

# Occupational Health and Safety Policy (Health, Safety and Wellbeing Policy)

*(Ratified by School Council: November 2023)*

## **PURPOSE:**

Glen Waverley Primary School is committed to ensuring the safety, health and wellbeing of its employees, students and visitors through the provision of a safe workplace.

This policy applies to all employees, students, visitors, volunteers and contractors.

## **GUIDELINES:**

As a Department of Education(DE) government school, Glen Waverley Primary School (the School):

- values its people and recognises that health and safety is integral to achieving a high level of educational and work performance outcomes
- is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment
- will insofar as is reasonably practicable, take action to improve and promote Occupational Health and Safety (OHS) to prevent workplace injuries and illnesses within the School's environment.

In the promotion of a safe workplace, the School will:

- consult with staff, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- identify and reduce OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- comply with relevant legislation, DE procedures and guidelines relating to OHS
- provide a clear statement of OHS accountabilities and responsibilities for personnel across the organisation and detail these responsibilities within the School's 'OHS Activities Calendar'
- strengthen leadership capability and accountability for OHS through attending and staying aware of DE professional learning in reference to OHS
- maintain, monitor and review the School's 'OHS Management System (OHSMS)' through the DE online portal, to ensure it is consistent with the nature and risk profile of DET operations

- actively support the physical and psychological wellbeing of staff by providing access to specialist OHS advice and services which are provided through DE
- monitor, report and respond to OHS performance outcomes to drive continuous improvement
- allocate adequate resources to maintain a healthy, safe and supportive workplace environment
- provide appropriate OHS information and training for all staff in order to provide a safe and supportive workplace and to meet the School's legislative obligations
- report and investigate incidents where appropriate, and act to prevent re-occurrence.

In the promotion of a safe workplace, employees, visitors, volunteers and contractors are required to:

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with the School on OHS matters including following DET procedures and actively participating in consultation and training as deemed appropriate by the School.

#### **IMPLEMENTATION:**

DE's OHS Management System (OHSMS) was developed to clarify management of OHS and improve workplace safety for schools and workplaces. An OHSMS is a set of plans, actions and procedures to systematically manage health and safety in the workplace.

For detailed information and forms related to the OHSMS refer to: [Policy and Advisory Library A-Z](#)

For the purposes of a clear and concise policy document which is to be made available to the community, a summary of the major sections is referenced below:

#### **Contractors Working On-Site**

Contractors must sign in and be inducted so that they understand the School's OHS policies and procedures and their impact on the work to be carried out. As a part of their induction, they must include required Risk Management documentation prior to beginning works and give evidence of their insurance cover and ability to complete the work required in a safe manner. They must report any hazards or accidents, and comply with our code of conduct. Failure to comply or observe a direction of the school will be considered a breach of the contract and sufficient grounds for termination of the contract.

Refer to:

<https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy>

#### **Visitors and Volunteers On-Site**

Visitors and volunteers must comply with the School's OHS policies and procedures, taking reasonable steps to keep themselves and others safe. Upon signing-in at the office, all visitors and volunteers to the school are made aware of emergency and first-aid procedures in place. They must report any hazards or accidents. Failure to comply or observe a direction of the school, will result in the visitor or volunteer being asked to leave the school grounds.

### **First Aid and Infection Control**

It is important to identify first aid requirements and implement appropriate arrangements to ensure all injured people get immediate and adequate treatment for injuries and illness. All incidents are recorded by the school and families are notified according to DE guidelines.

Refer to:

<https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy>

<https://www2.education.vic.gov.au/pal/infectious-diseases/policy>

### **OHS Consultation and Communication**

Occupational Health and Safety information is regularly communicated and employees are consulted on issues and allowed to contribute to decisions that may impact on their health and safety.

Refer to:

<https://www2.education.vic.gov.au/pal/ohs-consultation-communication/policy>

### **OHS Hazard Management**

Occupational Health, Safety and Wellbeing Management in Schools

In order to successfully manage OHS hazards, the school will:

- identify health and safety hazards;
- assess any risks associated with them;
- control the hazard;
- regularly review controls to ensure they remain effective.

OHS hazard management requires the school to take suitable action in all situations in which a reasonable person could foresee a risk that may cause a hazard in the workplace.

Refer to:

<https://www2.education.vic.gov.au/pal/occupational-health-safety-wellbeing-management/policy>

### **OHS Induction and Training**

Training starts at induction when an employee or contractor commences work. Every role within the school has specific OHS responsibilities, each requiring particular levels of competency. The provision of adequate information, instruction and training in a structured and timely manner will ensure employees and contractors understand their health and safety obligations and that they are competent to perform tasks associated with their roles safely.

Refer to:

<https://www2.education.vic.gov.au/pal/ohs-induction-training/policy>

### **OHS Policy, Procedures and Planning**

As part of the ongoing approach to the management of OHS risk, the school has established documented procedures to assist with the planning of OHS activities in the workplace. The OHS Activities Calendar provides the school with a guide to OHS activities that must be undertaken over a 12-month period. This calendar is communicated to staff through the 'OHS Staff Communication Board'. The calendar also provides details of responsible parties for the implementation and sign-off of these OHS activities.

Refer to: <https://www2.education.vic.gov.au/pal/ohs-planning/policy>

### **OHS Purchasing Controls**

To ensure that “new” risks are not brought into the workplace, the school must make certain that any new equipment, plant, chemicals or products are safe at the point of purchase. Any risks associated with new equipment, plant, chemicals or products must be understood and controlled before they are introduced into the workplace. This responsibility is shared in conjunction with the Principal Class members and the Business Manager.

Refer to: <https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-purchasing/policy>

### **OHS Risk Management**

The School must ensure OHS hazards in the workplace are routinely identified, in consultation with relevant persons, including reviewing existing OHS hazards and new hazards that may be introduced when work practices, substances or premises change. These must be recorded on the school’s ‘OHS Risk Management Register’.

Refer to: <https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy>

### **Reporting an Injury, Incident or Hazard**

All incidents, injuries or hazards which occur whilst a person is engaged in an activity approved by the School must be entered onto the DE online database, referred to as ‘EduSafe’.

EduSafe is the Department’s Incident Reporting & Hazard Management System. It allows all Departmental employees to report incidents, injuries and hazards themselves or on behalf of other employees if they are not able to. When lodged, the reports go to the Principal for appropriate action. Visitors and contractors who are unable to access EduSafe should fill out the relevant forms below and give it to the Business Manager to enter into eduSafe on their behalf.

- [eduSafe Plus hazard notification template \(see Appendix 1\)](#)
- [eduSafe Plus incident notification template \(see Appendix 2\)](#)

An eduSafe poster is to be displayed on the school’s OHS Bulletin Board in the staffroom and is to be reviewed by staff on a cyclical basis or as part of the school’s induction program.

Refer to: <https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy> **Workers’ Compensation and Return to Work**

The Victorian WorkCover Authority (VWA) is responsible for administering the Victorian Workers' Compensation Scheme. The legislative basis for the Workers' Compensation Scheme is the Workplace Injury Rehabilitation and Compensation Act (WIRCA) 2013.

The Workers' Compensation scheme is a 'no fault' work related injury compensation scheme. This means that a worker's entitlement to compensation is not a question of who was responsible for the injury, but is determined by whether the injury was employment related, according to the provisions of the WIRCA (2013).

The key objective of the scheme is to ensure that the social and economic costs of workplace injuries and illnesses are minimised by:

- improving the health and safety of people at work and the rehabilitation of injured employees
- ensuring that injured employees receive appropriate entitlements as compensation for workplace injuries
- ensuring that employers provide suitable employment for employees who have been injured at work
- ensuring employers contribute equitably to the costs of the scheme through the payment of Workers' Compensation premiums
- DET employees are entitled to make a workers' compensation claim in the event of an injury being sustained in the course of their employment.

In the case of an employee seeking compensation, the following agencies may be contacted by either the School or the employee:

***Employee Safety and Wellbeing Branch***

Ground Floor, 2 Treasury Place

East Melbourne, VIC, 3002

E-mail: [employeehealth@education.vic.gov.au](mailto:employeehealth@education.vic.gov.au)

***The OHS Advisory Service (Marsh P/L)***

Telephone: 1300 074 715

E-mail: [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au)

***Workers' Compensation Advisory Line***

Telephone: (03) 9637 2441

Workers' Compensation Team

Phone: 03 7022 0780

Email contacts for each region are as follows:

North East Victoria Region: [workers.compensation.nevr@education.vic.gov.au](mailto:workers.compensation.nevr@education.vic.gov.au)

***Gallagher Bassett - Workers' Compensation Agent***

Phone: 1300 975 609

WorkSafe Victoria

1 Malop Street

Geelong VIC 3220

Telephone: 1800 136 089

Webstie: <https://www.worksafe.vic.gov.au/>

**Employee Safety and Support Services**

The School is committed to maintaining a safe working environment. As a DE government school, employees have access to a range of DE employee safety and support services including:

***The OHS Advisory Service***

A dedicated Occupational Health and Safety (OHS) Advisory Service is available to all employees. This service is focused on providing effective and timely advice to Principals, Managers and employees on any aspect of workplace health, safety and wellbeing.

Contact: 1300 074 715 or e-mail [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au)

***Employee Assistance Program, including Manager Assist***

The Employee Assistance Program (EAP) is a short term, solution focused and strictly confidential counselling service. The EAP is available 24/7 for up to four sessions for DET's employees to discuss any personal or work related issues.

The service is provided by OPTUM (formerly known as PPC Worldwide) who are an independent organisation experienced in delivering similar services in other workplaces. DET funds this service as part of its commitment to health, safety and wellbeing.

Contact: OPTUM directly on 1300 361 008 or

Employee Safety and Wellbeing Branch on (03) 9637 2414.

### ***Conflict Resolution Support Service***

The Conflict Resolution Support Service is available to assist all DE employees to address workplace conflict. This includes disputes and miscommunications that impact on wellbeing and work performance.

Contact: Converge International, on 1300 687 633 or email:  
[mediation@convergeintl.com.au](mailto:mediation@convergeintl.com.au).

### ***Medical Advisory Service***

The Medical Advisory Service is a free of charge telephone and email advisory service for Business Managers and Principals provided by a team of occupational health professionals who are familiar with DE's human resource management policies, employee health obligations and the operational requirements of schools.

The service provides advice to Principals and Managers on the management of employees experiencing (psychological and physical) health related difficulties that impact on their ability to perform the duties associated with their employment.

The service can also assist in the arrangement of independent medical examinations by appropriate medical practitioners on behalf of the Department, at a cost to the workplace.

Contact:

Medical Advisory Service 1300 031 057

injuryNET, 1300 495 559 or email [DET@injurynet.com.au](mailto:DET@injurynet.com.au)

### ***Workers' Compensation Advisory Service***

DE provides a dedicated Workers' Compensation Advisory Service to assist Principals and Business Managers with the management of complex workers' compensation claims. This service is designed to improve return to work outcomes for employees by ensuring that Principals and Business Managers can access timely injury management and return to work advice at the time of the work related illness or injury. It also provides Principals and Business Managers with 'just in time training' and support for the management of the more complex 'time lost' worker's compensation claims.

Contact:

Worker's Compensation Advisory Line (03) 9637 2441 Workers' Compensation Team  
(03) 7022 0780

Email contacts for each region are as follows:

North East Victoria Region: [workers.compensation.nevr@education.vic.gov.au](mailto:workers.compensation.nevr@education.vic.gov.au)

### **RELATED LEGISLATION:**

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*  
*Australian and Standard Risk Management Principles and Guidelines AS/NZS ISO 31000:2009*  
*Victorian Government Risk Management Framework 2011*  
*Victorian Government Schools Reference Guide, Sect 6.9.1.3 Legal responsibilities of schools with regard to contractors*  
*Working with Children Act 2005*  
*Working with Children Regulations 2006*  
*Victorian WorkCover Authority (VWA), Duties of Contractors, May 2005*  
*VWA, New Safety Rules for Construction Work, May 2005*  
*AS 4031: Non-reusable containers for the collection of sharp medical items used in health care areas*  
*Victorian WorkCover Authority Compliance Code – First Aid in the Workplace*  
*The Blue Book- Guidelines for the Control of Infectious Diseases, Department of Health Victoria*  
*Dangerous Goods Act 1985*  
*Dangerous Goods (Storage and Handling) Regulations 2012*  
*Workplace Injury Rehabilitation and Compensation Act (WIRCA) 2013*  
*The Blue Book- Guidelines for Control of Infectious Diseases, Department of Health Victoria*  
<http://ideas.health.vic.gov.au/bluebook.asp>

DE - Health, Safety and Wellbeing Policy  
[Health, Safety and Wellbeing: Policy | education.vic.gov.au](http://education.vic.gov.au/health-safety-and-wellbeing-policy)

#### **RELATED POLICIES:**

- Administration of Medication Policy
- Anaphylaxis Policy
- First Aid Policy
- ICT Usage and Cyber Bullying Policy
- Medication Authority Form
- Sunsmart Policy
- Program for Students with Disabilities Policy
- Student Engagement and Wellbeing Policy
- Swimming and Water Safety Policy
- Traffic Management Policy
- Traffic Management Plan
- Volunteers and Visitors Policy

#### **POLICY EVALUATION:**

Evaluation will be conducted annually by the Assistant Principals and Principal, in conjunction with the members of the Policy Review (Education) Subcommittee



**DUE DATE FOR REVIEW:**

This policy is due for review in November 2024.

# EDUSAFE PLUS HAZARD NOTIFICATION FORM

## How to use this form?

This form is to be used for **visitors**, **volunteers** and **contractors** to report hazards on behalf of themselves or on behalf of other employees. Not all questions are required, simply complete the information to be best of your knowledge.

## Who can use this form?

Visitors, volunteers and contractors

## How to lodge a hazard report?

This form can be completed online or printed. The visitor, volunteer or contractor should complete the form and forward it to the Principal/Manager or Business Manager who will enter details of the incident into eduSafe Plus.

**Attach any relevant photos or documents with the hazard notification form.**

See [Hazard Classification Index](#) below for further details.

# EDUSAFE PLUS HAZARD NOTIFICATION PROFORMA FORM

<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Organisation/Company</b>	

## Initial Hazard Reporting Details

<b>School Name:</b>	<b>Campus/Location:</b>
<b>School Principal/ Workplace Manager:</b>	
<b>Please provide a title for the hazard</b>	

<b>Please provide a description of the hazard:</b>	
<b>How could the hazard eventuate?</b> Please use the hazard classification index.	
<b>What is the potential source of harm?</b> Please use the hazard classification index.	
<input type="checkbox"/> I believe that this hazard has the potential to cause death or serious injury	

<input type="checkbox"/> Department location (e.g. school, office)		<input type="checkbox"/> Offsite (e.g. school camp, excursion)	
<b>Enter hazard location:</b> Please use the location category index.			
<b>Select location category:</b>	<input type="checkbox"/> School – General classroom <input type="checkbox"/> School – Technology workshop <input type="checkbox"/> School – Science laboratory <input type="checkbox"/> School – Gymnasium/Stadium <input type="checkbox"/> School – Offices or administration areas <input type="checkbox"/> School – Other indoor locations <input type="checkbox"/> School – Other outdoor location	<input type="checkbox"/> School – Paths, walkways, ramps or stairs <input type="checkbox"/> Corporate – Office or administration area <input type="checkbox"/> Corporate – Other indoor location <input type="checkbox"/> Corporate – Paths, walkways, ramps, or stairs <input type="checkbox"/> Outdoor Location	
<b>Any additional location information:</b>			
<b>When was the hazard noticed?</b>			
<b>Enter date:</b>		<b>Enter time:</b>	

<b>What has been done to remove the hazard?</b>			
<b>What additional actions do you think are required to remove the hazard?</b>			
<b>Who has been notified of the hazard?</b>	<input type="checkbox"/> Staff <input type="checkbox"/> Other		
<b>Name of the person notified:</b>			
<b>Address</b>			
<b>Contact number</b>			

<b>Email address</b>			
<b>Organisation/Company</b>			
<b>What date and time did you advised of the hazard?</b>			
<b>Enter date:</b>		<b>Enter time:</b>	

## HAZARD CLASSIFICATION INDEX

Hazard Classification				
<b>How could the hazard eventuate?</b>	Being hit by moving objects-ball, flying object, hit accidentally by person, assault	Exposure to mental stress (e.g. Traumatic event, conflict, bullying, work pressure)	Long term exposure to sound	Other muscular stress (e.g. voice strain)
	Contact or Exposure to heat and cold	Exposure to sharp, sudden sound	Muscular stress handling object/student excl. lifting, carrying or putting down	Repetitive movement with low muscle loading (e.g. Occupational Overuse Syndrome)
	Contact with Chemical or Substance	Falls from a height	Muscular stress with no objects being handled (e.g. sport)	Student Challenging Behaviour (e.g. Striking, kicking, spitting, Phys. threats)
	Contact with Electricity	Falls on same level (including trips & slips)	Muscular stress, lifting, carrying or putting down objects/students	Unspecified mechanism of injury
	Contact with, or exposure to, biological factors	Hitting objects with part of the body (e.g. struck leg on table while passing)	Other and multiple mechanisms of injury	Vehicle Accident
	Exposure to mechanical vibration	Long term contact with chemical or substance	Other contact with chemicals or substance-incl. insect and spider bites, stings	
<b>What is the potential source of harm?</b>	Biological Agencies	Machinery and fixed plant	Non-physical agencies	Powered equipment, tools and appliances
	Chemicals	Mobile Plant	Other agencies	Road transport
	Human Agencies	Non living animals	Other materials, substances or objects	
	Indoor environment (incl. office)	Non powered equipment	Other transport	
	Live Animals	Non powered hand tools	Outdoor environment	

## Location Category Index

Camp - Off premises	Non School - Corridor or internal walkway	School - Classroom General	School - Other indoor location
Camp - Premises	Non School - Employer office	School - Classroom Technology	School - Other outdoor location
Camp - Recreation Facility	Non School - Not Department premises	School - Classroom Workshops	School - Outdoor recreation space
Camp - Transport	Non School - Other Indoor	School - Corridor	School - Paths, walkways and ramps
Excursion - Destination	Non School - Outdoor within precinct	School - Gymnasium/Stadium	School - Stairs and steps

Excursion - Transport	Non School - Room other than office	School - Offices or administration area	
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# APPENDIX 2



Education  
and Training

Human Resources

## EDUSAFE PLUS INCIDENT NOTIFICATION FORM

### How to use this form?

This form is to be used for **visitors**, **volunteers** and **contractors** to report incidents, injuries and hazards for themselves, or on behalf of other employees. Not all questions are required, simply complete the information to be best of your knowledge.

### Who can use this form?

Visitors, volunteers and contractors

### How to lodge an incident report?

This form can be completed online or printed. The visitor, volunteer or contractor should complete the form and forward it to the Principal/Manager or Business Manager who will enter details of the incident into eduSafe Plus.

### Attach any relevant photos or documents with the incident form

For further information see, [Incident, Near Miss and Injury Classifications Index](#) below.

## EDUSAFE PLUS INCIDENT NOTIFICATION PROFORMA FORM

Name		Organisation/ Company	
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### Initial incident Reporting Details

School Name:		Campus/Location:	
School Principal/ Workplace Manager:			

What type of incident are you reporting?	<input type="checkbox"/> Injury	<input type="checkbox"/> Near Miss
Description of the incident or event that was narrowly avoided:		
If near miss, what was the source of		

potential harm	
Who was notified of the incident?	

<input type="checkbox"/> Department location (e.g. school, office)	<input type="checkbox"/> Offsite (e.g. school camp, excursion)	<input type="checkbox"/> In transit
Enter incident location:		
Select location category:	<input type="checkbox"/> School – General classroom <input type="checkbox"/> School – Technology workshop <input type="checkbox"/> School – Science laboratory <input type="checkbox"/> School – Gymnasium/Stadium <input type="checkbox"/> School – Offices or administration areas <input type="checkbox"/> School – Other indoor locations <input type="checkbox"/> School – Other outdoor location	<input type="checkbox"/> School – Paths, walkways, ramps or stairs <input type="checkbox"/> Corporate – Office or administration area <input type="checkbox"/> Corporate – Other indoor location <input type="checkbox"/> Corporate – Paths, walkways, ramps, or stairs <input type="checkbox"/> Outdoor Location
Any additional location information:		
What was the date and time the incident occurred?		
Enter date:		Enter time:
<input type="checkbox"/> Date and time is approximate		
If multiple occurrences over what period did this occur, please enter date range:		to
What was time period for when the incident occurred	<input type="checkbox"/> During school or normal working hours (Monday – Friday) <input type="checkbox"/> During school or normal working hours (weekend) <input type="checkbox"/> Historical <input type="checkbox"/> Outside school or normal working hours <input type="checkbox"/> Unknown	
Enter any additional information		

Enter the details of the person affected or injured by the incident	
Name of affected person:	
Address:	
Contact number:	
Email address:	
Date of Birth:	
Organisation/Company (if relevant):	

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please complete the following section.			
<b>How did the injury happen?</b> Please use the classification index below			
<b>What was the source of harm associated with the injury?</b> Please use the classification index below			
<b>What best describes the nature of the injury:</b> Please use the classification index below			
<b>Which part of the body does the injury effect?</b> Please use the classification index below			
<b>Was first aid administered?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If first aid was administered, please enter details:			
<b>Was medical treatment provided?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please select the medical treatment provided:	<input type="checkbox"/> Nurse <input type="checkbox"/> Ambulance	<input type="checkbox"/> Doctor <input type="checkbox"/> Hospital admission	
Enter any additional medical treatment information:			
<b>Do you suspect this person is affected by family violence?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure

<b>Select the person type</b>	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other/Unknow
<b>Name of the person involved:</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Organisation/Company</b>	

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If yes, please complete the following section. If a staff member has been injured, please inform the injured staff member that they will need to report an incident in eduSafe Plus to record their injury.	
<b>How did the injury happen?</b> Please use the classification index below	



<b>What was the source of harm associated with the injury?</b> Please use the classification index below			
<b>What best describes the nature of the injury:</b> Please use the classification index below			
<b>Which part of the body does the injury effect?</b> Please use the classification index below			
<b>Was first aid administered?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If first aid was administered, please enter details:			
<b>Was medical treatment provided?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please select the medical treatment provided:	<input type="checkbox"/> Nurse <input type="checkbox"/> Ambulance	<input type="checkbox"/> Doctor <input type="checkbox"/> Hospital admission	
Enter any additional medical treatment information:			
<b>Do you suspect this person is affected by family violence?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure

	<b>Witness 1</b>	<b>Witness 2</b>
<b>Select the person type:</b>	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other/Unknow
<b>Name of the witness:</b>		
<b>Address:</b>		
<b>Contact number:</b>		
<b>Email address:</b>		
<b>Organisation/Company:</b>		

## INCIDENT, NEAR MISS AND INJURY CLASSIFICATIONS INDEX

Being hit by moving object, other than by a person (e.g. ball, flying object, animal)	Repetitive movement with low muscle loading (e.g. Repetitive Stress Injury, occupational overuse)	Contact with or exposure to biological material of human origin	Exposure to psychological stress factors (e.g. exposure to a traumatic event, work pressure or other mental stress factors)
Being hit by a person accidentally	Voice strain (i.e. from overuse or other causes)	Being bitten by an animal, spider or insect (including stings)	Self-harm (including suicidal ideation, suicide or attempted suicide)
Colliding with a stationary object	Mishap from use of hand tool	Contact with or exposure to hot and cold objects (including fire and flames)	Exposure to a sharp, sudden sound
Falls from a height (including	Struck, crushed, cut or caught in	Exposure to environmental heat	Long term exposure to sound

stairs)	machinery or equipment	or cold	
Falls on same level (including trips & slips)	Single contact with a chemical or substance	Coming in contact with electricity (including static shocks)	Exposure to mechanical vibration (e.g. from jackhammers, machinery, vehicles)
Muscular stress from pushing or pulling objects	Long term or repeated contact with a chemical or substance	Being threatened or abused in the course of work (i.e. occupational non-physical violence)	Exposure to non-ionising radiation (e.g. sunburn, flashes from welding)
Muscular stress with no objects being handled (e.g. sport, or from awkward or prolonged postures)	Other contact with chemicals or substance	Being assaulted or physically attacked in the course of work (including kicks, bites, scratches and pushes)	Exposure to ionising radiation (e.g. radioactive material)
Muscular stress, from lifting, carrying or putting down objects or students	Contact with or exposure to biological material (of non-human origin)	Being subject to bullying or harassment	Drowning or immersion

Amputation (incl. loss of eyeball)	Disease of the circulatory system (incl. heart, hypertension, hypotension, varicose veins)	Hernia	Psychological Disorders
Bruising	Disease of the respiratory system (incl. asthma, legionnaires, asbestosis or pneumonia)	Internal injury (body organs)	Soft tissue injuries (incl. muscle, tendons and other soft tissues)
Burns	Dislocations	Multiple Injuries (only to be used where no principal injury can be identified)	Sprains and Strains (of joints and/or adjacent muscles)
Cancers	Effects of weather (incl. hypothermia, frostbite, heat stress or dehydration)	Open wound not involving traumatic amputation	Superficial injury (minor scratches and scrapes)
Choking or foreign body in eye, nose, respiratory system	Eye disorders (incl. loss of vision)	Other & Unspecified injuries	
Deafness	Fractures or broken bones	Other diseases of the skin	
Dermatitis and eczema	Head injury (incl. concussion)	Poisoning (and toxic effects of substances)	

Biological Agencies	Machinery and fixed plant	Non-physical agencies	Powered equipment, tools and appliances
Chemicals	Mobile Plant	Other agencies	Road transport
Human Agencies	Non-living animals	Other materials, substances or objects	
Indoor environment (incl. office)	Non powered equipment	Other transport	
Live Animals	Non powered hand tools	Outdoor environment	

Back	Feet and toes	Hips and legs	Trunk (other than back and excluding internal organs)
Ear	General and unspecified locations	Internal organs (located in the trunk)	
Eye	Hands and fingers	Neck	
Face	Head (other than eye, ear and face)	Shoulders and arms	

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