

# Hazard and Incident Reporting and Investigation PROCEDURE

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## Aim of this Procedure

To outline the hazard and incident reporting and investigation process within Resurrection Catholic Primary School.

## Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- Ensuring there is a method in place for staff to be able to report any hazards or incidents.
- Ensuring staff are aware of the process for reporting hazards and incidents.
- Ensuring that all hazards and incidents are recorded in the schools Hazard / Incident Report Form found Resurrection Staff Home Page.
- Carrying out investigations following any serious incidents, incidents where a trend has been identified or any other time they deem it necessary.
- Consulting with HSR's / employees when conducting an investigation.
- Reporting all notifiable incidents to WorkSafe Victoria as they become aware of them.

Employees and Health and Safety Representatives (HSR's) are responsible for:

- Reporting all hazards and incidents to the school leadership team.
- Taking part in investigations, where relevant.

Students, Contractors, Volunteers and Visitors are responsible for:

- Reporting all hazards and incidents to the school leadership team.

## Definitions

Hazard	A hazard is something that can cause harm, injury, sickness or loss to an individual or organisation (e.g. uneven footpath, cords across hallway).
Incident	An unplanned event (including dangerous occurrences and systems failures) resulting in, or having a potential for injury, ill health, damage or other loss (e.g. fracture from a fall, laceration from a knife).
Notifiable Incident	A <a href="#">notifiable incident</a> is an incident that meets certain criteria set out by WorkSafe Victoria, which requires an employer to notify the WorkSafe by telephone of the incident within 24 hours.

## **Procedure**

### ***Reporting Hazards***

All school staff and students have a responsibility to report all hazards to a member of the school leadership team, so that it can be logged in the Hazard / Incident Report Form kept under forms (Student Accident Register), found on the Resurrection Staff Home Page.

### ***Reporting Incidents***

All school staff and students have a responsibility to report all incidents involving a member of staff or a student to a member of the school leadership team, so that it can be logged in the Hazard / Incident Report Form under forms (Staff Accident Register) found on the Resurrection Staff Home Page. Contractors, volunteers and visitors should report any incidents to a member of the school leadership team, so that a Hazard / Incident Report Form can be completed.

### ***Notifiable Incidents***

By law, serious incidents require notification to WorkSafe Victoria; these are known as [Notifiable Incidents](#) and by definition include any incident resulting in:

- Death or
- Serious injury.

A serious injury is used in this context to describe those incidents that result in:

- Medical treatment within 48 hours of exposure to a substance.
- Immediate treatment as an in-patient in a hospital.
- Immediate medical treatment for:
  - Amputation.
  - Serious head injury.
  - Serious eye injury.
  - Separation of skin from underlying tissue.
  - Electric shock.
  - Spinal injury.
  - Loss of bodily function (e.g. fainting, anaphylaxis, dislocation).
  - Serious lacerations.

Immediate medical treatment for the purposes of a notifiable incident is treatment without delay, and includes an operation, administration of a drug or other like substance or any other medical procedure. Palliative care or procedures carried out for diagnostic purposes are not deemed medical treatment.


### ***Investigations***

The school leadership team at Resurrection Catholic Primary School will ensure that an investigation is carried out following any notifiable incident, incidents where a trend has been identified or at any other time deemed necessary. An investigation will aim to identify the root cause of the incident, and implement appropriate risk controls to prevent a reoccurrence.

Resurrection Catholic Primary School will ensure that all investigations following a notifiable incident are to be carried out within 48 hours of the incident taking place, and no later than 3 days following any other incident. All investigations will involve a member of the school leadership team, the affected employee and the health and safety representative (where applicable), and will be completed using the CECV Incident Investigation template.

Hazards will be investigated on a case by case basis, as needed.

Authorised by: Mrs Jessica Davis  
(Acting Principal)

Signature: 

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Next review: 25<sup>th</sup> July 2024

### **Relevant Legislation and Guidance**

[Occupational Health and Safety Act 2004](#)

[Guide to Incident Notification – WorkSafe Victoria](#)

[Notifiable Incidents handout / poster - CECV](#)

[CEVN School Injury / Incident Report Form](#) – Principal access only (speak to Principal for access)

CECV Incident Investigation template

CECV Incident Reporting