning for the employees return to work upon receipt of Certificate of Capacity or workers' injury claim form (whichever comes first)
  - Completing and checking all forms and sending to CGU within **10 CALENDAR DAYS** of receiving the Worker's Injury Claim Form



- Securing and filing the claims documentation
  - Monitoring claim liability decisions
  - Dispute resolution / conciliation
  - Ongoing claims management
  - Leave and payroll management
  - Ongoing return to work management
  - Advise the injured worker in writing of the appointed Return to Work Coordinator
- Relevant staff will be provided with training via the DET online training modules (<https://deecd.lms.elmolms.com/>) relating to Workers Compensation Claims Management for Workplace Managers and/or Return to Work Roles and Responsibilities.
  - In complying with Occupational Health and Safety (OHS) requirements Work Safe and Return to Work information will be displayed on the OHS Board.

### Notifications

- The school will notify Work Safe of incidents occurring at the school resulting in:
  - The death of a person
  - Immediate medical treatment for:
    - The separation of skin from underlying tissue
    - The amputation of any part of the body
    - A serious head injury or eye injury
    - The loss of a bodily function
    - Serious lacerations
    - An electric shock
    - A spinal injury
  - Immediate medical treatment as an in-patient in a hospital  
**(Note:** When only a medical diagnosis is given but no treatment, then there is no requirement to notify Work Safe.)
  - Medical treatment within forty-eight hours of exposure to a substance
  - Collapse, overturning, failure of, or damage to, any item of plant equipment that is required to be licensed.
  - The collapse or:
    - Failure of an excavation or of any shoring supporting an excavation
    - Partial collapse of any part of a building or structure
    - An implosion, explosion or fire
    - The escape, spillage or leakage of any substance, including dangerous goods as defined in the *Dangerous Goods Act 1985*
    - The fall or release from a height of any plant equipment, substance or object.  
**(Note:** The same obligations to notify of incidents and dangerous occurrences apply under the Equipment (Public Safety) (Incident Notification) Regulations 2007 such as amusement structures used by volunteers at a school fete or fair.)
- All incidences will be logged on eduSafe, the Department's hazard, incident and injury reporting system that covers all non-student incidents.
- Within 48 hours of the incident occurring the Work Safe's Incident Notification Form should be filled in. **(Note:** Accessible to Principals and Managers when the incident is assessed and managed in eduSafe. eduSafe populates the form based on the incident details.) and is sent to Work Safe.



- The school work appropriately and within DET Guidelines to ensure that the employee returns to work as soon as possible.

**Evaluation**

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

**Certification**

This policy was endorsed by School Council at the meeting held on August 14<sup>th</sup>, 2018.

Signed.....

**Principal**

Signed.....

**School Council President**