

## AGM Report

<b>Date of AGM</b>		6/3/2024		
<b>Report Period</b>		30/1/2023-15/12/2023		
<b>Incident Reports</b>				
<b>Accident / Incident / Near Miss / Hazards</b>		<b>Number</b>	<b>Description</b>	
Accidents / Incidents*		15		
Near misses		3	Property damage x 3	
Hazards				
First aid only		1		
Lost time injuries				
New Work Injury Claims				
Bullying Complaint investigations				
Student Related		7	Slips, trips, falls x 6 1x bites/sting	
<b>SafeWork SA</b>				
<b>Date of Incident complaint</b>	<b>Incident ID #</b>	<b>Incident Details</b>	<b>Actions from SafeWorkSA (e.g. SWSA Action Letter, Prohibition / Improvement Notice)</b>	<b>Date of Notice Sign Off</b>
N/A				
<b>Correspondence Received</b>				
<b>Title of document</b>		<b>Author</b>	<b>Date presented to staff/actioned</b>	
Safety Bulletin February June August November		CSHWSA	8/2/2023 14/6/2023 9/8/23 1/12/2023	
Hazard alert – modification to domestic equipment		CSHWSA	7/2/2023	
Hazard alert- RCD protection		CSHWSA	10/3/2023	
Form 3s Schedule of essential safety provisions compliance		City of Marion	15/3/2023	
Workers' compensation claims and injury management		Catholic Archdiocese of Adelaide	24/5/2023	
Hazard alert – incorrect mobile phone disposal		CSHWSA	17/5/2023	
Workers Compensation and Injury Management change of claims provider		Catholic Archdiocese of Adelaide	3/7/2023	
Consultation, Cooperation & Communication		CSHWSA	2/8/2023	
Driver Safety Procedure		CSHWSA	2/8/2023	
Update to CSaIM		CSaIM	30/8/2023	
Hazard alert – gas bottles		CSaIM	25/9/2023	
Changes to the Food Safety Standards circular		CESA	25/10/2023	
CESA training needs analysis		CSaIM	20/11/2023	

Policy / Procedure		
Title of policy / procedure		Date presented to staff
First aid procedure		29/3/2023 24/5/2023
Camp, excursion procedure		14/6/2023 23/8/2023
Hot glue gun risk assessment & SOP		14/6/2023
Emergency evacuation & lock in procedure		28/6/2023
Audits		
Type of Audit	Corrective Actions Identified	
N/A		
Training		
Title	Provider	Date completed
Salt compliance Learning Management system	CESA	2023 completion report attached
Officer training	CSaIM	20/9/2023
Fire warden training	CSaIM	6/11/2023
WHS Activities Completed		
Activity	Date completed	
WHS coordinators meeting attended	29/3/2023 31/10/2023	
Evacuation drill	5/4/2023	
Staff flu vaccination	13/4/2023	
Lock in drill	28/6/2023	
CESA WHS committee meeting attended	3/2/2023 31/5/2023 30/8/2023 22/11/2023	
Pre -purchase checklists completed for new equipment	31/5/2023	
Smoke detectors maintenance check	2/6/2023	
First aid log reviewed	21/6/2023 13/9/2023 25/10/2023	
Electrical testing & tagging	25/7/2023	
Staff induction procedure updated	26/7/2023	
CESA WHS committee meeting attended	31/5/2023	
First aid log reviewed	2/8/2023	
Portable fire equipment serviced	21/2/2023 16/8/2023	
Emergency/Exit lighting 90-minute battery discharge test conducted 6 monthly	25/1/2023 16/7/2023	
First aid kits checked	30/1/2023 1/5/2023 16/8/2023	



Defibrillator inspection	30/1/2023 1/5/2023 16/8/2023
Duress alarm installed	4/9/2023
Workplace inspections completed	13/9/2023
Structural Fire Protection & Compartmentation inspection	12/10/2023
Trees maintenance pruned	11/10/2023
Form 3s Schedule of essential safety provisions compliance	8/11/2023
Risk management for camps, excursions, and events	2023
Report prepared by	Cathy Keogh 5/3/2024