

## School Injury Reporting Procedures Summary

Injury/Event	Forms to be completed	Steps	Timeframe
Serious Bodily Injury Work-caused Illness and Any full day staff absence due to work injury	<ul style="list-style-type: none"> <li>• <a href="#">WHS7 Form</a>; and</li> <li>• Incident Investigation Form (IIF) (if requested by Brisbane Catholic Education)</li> </ul>	<b>1. Notify Occupational Health and Safety Section</b> <ul style="list-style-type: none"> <li>• Contact either Luke Cosgrove or Zvonko Levak on tel: 3033 7503/534</li> </ul>	As soon as possible and within <b>24 hours</b> after the school becomes aware of the incident occurring.
		<b>2. WHS7 Form</b> <ul style="list-style-type: none"> <li>• Use the <a href="#">WHS Incidents System</a> to complete and submit a WHS7 Form online</li> </ul>	As soon as possible and within <b>24 hours</b> after the school becomes aware of the incident occurring.
		<b>3. Incident Investigation Form (IIF)</b> <i>(if requested by Brisbane Catholic Education)</i> <ul style="list-style-type: none"> <li>• Use the <i>WHS Incidents System</i> to complete an Incident Investigation Form (IIF) and submit online</li> </ul>	Within <b>7 days</b> of the school being requested to complete Incident Investigation Form.
Medical Treatment Injury	<a href="#">WHS7 Form</a>	<ul style="list-style-type: none"> <li>• Use the <i>WHS Incidents System</i> to complete and submit a WHS7 Form online</li> </ul>	Within <b>3 days</b> after the school becomes aware of the injury
First Aid Injury (Note ** Exception below)	<a href="#">School First Aid Register</a>	<ul style="list-style-type: none"> <li>• Record in school's first aid register (see Appendix 2 for proforma); and</li> <li>• Retain at school</li> </ul>	Within <b>3 days</b> after the school becomes aware of the injury

**\*\* EXCEPTION:** Although minor in nature, if the First Aid Injury was caused by an event where there was a significant likelihood of an injury that would have otherwise required medical treatment, the procedure for Medical Treatment Injury must be followed. *Examples are: injuries caused by electricity; a hazardous piece of machinery (such as a circular saw); coming into physical contact with, or inhaling the vapour of a hazardous substance; a task requiring prolonged manual handling or involving heavy loads.*

### Definitions:

Serious Bodily Injury	Means an injury to a person at a workplace, that causes: <ol style="list-style-type: none"> <li>a) The loss of a distinct part or an organ of the injured person's body; or</li> <li>b) An injured staff member or volunteer to be absent from the person's paid or voluntary employment for more than 4 days after the day of injury.</li> </ol>
Work-caused Illness	Means: <ol style="list-style-type: none"> <li>(a) an illness contracted by a person to which work, a workplace or a workplace activity was a significant contributing factor; or</li> <li>(b) the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if work, a workplace or a workplace activity was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration</li> </ol>
First Aid Injury	Means an injury to a staff member, student or visitor where the extent of treatment is <b>first aid</b> (eg. ice, band aid) if the injury was caused by a workplace/school or a work/school activity.
Medical Treatment Injury	Means an injury to a staff member, student or visitor where the extent of treatment is <b>medical treatment</b> (eg. doctor, hospital) if the injury was caused by a workplace/school or a work/school activity.