

AGM Report

Report Period 30/1/2023-15/12/2023 Incident Reports Accident / Incident / Near Miss / Hazards Number Description	/2024	Date of AGM 6/3/2024					
Accident / Incident / Near Miss / Hazards		30/1/202	Report Period 30/1/				
Accidents / Incidents 15 Near misses 3 Property damage x 3	Incident Reports						
Near misses 3	nber Descriptio	Number	Accident / Incident / Near Miss / Hazards Numb				
First aid only Lost time injuries New Work Injury Claims Bullying Complaint investigations Student Related 7 Slips, trips, falls x 6 1x bites/sting Date of Incident ID# Incident Potails Notice) N/A Correspondence Received Title of document Safety Bulletin February June August August November Hazard alert – modification to domestic equipment Form 3s Schedule of essential safety provisions compliance Workers' compensation and Injury Management change Title of Archdiocese of Slips, trips, falls x 6 1x bites/sting Actions from SafeWorkSA (e.g. SWSA Action Letter, Prohibition / Improvement Notice) Date of Notice Sig Actions from SafeWorkSA (e.g. SWSA Action Letter, Prohibition / Improvement Staff/actioned S		15			idents*	s / Incid	ccidents / Ir
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		Workers Compensation and Injury Management change					
of claims provider Adelaide 3/7/2023	0						
		Consultation, Cooperation & Communication					
		Driver Safety Procedure					
		Update to CSaIM					
'		Hazard alert – gas bottles					
<u> </u>		Changes to the Food Safety Standards circular					
		CESA training needs analysis					



Policy / Procedure		
Title of policy / procedure	Date presented to staff	
First aid procedure	29/3/2023	
The state of the s	24/5/2023	
Camp, excursion procedure	14/6/2023	
,	23/8/2023	
Hot glue gun risk assessme	14/6/2023	
Emergency evacuation & lo	28/6/2023	
Audits		
Type of Audit	Corrective Actions Identified	
N/A		
Training		
Title	Provider	Date completed
Salt compliance Learning	CESA	2023 completion
Management system		report attached
Officer training	CSalM	20/9/2023
Fire warden training	CSalM	6/11/2023
WHS Activities Completed		
Activity	Date completed	
WHS coordinators meeting	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 mee	3/2/2023	
	31/5/2023	
	30/8/2023	
		22/11/2023
Pre -purchase checklists co	31/5/2023	
Smoke detectors maintena	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 u	26/7/2023	
CESA WHS committee mee	31/5/2023	
First aid log reviewed	2/8/2023	
Portable fire equipment se	21/2/2023	
Fine a man in an afficial to the transition of the	16/8/2023	
Emergency/Exit lighting 90	25/1/2023	
First aid kits abacked	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 com	13/9/2023	
Structural Fire Protection 8	12/10/2023	
Trees maintenance pruned	11/10/2023	
Form 3s Schedule of essent	8/11/2023	
Risk management for camp	2023	
Report prepared by	Cathy Keogh 5/3/2024	