GLEN HUNTLY PRIMARY SCHOOL

**NO. 3703**

##  WORKSAFE POLICY

**Rationale:**

The Victorian WorkSafe Authority scheme is a ‘no fault’ work related injury and illness compensation scheme. The scheme is to ensure that the social and economic costs of workplace injuries and illnesses are minimised.

Employees are entitled to make a WorkSafe claim in the event of an injury or illness being sustained in the course of their employment.

The school plays an important role in receiving and managing claims made under the WorkSafe Authority scheme and supporting employees in their return to work.

**Aims:**

1. To improve the health and safety of people at work and the rehabilitation of injured employees.
2. To ensure that injured employees, volunteers and workplace students receive appropriate entitlements as compensation for workplace injuries and illness.
3. To ensure that the school provides suitable employment for employees who have been injured at work.

**Implementation:**

1. The Principal will appoint an OH&S/Worksafe representative.
2. The Principal will represent the employer.
3. DET provides the WorkSafe Management Manual and WorkSafe Policy Guide for schools.
4. School staff who have a role in managing WorkCover claims are made aware of the policies procedures via the following links:

 <http://www.education.vic.gov.au/Documents/school/principals/governance/schworksafemgtmanual.pdf>

 <http://www.education.vic.gov.au/Documents/school/principals/governance/schworksafepolicyg.pdf>

The WorkSafe Claims Advisory Service is also available to provide advice & support for DET staff and can be contacted on ph. 9637 2441 or worksafe.claims.advisory@edumail.vic.gov.au

**Evaluation:**

This policy will be reviewed every three years by the Curriculum and Policy sub-committee, or at the discretion of the Principal or School Council.