

## Safety Incident Reporting

Keeping our community safe is a shared responsibility. Please remember to report safety incidents and near misses - including physical and psychosocial hazards - using the Assurance incident form.

### What to record

- Injuries or illness (including psychological injury)
- Near misses that could have caused harm
- Incidents involving students, staff, contractors, volunteers or visitors
- Events on campus or during school activities (excursions, camps, sport)

If in doubt, **record it**. Near misses are especially valuable for prevention.

**What to do first** Always prioritise safety: provide first aid, make the area safe, and notify relevant staff **before** completing a report.

**Why it matters** Timely reporting (within 48 hours where possible) helps us meet our duty of care, identify risks early, and prevent future incidents.

Need help deciding whether something should be reported? **Ask your College Risk Professional - it's always better to check.**

