



AGM WHS Report

Date of Board Meeting		26/2/2025		
Report Period		30/1/2024-15/12/2024		
Incident Reports				
Accident / Incident / Near Miss / Hazards		Number	Description	
Accidents / Incidents*		1	1 maintenance	
Near misses				
Hazards		1	Door lock broken	
First aid only				
Lost time injuries		1	1 slip, trip, fall	
New Work Injury Claims				
Bullying Complaint investigations				
Student Related		2	Injury during play/ PE	
SafeWork SA				
Date of Incident / complaint	Incident ID #	Incident Details	Actions from SafeWorkSA (e.g. SWSA Action Letter, Prohibition / Improvement Notice)	Date of Notice Sign Off
Correspondence Received				
Title of document		Author	Date presented to staff/actioned	
Document control procedure reviewed & finalized		CSaIM	20/3/2024	
WHS & IM Policy		CSaIM	23/1/2024	
Hazard management procedure updated		CSaIM	20/3/2024	
Legislative Changes to Smoke & Vape-Free Outdoor Areas		CSaIM	21/2/2024	
RRHAN-EC		CESA	19/6/2024	
New risk assessment templates for camps & excursions		CSaIM & CESA	14/10/2024	
Circular re Staff Vs Student sporting activities		CESA	18/10/2024	
Procedures updated: Managing Psychosocial Hazards (Procedure 18) Management of Hazardous Chemicals (Procedure 19)		CSaIM	25/11/2024	

changes related to the Return-to-Work Act with the passing of the Return to Work (Employment and Progressive Injuries) Amendment Act 2024.	CSaIM	13/11/2024
Hazard alert – sliding doors	CSaIM	9/12/2024
CESA training needs analysis updated	CESA	27/5/2024
Policy / Procedure		
Title of policy / procedure		Date presented to staff
Protective practices for staff in their interactions with children and young people		24/1/2024
Duress alarm procedure		31/1/2024
Incident & investigation report form		14/2/2024
Emergency procedures		13/3/2024 25/9/2024
contact officer email to all staff		13/3/2024
Camps, Excursions, Sporting and Adventure Activities Updates		14/4/2024
CESA Code of Conduct		14/8/2024
Glue Guns SOP & risk assessment		24/7/2024
Electrical procedure		14/8/2024
Infection control procedure		19/6/2024
Audits		
Type of Audit	Corrective Actions Identified	
CTK was not audited in 2024		
Training		
Title	Provider	Date completed
Emergency Warden training	CSaIM	6/6/2024
HLTAID012. First aid in an Education & Care setting	Hero HQ	29/5/2024
Donesafe administrator training	CSaIM	4/9/2024
RRHAN-EC training	Department for education SA	Term 4 2024
WHS Activities Completed		
Activity		Date completed
Electrical testing of exit and emergency lighting & RCDS		18/1/2024 July 2024
Portable fire equipment service		21/2/2024 21/8/2024
Emergency drills		10/4/2024 3/7/2024

	25/9/2024
Schedule of essential safety provisions Form 3 maintenance verification completed	27/3/2024
Smoke detectors serviced	30/3/2024
First aid log reviewed	3/4/2024 3/7/2024
Staff flu vaccine	11/4/2024
Arborist assessment of trees on site	12/6/2024
Risk management for Canberra Camp (19/6/2024-21/6/2024)	12/6/2024
Emergency procedure debrief	3/7/2024
Pre purchase risk assessments completed for Karcher pressure washer, Stick vacuums, Forpark playground	26/6/2024
Workstation update consultation	26/6/2024
Electrical equipment tested and tagged	16/7/2024
Workplace inspection forms disseminated	28/8/2024
CESA WHS committee meeting attended	7/3/2024 30/8/2024
Playground post install inspection	10/9/2024
Playground post install inspection completed	16/10/2024
Playground safety inspection training	17/10/2024
Risk management updates for grounds and maintenance work	6/11/2024
WHS coordinators meeting	29/2/2024 29/5/2024 21/8/2024 15/11/2024
CESA WHS committee meetings attended	7/3/2024 29/8/2024 21/11/2024
Inspections of Fire-Resistant Materials, Fire Linings & Indices, Compartmentation and Fire Doors	16/12/2024
Risk management for Camps, Excursions, Sporting and Adventure Activities	
Report prepared by	Cathy Keogh 25/2/2025