

*If an employee suffers
from a work related
accident or injury*



If an accident or injury has occurred, the most important thing is the employee's health and ensuring they receive appropriate treatment.

Register the injury

Any injury or illness must be recorded in the school's Register of Injuries by the injured employee or by someone on their behalf.

A Register of Injuries can be a hardcopy register or electronic file where all workplace injuries or illnesses are recorded. The Register of Injuries must include the following information:

- the employee's name
- the employee's main occupation
- time and date of the injury
- employee's location at the time of the injury
- names of witnesses, if any, to the injury
- date on which the entry is made
- name of the person making the entry.

Notify WorkSafe Victoria

Schools must report incident(s) to WorkSafe Victoria immediately on **13 23 60** if:

- medical treatment is provided by a doctor (e.g. fractures, administration of a drug or medical treatment)
- the employee receives immediate treatment as an in-patient in a hospital
- the employee dies.

A completed Incident Notification Form must be sent to WorkSafe Victoria within 48 hours and a copy of the completed form kept by the school for five years.

If you are unsure, call WorkSafe Victoria immediately to discuss notification requirements.



Does the employee want to lodge a Workers' Compensation claim?

If the injury has caused the employee to be absent from the workplace or has resulted in serious health issues, the employee may wish to lodge a Workers' Compensation Claim.

If the employee is absent from work due to an injury, the school must record the employee as being on personal (sick) leave until the claim has been accepted. If the employee has no personal leave entitlements, the injured employee should be placed on unpaid personal leave.

If the injured employee chooses not to lodge a Workers' Compensation Claim, the school must provide them with support to return to work as soon as possible (ensure a medical clearance or medical restraints certificate is provided prior to their return to the workplace).

Resources

- Register of Injuries
- Incident Notification Form