

Entered	Incident	Inc ID	Location	Summary	Detailed Description	Immediate Action	Hazards	Investigation Findings	Investigation Recommendations	Controls
29/10/19	29/10/19	INC-200179	s.47(3)(b) State School	LH middle finger struck by spinning drum in Airconditioner	I was manually adjusting the left-right swing on the air conditioner in the staffroom, when my finger was struck by the rotating drum inside.		No identified hazards with the air conditioning unit identified.	Staff member put hand in air conditioning unit and hurt the tip of LH middle finger.		Reminder to staff to follow WPHS plans and maintenance processes
08/11/19	05/11/19	INC-201714	Springsure State School	Possible asbestos exposure in Home Ec room	I was advised by **** (Australian Cabling Solutions – company installing the Wireless Upgrade) of the possible asbestos contamination in the Home Ec room (C Block). He noticed this when he was in the room installing a new wireless point on an interior wall/ceiling on Tuesday morning. During the previous week there had been contractors in the room installing new fans and split system air conditioners. Home Ec teacher also advised she had seen a "white dust" on benches. I went with Dave to inspect the classroom.	**** and I then looked at the BEMIR Asbestos Register and checked for asbestos presence. •The Home Ec room was secured already by **** as he had been working in there •I called Glen (Qbuild Emerald) at around 8:30am to inform of the situation. •8:43 - I then called Maria Hoare (Principal – who was in Emerald at a meeting) to inform of the situation - suspected asbestos contamination and that the room was secured and that I had informed Qbuild. •I rang Michael Neaton (IA) after speaking to Maria. He advised that he would arrange the letter to parents, as it required approval from Regional Office. •Glen arrived at 9:45am and I took him to inspect the room. I then left Glen to take samples and photos. •When finished – Glen and I spoke to the Schools Officer and we secured the room by ensuring it was locked, using red tape to close off access and put signs on doorways. •We spoke to (Home Ec teacher) and advised of the situation and explained that entry to the room was not permitted and that nothing could be removed from the room. We requested a list of students and staff who had been in the room since the start of the air con installation. •We then contacted (Cleaner) to find out her cleaning roster for the previous week. She	A contractor exposed asbestos when drilling through the wall of the Home Ec room.	A contractor had exposed the asbestos in the Home Ec room when drilling through the wall to install new air conditioning systems. It is unlikely that any students or staff members who had entered the room were exposed to any airborne material as they had not been there when the disturbance was created.	Ensure that a BEMIR is provided to every contractor with a WAAP regardless of whether it is assumed that Qbuild has done the same.	Insistence on contractors adhering to the specifications of the WAAP and BEMIR.
12/11/19	12/11/19	INC-202207	s.47(3) State School	s.47(3)(b) - Confidential s.47(1) has a severe sinus infection from mould spores possibly found in her office	We currently have our s.47(3)(b) - Confidential very unwell with a severe nasal sinus infection that is caused by her exposure to a specific time of mould spore. s.47(3)(b) - Confidential Term 3 s.47(3)(b) - Confidential remedy this problem. When s.47(3)(b) - Confidential and for the first two weeks of Term 4 s.47(3)(b) - Confidential was symptom free and feeling well. However since Week 3 Term 4 s.47(3)(b) - Confidential has started feeling unwell with sinus congestion s.47(3)(b) - Confidential s.47(3)(b) - Confidential to Public The only change to s.47(3)(b) - Confidential environment has been her work space. The work space has only had air conditioning installed since Term 3 of this year so the unit and filter are nearly brand new. s.47(3)(b) - Confidential to Public There are no visual signs of mould present on the walls or ceiling in s.47(3)(b) - Confidential. Can you arrange for a site inspection of s.47(3)(b) - Confidential particularly the ceiling cavity to ascertain if there is mould present.		Air quality assessment required and site inspection of s.47(3)(b) - Confidential to ascertain any presence of mould.		Inspection report will determine if any ongoing controls necessary.	

Entered	Incident	Inc ID	Location	Summary	Details/Description	Immediate Action	Hazards	Investigation Findings	Investigation Recommendations	Controls
13/12/19	13/12/19	INC-205837	Freshwater State School	Air conditioner electrical wiring exposed - breach of WH&S	s. 47(3) electrician with VAE attended the school to carry out monthly maintenance of air conditioner units. He approached I Block southern end cages and noticed the gate was unlocked. When he entered he noticed the switch board was open and ajar and that the covers protecting electrical wiring were removed from the unit and live wires were exposed.	s. 47(3) carried out the regular maintenance scheduled and once finished secured all of the area, made sure everything was safe and locked the air con cages. After completing the job he approached the Admin staff to report WH&S concerns he had noted. Admin advised the Business Manager and the Business Manager conducted further enquiries to determine the cause of the breach. BEMIR WAAPS were reviewed to determine if any other contractor had accessed the air con cage since the previous maintenance service. This review determined that no contractor had been on site since the previous maintenance. Internal inquiries have determined that the area was accessed on December 4 or 5 by the groundsman following a report of air con mal-function by a classroom teacher. The groundsman was questioned by the Business Manager and he confirmed he had accessed the air con cages and removed the cover to reduce the heat coming from the unit. When questioned, he advised the Business Manager and Principal that he had forgotten to ensure the area was made safe and secured. Business Manager contacted Regional WH&S advisor for assistance and advice in managing this breach.	FO removed panels without authorisation.			A qualified electrician has checked the area and made it safe. BIM and Principal have spoken to FO on 13th December 2019.
21/01/20	21/01/20	INC-205923	s. 47(3) State High School	fell down and hurt back while cleaning air conditioner	went up to clean aircon and fell off the cabinet I am on and fell, hitting my back on the arm of a chair.	Informed team leader Margaret and informed Carol Johnson				
27/02/20	30/01/20	INC-210037	Kuluin SS - Special Education Program	Discovery of asbestos fibres in J Block (J2)	Janelle Neighbour discovered small white fibres in J Block (J2) late in the afternoon on 30/01/20 as she was moving furniture beneath an air-conditioning unit installed during the summer holiday. Staff/Volunteers who had access to the room prior to discovery - Chris Harkin, Cleaner - Julie Bowd, Teacher - Janelle Neighbour, Teacher - Dianne Falconer, TA - Leesa Brent, TA s. 47(3)(b) Volunteer - Dale Walfenden DP - Sean Kitley, Grounds Student who had access to the room prior to discovery s. 47(3)(b) - Con	* Janelle notified Principal and BM via after-hours email * Cleaning and grounds staff notified after-hours via email and advised not to enter the area * Room Isolated with Barrier tape and no entry signs 31/01/20 6am * Q Build notified * NCR Asbestos Management advised * Letter to parents prepared and sent to Asbestos Management Team for approval * Q Build (KW Building) attended to take test sample and perform clean * Q Build supervisor attended site - requested KW attend with vacuum and perform additional cleaning * KW Building attended, performed vacuuming and bagged school vacuum used in J block for removal after testing. * Room declared to be de-contaminated and safe to enter * Letter emailed to parents * Staff affected notified room had been cleaned and declared safe to use	Installation of air conditioner		WAAP always signed. Contractors aware of BEMIR asbestos report. Continue to follow asbestos protocols. Trevor Schultz, QBuild have been informed during the process. Tom Linnane Infrastructure Advisor advised the school to complete an incident report for appropriate record keeping.	

Entered	Incident	Inc ID	Location	Summary	Detailed Description	Immediate Action	Hazards	Investigation Findings	Investigation Recommendations	Controls
02/03/20	02/03/20	INC-210633	s.47(3) State High School	Air-conditioning contractor on ladder to roof when ladder snapped and he fell to the ground from roof height	<p>On Monday morning a Think Cooling contractor set up his blue fibreglass ladder outside my office window to access the air conditioning unit located on the roof. The ladder had been folded out to its full length.</p> <p>At approximately 11:55am the contractor began to descend the ladder which began to bow at the hinge. After he had stepped onto the second rung from the top (that was visible to me below the roofline) I heard a loud crack where the ladder had snapped away from a bolt and plate at the hinge point.</p> <p>The contractor fell in a horizontal position on top of the 2 halves of the ladder (the cap of the top section, the top of the broken bottom section) which were now upright beneath him. The halves then fell forward towards his feet and the office window, and the contractor landed partially (legs, lower back, mid back) on the fallen halves of the ladder and on the concrete (upper back, possibly head). After a brief pause he then rolled over onto his side in the garden, and began to moan and touch his lower back, then his rear.</p> <p>The contractor was moving his legs and feet around while moaning and remained on his right side in a recovery position until the ambulance arrived.</p>	Called 000 immediately	Falling from roof height due to collapse of ladders	s.47(3) was repairing AC unit on roof of Administration for Room CA.10. s.47 was getting down from the roof. s.47 was descending on his ladder and the ladder split into 2. s.47 fell from the top of the ladder onto the garden bed of the ground.	Investigation as to why ladders split and collapsed by Think Cooling (A/C company) who provided s.47 with the ladders.	These were not our ladders, they were the company (Think Cooling) ladders. There was nothing that we could have done here at school to prevent the accident. Nothing was done incorrectly. The correct procedures were followed with the contractor.

Incident Detail Report

Date/Time Report Run: 19/03/2020 7:53:16 AM
Incident ID: INC-209930
Entered By: Jo-Anne Pratt
Incident Status: Investigation Completed - Awaiting Sign Off

Reporting Details

Reported Date: 26/02/2020
Reported Time: 3:14 PM
Reported By Staff: Amanda Jane Quinn-Sturdy
Reported By Student:
Reported By Other Person:
Other Person Address 1:
Other Person Address 2:
Other Person Suburb:
Other Person State:
Other Person Post Code:
Other Person Phone Number:
Other Person Employer:
Type of Other Person:
Reported To:

Incident Details

Incident Date: 25/02/2020
Incident Time: 1:40 PM
Incident Location: Pine Rivers State High School
Actual Incident Address 1:
Actual Incident Address 2:
Suburb:
State:
Post Code:

Summary of Incident: s.47(3)(b) - Contrary to - INJURED HERSELF WHEN JUMPING OFF A ROOF

Detailed Description: STUDENT STEPPED OVER A SINGLE CHAIN FENCE, CLIMB AN EXTENSION LADDER LEANING AGAINST F BLOCK, WALKED ALONG A LEDGE, (ROOF OVER A GROUND FLOOR CLASSROOM) AND JUMPED OFF, s.47(3)(b) - Contrary to Public Interest

Immediate Action Taken:

STUDENT WAS ASSISTED TO CLOSEST STAFFROOM, ASSESSED, PROVIDED FIRST AID AND MONITORED. STUDENT'S PARENT WAS CONTACTED TO COLLECT FROM SCHOOL & TAKE FOR MEDICAL EXAMINATION.

Supervising Officer:

Shane Arthur Needer

Elected Workplace H&S Rep:**Evacuation Details****Did an evacuation occur?:**

No

Did a lockdown occur?:

No

Locations Involved:**Incident Types****Incident Types:**

Injury Illness (includes all injury/illness even if no treatment was required)

Dangerous Event?:

No

Injury/Illness**Injury/Illness ID:**

INJ-195415

Detailed Description:

s.47(3)(b)

Injury/Illness Classification:

Class 3 – Medical treatment only

Staff Injured or Ill:**Staff Role at Time:****Student Injured or Ill:**

s.47(3)(b) - Contrary to Publi

Other Injured or Ill Person:**Other Person Address 1:****Other Person Address 2:****Other Person Suburb:****Other Person State:****Other Person Post Code:****Other Person Phone Number:****Other Person Employer:****Type of Other Person:****Injury Details****Bodily Injuries:****Bodily Location****If Other Bodily Location****Nature of Injury/Illness****If Other Nature of Injury/Illness**

s.47(3)(b)

Ache/Pain

Cause of Injury/Illness:

Slip, Trip or Fall

If Other, please specify:**Contributing Factor/Agency:**

Human agencies

If Other, please specify:

Activity: Play {supervised/unsupervised}

If Other, please specify:

Initial Response: <Undefined>

Name of Hospital:

Comments:

WorkCover claim lodged?: No

First Aid Details

First Aid by Staff:

First Aid by Student:

First Aid by other:

Other Person Address 1:

Other Person Address 2:

Other Person Suburb:

Other Person State:

Other Person Post Code:

Other Person Phone Number:

Other Person Employer:

First Aid Types: Rest
Ice/Cold Pack
Elevation

If Other, please specify:

First Aid Details:

Incident Review

Incident Classification: Class 3

Immediate Actions Reviewed?:

Further Actions?:

Details of Further Actions:

School investigated the site straight away and contacted the site manager Wednesday Feb 26, school contacted Leanne Bowen, Senior Health and safety consultant Regional Infrastructure Manager, Brenda May. Brenda arranged a meeting with Principal, WHSO, site manager and contractor that day. She arrived that day for an inspection and took photos of the sites. All instillation work stopped on Wednesday afternoon.

Further Actions Undertaken By:

Legal Action Anticipated?:

Incident Confirmation

Details Reviewed: Yes

Additional People to Notify:

If you are not the nominated user of this report you are notified that any copying, dissemination or use of the information contained in this report is strictly prohibited. The confidentiality attached to this report is not waived, lost or destroyed by reasons of mistaken delivery to you.

If you have received this report in error, please notify your supervisor immediately.

© The State of Queensland (Department of Education and Training) 2010

Assign Investigator

Investigation required?:

Person Responsible:

Investigation

Investigation Start Date 25/02/2020

Investigation Team Leader: Shane Arthur Needer

Investigation Team:

Staff Witnesses:

Student Witnesses:

Other Witnesses:

Detailed Description of Findings:

Tuesday Feb 25.

Air Conditioning contractor didn't have physical barriers in place, around their work sites.

Student stepped into the contractor's work site, climbed up an extension ladder to access a narrow ledge above a ground floor classroom.

The student walked along for about 10 metres and after seeing the teacher, she jumped down to the ground, landed badly and s.47(3)(b) - Contrary

First aid and monitoring was provide to student.

School contacted the mother and she transported her daughter to medical treatment.

Wednesday Feb 26.

The school contacted the regional Health and safety consultant and the regional Infrastructure Manager, who immediately arranged a site visit to photograph the work sites.

Subsequent meetings that day, had the installation work stop until work safety plans had been reviewed and submitted to the project manager.

The site was closed on Wednesday afternoon, no work Thursday Feb 27 and fencing to be installed on Friday Feb 28 around the three sites before the installation work could continue.

Formal Root Cause Analysis?: No

File Attachments:

Investigation Outcomes

Risk of Incident Recurrence

Consequence: <Undefined>

Probability: <Undefined>

Result: Low

Risk Minimisation Strategies: Safety fences to be installed around the contractors work sites and prevent students from entering their work sites.
Students to stay from the work site areas and obey safety signage.

Investigation complete?: Yes

Investigation Completion Date: 27/02/2020

Incident File Attachments:

Finalisation - Officer In Charge

Signed Off By:

Date Signed Off:

Sign Off Comments:

Finalise this record?: No

Sign Off Comments:

Released by DoE
under the RTI Act

If you are not the nominated user of this report you are notified that any copying, dissemination or use of the information contained in this report is strictly prohibited. The confidentiality attached to this report is not waived, lost or destroyed by reasons of mistaken delivery to you.

If you have received this report in error, please notify your supervisor immediately.

© The State of Queensland (Department of Education and Training) 2010

BOWMAN, Murray (mbowm4)

From: SQL Server - SCO8834TDB168\HADET24 <application.oneschool@qed.qld.gov.au>
Sent: Wednesday, 26 February 2020 8:31 AM
To: BOWMAN, Murray (mbowm4)
Subject: DO NOT REPLY: Contact Referral

Pine Rivers State High School**Record Of Contact**

Student Details	
Student Name	s.47(3)(b) - Contrary to Public Interest
EQ ID	
Date of Birth	
Year Level	
Roll Class	

Contact Details	
Date	26-Feb-2020
Type	Phone call
Initiated by	Parent initiated contact
Staff	Mrs D Greer
Contact With	s.47(3)(b) - Contrary to Public Interest
Details	s.47(3)(b) called to provide a current medical update or s.47(3)(b) Referred to A/Principal and email sent 26.02.2020.
Student tasks	
Staff tasks	
Restricted to	All Staff
Next Contact	
Parent Unaware	No
Referrals	Murray Bowman (BCWMMU)

This email message has been automatically generated from the OneSchool application.

*** DO NOT REPLY TO THIS EMAIL ***

BOWMAN, Murray (mbowm4)

From: GREER, Debbie (dgree240)
Sent: Wednesday, 26 February 2020 8:39 AM
To: BOWMAN, Murray (mbowm4)
Subject: s.47(3)(b) - Contr - Update from s.47(3)

Importance: High

Hi Murray

s.47(3)(b) - Contr called this morning to let you know s.47(3)(b) - Contrary to Public Interest She is

During the course of advising this, she also stated that it was the school's fault that the ladder was out causing the injury to her daughter.

She has left her mobile number s.47(3)(b) - Contr should you wish to contact her.

Regards

Deb Greer
Deputy's Assistant
Pine Rivers State High School
P:(07) 3881 4740
E:dgree240@eq.edu.au



This message (including attachments) is intended for the addressee named above. It may also be confidential, privileged and/or subject to copyright. If you wish to forward this message to others, you must first obtain the permission of the author. If you are not the addressee named above, you must not disseminate, copy, communicate or otherwise use or take any action in reliance on this message. You understand that any privilege or confidentiality attached to this message is not waived, lost or destroyed because you have received this message in error. If you have received this message in error please notify the sender and delete from any computer. Unless explicitly attributed, the opinions expressed in this message do not necessarily represent the official position or opinions of the State of Queensland or the Department of Education, Training and Employment. Whilst all care has been taken, the Department of Education, Training and Employment disclaims all liability for loss or damage to person or property arising from this message being infected by computer virus or other contamination.

BOWMAN, Murray (mbowm4)

From: QUINN-STURDY, Amanda (aquin10)
Sent: Wednesday, 26 February 2020 11:01 AM
To: BOWMAN, Murray (mbowm4)
Subject: Re: s.47(3)(b) - Confidential incident

Hi Murray,

There was no other girl with her at the time of the incident. There were a group of girls in the shelter outside C block that were laughing and saying the s.47(3)(b) hurting herself was funny. I couldn't identify any of the girls. s.47(3)(b) may know who they are.

Mrs Amanda Quinn-Sturdy | Science Teacher



This message (including attachments) is intended for the addressee named above. It may also be confidential, privileged and/or subject to copyright. If you wish to forward this message to others, you must first obtain the permission of the author. If you are not the addressee named above, you must not disseminate, copy, communicate or otherwise use or take any action in reliance on this message. You understand that any privilege or confidentiality attached to this message is not waived, lost or destroyed because you have received this message in error. If you have received this message in error please notify the sender and delete from any computer. Unless explicitly attributed, the opinions expressed in this message do not necessarily represent the official position or opinions of the State of Queensland or the Department of Education and Training. Whilst all care has been taken, the Department of Education and Training disclaims all liability for loss or damage to person or property arising from this message being infected by computer virus or other contamination.

From: BOWMAN, Murray (mbowm4) <mbowm4@eq.edu.au>
Sent: Wednesday, 26 February 2020 10:23 AM
To: QUINN-STURDY, Amanda (aquin10) <aquin10@eq.edu.au>; HOWELL, Samara (sxhow7) <sxhow7@eq.edu.au>
Cc: GRANT, Tanva (tgran68) <tgran68@eq.edu.au>
Subject: s.47(3)(b) - Confidential incident

Hi Amanda & Samara,
Following this one up further – do either of you know the other student with her at the time of the incident?
Thanks Muchly
Murray

Murray Bowman

A / Principal
Pine Rivers State High School
P: 38814700
F: 38814777



This message (including attachments) is intended for the addressee named above. It may also be confidential, privileged and/or subject to copyright. If you wish to forward this message to others, you must first obtain the permission of the author. If you are not the addressee named above, you must not disseminate, copy, communicate or otherwise use or take any action in reliance on this message. You understand that any privilege or confidentiality attached to this message is not waived, lost or destroyed because you have received this message in error. If you have received this message in error please notify the sender and delete from any computer. Unless explicitly attributed, the opinions expressed in this message do not necessarily represent the official position or opinions of the State of Queensland or the Department of Education and the Arts. Whilst all care has been taken, the Department of

BOWMAN, Murray (mbowm4)

From: BOWMAN, Murray (mbowm4)
Sent: Wednesday, 26 February 2020 1:03 PM
To: HOWELL, Samara (sxhow7)
Subject: RE: s.47(3)(b) - Contrary incident

Thank you very much for that Samara.
Greatly appreciated.
Murray

Murray Bowman
A / Principal
Pine Rivers State High School
P: 38814700
F: 38814777



This message (including attachments) is intended for the addressee named above. It may also be confidential, privileged and/or subject to copyright. If you wish to forward this message to others, you must first obtain the permission of the author. If you are not the addressee named above, you must not disseminate, copy, communicate or otherwise use or take any action in reliance on this message. You understand that any privilege or confidentiality attached to this message is not waived, lost or destroyed because you have received this message in error. If you have received this message in error please notify the sender and delete from any computer. Unless explicitly attributed, the opinions expressed in this message do not necessarily represent the official position or opinions of the State of Queensland or the Department of Education and the Arts. Whilst all care has been taken, the Department of Education and the Arts disclaims all liability for loss or damage to person or property arising from this message being infected by computer virus or other contamination.

From: HOWELL, Samara (sxhow7) <sxhow7@eq.edu.au>
Sent: Wednesday, 26 February 2020 11:32 AM
To: BOWMAN, Murray (mbowm4) <mbowm4@eq.edu.au>
Subject: Re: s.47(3)(b) - Contrary incident

Hi Murray,
The other student was s.47(3)(b) - Contrary to I'm not sure if she just saw it or was involved.

Get [Outlook for iOS](#)

From: BOWMAN, Murray (mbowm4) <mbowm4@eq.edu.au>
Sent: Wednesday, February 26, 2020 10:23:36 AM
To: QUINN-STURDY, Amanda (aquin10) <aquin10@eq.edu.au>; HOWELL, Samara (sxhow7) <sxhow7@eq.edu.au>
Cc: GRANT, Tanya (tgran68) <tgran68@eq.edu.au>
Subject: s.47(3)(b) - Contrary incident

Hi Amanda & Samara,
Following this one up further – do either of you know the other student with her at the time of the incident?
Thanks Muchly
Murray

s.47(3)(b) - Contrary to Public Interest

- 11.03

25/2/20.

Handa may - 1.00.

1800 Fee.

- Regional Infrastructure Manager.

26/2/20.

2 AM.

s.47(3)(b) - Contrary to Public Interest

s.47(3)(b) - Co

s.47(3)(b) - Contrary to

NO date yet.

* Work set out. here.

Envision - (Fee) - 7. Refund.

28

\$22.00

credit account

Fri 28/2. - 12.27 PM

- contacted mother to check on progress
→ Went to "phone" message.
→ Put in @ ne School contacts.

26/2/20

Adam - Infrastructure.

~~ADG~~

ADG & D.D.G. - office.

initial - Previous ladder incident (now 24/2 ??).

OHS.

Q/BUILD.

-? ACTION.

Brenda May - Regional Infrastructure manager. completed visit.

WPHS → QLD

NO SCHOOL ALERT.

Respect - ME. → SAFETY.

Liability -

Enrol - Construction & cc. Brendon

Harewood - cancellation of 10-00 meeting.

- Safety issues.

- Starts with printer commenced.

- Stopped ALL work on project until # of 2's to safe work methodology → Improvements

chain link fence.

Taking down ladders.

locking ladders

found safety audit

Dept ed → go ahead to commence.

6-8 Make safe work.

H → meeting @ 9-00 27/2

→ T.T. classes for THUR.

written report.

Has called

Brenda.

Pine Rivers State High School Record of Contact

Date range: 1 Jan 2020 to 31 Dec 2020

Student Name: s.47(3)(b) - Contrary to

EQ ID: s.47(3)(b) - Contrary to

Date of Birth:

Year Level:

Roll Class: s.47(3)(b)

25-Feb-2020	Type:	Informal Discussion	
	Initiated by:	School initiated contact	Restricted to: All Staff
	Staff:	Mr M Bowman	Next contact:
	Contact with:	s.47(3)(b) - Contrary to Public Interest	
		Student	
	Details:	* Assessed s.47(3)(b) at end of second break for injury to s.47(3)(b) - C * Got office to contact mother to collect her & take to Dr for checking & probable s.47(3)(b) s.47(3)(b) - Contrary to Public Interest	
25-Feb-2020	Type:	Phone call	
	Initiated by:	School initiated contact	Restricted to: All Staff
	Staff:	Ms K Price	Next contact:
	Contact with:	s.47(3)(b) - Contrary to Public Interest	
	Details:	Called and advised to attend PRSHS to pick up s.47(3)(b) due to an injury.	

Pine Rivers State High School

Behaviour Records

Date range: 1 Jan 2020 to 31-Dec-2020

Student Name: s.47(3)(b) - Contrary to Public Interest
 Date of Birth:
 Year Level:
 EQ ID: s.47(3)(b) - Contrary to Public Interest
 Roll Class: s.47(3)(b) - Contrary to Public Interest

Date: 25-Feb-2020 Details: s.47(3)(b) - Contrary to Public Interest went over the fence into the restricted area at F block.
 Type: Incident (Major) She climbed up the ladder that was leaning against the wall and walked along the roof for a small distance. When she saw me she jumped down off the roof and injured s.47(3)(b) - Contrary to Public Interest.
 Period: Lunch She then went to sit in the restricted area again.
 Location: PGD - Area C
 Subject: Categories: Non compliant with routine
 Staff: Ms A Quinn-Sturdy Strategies: Refer to Deputy
 Parent Contact: No Motivation:

Date: 25-Feb-2020 Details: At the end of second break I was leaving the Learning Connections staffroom and noticed QUINAM talking to two students, one of whom was in the garden by F block and the other was sitting in the restricted area behind the garden in the rain. The student in the garden left, however the other student stayed seated. QUINAM asked if I knew the student as she had just witnessed her climbing a ladder against the building and jumping off the eaves against the window on the second floor. I asked the student her name s.47(3)(b) - Contrary to Public Interest and how she had landed. She indicated she had landed on s.47(3)(b) - Contrary to Public Interest. Her body language indicated it was s.47(3)(b) - Contrary to Public Interest. I advised QUINAM who told s.47(3)(b) - Contrary to Public Interest to go to sick bay. I told s.47(3)(b) - Contrary to Public Interest I would help her there and offered to carry her bag for her, which she accepted. She s.47(3)(b) - Contrary to Public Interest towards the library, however s.47(3)(b) - Contrary to Public Interest s.47(3)(b) - Contrary to Public Interest so I advised her to hold the pole while I sent for assistance. STERKI was passing by, so I requested her assistance and she helped s.47(3)(b) - Contrary to Public Interest to Learning Connections to get admin down to inspect the injury.
 Type: Incident (Major)
 Period: Lunch
 Location: PGD - Area C
 Subject: Categories: Other conduct prejudicial to the good order and management of school
 Staff: Miss S Howell Strategies: Natural Consequence, Refer to Deputy
 Parent Contact: No Motivation: Don't Know

2 behaviour records. (0 Positive Behaviour, 2 Incidents)

MyHR WHS: Health and Safety Incident Data Collection Form

Privacy statement: The Department of Education (DoE) is collecting personal health and safety incident information on this form in accordance with the Work Health and Safety Act 2011 (Qld), the Work Health and Safety Regulation 2011 (Qld), and/or the Electrical Safety Regulation 2002 (Qld). The information collected may be disclosed to third parties, including the Government Superannuation Office, Australian Tax Office, Workplace Health and Safety Queensland, Electrical Safety Office (Qld), WorkCover Queensland, industrial organisations, or other entities in accordance with, or where requested by law or industrial instrument. The information collected on this form will be manually entered into the MyHR Workplace Health and Safety Solution for review by a supervisor.

When to use this form

- This form is for data collection purposes only and is **not** a required form to complete. It is to be used to gather information for later entry into the MyHR WHS – Incident module. It is mandatory to use MyHR WHS for recording health, safety and wellbeing incidents.
- It can be used:
 - when an incident occurs away from the workplace e.g. camps, fetes, sports
 - for staff working out of hours or with limited access computers e.g. cleaners, grounds maintenance staff
 - for visitors or contractors
 - to implement a local protocol where data entered into MyHR WHS by a limited number of staff
 - during system outage.
- Every effort is to be made to verbally report an incident to the school/workplace on the day of the incident to enable a record to be made in MyHR WHS no later than the next business day
- The Health, Safety and Wellbeing Incident Management procedure is to be followed.

Notifiable incidents must be reported to WHSQ. Notifiable incidents include:

- death
- serious injury or illness e.g. amputation, head injury, spinal injury, hospital admission
- dangerous incidents e.g. electric shock, explosion, fire, release of hazardous substance.

How to report:

1. Immediately contact WHSQ by phone: 1300 362 128 to notify them of the incident.
2. WHSQ should provide a reference number for your call. Note that you contacted WHSQ and record the reference number in the 'immediate actions taken' section of this form.
3. Complete all relevant information within this form and ensure the data is entered into MyHR WHS as soon as possible.

Not sure? Check the full definitions within the procedure, contact your Regional Health and Safety Consultant or phone WHSQ.

How to use this form

1. This cover page is for information and advice.
2. Pages 1-3 are to be completed as they record the details of the incident and the injured person.
3. If relevant, complete a sub form (page 4) for each 'incident type'; electrical, security threat, motor vehicle, fire, environmental or near miss. Each incident type has its own 'sub form'.
 - e.g. for an injury sustained while driving a motor vehicle – complete pages 1-3 (which includes the 'injury/illness' details) **and** the 'motor vehicle' sub form
 - if more than one person sustained an 'injury/illness' as a result of the same incident, fill in a separate injury/illness form (pages 2-3) for each person. You do not need to complete separate forms for the incident (page 1)
4. Record all available information.
5. Check that all mandatory fields, e.g. those marked with *, are completed.
6. Give the completed form to your supervisor or administration to enable data entry into MyHR WHS OR enter into MyHR WHS.

INCIDENT DETAILS

*Incident date: 25 / 2 / 2020 Incident time: (24 hour HH:MM) 13 : 40

If the incident occurred at your school or base location, you need ONLY complete the School/base location field. If the incident did not occur at your school/base location, then you need to complete the School/base location field and the Other incident location field.

*School/base location: PINE RIVERS HIGH SCHOOL

Other incident location (address details): _____

*Summary of incident (approx. 20 words): STUDENT CLIMBED UP LADDER AND JUMPED OFF ROOF

Detailed description of incident: STUDENT JUMPED OVER FENCE & CLIMBED LADDER LEANING AGAINST F BLOCK SHE THEN WALKED ALONG VERANDAH ROOF AND JUMPED OFF INJURING HERSELF.

*Immediate action taken (including any lockdown or evacuation, parents contacted, first aid administered, ambulance called, doctor/out patients or hospitalisation, WHSQ notified and reference number, what was done to prevent this or something similar from happening again, etc.): STUDENT SENT TO OFFICE FOR EVALUATION & FIRST AID.

INCIDENT TYPES

Instructions: select one or more incident types.

Incident types		
<input checked="" type="checkbox"/> injury/illness	<input type="checkbox"/> motor vehicle	<input type="checkbox"/> near miss (no injury or illness)
<input type="checkbox"/> electrical	<input type="checkbox"/> fire	
<input type="checkbox"/> security threat	<input type="checkbox"/> environmental	

If 'electrical' or 'environmental' or 'fire' or 'property/plant/equipment' is selected as incident type, the question 'Was this a dangerous incident as defined under legislation?' must be answered.

Was this a dangerous incident as defined under legislation? ☐ Yes ☒ No

If you are unsure, refer to the Definitions of Dangerous Incidents and Electrical Incidents page on the WorkSafe website.

REPORTING DETAILS

*Reported date: 26 / 2 / 2020

*Reported by: (at least one 'reported by' field must be populated)

☒ Staff member (name): AMANDA QUINN-STURDY Base location: PINE RIVERS HIGH SCHOOL

☐ Student (name): _____ Base location: _____

☐ Other person (name): _____ Base location: _____

Other person's contact details if known: _____

INJURY/ILLNESS DETAILS

*Injured person's details:

☐ Staff member (name): _____ Base location: _____
☒ Student (name): **s.47(3)(b) - Contrary to Public Interest** Base location: PINE RIVERS STATE HIGH SCHOOL
☐ Other person (name): _____ Base location: _____

Type of other person:

☐ Client ☐ Contractor ☐ Parent ☐ Visitor ☐ Volunteer ☐ Other: _____

Other person's contact details if known: _____

Injury details

* Injury/illness classification – select one of the following

- ☐ Class 1 – Fatality or life threatening
☐ Class 2 – Hospital admission
☒ Class 3 – Medical treatment
☒ Class 4 – No more than first aid

Use the reference lists below to complete the body location details and the nature of injury/illness details

*Bodily location (reference list)			*Nature of injury/illness (reference list)		
<ul style="list-style-type: none"> • Face • Head • Eyes • Ears • Nose • Tooth/teeth • Neck • Arms • Elbows • Shoulders 	<ul style="list-style-type: none"> • Hands • Wrists • Back • Mouth • Chest • Fingers • Abdomen/stomach • Hips • Legs • Groin area 	<ul style="list-style-type: none"> • Knees • Foot/feet • Toes • Ankles • Skin • Respiratory system • Internal organs • Spine • Psychological condition • Other e.g. fainting 	<ul style="list-style-type: none"> • Ache/pain • Cut/laceration • Amputation • Bite/sting • Bruising/crushing • Dislocation • Sprain/strain • Burn/scald • Fracture 	<ul style="list-style-type: none"> • Infection/disease • Hearing loss/deafness • Psychological stress • Allergy • Skin irritation/dermatitis • Heat/cold stress • Poisoning • Respiratory • Puncture/needle stick 	<ul style="list-style-type: none"> • Weld flash • Eye disorder • Foreign body • Head injury • Internal injury • Heart or circulatory condition • Other e.g. fainting

Injury 1

Body location: **s.47(3)(b) -** Nature of injury/illness: **s.47(3)(b) - Contrary to Public Interest**

If more than one injury or body location, complete below.

Injury 2

Body location: _____ Nature of injury/illness: _____

Injury 3

Body location: _____ Nature of injury/illness: _____

* Cause of injury/illness – select one of the following

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Slip, trip or fall
<input type="checkbox"/> Contact with, or striking against object
<input type="checkbox"/> Vibration
<input type="checkbox"/> Struck by falling or moving object
<input type="checkbox"/> Noise
<input type="checkbox"/> Explosion or implosion (pressure variation) | <input type="checkbox"/> Repetitive movement
<input type="checkbox"/> Muscular effort - single event
<input type="checkbox"/> Electricity
<input type="checkbox"/> Thermal (heat/cold)
<input type="checkbox"/> Radiation
<input type="checkbox"/> Chemical or substance | <input type="checkbox"/> Animal or insect
<input type="checkbox"/> Biological
<input type="checkbox"/> Psychological
<input type="checkbox"/> Vehicle
<input type="checkbox"/> Other: _____ |
|--|---|---|

* Contributing factor/agency – select one of the following

- | | | |
|---|---|---|
| <input type="checkbox"/> Machinery and fixed plant
<input type="checkbox"/> Mobile plant/machinery
<input type="checkbox"/> Vehicle (government)
<input type="checkbox"/> Vehicle (private)
<input type="checkbox"/> Powered equipment, tools and appliances
<input checked="" type="checkbox"/> Non-powered tools
<input type="checkbox"/> Non-powered equipment (e.g. playground) | <input type="checkbox"/> Chemicals
<input type="checkbox"/> Foreign objects (e.g. projectiles, splinters)
<input type="checkbox"/> Outdoor environment
<input type="checkbox"/> Indoor environment
<input type="checkbox"/> Animals
<input type="checkbox"/> Human agencies
<input type="checkbox"/> Biological agent | <input type="checkbox"/> Needle stick
<input type="checkbox"/> Fire/explosion
<input type="checkbox"/> Electricity
<input type="checkbox"/> Radiation/arc flash
<input type="checkbox"/> Stress/trauma
<input type="checkbox"/> Temperature
<input type="checkbox"/> Other: _____ |
|---|---|---|

* Activity – select one of the following

- | | | |
|---|---|---|
| <input type="checkbox"/> Admin general
<input type="checkbox"/> Chemical use
<input type="checkbox"/> Computer work | <input type="checkbox"/> First aid
<input type="checkbox"/> Lifting/manual handling
<input type="checkbox"/> Movement around the worksite | <input type="checkbox"/> Sport
<input type="checkbox"/> Travel to/from workplace
<input type="checkbox"/> Excursions/field trip |
|---|---|---|

First Aid Details**Related student first aid**

For students that have been injured, there may already be a first aid record for this incident in the MyHR Student First Aid Module. During data entry, this can be linked to this record.

Is there a student first aid record? ☐ Yes ☐ No Record number (if known): _____

First aid information

Name of person who administered first aid: _____

Short description of first aid types (e.g. rest, ice, immobilisation): _____

Detailed description of first aid or other medical response if necessary: _____

Released by DOE
under the RTI Act

NOTE:

This is the end of the data collection form unless an additional incident type was selected e.g. electrical, security threat, motor vehicle, environmental, near miss.

THE FOLLOWING PAGES REQUIRE COMPLETION ONLY IF ONE OF THE FOLLOWING INCIDENT TYPES WAS SELECTED:

- electrical
- security threat
- motor vehicle
- environmental
- near miss.

Complete and print only the relevant Incident Type sections.

ELECTRICAL DETAILS

**Mandatory fields that must be completed.*

Voltage: ☐ High ☐ Low

*Safety switch tripped: ☐ Yes ☐ No ☐ Not installed

Equipment asset number: _____

Date of last test – safety switch: ____/____/____ Date of last test and tag – equipment: ____/____/____

**Source of electrical event (select one of the following statements)*

- ☐ Serious incident resulting in shock or injury requiring medical treatment or death.
- ☐ Shock or injury involving high voltage electrical equipment.
- ☐ Electrical work performed by an unlicensed person.
- ☐ Work performed with faulty electrical equipment.

Comments: _____

SECURITY THREAT

***Mandatory fields that must be completed.**

***Type of security incident:** (select one or more of the following and provide details)

- | | | |
|--|---|---|
| <input type="checkbox"/> Bomb threat | <input type="checkbox"/> Aggressive act | <input type="checkbox"/> Terrorism |
| <input type="checkbox"/> Verbal threat | <input type="checkbox"/> Biological/chemical threat | <input type="checkbox"/> Intruder on premises |

***Details of security incident:** _____

(Note: please record at least one 'person threatened' or one 'aggressor' if applicable).

Name of person/s threatened

Staff member: _____

Student: _____

Other person: _____

Address and contact details of other person (if known): _____

Employer of other person threatened (if known): _____

Name of aggressor/s

Staff member: _____

Student: _____

Other person: _____

Address and contact details of other person (if known): _____

Employer of other person threatened (if known): _____

Immediate response (select one or more of the following)

- | | | |
|---|---|---|
| <input type="checkbox"/> Contact emergency services | <input type="checkbox"/> Contact supervisor | <input type="checkbox"/> Contact counsellor (EAP) |
| <input type="checkbox"/> Contact next of kin | <input type="checkbox"/> Other: _____ | |

Resolution/outcome

Reported to police ☐ Yes

☒ No

Police report number: _____

Police contact details: _____

Further details: _____

MOTOR VEHICLE

***Mandatory fields that must be completed.**

This form can be used to record the details of incidents involving a motor vehicle, however if incident involves more than one vehicle, a separate page should be completed for each driver.

Staff driver name: _____

Student driver name: _____

(if the driver is other than a staff member or a student, fill in the details below if know).

Other person driver: _____

Type of other person:

☐ Client ☐ Contractor ☐ Parent ☐ Visitor ☐ Volunteer ☐ Other: _____

Other person's address: _____ State: _____ Post code: _____

Other person's phone number: _____ Other person's employer: _____

Select one or more to accurately describe the weather conditions at the time of incident

- | | | |
|---|---|--|
| <input type="checkbox"/> Clear
<input type="checkbox"/> Cloudy/overcast
<input type="checkbox"/> Cold
<input type="checkbox"/> Dry
<input type="checkbox"/> Dusty | <input type="checkbox"/> Foggy
<input type="checkbox"/> Hot
<input type="checkbox"/> Humid
<input type="checkbox"/> Raining
<input type="checkbox"/> Flooding | <input type="checkbox"/> Sunny
<input type="checkbox"/> Wet
<input type="checkbox"/> Windy
<input type="checkbox"/> Icy
<input type="checkbox"/> Snowy |
|---|---|--|

Time of the day (select one):

☐ Dawn ☐ Dusk ☐ Daylight ☐ Night

Road type (select one):

☐ Bend ☐ Intersection ☐ Parking area ☐ School grounds ☐ Straight

Road surface conditions (select one):

☐ Sealed ☐ Unsealed – good ☐ Unsealed – muddy ☐ Unsealed – loose

Vehicle details:

Vehicle type: _____ Vehicle make: _____

Vehicle model: _____ Vehicle year: _____

Registration plate number: _____

***Government vehicle** ☐ Yes ☐ No

Driver licence number: _____ Number of hours worked prior to incident: _____

Number of passengers: _____ Police report number: _____

FIRE

*Description of fire: _____

Source of fuel – select one of the following

- ☐ Flammable gas – acetylene
- ☐ Flammable gas – LPG
- ☐ Flammable gas – nitrogen
- ☐ Flammable gas – oxygen
- ☐ Flammable gas – propane
- ☐ Flammable liquid – aviation fuel

- ☐ Flammable liquid – diesel
- ☐ Flammable liquid – kerosene
- ☐ Flammable liquid – paints
- ☐ Flammable liquid – petrol
- ☐ Flammable liquid – solvents
- ☐ Flammable material

- ☐ Paper
- ☐ Plastic
- ☐ Rubber
- ☐ Vegetation
- ☐ Wood
- ☐ Other: _____

Source of ignition – select one of the following

- ☐ Auto-ignition
- ☐ Cutting
- ☐ Electrical
- ☐ Exothermic reaction

- ☐ Friction
- ☐ Hot surface
- ☐ Lightning

- ☐ Static electricity
- ☐ Welding
- ☐ Other: _____

Method of extinguishment – select one of the following

- ☐ Extinguisher
- ☐ Fire blanket

- ☐ Fire hose reel
- ☐ Hydrant

- ☐ Sprinkler
- ☐ Fire brigade

Was the fire brigade called

☐ Yes

☐ No

Comments: _____

Released under the

ENVIRONMENTAL

*** Impact initiating event – select one of the following**

☐ Maritime incident

☐ Land contamination

☐ Theft

☐ Spill and release

☐ Other: _____

*** Contaminant type – select one or more of the following**

☐ Dust and particulates

☐ Light

☐ Pesticides

☐ Asbestos incident

☐ Noise

☒ Other: _____

☐ Heat

☐ Chemical

Volume released (number): _____ Unit (select either kg or litres): _____

Volume recovered (number): _____ Unit (select either kg or litres): _____

Comments: _____

NEAR MISS

*** What contributed to the near miss? – (select one or more of the following)**

☐ Machinery and fixed plant

☐ Chemicals

☐ Needle stick

☐ Mobile plant/machinery

☐ Foreign objects (eg projectiles, splinters)

☐ Fire/Explosion

☐ Vehicle (Government)

☐ Outdoor environment

☐ Electricity

☐ Vehicle (private)

☐ Indoor environment

☐ Radiation/Arc Flash

☐ Powered equipment, tools and appliances

☐ Animals

☐ Stress/Trauma

☐ Non-powered hand tools

☐ Human agencies

☐ Temperature

☐ Non-powered equipment (eg playground)

☐ Biological agents

☐ Other: specify _____

***Details of near miss (detail consequences that could have occurred):** _____

Incident Record (* required fields)

Incident ID (generated on save)
INC-209930

Incident Details

Incident Date *

25/02/20

Incident Time (24 hour

HH:MM)

13:40

If the Incident occurred at your school or base location, you need ONLY complete the School/Base Location field.

If the incident DID NOT occur at your school/base location you need to complete the School/Base Location field AND the Other Incident Location field.

School/Base Location *

Pine Rivers State High School, 2102 , No

Other Incident Location (Address Details)

Summary of Incident (Approx 20 Words) *

s.47(3)(b) - Contr - INJURED HERSELF WHEN JUMPING OFF A ROOF

Detailed Description of Incident

STUDENT STEPPED OVER A SINGLE CHAIN FENCE, CLIMB AN EXTENSION LADDER LEANING AGAINST F BLOCK, WALKED ALONG A LEDGE, (ROOF OVER A GROUND FLOOR CLASSROOM) AND JUMPED OFF, INJURING

s.47(3)(b) - Cont

Immediate Action Taken (including Any Lockdown Or Evacuation)

STUDENT WAS ASSISTED TO CLOSEST STAFFROOM, ASSESSED, PROVIDED FIRST AID AND MONITORED.
STUDENT'S PARENT WAS CONTACTED TO COLLECT FROM SCHOOL & TAKE FOR MEDICAL EXAMINATION.

Incident Types

SYSTEM ISSUED
IN SIGNAL
OFF?
DELETED?
7 24 MARCH 2020
ASSISTED BY PINE RIVERS
PRINCIPAL
25 MARCH 2020

Select one or more Incident Types *[Click here for help selecting Incident Types](#)

- ☒ Injury Illness (includes all injury/illness even if no treatment was required)
- ☐ Security Threat
- ☐ Motor Vehicle
- ☐ Electrical
- ☐ Fire
- ☐ Environmental
- ☐ Near Miss (use "Near Miss" to record events where there was no injury or illness sustained)

Was this a Dangerous Incident as defined under Legislation?[Click here for definition of Dangerous Incident](#)

☐ Yes ☒ No

Reporting Details

Reported Date *

26/02/20

Reported by Staff

Quinn-Sturdy, Amanda Jane, 2172337, I

Reported by Student**Reported by Other Person (include name, address etc.)****Reviewer ***

Needer, Shane Arthur, 2162170, Male, I

[Click here for help selecting the Reviewer](#)**Entered By (Populated By System)**

Pratt, Jo-Anne, 5138309, Female, Adm


Incident Status (Populated By System)

Investigation Completed - Awaiting Sign

SAVE THIS PAGE AND PROGRESS TO THE NEXT TAB/S TO COMPLETE THE DETAILS FOR ALL INCIDENT TYPES SELECTED.

Injury/Illness

Injury/Illness

Injury/Illness ID	Description	Student Name	Staff Name	Other Name
 INJ-195415	s.47(3)	s.47(3)(b) - Contrary to Public Interest Female, Pine Rivers State High School		

Submit Incident Record for Review

To submit this Incident Record, please tick the box below and click Save

Submit Incident
Record for
Review? *

☒ Yes

REMEMBER TO SAVE.

Incident Review**Incident Classification**

Hint: you can reclassify an incident through the Injury/Illness tab or the Incident tab.

Incident Classification (generated on save)

[Click here for Incident Classification Information](#)

Class 3

A standard investigation is to be conducted as a minimum for Class 2 incidents and Dangerous Incidents

A detailed investigation is to be conducted for Class 1 incidents

Further Action

Investigating the causes of an incident and recommending ways to prevent it happening again (controls) are integral to incident management.

Controls are to be implemented where the school or workplace has influence over the causes of the incident. This includes factors such as processes, procedures, the environment, curriculum activities, tasks or substances.

The extent of investigation and record keeping is to reflect the complexity and severity, or potential severity, of the incident.

Outcomes of Standard and Detailed investigations to be recorded in MyHR WH&S Screens

Describe any hazards identified (What caused the Injury/Incident) *

Air condition contractors leaving ladders unattended.

No physical barriers in place to define a worksite.

Student failed to stay away from work area, climbed an extension ladder, walked along a narrow ledge (roof section covering ground floor classrooms). When seen by teacher the student jumped from the ledge.

Student contacted the ground with some force and damaged s.47(3)(b) - Co

What controls (actions) have been put in place (or are planned) to prevent the same or similar incident from happening again? *

School investigated the site straight away and contacted the site manager Wednesday Feb 26, school contacted Leanne Bowen, Senior Health and safety consultant Regional Infrastructure Manager, Brenda May.

Brenda arranged a meeting with Principal, WHSO, site manager and contractor that day. She arrived that day for an inspection and took photos of the sites.

All instillation work stopped on Wednesday afternoon.

More information on incident investigation:

[Click here for the Departmental Policy, Procedures, Guidelines and Resources.](#)

Incident Review

Has the Incident and Injury/Illness information been reviewed? * ☒

Once this review page is saved, email notifications will be sent as follows regarding investigation:

- Class 1 and 2 and Dangerous incidents - an email will be sent to the Officer in Charge (OIC) and the Delegated Officer/s in Charge (DOIC)
- Class 3 incidents - an email will be sent to the Delegated Officer/s in Charge (DOIC) or the Officer in Charge (OIC)
- Class 4 and 5 incidents - no email is sent

Remember to Press 'Save'.

Assign Investigator**Person Responsible for Investigation****Investigation****Complete each field and then attach investigation report****Investigation Start Date**

25/02/20

Investigation Team Leader

Needer, Shane Arthur, 2162170, Male, f

Investigation Team

Surname	Given Names	Employee IDs	Gender
No Records	No Records	No Records	No Records

Staff Witnesses

Surname	Given Names	Employee IDs	Gender	Roles	Locations
No Records	No Records	No Records	No Records	No Records	No Records

Student Witnesses

Surname	Given Names	Student ID	Gender	Locations
No Records	No Records	No Records	No Records	No Records

Other Witnesses

Summary of Investigation Findings

Tuesday Feb 25.

Air Conditioning contractor didn't have physical barriers in place, around their work sites.

Student stepped into the contractor's work site, climbed up an extension ladder to access a narrow ledge above a ground floor classroom.

The student walked along for about 10 metres and after seeing the teacher, she jumped down to the ground, landed badly and s.47(3)(b) - Contra

First aid and monitoring was provide to student.

School contacted the mother and she transported her daughter to medical treatment.

Wednesday Feb 26.

The school contacted the regional Health and safety consultant and the regional Infrastructure Manager, who immediately arranged a site visit to photograph the work sites.

Subsequent meetings that day, had the installation work stop until work safety plans had been reviewed and submitted to the project manager.

The site was closed on Wednesday afternoon, no work Thursday Feb 27 and fencing to be installed on Friday Feb 28 around the three sites before the installation work could continue.

Is a Formal Root
Cause Analysis
required?

☐ Yes ☒ No

File Attachment

Attached File

File Type

Date Loaded

File Uploaded By

No Records

No Records

No Records

No Records

Investigation Outcomes**Recommendations**

Safety fences to be installed around the contractors work sites and prevent students from entering their work sites.

Students to stay from the work site areas and obey safety signage.

Risk of Incident Recurrence

Consequence

- Insignificant
- Minor
- Moderate
- Major
- Critical

Low

Is the
Investigation
complete?
☒ Yes ☐ No
Investigation Completion Date
27/02/20

File Attachments

File Attachment

Attached File

No Records

File Type

No Records

Date Loaded

No Records

File Uploaded By

No Records

Finalisation - Officer in Charge

Signed Off By

Date Signed Off

Sign Off Comments

Finalise this
record?
☐ Yes ☒ No

Actions

Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Critical
Likelihood	Almost Certain	Medium	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	High	Extreme
	Possible	Low	Medium	High	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Low	Medium

[Click here to view further Matrix Information](#)
Likely
Almost Certain

Actions**Due Date****Action ID****Action Title****Assigned To***No Records**No Records**No Records**No Records***Case Notes****Case Notes****Date of Note****Person Making Note****Who was Spoken To****Subject***No Records**No Records**No Records**No Records*

Incident Detail Report

Date/Time Report Run: 19/03/2020 7:53:16 AM
Incident ID: INC-209930
Entered By: Jo-Anne Pratt
Incident Status: Investigation Completed - Awaiting Sign Off

NEW
INCIDENT
NUMBER

Reporting Details

Reported Date: 26/02/2020
Reported Time: 3:14 PM
Reported By Staff: Amanda Jane Quinn-Sturdy
Reported By Student:
Reported By Other Person:
Other Person Address 1:
Other Person Address 2:
Other Person Suburb:
Other Person State:
Other Person Post Code:
Other Person Phone Number:
Other Person Employer:
Type of Other Person:
Reported To:

Incident Details

Incident Date: 25/02/2020
Incident Time: 1:40 PM
Incident Location: Pine Rivers State High School
Actual Incident Address 1:
Actual Incident Address 2:
Suburb:
State:
Post Code:

Summary of Incident:

s.47(3)(b) - Contrary - INJURED HERSELF WHEN JUMPING OFF A ROOF

Detailed Description:

STUDENT STEPPED OVER A SINGLE CHAIN FENCE, CLIMB AN
EXTENSION LADDER LEANING AGAINST F BLOCK, WALKED ALONG A
LEDGE, (ROOF OVER A GROUND FLOOR CLASSROOM) AND JUMPED
OFF, INJURING s.47(3)(b) - Contrary to

Immediate Action Taken:

STUDENT WAS ASSISTED TO CLOSEST STAFFROOM, ASSESSED, PROVIDED FIRST AID AND MONITORED. STUDENT'S PARENT WAS CONTACTED TO COLLECT FROM SCHOOL & TAKE FOR MEDICAL EXAMINATION.

Supervising Officer:

Shane Arthur Needer

Elected Workplace H&S Rep:**Evacuation Details**

Did an evacuation occur?:

No

Did a lockdown occur?:

No

Locations Involved:

Incident Types

Incident Types:

Injury Illness (includes all injury/illness even if no treatment was required)

Dangerous Event?:

No

Injury/Illness

Injury/Illness ID:

INJ-195415

Detailed Description:

s.47(3)(b)

Injury/Illness Classification:

Class 3 – Medical treatment only

Staff Injured or Ill:

Staff Role at Time:

Student Injured or Ill:

s.47(3)(b) - Contrary to Public

Other Injured or Ill Person:

Other Person Address 1:

Other Person Address 2:

Other Person Suburb:

Other Person State:

Other Person Post Code:

Other Person Phone Number:

Other Person Employer:

Type of Other Person:

Injury Details

Bodily Injuries:

Bodily Location

If Other Bodily Location

s.47(3)(b)

Nature of Injury/Illness

If Other Nature of Injury/Illness

Ache/Pain

Cause of Injury/Illness:

Slip, Trip or Fall

If Other, please specify:

Contributing Factor/Agency:

Human agencies

If Other, please specify:

Activity: Play {supervised/unsupervised}

If Other, please specify:

Initial Response: <Undefined>

Name of Hospital:

Comments:

WorkCover claim lodged?: No

First Aid Details

First Aid by Staff:

First Aid by Student:

First Aid by other:

Other Person Address 1:

Other Person Address 2:

Other Person Suburb:

Other Person State:

Other Person Post Code:

Other Person Phone Number:

Other Person Employer:

First Aid Types: Rest
Ice/Cold Pack
Elevation

If Other, please specify:

First Aid Details:

Incident Review

Incident Classification: Class 3

Immediate Actions Reviewed?:

Further Actions?:

Details of Further Actions: School investigated the site straight away and contacted the site manager Wednesday Feb 26, school contacted Leanne Bowen, Senior Health and safety consultant Regional Infrastructure Manager, Brenda May. Brenda arranged a meeting with Principal, WHSO, site manager and contractor that day. She arrived that day for an inspection and took photos of the sites.
All instillation work stopped on Wednesday afternoon.

Further Actions Undertaken By:

Legal Action Anticipated?:

Incident Confirmation

Details Reviewed: Yes

Additional People to Notify:

If you are not the nominated user of this report you are notified that any copying, dissemination or use of the information contained in this report is strictly prohibited. The confidentiality attached to this report is not waived, lost or destroyed by reasons of mistaken delivery to you.

If you have received this report in error, please notify your supervisor immediately

© The State of Queensland (Department of Education and Training) 2010

Assign Investigator

Investigation required?:

Person Responsible:

Investigation

Investigation Start Date

25/02/2020

Investigation Team Leader:

Shane Arthur Needer

Investigation Team:

Staff Witnesses:

Student Witnesses:

Other Witnesses:

Detailed Description of Findings:

Tuesday Feb 25.

Air Conditioning contractor didn't have physical barriers in place, around their work sites.

Student stepped into the contractor's work site, climbed up an extension ladder to access a narrow ledge above a ground floor classroom.

The student walked along for about 10 metres and after seeing the teacher, she jumped down to the ground, landed badly and s.47(3)(b) - Contrary to

First aid and monitoring was provide to student.

School contacted the mother and she transported her daughter to medical treatment.

Wednesday Feb 26.

The school contacted the regional Health and safety consultant and the regional Infrastructure Manager, who immediately arranged a site visit to photograph the work sites.

Subsequent meetings that day, had the installation work stop until work safety plans had been reviewed and submitted to the project manager.

The site was closed on Wednesday afternoon, no work Thursday Feb 27 and fencing to be installed on Friday Feb 28 around the three sites before the installation work could continue.

Formal Root Cause Analysis?:

No

File Attachments:

Investigation Outcomes

Risk of Incident Recurrence

Consequence:

<Undefined>

Probability:

<Undefined>

Result:

Low

Risk Minimisation Strategies:

Safety fences to be installed around the contractors work sites and prevent students from entering their work sites.

Students to stay from the work site areas and obey safety signage.

Investigation complete?:

Yes

Investigation Completion Date:

27/02/2020

Incident File Attachments:

Finalisation - Officer In Charge

Signed Off By:

Date Signed Off:

Sign Off Comments:

Finalise this record?:

No

Sign Off Comments:

Released by DOE
under the RTI Act

If you are not the nominated user of this report you are notified that any copying, dissemination or use of the information contained in this report is strictly prohibited. The confidentiality attached to this report is not waived, lost or destroyed by reasons of mistaken delivery to you.

If you have received this report in error, please notify your supervisor immediately.

© The State of Queensland (Department of Education and Training) 2010.

Incident Record (* required fields)

Incident ID (generated on save)
INC-213935

Incident Details

Incident Date *
26/02/20

Incident Time (24
hour HH:MM)
13:14

If the Incident occurred at your school or base location, you need **ONLY** complete the School/Base Location field.

If the incident **DID NOT** occur at your school/base location you need to complete the School/Base Location field **AND** the Other Incident Location field.

School/Base Location *

Pine Rivers State High School, 2102 , No

Other Incident Location (Address Details)**Summary of Incident (Approx 20 Words) ***

s.47(3)(b) - Contrary - INJURED HERSELF WHEN JUMPING OFF A ROOF

Detailed Description of Incident

STUDENT STEPPED OVER A SINGLE CHAIN FENCE, CLIMBED AN EXTENSION LADDER LEANING AGAINST F BLOCK, WALKED ALONG A LEDGE, (ROOF OVER A GROUND FLOOR CLASSROOM) AND JUMPED OFF, INJURING s.47(3)(b) - Contrary

Immediate Action Taken (Including Any Lockdown Or Evacuation)

STUDENT WAS ASSISTED TO CLOSEST STAFFROOM, ASSESSED, PROVIDED FIRST AID AND MONITORED. STUDENT'S PARENT WAS CONTACTED TO COLLECT FROM SCHOOL & TAKE FOR MEDICAL EXAMINATION

Incident Types**Select one or more Incident Types ***

[Click here for help selecting Incident Types](#)

- ☒ Injury Illness (includes all injury/illness even if no treatment was required)
- ☐ Security Threat
- ☐ Motor Vehicle
- ☐ Electrical
- ☐ Fire
- ☐ Environmental

☐ Near Miss (use "Near Miss" to record events where there was no injury or illness sustained)

Was this a Dangerous Incident as defined under Legislation?

[Click here for definition of Dangerous Incident](#)

☐ Yes ☒ No

Reporting Details

Reported Date *

25/03/20

Reported by Staff

Quinn-Sturdy, Amanda Jane, 217233

Reported by Student

Reported by Other Person (include name, address etc.)

Reviewer *

Needer, Shane Arthur, 2162170, Mal

[Click here for help selecting the Reviewer](#)

Entered By (Populated By System)

Pratt, Jo-Anne, 5138309, Female, Ac

Incident Status (Populated By System)

Signed Off and Closed

SAVE THIS PAGE AND PROGRESS TO THE NEXT TAB/S TO COMPLETE THE DETAILS FOR ALL INCIDENT TYPES SELECTED.

Injury/Illness

Injury/Illness

Injury/Illness ID	Description	Student Name	Staff Name	Other Name
<input checked="" type="radio"/> INJ-199052		<div>s.47(3)(b) - Contrary to s.47(3)(b) - Co Female, Pine Rivers State High School</div>		

Submit Incident Record for Review

To submit this Incident Record, please tick the box below and click Save

Submit Incident Record for Review? *

☒ Yes

REMEMBER TO SAVE.

Incident Review

Incident Classification

Hint: you can reclassify an incident through the Injury/Illness tab or the Incident tab.

Incident Classification (generated on save)
Class 3

[Click here for Incident Classification Information](#)

A standard investigation is to be conducted as a minimum for Class 2 incidents and Dangerous Incidents

A detailed investigation is to be conducted for Class 1 incidents

Further Action

Investigating the causes of an incident and recommending ways to prevent it happening again (controls) are integral to incident management.

Controls are to be implemented where the school or workplace has influence over the causes of the incident. This includes factors such as processes, procedures, the environment, curriculum activities, tasks or substances.

The extent of investigation and record keeping is to reflect the complexity and severity, or potential severity, of the incident.

Outcomes of Standard and Detailed investigations to be recorded in MyHR WH&S Screens

Describe any hazards identified (What caused the Injury/Incident) *

School investigated the site straight away and contacted the site manager Wednesday Feb 28, school contacted Leanne Bowen, Senior Health and Safety Consultant Regional Infrastructure Manager, Brenda May. Brenda arranged a meeting with Principal, WHSO, site manager and contractor that day. She arrived that day for an inspection and took photos of the site. All installation work stopped on Wednesday afternoon.

What controls (actions) have been put in place (or are planned) to prevent the same or similar incident from happening again? *

Site was closed until the contractor installed safety fencing and other safety work practice statements.

More information on incident investigation:

[Click here for the Departmental Policy, Procedures, Guidelines and Resources.](#)

Incident Review

Has the Incident
and ☒

Injury/Illness
information
been reviewed?
*

Once this review page is saved, email notifications will be sent as follows regarding investigation:

- Class 1 and 2 and Dangerous incidents - an email will be sent to the Officer in Charge (OIC) and the Delegated Officer/s in Charge (DOIC)
- Class 3 incidents - an email will be sent to the Delegated Officer/s in Charge (DOIC) or the Officer in Charge (OIC)
- Class 4 and 5 incidents - no email is sent

Remember to Press 'Save'.

Assign Investigator

Person Responsible for Investigation

Investigation

Complete each field and then attach investigation report

Investigation Start Date
25/02/20

Investigation Team Leader
Needer, Shane Arthur, 2162170, Mal

Investigation Team

Surname	Given Names	Employee IDs
No Records	No Records	No Records

Staff Witnesses

Surname	Given Names	Employee IDs	Gender	Roles	Locations	Delete
No Records	No Records	No Records	No Records	No Records	No Records	

Student Witnesses

Surname	Given Names	Student ID	Gender	Locations	Delete
No Records	No Records	No Records	No Records	No Records	

Other Witnesses

Summary of Investigation Findings

Tuesday Feb 25.

Air conditioning contractor didn't have physical barriers in place, around their worksites.

Student stepped into the contractor's site, climbed up an extension ladder to access a narrow ledge above a ground floor classroom.

the student walked along for about 10 metres after seeing the teacher, she jumped to the ground, landed badly and s.47(3)(b) - Contran

First aid and monitoring was provided to the student.

School contacted the mother and she transported her daughter to medical treatment.

Wednesday Feb 26.

The school contacted the Regional Health and Safety Consultant and the Regional Infrastructure Manager, who immediately arranged a site visit to photograph the sites and conduct a site meeting.

Subsequent meetings that day, had the installation work stop until work safety plans had been reviewed and submitted to the project manager.

The site was closed on Wednesday afternoon, no work was to be done on Thursday Feb 27 and the fencing was to be installed on Friday around the three sites before the installation work could continue.

Is a Formal
Root Cause
Analysis
required?

☐ Yes ☒ No

File Attachment

Attached File	File Type	Date Loaded	File Uploaded By	Delete
No Records	No Records	No Records	No Records	

Investigation Outcomes

Recommendations

Safety fences to be installed around the contractors work sites and prevent students from entering their work sites.

Students to stay away from the work sites and obey safety signage.

Risk of Incident Recurrence

		Matrix				
Consequence	Likelihood	Consequence				
		Insignificant	Minor	Moderate	Major	Critical
- Insignificant - Minor - Moderate - Major - Critical	Almost Certain	Medium	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	High	Extreme
	Possible	Low	Medium	High	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Low	Medium

Click here to view further
Likelihood Matrix Information

Almost Certain

Low

Clear Result

Is the
Investigation
complete?

☒ Yes ☐ No

Investigation Completion Date

27/02/20

File Attachments

File Attachment Attached File	File Type	Date Loaded	File Uploaded By
No Records	No Records	No Records	No Records

Finalisation - Officer in Charge

Signed Off By
Watson, Douglas Wesley, 2157079, I

Date Signed Off
25/03/20

Sign Off Comments

Resubmission of INC 209930 - System error resulted in deletion when sign off occurred, reviewed with support of facilities, NCR WHS, WHOS and AC site manager.

Finalise this record? ☒ Yes ☐ No

Actions

Actions Due Date	Action ID	Action Title	Assigned To
No Records	No Records	No Records	No Records

Case Notes

Case Notes Date of Note	Person Making Note	Who was Spoken To	Subject
No Records	No Records	No Records	No Records





