



## **INCIDENT REPORTING & NOTIFICATION PROCEDURES POLICY**

College council will review this policy every three years or as directed by DET

**Date approved:** March 2018

**Date of next review:** 2021

### **GENERAL NOTIFICATION**

1. Staff are expected to report any incident to College Administration which threatens or is likely to threaten the safety of staff, students or visitors to the site.
2. Any emergency that threatens life or property will be reported to the appropriate emergency service immediately on 000.
3. Any incident in which the safety of students and staff is at risk, or which poses a threat to property or to the environment, will be reported by the Principal, or delegate, immediately to the Emergency and Security Management Unit on 9589 622. Incidents which will be reported are:
  - serious injuries requiring visiting a GP, transport by ambulance, hospitalisation;
  - fatality, including suicide;
  - assault, threat of assault or offensive behaviour;
  - allegations of sexual misconduct;
  - criminal acts (violence, theft, arson, vandalism, graffiti);
  - firearms, weapons, bomb threats;
  - siege, hostage, disappearance or removal of a student;
  - outbreak or incidence of disease;
  - fires, floods, major disasters or natural event.
4. All fires will be reported, including those which have been extinguished and regardless of their size, to the relevant fire service by contacting 000.
5. Incidents away from school, such as those occurring during camps, excursions or outdoor adventure activities, travel to and from school, non school hours and weekends and holidays, will also be reported.
6. Appropriate documentation will be completed and entered on CASES.

### **CAMPS AND EXCURSION NOTIFICATION**

Relevant details about school council approved excursions will be provided to the Emergency and Security Management Unit, at least three weeks prior to the activity, by the delegated staff member using the on-line notification form available on the: Student Activity Locator (SAL) online system and overseas travel will be registered on the DFAT site.

### **CRIMINAL OFFENCE AND INSURANCE REPORT**

In the case of a loss arising from a criminal offence, the police will be notified and a police crime report obtained. The Business Manager will complete the Department's Criminal and Insurance Report Form and forward this to the Liability Management Branch.

### **WORKCOVER NOTIFICATION**

#### **Part A**

#### **Notice of Incident – Regulation 7**

In accordance with Department of Education policy and the Occupational Health and Safety (*Incident Notification*) Regulations 1997 the Principal, or delegate, will:

1. Notify the Emergency and Security Management Branch immediately he/she becomes aware of incidents and injuries which result in any of the outcomes listed below (a-l). The Emergency and Security Management Branch will then notify the Victorian WorkCover Authority (VWA).

2. Provide a written record (Worksafe Incident Notification Form, Occupational Health and Safety Act 2004) to the VWA **within 48 hours** of becoming aware of the incident/injury. A copy will also be forwarded to the Emergency and Security Management Branch.
  - a) The death of any person;
  - b) The person requiring medical treatment within 48 hours of exposure to a substance;
  - c) a person requiring immediate treatment as an in-patient in a hospital; or a person requiring immediate medical treatment for:
    - the amputation of any part of his or her body;
    - a serious head injury
    - a serious eye injury;
    - the separation of his or her skin from underlying tissue (such as de-gloving or scalping);
    - an electric shock;
    - a spinal injury;
    - the loss of a bodily function;
    - serious lacerations.

## Definitions

- 'Incident':** an accident or dangerous occurrence.
- 'Medical Treatment':** treatment by a registered medical practitioner i.e., a doctor.
- 'In-Patient':** actually admitted to hospital; not treatment in a hospital emergency room or outpatient facility.
- 'Serious':** critical or grave.
- 'Laceration':** 'wound with jagged tearing of flesh'.

3. Retain a copy of all completed forms in the Register of Injuries for at least 5 years as required by the Accident Compensation Act and archive either physically or electronically.

## Part B

### Notice of Dangerous Occurrence – Regulation 8

In accordance with Department of Education policy and the Occupational Health and Safety (Incident Notification) Regulations 1997 the Principal, or delegate, will:

1. Notify the Emergency and Security Management Branch immediately he/she becomes aware a dangerous occurrence, i.e. an incident at school which has exposed a person to an immediate risk to their health and safety through one of the incidents listed below. The Emergency and Security Management Branch will then notify the Victorian WorkCover Authority (VWA).
2. Provide a written record (Worksafe Incident Notification Form, Occupational Health and Safety Act 2004) to the VWA **within 48 hours** of becoming aware of the incident. A copy will also be forwarded to the Emergency and Security Management Branch.
  - a) a collapse, overturning, failure of or damage to any item of plant listed in item 2 of schedule 2 of the Occupational Health and Safety (Plant) Regulations 1995;
  - b) the collapse or failure of an excavation or of any shoring supporting an evacuation;
  - c) the collapse or partial collapse of any part of a building or structure;
  - d) an implosion, explosion or fire;
  - e) the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985;
  - f) the fall or release from a height of any plant, substance or object.